UCD College of Science
Coláiste na hEolaíochta, UCD

Contents

Introduction

Creating a HTML **Page** 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 the **Create New** Button and then **Page** from the list of options that appear.

Welcome

The purpose of the Welcome Unit is to engage the learner with any necessary information prior to undertaking the module. You may wish to also include information around setting out expectations as to how the module will be delivered, and what is to be expected of the student. This serves as a point of orientation and socialisation for the student.

The Welcome Unit should include, at a minimum:

- An overview or brief description of the module
- An introduction to faculty and the wider teaching team
- Contact information/hours for the teaching team.

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 **Create New** and then **Page** again.

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

Copy/duplicate a Page
WITHIN a Brightspace module
Version number 2.1 | Updated June 2025

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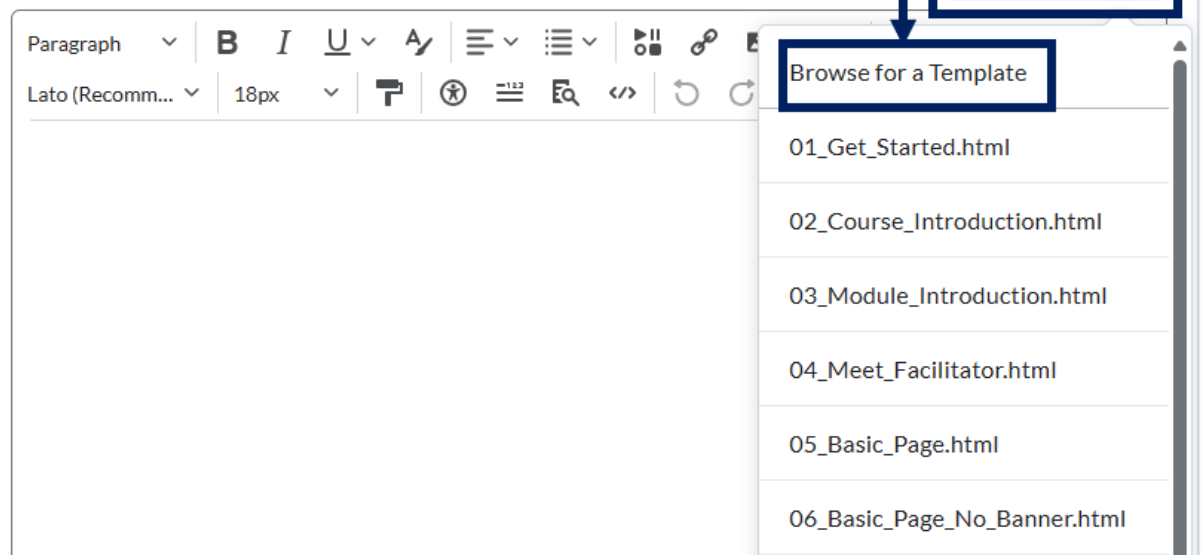
6) This will open a new window displaying all the folders and files for the module, arranged alphabetically; scroll to the one you wish to duplicate, check it and then select **Add**.

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Add a File ✕

☐	🌐 Poll Everywhere Embed.html	1.11 KB
☐	🌐 Sample HTML.html	2.35 KB
☑	🌐 Sample template.html	911 Bytes
☐	🌐 Test Yuja video.html	371 Bytes
☐	🌐 Testing PE Response Release Conditions.html	227 Bytes
☐	🌐 Title.html	3.1 KB
☐	🌐 To create a folder icon.html	145 Bytes

Add | Cancel

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.