



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 activate the welcome widget

Step 1: Select Course Admin on your NavBar



Step 2: Click Homepages

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



Step 3: Click on the active homepage

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

Test Homep Apply

Course Landing Page

Default course homepage.

Default Homepage: Not Enforced

Shared to this org unit from UB

Test Homepage

Active

This is a test homepage. To be developed.

Not shared

Step 4: Confirm widget-based is the selected type

Edit Homepage

Name *

Test Homepage

Description

This is a test homepage. To be developed.

Type

Widget-based

Step 5: Click Add Widget

Widgets

The screenshot displays a 'Widgets' section with two distinct widget options. The first option is 'Visual Table of Content...', which includes a preview of a table of contents and an 'Add Widgets' button. The second option is 'Welcome Window Widget', which includes a preview of a welcome window and an 'Add Widgets' button. The 'Add Widgets' button for the 'Welcome Window Widget' is highlighted with a red circle, indicating the step to be performed.



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

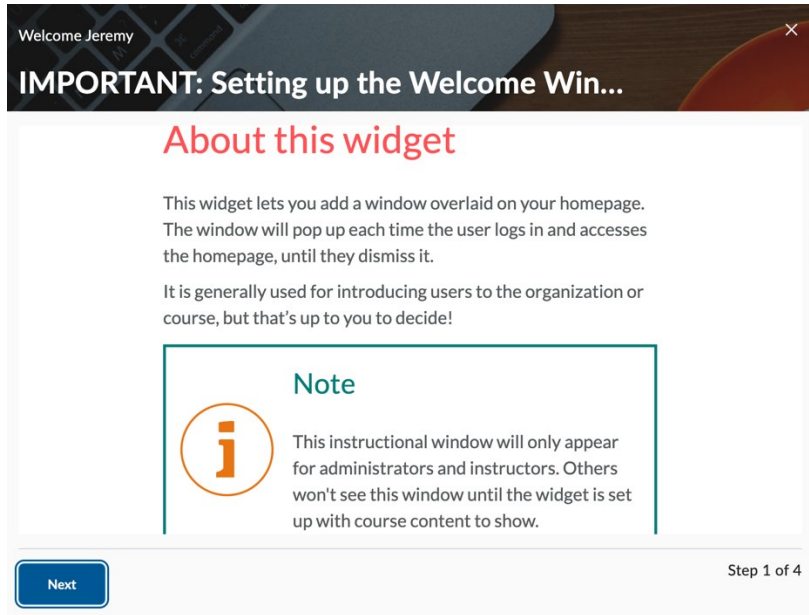
Cancel

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.

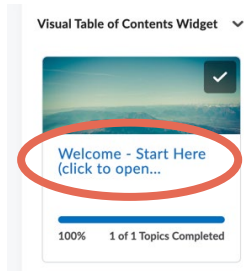
Step 1: A setup window will automatically populate



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


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Welcome Jeremy

Welcome to English Class!

Hello, Students!

Welcome to English Class! This will be a fantastic year. Please watch the video to learn more about me and our class.

All the best,



Dismiss

Step 1 of 1

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 user 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.