

**How to Create a Homepage in Blackboard
Welch Center for Graduate & Professional Studies
Goucher College**

Homepage Template

Click on **Course Tools**

Select the **Homepage** link

- Announcements
- Faculty
- Syllabus
- Course Documents
- Assignments
- Discussion Board
- Groups
- External Links

- Tools**
- Communication
 - Course Tools
 - Course Maps

SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSHP IN TECH | > TOOLS

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-  [Digital Dropbox](#)
-  [Homepage](#)
-  [My Grades](#)
-  [Personal Information](#)

The **Homepage template** window opens

This template is divided in 4 parts:

1. Homepage Information (text)
2. Upload Image
3. Websites (Hyperlinks and text)
4. Submit

Note: The template is a form where you will complete the information, so all homepages from the course will have the same design. You may change your homepage as many times as you need until you are satisfied.

1 Homepage Information

Enter Homepage information. To view the Homepage, go to the Roster.

Introduction:

Personal Information:

2 Upload Image

Current Image: None

New Image:

Remove image

3 Favorite Websites

Website 1

Name:

URL:

Description:

Website 2

Name:

URL:

Description:

Website 3

Name:

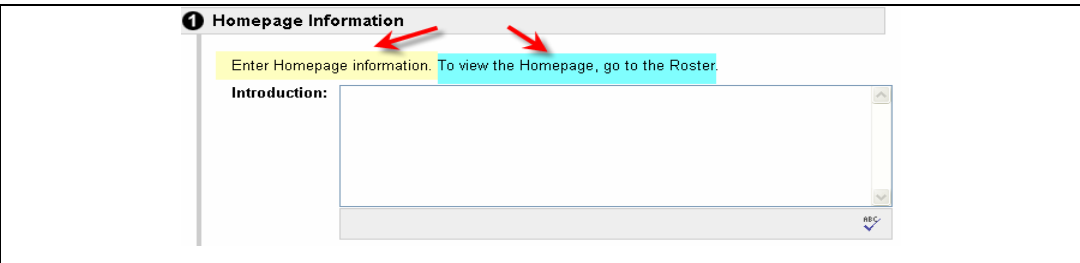
URL:

Description:

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

In this **area** you will **enter the information** only. To view your homepage you will have to go to **Roster**



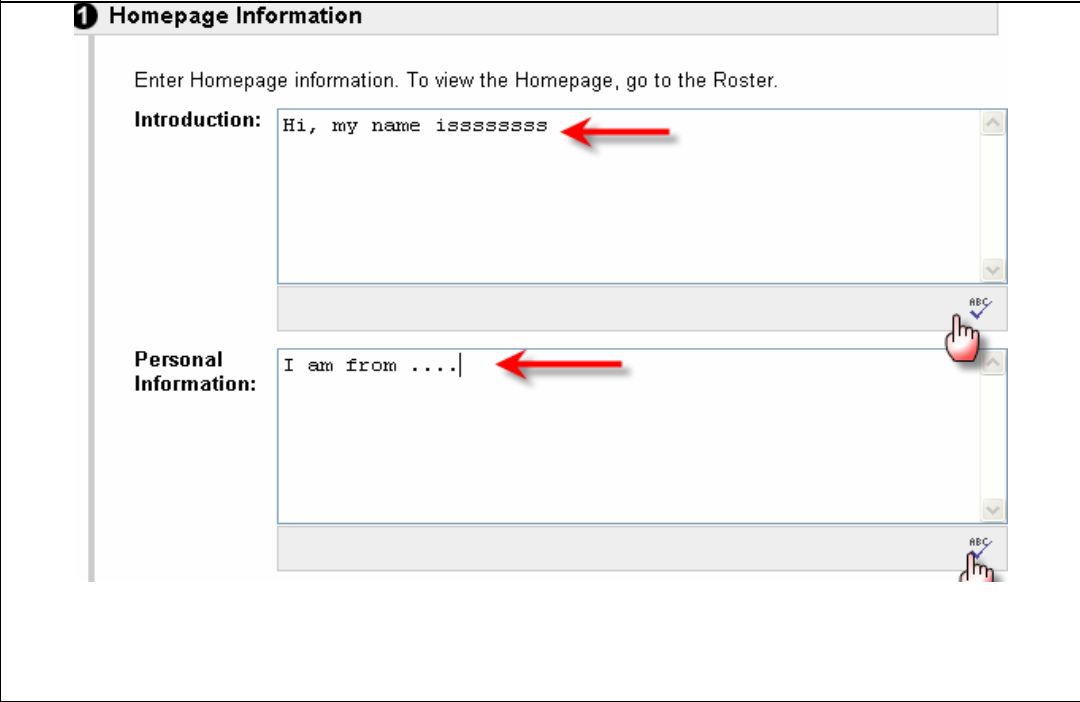
Homepage Information

Type an **Introduction**

Type your **Personal Information**

Note: you may write several paragraphs

Click **ABC** to spell check your paragraphs.
Note: each window has a separate spell check.

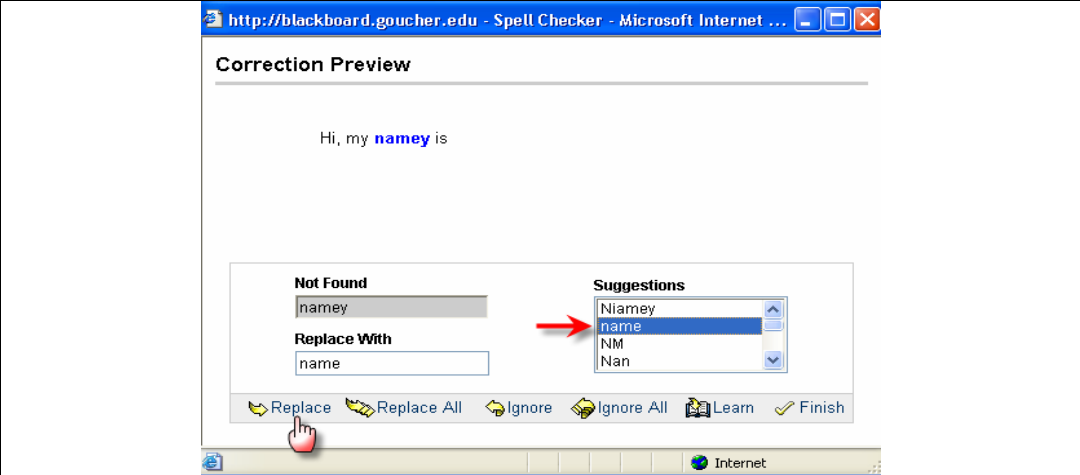


Spell check

The **Correction Preview** window opens

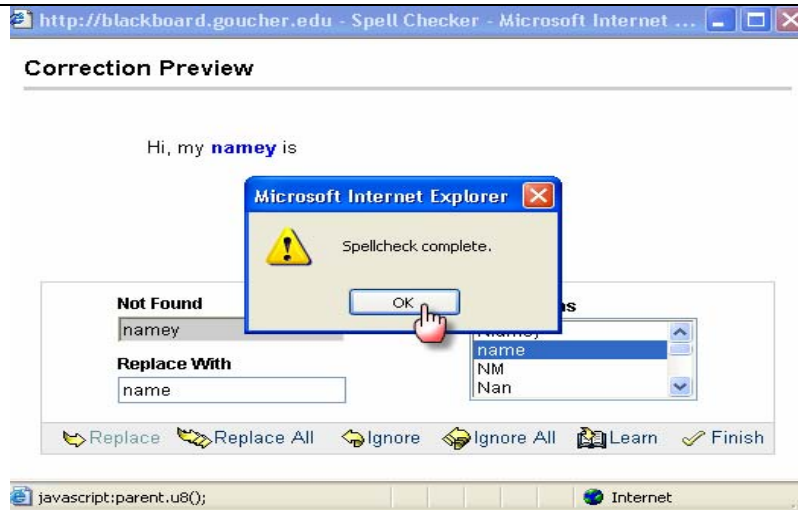
Highlight the correct spelling

Click **Replace**



Click **OK** when the spell check is complete

Note; you may write first the information in a word processor, complete the spell check and copy and paste your text into the homepage. The new Firefox version does not allow the paste option.

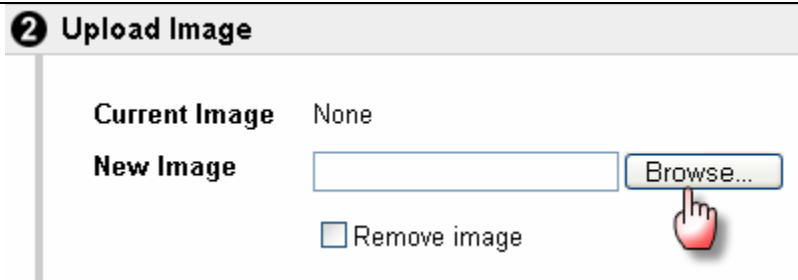


Upload Image

(personal photo)

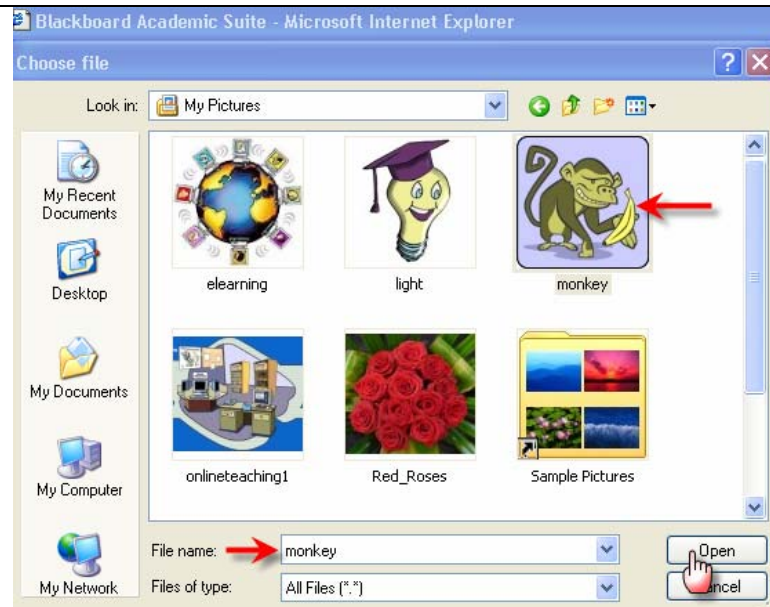
Click **Browse** to find your image on your computer

Note: upload a small size picture only. If the image is large, you need to modify it using a photo editing software. Use jpg files



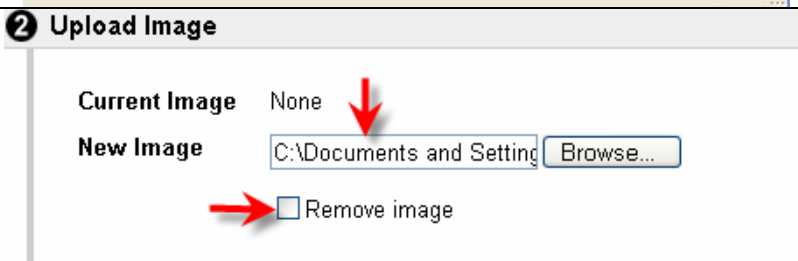
Select the image

Click **Open** to upload the image.



The path to your image shows in **New Image**.

To change your image select **Remove image**, then upload another one.



Type **Website name** and **URL** (exact address)
A short **description** (two sentences)

Click **ABC** for spell check
Note: you may link to 3 websites.

Click **Submit**

Cancel will erase all the information you have entered.

You will be given a receipt.

Click **OK**

How to View your Homepage

Click on:

Communication
then
Roster

Note: in Roster you can view your homepage as well as your classmates' homepages.

Search window opens; it will search by last name automatically.

Click **Search**

A window with all users opens

Click on **your name**


SEARCH STARTS WITH ADVANCED LIST ALL

Search

Search by: Last Name Username Email

2 users located.
Displaying records 1-2.

Name	Email	Observer
Smith, Frank	noemail@goucher.edu	

 OK

Your **Homepage** opens, it contains all the information you have entered, text, image and hyperlinks.

Note: your picture should not be larger than the image shown in this example. In this view, you may check that all hyperlinks work. If not, go back to the previous view (Tools – Homepage) and change the URL.

Homepage: Frank Smith

Introduction

Hi, my name is

Personal Information

I am from

Favorite Links

[Google](#)

Search



OK

Click the **Hyperlink**

Homepage: Frank Smith

Introduction

Hi, my name is

Personal Information

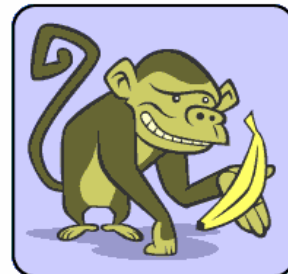
I am from

Favorite Links

[Google](#)



Search



OK

The site you have selected will open inside the Blackboard frame.

Note: to get back to your Homepage click the Back button in your browser's Toolbar. It is faster than going from communication and roster.

Click **OK** to exit your homepage

Homepage: Frank Smith

Introduction
Hi, my name is

Personal Information
I am from

Favorite Links
[Google](#)

Search

OK

Click **Search** again to view other homepages in your class.

SEARCH STARTS WITH ADVANCED LIST ALL

Search by: Last Name Username Email

Search

OK

Click on the name of the person to view his or her homepage. Click **OK** to exit and go back to the communication page

2 users located.
Displaying records 1-2.

Name	Email	Observer
Smith, Frank	noemail@goucher.edu	

OK

*To change or update the information in your Homepage go to **Communication / Homepage**
To view your Homepage go to **Tools / Roster***