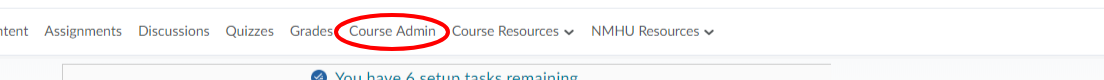
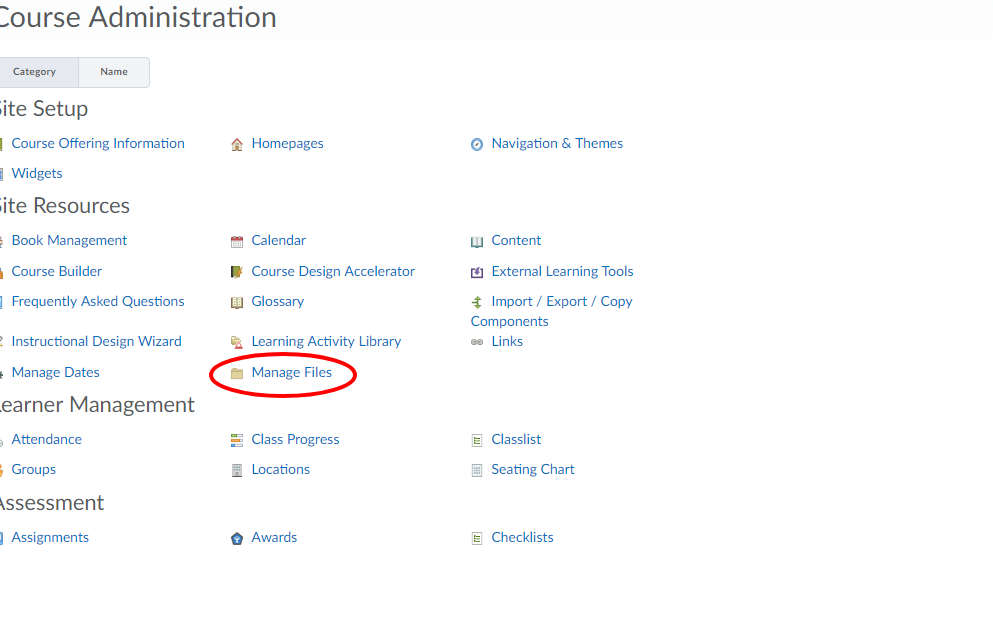
**How to Use Templates in Brightspace**

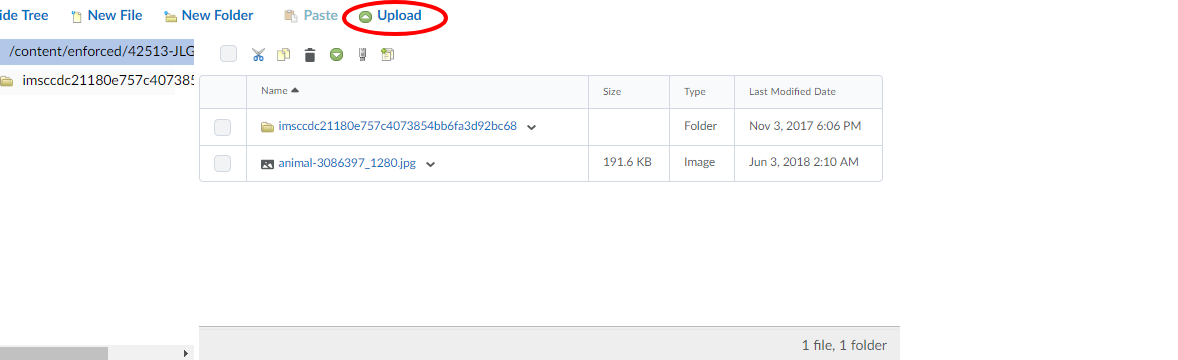
Step 1: Make sure you are in your course. Now select **Course Admin** in the Navbar.



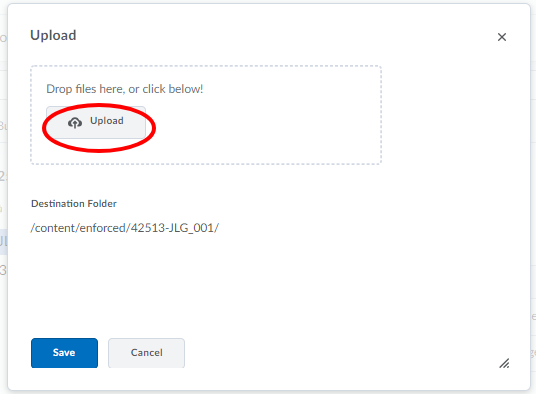
Step 2: When in the Course Administration page, you will click on **Manage Files**.



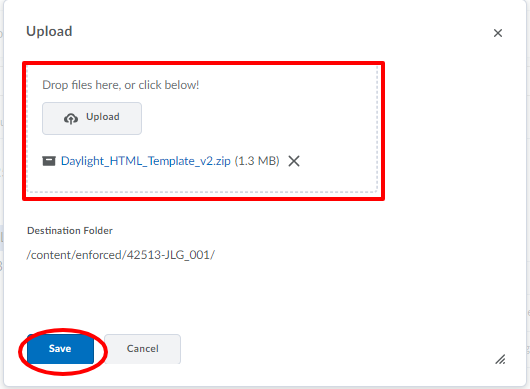
Step 3: Now that you are in Manage Files you will click **Upload**.



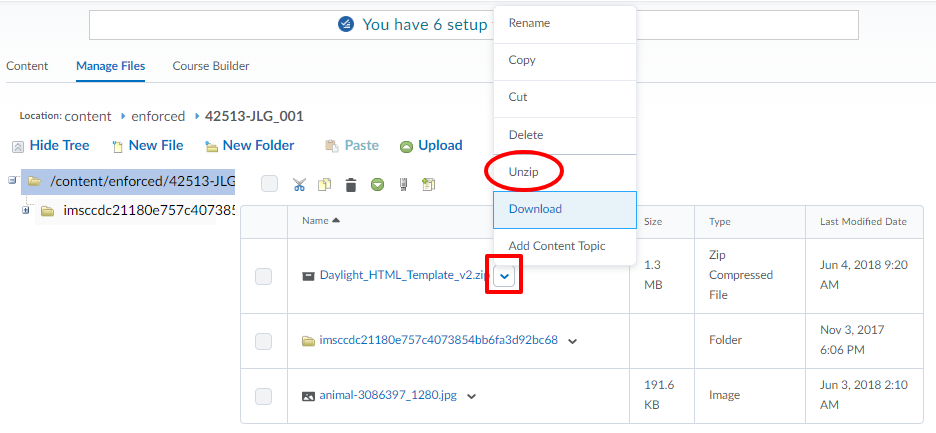
Step 4: You will now either click **Upload** and locate your file, or **Drag and Drop** the file in the dotted box.



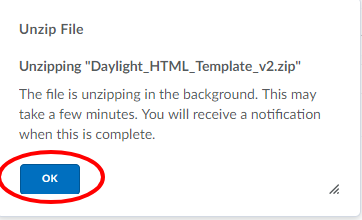
Step 5: Once the file has been uploaded, you will now click **Save**.



Step 6: Once the file is uploaded you need to locate the file in Manage Files. Once located click the **Down Arrow** next to the file, now click **Unzip**.

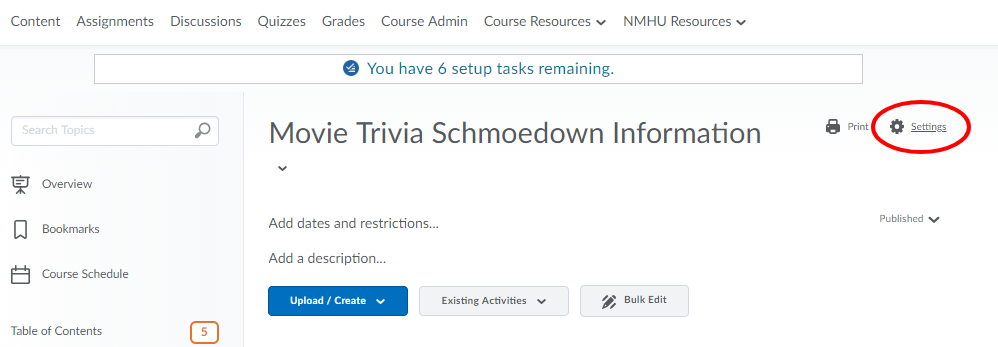


Step 7: You will now click **OK**.

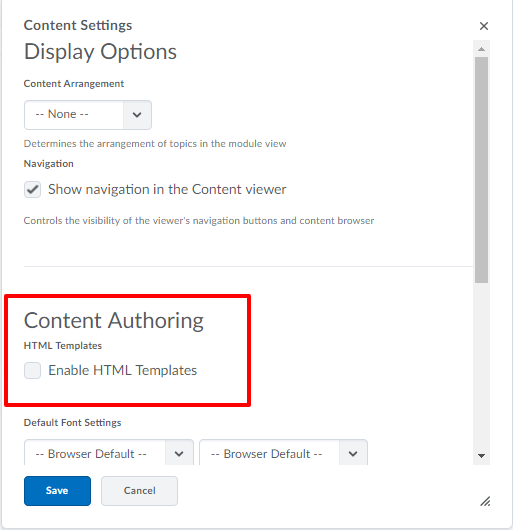


Step 8: Once you have unzipped the file, you will now click on **Content**. C:\Users\User\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Image 8.png

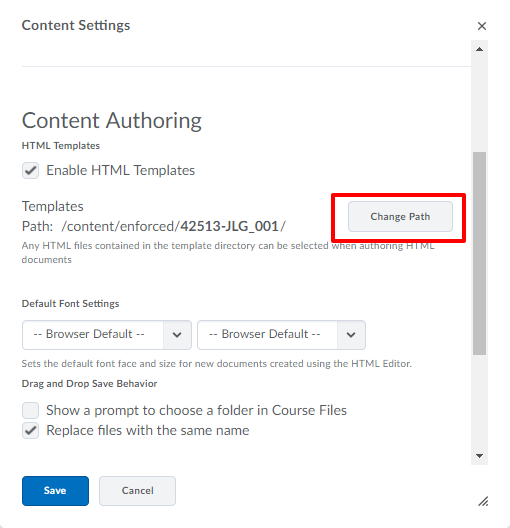
Step 9: Once in Content area you will now click on **Settings**.



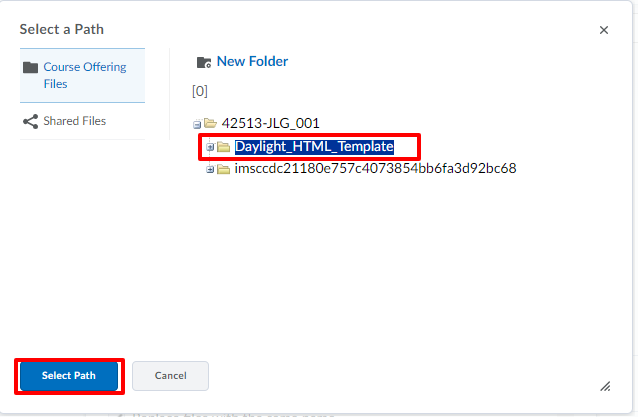
Step 10: Once in the Content Setting menu you will place a check on **Enable HTML Templates**.



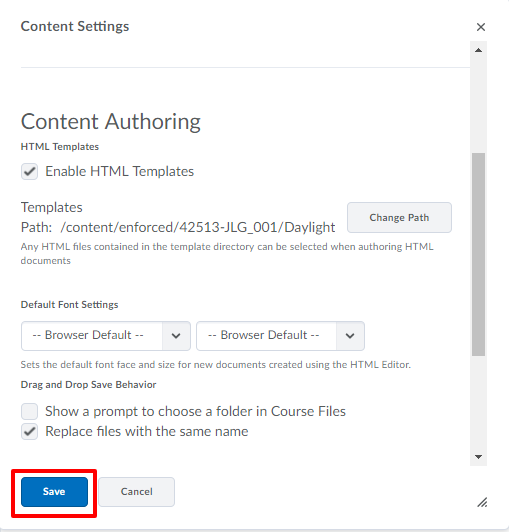
Step 11: After checking the box you will now click on **Change Path**.



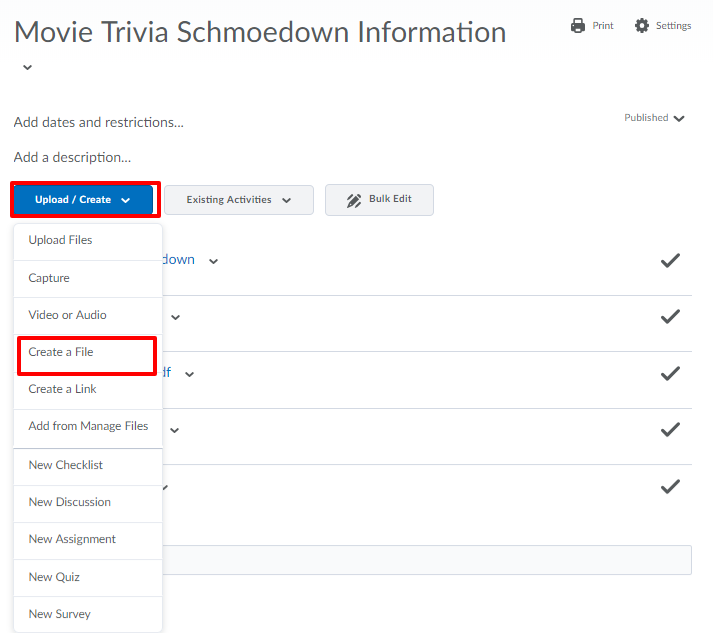
Step 12: Now you will locate and click on the **Daylight\_HTML\_Template**. Once you have done that you will not click **Select Path**.



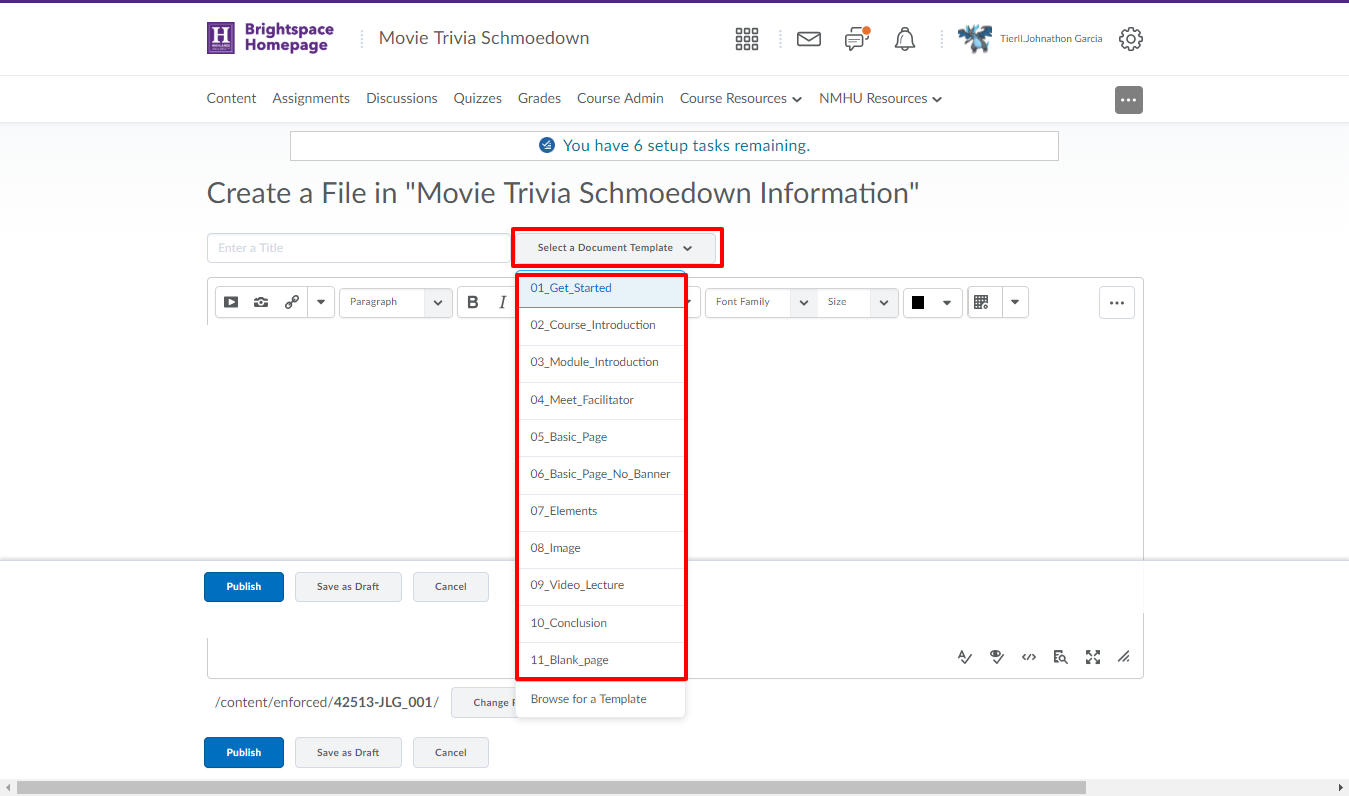
Step 13: Once the path has been selected you will now click **Save**.



Step 14: Once you are back in the Content area, you will now click on **Upload/Create** and the option **Create a File**.



Step 15: Once on the HTML file creation page you will now click on **Select a Document Template**. This will give you the options for the HTML pages that are premade.



Step 16: Once you have selected the template you can now edit the template with your information.

