

Option 1:

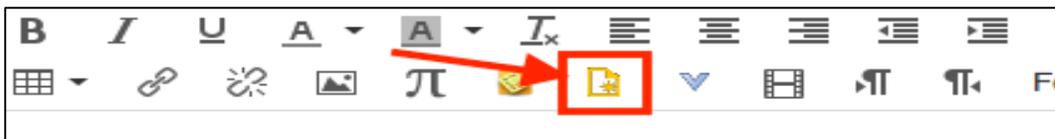
Build Your Instructor/Course Introduction Directly in Webcourses@UCF using the Template Tool/Templater

Note: You may want to print these directions for your convenience

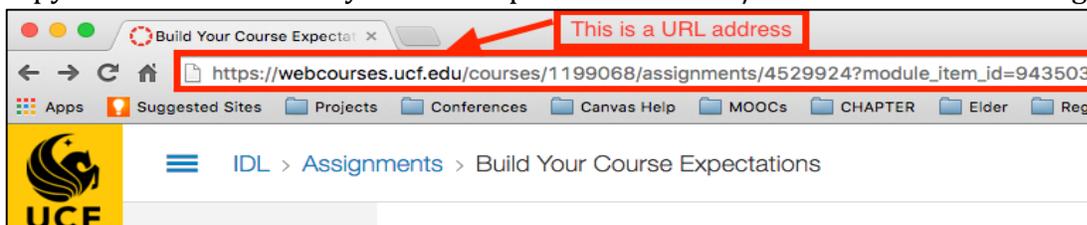


1. Scroll over the  (Courses Icon) pop-out menu located within the Global Navigation links at the top of this page.
2. Locate and right click on your IDL Development Course and select **Open Link in New Window**. This will allow you to access both your development course and IDL6543.
 - a. **Note:** You may need to rearrange your browser windows on your computer screen so that you can access the open windows.
 - b. **Note:** You will only be able to paste text for this assignment. Images may be added at a later time.
3. In your Development Course, select **Pages** from your Course Navigation Links.
4. Select **View All Pages** at the top left side of the window.
5. Select **+Page** in the blue box.

6. In the formatting toolbar within the **Rich Content Editor**, select **Templater icon** 



7. From the popup window choices, click **Course Orientation**. The page will automatically populate with the Introduction content.
8. Fill in all areas with your information (you may cut and paste from a Word Document). Remember to include the page title in the small rectangular box at the left top of the page.
9. Refer to the **Formatting Checklist** area of the [Document Formatting Guidelines](#) page in order to learn about the appropriate formatting styles (e.g., heading styles, tables, alternative text [alt text] for images, hyperlinks).
10. Save your work often by clicking the **Save** button at the bottom of the page.
11. To add or change after saving, click the **Edit** button to continue editing.
12. If you do not have anything to add under a heading, you may delete that section.
13. Copy the **URL address** of your Development Instructor/Course Introduction Page.



14. Proceed to IDL6543 Course> Modules> Week 2> Select the **Build Your Instructor/Course Introduction Assignment**. Scroll down to Step 2: Submit Assignment and follow the directions to submit your assignment.