

# D2L's Brightspace: Document Templates

## Quick Summary:

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(If you don't want to read this whole document.)

- Files/Web Pages that you create in D2L's Brightspace can be customized with various templates.
- Templates create a consistent formatting throughout your course.
- Templates help to organize text elements and make it easier for students to process information.
- Using the templates can save you time!
- To use a document template:
  - Navigate to a module in your Brightspace course.
  - Select the "Upload/Create" button and create a file.
  - Next to the file name, choose "Select a Document Template" and choose a template from the list.
  - Edit the template to meet your needs.

## Video Overview:

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This video shows how to create a Document Template and demonstrates what a module would look like when created using the templates. For sample images of all the templates and their best use cases, see "What types of document templates are available?" below.

[Document Template Overview](#)

## What are document templates?

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In Blackboard Learn, a basic block of instructor-created text is called an "item." In Brightspace, items have a few different names:

- **File:** When you create something new, you'll click "Create a File" from the "Upload/Create" button.
- **Web Page:** After a "File" is created, it's referred to as a "Web Page" inside of the module.
- **HTML File:** To edit a "File" in Brightspace, select "Edit HTML File" from the dropdown menu.
- **Document:** When you create a "File," you have the option to use a pre-designed, customizable template, called a "Document Template."

## Why would I use a document template?

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Document templates have many benefits:

- Consistent formatting, look, and feel throughout your course.
- Better organization of text elements.
- Easier for students to process text.
- Less manual labor for instructors.
- Some document templates can be used to create simple text interactions.
- **Bonus:** The sample text in the document templates includes helpful tips and links that will help you learn best practices for creating content in Brightspace!



# What types of document templates are available?

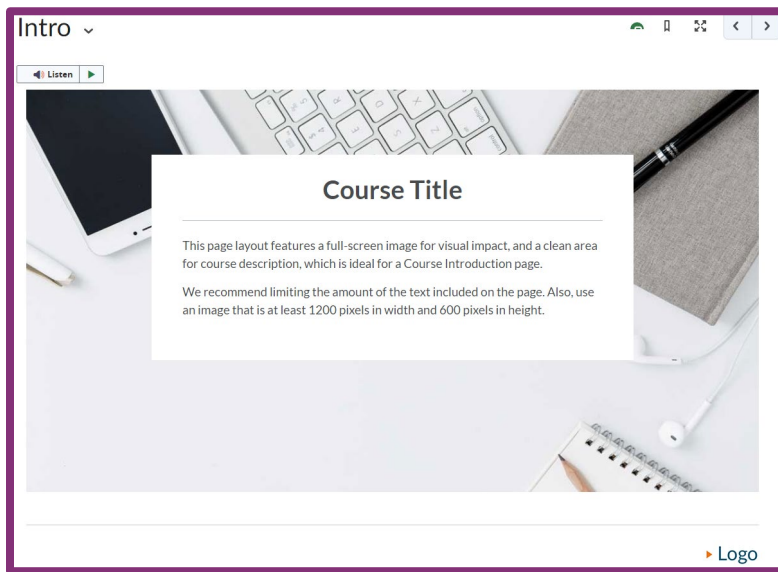
Brightspace has 11 different template types to make your course beautiful.

## Basic Structure

You can use document templates to create the major structural pieces of your course. If you are teaching multiple courses, this is an easy way to make them look the same with minimal effort.

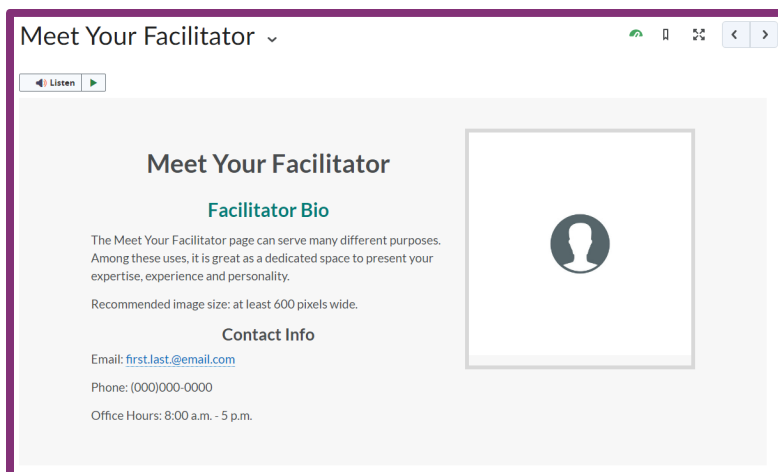
### Intro

The “Intro” template creates an introductory page for your course. Consider using it at the beginning of your “Start Here” module.



## Meet Your Instructor

This one is self-explanatory! Use this template to introduce yourself to your students and provide your contact information and office hours.




## Module Intro

Use this template to create an introduction page for each module of your course. It has a conveniently formatted section to provide learning objectives that you will address.

Module Intro

Listen



### Module Introduction

This Module Introduction page features a prominent banner image across the top and a numbered list below.

This page can easily accommodate more content than the Course Introduction page. And, as illustrated below, the 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.

Recommended banner image size: at least 1200 pixels wide and 400 pixels high.

### Learning Objectives

When writing learning objectives for a course or module, remember:

1. Each objective should use a verb that describes a measurable action or behavior
2. Include the specific circumstances under which the learner is to perform the targeted action or behavior
3. Keep your learning objectives focused and concise
4. Ensure your objects are realistic and target the appropriate level of Bloom's taxonomy

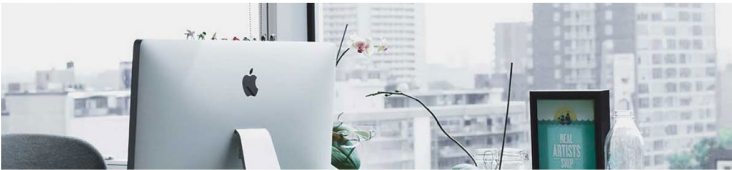
Logo

## Conclusion

Use the “Conclusion” template to wrap up a module and point students towards next steps.

Conclusion

Listen



### 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

To ensure your content is accessible to all learners, and conforms WCAG 2 standards, it is a good idea to run the [Brightspace Accessibility Checker](#) on each page you created. When in edit mode, select Check Accessibility. The checker pops up and indicates if the content is free of accessibility issues, or offers suggestions to fix any issues found.

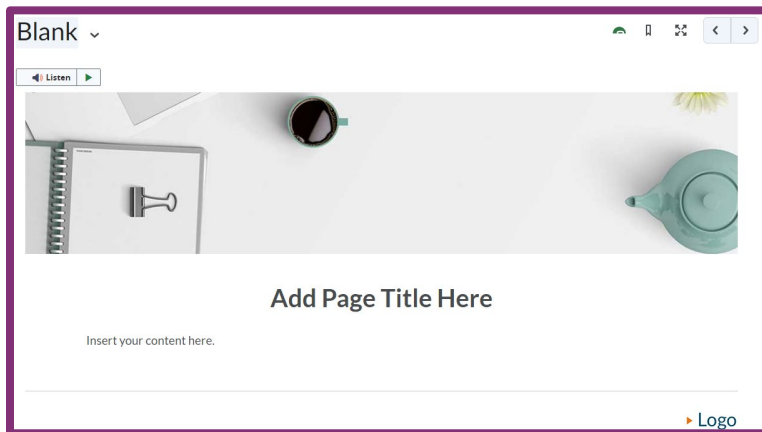
Hope you enjoy this template and thank you for using Brightspace!

## Course Content

The following modules can be used to create consistency as you flesh out your module content.

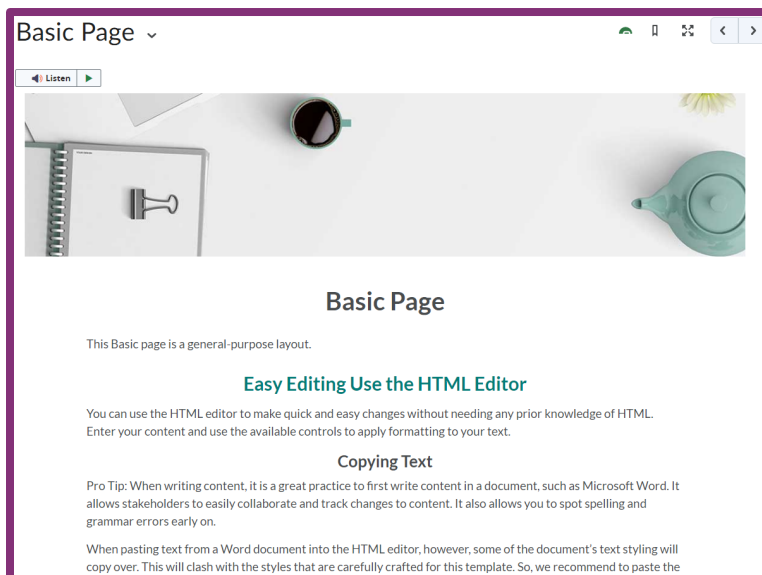
### Blank

This is the most flexible template- you can use it for anything!



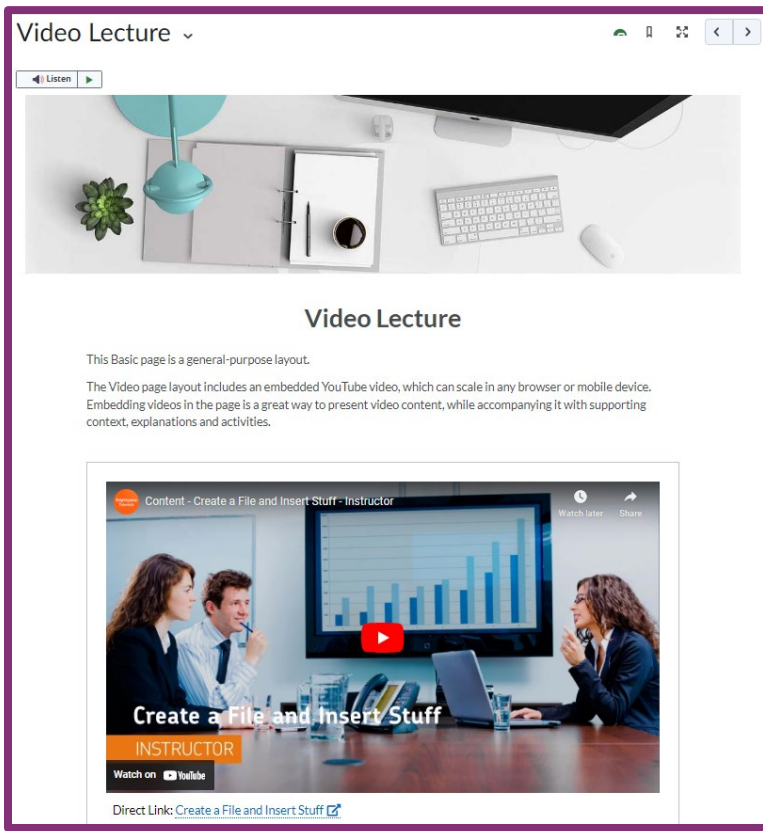
### Basic Page

This is similar to the “Blank” template, but with additional options for various heading levels. Using this type of structure helps to organize and “chunk” content for students, while also improving course accessibility.



## Video Lecture

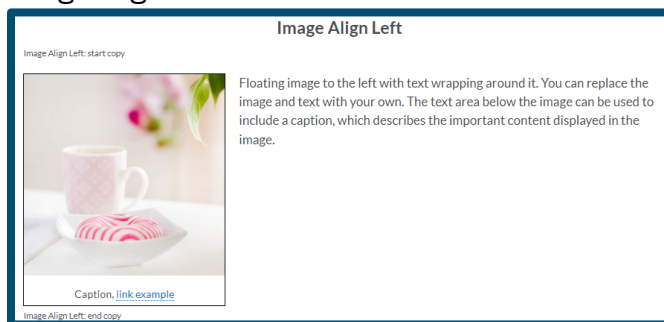
Use this template to post a video lecture, or any other type of video. Using a specific template for specific types of content can give your students a visual cue and help them know what to expect.



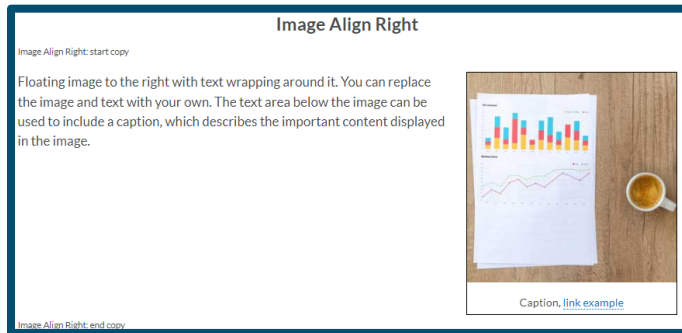
## Images

Adding images to your course is easy, but you can use this template to format them with minimal effort. Choose from several options, including side by side images and side by side image and text, and delete the options you don't need. Here is a list of options you will find in the "Images" template:

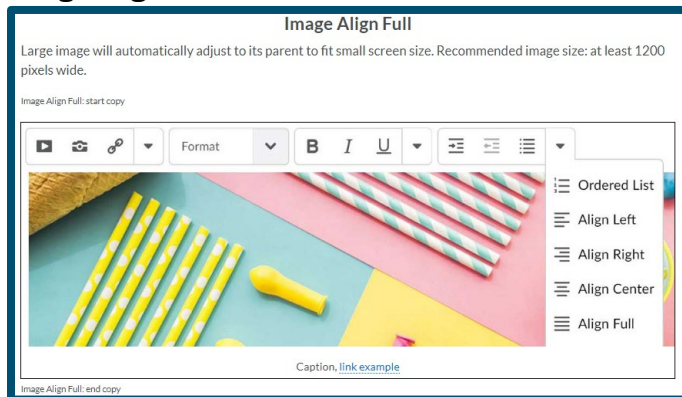
- Image Align Left



- Image Align Right



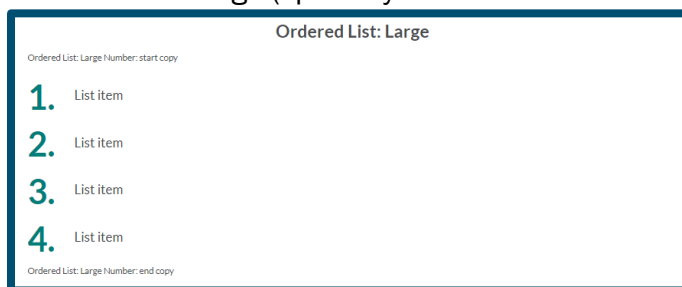
- Image Align Full



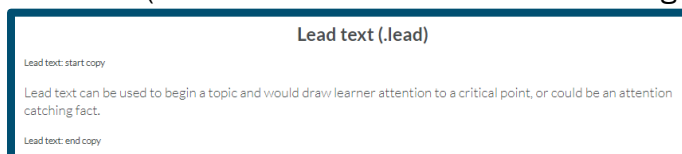
## Elements

There are so many options inside the “Elements” template! Like “Images,” you can choose from several layout options and delete the ones you don’t need. Here is a list of options you will find in the “Elements” template:

- Ordered List: Large (specially formatted numerical list so that the numbers stand out)



- Lead Text (draws learner’s attention to something important)



- Blockquote (Shows that text is a direct quote)

**Blockquote**

Blockquote: start copy

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

Blockquote footer text Citation: Source title

- Jumbotron (A colored callout box to draw attention to text)

**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.

- Standard Callout (A callout box with a border)

**Standard Callout**


Standard Callout: start copy

A callout box can be used to draw attention to important information on the page.

- Icon Callout (Same as Standard Callout, but with an icon to the left of the text)

**Icon Callout**

Icon Callout: start copy



Callout box can be used to present recurring information throughout the course, for example, assignments, case studies, research findings, laws or regulations, etc.

- Table (An accessibly formatted table template)

**Table**

Table: start copy

Table Head 1	Table Head 2
Row 1 Cell 1	Row 1 Cell 2
Row 2 Cell 1	Row 2 Cell 2
Row 3 Cell 1	Row 3 Cell 2

Sample Table Caption

- Two Column Panels (Ideal for showing information side by side)

**Two Column Panels**

Two Column Panels: start copy

**Panel 1**

Add panel content here.

**Panel 2**

Add panel content here.

Two Column Panels: end copy

## Interactive

Brightspace provides two templates that allow students to click on objects, making simple text in your course more engaging and interactive.

### Accordion

The “Accordion” template creates a heading that can be clicked to reveal additional information. Consider using this template for self-check review questions (students click on the question to reveal the answer), or to break up large blocks of text by category- this can help to keep your students focused in one place! Accordions come in groups of 1, 2, 3, 4, 5, or 6. A sample of the “Group of 3” is shown below with the first topic expanded:

**Accordion: Group of 3**

Accordion: start copy

▼ Accordion 1 of 3

Insert Accordion 1 of 3 content here.

> Accordion 2 of 3

> Accordion 3 of 3

Accordion: end copy

### Tabs

While the “Accordion” template opens text underneath a heading, the “Tabs” template creates a row of headings across the top that students can click to reveal content. You can create groups of 2, 3, or 4 tabs.

**Tabs: Group of 3**

Tabs: Horizontal: start copy

Horizontal Tab 1 of 3

Horizontal Tab 2 of 3

Horizontal Tab 3 of 3

Horizontal Tab 1 of 3 content

Tabs: Horizontal: end copy

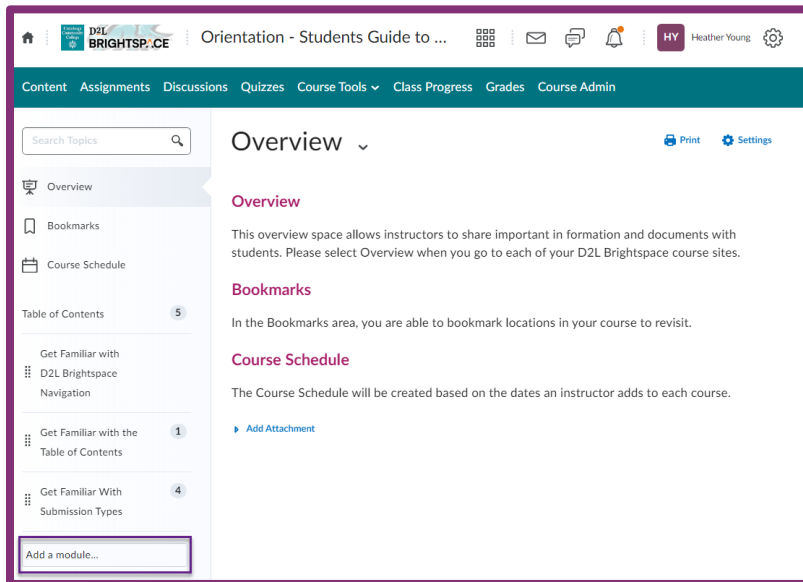


# How do I customize document templates?

Detailed instructions on how to customize each unique document template are included directly in the template, along with some helpful tips for best practices and accessibility. Below are the steps to customize a template in six easy steps.

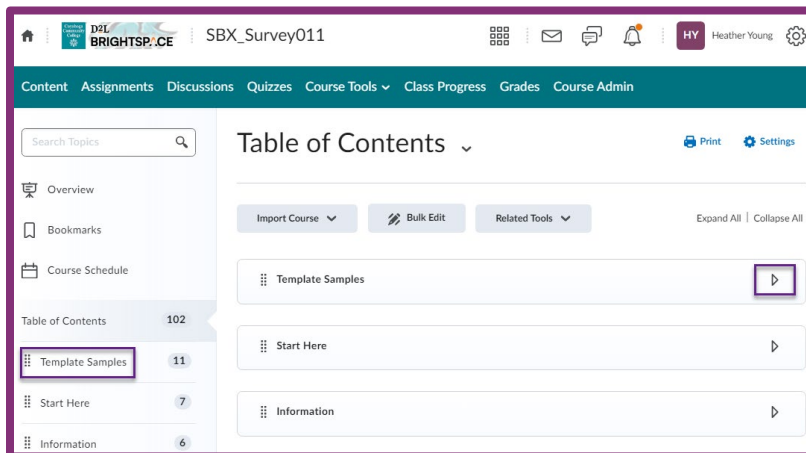
## Step 1: Make sure you have created a module where you want the document template file to live.

The “Create Module” button is located on the “Content” page at the bottom of the Table of Contents list.



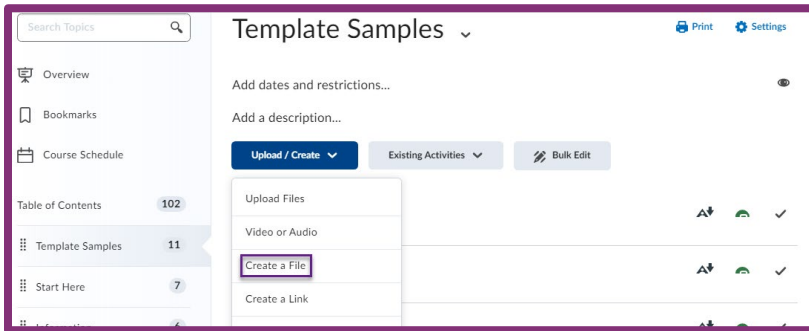
## Step 2: Open the module.

You can do this from the Table of Contents on the left, or by clicking the dropdown arrow to expand a module in the Table of Contents



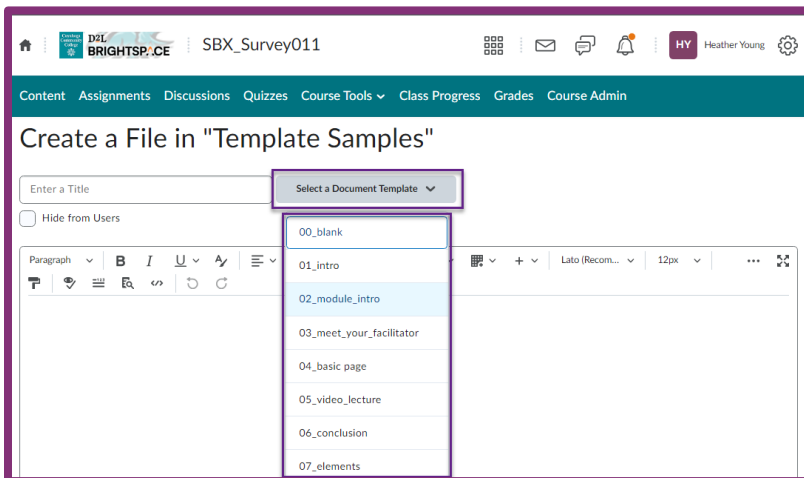
### Step 3: Create a file.

Select the “Upload/Create” button. Then select “Create a file.”



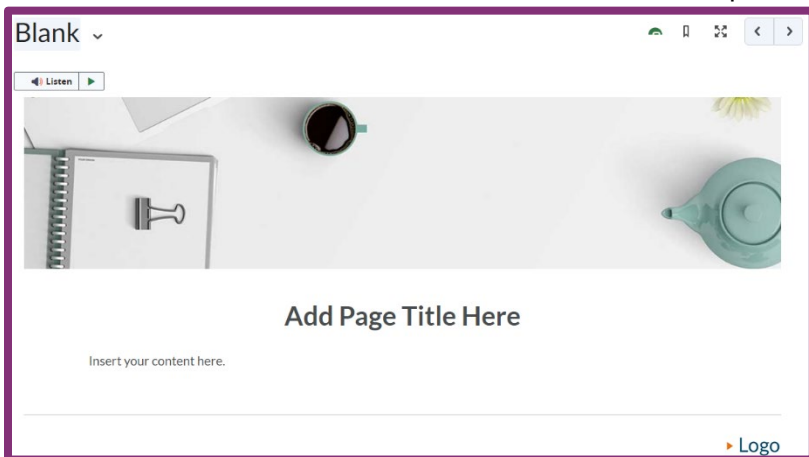
### Step 4: Choose your template.

Select the “Select a Document Template” button. Choose the template you want from the dropdown menu.



### Step 5: Edit the Document Template as needed.

Make sure to follow the directions included in the template!



### Step 6: Save your work.

You have two options:

- **Save:** Saves your work but allows you to keep working in edit mode.
- **Save and close:** Saves your work, closes edit mode, and displays the finalized version of the File.

