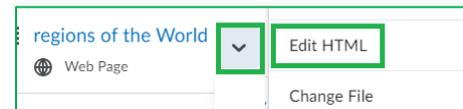
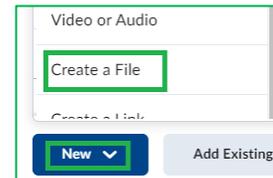


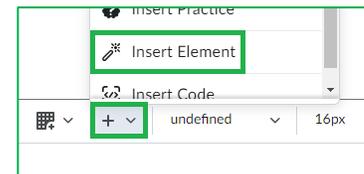
The Creator+ Insert Element tool enables you to add dynamic components with a user-friendly interface that does not require HTML coding knowledge or experience. You can access this tool when:

- Creating a new file in the Content page
- Opening an existing content file in Edit HTML mode



In the HTML editor toolbar click on *Other Insert Options* and find the *Insert Elements* option.

This will list different elements to choose from.



This document provides an example of each element and steps to complete relevant fields when inserting them. Click on an element type from the list below to see the steps and an example.

Accordion

Tabs

Click and Reveal

Callout

Timeline

Stylized Quote

Flip Cards

Carousel

Hotspot

Edit an inserted element

Disclaimer: Major parts of this document is adapted from the D2L Brightspace Community resources on [Using the Creator+ Features of Brightspace Editor](#) to suit the needs of BVC instructors.

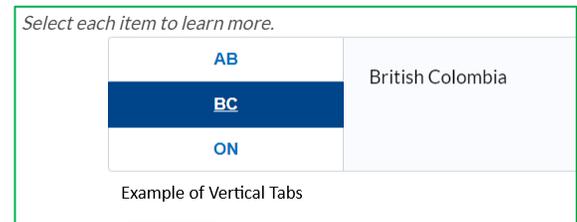
Accordion

- From the element list, select *Accordion*.
- Select one of the *Format Options* to indicate if you want to number the accordion folders.
- Enter *Learner Instructions* to ensure that the learners know there is a dynamic element.
- Enter the *Accordion Tab Title* and *Accordion Content* of the first accordion tab.
- If you have more accordions to add, Click *Add Accordion Item* and add the content as appropriate.
- Click *Preview*
- If you are satisfied with the way accordion folders appear, click *Insert*.



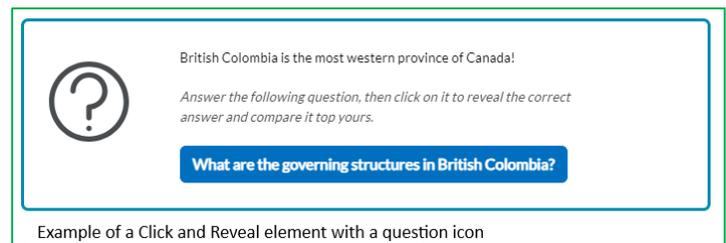
Tabs

- From the elements list, select *Tabs*.
- Select one of the *Format Options* to indicate if you want the tabs to be horizontal or vertical.
- Enter *Learner Instructions* to ensure that the learners know there is a dynamic element.
- Enter the *Tab Title* and *Tab Content* of the first tab.
- If you have more tabs to add, click *Add Tab Item* give it a title and add the content as appropriate.
- You can add images to each tab using the *Add Image* option for it.
- Click *Preview*.
- If you are satisfied with the way tabs and their relevant content appear, click *Insert*.



Click and Reveal

- From the elements list, select *Click and Reveal*.
- Select one of the *Format Options* to indicate if you want the click trigger to have a question mark icon (Question) or text only (No Icon).
- Add *Introductory Content* to introduce the element.
- Enter *Learner Instructions* to ensure that the learners know there is a dynamic element.
- Enter the *Button Label* and *Revealed Content*.



- Click *Preview*.
- If you are satisfied with the way the click and reveal element appears, click *Insert*.

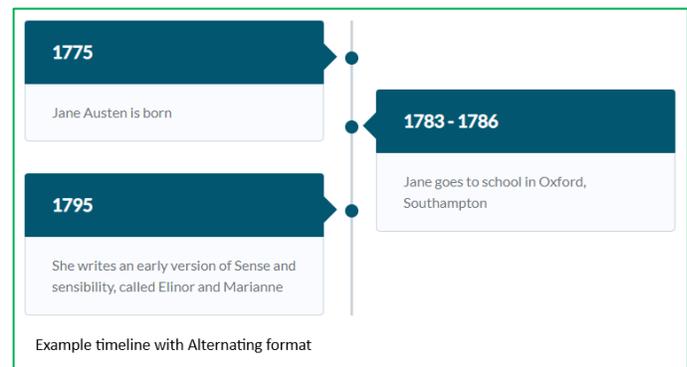
Callout

- From the elements list, select *Callout*.
- Select one of the *Format Options*. For more information about each, click the question mark icon beside the options.
- Enter a *Title* and *Callout Content* for your element.
- Click *Preview*.
- If you are satisfied with the way the callout element appears, click *Insert*.



Timeline

- From the elements list, select *Timeline*.
- Select one of the *Format Options* to indicate if you want the timeline to have left-aligned or alternating entries.
- Enter the first *Timeline Panel Title* and *Timeline Panel Text*.
- If you have more entries to add to the timeline, click *Add Item* and add the panel title and text.
- Click *Preview*.
- If you are satisfied with the way the callout element appears, click *Insert*.



Stylized Quote

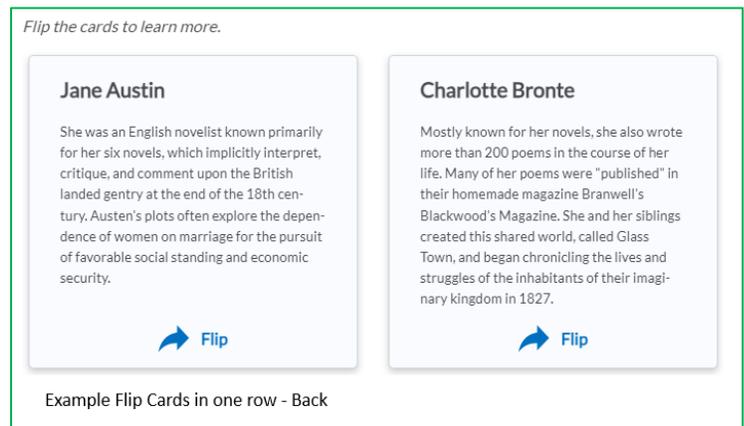
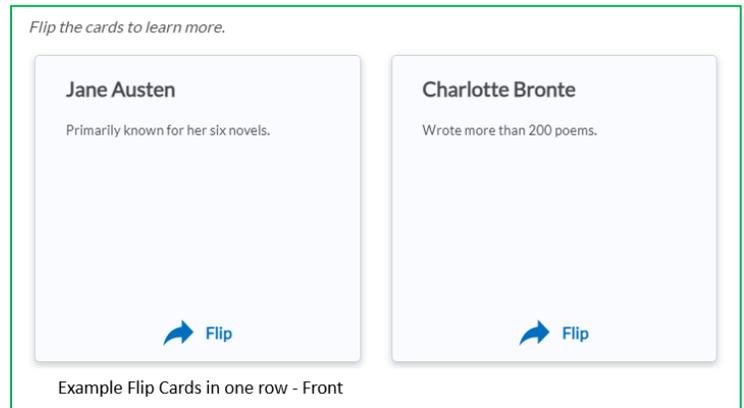
- From the elements list, select *Stylized quote*.
- Select one of the *Format Options* to indicate if you want standard size text or large focus.
- Enter the *Quotation* and *Attribution*.
- Click *Preview*.
- If you are satisfied with the way the quotation appears, click *Insert*.



Flip Cards

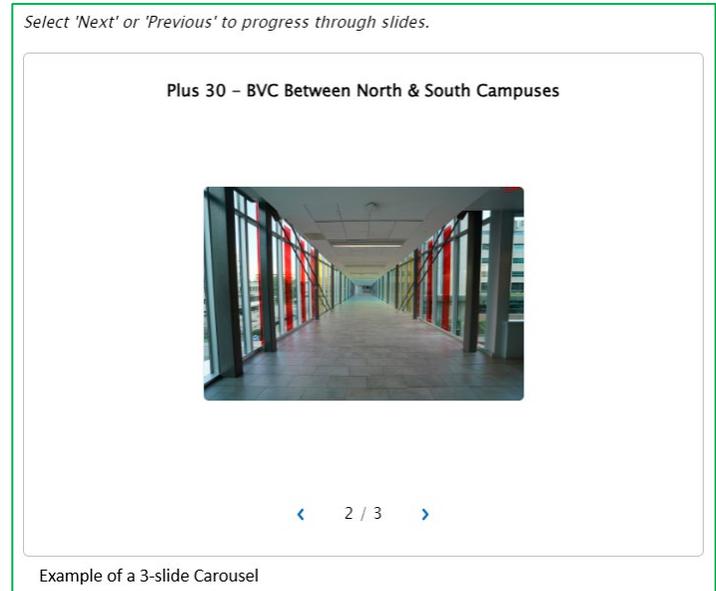
- From the elements list, select *Flip cards*.
- Enter *Learner Instructions* to ensure that the learners know there is a dynamic element.
- On the *Front* tab, enter the *Title*.
- If you want to include an image on the front of your flip card, click *Add Image*. Select an image file and add *Alternative Text* or indicate that the image is decorative. Then, click *Save*.
- Enter the *Content* you want to include on the front of the image. It is recommended that you include no more than 4 words or 25 characters.

- Repeat the process on the *Back* tab to configure the back of your flip card.
- If you want to add another flip card on the same row, to the right of the current flip card, click *Add item*.
- If you want to add a flip card on a different row, click *Add Row*.
- Click *Preview*.
- If you are satisfied with the way flip cards appear, click *Insert*.



Carousel

- From the elements list, select *Carousel*.
- Enter *Learner Instructions* to ensure that the learners know there is a dynamic element.
- Click *Add Image*, *Add Title*, or *Add Text* to configure your carousel slides. For adding image, follow the
- For more entries to the carousel, click *Add Slide*, then add title, image, and/or text as appropriate.
- Click *Preview*.
- If you are satisfied with the way flip cards appear, click *Insert*.



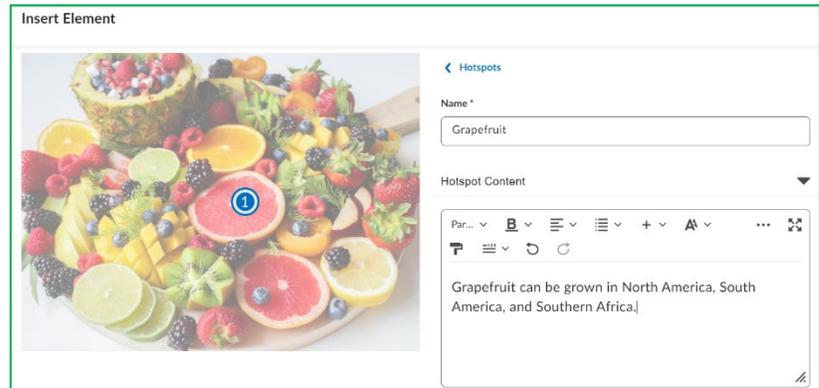
Hotspot

Note: As of August 16, 2023, the Hotspot tool is not fully functional yet. The following steps are for when the errors in the tool are resolved.

Hotspots provide a multilayer learning experience enriched with multimedia and interactive components that promote exploration, analysis, and evaluation. Learners can select and open active icons to learn more about the parts of an image. An invisible grid overlay allows the image to be fully accessible with the integration of micro alt tags. The following instructions provide steps for creating a hot-spotted image and making it fully accessible in the Content page.

1. From the elements list, select *Hotspot*.
2. Enter *Learner Instructions* to ensure that the learners know there is a dynamic element.
3. Click *Add Image* and select an image from your personal device. Enter alt text in the *Alternative Text* field.
4. Click *Save*, then *Close* the dialog box.
5. Click anywhere on the image to place a hotspot marker. The interface to build content associated with the hotspot appears to the right of the image.
6. In the right panel, select a hotspot to edit or add content. Each hotspot is labeled in the order in which you placed the marker.

7. You can rename the hotspot. Hotspot names are used for editing and for screen reader users.
8. In the *Hotspot Content* field, use the full HTML editor to add a description or more information, additional images, videos, and links to additional resources.

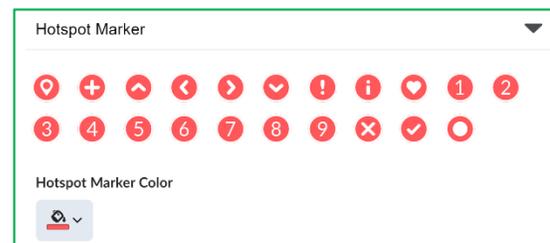


9. Click *Hotspot Marker* to change the icon and color of a hotspot marker.

Options for editing the style and color for a hotspot marker.

- Repeat steps 5-9 for all hotspots.

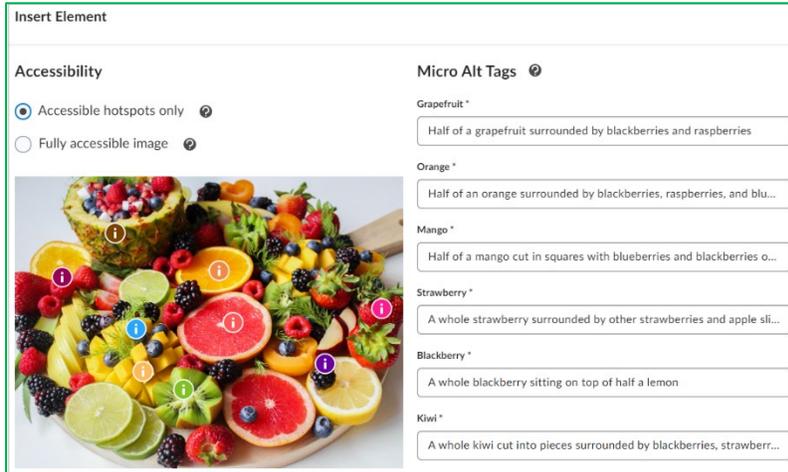
You can insert up to nine hotspot markers for an image.



After adding all your hotspot markers, to make the hotspot fully accessible:

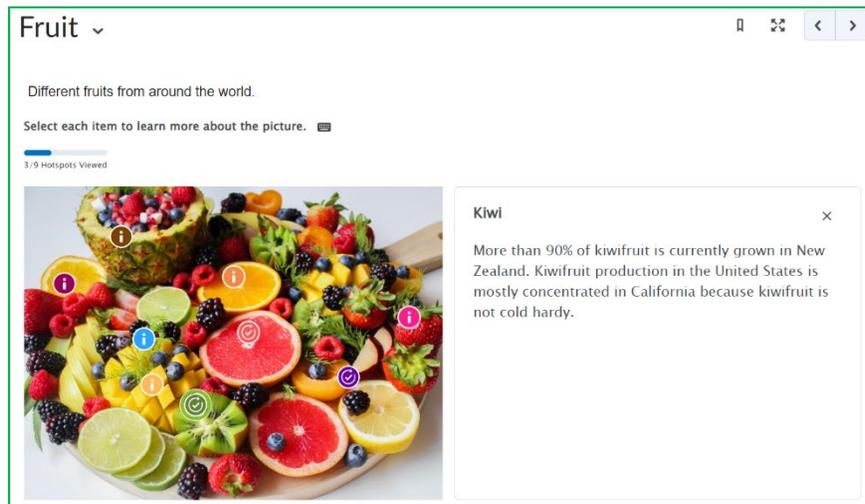
- Below *Learner Instructions*, click *Accessibility*.
- Under the *Accessibility* heading, select one of the following:
 - **Accessible hotspots only:** Lets you add a micro alt tag for each hotspot to describe the part of the image associated with the hotspot. This is an ideal option when the position of the hotspot within the image or the contextual details of the image are not relevant to the learning.
 - **Fully accessible image:** Lets you split the image into a grid, allowing you to add a micro alt tag for each cell of the grid to describe all parts of the image. This is an ideal option when the position of the hotspot within the image or the contextual details of the image will inform the learning.

- Add micro alt tags as required based on your Accessibility selection.



- Click *Save and Insert* to add the Hotspot into the Content page.

This is how an image with hotspots appears in *Content*.



Edit an inserted element

You need to be in the Edit HTML interface of a content page to edit an inserted dynamic element.

- In the HTML editor, select the element you want to edit. A popup toolbar will appear.
- Click the pencil icon to open the editing interface.

You can also move the object up or down to change the order or delete the object from this panel.

