# Creating Syllabus and Schedule Links on the Welcome Widget

Please note: If you do not have files preloaded in the **Manage Files** area, refer to the document titled **Manage Files** to load your syllabus and schedule files before creating links on the **Welcome** widget.

Step 1: Use the pull down menu for the Welcome widget on the Course Homepage. Select the **Edit this widget** option.
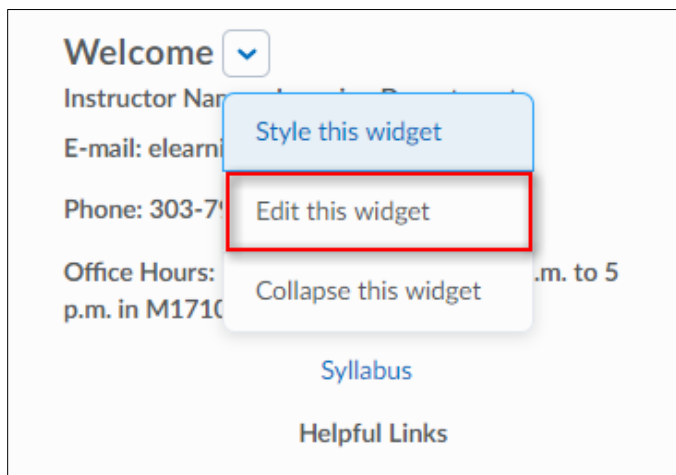

Step 2: The screen changes to an **Edit Widget** page. Select the **Content** tab.

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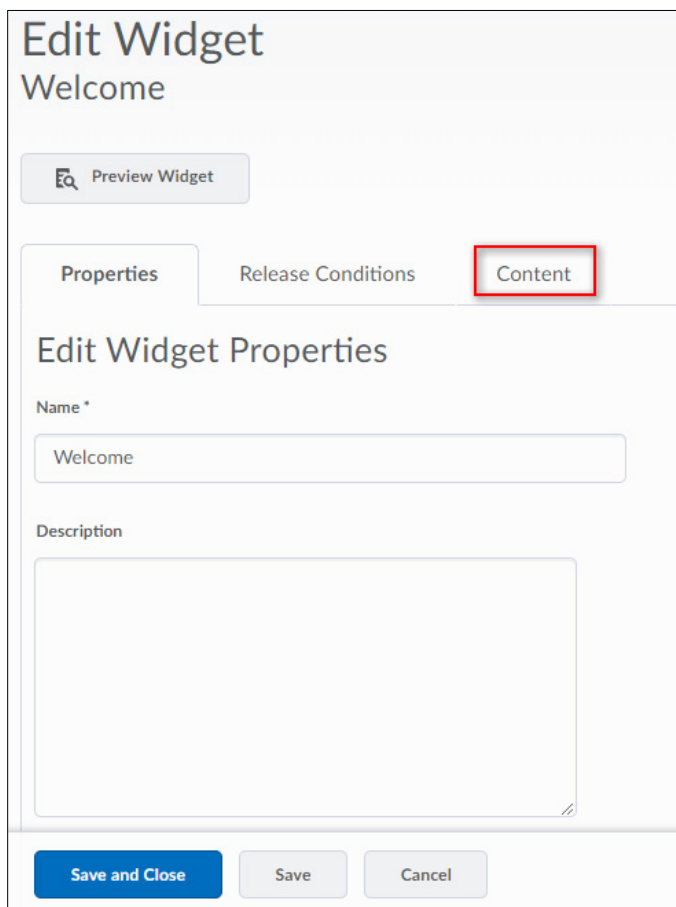
Step 3: In the **Widget Content** box, highlight the existing **Syllabus** link or place the cursor where you want to create a new link to the syllabus file. Select the **Quicklink** icon.
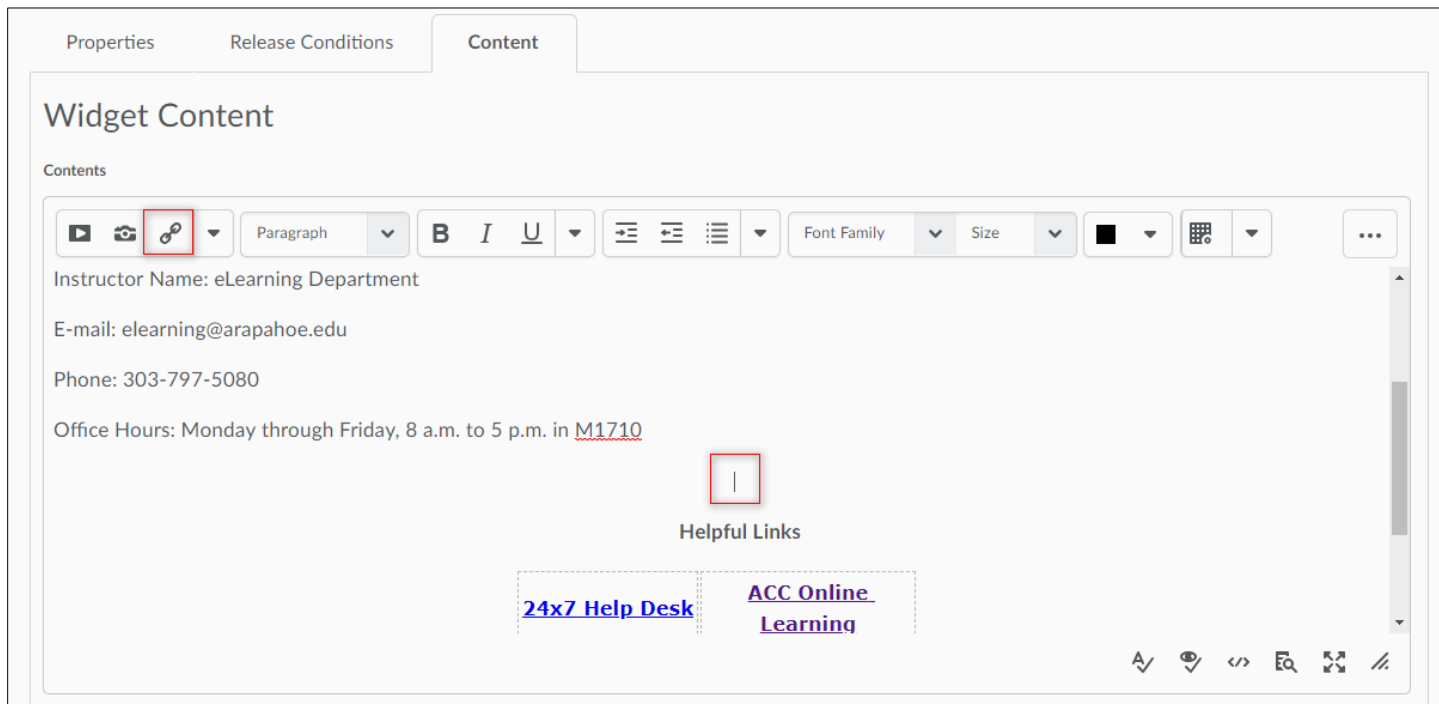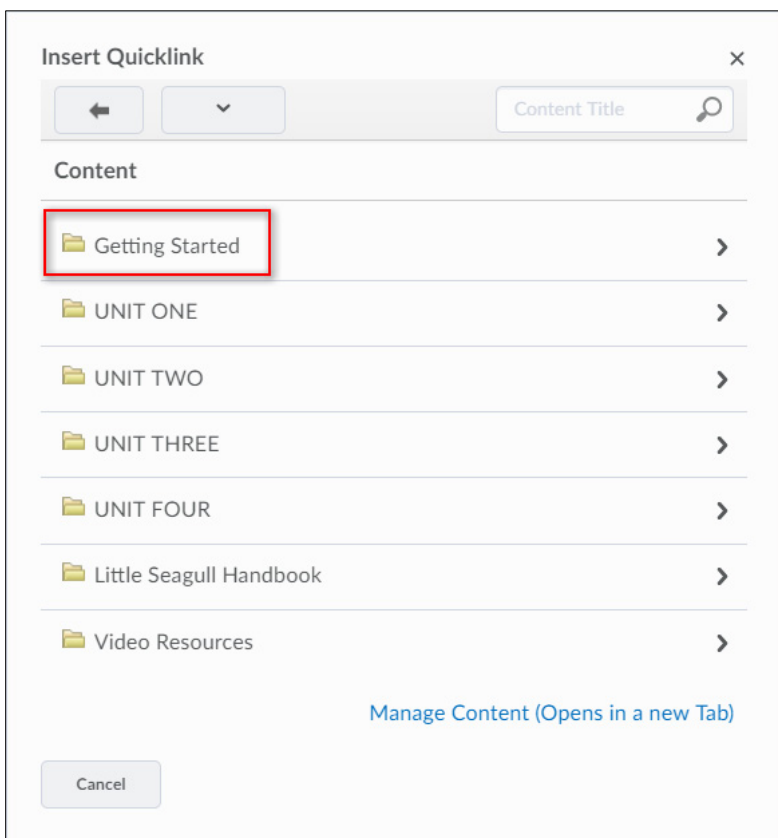

Step 4: A new **Insert Quicklink** window will pop up. You can now select the resource that you want to insert. Select the **Content** link.
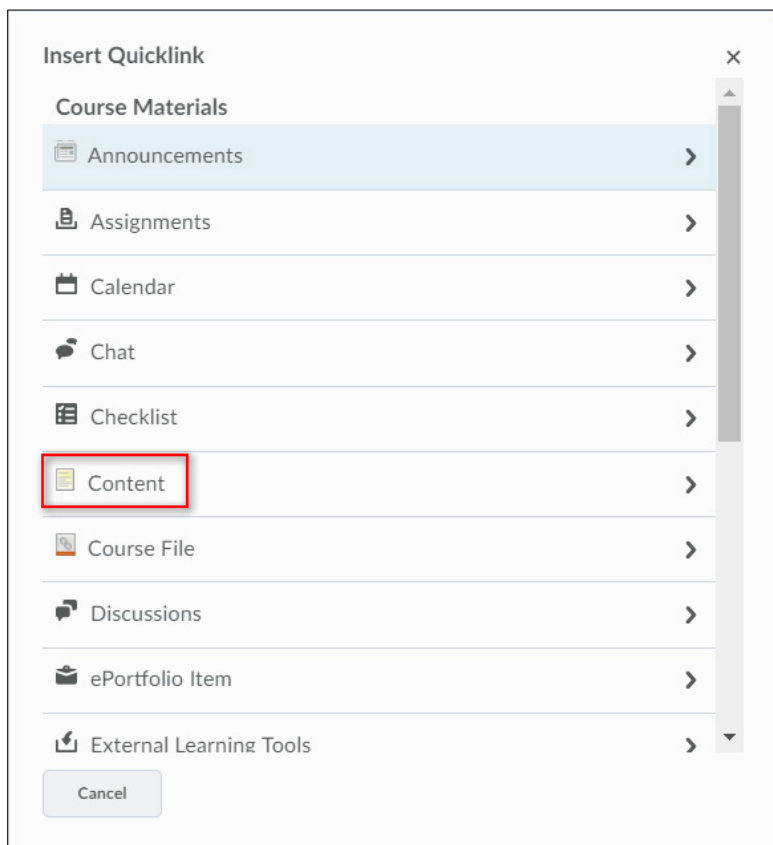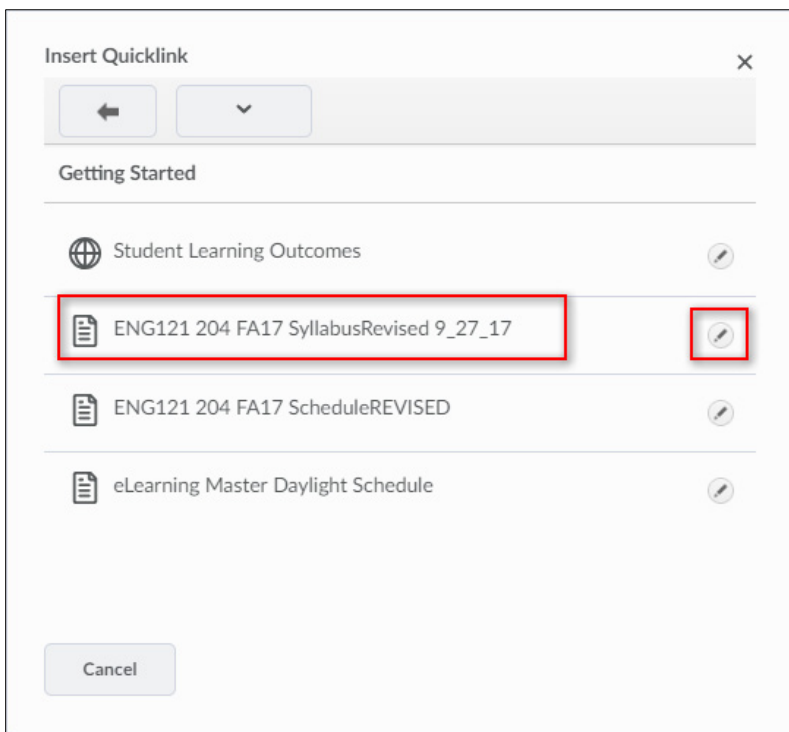

Note: You will need to have uploaded the syllabus to Content in order to create this link.
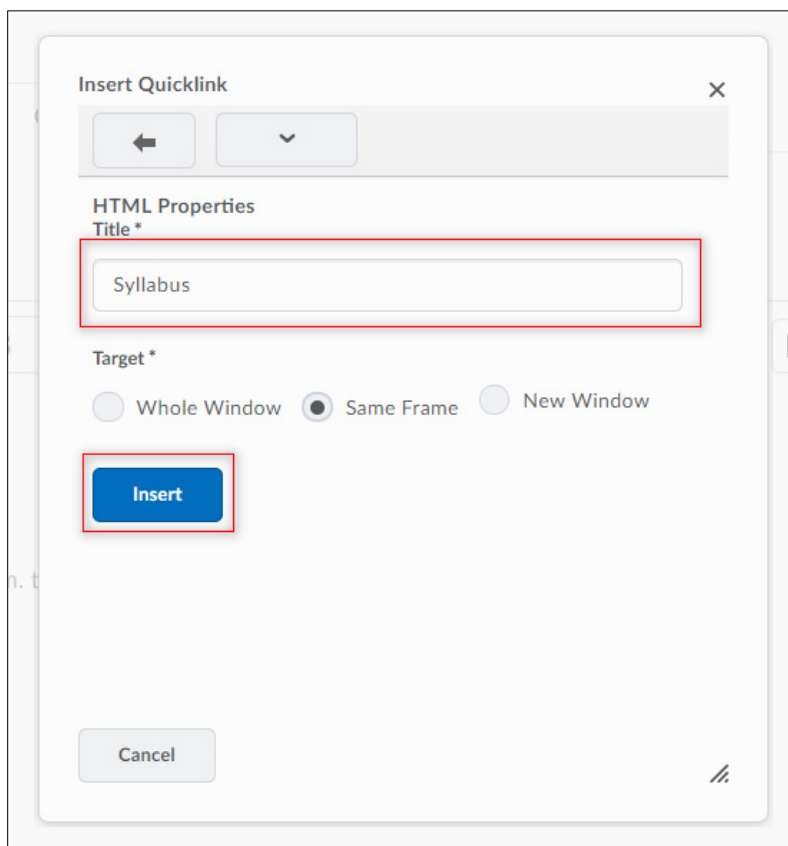
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Step 5: On the next screen, select the module that houses your syllabus file.
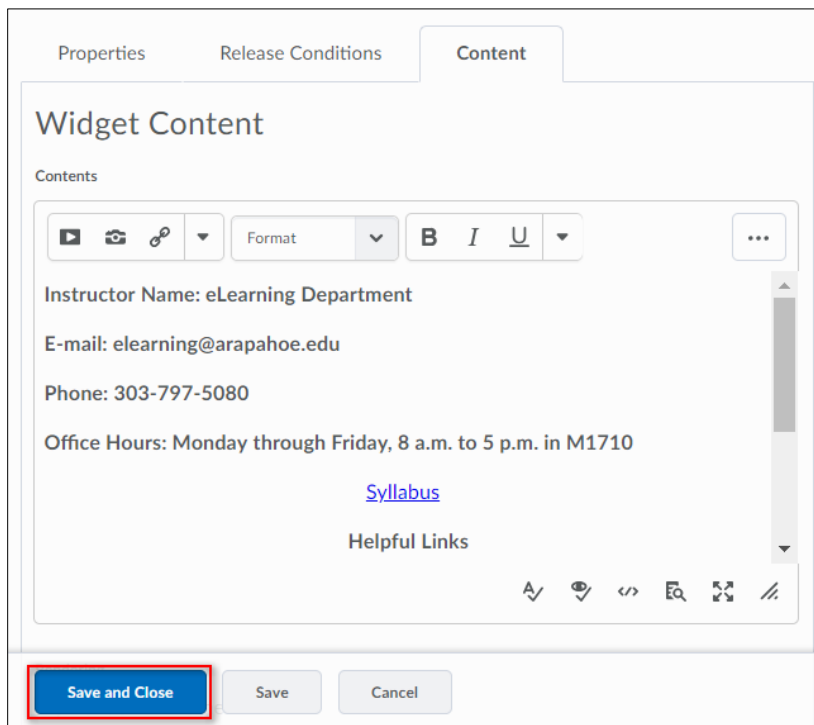

Step 6: If you want to edit the title of the file select the pencil icon, otherwise just select the file name.

Step 7: Supply the title for the **Quicklink**. Select **Same Frame** and select **Insert** to place the link.

Step 8: Once the new link appears in the editor, you can select **Save and Close** to save your changes and return to the Widgets page.

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Step 9: Select the **Course Home** link on the navigation bar to return to the homepage where you can see the changes you've made on the **Welcome** widget. You can follow the same steps to link to your course schedule if it is a separate file.