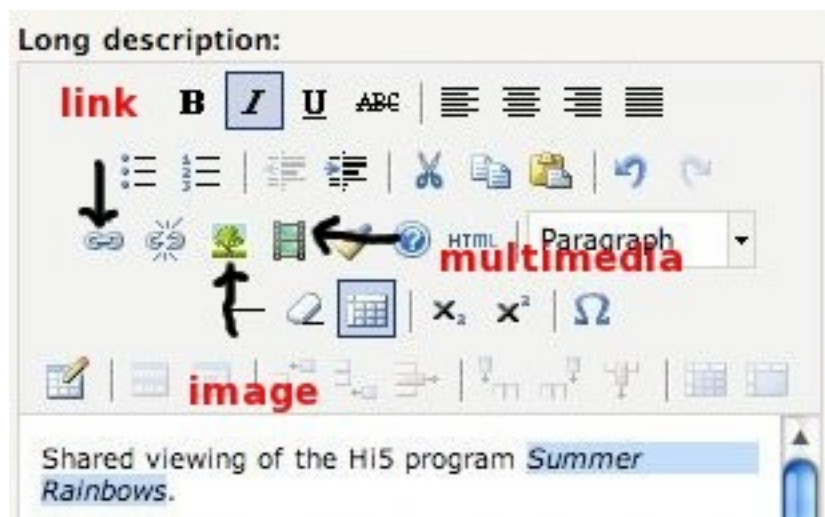


Inserting images/multimedia/files into Learning Elements

At present all of these can be linked into a learning element. All of them must be hosted on the internet. We then insert a link to them in the learning element. When the learning element is displayed as a web page multimedia or images should function as you would expect and other files can be made accessible as hyperlinks. When a print version of the learning element is displayed, images and links should work properly, but the nature of the PDF format naturally limits what we can do with multimedia. We're still working out exactly how we wish to handle this.

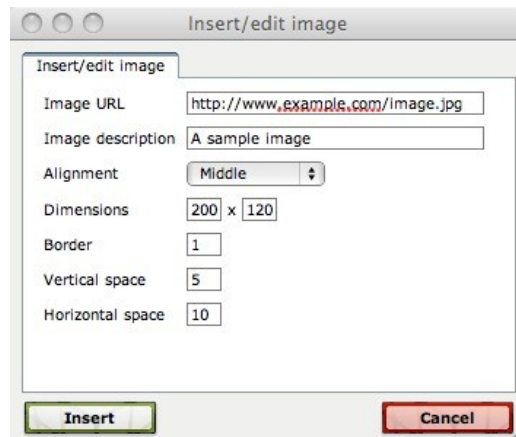
You can upload these items to third party sites (e.g. Photobucket for images, YouTube for movies, etc.) and link using the URLs they provide. You may also upload files to the Learning Element site itself and link to these uploads.

Let's remember what the editor looks like and point out the controls that facilitate these operations:



Images

To insert an image into a learning element click on the image button. A box like the following will pop up:

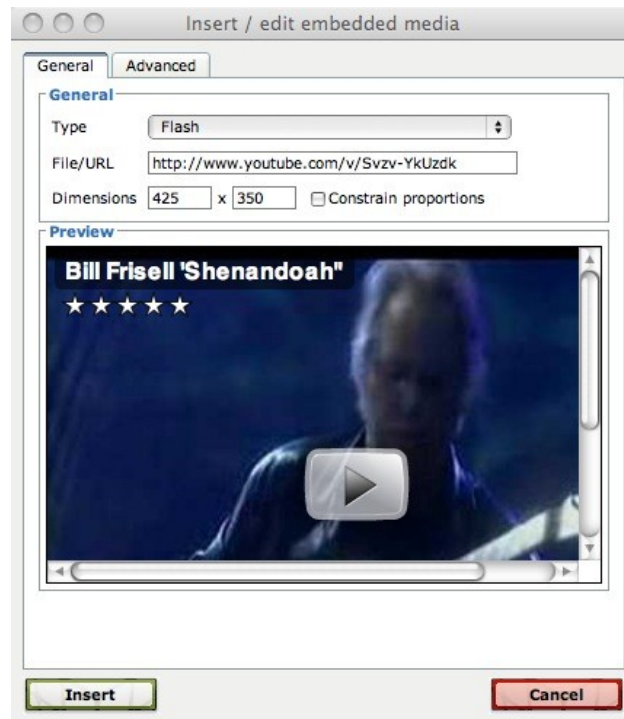


The first line is the most critical – here you enter the URL of the image (more on this later if you don't know how to get it). Entering a description is desirable – it serves as an alternate to the image, for example a blind person may have a browser that will read this description. The other fields are optional formatting fields. You can set the alignment of the image (left, right, top, bottom, etc.). If you don't set the dimensions then the image should display in it's 'natural' size, but you can force it to have different dimensions if you want (we recommend using image editing tools to make the actual image file the size you want and to save it in a web friendly, i.e. relatively small, format like jpg or png). Setting a border will draw a solid black border around the image of the specified pixel width, and the vertical and horizontal space fields will leave a space of that many pixels around the image. If you are familiar with HTML and CSS styling you can enter HTML mode (click on the 'HTML' button) and take more control over the style that way.

TinyMCE doesn't seem to provide a good way to edit this information for an already inserted image (aside from using HTML mode), so if it doesn't work out how you like you may have to just delete the image (select over it and delete or backspace over it) and start over. The same applies for the other sections.

Multimedia

To insert multimedia into a learning element click on the multimedia button. A box like the following will pop up:

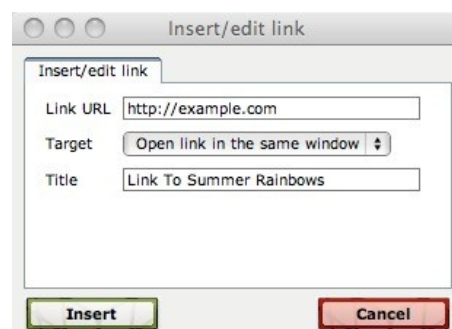


You enter the type of multimedia (Flash, Quicktime, Shockwave, Windows Media, Real Media) and the URL to the file. It should pick up dimensions automatically, though you can alter them if you need to. This should be enough to embed the multimedia in the page. The advanced tab will give you some more options. Some of these are formatting options similar to the ones for images. Others are options specific to the particular media type being displayed. These are too extensive to get into here.

Files

There is no natural sense of inserting a generic file into a learning element. You can make a hyperlink to such a file, of course. In addition, if you want a *link* to an image or multimedia instead of embedding it then you can use this procedure for that as well.

To insert a link into a learning element first insert the text you wish to use as the text for the link. Then select it and click on the link button (the link button will not be active until you have selected some text). Once you click, the following box will appear:



You only need to enter the URL. Target will allow you to control whether the link opens in the same window or a different one, or you can just leave it unset. The Title attribute might be used for things

such as the text shown during a mouseover of the link. Once again, Title is *not* the actual text of the link – you need to insert that first and then select it before using the link tool.

Hosting files

There are two options here: you may upload files to the Learning Element site or use third-party file sharing sites.

Learning element file uploads

Each learning element has its own space for file storage. Each file that you upload may be no larger than 1MB; in addition there will be some (as yet unspecified) limit for the total usage by learning element and/or user.

When you're working on a Learning Element you can manage the associated files by clicking through on the 'Manage Files' link in the left column. This will get you to a screen the relevant portion of which looks like this:

Designing: Description Focus Objectives Activities Assessment Pathways Modes

Learning Standards
Set Copyright
Show
Manage Files
Search Learning Elements

Here you may associate files with your learning element. Use the upload form below to upload files from your computer to the Learning Element website. Providing a description will help you keep track of them. Currently each file is limited to one megabyte. To insert them into a learning element, copy and paste the corresponding URL into the image insertion dialog as you edit your learning element.

Upload a file:

Choose File no file selected Description:

Upload file

Current files (click on description or filename to edit):
CAUTION: changing the filename will change the URL and break any existing links!

Filename	Description	URL	Size	Actions
bio.txt	my bio	/shared/files/0000/0006/bio.txt	890	Delete
ludicolo.gif	adorable Ludicolo	/shared/files/0000/0005/ludicolo.gif	86685	Delete

To upload a new file, click 'Choose File' in the top part and use the file dialog to select a file from your computer. You may also enter a description to help you remember what a particular file is. When you've done this, click the 'Upload File' button to perform the upload.

The bottom section shows the files that you've already uploaded. It shows the filename, any description that you've entered. These may be edited by clicking on them – CAUTION: If you change the filename then any previous links that you've made using the URL will cease to work! I don't recommend doing this without good reason – use the description field to keep track of things instead, and make sure files have the name you want before or immediately after uploading them!

The URL that is shown may be cut and pasted into any of the dialogs we talked about in the first part of this document. Note that in this case you don't need '<http://some.host.name>', as these files live on the same server as the Learning Element software itself. Finally, you may delete files by clicking on the delete button and confirming.

Third Party Sites

Some recommended third party sites are Photobucket for images and YouTube for videos. GoogleDocs has some good things to recommend it for sharing other sorts of documents, although it may process them into its own format. Google also seems to provide services for images and videos as well. The advantage of using such sites is that they are fully dedicated to hosting files and often offer good features for manipulating them, e.g. Photobucket can not only store your images, but process them as well.

It's a bit too much to go into all the details of each of these sites. If you wish to use them and have problems contact us and we'll try to help. The basic procedure of any of them will be similar. First you'll set up an account (all of these should be available for free). Then you will be able to upload your files to them. For some of them (e.g. GoogleDocs) you may then need to do a 'publishing' step to make them available to the general public; on others they may be immediately accessible. Once this is done, there will be some way to obtain a URL for the objects, which is what you'll use.

For example, on GoogleDocs, after uploading and publishing a document you'll see something like the following on the screen:

This document is published on the web.

Your document is publicly viewable at: http://docs.google.com/Presentation?id=dckqtkkw_9cz3mb6f7

Published on March 5, 2009 10:38 AM

Then http://docs.google.com/Presentation?id=dckqtkkw_9cz3mb6f7 is the URL you'll want to use in the link dialog.

On Photobucket when you mouse over one of your pictures it should look something like:

click to add title

edit | move | share | delete



hpim1485-1.jpg

Email & IM

Direct Link

HTML Code

IMG Code

[Link options](#)

Here you would copy the URL out of the 'Direct Link' box and paste that into the image dialog URL box.

On YouTube you would navigate to a video and then on the right see something like:



bathoshue
February 09, 2007
[\(more info\)](#)

Now available as an official release, at Bill Frisell.com <http://www.songtone.com/art...> April 4, 2004 @ The Berkeley Church, Toronto

URL

Embed 

Again, simply copy the URL from here and paste it into the URL box in the multimedia dialog.

Other hosting sites should provide similar ways to get the URLs through which you can share your objects.