

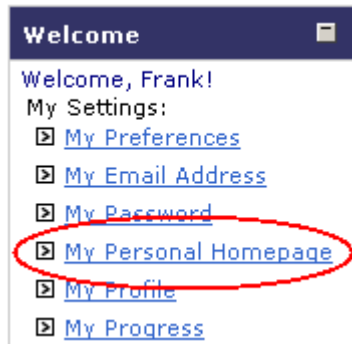
Your Personal Homepage

You can use your Personal Homepage to share information about yourself, something that interests you, or a course topic. Your classmates can view your home page from the Classlist tool or you can share the URL for your home page with others.

Creating your Personal Homepage

To create a new personal home page:

1. Click the **My Personal Homepage** link in the **Welcome** widget on your My Home page.



Or

Click the **Classlist** link on the Course Home navigation bar, select the **Student** tab on the Classlist page, and click the **Edit My Homepage** icon (🏠) beside your name.

The My Homepage page displays.

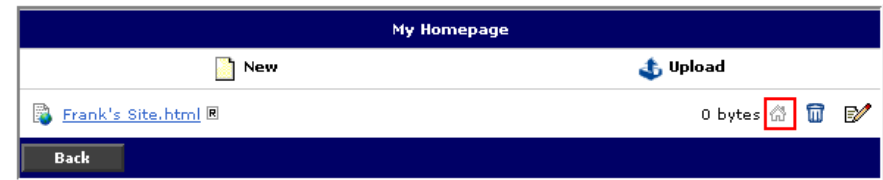


2. Click the New icon (📁) at the top of the page.

A pop-up displays.

3. Enter a name for the home page, and click **OK**.

The new page displays on the My Homepage page.



Your new home page is blank. You can add content to it and publish it for other users to see by clicking the **Edit** icon (📝) and **My Homepage** icon (🏠) beside the name of the page.

Uploading an existing home page

To Upload a page that you created in a different program:

1. From the My Homepage page, click the **Upload** icon (📁) at the top of the page.
 2. Browse for the file you want to upload, and click **Upload**.
- The page displays on the My Homepage page.
3. To publish the page so others can view it, click the **My Homepage** icon (🏠) beside the name of the page.

Note Make sure you upload all supporting files and images for the page.

Deleting a home page

From the My Homepage page, click the **Delete** icon (🗑️) beside the name of the home page you want to delete.

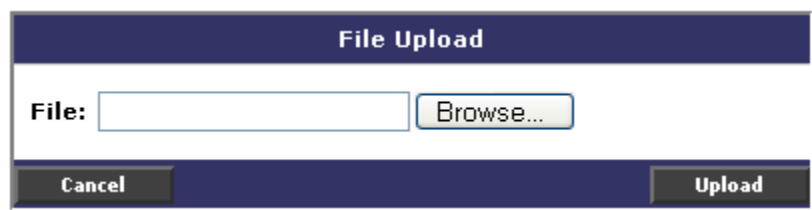
Uploading resources

If you want to include images, files, or additional pages on your home page you must link to them from a URL. You cannot link to material stored on your computer. Move any material you want to include from your computer to the My Homepage page.

To upload a file or image to the My Homepage page:

1. Click the Upload icon (📁) at the top of the My Homepage page.

The File Upload page displays.



2. Click **Browse** and choose the file you want to upload.
3. Click **Upload**.

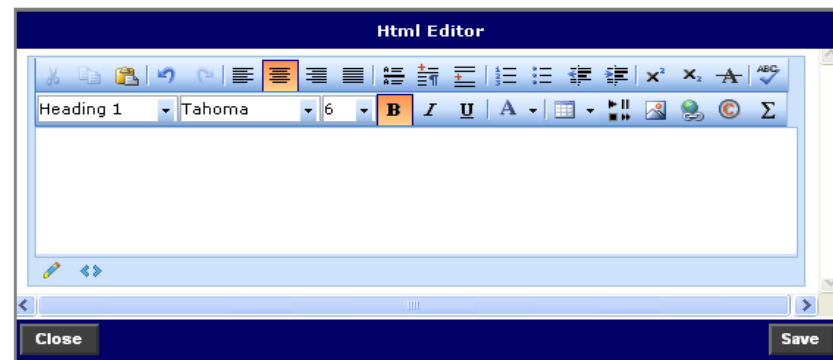
The file displays on the My Homepage page.

You can click on the name of the file or image to view the material. The material displays in a web browser window with a stable URL. You can copy the URL to include the material in your content. See Using the HTML Editor in Design view for more detailed instructions.

Adding content to your home page

From your My Homepage page, click the **Edit** icon (✎) beside the name of the page you want to edit.

The HTML Editor page displays.



Use the HTML Editor tool to add content to your home page.

Note Make sure you **Save** content as you work and before you exit the HTML Editor tool.

There are two view options for the HTML Editor tool.

- **Design** Use this view to easily and quickly create and format content, without prior HTML or web page creation experience. This view lets you type and format text, insert images, tables and equations, and create links similar to a word processor.
This is the default view.
- **HTML** Use this view to edit the HTML code. Only use this view if you have experience with HTML.





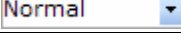
















You can switch between the two views by clicking the **Design Mode** icon (✎) and **HTML Mode** icon (⚡) at the bottom left of the HTML Editor tool.

Using the HTML Editor in Design view

Inserting text


To add text, click on the page and type your content.

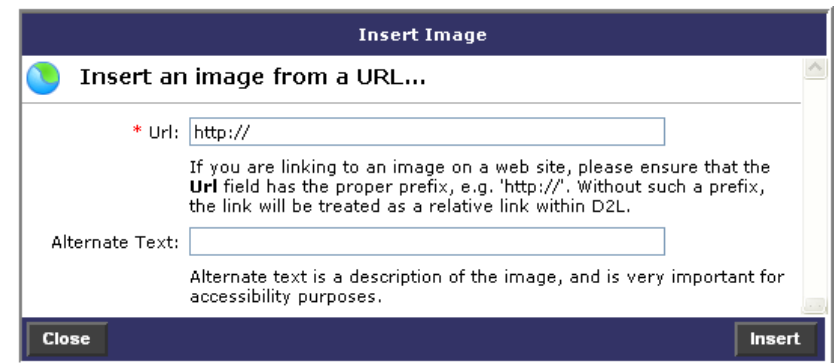
Use the formatting buttons in the HTML Editor toolbar to format the text as desired.

Option	Description
	Makes the selected text bold .
	Makes the selected text <i>italic</i> .
	<u>Underlines</u> the selected text.
	Changes the color of the selected text.
	Applies a paragraph style to the selected text.
	Changes the selected text to the font of your choosing.
	Changes the selected text to the size of your choosing.
	Aligns the selected paragraph to the left.
	Aligns the selected paragraph in the center of the page.
	Aligns the selected paragraph to the right.
	Aligns the selected paragraph to the left and the right (creating flush margins on both sides)
	Inserts a numbered list.
	Inserts a bulleted list.
	Moves the margin of the current paragraph to the left.
	Moves the margin of the current paragraph to the right.
	Makes the selected text superscript.
	Makes the selected text subscript.
	Puts a line through the selected text (as if it had been crossed out).
	Inserts a horizontal line separating paragraphs.
	Inserts a line break within the current paragraph, so that text will begin on a new line.
	Checks the spelling of your content.

Inserting an image

To insert an image:

1. Place your cursor where you want the image to be inserted in your content.
2. Click the **Insert Image** icon () on the HTML Editor toolbar.
The Insert Image page displays.



3. Enter the URL for the image in the **URL** field.
4. Enter a brief description of the image in the **Alternate Text** field. This text appears when a user hovers their mouse pointer over the image and will appear in your content if the image is unavailable.
5. Click **Insert**.

The image appears in your content.

Format the image as desired using the formatting buttons on the HTML Editor toolbar.

To insert an image from your computer:


1. Upload the image to your My Homepage page. See the Uploading Resources section of this document for instructions.
2. Click on the name of the image on the My Homepage page.

The page for the image displays.

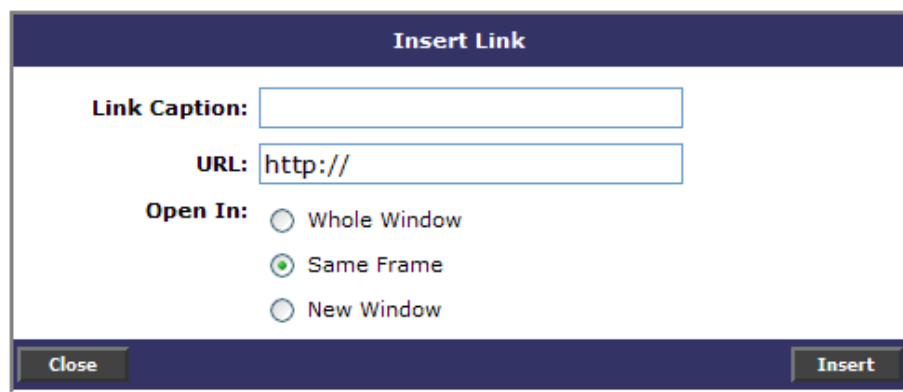
3. Copy the URL from the address bar.
4. Follow the steps for inserting an image.

Inserting a link

To insert a link:

1. Place your cursor where you want the link to be inserted in your content.
2. Click the **Insert Link** icon () on the HTML Editor toolbar.

The *Insert Link* page displays.




The screenshot shows the 'Insert Link' dialog box. It has a title bar 'Insert Link'. Inside, there are three main sections: 'Link Caption:' with an empty text input field; 'URL:' with a text input field containing 'http://'; and 'Open In:' with three radio button options: 'Whole Window', 'Same Frame' (which is selected), and 'New Window'. At the bottom of the dialog, there are two buttons: 'Close' on the left and 'Insert' on the right.

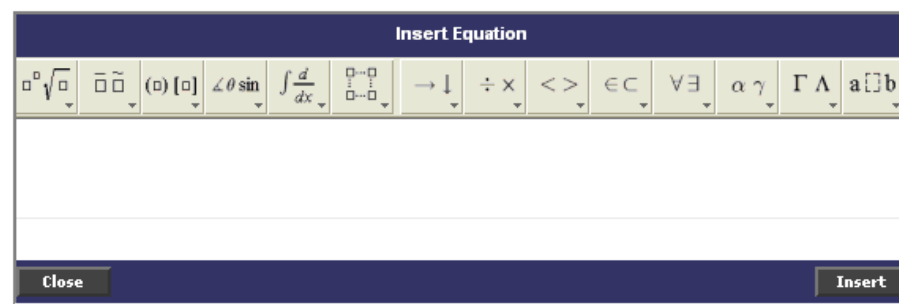
3. Type the text you want to use as the link (e.g. "click here" or "Weather Updates") in the **Link Caption** field. This text will be inserted into your content as a hyperlink to the specified item.
4. Type the **URL** for the page you want to link to.
5. Select how you want the link to Open.
6. Click **Insert**.

Inserting an equation

To insert an equation:

1. Place your cursor where you want the equation to be inserted in your content.
2. Click the **Insert Equation** icon () on the HTML Editor toolbar.

The *Insert Equation* page displays.



The screenshot shows the 'Insert Equation' dialog box. It has a title bar 'Insert Equation'. Below the title bar is a toolbar with various mathematical symbols and operators, each with a dropdown arrow. The symbols include square root, pi, sigma, theta, sine, integral, partial derivative, arrow, multiplication, less than, greater than, epsilon, infinity, alpha, gamma, and a box with 'a' and 'b'. Below the toolbar is a large empty text area for entering the equation. At the bottom, there are two buttons: 'Close' on the left and 'Insert' on the right.


3. Type your equation using the options on the Insert Equation toolbar. Each button on the toolbar opens a menu containing related symbols.
4. Click **Insert**.

Note Do not switch to HTML view after inserting an equation, as the equation may be lost or corrupted.

Note If a grey box appears in the HTML Editor instead of your equation, click elsewhere in the editor and then click on the grey box again; the page should refresh and your equation should appear.

Inserting a table

To insert a table:



1. Place your cursor where you want the table to be inserted in your content.
2. Click the **Insert Table** icon () on the HTML Editor toolbar.

3. In the grid that appears beneath the button, move your mouse pointer across the cells to highlight the desired number of rows and columns, then click the left mouse button.

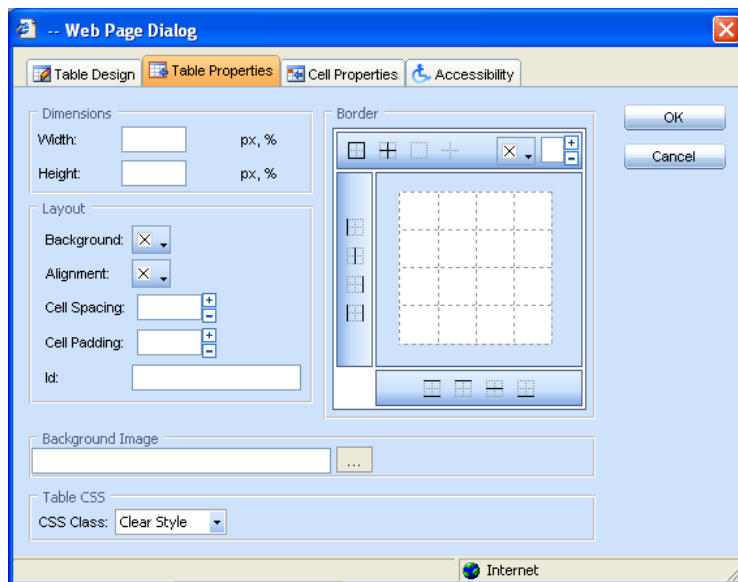
The Table displays in your content.

4. Click in the appropriate area of the table and add content as desired.

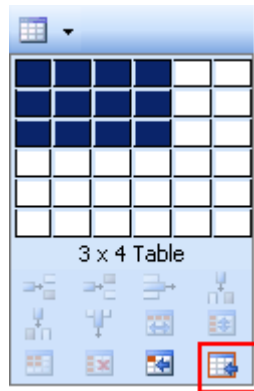
To edit table properties:

1. Click anywhere in your table.
2. Click the down-arrow next to the **Insert Table** icon ().
3. From the **Insert Table** drop-down menu, click the **Set Table Properties** icon () in the lower right corner.

A dialog box displays.




4. Update the table as desired.



Using the HTML Editor in HTML view

To add content to your home page in HTML view:

1. Click the **HTML Mode** icon () at the bottom left of the HTML Editor page.

The HTML view displays.



2. Update the HTML code as desired.

If you have created HTML code in another application, you can copy and paste the code into the HTML view of the HTML Editor.

Note The HTML tag `<title>` and text associated with that tag is not applicable to content in D2L and is removed from user created web documents.

3. Click **Save**.

Note You must save your file before switching to Design view in order to view non-text content correctly.

Publishing your home page

You must publish your home page in order for others to see it. If you created more than one page, only one page can be published as your home page. You can provide links from your home page to additional pages.

To publish your home page so that others can view it:

From the My Homepage page, click the **My Homepage** icon (🏠) beside the page name.

Viewing home pages

You can view your own home page and others through the Classlist tool or by entering the home page's URL in a web browser window.

To access a home page from the Classlist:

1. Open the Classlist tool by clicking **Classlist** on the Course Home navigation bar.
2. Click the **My Homepage** icon (🏠) beside the name of the person whose home page you want to view.

To find out the URL for your home page:

1. Click on the name of the home page on your My Homepage page.

The home page opens in a new browser window.

2. Copy the URL for the home page from the address bar.