

HOW 2

D2L – Create an Instructor Widget

- Provide students with critical information for contacting their instructors.
- Help to personalize your online classroom space.
- It is important for students to know their instructors, especially in online environments.

Instructions

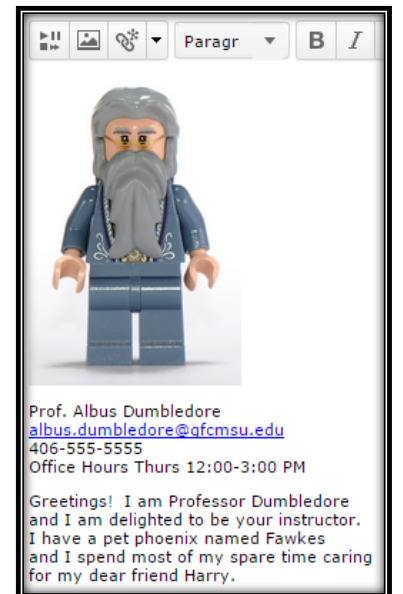
- 1) Go to one of your courses in D2L.
- 2) Click on **Edit Course** in the navigation bar.
- 3) Click on the **Widgets** menu item.
- 4) Click on the **Create Widget** button.



- 5) Name your widget.
 - a. The recommended name is Meet...YourName.
 - b. Do not enter anything into the description window. This is just the internal description of what your widget does—it will not show up in the widget itself.



- 6) Click on the **Content** tab to add your information.
 - a. Use the Insert Image button to insert a professional picture of yourself. Remember to include your name in the Alt Text when that dialog box opens.
 - b. Below your image, add your contact information (name, email, phone number, office hours) and a brief introduction.
 - i. HTML Editor Tip: Use SHIFT + Enter to single space.



- 7) When you are finished, click **Save and Close**.
- 8) **To update your Instructor Widget in the future**, click on the widget drop down menu and select **Edit this widget**. You do NOT need to go through this whole process again.

Congratulations, you have created your Instructor Widget! However, your widget will not be visible until you add it to your homepage. Please see the C4-Applying the Instructor Widget for those instructions.

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