Create a File and Insert Stuff

Some course material may require multiple elements, for example, a video accompanied by text. This page is an example of that.

The button used is referred to as "Insert Stuff" (yes, really!) and it populates options to insert into the page.

1. Navigate to the module you want to Create a File in.
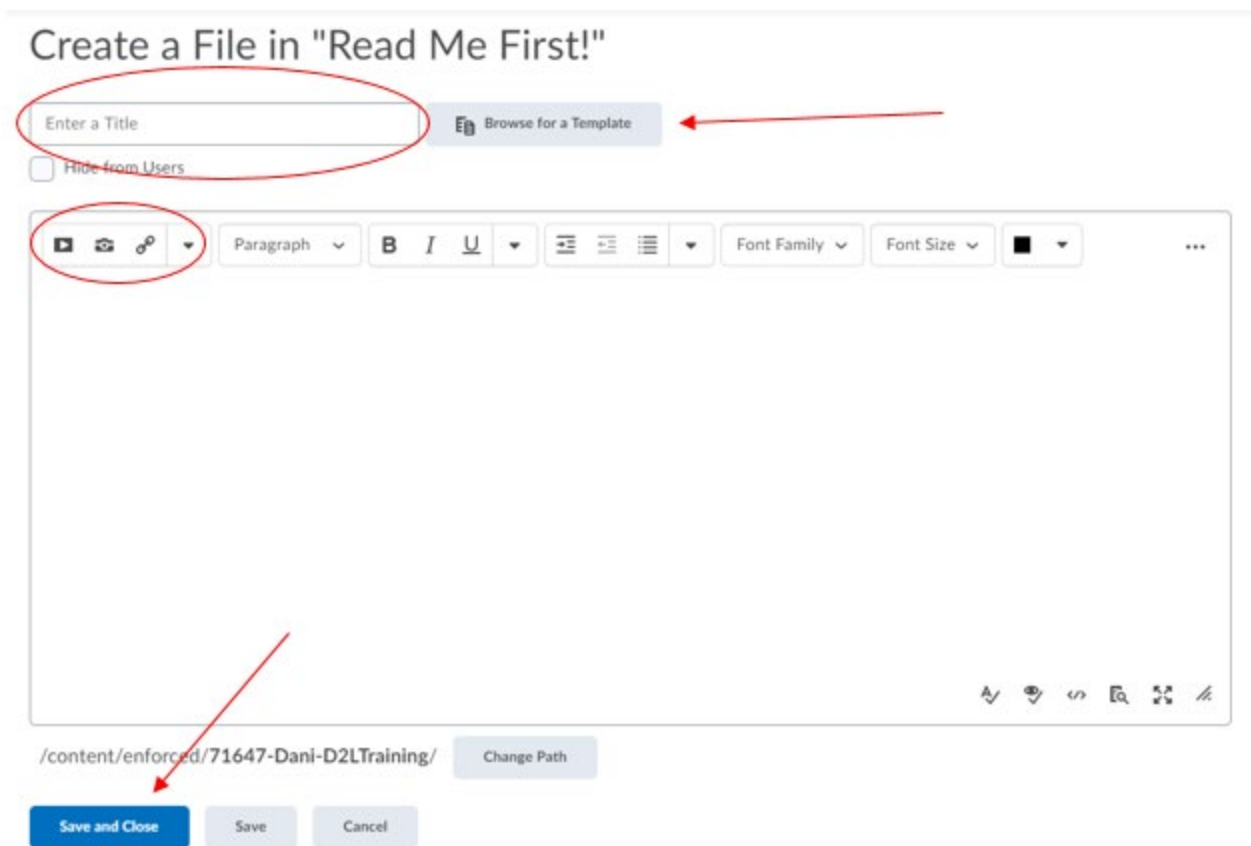
2. Click "New" and "Create a File."

3. It will open up an HTML Editor to type in text and Insert Stuff. You will provide a title and use the menu bar indicated below to "insert stuff." If you are interested in using HTML templates, you will click "Browse for a Template" to insert one. When you are finished creating, click save, and close.

HTML templates are discussed on this page below the video.

The video included here demonstrates the process to Create a File and Insert Stuff. Please be advised that what is called "New" for our system is called "Upload/Create" in this video. That is the only difference between the video and our system.

HTML Templates:

1. When "Create a File" is used, it opens what is called an HTML editor. (That sounds more complicated than it is. It is a text box with editing options.) This tool is useful because it has the option to check accessibility and access to compliant

templates. The compliant templates have been used in this training module and are available for instructor use.

To access the HTML Templates:

a. Select New and Create a File.
b. Give the file a name and click Browse for a Template to the right of the title box.
c. Click Shared Files, then Daylight HTML Templates, then Template Pages.
d. This will bring up the list of pages available. They can be previewed prior to adding to the file. You will check the box next to the one you want to use and click Add.
e. Each template has instructions built in to swap out the content.
2. HTML templates include the picture banner at the top of the page.
3. Color should not be used as an indicator, however, if the color that the template populates is not wanted, it can be changed and the check accessibility function once clicked on, will indicate if the new color is acceptable.
4. The check accessibility function is located at the bottom right of any HTML page in D2L. It looks like an eye with a checkmark under it:

Additional HTML training: Contact d2lhelp@msutexas.edu.