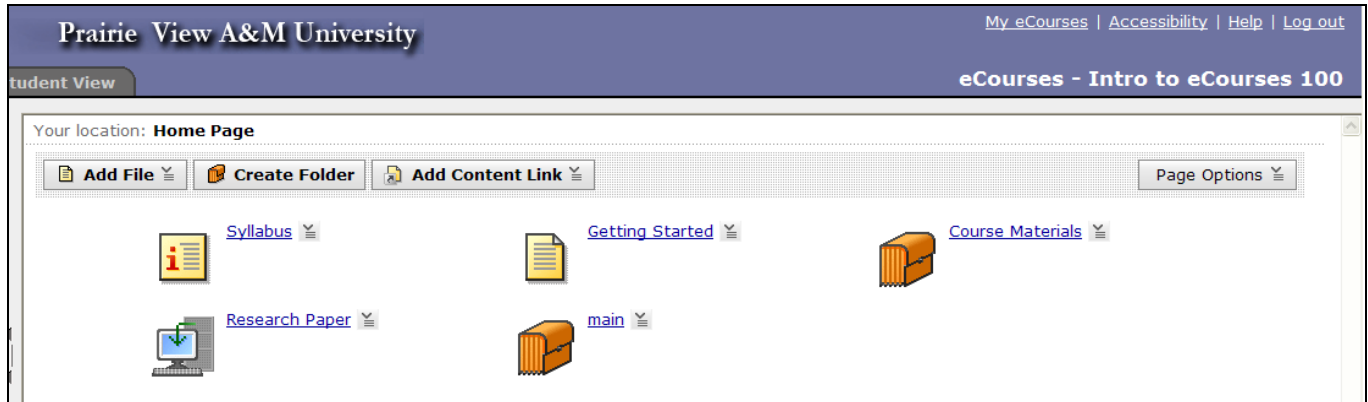


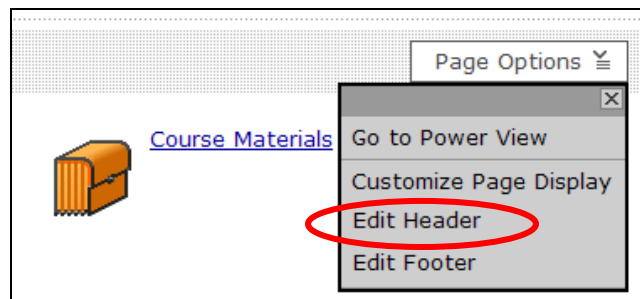
Changing the Welcome Message for a WebCT Course

Whether your course is completely online or web-assisted, it is strongly recommended that a welcome message be added to the home page of your course.

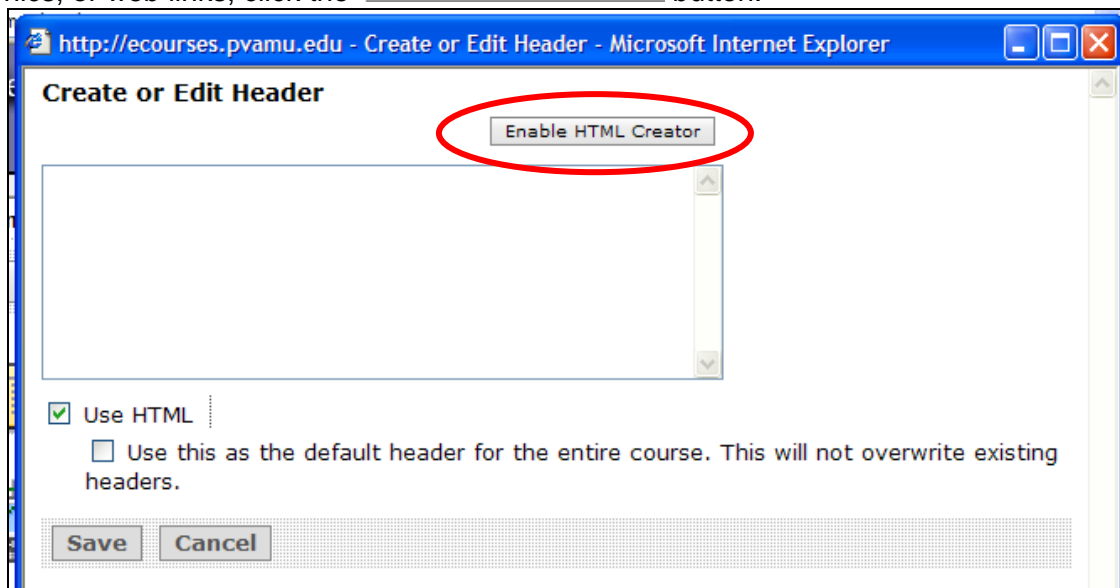
The image below shows a course home page without a heading. If you need to change or create a welcome message on the course home page or a text heading on a course folder, please follow the steps below.



1. From the "Build" tab, click the **Page Options** tab near the top right-hand corner of the screen and select "Edit Header" to open the "Create or Edit Header" window.



2. Type your message in the in the textbox provided. If you want to add special text formatting, tables, graphics, or web links, click the **Enable HTML Creator** button.



Note: Use of the HTML Creator requires the most recent version of Java™ to be installed on the PC. The HTML Creator provides a set of toolbars similar the toolbars found in popular word processing software like MS Word.

