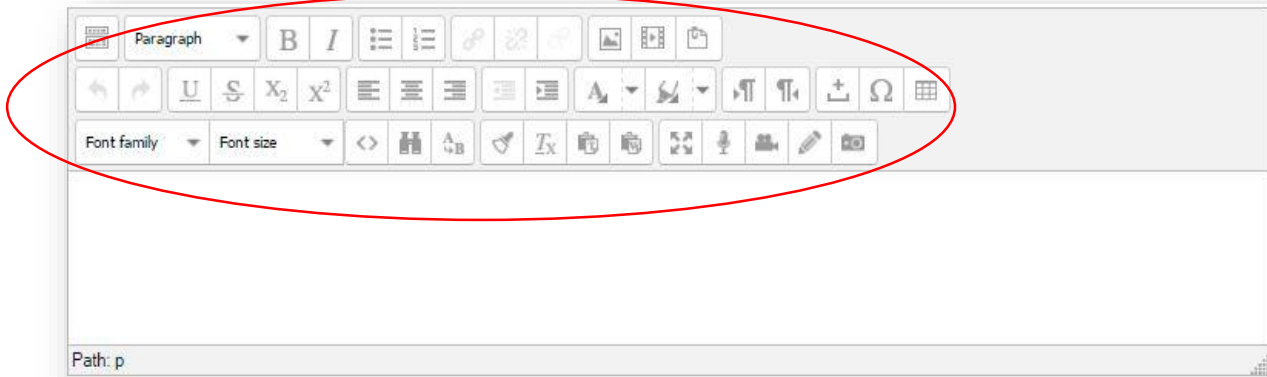









### What are the Moodle Text Editor Tools?

The Text Editor tools allow you to interact with your course. The tools offer similar word processing as Microsoft Word, LibreOffice and other software. In addition to work processing, you can add videos, audios, images and hyperlinks.



### What are popular uses of the Text Editor tools?

Online courses encourage its communities to “hear” and “see” one another, even when educational course content is delivered mostly in text and slideshow format. Some popular assignments include:

-  Use the whiteboard for working out pictorial ideas and equations
-  Linking word documents for short research assignments
-  Creating video introductions
-  Recording audio responses to questions
-  Submitting images in discussion forums
-  Linking articles in a shared wiki page
-  Embedding self-made flashcards or study games

### How can I access Moodle Text Editor Tools?

You’re never tied to a desktop computer! Smartphones and other devices with camera and microphone capabilities can also open these tools. Once logged into Moodle, you will most often find these tools in Forums, Assignments and Quizzes. (Instructors will additionally find them available when editing/developing course content.)

**Do I need access to any other hardware or downloads?**

No downloads are necessary. You will only need a Moodle Login. The Moodle page can be accessed at [www.online.carolinascollge.edu](http://www.online.carolinascollge.edu) . From there, **click Dashboard**, in the navigation, and **select your course**.

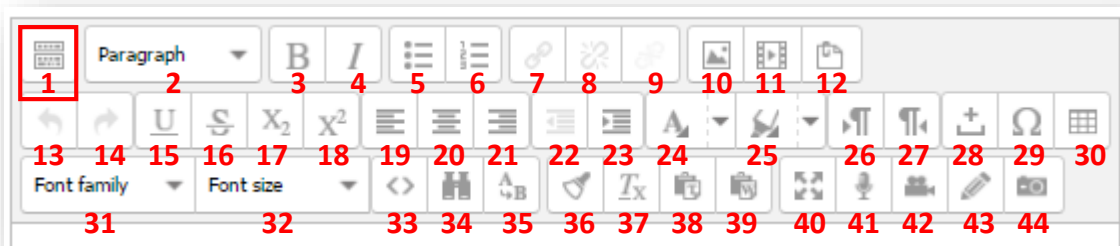
If you intend to use only audio, you'll need a microphone.

If you intend to use image capture, audio and video, you'll need a computer with a built-in webcam or an external webcam. Alternately, you can use a smart device that has a webcam/microphone.

There are 10 computers in the Computer Lab that have Webcams attached. Additionally, there are headsets with microphones available to reserve in the Computer lab.

Contact [Chris Davenport, CCHS Learning Technology Specialist](#), to reserve a microphone or webcam if you don't own one.

**What do all the Text Editor Tools do?**




<b>1:</b> Expand	<b>2:</b> Style	<b>3:</b> Bold	<b>4:</b> Italic	<b>5:</b> Bulleted List	<b>6:</b> Numbered List
<b>7:</b> Add Link	<b>8:</b> Unlink	<b>9:</b> Prevent Auto link	<b>10:</b> Add Image	<b>11:</b> Add media	<b>12:</b> Manage Embedded Files (Instructors Only)
<b>13:</b> Undo	<b>14:</b> Redo	<b>15:</b> Underline	<b>16:</b> Strikethrough	<b>17:</b> Subscript	<b>18:</b> Superscript
<b>19:</b> Align Left	<b>20:</b> Align Center	<b>21:</b> Align Right	<b>22:</b> Increase Indent	<b>23:</b> Decrease Indent	<b>24:</b> Text Color
<b>25:</b> Highlighter	<b>26:</b> Paragraph Direction left to right	<b>27:</b> Paragraph Direction right to left	<b>28:</b> Insert Space	<b>29:</b> Special Character	<b>30:</b> Table
<b>31:</b> Font Type	<b>32:</b> Font Size	<b>33:</b> HTML/Code View	<b>34:</b> Find	<b>35:</b> Find/Replace	<b>36:</b> Cleanup Messy Code
<b>37:</b> Clear Formatting	<b>38:</b> Paste as Plain text	<b>39:</b> Paste from Word	<b>40:</b> Full Screen	<b>41:</b> Audio capture	<b>42:</b> Video capture
<b>43:</b> Whiteboard	<b>44:</b> Image capture	<i>Tip: By clicking the icon inside the red box, you can expand your tool options.</i>			

How do the audio, video, whiteboard and image tools work?



Audio

- **Click the Audio Icon**
- In the new window, **click the Record button**
- **Click the Stop button** when complete
- **Play back** to ensure you are happy with the recording. (Click the wheel  if you need to adjust settings)
- **Click the Insert button** and your recording file will automatically be loaded into the body of the word processing block. After being saved, the front page audio will be played from this view:



Video

- **Click the Video Icon**
- In the new window, (if not already clicked) **click the Mp4 button**
- In the new window, **click the Record button**  
**Click the Stop button** when complete.
- **Play back** to ensure you are happy with the recording. (Click the settings box if you need to adjust settings)
- **Click the Insert button** and your recording file will automatically be loaded into the body of the word processing block. After being saved, the front page video will be played from this view:

*Tip: Sometimes the downloading process stalls with long videos. So, keep your videos under 30 seconds. Should you need to make longer videos, stop and insert your first video. Then, repeat the above steps to insert more 30 second or less videos.*





Whiteboard

- **Click the Pencil Icon**
- In the new window, **click the black square to change drawing colors.**
- **Click the scroll bar and move it right to increase the drawing pencil width.**
- **Click the eraser icon to erase**
- **Click the brush icon to start drawing again**
- **Click the back arrow to return to previous drawing**
- **Click the forward arrow to move post drawing**
- **Click the X icon to clear the whiteboard**
- **Click Save Picture** to save the file in Moodle
- **Click the Insert button** and your whiteboard file will automatically be loaded into the body of the word processing block. After being saved, the front page whiteboard will look like this:

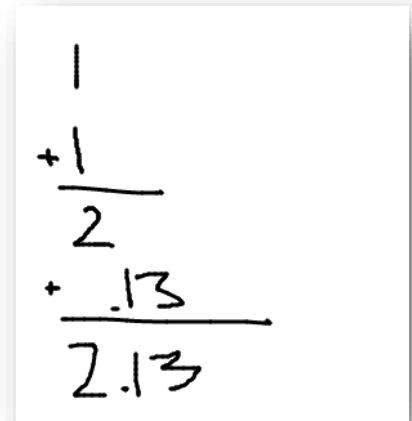



Image Capture

- **Click the Camera Icon**
- In the new window, **click the camera icon to take a picture**
- **In Playback**, ensure you are happy with the image. (Click the back arrow or wheel  if you need to take the image again or adjust settings)
- **Click the Insert button** and your jpeg file will automatically be loaded into the body of the word processing block. After being saved, the front page image will look like this:



**More Resources:**

To find out more about the Text Editor Tools, visit this Moodle Help Page:  
[https://docs.moodle.org/29/en/Text\\_editor#Screenreader\\_helper](https://docs.moodle.org/29/en/Text_editor#Screenreader_helper)