

UCD College of Arts and Humanities

Extending Brightspace

November 2019

Enhancing your Materials with the Basic Page Template



Clearly formatted learning resources in the VLE can help students to **navigate** online content and can encourage greater **engagement** with the subject. Brightspace allows us to draw from a bank of preformatted templates when creating new files to display our learning resources in a clearer and more attractive way. Templates allow us to **enhance the design, clarity and accessibility** of the learning resources we provide to our students through the VLE.

Why read this?



This document will show you how to **apply templates to new files** to make use of Headings and Callout boxes, which help to better structure content online. There is also a basic introduction to neater linking.


- **Headings** clearly demarcate sections;
- **Callout boxes** draw attention the most important point in the file;
- **Descriptive links** can be used to signpost resources more clearly to students.

How do I get started?

Step 1

To access Templates, first create a unit and then click on **Upload/Create**


Week 1 ▾  Print  Settings

Add dates and restrictions... 

Add a description...

Upload / Create ▾

Existing Activities ▾

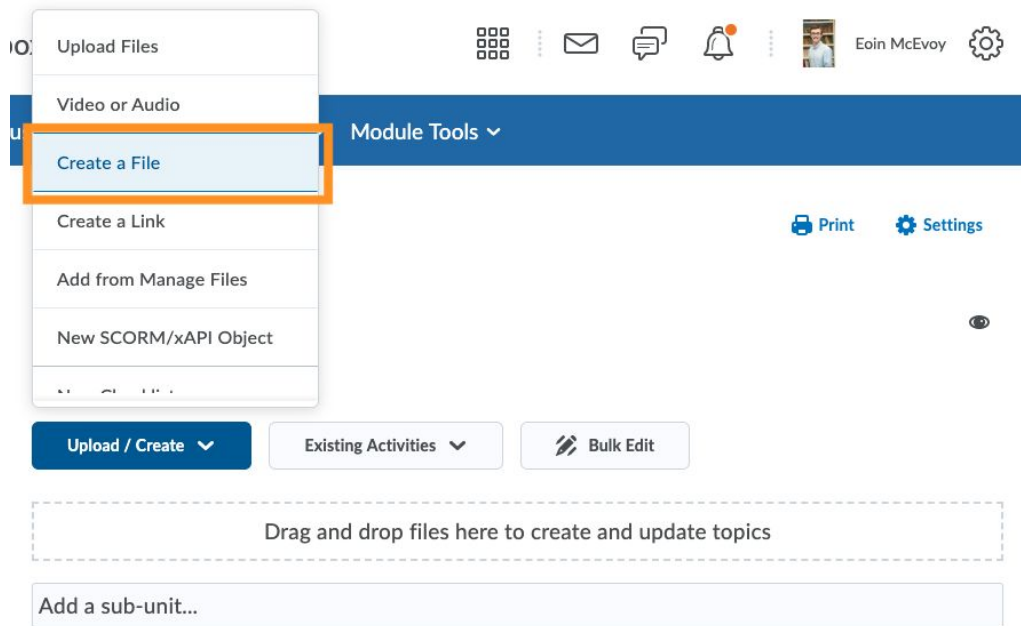
Bulk Edit 

Drag and drop files here to create and update topics

Add a sub-unit...

Step 2

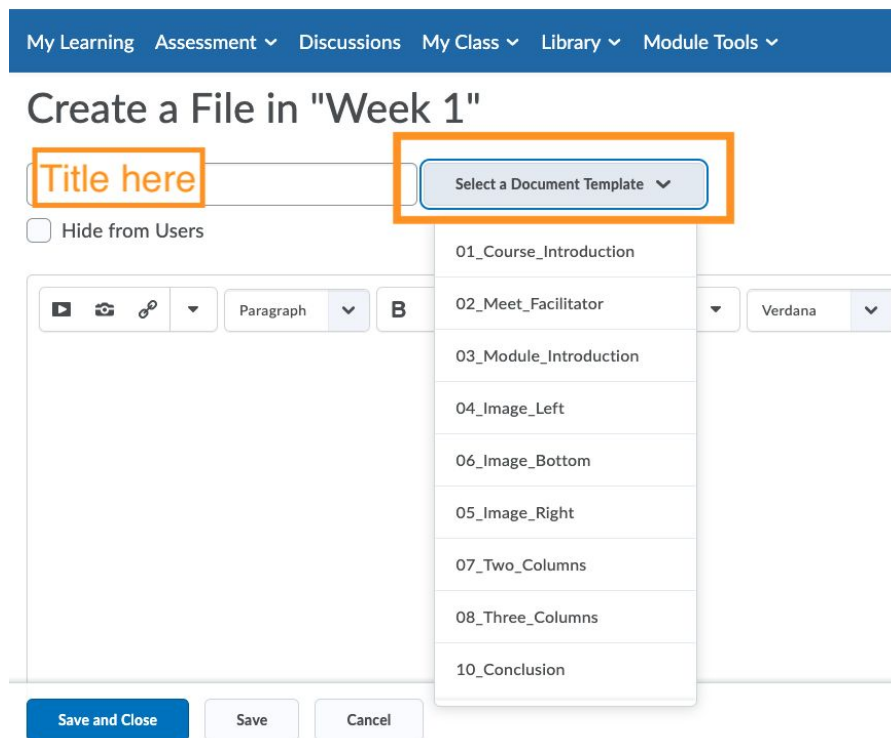
Choose **Create File**



The screenshot shows the 'Module Tools' dropdown menu open. The 'Create a File' option is highlighted with an orange box. Other options in the menu include 'Upload Files', 'Video or Audio', 'Create a Link', 'Add from Manage Files', and 'New SCORM/xAPI Object'. The background shows a user interface with a navigation bar, a user profile for 'Eoin McEvoy', and a 'Module Tools' dropdown. Below the menu, there are buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A dashed box contains the text 'Drag and drop files here to create and update topics', and a button below it says 'Add a sub-unit...'.

Step 3

Within your newly created file, enter a **Title** for this piece of content and then click on **Select a Document Template**:

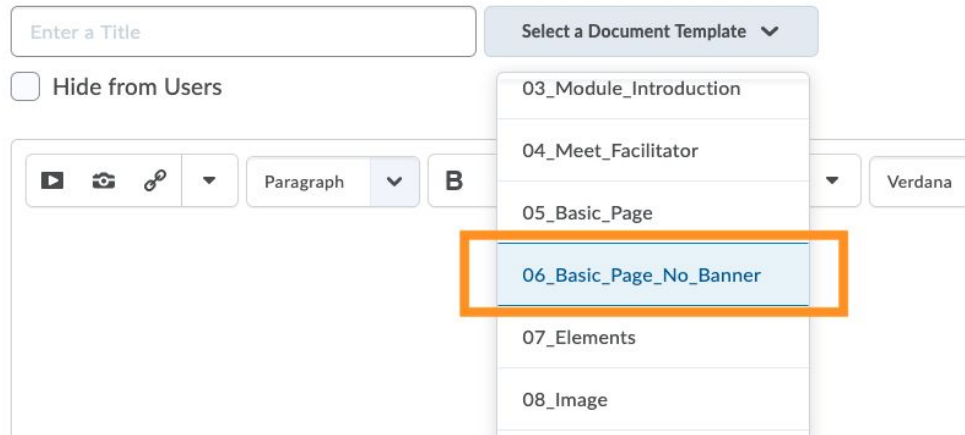


The screenshot shows the 'Create a File in "Week 1"' form. The 'Title here' text box and the 'Select a Document Template' dropdown menu are highlighted with orange boxes. The dropdown menu is open, showing a list of templates: '01_Course_Introduction', '02_Meet_Facilitator', '03_Module_Introduction', '04_Image_Left', '06_Image_Bottom', '05_Image_Right', '07_Two_Columns', '08_Three_Columns', and '10_Conclusion'. The form also includes a 'Hide from Users' checkbox, a rich text editor with a toolbar (video, image, link, paragraph, bold), and a font dropdown set to 'Verdana'. At the bottom, there are buttons for 'Save and Close', 'Save', and 'Cancel'.

Step 4

Choose the appropriate template from the dropdown menu. Here, we **choose the Basic Page, No Banner**:

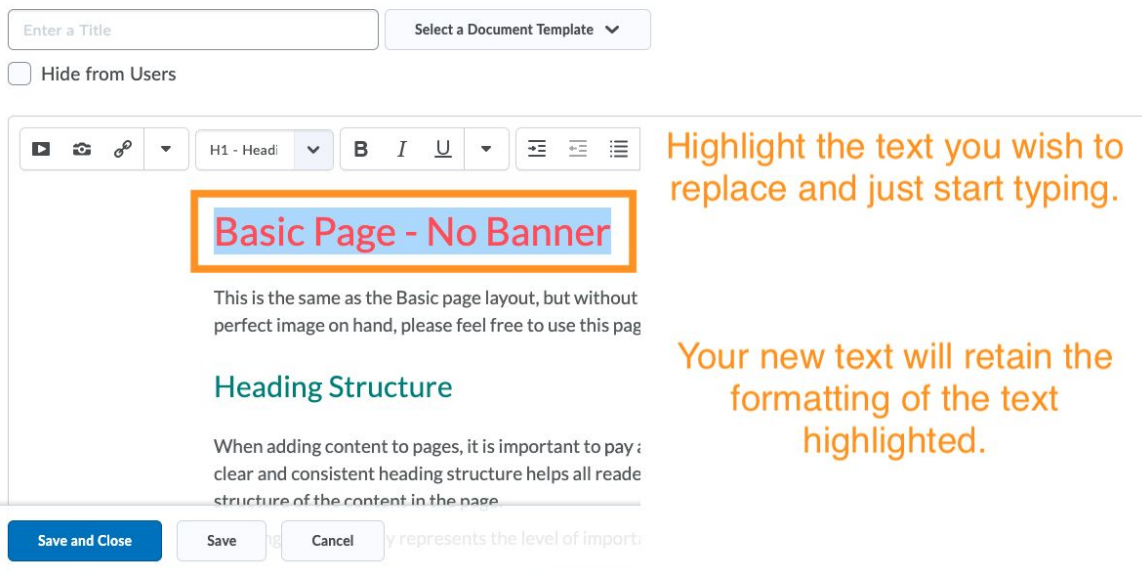
Create a File in "Week 1"



Step 5

A preformatted basic page appears full of text. To edit any section of text, simply **highlight the text and type over it**. The new text will take on the formatting of the existing text.

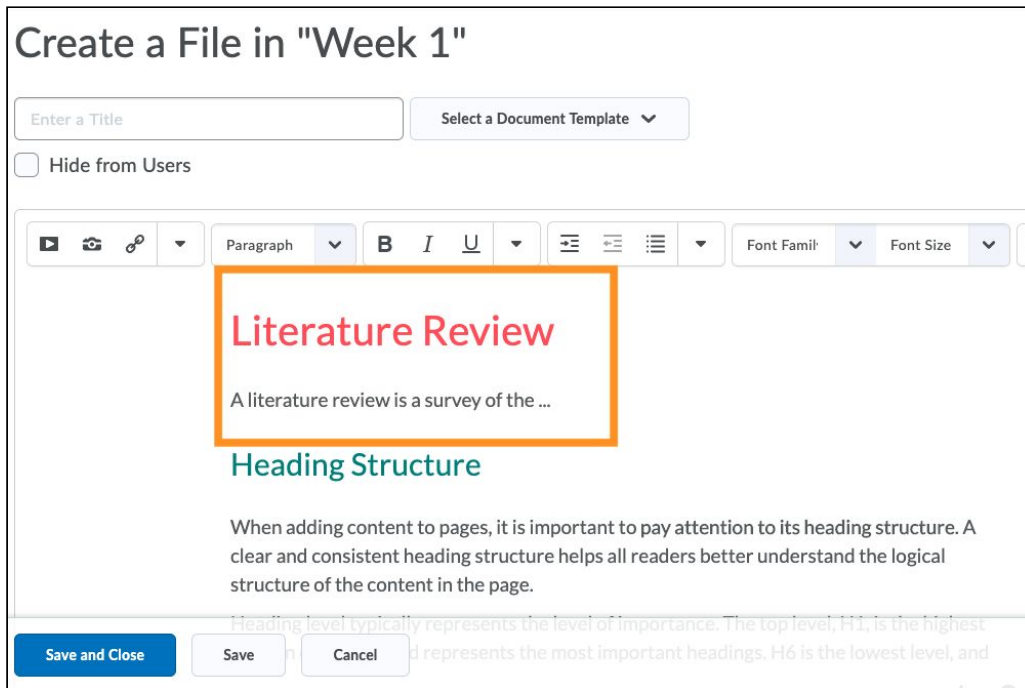
Create a File in "Week 1"



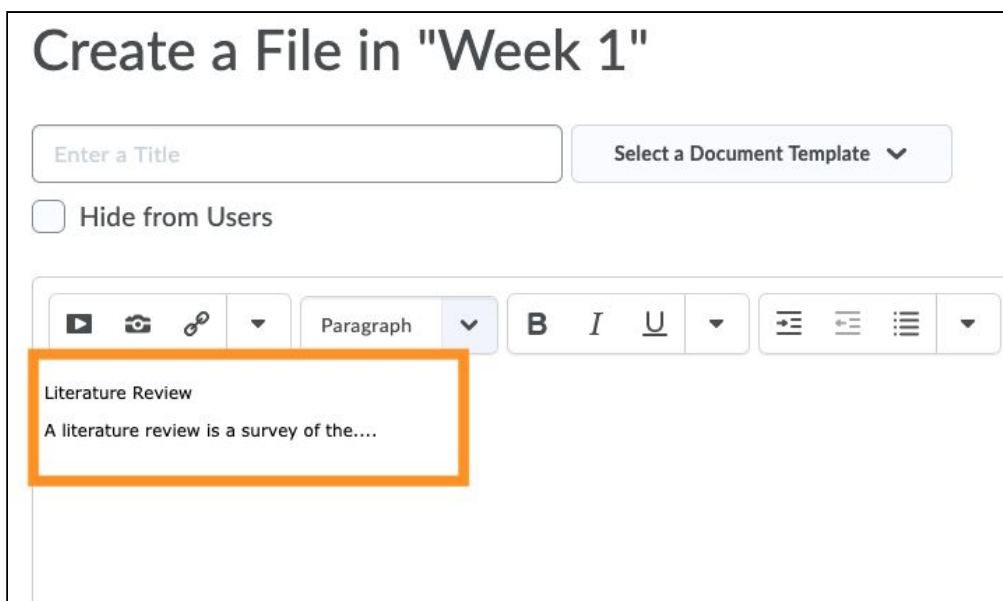
Show me what it looks like!

Compare the two screenshots, A and B, below. A shows a file with a template applied. This provides a clearer heading structure, proper margins and a more professional look than if no template was applied, as shown in B.

(A) Template applied:

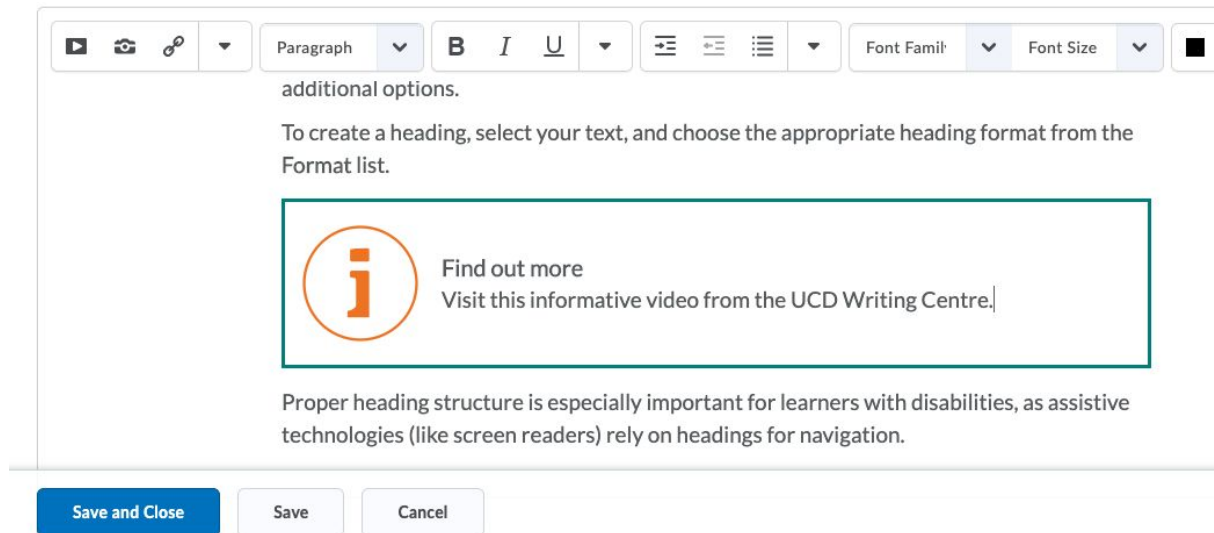


(B) No template applied:



Using the Callout Box & Linking

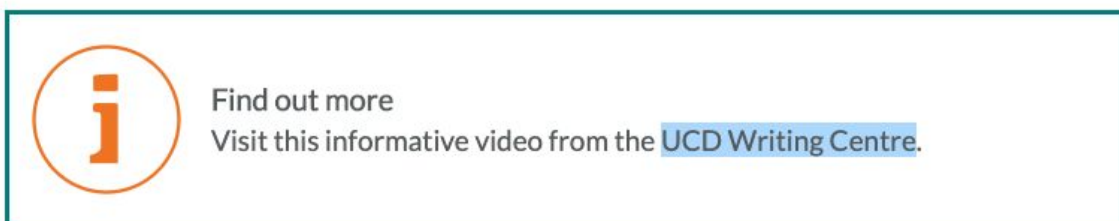
The basic template also provides us with this useful **callout box** which can be used to draw attention to a particularly important point or resource. To add your own text, simply highlight the existing text within the box and overwrite it. The callout box works especially well for drawing attention to important links.



The screenshot shows a rich text editor interface. At the top, there is a toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, and font size. Below the toolbar, the text reads: "additional options. To create a heading, select your text, and choose the appropriate heading format from the Format list." A callout box is highlighted with a green border. It contains an orange circular icon with a lowercase 'j' and the text: "Find out more Visit this informative video from the UCD Writing Centre." Below the callout box, the text reads: "Proper heading structure is especially important for learners with disabilities, as assistive technologies (like screen readers) rely on headings for navigation." At the bottom, there are three buttons: "Save and Close" (blue), "Save", and "Cancel".

Step 1

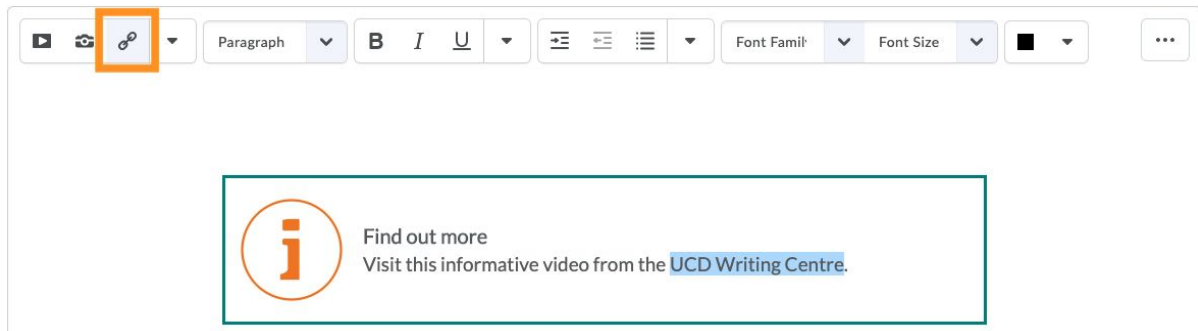
Links can be added by highlighting the text you wish to turn into a link:



The screenshot shows the same callout box as in the previous image. The text "UCD Writing Centre" is highlighted in blue, indicating it is selected for linking. The rest of the callout box content remains the same: "Find out more Visit this informative video from the UCD Writing Centre."

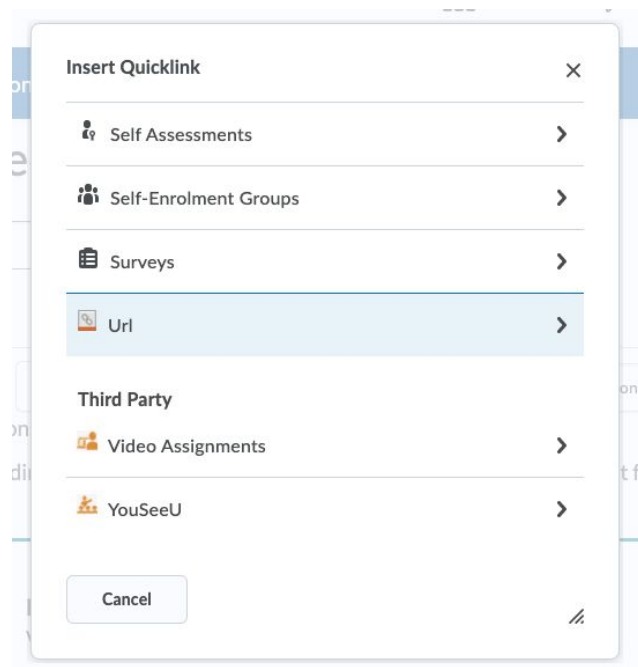
Step 2

Once the text is highlighted, click on the **link symbol** in the editing bar to insert a “Quicklink”:



Step 3

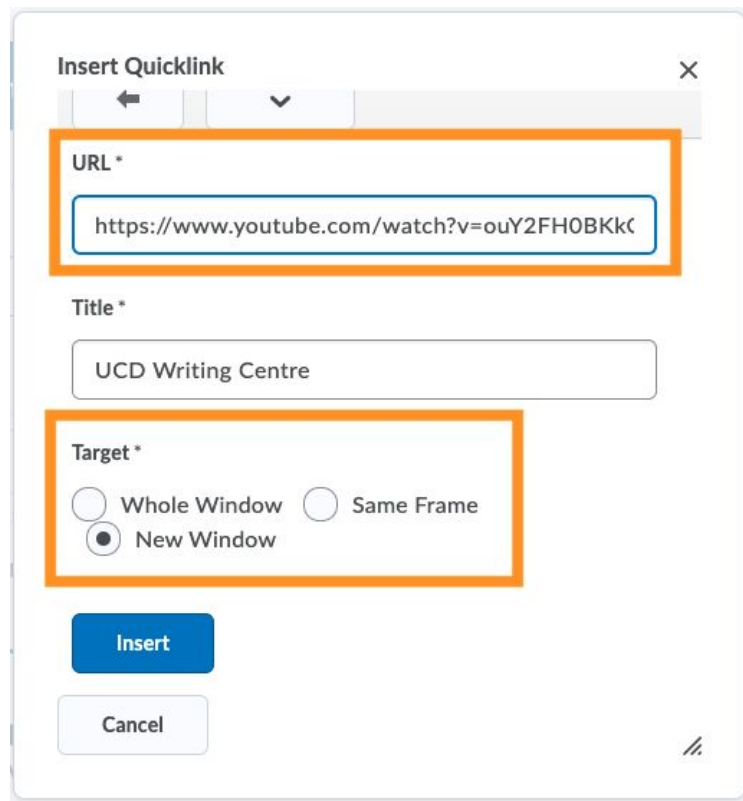
Click on **URL** to link to an external resource:



Step 4

Insert the URL for your resource. This can be found at the top of the web page the resource is held on - the below example is that of a YouTube video.

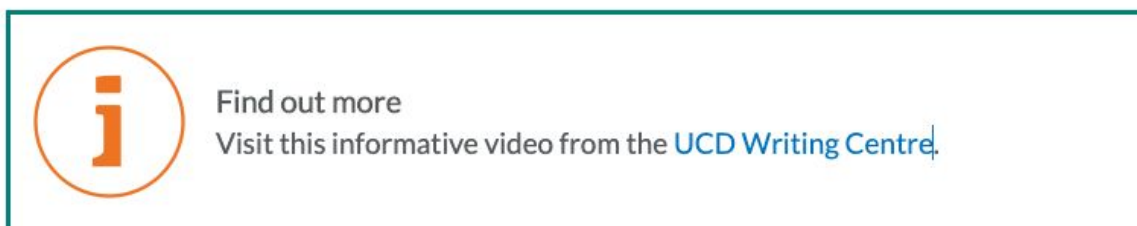
Make sure **New Window** is checked. To finish, click on **Insert**.



The screenshot shows a dialog box titled "Insert Quicklink". It has a search bar at the top. Below it, there are three main sections: "URL*", "Title*", and "Target*". The "URL*" field contains the text "https://www.youtube.com/watch?v=ouY2FH0BKkC". The "Title*" field contains "UCD Writing Centre". The "Target*" section has three radio buttons: "Whole Window", "Same Frame", and "New Window". The "New Window" radio button is selected. At the bottom of the dialog, there are two buttons: "Insert" (in blue) and "Cancel" (in grey). There is also a small icon in the bottom right corner.

Show me what it looks like!

The callout box now contains a clickable link which will open a new tab on the student's device, displaying a video from the UCD Writing Centre on literature reviews:



The callout box features a teal border. On the left is a circular orange icon with a white lowercase letter 'i'. To the right of the icon, the text reads "Find out more" followed by "Visit this informative video from the [UCD Writing Centre](#)".

Now compare the two hyperlinks below, both of which lead to the same video resource:

(A) the link <https://www.youtube.com/watch?v=ouY2FH0BKkQ> is ugly and unhelpful

(B) the link [Literature Reviews: A Video from the UCD Writing Centre](#) is neat and helpful, flagging the nature of the resource the student is about to visit.

Similarly to using Templates, setting up your links as shown in Example B improves the clarity of your teaching materials.