

This tutorial will help you create your own Professor contact widget in D2L. Once you are done, your widget will look like the one in the figure below.

The screenshot displays a D2L course shell for 'CoronelC Dev'. The top navigation bar includes links for Course Home, Content, Assessments, Communication, Zoom, Videos, Examyty, Help, and Edit Course. The main content area features a 'Welcome' message with the Jennings A. Jones College of Business logo and the course title 'JCB 9999 - Course Title'. A video player shows a 'MS Excel COVID-19 Update' video. Below the video is a 'Teacher Contact Information' section, which is highlighted with a red box. This section includes a profile picture of Carlos Coronel and his contact details: Office: BAS S137D, Phone: 615-898-2359, and E-mail: ccoronel@mtsu.edu. A 'Schedule a Zoom Meeting' link is also present. To the right of the main content, there are widgets for 'Updates' (no updates), 'Class Ends' (4053:10:43:35), and 'Calendar' (Thursday, July 23, 2020). At the bottom, there are icons for 'Syllabus', 'Schedule', and 'Homework'.

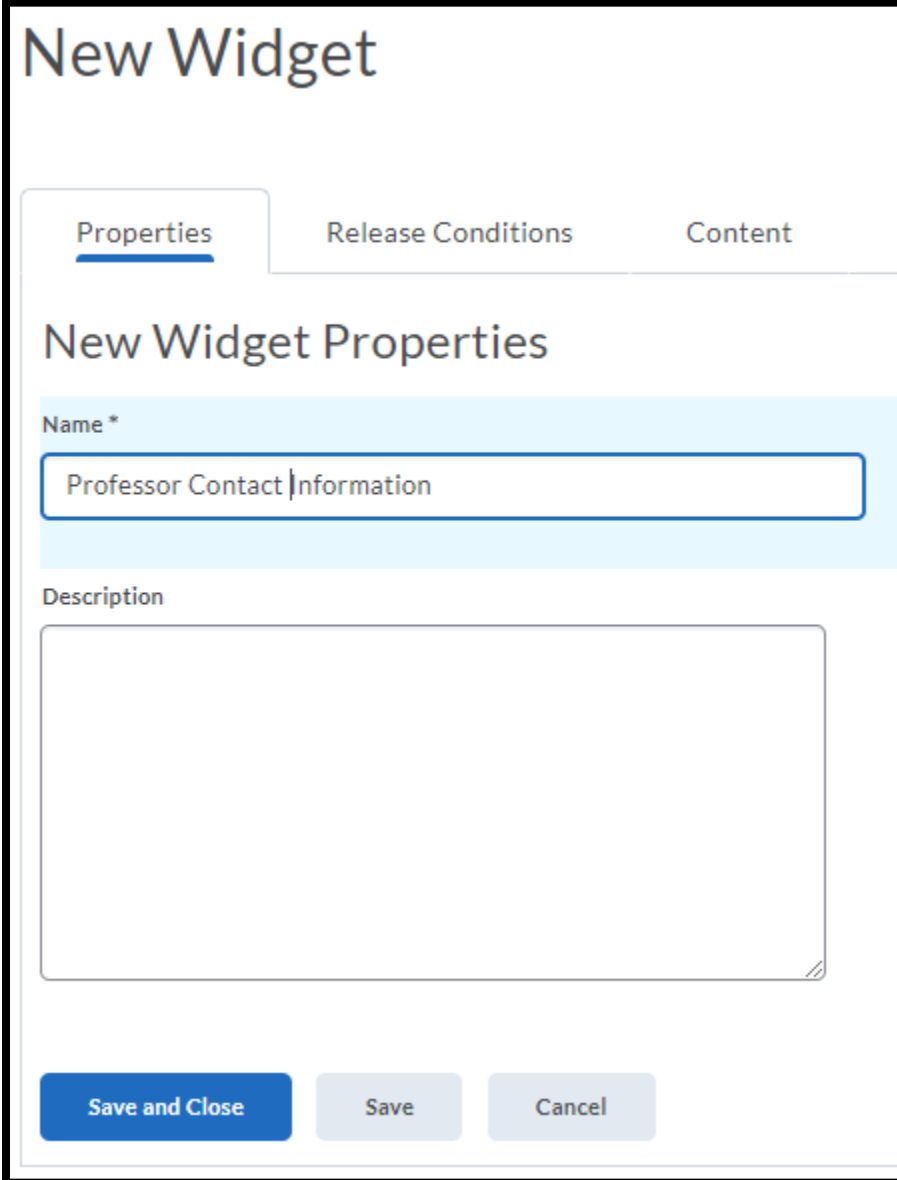
Step 1: Upload your picture to your D2L class shell. Use **Manage Files**, click on **Upload**, then drag and drop the picture. Remember the filename.

Step 2: Go to Widgets. In your D2L course main page, Click on **Edit Course, Widgets**

Create Widget

Step 3: Create a new Widget. Click on

Step 4: Name the new widget. Enter a Name for the Widget, for example, *Professor Contact Information*



The screenshot shows a 'New Widget' dialog box with three tabs: 'Properties', 'Release Conditions', and 'Content'. The 'Properties' tab is active. Below the tabs, the title 'New Widget Properties' is displayed. There are two main input areas: 'Name *' with a text box containing 'Professor Contact Information', and 'Description' with a large empty text area. At the bottom, there are three buttons: 'Save and Close' (highlighted in blue), 'Save', and 'Cancel'.

Step 5: Add content.

Click on the **Content** tab

Step 6: Use the Widget Content Editor to type and format the widget content.

Enter your information. You can use the formatting toolbar to add your picture, change font size & colors, bold text, enter URL, etc. Notice that in the example below, we have added a photo, entered the office and phone numbers, email, and also added a link for students to schedule an appointment with the teacher (this is another tutorial). Finally, notice that we have centered the text and picture so that the widget content will display centered in the D2L right widget area.

When done, click on **Save and Close**.

Edit Widget
Professor Contact Information

Preview Widget

Properties Release Conditions **Content**

Widget Content

Contents

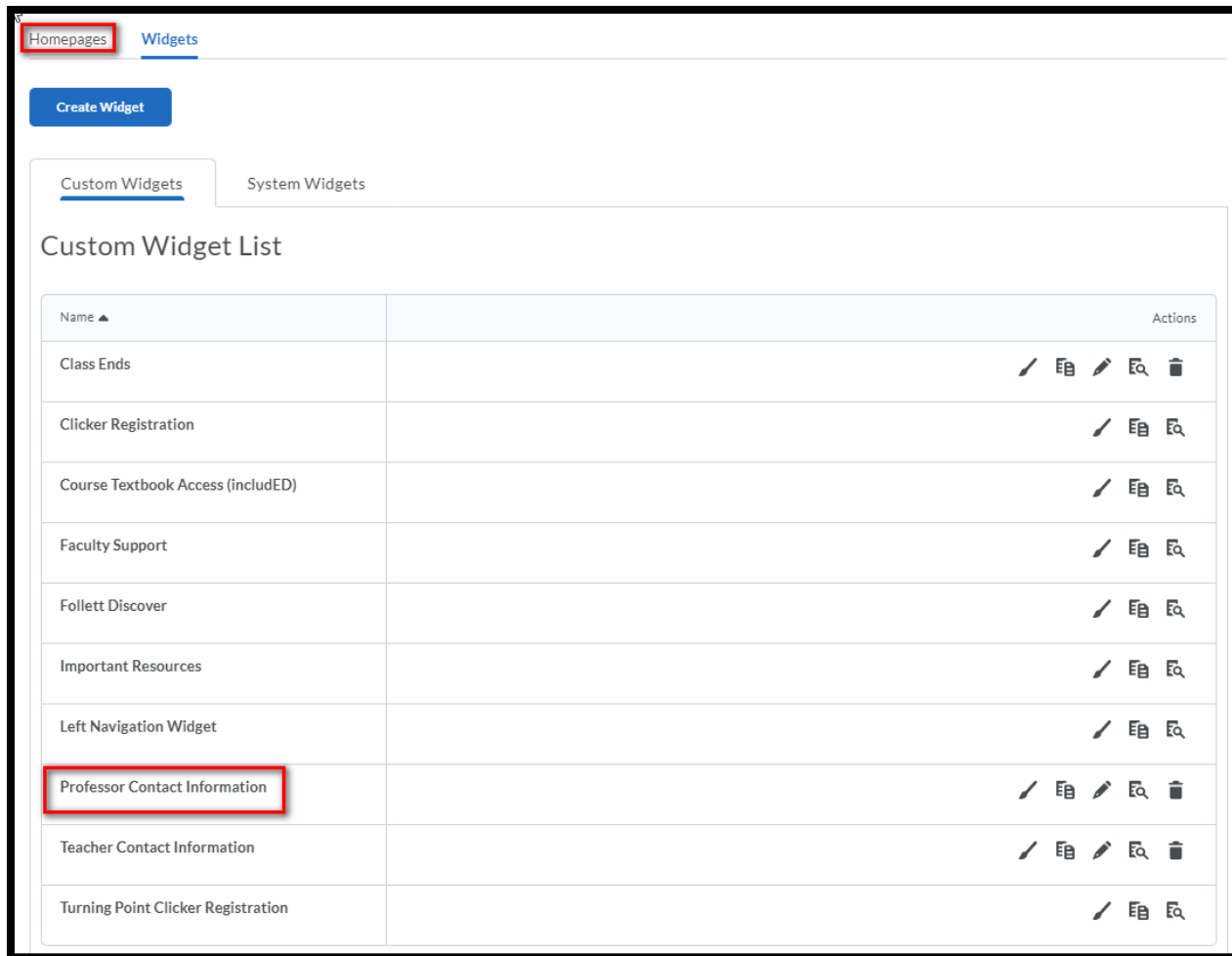
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[Schedule a Zoom Meeting](#)

Rendering
 Render in IFrame

Style
Customize Widget Style

The widget will appear in the **Custom Widget List**.

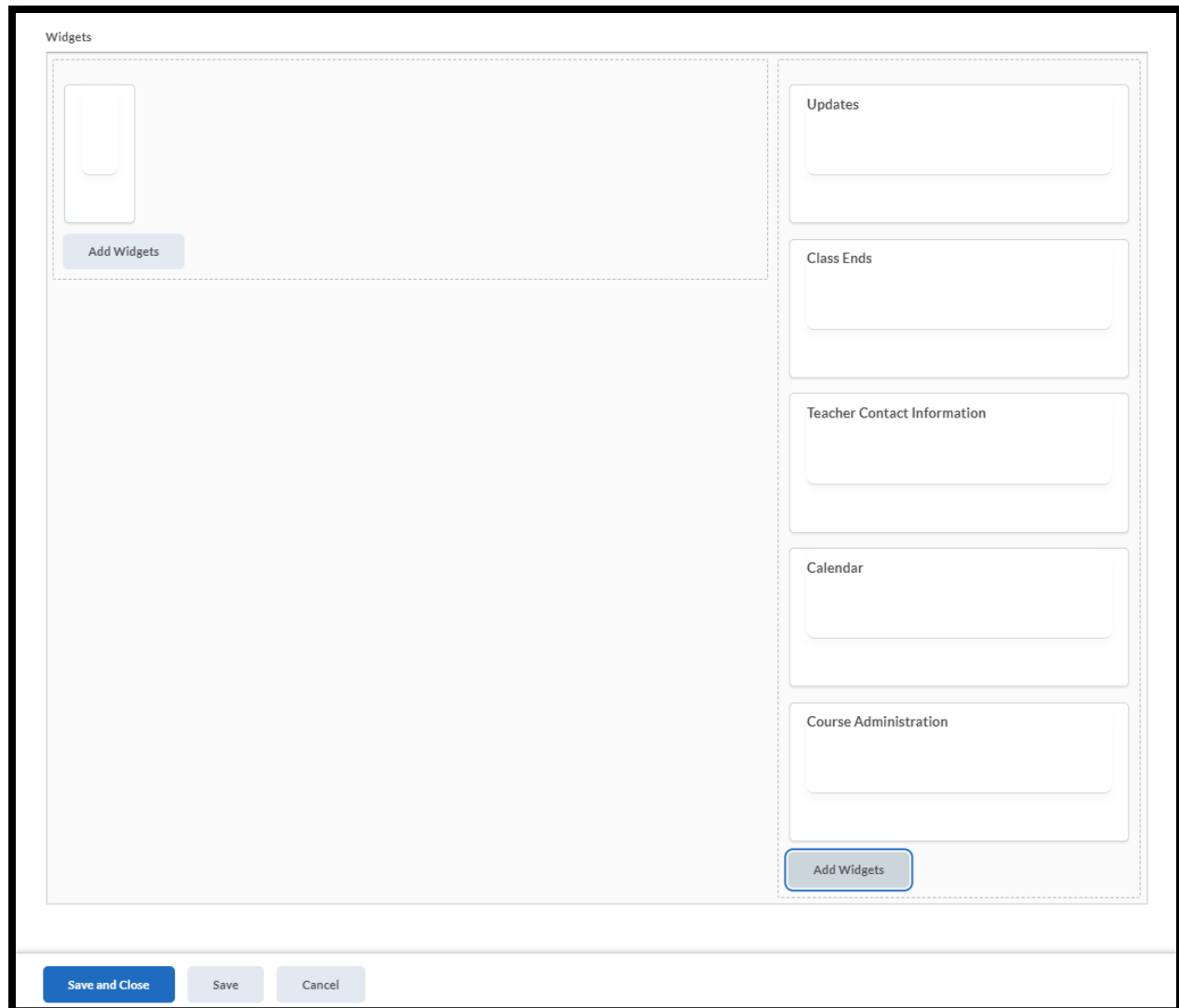


Step 7: Add your custom widget to your homepage.

Click on **Homepages**.

Find your **Active** homepage and click on it to edit it. If using the default MTSU homepage, you may need to create a copy of the homepage, and edit the homepage copy.

In the **Edit Homepage** screen, scroll down to where you see the **Widgets** layout,



At the bottom of that screen click on **[Add widgets]** button

An **Add Widgets** window will pop-up, click on **Custom Widget**

Scroll to find the widget you just created and **click on the checkbox**, then click on **Add**

Then, drag and drop the widget in the order you want it to appear on your course homepage.

Click on **Save and Close**

Click on Course Home, and your new widget will appear on the page.