



NS ONLINE DAYLIGHT TEMPLATES  
CREATE GREAT LOOKING, RESPONSIVE, AND  
ACCESSIBLE CONTENT TOPIC PAGES USING  
DAYLIGHT TEMPLATE LAYOUTS

Office of Online Learning

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## The Benefits of Templates

Templates create a sense of consistency when experiencing the course. This helps students focus in on the content at hand. The Daylight Templates pre-loaded into D2L are designed to help non-developers create clean, functional, and professional content pages using the Brightspace HTML Editor. The templated pages are fully responsive and accessible. Instructors can create great looking, responsive (content adjusts to different devices), and accessible content topic pages using the page layouts. This tutorial shows how to apply HTML templates in your course.

## Which Template Page to Use

This Daylight templates come 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. To distinguish between the templates, they are numbered as follows:

- 02 - The Course Introduction page features a full-screen image for visual impact, and a clean area for course description.
- 03 - 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.
- 04 - The Meet Your Facilitator page can serve as a dedicated space to present facilitator's expertise, experience and personality.
- 05 - The Basic page is a general-purpose layout.
- 06 – This Basics page has no banner. This is the most commonly used template.
- 07 - The Elements page includes samples of some commonly used page elements which you can copy to other pages.
- 08 - The Image editing page illustrates the different ways images can be used.
- 09 - The Video Lecture page is a great way to present video content, while accompanying it with supporting context, explanations and activities.
- 10 - The Conclusion makes an excellent page to conclude each module.
- 11 – This is a blank page with a banner across the top. It is similar to page 05.
- 12 - This page is NSCC's Student Services and makes a good addition to a "Getting Started" module.
- 13 – This page contains Netiquette recommendations for students communicating online and also makes a good addition to a "Getting Started" module.

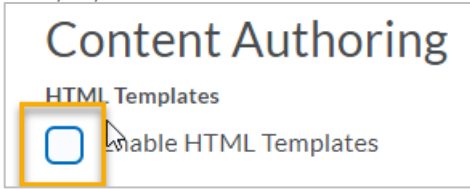
## Prepare Your Course Shell for Using Templates

In each course shell, a setting needs to be updated for templates to be accessed in the simplest way possible.

1. From any Content page, click "Settings" in the upper right corner.



2. Ensure the "Enable HTML Templates" box is unchecked. Yes, this is counterintuitive!



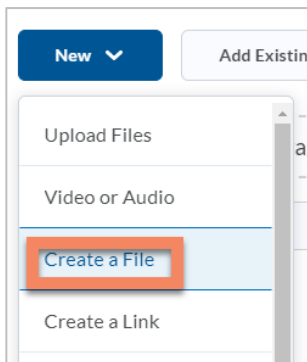
3. Click "Save."

Now you are ready to begin adding content using the Daylight Templates.

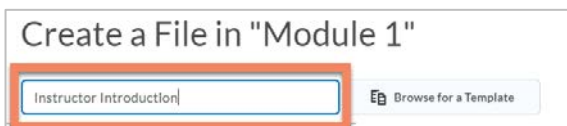
## Apply a Template to Content

To create a page using one of the Daylight templates, follow these instructions:

1. In a Module, click New and select Create a File.



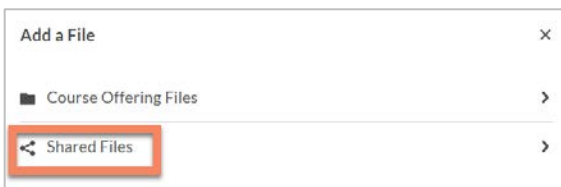
2. Enter a title.



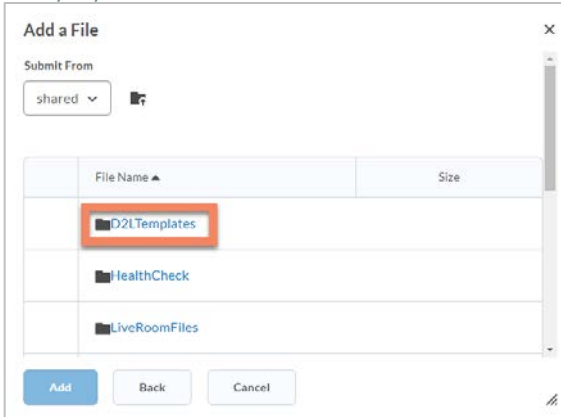
3. Click **Browse for a Template**. Note: Applying the template to an existing page will overwrite the content, and you will lose your work.



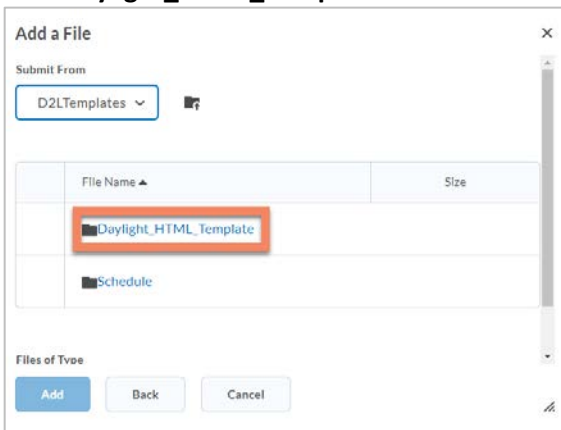
4. Click **Shared Files**.



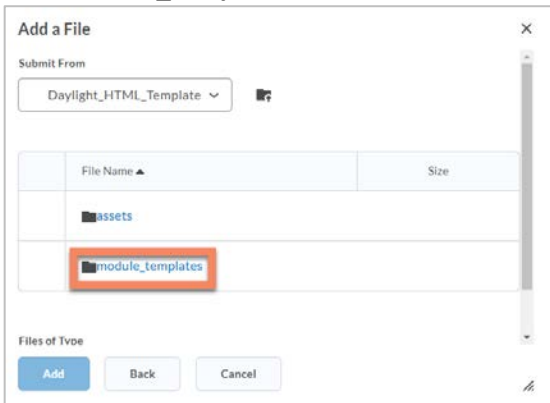
5. Click **D2L Templates**.



6. Click **Daylight\_HTML\_Template**.



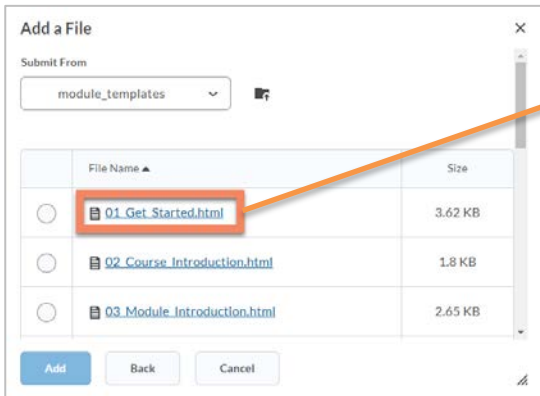
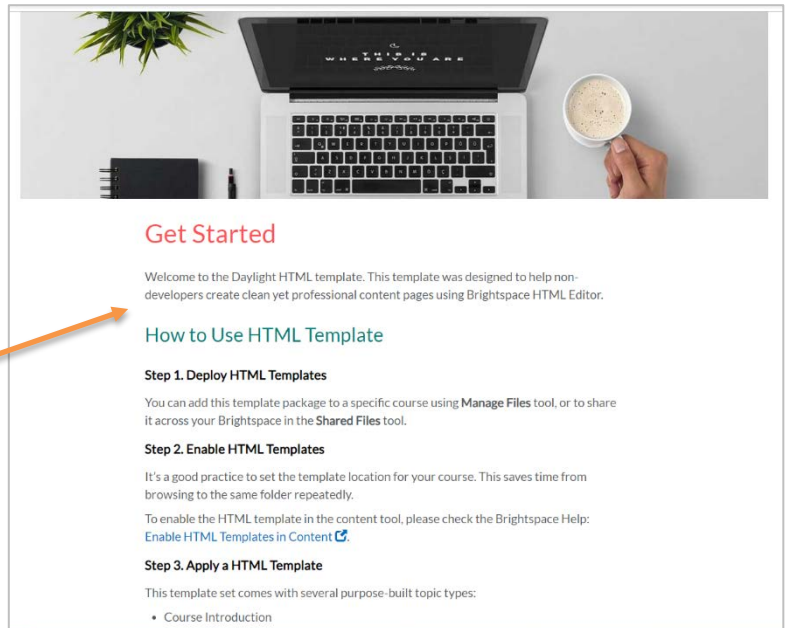
7. Click **module\_templates**.



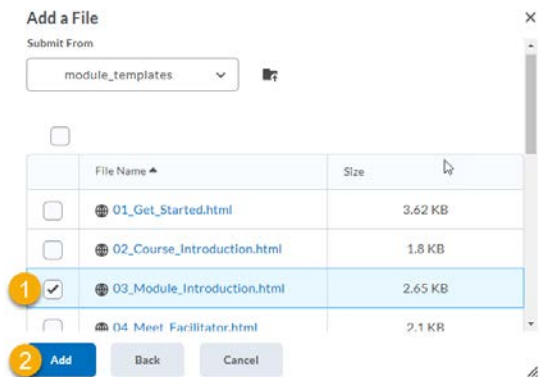
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You are now at the place where you can view and/or select a template for your content page.

- To view a sample template, click the link itself, and a sample template will open in a new tab. NOTE: some browsers will automatically download the template, and you will need to manually open it to view.



- To select the template to use for your page of content, (1) select the check box next to the template you want to use, then (2) click **Add**.



Your content window will fill with the selected template.

- Replace text and other content as you wish.
- When you are ready, select Save and Close.

## Tips for 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

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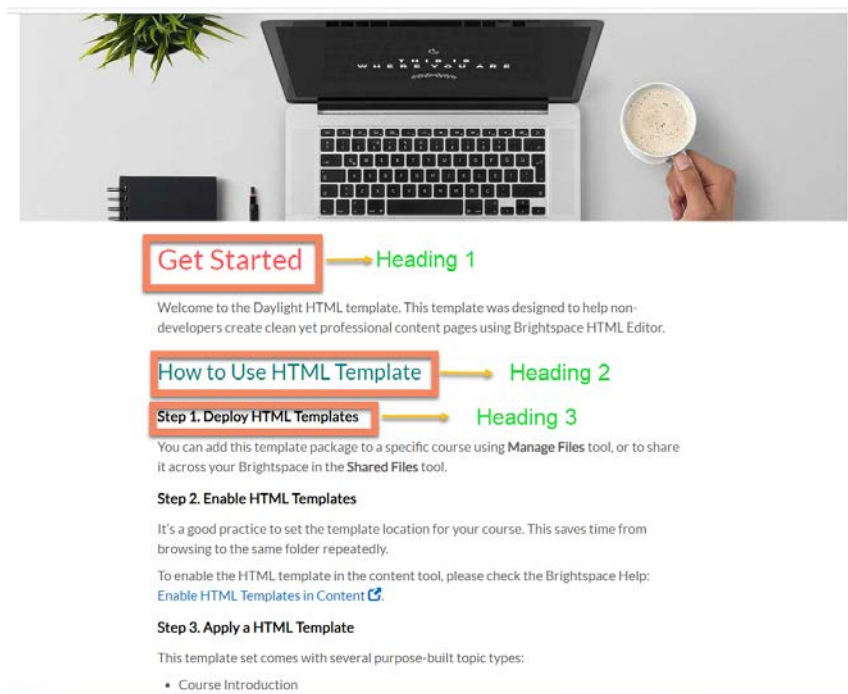
When writing content, it is a great practice to first write content in a document, such as Microsoft Word. It allows stakeholders to easily collaborate and track changes to content. It also allows you to spot spelling and grammar errors early on.

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 (H1, H2, H3, H4, H5, and H6), Paragraph style, and a few additional options. To create a heading, select your text, and choose the appropriate heading format from the **Format** list. Generally speaking, titles should be H1, subheadings should be H2, sub-subheadings should be H3, and so on. Here is a visual example:



## Copy Elements (Template 07)

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 (Template 08)


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 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 (Template 09)

The Video Lecture page includes an embedded 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





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**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.