

DC Connect Template Guide

Table of contents

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Introduction

The DC Connect Template Style Guide was created to provide guidance to course developers and facilitators in the creation of HTML content topics. These templates are designed to help non-developers create clean yet professional content pages using the DC Connect HTML Editor.

Getting Started

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.

If you have an idea for a new template page please let the CAFÉ know about it. Email us at Cafe@DurhamCollege.ca

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 the “New”  blue button, then select “**Create a File**”.
2. Click “**Select a Document Template**”  and from the drop-down list select the template page that suits your needs.
3. Update and add new content.

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 Template Pages

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.

Headings

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 Images

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 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

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 Template

If you need additional information on how the HTML Editor functions, check Brightspace Help: [HTML Editor](#).

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](#) on each page you created.

Modifying 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.

Contact and Additional Information

Contact Us

Phone:

Email:

Titles and Headings

(define how they are capitalized and any other conventions to be used)

Recommendation: Keep all titles under 5 words so they are descriptive but brief.

Module:

Submodule:

Topic Pages:

Mid Content Headings:

Content Pages

(define how they are capitalized and any other conventions to be used)

Recommendation: Keep all titles under 5 words so they are descriptive but brief.

Module:

Submodule:

Images

Provide instructions:

- how to add / replace images
- resize images
- float right and left

Videos

Provide instructions

- how to add / replace

Module Sections and Pages

Welcome Section

Course Outline

Weekly Pages

Never use periods in acronyms unless the abbreviation is geographical or refers to a person. An abbreviation is a shortened or contracted form of a word or phrase, used to represent the full word (e.g. Doctor and Dr.)

Example: E.P. Taylor is well known at Durham College for his contribution to education. In addition, he is recognized in the horse-racing community where he was the long-time president of the Ontario Jockey Club (OJC). His legacy can also be found throughout much of the U.S.

In the first reference to any name or title to be abbreviated, always spell out the full name followed by the acronym in brackets. The acronym should be used in all subsequent references.

An acronym is a word formed from the initial letters or groups of letters or words in a set phrase or series of words (e.g. Student Academic Learning

Services (SALS)

Note: periods are not used in acronyms but should follow an abbreviation.

Example: Durham College (DC) shares its campus with the University of Ontario Institute of Technology (UOIT) in Oshawa, Ont. DC is home to more than 10,000 full-time post-secondary and apprenticeship students and more than 9,000 students attend UOIT.

