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Introduction

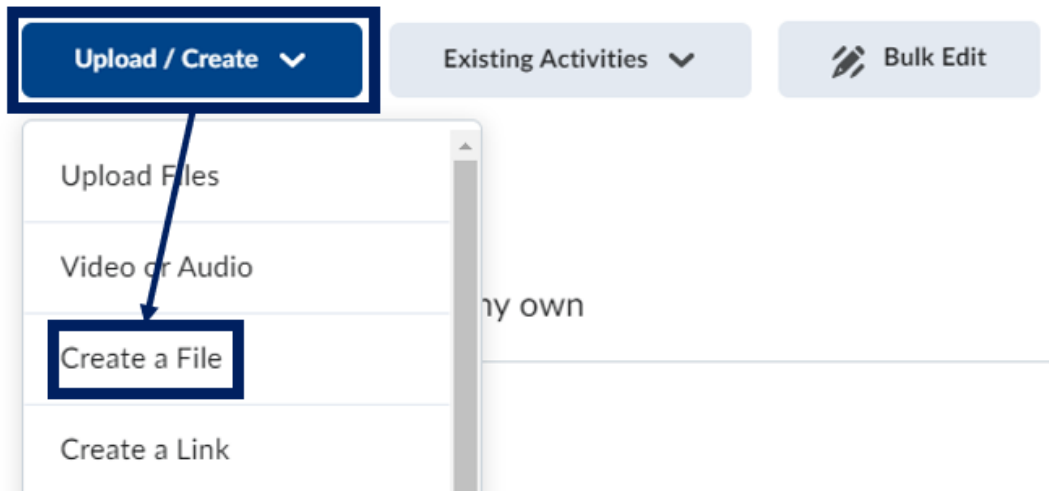
Creating a File within the **My Learning** section allows you to create content directly on Brightspace, and has the added bonus of being accessible. You can then duplicate this content if you have created a template or format that you wish to use in multiple instances within the module.

Method

- 1)** Navigate to **My Learning** and the area where you wish to add the new content.
- 2)** Select **Upload/Create** and then **Create a File** from the dropdown.

Add dates and restrictions...

Add a description...



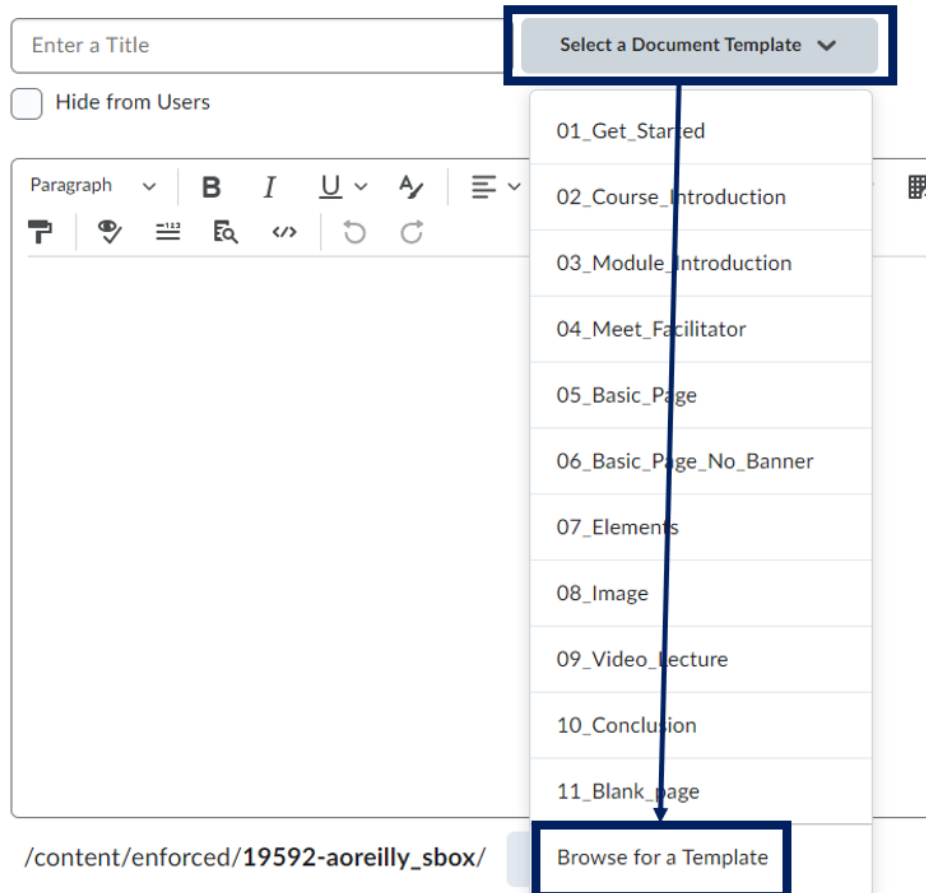
3) This will open a new page with a rich content editor, where you can add your content.

If you create a theme/structure/format that you would like to re-use across other pages within the module, you can duplicate the page once you have selected **Save & Close**.

4) Navigate to the unit within **My Learning** where you wish to create the copy of the original File and then select **Upload/Create** and then **Create a File** again.

5) This time, when the new page opens, click on **Select a Document Template** and then **Browse for a Template** from the dropdown.

Create a File in "Newsletters"




Enter a Title

Select a Document Template ▾

Hide from Users

Paragraph ▾ | **B** | *I* | U ▾ | *A* | ▮ ▾



01_Get_Started

02_Course_Introduction

03_Module_Introduction

04_Meet_Facilitator

05_Basic_Page

06_Basic_Page_No_Banner

07_Elements

08_Image

09_Video_Lecture








10_Conclusion

11_Blank_page

/content/enforced/19592-aoreilly_sbox/ **Browse for a Template**

- 6) This will open a new window displaying all the folders and files for the module, arranged alphabetically; scroll to the one you wish to duplicate, check it and then select **Add**.

Add a File ✕

<input type="checkbox"/>	 Poll Everywhere Embed.html	1.11 KB
<input type="checkbox"/>	 Sample HTML.html	2.35 KB
<input checked="" type="checkbox"/>	 Sample template.html	911 Bytes
<input type="checkbox"/>	 Test Yuja video.html	371 Bytes
<input type="checkbox"/>	 Testing PE Response Release Conditions.html	227 Bytes
<input type="checkbox"/>	 Title.html	3.1 KB
<input type="checkbox"/>	 To create a folder icon.html	145 Bytes

//

7) This will then add the content from that File to the current page and you can re-use the structure and edit as necessary. Repeat this process each time you wish to create a copy.