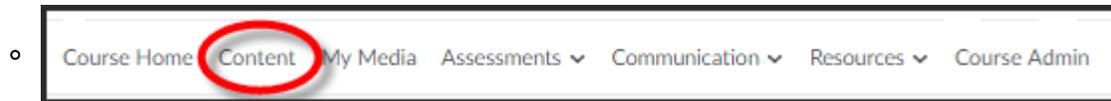
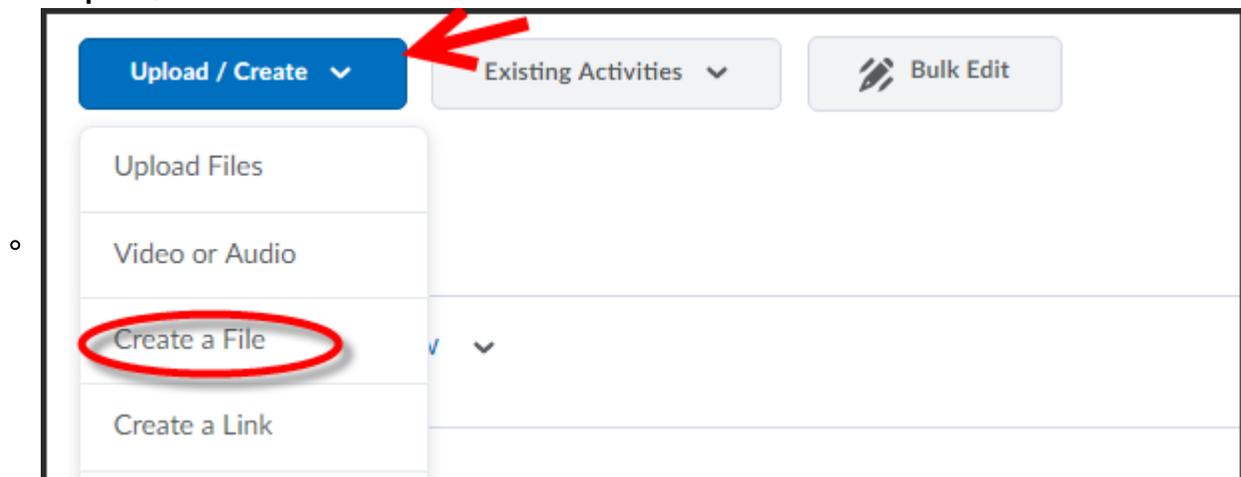


How to Use COOL QM Accessible Template to Create New Web Pages Contents Steps

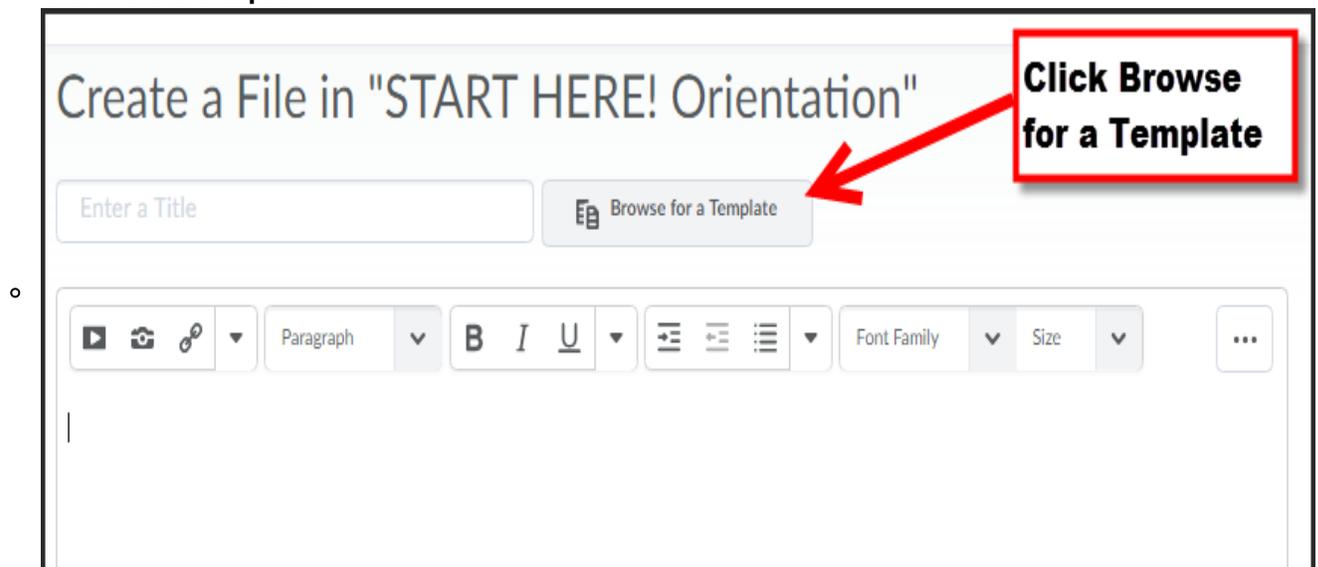
1. Ask COOL to copy COOL QM Accessibility Template CO to your sandbox/course.
2. Go to desired CO/Sandbox course in CougarVIEW
3. Go to the **Content tool**.



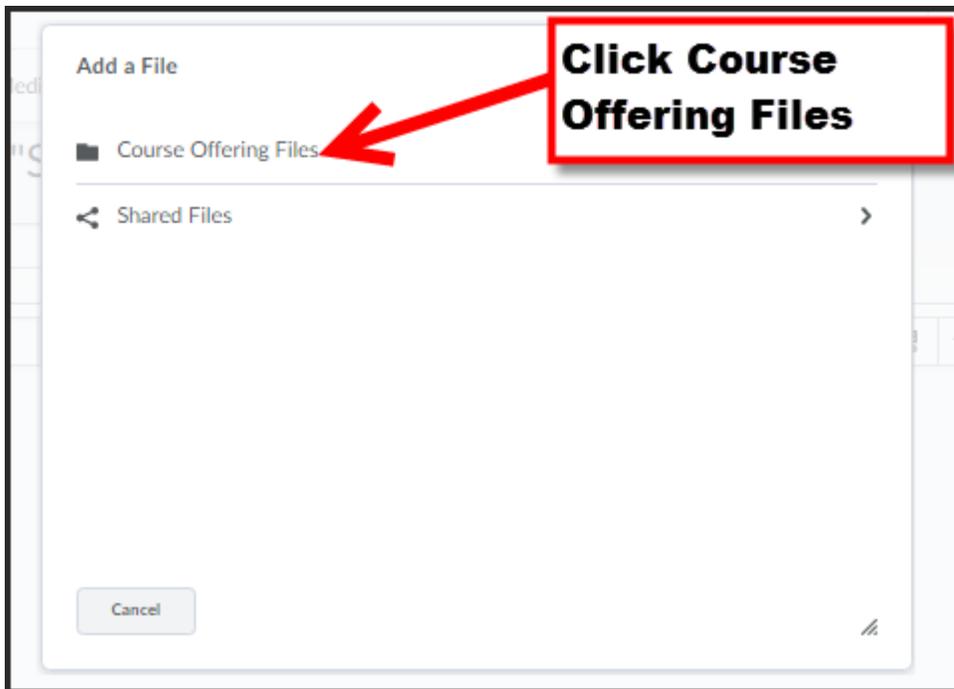
4. Click on **Upload/Create** and select **Create a File**.



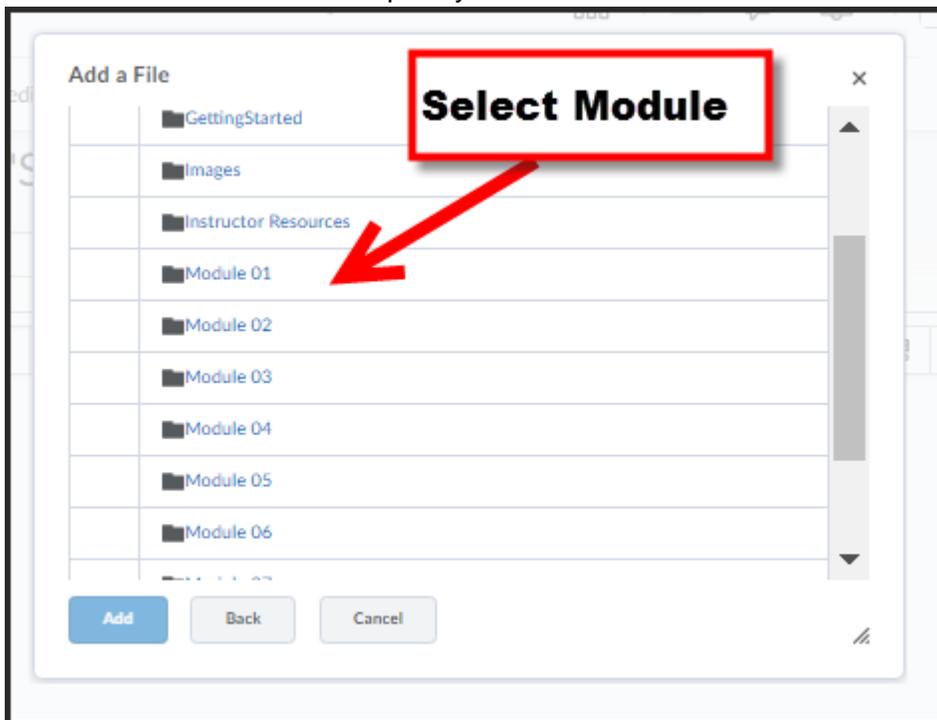
5. Click **Browse for a Template**.



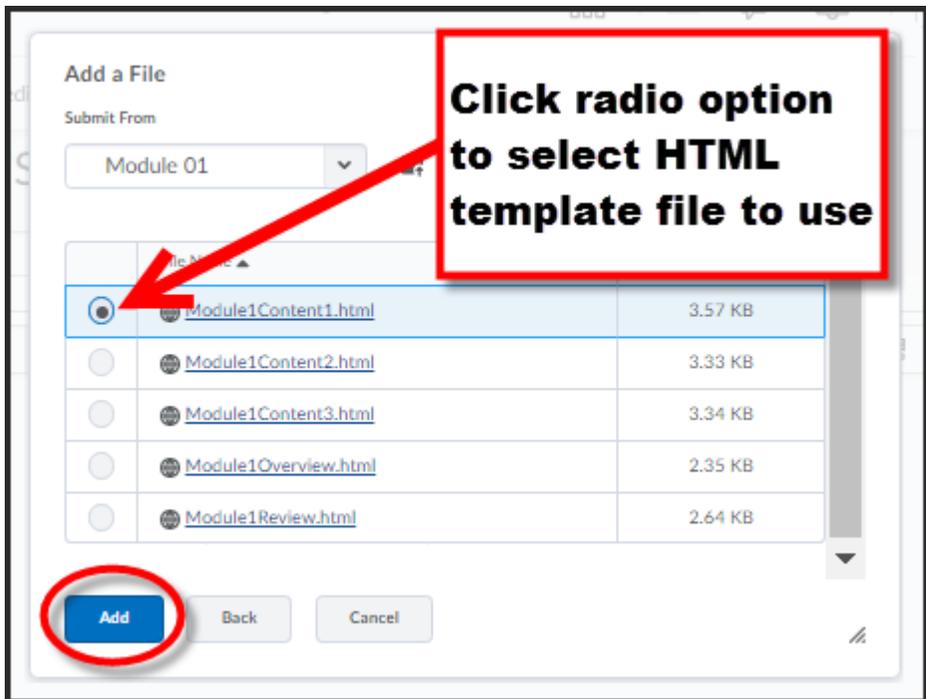
6. Click on **Course Offering Files**.



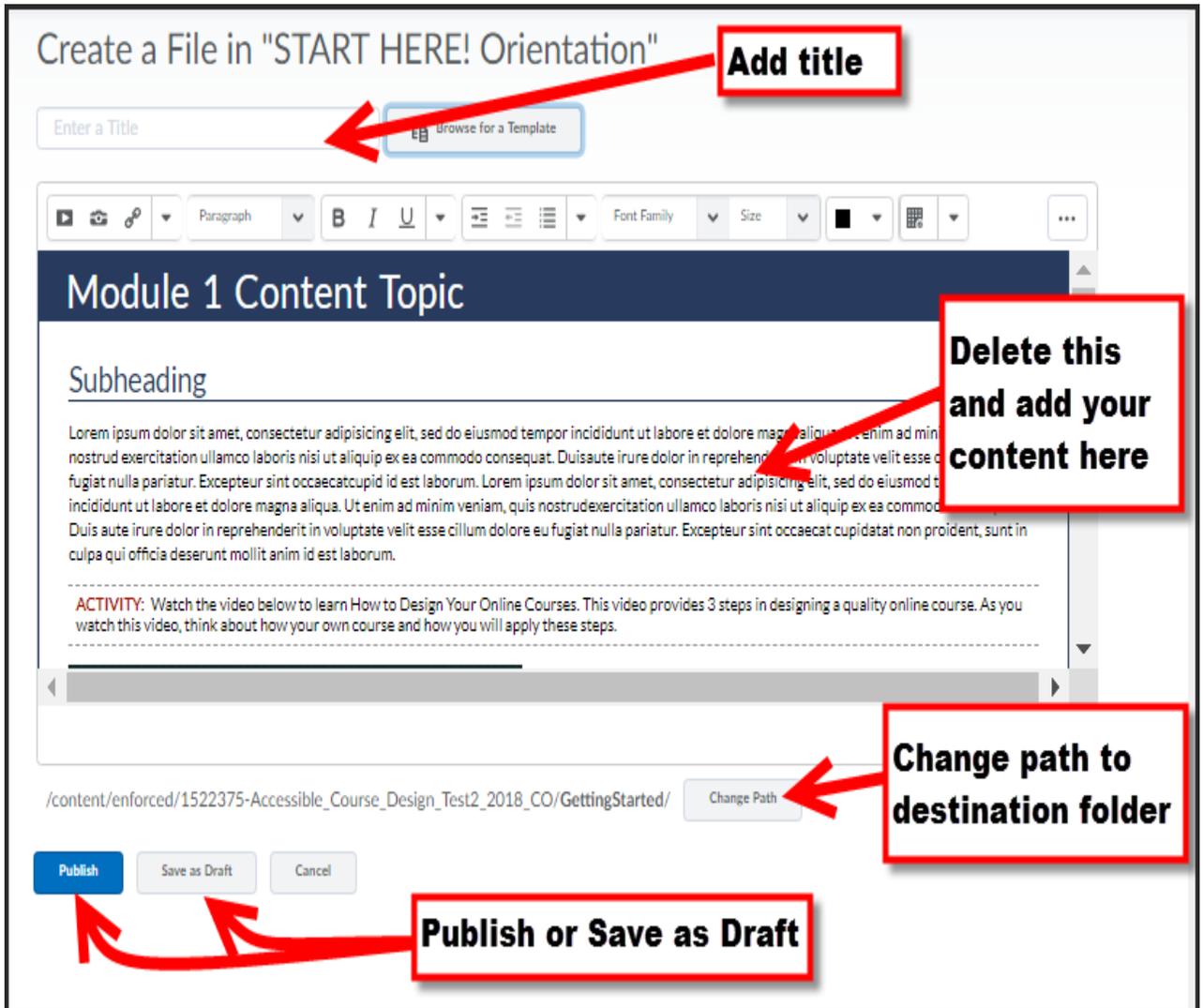
7. Select a module where HTML file template you would like to use is located.



8. Select **HTML template** to use and click **Add**.



9. Add title, make changes to your document, **change file path** of the document to destination folder and click **Publish or Save as Draft**.



NOTE: We highly encourage you to (1) **Title** your document, (2) **Change file path** to destination folder and **Save as Draft** before making any changes first.

