

Instructor

Overview

The BlazeVIEW HTML and Widgets Template is designed with specific elements to enable best practices

BlazeVIEW HTML and Widgets Template

Downloading the BlazeVIEW HTML and Widgets Template

1. Open the [eLearning Import Files Google Drive folder](#)
2. Click the BlazeVIEW HTML and Widgets Template folder to open it.
3. Select the BlazeVIEW HTML and Widgets Template_Import_File zip file.
4. When the link opens, select the download icon to download the file to your computer.

4. Click the Upload button and browse to upload the BlazeVIEWHTML and WidgetTemplate file you downloaded earlier, then click the Import All Components button.

(03/20/23)

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Course Homepage Options

When selecting a course ho

Course Homepage Option 5

One wide and one narrow column featuring Slim Announcements and Visual Table of Contents, Calendar, Work To Do, Course Administration, Role Switch, and Galileo widgets.

Course Homepage Option 6

Two equal columns featuring the Visual Table of Contents widget, Announcements, Day 1, Calendar,

Things to Note

Best Practice If you choose to change your course homepage layout after a course has started, post an announcement notifying students of the change.

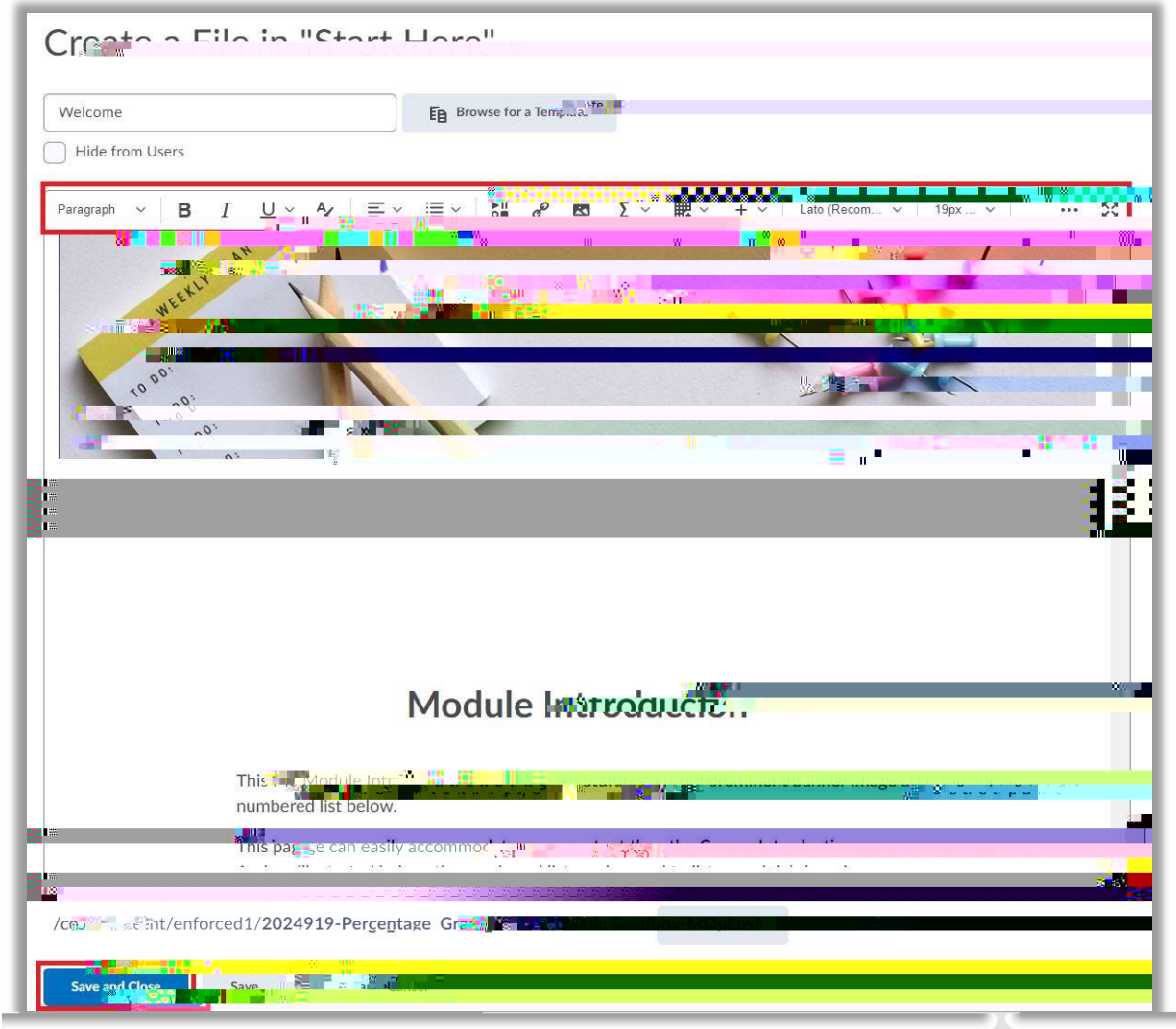
Reminder: When selecting a course homepage, decide whether or not you wish to set up available widgets. The Welcome Widget and the Visual Table of Contents Widget require some setup to be attractive and effective for your course. If you do not intend on setting up these widgets, select a course homepage option that does not include them.

Note: The Slim Announcements Widget will not display a video. You may still place a video within an announcement, but please use text within the announcement to indicate to students that they should click the announcement title to view the full contents.

Working with Template Pages

6. Select the checkbox next to the template layout you want to insert into the file and click Add.

7. Edit the text, images, etc. using the content editor toolbars. See the section [Editing Template Pages](#) for more information about editing HTML pages. **Save as2e.**



Note: Applying the template to an existing page will overwrite the content and you will lose your work. Click Cancel to discard the changes.

Editing 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 for editing content are included on each template page.

Copying 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 catch 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) OR right-click to paste copied text as unformatted text to HTML editor.

Selecting a Heading Structure

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 headings.

Microsoft Word (2010-2019) -> File -> Options -> Advanced -> Paste options -> Unformatted text only

Editing Images

Images can be added to any of your pages to create visual interest and help break up text courses.

Inline image editing: the HTML editor 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.

Note: Follow copyright and fair use guidelines to insert images with a Creative Commons license. For more information, check out the [Creative Commons license guidelines](#).

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Replacing Images

Several of the template files come with image placeholders. To replace the image:

1. Select **Edit HTML** from the context dropdown 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

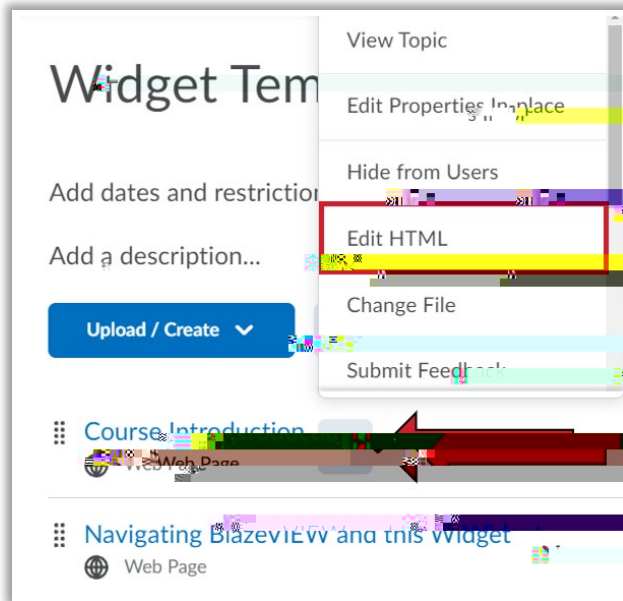
3. Troubleshooting Common Issues This page contains a part interactive accordion. When students click and expand the rows, they will find the solutions to common BlazeVIEW problems.

4. Who to Contact for Help-

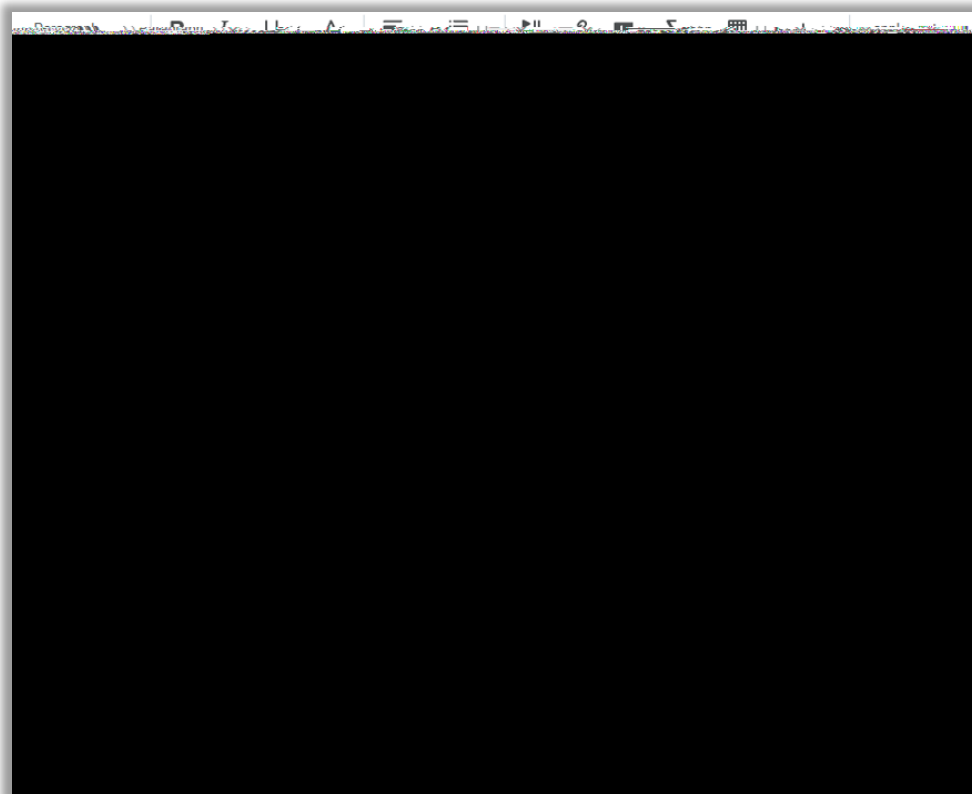
Setting Up the Welcome Widget

The Welcome Widget is automatically deployed in your course. To remove the Welcome Widget, you must select a course homepage

3. Personalize the Course Introduction page by selecting HTML from the indicated dropdown arrow.



4. Edit the page content to include your course information and anything else you would like to incorporate. When you are finished, click Save and Close



Visual Table of Contents

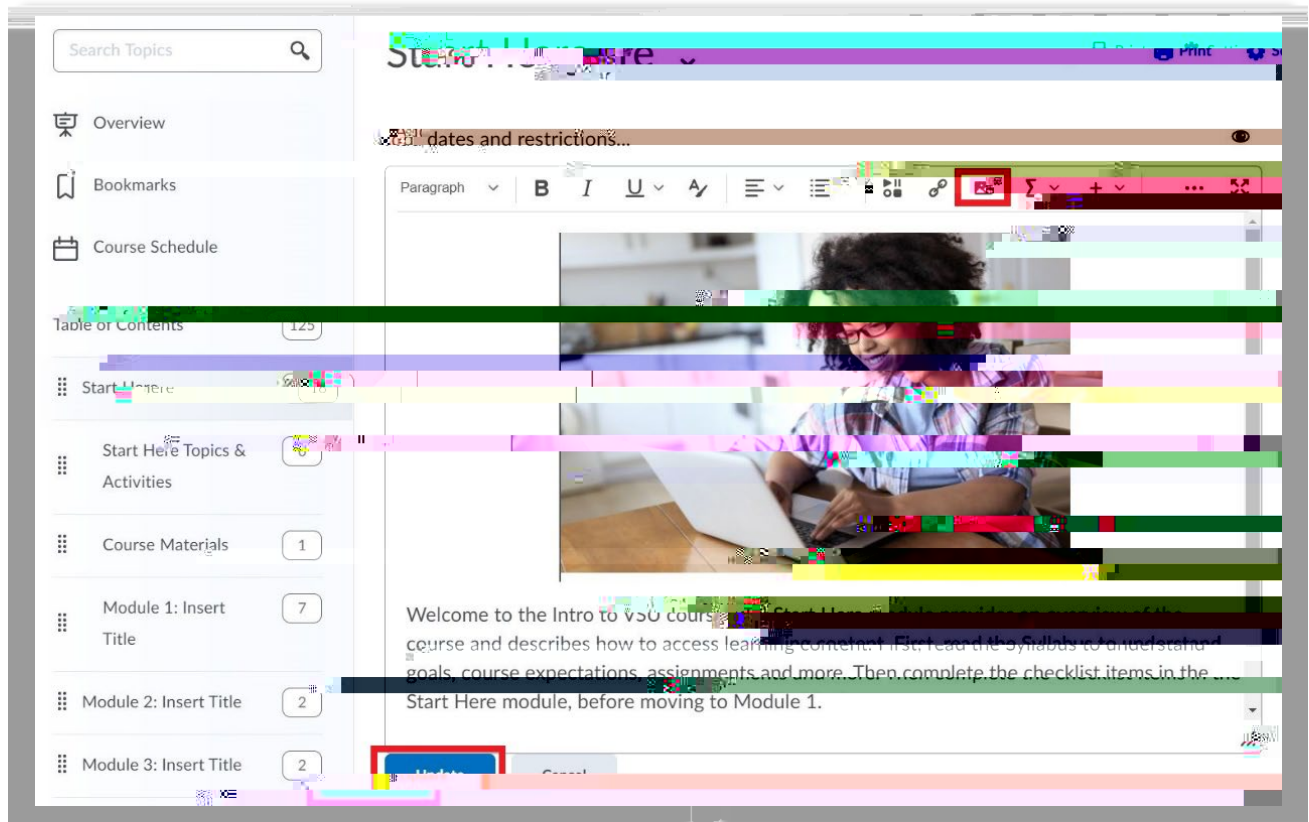
The custom Visual Table of Contents widget creates a tile for every module created in the course. A tile is automatically created for each Module in the course. The information in the tile is pulled from the Module description in the Content area, and contains a unique image for each module. Any text added to the module description can be pulled in as information about the module. The widget is also smart enough to know where a learner left off, so they can select the module tile to the top level of the module or select the 'Next Topic' button to go to the next unread topic in that module.

Note: If you choose not to use the Visual Table of Contents, [See Course Homepage](#)

Visual Table of Contents Best Practices

Keep your module description short and to the point. Your module's description is automatically displayed on the "back" of each module flip card. Keep the description to less than 50 words so it fits on the card.

Picture size matters. The image used in the module description should be 754 pixels wide by 400 pixels high (or larger) so it will properly display in the widget. We recommend using a .jpg file



6. Click Update. The image is now saved in your module description and will be displayed in the Visual Table of Contents.

For more information or assistance, call 2245-6490 or email blazeview@valdosta.edu
 For 24/7 BlazeVIEW or GoVIEW assistance, call 857-2-0423 or visit GeorgiaVIEW Help Center.

