

## Creating a Course Homepage in Blackboard

Each course in Blackboard provides space for you to create a personal homepage particular to that course. The homepage in each course is completely separate from the homepage in any other course, allowing you to make each one different. Your instructor may have specific directions about what you should post on your homepage, or you might want to customize each homepage to reflect the content of the course that hosts it. You can include as much or as little information on your homepage as you like. This handout guides you through adding content to your course homepages.

### Adding Text to Your Homepage

Creating a course homepage in Blackboard is as easy as filling out an online form. Follow these directions to get to the homepage creation form and to add text to your homepage:

1. Log into Blackboard at <http://blackboard.luc.edu>.
2. In the **My Courses** box, click the course you want to enter.
3. In the course menu on the left side of the screen, click **Tools**.
4. Click **Homepage**.
5. Click in a text box to type in that box.
6. Click **Submit** at the bottom of the page when you want to save what you have written.

### Adding an Image to Your Homepage

Each course homepage provides space to post an image. If you are using your homepage to introduce yourself to fellow classmates, you might want to post an image of yourself in this space. You could also post an image representing one of your hobbies or an image related to the course. Any image you post must be in JPG or GIF format to be viewed on the Web. You can upload an image to Blackboard from your hard drive or from a CD or flash drive (memory stick).

1. If the image you want to upload is on CD or flash drive, insert the CD or flash drive into the appropriate drive.
2. In your Blackboard course, click **Tools > Homepage** to access the homepage creation form.
3. Next to **New Image**, click **Browse...**
4. In the **Look in:** field, choose the drive or folder where your image is stored.  
If your image is on CD, choose your **CD Drive**.  
If your image is on a flash drive (memory stick), choose your **Removable Disk** drive.
5. Click the name of the image you want to upload, and then click **Open**.
6. Click **Submit** at the bottom of the page to save the image you have uploaded.

### Saving an Image to the Desktop

If the image you want to upload is already on the Web or is an attachment to an e-mail message, then save it to the desktop first, and upload it to Blackboard from there.

1. Right-click the image.
2. Click **Save As...** or **Save Picture As...**
3. In the **Save in:** field, choose **Desktop**.
4. Click **Save**.

Follow the directions under “Adding an Image to Your Homepage” above. When you get to step 4, choose **Desktop** from the **Look in:** field.

## Removing an Image from Your Homepage

If you want to remove the current image on your homepage, follow these directions:

1. In your Blackboard course, click **Tools > Homepage** to access the homepage creation form.
2. Click the box next to **Remove image**.
3. Click **Submit** at the bottom of the page.

## Adding URLs to Your Homepage

The final third of the homepage creation form asks you to post your favorite websites. Blackboard creates links from your homepage to the websites you list here.

1. In your Blackboard course, click **Tools > Homepage** to access the homepage creation form.
2. In the **website name** field, type the name of the Website you want to link to.
3. In the **website URL** field, type the address of the Website.
4. In the **Description** field, type a short description of the website.
5. Repeat steps 1 through 3 for each website you want to add.
6. Click **Submit** at the bottom of the page.

If you don't know the URL (address) of the website you want to link to, you can copy and paste it from another Web browser window. Here's how:

1. Open a second Web browser window.
2. Find the site you want to link to from your course homepage.
3. Click once in the **Address:** line at the top of the window to highlight the site's address.
4. Press **CTRL + C** on the keyboard to copy the address.
5. Return to the Blackboard homepage creation form.
6. Click in the **Website URL** field and delete **http://**.
7. Press **CTRL + V** on the keyboard to paste the address.

## Viewing Course Homepages

To see students' course homepages, including your own, follow these directions:

1. In the course menu on the left side of the screen, click **Communication**.
2. Click **Roster**. Blackboard displays a search engine.
3. Click **Search**.
4. Click the name of the student whose homepage you want to view.
5. Click **Back** to return to the list of students.

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