

Create New Homepage

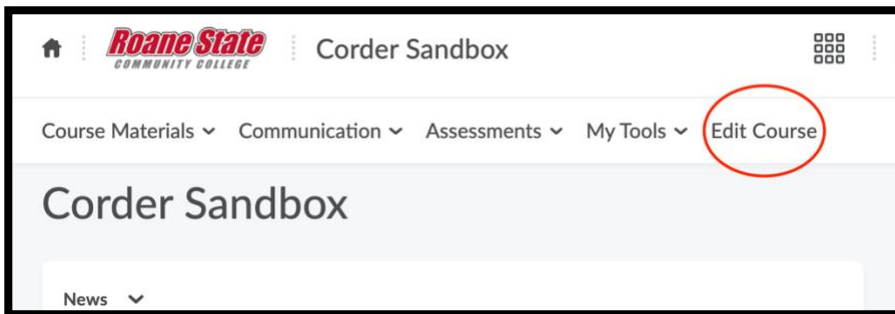
*Adding Ask a Librarian
Widget*



To add the Ask a Librarian widget to your course homepage, a new homepage must be created. Follow the instructions below to add the widget.

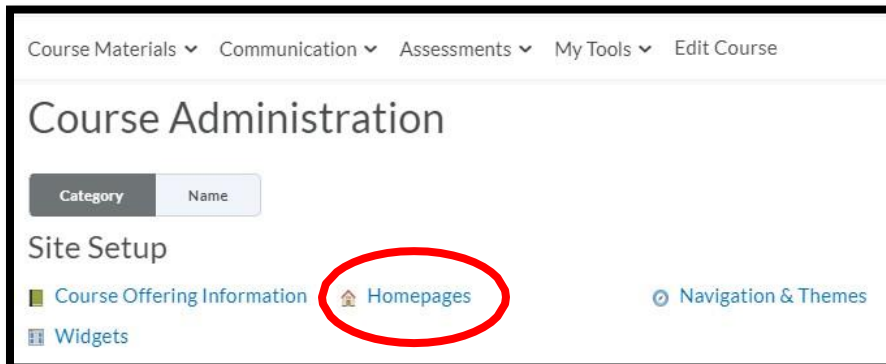
Access the Course

Choose **Edit Course**



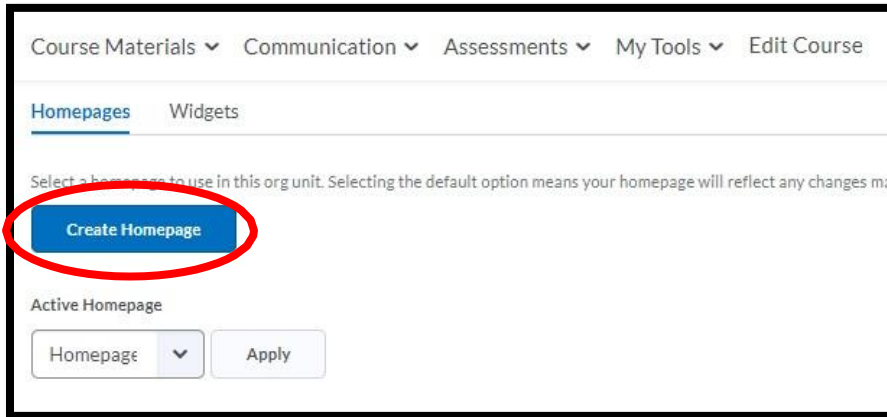
Edit Course 1

Choose **Homepages**



Choose Homepage 1

Choose **Create Homepage**



Course Materials ▾ Communication ▾ Assessments ▾ My Tools ▾ Edit Course

Homepages Widgets

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.

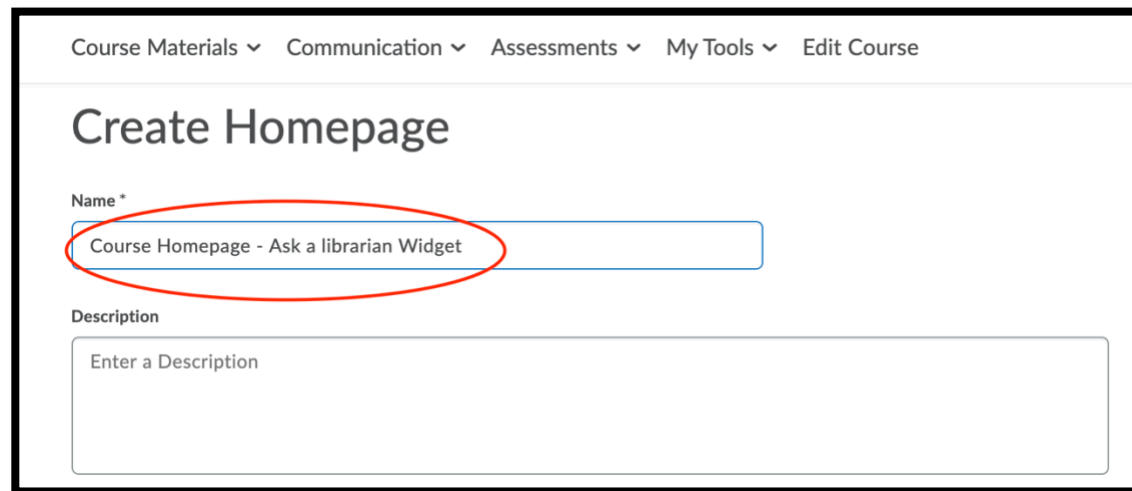
Create Homepage

Active Homepage

Homepage ▾ Apply

Create Homepage 1

Create a **Name** for new homepage (description is optional).



Course Materials ▾ Communication ▾ Assessments ▾ My Tools ▾ Edit Course

Create Homepage

Name *

Course Homepage - Ask a librarian Widget

Description

Enter a Description

Create Homepage Name 1

Other layout options may be changed as needed.

The screenshot shows a configuration panel with the following sections:

- Type:** A dropdown menu set to "Widget-based".
- Header:** A checked checkbox for "Include homepage header". Below it is a text input field containing "{OrgUnitName}" and a button labeled "Restore Default Header Text". A link below the input field reads "What replace strings can I use in a custom title?".
- Layout:** Two small square icons representing different layouts. The selected layout is labeled "Basic" and described as "Two panels: one large panel on the left and one smaller panel on the right." Below this is a button labeled "Change Layout".

Other Layout Options 1

Scroll to bottom of page to **Add Widgets**.

The screenshot shows a horizontal bar labeled "Widgets" containing two large rectangular areas. Each area has a button labeled "Add Widgets" at its bottom center. Both buttons are circled in red.

Add Widgets 1

Place a **check** beside the widget you want to add to the page, then click **Add**. Do this for both sides of the template if needed.

The screenshot shows a dialog box titled "Add Widgets" with a search bar and a close button (X). Below the search bar are two filter tabs: "System Widget" and "Custom Widget".

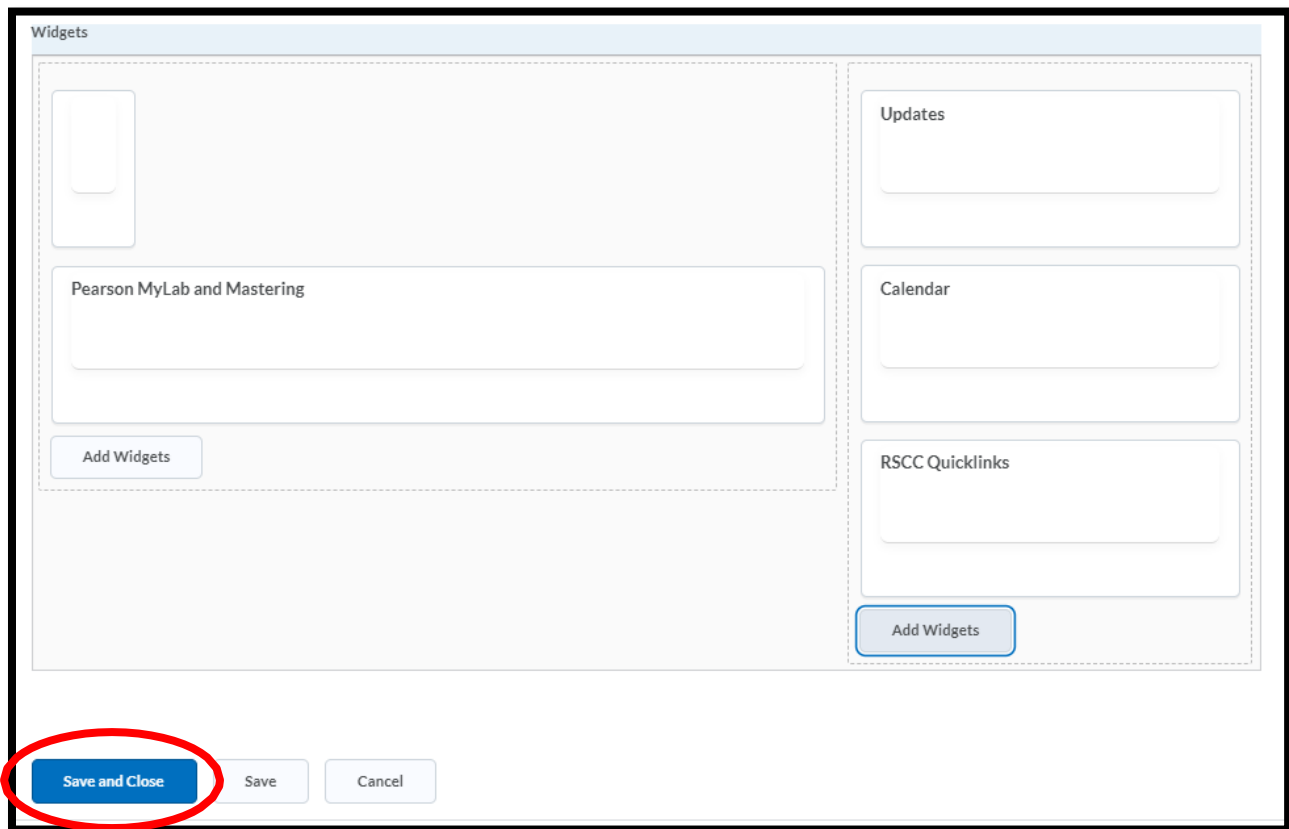
Under the "System Widget" filter, there is a list of widgets with checkboxes:

- 1 items selected [Clear Selection](#)
- Activity Feed
- Admin Tools
- Ask a Librarian
- Auditors

At the bottom of the list, there is a pagination indicator: "< 1 / 1 >". At the very bottom of the dialog are two buttons: "Add" and "Cancel".

Choose Widget 1

Preview the layout/content of the new homepage. Items can be rearranged as needed. Click **Save and Close**.



Widgets

Pearson MyLab and Mastering

Add Widgets

Updates

Calendar

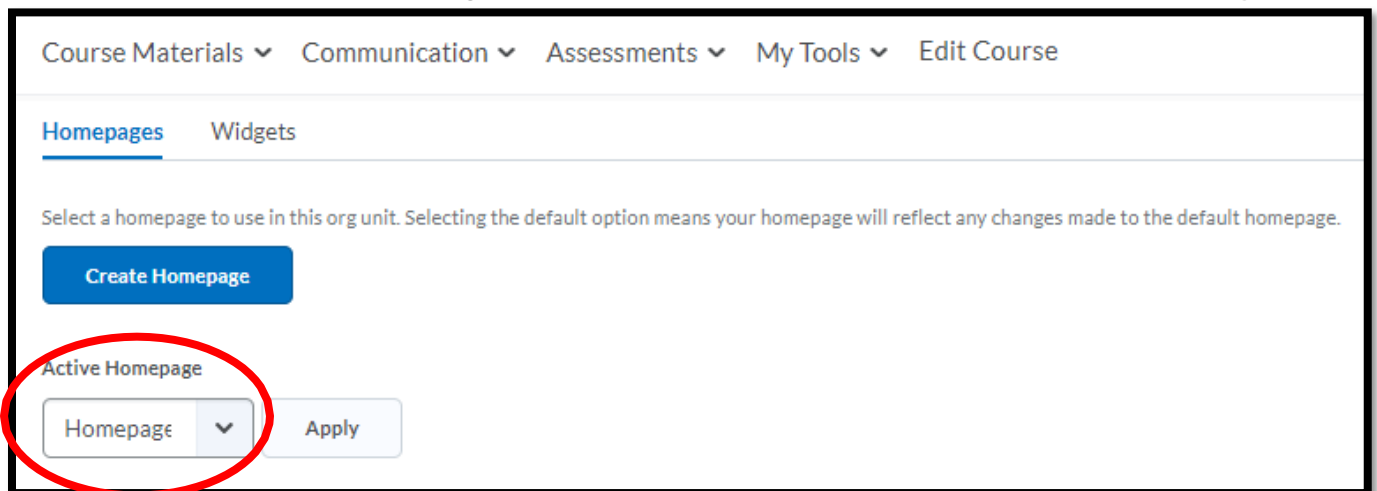
RSCC Quicklinks

Add Widgets

Save and Close Save Cancel

Save and Close 1

To choose the new homepage, click the drop menu under **Active Homepage**.



Course Materials Communication Assessments My Tools Edit Course

Homepages Widgets

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.

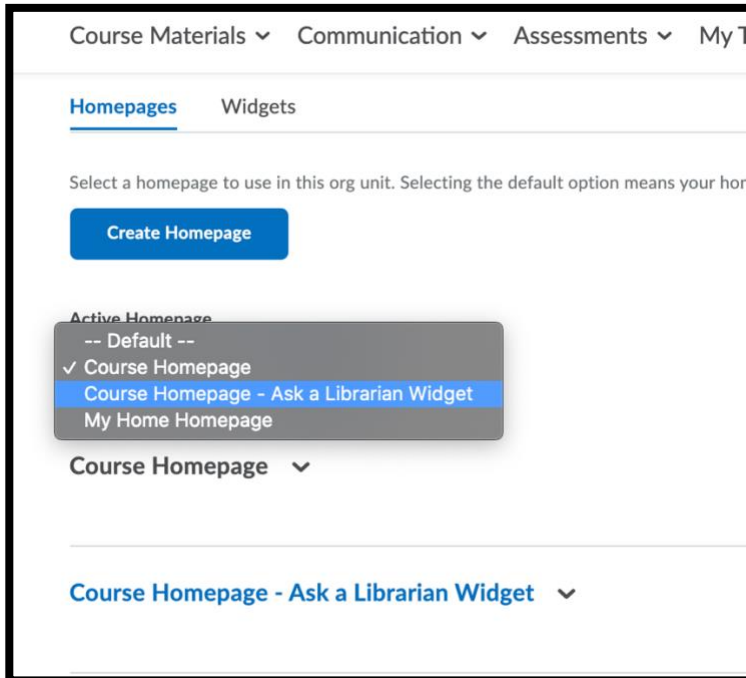
Create Homepage

Active Homepage

Homepage Apply

Choose Active Homepage 1

Choose the new homepage title, then **Apply**.



Apply Homepage 1

The new homepage will show as **Active**.



Shows Active 1

Return to the live course homepage to check the layout and content.

If changes need to be made, return to **Edit Course/Widgets/Homepages**. Click on the title of the homepage to edit content.

When editing is complete, click **Save and Close**.