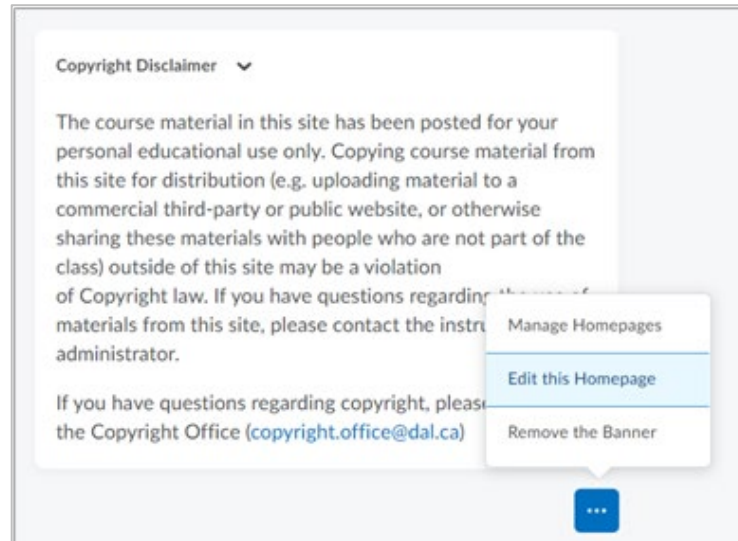




Editing Homepages on Brightspace

Homepages are a great way for instructors to communicate with students and keep online courses up to date. They can be used to display class announcements, reminders of upcoming due dates, instructor information, course policies and more. To edit a course homepage on Brightspace please follow these step-by-step instructions.

Scroll to the bottom of the homepage and click on the “...” in the bottom right-hand corner.

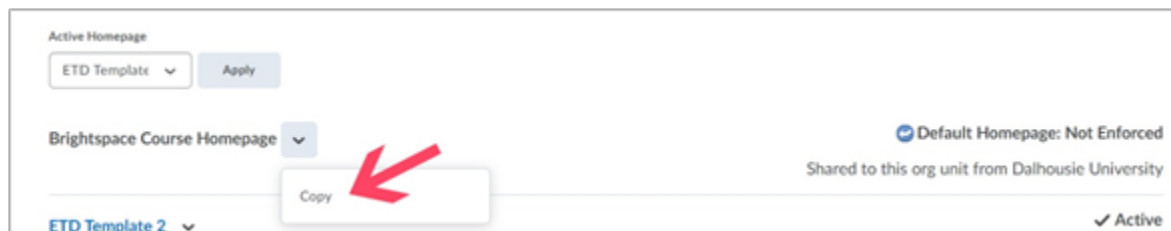


If the homepage has been edited before, the option to “Edit this Homepage” will appear. If the homepage has not been edited previously, select “Manage Homepages”.

If you clicked “Manage Homepages”:

You may edit the existing homepage by following the steps below:

1. Click the arrow that appears beside “Brightspace Course Homepage”.
2. Select copy from the drop-down menu. This will create a copy of the current homepage that can then be edited.



3. Open the “Active Homepage” dropdown menu. This will allow you to apply a new homepage.
4. Choose “Brightspace Course Homepage - Copy” from the menu and click the apply button.

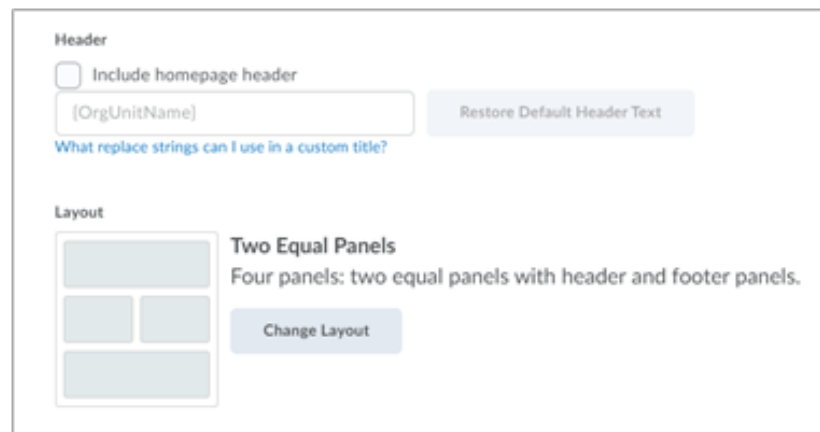


- Alternatively, you may create your own homepage from scratch by clicking the blue “Create Homepage” button
 - Name the template and add the desired layout and widgets. You can move the widgets around, so they appear in the section you desire.
 - Once you are happy with the layout, hit “save and close” then apply the template that you created as you would with the ‘Brightspace Course Homepage – Copy’
- Once either of these options have been completed, click on the active homepage, and continue to follow the edit homepage instructions.

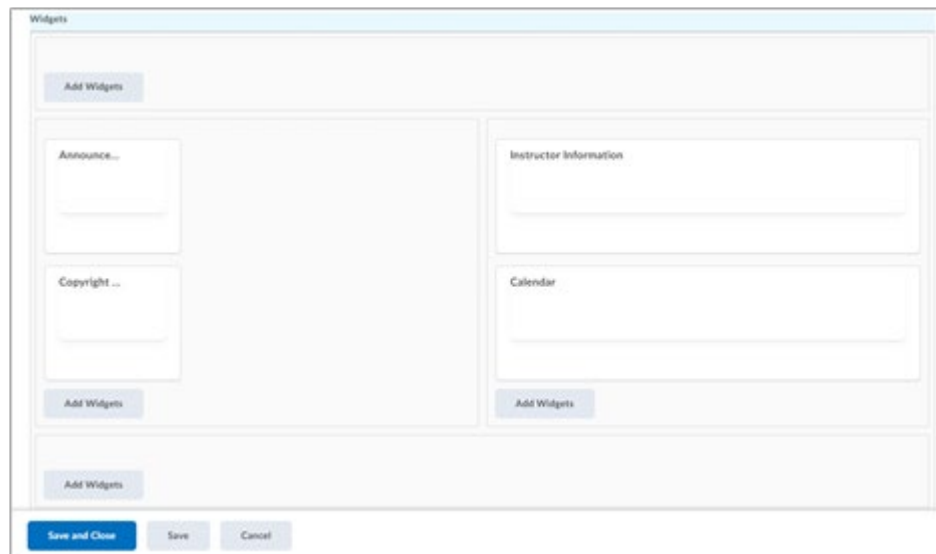


If you have clicked “Edit this Homepage”

- Scroll down to layout. Here you can change the layout of the homepage. Some of the most common layouts are ‘Basic’, ‘Two Equal Panels and ‘Large left panel’. Note that on mobile devices, or on minimized browsers, the widget panels will display from left to right vertically.



- Next, scroll down to the widgets. Here you can pick and choose what widgets you would like to have on your homepage. Suggested widgets are announcements, calendar, Instructor Information, Academic Integrity Statement, Copyright Disclaimer, and the Time at Dalhousie (this is especially helpful for international students)

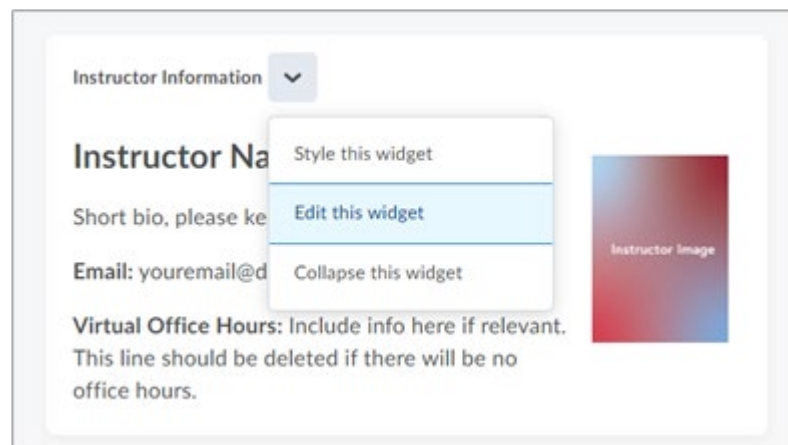


3. After all the widgets you would like are added you can return to the homepage, where your new homepage will be displayed.

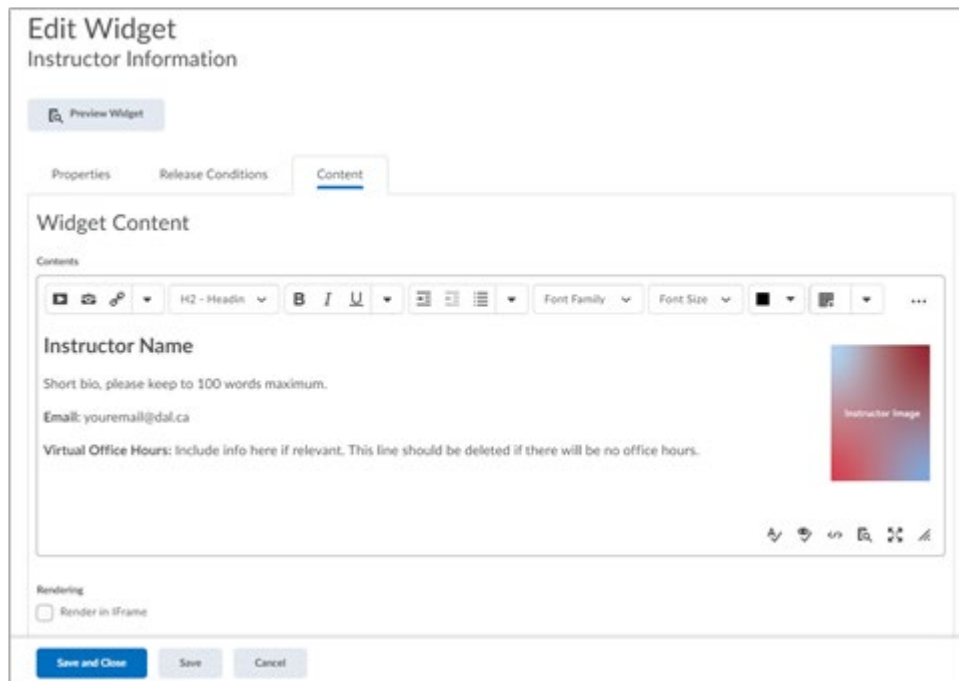
Editing Widgets

Custom widgets such as Instructor Information can be edited to personalize your course. Please note that system widgets like Calendar, Announcements, etc. cannot be edited. To edit a custom widget:

1. Click on the down arrow next to the widget you would like to edit and select “Edit this widget”.



2. Under the properties tab you may edit the name of the widget, which displays in the top left corner of the widget on the homepage.
3. To make edits to the body of the widget, select the content tab. Here you will be able to use the HTML editor to personalize the widget.



4. Once the widget has been edited, hit save and close to apply any changes.