Customizing the Homepage in D2L Brightspace - Daylight Experience

With the Homepage Management tool, you can customize your course’s homepage. This guide demonstrates how to create a homepage from scratch, switch to another homepage, and duplicate and edit an existing homepage, how to create custom widgets, and how to apply a course image as a banner to the homepage.

The Course Default Homepage

The default homepage initially enabled for each course is the Course Default homepage. The Course Default homepage is widget-based. Widgets are elements with discrete functions, such as a calendar or announcement, which can be rearranged within panels on a homepage.

The Course Default homepage contains the following widgets:

a. Calendar – View upcoming events in the course calendar (See Figure 1).
b. Role Switch – Toggle instructor and student view (See Figure 1).
c. Content Browser – View course modules (See Figure 1).
d. Announcements – Displays active course announcements (See Figure 1).
e. Updates - Notifies you about new and updated Announcement items, Due Dates and End Dates, and newly posted grades (See Figure 1).
f. Admin Tools – Determine advanced settings, such as Classlists and Homepages, for your course (See Figure 1).

Note: Role Switch and Admin Tools are not visible to students.
The Homepage Management Tool
You can access, create, edit, and duplicate homepages using the *Homepage Management tool*.

**Access the Homepage Management Tool**

1. From the *Navbar*, click *Course Admin*.

![Figure 2 - Course Admin](image)

2. Click *Homepages*.

![Figure 3 - Homepages](image)

3. The *Homepage Management tool* loads.

![Figure 4 - Homepage Management Tool](image)
Create a Homepage
You can create your own custom homepage with the *Homepage Management tool*.

1. From the *Homepage Management tool*, click **Create Homepage**.

2. Enter a **Name** (See Figure 6).
3. Enter a **Description** (See Figure 6).

4. Select the homepage **type**. In this example, we will create a *Widget-based* homepage (See Figure 7).
   a. **Widget-based** - Arrange widgets within panels (See Figure 7).
   b. **Tool** - Set a tool such as Assignments or Content as the homepage (See Figure 7).

**Note**: External URL homepages are not available in *D2L Brightspace - Daylight Experience*.
5. Optional: Customize the **Header** with your own text and replacement strings. For more information on replacement strings, search "Replacement Strings" in the [UITS Documentation Center](#).

```
Header

- [OrgUnitName]
- Restore Default Header Text

What replace strings can I use in a custom title?
```

*Figure 8 - Customize Header*

6. Click **Change Layout** to determine the arrangement of widget panels on the screen.

```
Layout

Basic

Two panels: one large panel on the left and one smaller panel on the right.

Change Layout
```

*Figure 9 - Change Layout*

**Note:** For viewers on mobile devices, the panel columns will collapse into a vertical layout. The leftmost column will appear first, followed by subsequent columns as the user scrolls down the screen.

*Figure 10 - Panels in Mobile View*
7. Scroll down to Widgets. Widgets are arranged in panels (See Figure 11).
8. To add a widget to a panel, click Add Widgets (See Figure 11).

![Figure 11 - Panels and Add Widgets](image)

9. Click the checkboxes next to the widgets you want to add (See Figure 12).
10. Click Add. (See Figure 12).

![Figure 12 - Add Widgets](image)

11. The widgets are added to the panel. Continue adding widgets as needed.

![Figure 13 - Widgets in Panels](image)
12. To rearrange widgets, click the **widget** and drag it to the desired location (See Figure 14).

13. When the **drop bar** appears, release the click (See Figure 14).

14. The widget is moved to the **new location**.

15. To delete a widget, hover over it and click the **X**.

16. When finished, click **Save and Close**.
Apply a New Homepage to the Course

1. From the *Homepage Management tool*, click the *Active Homepage* drop-down (See Figure 18).
2. Select the *homepage* you want to activate (See Figure 18).
3. Click *Apply* (See Figure 18).

![Figure 18 - Select New Homepage](image)

4. The homepage is applied to the course.

![Figure 19 - Active Homepage](image)

Copy a Homepage

The following explains how to copy a homepage.

**Note:** To customize the *Course Default* homepage, it must be copied. You can then edit the copy.

1. From the *Homepage Management tool*, click the *context menu* next to the homepage you want to duplicate (See Figure 20).
2. Click *Copy* (See Figure 20).

![Figure 20 - Copy a Homepage](image)
3. The homepage is duplicated.

![KSU 1101 Homepage - Copy](image)

**Figure 21 - Copied Homepage**

**Delete a Homepage**
You can delete homepages you have created or copied. Deleted homepages **cannot be recovered or restored**.

**Note:** The *Course Default* homepage cannot be deleted.

1. From the *Homepage Management tool*, locate the homepage you wish to delete.
2. Click the homepage’s **context menu** (See Figure 22).
3. Click **Delete Homepage** (See Figure 22).

![Figure 22 - Delete Homepage](image)

4. The homepage is deleted.

**Note:** Once deleted, a homepage **cannot be recovered or restored**.

**Create a Widget**

1. From the *Homepage Management tool*, click **Widgets**.

![Figure 23 - Widgets](image)

2. Click **Create Widget**.

![Figure 24 - Create Widget](image)
3. Enter a **Name** for the widget (See Figure 25).

4. Enter a **Description** (See Figure 25).

![Figure 25 - Widget Name and Description](image)

5. Optional: Click **Release Conditions** to add release conditions to the widget. For more information on release conditions, search “Release Conditions” in the [UITS Documentation Center](https://www.uits.indiana.edu) (See Figure 26).

6. Click **Content** (See Figure 26).

![Figure 26 - Add Release Conditions and Content](image)

7. Create the **content** for the widget in the *Widget Content Editor*.

![Figure 27 - Widget Content Editor](image)
8. Click **Customize Widget Style** to set additional options (See Figure 28).
   a. **Display Titlebar** - Check for the title of the widget to appear on the homepage (See Figure 28).
   b. **Prohibit minimizing widget** - Prevents users from collapsing the widget (See Figure 28).
   c. **Widget Name** - Assign the widget a custom name, or maintain its original name (See Figure 28).
9. When finished, click **Save** (See Figure 28).

![Figure 28 - Customize Widget](image)

10. Click **Preview Widget** to preview the widget.

![Figure 29 - Preview Widget](image)

11. When you are satisfied with the widget, click **Save and Close**.

![Figure 30 - Save and Close](image)

**Customize a Widget**

1. From the **Homepage Management tool**, click **Widgets**.

![Figure 31 - Widgets](image)
2. The *Widgets* page loads. You can view available widgets on this page.

![The Widgets Page](image)

**Figure 32 - The Widgets Page**

3. Set the following **widget options**:
   a. **Customize Widget** - Adjust widget name and titlebar (See Figure 33).
   b. **Copy Widget** - Duplicate the widget (See Figure 33).
   c. **Edit Widget** - Edit widget name, description and content (See Figure 33).
   d. **Preview Widget** - Preview the widget as it will appear on the homepage (See Figure 33).
   e. **Delete Widget** - Remove the widget. This action cannot be undone (See Figure 33).

![Custom Widget Options](image)

**Figure 33 - Custom Widget Options**

**Note:** Options for widgets will vary. Default system widgets and organizational widgets will have fewer options for editing than custom widgets.

**Enable Course Image Banner**
You can set the course image as a banner on the homepage.

1. From the *Navbar*, click **Course Admin**.

![Course Admin](image)

**Figure 34 - Course Admin**
2. Click **Course Offering Information**.

![Course Offering Information](image)

*Figure 35 - Course Offering Information*

3. Click the **Display the image in a banner on the course homepage** checkbox.

![Display the Image in a Banner on the Course Homepage](image)

*Figure 36 - Display the Image in a Banner on the Course Homepage*

4. Click **Save**.

![Save](image)

*Figure 37 - Save*

5. The course image is set as a **banner** on the course homepage.

![Course Banner](image)

*Figure 38 - Course Banner*