# Option 3:
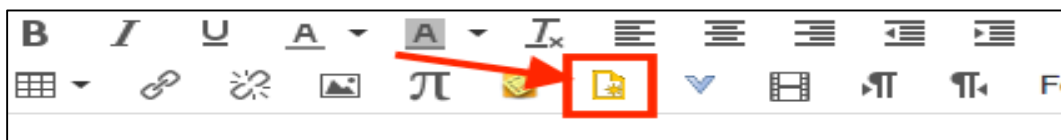# Build Your Instructor/Course Introduction Directly in Webcourses@UCF using the Tools
Note: You may want to print these directions for your convenience
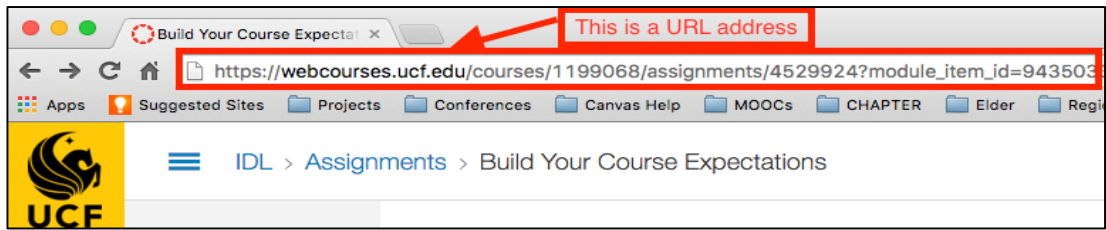
Before you begin:
   A. *The video option requires a webcam and the audio options requires a microphone. Both options require Adobe Flash.*
   B. *It is recommend to create a script within a Microsoft Word document first. A length of 1-2 pages, double spaced, should be save on your computer for reference during your filming.*

1. Scroll over the ![Courses icon] (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** ![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 add a page title in the text box in upper left.
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 Course/Instructor Introduction Assignment**. Scroll down to Step 2: Submit Assignment and follow the directions to submit your assignment.