1. Introduction

A template allows for pre-defined journal/blog entries to be populated automatically when a student first opens a journal/blog. This can be useful when students are working with a pre-defined structure or, if you wish to prompt the student’s contribution by embedding initial instructions or questions within the journal/blog.

This guide covers instructions for creating your own journal/blog templates.

2. Setting up your own template

Templates are used with one per person or one per group journal/blog deployments.

1. Set up a one per person or one per group journal/blog, (covered in the ‘Creating a journal/blog guide).
2. Make sure that the journal/blog is not available. At the top of the activity page it should say ‘This assignment is not available’.
3. Click on Assignment Template.
4. You may now add entries to the journal/blog template, this is done in the same way that you would add content to a normal journal/blog (specified in the Using journal/blogs guide). The entries that you add will be replicated in the students/groups own journal/blog once the journal/blog has been made available.
5. You can modify the colour theme and image by clicking on Settings in the template menu.
6. You can set default widgets by clicking on Widgets in the template menu.
7. When you have prepared the template and wish the journal/blog to be made available to the students click on Click here to make it available (below the journal/blog title).

Please note:

Once a journal/blog has been made available and students have begun interacting, any further changes to the wiki template will not affect journals/blogs already in progress. The template is only applied at the moment that a user first accesses their journal/blog.

3. Copying existing journals/blogs

1. From within a unit or community content area (e.g. Unit Materials), ensure that Edit Mode is set to On (top right hand corner of screen).
2. Mouse over the More menu button and click on Add Campus Pack Content.
3. Click on the Copy From Existing button.
4. Locate the wiki by navigating the course you are in, or courses and organizations you are associated with.
4. Creating wikis, blogs and journals from existing templates

There is a central library of existing templates available which may be useful. To create content from existing templates use the following instructions.

1. From within a unit or community content area (e.g. Unit Materials), ensure that Edit Mode is set to On (top right hand corner of screen).
2. Mouse over the More menu button and click on Add Campus Pack Content.
3. You can preview each template by clicking Preview.
4. To deploy a template click on the template title and then fill in the details for title, description, deployment and assessment option.
5. Click Add.

5. Re-using templates

User templates can be added to a central library so that they can be re-used without having to re-create the template each time you wish to run the specific activity.

To have your templates accessible from this library please contact learningtechnology@bournemouth.ac.uk.

6. Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.
- Student guides available from myBU Help tab