



Key Features of the Brightspace Editor

D2L
BRIGHTSPACE

What will be covered in this guide?

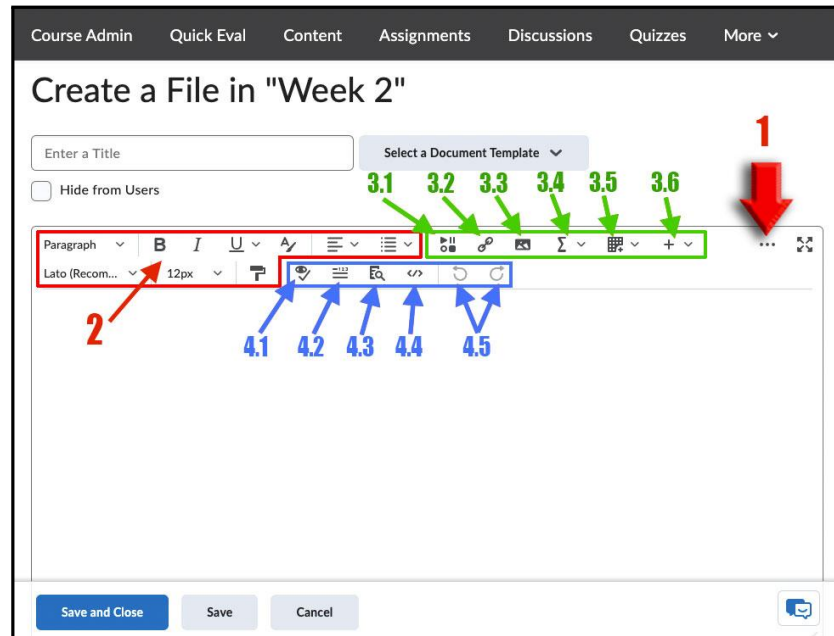
The Brightspace Editor is a rich text editor for creating and editing content. This guide will indicate and describe the various tools available for formatting text, inserting multimedia, equations, and other special items.

What is the Brightspace Editor?

The Brightspace Editor is a versatile text and media editor used throughout the Brightspace LMS, allowing users to create and format content within various course areas, such as assignments, discussions, and announcements. It supports rich text formatting, media embedding, and HTML editing, enabling instructors to add text, images, videos, and links directly into course content. Accessible from any tool that requires text input, the editor enhances content creation by offering flexibility and ease of use for a consistent user experience across the platform.

1. To access the Brightspace Editor, **Create** a new Topic or **Edit HTML** of an existing Topic. If needed, expand the Brightspace Editor by clicking the **ellipsis menu** (*three dots ...*) see screen capture below.
2. **Formatting Tools:** Bold, italics, underline, font color, alignment, list (bulleted, numbered, increase/decrease indent), font type, font size, and format painter. To organize and structure your text for ease of navigation, use the text formatting tools - **outlined in red below**.
3. Insert Multimedia, Quicklinks, Equations, Tables, and more - **outlined in green below**.
 - 3.1. **Insert Stuff:** Embed multimedia content like videos and audio.
 - 3.2. **Insert Quicklink:** Link to course activities, external URLs, or files.

- 3.3. **Insert Image:** Add images from your computer or course files.
- 3.4. **Equation Editor:** Add mathematical equations (Graphical, LaTeX, MathML, and Chemistry equations).
- 3.5. **Table Tools:** Insert and customize tables.
- 3.6. **Other Insert Options:** Insert Attributes, Divider, Emoji, Symbols, and more.



- 4. Check Accessibility, Word Count, Preview the File, Edit the Source Code (HTML), Undo and Redo - *outlined in blue above*.
 - 4.1. **Accessibility Checker:** Ensure your content meets accessibility standards.
 - 4.2. **Word Count:** Display the number of words, characters, and paragraphs used in the document or a selection.
 - 4.3. **Preview:** View the document from a learner's point of view.
 - 4.4. **Source Code:** (HTML code).
 - 4.5. **Undo and Redo.**

Tip: In the **Brightspace Editor**, using proper text formatting like **Heading 1**, **Heading 2**, and **paragraph** styles is essential for ADA compliance. These headings create a clear structure, allowing screen readers to navigate the content more easily and efficiently. This ensures that visually impaired users can understand and access the material in a logical and organized way.

Need Further Assistance?

For further assistance, please contact DLII at dlji@ucmo.edu.