

UCD College of Arts and Humanities
Extending Brightspace

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Using the **Elements** Template



Once you've mastered the **Basic** template, move on to the **Elements** template. This template contains a variety of useful elements (lists, callouts, tables) which will allow you to lay out your online module materials in a clearer, more aesthetic way.

Correctly utilised elements can help to mark especially important information for students, draw attention to certain points and encourage the comparison of two sets of data.

How do I get started?

Step 1

To access the Elements Template:

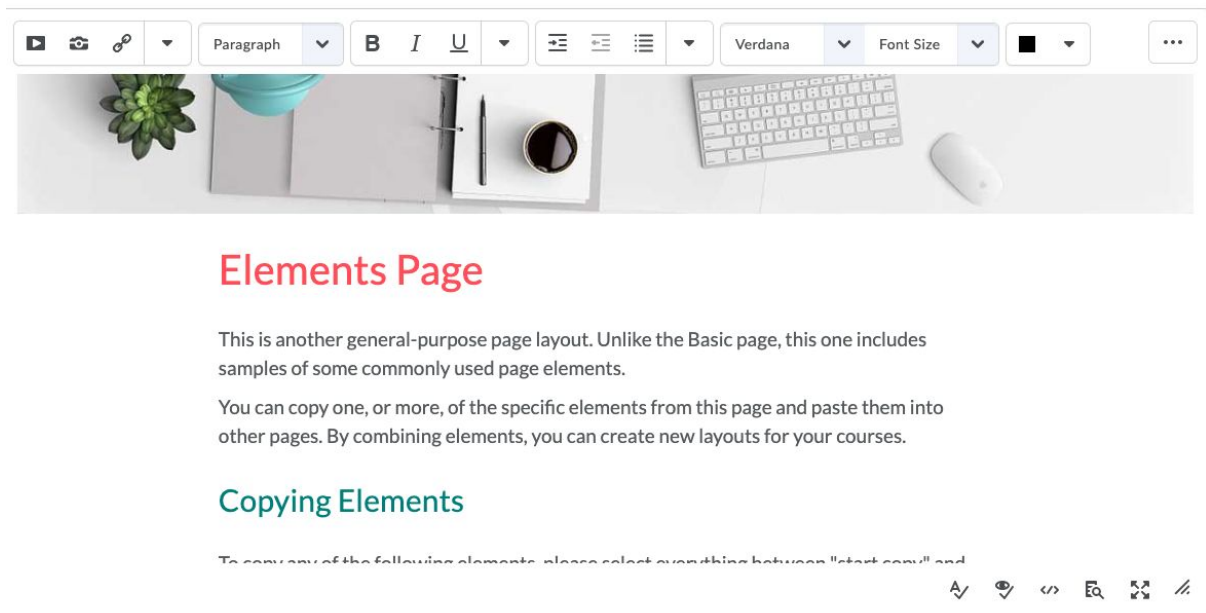
- create a Unit or navigate to an existing Unit under My Learning
- within the unit, click on **Upload/Create**
- click on **Create File**
- enter a file title and then click on **Select a Document Template**
- choose **07_Elements**

Create a File in "Unit 1"

The screenshot displays a user interface for creating a new file. At the top left, there is a text input field labeled "Enter a Title". To its right is a dropdown menu labeled "Select a Document Template" with a downward arrow. Below the title field is a checkbox labeled "Hide from Users". The main content area features a rich text editor toolbar with icons for video, image, link, and a dropdown menu. The dropdown menu is currently open, showing a list of document templates: "05_Basic_Page", "06_Basic_Page_No_Banner", "07_Elements" (which is highlighted in blue), "08_Image", "09_Video_Lecture", "10_Conclusion", and "11_Blank_page". To the right of the toolbar, there is a "Paragraph" dropdown menu and a bold "B" button. At the bottom of the interface, there are three buttons: "Save and Close" (in a blue box), "Save", and "Cancel".

Step 2

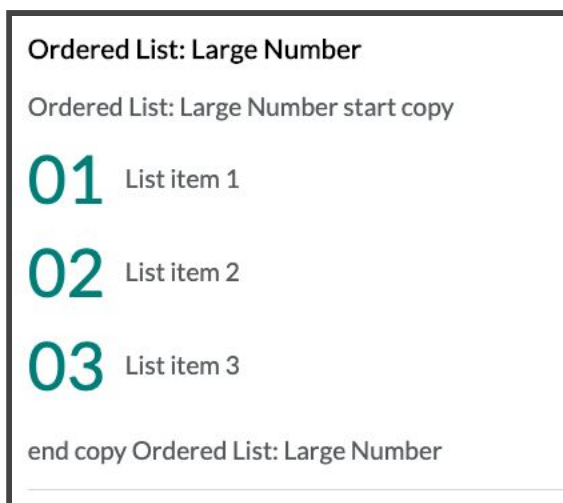
The template is applied. This template comes with an image at the top, headings, subheadings and body text as well as the useful elements which we will deal with in a moment. Just as with the Basic Template, simply **highlight and overwrite or delete** anything you want changed.



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline), alignment, and font settings (font family: Verdana, font size). Below the toolbar is a header image of a desk with a keyboard, mouse, and a small plant. The main content area features a red heading "Elements Page", followed by two paragraphs of text. The first paragraph states: "This is another general-purpose page layout. Unlike the Basic page, this one includes samples of some commonly used page elements." The second paragraph states: "You can copy one, or more, of the specific elements from this page and paste them into other pages. By combining elements, you can create new layouts for your courses." Below this is a green heading "Copying Elements" and a line of text that is partially obscured: "To copy any of the following elements, please select everything between 'start copy' and". At the bottom right of the editor, there are icons for undo, redo, and other editing functions.

Step 3: Edit your elements

Element A: Lists



The screenshot shows a rich text editor interface with a black border. It displays an ordered list with three items. The list is titled "Ordered List: Large Number" and starts with "Ordered List: Large Number start copy". The list items are numbered 01, 02, and 03, each followed by "List item 1", "List item 2", and "List item 3" respectively. The list ends with "end copy Ordered List: Large Number".

The **ordered list** can be used to display e.g. the learning outcomes or upcoming topics in a unit.

If each listed item is also turned into a link which leads to a particular resource, the list becomes a **navigation hub** for the unit. Students can now use this list to get an overview of the unit and then to visit individual items in the unit, while always having this 'unit homepage' open.

Check List

Check List start copy

- ✓ List item 1
- ✓ List item 2
- ✓ List item 3

end copy Check List

The **unordered list** is similar to the ordered list but does not suggest a hierarchy of importance in the same way an ordered list does.

It can be used to provide a **checklist** to remind students to consider certain things before undertaking an activity: e.g. reviewing the plagiarism policy, checking their source list is accurate, visiting the Writing Centre for advice before submitting an essay

Element B: Blockquote, Jumbotron & Callout

All of these offer ways to highlight sections of information.

Blockquote

Blockquote start copy

“The blockquote element represents a section that is quoted from another source.”

- source title

Jumbotron

Jumbotron start copy

This is a jumbotron. It can be used to call out important content that needs to stand apart from main body text on a page.