

Using NOW web pages and templates

This guide will explain how to use the templated pages in NOW for your modules. The templates have been built with a quality user experience in mind and are underpinned by the [Quality Matters™ Framework](#).

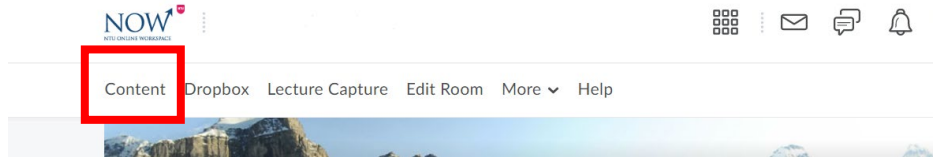
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Using default web pages

Default web pages are part of the new learning room template. They are already loaded into your learning room, ready for you to edit.

Navigate to the **Content** area in your learning room.

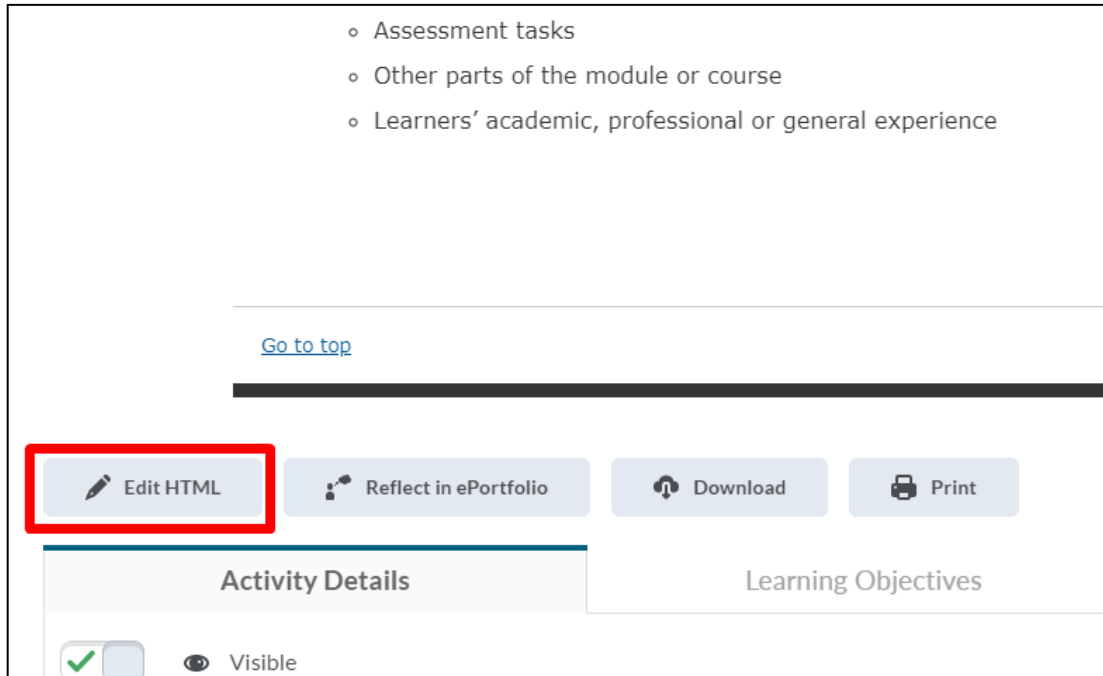


The 'week' units in your learning room will be prepopulated with a basic series of pages for you to edit – please use these to make it **easy for students** to engage with your materials. The pages act as a starting point to make it easier for you to add content that provides a **good, accessible user experience** and **clear learning pathways**. For example, key readings can be included within the web pages (as well as the separate resources list) so that students know exactly what they should be reading each week.

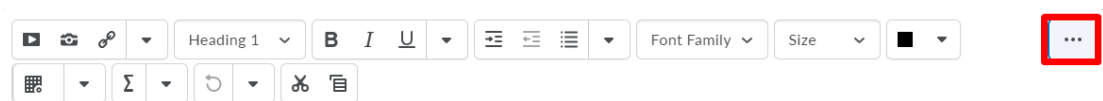
This structure is a **recommendation** and all pages can be **edited**. **Additional pages** can be added by following the steps in the [Creating new web pages](#) section.

A screenshot of the NOW learning room interface showing the 'Week 1' unit. The top navigation bar includes 'Content', 'Dropbox', 'Edit Room', 'More', 'Student Progress', and 'Help'. The main content area is titled 'Week 1' and includes a search bar, 'Add dates and restrictions...', 'Add a description...', and buttons for 'New', 'Add Activities', and 'Bulk Edit'. A table of contents for 'Week 1' is shown, with a red box highlighting the following items: 'Introduction Web Page', 'Activity Web Page', 'Resources Web Page', and 'Review Web Page'. The 'Table of Contents' sidebar on the left shows 'Week 1' selected.

To **edit a web page**, click to view it, scroll down, then click **Edit HTML**.



Edit the content as needed, using the **toolbar** to insert headings, tables, equations, or embedded content. Click the **ellipsis** (highlighted in the screenshot below) to view all tools available:

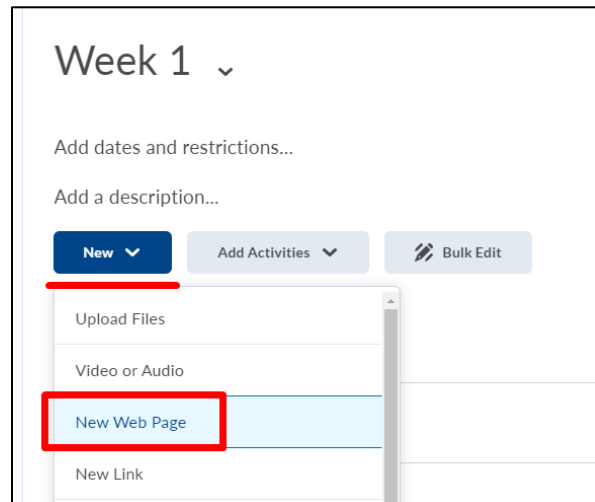


More details about the editor tool icons is given in a later section below.

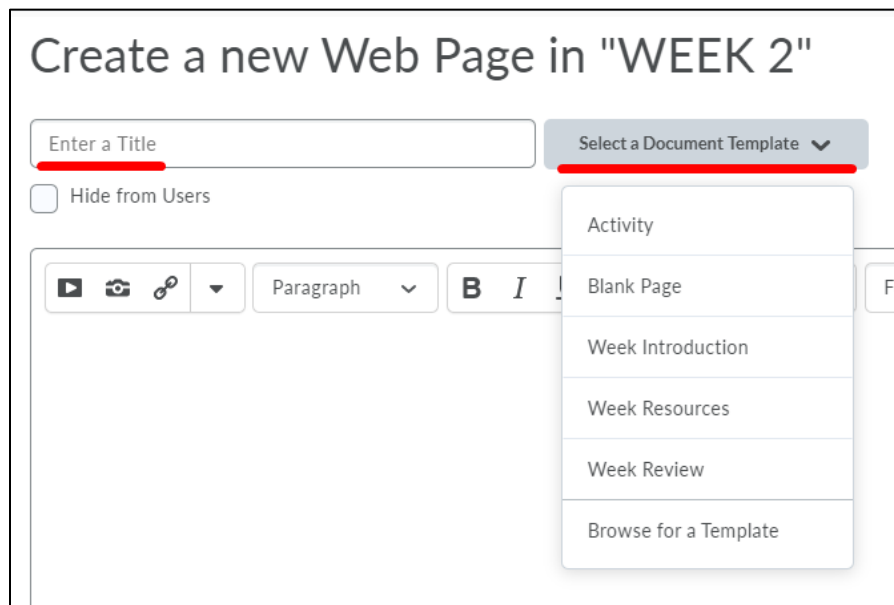
Creating new web pages and choosing a template

When you create a new NOW web page, you can select from a number of page templates and edit them as needed.

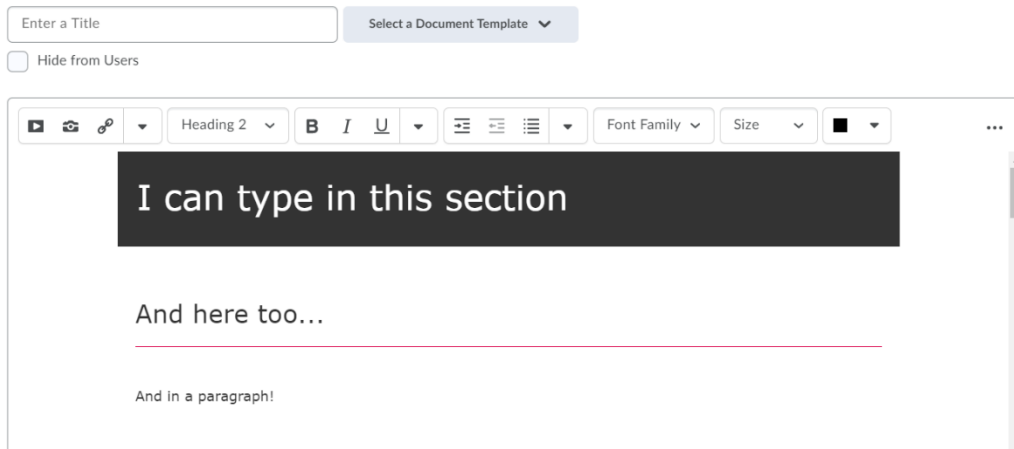
1. Click into the unit where you'd like to add a web page.
2. Click: New > New Web Page



3. Enter a title, click **Select a Document Template**, then choose a template.

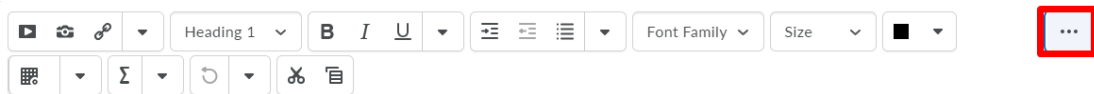


4. Click into the page and delete/add text as needed.



How to use web page toolbar tools

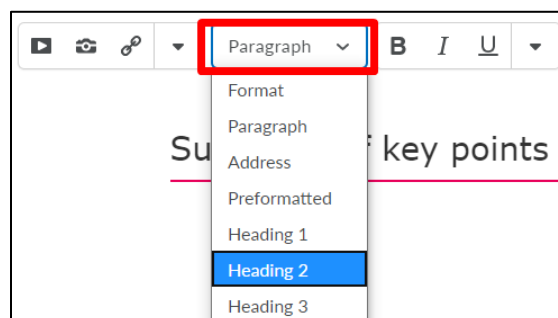
Formatting text



Use the **toolbar** to add elements to your web page, which will be automatically styled according to the template design – for example, the main heading (Heading 1) has a dark grey background, and secondary headings (Heading 2) have an underline.

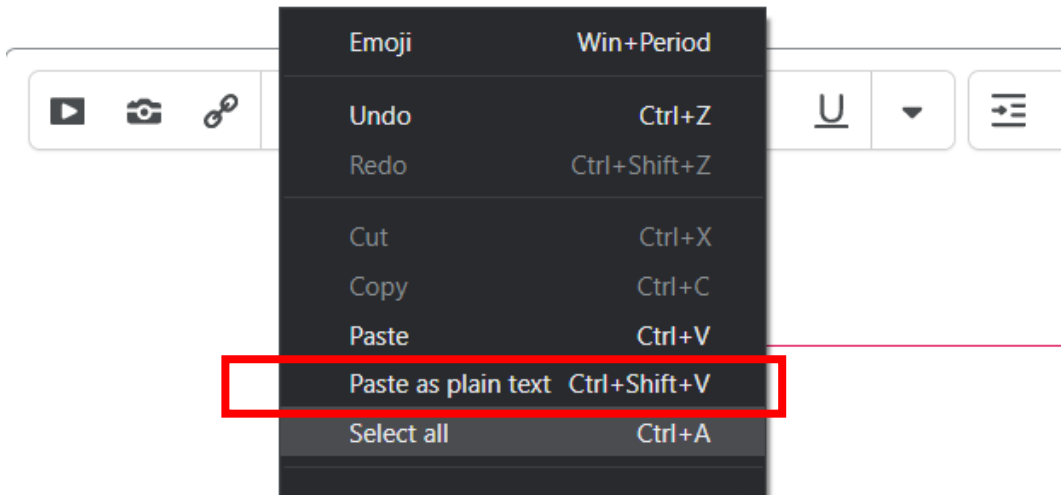
A page should only contain one Heading 1, with Heading 2 being used for sections within your page and Heading 3 for subsections.

Use the format selector to choose a text style.



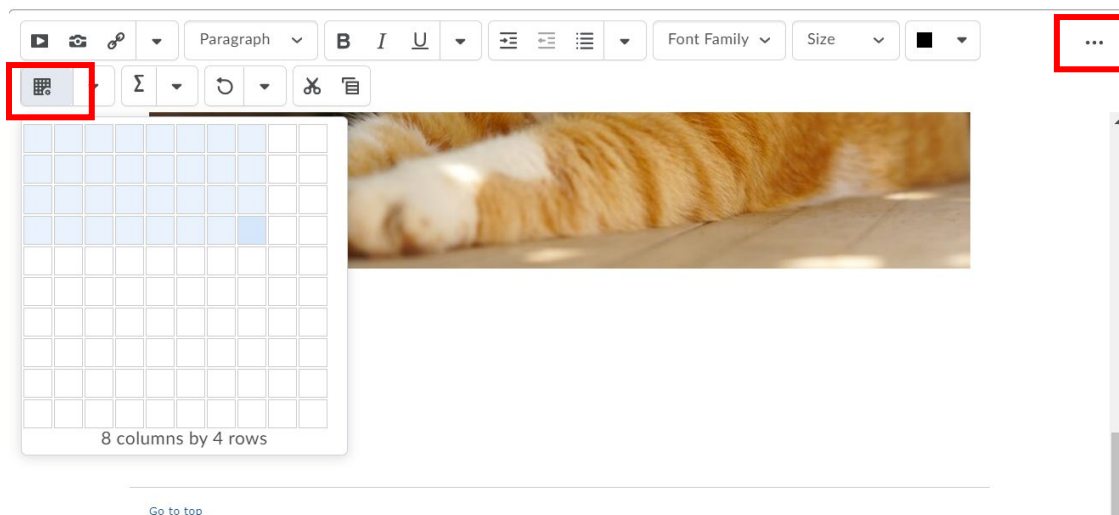
You should ideally only need to use Heading 2, Heading 3, Paragraph, and rarely, Preformatted (used for code).

Important: Whenever you **copy and paste from another document**, be sure to right click and choose **paste as plain text**; otherwise the font style will become inconsistent and messy. If you can't see 'paste as plain text', try 'shift + ctrl + v'.



Adding tables

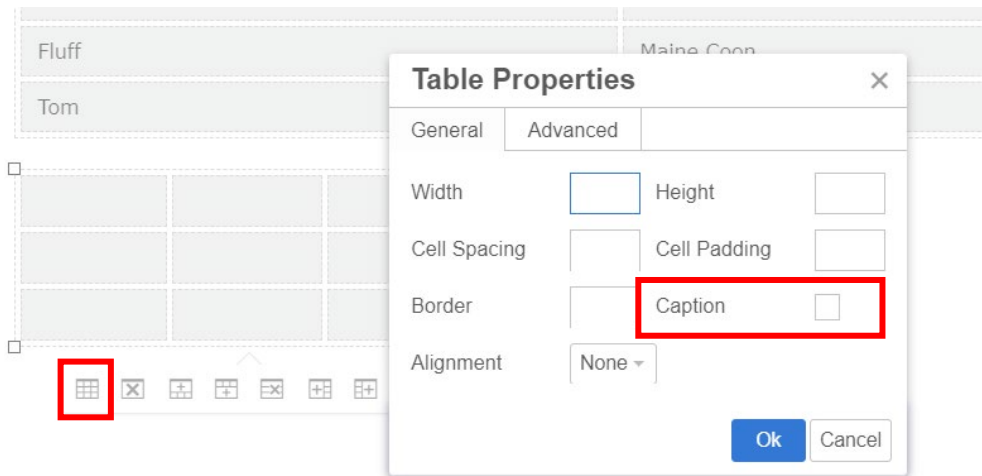
1. Click on the **ellipsis** at the top right to expand the toolbar, and then click the **table** icon and choose the number of rows and columns needed. This will add a table to your web page.



2. The table is **editable**, and many of the controls are similar to options found in Microsoft Word - columns and rows can be added and removed using the icons underneath the table. Hover over each of the icons to see a pop-up explaining what they do. The size

of the table can be set by dragging the corners. To make your table accessible to screen-readers, you need to add a table 'caption' or title.

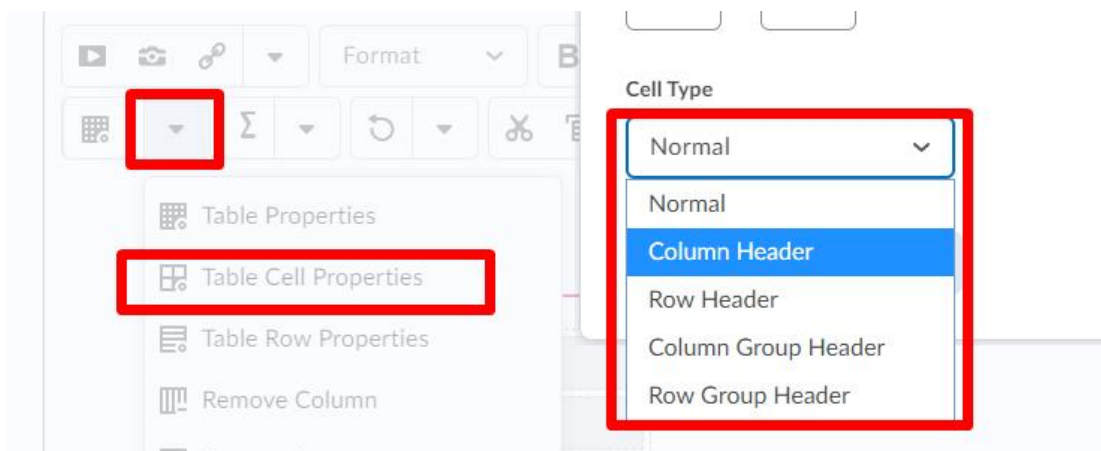
3. Click the **Table Properties** icon beneath the table, and in the pop-up, tick the box to add a caption to the table. Click 'OK' and you'll see an editable title above your table.



4. Next you need to add **table headers**. A header shows the category for each column or row, and this helps screen-reader users to follow the data given in each cell.

To set header cells, in turn, select a top-row cell, then click the arrow next to the table icon. Select 'Table Cell Properties', then Column 'Header'. Then set the Cell type to 'Column Header'.

You can set row headers by selecting a left-most row cell, and follow the same steps but choose the 'Row Header' cell type.



Name of Cat	Cat Breed
Socks	Ragdoll
Fluff	Maine Coon
Tom	Scottish Fold

By doing this, a screen reader won't just read out the text in a cell, but it will also read the header for context.

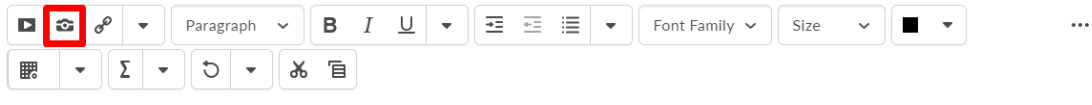
In the example table above, the 'Name of Cat' column header would be read before each of the names – so, 'Name of Cat – Socks' rather than just 'Socks', which would be more difficult to follow.

Key considerations when using tables:

- Try to provide a **brief text summary** of the key points or trends shown by the contents of the table – this will help screen-reader users, especially if your table is large and displays a lot of numbers
- **Don't** paste in **images of tables** – this offers a poor experience for non-sighted users and can be a QA failure point.
- **Avoid copying and pasting** in tables from other applications.

Adding images

Click the **Insert image** button to add an image from your computer, from the web, or from the learning room file store.



Ideally, images shouldn't be just decorative – this detracts focus from your learning content. So generally, you should **add alternative text** to describe your image to screen-reader users.

Provide Alternative Text

Alternative Text

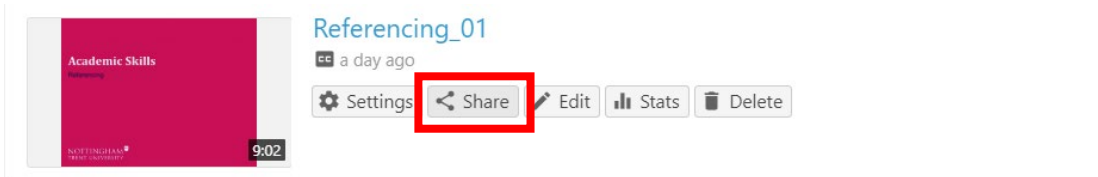
Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

This image is decorative

Adding embedded Panopto videos

1. Navigate to **Video (Panopto)** in the navigation bar. Select a video and click **Share**.



2. Navigate to the **Embed** option on the pop-up. Click **Copy Embed Code**. Set 'Who has access'. **Anyone with the link** or **Anyone at your organisation with the link** would allow students to see the videos without logging-in to Panopto. See this page for more details on [Panopto sharing permissions](#).

Referencing_01 [Learn more](#) ✕

Overview
Share
Outputs
Quiz Results
Streams
Clips
Search
Captions
Manage
Log

Link **Embed**

Video Embed Options:
Copy the code to embed this session into a website. [Learn more](#)

Aspect Ratio: 16:9 | Width (px): 720 | Height (px): 405

Start At (HH:mm:ss, hours and minutes optional): 0 | Interactivity: All

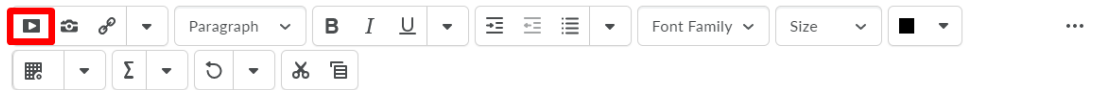
Autoplay Enable 'Watch in Panopto' Show Title Show Logo

Copy Embed Code `<iframe src='\"https://ntu.cloud.panopto.eu/Panopto/Pages/Embed.aspx?id=befd45a\">`

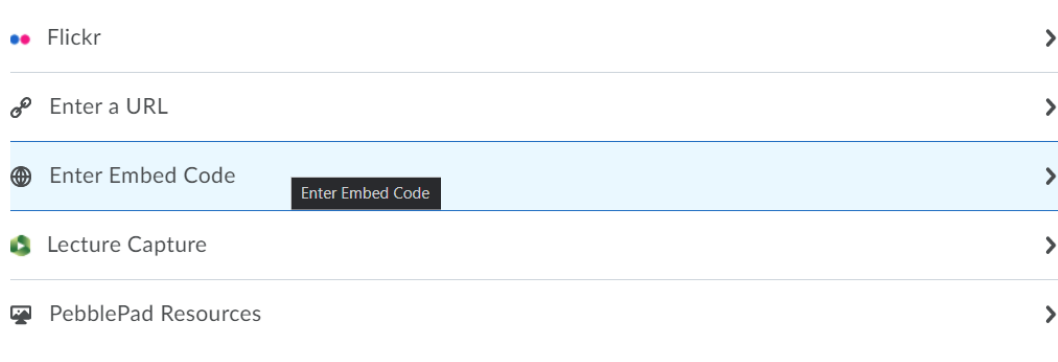
Who has access:
This session inherits permissions from its folder:

Anyone with the link
Unlisted, anyone who has the link can view. No sign-in required.

- Once you've copied the embed code, navigate to the webpage where you'd like to add the video. Click the **Insert Stuff** icon in the toolbar.



- Click **Enter Embed Code**.



- Paste the Panopto embed code you copied in Step 2 into this window, and then click **Next**.

Insert Stuff ✕

Enter Embed Code

Enter the embed code for an object from anywhere on the web.

Embed Code


```
<iframe src="https://ntu.cloud.panopto.eu/Panopto/Pages/Embed.aspx?id=befd45ab-9582-417c-9494-abde00b56352&autoplay=false&offerviewer=true&showtitle=false&showbrand=false&start=0&interactivity=all" width=720 height=405 style="border: 1px solid #464646;" allowfullscreen allow="autoplay"></iframe>
```

Emoji	Win+Period
Undo	Ctrl+Z
Redo	Ctrl+Shift+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste as plain text	Ctrl+Shift+V
Select all	Ctrl+A

6. A preview of the video you are going to embed will be shown - click **Insert** to add this to your page.

Insert Stuff

Refresh Preview



Insert
Back
Cancel

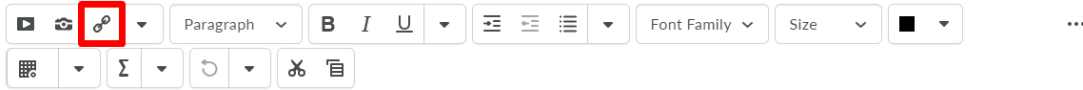
When you add videos or other embedded content to your web pages, give a **brief text description** to say what it is, and how and why students should engage with it; for example, do they need to take notes to help

with a later activity? Or should they focus on any particular points that will be covered in an exam?

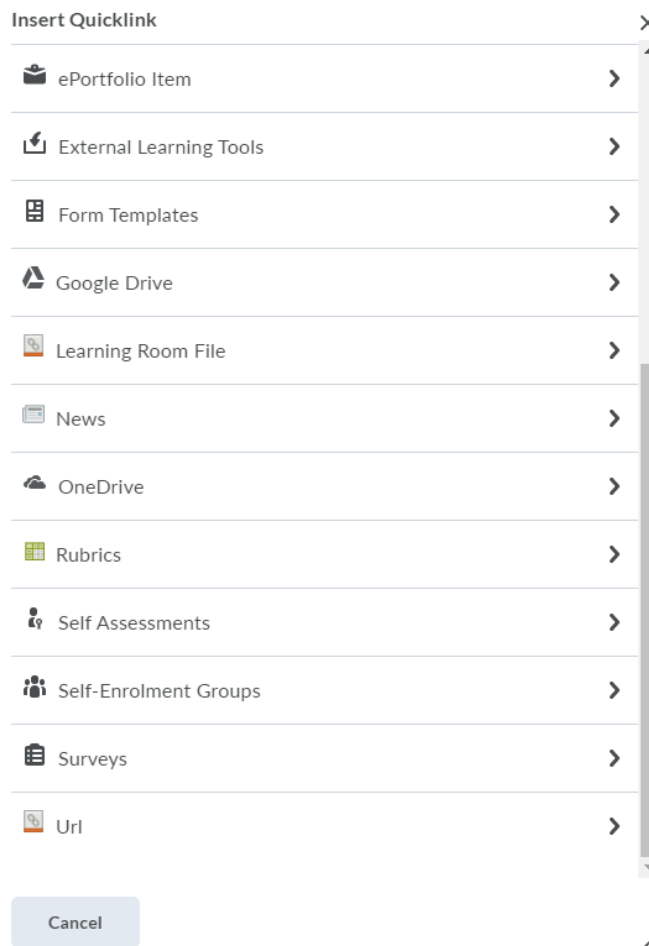
Note that although you can add Panopto videos via the Insert Stuff menu, it's better to copy the embed code for the video and use the **Enter Embed Code** option instead – this way your video will display better on the page. The templates attempt to fit Panopto and YouTube videos added via Enter Embed Code to the full width of the page, providing a better experience for mobile users.

Adding links

Click the **Quicklink** icon in the editor toolbar.

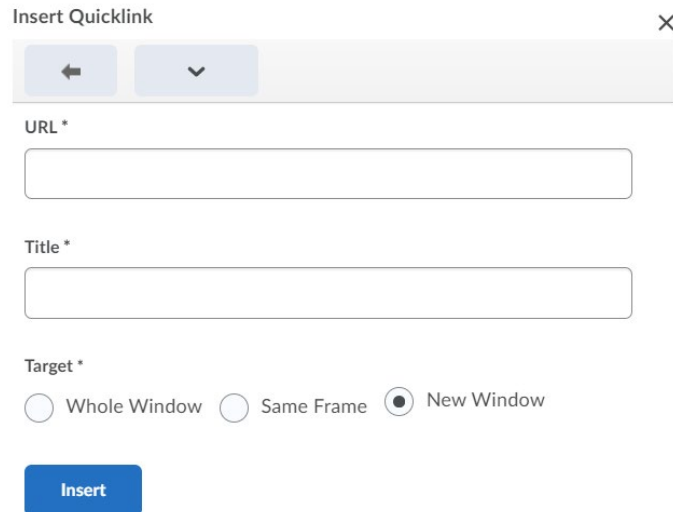


A Quicklink can be a link to a range of content types, perhaps a file in your learning room, an assessment, a resource in your learning room, or an external website.



To add a link to an external website:

1. Navigate to the **URL** option at the bottom of the Quicklink list.
2. Paste in the URL of the website you'd like to link to, then add a **title** – the text that will be displayed on the web page.



Insert Quicklink X

URL *

Title *

Target *

Whole Window Same Frame New Window

Insert

3. If you'd like the link to open in a new window, select **New Window** and the template will add a 'new window' icon to your link, as shown below.



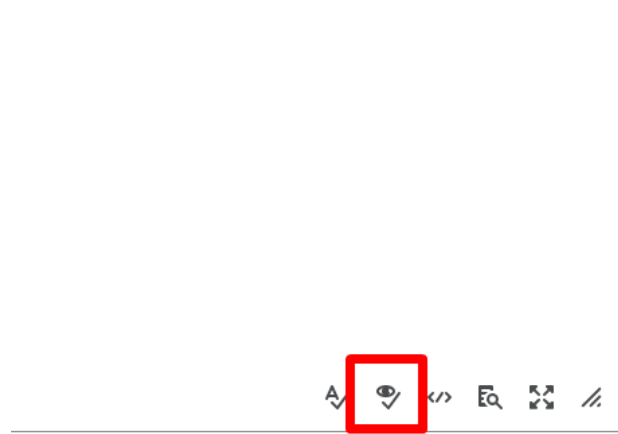
[Link to a webpage about cats](#) 

4. Click **Insert** to add the link.

Accessibility

The final step when creating a web page is to check accessibility.

Click the icon to the lower-right of the editing window:



This is a really useful tool – it will allow you to quickly enter any missing alt-text and help you to fix table formatting to optimise for accessibility.