

# Welcome Window

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**NOTE:** The **Welcome Window** is located in the following Homepage Layouts: [Course Home 01b](https://vtac.lonestar.edu/help/course-homepage-layouts#course-home-01b) (<https://vtac.lonestar.edu/help/course-homepage-layouts#course-home-01b>), [Course Home 02b](http://vtac.lonestar.edu/help/course-homepage-layouts#course-home-02a) (<http://vtac.lonestar.edu/help/course-homepage-layouts#course-home-02a>), [Course Home 03b](http://vtac.lonestar.edu/help/course-homepage-layouts#course-home-03b) (<http://vtac.lonestar.edu/help/course-homepage-layouts#course-home-03b>), [Course Home 04b](https://vtac.lonestar.edu/help/course-homepage-layouts#course-home-04b) (<https://vtac.lonestar.edu/help/course-homepage-layouts#course-home-04b>), [Course Home 05b](https://vtac.lonestar.edu/help/course-homepage-layouts#course-home-05b) (<https://vtac.lonestar.edu/help/course-homepage-layouts#course-home-05b>).

The **Welcome Window** is designed to present a pop-up message to users when they log into a course for the first time. This versatile tool allows course creators and administrators to customize the content with text, images, and even short videos. This message can be modified during the course to bring students' attention to various matters, or it can remain the same for the duration of the course. This message can also have multiple pages, the way a PowerPoint presentation does. By utilizing the Welcome Window, you can warmly welcome users, provide guidance on course structure and navigation, and ensure a successful learning experience.

Prior to creating your own custom Welcome message, D2L will have a placeholder titled **About this widget**; this serves as instructions for how to use the Welcome Window (see image below). When you create your own custom Welcome message, **About this widget** will disappear, replaced by your information.

Clicking **[Open Window]** in the Welcome Window will show the **Welcome Widget Setup** window, which will provide answers to the following questions:

1. *What content should I include?*
2. *"How do I add content to this window?"*
3. *"When does this window appear?"*

Welcome  
Widget Setup

### About this widget

This widget lets you add a window that is overlaid on your homepage. The window will pop up each time the user logs in and accesses the homepage, unless it has been dismissed.

It is generally used for introducing users to the organization or course, but that's up to you to decide!

**NOTE:** This instructional window will only appear for administrators and instructors. Others won't see this window until the widget is set up with course content to show.

### What content should I include?

While this widget can be used to welcome users to an organization or course, some other potential uses of this widget are:

- Providing an overview of the course
- Introducing the course instructors
- Sharing alerts or announcements
- Delivering orientation materials

Dismiss Step 1 of 1

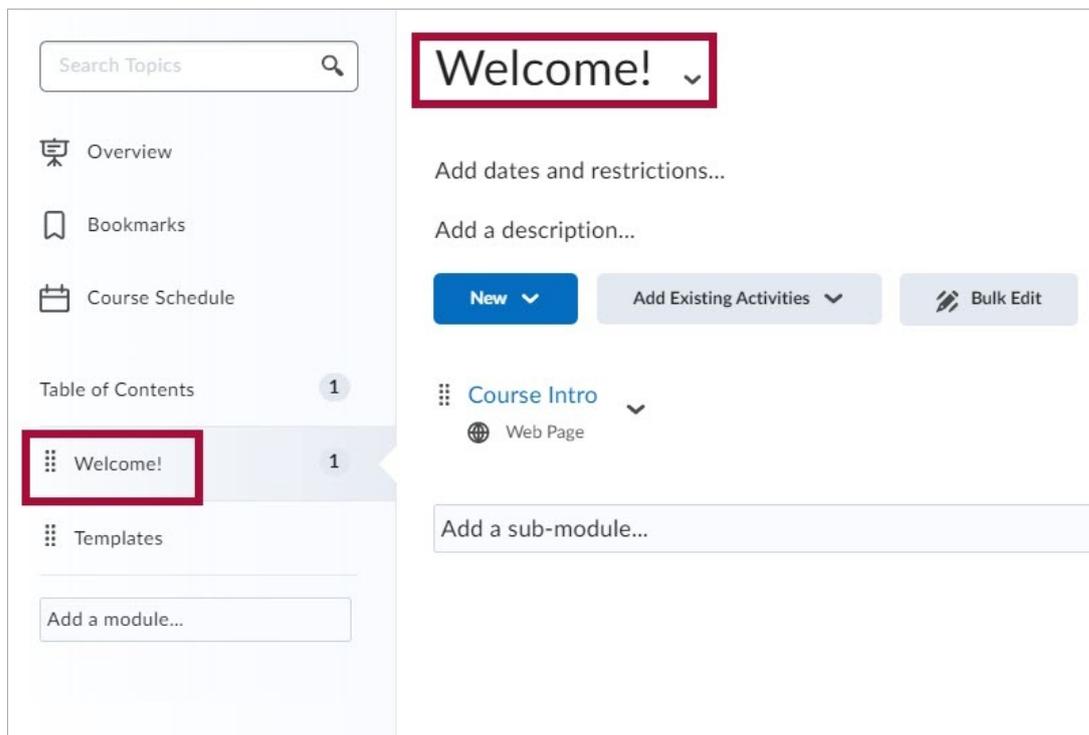
We recommend reading through that information first, to gain a thorough understanding of how the Welcome Window functions. Once you have read that information, follow the steps below to setup the Welcome Widget.

## Using the Welcome Window

**NOTE:** To enable the Welcome Window in your course, the course must have a module that contains the word “**welcome**” in it.

1. In the **Content** area of your course, [create a module \(https://vtac.lonestar.edu/help/create-modules-and-submodules-in-content-1\)](https://vtac.lonestar.edu/help/create-modules-and-submodules-in-content-1) with “*welcome*” in its name. **Avoid having two modules feature the word "Welcome" in the name.** If you already have a module with “Welcome” in the name, we suggest re-naming it.

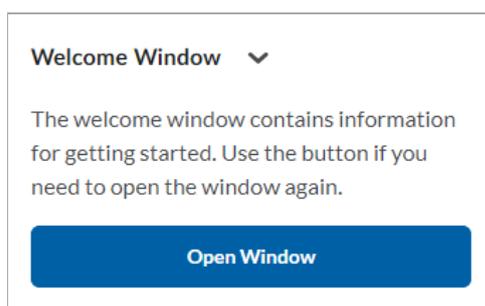
**NOTES:** As long as the module title includes the word **Welcome**, it will trigger the **Welcome Window** to pull content from this module. Also, **the content must be a Module, and NOT a sub-module.**



- In that newly-made module, you will [create a new HTML document](https://vtac.lonestar.edu/help/create-a-file) (<https://vtac.lonestar.edu/help/create-a-file>). This file will become the first page of your Welcome Window pop-up message.
- Much like PowerPoint, you may want to visually enhance your pages with graphic elements like images and more elaborate fonts. This can readily be accomplished by [using HTML Templates](https://vtac.lonestar.edu/help/getting-started-with-html-templates) (<https://vtac.lonestar.edu/help/getting-started-with-html-templates>), which you will find when you create a new HTML file.

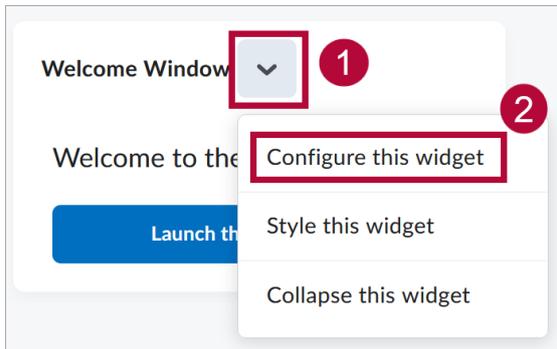
**NOTE:** If you choose to have multiple pages in your Welcome message, make sure that the individual HTML files in the Welcome module are in presentation order, with the first slide positioned at the top of the module, the second after it, and so forth.

- After students read the message on the pop-up window, they will be able to close the window out by clicking the small **[X]** in the top right corner. However, unless they progress through all the Welcome Window pages and click the **[Dismiss]** button, the pop-up window will continue to appear each time they enter the course.
- After clicking the **[Dismiss]** button, the **[Open Window]** button will remain available on the homepage if the student wants to re-open the Welcome pop-up.



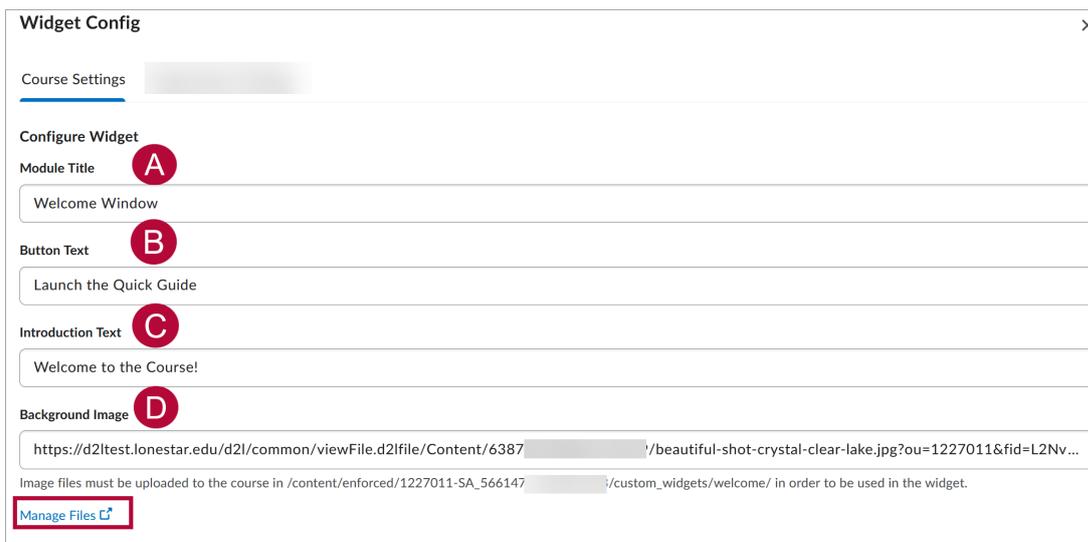
# Configuring the Welcome Window

1. Select **[Dropdown menu]** → **[Configure this widget]**.

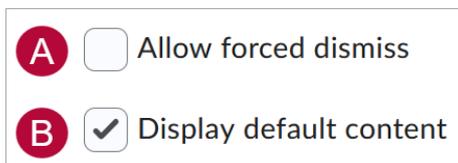


2. This will bring up the **Widget Config** window with the following fields:
  - A. **Module Title**
  - B. **Button Text**
  - C. **Introduction Text**
  - D. **Background Image**

**NOTE:** The **[Manage Files]** link below the field provides quick access to locate images for the Background Image field.



3. Below the **Configure Widget** fields, you will find the following options:
  - A. **[Allow forced dismiss]** - When enabled, this lets students dismiss the widget dialogue.
  - B. **[Display default content]** - When enabled, will show the default setup content for the Welcome Window.



4. When you have finished configuring the Welcome Window, select **[Save]**.