

HOW 2

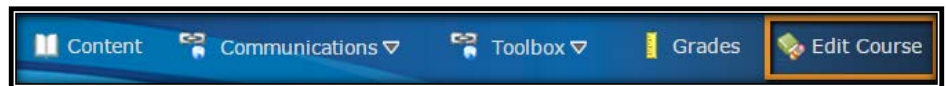
Apply Instructor Widget- D2L Brightspace

- Once you have created your Instructor Widget, it needs to be applied to your homepage.
- If you have not yet created an Instructor Widget, please see the How2 titled *Create an Instructor Widget – D2L*.
- If you have already created and applied your Instructor Widget, check to see that the correct homepage has been made active. See the How2 titled *Set Active Homepage – D2L*.

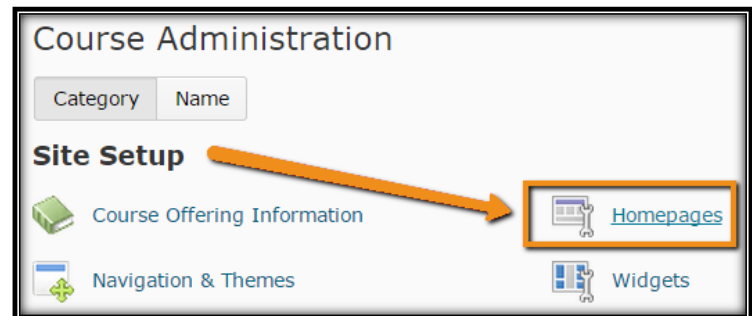
DESIGN REMINDER—the instructor widget provides students with your contact information and helps to establish rapport, which has been shown to be an important factor in student retention, especially for fully online courses.

Instructions

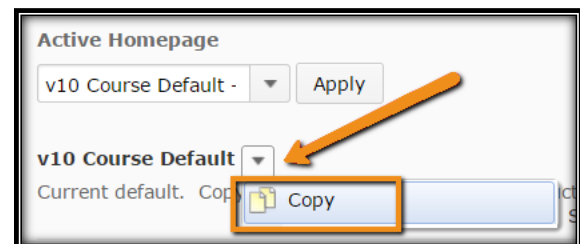
- 1) From the **Course Homepage**, click on the **Edit Course** link on the Navigation Bar.



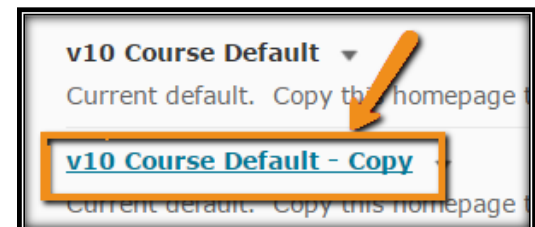
- 2) This will open the Course Administration menu, which can be sorted by Category or alphabetically by the name of the tool. If your tools are sorted by category, look under the Site Setup, and click on the **Homepages** link. This will bring up the Homepages/Widgets page.



- 3) Click on the inverted triangle to open the context menu for the **v10 Course Default** homepage, and create a copy of that homepage by clicking on **Copy**. A new homepage will appear below the original.



- 4) Click directly on the title **v10 Course Default – Copy** to edit the homepage.



- 5) Change the **Name** to your last name followed by the current year.
- 6) Delete the **Description**. Unless you plan to have numerous homepages with the same name, the description is not needed.

INSTRUCTIONS CONTINUE

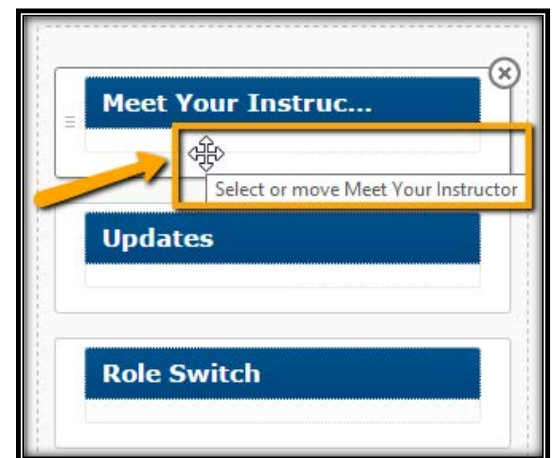
- 7) Scroll down the page until you see the **Widgets** section.
 - a. Hover your mouse over the Instructor Widget Template.
 - b. **Click on the X** that appears in the top right corner of the widget box to delete this template widget.



- 8) Finally, click on the **Add Widgets** button. Check the box next to the Meet...Your Instructor widget that you previously created and click **Add**. Your instructor widget will now be visible in the left column at the bottom.



- 9) Hover over the widget to get the four arrows cursor, then click and drag the Instructor Widget to the top of the left column.



- 10) Click **Save and Close** at the bottom of the page.

Please keep in mind accessibility standards and the branding policies of the school. Keeping the layout or the color of the widgets on the homepage is recommended; if changing them, remember to check for WCAG accessibility standards.