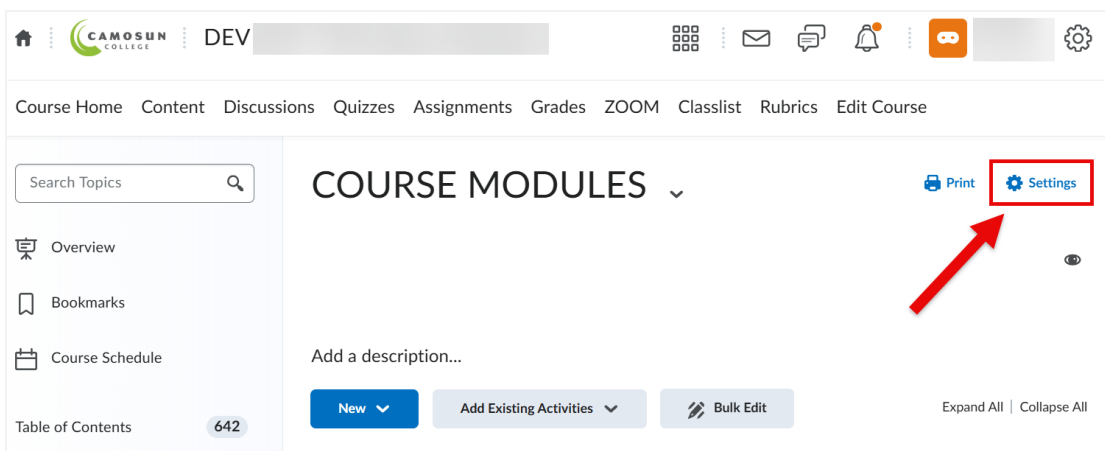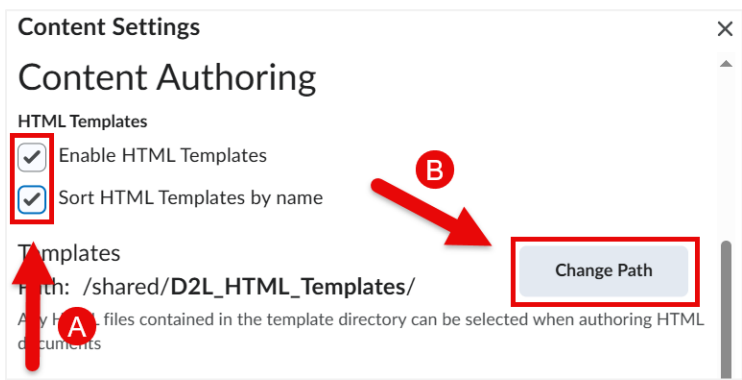# Enabling and Using D2L Templates

Instructions for activating and using D2L HTML templates in a course site. Please note we recommend a consultation with an Instructional Designer prior to using these templates.
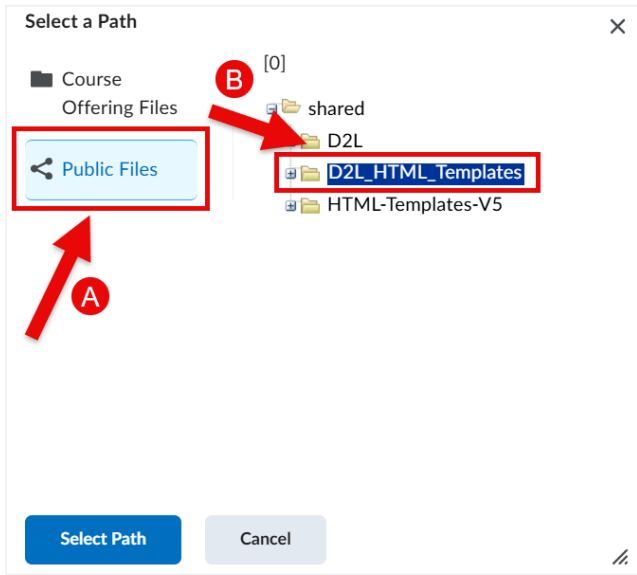
Enabling D2L Templates Steps

1. Navigate to **Content** in your D2L course.

2. Select **Settings** to open the Content Settings box. Ensure you select the Settings link below the D2L navigation bar.
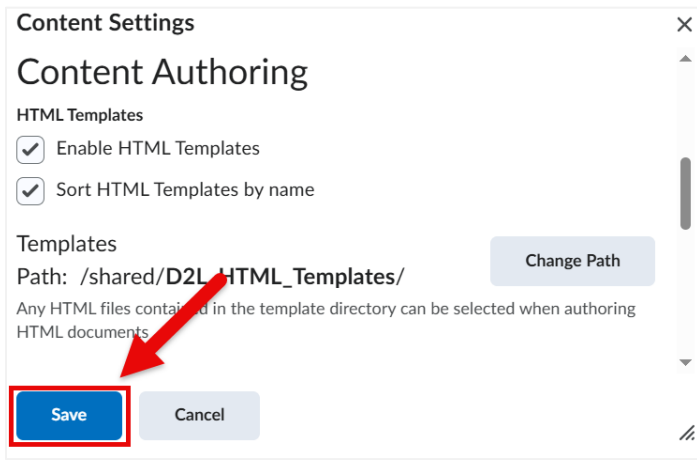

3. In the Content Settings box, scroll-down to the **Content Authoring** section.

4. Select **Enable HTML Templates** and **Sort HTML Templates by name**. Next, select **Change Path** to specify the location where the templates are stored.

5. Select **Public Files** in the list on the left side of the window and then choose **D2L_HTML_Templates** from the shared folder list. Click **Select Path**.
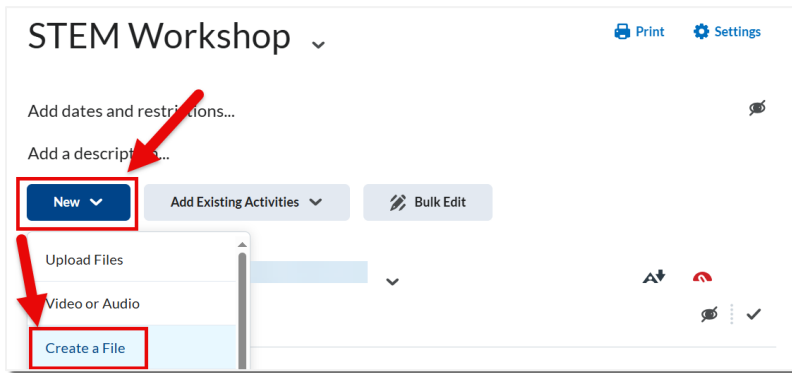

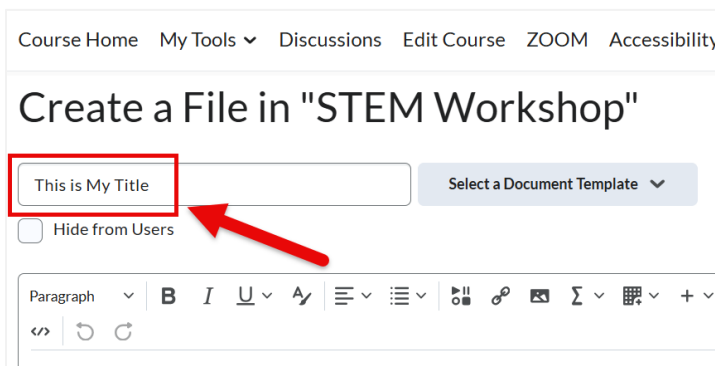6. Select **Save** at the bottom of the the Contents Settings window.
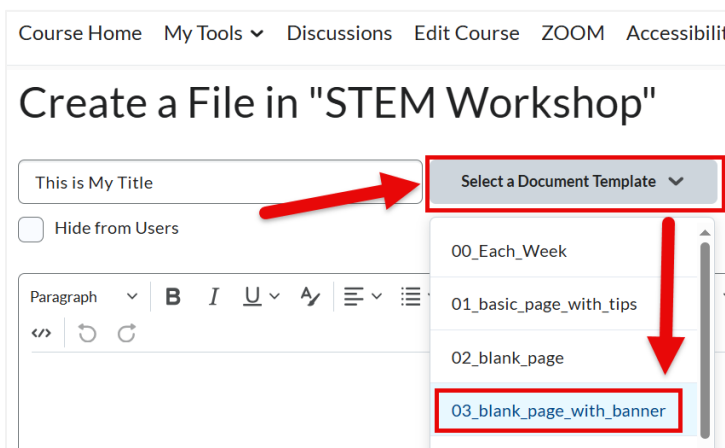
Enabling D2L Templates Steps

1. Navigate to **Content** in your D2L course.

2. Open the module in which you want to add a new webpage using the templates.

3. Select **New** and then select **Create a File** from the drop-down menu.
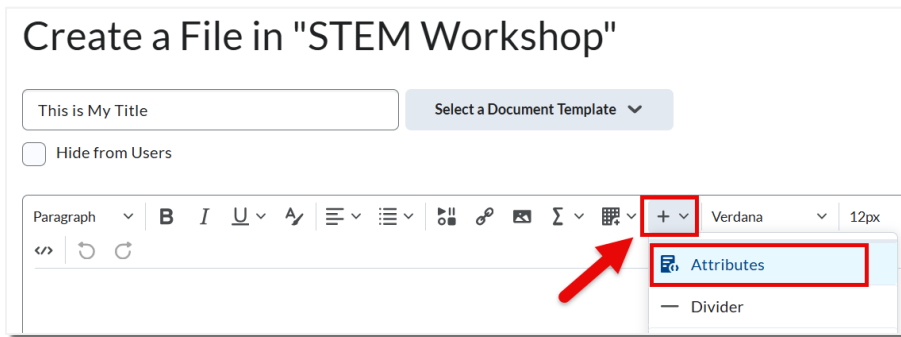

4. Enter the title of your new webpage in the text field.

5. Click **Select a Document Template**, then choose your desired template from the drop-down menu.
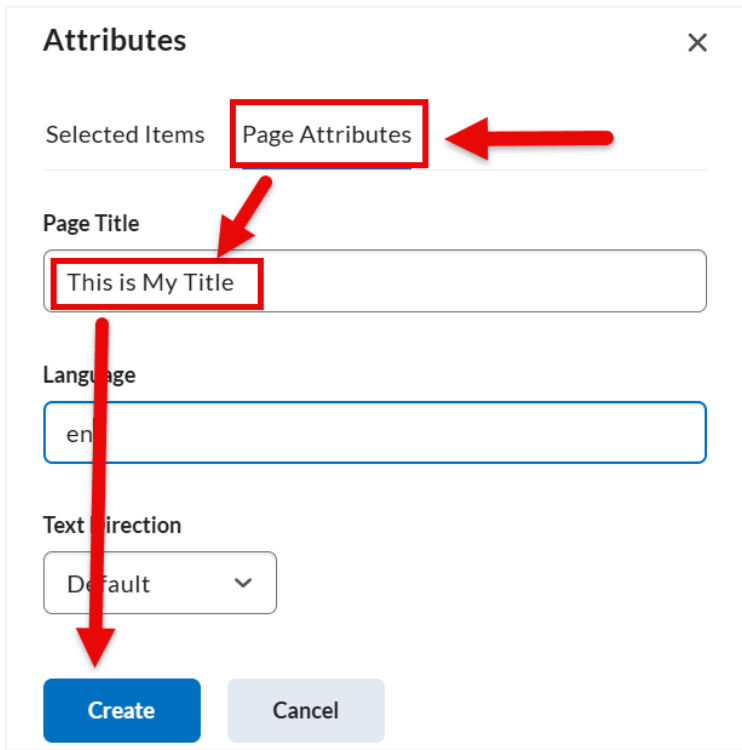
6. Select "+" in the HTML editor window and choose Attributes from the drop-down menu.

7. Select the **Page Attributes** tab, enter the page title in the appropriate text field, and select **Create**.
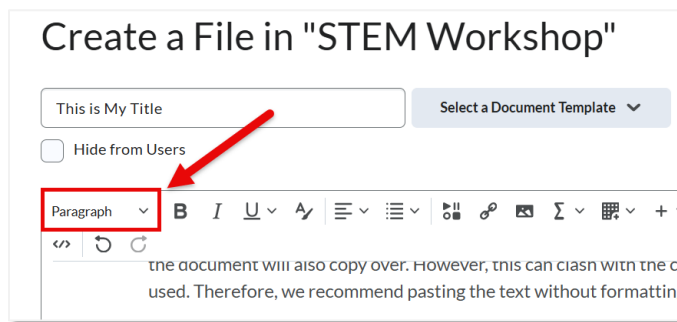
   Note: This step improves accessibility by providing page content information for screen readers.

8. Begin updating your webpage by adding text, images, and video.

Helpful Tips

- We recommend selecting and applying the HTML template before adding content. Applying a template to an existing page will overwrite the content and **you will lose ALL your work**.

- We recommend beginning the content creation process by **drafting your text in a Microsoft Word document**. This approach supports collaboration, allows for change tracking, helps finalize layout, and makes it easier to catch spelling and grammar errors early.

- When you paste text from a Word document (or other source) into the HTML editor in D2L, the text styling from the document will also copy over. However, this can clash with the carefully crafted styles of the template being used. Therefore, we recommend pasting the text without formatting, which is known as pasting as plain text. **To paste as plain text**, you can use Ctrl+Shift+V on PC or Cmd+Shift+V on Mac to paste copied text as unformatted text to HTML editor.

- One of the key benefits of using templates is maintaining a consistent, standardized layout and formatting. To support this, we recommend using the accessible, preformatted heading styles to organize your content and highlight logical sections of text. Headings create a hierarchical structure that improves navigation for all users—including those using assistive technologies like screen readers. The D2L HTML editor offers several preformatted heading levels.

  - To apply a heading, simply select your text and choose the appropriate level from the **Format** drop-down menu.

  - Example headings listed below:

A final note about Accessibility:

To ensure your content is accessible to all learners and meets WCAG accessibility standards, we recommend checking the Ally accessibility score of your content webpages. The accessibility score is represented by a coloured gauge icon, which you can click on to review accessibility issues and receive guidance on how to fix them.

Have questions or need assistance?

For support with basic editing and creating accessible content, please contact the Centre for Excellence in Teaching and Learning (CETL). We are here to help!