

Seaport: Create Learning Object with Image and Table

Creating a Learning Object using the HTML editor allows you to input formatted text as well as images, tables, links to files, and URLs. These instructions will explain how to create a learning object with an image (picture). The image will be placed inside of a layout table.

In the figure below (Figure 1), notice how the text is displayed on the left side and the image is alongside it on the right. (The text and image can appear in the opposite cells but this example shows how to have text on the left side and the image on the right.)

Also notice in the figure below that the image was given the proper attribution. If the image is not created by you and if copyright laws permit you to use it, you need to include the appropriate licensing and attribution information.

Study Tips

Here are some useful study tips as you go through this lesson.

- Make notes as you read the assigned pages in the textbook. Jot down your questions, ideas, and thoughts.
- Make a list of the key terms and their definitions.
- Complete all the assigned activities.
- Check the discussion forum for any questions or comments by other students on this lesson topic.

**Layout table:
text on left, image on right**

**Image attribution
(for Copyright laws)**



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Figure 1

Seaport: Create Learning Object with Image and Table

1. After logging in click **Learning Objects** (Figure 2).

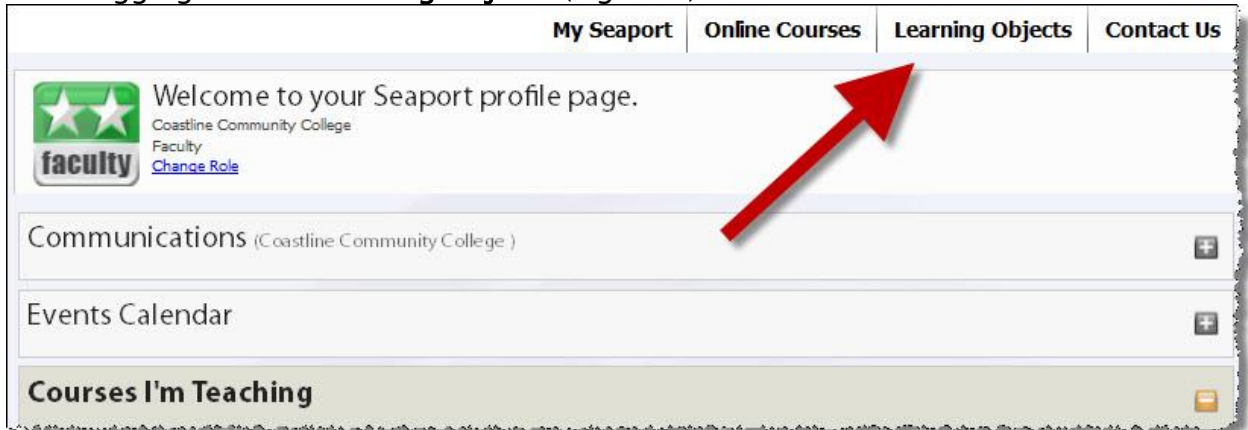


Figure 2

2. Navigate to the folder where you would like the Learning Object to be stored.

Note: After you create a learning object or upload a file, you can't move the location of that object.

3. Click New Object (Figure 3).

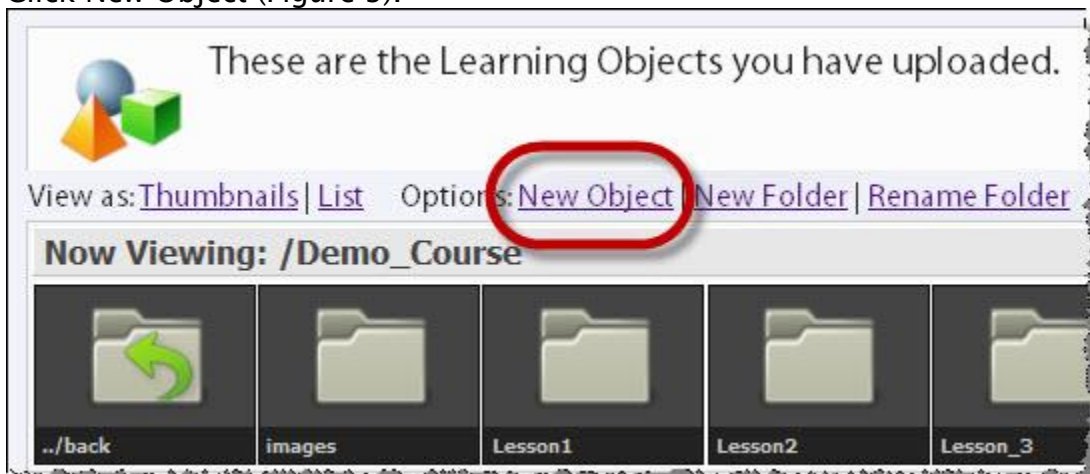


Figure 3

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4. Click HTML Editor (Figure 4).

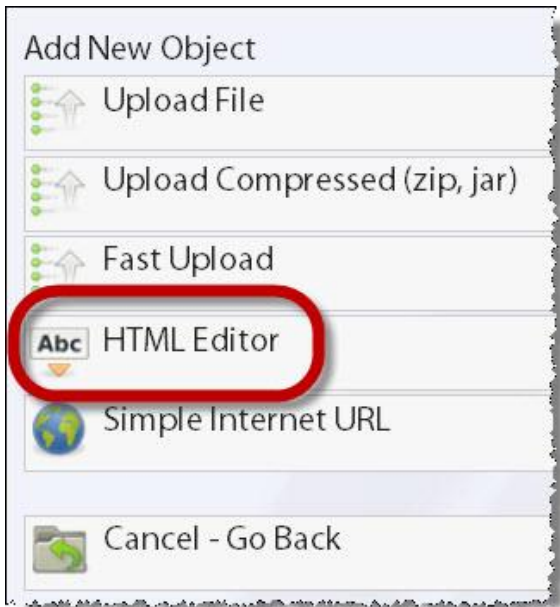


Figure 4

5. Enter the Object Title.
6. Enter any desired text in the HTML text area and press **Enter** so there is a blank line.
7. On the HTML editor tool bar, click the Table icon (Figure 5).



Figure 5

8. Define the table properties as follows (Figure 6):
Rows: 1
Columns: 2
Width: 100%
Border Size: 0
The other settings can be left to their default values.

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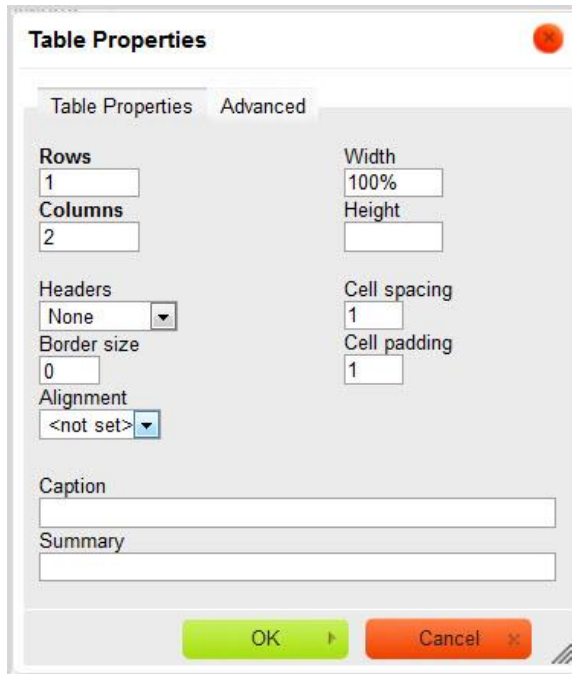


Figure 6

9. Click **OK**. A layout table will be created. The borders (outlines) can be seen in the editor but will not be seen when the web page is displayed (Student View).
10. Enter text in the left cell of the table. Notice how the width of the cells automatically resize depending on the amount of text. This is normal.
11. Click in the right cell.
12. To insert an image, click the **Image** icon on the editor toolbar (Figure 7).



Figure 7

13. Click **Browse Server**.
14. In the Folders pane (left side), navigate to the Learning Object Library folder where you want the file to be stored.
15. Click **Upload**.
16. Use the **Browse** button and navigate to the location on your computer where the file is located.
17. Click the file and click **Open**.

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18. Click **Upload Selected File**.
19. The file will be uploaded to your Learning Object Library. **Double-click** on the file.
20. In the Image Properties dialog box, enter alternative text (Figure 8). Alternative text (or ALT text) is a short description of what the image represents.

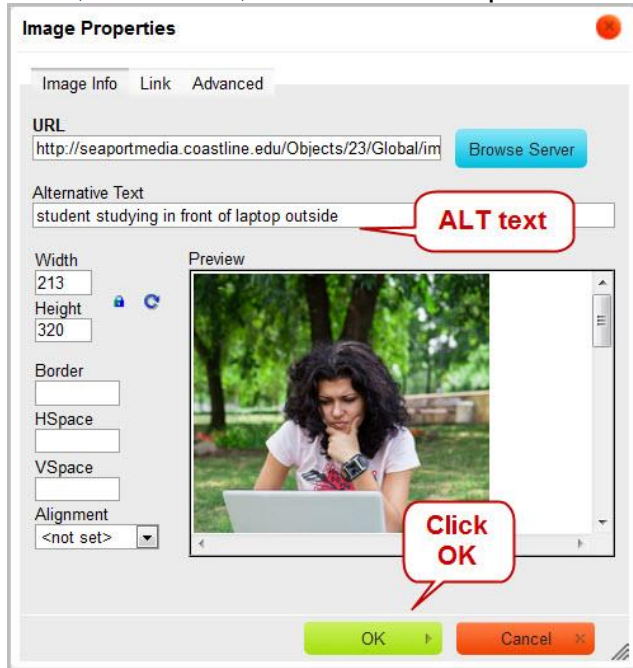


Figure 8

21. Click **OK**.
22. Enter the appropriate licensing and attribution information if needed.
23. If you want your text to appear at the top of the table's cell, point inside the left cell (where the text is) and **RIGHT** click.
24. Left click on **Cell**.
25. Click on **Cell Properties**.
26. In the Vertical Alignment section, click on the drop down menu and select **Top** (Figure 9).

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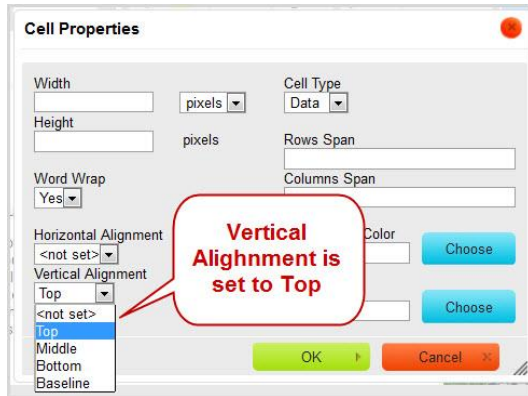


Figure 9

27. Click **Save** to save the learning object. The HTML Learning Object now appears in your Learning Object Library.

Now you can link to this Learning Object from within a Course Lesson.

28. Go to **Online Courses**.
29. Click on your course.
30. Click **Course Lessons**.
31. Click on the appropriate lesson.
32. From the Learning Object tab on the left, locate the Learning Object and click and drag it over to the appropriate location in the lesson and then let go of the mouse.
33. In the Object Title box, enter a title (this will be seen by students as a heading on the lesson page).
34. Click **Save This Page**.
35. It's a good idea to check your work in the student view so in the upper left section under Viewing as: click **Student**.