

Using Consistent Formatting in MyClassroom

To help you present your work professionally and ensure consistency across all submissions, please follow the guidelines below for setting the default font and font size, and for clearing formatting when pasting text into MyClassroom activities and assignments.

1. When submitting work, make sure the default font listed as **Lato** with a font size of **19**. If needed, adjust the respective drop-down menus so that Lato and 19 are selected. This is especially important when typing your work directly within the MyClassroom Rich Text Editor.

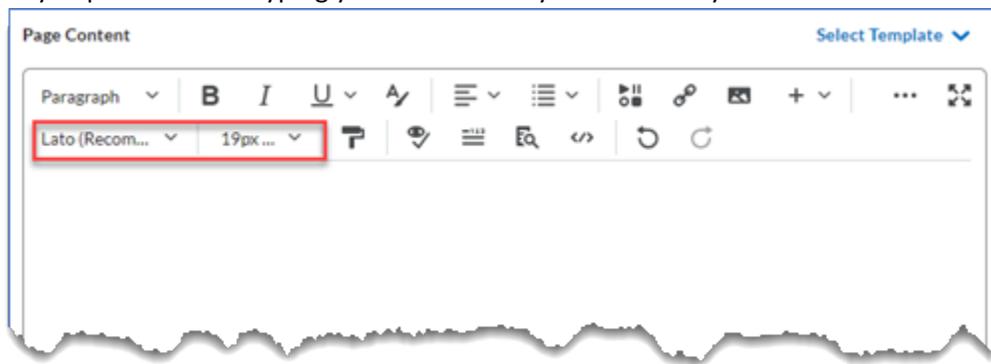


Figure 1 – The MyClassroom Rich Text Editor with the Font and Font Size sections highlighted.

2. Sometimes, you may wish to work elsewhere, perhaps in a Microsoft Word document, and copy and paste your content into MyClassroom. In this case, it is critical to clear formatting when pasting text.
 - a. Select the text in Word. You can select all with Ctrl + A (Windows) or Cmd + A (Mac).
 - b. Copy your text using the keyboard shortcut Ctrl + C (Windows) or Cmd + C (Mac).
 - c. Paste into the classroom Rich Text Editor box without formatting.
 - i. Use the keyboard shortcut Ctrl + Shift + V (Windows) or Cmd + Shift + V (Mac) to paste the text without any formatting,
 - ii. Alternatively, you can paste the text into Notepad (Windows) or TextEdit (Mac) first, then copy it again and paste it into MyClassroom. This will strip any formatting from the text.
 - d. Review the pasted content. From here, you can make specific portions of your text bold, italic, or underlined as needed.

By following these steps, you will help create a more uniform and accessible environment within MyClassroom, making it easier for your instructors to review and grade your assignments.