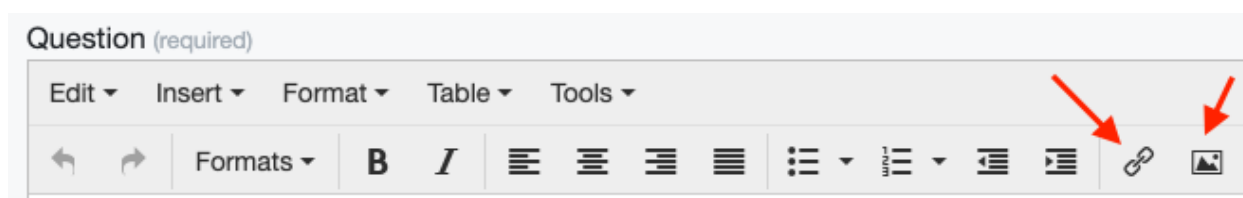


How to Add Files to MoxieManager

Classroom is a web-based curriculum builder tool for creating questions and assignments using web documents. In Classroom, you can add images, links, PDFs, or other documents to any question or assignment you create using a tool called MoxieManager.

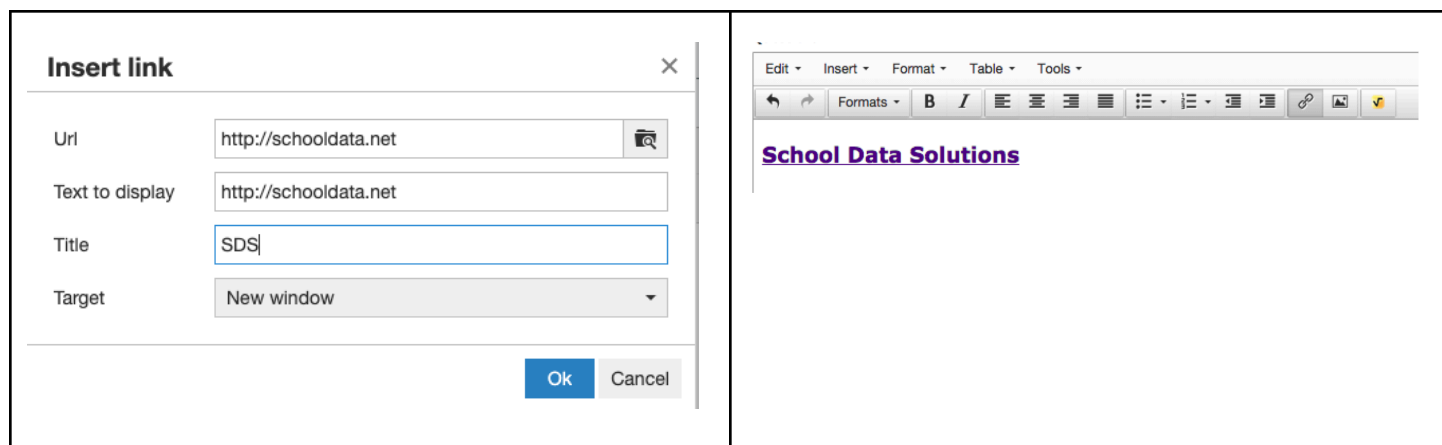
MoxieManager is a file and media manager that allows you to upload, organize, and store files securely. Uploaded files are accessible only to you and can be reused year after year.

You can access MoxieManager by selecting one of two icons in any text editor menu bar in Classroom, **Links**, or **Images**.



Insert/Edit Link

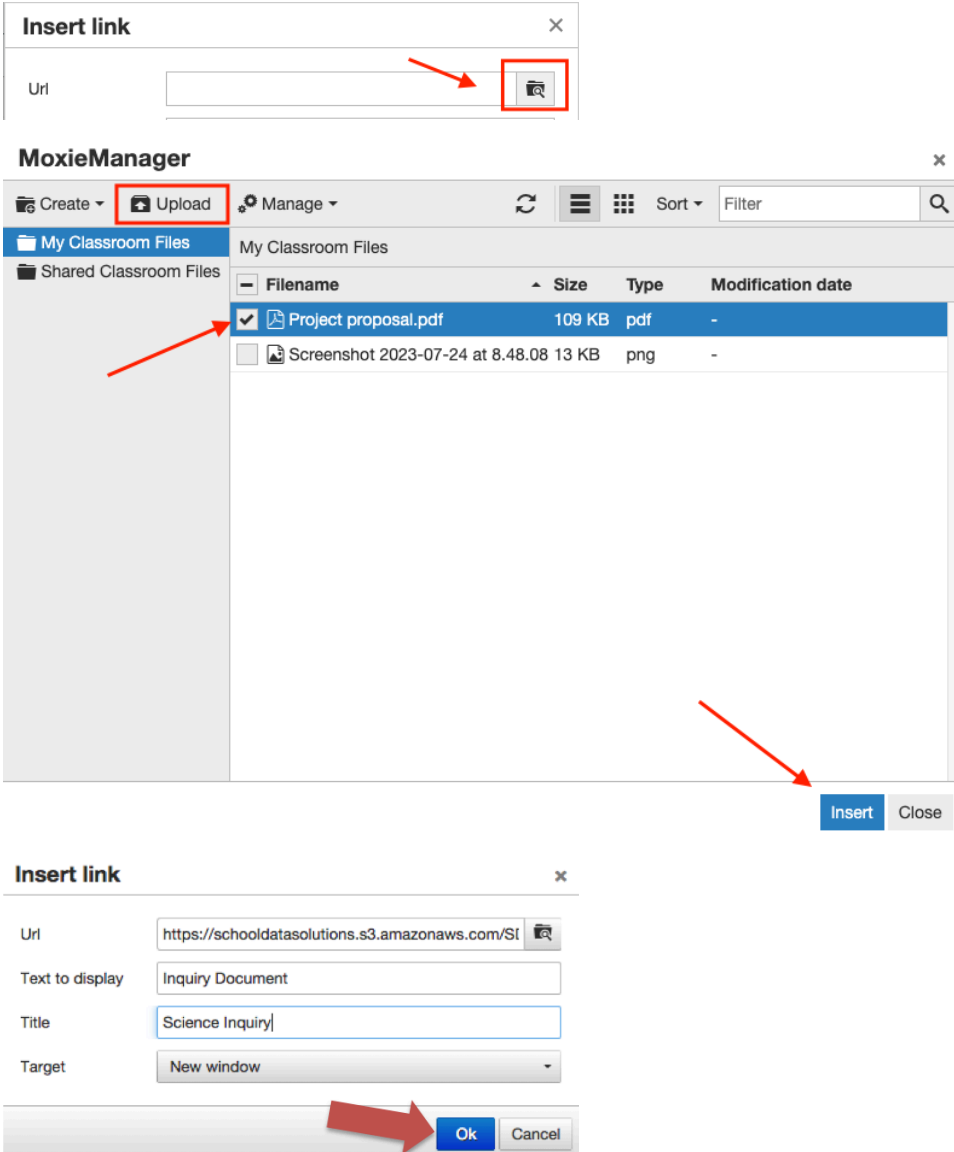
1. Select the **Insert/Edit Link** icon in the top right. This will open a window with blank fields.
 - Fill in the **URL**, **Text to Display**, and **Title** to create a hypertext link in your question or assignment.
 - Set the **Target** to **New Window** to open the link in a new browser tab, keeping the Classroom page intact.



Uploading Files with MoxieManager

1. Click the **file folder icon** to the right of the URL field.
2. Click **Upload** in the top left to add files (max size 50MB).
3. Select files from your computer by clicking the **checkbox** to the left of the file(s) and then click **Insert**.

4. The URL of the now-secured file will populate automatically.
 - Fill in the **Text to Display**, and **Title**.
 - Set the **Target** to **New Window**.
 - Click **OK**.



The first screenshot shows the **Insert link** dialog box with the **Url** field empty. A red arrow points to the **Insert link** button in the bottom right corner.

The second screenshot shows the **MoxieManager** interface. The **Upload** button is highlighted in the top toolbar. A red arrow points to the **Project proposal.pdf** file in the file list. Another red arrow points to the **Insert** button at the bottom right of the MoxieManager window.

The third screenshot shows the **Insert link** dialog box with the following fields filled:

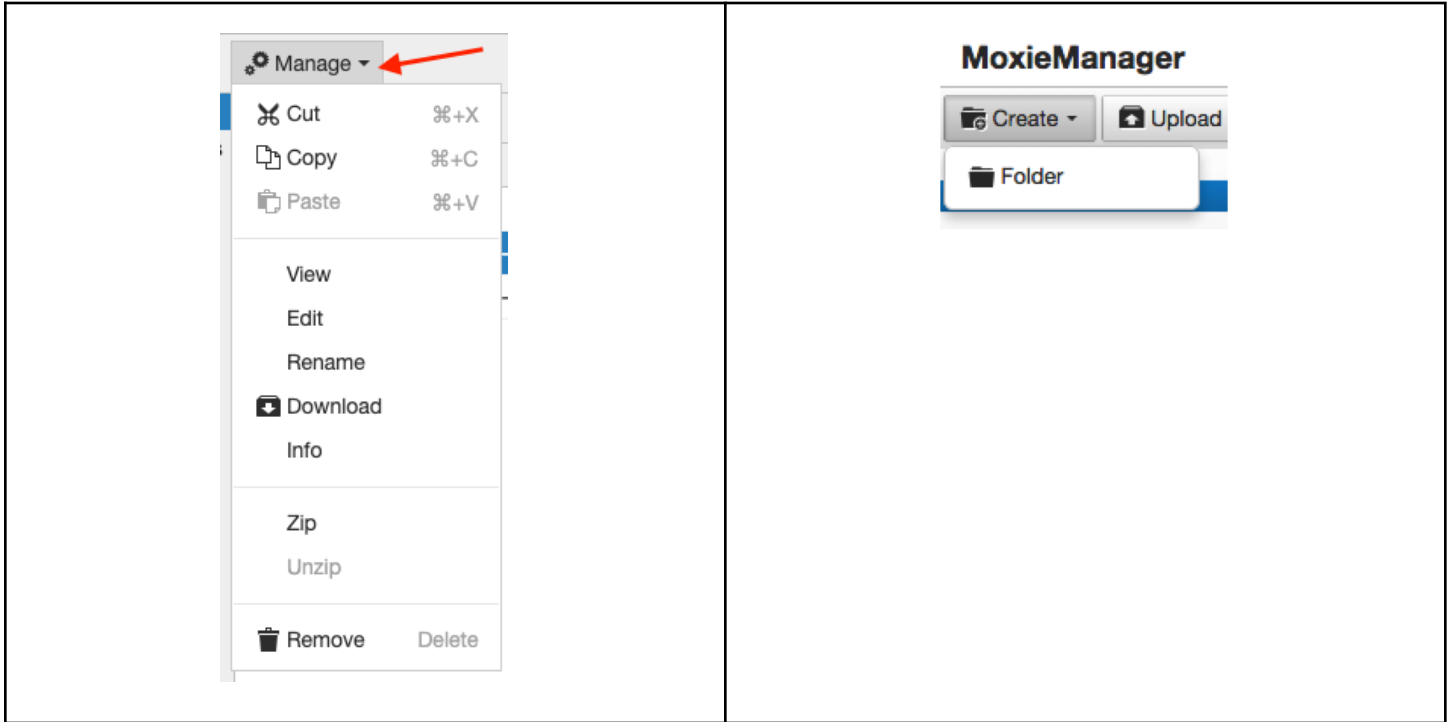
- Url:** <https://schooldatasolutions.s3.amazonaws.com/SI>
- Text to display:** Inquiry Document
- Title:** Science Inquiry
- Target:** New window

A red arrow points to the **Ok** button at the bottom right of the dialog box.

Manage Uploaded Files

1. Click the **checkbox** to the left of the filename and choose **Manage** to
 - **Delete**,
 - **Rename**
 - **Download**
 - **Compress (zip)**.

2. Click **Create** in the top left and choose the **Folder** option to create folders for better organization.
3. Use the filter box to find specific files by name or part of a name.



Insert/Edit Image

1. Select the **Insert/Edit Image icon**, which works similarly to the link feature. The picture manager defaults to a thumbnail view for easy selection. Maximum file size is 50 MB, and supported formats include .jpg, .jpeg, .png, and .gif.
2. Click the **image icon** to the right of the source field to choose the image to insert into your question or assignment.
3. Fill in an **Image Description**.
4. Specify the size in pixels (1 inch = 72 pixels).
5. Check the **Constrain Proportions** box to maintain the image's aspect ratio.
6. Click **Ok**.

Note: Different browsers may display documents and images inconsistently. If display issues arise, save your document as a PDF. Most browsers render PDFs consistently using Adobe Reader.

Insert/edit image ✕

Source

Image description

Dimensions x ☒ Constrain proportions

Ok Cancel

Insert/edit image ✕

Source

Image description

Dimensions x ☒ Constrain proportions

Ok Cancel

MoxieManager ✕

Create ▾ Upload Manage ▾
Sort ▾ Filter

FileSystems

- Classroom

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Question: *

Edit ▾ Insert ▾ Format ▾

↶ ↷ Formats ▾ **B**

What shape is this?