How to Use HTML Templates

Description:
A User Guide for faculty use, to assist in implementing the eCentennial HTML template styles.

Updated January 2019
This document is a working draft. Future revisions will include a comprehensive guide for both faculty and e-learning developer use.
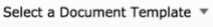
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Pre-made Layouts

## Steps for using the "Select a Document Template" option

1. In the module you would like to add a template file, click the "New" dropdown menu and select the "Create a File" option.
2. Enter a Title for your new content page
3. Beside the title field, click the "Select a Document Template" [Select a Document Template ▼] dropdown button and select the last option "Browse for a Template".
4. A new window pop-up will appear.
5. Locate and click the folder called "template", then click the folder called "_html"
6. Here you will see all of the available template layouts.
7. Select the file you'd like to use by clicking the circular radio button beside it, then click the "Add" button on the bottom of the window
8. The window will close and your template file will be visible in the edit window.
9. **IMPORTANT: You may select any template layout you'd like but make sure you're happy with the layout before you add any content. Once you insert your own content you cannot change the file to another layout otherwise it will override and erase the work you have already done.**
10. Remember to click the "Publish" button at the bottom of the page to save your work.
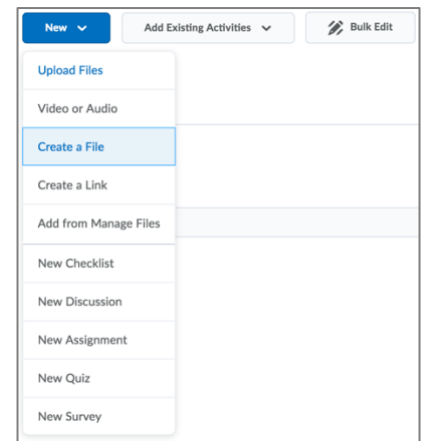
Customization

Editing Content Files

The eCentennial HTML editor window has many easy to use options to customize your HTML pages without knowing any HTML code. This editor is referred to as the WYSIWYG [wiz-ee-wig] editor, which stands for "What you see is what you get".
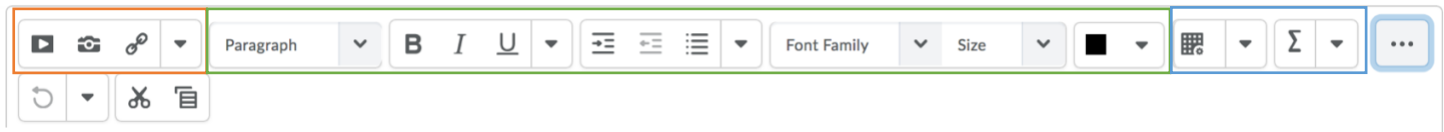
You have the option to (from left to right):

- "Insert stuff" - embed YouTube videos, or external EdTech tools, upload and insert documents and videos
- "Insert Images" – Upload and insert images with alternative text
- "Insert Quicklinks" – create "hot links" to any eCentennial tools like Discussion boards, Assignment folder or content pages
    - o In the dropdown menu, you will find the "Insert Attributes" panel.
- Change text styles (paragraphs, heading 1-3, etc.)
- Format text (bold, italic, underline, strikethrough, sup and sub-script, indents, numbered and bulleted lists, left, right and center align, font style, size and colour)
- Add tables and format them.
- Add math equations (Graphical, MathML or LaTeX)

*Remember to always click the "Update" button at the bottom of the page to save your work. Once saved there is no undo button. "Revert to draft" does not revert back to the last change made.
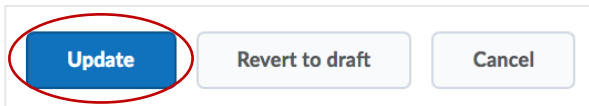
Click here for a more in-depth look at the HTML Editor's options.

## Steps for "copying and pasting" content

You have the ability to copy and paste objects from one template file into another. You can use the files found inside the "style guide" and "available templates" to copy and paste elements to your working HTML document within the same shell. To do this you must:

1. Go through the steps found in "Select a file" above to activate the template theme.
2. Click "Edit HTML" on both pages
3. Select the element you want to copy by "clicking and dragging" your cursor and highlighting that element
4. Then on your keyboard, press CTRL+C OR right click your mouse and select the copy option.
5. Go to the page you'd like to paste the element into. Insert your curser by clicking within the page and on your keyboard press CTRL+V OR right-click on your mouse and select the paste option.

How to wrap images around text (Left or Right Alignment)

An easy way of aligning images to the left or right of a paragraph would be to:

1. Insert the image <u>above</u> the paragraph you'd like to wrap
2. Highlight the image by clicking on the image
   - Try to select <u>only</u> the image; A blue overlay colour will indicate that only the image has been selected.
3. In the "Unordered List" dropdown menu, select the "Align Right" or "Align Left" option
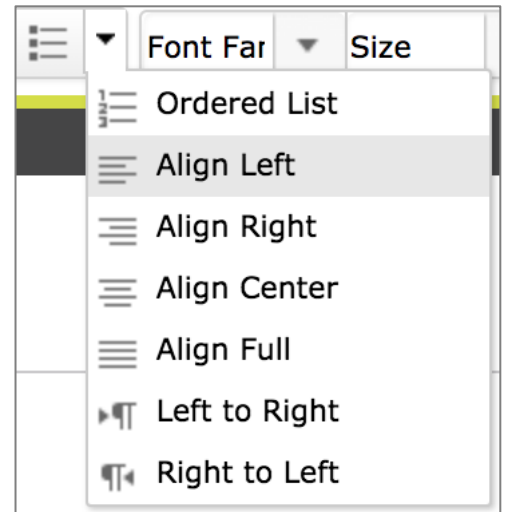
Attributes Panel

Left or Right Alignment; Writing HTML code (easy)
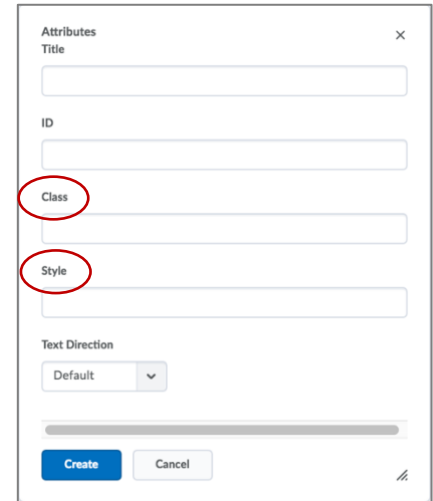
1. Insert the image <u>above</u> the paragraph you'd like to wrap
2. Highlight the image by clicking on the image
   - Try to select <u>only</u> the image; A blue overlay colour will indicate that only the image has been selected.
3. In the "Insert Quicklink" dropdown menu [icon], select the "Insert Attributes" option
4. In the new pop-up window called Attributes select the "Style" field
5. **Left alignment** - Type in this bit of code:
   - float:left; margin-right:10px;
6. **Right alignment** - Type in this bit of code:
   - float:right; margin-left:10px;
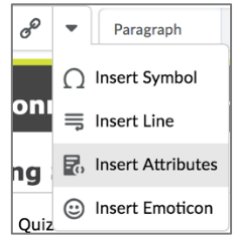
How to insert the icons

1. Click inside the text/link (do not highlight it)
2. In the "Insert Quicklink" dropdown menu [icon], select the "Insert Attributes" option
3. An Attributes pop-up window will appear
4. Under the "Class" field type in any of the icon names listed below:

learningoutcome-icon	video-icon	practice-icon-text
checklist-icon	question-icon	graded-icon-text
readings-icon	discussion-icon	individual-icon-text
info-icon	bubble-icon	support-icon-text
question-icon	content-icon	groups-icon-text
sync-icon		help-icon-text
file-icon		calendar-icon-text
activity-icon		tools-icon-text
summary-icon		dropbox-icon-text
reference-icon		powerpoint-icon-text
links-icon		gettingstarted-icon-text
pencil-icon		readwatch-icon-text
percentage-icon		participate-icon-text
powerpoint-icon		wrapup-icon-text

6. Click "Create" to finish

Inserting Objects

To upload and insert a link (digital document like Word, PDF, PowerPoint)

1. Click Edit HTML
2. Place your cursor inside the page by clicking where you'd like the link to appear
3. Click the "Insert Quicklinks" button (third option on the left)
4. Click the "Course File" option
5. Navigate to the folder you've uploaded your document to
   a. If you haven't uploaded it to a specific folder, the file could be found towards the bottom of the list outside of a folder.
   b. If you haven't uploaded the document yet follow these instructions:
      i. Select a folder you'd like your file saved in
      ii. Scroll to the bottom of the list to "Create new file"
      iii. In the new pop-up window, select "upload" and find the file on your computer
      iv. Select the "Create" button first (not the insert button)
      v. You'll see your file highlight in the list of files
      vi. Click the small pencil icon on the right
      vii. Here you can change the name of the file
      viii. Click the "New Window" option so that the file will open properly
      ix. Click "insert" to finish
6. Click the small pencil icon on the right of the file you want to insert
7. Here you can change the name of the file
8. Click the "New Window" option so that the file will open properly
9. Click "insert" to finish
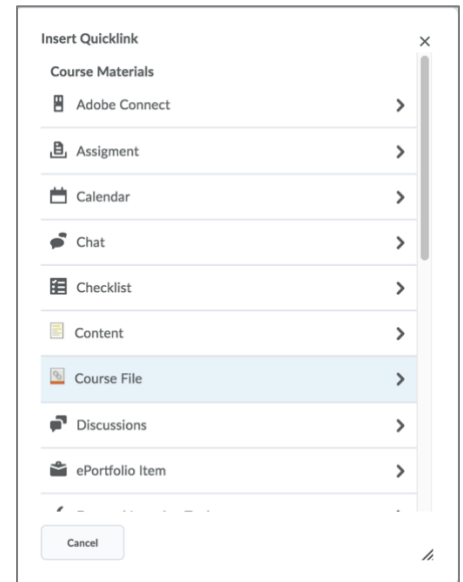
If you want to fix/change a link that you've already inserted

1. Click inside the link (it's better to not highlight the whole link)
2. Click the "Insert Quicklinks" button
3. A pop-up will appear with the files "title" and "target".
4. If you want to switch the file, click the back-arrow button (top-left) and repeat the above steps 5-9.

> ### Deleting links
> Once text is a link, you need to click the backspace button on your keyboard to delete it. There is no way to save or convert the text back to normal text without retyping it.

To upload and insert a video (mp4) directly into the HTML page

1. Click Edit HTML
2. Place your cursor inside the page by clicking where you'd like the video to appear
3. Click the "Insert Stuff" button (first option on the left)
4. Click "My Computer" option and then click "Choose File"; select the video on your computer
5. Click "Choose Destination" and select a path/folder where you'd like the video saved (ideally in a folder dedicated to your weekly content)
6. Then click upload
7. Type in a title of the video under "Link Text"
8. Set a size (i.e., Width: 880px and Height: 500px)
9. Then click "Insert"

To insert a YouTube video directly into the HTML page

1. Click Edit HTML
2. Place your cursor inside the page by clicking where you'd like the video to appear
3. Click the "Insert Stuff" button (first option on the left)
4. Two options:
   a. Search for the video using the "YouTube" options (for public videos only) in eCentennial and insert video directly on to the page.
   b. Search for the video on YouTube.com, copy the provided embed code and use the "Enter Embed Code" option in eCentennial.

Figure 1:
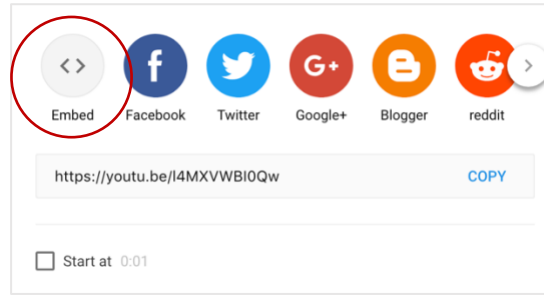Select the "Share" button under the video you would like to embed

Figure 2:
Click the "Embed" button

Figure 3:
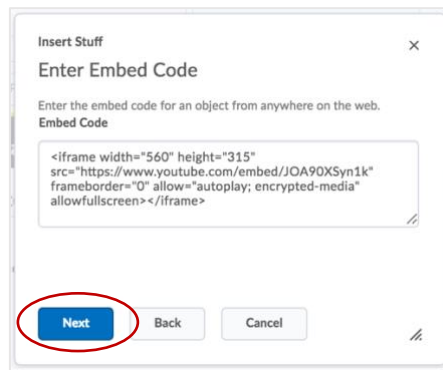Copy the provided embed code (no need to change the embed options)

Figure 4:
In eCentennial, paste the embed code in the "Enter Embed Code" option

5. In both cases, follow the prompts to inserting the video

eCentennial Template User Guide - CAQ

Accessibility

Overview of the "Accessibility Checker" button: https://www.youtube.com/watch?v=xGWfUJcjliw

Figure 1:
Click the "Accessibility Checker" button at the bottom right of the page

Figure 2:
Example of the types of issues, i.e., missing alternative text. This window provides you an opportunity to fix this by "repairing the issue"

Adjusting jQuery UI components (Advanced)

This template has two different "content organization" components, Tabs and Accordion. Filling in a pre-existing component comes with its challenges. By nature of the object, it has hidden code you are not able to see. This requires you using the HTML Source Editor.

Figure 1:
The HTML Source Editor can be found at the bottom right of the page

Figure 2:
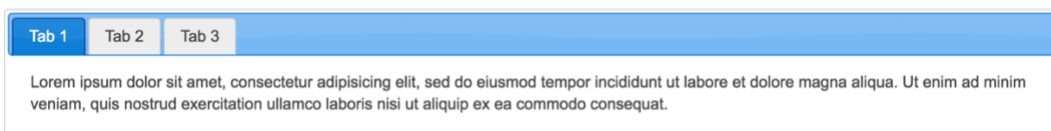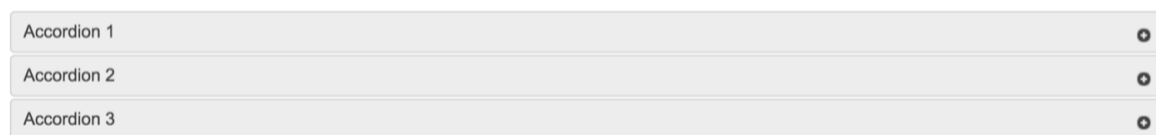Example of Tabs

Source/code view


```
<!-- Tabs -->
<div id="tabs">
    <ul>
        <li><a href="#tab-1">Tab 1</a></li>
        <li><a href="#tab-2">Tab 2</a></li>
        <li><a href="#tab-3">Tab 3</a></li>
    </ul>
    <div id="tab-1">
        <p>Insert text 1</p>
    </div>
    <div id="tab-2">
        <p>Insert text 2</p>
    </div>
    <div id="tab-3">
        <p>Insert text 3</p>
    </div>
</div>
```


Troubleshooting (Advanced)

Troubleshooting formatting errors requires going into the HTML content view </>.

Resources

W3C HTML Validator