



Create Files Using the Content Tool & Brightspace Editor

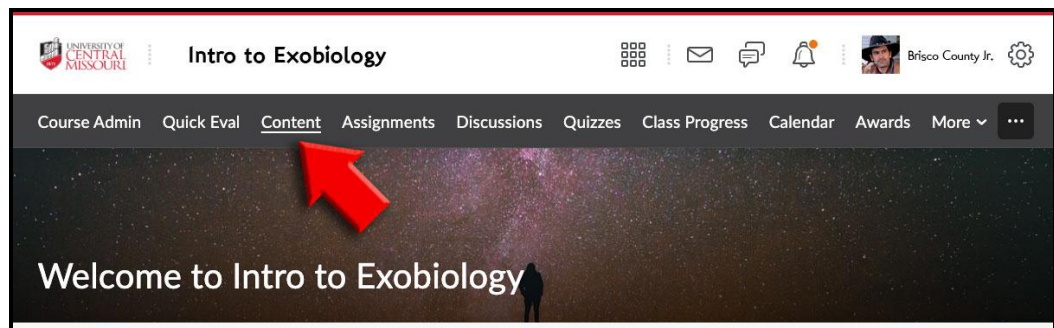
D2L
BRIGHTSPACE

What will be covered in this guide?

Creating content directly in Brightspace allows for seamless integration and editing.

Step-by-Step Instructions:

1. Navigate to Content:
 - 1.1. Click on **Content** in the navbar.



2. Select or Create a Module:
 - 2.1. Choose an existing module or create a new one by clicking **Add a module...** at the bottom of the left sidebar or within the Table of Contents.

Course Admin Quick Eval Content Assignments Discussions Quizzes Class Progress Calendar Awards More ▾

Search Topics 🔍

Overview

Bookmarks

Course Schedule

Table of Contents 8

- Week 1 2
- Week 2 3**
- Week 3
- Week 4
- Week 5
- Week 6
- Summary 3

Add a module...

Week 2

Post Settings

Add dates and restrictions...

Add a description...

Upload / Create Existing Activities Bulk Edit

- Introduction to week 2 activities ✓
- Written Assignment ✓

Assignment

Instructions for 2-Page Paper

Paper Guidelines

1. **Length:** The paper should be 2 pages, double spaced, excluding references.
2. **Font and Formatting:** Use Times New Roman, 12-point font, with 1-inch margins on all sides.
3. **Structure:**
 - **Title Page:** Include the paper's title, your name, course name, and date.
 - **Introduction:** Provide a brief overview of the topic, including its relevance to exobiology.
 - **Main Body:** Present your research, including key findings, arguments, and analysis. Use subheadings to organize content if necessary.
 - **Conclusion:** Summarize your findings and discuss their implications for the field of exobiology.
 - **References:** List all sources cited in your paper in APA format.
4. **Sources:** Use at least 3 scholarly sources (journal articles, books, or credible websites). Avoid using Wikipedia or non-scholarly sources.

3. Create a New File:

3.1. Within the module, click **Upload / Create** and select **Create a File**.

Upload / Create ▾ Existing Activities ▾

- Upload Files ▾
- Video or Audio ▾
- Create a File**
- Create a Link ▾
- Add from Management ▾
- New Assignment
- New Checklist

ion to Exobiology

y ▾

4. Enter Title and Content:

- 4.1. Provide a **Title** for your content. *Optionally Select a Document Template.*
- 4.2. If needed, expand the Brightspace Editor by clicking the **ellipsis menu** (three dots ...)
- 4.3. Use the **Brightspace Editor** to add text. To organize and structure your text for ease of navigation, use the text formatting tools - *highlighted in red below.*
- 4.4. **Insert Multimedia, Quicklinks, Equations, Tables, and more** - *highlighted in green below.*
- 4.5. **Check Accessibility, Word Count, Preview the File, Edit the Source Code (HTML), Undo and Redo** - *highlighted in blue below.*

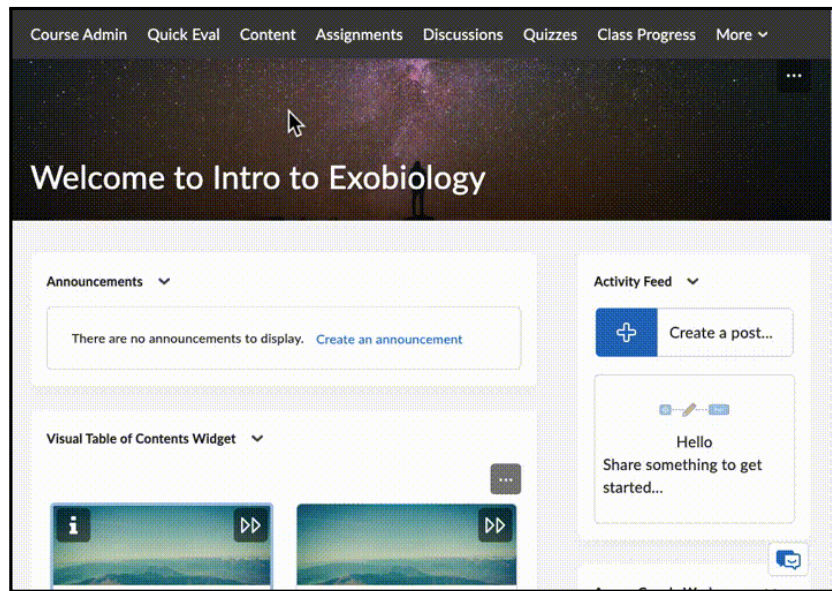


5. Save Your Work:

- 5.1. Click **Save and Close** to add the file to your module (see above).

6. Review the steps

Note: screen recording below (*plays in a loop*) uses the **Select a Document Template** (01_intro) feature from **Step 4.1**



NOTE: Add a sub-module to a module - while in a module, at the bottom of the screen, you may Add a sub-module... to that module.

TIP: It is **best practice** to avoid using too many nested modules, as it can make content difficult to navigate. Ideally, use no more than two levels: *Module > Sub-Module*. This structure keeps things organized while remaining user-friendly, ensuring learners can easily find and access materials. Remember - the simpler the navigation, the better!

Bonus Tip: In the **Brightspace Editor**, using proper text formatting like **Heading 1**, **Heading 2**, etc., and **Paragraph** styles is essential for ADA compliance. These headings create a clear structure, allowing screen readers to navigate the content more easily and efficiently. This ensures that visually impaired users can understand and access the material in a logical and organized way.

Need Further Assistance?

For further assistance, please contact DLII at dlji@ucmo.edu.