

## Quick Start

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

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## Accessing your homepage

Click the **Homepage** link in the **My Settings** widget on My Home or a Course Home.



## Creating a homepage

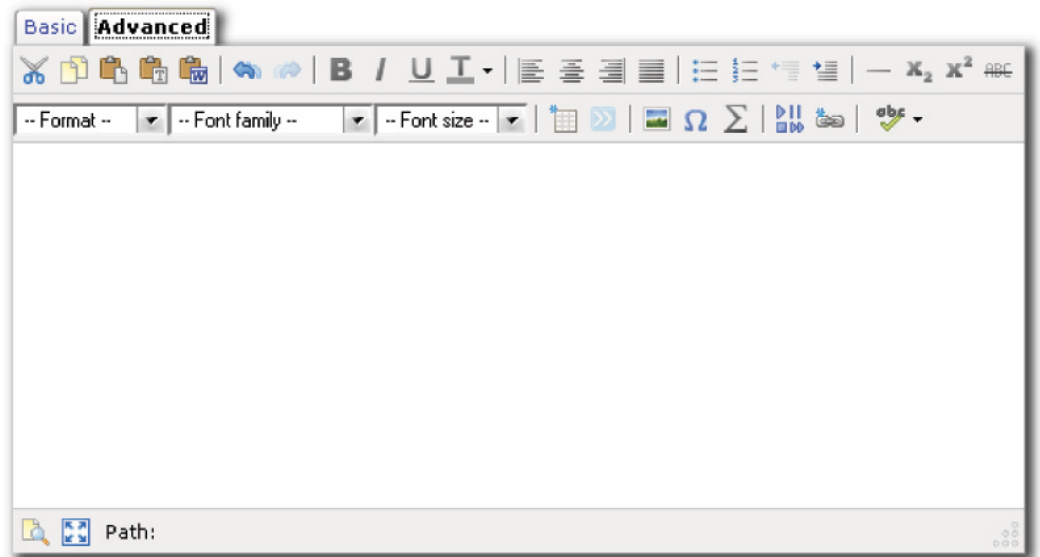
- 1 Click **New**.
- 2 Enter a name for your homepage.
- 3 Click **OK**.

Your new homepage is blank. You can add content to it and publish it for others to see by clicking the **Edit** and **Make this my homepage** icons.

## Adding content to your homepage

- 1 Click the **Edit** icon beside the homepage file you want to edit.
- 2 Use the HTML Editor to add content to your homepage.
- 3 Click **Save**.

### Using the HTML Editor
















### Inserting text


- 1 Click in the input box and type your content.
- 2 Click the **Basic** and **Advanced** tabs to toggle the displayed formatting and insert controls.
- 3 Use the formatting buttons in the tool menu to format the text.

### Text formatting options

Option	Description
<b>B</b>	Makes the selected text <b>bold</b> .
<i>/</i>	Makes the selected text <i>italic</i> .
<u>U</u>	<u>Underlines</u> the selected text.
<b>I</b>	Changes the <b>color</b> of the selected text.

Option	Description
	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.
	Checks the spelling of your content.
Styles drop-down	Applies the selected style to the selected text.
Font drop-down	Changes the selected text to the font of your choosing
Font size drop-down	Changes the selected text to the size of your choosing.

### Inserting 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 tool menu.
- 3 Enter the **URL** for the image.

You can only link to images that have a URL. To create a URL for an image that resides on your computer, upload it to your personal homepage.


- 4 Enter a brief description of the image in the **Alternate Text** field. This text appears when a user hovers their mouse over the image and will appear in your content if the image is unavailable. It is also used by assistive technology to help visually impaired users interpret images.
- 5 Click **Insert**.

**Note** You can format the image using the formatting buttons in the tool menu.


### Inserting 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 tool menu.
- 3 Type the text you want to use as the link (e.g. “Weather Updates”) in the **Link Caption** field. The text is inserted in 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:
  - **Whole Window**
  - **Same Frame**
  - **New Window**
- 6 Click **Insert**.


### Inserting 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 tool menu.
- 3 Enter your equation using the tool menu options. Each button on the tool menu opens a menu containing related symbols.
- 4 Click **Insert**.

### Inserting a table


- 1 Place your cursor where you want the table to be inserted in your content.
- 2 Click the  **Inserts a new table** icon on the tool menu.
- 3 Adjust the general properties, such as the number of columns and rows, and click **Insert**. A table, with the rows and columns that you have specified, is inserted into the HTML Editor ready for content and formatting.

### Editing table properties:

- 1 Right-click anywhere in your table.
- 2 Click  **Table Properties**.
- 3 Using the various properties settings in both the **General** tab and **Advanced** tab, you can format your table's dimensions, color, borders, alignment, and more.

## Uploading resources or an existing homepage

If you have already created a homepage in another application, or you have graphics or media content you want to include, you can upload the resources to your homepage.


- 1 Click  **Upload** on the main My Homepage page.
- 2 **Browse** to the file you want to upload and click **Upload**.


To find a resource's URL:

Click on the name of the resource.


**Warning** When you upload HTM files that use accented or special characters in the body, you must use UTF-8 encoding and the ISO-8859 character set for them. Accented and special characters not encoded this way are stripped of the accents when you edit the file in the HTML editor.

## Publishing your homepage

You must publish your homepage in order for others to see it. To publish your homepage, click the  **Make this my homepage link** beside the page's name.


**Note** If you create more than one page, use the  **Insert Link** icon in the HTML Editor to create links from your homepage to additional pages.

## Deleting a homepage or resource

Click the  **Delete** icon beside the resource you want to delete.

## Viewing others' homepages

Do one of the following:

- Click **Classlist** on a course navigation bar, find the user whose homepage you want to view, click the  **View Homepage** icon beside their name.
- Have the user send you the URL for their homepage and view it using your browser.