

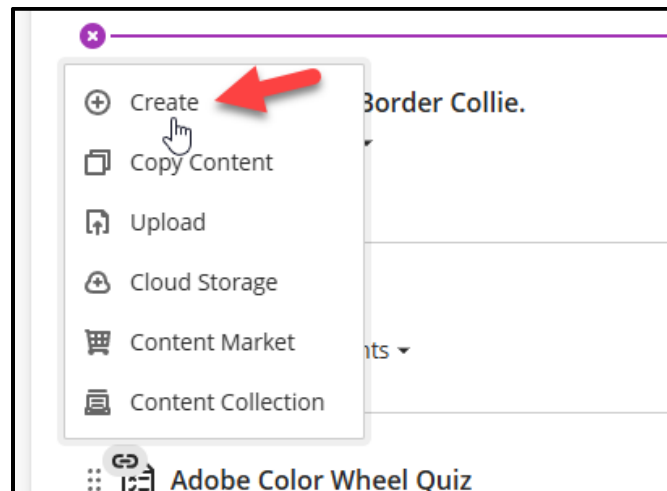
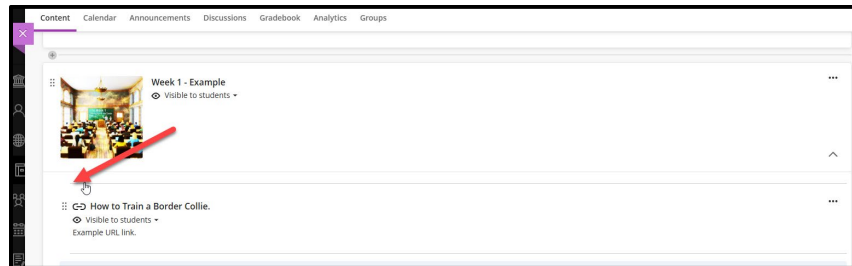


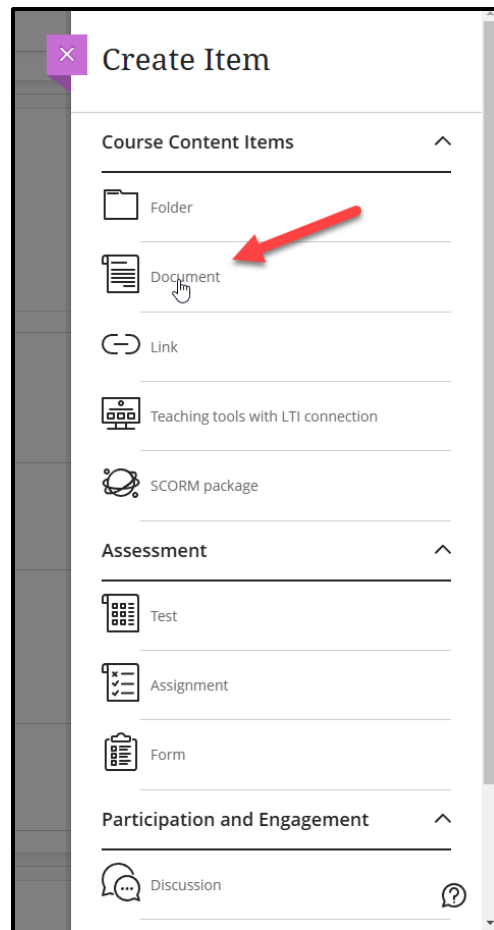
Creating Documents

On the Course Content page, you can create a document or page to present a combination of content. For example, you can include introductory text for a lesson, an audio file of a lecture, and an image. When students select the document title, the materials you added are all presented together on one page. Students see the content just as you see it, without the editing options.

Select the plus sign wherever you want to add a document. In the menu, select **Create** to open the **Create Item** panel and select **Document**. The New Document page opens.

You can also expand or create a folder or learning module and add a document.

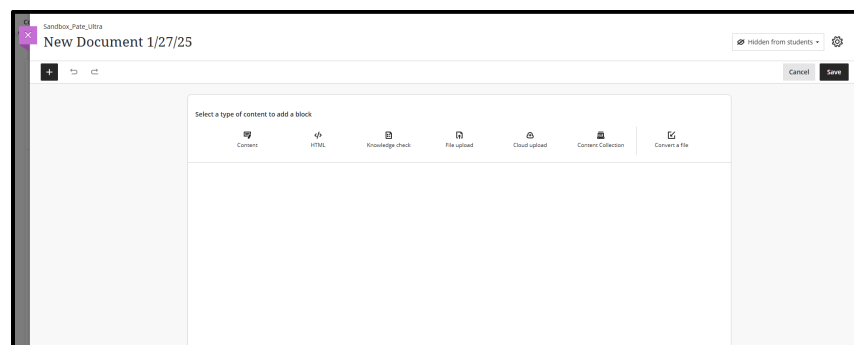




New Document Page

There are three customizable components on the New Document page:

- Add content
- Control document visibility to students
- Apply document settings





Add Content

Use the options at the bottom of the New Document page to add content. You can add as many text blocks and files as you want.

- **Enter a title.** On the Course Content page, the title appears as the link students select to view the materials. If you don't add a title, **New Document** and the date appear in the content list.
- **Add text blocks.** Select **Add Content** to open the content editor. You can also paste text from a Word document.

epistolary novel, a novel told through the medium of letters written by one or more of the characters. Originating with Samuel Richardson's Pamela; or, Virtue Rewarded (1740), the story of a servant girl's victorious struggle against her master's attempts to seduce her, it was one of the earliest forms of novel to be developed and remained one of the most popular up to the 19th century. The epistolary novel's reliance on subjective points of view makes it the forerunner of the modern psychological novel.

The advantages of the novel in letter form are that it presents an intimate view of the character's thoughts and feelings without interference from the author and that it conveys the shape of events to come with dramatic immediacy. Also, the presentation of events from several points of view lends the story dimension and verisimilitude. Though the method was most often a vehicle for sentimental novels, it was not limited to them. Of the outstanding examples of the form, Richardson's Clarissa (1748) has tragic intensity, Tobias Smollett's Humphry Clinker (1771) is a picaresque comedy and social commentary, and Frances Burney's Evelina (1778) is a novel of manners. Jean-Jacques Rousseau used the form as a vehicle for his ideas on marriage and education in La Nouvelle Héloïse (1761; "The New Eloise"), and Johann Wolfgang von Goethe used it for his statement of Romantic despair, Die Leiden des jungen Werthers (1774; The Sorrows of Young Werther). The letter novel of Pierre Choderlos de Laclos, Les Liaisons dangereuses (1782; Dangerous Acquaintances), is a work of penetrating and realistic psychology.

--<https://www.britannica.com/art/epistolary-novel>

Word count: 261

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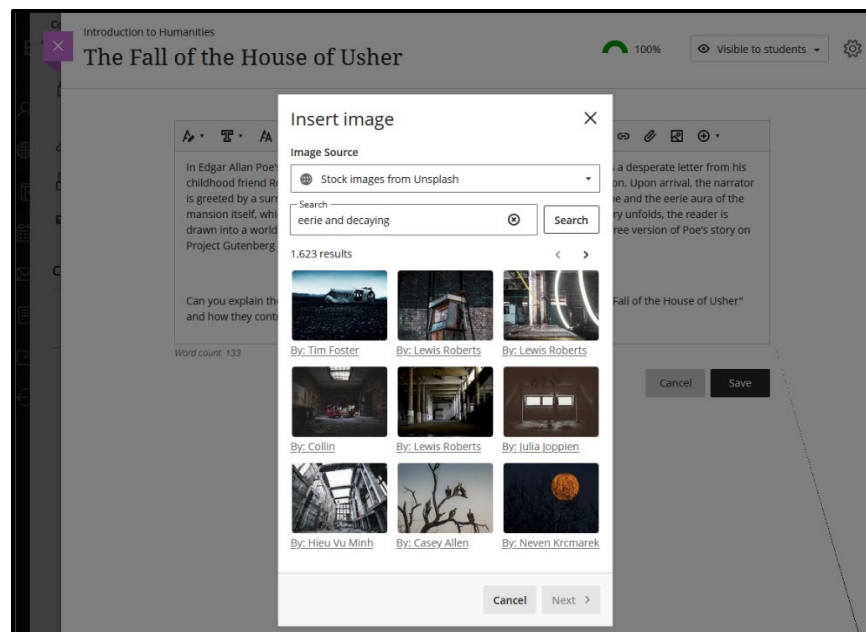


- Add HTML. The content editor has many options for formatting your text. However, you can also add document content [using HTML](#).
- **Add files.** Select **Upload from Computer** and browse for or drag files from your computer, such as a Word document and an audio file. If you want content within a folder, you'll need to select individual items inside that folder. Your institution controls the maximum size of a file that you can upload.
- Upload from Cloud Storage. You can [upload files from cloud storage](#), such as OneDrive® and Google Drive™. When you add a file from cloud storage, the system makes a copy of the file in your course. The files aren't linked. Any change you make to a file within your course doesn't apply to the file in cloud storage. If your browser allows, media files display inline.
- Browse Content Collection. You can also include content from the Content Collection in Ultra Documents.

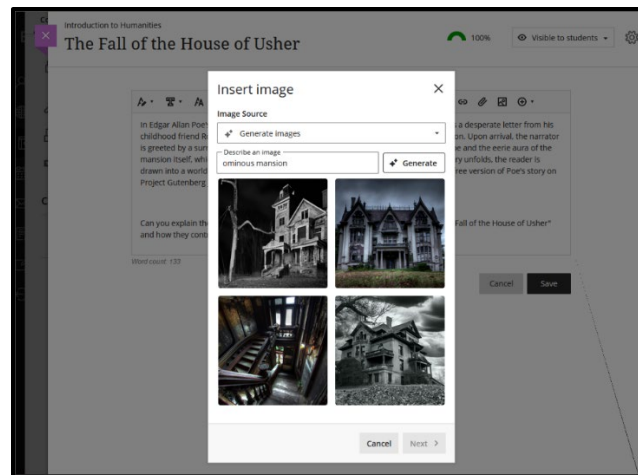
Auto-generate Images

If your institution has turned on the AI Design Assistant Feature,, you can directly insert AI-generated or stock images into the text editor by selecting the **Image** button. [View the "AI Design Assistant" topic to learn more about the feature.](#)

When you use Unsplash, the search terms will be autopopulated from your text. You can select the X button and use your own search terms if you'd prefer.



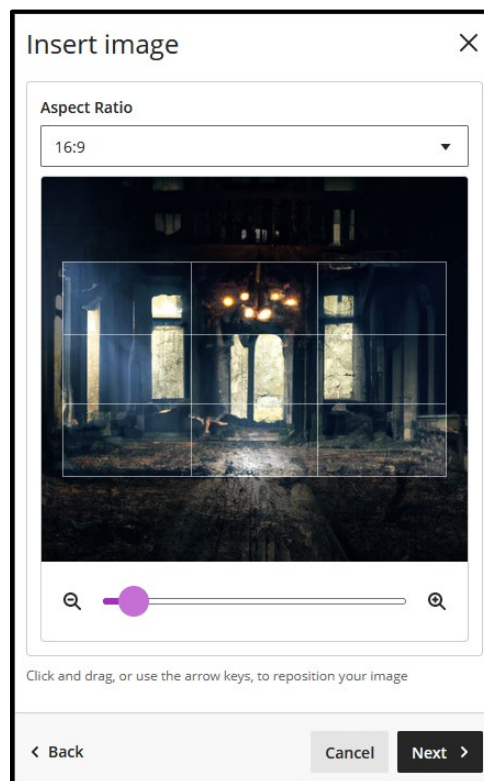
With the AI Design Assistant, you can generate an image to insert into your text. Enter a description for your image and then select **Generate**.



Students can only upload images and can't generate images or use Unsplash.

Adjust image appearance

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.

A screenshot of the 'Edit File Options' dialog box. It has a title bar with a close button (X). The first section is '* Display Name' with a text input field containing 'The House of Usher'. The second section is 'Accessibility' with a paragraph explaining its purpose and a link 'Learn how to describe an image.'. Below this is 'Alternative text' with a text input field containing 'An Image of an ominous mansion'. There is a checkbox 'Mark the image as decorative' which is unchecked. The third section is 'File Options' with three radio buttons: 'View and download' (selected), 'View only', and 'Download only'. At the bottom are 'Close' and 'Save' buttons.

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.





Document Visibility

- **Show or hide the document.** Students can't see a document until you choose to show it. You can create all your content ahead of time and choose what you want students to see based on your schedule. You can also set availability conditions based on date, time, and performance on other items in the course gradebook. On the Course Content page, students can see when the document is set to be available.

Document Settings

- **Allow class conversations.** What if your students have questions? You can allow conversations within a document, and anyone can contribute. Select **Settings** to open the **Document Settings** panel and select the conversations check box. As the conversation develops, it appears only with the document.
- **Add goals and standards.** You and your institution can use goals to measure student achievement across programs and curricula. When you create a document, you can align one or multiple goals. In the document, select **Settings**. Select **Align with goals** to search for available goals to align with the document. Students won't be able to see the goals you align with a document.
- **Add an optional description.** The description appears with the document title on the Course Content page. This is where you can provide students with more information about the document or give additional instructions.

The maximum length of a description is 750 characters.

What's an epistolary novel?

Document Settings

Details & Information

☒ **Allow class conversations**
Students and instructors can have quick exchanges within the document. Everyone can see the conversation.

Additional Tools

 **Goals & standards**
[Align with goals](#)

Description

This document contains a short essay defining the epistolary novel. Read it carefully and have questions ready by class time.

Maximum 750 characters