

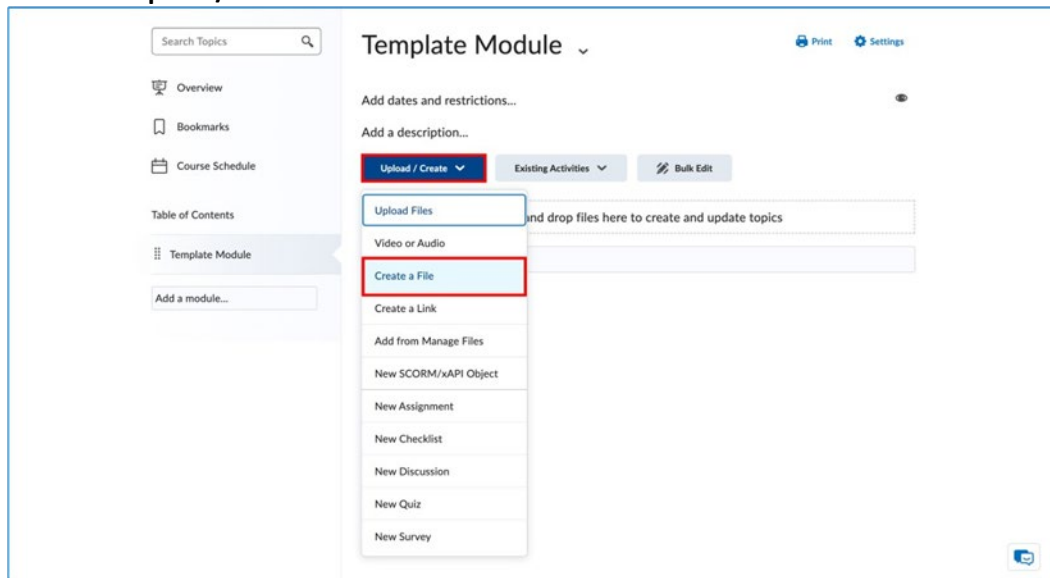


Using Templates

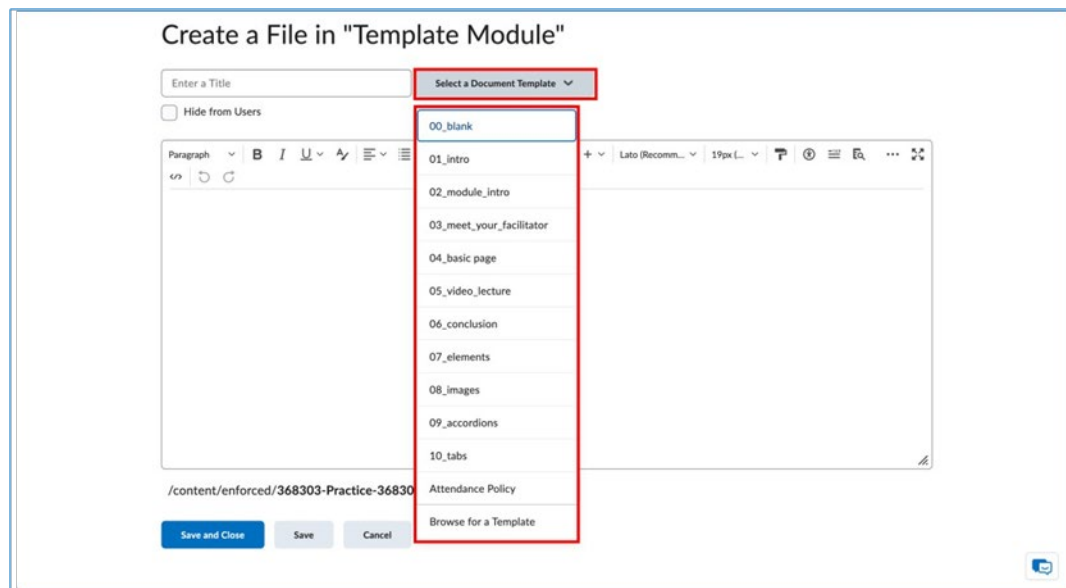
Brightspace provides customizable file templates to help you standardize and improve the look and feel of your course files.

To locate the available templates:

- Select the **Upload/Create** button within a module and select **Create a File**.

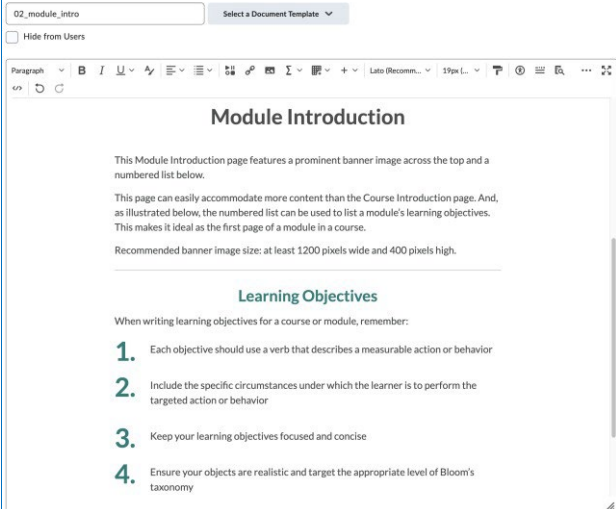


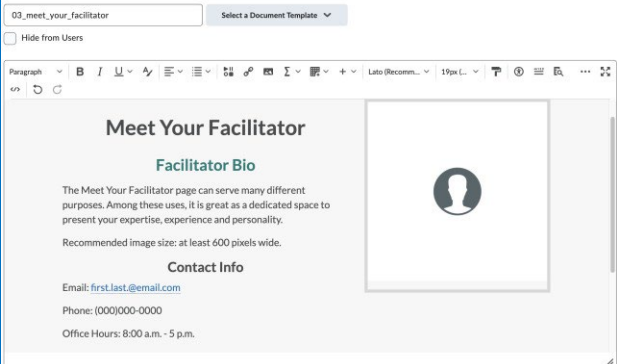
- Name your file and click on **Select Document Template** to choose a template from the drop-down menu.

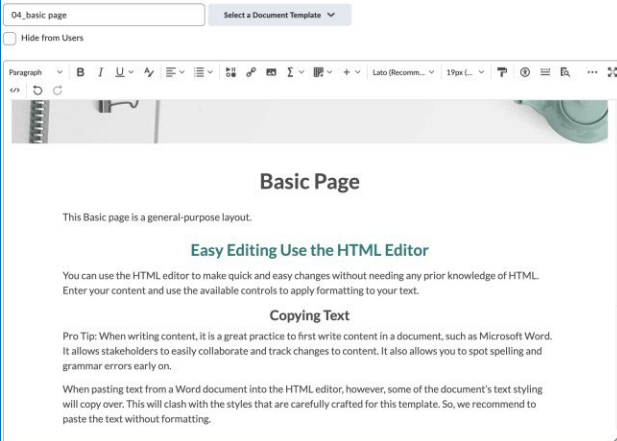


- To use these templates, replace placeholder images and texts with your own.
- A summary of the template types is displayed in the following table.

	Template	Description
00_blank	Create a File in "Template Module"	The blank template is a barebones template with a banner image, title and content placeholder.
01_intro	Create a File in "Template Module"	The intro template gives you a banner, course title text block and course description text block. This is a good option for an introduction page to your course.

02_module_intro	Create a File in "Template Module"  The module intro template includes a placeholder for learning objectives.	
-----------------	---	--

03_meet_your_facilitator	Create a File in "Template Module"  The meet your facilitator template is a profile page where you can display your image, your bio, your contact information and your office hours.	
--------------------------	---	--

04_basic page	Create a File in "Template Module"  The basic page template is a general-purpose layout with areas to add text.	
---------------	---	--

05_video_lecture	Create a File in "Template Module" 05_video_lecture Select a Document Template ☐ Hide from Users Paragraph B I U L A Paragraph Lato (Recomm... 19px L T B ... Video Lecture This Basic page is a general-purpose layout. The Video page layout includes an embedded YouTube video, which can scale in any browser or mobile device. Embedding videos in the page is a great way to present video content, while accompanying it with supporting context, explanations and activities. 	The video lecture template is another general-purpose layout which includes an embedded video frame which you can replace with a link to a video that will run within the frame.
06_conclusion	Create a File in "Template Module" 06_conclusion Select a Document Template ☐ Hide from Users Paragraph B I U L A Paragraph Lato (Recomm... 19px L T B ...  Conclusion Though this Conclusion page layout could be used for various purposes, it makes an excellent page to conclude each module. Using a consistent layout for conclusions will help signal to course participants that they have reached the end some portion of the course content. Next Steps	The conclusion template provides a space for summarizing your module.
07_elements	Create a File in "Template Module" 07_elements Select a Document Template ☐ Hide from Users Paragraph B I U L A Paragraph Lato (Recomm... 19px L T B ... Elements Page This page includes samples of some commonly used page elements. 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. Copying Elements To copy any of the following elements, please select everything between "start copy" and "end copy" for the specific element, then copy and paste into the HTML Editor. To copy Elements onto a different page please make sure the page is in 'Edit' mode. Ordered List: Large Ordered List: Large Number: start copy 1. List item 2. List item	The elements template contains a variety of items and layouts to which text can be copied and pasted and styled as lists, callout boxes, block quotes, as well as arranging text in a jumbotron block, or in panels.

08_images	Create a File in "Template Module" 08_images Select a Document Template ☐ Hide from Users Paragraph B I U A <
-----------	--