

# Homepages and Navigation Bars v8.3.0

User Guide  
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## Contents

### About this guide

- Audience
- Related guides

### Homepages

- Setting up your course homepage
- Activating your course homepage
- Managing your course homepage
- Creating custom widgets

### Navigations Bars

- Setting up your course navigation bar
- Choosing a navigation bar template
- Adding tools to the course navigation bar
- Removing tools from the course navigation bar

### Index

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## About this guide

Homepages and navigation bars enable you to customize and control the widgets and navigation links for your course. This guide covers the tasks involved with setting up and managing your homepages and navigation bars.

### Audience

This guide is intended for users leading a course using the Desire2Learn Learning Environment who would like further information about homepages, navigation bars, and widgets.

**Important** Access to features in the Desire2Learn Learning Environment is dependent on your permissions. Depending on your permissions, you may not have access to all of the features described in this guide.

### Related guides

Desire2Learn documentation is available in the Documentation Library on the Desire2Learn Community website: <http://community.desire2learn.com>. (Enrollment in the Desire2Learn Community is required to access this site. Information about enrollment can be found on the Community login page.)

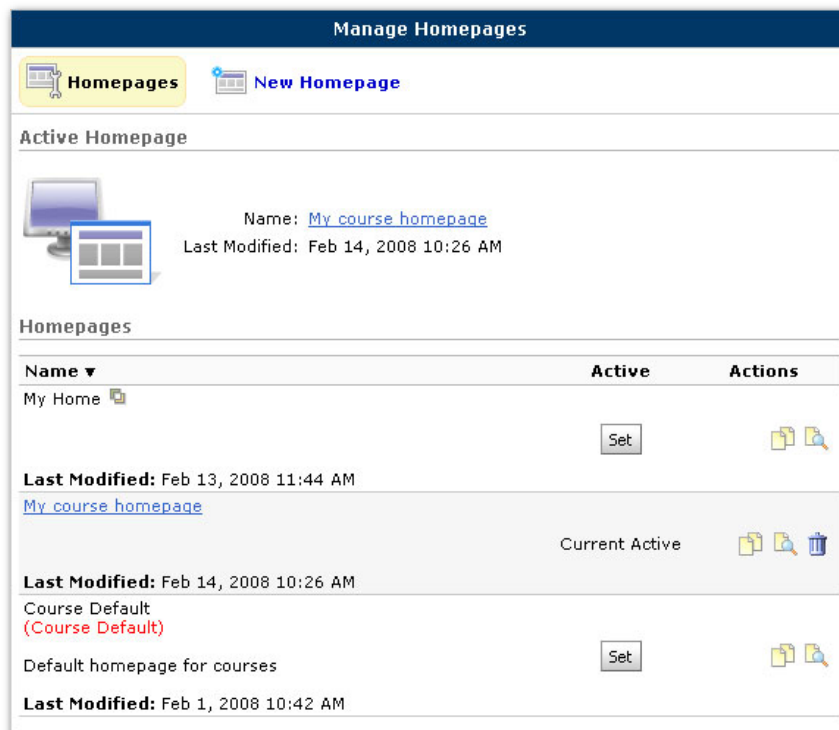
## Homepages

The course homepage is the first page that you see when you enter your course. The typical course homepage is a page comprised of widgets that provide information and links to tools, courses, and personal settings. Your course homepage can also be set as a Desire2Learn Learning Environment tool, such as News or Content, or even as an external URL.

### Setting up your course homepage

All courses are initially set up with a default course homepage by your system administration. Use the Homepage Management tool to create a new homepage and set it as the active homepage for your course. You can then, add or remove widgets, customize their appearance, and create custom widgets to expand the functionality of your course homepage.

- ▶ **To create a new course homepage**
  - 1 Click on the **Edit Course** link from the course navbar.
  - 2 Click **Homepages**. The Manage Homepages page displays.



Manage Homepages Page

- 3 Click **New Homepage**.
- 4 Enter a **Name** and **Description** for your homepage.
- 5 Click **Save**.

**Note** Depending on your permissions, you can set your homepage as a tool or URL. Select **Set my homepage as a tool or URL** in the Properties tab and choose either a Desire2Learn Learning Environment tool or a URL to set as your homepage.

## Activating your course homepage

Your new course homepage is not available until you set it as the active homepage for your course.

**Important** Course homepages may be enforced by your organization. If so, the Active Homepage section of the Manage Homepages page displays **Enforced** and you cannot change your active homepage.


### ► To activate your course homepage

- 1 Click on the **Edit Course** link from the course navbar.
- 2 Click **Homepages**. The Manage Homepages page displays.
- 3 Click the **Set** button under **Course Default** beside the applicable homepage to set it as the course default.
- 4 Click **Set Active** to confirm your change. The Active Homepage section refreshes to display your new active homepage.

## Managing your course homepage

Your course homepage is comprised of configurable boxes of content, called widgets, that provide information, links and other course related functionality. Use the Homepage Management tool to add and remove widgets from your course homepage, change their placement and order and configure their appearance and behaviour.

### Custom widgets

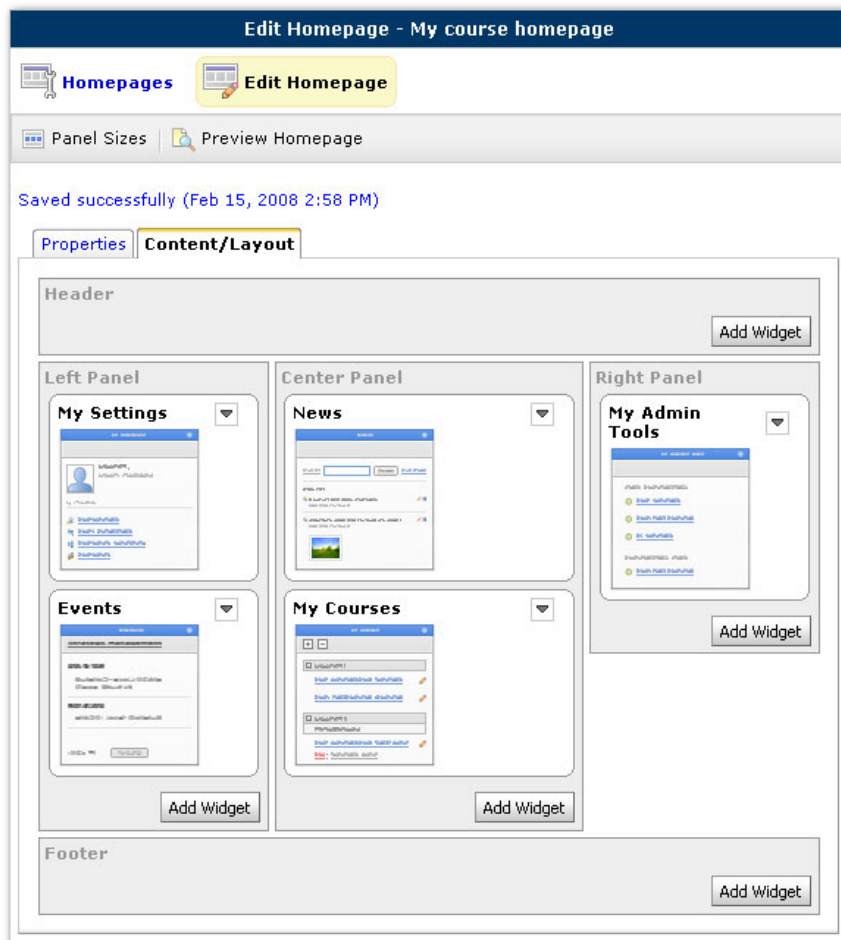
Custom widgets can be created and placed on your homepage as determined by your course's specific needs. Custom widgets can also be created at the organization level and shared with your course offering. Shared widgets appear in the custom widgets tab in the Widget Management tool and they are distinguishable by a  **Shared Widget** icon. They are available to add to your course homepage, but you cannot modify their content. You can only modify the content for custom widgets that are created within your course offering.

### System widgets

System widgets are defined by the Desire2Learn platform. You cannot modify the contents of system widgets, but you can change where the widgets are located on your course homepage and customize their display options.




► **To add and move widgets on your course homepage**

- 1 Click on the **Edit Course** link from the course navbar.
- 2 Click **Homepages**. The Manage Homepages page displays.
- 3 Edit the applicable Homepage by clicking on its name in the Homepages section. The Edit Homepage page displays.
- 4 Go to the **Content/Layout** tab.



Content/Layout tab in the Edit Homepage page

- 5 To add a widget to a panel, click the applicable **Add Widget** button. The Add Widget page displays.

- 6 Select the widget(s) that you would like to add to the homepage panel and click **Save** to apply the changes.
  - 7 Click **Panel Sizes** on the action bar to adjust the width of the panels. When adding widgets to your homepage, ensure that the **Width** of the selected panel is sufficient for the widgets you want to display.
  - 8 Click **Preview Homepage** on the action bar to preview your homepage and ensure that it displays as expected.
  - 9 Use  **Widget Context Menus** to:
    - Move widgets to other panels.
    - Arrange the vertical placement of widgets.
    - Edit the display properties of widgets, such as border width, title bar color and Widget title.
    - Remove widgets from your homepage.
- **To customize the appearance of your widgets**
- 1 From Course Home, click the  **Customize** icon located in the top right corner of the applicable widget.
  - 2 Select **My Own Settings** in the Widget Settings section to change the following settings:
    - **Border** Select this checkbox if you would like to display your widget in a box.
    - **Box Style** Select the border thickness for your widget.
    - **Title Bar** Select this checkbox if you would like to show the title bar.
    - **Title Bar Color** Choose a color for your Title Bar.
    - **Widget Title** Type a title for the box (e.g. Search Engines, Campus Info, etc).
    - **Title Color** Choose a color for your widget title.
    - **Title Alignment** Choose how you want the widget title aligned within its associated column.
    - **Expand/Minimize** Select this checkbox if you would like to prohibit the ability to minimize widgets.
  - 3 Click **Save** to apply your changes.
- **To configure the display options for your widgets**
- 1 From Course Home, click the  **Edit display options** icon for the applicable widget.

- The display options page is unique to the widget and enables you to adjust applicable display settings.

For example, the display options page for the Calendar widget enables you to adjust the event types that are displayed to users.

- Click **Save** to apply your changes.

## Creating custom widgets


### ► To create a custom widget

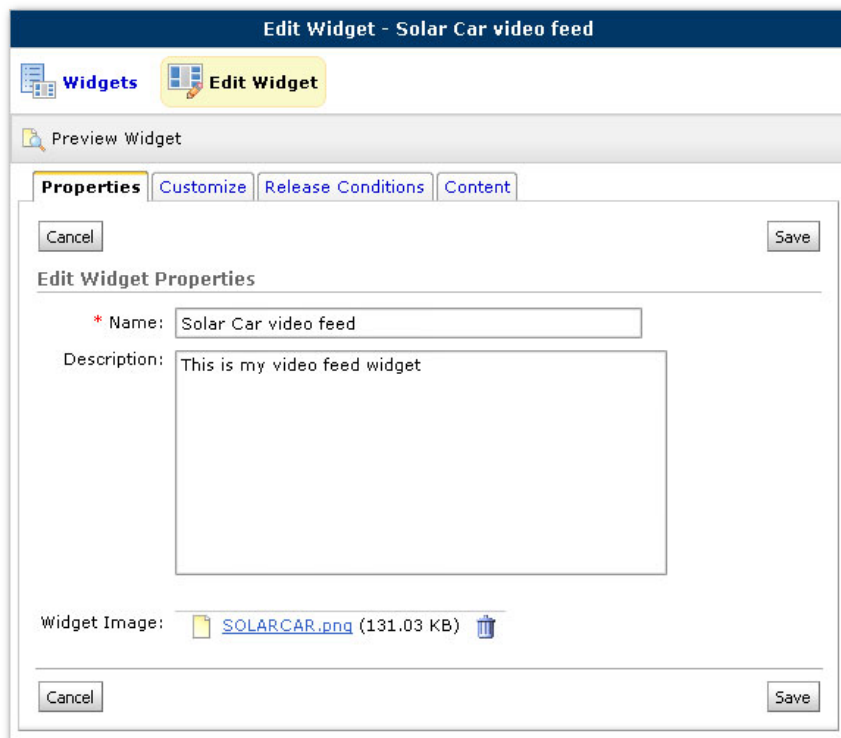
- Click on the **Edit Course** link from the course navbar.
- Click **Widgets**. The Manage Widgets page displays.



Manage Widgets page


- Click **New Widget**.
- Type a **Name** for the widget and an associated **Description**.
- Add a thumbnail image for your widget by clicking the **Add a File** button.
- Click **Save**.
- Click the **Customize** tab to change the following settings:
  - Border** Select this checkbox if you would like to display your widget in a box.

- **Box Style** Select the border thickness for your widget.
  - **Title Bar** Select this checkbox if you would like to show the title bar.
  - **Title Bar Color** Choose a color for your Title Bar.
  - **Widget Title** Type a title for the box (e.g. Search Engines, Campus Info, etc).
  - **Title Color** Choose a color for your widget title.
  - **Title Alignment** Choose how you want the widget title aligned within its associated column.
  - **Expand/Minimize** Select this checkbox if you would like to prohibit the ability to minimize widgets.
- 8 Click the **Release Conditions** tab and click **Attach Existing** or **Create and Attach** to add applicable release conditions.
  - 7 Click the **Content** tab to add your custom content.
- **To edit a custom widget**
- 1 Click on the **Edit Course** link from the course navbar.
  - 2 Click **Widgets**. The Manage Widgets page displays.
  - 3 From the **Custom Widgets** tab, click the  **Edit** icon for your widget. The Edit Widget page displays.



Edit Widget page

► **To add HTML custom code**

- 1 Go to the **Content** tab on the Edit Widget page.
- 2 Click the  **Edit HTML Source** icon in the bottom left corner of the HTML Editor to open the HTML Source Editor.
- 3 Add your HTML custom code.

For example, the following HTML custom code can be used to create a YouTube solar car video feed using a “solar car” tag:

```
<iframe height="350" width="265" frameBorder="0"
src="http://www.youtube.com/videos_list?tag=solar car" marginHeight="0"
marginWidth="0" name="videos_list" id="videos_list"></iframe>
```

Simply replace the tag with any other term to create your own video feed.

- 4 Click **Update**.
- 5 Click **Save** to apply your changes.

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## Navigations Bars

When you enter your course for the first time, you will notice that there are already links on the navigation bar. These links were set up by your system administration based on your organization’s default navigation bar.


### Setting up your course navigation bar

The default course navigation bar gives you some general course-related links to work with from the start. You can, depending on your permissions, customize your navigation bar to ensure that it has all the necessary course-related links.

**Important** When you add a link to the course navigation bar, your users have access to that tool or link. It is a good idea to preview your navigation bar in 800X600 screen resolution. This resolution ensures that all users can view the navigation bar.

**Note** Your list of available navigation bar links is dependent on the tools that your organization chooses to use, as well as the tools that you have enabled for your course. See the *Editing Course Tools and Properties User Guide* to learn how to enable tools for your course.

► **To edit your course home navigation bar**

- 1 Do one of the following:
  - Click the **Edit Course** link on your navigation bar, then click  **NavBars**.
  - In the **Org Unit Administration** widget on your course homepage, click **NavBars**.
- 2 Click the name of the course whose navigation bar you want to edit or the **Course Default** link (to edit the default navigation bar used by all courses which do not have their own customized navigation bars). The Edit Navigation Bar page displays.

There are four areas that can have navigation bar links:

- Top Left
- Top Right
- Bottom Left
- Bottom Right

The following table outlines the link organization for a typical Course Home:

**Course Home page typical link organization**

Link Area	Typical Links
Top Left	Personal tools (My Home, Locker, Schedule, Email, etc.)
Top Right	Welcome, Date, etc.
Bottom Left	Course tools (Course Home, Discussion, Grades, etc.)
Bottom Right	Edit Course, Log Out, etc.


## Choosing a navigation bar template

The Navigation Bar template defines the look of the navigation bar, which is determined by a template’s graphics, link positions, and colors.

► **To choose a template for your course:**


- 1 On the Edit Navigation Bar page, select the template that you want to use for your course from the **Template** drop-down list.
- 2 Click the **Preview** button on the bottom of the Edit Navigation Bar page to view your template.

## Adding tools to the course navigation bar

- 1 On the Edit Navigation Bar page, select the section of the navigation bar you want to edit by doing one of the following:
  - Select the corresponding tab (e.g. **Top Left**).
  - Click the location on the grey diagram where you want to add your tools.
- 2 Choose a tool from the **Inactive Links** list.
- 3 Click the  button to move the link to the **Current Active Links** list.
- 4 Repeat steps 3-4 for the other tabs (Top Right, Bottom Left, and Bottom Right).
- 5 Click the **Preview** button on the bottom of the page to view your navigation bar.
- 6 When you have finished your navigation bar set up, click **Save**.

**Note** Avoid loading one area of the navigation bar with too many links. Always preview your navigation bar at 800X600 resolution to ensure that all links are visible for users.

## Removing tools from the course navigation bar

- 1 On the Edit Navigation Bar page, select the tab or corresponding area of the grey diagram that contains the tool link that you would like to remove.
- 2 Choose the tool link from the **Current Active Links** list by clicking on the tool name.
- 3 Click the  button to move the link to the **Inactive Links** list.
- 4 Click the **Preview** button on the bottom of the page to view your template.
- 5 Click **Save**.

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## Index

### A

- activate course homepage, 4
- add HTML custom code, 9

### C

- create custom widgets, 7
- custom widgets
  - edit, 8
- custom widgets, 4

### E

- edit a custom widget, 8

### H

- homepage
  - activate, 4
  - add/move widgets, 5
  - create a new homepage, 3
  - custom widgets, 7
  - customize widget's appearance, 6
  - management, 4
  - set up, 3

### M

- manage homepage, 4

### N

- navigation bars
  - add tools, 11
  - choose template, 10
  - edit, 10
  - remove tools, 11
- navigation bars, 9

### O

- overview, 3

### S

- system widgets, 5

### W

- widgets
  - display options, 6