

Creating HTML files

An online tutorial for staff

In this short tutorial, we take a brief walk through the steps to create HTML files within the learning management system (rather than in an external authoring tool)

The tutorial will help you to:

- Use the HTML creator
- Assemble content in HTML
- Edit HTML files.

Structure and format

The tutorial is available online through **MyLO** and is part of the module **Introduction to preparing and presenting content**.

After you register you will have ongoing access to the module/tutorial and a sample course. You can access these resources at any time and undertake learning at your own pace.

The tutorial takes you through realistic scenarios. It guides you through the steps for each task as you go.

How long does it take?

The module takes approximately 20 minutes to complete.

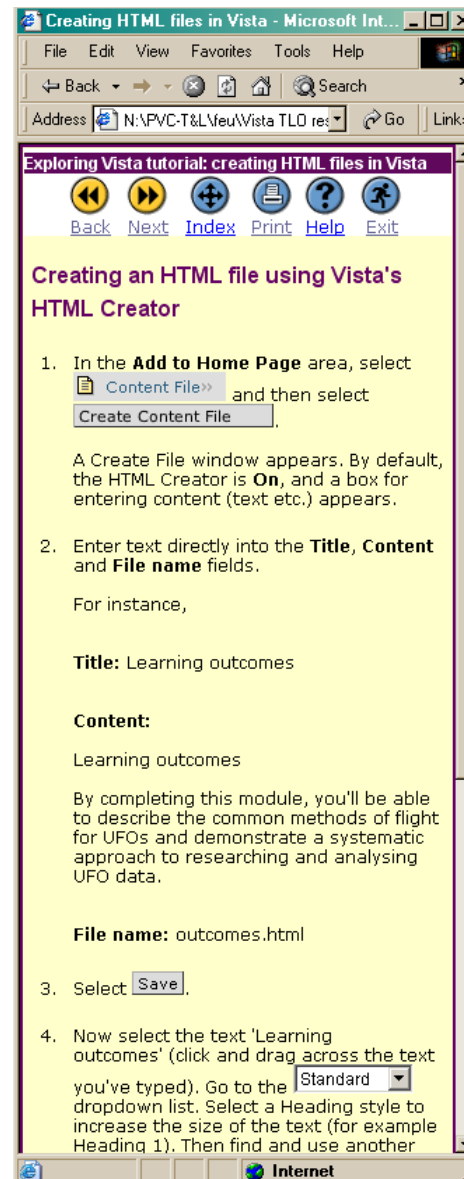
Learning requirements

Prerequisites

You will need to have basic competence in using a computer and a web-browser.

Participant requirements

You will need a computer with network/Internet access and you must be a current university staff member to access the learning management system.



The screenshot shows a web browser window with the title "Creating HTML files in Vista - Microsoft Int...". The address bar shows "N:\PVC-T&L\veu\Vista TLO res...". The main content area has a yellow background and is titled "Exploring Vista tutorial: creating HTML files in Vista". It contains a navigation bar with buttons for "Back", "Next", "Index", "Print", "Help", and "Exit". The main text is titled "Creating an HTML file using Vista's HTML Creator" and lists four steps: 1. In the "Add to Home Page" area, select "Content File" and then select "Create Content File". 2. Enter text directly into the "Title", "Content" and "File name" fields. For instance, "Title: Learning outcomes", "Content: Learning outcomes", and "File name: outcomes.html". 3. Select "Save". 4. Now select the text 'Learning outcomes' (click and drag across the text you've typed). Go to the "Standard" dropdown list. Select a Heading style to increase the size of the text (for example Heading 1). Then find and use another

How to register

Access the registration webpage at [Teaching & Learning Online](#) and register in the module titled **Introduction to preparing and presenting content**.

If you would prefer to do this tutorial within a face-to-face program, please see **Teaching Online Essentials**.

Further enquiries

Contact CALT – call x3504, or email: training@calt.utas.edu.au