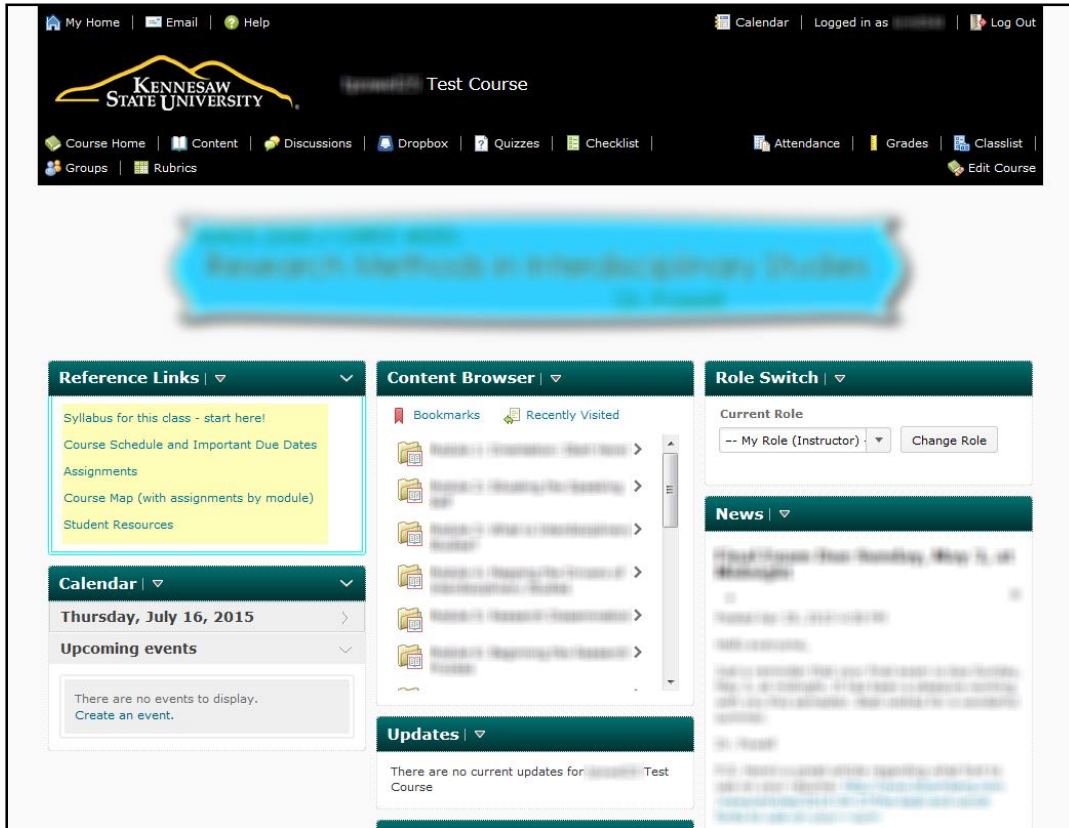
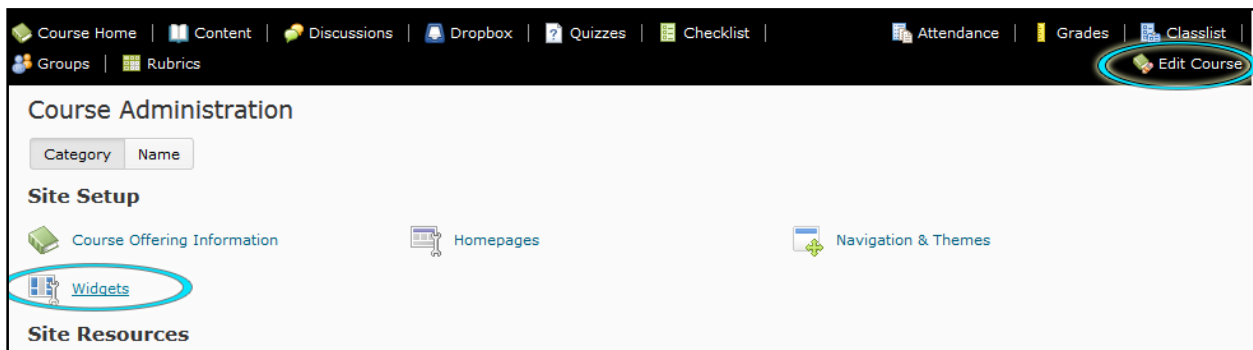


## How to Create an Important Links Widget on D2L

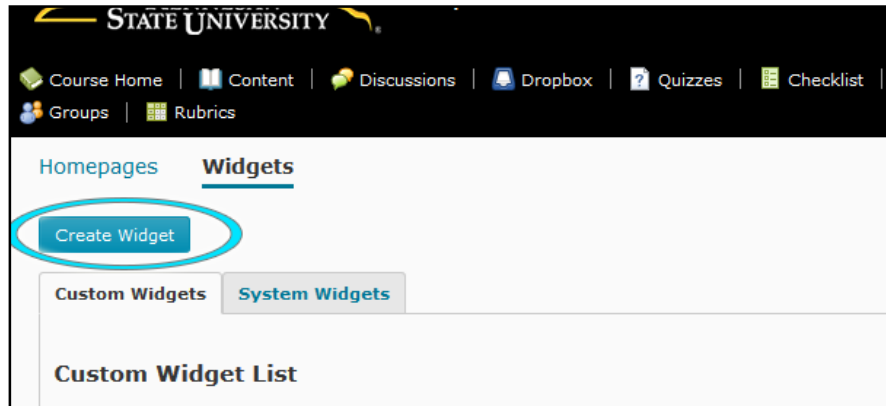
You can provide your students instant access to the most important documents in your class quite simply, using a widget. This way they can always check documents like the syllabus, course schedule, or list of assignments from the home screen of the course, without needing to look into any folders. It will look like the “Reference Links” section below.



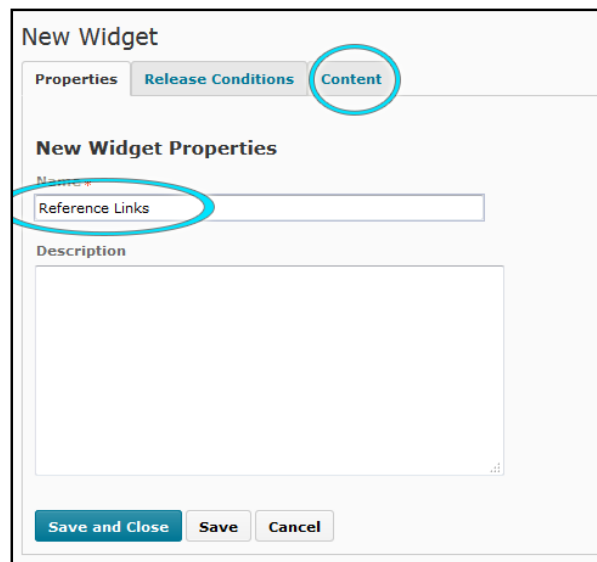
1. Make sure your documents are uploaded to D2L before you begin. Then click on “Edit Course” at the top right and click on “Widgets” on the left under “Site Setup.”



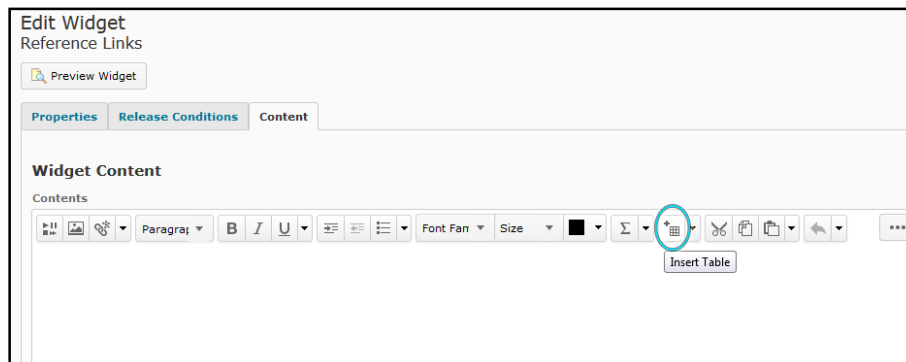
2. Click on the blue “Create Widget” button.



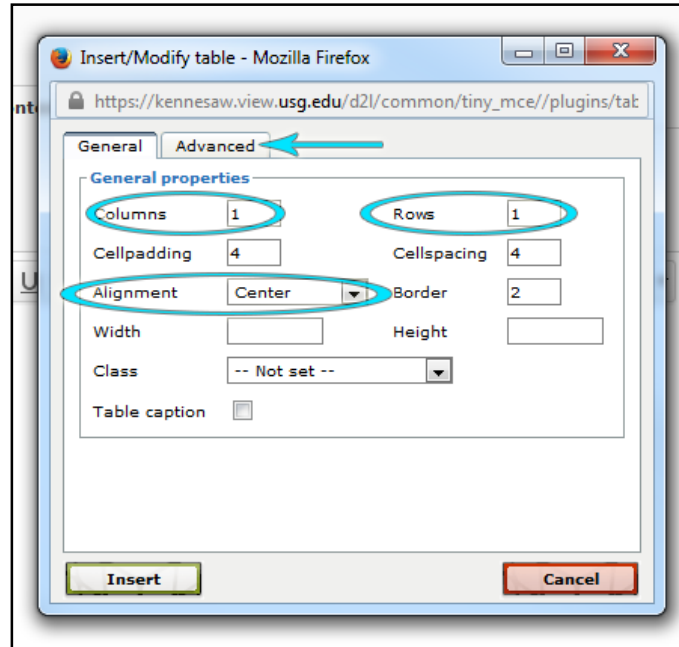
3. Give the widget a name and then click over to “Content.”



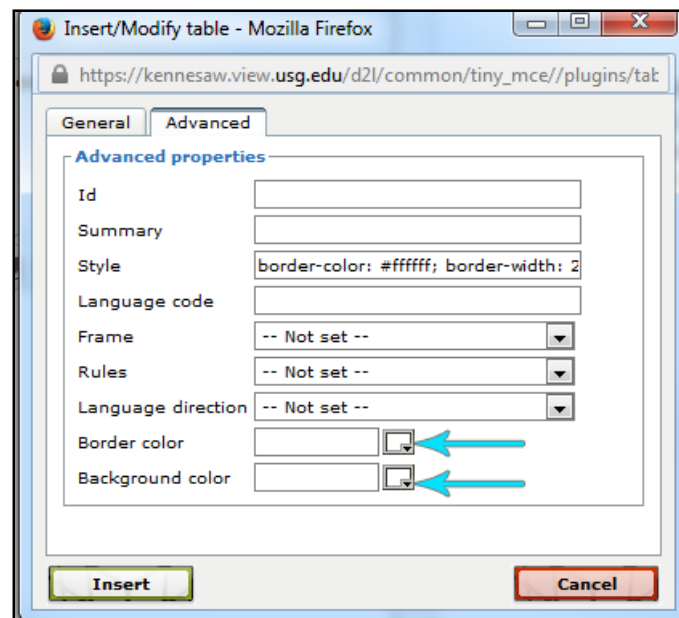
4. Here’s where you actually design and fill in the box that will be on the front page. Start by clicking the “Insert Table” button.



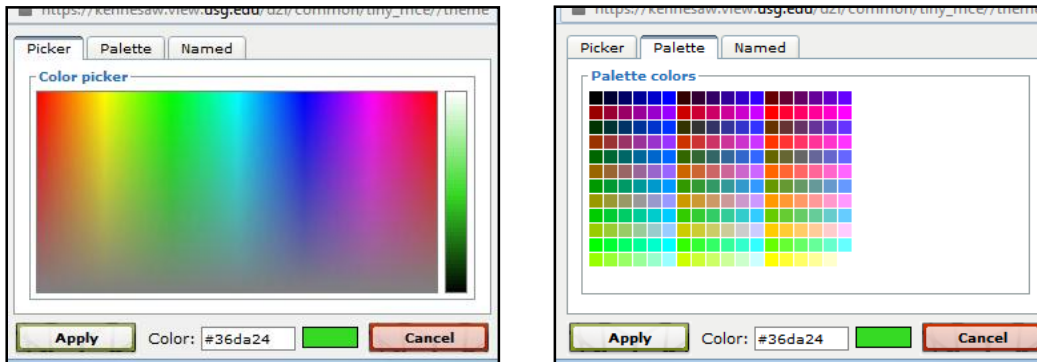
5. Fill out the properties – the important ones are Columns, Rows, and Alignment. Make these 1, 1, and Center. Cellpadding and Cellspacing decide how close your text will be to the edge of the box, in pixels. Border determines the width in pixels of the line around the table. Leave the other options as-is. Once you have done this, click to the “Advanced” tab.



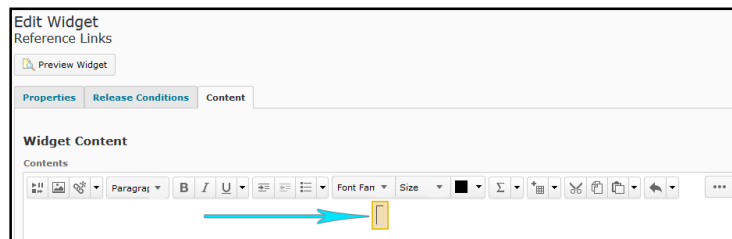
6. At the bottom of this box you can set the border color and background color by typing in a hex code or, more simply, by clicking on the color box and choosing a color.



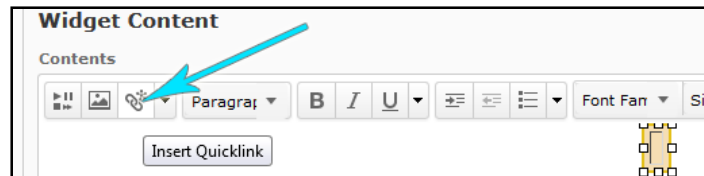
- Once you click on the color box, you'll see a spectrum. Click anywhere on the spectrum to choose a color, or click the "Palette" tab to choose from a set of coordinated colors. Once you have chosen your color, click "Apply" and repeat the process to choose the other color.



- After you have set your colors, click "Insert." A tiny box will appear in your work space.

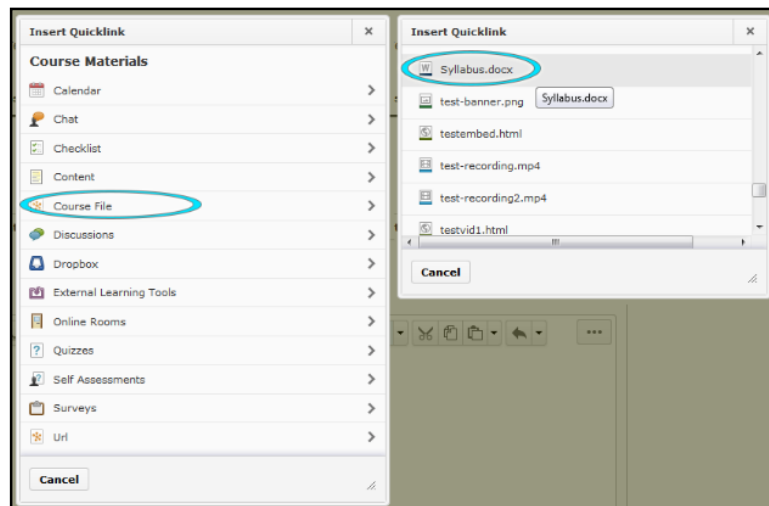


- Click inside the box, and then click the "Insert Quicklink" button.

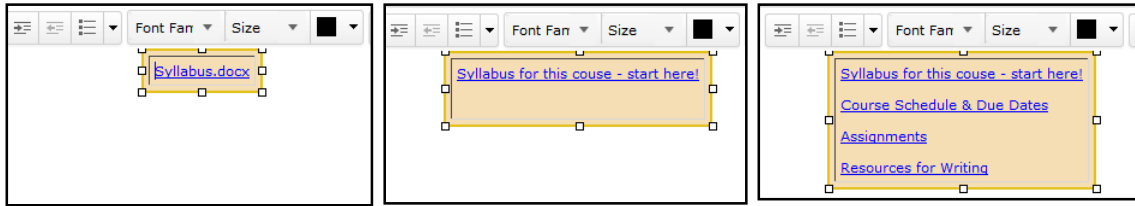


- Click "Course File" and then click on the file you want to link to. Here, I have linked to the syllabus.

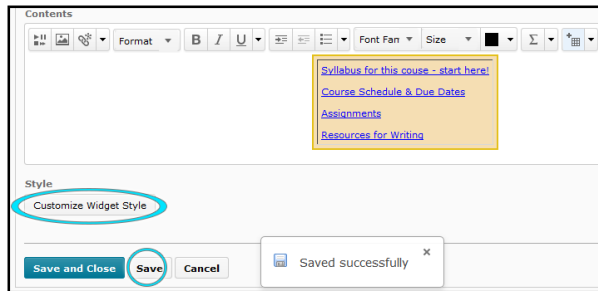
**Note:** it is better to keep your important links as html files (built in SoftChalk, SeaMonkey, or some other site-building program) than as .doc or .pdf files. This is because html files can be accessed without downloading which allows the student to stay in D2L to view them. It also allows you to edit your syllabus or other important file without creating broken links.



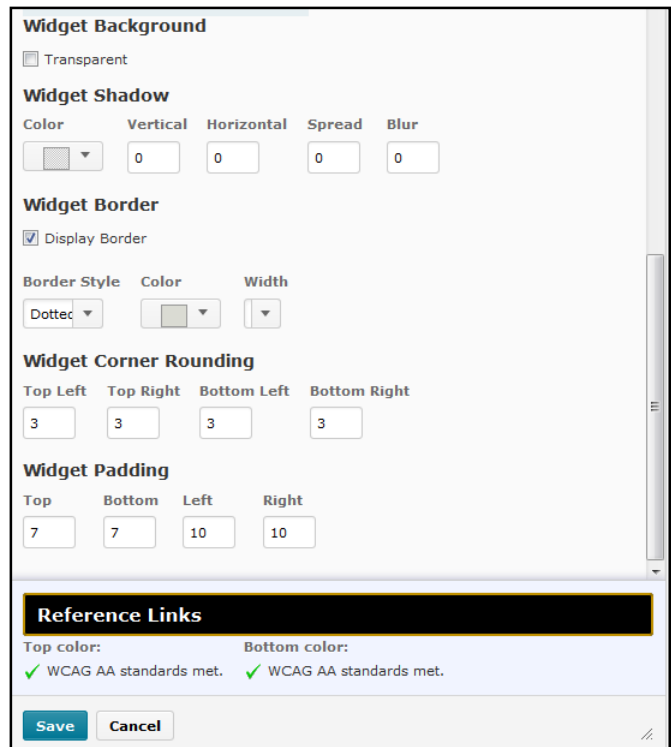
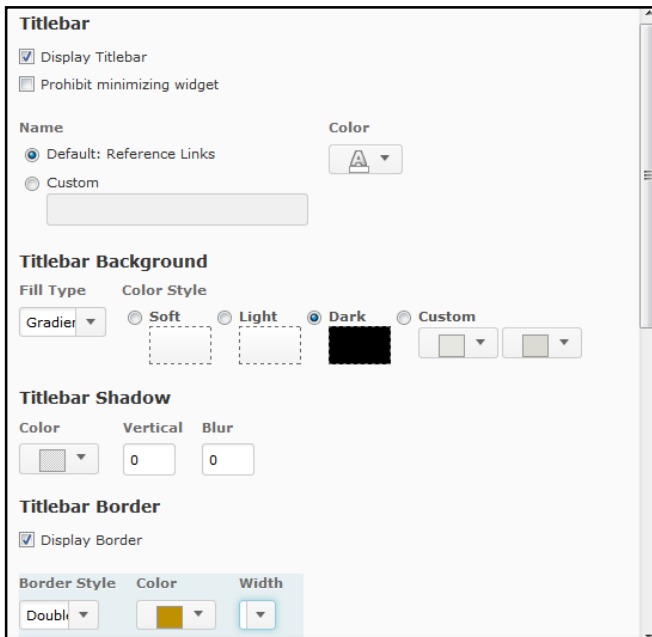
- Now your first link will appear in the box. If you want to change the words that show, just type in what you want to show somewhere in the middle of the text that is there, and then delete the text you don't want. Once you finish that, click to the end and press "Enter." Repeat steps 9-11 until you have all of the links you want.



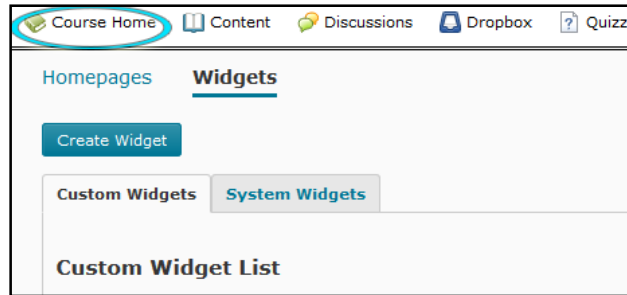
- Now click "Save" and then click "Customize Widget Style."



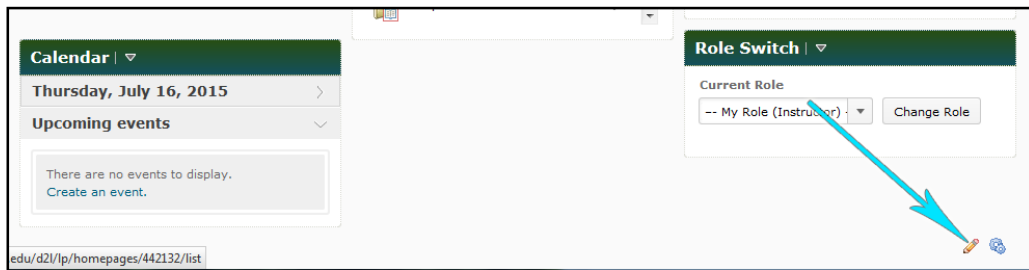
- This next screen will allow you to set colors and styles for borders and backgrounds. If you want the display title to be something other than what you named the widget, click on "Custom" and type in your new title. You can also change the color of the title by clicking on the "A" under "Color." As you scroll down you can change the color of the titlebar (here it's black) and titlebar border (here it is gold). You can change the border of the entire widget, which is a good way to make it stand out. Leave the numbers as-is for "Rounding" and "Padding." Once you finish, click "Save."



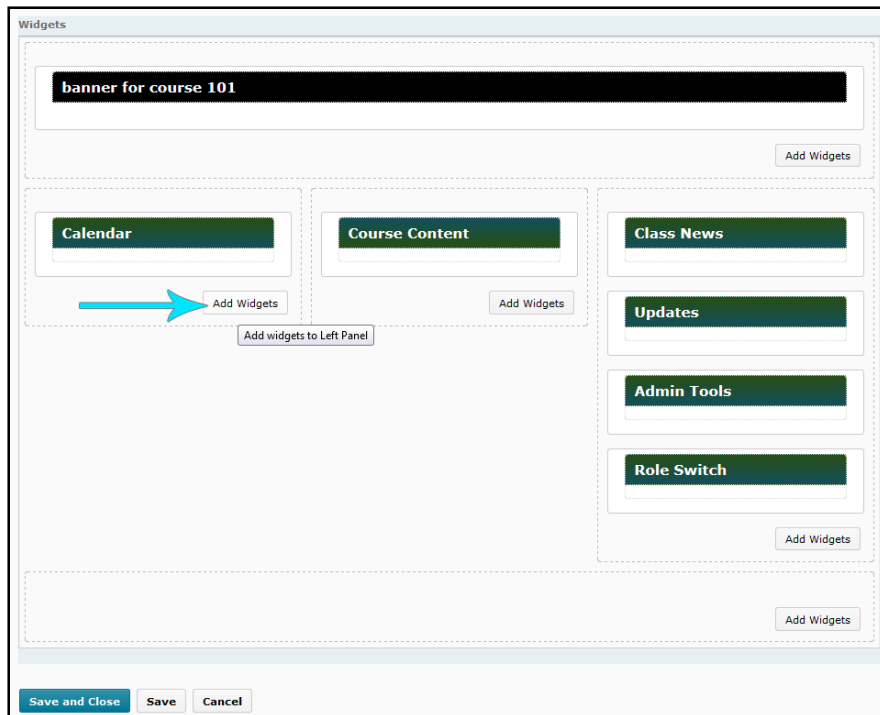
14. Click “Save and Close.” You’ll be taken back to your list of widgets. Click on “Course Home” at the top.



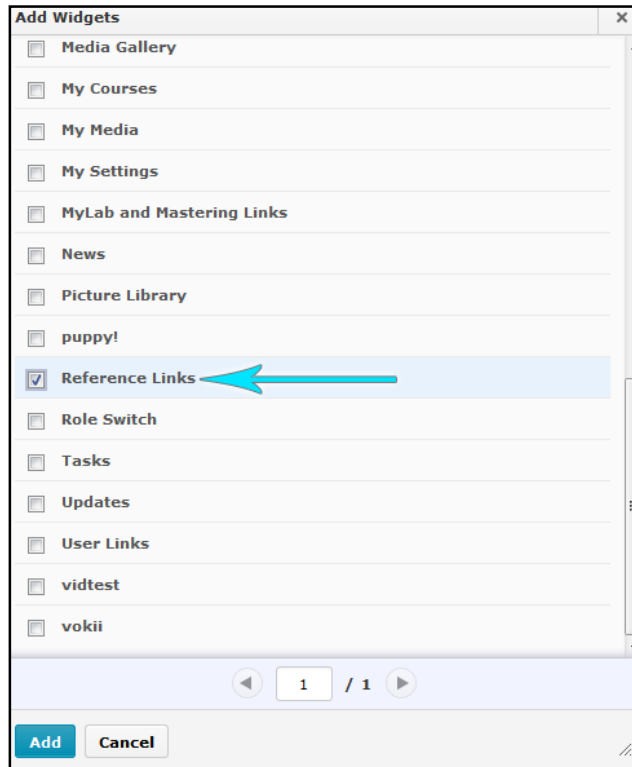
15. Scroll to the bottom and click the pencil to edit this course homepage.



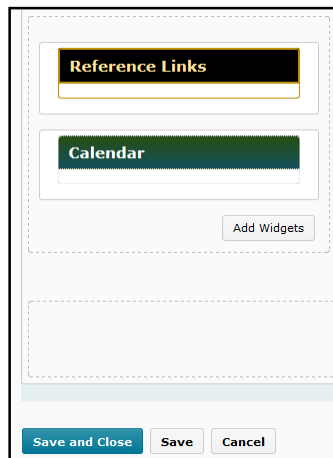
16. On the next page, scroll down until you see the building blocks for your homepage. Here you can rearrange and add things. Decide where you want your widget to be (probably the top left under the banner is best) and click the “Add Widgets” button on that section.



17. On the next screen, scroll down until you see the title of your widget. Check the box next to it and then click “Add.”



18. You’ll be taken back to the building block screen. You can drag and drop if your widget is not exactly where you want it to be. When finished, click “Save and Close” at the bottom.



Now you are all set! This will make your course so much easier to navigate.