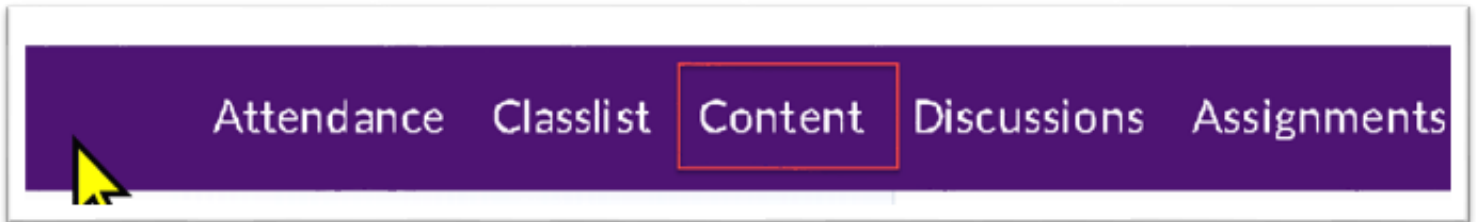




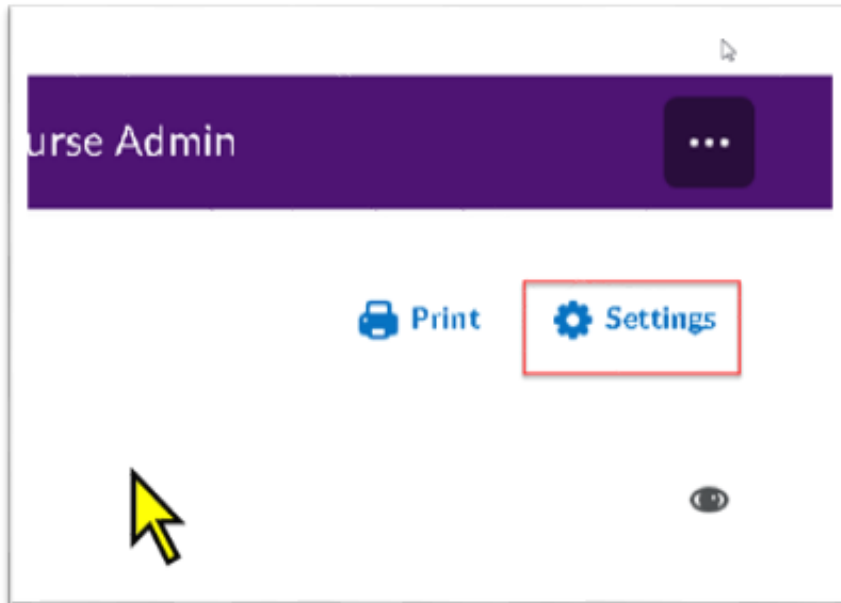
Using the Accessible D2L HTML Templates

Enabling the Templates

1. Log into D2L and navigate to a course shell created in Fall 2020, or later.
2. On the purple navigation bar, click on the “Content” link.

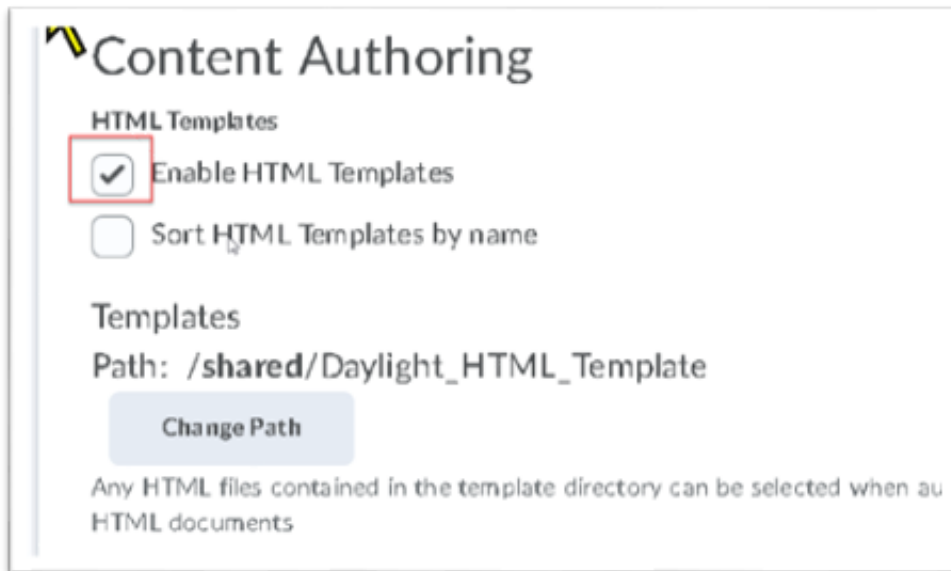


3. While in course content, click on the blue settings sprocket, near the top right.



4. In the pop-up window that appears, scroll to the “Content Authoring” section and check “Enable HTML Templates”.

Using the Accessible D2L HTML Templates

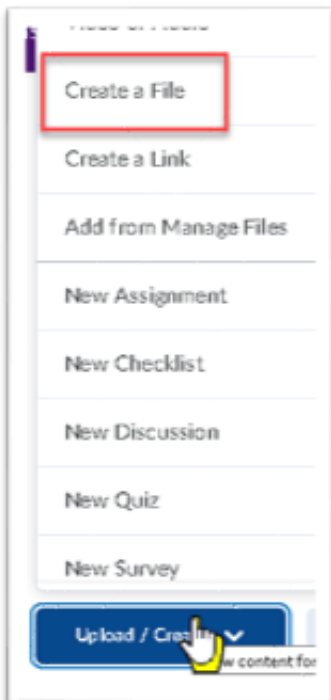


The screenshot shows the 'Content Authoring' settings page. Under the 'HTML Templates' section, the 'Enable HTML Templates' checkbox is checked and highlighted with a red box. Below it, the 'Sort HTML Templates by name' checkbox is unchecked. The 'Templates' section shows the current path as '/shared/Daylight_HTML_Template' with a 'Change Path' button below it. A note at the bottom states: 'Any HTML files contained in the template directory can be selected when an HTML document is created.'

5. Leave all other settings as is and click "Save".

Choosing a Template Page

1. Click on the blue dropdown menu labeled "Upload/Create", and the option "Create a File".

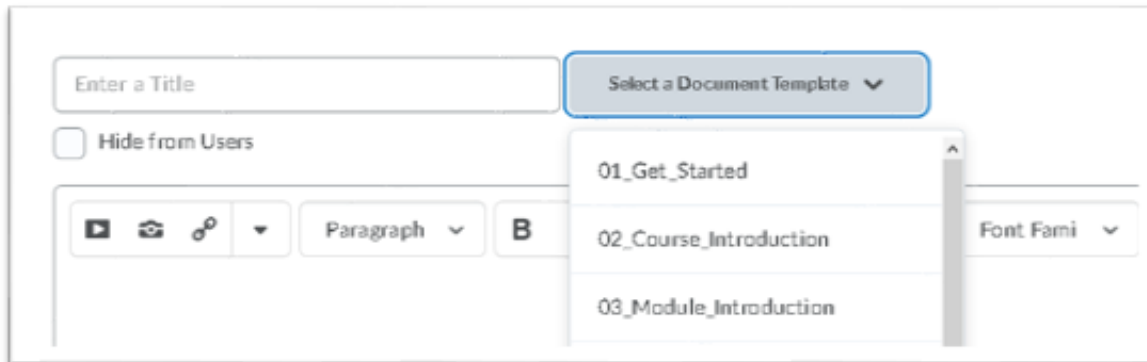


The screenshot shows a dropdown menu with the following options: 'Create a File', 'Create a Link', 'Add from Manage Files', 'New Assignment', 'New Checklist', 'New Discussion', 'New Quiz', and 'New Survey'. The 'Create a File' option is highlighted with a red box. At the bottom of the menu is a blue button labeled 'Upload / Create' with a dropdown arrow and a mouse cursor pointing to it.

2. Give your new page an appropriate title.

Using the Accessible D2L HTML Templates

3. Within the “Select a Document Template” menu, select your desired type of content (Note: you can find instructions within each page).



4. When you copy in your own content, please be sure to preserve the styles by pasting with **Ctrl+Shift+V (PC)** or **Cmd+Shift+V (Mac)**.

For additional help or one-on-one training in the use of these templates, please contact: Jennifer Maxwell at Jennifer.maxwell@ccd.edu.

Using the Accessible D2L HTML Templates

Form Content Continues here!