

## HOW TO CREATE A CONTENT SECTION USING THE RICH TEXT EDITOR

This guide will show you how to link to other tool in Sakai. This can only be used when you are creating a content section using the rich text editor.

### Add a Content Section Using the Rich Text Editor

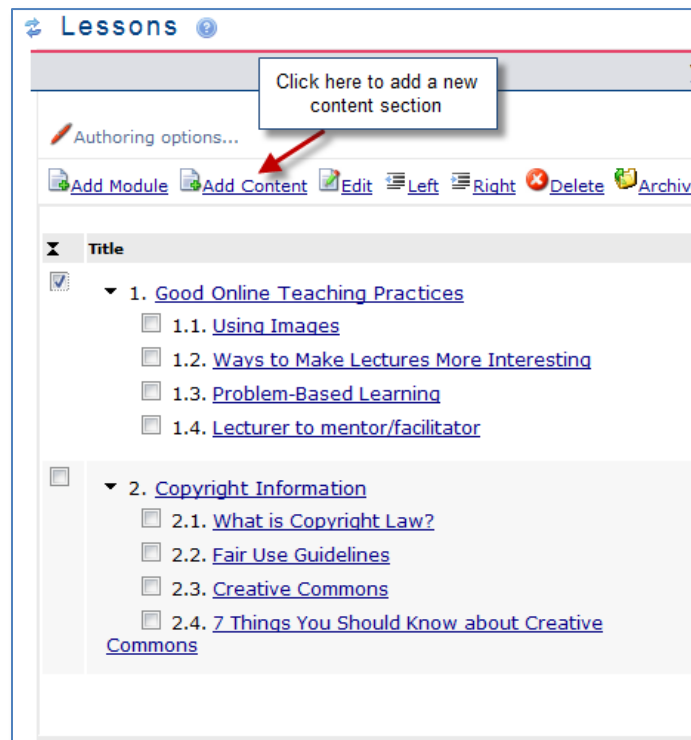


Figure 1. Creating a Content Section

1. Under content type, select the first option, "Compose content with editor." This will give you a content module with the rich text editor.

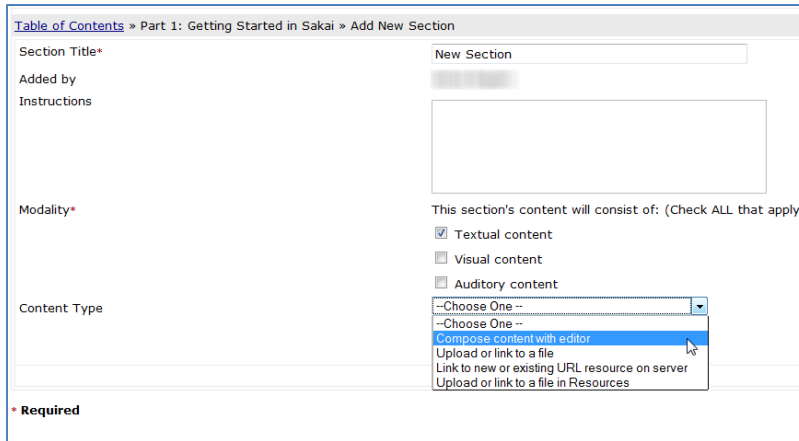


Figure 2. Creating a Content Section

2. The toolbar for the Rich Text Editor provides you with a wide variety of choices for formatting text. You can also use the rich text editor to create lessons with URL links, images, links to files in resources and links to other tools. Below, the figure illustrates some of the buttons that can be used to create content in lessons.

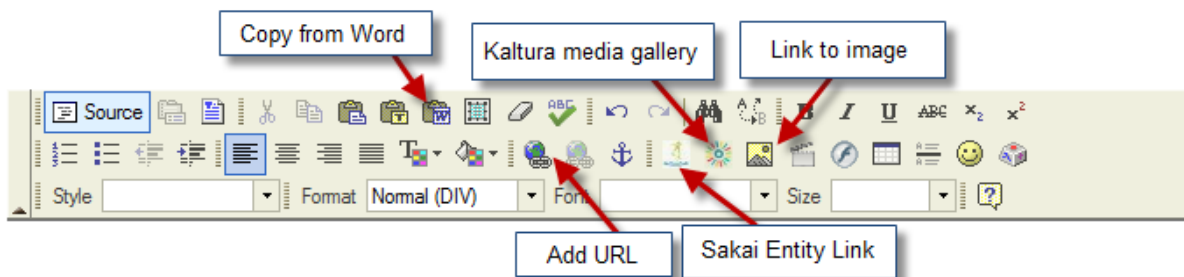


Figure 2. Creating a Content Section

### Linking to another Tool inside a Content Section

1. You will use the *Sakai Entity Link* to create a link from a lesson created inside the rich text editor to other tools. For instance, you may want students to complete a certain assignment while they are going through a lesson. However, you could also link to forums and assessments.
2. First, highlight the text that you wish to turn into the link, and then click on the Sakai Entity Link. Click on the *Browse Server* button.

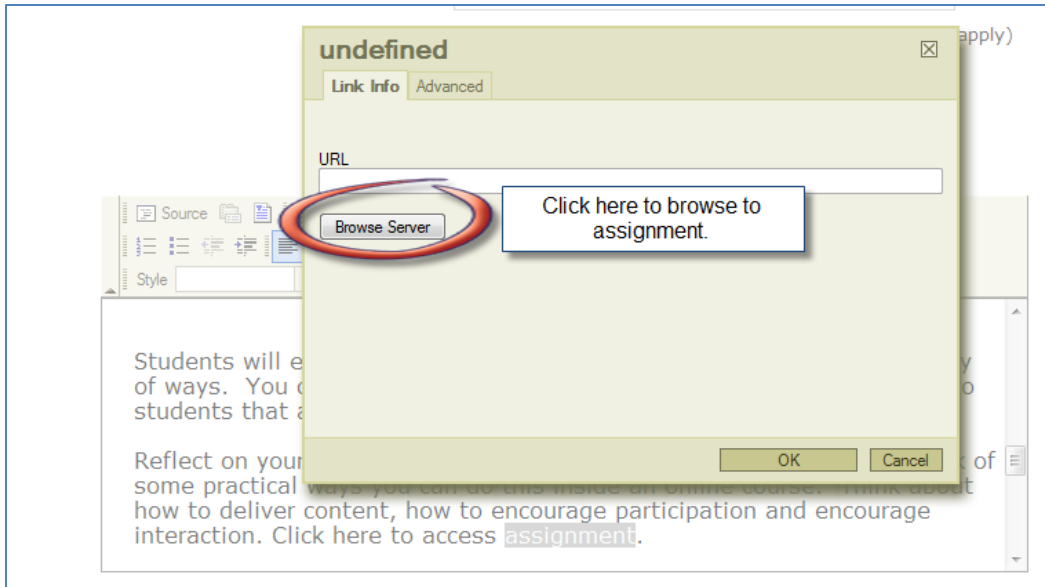


Figure 3. Browse to server

3. The next screen will give you all of the choices from assignments, assessments and forums that you can link to. Click on the tool you want to use.

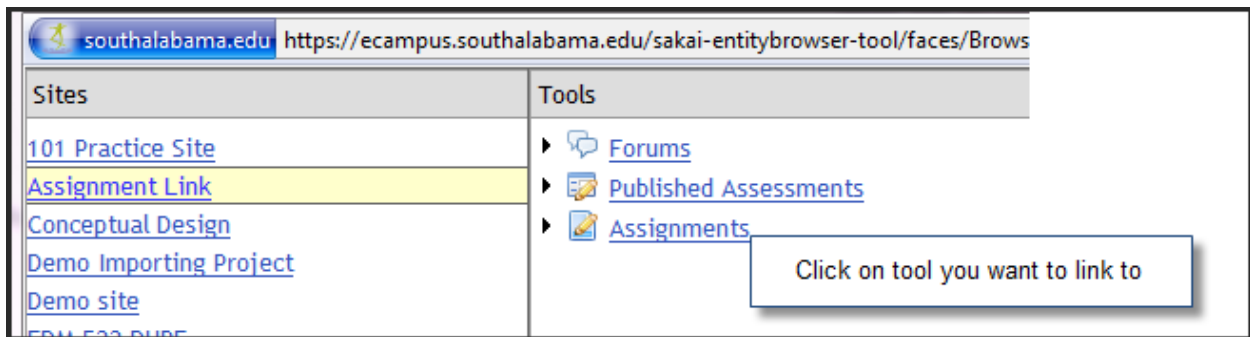


Figure 4. Choosing tool for link

4. Once you have clicked on the tool, you will be able to choose from assignments, assessment or forums that you have already created. Click on the green plus button to select a particular assignment, assessment or forum.

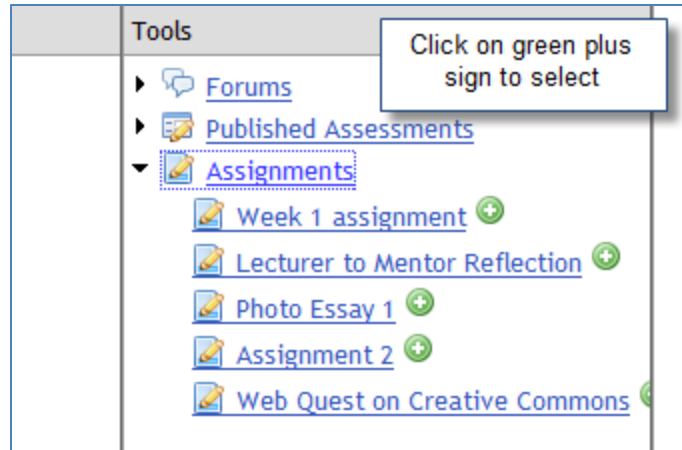


Figure 4. Choosing link for lesson

5. Now, you will return to the RTE and see that you have a highlighted link. When a student clicks on that link, it will take them to the appropriate assignment.

**\*For further assistance, contact the Innovation in Learning Center at (251) 461 - 1888.**