

Using the Templates and Adding Multimedia

Overview

Creating multimedia pages leverages the strengths of text, images, and video. Materials can be cited using your preferred citation style. You can also include links to external online resources or other components of LEARN such as a discussion, dropbox, or quiz.

Creating a Template Page

Using the templates, you will be able to add text, images, videos, and links. To start, we'll use a template to create a new template page.

1. Go to your LEARN course and navigate to **Content**.
2. Select your module or to create a new module select **Add a module...**
3. Select **Upload/Create** and **Create a File**.
4. Enter a title for your new page.
5. **"Select a Document Template"** to display the drop-down menu.



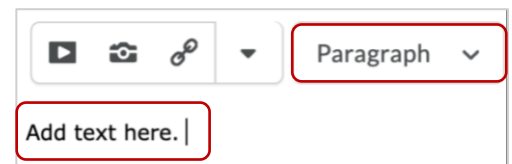
The screenshot shows two adjacent dropdown menus. The first menu is labeled "Module 1 Introduction: Business Processes". The second menu is labeled "Select a Document Template" with a downward arrow icon. Both menus are highlighted with red rectangular boxes.

6. Choose the most relevant template. The basic page is the most versatile.
7. **Save and Close**.

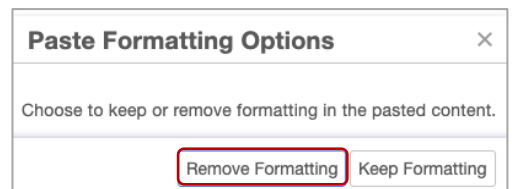
Adding Text

Text is an excellent way to relay information in an accessible, searchable, and useful way. You can write new text or paste in existing notes to your page.

1. You can add text directly by typing in the HTML Editor.
2. When you paste text, select **Remove Formatting**.
3. Add headings and subheadings to your document.
4. Format headings, by selecting the text and using the **Paragraph** dropdown menu.
5. Start your document with H1-Heading1 for your title. Include only one H1 or main heading per page.
6. Use headings and subheadings to chunk your content. Use them in order (H1, H2, H3).
7. **Save** your page.



The screenshot shows the HTML Editor toolbar. It includes icons for video, image, link, and a dropdown menu. The dropdown menu is open, showing "Paragraph" with a downward arrow. A red rectangular box highlights the "Paragraph" option. Below the toolbar, a text input field contains the placeholder text "Add text here. |", also highlighted with a red rectangular box.

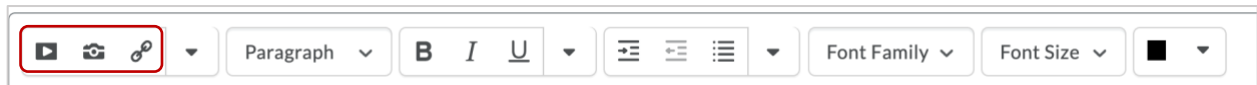


The screenshot shows the "Paste Formatting Options" dialog box. It has a title bar with a close button (X). The main text says "Choose to keep or remove formatting in the pasted content." At the bottom, there are two buttons: "Remove Formatting" and "Keep Formatting". The "Remove Formatting" button is highlighted with a red rectangular box.

Removing formatting ensures that any styles from your Word documents do not clash with the template styles. Headings make your document easier to read for all students and also improve accessibility by providing important information for screen readers.

HTML Editor

In the following sections, we will focus on these icons in the **HTML Editor**.



Adding Images

Images can be an impactful addition to your content. Fully describe your image in the text above or below the image. This improves accessibility and supports students' understanding.

1. To add an image, go to the camera icon.
2. Select **MyComputer, Upload** and then choose the image from your files.
3. Select **Add**.
4. A prompt for **Alternative Text** will appear. Provide a brief description of the image. Only select "This image is decorative" if it does not contain required course content. If your image requires a longer description, add this description in the text above or below the image.
5. Select the image and another menu bar will appear. Hover over the icons to see their label. The edit icon shown below is useful if you would like to crop your image.



6. **Save** your page.

Adding Video

Videos are a great way to share worked examples, dynamic processes, demonstrations, and more. It is best to share short videos. Consider existing videos before creating new videos.

Add an MP4 Video File.

1. Select the play icon in the menu bar.
2. Select **MyComputer** and **Choose File**.
3. Select **Upload**. This may take a moment.
4. Add in a relevant title for your video under **Link Text**.
5. For the **Size**, leave the default as is. Students can expand the video to full screen.
6. Make sure that "Start playing automatically" is **not** checked.
7. Select **Insert**. You will now see and can play your video.
8. **Save** your page.

Add a YouTube Video or Embed Code. If you have an embed code already, start at step 5.

1. Go to your video on YouTube.
2. Select **Share** underneath the video.
3. Select the < > icon titled **Embed**.
4. Select **Show player controls**. You can also set the starting time if needed. If it is unchecked, it will begin at 0:00.

5. Copy the embed code.
6. Return to your page in LEARN and select the play icon in the menu bar.
7. Select **Enter Embed Code** and paste your embed code.
8. Select **Next** and Review the Preview.
9. Select **Insert**. You can now see and play your video.
10. **Save** your page.

To add only a video (not a template page), go to your content module. Select **Upload/Create** and **Video or Audio**. Add the link or embed code. This creates a page for your video.

Embed Video

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/
Bcid33tgq8A" frameborder="0"
allow="accelerometer; autoplay;
encrypted-media; gyroscope;
picture-in-picture"
allowfullscreen></iframe>
```

☐ Start at 1:34

EMBED OPTIONS

☒ Show player controls.

Adding Links



Links to External Online Resource

You can use links to share external online resources. Be sure that students can access these links directly (i.e., no additional logins or paywalls).

1. **Copy** the URL of the online resource you would like to share.
2. Go back to your page and select the link icon.
3. Select **Url** and **paste** your **URL**.
4. Add a meaningful **Title**. Note, the title of your link should closely match the title of the webpage. For example, an article title rather than “click here”.
5. Ensure **New Window** is selected.
6. Select **Insert**. You will now see your external link.
7. **Save** your page.

Links to LEARN Tools

1. Select the link icon.
2. Navigate to the appropriate tool: **Discussions, Dropbox, Quizzes**.
3. Find and select the relevant item. We used Dropbox in this example.
4. Select the small edit icon (pen icon on the right-hand side).

Dropbox

Assignment 1

5. Provide a relevant **Title**.
6. Ensure **New Window** is selected.
7. Select **Insert**. You will now see your link to the tool.
8. **Save** your page.

Title *

Assignment 1

Target *

☐ Whole Window
☐ Same Frame
☒ New Window

Insert