**Nottingham Trent University**

Using the NOW learning room template

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.

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.
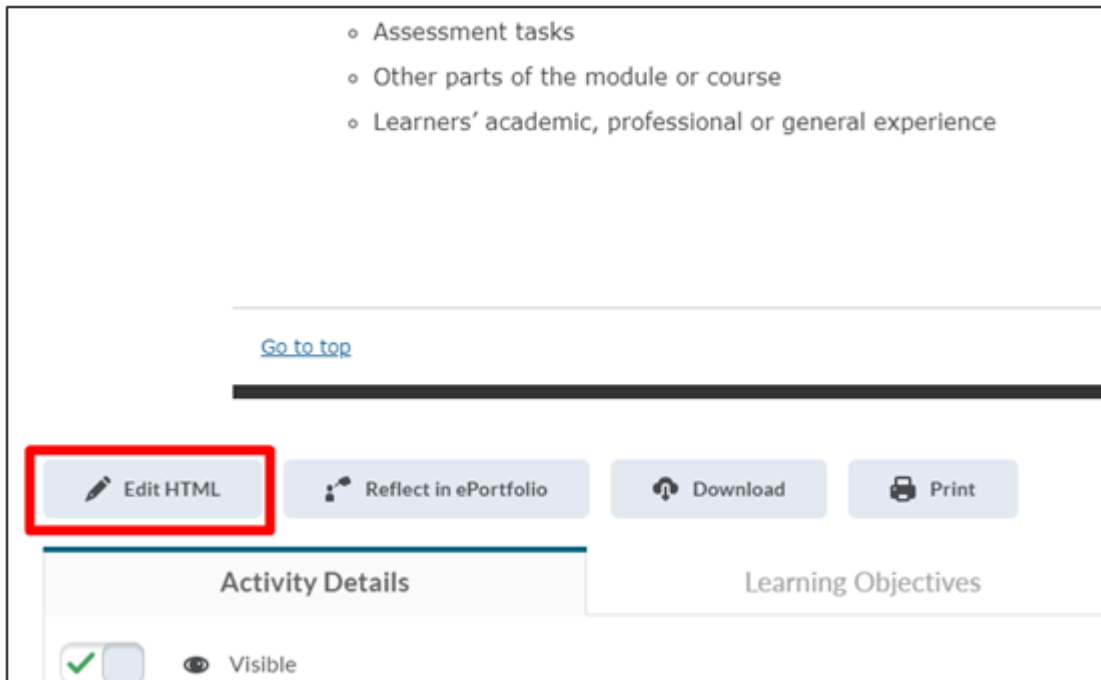
Navigate to the content area in your learning room
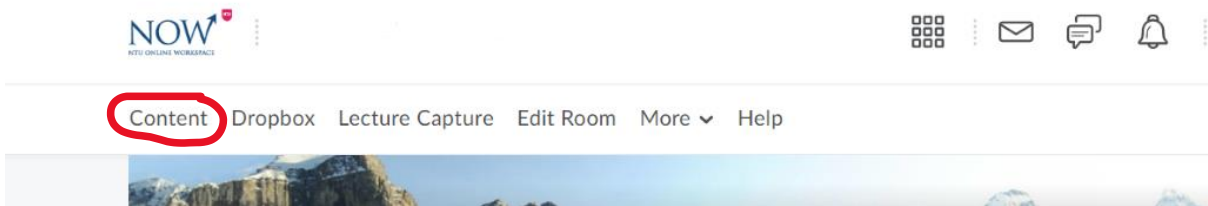
The 'week' units in your learning room will be prepopulated with a basic series of pages for you to edit. You should use these to make it easy for students to engage with your materials and to promote consistency across learning rooms.
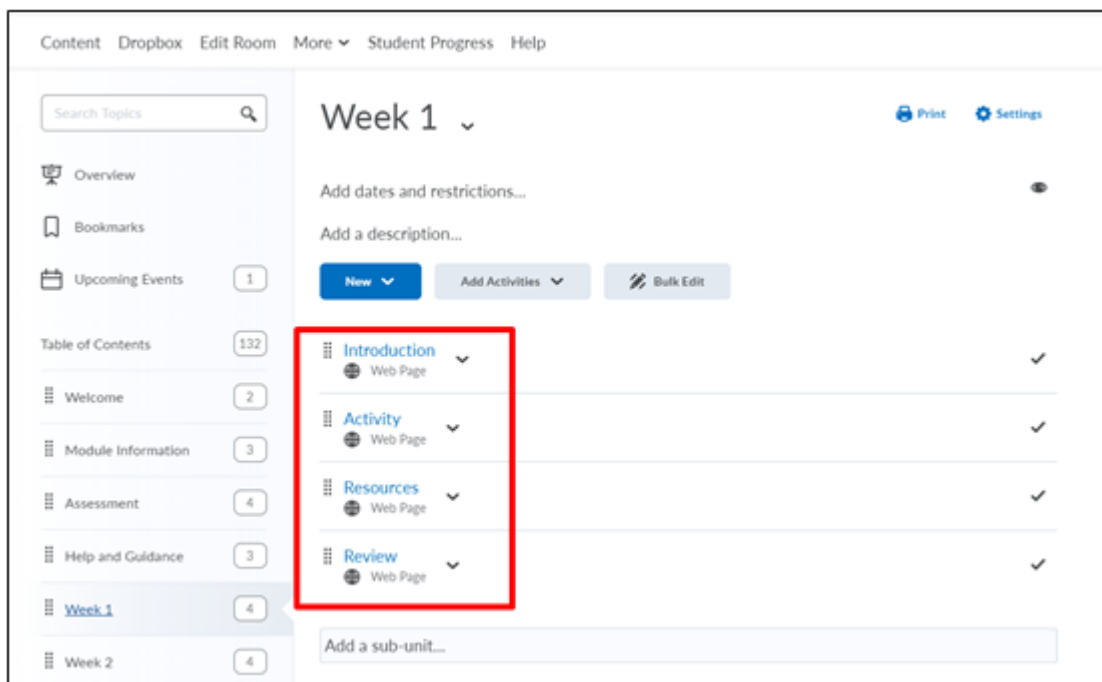
To **edit one of these pages**, click to view it, then click **'Edit HTML'**:

Edit the content as needed, using the **toolbar** to insert headings, tables, equations, or embedded content. Click the **ellipses** to view all tools available:
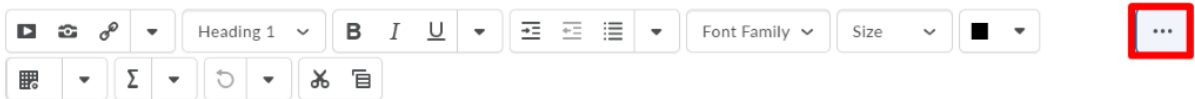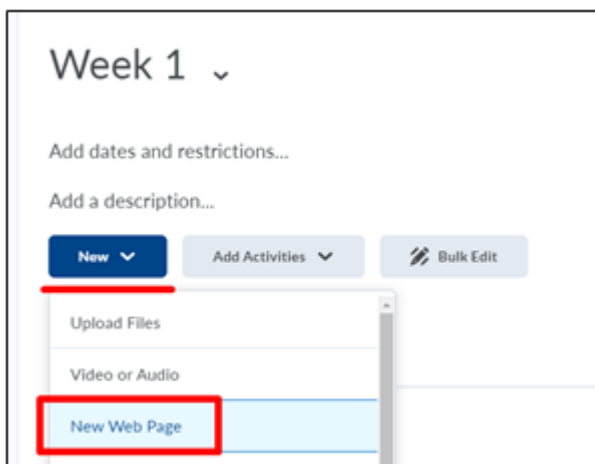

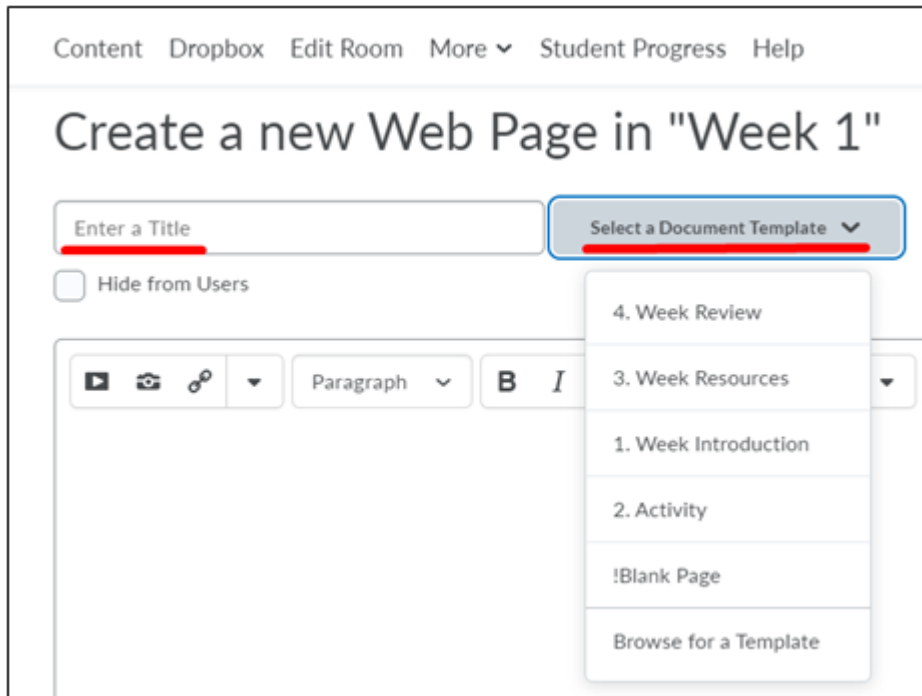# Creating new webpages and choosing a template

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

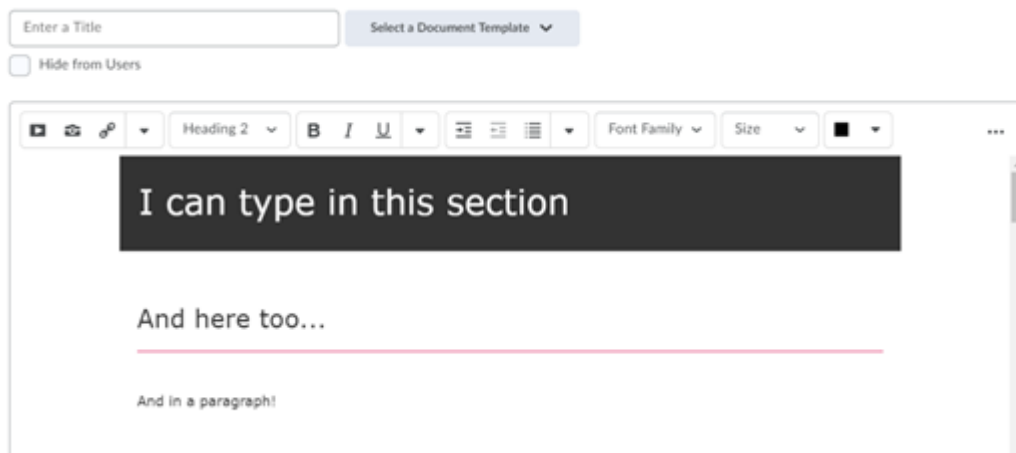Click into the unit where you'd like to add a web page.

Click: New > New Web Page

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


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

How to use webpage 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.
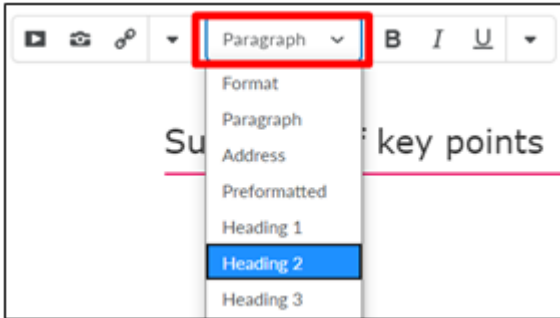
You should ideally only need to use Heading 2, Heading 3, Paragraph, and perhaps occasionally, 'Preformatted'.

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'.
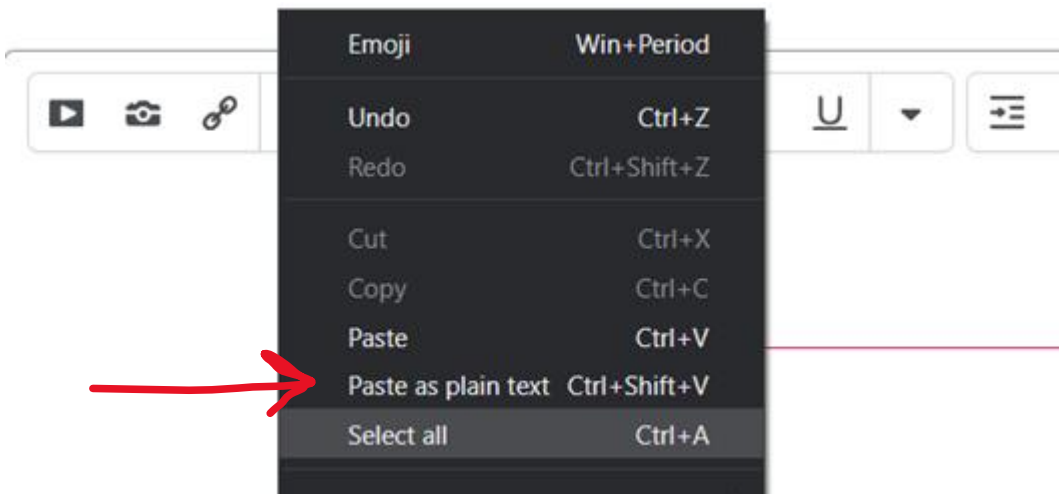

Adding tables

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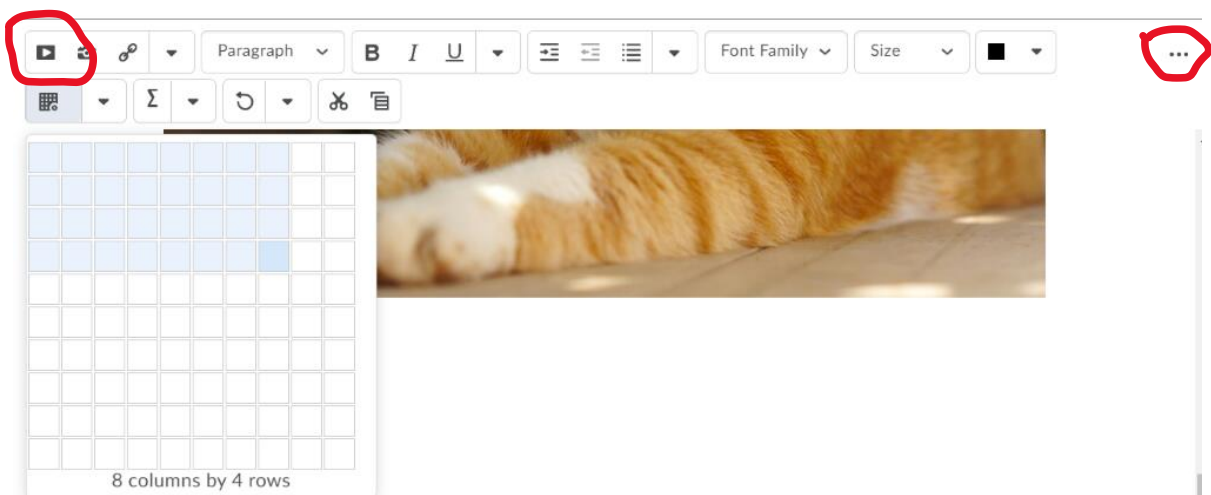
The table is **editable**, and many of the controls are similar to options found in Microsoft Word - columns and rows can be added and removed using the icons underneath the table. Hover over each of the icons to see a pop-up explaining what they do. The size of the table can be set by dragging the corners.

To make your table accessible to screen-readers, you need to add a table 'caption' or title.

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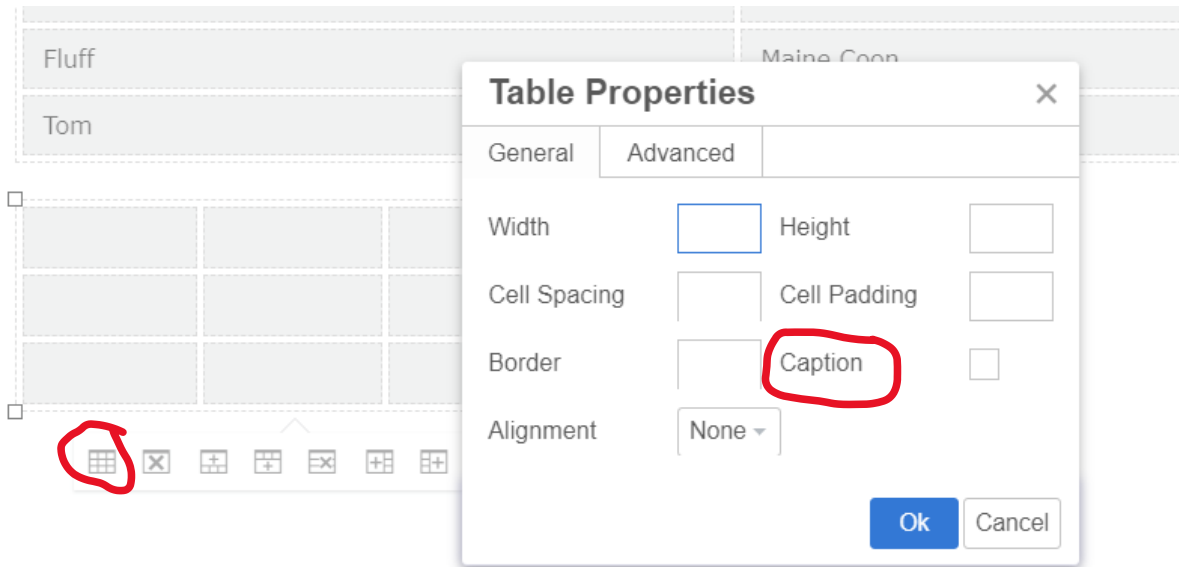
Next you need to add **table headers**. A header shows the category for each column or row, and this helps screen-reader users to follow the data given in each cell.

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.
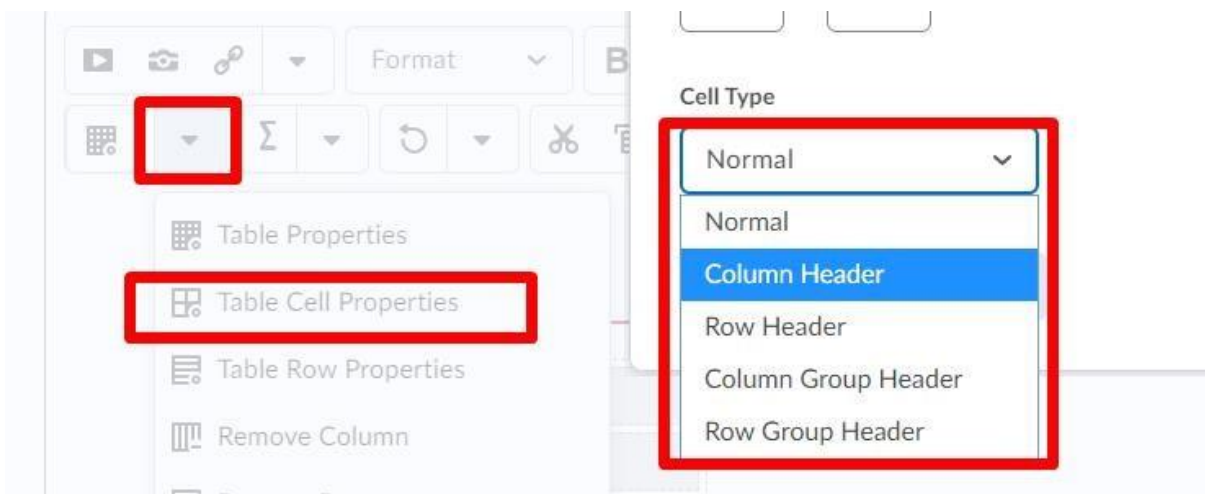
Names and breeds of Cats	
Name of Cat	**Cat Breed**
Socks	Ragdoll
Fluff	Maine Coon
Tom	Scottish Fold

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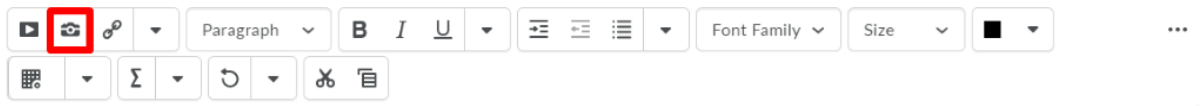
Ideally, images shouldn't be just decorative – this detracts focus from your learning content. So generally, you should **add alternative text** to describe your image to screen reader users.

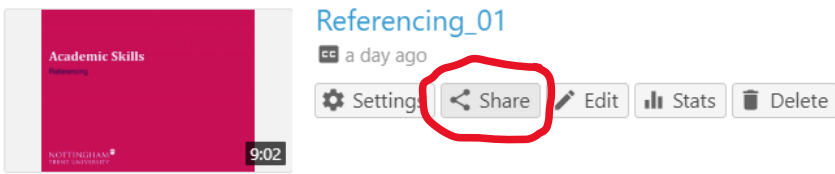## Provide Alternative Text

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: | Cat with closed eyes |

☐ This image is decorative

Ok

Adding embedded Panopto videos

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

Referencing_01
CC a day ago
⚙ Settings < Share ✏ Edit 📊 Stats 🗑 Delete

Navigate to the **Embed** option on the pop-up. Click **'Copy Embed Code'**. Ensure that the access is set to '**Anyone with the link.'**

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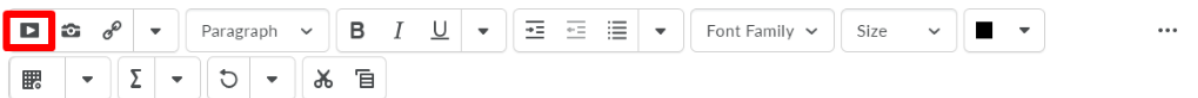
Click enter embed code.

Paste the Panopto embed code you copied in a previous step into this window and then click next.

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

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 YouTtube 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.
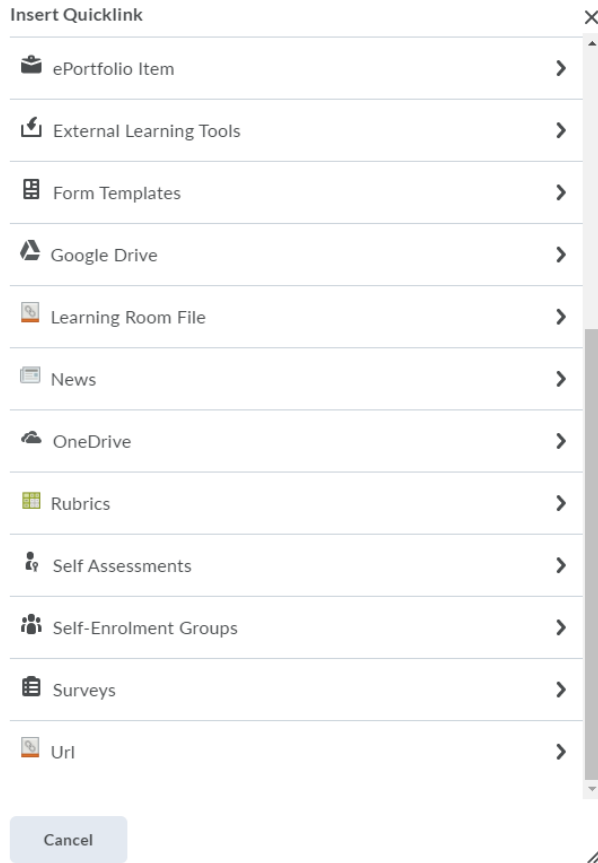
To add a link to an external website

Navigate to the **URL** option at the bottom of the Quicklink list.

Paste in the URL to the website you'd like to link to, then add a title – the text that will be displayed on the webpage.

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.

Click **Insert** to add the link.