

CONTENT

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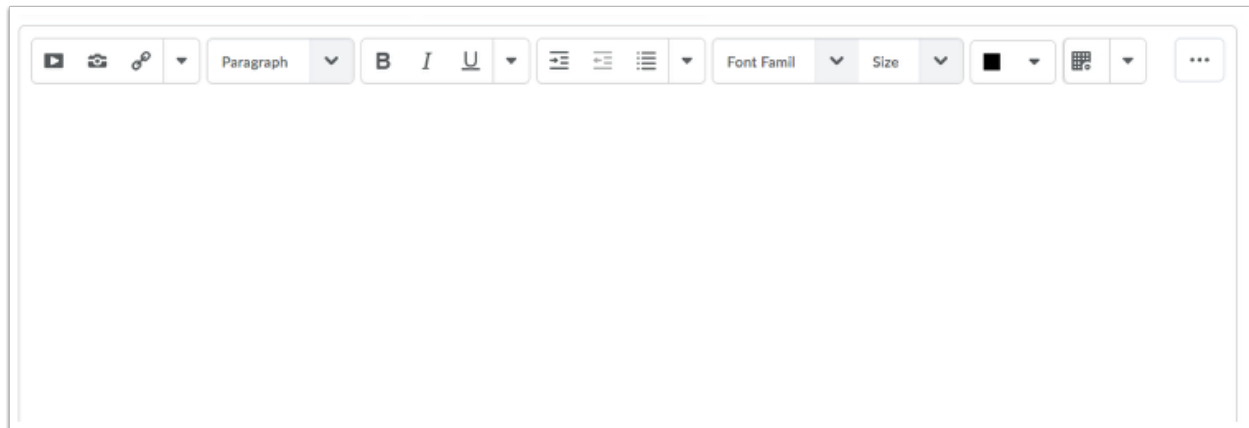
BYU-Idaho Online Knowledgebase

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Links

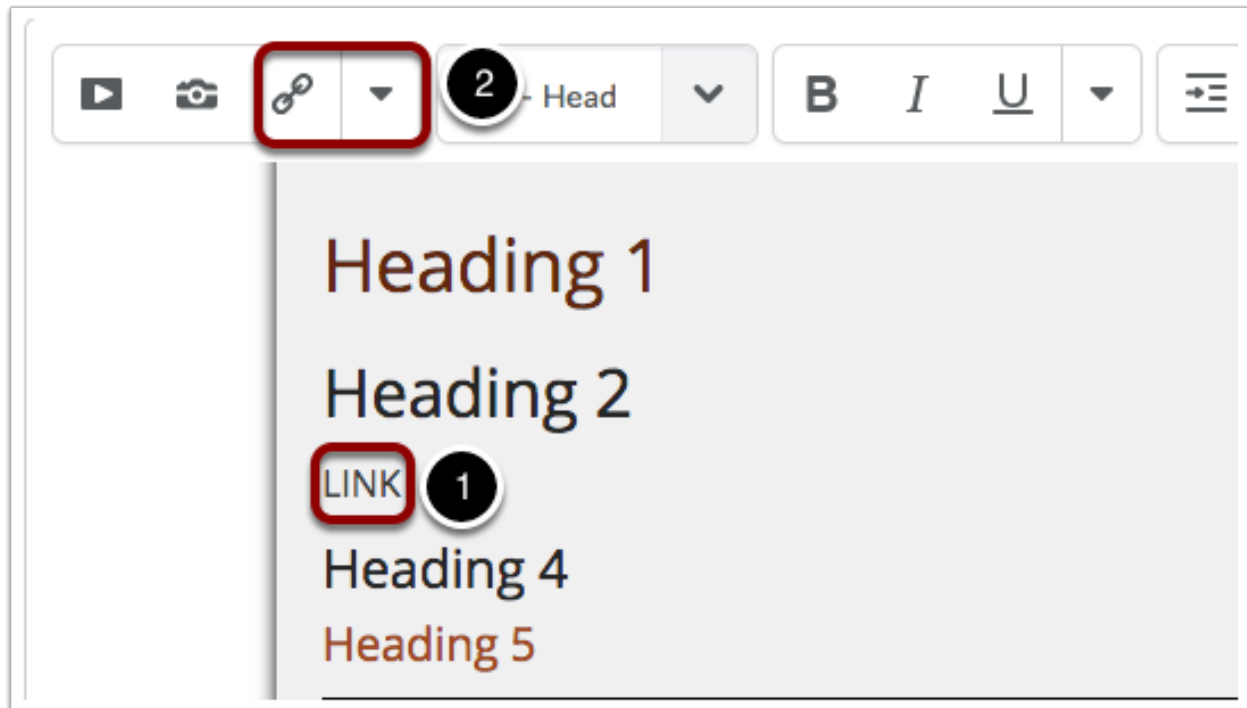
How Do I Link to Other Activities Within a Course?

Content Editor



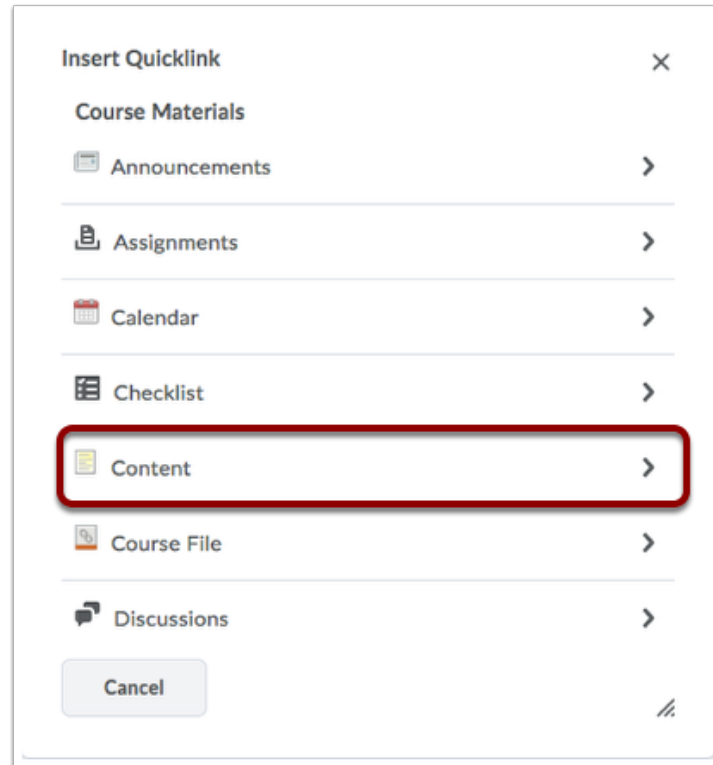
Navigate to the page, announcement, feedback, etc, that you would like to edit, and begin editing so that you see the options above.

Highlight Link Text



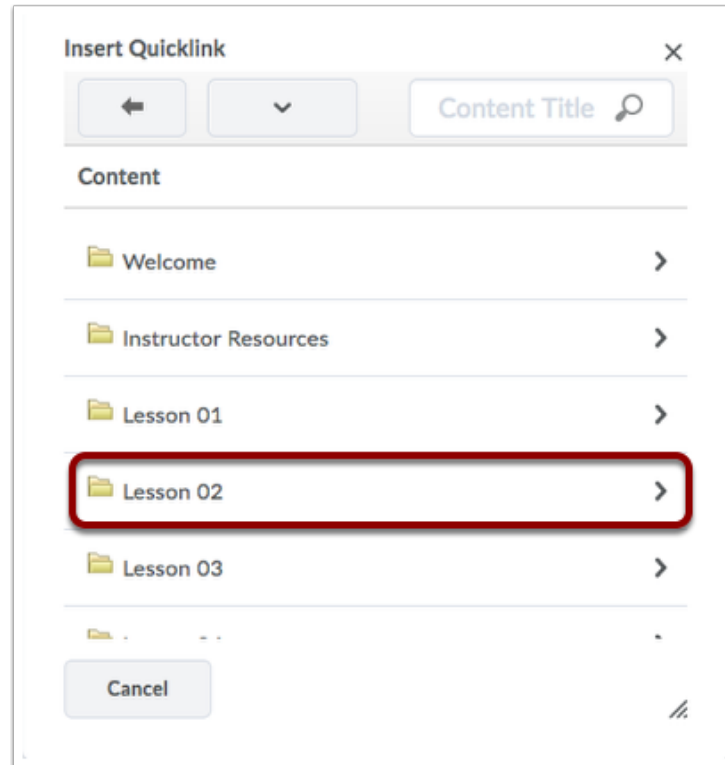
1. Click and drag your cursor over the text to **Highlight** what you would like to turn into the link.
2. Select the link button.

Select Content



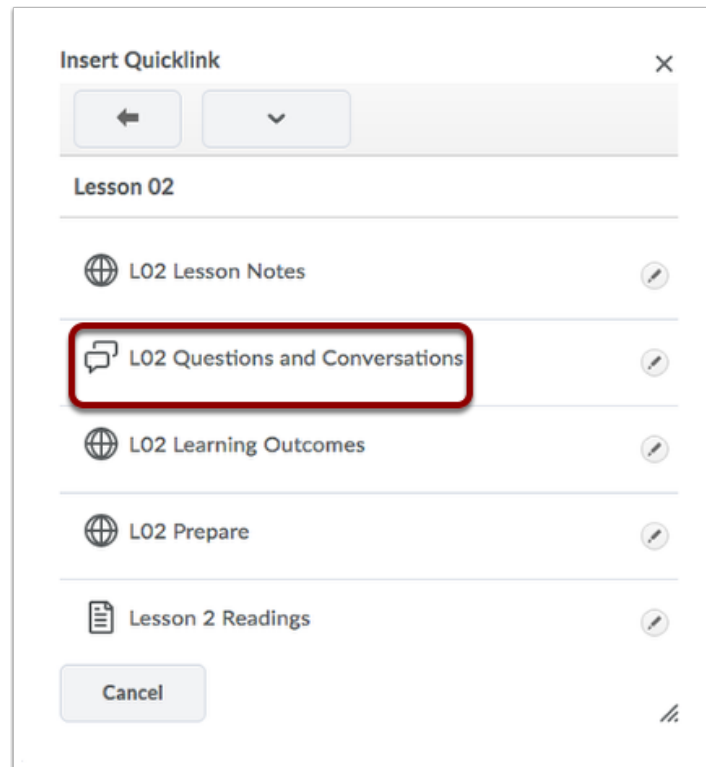
Click on the Content option.

Select Lesson Folder



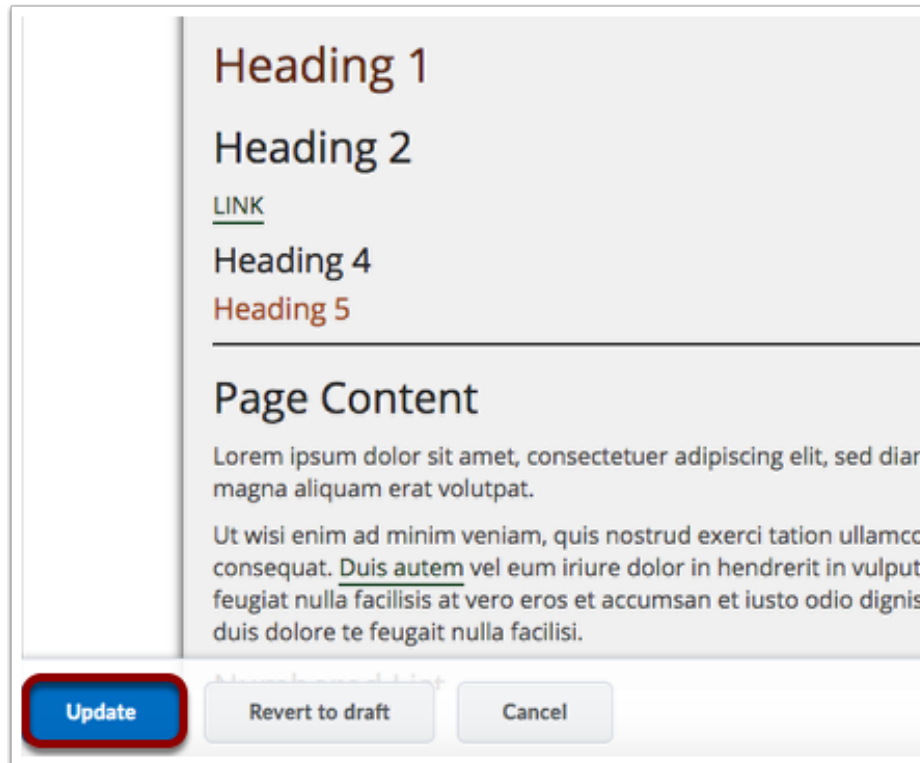
Select the Lesson where the content you want to link is located.

Select Activity



Select the Activity to link it to the text you previously highlighted.

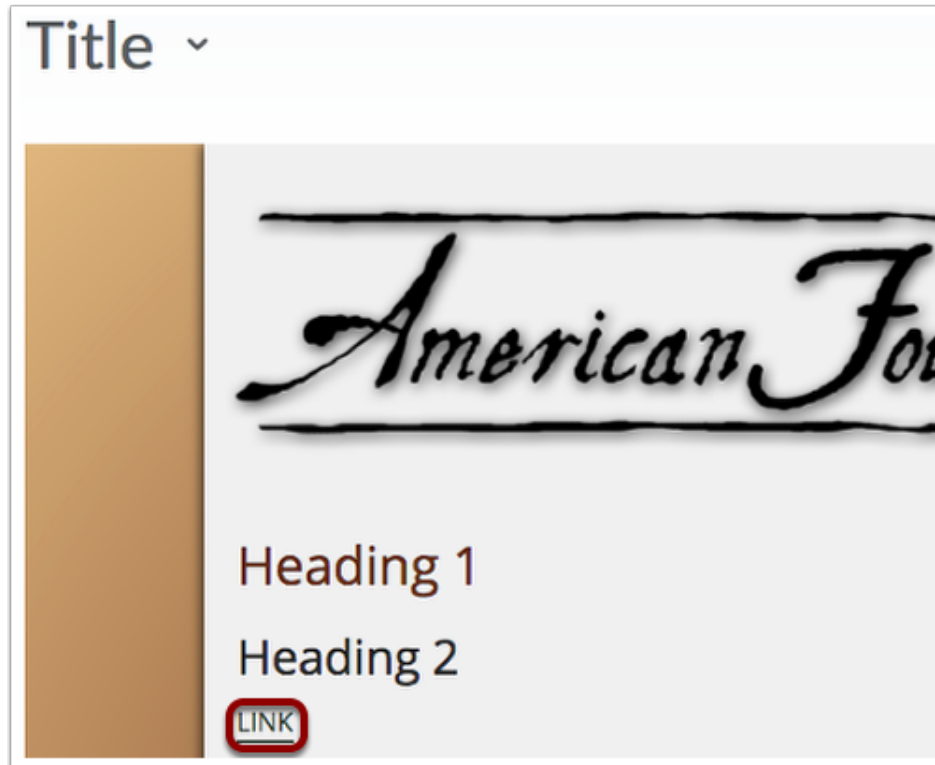
Update Your Content



The screenshot shows a content editor interface. On the left is a sidebar with a list of headings: "Heading 1", "Heading 2", "LINK", "Heading 4", and "Heading 5". The "LINK" item is highlighted. The main content area on the right is titled "Page Content" and contains two paragraphs of placeholder text. The first paragraph is "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam magna aliquam erat volutpat." The second paragraph is "Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcc consequat. Duis autem vel eum iriure dolor in hendrerit in vulput feugiat nulla facilisis at vero eros et accumsan et iusto odio dignis dui dolore te feugait nulla facilisi." At the bottom of the editor, there are three buttons: "Update" (highlighted with a red box), "Revert to draft", and "Cancel".

Your link has now been created. Now click "Update."

Test Your Link



Navigate to your link, and click the linked text.

Test Your Link

L02 Questions and Conversations ▾

Use this Discussion Board to post any questions you may have about the course, lesson, or specific activity. Your peers and/or instructor may help in answering your question(s).

[Start a New Thread](#)

Filter by: All Threads ▾

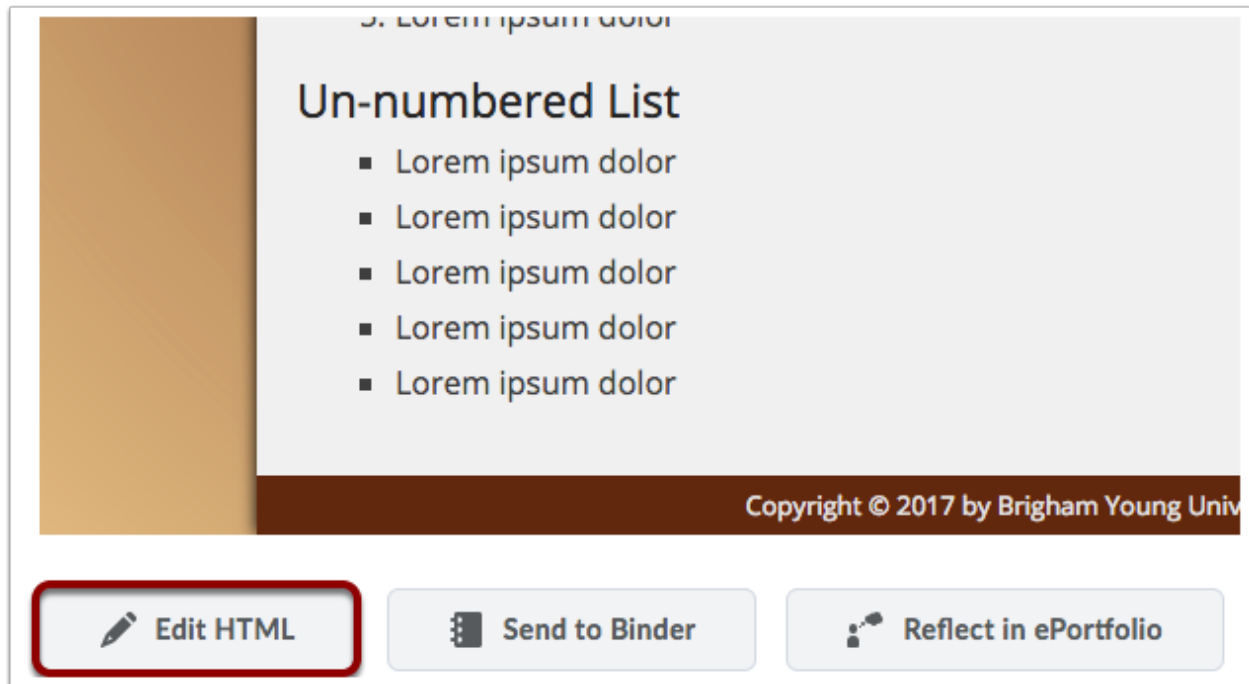
There are no threads in this topic.

You will be redirected to the linked content with in your course.

How Do I Link to Another Website?

Edit HTML

This tutorial explains how to add links to external websites within a file created in I-Learn. To add a link from the content area, please see [How Do I Add Content to a Module?](#)



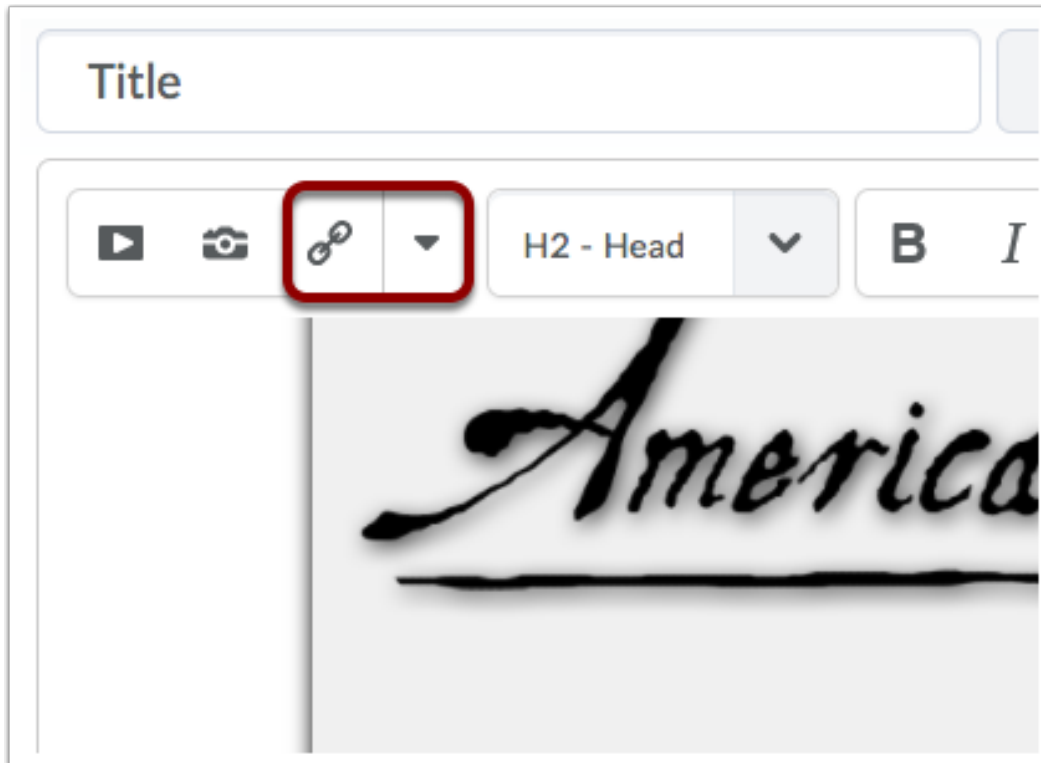
Navigate to the assignment or document you wish to add a link to. Click on the Edit HTML button at the bottom of the page.

Highlight Text



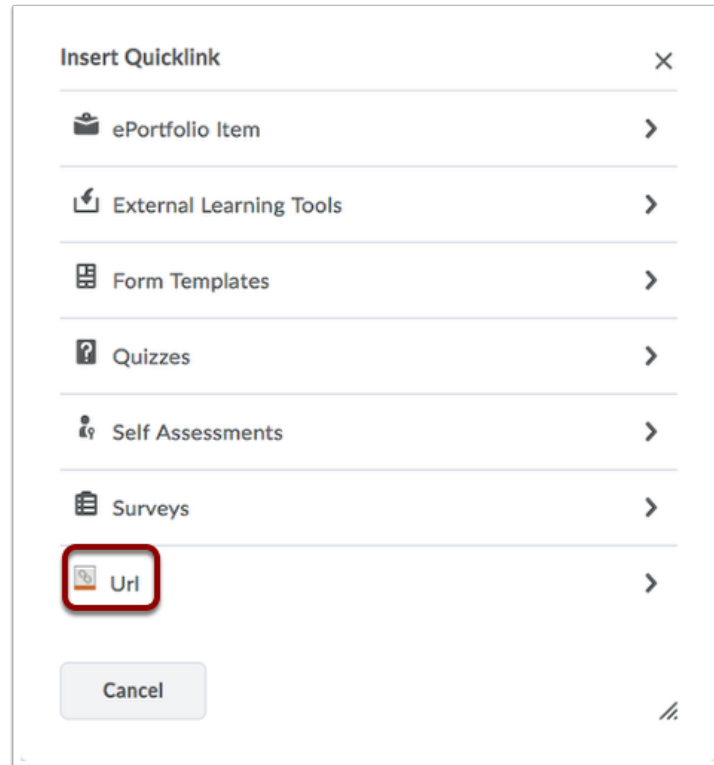
Highlight the text you wish to add a link to.

Insert Quicklink



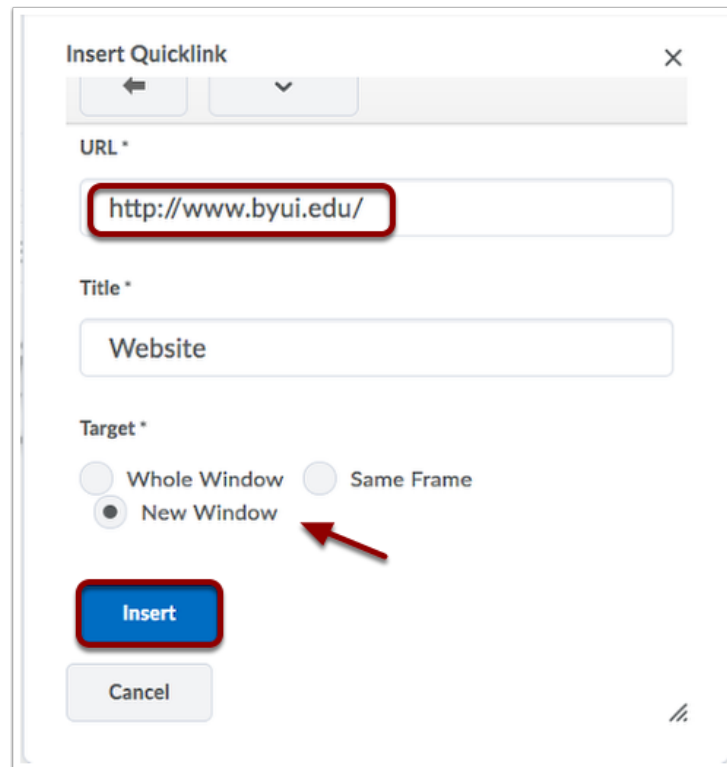
Click the Insert Quicklinks button.

Select URL



Scroll to the bottom and **select** the URL button.

Paste In URL



The screenshot shows a dialog box titled "Insert Quicklink" with a close button (X) in the top right corner. Below the title bar, there are two buttons: a back arrow and a dropdown arrow. The "URL *" field contains the text "http://www.byui.edu/" and is highlighted with a red rectangular box. Below it, the "Title *" field contains the text "Website". The "Target *" section has three radio button options: "Whole Window", "Same Frame", and "New Window". The "New Window" option is selected, indicated by a red arrow pointing to its radio button. Below the radio buttons, there is a blue "Insert" button with a red border, and a grey "Cancel" button below it. A small icon is visible in the bottom right corner of the dialog box.

1. Paste the desired URL. The **Title** is automatically inserted based on what **text** you selected.
2. Select the **New Window** option.
3. Click the **Insert** option.

Update

Heading 1

Website ←

Heading 3

Heading 4

Heading 5

Page Content

Lorem ipsum dolor sit amet, consectetur adipiscing elit
magna aliquam erat volutpat.

/content/enforced/19311-FDAMF101/ [Change Path](#)

Notify students that the content has changed

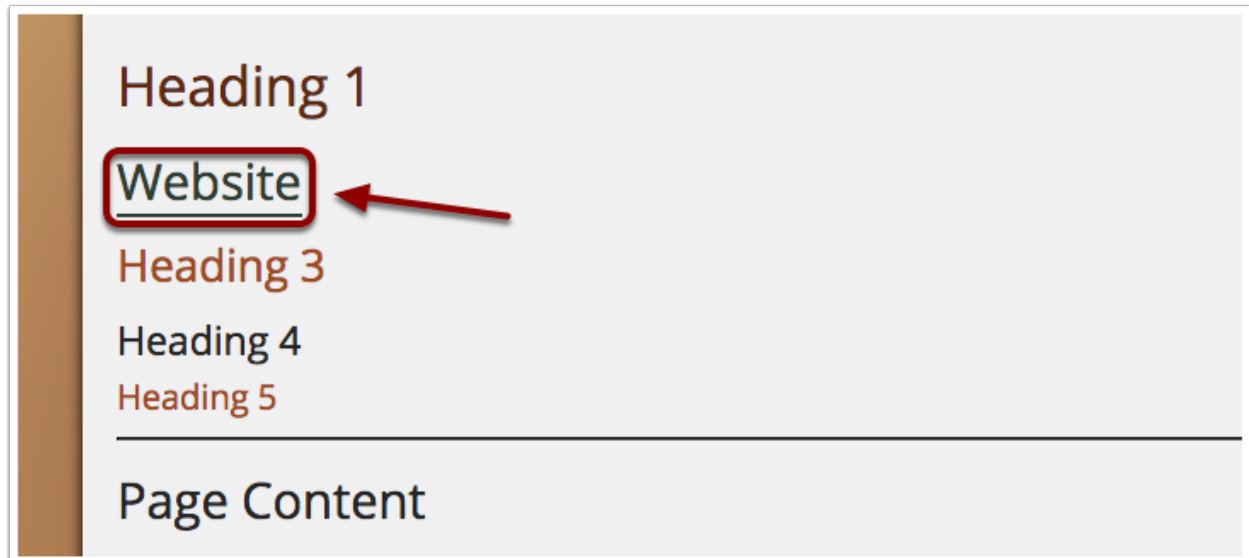
Update Revert to draft Cancel

Notice the text you selected is now underlined. This shows it is now a **hyperlink**.

Click the **Update** button.

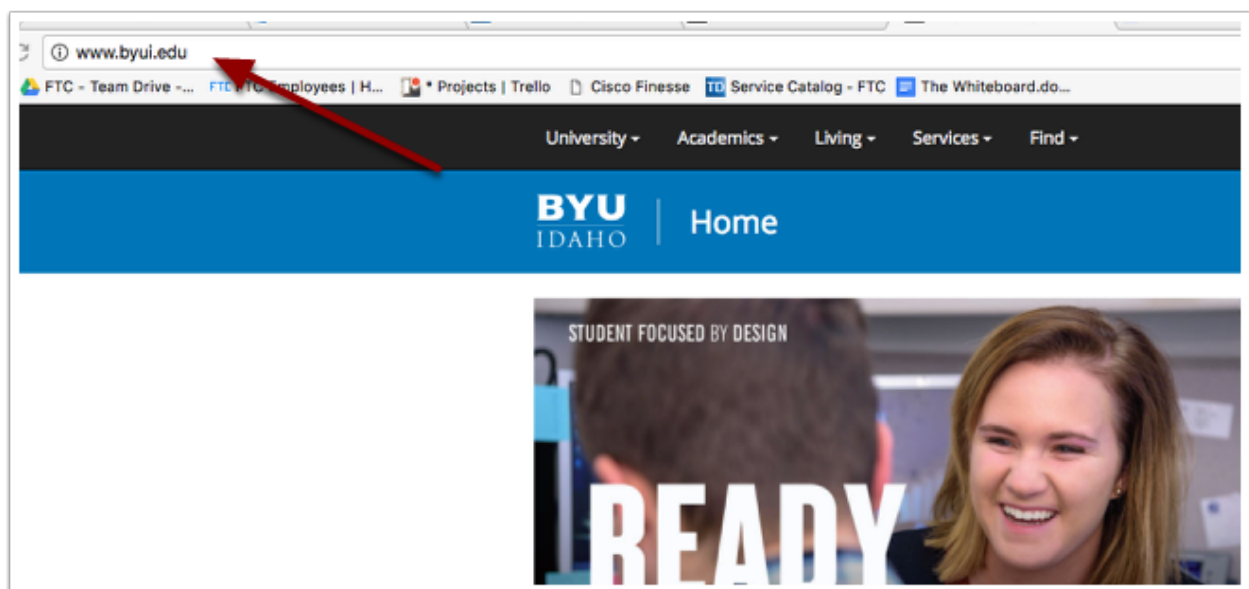
BYU-Idaho Online Knowledgebase

Check



Click on the new link to test it out.

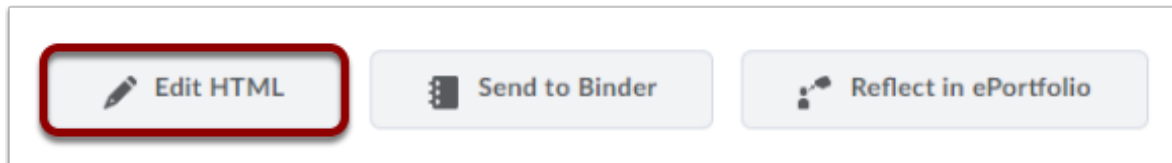
Confirm The Link Works



You will see the web page open in a new window.

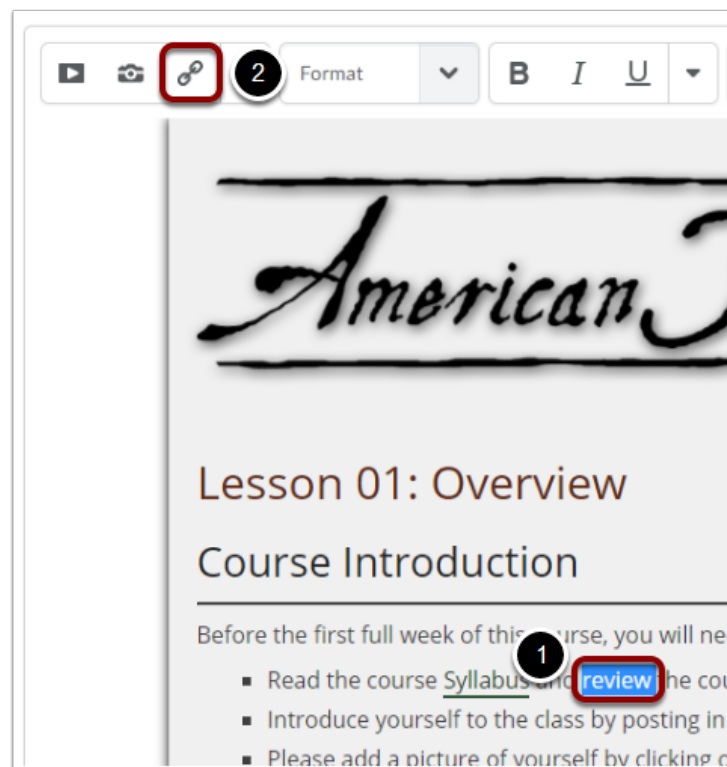
How Do I Link to a Document?

Edit HTML



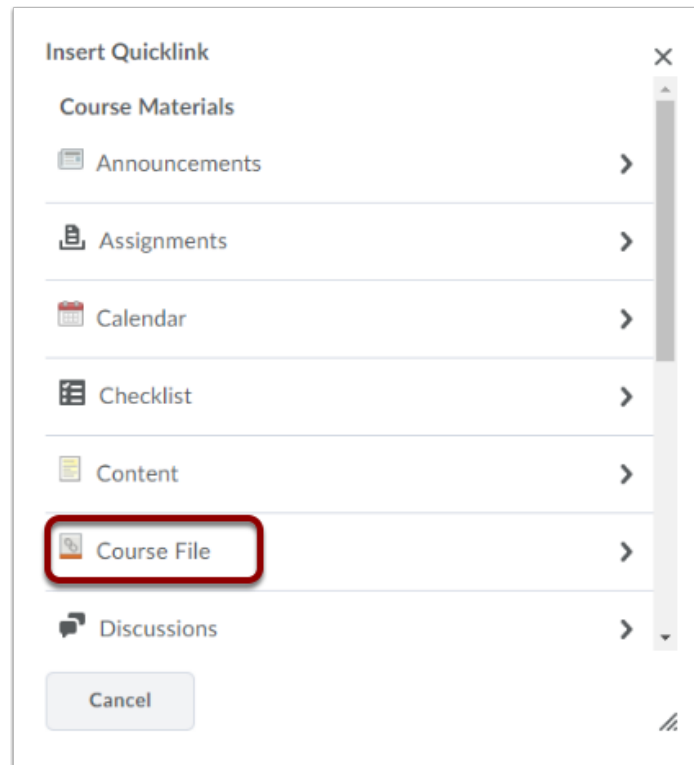
Navigate to the page you wish to create the link in, and click on **Edit HTML** button on the bottom left of the screen.

Highlight Text



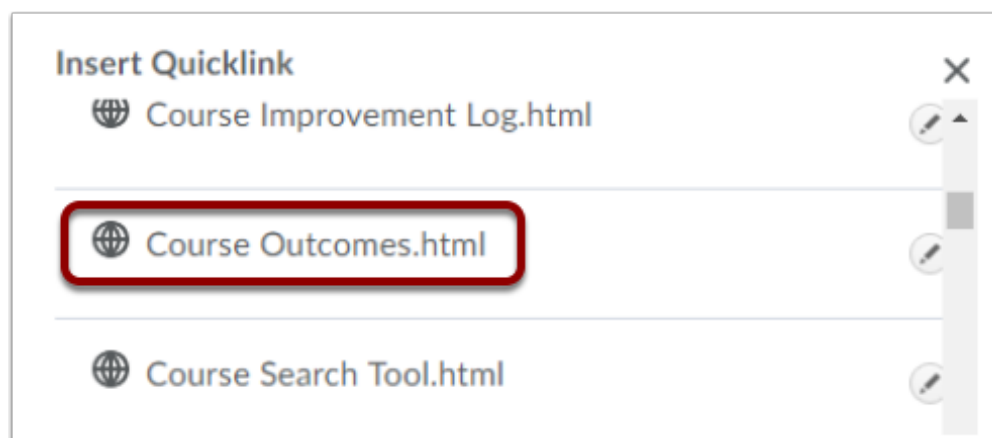
1. **Highlight** the text you wish to link from,
2. Click on the **Insert Quicklinks** button.

Course File



Click on Course File.

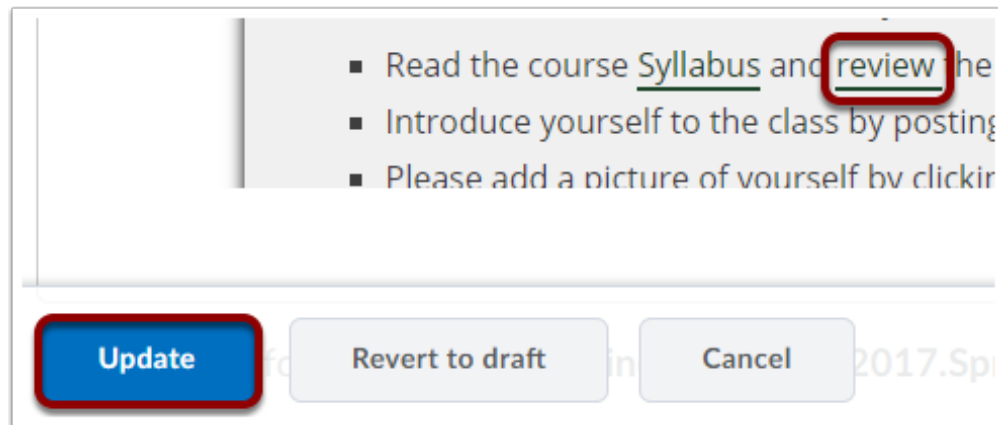
Locate The Document



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Find the location of the document you wish to link. Click on it when you have found it.

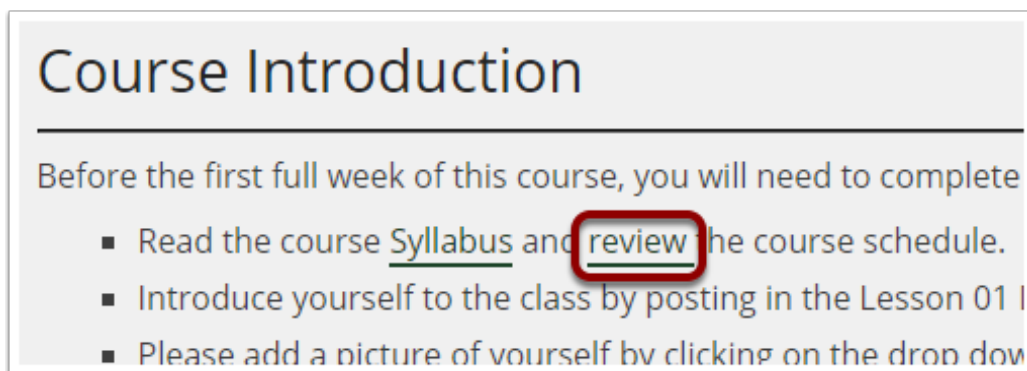
Update



Notice the text you highlighted has successfully become a link.

Click on Update to save your changes.

Check



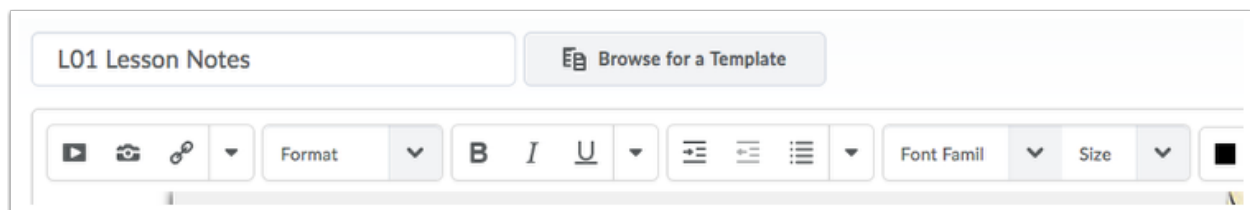
Click on the link afterward to test it.

How Do I Link to an Announcement?

Teachers may choose to link to an announcement from anywhere inside their course. For example:

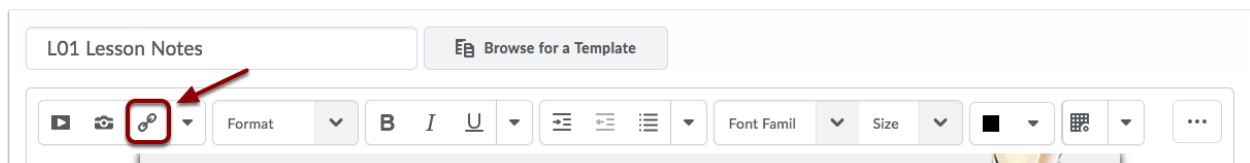
- link from an announcement to an announcement,
- from an assignment to an announcement,
- from a content/instruction page to an announcement
- from a discussion to an announcement
- etc...

Content Editor



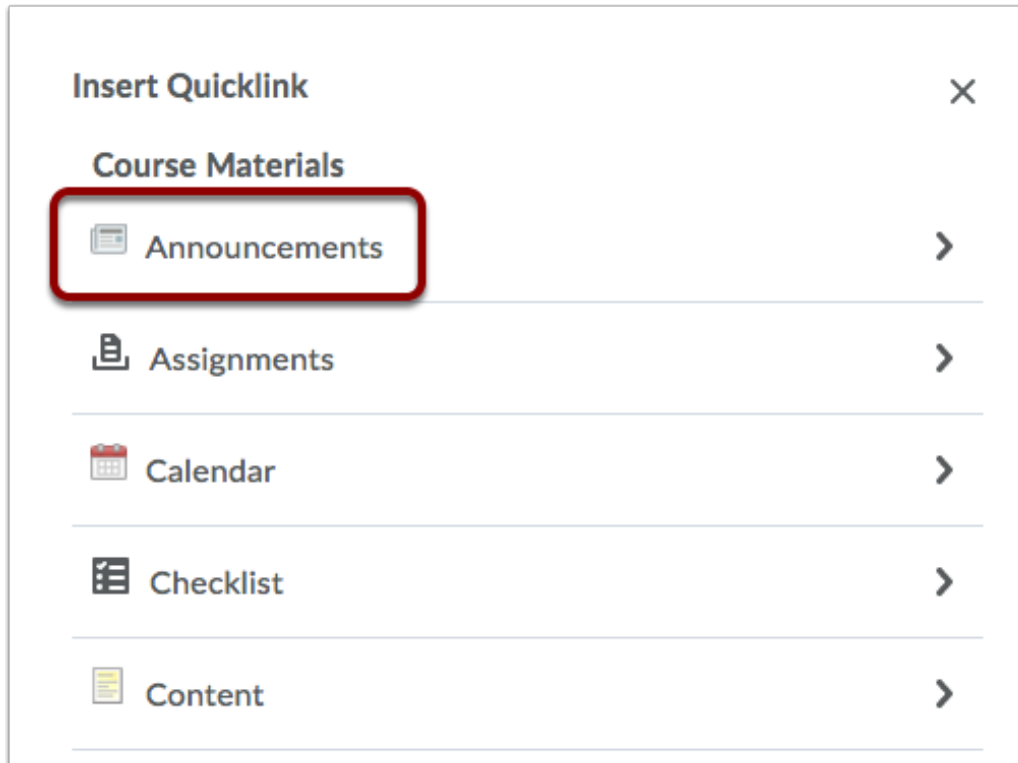
Start on any screen with the content editor enabled.

Insert Link

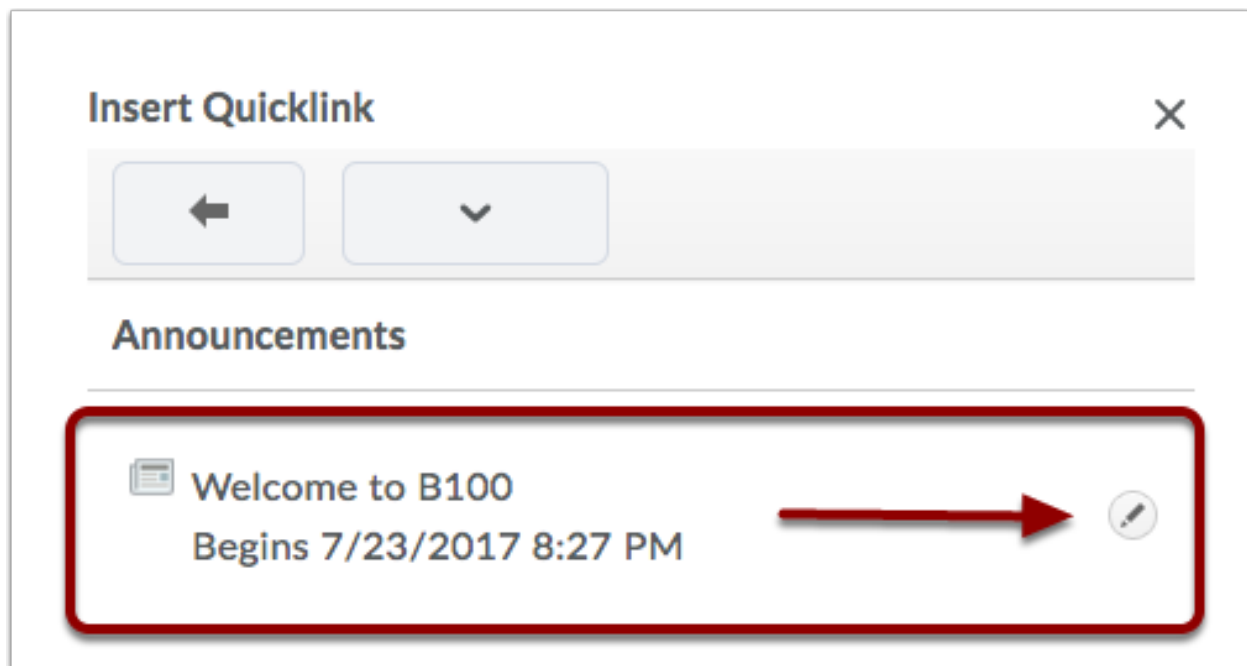


Click the Insert Link button.

Announcements



Choose Announcements.



Locate the announcement you would like to link to. Then click the edit icon to the right of the announcement title and date.

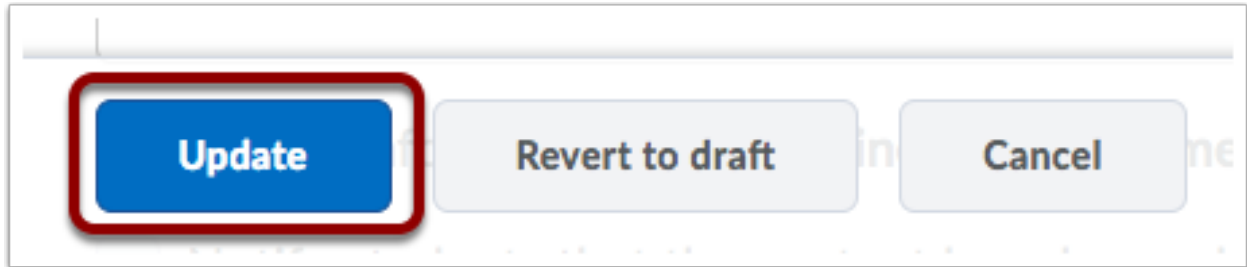
Format Link

The screenshot shows the 'HTML Properties' dialog box. At the top, there are two buttons: a back arrow and a dropdown arrow. Below them is the 'HTML Properties' section. The 'Title *' field is highlighted with a red box and contains the text 'Welcome to B100'. A black circle with the number '1' is next to this field. Below the title field is the 'Target *' section, which has three radio button options: 'Whole Window', 'Same Frame', and 'New Window'. The 'New Window' option is selected, indicated by a blue circle around its radio button. A red arrow points from a black circle with the number '2' to the 'New Window' radio button. At the bottom left is a blue 'Insert' button. A red arrow points from a black circle with the number '3' to the 'Insert' button.

1. Edit the title of the link (optional)
2. Change the target to New Window
3. Click Insert

❗ If you do not change the target to direct the browser to open the link in a new window, when the user clicks on the link the announcement will load in place of the page content. The resulting user experience makes it difficult for students to return to the content on the page they were reading before they clicked on the link to your announcement.

Update/Post/Publish

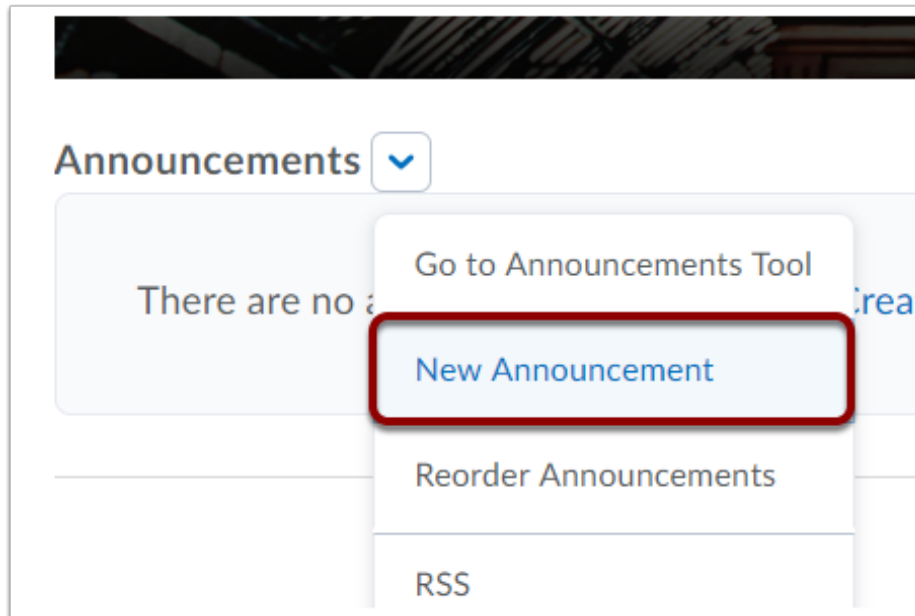


When you are ready to publish your page be sure to click **Update**, **Post**, or **Publish** (button title changes depending on the type of page you are editing).

HTML Pages

How Do I Create an Announcement?

Announcement Options



From your course's **homepage**, click on the arrow to the right of the **Announcements Bar**. Then click the **New Announcement** option.

Fill In Information

General

Headline *

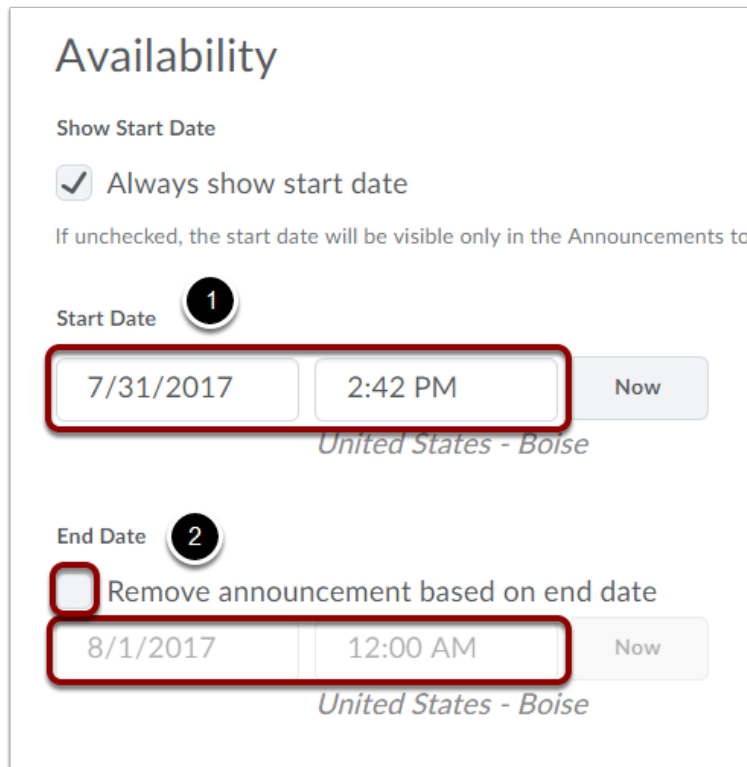
1

Content *

2

1. Put a **Headline** for the announcement in the **Headline** box.
2. Put the body of the announcement in the **Content** box.

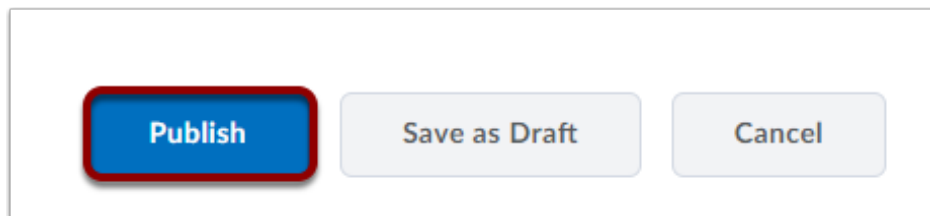
Start Date/End Date



The screenshot shows a form titled "Availability". Under the heading "Show Start Date", there is a checked checkbox labeled "Always show start date". Below this, a note states: "If unchecked, the start date will be visible only in the Announcements to". The "Start Date" section, marked with a circled "1", contains two input fields: "7/31/2017" and "2:42 PM", followed by a "Now" button. Below these fields is the text "United States - Boise". The "End Date" section, marked with a circled "2", features an unchecked checkbox labeled "Remove announcement based on end date". Below this checkbox are two input fields: "8/1/2017" and "12:00 AM", followed by a "Now" button. Below these fields is the text "United States - Boise". Red boxes highlight the date and time input fields for both the start and end dates.

1. Add a **Start Date** according to what you want. This will affect when the announcement will show up.
2. If you want the announcement to eventually go away, click the **check box** under the **End Date** option and enter a date. Otherwise, it will stay on the homepage continuously.

Publish



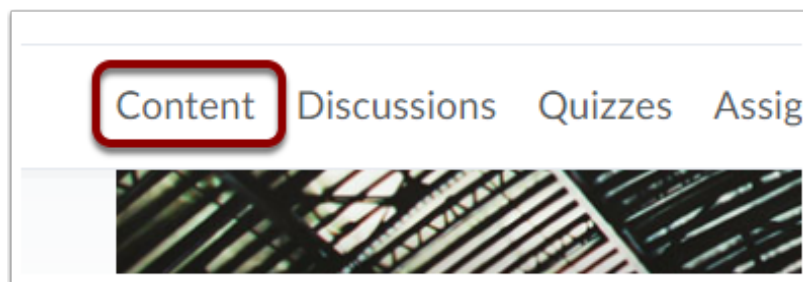
The screenshot shows three buttons in a row: "Publish" (a blue button with a red border), "Save as Draft" (a light gray button), and "Cancel" (a light gray button).

Click on the **Publish** button to finish.

How Do I Change the Completion Settings for an Activity?

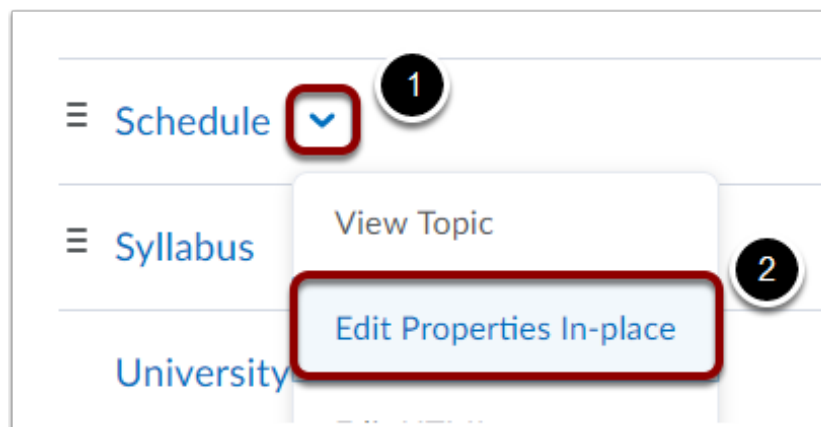
[How do I change the completion settings for an activity?](#)

Content Tab



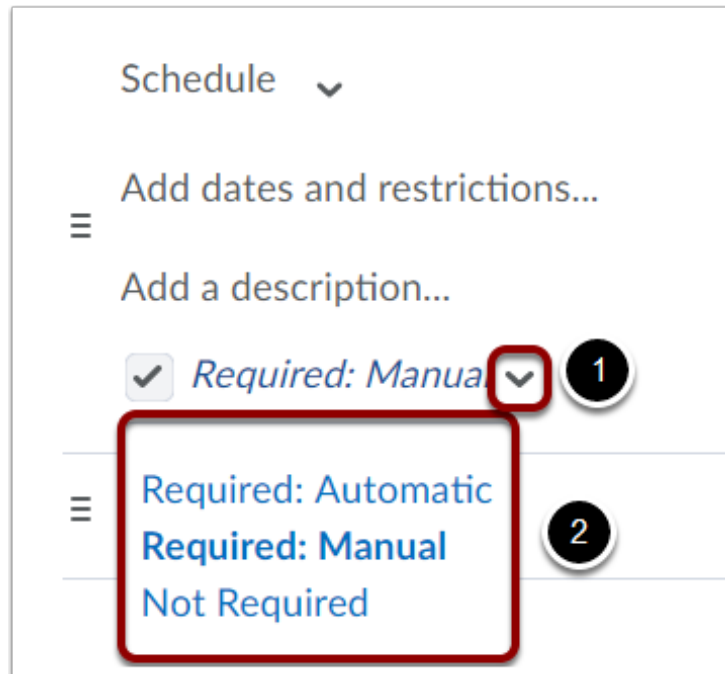
Click the **Content** tab in the upper menu.

Edit Properties In-place



1. Find the content page you wish to edit. Click the drop-down arrow next to its title.
2. Click Edit Properties In-place.

Required/Not Required Settings



A menu will appear under the content page's title. Click on the **Required/Not Required** option. Choose the right option for the content page.

Required: Automatic - This means the system will **automatically** mark the student's activity as complete after they have done what is expected of them from the activity. This could include viewing a page, submitting an assignment, contributing to a discussion board, or taking a quiz.

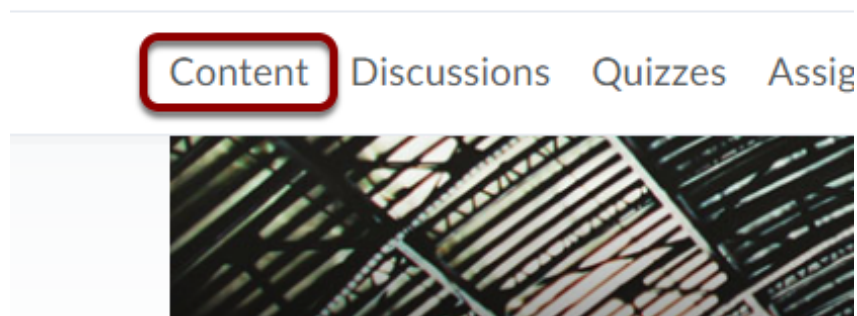
Required: Manual - This means that students must **manually** check the activity as complete after they have done what is expected of them from the activity.

Not Required - This means there is no requirement to complete this activity and it is not necessary to marked it as complete.

 You may need to refresh your browser to see the changes take effect.

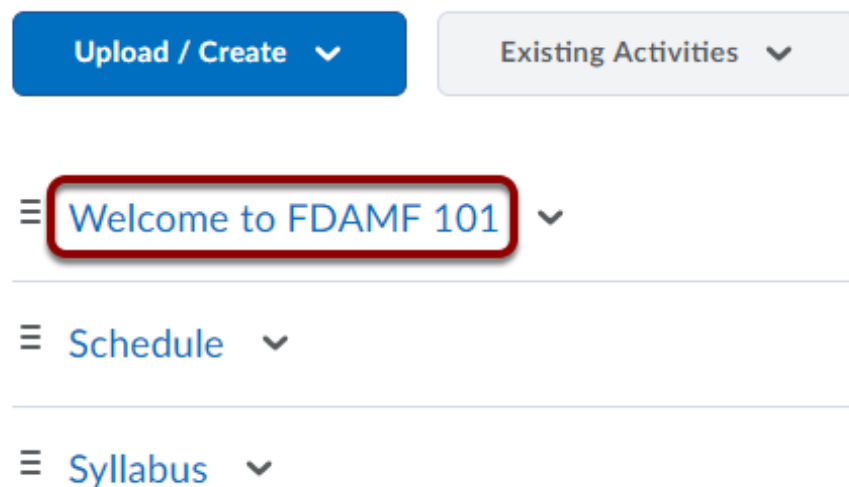
How Do I Add/Edit Text to a Content Page?

Content



Click on Content.

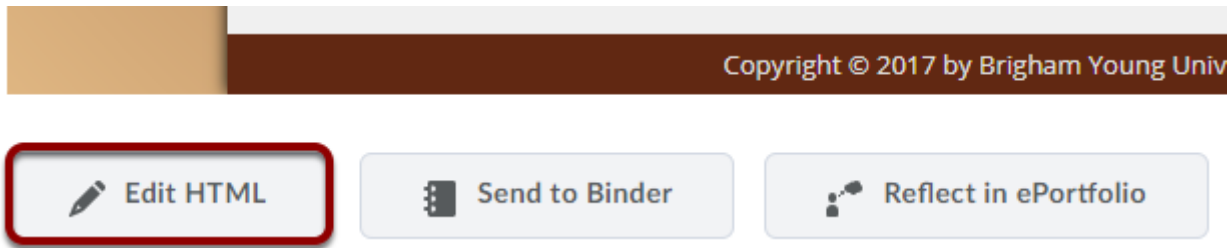
Select Content Page



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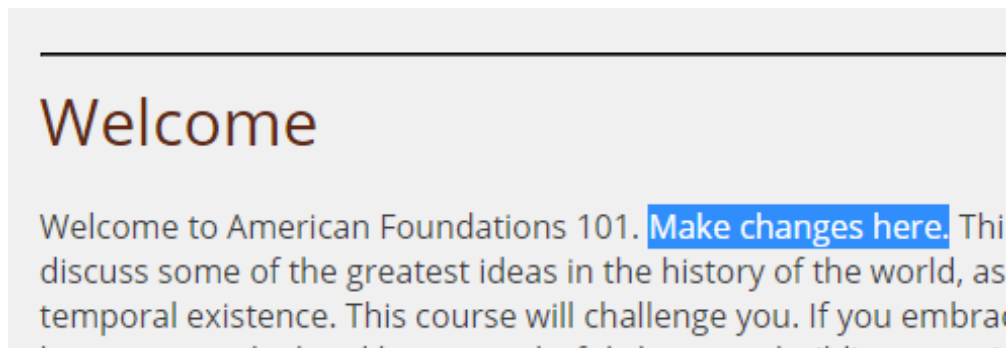
Select the Content Page you would like to edit.

Edit HTML



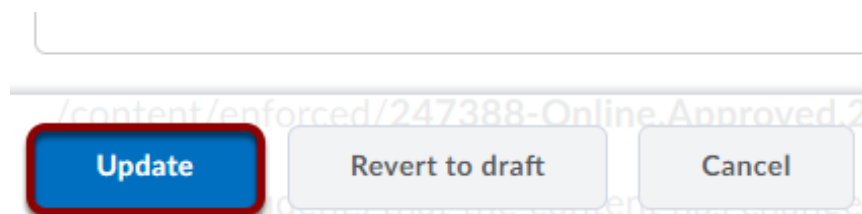
Click on Edit HTML.

Make Edits



You may now edit the text.

Update



Click the **Update** button in the bottom left corner of the page.

Check

Welcome

Welcome to American Foundations 101. This is an exciting course that will allow you to connect the greatest ideas in the history of the world, as well as, eternal principles that go far beyond the classroom. This course will challenge you. If you embrace the challenge and move forward with faith, you will be able to build a strong foundation for your future. The course will be a great experience for you.

Notice the changes you made have successfully saved.

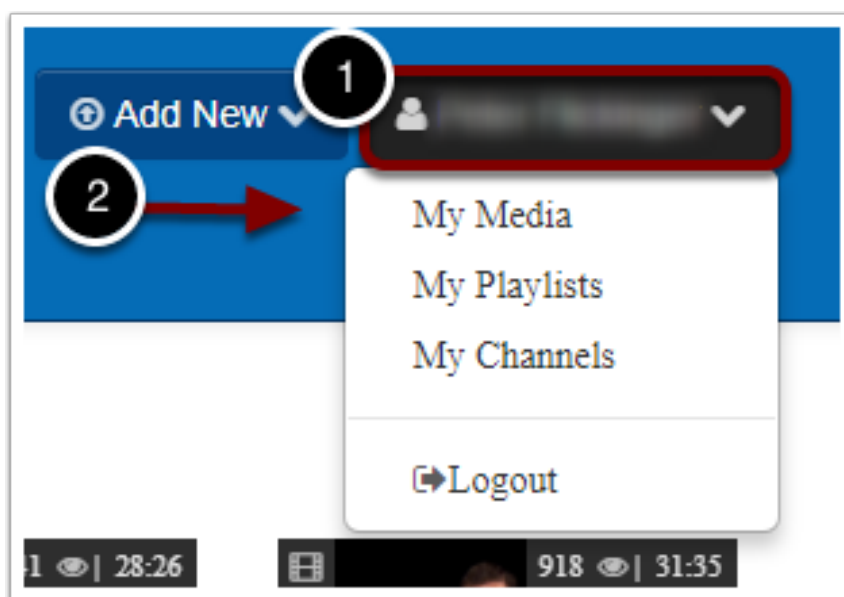
How Do I Embed a Video on a Content Page?

 There are two methods for embedding video into a content page. They are listed below:

- 1) Use the **Insert Stuff** button (Quick and easy, requires little technical know-how.)
- 2) Use the **HTML Source Editor** (More complicated, requires more technical know-how.)

To learn more about embedding video specifically from Kaltura click [here](#) before proceeding to the below steps.

Login to Kaltura

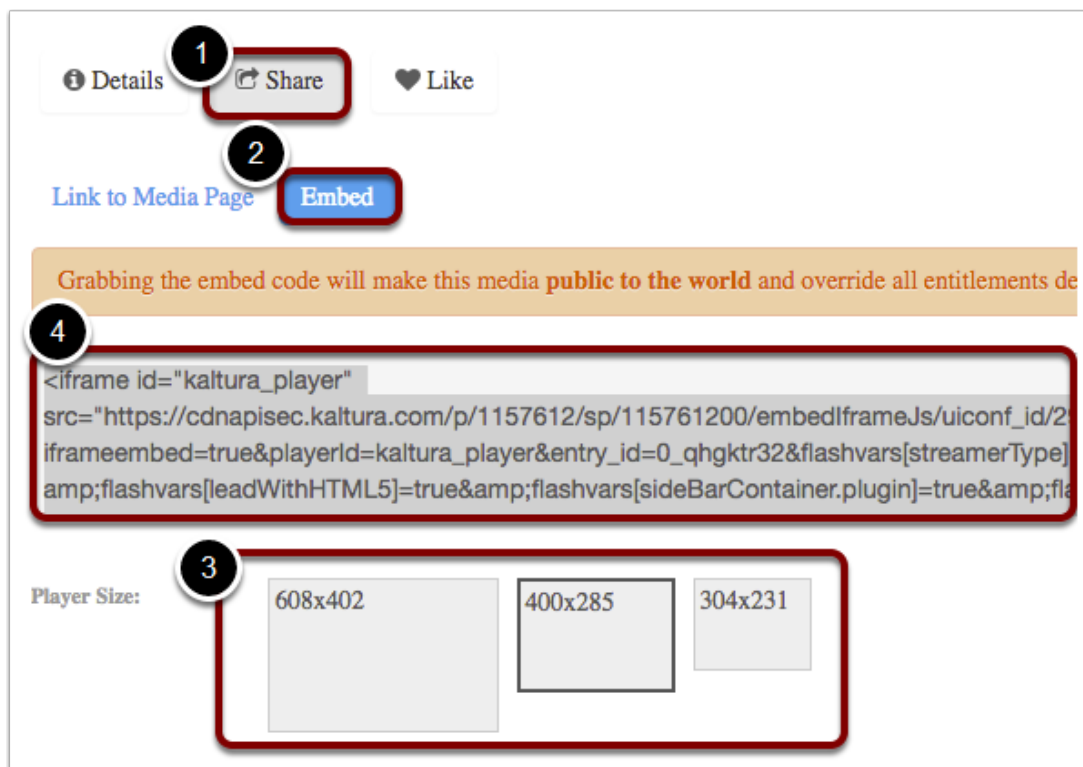


1. Click on your username (or button marked Guest if you're not logged in).
2. Click on **My Media**.

Navigate to I-Learn Page

Select the announcement, discussion board, or content page in which you will embed the video.

Choose Embed Settings



1. Click Share.
2. Click Embed.
3. Choose the player size. (*Note: 608x402 is wider than the Announcements widget on the course homepage, but does work.)
4. Copy the html embed code from the box.

1) Embed Using Insert Stuff

Select Embed Location

Create a File in "Welcome"

Enter a Title Browse for a Template

Video Image Link Paragraph Bold Italic Underline List

Lorem ipsum dolor sit amet, et sed tota definitionem, in vix tale case. Lorem liber voluptat
ei. Ex saepe deterruisset nec, per et minim putant. At ceteros efficiendi definitionem ius, n
reprehendunt, at mei expetenda vulputate. No sea adipisci suavitate, aeterno bonorum vol
vis.

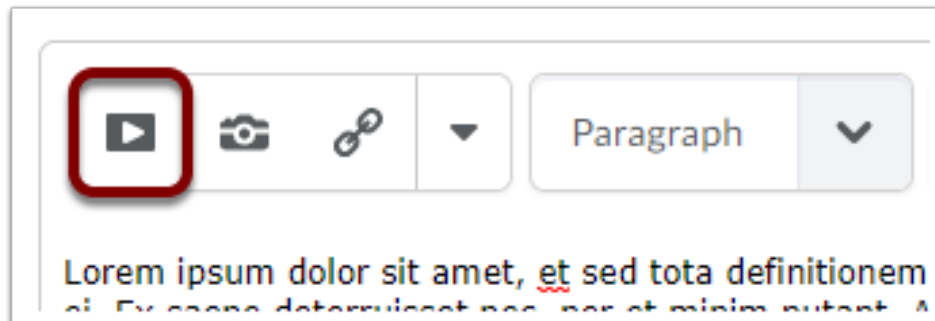
| ←

Et everti laoreet appellantur his, eu mel tota persecuti. Quis solum concludaturque at mei,
Quem interesset consequuntur eos at. Doctus dissentias te eos, facilisis corrumpit mei cu,
ne. Dolor dissentias et usu, est ex iudicabit scriptorem.

Ea vel ullum fabulas, eos possim oporteat ea. Vel ei soleat persecuti. Officiis tacimates diss
interpretaris ea, his te iuvaret facilisi efficiantur. Est paulo nominavi elaboraret eu, quaeque
Noluisse vituperatoribus pri et, pro eleifend mandamus intellegat te, vel no novum eirmod

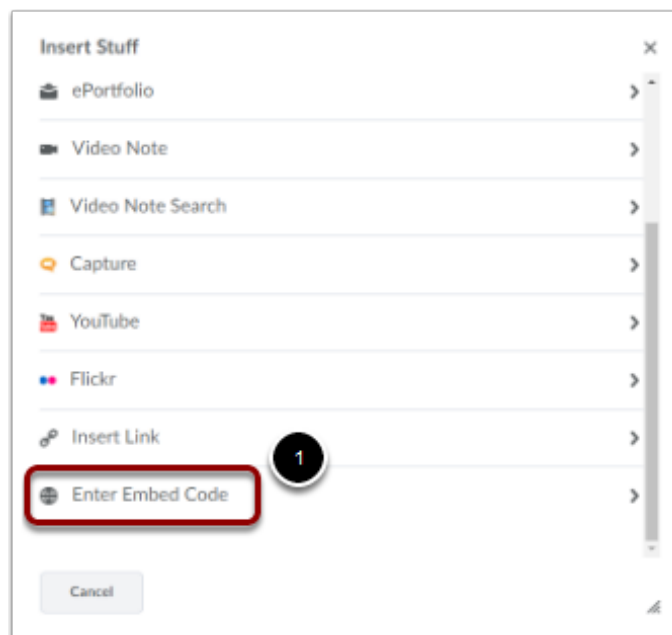
Click that location to place your cursor at the point where you would like your video to appear.

Insert Stuff



With the content editor open, select the Insert Stuff button.

Paste Embed Code



BYU-Idaho Online Knowledgebase

Insert Stuff

×

Enter Embed Code

Enter the embed code for an object from anywhere on the web.

Embed Code

2

```
<iframe id="kaltura_player"
src="https://cdnapisec.kaltura.com/p/1157612/sp/115761200/emb
ediframeJs/uiconf_id/29018071/partner_id/1157612?
iframeembed=true&playerId=kaltura_player&entry_id=0_ahgqzzov&
flashvars[streamerType]=auto&flashvars[localizationCode]=en&a
mp;flashvars[forceMobileHTML5]=true&wid=0_v63hpf6q"
width="400" height="285" allowfullscreen webkitallowfullscreen
mozAllowFullScreen frameborder="0" title="Kaltura Player">
</iframe>
```

3

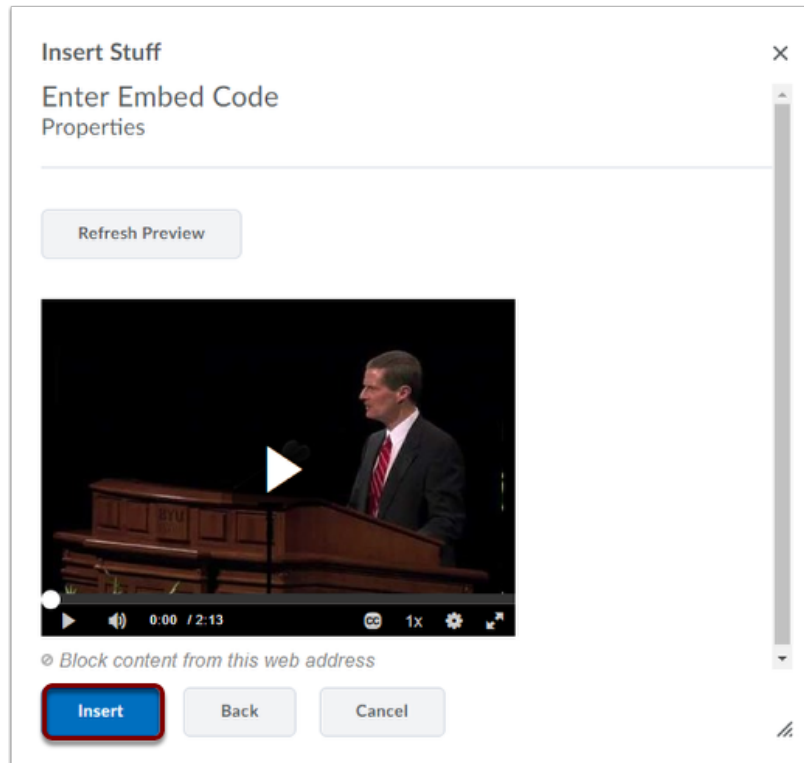
Next

Back

Cancel

1. Click Enter Embed Code.
2. Paste the embed code that you copied from Kaltura.
3. Click **Next**.

Preview & Insert



On this screen you can preview the size of your player and preview the video's contents. If you are ready to proceed you can click **Insert**. If you need to make any corrections to your embed code, you can click **Back**.

Finish Composing

Create a File in "Welcome"

[Browse for a Template](#)

Paragraph

B *I* U

Font Famil

St

Lorem ipsum dolor sit amet, et sed tota definitionem, in vix tale case. Lorem liber voluptaria his an, error elltr putant usu ei. Ex saepe d efficiendi definitionem ius, mei an dicat dolorum reprehendunt, at mei expetenda vulputate. No sea adipisci suavitate, aeterno bonorum



Et everti laoreet appellantur his, eu mei tota persecuti. Quis solum concludaturque at mei, his iudico tation quodsi ei. Quem interestet o farillie connumit mei eu, nec ubique detracti referrentur na. Dolor dissentias et ulla, est ex iudicabit errintorem

[Change Path](#)

[Publish](#) [Save as Draft](#) [Cancel](#)

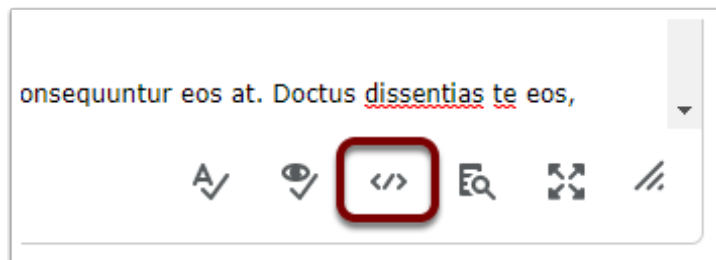
Finish composing your item by adding any other text, images, etc.

Post / Publish

[Publish](#) [Save as Draft](#) [Cancel](#)

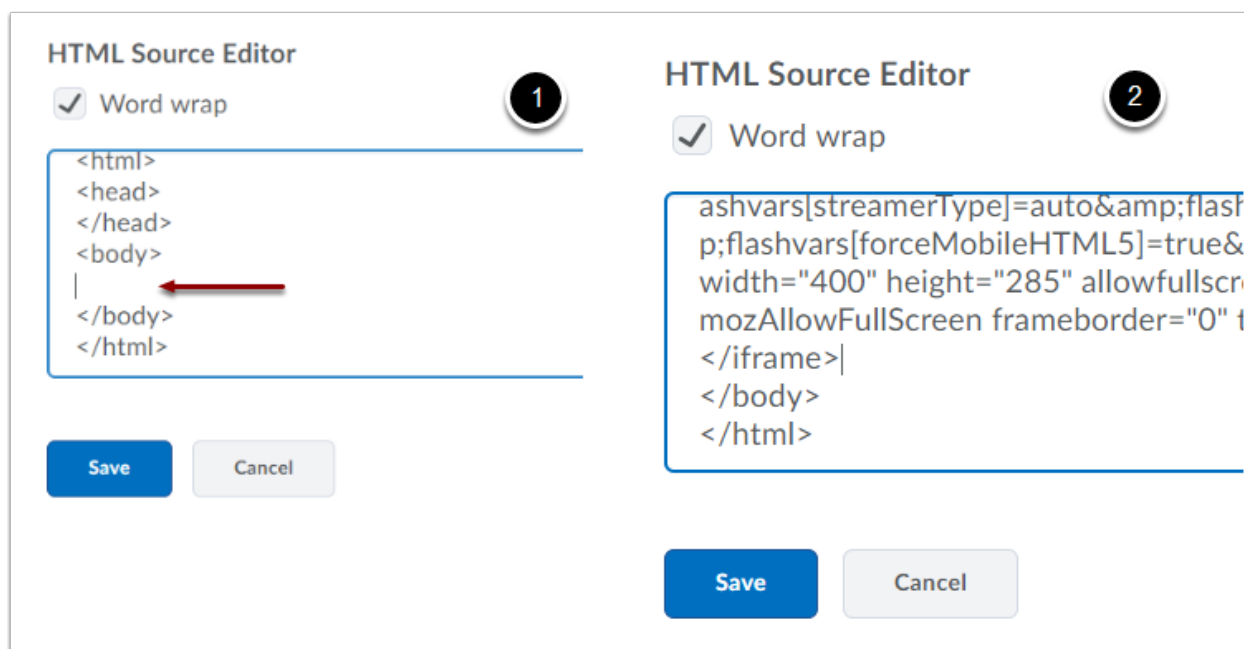
When you are ready, you can **Publish** your page.

2) Embed Using HTML Source Editor



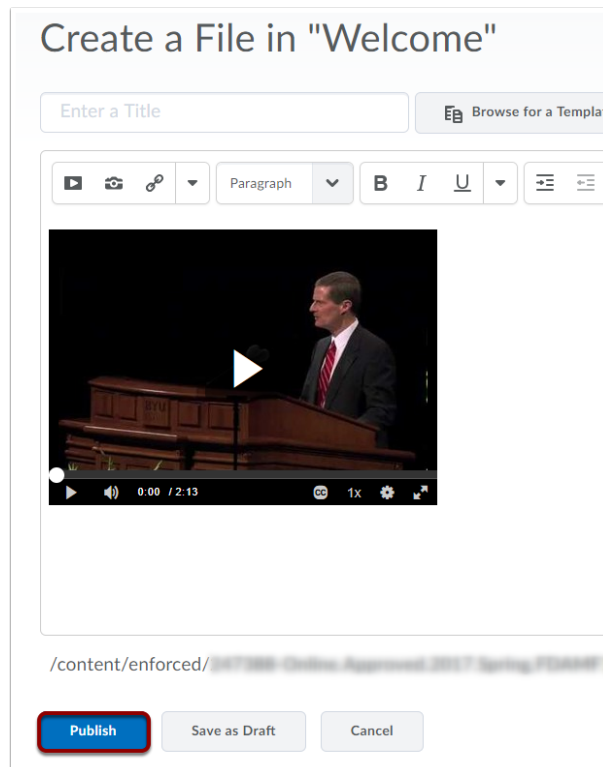
Create a **title** in the text box provided. Then select the "</>" button at the bottom right of the page (This is the HTML editor button).

Paste the Embed Code



Navigate to Equella or Kaltura, and **copy** the embed code provided there for the video. In the HTML Source Editor in iLearn, you will **paste** the embed code where ever you would like the video to appear on the page. If there is nothing on the page paste it between the **<body>** tag and the **</body>** tag. (See Above) Select the "Save" button.

Preview & Publish

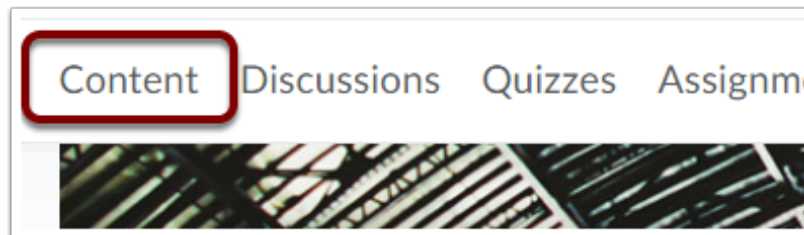


This will be what you see at the after you **save** the HTML Source Editor. Select the "**Publish**" button. Your video file will now show up on your content page, under the module you created it in. You can now go in and view your content.

How Do I Create a Checklist?

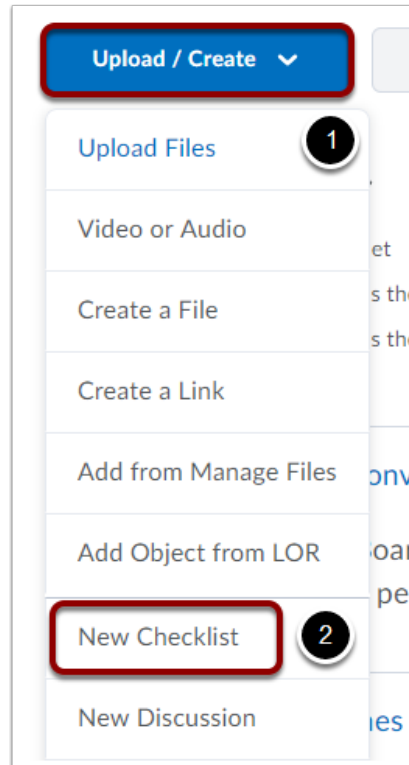
[How to create a checklist in Content.](#)

Content Tab



Click on the **Content** tab in the upper navigation bar.

New Checklist



1. Click New.
2. Select New Checklist.

Publish

Create a Checklist in "Lesson 02"

Enter a Title 1

Instructions

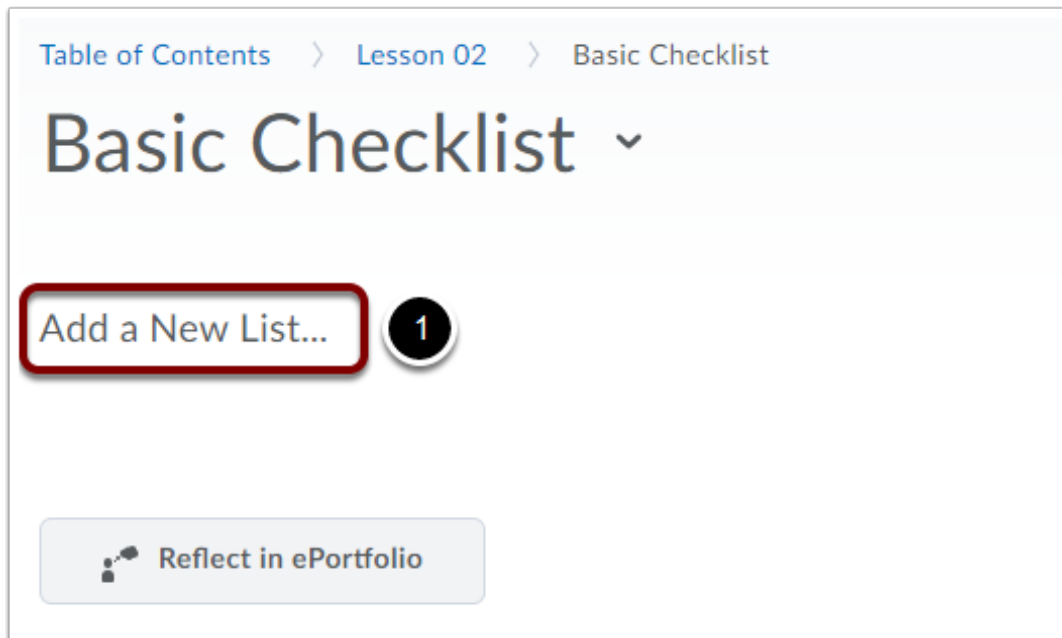
2

3

Publish Save as Draft Cancel

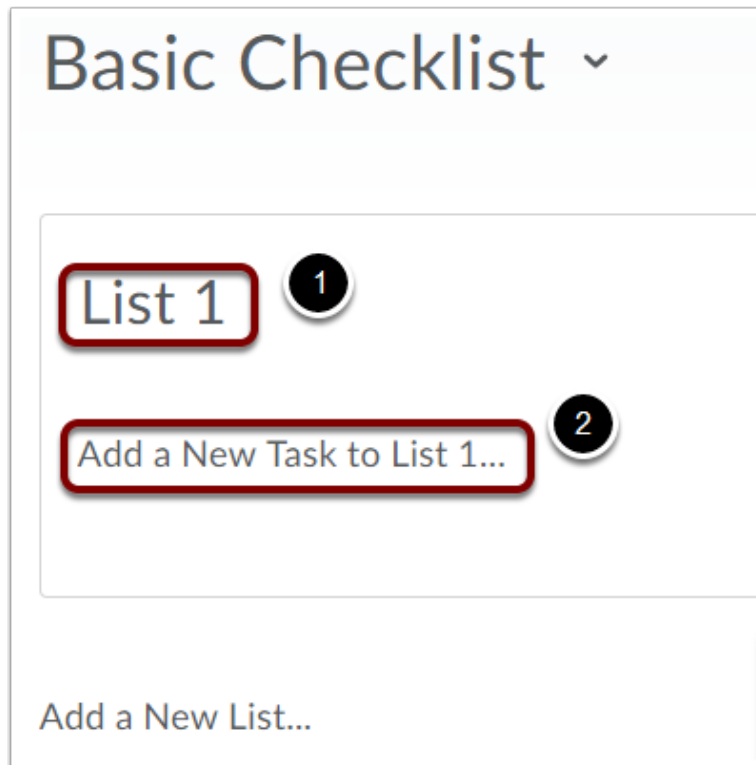
1. Enter a title for the checklist.
2. If necessary, add instructions for the checklist.
3. Click **Publish**.

Add a New List



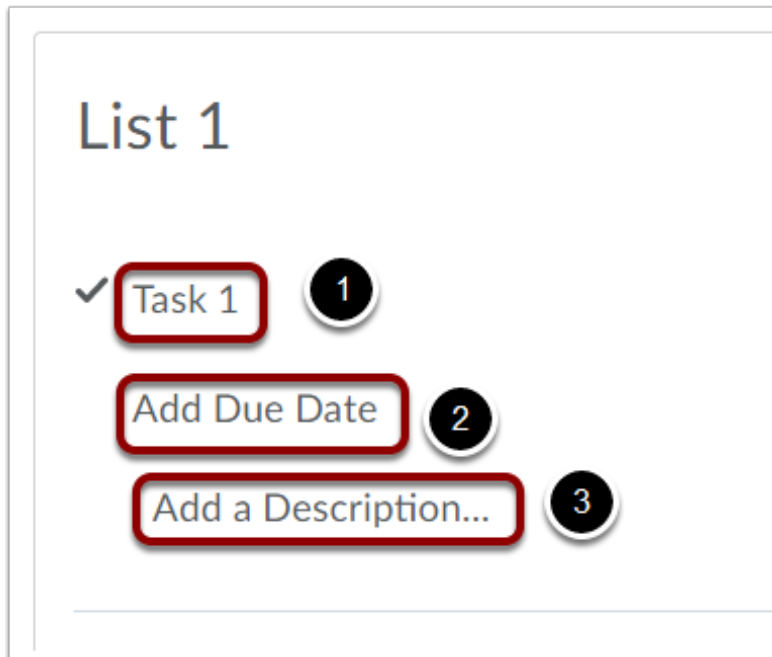
To add an individual list to the checklist, click **Add a New List**.

Add a Task



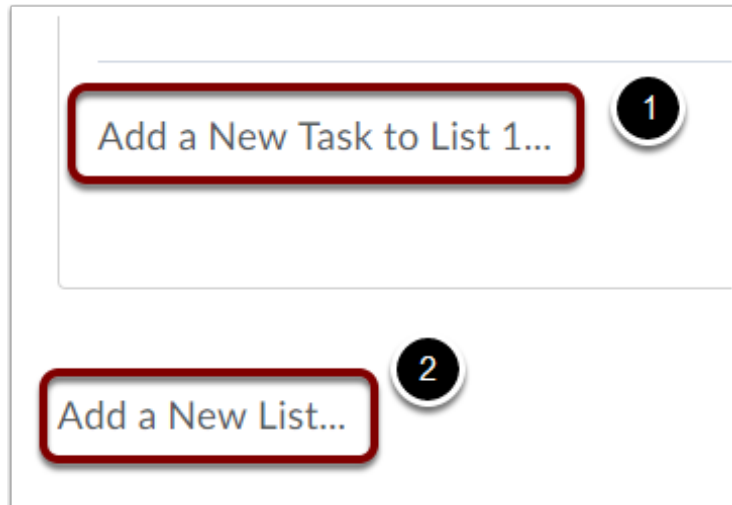
1. Click on List 1 to rename the list.
2. Click Add a New Task.

Set Up Task



1. Click on Task 1 to name the task.
2. If necessary, add a due date by clicking Add Due Date.
3. If necessary, add a description by clicking Add a Description.

Add Other Lists/Tasks



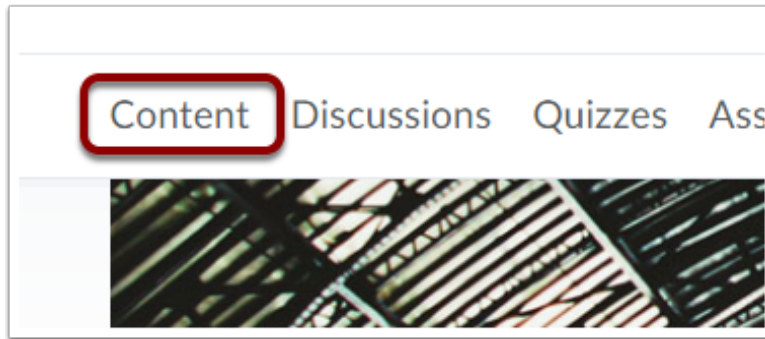
1. If necessary, add another task by clicking **Add a New Task**.
2. If necessary, add another list by clicking **Add a New List**.

Modules

How Do I Create a Module?

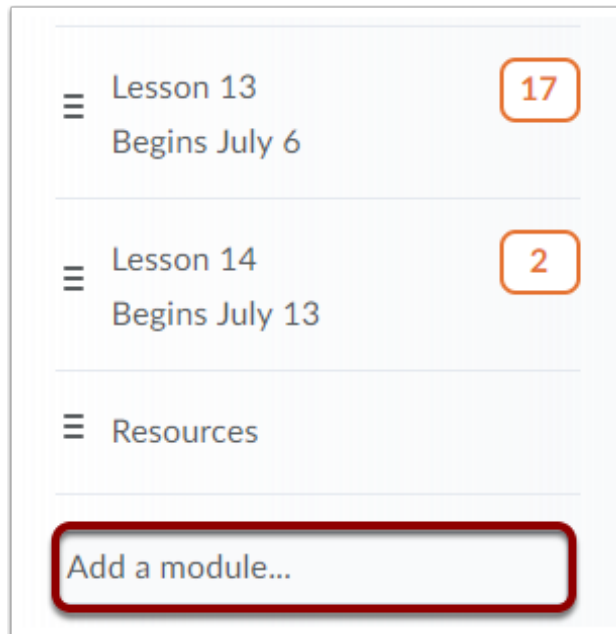
Modules are similar to folders within your Content area that helps in organizing your course so your students can easily find all of the assignments.

Content



Select the Content tab at the top of the navigation bar.

Add a Module & Enter Title



1. Select **Add a Module** at the very bottom of left-hand side of the screen (under the **Table of Contents** menu).
2. **Type** the title of your new module in the box and hit **Enter** to finish.

How Do I Create Sub-Modules?

Sub-Modules are used for organizing your course into smaller units.

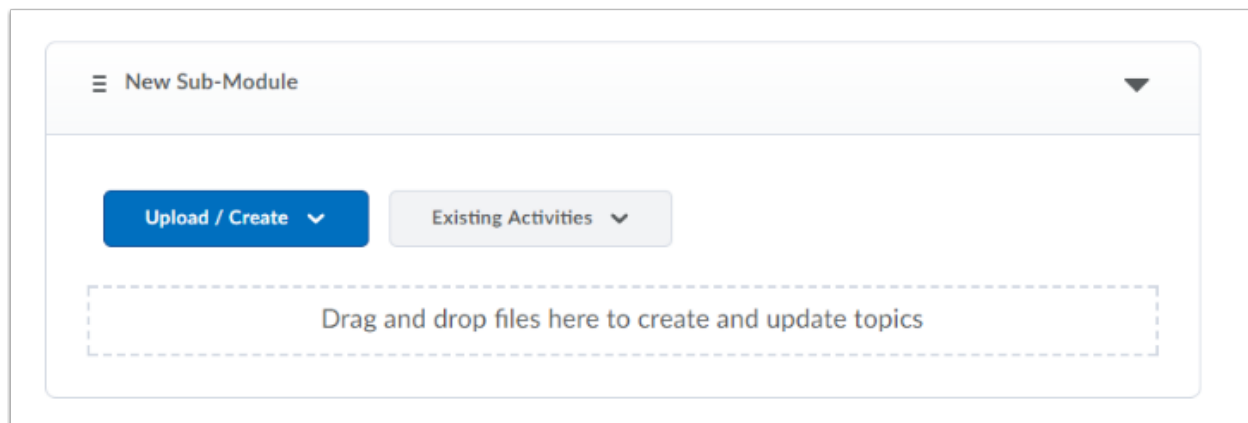
How to Add Sub-Modules Option 1

At the bottom of each module you will find the outlined option (seen below). Click it and it will allow you to give it a name. Once that is done, press 'Enter'.

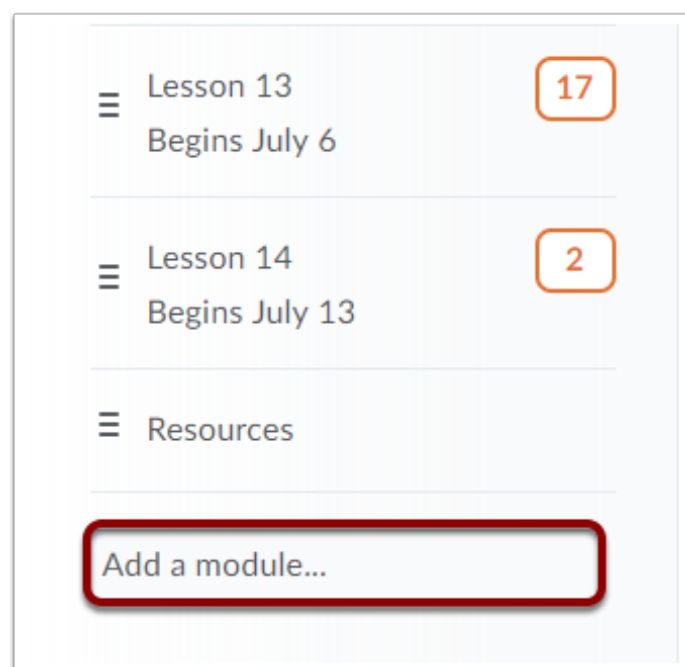
The screenshot shows a list of sub-modules. Each entry includes a menu icon (three horizontal lines), a title with a dropdown arrow, a clock icon, and a date range. The first entry is 'L04 Self-Assessment' with a date range of 'Starts May 4, 2017 12:00 AM' to 'Ends May 13, 2017 11:00 PM'. The second entry is 'L04 Evaluation' with the same date range. At the bottom, there is a button labeled 'Add a sub-module...' which is highlighted with a red rectangular border.

Add Content to Your Sub-Module

You can now add content to your Sub-Module, just as you would a normal Module



How to Add Sub-Modules Option 2



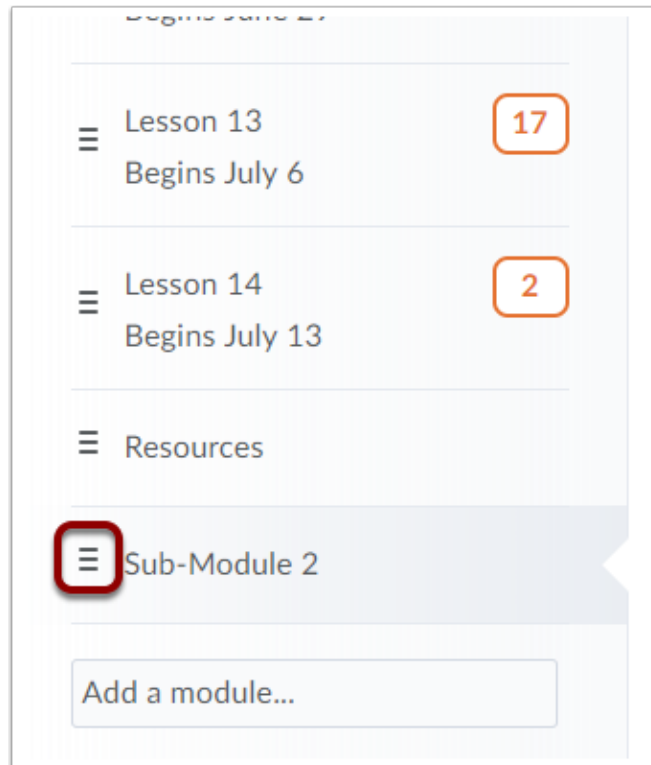
The table of contents in the Content area also allows for the creation of sub modules. Click the "Add a Module" option and fill in a title and hit Enter on your keyboard.

Making it Into A Sub-Module

1. Click the 3 vertical lines to the left of the module you want to make into a sub-module.
2. Drag it on top of the module you want it to be a sub-module of until it turns blue.

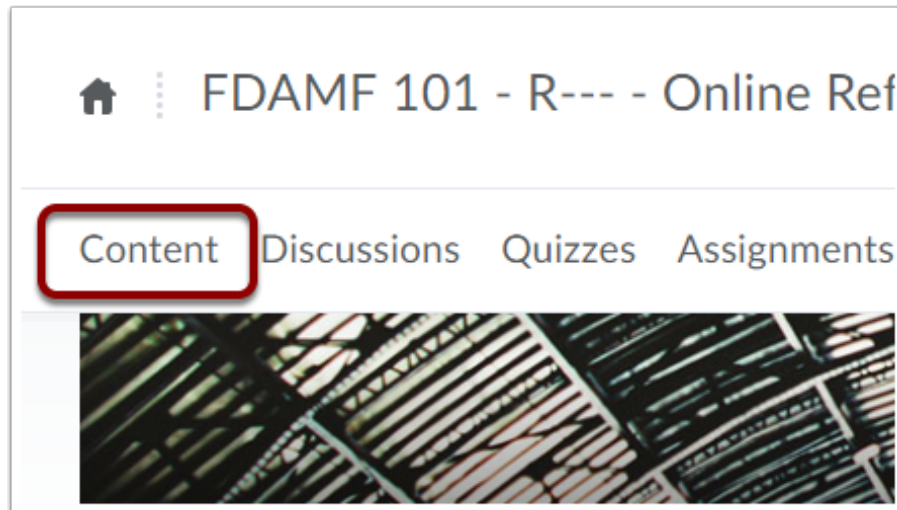
BYU-Idaho Online Knowledgebase

3. Release your finger from the left click. It is now a sub-module.



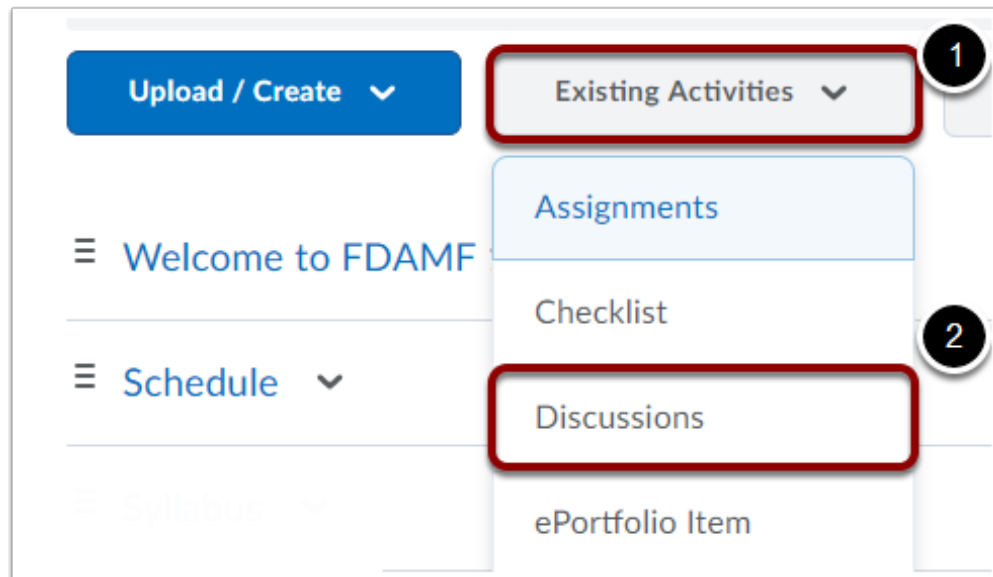
How Do I Add a Discussion Forum to a Module?

Content Tab



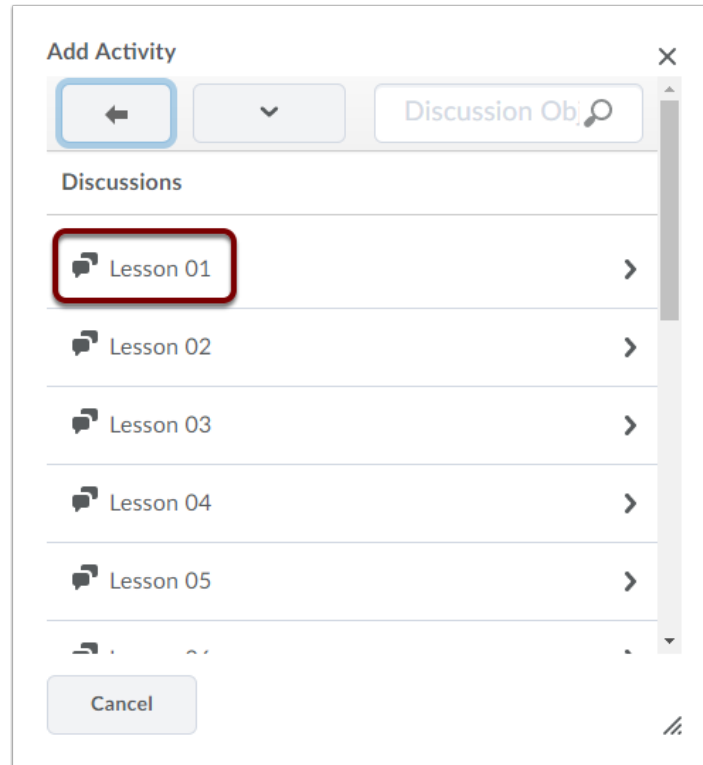
Click on the Content tab

Add Existing Activity



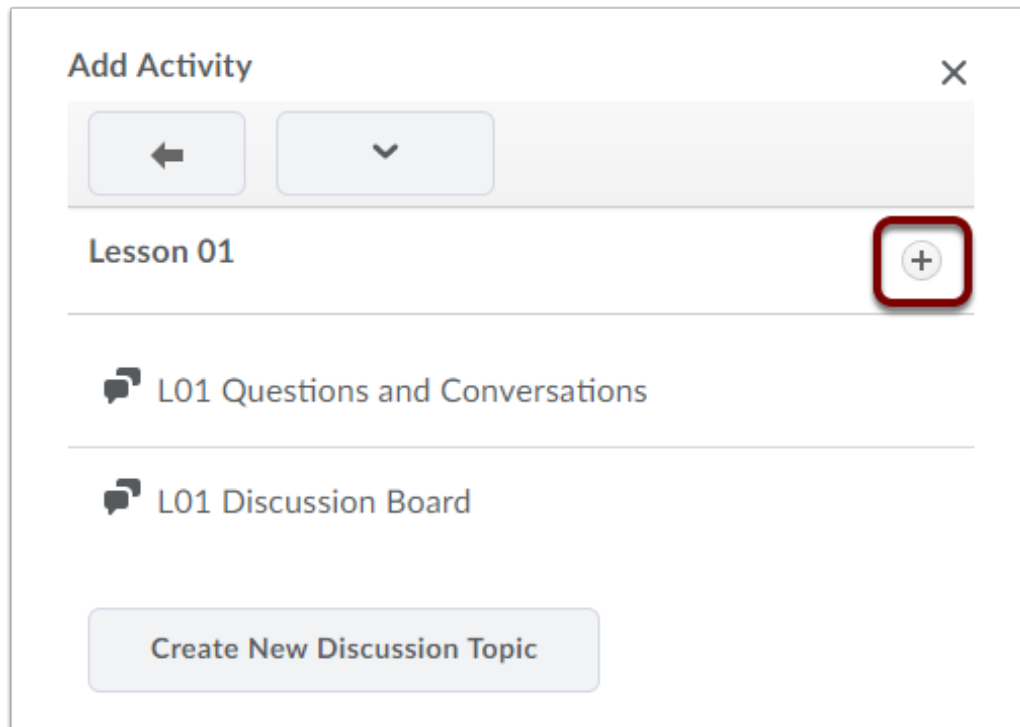
1. Select the Module you would like to add the Discussion Forum to, then click **Add existing Activities**
2. Select the **Discussions** option from the dropdown menu.

Select Forum



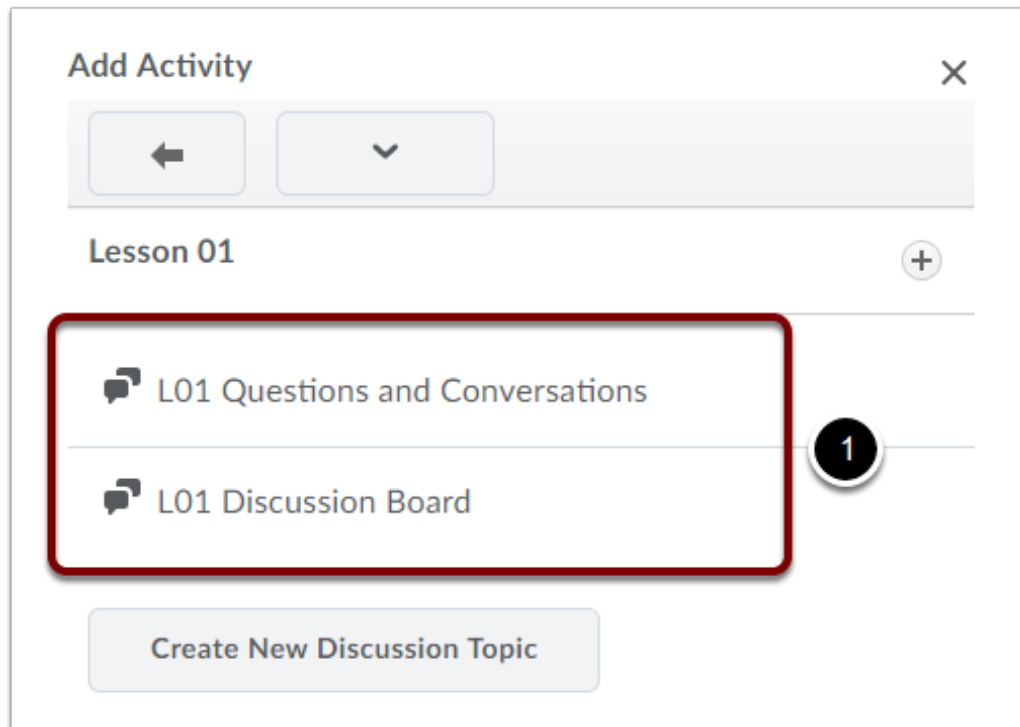
Click the Forum.

Option 1: Add the Entire Discussion Forum



Option 1 - Click the "+" in the upper right hand corner to add the entire forum.

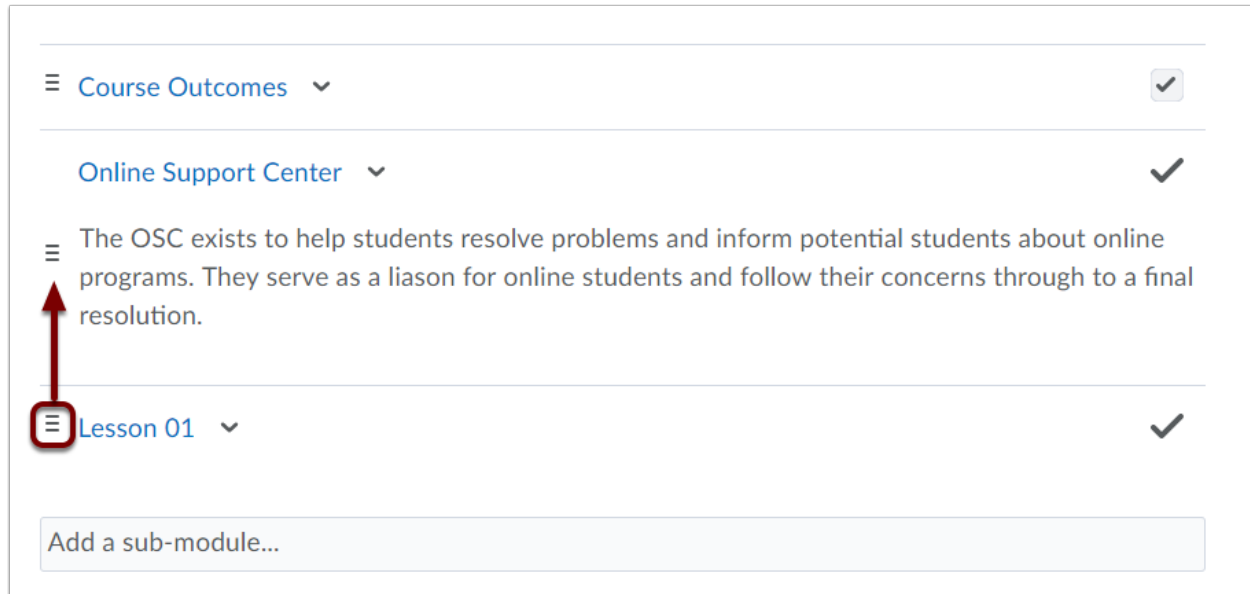
Option 2: Add Individual Discussion Topics



Option 2 - Click on the individual topics.

NOTE: For Option 2, each topic will need to be added to the Module individually by repeating these steps.

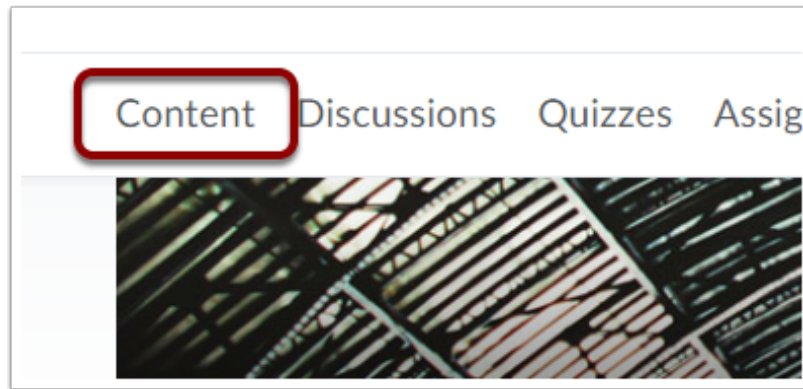
Move Forum/Topics



The New Discussion Forum/Topics will be added to the bottom of the Module. Click the three lines next to the discussion icon and drag to the desired location.

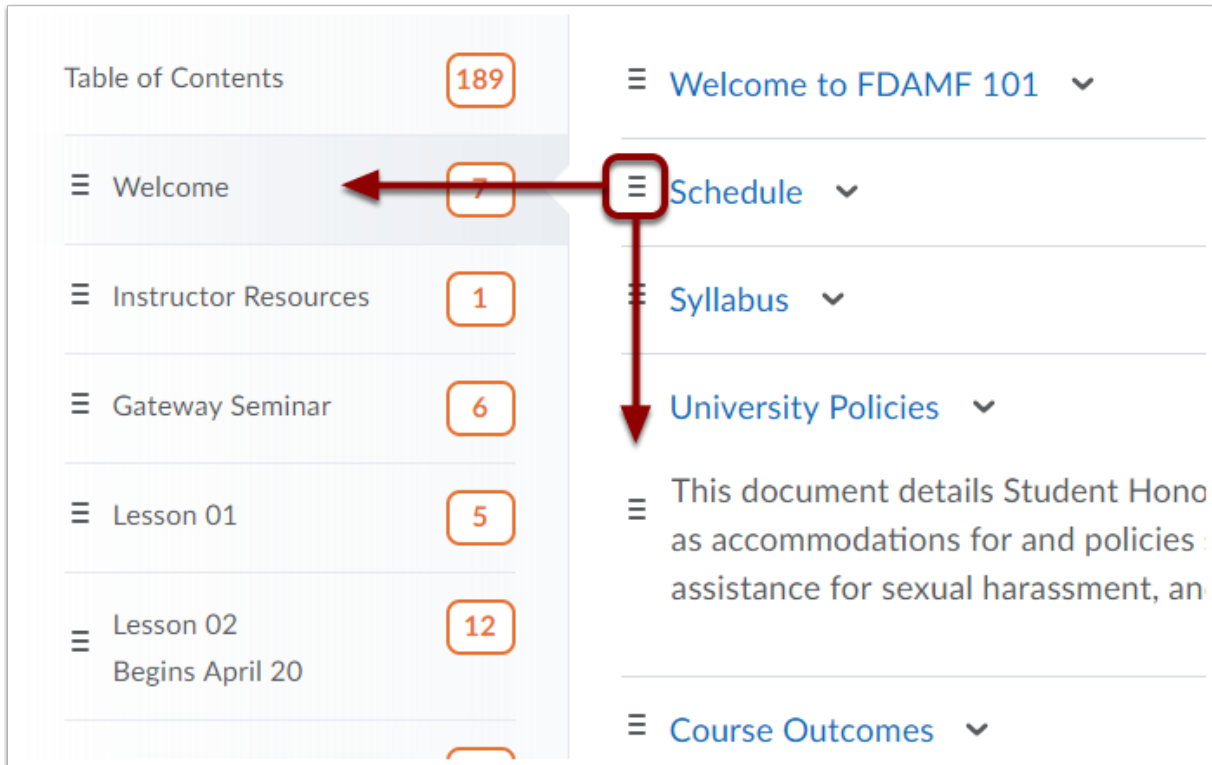
How Do I Rearrange Activities Within a Module?

Content Tab



Click the Content tab in the upper menu.

Rearrange Activities



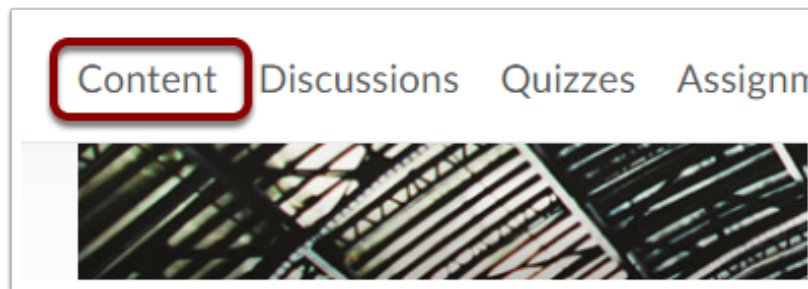
Locate the activity you wish to move. Click and hold the **three lines** next to the activity's title. Drag the activity to the its new location.



You can drag the activity to a different location within its module, as well as drag the activity to a different module.

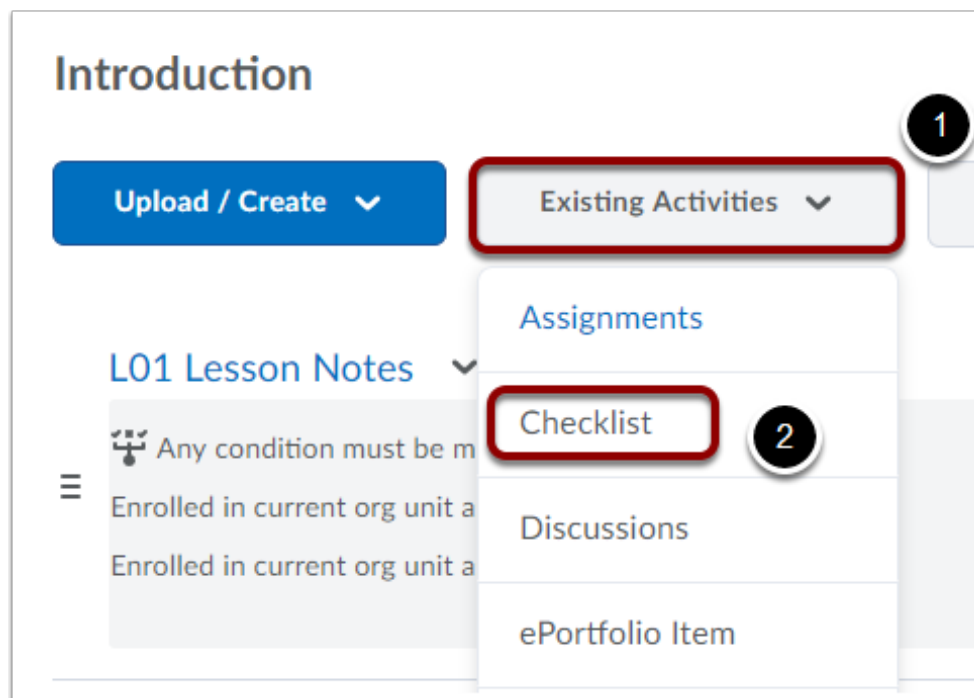
How Do I Add an Existing Activity to a Module?

Content Tab



Click on the Content tab at the top of your screen.

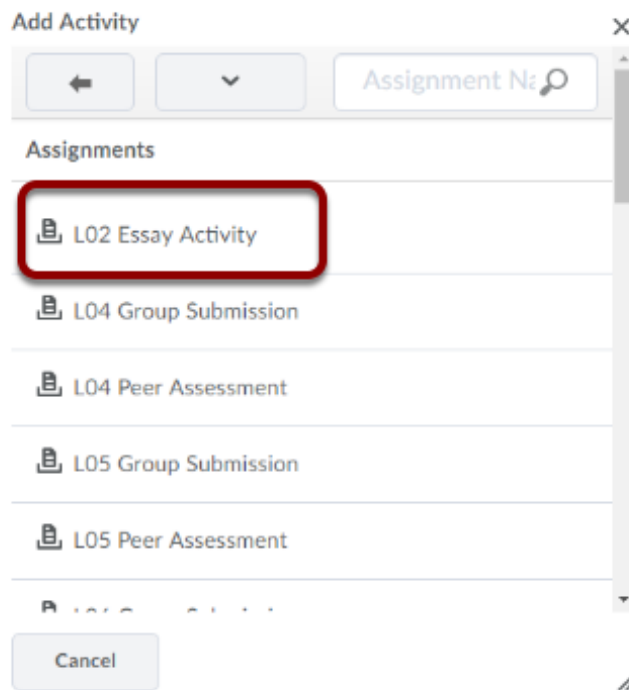
Add Existing Activities



BYU-Idaho Online Knowledgebase

Navigate to the module you wish to add an activity to. Click **Add Existing Activities** and then select the type of activity you wish to add.

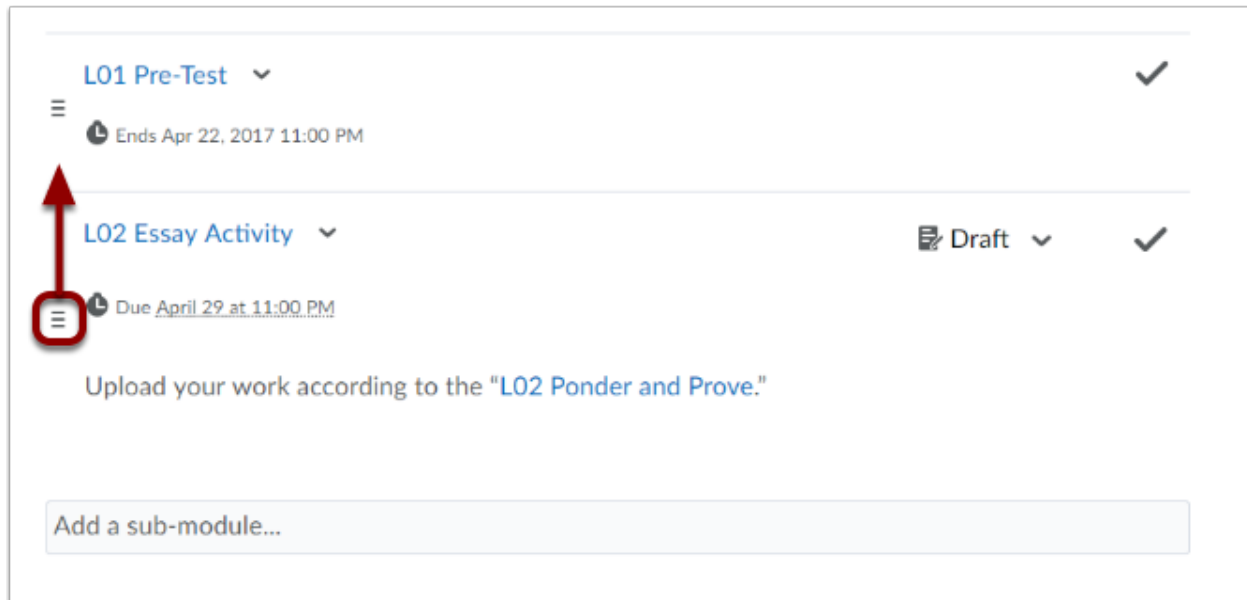
Add Activity



Select the activity that you wish to add.

NOTE: If you are adding a discussion board, a second window will appear after this step. You will need to click the **plus** icon at the top right of the window to complete the process.

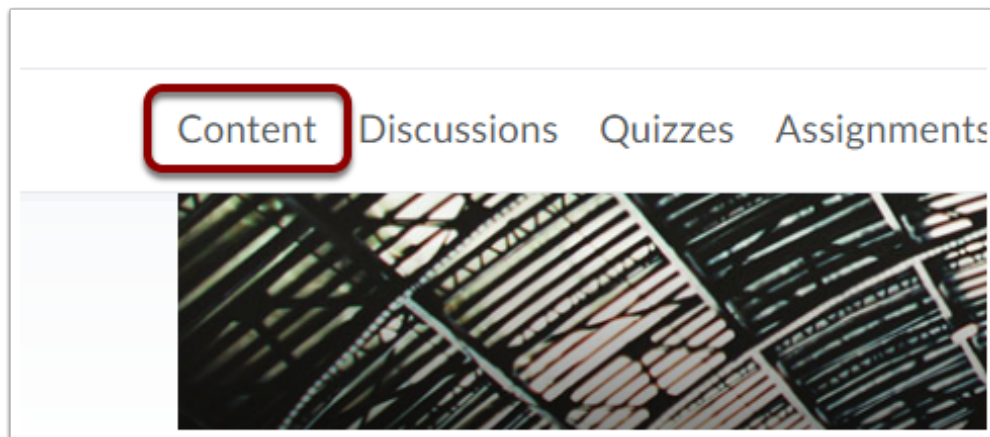
Click and Drag Activity



The activity will always be added to the bottom of the module. Click and hold the 3 bars to the left of the assignment's title and drag it to its correct location in the module.

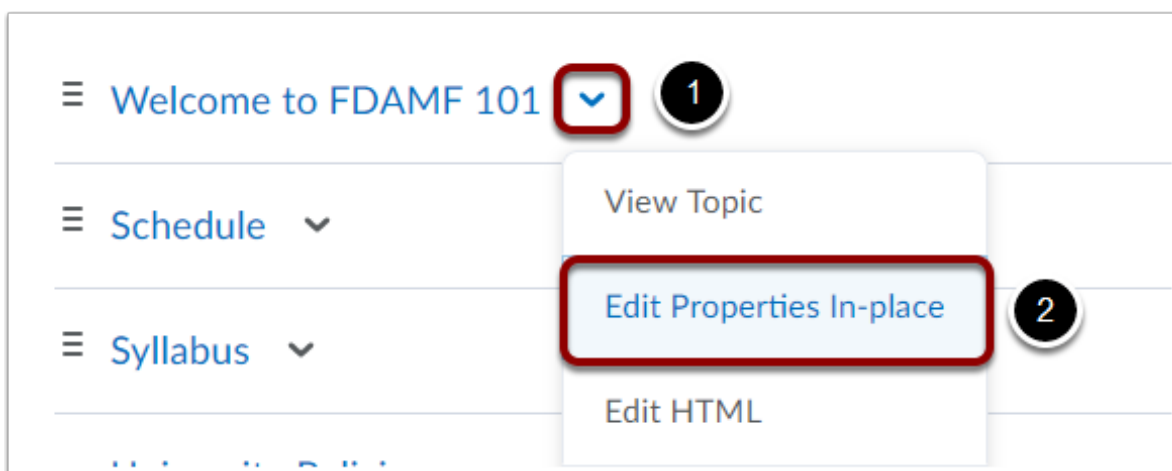
How Do I Publish an Activity Within a Module?

Content Tab



Click on the Content tab in the upper menu.

Edit Properties In-place



Find the activity you wish to publish. Click the drop-down arrow next to its title and select Edit Properties In-place.

Publish

Welcome to FDAMF 101 ▾

⋮ Add dates and restrictions...

Add a description...

☒ Required: Manual ▾

Draft ▾ 1

Draft

Published 2

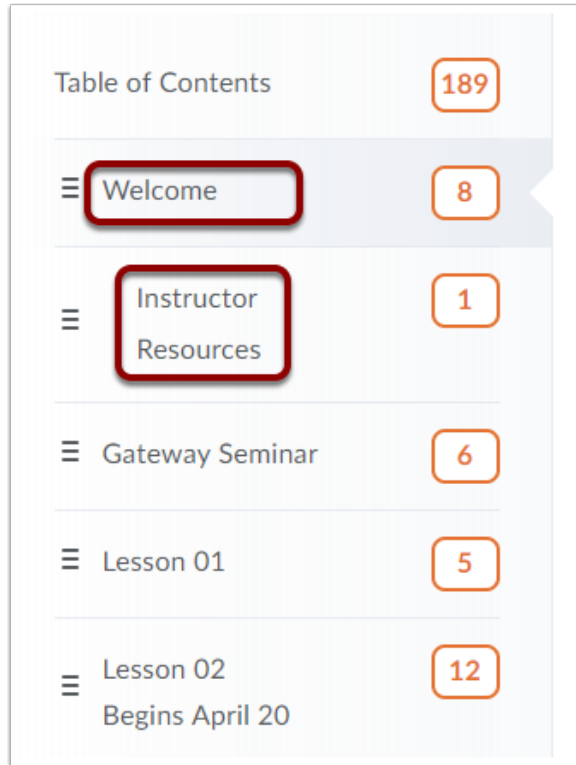
On the far right-hand side, click **Draft**. Then click **Published**.



You may need to click **Refresh** on your browser to observe the changes you have made to this setting.

How Do I Rename a Module/Submodule?

Select the Module/Submodule

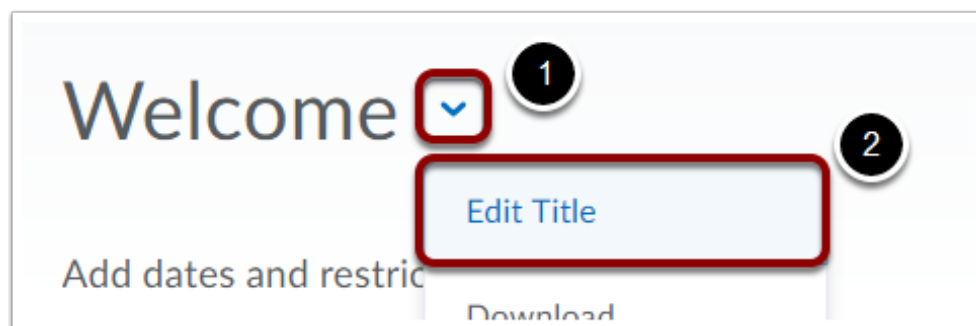
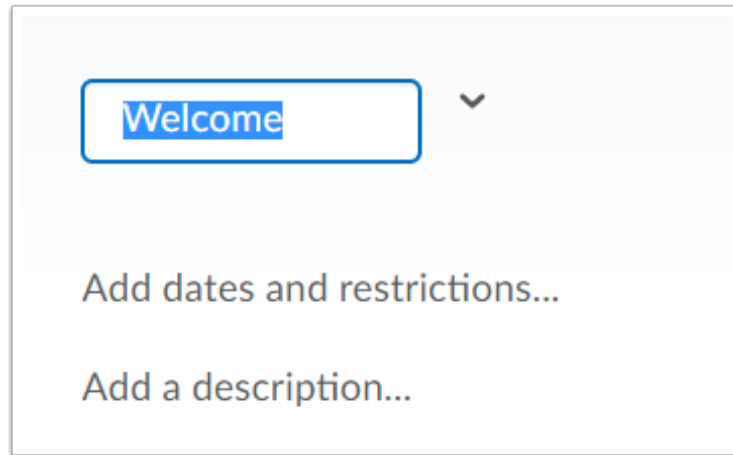


A screenshot of a 'Table of Contents' menu. The menu is a vertical list of items, each preceded by a hamburger icon (three horizontal lines) and followed by a page number in an orange rounded square. The items are: 'Table of Contents' (189), 'Welcome' (8), 'Instructor Resources' (1), 'Gateway Seminar' (6), 'Lesson 01' (5), and 'Lesson 02 Begins April 20' (12). The 'Welcome' and 'Instructor Resources' items are highlighted with red rectangular boxes.

Table of Contents	189
≡ Welcome	8
≡ Instructor Resources	1
≡ Gateway Seminar	6
≡ Lesson 01	5
≡ Lesson 02 Begins April 20	12

Select the module or submodule that will be changed from the left-side Table of Contents menu.

Edit the Title



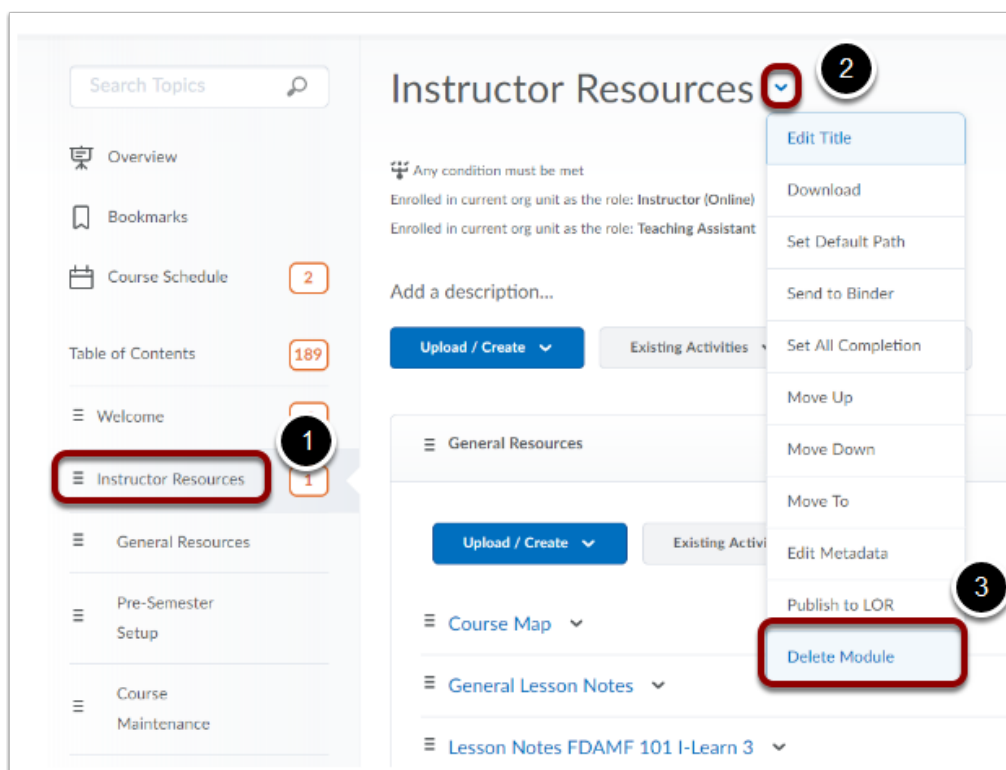
There are two options to change the title:

1. Click on the **title** itself and an **edit** box will open up. Hit **Enter** to finish.
2. Select the **drop-down arrow** next to the title and **select Edit Title**. Hit **Enter** to finish.

How Do I Delete Modules and Submodules?

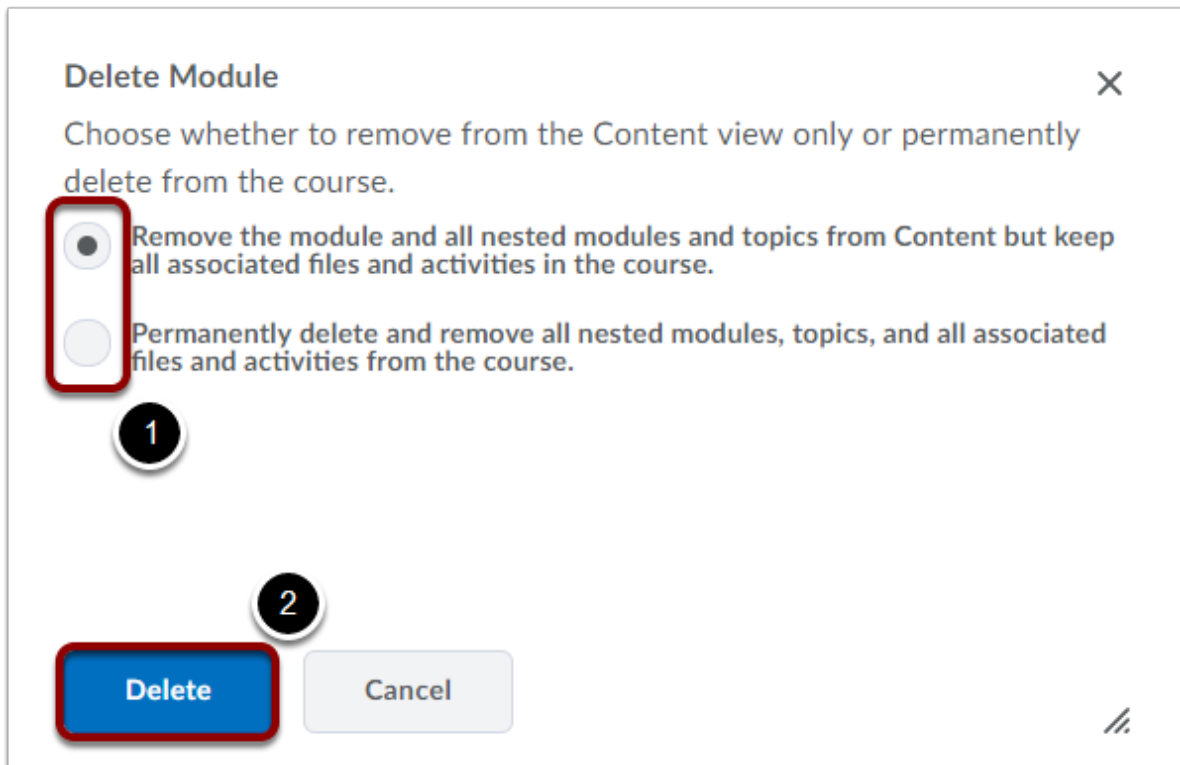
This tutorial will show you the steps to delete a module or a submodule from the Content section of a course.

Select the Module/Submodule



1. Select the module/submodule from the left-side Table of Contents menu.
2. Click the drop-down arrow next to the top title of the module.
3. Select the Delete Module button from the menu.

Delete Module



Delete Module X

Choose whether to remove from the Content view only or permanently delete from the course.

☒ Remove the module and all nested modules and topics from Content but keep all associated files and activities in the course.

☐ Permanently delete and remove all nested modules, topics, and all associated files and activities from the course.

1

2

Delete Cancel

1. Select whether you would like to **delete** the module and its contents from just the **Content area** or delete all the material from the entire course **permanently**.
2. Click **Delete**

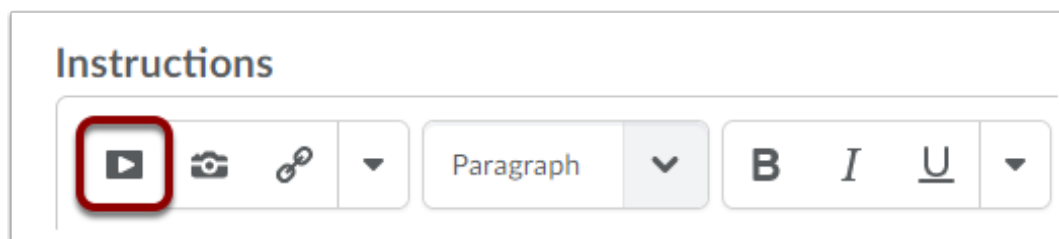
Content Editor

How Do I Create A Video Note?

In I-Learn you can create a video using your computer webcam to provide students with information, assignment feedback, etc.

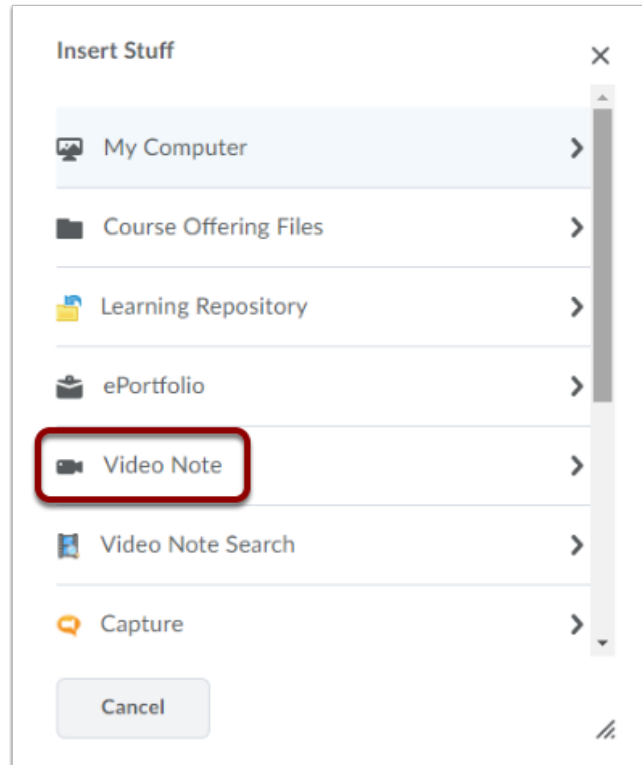
This tool is called a Video Note in I-learn and it can be accessed anywhere you can use the content editor. These videos are saved for future use in any course you may be enrolled in.

Insert Stuff



To create and insert a video into whatever you are working on, click on the **Insert Stuff** button on the text bar.

Video Note



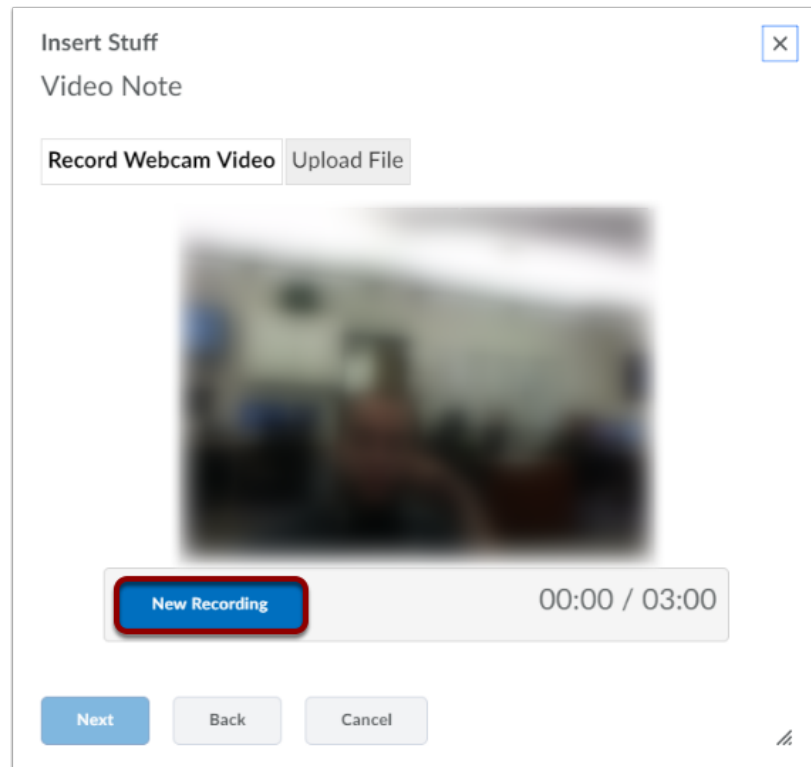
Click the **Video Note** option. Clicking Video Note will automatically launch the webcam and record a video that will be inserted into whatever you are working on, whether that be a news item, assignment feedback, or anything else in I-Learn.

Allow Webcam Access



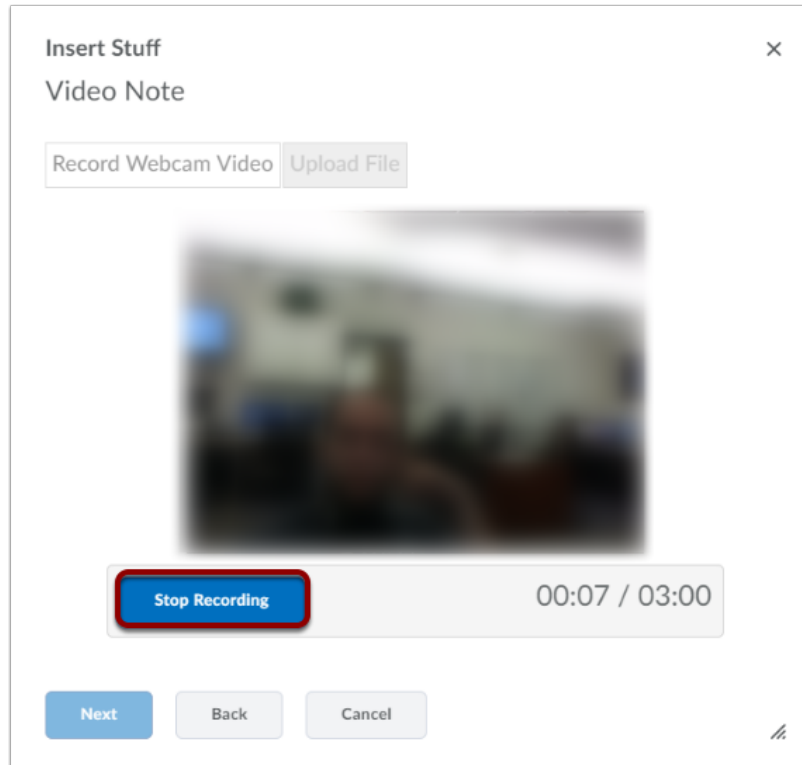
To begin, you will need to allow I-Learn video access to your webcam. Click **Allow** and then adjust your webcam and lighting until you are ready to begin recording.

Record Video



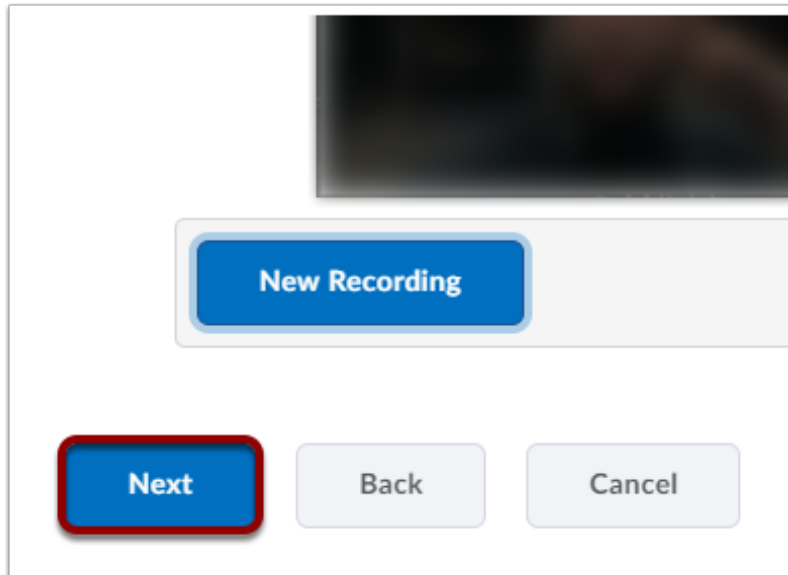
When you are ready, click the **New Recording** button to begin. This tool provides a three minute time limit for recording.

Stop Recording



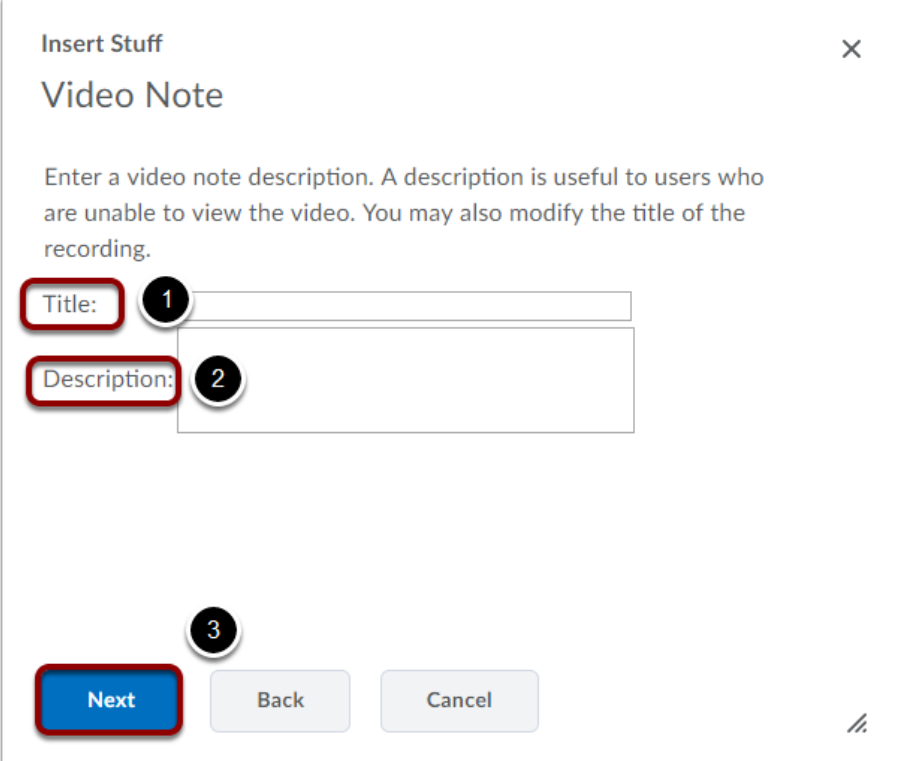
When you are through recording, click **Stop Recording**.

Preview Recording



To proceed, click **Next**.

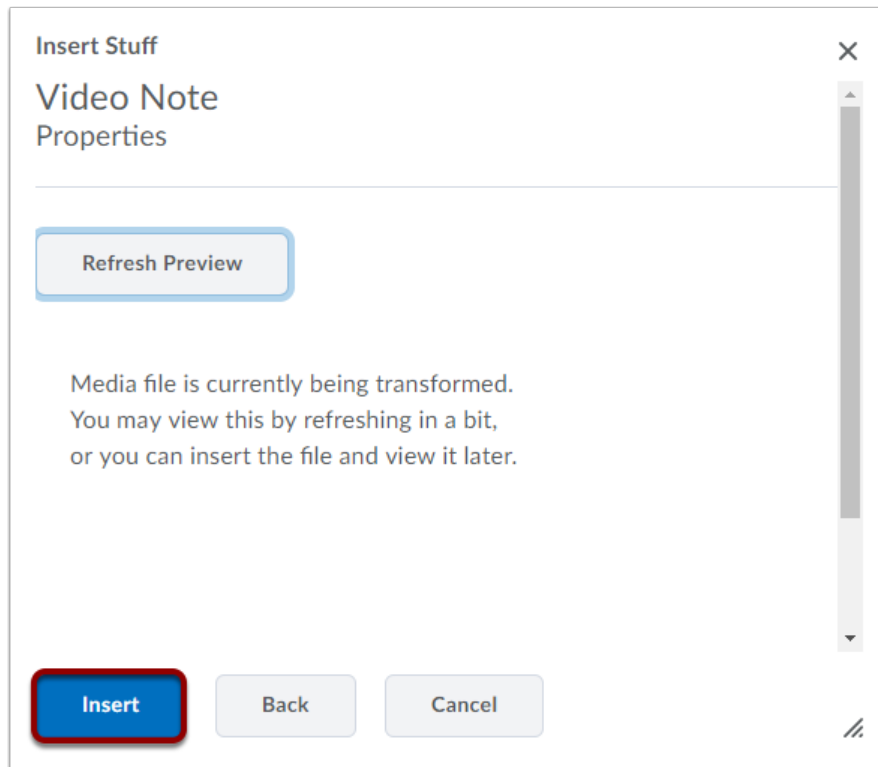
Add Title



The screenshot shows a dialog box titled "Insert Stuff" with a close button (X) in the top right corner. Below the title is the section "Video Note". A text area contains the instruction: "Enter a video note description. A description is useful to users who are unable to view the video. You may also modify the title of the recording." Below this are two input fields: "Title:" and "Description:". The "Title:" label is highlighted with a red box and a black circle with the number "1" next to it. The "Description:" label is highlighted with a red box and a black circle with the number "2" next to it. At the bottom of the dialog, there are three buttons: "Next", "Back", and "Cancel". The "Next" button is highlighted with a red box and a black circle with the number "3" above it. A small double-slash icon is in the bottom right corner of the dialog.

1. Give your video a **Title**.
2. Give your video a **Description**. (Optional)
3. Click **Next** and you will have chance to preview your video.

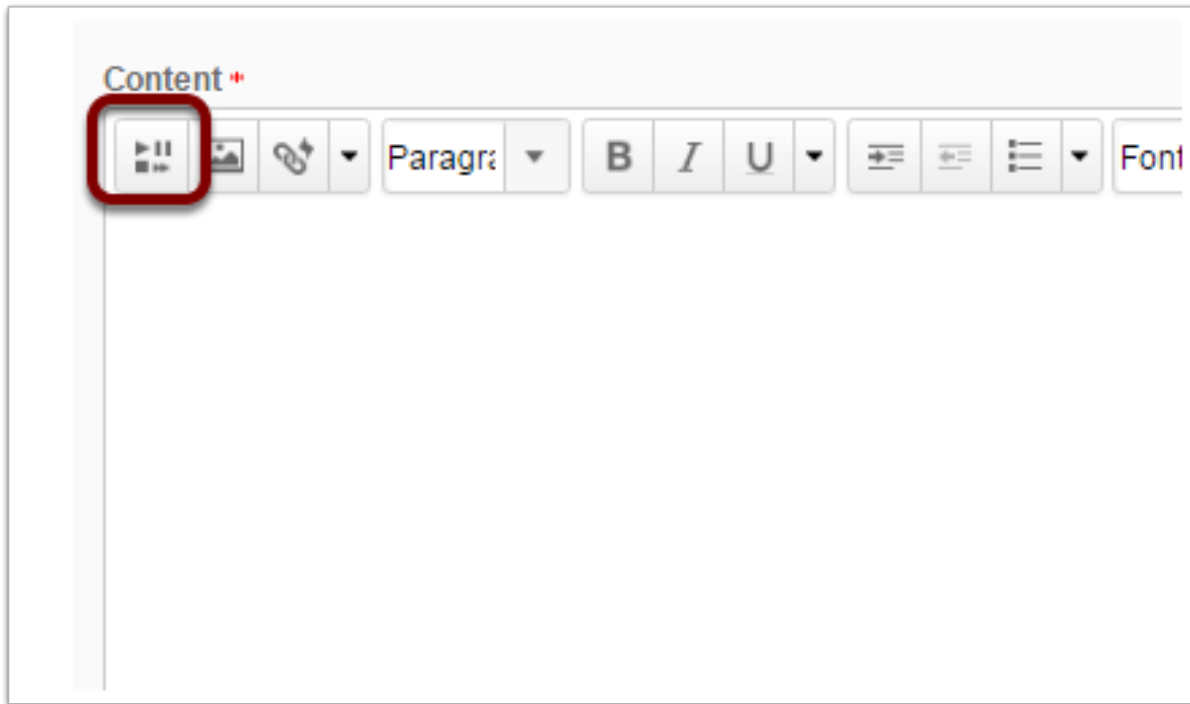
Insert Note



Finally, click **Insert** to embed the video on the page.

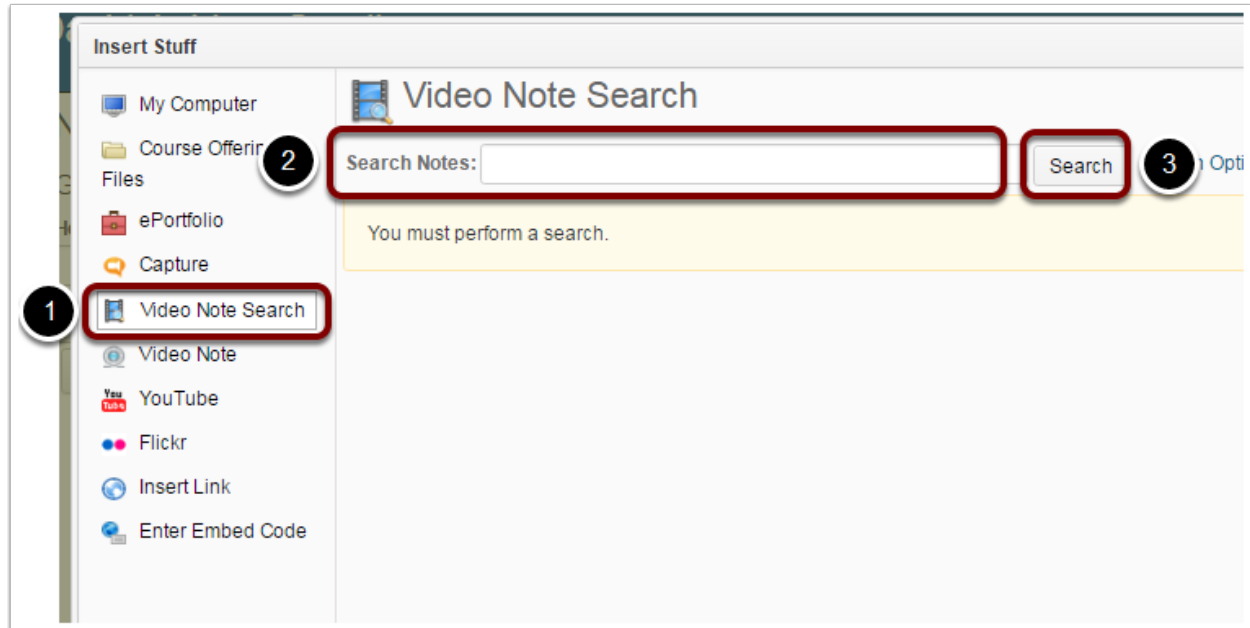
How Do I Reuse a Video Note?

Content Editor



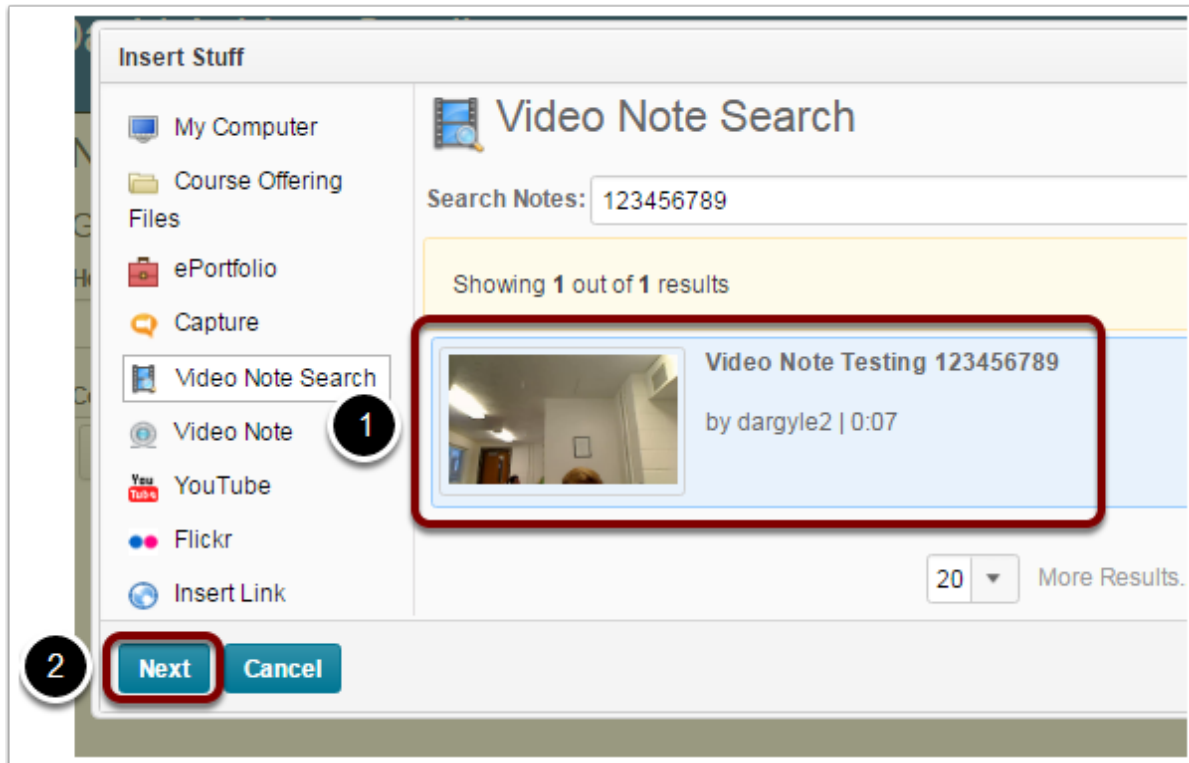
Within the content editor click on the **Insert Stuff** button.

Video Note Search



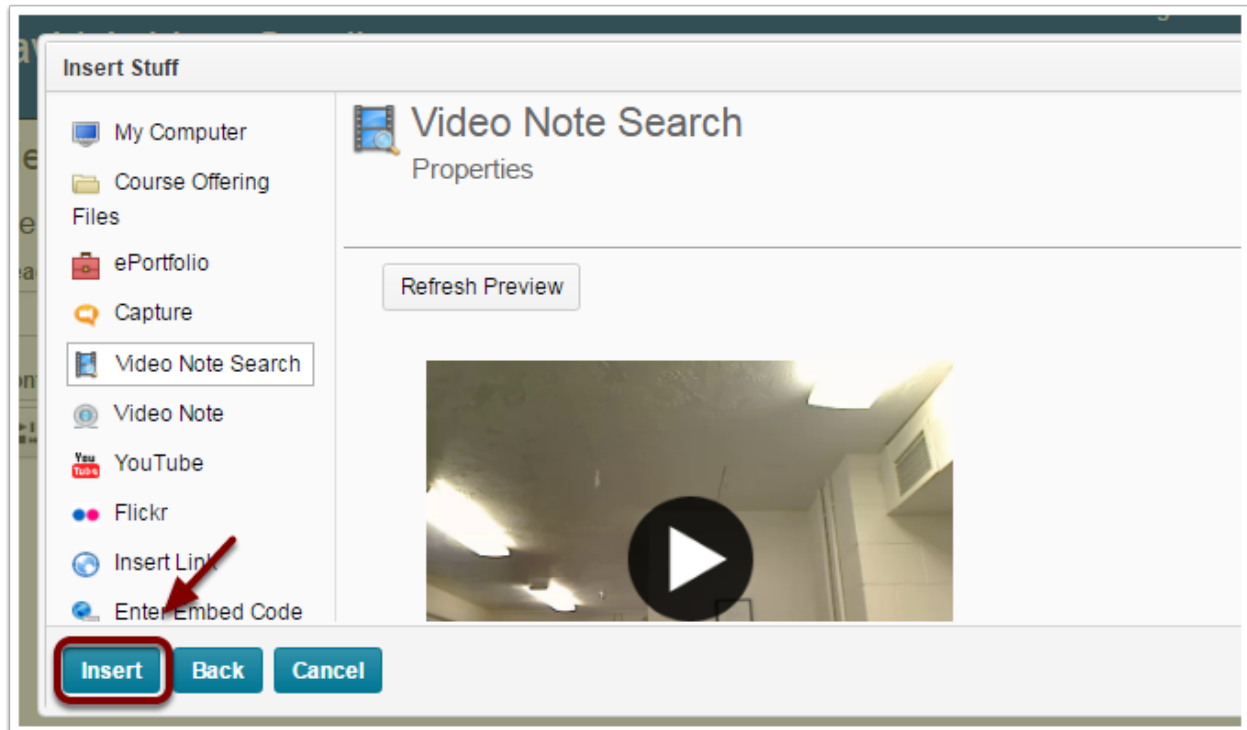
1. Click **Video Note Search** in the navigation bar on the left.
2. Keyword search for an old video note. You can search using either the entire title or a word in the title of the video note. *(This is why it's important to name your video notes consistently whenever you create a new note.)*
3. Click **Search**.

Select Video Note



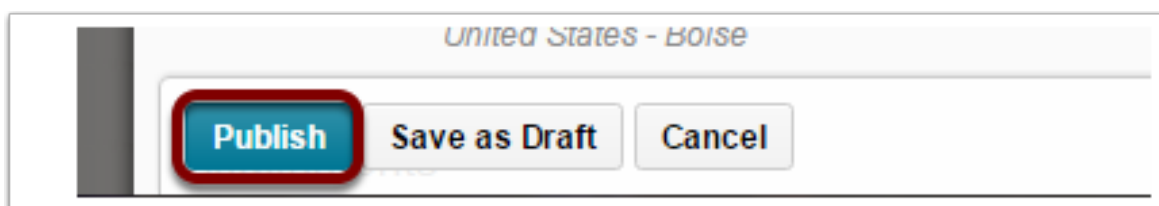
1. Select the video note you wish to reuse.
2. Click Next.

Insert



Click the Insert button at the bottom-left corner of the window.

Publish

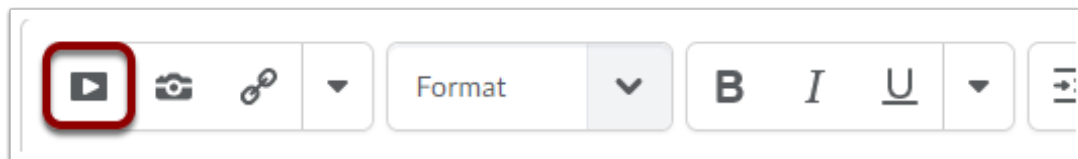


Select Publish, Post or Update at the bottom of the page.

How Do I Reuse Items I Have Previously Uploaded To A Course?

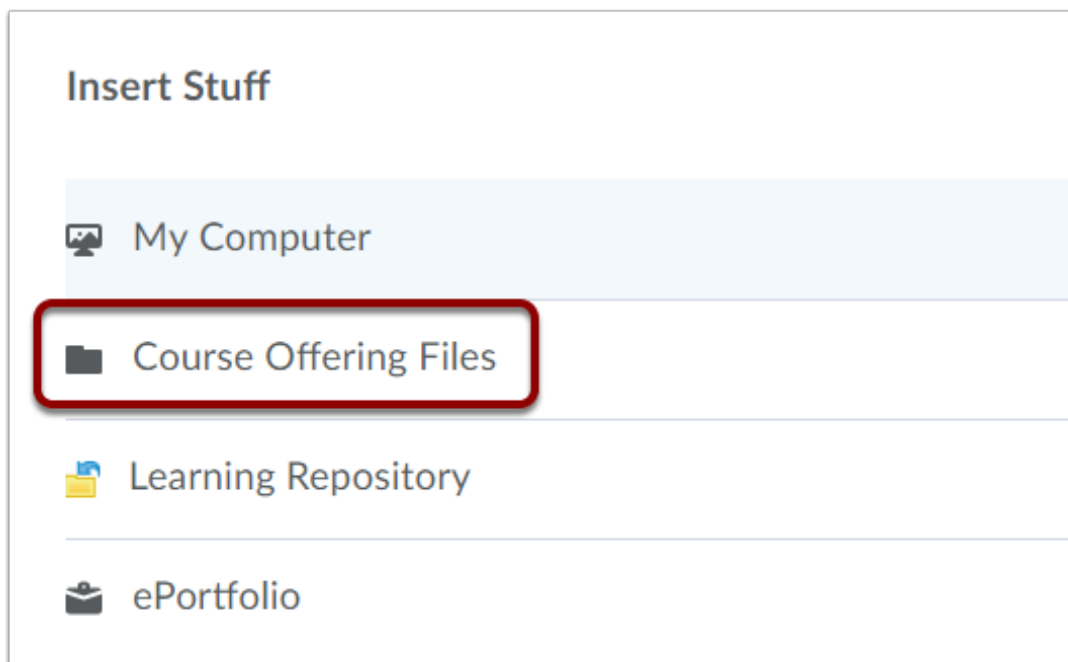
This tutorial will show you how to reuse items you have previously uploaded to the course.

Insert Stuff



To do, click on the **Insert Stuff** button in the content editor.

Course Offering Files



BYU-Idaho Online Knowledgebase

Click Course Offering Files.

Find the File

Insert Stuff

Course Offering Files

Up Upload

1

	Name ▲	Size	Last Modified
	 Course Files		Mar 30, 2017 1:
	 Images		Mar 30, 2017 1:
	 Utilities		Mar 30, 2017 1:
	 Web Files		Mar 30, 2017 1:

Media Type

All Media ▼

Apply

Navigate to the folder where you have uploaded the file previously.

Select the File

Course Offering Files

Up Upload

	Name ▲
☒	10-Original 13 colonies.jpeg
☐	11-Join or Die.jpeg
☐	12- Stamp Act cartoon.jpeg
☐	13-Boston Massacre.jpeg
☐	14-Stamp Act Protest engraving.png

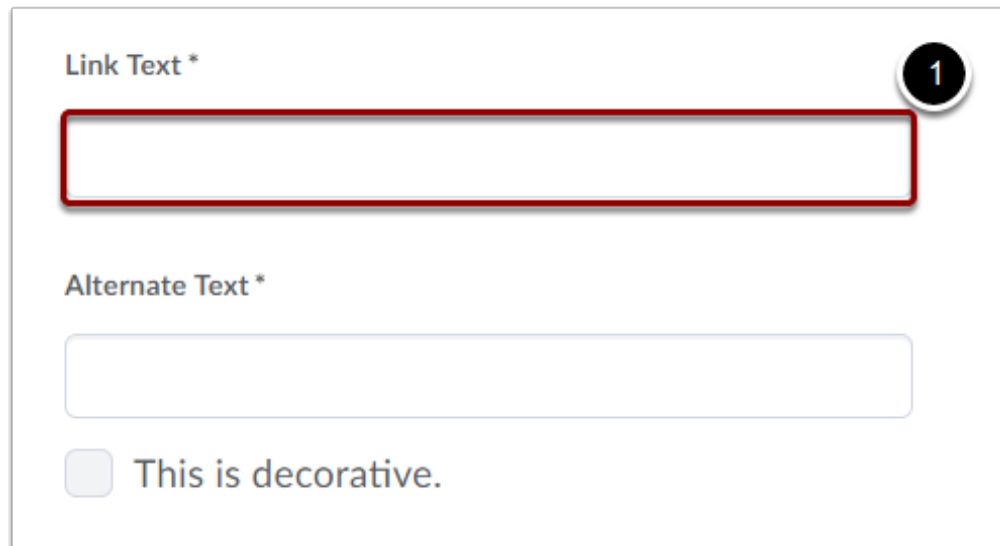
Media Type All Media ▼ Apply

2

Next Back Cancel

1. Select the radio button next to the file you plan to reuse.
2. Click **Next**.

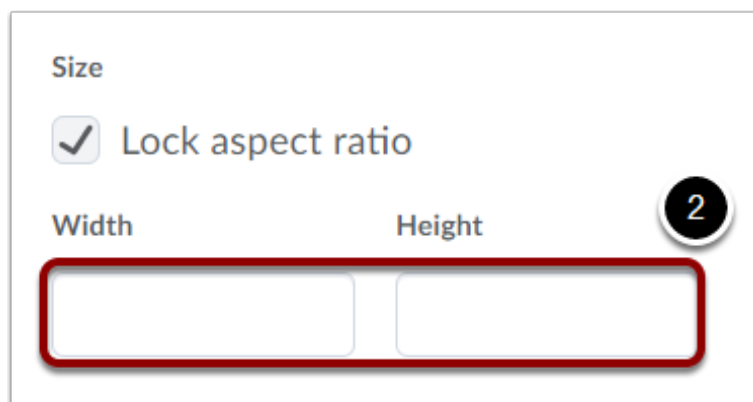
Enter Details



Link Text *

Alternate Text *

☐ This is decorative.



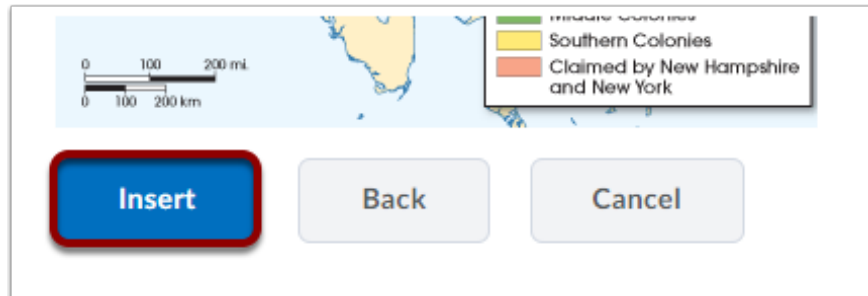
Size

☒ Lock aspect ratio

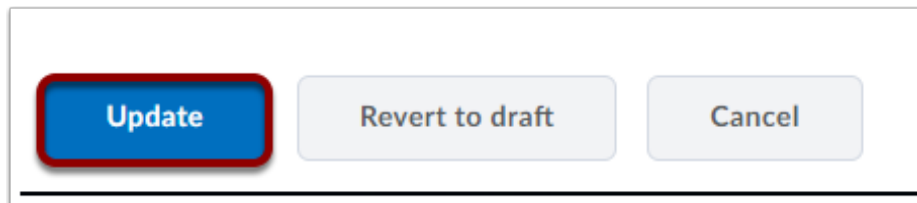
Width Height

1. Enter **Link Text** and **Alternate Text**. These two fields will help those using screen readers or other assistive technologies.
2. If the file is an image, you can use the width and height fields to adjust the size of the images before you insert them.

Insert and Publish



Click Insert.



Click **Publish** or **Update** and you are finished.

How Do I Build and Create An Equation In A Course?

This tutorial will teach you about the equations in I-Learn and show you how to use the content editor to build and place an equation within a course.

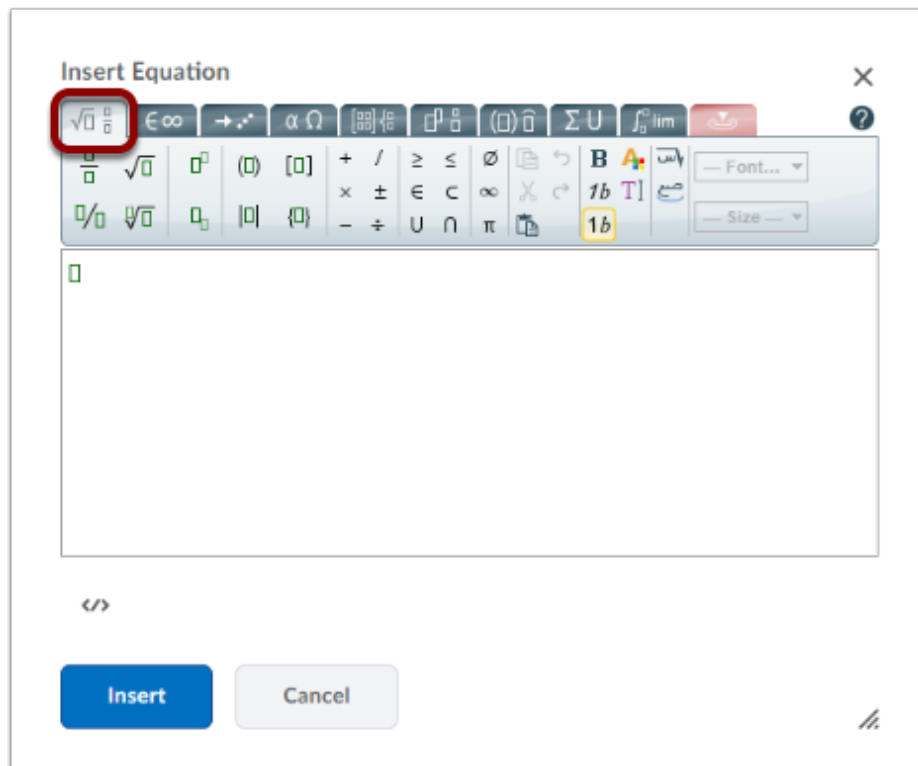
Insert Equation



The I-Learn equation editor has just about every symbol and format you could need. To start, click on the Equation Editor (2) in the content editor. If you cant see it click the three dots (1) on the right to expand the menu bar.

Tab Overview

General Tab

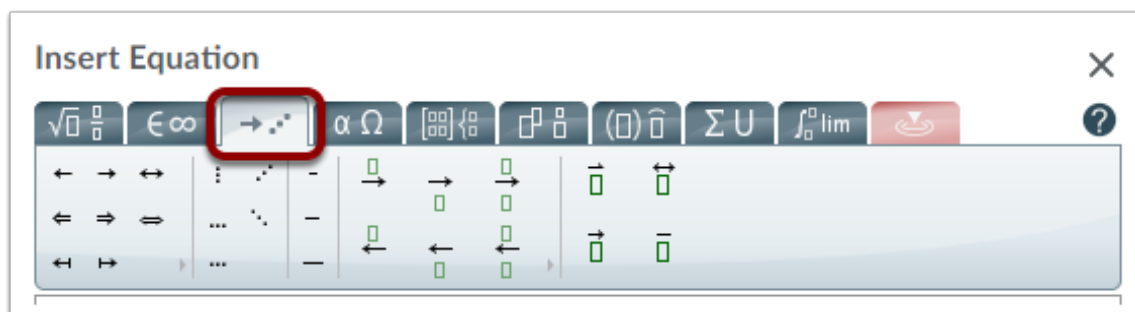


There is a general tab with the most used functions as well as the ability to adjust the font formatting.

Symbols Tab



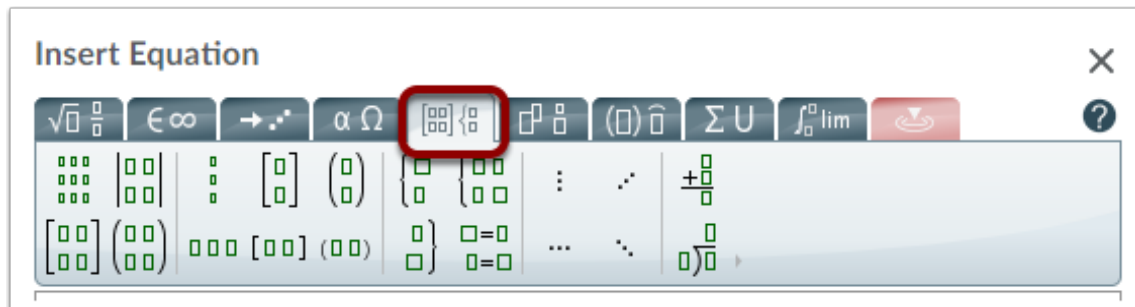
Arrows Tab



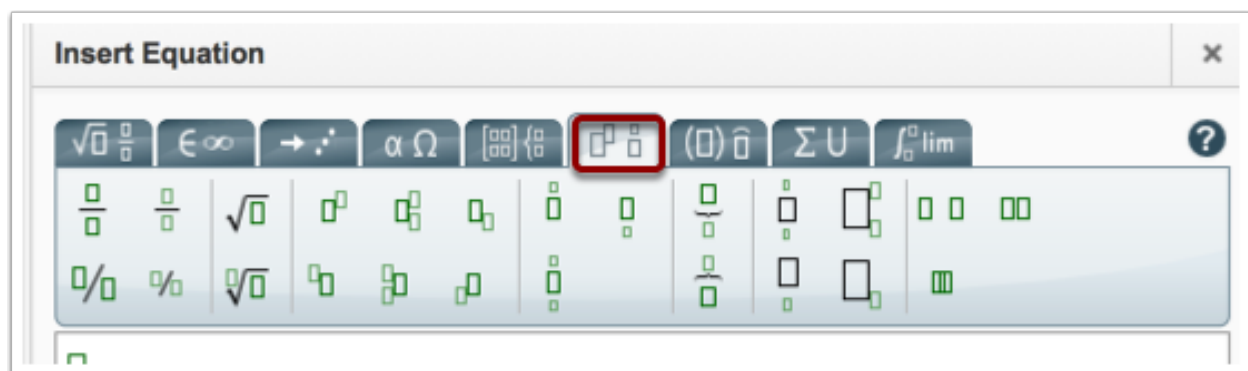
Greek, Letters and Numbers Tab



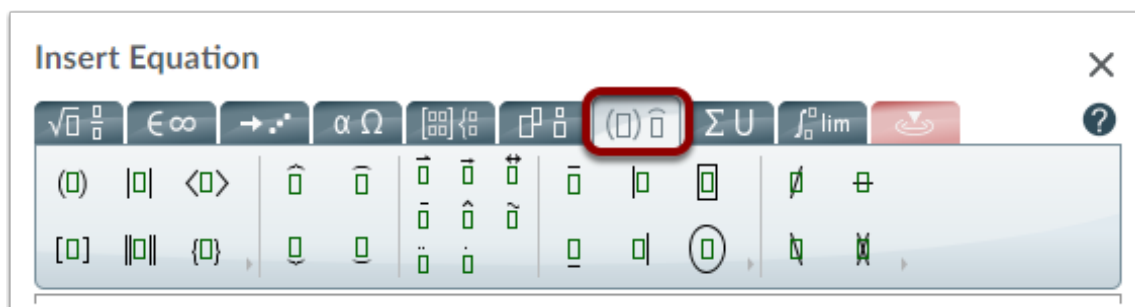
Matrices Tab



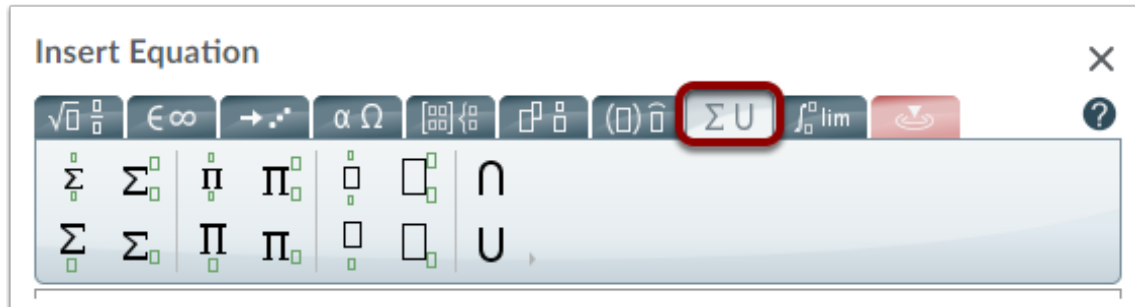
Scripts and Layout Tab



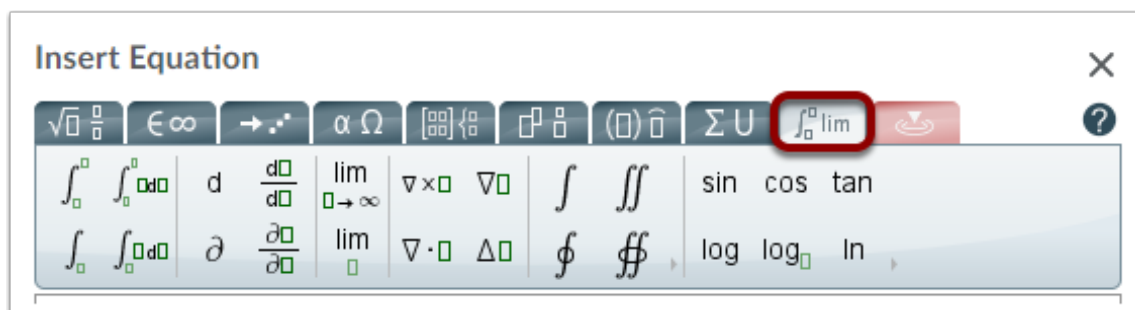
Decorations Tab



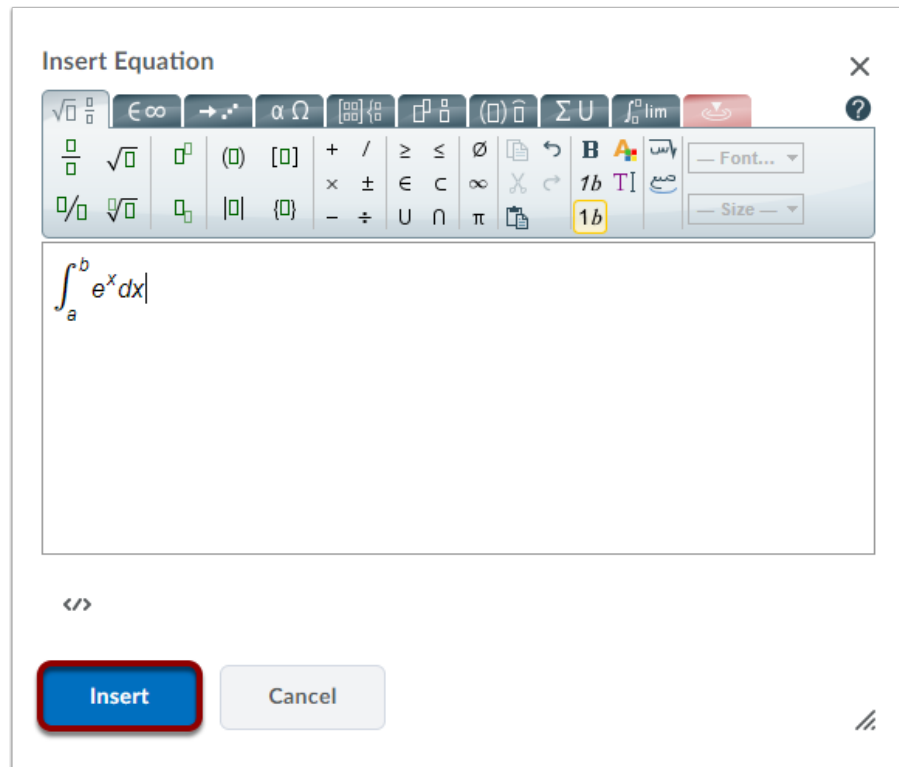
Big Operations Tab



Calculus Tab

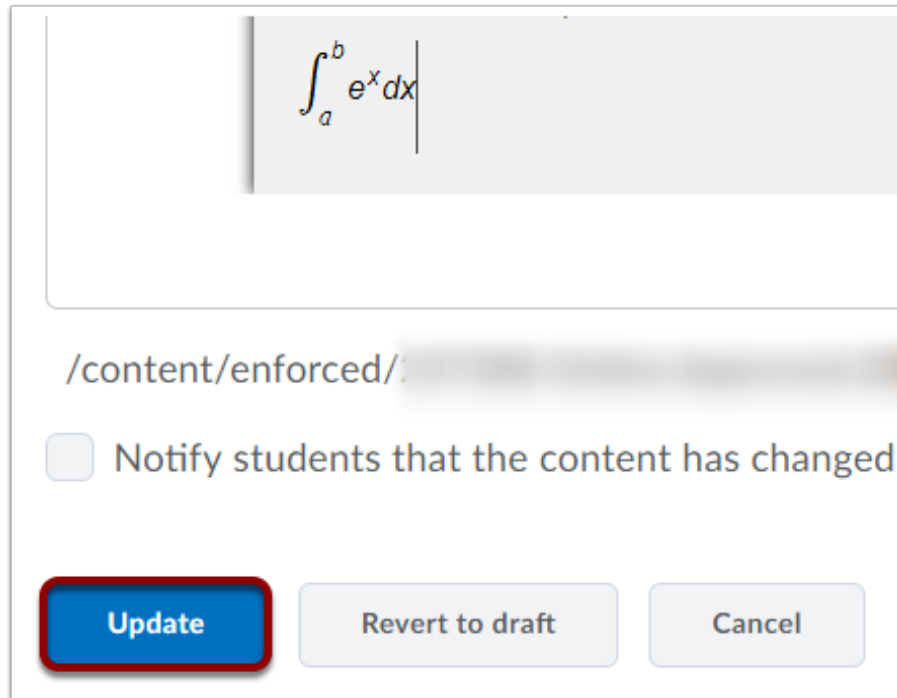


Build the Equation



Simply build your equation and select **Insert**.

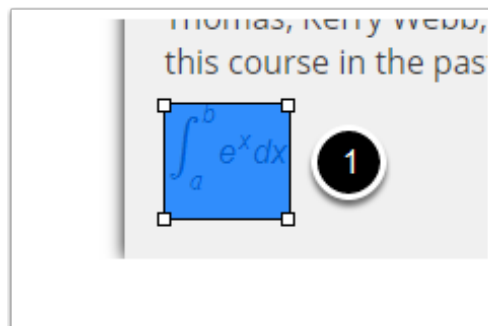
Update



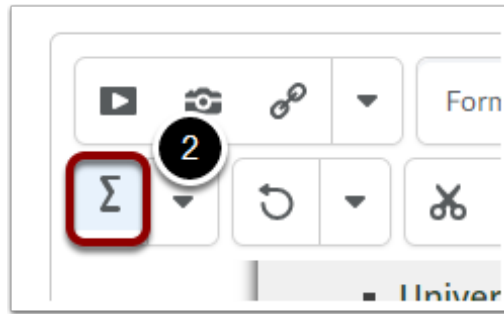
A dialog box for updating content. At the top, there is a preview of the content: $\int_a^b e^x dx$. Below the preview is a text field containing the URL `/content/enforced/`. Underneath the text field is a checkbox labeled "Notify students that the content has changed". At the bottom of the dialog box are three buttons: "Update" (highlighted with a red border), "Revert to draft", and "Cancel".

To publish the equation to the course, select **Update**.

Editing the Equation



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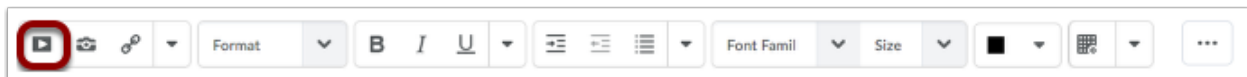
If you need to edit your formula after the fact:

1. Click to highlight the equation.
2. Click the Equation button again to edit.

How Do I Upload A File From My Computer Into A Course?

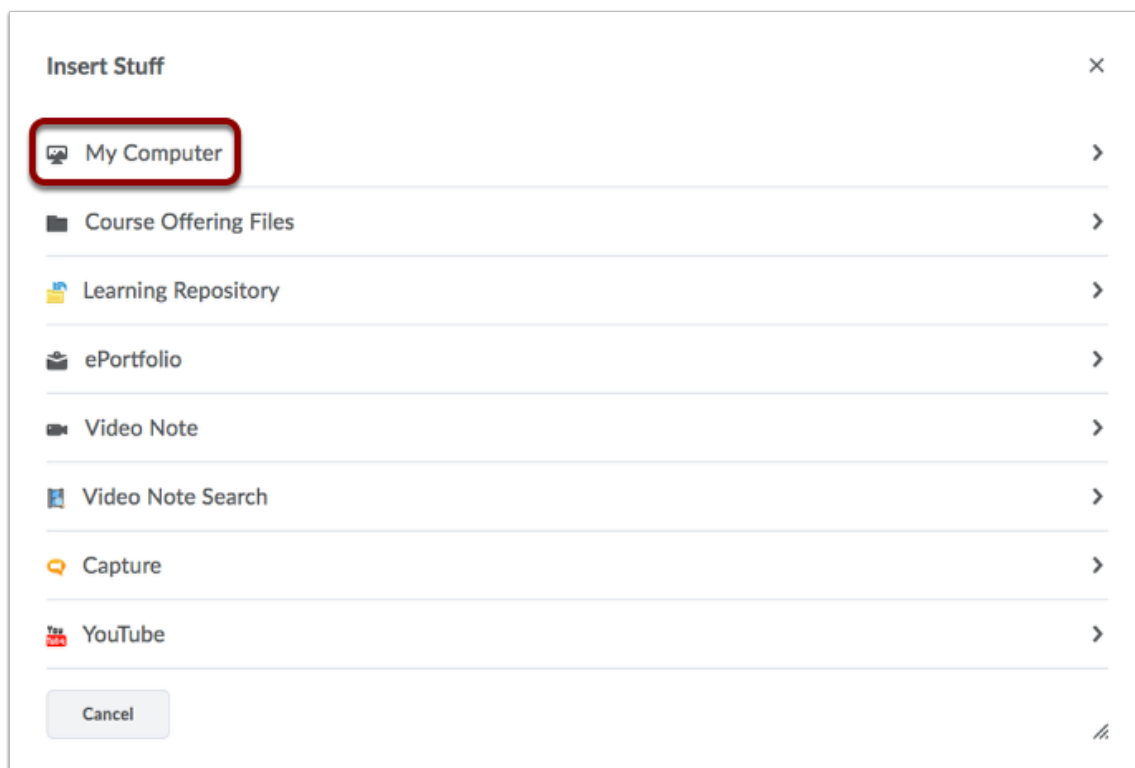
This tutorial will show you how to insert any file from your computer into a course.

If you choose a picture, it will insert it into the page. If you choose an audio or visual file it will insert a media player. If you choose to add a document it will insert a link so your audience can download that document.



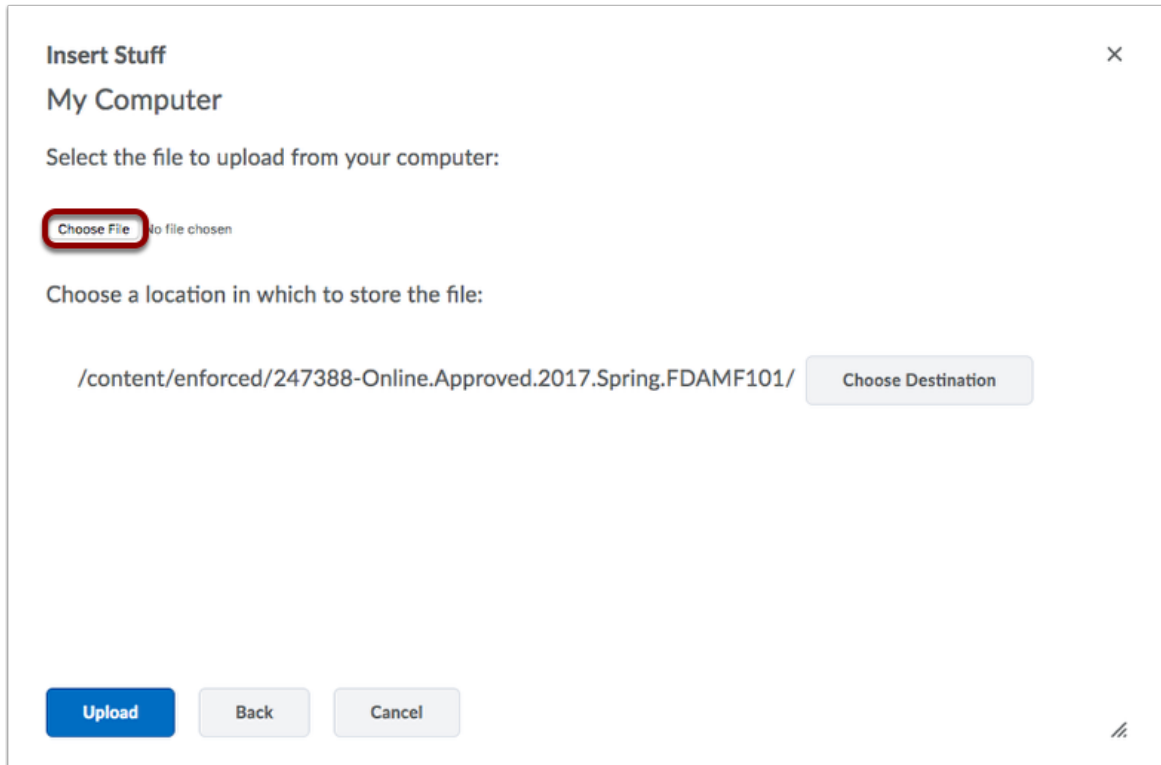
To insert a file to a course, click on the **Insert Stuff** button in the content editor.

My Computer



1. Click **My Computer**.

Choose a File



Insert Stuff

My Computer

Select the file to upload from your computer:

Choose File No file chosen

Choose a location in which to store the file:

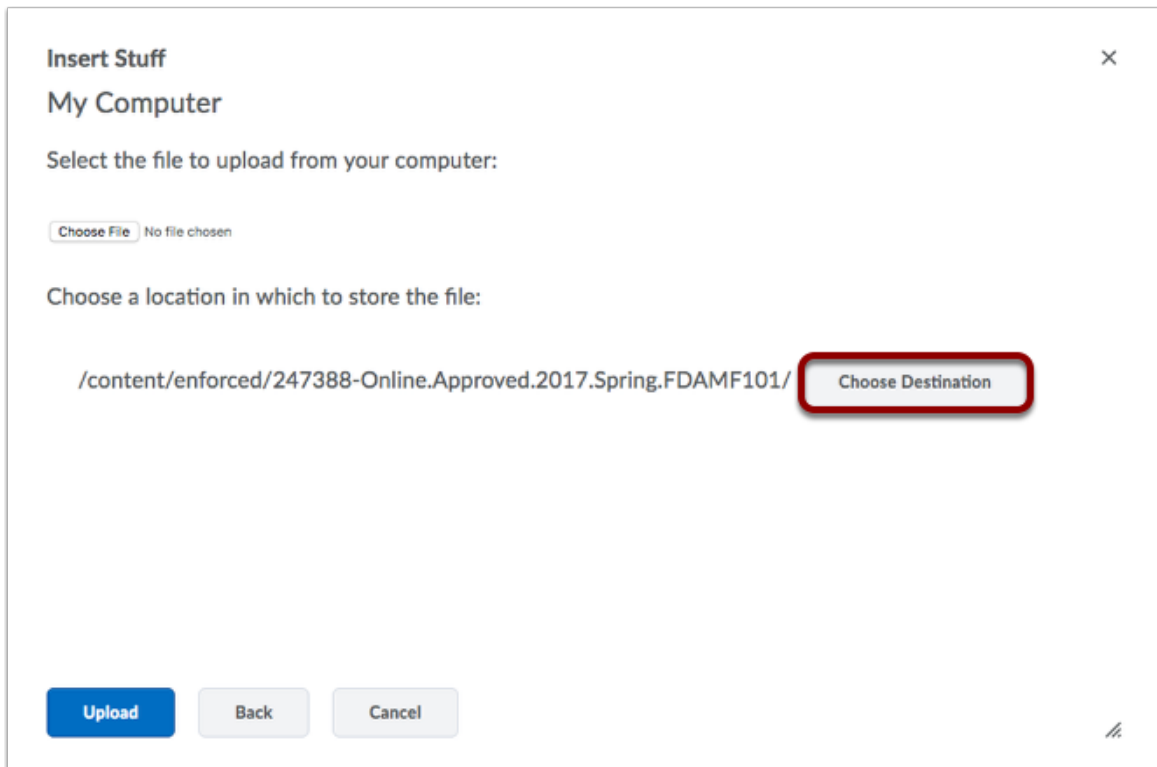
/content/enforced/247388-Online.Approved.2017.Spring.FDAMF101/ Choose Destination

Upload Back Cancel

Click **Choose File** and select the file you would like to upload to the course.

- i** One important note, once you have chosen your file you will have the option to choose where in the course offering files you would like to save your file. Keeping your files organized will help you find them the next time. To choose the destination of your file, follow these steps.

Choose Destination



Insert Stuff ×

My Computer

Select the file to upload from your computer:

[Choose File](#) No file chosen

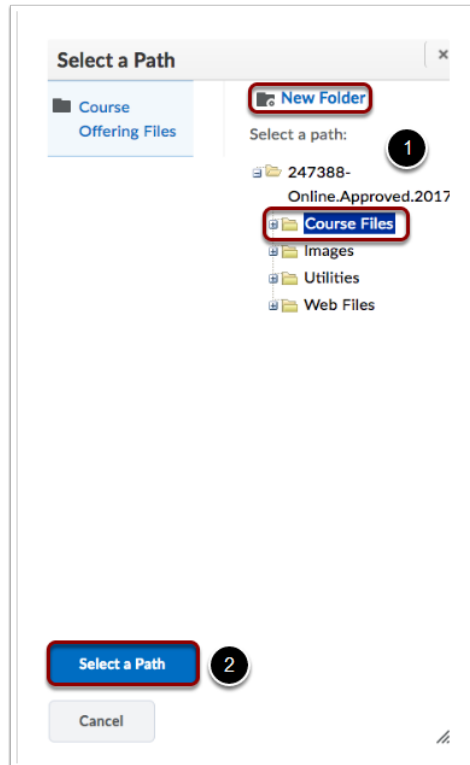
Choose a location in which to store the file:

/content/enforced/247388-Online.Approved.2017.Spring.FDAMF101/ [Choose Destination](#)

[Upload](#) [Back](#) [Cancel](#) 

Select Choose Destination.

Path Selection



1. Select the folder you would like to place your file into, or create a new folder.
2. Click on **Select a Path**

Upload

Insert Stuff

My Computer

Select the file to upload from your computer:

No file chosen

Choose a location in which to store the file:

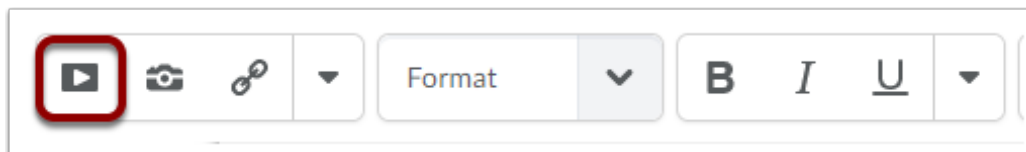
/content/enforced/247388-Online.Approved.2017.Spring.FDAMF101/Course Files/

Select the **Upload** button and you are finished.

How Do I Add A YouTube Video To A Course?

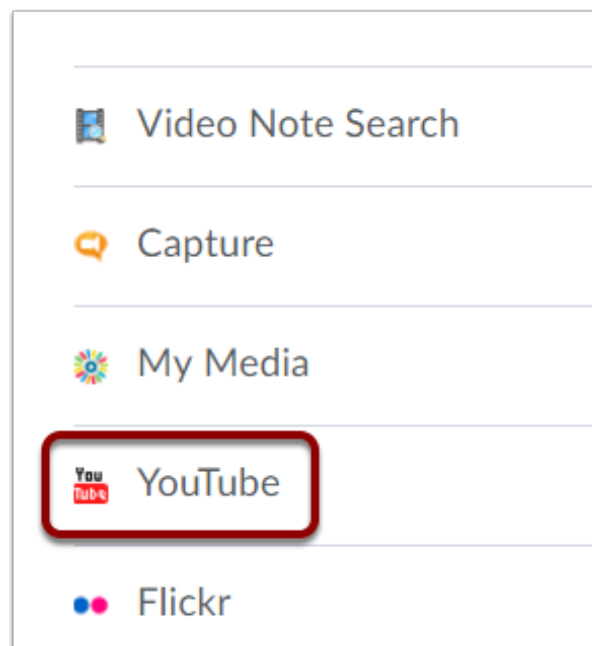
This tutorial will show you how to search and add a YouTube video to a course.

Insert Stuff



To insert a YouTube video into a course, click on the **Insert Stuff** button in the content editor.

YouTube



Select the **YouTube** option. You may need to scroll down.

Search

The screenshot shows the YouTube search interface. At the top, there is a search bar with the text "BYUI devotional" and a "Search" button. A red box highlights the search bar, and a circled number "1" is next to it. Below the search bar, a yellow banner indicates "Showing 10 out of 9455 results". A circled number "2" is next to this banner. Below the banner, there are two video results. The first result is titled "Jeffery R Holland Living After the Manne" and has a thumbnail showing a man speaking. A red box highlights this result, and a circled number "3" is next to it. Below the video results, there are three buttons: "Next", "Back", and "Cancel". The "Next" button is highlighted with a red box.

1. Enter your search term in the search box and select **Search**.
2. Browse through the results and choose the video you want.
3. Click **Next**.

Insert

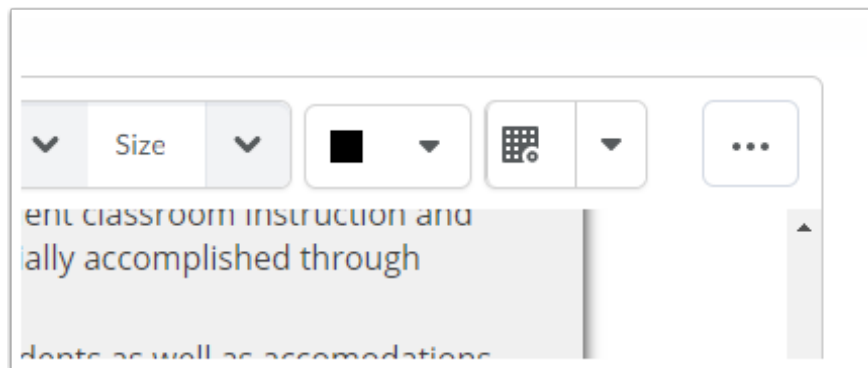
The screenshot shows a dialog box for inserting a video. At the top, there is a video thumbnail. Below the thumbnail, there are three buttons: "Insert", "Back", and "Cancel". The "Insert" button is highlighted with a red box.

Select **Insert** to embed the video on the content page.

How Do I Build A Table In A Course?

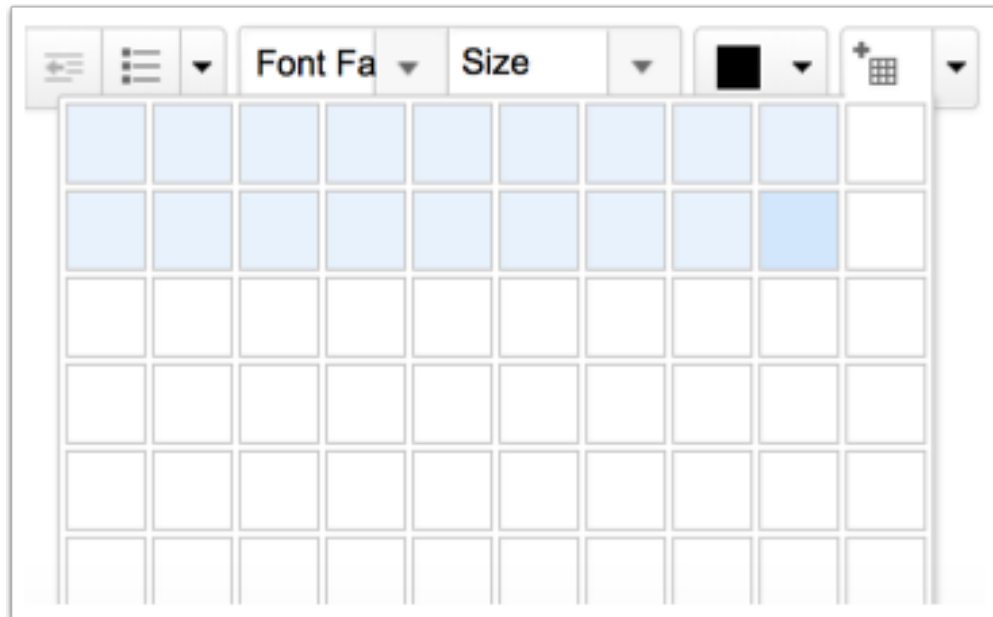
This tutorial will show you how to use the content editor to create and place a table within a course.

Insert Table



Click on the **Insert Table** button on the content editor text bar.

Select Size



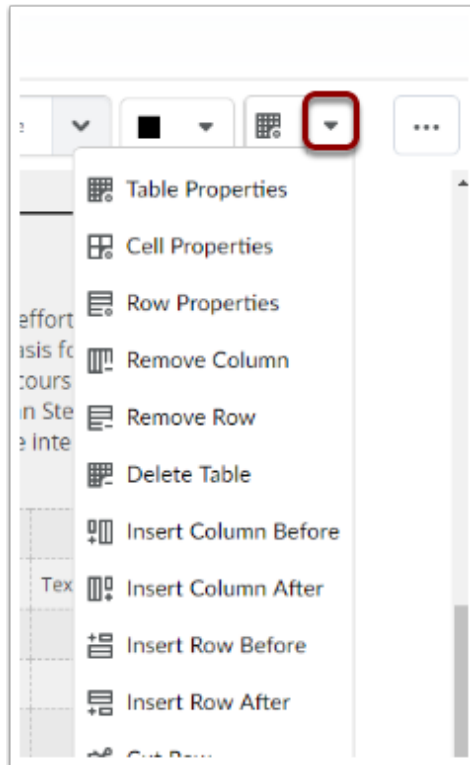
Move the mouse until you have the number of columns and rows you need.

Add Content

text			
			Text
		text	

Once inserted, the table may appear very small. However, the size of the cells will adjust as you begin typing or you can grab the bottom right handle and drag it to be the size desired.

Properties



You can find more options to customize your table by clicking the dropdown menu to the right of the **Insert Table** button. Here you can add and remove columns and rows or find options to do a number of other customizations to the table.

Textbooks

How do I add a RedShelf textbook to my course in I-Learn?

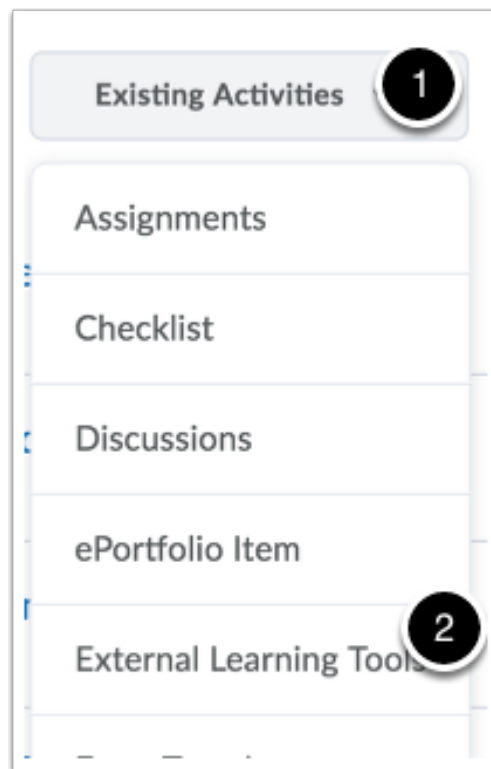
RedShelf is a textbook delivery platform for many e-textbooks. Textbooks delivered through RedShelf must be coordinated and purchased through the Bookstore before linking it through your course in I-Learn. Students' accounts will be charged directly after the Add-Drop Deadline for textbooks delivered this way.

First, determine which module you will use to place the link to RedShelf. In online courses, we are placing the RedShelf link in the Resources module. That way it will be consistent for all courses.

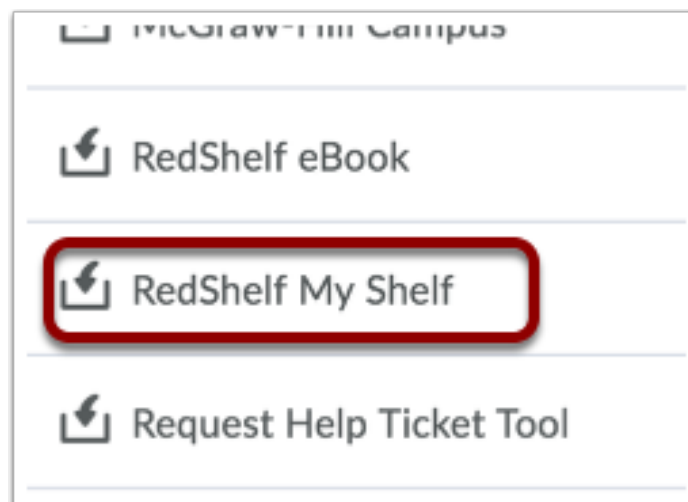


Inside the Resources module, click the Existing Activities button and choose External Learning Tools from the list.

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Select RedShelf My Shelf.



It is really important that the textbook delivery is coordinated through the University Store if you will be offering a textbook through RedShelf. Before the semester starts, they

send us a list of courses and texts they are expecting to deliver and we send them a list of section ID numbers from I-Learn so they make sure that all of the students in the class get the right textbooks from the first day of the semester.