## Formatting with the Content Editor

In Schoolnet, assessment items and the lesson plan template both use the same robust content editor. This document describes the available features. See also: *Test Item Tips and Troubleshooting Quick Reference Card*.

Do not use copy and paste to move images from a Word document to the content window. While images added using this method may render correctly on the Item Detail and Test Detail pages, they may not appear on online tests. Images should always be inserted as files.
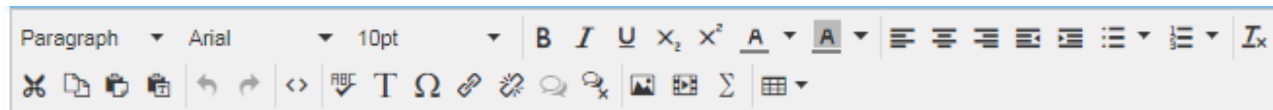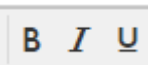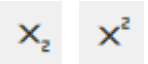
Font Options

Be sure to follow any district guidelines on font size and type for online assessments and instructional materials. On some sites, a system administrator has specified a default font and font size for assessment item and passages. When creating a new test, any changes made to the default test font setting will override site settings, but not on items or passages where custom font styling has already been applied, regardless of whether the item was created with the assessment or pulled from the item bank.

If you don't have a guideline or district-defined default and want an alternate to the system default, try Font Family = Georgia at 11 or 12 pts.

Editing Options

The following table describe the available editing options.

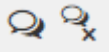| Icon	Purpose
Paragraph	Choose a header style.
Font Family	Choose a font type. Before changing a font, refer to *Font Options* above.
Font Size	Choose a font size. Although only even number size fonts are available in the menu, you can select any font size in the source code (**< >** icon). Before changing a font size, refer to *Font Options* above.
B *I* U	Bold, italics and underline
X_2 X^2	Subscript and Superscript
A ▾	Choose a font color other than the default (black).
A ▾	Choose a color for highlighting your text for emphasis.

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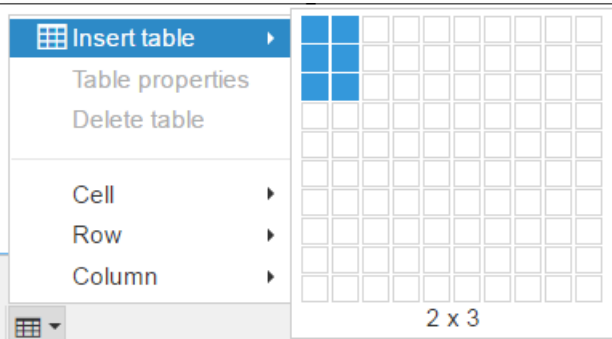
Icon	Purpose
	Align text to the left, center or right.
	Indent text.
	Add numerals or bullets.
	Cut text from your editing window.
	Copy text in your editing window.
	Paste from the clipboard into your editing window.
	Paste as text. Toggle on this option if you are copying text that displays with unexpected characters. *Why does odd formatting appear sometimes?* Content created in a rich-text editor like Microsoft Word or Google Docs often includes underlying HTML formatting. If rich text is pasted into the content editor, this code can cause formatting changes that may impact the way your content appears online.
	Undo your most recent edit or redo/repeat your most recent edit.
	Clear formatting
	Source code. If you are familiar with HTML tags, this can provide a handy way to change font size, modify tables, etc.

Special Editing Tools

| Icon	Purpose
	Check the spelling of selected text or all text.
	Thesaurus
	Insert special characters. See also: *Foreign Language Support Quick Reference Card*.
Grade Level Vocabulary	If your district has uploaded a grade-level vocabulary reference file, this link appears in the item content editor.

Formatting with the Content Editor

Inserting Hyperlinks, Equations, Images and Tables

Icon	Purpose
(link / unlink icons)	To create a hyperlink, enter the text (or image) to link, highlight it, and click the Link icon. Enter the URL and click **Insert**. Only use secure links. Leave Target and Title as is. As a best practice, link to static content only. Avoid linking to content in frames, pages that have a search feature, require login, etc. See also: *Linking to an External Video from an Assessment Item* below. Always preview items with links. Additionally, take into consideration any content-blocking software that may be installed on student computers and cause access issues on an assessment.
Σ	Access the Equation Editor to insert a math or science equation. You can select one of six equation editors appropriate for different grade levels, with a basic or extended editor. The basic editor allows you to enter letter variables but no spaces or other punctuation. With the extended editor, you can enter complete sentences with spaces and other punctuation. The editor works best when you use the mouse or arrow keys on the keyboard to move around an equation rather than using the <ENTER> and <SPACE> keys. See also: *Special Features for Math Items Quick Reference Card*.
(image icon)	Insert an image. Do not copy and paste an image from the clipboard. A warning message will alert you if the image is too large. As a best practice, resize images before inserting.
(alternate text icons)	Add Alternate Text for to provide text to be read aloud in place of a selected word, math equation, image, audio file or table. To do so, select the item you want to provide text for, and then click the Alternate Text icon and enter the text to be read aloud. For tables, alternate text can be entered for content within the table or the entire table (in Table Properties). If alternate text is entered for both, only the alt text for the entire table will be read. See also: *Assessment Accommodations Setup for TestNav Quick Reference Card*.
(media icon)	Inset media. MP3 files up to 4 MB in size are supported. See also: *Including Media in Assessment Items* below.
(table icon)	Insert a table. Use a table when you need text and images side-by-side or columns. In the table menu, drag your cursor over the squares to indicate how many rows and columns you need. Once the table is in the editing window, you can type or insert content into the cells, as well as use the additional table options to format the borders, add columns, etc. Insert table ▸ Table properties Delete table Cell ▸ Row ▸ Column ▸ 2 x 3

Formatting with the Content Editor

Including Audio in Assessment Items

◄)) Listen
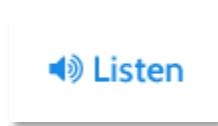
You can add MP3 audio files to test items for online tests. Students will see a link to play audio, which they can pause and replay as desired. For students who need the entire test content read aloud, use text to speech. See also: *Assessment Accommodations Setup for TestNav Quick Reference Card.*

To add audio clips:

1. Create or edit a test item
2. In the **Question Content** or answers, place the cursor where you want to add the clip
3. Click the **Insert Media** icon

5. Click **Choose** to select the file, and then click **Upload**.
6. If any students will be testing with the text to speech feature, in the Alternate text field, add a prompt such as 'Click to listen to clip'
7. Click **Insert**
8. Click **Save**
9. Repeat for any additional audio clips

### Linking to an External Video from an Assessment Item

To link to a video from an item, you need to embed it within the item. Be sure to preview the item before scheduling in a test. Note that some video sites, such as YouTube, do not allow their content to be played in an iframe. Additionally, your school or district may have content blocking software in place that could prohibit students from accessing some videos.

To embed a YouTube video:

1. Create an item leaving a blank line in the Question Content box where you want the video to be
2. Go to YouTube, find the video, right-click, select 'Copy embed code'
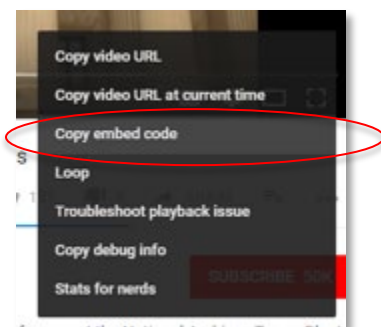
3. Go back to the Schoolnet item and click the Source Code icon
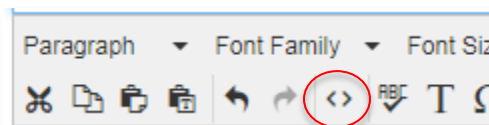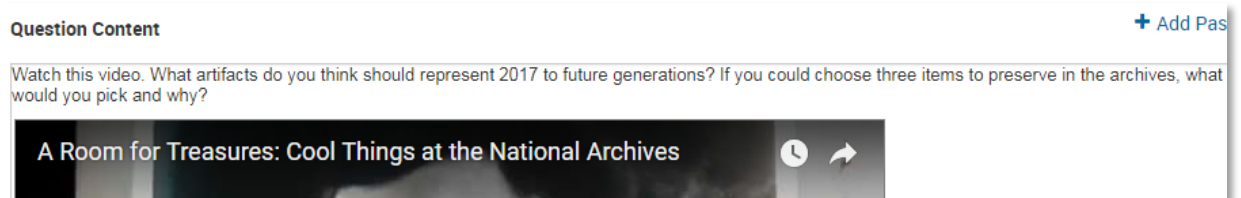
4. Look for a blank line showing <p> </p> and highlight between the tags

<p>Watch this video. What artifacts do you think should represent 2017 to future generation? If you could choose three items to preserve in the archives, what would you pick and why? </p>
<p> </p>

5. Paste from the clipboard, leaving the <p> and </p> there

and why? </p>
<p><iframe width="640" height="360" src="https://www.youtube.com/embed/yuWfpnYyX1k" frameborder="0" gesture="media" allowfullscreen></iframe></p>

6. Click **OK**

Question Content   **+** Add Pas

Watch this video. What artifacts do you think should represent 2017 to future generations? If you could choose three items to preserve in the archives, what would you pick and why?

A Room for Treasures: Cool Things at the National Archives