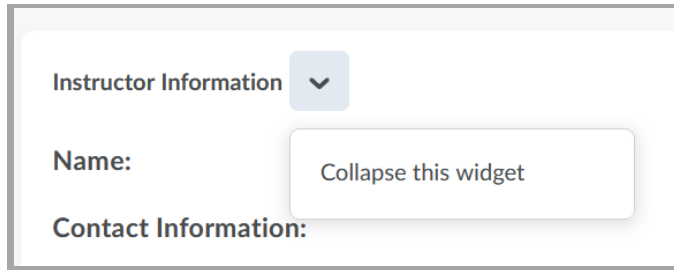


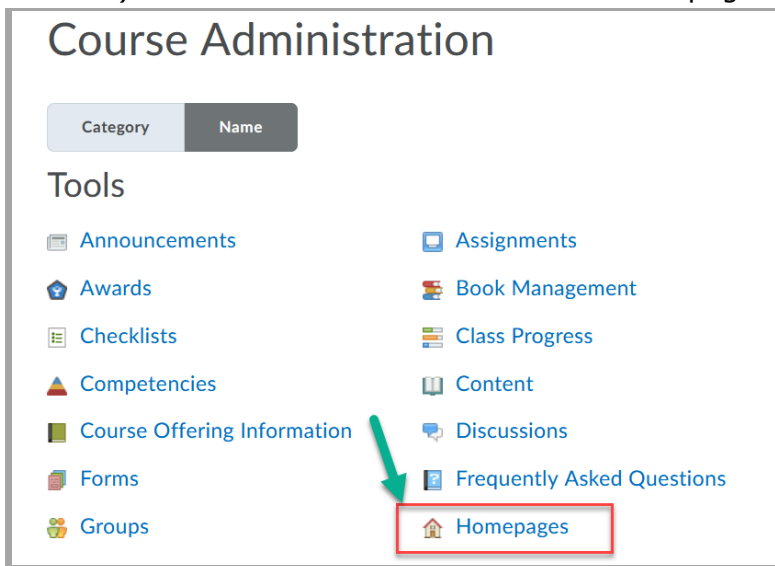
Widget – Edit ability on Homepage

Are you seeing the screenshot below when you try to edit your widget?



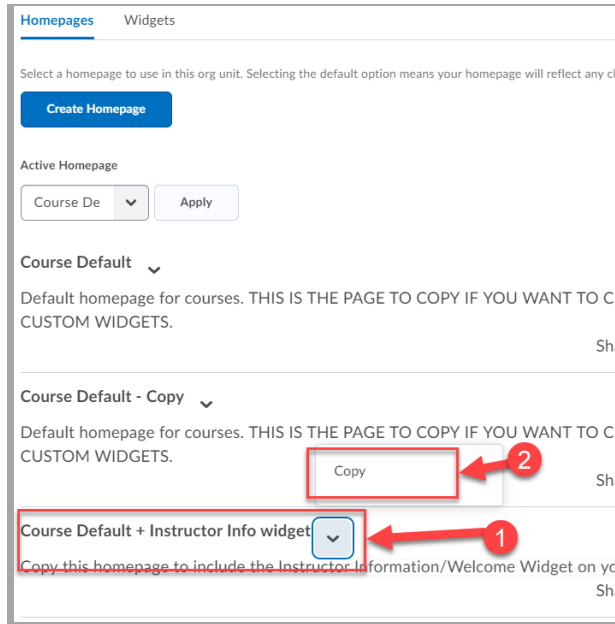
This guide will show you how to reveal the Edit widget function.

1) Click on Course Admin and select Homepages.

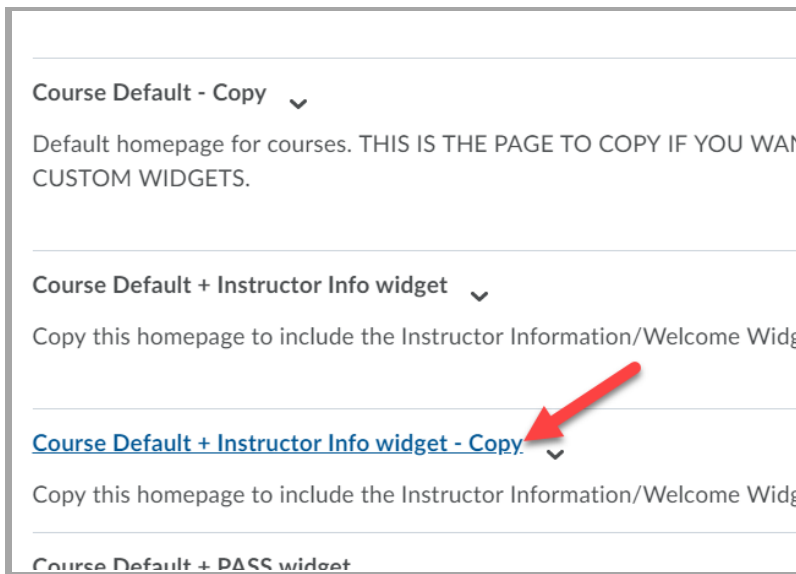




2) Choose the Course Default + Instructor Information widget drop-down menu and Copy.



3) Look for this new homepage, D2L will add Copy to its name.

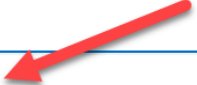




4) Click on the blue homepage to edit and name it something you will remember.

Edit Homepage

Name *

OBSU19 Homepage 

Description

Copy this homepage to include the Instructor Information/Welcome Widget on your courses' homepages.

Type

Widget-based ▼

Header

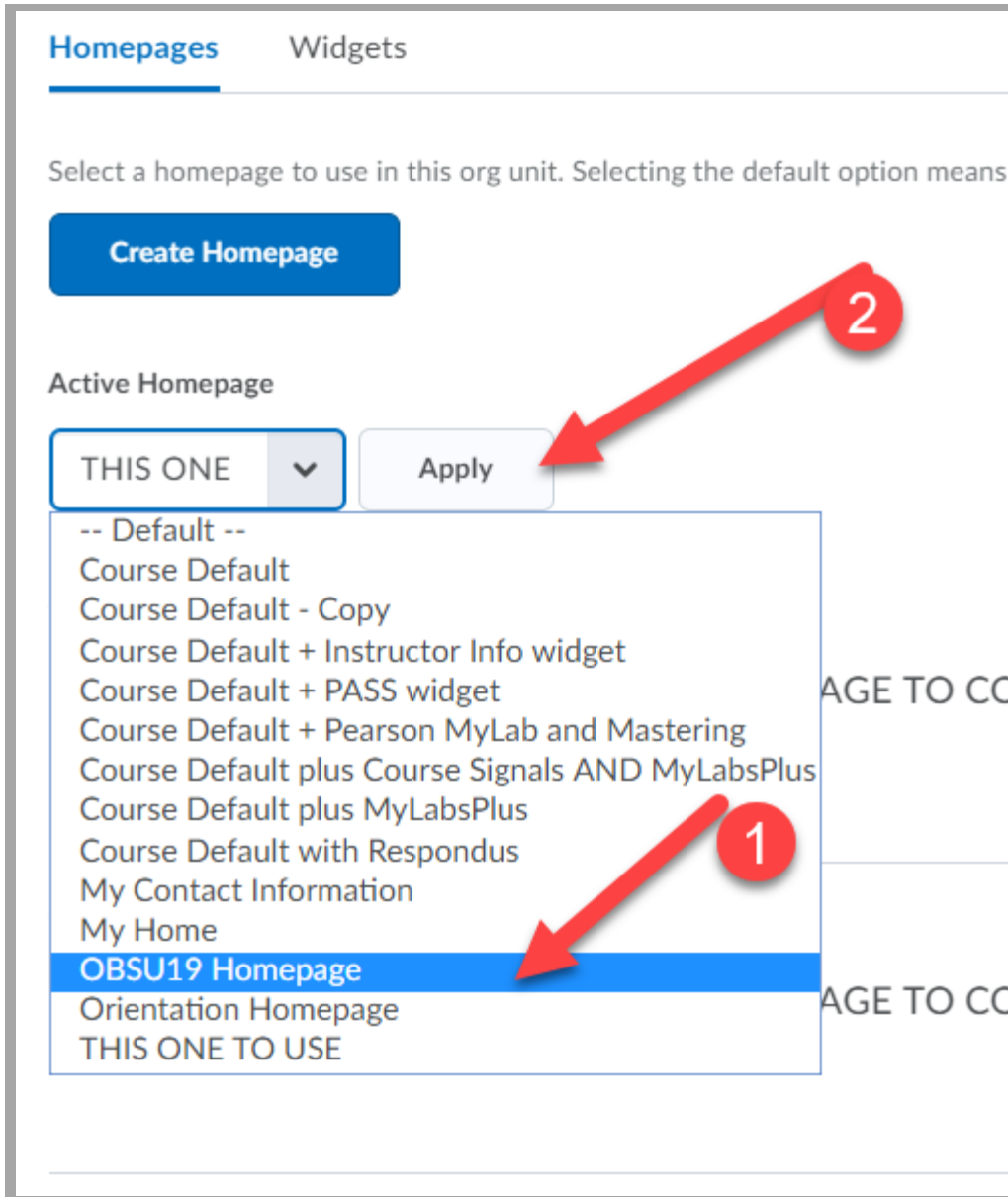
Include homepage header

[What replace strings can I use in a custom title?](#)

Layout

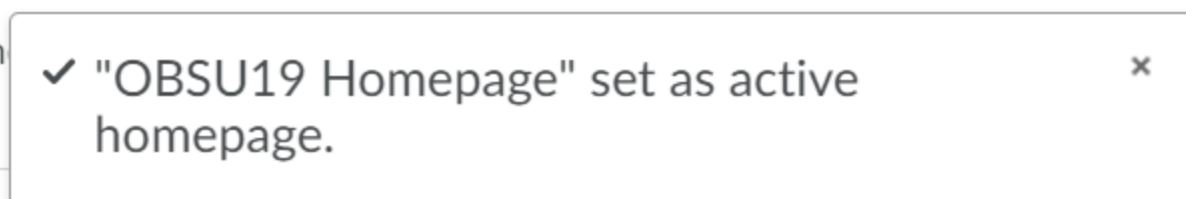
Two Equal Panels
Four panels: two equal panels with header and footer panels.

- 5) Find your customized homepage from the Active Homepage list and click on it.
- 6) Click Apply to make the homepage active.



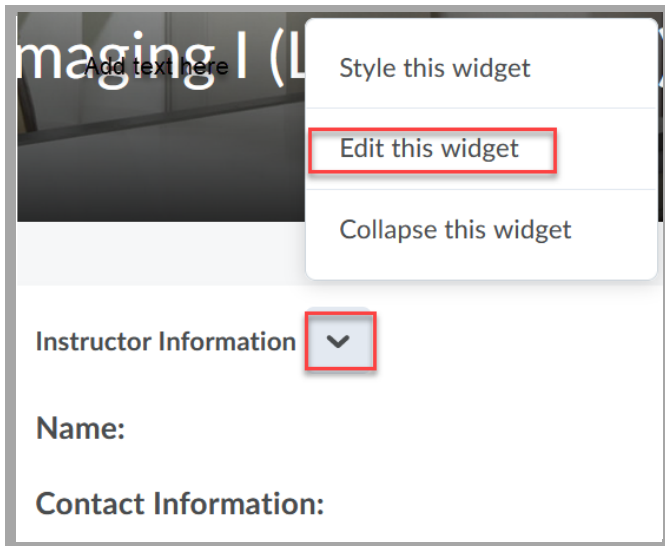
The screenshot shows the 'Homepages' section of a user interface. At the top, there are tabs for 'Homepages' and 'Widgets'. Below the tabs, there is a text prompt: 'Select a homepage to use in this org unit. Selecting the default option means'. A blue button labeled 'Create Homepage' is visible. Under the 'Active Homepage' section, there is a dropdown menu currently showing 'THIS ONE' with a downward arrow. To the right of the dropdown is an 'Apply' button. A red arrow labeled '2' points to the 'Apply' button. The dropdown menu is open, showing a list of options: '-- Default --', 'Course Default', 'Course Default - Copy', 'Course Default + Instructor Info widget', 'Course Default + PASS widget', 'Course Default + Pearson MyLab and Mastering', 'Course Default plus Course Signals AND MyLabsPlus', 'Course Default plus MyLabsPlus', 'Course Default with Respondus', 'My Contact Information', 'My Home', 'OBSU19 Homepage' (highlighted in blue), 'Orientation Homepage', and 'THIS ONE TO USE'. A red arrow labeled '1' points to the 'OBSU19 Homepage' option.

You will see the notification that your homepage is active. Go to your course home and make sure your widget is there.

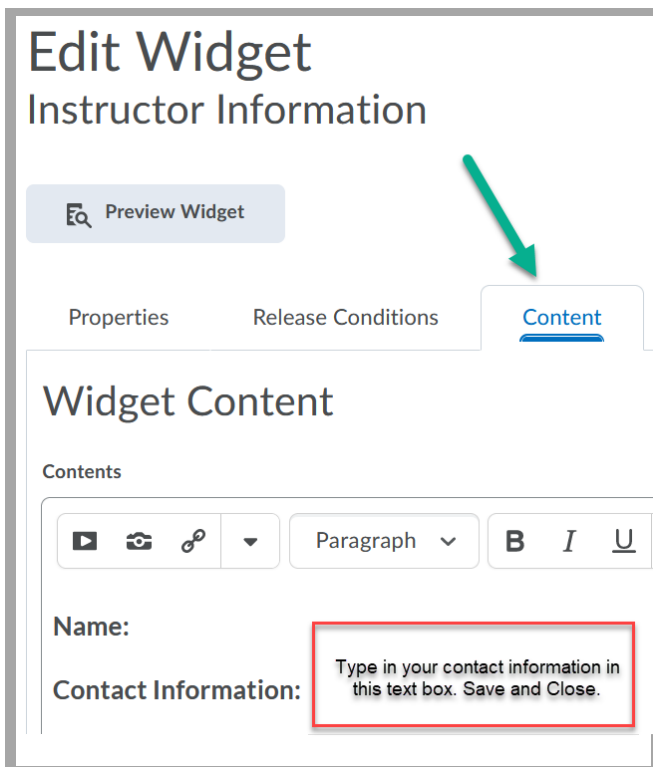


A notification box with a checkmark icon and the text: "OBSU19 Homepage" set as active homepage. The box has a close button (X) in the top right corner.

7) Return to the Instructor Information widget on your course homepage. It should now be editable.



8) Inside the Edit screen, click on the Content tab and add your contact information in the text box.



9) Save and Close.

Need assistance? Please contact TLC at tlc@ccd.edu or 303- 352- 3201 to schedule an appointment.