



Switched-On
ONLINE

Switched-On Online[©]
Course Customization
User Guide



Course Customization

Switched-On Online is designed to be modular and flexible. Every school has students that require different programs and methodologies to help them achieve success. You, as the teacher can tailor courses from the existing curriculum and create your own custom assignments that easily integrate into Switched-On Online. This makes it simple to assign and track these assignments and courses.

We recommend creating custom courses only if they are going to be assigned to multiple students. If you need to tailor a course one time for one student, modify the course using the status (as described on page 18) to customize that course for the student. You can skip and assign lessons, using the special project for additional work as desired.

Be Aware: Only administrators and teachers with **Assign Courses** permissions can create a custom course.

Only the user (admin or teacher) who created a custom course can assign it.

If you want multiple teachers able to assign a single custom course, we recommend the admin create a Teacher profile (user) with **Super Teacher** and **Assign Courses** permissions specifically for the purpose of creating and assigning custom courses.

This can also be done per subject or grade area if there is a need to house similar courses together; for example, one profile is created for all Math custom courses, one for Science custom courses, etc.

Creating a Customized Course

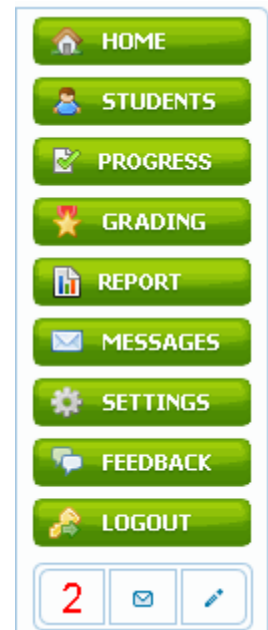
To create a custom course using assignments in existing curriculum:

1. Click **Students** in the left navigation column.
2. Click **Assign Courses** in the **Controls** column to the right of the **Name** of the student.

Name	Controls
Adoni, Jessica	Grading Assign Courses Edit
Ahlert, Hannah	Grading Assign Courses Edit
Axlyn, Mark	Grading Assign Courses Edit
Boyett, Josh	Grading Assign Courses Edit
Bryant, Andrea	Grading Assign Courses Edit
Carlisle, Dennis	Grading Assign Courses Edit
Chen, Brandon	Grading Assign Courses Edit

3. Click **Create Custom Course**.

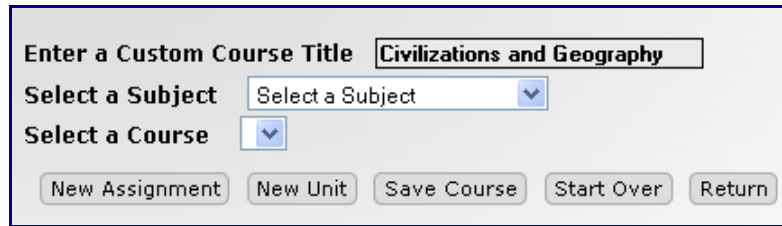
Assign courses to Brandon Chen



4. Enter the title you want to assign this course in the **Custom Course Title** box. It must be a unique course title. (See example on following page.)

Note: Only letters and numbers may be used in course and assignment titles. Special characters (punctuation marks, symbols) are not permitted.

Course Customization (cont.)



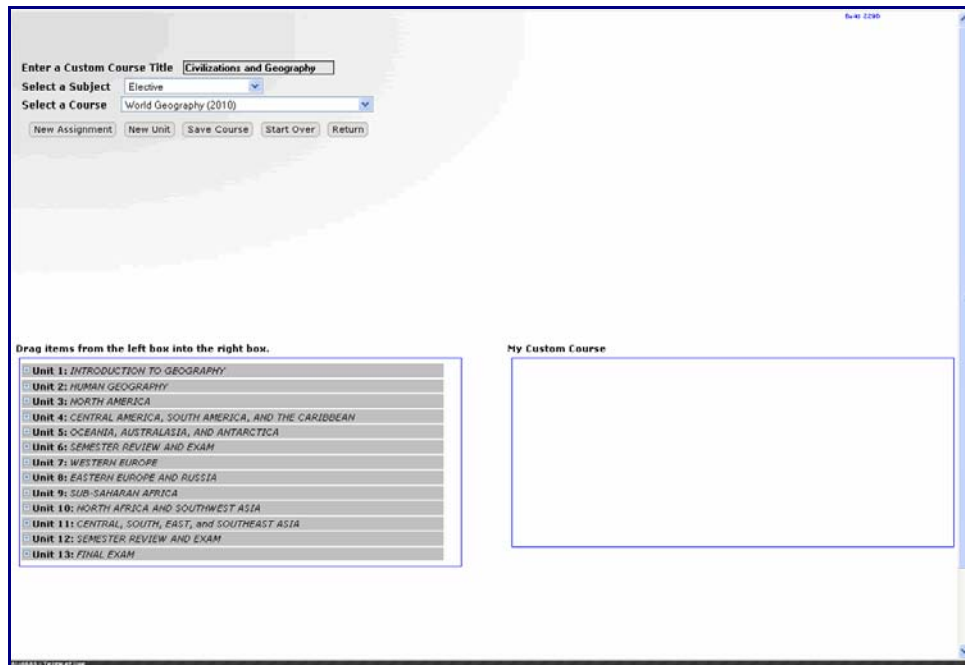
Enter a Custom Course Title

Select a Subject

Select a Course

5. Select the **Subject** containing a course with a unit or assignment you want to use.
6. Select the **Course** containing the unit or assignment to use. This populates the unit titles for the course in the box on the lower left side of your screen, as shown below.

Courses are comprised of one or more units, each containing one or more assignments. You have the option of using complete units from the existing course or individual assignments from either existing courses or assignments you create using the **New Assignment** function. First let's take a look at how to use existing units and assignments.



Enter a Custom Course Title

Select a Subject

Select a Course

Drag items from the left box into the right box.

- Unit 1: INTRODUCTION TO GEOGRAPHY
- Unit 2: HUMAN GEOGRAPHY
- Unit 3: NORTH AMERICA
- Unit 4: CENTRAL AMERICA, SOUTH AMERICA, AND THE CARIBBEAN
- Unit 5: OCEANIA, AUSTRALASIA, AND ANTARCTICA
- Unit 6: SEMESTER REVIEW AND EXAM
- Unit 7: WESTERN EUROPE
- Unit 8: EASTERN EUROPE AND RUSSIA
- Unit 9: SUB-SAHARAN AFRICA
- Unit 10: NORTH AFRICA AND SOUTHWEST ASIA
- Unit 11: CENTRAL, SOUTH, EAST, and SOUTHEAST ASIA
- Unit 12: SEMESTER REVIEW AND EXAM
- Unit 13: FINAL EXAM

My Custom Course

7. If you want to use an entire unit from the course displayed on the left side of the screen, simply click the **Unit Title**. When the pointer turns into a four-way arrow (see example below), drag the unit to the box on the right side of the screen where your new course is being assembled. Please watch for the green frame (indicating the item is being moved) to be certain you are actually placing the unit where you want it to be.



8. Assignments are all contained within a unit. To display the assignment titles, click the + sign beside the **Unit** number.

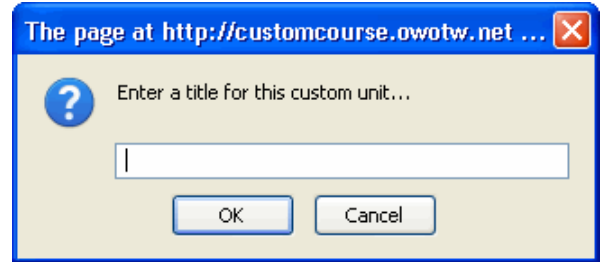


Course Customization (cont.)

You can either drag an individual assignment into an existing unit or add it to a new unit. You must have the unit in the **My Custom Course** box before dragging the assignment to the new custom course, and the unit must be open to receive the assignment.

To add a new unit to your course, click **New Unit**, enter a **Unit Title** and click **OK**.

Note: If you decide you do not want an item (unit or assignment) that you have already added to the new course, you can either drag the item back to the box on the left or you can click the minus sign (⊖) in the red circle to the far right of each unit or assignment.



If you plan to use a custom course for credit recovery (CRx), each unit **MUST** contain an alternate test from an existing unit. These alternate tests then become the pre-test for the CRx function.



When you choose to exclude existing assignments from your custom course, be aware that corresponding quizzes or tests are not altered. This means quiz and test questions regarding the deleted material still remain.

9. Click and drag assignments you want to your new unit, just as in **Step 7**.

Notice that units have a plus sign (+) in front of them. By clicking +, the unit opens to display the assignments within, so you can drag only the individual assignments you want.

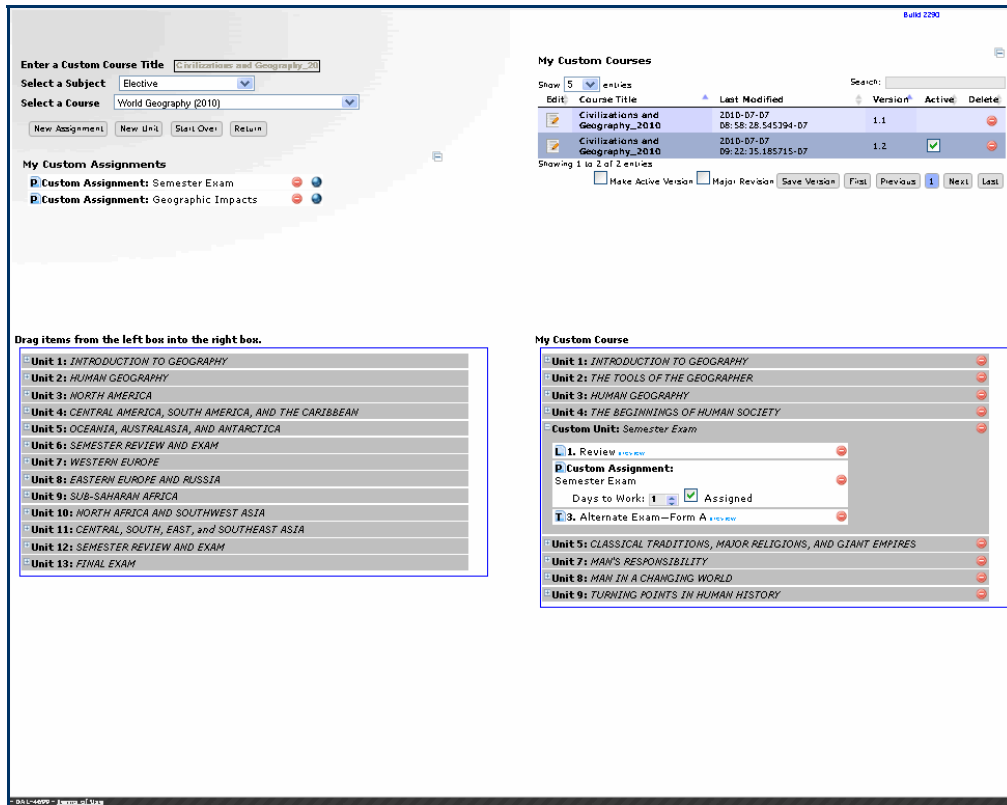
Note: You can combine multiple courses by selecting a different subject and course (as in **Steps 5 & 6**) to locate the units and assignments you want to use. You may also rearrange units, and the assignments within units to best meet your need. Simply click the unit or assignment, drag and drop it in the order you want.

Attention: If you are using a special project, alternate test, or other assignment that is skipped in the curriculum; be sure to open the assignment and check the “Assigned” box before you save the course. If you don’t do this, the assignment will continue to be skipped and you will need to go to each individual student and assign the assignment before students can open it. To open the assignment, click it in the **My Custom Course** column, as shown on the next page. You can check the “Assigned” box there.

Another option is to build supplemental lessons into your custom course and change the status to skipped before you save the course. These lessons can then be assigned when and if needed. This offers you additional flexibility if you have students who need additional practice or remediation.



Course Customization (cont.)

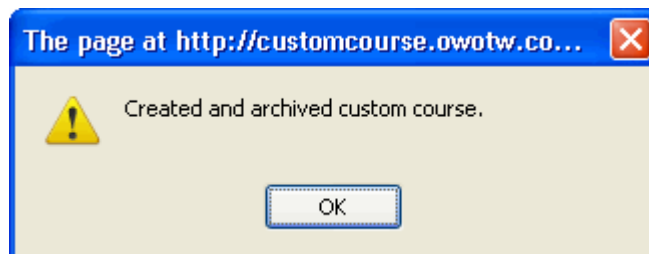


10. Clicking any assignment title displays the default number of days it should take the student to complete the assignment and the **Assigned** checkbox. If it is checked, the status of the assignment is “Assigned”. If the checkmark is not there or removed, the assignment status is “Skipped”.

Note: At the present time, the **Days to Work** selection is normally set to one. You may change this value to reflect the time you believe it will take students to complete the assignment, but the calendar function associated with **Days to Work** is not currently operational. In the future, it will work in conjunction with the system calendar to distribute student work across the assigned calendar. Until then, student work defaults to one calendar day per assignment, regardless of what is entered in this field.

11. When you have all of the units and assignments moved into the custom course, in the order you want, click **Save Course**.

12. When the confirmation box displays, click **OK**.



The course you just created, “Civilizations and Geography”, has been saved.






Course Customization (cont.)

Notice the upper right side of your screen. It looks something like this:

My Custom Courses

Show entries Search:


 Edit	Course Title	Last Modified	Version	Active	Delete
	Civilizations and Geography_2010	2010-07-07 08:31:59.327779-07	1.0	<input checked="" type="checkbox"/>	

Showing 1 to 1 of 1 entries
























Make Active Version Major Revision

You can see all of the custom courses you create here. You can display 5, 10, or 25 entries in the list at a time. From this section of the screen, you can view the list of your custom courses, along with the current version number, when a course was most recently modified, identify the active version of a course, edit a course, and change the active version of a course.

You can edit any custom course you create. Each time you edit a course, it gets a new version number.

If you need to edit a course you have previously created, click the icon () in the **Edit** column under **My Custom Courses** in the upper right portion of the screen. Everything currently in the course (units and assignments) displays in the **My Custom Courses** box, in the lower right section of the screen.

My Custom Course

- Unit 1: INTRODUCTION TO GEOGRAPHY 
- Unit 2: THE TOOLS OF THE GEOGRAPHER 
- Unit 3: HUMAN GEOGRAPHY 
- L 1. Where People Live 
- L 2. Settlement and Movement 
- Q 3. Quiz 1: Where We Live 
- L 4. Cultural Mosaics 
- L 6. Conflict and Cooperation 
- Q 7. Quiz 2: Why Do People Live Where They Do? 
- L 8. Humans and Their Environment—Part 1 
- L 9. Humans and Their Environment—Part 2 
- Q 10. Quiz 3: Interactions 
- L 11. Historical Perspectives 
- L 12. Looking Ahead 
- Q 13. Quiz 4: Yesterday, Today, and Tomorrow 
- L 16. Review 
- T 17. Test 
- Unit 4: THE BEGINNINGS OF HUMAN SOCIETY 
- Unit 5: CLASSICAL TRADITIONS, MAJOR RELIGIONS, AND GIANT EMPIRES 
- Unit 6: Semester Exam 
- Unit 9: MAN'S RESPONSIBILITY 
- Unit 10: MAN IN A CHANGING WORLD 
- Unit 11: TURNING POINTS IN HUMAN HISTORY 



Course Customization (cont.)

You can add or remove assignments and units as described beginning with Step 7 on page 3 of this document. When you are finished editing your course, there are several things you need to consider:

1. If this new version is the one you want to assign to students, click the checkbox beside **Make Active Version**, otherwise the previously identified **Active** version remains the one that will be assigned. (The Active version has a in the **Active** column.)

NOTE: Each course can have only ONE active version at a time. This is the version that is assigned to students. Once a version is assigned to a student that is the ONLY version the student sees. They will not see any changes made in other versions.

2. Decide if this was a major revision or a minor revision. If this is a major revision, click the checkbox to the left of **Major Revision**, otherwise it is automatically considered a minor revision.
3. Click **Save Version** when you are done.

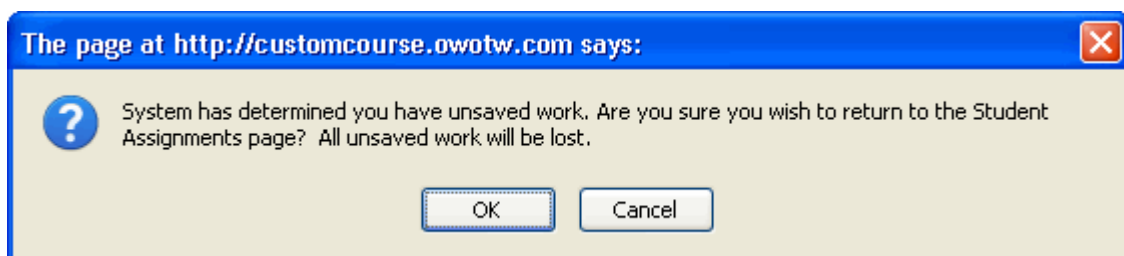
If you selected **Major Revision** the version number to the left of the decimal point will be incremented by one, i.e. 1.0 becomes 2.0.

If you decided this was a minor revision, the number to the right of the decimal point is incremented by one, i.e. 1.0 becomes 1.1.

If you forget and click **Save Course** instead of **Save Version**, you will see two courses with the same name, but the curriculum year is added again and the course is listed twice under **My Custom Courses**.


You also have the option of deleting a custom course. Simply click the **Delete** icon (⊖) in the far right-hand column beside the custom course you want to delete. A confirmation box appears asking you to confirm you want to delete the custom course. Click **OK** to delete it completely. Click **Cancel** to leave the custom course in the database.

The **Return** button (top left on your screen) takes you back to the **Student Assign Courses** page. If you click the **Return** button before clicking **Save Course** or **Save Version**, a message like this appears reminding you to save your work. If you navigate away from this page using the buttons on the left side of the page before you save your work, you do NOT see a warning message. You simply lose your work!







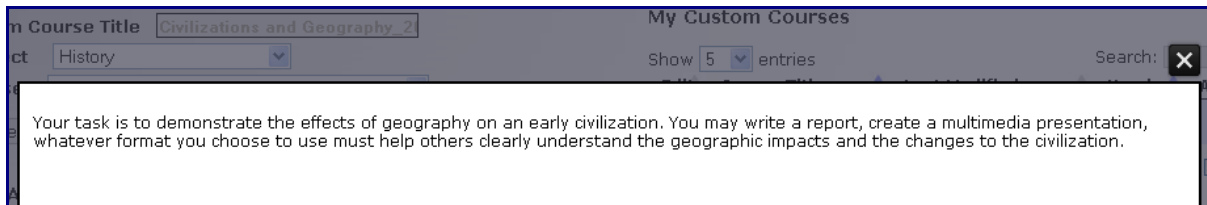
Course Customization (cont.)


On the right side of both **My Custom Assignments** and **My Custom Courses**, you see a small icon, . If you click it, your list of custom assignments or custom course is hidden, giving you more space on your screen if you want to create additional courses or assignments. When you do this, two other icons display in the upper left corner of the screen:



Click the icon on the left,  to display the list of your **Custom Assignments**. (This icon does not appear if you do not have a custom assignment created for the selected course.) Click the icon on the right,  to display your list of **Custom Courses**.

Once you have created a Custom Assignment, you notice two other icons to the right of the custom assignment title,  . The one to the left, the circle with a horizontal line through it, is the delete button. Click it to delete the custom assignment. The second icon, the circle on the right allows you to preview the assignment. Click this icon to display the assignment on your screen like this:

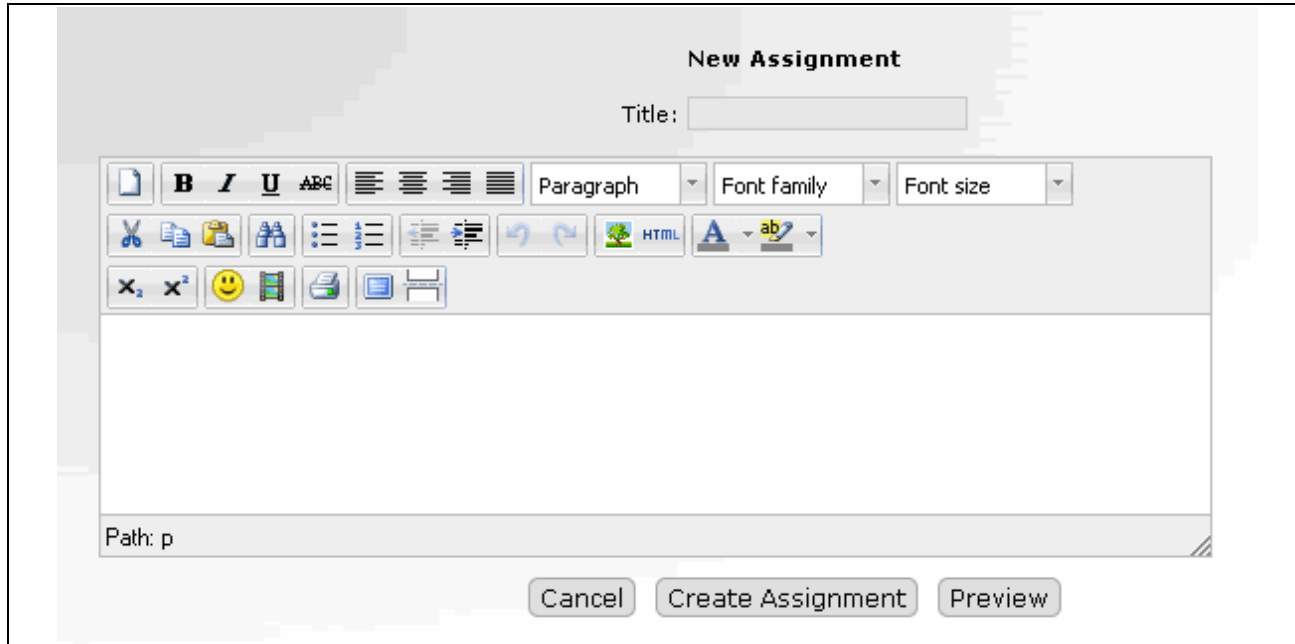


Click  to close the preview window.

Custom Assignments

Switched-On Online provides a function enabling you to create a custom assignment.

1. From the same screen where you created the **Custom Course**, click **New Assignment**. The **New Assignment** screen appears.



2. Enter the **Title** of the assignment.
3. Type the student instructions into the body of the screen (the large white box above “Path”.) You can also insert media in your assignment. See the next two pages for more information.

NOTE: You can use any of the icons below the **Title** to help create your assignment. See the table on page 30 for additional information.

If you hold your pointer over an icon, a small text window (tool tip) appears to remind you what that icon does.

4. Click **Preview** to view the assignment as your students will see it.
5. Click **Create Assignment** when you are satisfied and ready to save it.


Your new custom assignment is now available for inclusion in the selected course. You can find it under **My Custom Assignments** in the middle left portion of the screen.

Custom Assignments (cont.)

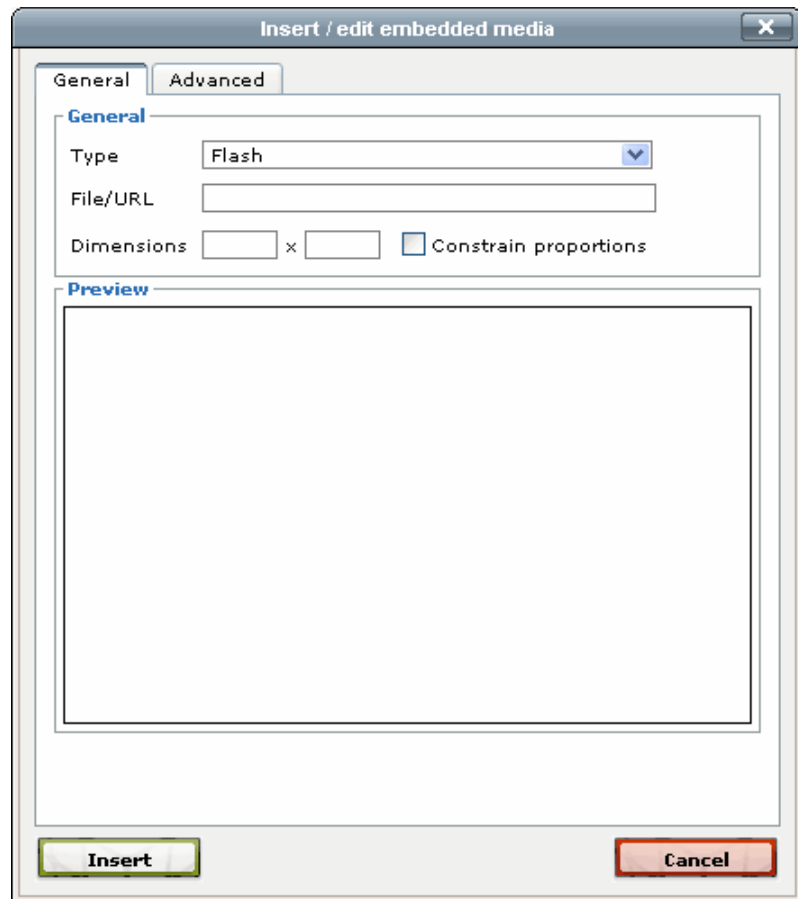
Adding Media (Images and Videos) to New Assignments

You have the ability to add images and videos to your custom assignments. Let's walk through the steps for each type of media.

Adding Video

1. In row two of the **New Assignment** screen, click the 3rd icon from the right ()
The one beside the tree.
2. The **HTML Source Editor** box appears.
3. On the **General** tab, select the **File Type** from the drop down menu. The default is flash. We recommend using Flash, as our media uses this software; therefore you know it is already installed on your computer.
4. Currently, only URLs from the web may be used. You cannot use files from your local hard drive.
5. Click **Insert** at the bottom of the box.
6. The video appears in the HTML editor.

Note: Optionally, experienced users may perform additional edits by clicking the **Advanced** tab.




Note: See Appendices A –C for further instructions on adding URLs to your custom assignments.
Appendix A contains general information about URLs.
Appendix B gives you additional instruction on adding an embedded URL.
Appendix C provides further instructions on how to add a non-embedded URL.
Appendix D walks you through adding hyperlinks to your custom assignments.

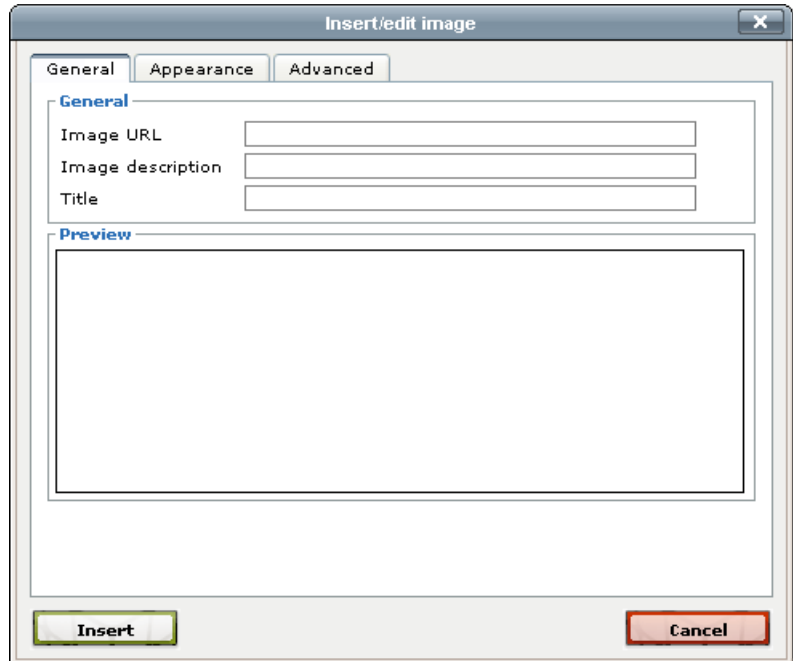


Custom Assignments (cont.)

Adding Images

1. In row two of the **New Assignment** screen, click the insert/edit image button (), the eleventh one from the left.
2. The **Insert/edit image** dialog box appears.
3. Paste or type the **Image URL** of the file you want to include. Currently only URLs from the web may be used. You cannot use local files from your hard drive.
4. Enter the **Image description**.
5. Enter the **Title**.
6. Click **Insert** at the bottom of the box.
7. The image appears in the HTML editor.

Note: Optionally, advanced users may alter the appearance and advanced settings for the image by clicking the appropriate tab.



Note: Appendix E has step-by-step instructions to add photos to your custom assignments.

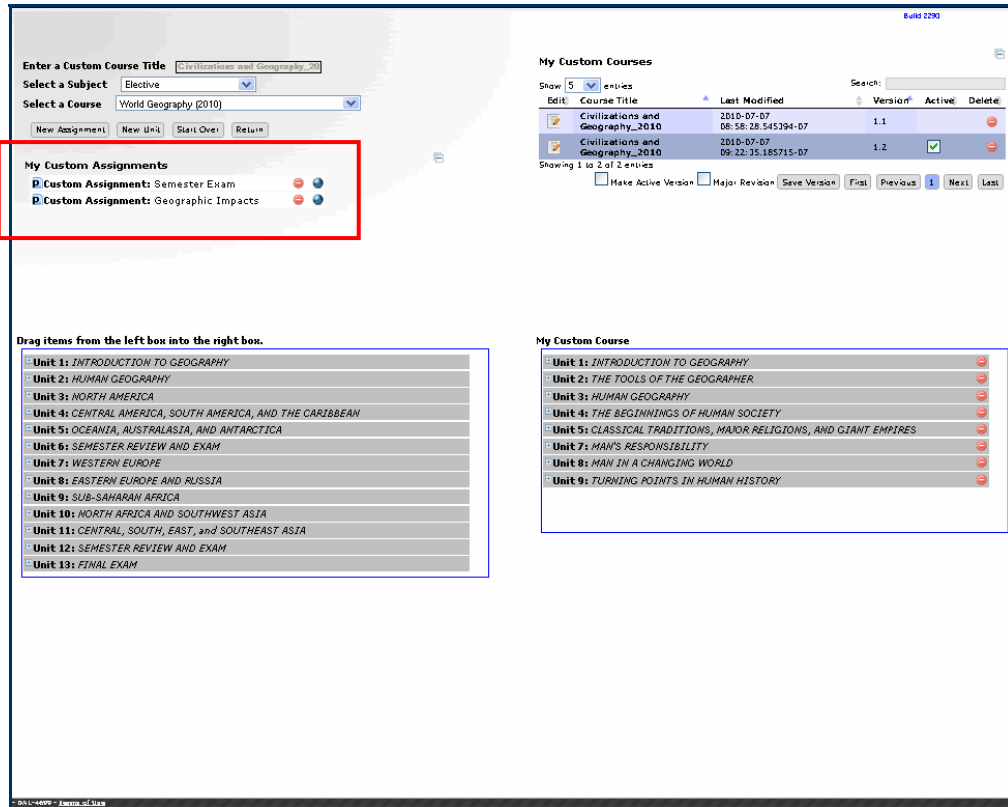


Custom Assignments (cont.)



ICON	ICON DESCRIPTION
	Opens a new document
	Bolds highlighted text
	Italicizes highlighted text
	Underlines highlighted text
	Strikes through highlighted text
	Aligns text to the left margin
	Centers text
	Aligns text to the right margin
	Justifies text
Paragraph ▾	Allows you to select a formatting style
Font family ▾	Enables you to select from available fonts
Font size ▾	Lets you select the size font to use
	Cut text or images
	Copy text or images
	Paste text or images
	Helps you find text
	Create bulleted lists
	Create numbered lists
	Move selected text to the right
	Move selected text to the left
	Undo the last action
	Redo the last action
	Insert or edit an image
	Edit your HTML source code
	Select color for highlighted text
	Select color for background
	Subscript highlighted text
	Superscript highlighted text
	Add an emoticon
	Insert or edit embedded media
	Print a copy of your assignment
	Lets you toggle between having the assignment display partial or full screen
	Insert a page break



Custom Assignments (cont.)



To add a Custom Assignment to a course:

1. Select the custom course where you want to place the new custom assignment. You can use either a course from the existing curriculum or a custom course already created. To use an existing course, follow the instructions as detailed beginning with **Step 4** on page 20 of this document. (Anytime you add a custom assignment to an existing course, it automatically makes it a custom course.) To use a custom course you have already created, click the **Edit** icon () beside the course in the **My Custom Courses** list in the upper right side of the screen.
2. When the course is displayed in the lower right side of the screen, open the **Unit** where you want to put the assignment by clicking the  beside the unit name.
3. Click the **Custom Assignment**, “Script Writing”, from the **My Custom Assignments** list in the middle left of your screen and drag it to the opened unit; then release your mouse button to drop it in place. You can move it within the unit just as you did while creating the custom course.
4. Be sure to click the **Assignment Title** and click the checkbox next to **Assigned**, so your students see the assignment in their course. You can do this either in the **My Custom Assignments** list or after you have dropped it into the course/unit. (See the image on the next page.)

Click **Save Course** when you are finished, or click **Save Version** if you want to create a new version of a custom course you previously created.



Custom Assignments (cont.)

The screenshot shows the course customization interface. On the left, there are fields for 'Enter a Custom Course Title' (Civilizations and Geography_2010), 'Select a Subject' (Elective), and 'Select a Course' (World Geography (2010)). Below these are buttons for 'New Assignment', 'New Unit', 'Start Over', and 'Return'. A red box highlights the 'My Custom Assignments' section, which contains two items: 'Custom Assignment: Semester Exam' and 'Custom Assignment: Geographic Impacts'. Below this is a list of units to be dragged into the right box. On the right, the 'My Custom Courses' table shows two entries for 'Civilizations and Geography_2010' with different versions and dates. Below the table are buttons for 'Make Active Version', 'Major Revision', 'Save Version', 'First', 'Previous', 'Next', and 'Last'. At the bottom right, the 'My Custom Course' section shows a list of units, with a red box highlighting a 'Custom Assignment: Semester Exam' that has been assigned, showing 'Days to Work: 1' and a checked 'Assigned' box.

Assigning a Custom Course

To assign the course you just created:

1. Go to the **Student Assign Courses** page by clicking the **Return** button.
2. Click the dropdown arrow to the right of **Subject** and select **CUSTOM**.
3. Click the dropdown arrow to the right of **Course** and select the course you created.

The screenshot shows the 'Assign courses to Taylor Judson' interface. At the top is a 'Create Custom Course' button. Below it are two tabs: 'Assign Course' (selected) and 'Courses Assigned'. The 'Assign Course' section has three dropdown menus: 'Subject' (set to 'CUSTOM'), 'Course' (set to '- Select a Course -'), and 'Teacher' (set to '- Select a Course -'). A mouse cursor is pointing at the 'Teacher' dropdown, which has a list of course titles, with 'Civilizations and Geography_2010' highlighted.

4. Continue assigning the course as you usually would by next selecting the **Teacher**.



Custom Assignments (cont.)

5. Choose if you want to **Block All Tests** and/or put the course into **CRx Mode** or not by checking the appropriate boxes.
6. If you want the course to have a different end date than the school or student assigned end date, enter it in the **End Date** box.
7. Click **Add Course**. The course, “Forms of Literature” has now been assigned to this student.

Note: You may assign this course to additional students by clicking the **Students** button on the left side of the screen, click the **Assign Courses** link for the student and continue as from **Step 1** on the previous page.

Once the custom course is assigned, it appears in a blue box at the bottom of the screen and is removed from the list of courses in the **Course** dropdown area. The CUSTOM subject only appears in the **Subject** dropdown area if there are custom courses available to assign. This is done to prevent assigning the same course more than once to a single student.

Assign courses to Taylor Judson

Create Custom Course

Assign Course Courses Assigned

Course Title: **Civilizations and Geography_2010**
Status: Active
Teacher: Abbott, Elena (36)
CRx Mode:
Course End Date:
[Unassign](#)

Course Title: **Personal Financial Literacy (2010)**
Status: Active
Teacher: Sandoval, Luis (8)
CRx Mode:
Course End Date:
[Unassign](#)

Course Title: **World Geography (2010)**
Status: Active
Teacher: Abbott, Elena (36)
CRx Mode:
Course End Date:
[Unassign](#)



Appendix A – General URL Usage information

Embedded URLs are likely quite a bit longer than a regular URL. This is because the URL includes extra coding to facilitate usage of the item located at that URL.

URLs can be obtained in multiple ways:

- **Plain URL:** Copy the URL from the internet address field of the page.



- **YouTube:** Choose the URL link in the two boxes that appear to the right of the video playing (a **URL** box and a box labeled **Embed**).



- You may be able to right-click the video itself and see **View Page Source**. This gives you a box filled with coding. You will use this in the embedded URL method. (See Appendix B.).
- You may be able to right-click the video itself and see something regarding copying embedded HTML. This automatically copies the embedded information for you to paste in without actually seeing it. This is also used with the embedded URL method.
- You may also locate the URLs within the video box just below the video that is playing by hovering in the empty space just beneath the video screen (sometimes “Embed” and “Link” come up and allow you to copy these links from that area).

There are certainly more ways to obtain video URLs. Just remember, in each case, you want to drill down as far as possible on the item to be sure the URL you’re getting is specific to the video you want to obtain.

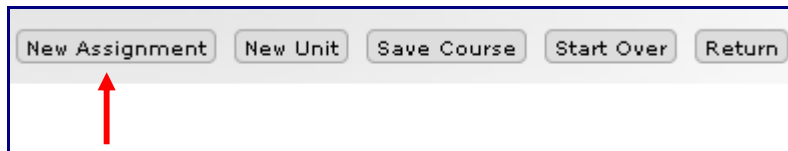
Remember: The sources where you get your videos vary greatly because each site is created independently. The instructions provided here are not intended to be all-inclusive. We can not cover all possibilities in this document. Our intent is to offer suggestions on the easiest methods we have learned.

Warning: Some of the videos you find on the internet are the property of others who may not wish to allow unauthorized use of this property. It is not possible to utilize all videos you locate on the internet as part of your custom courses. Use of media posted on the internet is available, ultimately, at the discretion of the owners.



Appendix B – Adding Video Using Embedded URLs

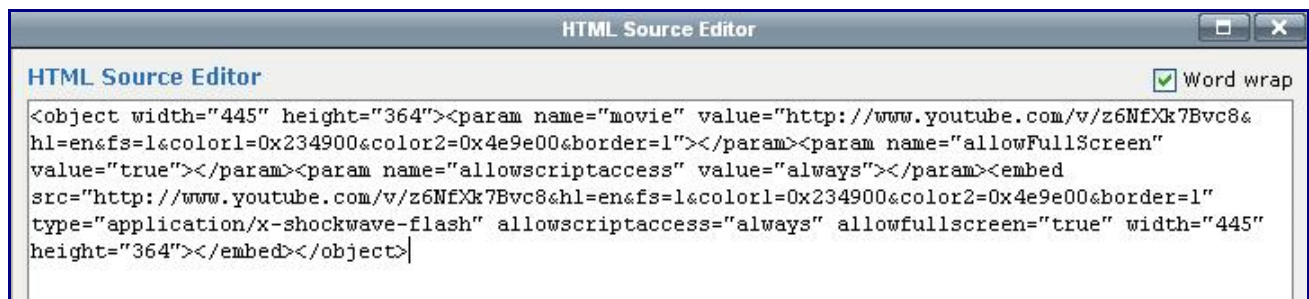
- Click the **New Assignment** button.



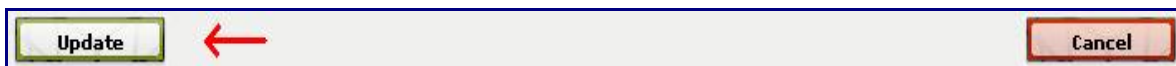
- Click the **HTML** button in the second row (it says “Edit HTML Source” when you hover over it). Please note that the **HTML** button is a separate button from the tree to the left of it.



- Paste the embedded **URL** in the **HTML Source Editor** text box.



- Click **Update**.




- Click the **Preview** button to see how the assignment will look when finished. Be sure to view the video to ensure it plays.

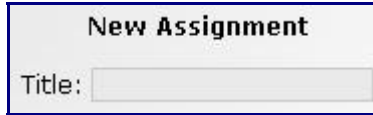


Caution: It may seem that the video did not work because you can't immediately see it in the preview window. If you have a long video, it may take several minutes to download. Double check to ensure the usual indicators on your browser are not showing activity to be certain the download has stopped. (If the preview doesn't show up after a lengthy time, perhaps several minutes, you may need to uninstall Adobe flash player with the Adobe uninstaller, then reinstall the latest Adobe flash download.)



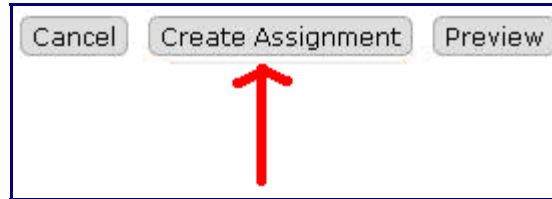
Appendix B – Adding Video Using Embedded URLs (cont.)

- Click the  button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.
- Type a **Title** for the **New Assignment**.



A dialog box titled "New Assignment" with a text input field labeled "Title:".

- Click the **Create Assignment** button.



Three buttons: "Cancel", "Create Assignment", and "Preview". A red arrow points to the "Create Assignment" button.



Appendix C – Adding Video Using Non-Embedded URL Path

- Click the **New Assignment** button.



- Click the **filmstrip** button in the third row (it says “insert/edit embedded media” when you hover over it).



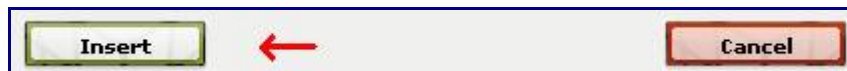
- Select the **Type** of media player that is compatible with your computer’s software.
(We recommend “Flash”, but if that doesn’t work, you may want to talk to your IT department for their advice.)



- Paste the URL (internet address) in the field for **File/URL**.
(Disregard the **Dimensions** and **Constrain proportions** fields unless you are certain you know what you’re doing with these items.)



- Click the **Insert** button.



Appendix C – Adding Video Using Non-Embedded URL Path (cont.)

- Click the **Preview** button to see how the assignment will look when finished. Be sure to view the video to ensure it plays.

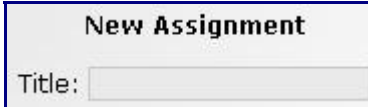


Caution: It may seem that the video did not work because you can't immediately see it in the preview window. If you have a long video, it may take several minutes to download. Double check to ensure the usual indicators on your browser are not showing activity to be certain the download has stopped. (If the preview doesn't show up after a lengthy time, perhaps several minutes, you may need to uninstall Adobe flash player with the Adobe uninstaller, then reinstall the latest Adobe flash download.)

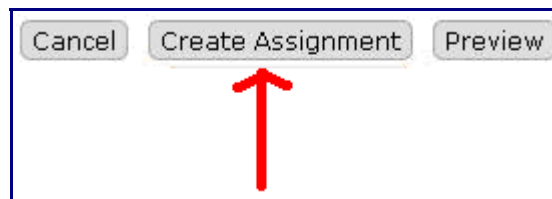
- Click the play button on the player to get the video to play.



- Click the **X** button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.
- Type a **Title** for the **New Assignment**.

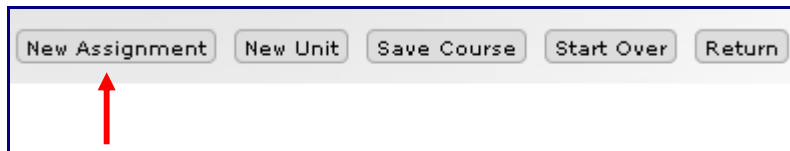
A screenshot of a dialog box titled "New Assignment". It contains a text input field labeled "Title:".

- Click the **Create Assignment** button.



Appendix D – Adding Hyperlinks to Custom Assignments

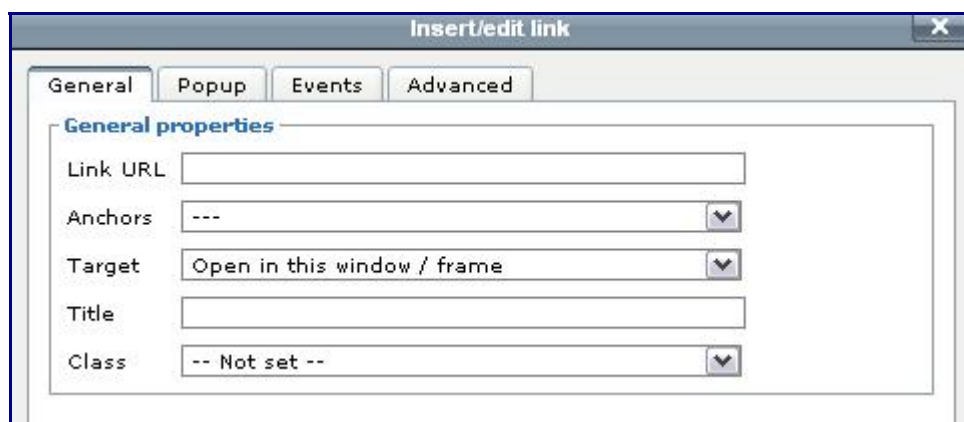
- Click the **New Assignment** button.



- Paste a **URL** (internet address) in the text box of the **New Assignment**. (Or, if you want to have some fun, you can substitute another item for the URL, such as a photo or a smiley face using the toolbar below.)



- Highlight the URL (or the substitute item) and then press **Ctrl + K** (Ctrl is at the bottom, left corner of your keyboard). (Whatever you highlight in this step becomes the item you click to make your web site appear in the final assignment. You could make this one fun if you want....)
- A new box opens with four tabs, **General**, **Popup**, **Events**, and **Advanced**. We recommend using only the items on the **General** tab unless you are certain you know how to use the other three tabs. Those other three tabs are for “power users”.



- Paste that same URL in the **Link URL** (it may have pre-populated for you).





Appendix D – Adding Hyperlinks to Custom Assignments (cont.)

- In the **Target** dropdown, choose the way you want the window to open. We highly recommend using the option **Open in new window (_blank)**.

- Type in the **Title**.

- Click the **Insert** button.

- Click the **Preview** button to see how the assignment will look when finished.

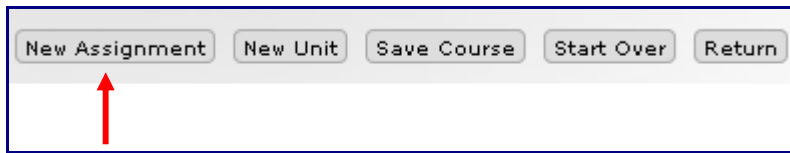
- Test any links on the web page to be sure they work.
- Click the **X** button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.
- Type a **Title** for the **New Assignment**.

- Click the **Create Assignment** button.



Appendix E – Adding Photos to Custom Assignments

- Click the **New Assignment** button.



- Click the **tree** in the second row (it says “insert/edit image” when you hover over it). Please note, the tree is a separate button from the **HTML** button to the right of it.

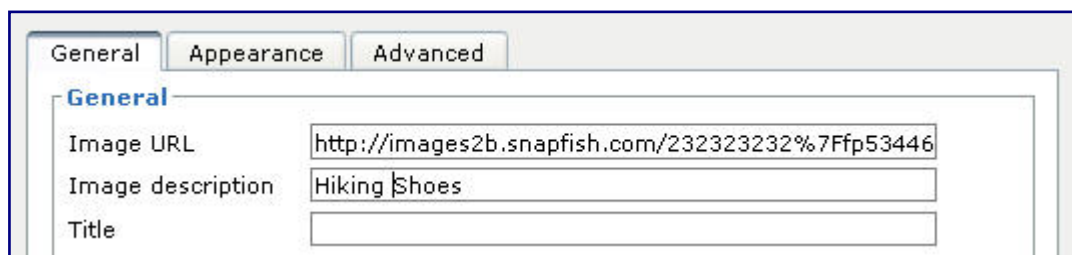


- A new box opens with three tabs, **General**, **Appearance**, and **Advanced**. We recommend using only the items on the **General** tab unless you are certain you know how to use the other two tabs. They are for “power users”.

On the **General** tab, paste the URL internet address in the field for **Image/URL** you want to use. (Right-click the photo on the internet and copy the image to get the URL.)



- Type a description of the photo in the **Image description** field. This field does not currently provide this functionality but, in the future, it could be used for a student with disabilities to read the description (or have the description read to them) rather than viewing the photo.

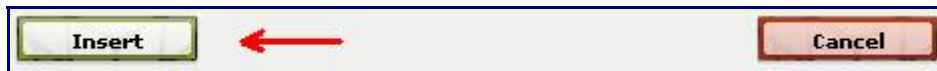




Appendix E – Adding Photos to Custom Assignments (cont.)

- Type in the **Title**. This field also is designed for future use, similar to the **Image description** field.

- Click the **Insert** button.



- Add any instructions you want to type into the text box containing the new assignment.

- Click the **Preview** button to see how the assignment will look when finished.

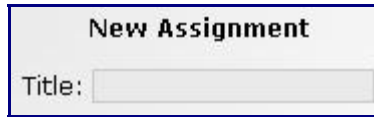


- Click the **X** button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.



Appendix E – Adding Photos to Custom Assignments (cont.)

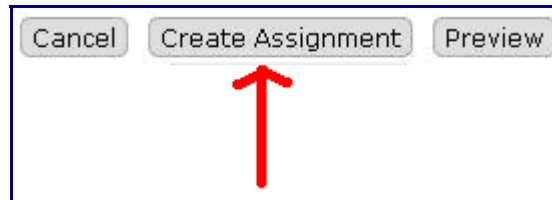
- Type a **Title** for the **New Assignment**.



New Assignment

Title:

- Click the **Create Assignment** button.



Cancel Create Assignment Preview

Note: As with the videos, you can locate URLs in a number of ways; and you need to drill down on the item as much as possible, to be certain that the URL you're getting is specific to the photo you want to use.