



Faculty Theming

A Guide for UTSONline Subject Sites

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Faculty theming and menu structure

In collaboration with LATS (Learning and Teaching Systems), faculties have created themes and menu structures to improve the student experience in UTSONline. Student feedback tells us that locating learning materials and relevant content can be a confusing and frustrating exercise across different subject sites.

Faculties have addressed this issue with the creation of a faculty theme and a faculty-preferred menu layout. These two separately applied components can change the way your students experience your UTSONline subjects.

What is a faculty theme?

A faculty theme includes a banner and complementary menu colour scheme. The banner will be visible on every content area and automatically displays the relevant subject name. The colour scheme changes the menu background and font colours to meet accessibility standards and complements the colours in the banner image. The theme also enables a responsive mobile or tablet experience.

How do I apply a theme?

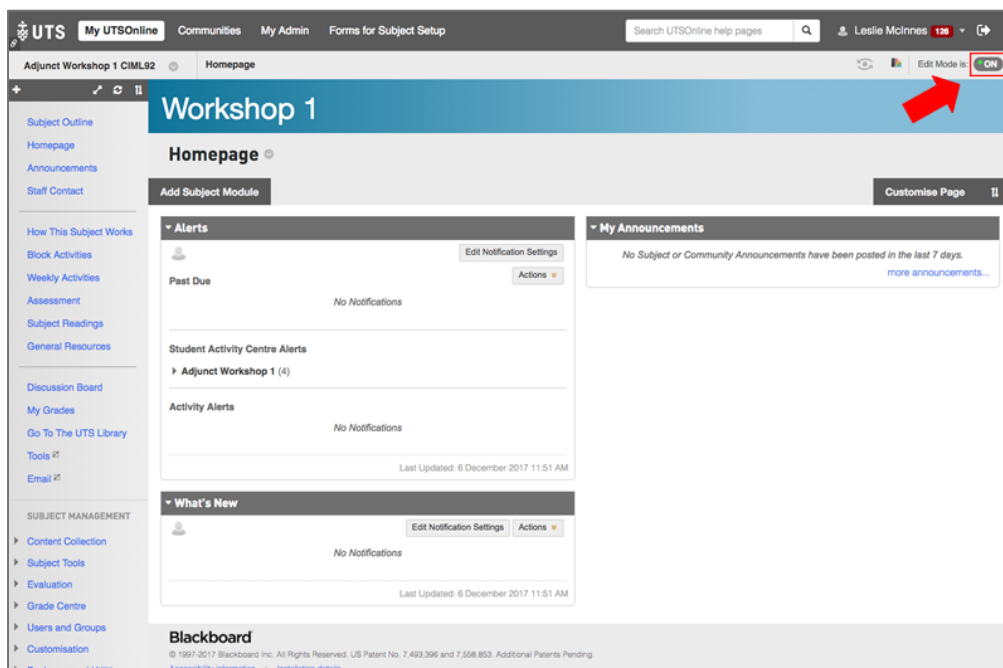
There are different scenarios relating to themes.

1. Some faculties have chosen to apply the them to all subject sites from Autumn 2018 onwards. In this case you will not need to do anything but the theme will appear for you soon after sites are created for the new session.
2. Some faculties have a completely opt-in process and you can apply the theme manually when and if you choose.

If you are in category 2 and wish to apply the theme, then you can go ahead with a simple one-click process shown with screen shots and a video below. Note that this only changes your menu colours and embeds the faculty banner. Your menu layout and content items will not be changed.

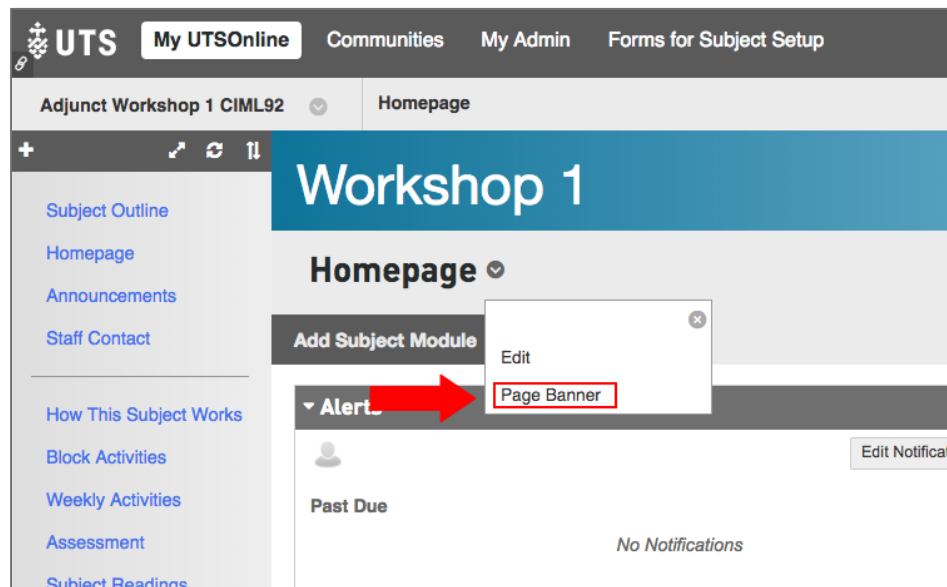
Steps

1. Login to UTSONline and select your subject site
2. Make sure edit mode is **ON**

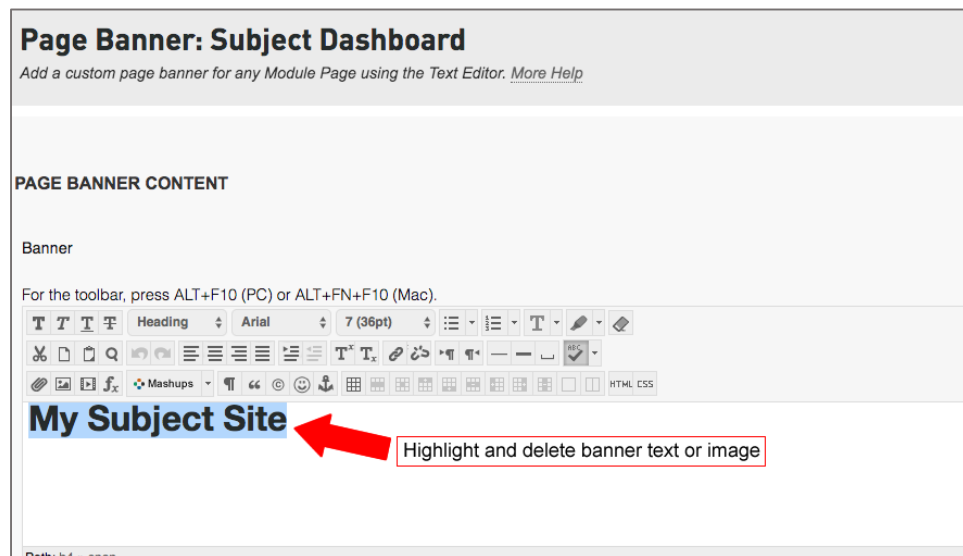


The screenshot displays the Blackboard UTSONline interface for a subject site titled 'Adjunct Workshop 1 CIML92'. The top navigation bar includes 'My UTSONline', 'Communities', 'My Admin', and 'Forms for Subject Setup'. A search bar and user profile 'Leslie McInnes 128' are also visible. The main content area features a blue banner for 'Workshop 1' and a 'Homepage' section. A red arrow points to the 'Edit Mode' toggle in the top right corner, which is currently set to 'ON'. The interface includes sections for 'Alerts', 'My Announcements', and 'What's New'. The footer contains the Blackboard logo and copyright information.

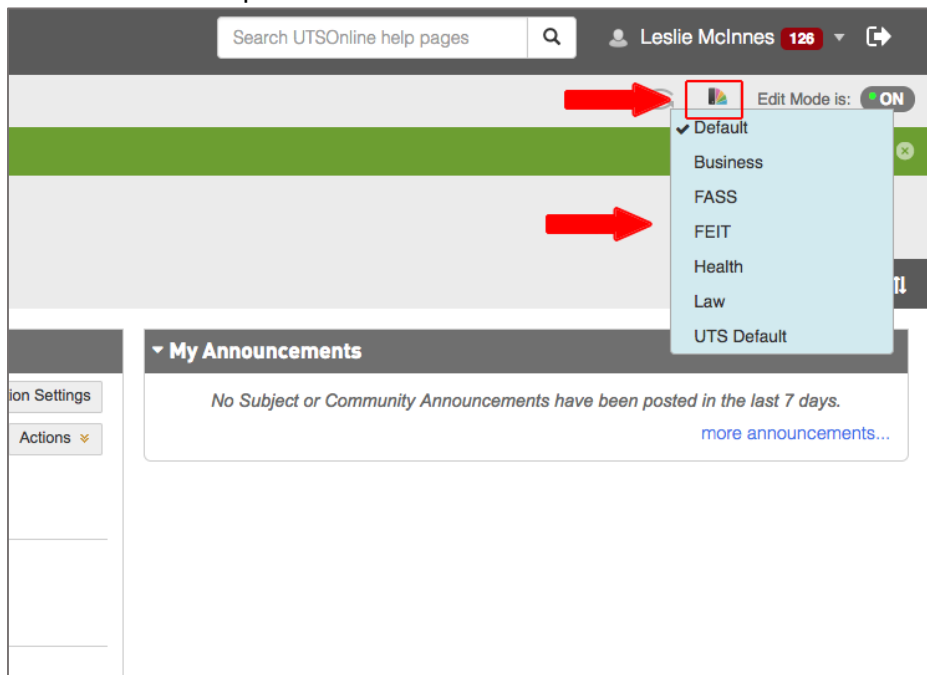
3. If you have an existing Homepage banner, follow with the steps below. If not, proceed to Step 4
 - a. Open the Homepage edit menu and locate **Page Banner**



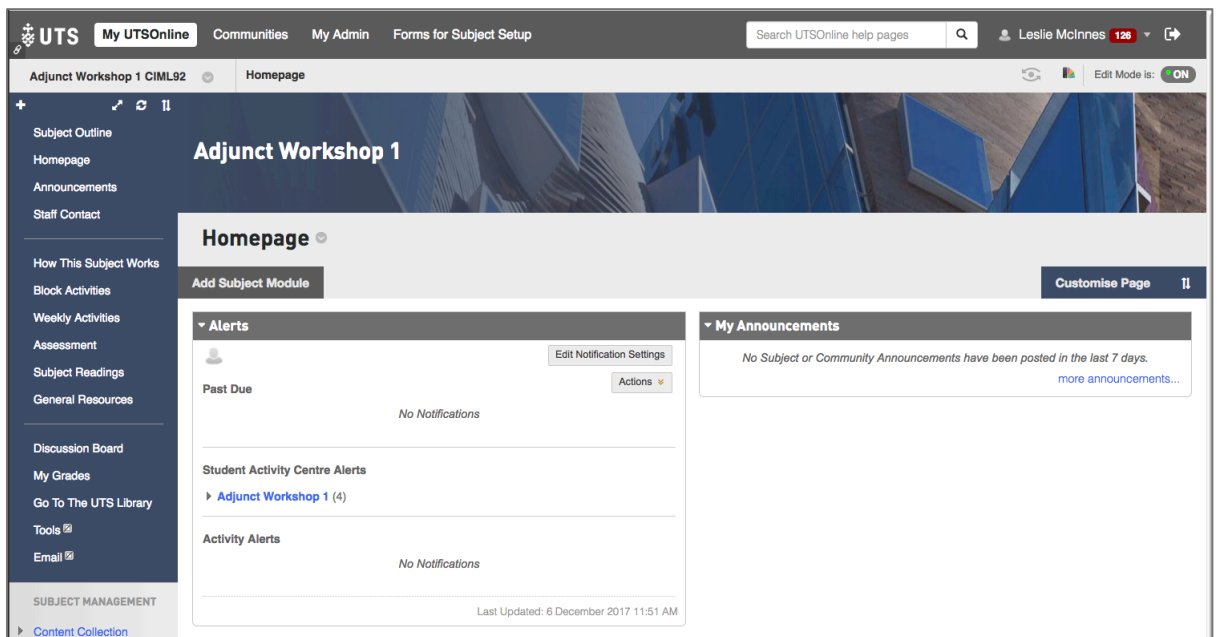
- b. Remove the existing banner and submit the changes. Proceed to Step 4



4. Locate and mouse-over the **Change Subject Theme** button and select your faculty theme from the drop-down list.



5. You may need to refresh your browser to see the update to the banner and menu style.



What is the faculty preferred menu structure?

The menu structure chosen by your faculty attempts to provide consistency and improved navigation for students. Subject coordinators still retain the ability to add extra content areas and to manage their menu.

How do I update my menu structure?

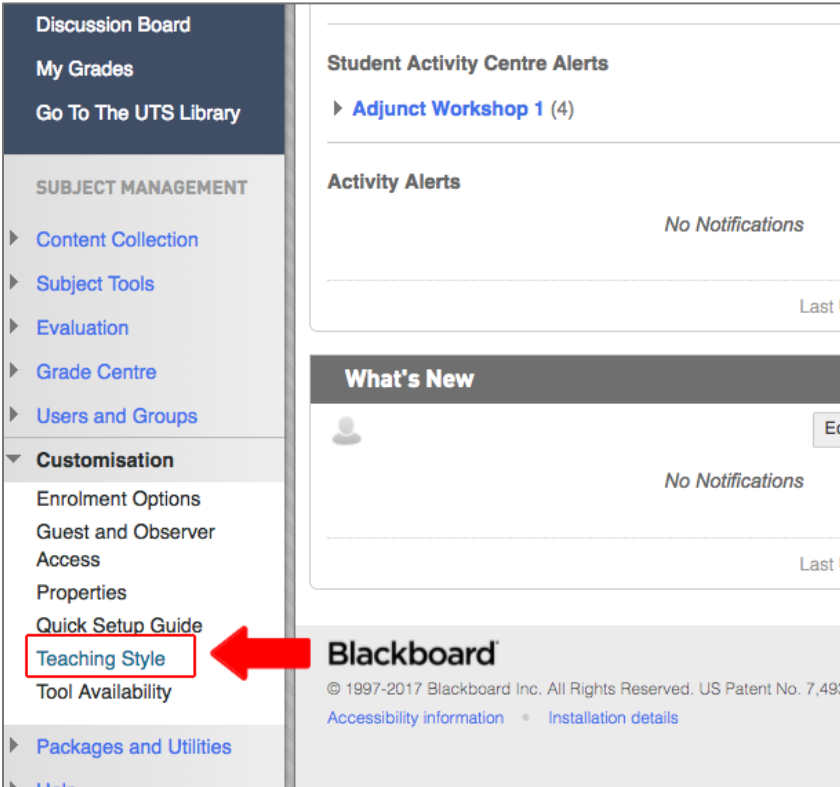
Depending on your faculty policy, the rollout of faculty menu structure will vary. Each faculty approaches this in a different way and your faculty will provide you with relevant details. Every brand new subject site in your faculty will be created with a faculty theme **and** menu structure. However, to retrofit the menu structure onto a subject site that has been copied from a previous session, a manual intervention is required.

If you are applying the menu structure yourself, follow the steps below.

If you need assistance at any point then please log a service connect ticket for a learning technologist.

Steps

1. Locate **Control Panel->Customisation->Teaching Style**



The screenshot displays the Blackboard Control Panel interface. On the left is a dark navigation sidebar with the following items: Discussion Board, My Grades, Go To The UTS Library, SUBJECT MANAGEMENT (with sub-items: Content Collection, Subject Tools, Evaluation, Grade Centre, Users and Groups), Customisation (with sub-items: Enrolment Options, Guest and Observer Access, Properties, Quick Setup Guide, Teaching Style, Tool Availability), Packages and Utilities, and Help. A red box highlights 'Teaching Style' in the Customisation menu, with a red arrow pointing to it from the right. The main content area on the right contains 'Student Activity Centre Alerts' with a link to 'Adjunct Workshop 1 (4)', 'Activity Alerts' with 'No Notifications', and 'What's New' with 'No Notifications'. At the bottom, the Blackboard logo and copyright information are visible.

2. Locate **Select Subject Structure** from the dialogue box and choose your faculty structure from the left side of the screen

Teaching Style
Subject style options allow you to control the appearance, theme, subject menu style and layout, content appearance, subject entry point, and the bar

SELECT SUBJECT STRUCTURE

Subject structures are predefined subject materials such as menu links, instructions and content examples that can jump-start your subject structure's content is **added** to your subject and does not replace existing menu items and content. You can delete unnecessary items.

Existing Menu

Existing Menu

Faculties

- Business
- FASS
- FEIT
- Health
- Law

Focus on Activity

- Activity
- Case Study

To keep your existing Subject Menu, continue to the next step.

Or, browse and select a new structure for your Subject Menu.

3. After choosing a faculty menu, click **Use This Structure**

Teaching Style
Subject style options allow you to control the appearance, theme, subject menu style and layout, content appearance, subject entry point, and the b

SELECT SUBJECT STRUCTURE

Subject structures are predefined subject materials such as menu links, instructions and content examples that can jump-start your subject structure's content is **added** to your subject and does not replace existing menu items and content. You can delete unnecessary items.

Existing Menu

Existing Menu

Faculties

- Business
- FASS
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- Health
- Law

Focus on Activity

- Activity
- Case Study

Business

This structure applies the Business Template menu items and sample content in a best-fit fashion.

Use This Structure

4. Lastly, choose whether or not to include sample content along with your new menu. Sample content includes things like labelled weekly folders in the Learning Materials section of the menu.

SELECT SUBJECT STRUCTURE

Subject structures are predefined subject materials such as menu links, instructions and content examples that can jump-start your subject community. The selected subject structure's content is **added** to your subject and does not replace existing menu items and content. You can delete unnecessary items.

Business

Existing Menu

Faculties

Business

FASS

FEIT

Health

Law

Business

This structure applies the Business Template menu items and sample content in a best-fit fashion.

Include content examples for Business

5. Before leaving the teaching Style->Customisation area, locate the section named Default Content View and select **Text Only** and **Apply this view to all existing content**.

DEFAULT CONTENT VIEW

Changing the Default Content View affects new Content Areas only. To change the Default Content View, click on the Content View you want to use.

Content View

Icon Only Text Only Icon and Text

Apply this view to all existing content.

6. Submit your selection

SELECT SUBJECT STRUCTURE

Subject structures are predefined subject materials such as menu links, instructions and content examples that can jump-start your subject community. The selected subject structure's content is **added** to your subject and does not replace existing menu items and content. You can delete unnecessary items.

Business

Existing Menu

Faculties

Business

FASS

FEIT

Health

Law

Business

This structure applies the Business Template menu items and sample content in a best-fit fashion.

Include content examples for Business

Subject Outline
Welcome
Announcements

Learning Materials
Assessment
Extras

UTS Library
Help and Support

Staff Contacts
My Grades
Discussion Board
Email

Focus on Activity

Activity

Case Study

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel **Submit**

7. A notification will appear that your menu structure has been applied. The old menu items have been pushed down below the new menu structure. You still have all your data and if any content areas from before have the same name as new content areas, then this content will be merged.

Adjunct Workshop 1 CIML92 Customisation

Success: Subject Style updated.

The **Business** subject structure was added. Examples of sample content are included. Access structures at any time through Customisation > Teaching Style.

Customisation

New menu items appear at the top of the menu list

Enrolment Options
Set the enrolment options in the subject.

Guest and Observer Access
Set permissions for the subject.

Properties
Set the properties of the subject.

Original menu items have been moved down in the menu list

Quick Setup Guide

Teaching Style
Design the appearance of the subject.

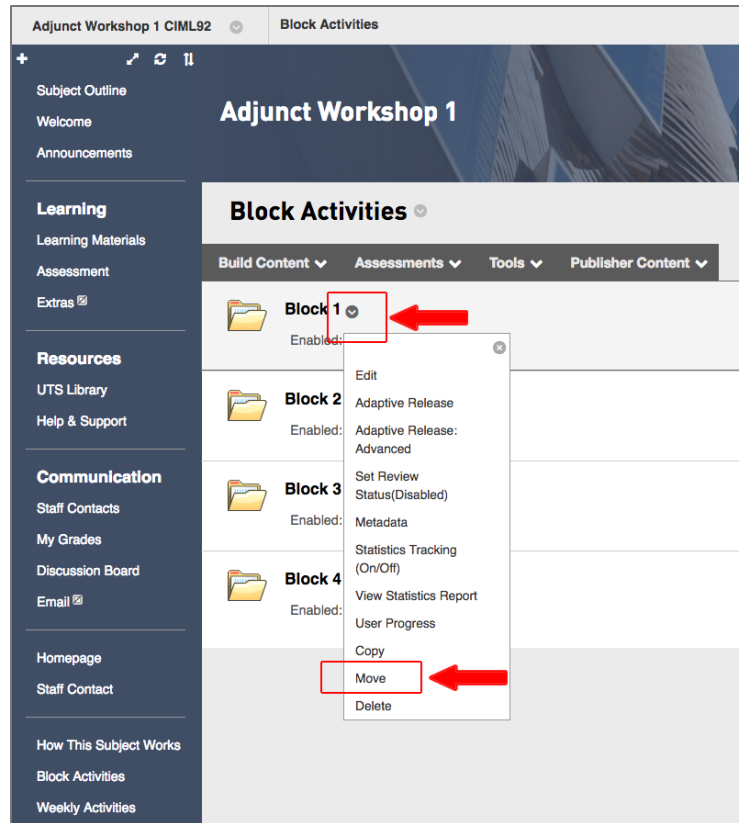
Tool Availability
Set the availability flags for subject tools.

SUBJECT MANAGEMENT

8. Now you need to move relevant content from its old location into the relevant areas in the new menu and to delete the areas you no longer need.

Moving Content

- a. Select the chevron icon next to the item you wish to move and choose **Move** from the drop down options



- b. Select **Browse**

The screenshot shows the 'Move' dialog box. At the top, it says 'Move' and provides a brief description: 'Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offline Content and Tools, can be moved content from the original location. [More Help](#)'. Below this, there are two sections: 'CONTENT INFORMATION' and 'DESTINATION'. In 'CONTENT INFORMATION', the 'Name' is 'Block 1'. In 'DESTINATION', the 'Destination Subject' is 'Adjunct Workshop 1 (CIML92)'. The 'Destination Folder' field is empty, and the 'Browse...' button is highlighted with a red arrow. There are also radio buttons for 'Create links for items which cannot be copied', with 'Yes' selected.

- c. Browse the outline of the menu structure and select the destination for the moved item.

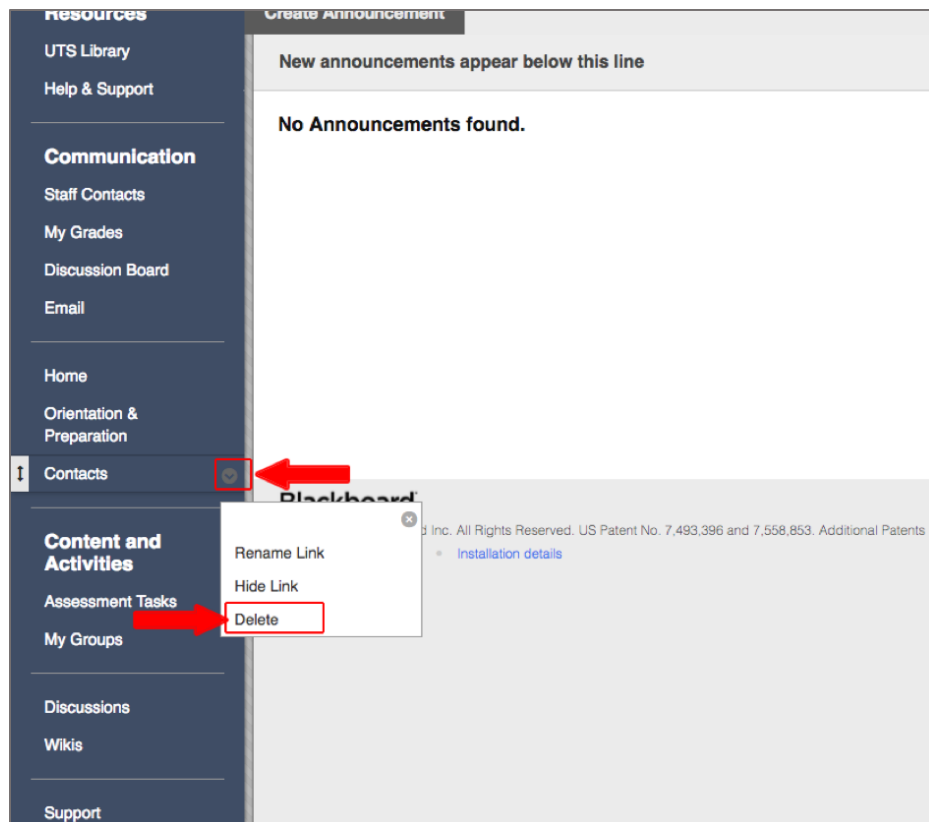
The screenshot shows the 'Move' interface for 'Adjunct Workshop 1'. The page title is 'Adjunct Workshop 1'. Below the title, there is a 'Move' section with a sub-header 'Move' and a description: 'Many Content Items, including Links, Web Links, Content Folders, Learning Modules, Offland Folders. Moving content deletes the content from the original location. [More Help](#)'. Below this is a 'CONTENT INFORMATION' section with a table showing 'Name' as 'Block 1'. The 'DESTINATION' section includes a 'Destination Subject' dropdown set to 'Adjunct Workshop 1 (CIML92)', a 'Destination Folder' input field with a 'Browse...' button, and a 'Create links for items which cannot be copied' section with radio buttons for 'Yes' (selected) and 'No'. A file browser window is overlaid on the page, showing a tree structure with folders: 'Subject Outline', 'Welcome', 'Learning Materials', 'Week 1', 'Week 2', 'Week 3', 'Week 4', 'Week 5', 'Week 6', 'Week 7', 'Week 8', 'Week 9', 'Week 10', 'Week 11', and 'Assessment'. A red arrow points to the 'Week 1' folder. The browser window title is 'Select Location: Adjunct Workshop 1 - Bl...' and the URL is 'https://onlineuat.itd.uts.edu.au/webapps/.../courseMapPicker?display...'.

- d. Submit and check the item has moved correctly

The screenshot shows the 'Move' interface for 'Adjunct Workshop 1' with the 'Destination Folder' field filled with '/Learning Materials/Week 1'. The 'Destination Subject' is 'Adjunct Workshop 1 (CIML92)'. The 'Create links for items which cannot be copied' section has 'Yes' selected. At the bottom, there is a 'Submit' button highlighted with a red box and a red arrow pointing to it. The text below the form reads: 'Click **Submit** to proceed. Click **Cancel** to go back.'

9. Deleting menu items

- a. Select the chevron next to the menu item you wish to remove and choose **Delete** from the drop-down menu



- b. Confirm the deletion

Hot Tips:

- If you have an area already well organised with learning materials or assessment items, simply change the name of the old menu item to match the new structure, delete the new one and move the edited one into place.
- Remember that you can delete old or unused material in your new subject site and it will all be preserved in the site used as the source for copying. There is no need to maintain endless duplication of unnecessary or archived material. You will be able to access any past session sites if needed.