
There are four WebLearn site templates which can be used as a basis when creating a new WebLearn site. The templates are designed according to good practice and provide structure for your new site before you add any content. In other words, much of the planning and layout has been done so that one does not need to start from scratch.

From the point of view of students, it is important that there is commonality in structure across WebLearn sites; basing sites upon templates is one way to promote consistency. All the templates are based on the 'six boxes' layout, making it easy for site maintainers to provide content, information and activities, depending on the purpose of the site.

Types of site templates

- 1. Departmental Site Template:** a top-level departmental site. We recommend that you make this site publicly available (Go to Site Info > Manage Access > Tick the box for '**Anyone**'). In this way, departments and faculties can comply with the requirement to make course handbooks publicly available.
 - Link to **Handbooks** (a Lessons tool on the left hand menu)
 - Link to **General Information** (a Lessons tool on the left hand menu)
 - Other boxes on the Overview page for you to modify according to your needs
 - No other tools on the left hand menu
- 2. Programme Site Template:** to structure information and content for a programme of study, e.g. an undergraduate or postgraduate degree programme.
 - Link to **Past Exams** (a Lessons tool on the left hand menu)
 - Link to **General Information** (a Lessons tool on the left hand menu)
 - Link to **Other Information** (a Lessons tool on the left hand menu)
 - Other boxes on the Overview page for you to modify according to your needs
 - **Announcements** tool on the left hand menu (to send programme-wide announcements to all students in the site)
- 3. Course Site Template:** to support a single course, paper or module.
 - Link to **Reading List** (a Lessons tool on the left hand menu)
 - Link to **Lecture Notes** (a Lessons tool on the left hand menu)
 - Link to **Additional Materials** (a Lessons tool on the left hand menu)
 - Link to **Assignments** (tool on the left hand menu)
 - Other boxes on the Overview page for you to modify according to your needs
 - **Announcements** tool on the left hand menu (to send course-wide announcements to all students in the site)
 - **Calendar** tool on the left hand menu (to create calendar events for all students in the site)
 - **Assignments** tool on the left hand menu (for students to submit assignments and markers to mark them)
 - **Gradebook** tool on the left hand menu (can automatically record marks when you create an assignment)
- 4. Tutor Site Template:** to support the interaction of tutors with their students. The site uses the Lessons tool to build a learning pathway by embedding content, assignments, forum topics and tests into Lessons pages.
 - Link to **Papers** (Lessons tools on the left hand menu)
 - Link to **Tutorials** (Lessons tools on the left hand menu)
 - Link to **About Me** (a Lessons tool on the left hand menu to provide information about the tutor)
 - **Announcements** tool on the left hand menu (to send announcements to all tutees in the site)
 - **Assignments** tool on the left hand menu (for students to submit assignments and markers to mark them)
 - **Gradebook** tool on the left hand menu (can automatically record marks when you create an assignment)
 - **Forums** tool on the left hand menu (for online discussions with and between all tutees in the site)
 - **Tests** tool on the left hand menu (to create self-tests for your tutees to test their knowledge)
 - **Signup** tool on the left hand menu (to create sign-up timeslots for tutees to sign up for tutorial sessions)

Create a new site based on a template

To invoke a template, click on the 'New Site' link on the left hand menu in your parent site. Enter the new Site Title and click Continue. Select your preferred template on the 'Create Site' page:

Create Site

You can create a new site in one of two ways:

- **Build your own site:** a **project** site is a blank canvas to be built from scratch by the site owner.
- **Create site from template (recommended):** a **template**-based site comes pre-loaded with hand-picked tools and extensive guidance.

You can customise either type of site at any time, e.g. add, edit or remove tools.

Build your own site

This is for experienced users and lets site owners add individual site tools.

Create site from template

This gives a pre-configured site which already contains a selection of hand-picked tools.

Select your desired template from the list provided:

3. Course Site Template This WebLearn site template is designed for a single course, paper or module.



Copy users Copy content Publish Site [What is this?](#) Find out more about the default settings

Create site from template

Click

You will be taken to your newly-created site.

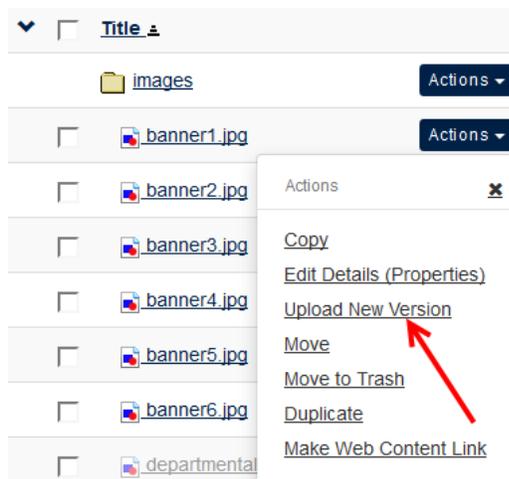
Tools appropriate for the purpose of the site have been added and populated with sample material which you can edit and modify according to your needs and purpose.

The front page of each template is an HTML page that you can edit in place (click the 'EDIT' button on the top right hand side of the screen). You will also need to replace the box images with suitable images of your own, and insert links as required to other relevant tools or areas in your site.

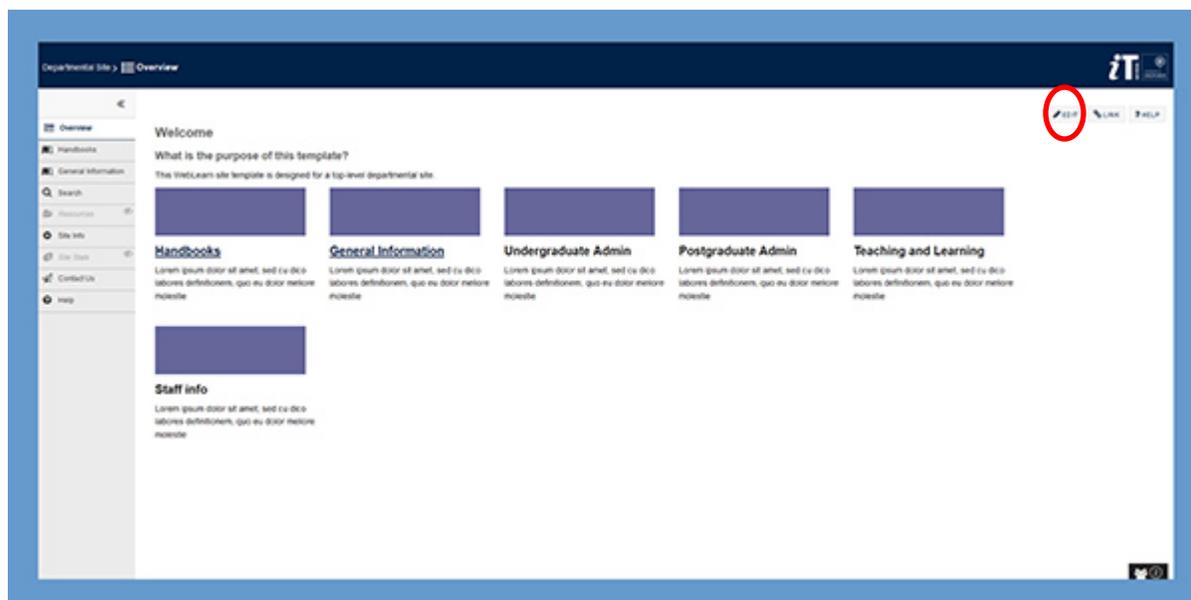
How to update the box images

The six boxes on the Overview page are images located in a folder called 'images' in Resources.

1. The box images are labelled banner1.jpg, banner2.jpg, banner3.jpg, banner4.jpg, banner5.jpg, banner6.jpg.
2. Insert suitable images or photos relevant to your site as follows:
 - **Source the image** you wish to use, ensuring that you have the required copyright permission
 - **Optimise the size of the images** – for the boxes layout we recommend a size of 250 x 80 pixels
 - **Save your images on your computer with the same file names** as in the template: banner1.jpg, banner2.jpg, banner3.jpg, banner4.jpg, banner5.jpg, banner6.jpg. This will preserve the existing links embedded on the home page (home.html)
 - In **Resources**, upload your new versions of the six images, maintaining the same file names: Alongside each image, use **Actions > Upload new version**.



How to modify the front page of your new site



To edit your **Overview** page, click on the 'EDIT' button on the top right hand side of the screen.

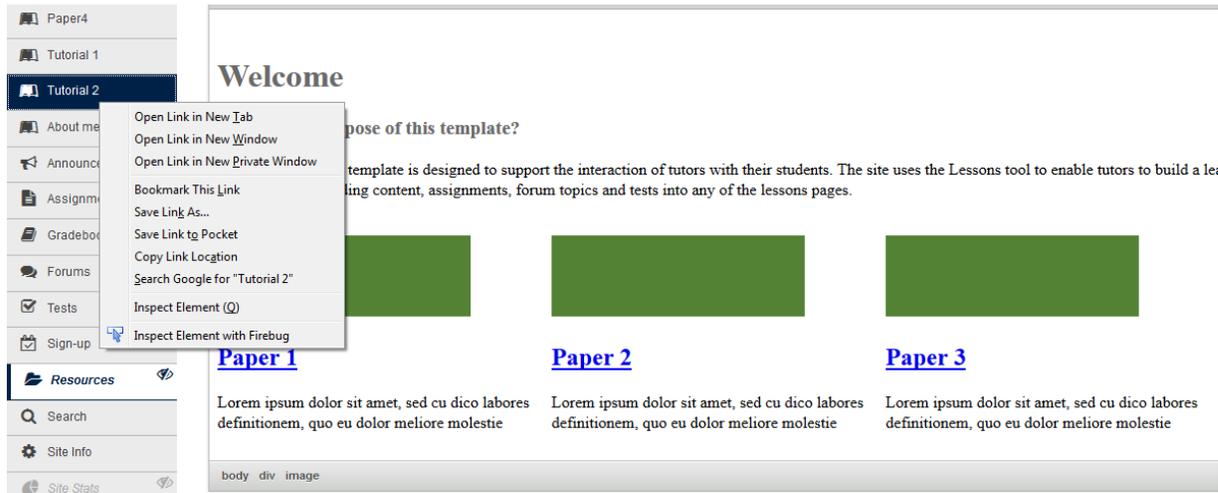
How to link the boxes

You can link a box on the front page to any content you wish, e.g. a Lessons page in this site, a tool on the left hand menu in this site, a different sub-site in WebLearn, or an external website.

Good practice tip: You should link **both** the text title under the box and the image of the box to the desired destination. In this way, a user can click on either the title or the image to navigate to the destination.

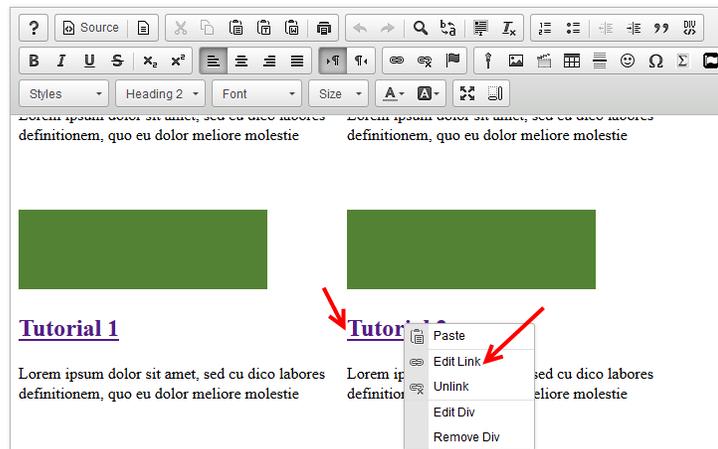
Example: to edit a link from a box to point to a particular **Lessons** tool in the left hand menu:

1. Right click on the destination **Lessons** tool (in this example, Tutorial 2) on the left menu
2. Select **Copy Link Location** (or similar in a different browser)

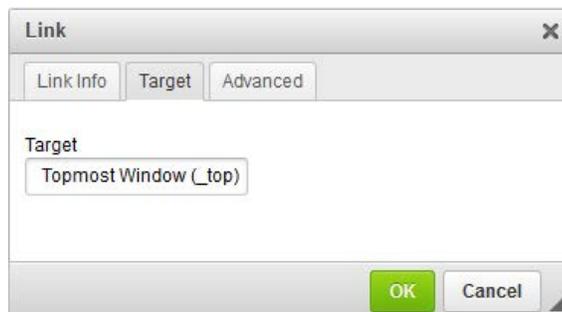


3. Go to **Resources > home.html > Actions > Edit Content**
4. Right click on the text heading of the box you wish to hyperlink
5. Select **Edit Link** and paste in the destination **Link Location** that you copied earlier:

Edit HTML Page

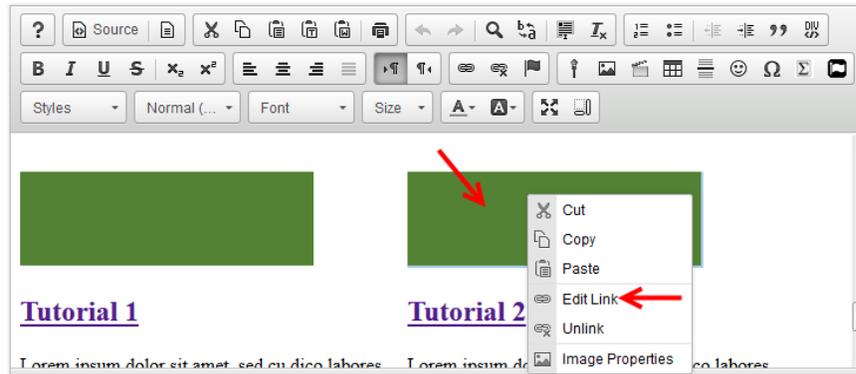


6. Remember to set the target to 'Topmost Window' so that the link opens in the same frame:



7. In the same way, edit the link on the respective box image: right click on the box image and select **Edit Link**:

Edit HTML Page



How to add or remove boxes

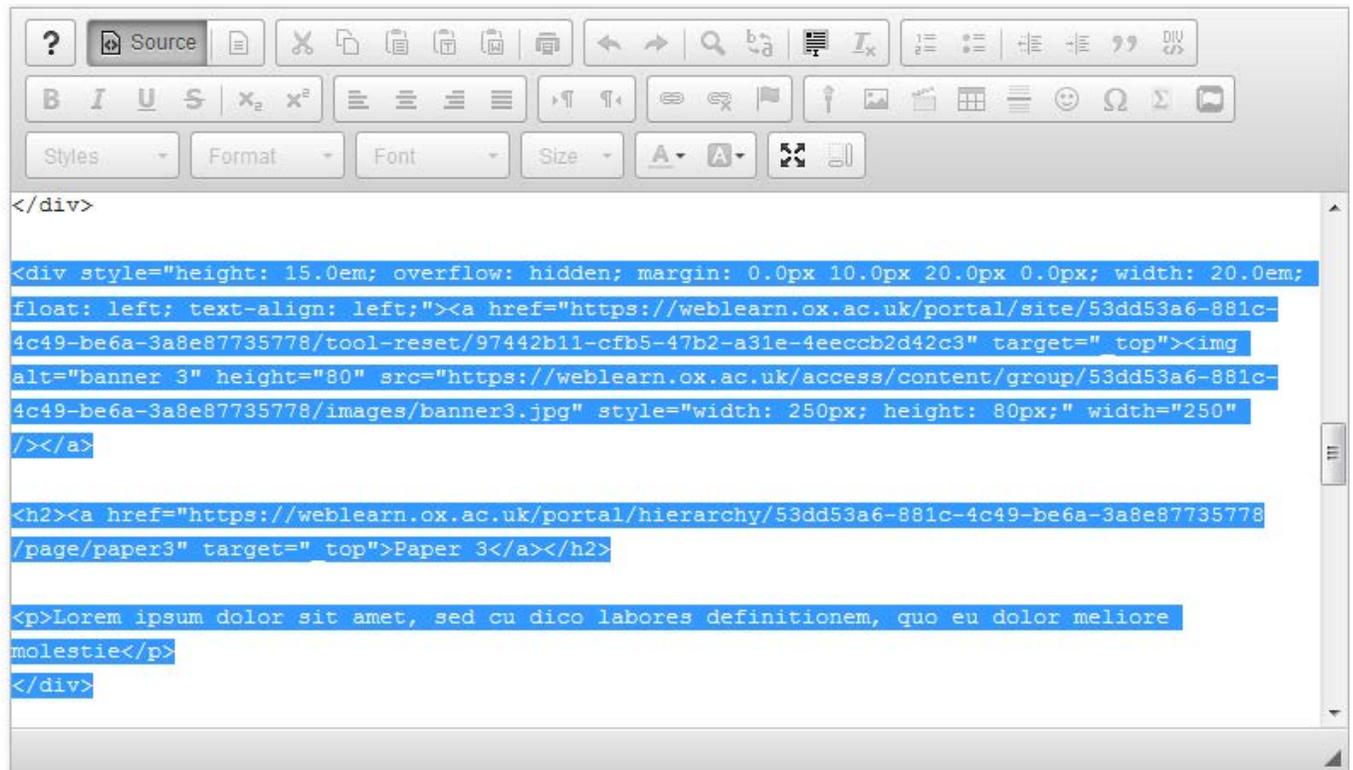
You may want to add or remove boxes in the six-box design. The easiest way is to update the source code using the built-in HTML editor.

The HTML code has been built to be accessible and responsive on smaller screens. This is the preferred way of obtaining a two dimensional layout, rather than inserting tables. The code that defines a box always starts with the opening code <div style= ...> and closes with this tag </div>. Highlight the block of code within these <div> tags to remove or add boxes.

1. Go to **Resources** > home.html > **Actions** > **Edit Content**
2. Switch to the HTML code view by clicking on the **Source** button
3. **Highlight** the block of code that defines one box
4. **Delete** this block of code if you wish to delete a box; OR
5. **Copy** this block of code and then **paste** it below a complete [<div style ...> </div>] block to insert another box
6. Click on the **Source** button evert to the normal view and view the result

The figure below highlights the block of code you need to delete if you want to remove a box, or copy and paste to add another box. You can add as many boxes as you wish in this way.

Edit HTML Page



More information

The **WebLearn Guidance site** (<http://weblearn.ox.ac.uk/info>) provides more information on the following:

- A description of the collection of templates - click on **Template sites**
- **How-to guides:**
 - How to find and use images legally
 - How to compress image file sizes
- **Least-you-need-to-know guides:** summary of information on specific WebLearn tools
- **Step-by-step guides:** full information on specific WebLearn tools
- **Video demonstrations:** short clips showing how to use specific WebLearn tools

Search the IT Learning Centre courses (courses.it.ox.ac.uk) and book to attend the 3-hour course **WebLearn – Design and content** to learn more about:

- Planning and designing your site
- Modifying and maintaining your site

Your feedback

We are evaluating the use and usefulness of the WebLearn site templates, so please share your experience of using them. Send your comments and suggestions to weblearn@it.ox.ac.uk