

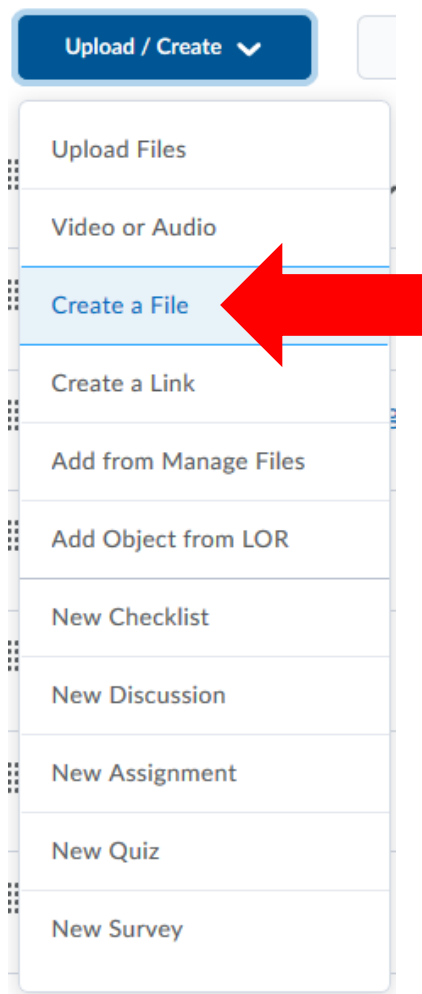
Using HTML Templates

This document explains how to create files within the **Content** tool in D2L Brightspace with the use of HTML Templates. Doing so allows you to create simple documents directly within D2L Brightspace that can be more visually appealing to students than just uploading a document.

- Within a module in the **Content** tool, click on the blue **Upload / Create** button.



- Choose the **Create a File** option from the dropdown menu that appears.




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- Enter a title for your new document in the **Enter a Title** textbox at the top of the page.

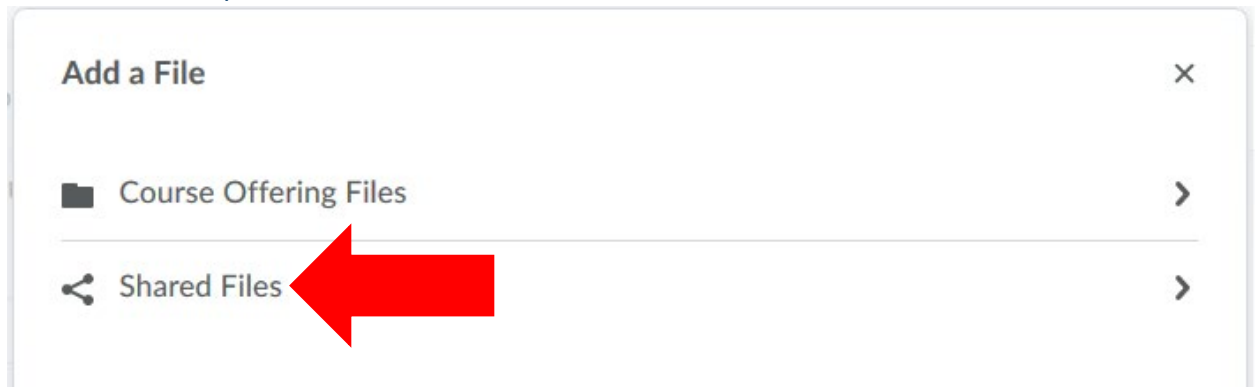
Enter a Title

- Click on the grey **Browse for a Template** button at the top of the page.

 Browse for a Template

- Click on the **Shared Files** option.

Note: These templates are shared within all course sites.



- Click on one of the **Create a File Templates** folders.

 [Create a File Templates](#)

 [Create a File Templates 2](#)

 [Create a File Templates 3](#)

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- Select which template you would like to work from

Add a File

Submit From

Create a File Templates 3

| | File Name ▲ | Size |
|----------------------------------|------------------------------|-----------|
| | images | |
| | stylesheets | |
| <input type="radio"/> | All-Elements.html | 7.37 KB |
| <input type="radio"/> | Blank.html | 719 Bytes |
| <input type="radio"/> | Book-info.html | 2.9 KB |
| <input checked="" type="radio"/> | Instructor-Bio.html | 2.05 KB |
| <input type="radio"/> | Module-Introduction.html | 2.65 KB |
| <input type="radio"/> | Technology Requirements.html | 3.35 KB |

Add Back Cancel

Using HTML Templates

V1.0 – 6/14/19

For further assistance: [Create a JIRA ticket](#)

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- Once you have selected a template, click the blue **Add** button.



- Now edit the contents of the template to fit your needs within the textbox. If you don't like the template you have chosen, browsing again for a different template will overwrite all the content within the textbox with a different template that you choose.

Name of the File

Paragraph **B** *I* U [List Icons] Font Family Size [Color Picker] [Grid Icon] [More Icon]

Name of Person
Email: email@email.com
Phone: (555) 867-5309
Zoom: <https://zoom.us/{yourroom}>

This is a description for yourself. I am your instructor and I'm super excited to get yo know you all! I've been teaching here for X years. When I'm not teaching I love hanging out with my family and my pets. (etc.)

Office Hours

- Once you have added your content, click the blue **Publish** button if you are ready to implement it in the course site or click the grey **Save as Draft** button if you want to save your work for later.

