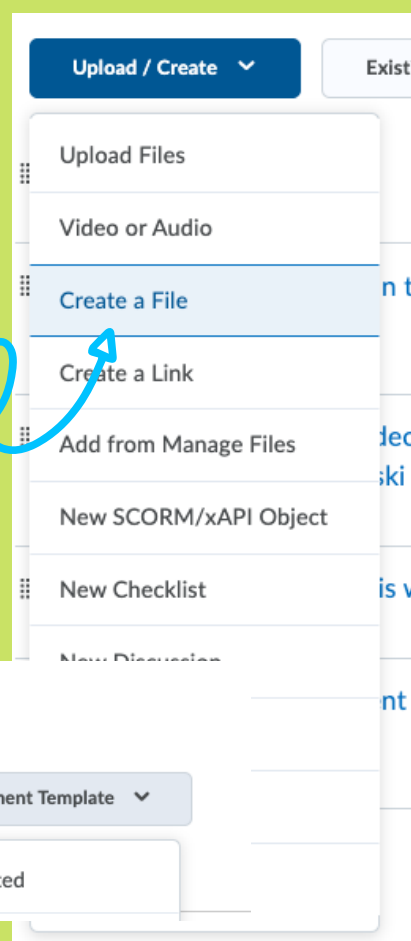


WHAT IS "CREATE A FILE" AND "A DOCUMENT TEMPLATE"



WHAT CAN I USE IT FOR?



Accessible Content

Use of "files" and "templates" will allow you to ensure consistency in design and navigation and full accessibility in all devices

Boosting Engagement

"Created Files" will hold multimedia, images with clear instructions, nicely formatted and can boost student engagement with your content



Supplementing Module Content

"Files" and "templates" can be of use in online, blended and face-to-face modules as they supplement and guide students in their learning paths.

HOW DIFFICULT IS IT?



EASY

- Bring consistency to the way your learning material is presented online
- Swap your classroom "handouts" for accessible Brightspace "files"
- Give extra instructions to students



INTERMEDIATE

- Record your own "video notes"
- Use "document templates" for videos



ADVANCED

- Use multiple links to content
- Linking Units and subunits within the module

Resources

- How to use "Basic Page template" [↗](#)
- Using "Elements" template [↗](#)
- Using videos in "files" [↗](#)
- Linking as a way to engage students [↗](#)