Adding Files and Images to Ultra Content

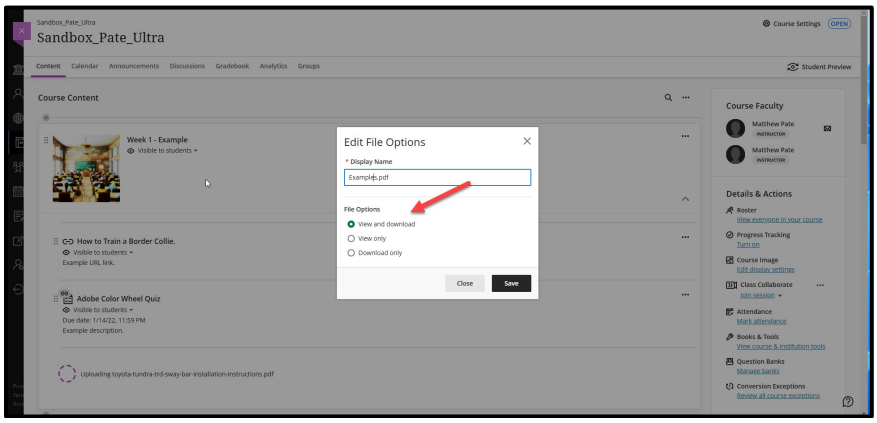
There are multiple ways to add files and media to the **Course Content** page. You can browse and add files from your **Computer**, from **Cloud Storage**, from the **Content Collection**, or from the **Content Market**.

You have the option to give students viewing and downloading privileges when you upload files and media. Students are notified in their activity streams when you add content.

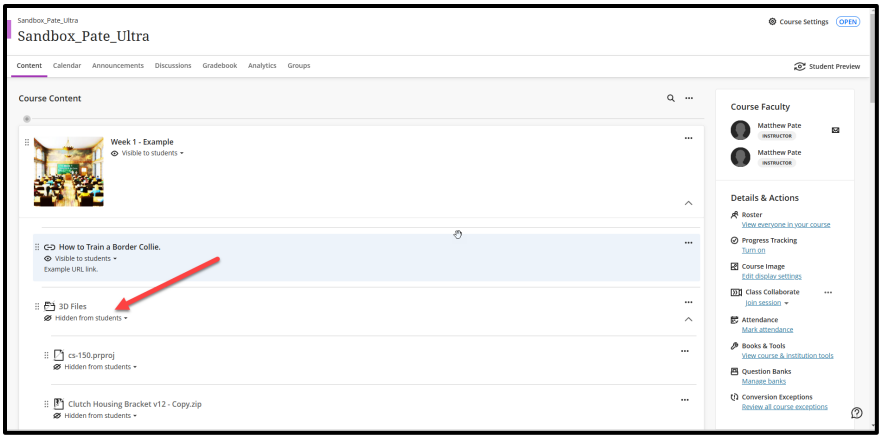
Supported file types include DOC, DOCX, HTM, HTML, MP4, MPG, PDF, PPT, PPTX, XLS, XLSX, RTF, TXT, ZIP, and most image types.

* Not every file type is viewable within Ultra. PowerPoint files, as an example can not play natively within a browser and should be converted to a .PDF.

Drag and drop files and folders. You can upload files, and folders containing files, from your own computer to the **Course Content** page. Simply locate the folder or file(s) you want to add and then drag and drop it to the location of your choosing on the **Course Content** page.



During the upload process, you will have the ability to change the file name and choose the option available for viewing and/or downloading. Once uploaded, you'll see your new item listed. If you have uploaded a folder, you can expand it to see the individual files inside.



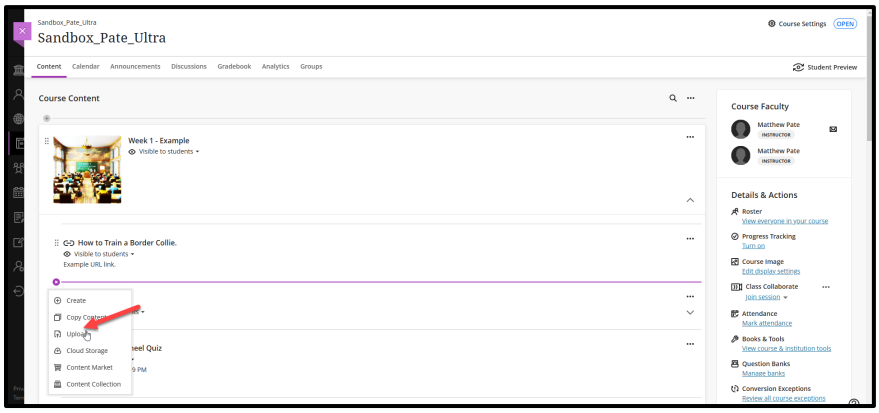
When files and folders are added to the page, they are hidden from students by default. You can edit student visibility by selecting the visibility menu beneath the item's display name.

You can make other edits by selecting the ellipsis button on the right-hand side of the item. Opening this menu allows you to:

- edit the display name
- align with goals
- replace the file
- add a description
- edit students' ability to view or download the file

If you drag and drop more than 25 files at the same time, a warning message informs you that it may take a few minutes to complete. During the upload process, you can cancel at any time. If the upload is canceled, the files are deleted from the **Course Content** page.

Alternatively, you can upload a file by selecting the + sign wherever you want to add your file. In the menu that opens, select **Upload** to browse for files on your computer. This method only supports uploading individual files, not folders.



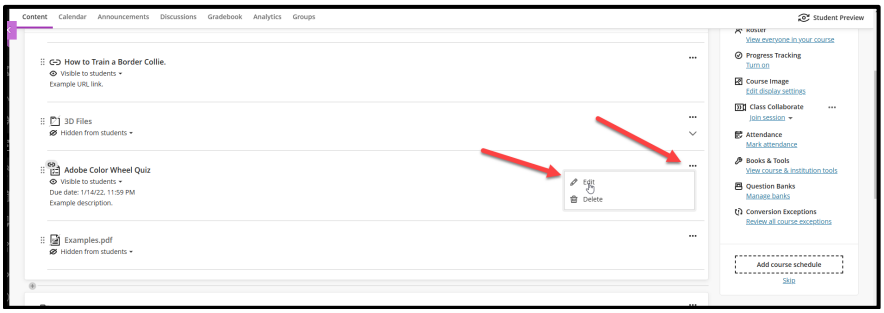
Add files from cloud storage. If you already have files stored in the cloud, such as in OneDrive® or Google Drive™, you can add them to your course. Select the plus sign where you want to upload files. You may choose multiple files from cloud storage to add to your **Course Content** page in one action. The files you add are copies. If you make a change to a file in cloud storage, you need to upload a new copy to your course.

Add files from the Content Market. You can add files from the Content Market directly to the **Course Content** page. Select the plus sign where you want to upload files and then select **Content Market.** This will open a page with content providers and institution tools. Select the third-party tool you want to launch and browse for content to add.

Add files from the Content Collection. If you already have files stored in the Content Collection, you can add them to your course. Select the plus sign where you want to upload files and then select **Content Collection**. This opens a page allowing you to browse your files in the Content Collection and other files from your institution.

Control what students see. All content is hidden from students until you decide to show it. Each item listed on the **Course Content** page indicates if it's visible or hidden from students. Edit student visibility by selecting the visibility menu beneath the item's display name.

Edit, Replace, or Delete Files on the Course Content Page



Edit or replace files. To edit or replace files, select the ellipsis button on the right-hand side of the item you wish to work with. This opens a panel that allows you to edit:

- Display name. Select the display name at the top of the panel to edit the name that appears on the **Course Content** page for your item.
- **Add goals and standards**. You and your institution can use goals to measure student achievement across programs and curricula. After you successfully upload a file to your course, you can align one or multiple goals. Select the ellipsis button on the right-hand side of the item you wish to work with and select **Edit**. In the panel, select **Align with goals** to search for available goals to align with the file.
- Replace the file. Use this option to substitute one file in place of another. For example, you may find a higher-resolution version of an image you've uploaded. If the file in question is being displayed in multiple locations in the course, a prompt asks if you wish to replace the file in all instances or this single instance. The old file is not retained when replaced by the new version unless you are replacing it in one instance only. This frees up storage space for your institution.
- Add a description. The description appears beneath the display name on the **Course Content** page. This is where you can provide students with more information about the item. The maximum length of a description is 750 characters. A warning will appear below the description field when 75 characters or less remain.
- Edit student access to the file. You can edit students' ability to download or view the file.

Delete files. You can delete a file from your course or hide it from students to preserve the information. Students can't access hidden items on the **Course Content** page. If you delete a folder or learning module that has content, the content is also removed from the **Course Content** page.

Reorder items. You can easily reorder the sequence of your course materials on the **Course Content** page by dragging and dropping items. You can also move an item into an expanded folder in the same way. Select the row of the item you wish to move and drag it to the desired location.

Insert Files in The Editor

You can upload files in the editor in certain areas of an Ultra course. For example, you can include an image or a document to help students understand your instructions or initial prompt.

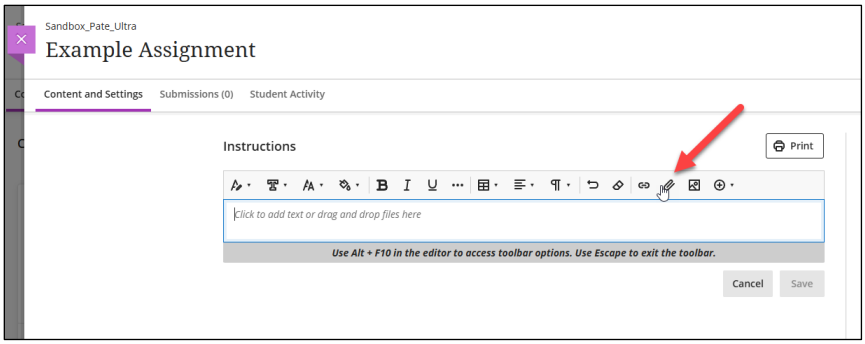
The editor only supports inline viewing for videos in MP4 format. You may need to download videos that use other file types, such as MOV or MPEG. You can't add attachments in the editor in calendar items.

Select the **Attachment** button (which is shaped like a paperclip). Browse for a file from your computer. A status window displays to show the progress of the file upload. You can also add files from cloud storage by selecting the plus icon. You can also simply drag and drop a file from your computer into the editor:

1. Select and hold the mouse button over the file you wish to move.
2. Move the file with the mouse or touchpad into the editor.
3. Release the mouse button, and the file will have been moved.

You can edit the file's settings, including:

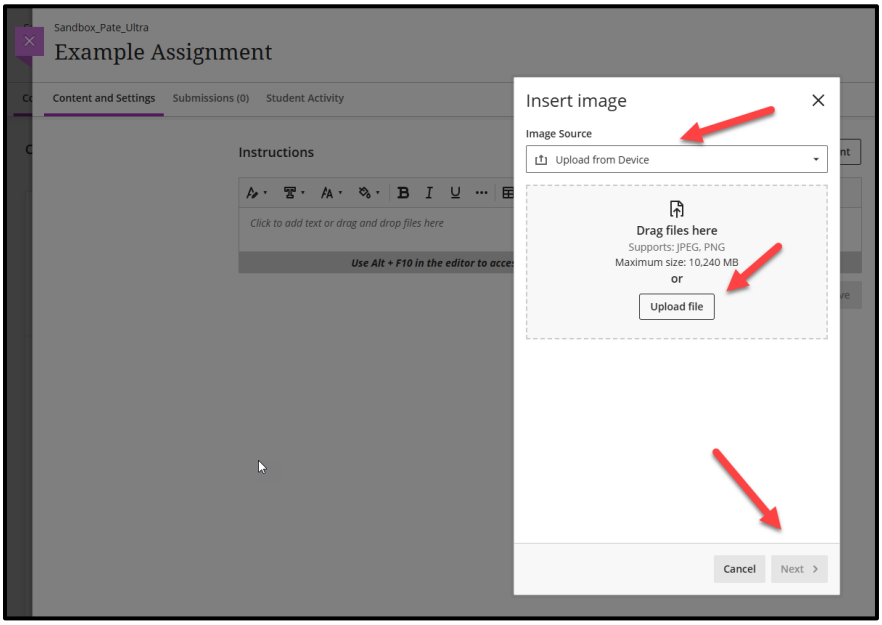
- display name
- alternative text
- display behavior (whether the file appears as a link or viewable inline with other content in the editor)



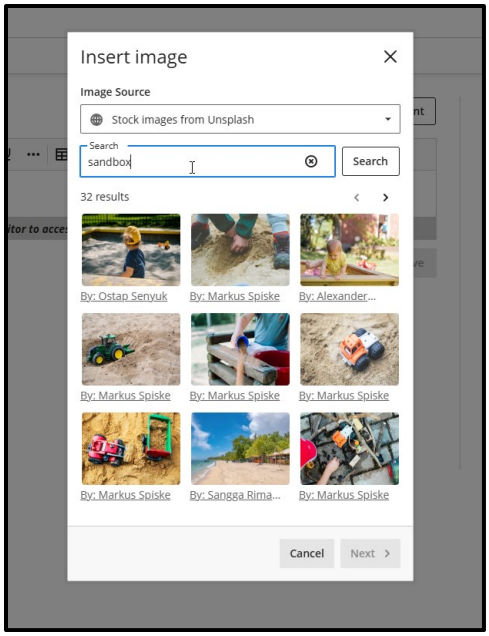
Insert Images in the Editor

In some areas of an Ultra course, you can use the editor functions to add images along with text content. You can add images that are hosted online or you can upload an image from your local drive.

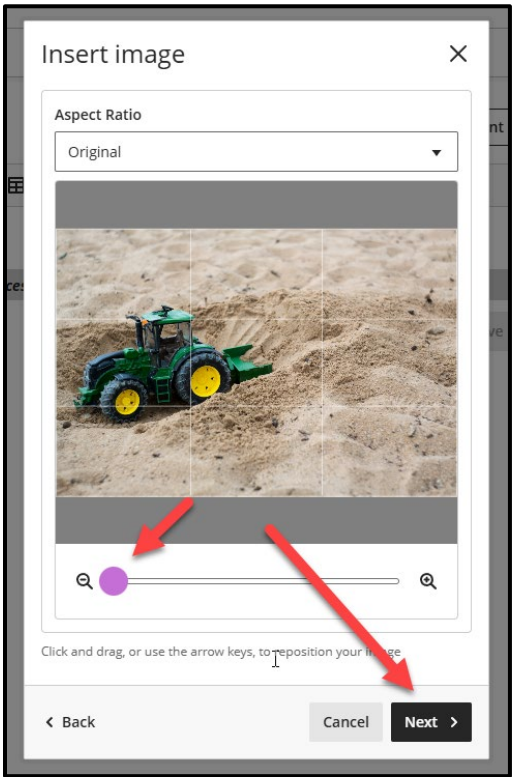
You can directly insert images into the text editor by selecting the **Image** button. Only JPEG and PNG files can be uploaded into the text editor.



The default option is to upload images from your device. If your institution uses Unsplash, you can insert stock images into your text. The search terms will be auto populated from your text, but you can select the X button and use your own search terms if you'd prefer.



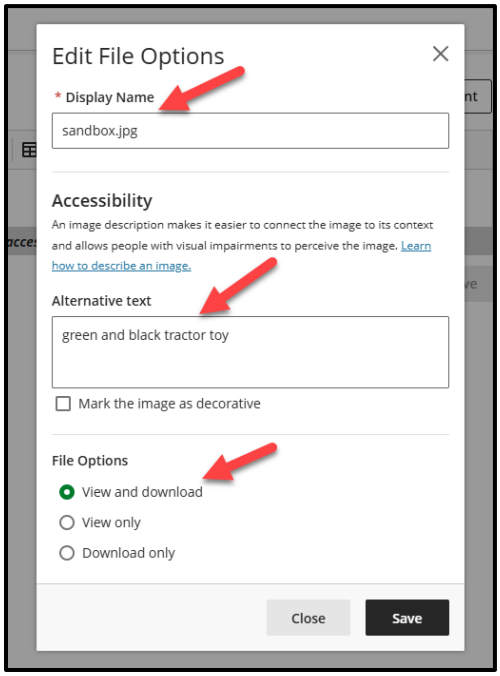
After you've chosen an image to insert, select **Next**. You can now customize how the image appears in the text.



You can choose an aspect ratio for the image. You can keep the original aspect ratio, or convert it to a landscape or portrait display. The white grid lines show you what part of the original image will be displayed on screens.

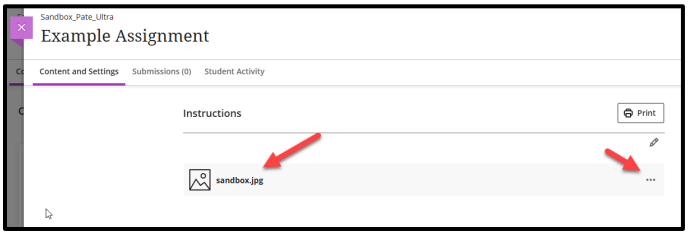
You also have the option to adjust the slider to zoom in or out, and you can select and drag the grid lines to change the focus.

Select **Next** when you're ready to insert the image.



You're required to enter a display name. We recommend also adding alt text, to make the image accessible to users with screen readers.

By default, users can view and download the image. If you select **Download only** for the image, a placeholder will display on user screens until users download the image.

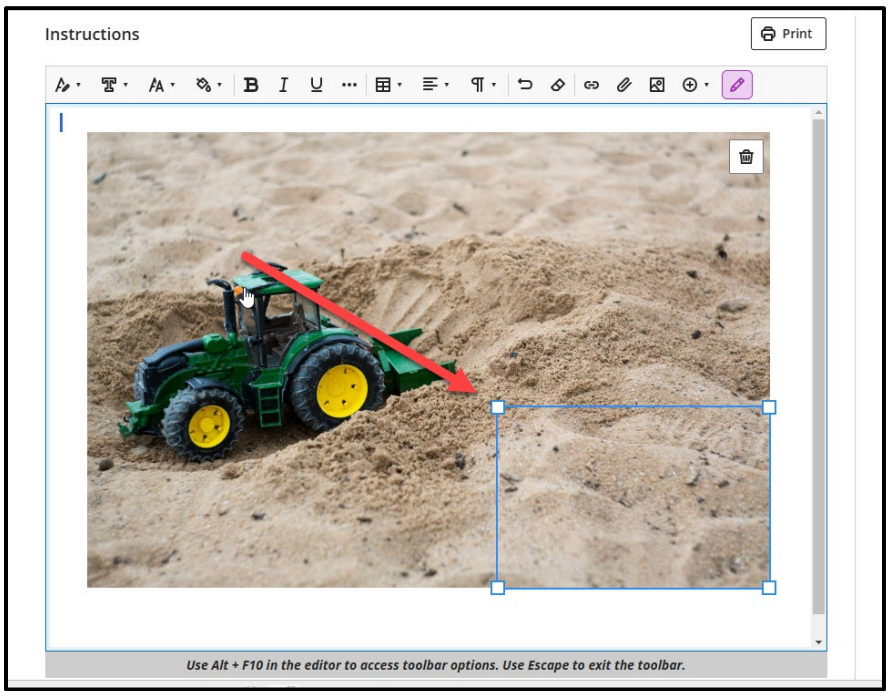


You can also add images from the web. Select **Insert Content** and then select **Image from URL.** Type or paste an image URL to embed an image hosted online. You must use the **http://**protocol. Include a description of the image in the Alternative text box for screen readers and users who can't view the image.

Resizing and Deleting Images

You can easily resize images in the editor. Media types available for resizing also include videos and other media inserted via URL.

1. Once an image is added to the editor, select that image with your cursor. The selected image will display four corner handles.
2. Select one of the handles and hold down the mouse button while dragging it to enlarge or reduce the image size.
3. When you are happy with the size, release the mouse button and select **Save**.



You can also resize an image via keyboard navigation:

1. Make sure your cursor is active on the Learn Ultra screen.
2. Select the tab key until you highlight the image you wish to resize.
3. Hold down the shift key and use the arrow keys to enlarge or reduce the image.
4. When the image is your desired size, release the shift key.

When resizing, keep in mind these specifications for resizing media:

- All media attached or inserted via URL maintains aspect ratio.
- All media is center aligned.
- The maximum size of the media (100%) is the maximum width allowed by the content editor.
- The minimum size limit for all media is 200 pixels.

Delete an image. Select the image with your cursor and the delete icon will appear at the top right corner of the image. Select that icon to delete the image. You can also simply highlight the image with your cursor and select the backspace key.