

# Build Content Practice with Creator+

---

## Overview

Instructors can enhance their course content by embedding interactive tools, known as Elements and Practices, directly into Brightspace Content Files. These files are accessed using the “Create a File” option in Content. These tools help engage students by organizing the content in manageable sections and providing students with dynamic learning experiences.

- Elements: Interactive learning tools that deepen student comprehension by connecting them with course concepts.
- Practices: Tools that offer opportunities for prior knowledge assessment, concept exploration, or self-assessment.
- Layouts: A feature to organize course content using columns, allowing instructors to arrange text, images, and videos for clearer presentation.

## Tips When Working with Existing Content

This guide can be used to create new content files or build elements using existing content files. Refer to these steps if you already have content files built in your course. Then use the guide for more detailed instructions on building **Elements** and **Practice** into your content files.

1. Open the existing content file. (Click Edit HTML.)
2. Identify the section of content that you plan to use to build the new element.
3. Copy that section of content.
4. Place your cursor in the location of the page for the new element.
5. Click the **Creator+ Authoring Tools** menu in the Brightspace Editor.
6. Select **Insert Element** from the menu.
7. Begin building your element. (see Part 1 for more details)
8. Once you are happy with the new element, delete the original content, if no longer needed.

## Objectives

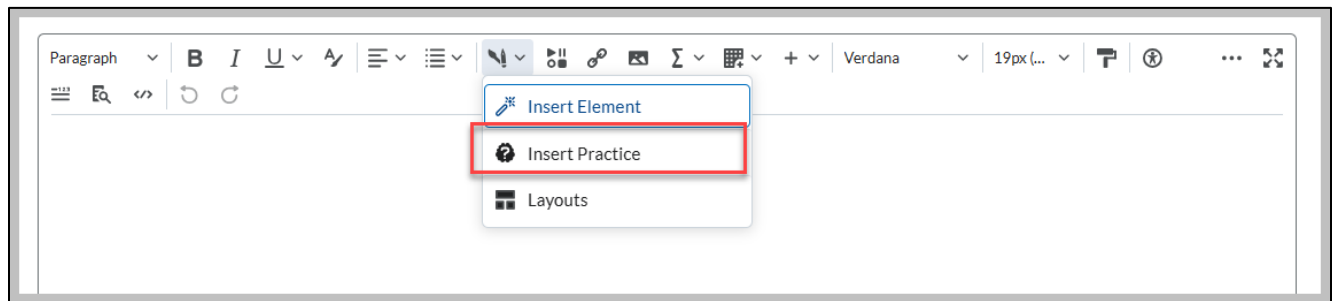
By following the guide, you will be able to:

Part 1: Insert Practice Features in Content Pages

Part 2: Edit Element or Practice Features in Content Pages

## Part 1: Insert Practice Features in Content File

1. Click **Content** in the navigation bar.
2. Create a new module or open an existing module.
3. Create a new content topic or open an existing content topic.
  - To create a new content topic:
    - i. Click the **Upload/Create** button.
    - ii. Select **Create a File** in the menu.
  - To edit an existing content topic:
    - i. Click the down-arrow to the right of the file and select **Edit HTML**.
4. Place your cursor in the location of the page for the new element.
5. Click the **Creator+ Authoring Tools** menu in the Brightspace Editor.
6. Select **Insert Practice** from the menu.



7. Select the practice you want to create from the available list, and then complete the fields to configure the practice. Refer to the Practice Options below.

### Practice Options:

- **Note:** Practice elements are only intended to provide the learner with immediate feedback. Scores are not saved or tracked.
- **To Edit, refer to:** Part 2: Edit Element or Practice Features in Content Pages.

## Dropdown Fill in the Blanks

This Fill in the Blanks option presents learners with a statement that has one or more blanks, each with providing options to choice in a dropdown format. The options include one correct answer and one or more incorrect answer(s).

**Mastodon: Dropdown Fill in the Blank**

The following dropdown fill in the blank is an "all or nothing" scoring.  
Fill in each blank with the most appropriate word.

The mastodon was a prehistoric Select Answer that lived during the Select Answer.

Check Answers

Select Answer  
mammal  
bird  
reptile

1. Add a **Title**, **Short Description**, and **Instructions**. (optional)  
(Note: The **Short Description** field is visible only to Content Editors when editing the Content Topic.)
2. Add your **Question Text**. To create a 'fill in the blank' space, type the word 'blank' and a number inside double square brackets, for example, `[[blank1]]`.

**Title**

Mastodon: Dropdown Fill in the Blank

**Short Description**

This text will not display in the learner view of the Practice. It appears in the published Practice placeholder for the Creator view only

**Instructions**

The following dropdown fill in the blank is an "all or nothing" scoring.

Add root question text. To create a blank, type any word and a number inside double square brackets, for example `[[option1]]`. Select 'Update Blanks' to open the editor and complete set up for blanks. \*

The mastodon was a prehistoric `[[option1]]` that lived during the `[[option2]]`.

Update Blanks



3. Click **Update Blanks**.
4. Add the **Correct Answer**.
5. Click **Add Alternative Answer** to enter incorrect options. Repeat as needed. (To delete an answer, click the Trashcan icon.)

**Update Blanks**

Selecting 'Update Blanks' will create fields below. For each blank, add the correct word to complete the question text, as well as additional incorrect options to populate the dropdown.

option1 ▼

**Correct Answer \***  
mammal

**Incorrect Answers \***  
reptile   
bird 

**Add Incorrect Answer**

6. In the **How will this practice be scored?** field, choose one of the following options: All or Nothing (default), Correct Inputs, right Minus Wrong Inputs
7. Use the side panel to preview and check answers or click the **Preview** button.
8. When satisfied with the element, click **Insert**.
9. Click the **X** button to close the Practice interface.

## Fill in the Blanks

### Mastodon: Fill in the Blank

Recall from the lecture that the Mastodon has unique attributes. With what you have learned so far, select the best answer.

*Fill in each blank with the most appropriate word.*

The mastodon was a prehistoric  that lived during the . Unlike mammoths, mastodons had  teeth, which were suited for chewing leaves and twigs.

[Check Answers](#)

10. Add a **Title**, **Short Description**, and **Instructions**. (optional)  
(Note: The **Short Description** field is visible only to Content Editors when editing the Content Topic.)
11. Add your **Question Text**. To create a 'fill in the blank' space, type the word 'blank' and a number inside double square brackets, for example, `[[blank1]]`.

**Title**

Mastodon: Fill in the Blank

**Short Description**

This text will not display in the learner view of the Practice. It appears in the published Practice placeholder for the Creator view only

**Instructions**

Recall from the lecture that the Mastodon has unique attributes. With what you have learned so far, select the best answer.

Add root question text. To create a blank, type any word and a number inside double square brackets, for example `[[option1]]`. Select 'Update Blanks' to open the editor and complete set up for blanks. \*

The mastodon was a prehistoric `[[blank1]]` that lived during the `[[blank2]]`. Unlike mammoths, mastodons had `[[blank4]]` teeth, which were suited for chewing leaves and twigs.

[Update Blanks](#)

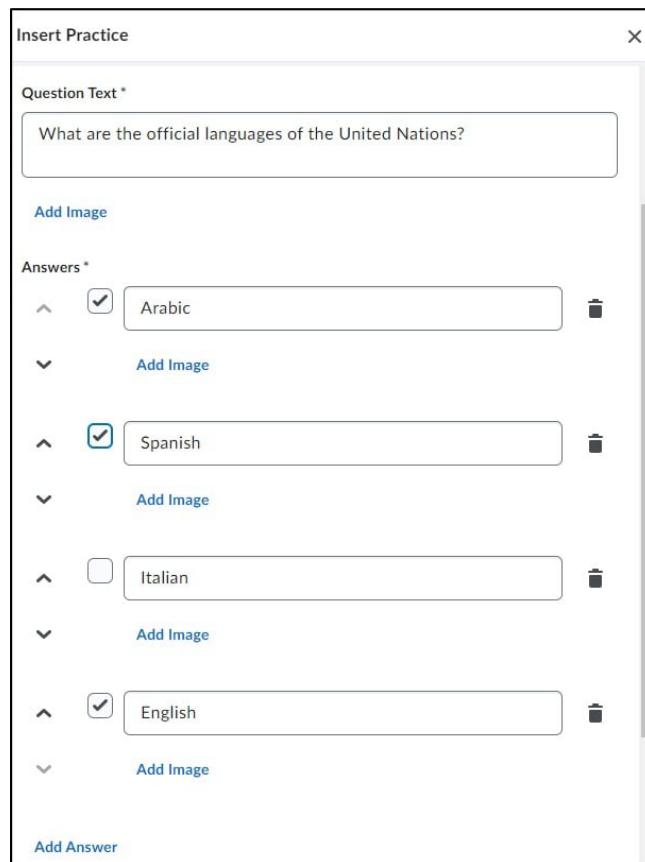
12. Click **Update Blanks**.
13. Add the **Correct Answer**.
14. Click **Add Alternative Answer** to enter incorrect options. Repeat as needed. (To delete an answer, click the Trashcan icon.)

The screenshot shows a web interface for managing practice blanks. At the top, there is a blue button labeled 'Update Blanks'. Below it, a message states: 'You must add a minimum of 1 correct answer for each blank. Select Add Alternative Answer to provide additional correct answers.' A dropdown menu shows 'blank1'. Below this, there is a section titled 'Correct Answer \*' which is highlighted with a green border. This section contains three rows of input fields. The first row has the text 'mammal' in the input field. The second row has the text 'reptile' in the input field. The third row has the text 'bird' in the input field. Each row has two radio buttons: 'Case sensitive' and 'Regular Expression'. The 'Case sensitive' radio button is selected for all three rows. To the right of each input field is a trash can icon. At the bottom of the interface, there is a blue button labeled 'Add Alternative Answer'.

15. In the **How will this practice be scored?** field, choose one of the following options: All or Nothing (default), Correct Inputs, right Minus Wrong Inputs
16. Use the side panel to preview and check answers or click the **Preview** button.
17. When satisfied with the element, click **Insert**.
18. Click the **X** button to close the Practice interface.

## Multi-Select

- Add a **Title & Short Description**. (optional)  
(Note: The **Short Description** field is visible only to Content Editors when editing the Content Topic.)
- Add your **Question Text**.
- If you want to include an image, click **Add Image**. Select an image file and add **Alternative Text** or indicate that the image is decorative. Then, click **Save**.
- Use the **Add Answer** link to add answers. Repeat as needed. To delete an answer, click the **Trashcan** icon.
- Select all correct answers by checking the box.

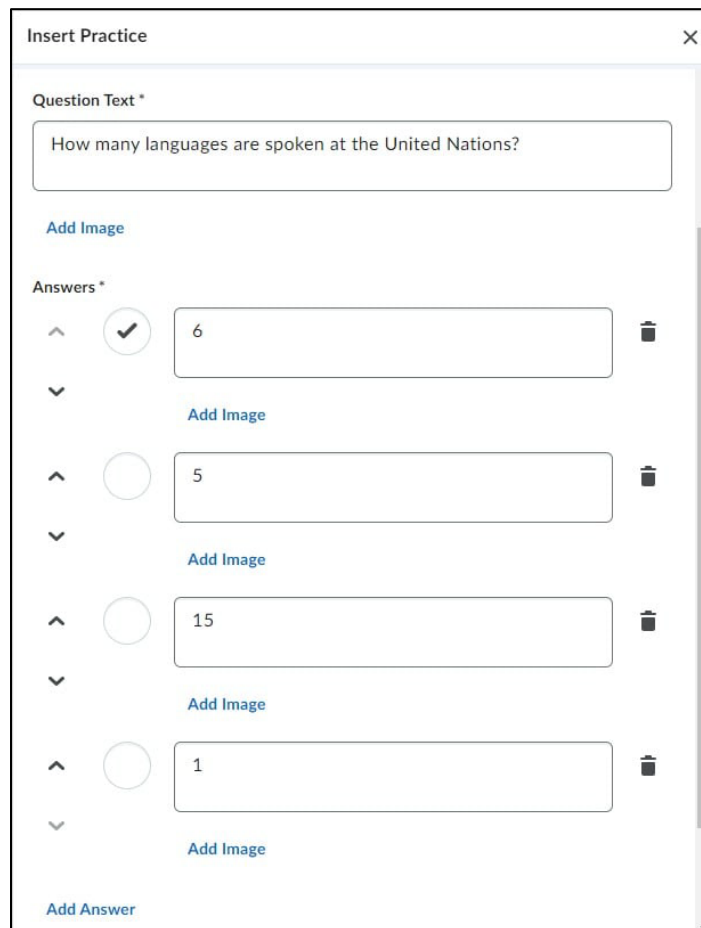


The screenshot shows the 'Insert Practice' dialog box. At the top, there is a 'Question Text' field with the text 'What are the official languages of the United Nations?'. Below this is an 'Add Image' link. Under the 'Answers' section, there are four answer options, each with a checkbox, a text input field, and a trashcan icon. The first option is 'Arabic' with a checked checkbox. The second is 'Spanish' with a checked checkbox. The third is 'Italian' with an unchecked checkbox. The fourth is 'English' with a checked checkbox. Each answer option has an 'Add Image' link below it. At the bottom of the dialog is an 'Add Answer' link.

- To randomize the answer order, select **Randomize answer order**.
- In the **How will this practice be scored?** field, choose one of the following options: All or Nothing (default), Correct Selections, right Minus Wrong Selections
- Use the side panel to preview and check answers or click the **Preview** button.
- When satisfied with the element, click **Insert**.
- Click the **X** button to close the Practice interface.

## Multiple Choice

- Add a **Title & Short Description**. (optional)  
(Note: The **Short Description** field is visible only to Content Editors when editing the Content Topic.)
- Add your **Question Text**.
- If you want to include an image, click **Add Image**. Select an image file and add **Alternative Text** or indicate that the image is decorative. Then, click **Save**.
- Use the **Add Answer** link to add answers. Repeat as needed. To delete an answer, click the **Trashcan** icon.
- Select the correct answer by checking the box. (Only one correct answer.)



The screenshot shows a 'Insert Practice' dialog box with a close button (X) in the top right corner. It contains a 'Question Text \*' field with the text 'How many languages are spoken at the United Nations?'. Below this is an 'Add Image' link. The 'Answers \*' section lists four options: 6, 5, 15, and 1. Each option has a radio button to its left and a trash can icon to its right. The radio button for '6' is selected. Below each answer field is an 'Add Image' link. At the bottom of the dialog is an 'Add Answer' link.

- To randomize the answer order, select **Randomize answer order**.
- Use the side panel to preview and check answers or click the **Preview** button.
- When satisfied with the element, click **Insert**.
- Click the **X** button to close the Practice interface.

## Sequencing

Sequencing Practice is a great way to help students practice comprehension of a process. It can be used to reinforce the correct order of steps. Feedback can also be built in to indicate why each step was correct or incorrect.

### Mastodon: Sequencing

Based on what you have learned so far, arrange the following events related to the mastodon in the correct sequence:

Sequencing Instructions ▶

1	Mastodon Evolution in the Late Miocene ▼	⋮ Mastodon skeleton in a museum display, with an overlay of a climate change map showing the Ice Age melting.
2	Mastodon Roaming North America ▼	⋮ Archaeologists uncovering a Mastodon skeleton.
3	Mastodon Hunting by Early Humans ▼	⋮ Illustration showing the evolutionary ancestors of the Mastodon during the Miocene Epoch.
4	Mastodon Extinction ▼	⋮ Early humans using spears to hunt a Mastodon.
5	Mastodon Fossil Discovery ▼	⋮ A herd of Mastodons walking through a forested Ice Age landscape.

Check Answers

The Sequenceable Items will be shoveled for the student.

- Add a **Title**, **Short Description**, and **Instructions**. (optional)  
(Note: The **Short Description** field is visible only to Content Editors when editing the Content Topic.)
- To have the sequence numbered, click the **Display Numeric Sequence** check box.
- Add a **Sequence Step** and **Sequenceable Item** for each Sequence Step.
- Additionally, you have the following options:
  - There are four Sequence Steps by default.
  - To delete a Sequence Step, click the Trashcan icon.
  - To add additional Sequence Steps, click **Add Sequence Step**.
- If you want to include an image, click **Add Image**. Select an image file and add **Alternative Text** or indicate that the image is decorative. Then, click **Save**.
- Use the side panel to preview and check answers or click the **Preview** button.
- When satisfied with the element, click **Insert**.
- Click the **X** button to close the Practice interface.

## Sorting

Sorting Practice helps learners make connections by organizing items into different categories by dragging the “Sortable Items” under the correct Category. Students are able to check their answers as well as ‘Try Again’.

### Mastodon: Sorting

Sort the following features into Mastodon or Mammoth.

Sorting Instructions ▶

Categories

Mastodon ▼

Sortable Items: 0 / 2

+

Mammoth ▼

Sortable Items: 1 / 2

Woolly fur

Sortable Items

Ridged teeth for chewing leaves

Long, straight tusks

Adapted for cold climates

Check Answers

- Add a **Title**, **Short Description**, and **Instructions**. (optional)  
(Note: The **Short Description** field is visible only to Content Editors when editing the Content Topic.)
- To indicate the total number of items in each category, click the **Display Item Count per Category** check box. (This is viewable by the learner.)
- For each category, add a **Category Label**. Additionally, you have the following options:
  - There are four categories by default.
  - Use the arrow buttons to re-arrange the order of categories.
  - To delete a category, click the Trashcan icon.
  - To add a category, click the **Add Category** link.
  - If you want to include an image, click **Add Image**. Select an image file and add **Alternative Text** or indicate that the image is decorative. Then, click **Save**.

- d. To add sortable items to a category, click the **Category** box and while it is selected (highlighted in blue), enter the name of the item. Additionally, you have the following options:
- Each category has one sortable item by default.
  - To delete a sortable item, click the Trashcan icon.
  - To add additional sortable items to the category, click **Add Sortable Item**.
  - If you want to include an image, click **Add Image**. Select an image file and add **Alternative Text** or indicate that the image is decorative. Then, click **Save**.

☒ Display Item Count per Category

[Add Category](#)

**Mastodon**

[Add Image](#)

2 Items

Long, straight tusks

[Add Image](#)

Ridged teeth for chewing leaves

[Add Image](#)

**Mammoth**

[Add Image](#)

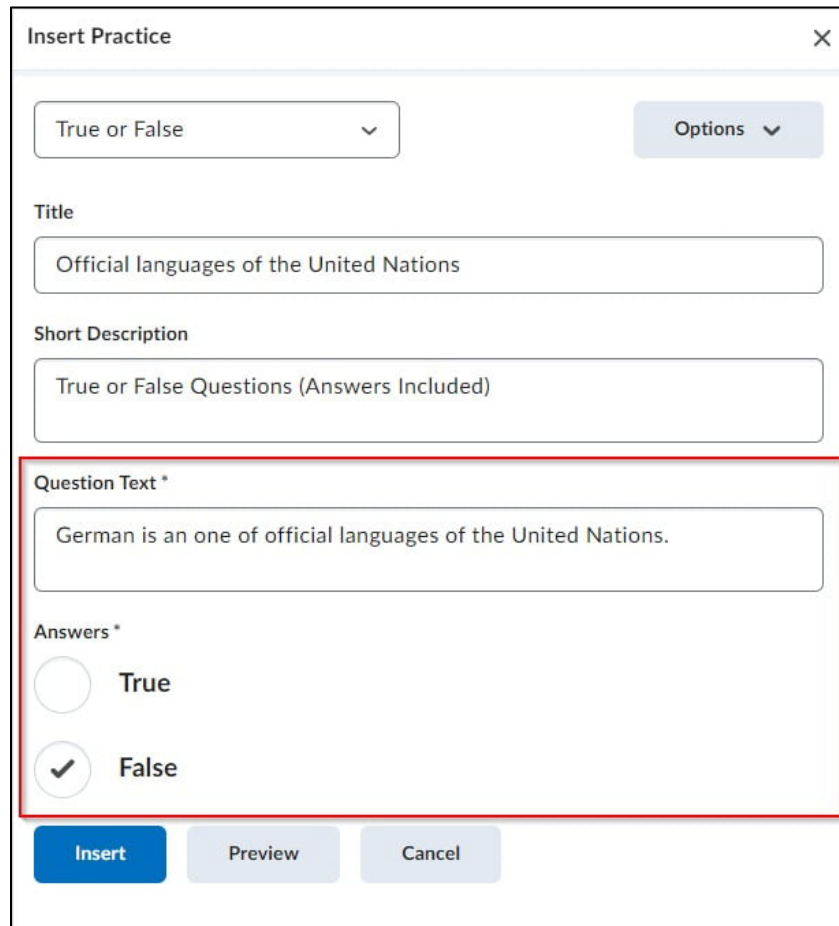
2 Items

Long, straight tusks

- e. Use the side panel to preview and check answers or click the **Preview** button.
- f. When satisfied with the element, click **Insert**.
- g. Click the **X** button to close the Practice interface.

## True or False

- Add a **Title** and **Short Description** (optional).  
(Note: The **Short Description** field is visible only to Content Editors when editing the Content Topic.)
- In the **Question Text** field, add your statement.
- In **Answers** section, select if each part of the statement is true or false.

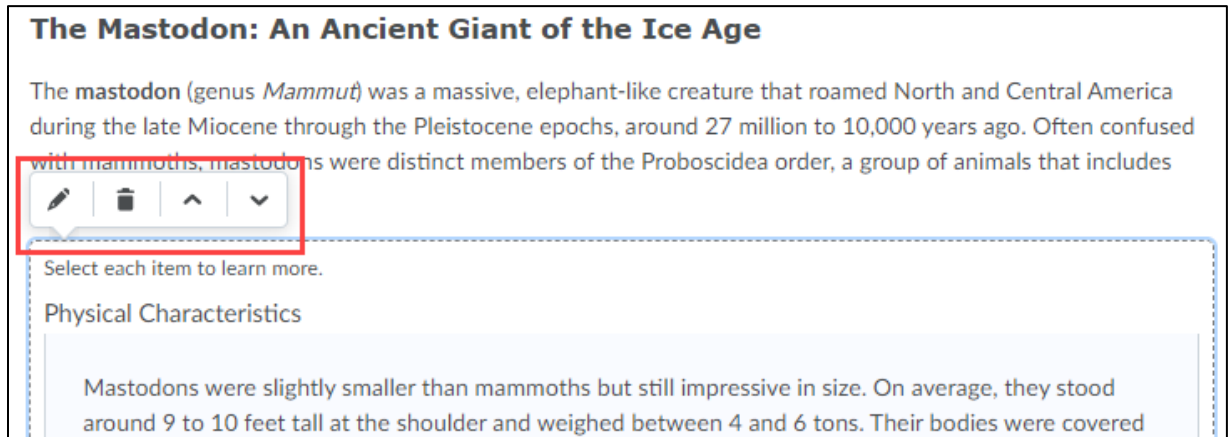


The screenshot shows the 'Insert Practice' dialog box with a close button (X) in the top right corner. At the top, there is a dropdown menu set to 'True or False' and a button labeled 'Options' with a dropdown arrow. Below these are two text input fields: 'Title' containing 'Official languages of the United Nations' and 'Short Description' containing 'True or False Questions (Answers Included)'. The 'Question Text' field, which is highlighted with a red border, contains the text 'German is an one of official languages of the United Nations.' Below this is the 'Answers' section, also highlighted with a red border, featuring two radio buttons: 'True' (unselected) and 'False' (selected with a checkmark). At the bottom of the dialog are three buttons: 'Insert' (blue), 'Preview' (light blue), and 'Cancel' (light blue).

- Use the side panel to preview and check answers or click the **Preview** button.
- When satisfied with the element, click **Insert**.
- Click the **X** button to close the Practice interface.

## Part 2: Edit Element or Practice Features in Content Files

1. Click **Edit HTML**.
2. Click anywhere on the element for the editing tools to appear.
  - Click the pencil icon to edit the element.
  - Click the trashcan icon to delete the element.
  - Click the arrows to move the element up/down on the content page.
  - Note: If you delete an element by accident and have not yet saved, you can use the 'undo' arrows in the editor toolbar.



3. Click **Save and Close**.