

Create Your Homepage

- College administration has set a default class home page in Brightspace, and this Brightspace Basics file shows how to revise it to be more appropriate and useful for your students, given your course type, course level, and student needs.

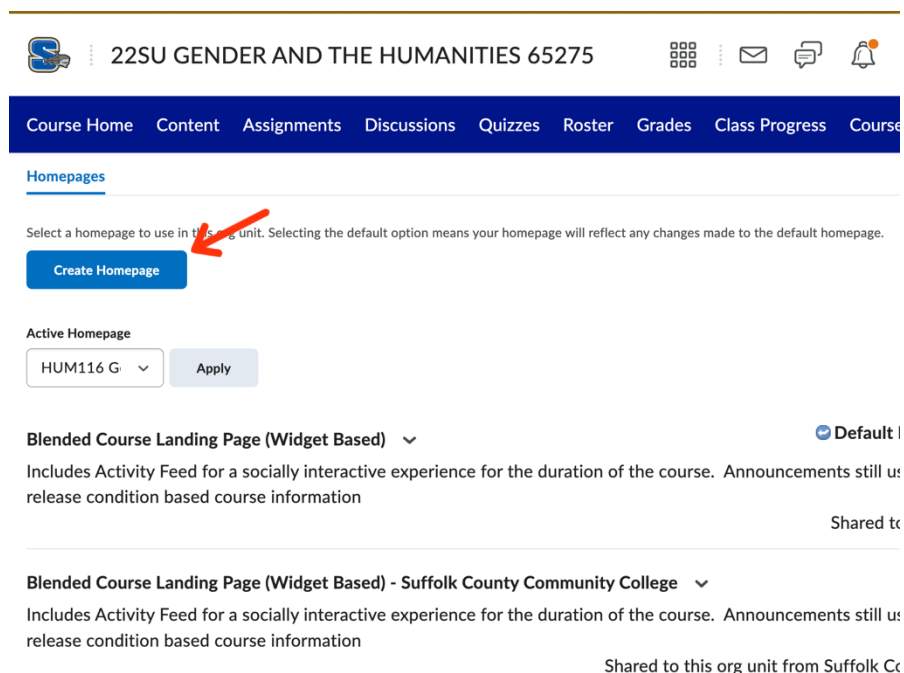
The simplest format is the two-column Basic layout, with announcements in one column and a calendar in the other column, so we will start with that.

- [Log into Brightspace](#) and click into your class website.
- Click Course Tools, then Course Admin. You might like to click the option at the top to organize your Course Admin by name (so they appear in alphabetical order) rather than by category.

- Click the Homepages link, then click Create Homepage.

- Give your homepage a title. Most faculty simply type their course code followed by “homepage,” such as ENG101 homepage or COL101 homepage.

If you wish to use a different homepage for, say, your on-campus sections of a class versus your online sections of that same class, you might indicate that, such as “ENG101 online homepage” versus “ENG101 on-campus homepage.”



22SU GENDER AND THE HUMANITIES 65275

Course Home Content Assignments Discussions Quizzes Roster Grades Class Progress Course

Homepages

Select a homepage to use in this org unit. Selecting the default option means your homepage will reflect any changes made to the default homepage.

Create Homepage

Active Homepage

HUM116 G Apply

Blended Course Landing Page (Widget Based) Default

Includes Activity Feed for a socially interactive experience for the duration of the course. Announcements still us release condition based course information

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Blended Course Landing Page (Widget Based) - Suffolk County Community College

Includes Activity Feed for a socially interactive experience for the duration of the course. Announcements still us release condition based course information

Shared to this org unit from Suffolk Cc

- Scroll down until you see the Layout and Widgets sections.

In the Layout section, click Change Layout to see the various ways you can structure the overall appearance of your homepage. Options include two or three panels (or columns), with or without widgets at the header or footer.

Most faculty go with Basic or Basic Plus. Three panels can look a bit busy for students, but it depends

on your needs. Basic Plus is two panels with a footer, but please note that if you include announcements and they tend to get long—or if you leave them all up rather than set begin and end dates for them—the footer in Basic Plus gets pushed so far to the bottom of the page, students will likely not even scroll that far down to see it.

The screenshot shows a configuration interface with the following sections:

- Type:** A dropdown menu set to "Widget-based".
- Header:** A checked checkbox for "Include homepage header", a text input field containing "{OrgUnitName}", and a "Restore Default Header Text" button. Below is a link: "What replace strings can I use in a custom title?".
- Layout:** A visual representation of the "Basic" layout (two panels) and a "Change Layout" button. Description: "Two panels: one large panel on the left and one smaller panel on the right."
- Widgets:** Two "Add Widgets" buttons, one in each panel.

At the bottom of the interface are three buttons: "Save and Close" (blue), "Save", and "Cancel".

We will work with the default Basic layout.

- In the Widgets section, you will see your selected panels layout. In Brightspace, widgets are "[sections of content that provide information and links to tools, courses, and personal settings](#)," and you can click here to see a list of [all the Brightspace widgets](#) to get a sense of what they do and how they differ.

In the left panel, click Add Widgets. You will see a dialog box containing all the default system widgets. (There are a few custom widgets too, if you'd like to check those out!)

If you'd like Announcements on the left and a calendar on the right, check the box by Announcements and then click Add.

The "Add Widgets" dialog box includes:

- A search bar with "Search..." and a magnifying glass icon.
- Filter options: "Filter By: System Widget Custom Widget".
- A list of widgets with checkboxes:
 - 32 items shown
 - Access Google Workspace
 - Activity Feed
 - Admin Tools
 - Announcements
- Navigation: "< 1 / 1 >".
- Buttons: "Add" (blue) and "Cancel".

Next, click the Add Widgets button in the right panel. Scroll down, check the box by Calendar, and click Add.

Your selected widgets will appear in the template so you can double check them.

- Click Save and Close. There's just one more step before this is really set as your class homepage!
- Just below the blue Create Homepage button, you'll see a drop-down list right below where it says Active Homepage. Click the drop-down arrow and select the name of the homepage you just created.

9. Once you've selected your newly created homepage, click Apply.

Until you apply your homepage as "active" it won't show up, but once you do so, you can click your Course Home link in the navbar and you'll see your class homepage!

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Shared to

Finally, if you'd like to change the banner image on your homepage, here's how.

1. On your course homepage, hover over the top right of the banner image, and you'll see three dots appear. Select Change Image.

22FA STANDARD FRESHMAN COMPOSITION 90912

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Banner Settings

2. You have two options. First, you can search for an image in the Brightspace image search. If you see one you like, simply click it and it'll automatically be set as your banner image.

Or you can click the Upload link on the right and search for an image on computer. (Remember if you

do an image search, make sure you're being mindful of copyright; try [OpenVerse](#) for images with clear Creative Commons licenses.)