

Daylight HTML Templates Guide (v2.0)

D2L Learning and Creative Services

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Introduction

This document is intended to be a work aid for course instructors using the Daylight HTML Templates (version 2.0) to create HTML content topics. These templates were designed to help non-developers create clean yet professional content pages using Brightspace HTML Editor.

To the extent possible under law, D2L has waived all copyright and related or neighboring rights to the available templates. You can use these files in a single course, or for the whole organization through **Shared Files**, depending on your permissions.

Get Started

Step 1. Deploy a Template Package to your Learning Environment

To add a template package to your Brightspace:

1. Save the template package (Daylight\_HTML\_Template\_v2.zip) to your PC.
2. Login to your Brightspace environment and do one of the following:

* To share the templates across the organization, navigate to **Shared Files**.
* To use the templates in a specific course, navigate to **Manage Files** from within the course you would like to leverage the template in.

1. At the root level of the file tree, select **Upload**.
2. Select the template package zip file and click **Upload**.
3. Select the down arrow next to the zip file name and **Unzip** the file.

Step 2. Enable HTML Templates in Course Content

It’s good practice to set a folder where your course will draw its templates from. This saves time from browsing to the same folder repeatedly.

1. Go to the **Content** tool within the course where you would like to leverage the template in.
2. Click  Settings in the Content tool.
3. Select the Enable HTML Templates check box.
4. Click Change Path, then select the template folder that you have uploaded (Daylight\_HTML\_Template)
5. Click Select Path.
6. Click Save.

**Note**: For Lessons tool, you will need an administer to enable the HTML Templates and the template default folder in the Config Variable Browser, please check [Brightspace March 2018/10.7.11 Release Notes](https://community.brightspace.com/s/article/Brightspace-Platform-March-2018-10-7-11-Release-Notes) for details.

Step 3. Apply a HTML Template to a New Content Topic

### **Which Template Page to Use**

This template package comes with several purpose-built topic types, such as Course Introduction, Module Introduction, Meet Your Facilitator, Basic page, Elements page, Image Editing, Video Lecture, and Conclusion pages.

* The Course Introduction page features a full-screen image for visual impact, and a clean area for course description.
* The Module Introduction page features a prominent banner image across the top and a numbered list can be used to list a module’s learning objectives. This makes it ideal as the first page of a module in a course.
* The Meet Your Facilitator page can serve as a dedicated space to present facilitator’s expertise, experience and personality.
* The Basic page is a general-purpose layout.
* The Elements page includes samples of some commonly used page elements which you can copy to other pages.
* The Image editing page illustrates the different ways images can be used.
* The Video Lecture page is a great way to present video content, while accompanying it with supporting context, explanations and activities.
* The Conclusion makes an excellent page to conclude each module.

### **Create a New Content Topic**

All existing HTML files in the template folder are available as templates when you create new HTML documents.

1. In a module, click **Create a File** from the **Upload/Create** context button.
2. **Select a Document Template** from the drop-down list if you have a defined template directory, or click **Browse for a Template** if you do not have a defined template directory. You can search for templates located in other folders or on your computer.
3. Add content to your content file.

**Note**: Apply the template to an existing page will overwrite the content and you will lose your work. Click Cancel to discard the changes.

Working with Templates

You can use the HTML editor to make quick and easy changes without needing any prior knowledge of HTML/CSS. Enter your content and use the available controls to apply formatting to your text. Detailed instructions are included on each page.

## Copy Text

When writing content, it is a great practice to first write content in a document, such as Microsoft Word. It allows stakeholders to easily collaborate and track changes to content. It also allows you to spot spelling and grammar errors early on.

When pasting text from a Word document into the HTML editor, however, some of the document’s text styling will copy over. This will clash with the styles that are carefully crafted for this template. You can use **Ctrl+Shift+V** (**Cmd+Shift+V** on Mac) to paste copied text as unformatted text to HTML editor.

## Heading Structure

When adding content to pages, it is important to pay attention to its heading structure. Proper heading structure is especially important for learners with disabilities, as assistive technologies (like screen readers) rely on headings for navigation.

The HTML Editor provides format options for 6 heading levels, Paragraph style, and a few additional options. To create a heading, select your text, and choose the appropriate heading format from the **Format** list.

## Copy Elements

Some commonly used page elements are included on the Elements / Image page, such as:

* Ordered list with large number or checkmark icon
* Blockquote
* Jumbotron
* Callout box
* Table
* Two panels with equal height
* Image align left / right / full

You can copy one, or more, of the specific elements and paste them on other pages, then add your own content.

## Image Editing

Images can be added to any of your pages to create visual interest and help break up text-heavy courses.

**Inline image editing**: the HTML editor now (after February 2018/10.7.10 release) has advanced image editing features, including resizing, flipping, rotating, and adjusting brightness, sharpness and color.

The HTML editor also provides **Align Left**, **Align Right** and **Align Full** functions to place an image in particular location.

## Replace Image

Several of the template files come with image placeholders. To replace the image:

1. Select **Edit HTML** from the context drop-down beside the topic’s title.
2. Once you can edit the topic, select the image and delete it. Do not move your cursor.
3. Click the  **Insert Image** icon
4. Select the source for your image.
5. Click the **Choose Destination** button to save it to the folder you want.

## Replace Videos

The Video Lecture page includes an embeded YouTube video, which can scale in any browser or mobile devices.

To replace the video:

1. Select **Edit HTML** from the context drop-down beside the topic’s title.
2. Delete the video and leave the cursor in place. To do so,
   * click on the video and pause it
   * carefully click the area preceding (left of) the video within the colored video container
   * hit the Delete key
3. Click the  **Insert Stuff** icon
4. Do one of the following:
   * Select **YouTube**, search for your YouTube video; or
   * Select **Enter Embed Code**, paste in the YouTube video embed code
5. Click the **Insert** button

**Known issue**: it is difficult to replace the video in certain browsers. If you are comfortable with HTML code, it is easier to search and replace the iframe code in the HTML Source Editor.

More Help with the HTML Templates

If you need additional information on how the HTML Editor functions, check Brightspace Help: [**HTML Editor**](https://documentation.brightspace.com/EN/le/-/all/le_intro.htm).

## Accessibility Checker

To ensure your content is accessible to all learners, and conforms WCAG 2.0 standards, it is a good idea to run the [Brightspace Accessibility Checker](https://documentation.brightspace.com/EN/le/html_editor/instructor/use_accessibility_checker.htm?Highlight=accessibility%20checker) on each page you created.

## Modifying the Styles

For advanced users, you can modify the CSS file or HTML files to update the appearance, content or structure of your sample documents.

**Note**: we strongly recommend making edits in your offline text editor, such as Brackets, Sublime. Fully test everything works as intended before override the template directory.

## How to Delete Templates

If your template files are stored in your organization’s shared files area, we recommend you do not delete any of the template files.

If your template files are stored within your course’s file structure, you can delete them as you would with any other course files.

About D2L

D2L is the software leader that makes learning experiences better. The company’s cloud-based platform is easy to use, flexible, and smart. With Brightspace, organizations can personalize the experience for every learner to deliver real results. The company is a world leader in learning analytics: its platform predicts learner performance so that organizations can take action in real-time to keep learners on track. Brightspace is used by learners in higher education, K-12, and the enterprise sector, including the Fortune 1000. D2L has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.

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