

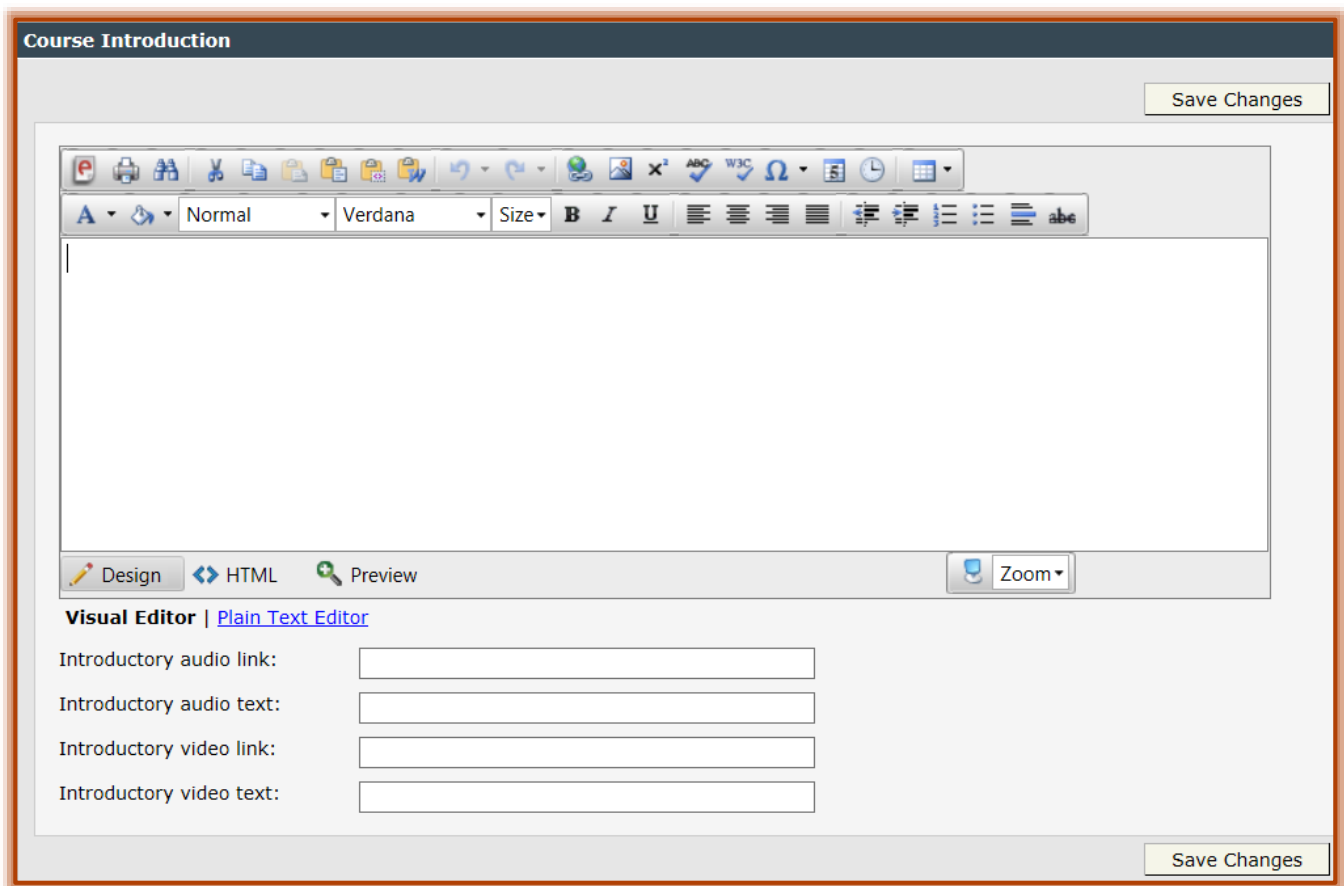
Course Introduction

Course Introduction/Welcome

This is a friendly way for instructors to introduce themselves to the students in the course. It is also a good way to welcome the students. Audio and video can be used to make the introduction more personable. For some students, this might be the first time for taking a course online, a blended course, or a Web enhanced course. The introduction can be used as a way for students to learn something about the instructor and/or about the course content. It may help them to become excited about taking a course.

Add or Edit Course Introduction

- ✦ Click the **Author** tab.
- ✦ The **Course Home** page should display.
- ✦ In the **Course Introduction** text box (see illustration below), input the introduction for the course.



The screenshot shows a web-based editor titled "Course Introduction". At the top right is a "Save Changes" button. Below the title is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. The toolbar includes a font face dropdown set to "Verdana" and a font size dropdown. Below the toolbar is a large, empty text area for entering the course introduction. At the bottom of the editor, there are three tabs: "Design" (selected), "HTML", and "Preview". To the right of these tabs is a "Zoom" dropdown menu. Below the editor, there are four input fields for linking audio and video content:

Introductory audio link:	<input type="text"/>
Introductory audio text:	<input type="text"/>
Introductory video link:	<input type="text"/>
Introductory video text:	<input type="text"/>

At the bottom right of the form is another "Save Changes" button.

- ✦ The introduction can be formatted using the **Visual Editor Toolbar**. For information about the buttons on this toolbar, see the **Visual Editor Toolbar** document on the **eCollege** page of the [Siena Training Web Site](#).
- ✦ Add an audio or video file by entering the Address (URL) in the appropriate field (see illustration above).
- ✦ In the **Introductory Audio/Video Text** field, specify the actual text students will click to launch the audio or video file.

✦ Click **Save Changes**.

NOTE

- ✦ Links to Web pages, to other documents, to PowerPoint presentations, and other content can be added using the Visual Editor Toolbar.
- ✦ For information on loading other content, check out the links on the **eCollege** page of the [Siena Training Web Site](#).