

## Editing your Visual Table of Contents (Visual TOC)

When you first create your content folders in the Brightspace Table of Contents, Brightspace will provide a default image for these content folders in the Visual TOC. (Figure 1)

Note: For more information on how to add or delete content folders in Brightspace, check out our [quick start guide](#).

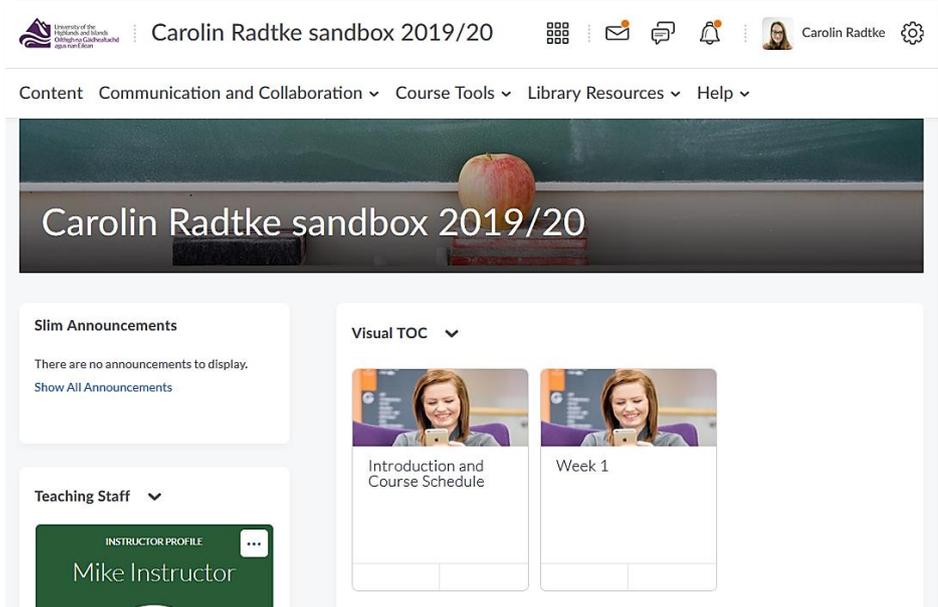


Figure 1: Module/Unit homepage with two folders in the Visual TOC

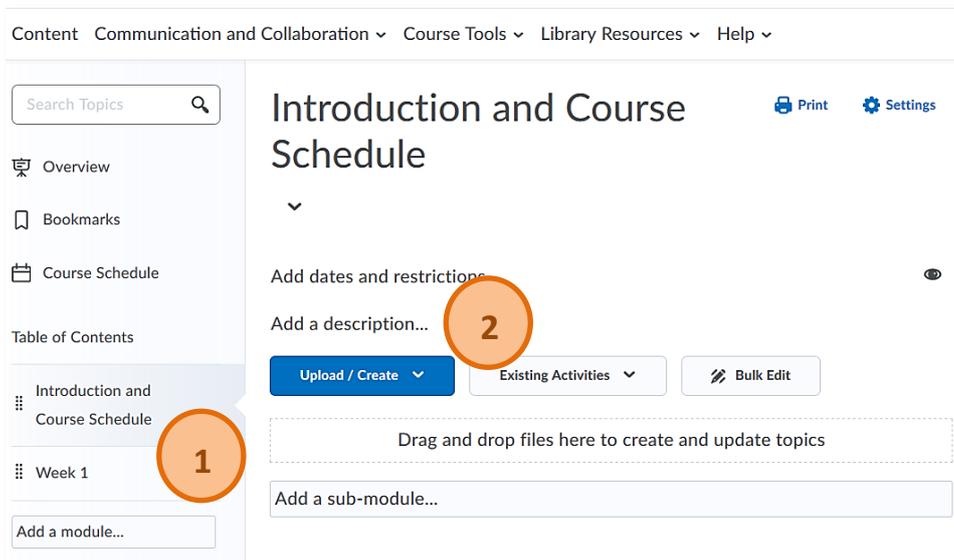


Figure 2: Table of contents; content folder with option to add a description

Once you have clicked on 'Add a description', Brightspace's HTML editor will open. You will now be able to add an image and text. (Figure 3)

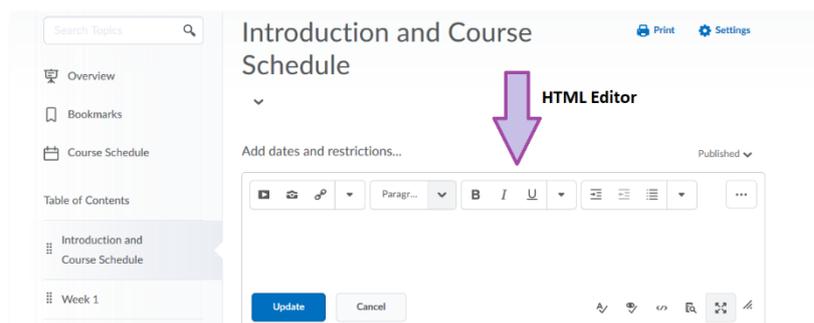
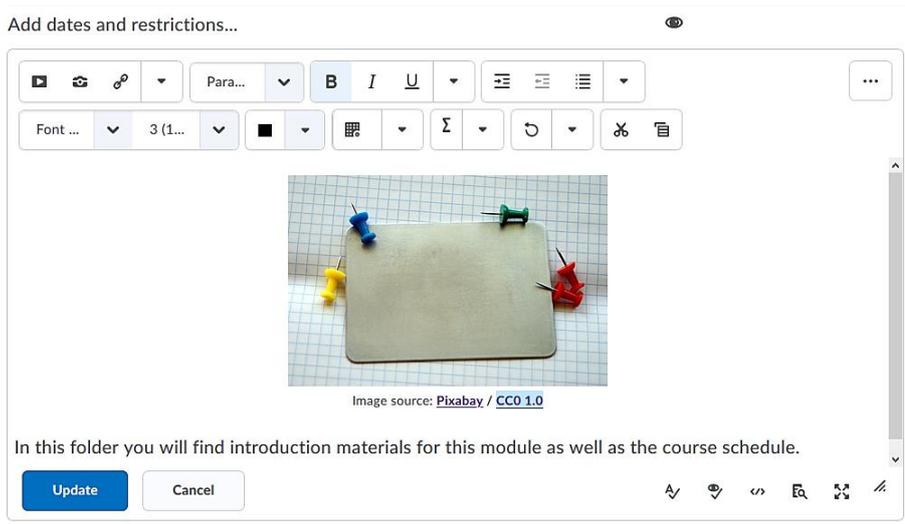


Figure 3: HTML/Text editor

To change these images and to add a description for each content folder in the Visual TOC, go to the content area, select a content folder (1) and click on 'Add a description' right below the title of your content folder (2). (Figure 2)



You will now be able to upload an image and provide a description to the folder. To make sure that your image will display properly in the Visual TOC, we recommend that you choose an image proportion of 7:3 (i.e., 1400 x 600). When you are happy with your image

Figure 4: Adding an image and text into the HTML editor

and description, click on the blue Update button. (Figure 4)

Note: Don't forget to provide a reference for the image you used. For more information on how to find images without violating copyright and for guidance on how to reference your image, refer to the [EDU Support Portal](#).

Once you have clicked 'Update' and have saved the changes you made, go back to the homepage. You should now be able to see that the image in the Visual TOC has changed. In addition to that, you will see the word 'Overview' at the bottom of your content tile now. (Figure 5) If you click on this, the tile will flip and students will be able to see the text you have provided in the Table of Contents. (Figure 6)

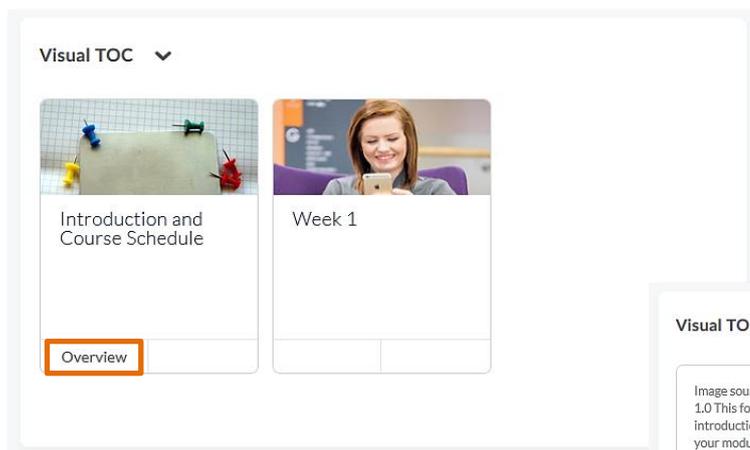


Figure 5: Updated folder image in the Visual TOC

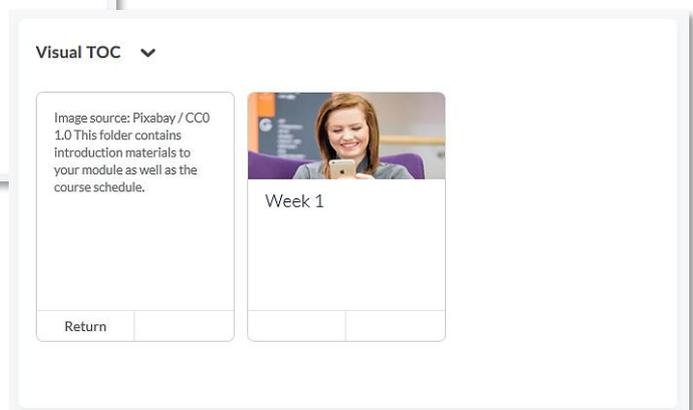


Figure 6: Updated overview on the back of the folder tile in the Visual TOC