

Lessons: Adding Images and Headings

The NYU Classes Lessons tool is the primary tool for organizing and disseminating course materials to the students.

Saving the Guide

Please save this document to your Google Drive or Download as a Microsoft Word document.

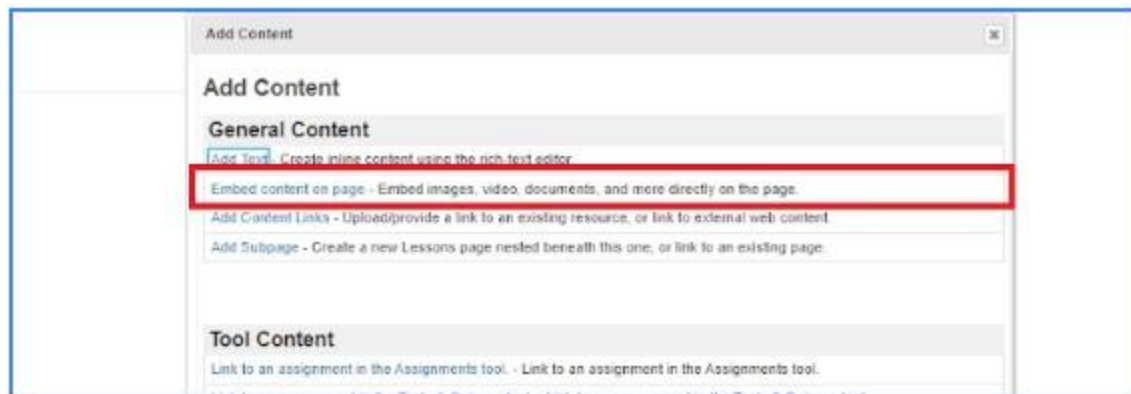
Saving to Google Drive: File > Make a Copy > Name > Choose Folder > Click Ok.

Downloading to Microsoft Word: File > Download > Microsoft Word > Choose Folder > Click Save.

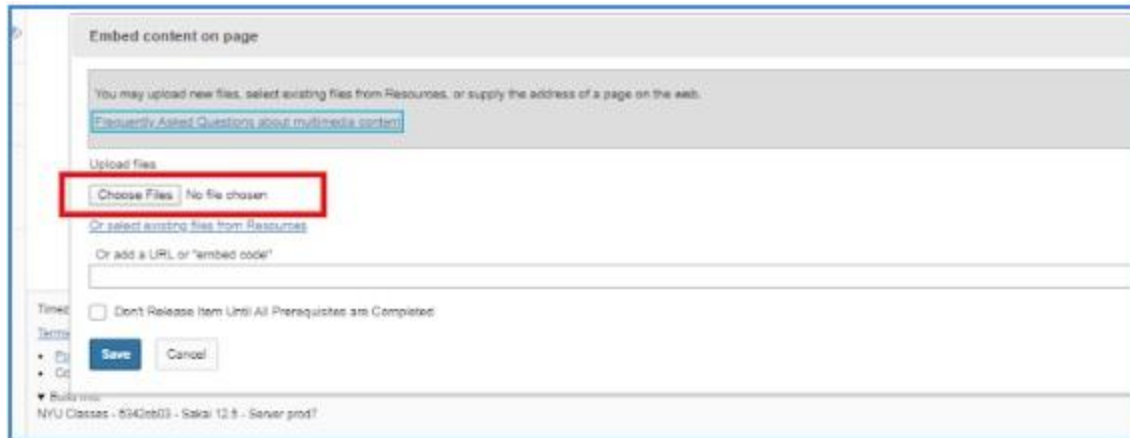
The details of this document do not need to be overly complicated. Keep it simple, so the process of chunking does not seem overwhelming.

Insert Images

- Click on the **Add Content** Tab and then click on the **Embed Content on Page** Option.



- Click on the **Choose File** button.
- **Mac** users will be brought to their **Finder** Window.
- **Windows/PC** users will be brought to their **File Explorer**
- Choose the Image you want to embed into your NYUClasses page.
- Click on the **Save** button after you have selected the Image.



- Click on the **Edit** (Pencil Icon) for your Image.



- In the **Edit** window, make sure to add proper **Alt Text** for all your images.
- Ensure all images have “**alt tags**”. These are textual descriptions of images. This will also ensure that all students are able to perceive your course materials.



Heading Styles

- For each of your **Sections** in your **Lesson**, it is recommended to have a **Title** and assign it **Heading 2**.
- Lesson Titles: **Heading 1**
- Section Titles: **Heading 2**
- Subsection Titles: **Heading 3**
- All other subsequent titles: **Heading 4**

