



Creating a Contact Information or Other Custom Widget for your Homepage – D2L Tutorial

This tutorial is designed for faculty who have experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to create new Widgets for placement on your course's Homepage, for example a Contact Information Widget. Note that this tutorial presumes you have NOT copied an already modified Widget from another course. If this is the case, all you will need to do is add it to your Homepage.

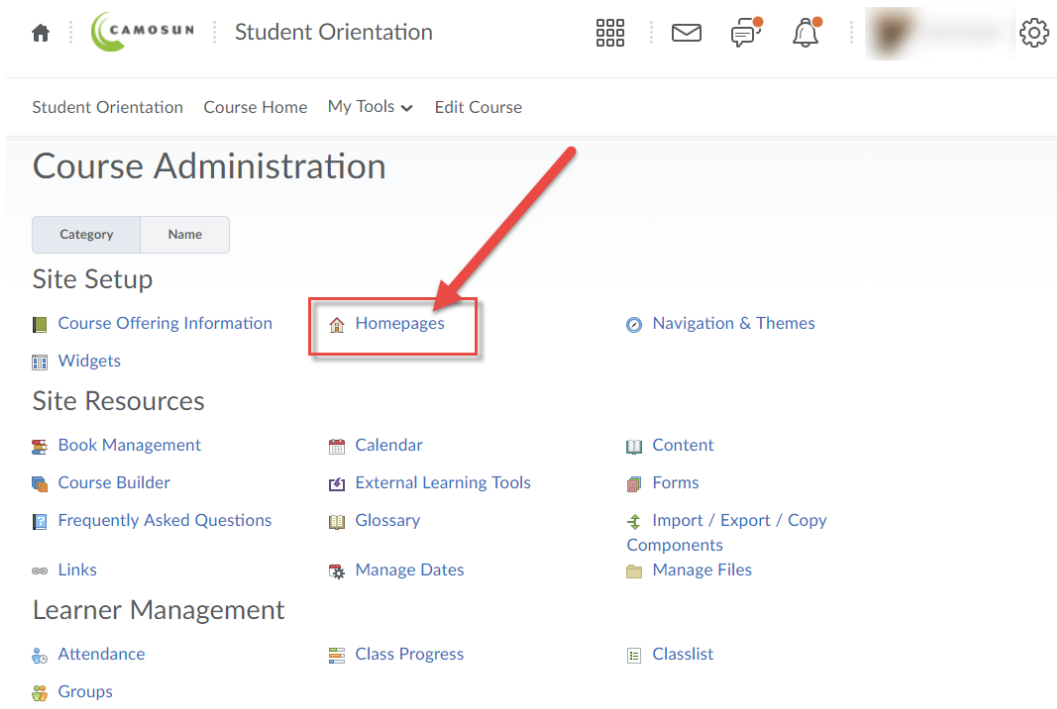
Steps

1. Go to your course homepage and click **Edit Course**.

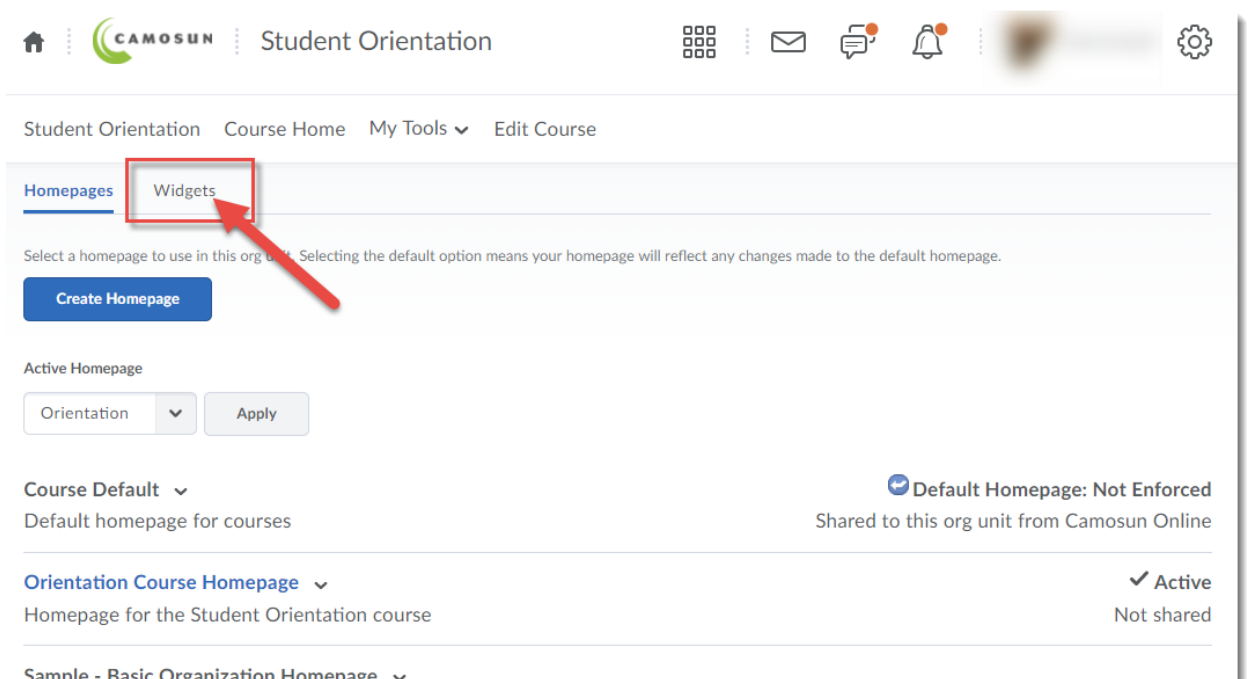
The screenshot shows the D2L course homepage for 'Student Orientation'. The top navigation bar includes a home icon, the Camosun logo, the course name 'Student Orientation', and utility icons for a grid, email, chat, notifications, a user profile, and settings. Below the navigation bar, there are links for 'Student Orientation', 'Course Home', 'My Tools', and 'Edit Course'. The 'Edit Course' link is highlighted with a red box, and a red arrow points to it from the text above. The main content area is divided into two columns. The left column has a 'News' section with a 'Welcome to Daylight!' announcement posted on Mar 29, 2018. The right column has a 'Territorial Acknowledgement' section with a photo of purple flowers and a text block acknowledging traditional territories. Below that is a 'Bookmarks' section with the text 'No bookmarks have been added.'



2. Click **Homepages**.

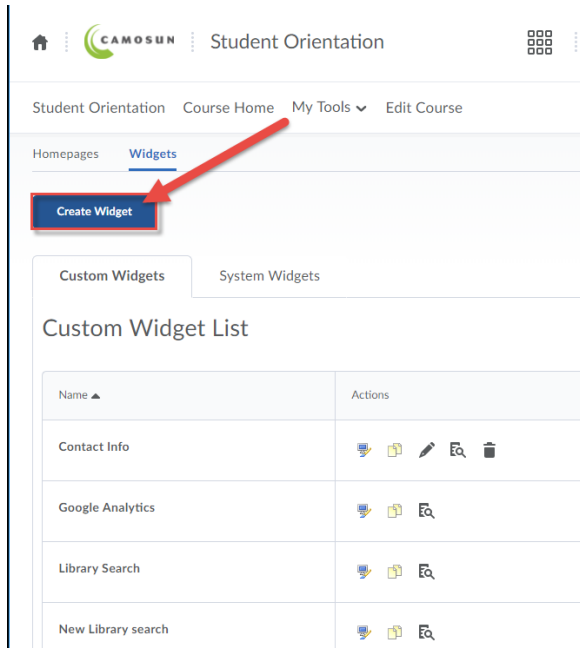


3. Click **Widgets**.

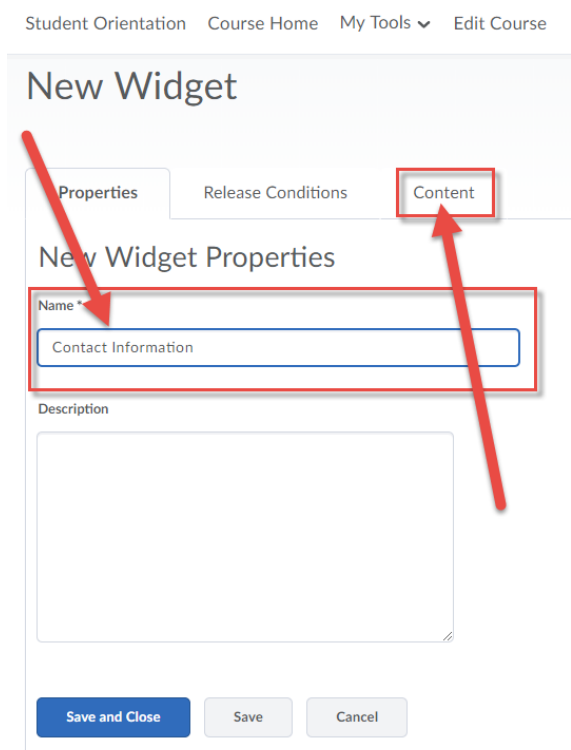


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4. Click **Create Widget**.



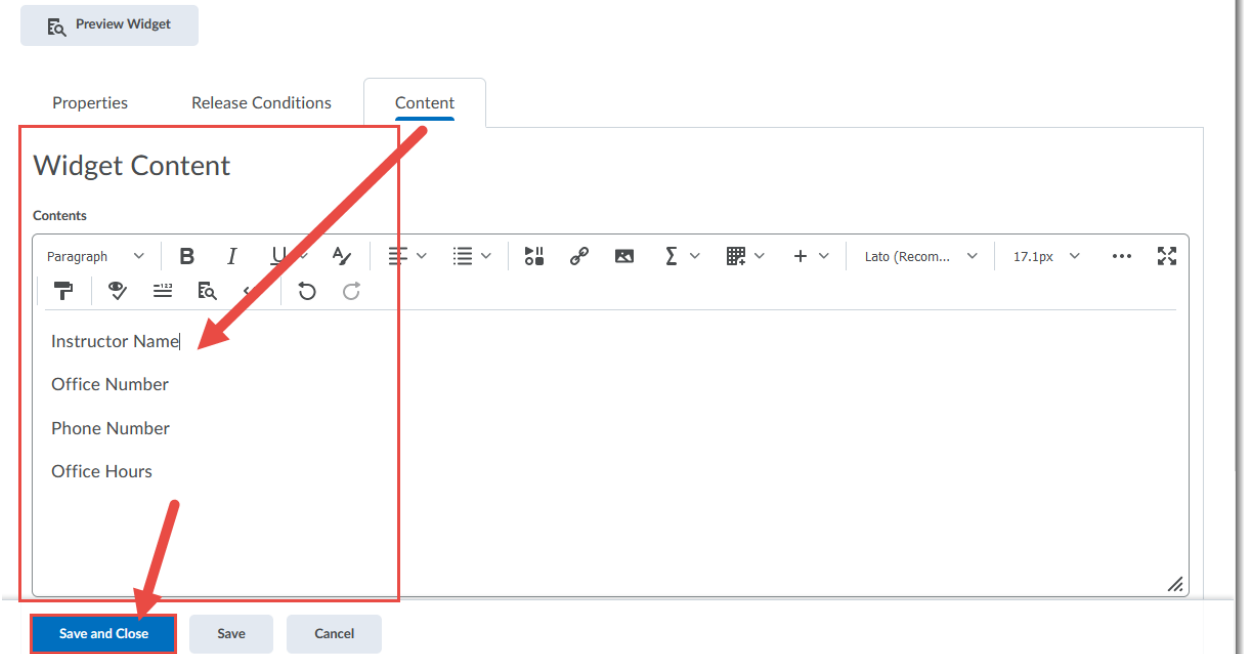
5. Enter a name for your Widget (for example “Contact Information”) – this is the name that will appear in the title bar of the Widget on the Homepage. Then, click the **Content** tab (the Name will save automatically).



6. Enter the content you wish to have in the Widget (for example, your office hours, or a link to website.) Click **Save and Close**. You are now ready to add your Widget to your Homepage. See the Tutorial *Adding Widgets to your Homepage* for instructions.

Edit Widget

Contact information



Things to Remember

Make sure to add the content for your Widget through the **Content** tab!

Your new Widget will not appear on your Homepage until you have added it to your Homepage (see the tutorial *Customizing Your Homepages* for more information)

Once you have created new Widgets, you can copy them to other courses using **Import/Export/Copy Components**.



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