

**CENTER
FOR
INNOVATIVE
LEARNING**

NEW Rich Content Editor (RCE)



Overview

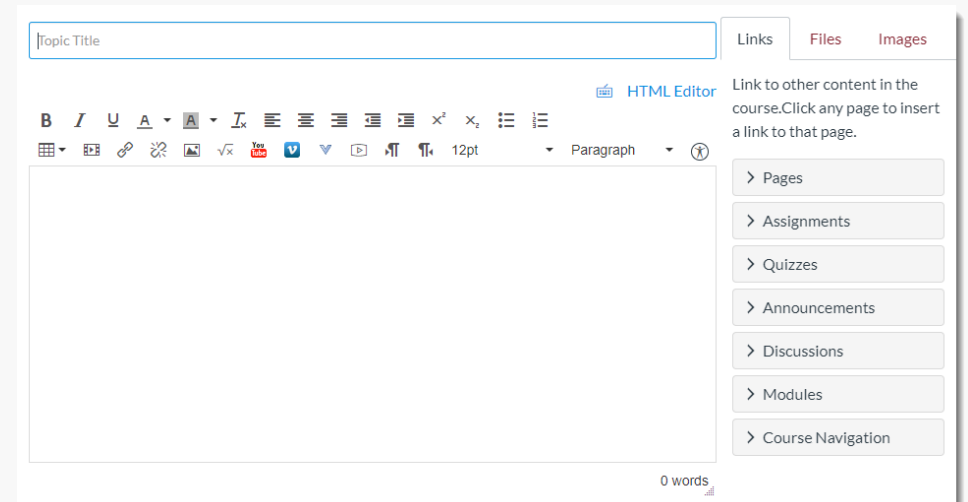
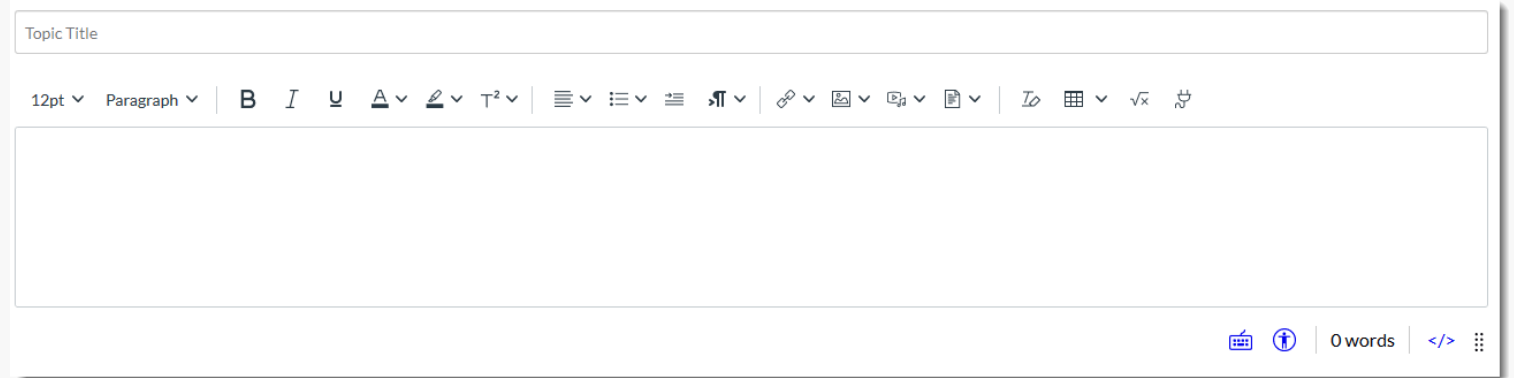
- The RCE's New Design
- Text, Paragraph, and Page Formatting
- Links, Images, Media, Documents
- Other Formatting and Advanced Options

The image features a decorative horizontal band with a blue and purple gradient background. Overlaid on this are several thin white circular lines of varying radii. A white rectangular box is positioned on the left side of the band, containing the text "New Design" in a bold, black, sans-serif font.

New Design

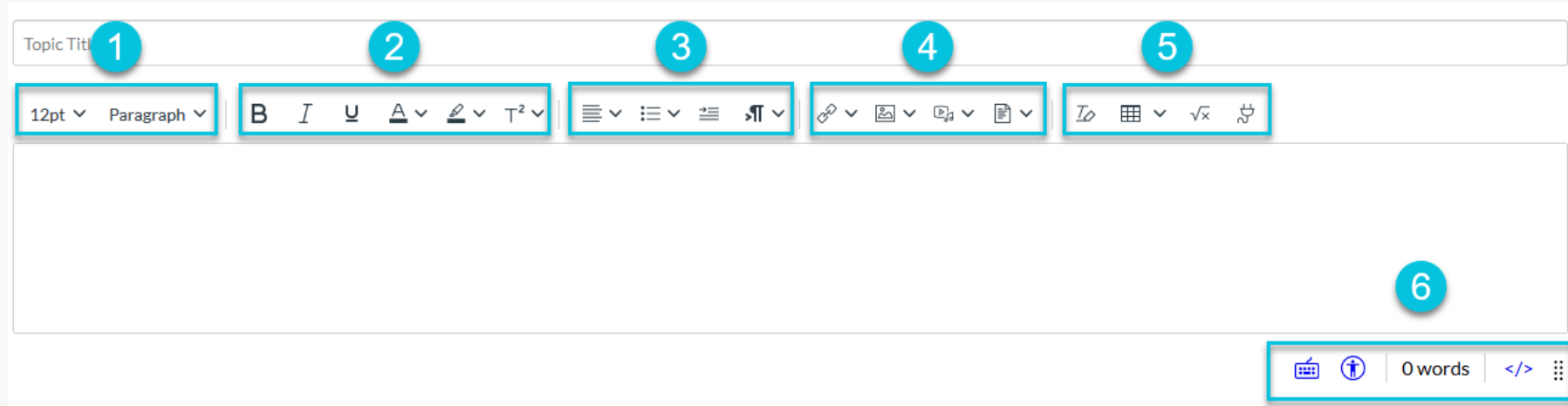
RCE New Design

- Announcements
- Assignments
- Discussions
- Pages
- Quizzes
- Syllabus



RCE New Design

Condensed and intuitive toolbar that is grouped by common icons and interactions



1. Paragraph Formatting
2. Text Formatting
3. Page Formatting

4. Links, Images, Media, Documents
5. Other Formatting Options
6. Advanced Options

How to Turn On

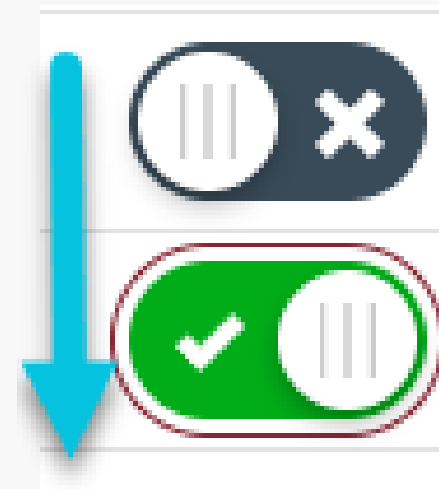
- The new RCE will appear automatically before Summer 2020
- Turn it on manually

The screenshot displays a course management interface. On the left is a vertical navigation menu with the following items: Home, Announcements, Syllabus, Modules, Grades (with a red badge containing '22'), Zoom, Assignments, People, Collaborations, Discussions, Quizzes, Files, Pages, Outcomes, and Settings (highlighted with a blue callout bubble containing the number '1'). The main content area has a top navigation bar with tabs for Course Details, Sections, Navigation, Apps, and Feature Options (the latter is highlighted with a blue callout bubble containing the number '2'). Below the tabs is a large empty rectangular area. At the bottom right of this area, there is a section titled 'RCE Enhancements' (indicated by a blue callout bubble with the number '3') followed by a toggle switch and a close button (an 'X' icon).

Activity #1 2:00 min

Turn on the NEW RCE

1. Select Settings
2. Select Feature Options
3. Select the button next to RCE Enhancements
4. Do this for every course you want the New RCE to appear

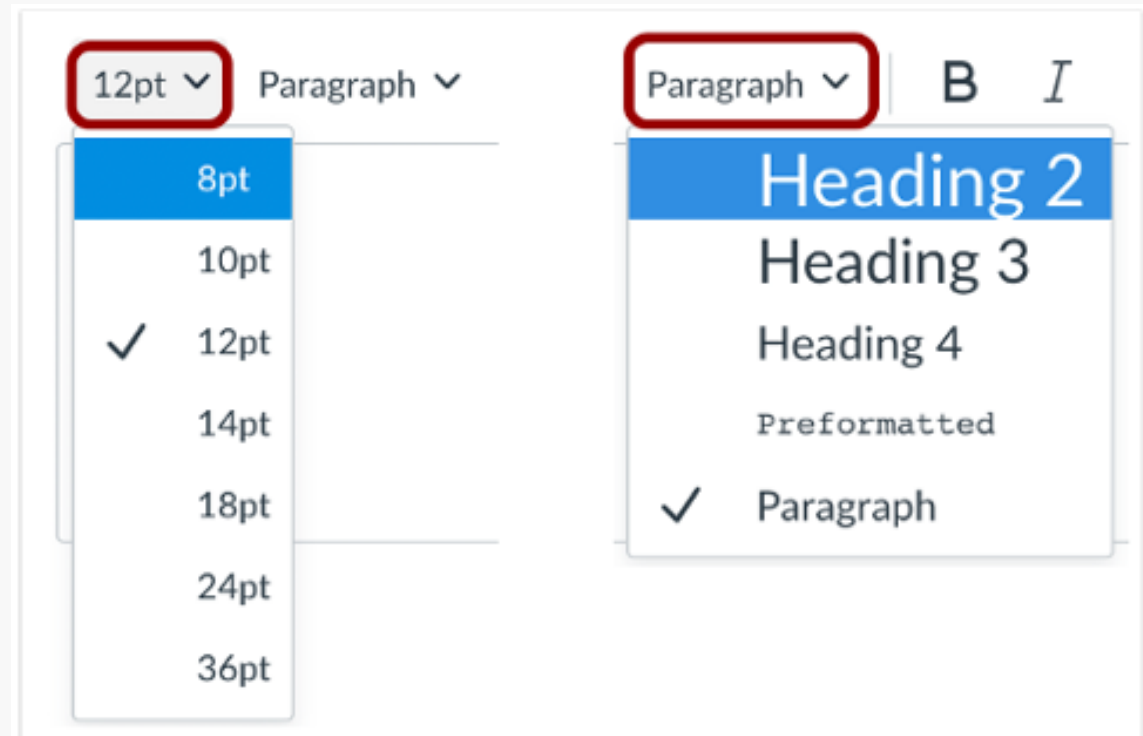




Paragraph, Text, & Page Formatting

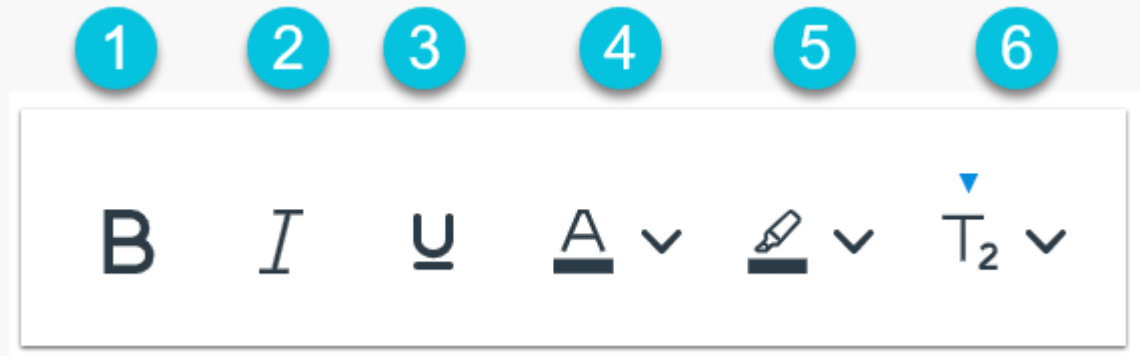
Paragraph Formatting

- Font Size
- Paragraph Headers



Text Formatting

1. Bold
2. Italic
3. Underline
4. Font Color
5. Highlight
6. Subscript and superscript



Page Formatting



1. Alignment
2. Bullet Display Options
3. Indent Spacing
4. Paragraph Spacing

RCE Best Practices #1

Color

- Does not overpower information
- Contrast between text and background
- Color is not used to convey meaning (e.g., color and bold indicate importance)

Text

- Expand acronyms on first use
- Use list formatting
- Provide clear instructions
- Keep content clear and concise

RCE Best Practices #2

Headers

- Group related content
- Convey meaning and structure
- Informative, unique page titles
- Similar naming structure throughout the course (e.g., housekeeping, overview, task this week)

Activity #2 2:00 min

Continue to work in the course from Activity #1

1. Create an Announcement (or assignment, discussion, quiz, page, edit the syllabus)
2. Create at two paragraphs worth of text
3. Enhance your content with
 - a. Paragraph formatting tools
 - b. Text formatting tools
 - c. Page formatting tools

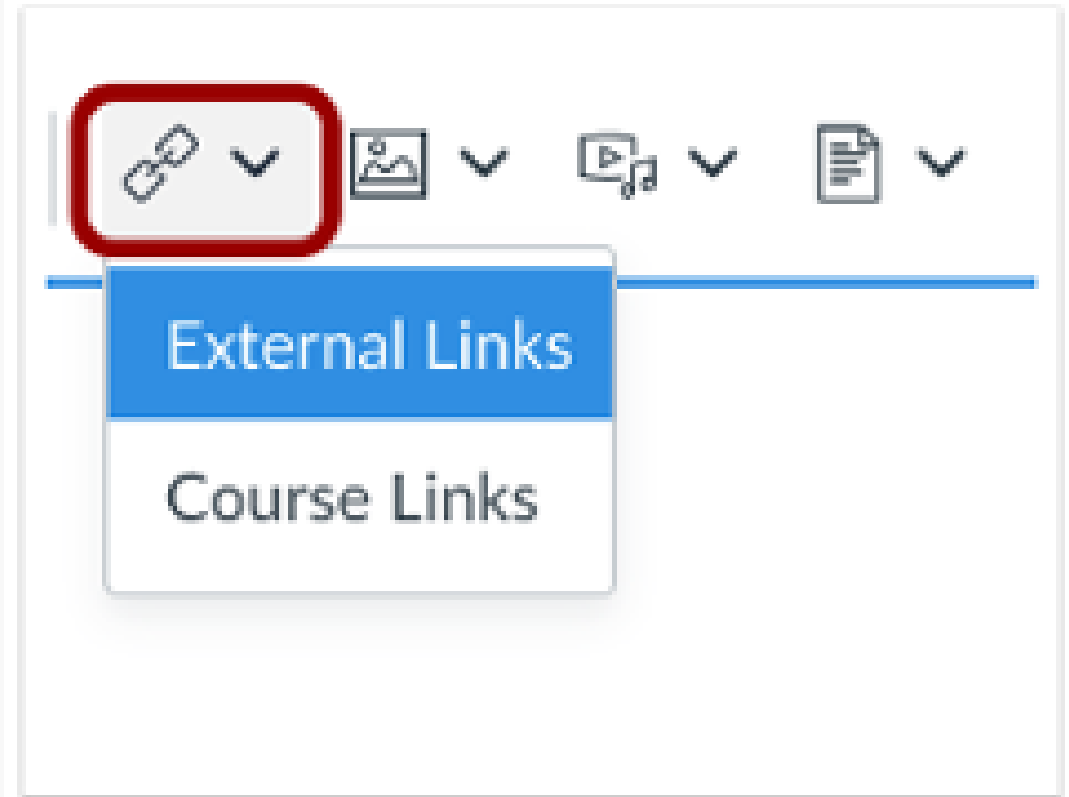


Links, Images, Media, Documents

Links

Hyperlink by highlighting text or insert a link displaying the items name

- External URL Links
- Course Links
 - Page
 - Assignment
 - Quiz
 - Announcement
 - discussion, module
 - course navigation

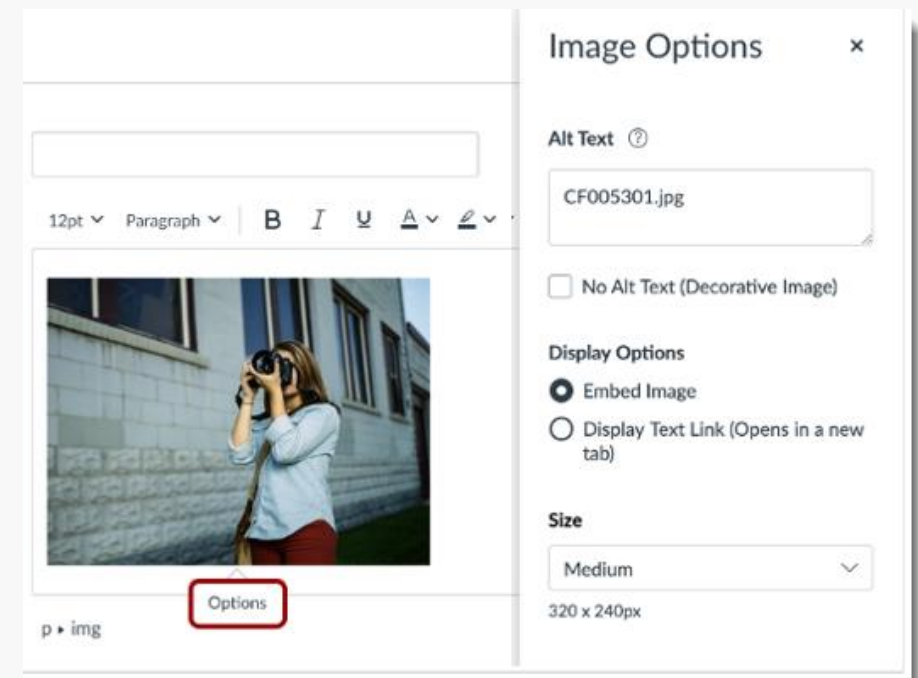
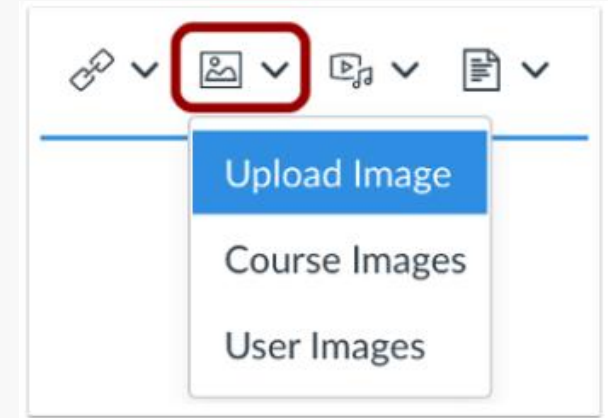


Images

- Drag and drop or browse the computer
- Unsplash image
- Uploaded via URL
- Course Image Files

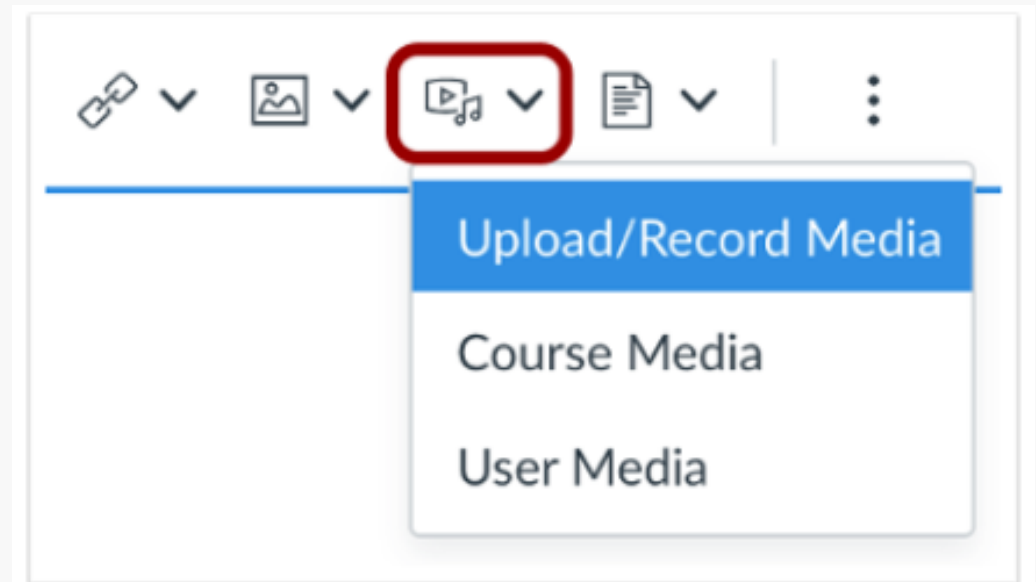
Options button modifies

- alt text options
- display options
- image size



Media

- Drag and drop or browse the computer
 - Subtitle files (SRT and VTT) can be included [amara](#)
- Record (use Zoom or Panopto instead)
- Embed
- Course Media Files

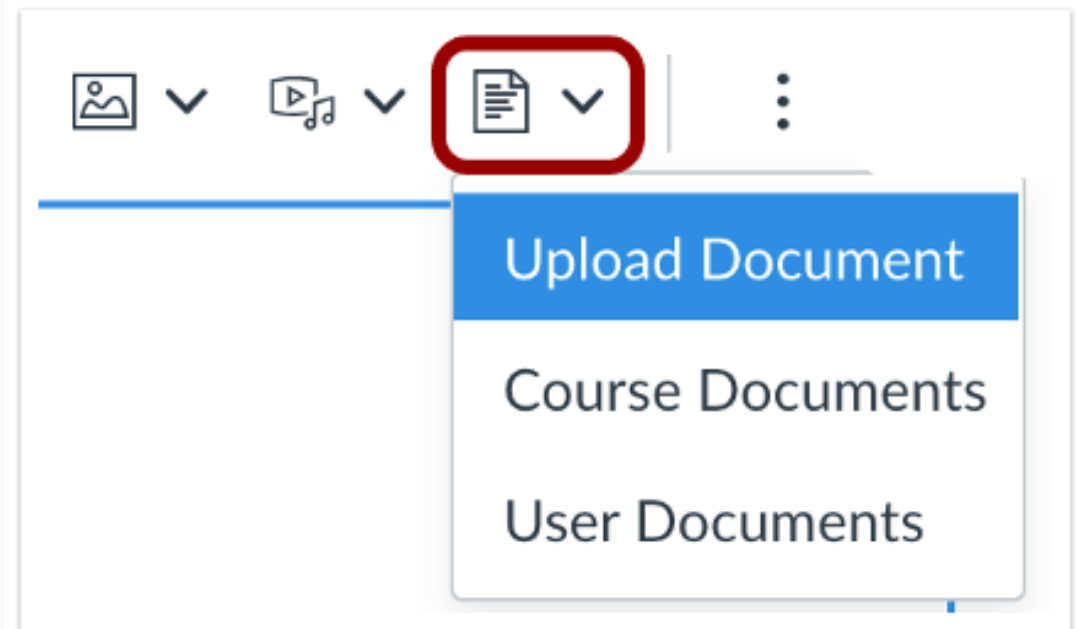


Documents

- Drag and drop or browse the computer
- Course Document Files

Options to turn on

- Automatically open in-line preview



RCE Best Practices #3

Images/Tables

- Used to support course content
- Accompanied by text descriptions (Alt text) or captions
- Captions, descriptions, and headers are used for tables or complex graphs

Audio/Visual Content

- Accompanied by a transcript or closed-captioned
- Chunk by topic

RCE Best Practices #4

Links

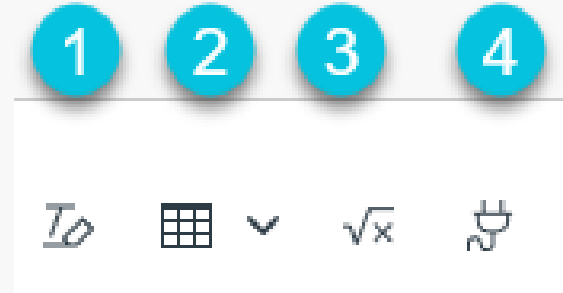
- Make link text meaningful
- Avoid uninformative link phrases (Click here, Read more, link to)
- Ensure all links convey interactive element (blue underlined text=links)
- Use accessibility checker in all Microsoft products and PDFs
 - [Making your Word documents accessible](#)
 - [Making your PowerPoints accessible](#)
 - [Creating accessible PDFs](#)



Other Formatting and Advanced Options

Other Formatting

1. Clear Formatting
2. Table
3. Insert Math Equation
4. Apps (Panopto, YouTube)



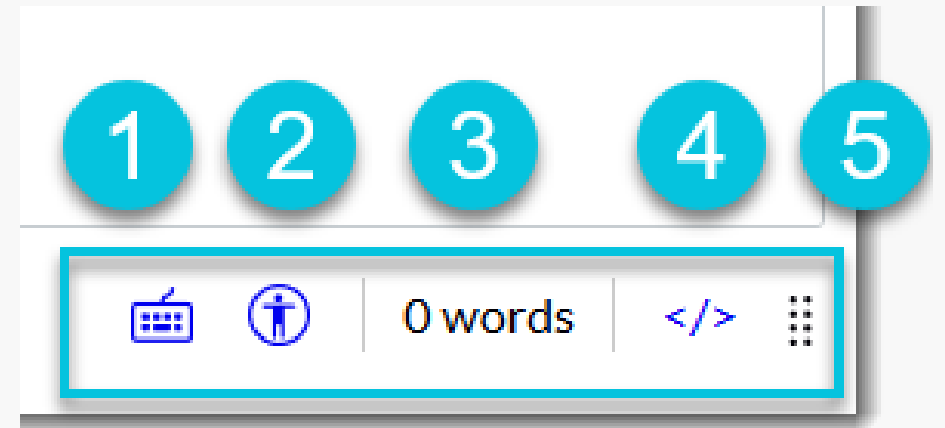
Activity #3 2:00

Continue to work in the course announcement from Activity #1

1. Add an external link and a link to course content
2. Add an image from Unsplash and add alt text
3. Upload a PDF and have it automatically open the in-line preview
4. Create a table
5. Insert from the App
6. Save

Advanced Options

1. Keyboard Shortcuts
2. Accessibility Checker
 - Table properties
 - Color
 - Links
 - Headers
 - Image properties
3. Word Count
4. Source Code
5. Statusbar (text box size)



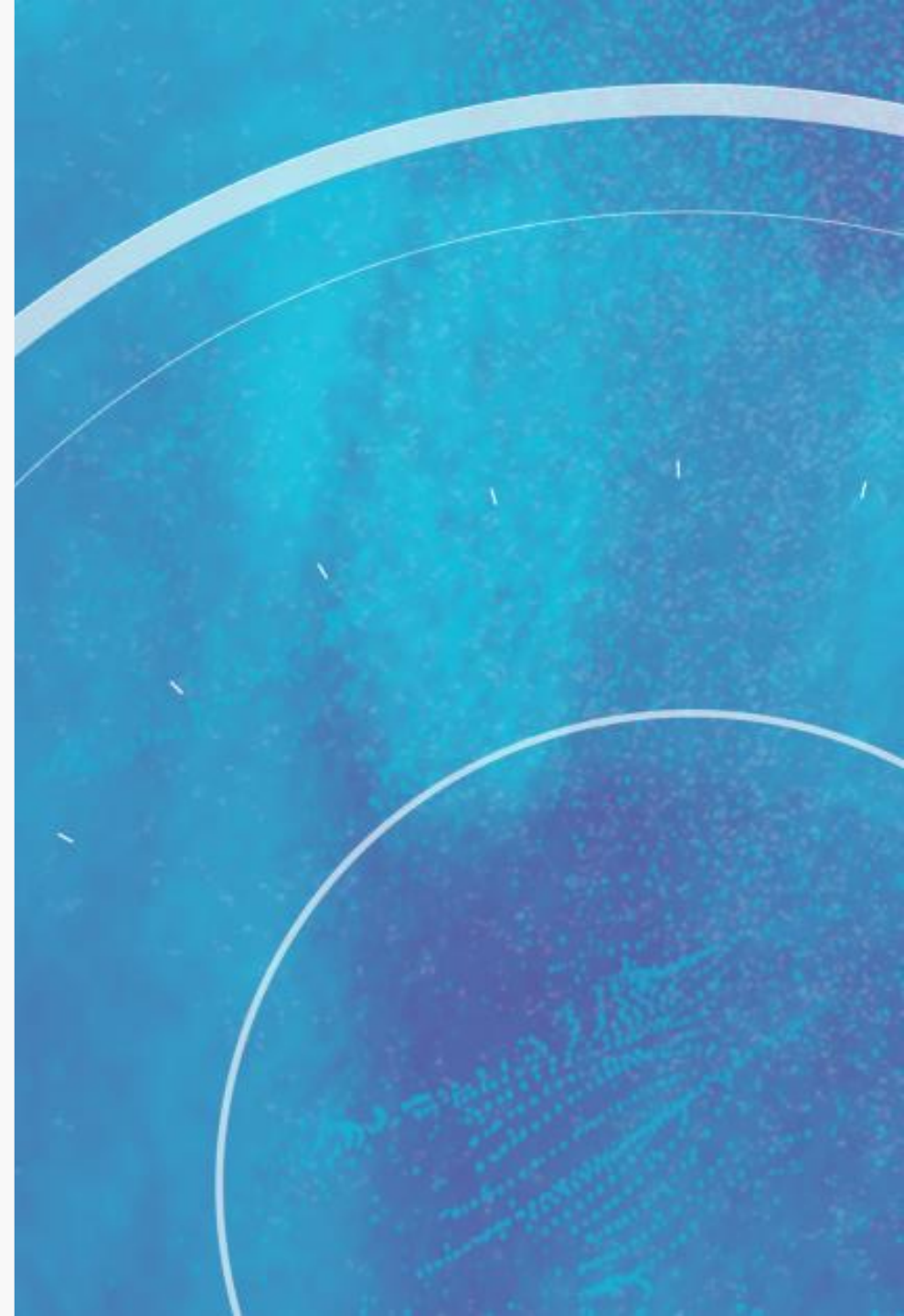
Activity #4 2:00 After

Continue to work in the course announcement from Activity #1

1. Run the Accessibility Checker
2. Correct suggestions

Review

- The RCE's New Design
- Text, Paragraph, and Page Formatting
- Links, Images, Media, Documents
- Other Formatting and Advanced Options



Canvas Guides

Accessibility Checker

[How do I use the Accessibility Checker in the New Rich Content Editor?](#)

Image

[How do I upload and embed an image in the New Rich Content Editor?](#)

[How do I embed images from Canvas into the New Rich Content Editor?](#)

Video

[How do I link to a YouTube video in the New Rich Content Editor?](#)

[How do I upload and embed a media file from my computer in the New Rich Content Editor?](#)

Links

[How do I create hyperlinks to course content in the New Rich Content Editor?](#)

[How do I create hyperlinks to external URLs in the New Rich Content Editor?](#)

[How do I create hyperlinks to course and user files in the New Rich Content Editor?](#)

Text

[How do I add and modify text in the New Rich Content Editor?](#)

[How do I insert a table using the New Rich Content Editor?](#)

[How do I use the Math Editor in the New Rich Content Editor?](#)



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Thank you!

<http://bit.ly/cilacphs>