

Organizing the Homepage

Moving the icons on the homepage

In order to change the icon order:

- Go to the homepage of your course and select the Designer Options tab.
- Click the radio button next to the icon you wish to move.
- On the right side of the screen, click on the "move forward" or "move backward" link. Repeat this process to move the icon more.

Creating a hierarchy for the icons

As an example, you may wish to have one icon that says 'communication tools' that would hold all of your communication tool icons (instead of having them all on your homepage).

The following instructions demonstrate how to create a communication tool folder for: e-mail, discussion board and chat room. You can also apply these instructions for adding any organizer page:

- Go to the homepage of your course and select the Designer Options tab.
- Scroll "Add page or tool" from the Designer Links.
- Under "Pages" click on "Organizer Page."
- Fill in the title for your new organizer page, decide where you would like to place the links, and click "Add"
- Go back to your homepage and make sure the Designer Options tab is selected.
- Scroll down and select the radio button for one of your communication tool icons.
- Under "Modify selected links" on the right panel, click on "Move to organizer page."
- Select your new communication tools subdirectory that you created.
- Move all of your communication tool icons over to the new subdirectory.