Welcome Window Widget

How to activate and setup the Brightspace Welcome Window Widget in your course.

Activating the Welcome Window Widget

Follow these steps to active the welcome widget

Step 1: Select Course Admin on your NavBar

Course Home   Content ⌄   Activities ⌄   Communication ⌄   My Progress ⌄   UB Help and Resources ⌄   Course Admin

Step 2: Click Homepages

- Assignments
- Calendar
- Class Progress
- Content
- Discussions
- Glossary
- Homepages
- Links
- Navigation & Themes
- Rubrics
- Tools

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Step 3: Click on the active homepage

Step 4: Confirm widget-based is the selected type

Step 5: Click Add Widget

Widgets

Visual Table of Content...

Add Widgets

Welcome Window Widget

Add Widgets

Step 6: Select and add Welcome Window Widget

Add Widgets

☐	Tasks
☐	Updates
☐	User Links
☐	Visual Table of Contents Widget
☐	Welcome Window Widget
☐	Work To Do

< [1] / 1 >

[Add] [Cancel]

Step 7: Click Save and Close

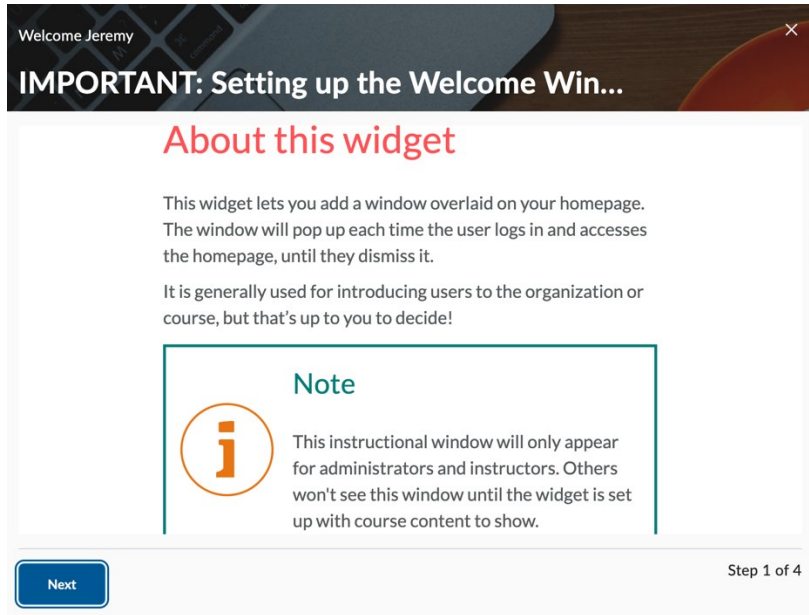[Save and Close] [Save] [Cancel]

Setting up the Welcome Window Widget

Follow these steps to setup the welcome widget

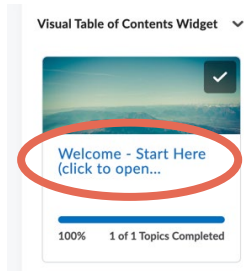Important note: You must create course content before using this widget.

Step 1: A setup window will automatically populate

Step 2: Follow the setup window steps

Step 3: Add custom content

Step 4: Create a module with a title that contains the key phrase Welcome

Step 5: Add one or more HTML pages to that module with the content you want to present to users

Important note: All the HTML pages found in this module will appear here in this widget and replace this instructional content; each HTML page will be a step in the widget.

Step 6: The widget is ready to go and will appear the first time a user logs into the course

Viewing the Welcome Window Widget

The Welcome Window Widget will appear

- on arrival to the homepage unless it is dismissed using the Dismiss button (down in the bottom left corner of the last step).
- any time new content is added to the Welcome module.
- will re-appear even if previously dismissed when content pages are added or rearranged within the Welcome module. The window will then need to be dismissed again.

Important notes: Any use can see the Welcome Window again, after having dismissed it, by pressing the Relaunch the Welcome Window button on the homepage. If there is no content, or the Welcome module does not exist, the Welcome Window will not appear.