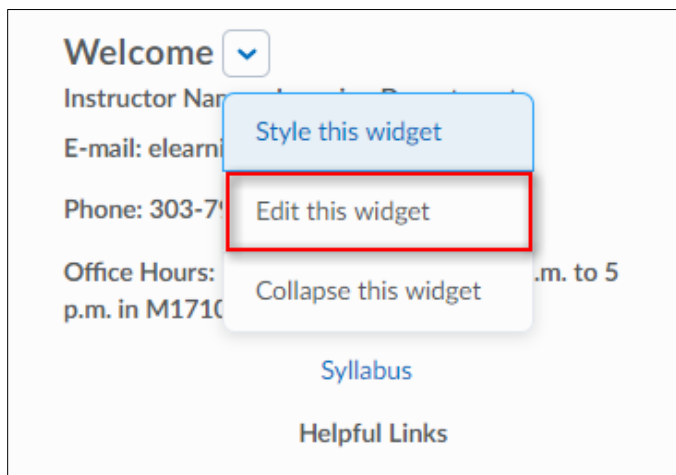


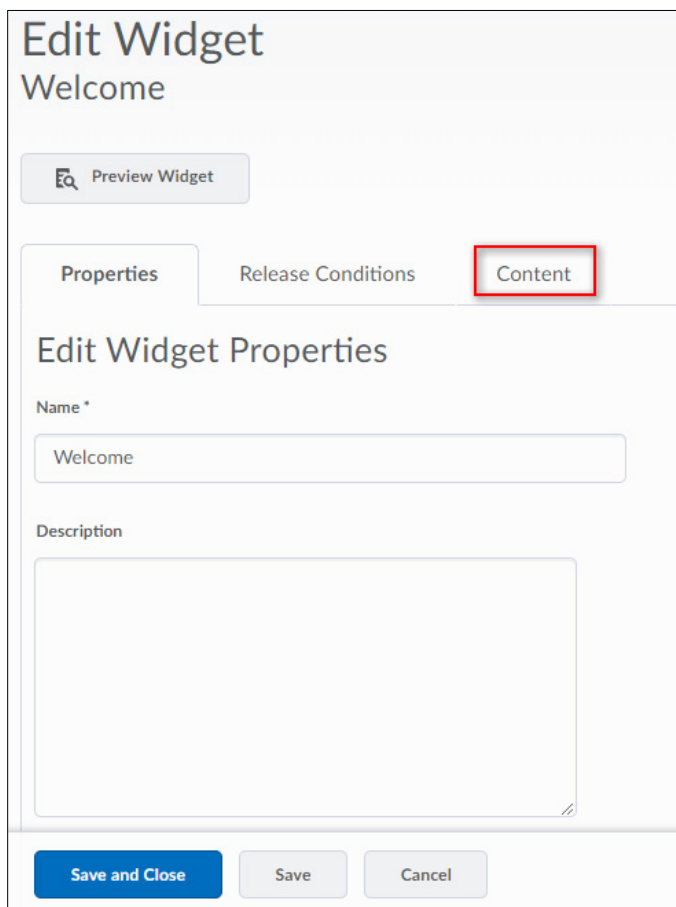
## Creating Syllabus and Schedule Links on the Welcome Widget

**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.

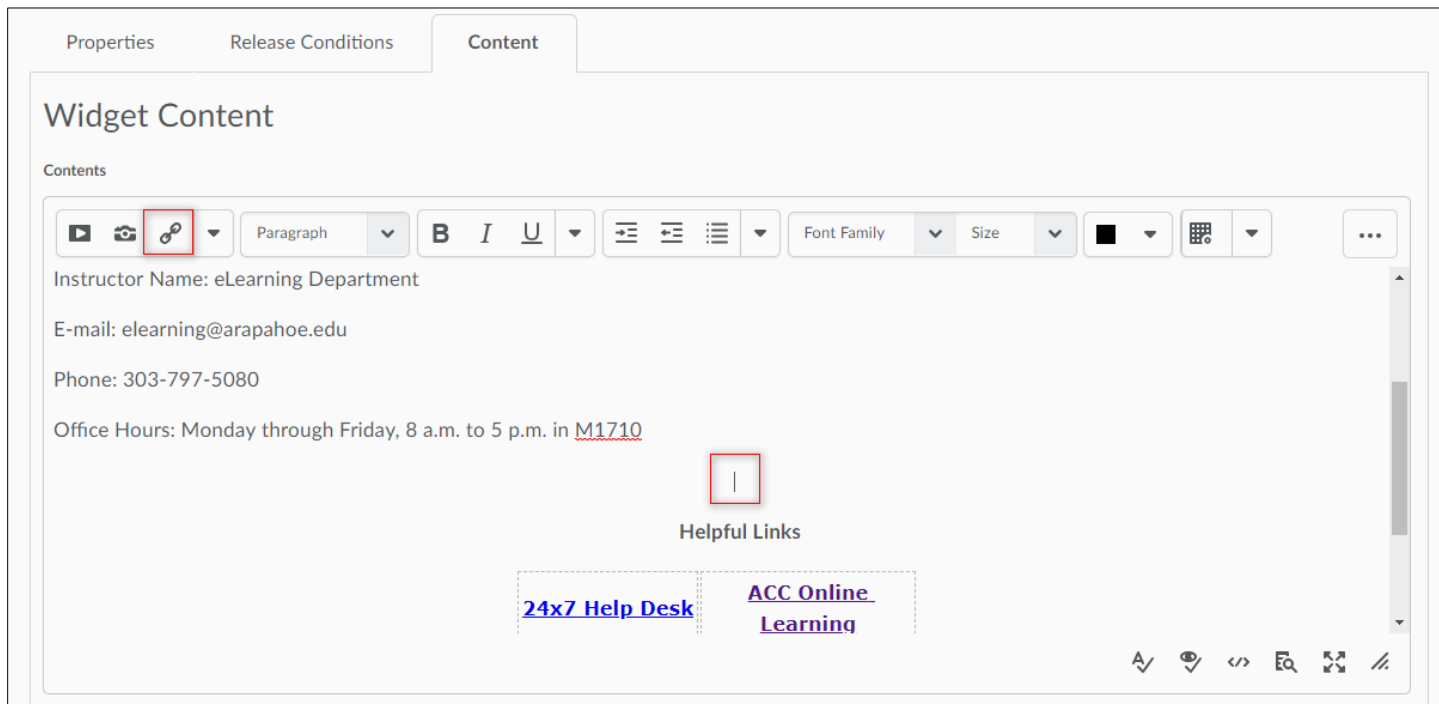
**Step 1:** Use the pull down menu for the Welcome widget on the Course Homepage. Select the **Edit this widget** option.



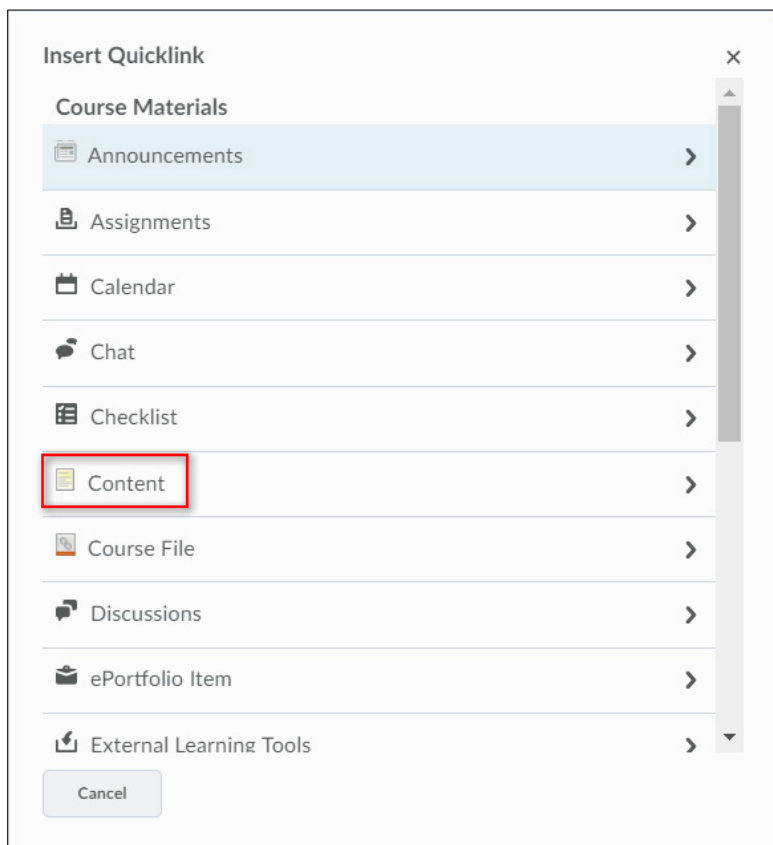
**Step 2:** The screen changes to an **Edit Widget** page. Select the **Content** tab.



**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.

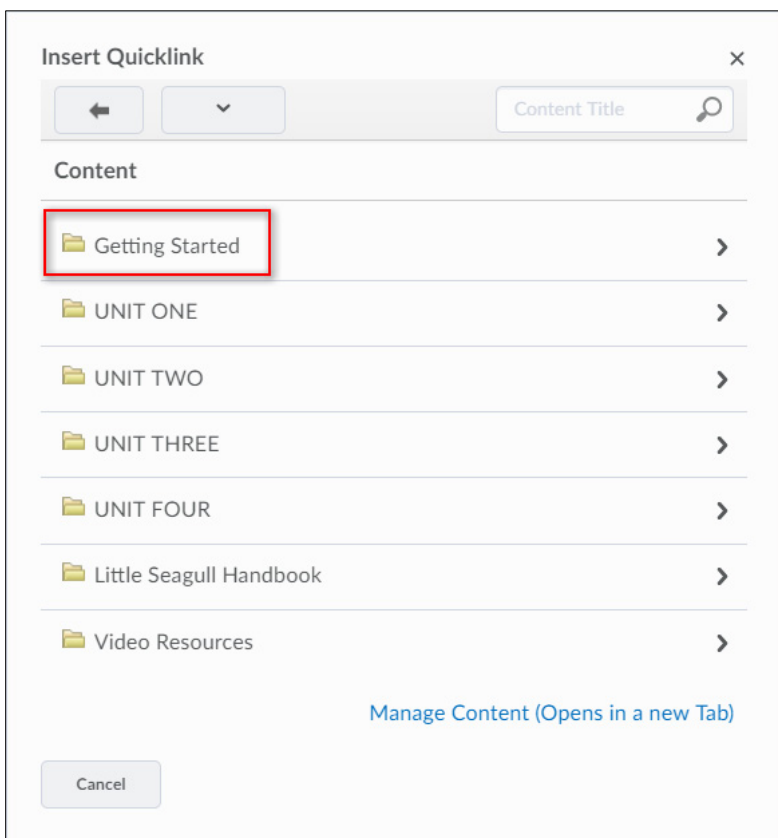


**Step 4:** A new **Insert Quicklink** window will pop up. You can now select the resource that you want to insert. Select the **Content** link.

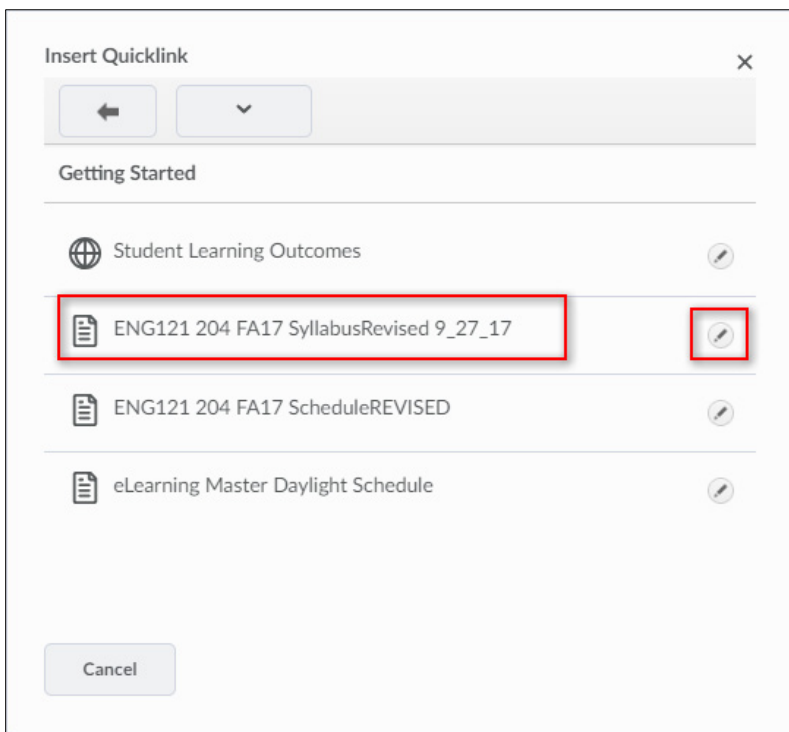


**Note:** You will need to have uploaded the syllabus to Content in order to create this link.

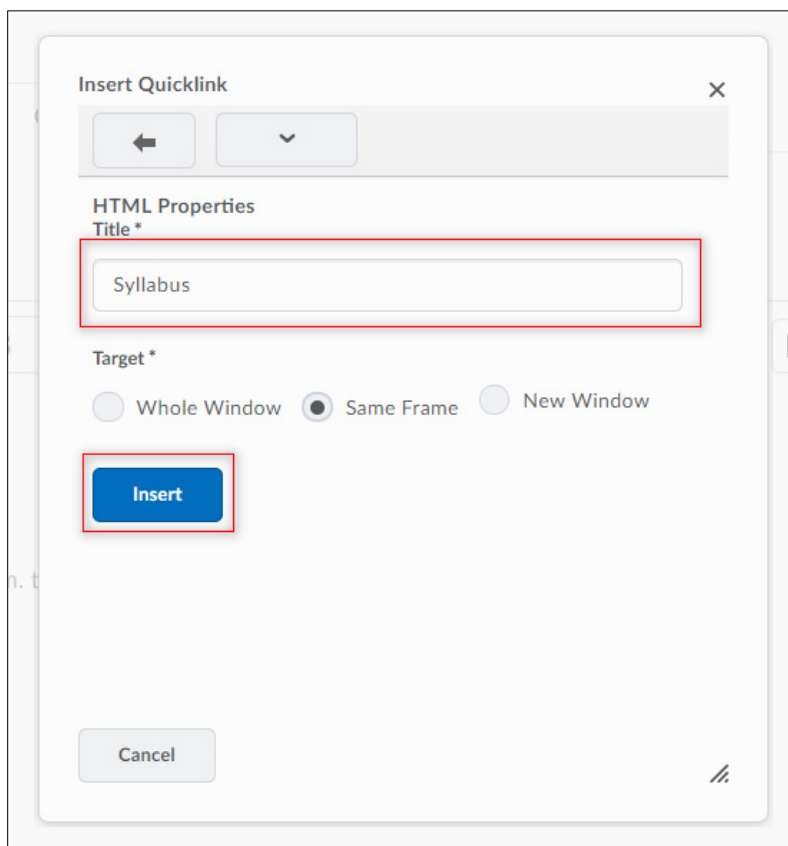
**Step 5:** On the next screen, select the module that houses your syllabus file.



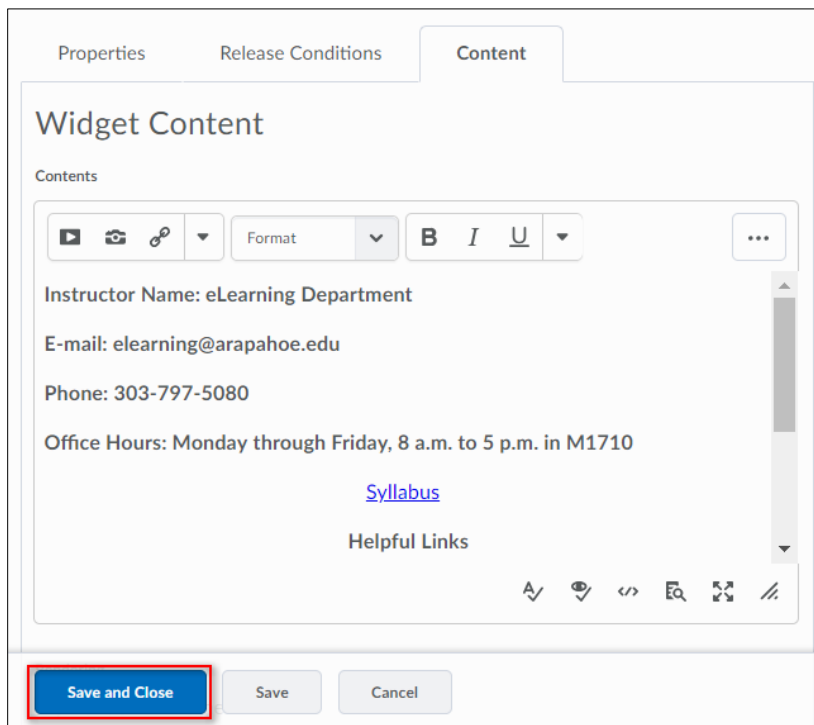
**Step 6:** If you want to edit the title of the file select the pencil icon, otherwise just select the file name.



**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.



**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.

The screenshot shows the 'Course Home' navigation bar at the top, with 'Course Home' highlighted in a red box. Below the navigation bar, the 'Widgets' tab is selected. A 'Create Widget' button is visible. The interface is divided into 'Custom Widgets' and 'System Widgets' sections. The 'Custom Widgets' section displays a 'Custom Widget List' table with three rows: 'ACC Library Research Tool', 'Arapahoe Pinnacle', and 'Welcome'. Each row has a set of action icons (copy, paste, search, edit, delete).

Name ▲	Actions
ACC Library Research Tool	
Arapahoe Pinnacle	
Welcome	