
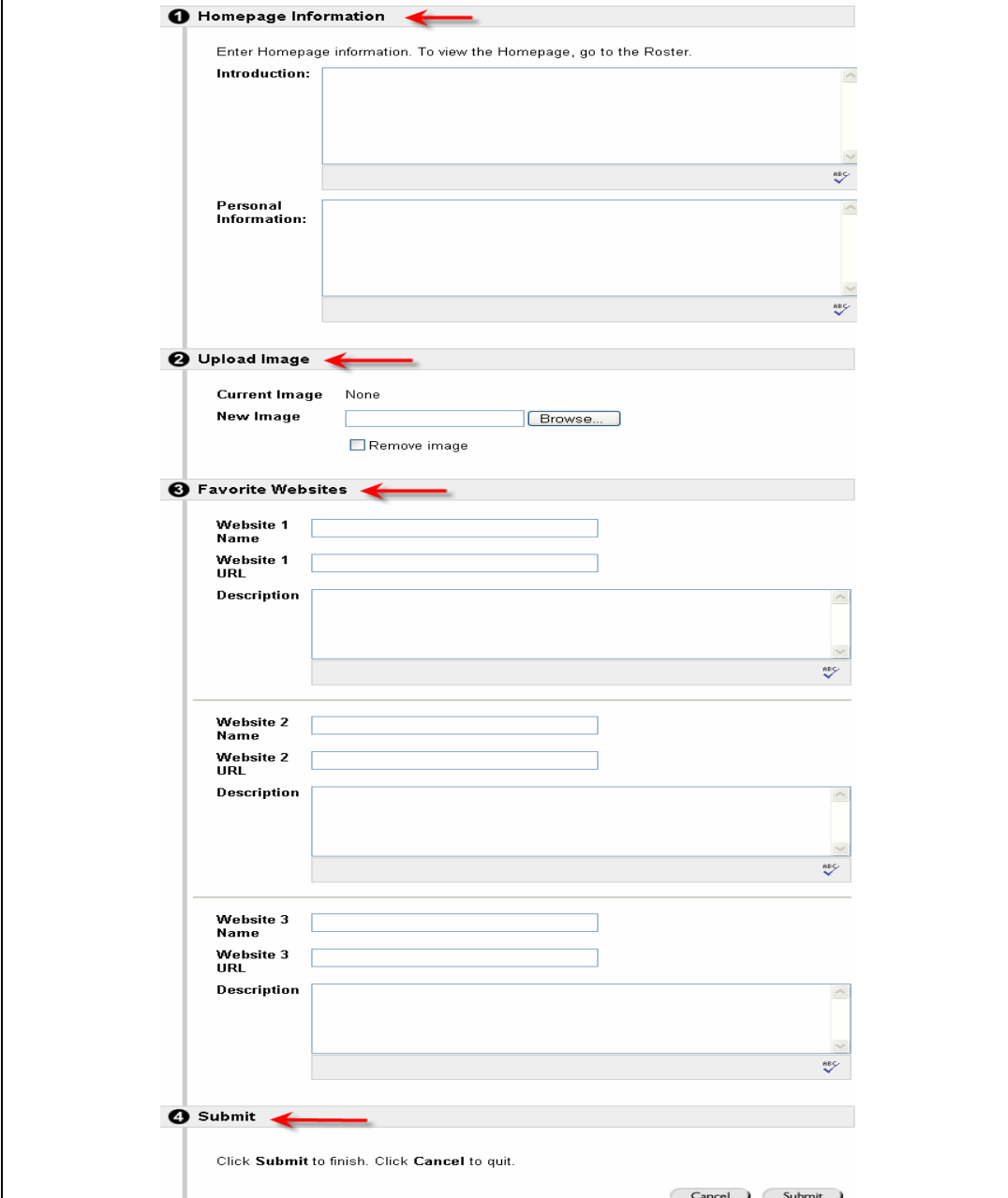
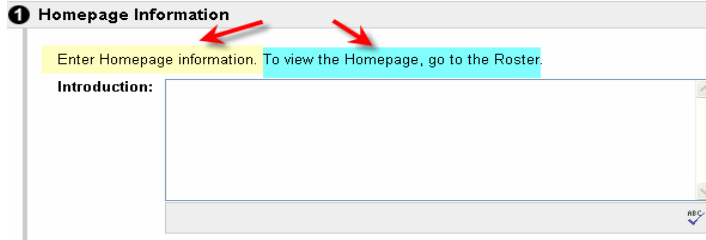


# How to Create a Homepage in Blackboard Goucher College

Homepage Template	
<p>Click on <b>Course Tools</b></p> <p>Select the <b>Homepage</b> link</p>	 <p>Announcements</p> <p>Faculty</p> <p>Syllabus</p> <p>Course Documents</p> <p>Assignments</p> <p>Discussion Board</p> <p>Groups</p> <p>External Links</p> <p>Tools</p> <ul style="list-style-type: none"><li>Communication</li><li>Course Tools</li><li>Course Map</li></ul> <p>SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSH P IN TECH   &gt; TOOLS</p> <p>Calendar</p> <p>Digital Dropbox</p> <p>Homepage</p> <p>My Grades</p> <p>Personal Information</p>
<p>The <b>Homepage template</b> window opens</p> <p>This template is divided into 4 parts:</p> <ol style="list-style-type: none"><li>1. Homepage Information (text)</li><li>2. Upload Image</li><li>3. Websites (Hyperlinks and text)</li><li>4. Submit</li></ol> <p><i>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 want until you are satisfied.</i></p>	 <p><b>1 Homepage Information</b></p> <p>Enter Homepage information. To view the Homepage, go to the Roster.</p> <p>Introduction:</p> <p>Personal Information:</p> <p><b>2 Upload Image</b></p> <p>Current Image: None</p> <p>New Image: <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="checkbox"/> Remove image</p> <p><b>3 Favorite Websites</b></p> <p>Website 1 Name: <input type="text"/></p> <p>Website 1 URL: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Website 2 Name: <input type="text"/></p> <p>Website 2 URL: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Website 3 Name: <input type="text"/></p> <p>Website 3 URL: <input type="text"/></p> <p>Description: <input type="text"/></p> <p><b>4 Submit</b></p> <p>Click <b>Submit</b> to finish. Click <b>Cancel</b> to quit.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p>

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



### Homepage Information

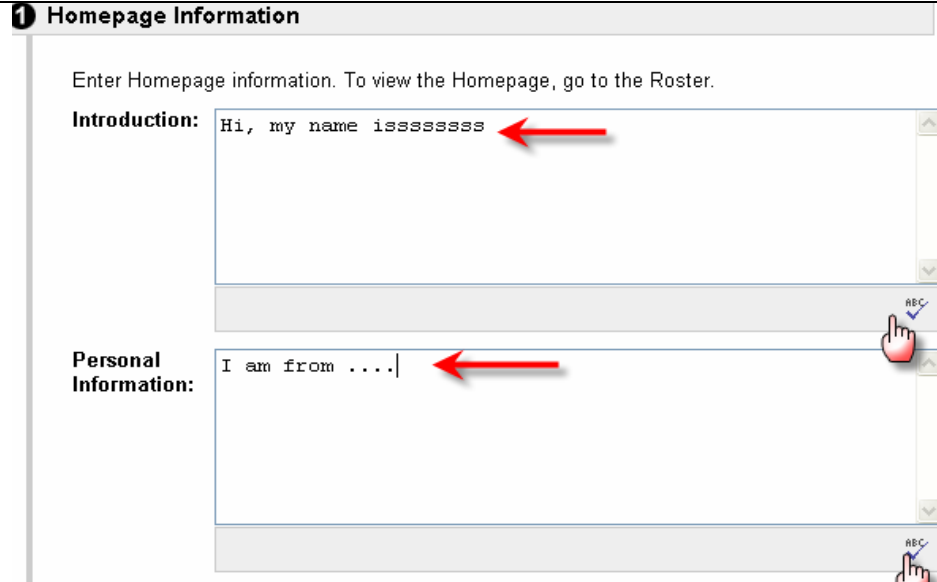
Type an **Introduction**

Type your **Personal Information**

*Note: you may write several paragraphs*

Click **ABC** to check your spelling.

*Note: each window has a separate spell check.*

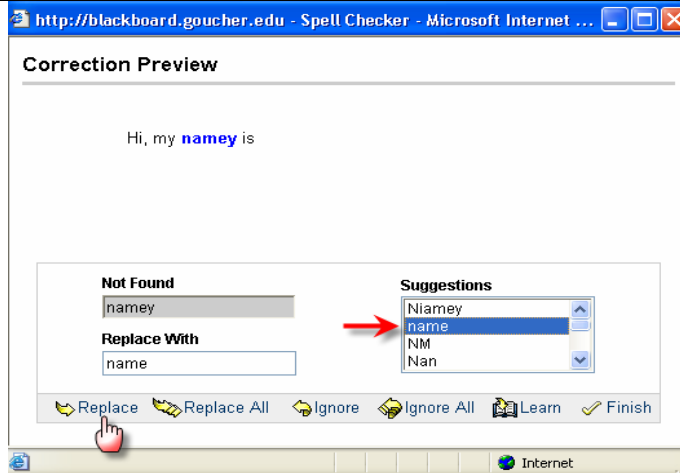


### Spell check

The **Correction Preview** window opens

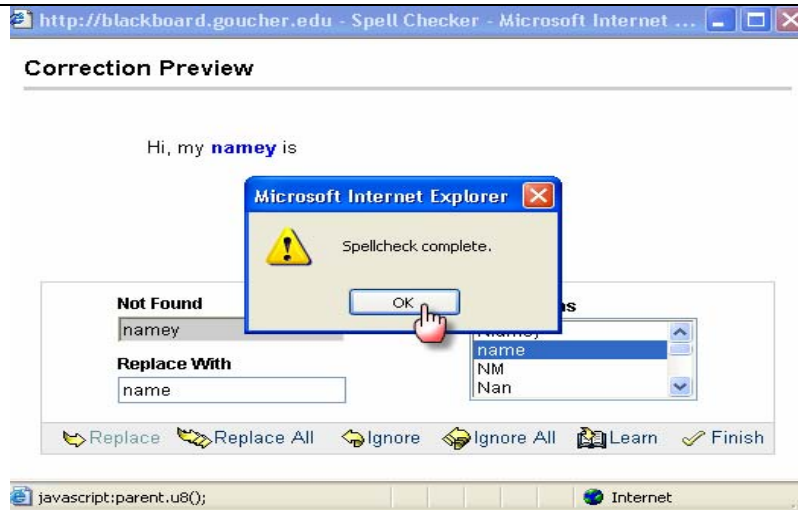
Highlight the correct spelling

Click **Replace**



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

*Note: You may wish to first type your information in Word and spell check it before you copy and paste it into the homepage. The new Firefox version does not allow the paste option.*

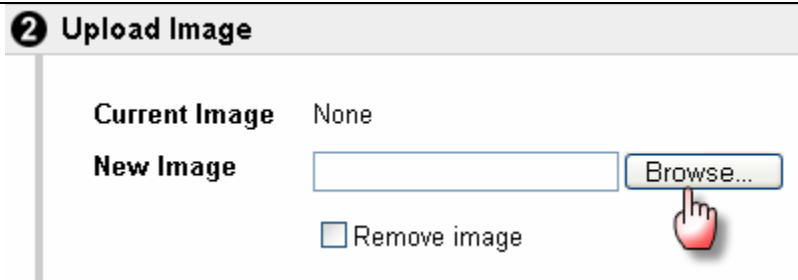


## Upload Image

(personal photo)

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

*Note: upload a small size picture only (approx. 2" x 2"). If the image is large, you need to modify it using a photo editing software. Use **jpg** files.*



Select the image

Make sure to provide a realistic photograph portrait so your class will get to see who you are.

Click **Open** to upload the image.



The path to your image shows in the **New Image** box. To change your image select **Remove image**, then upload another one.

Type in a **Website name** and **URL** (exact address), and a short **description** (two sentences)

Click **ABC** for spell check

*Note: you may link to 3 websites.*

**3 Favorite Websites**

Website 1 Name: Google

Website 1 URL: http://www.google.com

Description: Search

Buttons: Cancel, Submit, ABC (spell check)

Click **Submit**

**Cancel** will erase all the information you have entered.

**4 Submit**

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

Buttons: Cancel, Submit

You will be given a confirmation receipt.

Click **OK**

SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSHIP IN TECH | > TOOLS > HOMEPAGE

**Homepage updated.**  
The changes to the homepage have been saved.

2006-08-09 11:56:53 AM

Button: OK

**How to View your Homepage**

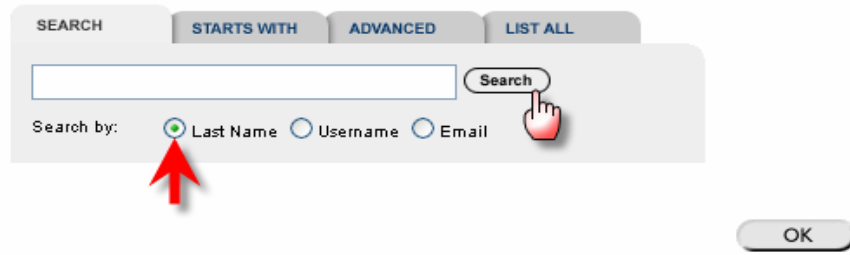
Click on:

**Communication** in the **Tools** box then click on **Roster**

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

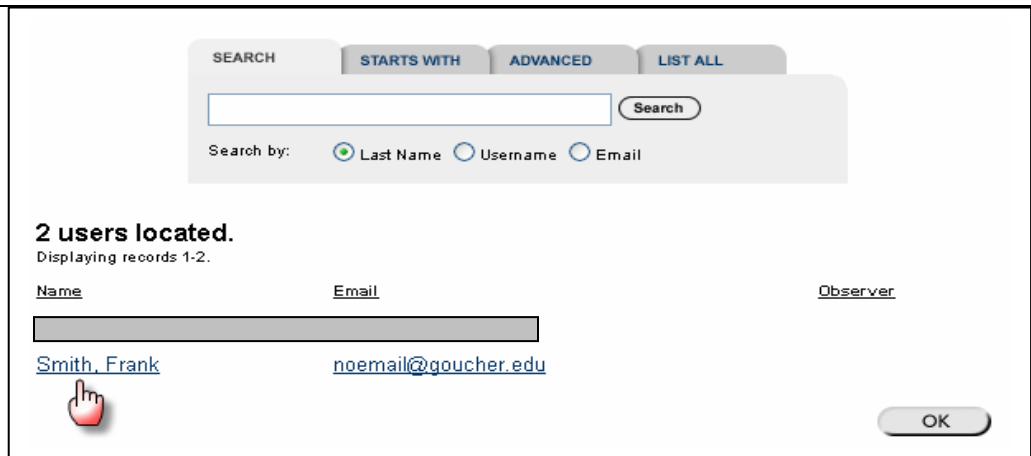
Search window opens; it will search by last name automatically.

Click **Search**



A window with all users opens

Click on **your name**



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

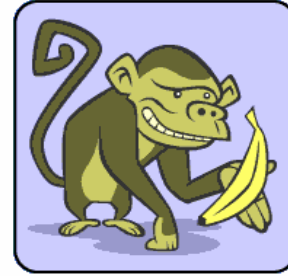
Hi, my name is

#### Personal Information

I am from ....

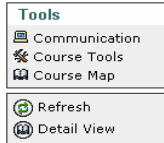
#### Favorite Links

[Google](#)

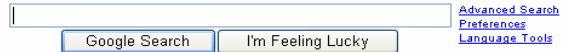


OK

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



Web [Images](#) [Groups](#) [News](#) [Froogle](#) [Maps](#) [more >](#)



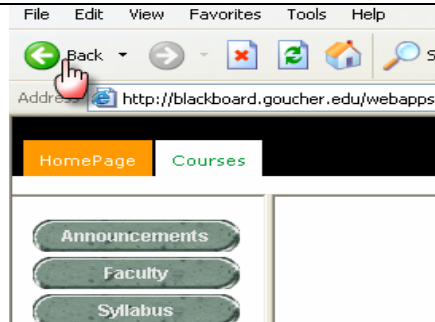
Explore [eco-friendly travel](#) with Google Maps.

[Advertising Programs](#) - [Business Solutions](#) - [About Google](#)

[Make Google Your Homepage!](#)

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*Note: To get back to your Homepage click the **Back** button in your browser's Toolbar. It is faster than following the **Communication** and **Roster** path.*



Click **OK** to exit your homepage

### Homepage: Frank Smith

#### Introduction

Hi, my name is

#### Personal Information

I am from ....

#### Favorite Links

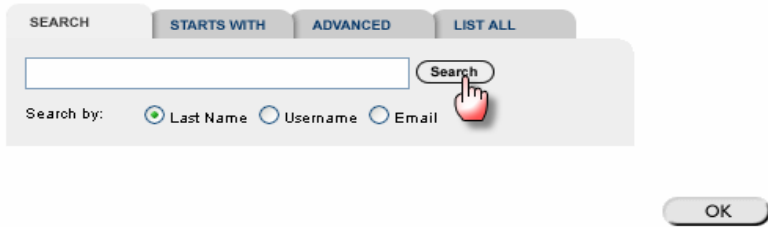
[Google](#)

Search



OK

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

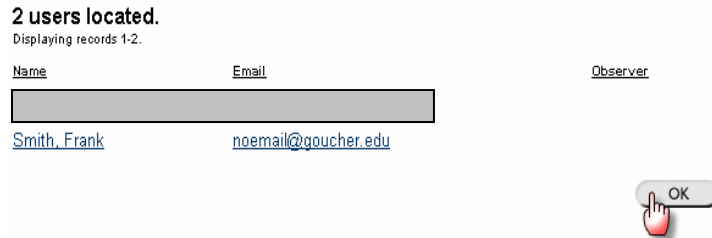


SEARCH    STARTS WITH    ADVANCED    LIST ALL

Search by:  Last Name    Username    Email

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
<a href="#">Smith, Frank</a>	<a href="mailto:noemail@goucher.edu">noemail@goucher.edu</a>	

OK

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