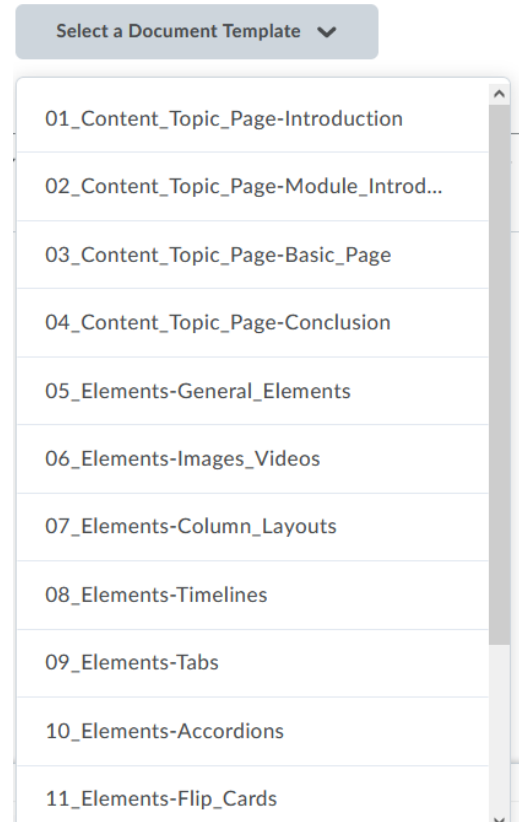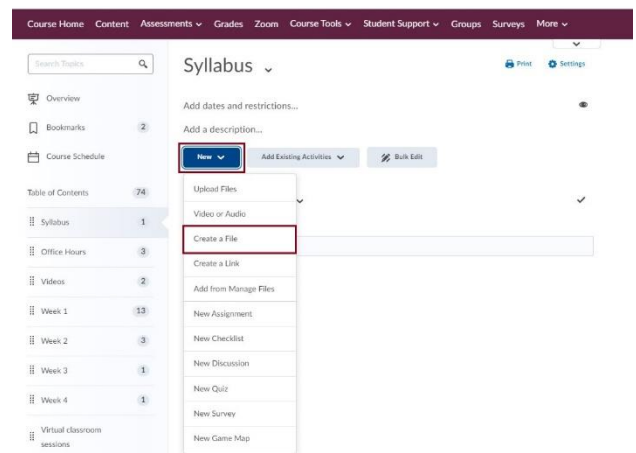# HTML Templates

## Style Course Content pages

Style course content pages without having to write code! Our new SMU branded HTML templates are responsive, accessible, and now interactive! Choose the right page layout and then paste styled elements including accordions and tabs into your Brightspace content pages using the HTML Editor in the Learning Environment.

The templates package installed on Brightspace comes with four **Content Topic Pages**, including an Intro page, Module Intro page, Basic page, and Conclusion page. These content topic pages are meant to be used as a starting point for you to build out your course material. There are also a number of dynamic **Elements Pages** that are included which feature interactive elements. You can copy/paste elements from these pages into your topic pages.
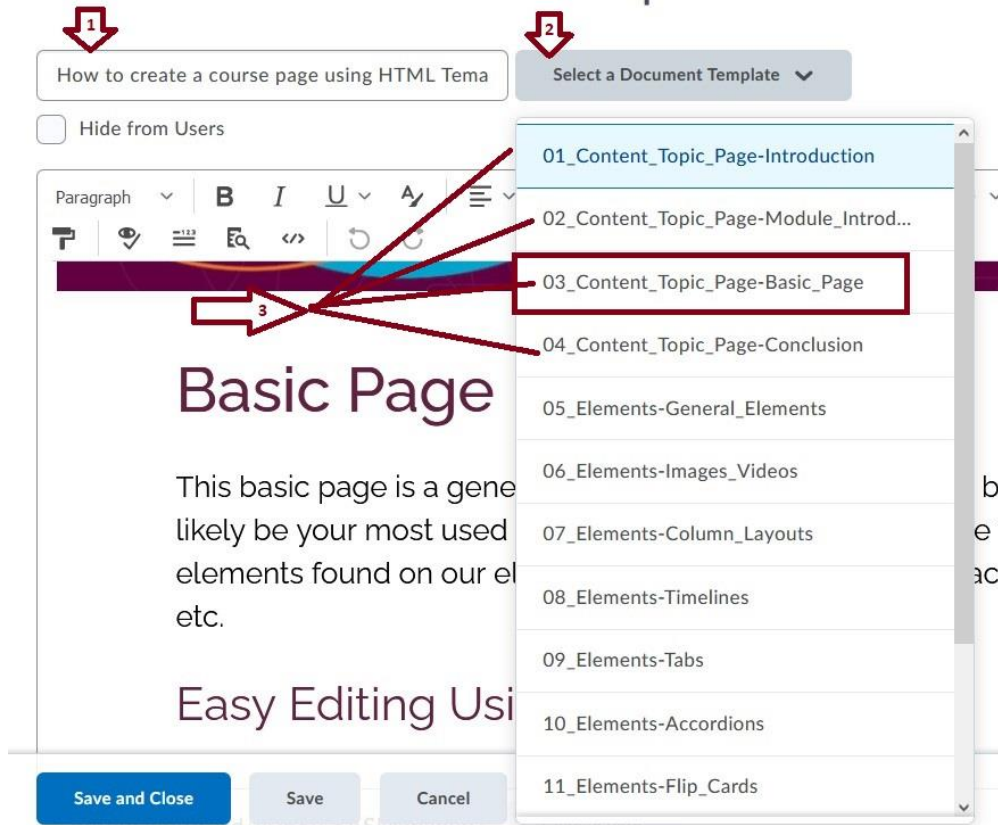
Select a Document Template ⌄

01_Content_Topic_Page-Introduction

02_Content_Topic_Page-Module_Introd...

03_Content_Topic_Page-Basic_Page

04_Content_Topic_Page-Conclusion

05_Elements-General_Elements

06_Elements-Images_Videos

07_Elements-Column_Layouts

08_Elements-Timelines

09_Elements-Tabs

10_Elements-Accordions

11_Elements-Flip_Cards

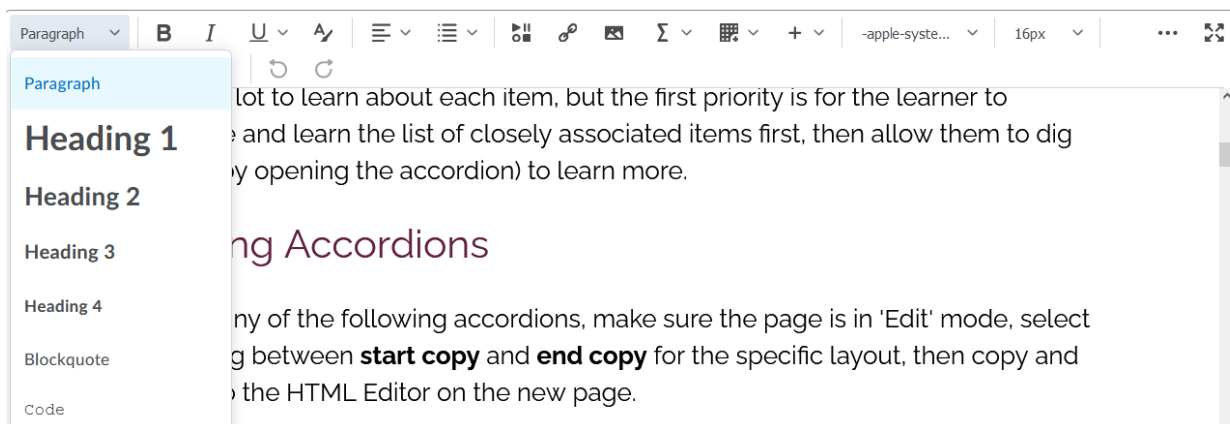## How to use the HTML Templates

1. Go to **Content.** Create a **new Module** (or select an **existing Module**) to add your new topic page to.

2. In the module, click on **New** and select **Create a File**.

3. Enter in a **name** for you page (e.g., Module 1 Intro).

4. Click on the **Select a Document Template** drop-down. Select the **Content Topic Page** you would like to use – there are four to choose from: Introduction, Module Introduction, Basic Page, and Conclusion. For this example, we have selected Basic page.

## Create a File in "HTML Templates 2022 - Ed

How to create a course page using HTML Tema

Select a Document Template ∨

☐ Hide from Users

Paragraph ∨ **B** *I* U ∨ A⁄

01_Content_Topic_Page-Introduction

02_Content_Topic_Page-Module_Introd...

03_Content_Topic_Page-Basic_Page

04_Content_Topic_Page-Conclusion

05_Elements-General_Elements

06_Elements-Images_Videos

07_Elements-Column_Layouts

08_Elements-Timelines

09_Elements-Tabs

10_Elements-Accordions

11_Elements-Flip_Cards

# Basic Page

This basic page is a gene                    b
likely be your most used                    e
elements found on our el                    ac
etc.

## Easy Editing Usi

**Save and Close**        Save        Cancel

5. When a Content Topic Page is selected it will have content on it already. This Content can be used as a template and will include instructions on how to use the template. You can easily delete and edit the content and replace it with your course materials. Use the HTML editor panel to select different headers and to stylize the page.

Paragraph ∨ **B** *I* U ∨ A⁄

Paragraph

# Heading 1

## Heading 2

### Heading 3

#### Heading 4

Blockquote

Code

lot to learn about each item, but the first priority is for the learner to
and learn the list of closely associated items first, then allow them to dig
y opening the accordion) to learn more.

## g Accordions

ny of the following accordions, make sure the page is in 'Edit' mode, select
g between **start copy** and **end copy** for the specific layout, then copy and
the HTML Editor on the new page.

6. If you wish to add in elements like accordions, lists, images, etc, open a **new browser tab** (by clicking the plus sign **+** at the top of your browser). Navigate to your course Content page on this new tab.



7. Select **New** and **Create a file**. **Select the template** that includes the element you would like to use. (E.g., select 10_Elements – Accordions). Find the desired element and **copy everything from the start copy to end copy**. Each element will have indications on where to start and end the copy.
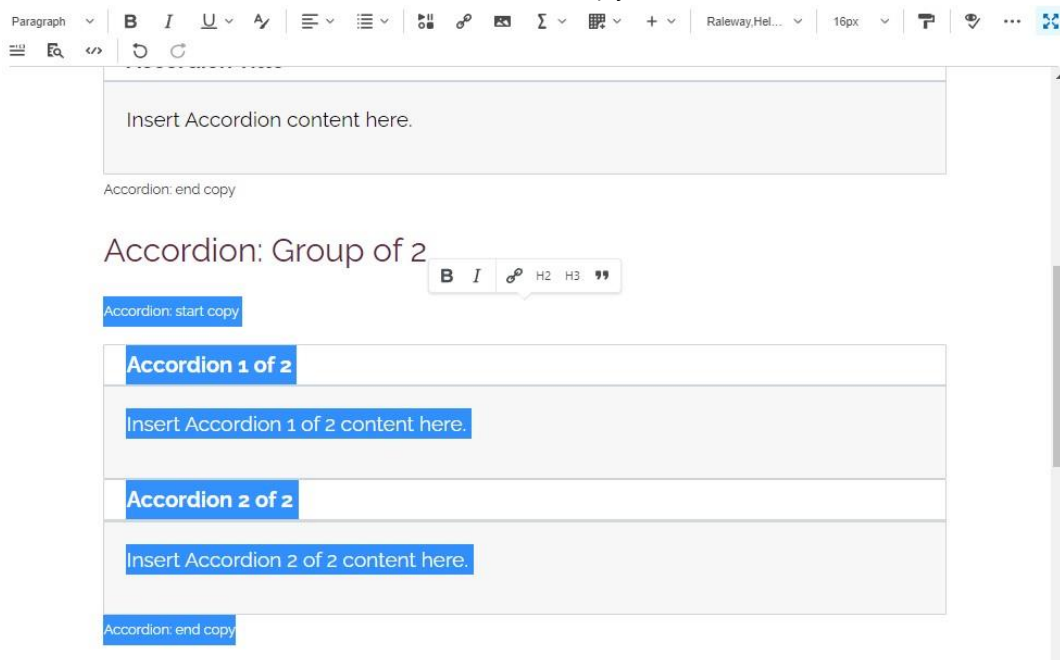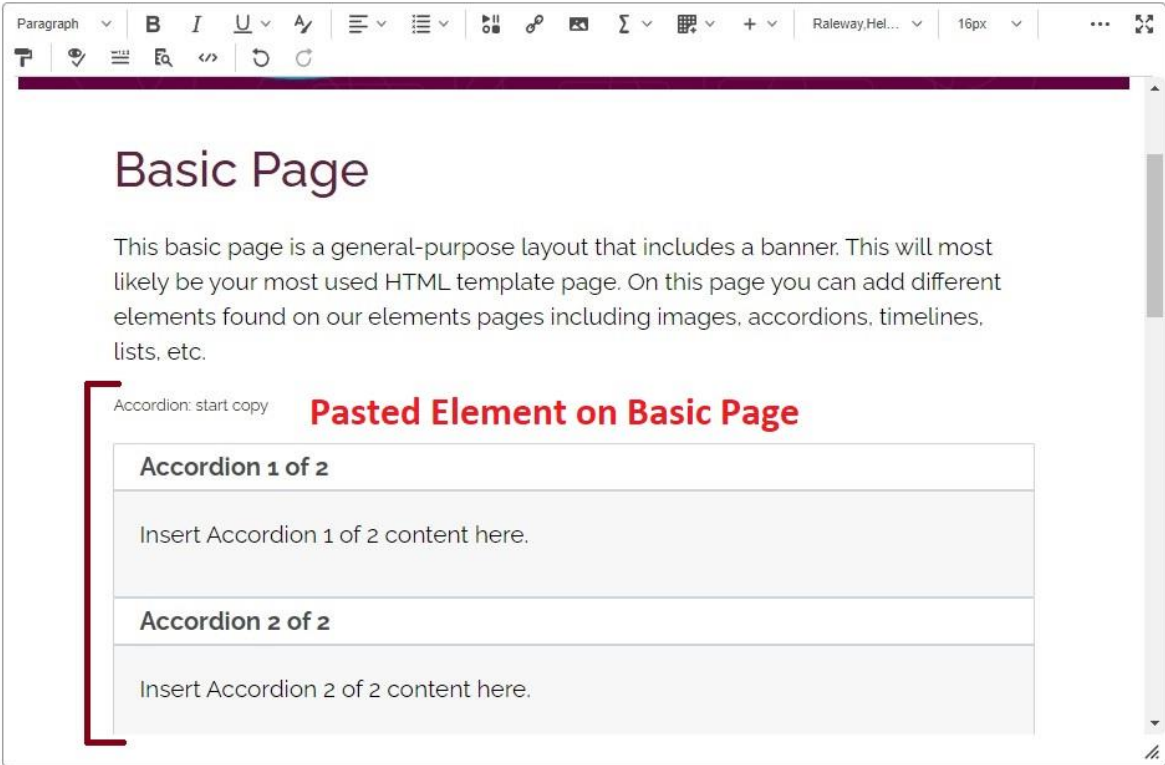
8. No go back to the **browser tab which has your content topic page open for editing**. **Paste the element** in the desired location. You should now be able to edit the text/image/video within the elements as you please. There are instructions on the HTLM templates on how to copy and paste the elements as well as how to edit the text and images.



9. This element can now be edited to contain your course material by clicking on the accordion titles and/or inside the accordion box. The accordion element page, as all other element pages, contain instructions on how to edit the content of the elements. This element is also interactive. To check the functionality of the element, click **Save and Close**. Once you're viewing the page outside of Edit mode, you can see how the element works and how the students will see it. In this example the accordions open and close when the titles are clicked on.

10. You can paste numerous different elements on your content topic pages to make the page dynamic and more engaging for students.

**Further Support**

If you need further support with Brightspace, please contact the **Software and Application Support Centre** at sas@smu.ca

**Regular hours:** Monday – Friday, 9AM – 5PM.
**Summer session hours:** Monday – Friday, 9AM – 4:30PM.