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.

![Course Default Homepage Layout](image)

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**.

   ![Course Admin](image)
   
   **Figure 2 - Course Admin**

2. Click **Homepages**.

   ![Homepages](image)
   
   **Figure 3 - Homepages**

3. The *Homepage Management tool* loads.

   ![Homepage Management Tool](image)
   
   **Figure 4 - Homepage Management Tool**
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 [UI TS Documentation Center](https://www.uits.indiana.edu/).

![Figure 8 - Customize Header](image8.png)

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

![Figure 9 - Change Layout](image9.png)

**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](image10.png)

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](image11)

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](image12)

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

![Figure 13 - Widgets in Panels](image13)
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).

![Figure 14 - Click and Drag Widget](attachment:image1.png)

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

![Figure 15 - Relocated Widget](attachment:image2.png)

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

![Figure 16 - Delete Widget](attachment:image3.png)

16. When finished, click **Save and Close**.

![Figure 17 - Save and Close](attachment:image4.png)
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).

4. The homepage is applied to the course.

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).
3. The homepage is duplicated.

 KSU 1101 Homepage - Copy
 This homepage was created for use in KSU 1101. Not shared

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

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

2. Click Create Widget.

Figure 24 - Create Widget
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: You may click **Release Conditions** to add release conditions to the widget. For more information on release conditions, search “Release Conditions” in the [UITS Documentation Center](#) (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. Optional: Click the **checkbox** next to **Render in IFrame** to place contents within the widget in an IFrame.

![Figure 28 - Render in IFrame](image)
9. Click **Customize Widget Style** to set additional options (See Figure 29).
   a. **Display a Title** - Check for the title of the widget to appear on the homepage (See Figure 29).
   b. **Display Widget Container Style** – When enabled, the widget will appear in a white container against the homepage background color (See Figure 29).
   c. **Prohibit minimizing widget** - Prevents users from collapsing the widget (See Figure 29).
   d. **Widget Name** - Assign the widget a custom name, or maintain its original name (See Figure 29).
   e. When finished, click **Save** (See Figure 29).

![Figure 29 - Customize Widget](image)

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

![Figure 30 - Preview Widget](image)

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

![Figure 31 - Save and Close](image)

**Customize a Widget**

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

![Figure 32 - Widgets](image)
2. The Widgets page loads. You can view available widgets on this page.

![Widgets Page](image)

**Figure 33 - The Widgets Page**

3. Set the following **widget options** (See Figure 34):
   a. **Customize Widget** - Adjust widget name and titlebar (See Figure 34).
   b. **Copy Widget** - Duplicate the widget (See Figure 34).
   c. **Edit Widget** - Edit widget name, description and content (See Figure 34).
   d. **Preview Widget** - Preview the widget as it will appear on the homepage (See Figure 34).
   e. **Delete Widget** - Remove the widget. This action cannot be undone (See Figure 34).

![Custom Widget Options](image)

**Figure 34 - 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 35 - Course Admin**
2. Click **Course Offering Information**.

![Site Setup]

**Figure 36 - Course Offering Information**

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

![Homepage Banner]

**Figure 37 - Display the Image in a Banner on the Course Homepage**

4. Click **Save**.

![Save]

**Figure 38 - Save**

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

![Course Banner]

**Figure 39 - Course Banner**