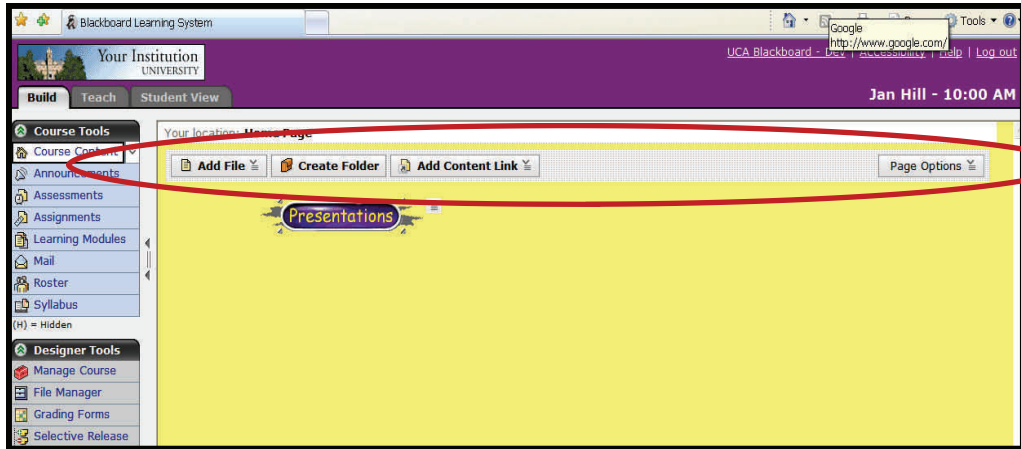


3. The main area of the Blackboard interface is the **Homepage**. Tools and content can be added to the **Homepage** in the **Build** tab. Near the top of the page, four option buttons exist for modifying the page: **Add File**; **Create Folder**; **Add Content Link**, and **Page Options**. A brief description of the functions associated with each option button is given below:



- a. **Add File.** Click this button to upload a file directly to the page (via the **Browse for Files** option that you see when you click the **Add File** button). See the **Uploading Files** help file for more details. The **Add File** button also houses a **Create File** option that allows you to create HTML files directly on the spot.
- b. **Create Folder.** Click this button to add a link to a new page on the **Homepage**. **This is equivalent to adding an organizer page in the old WebCT interface.**
- c. **Add Content Link.** This button allows you to add quizzes, discussions, assignments, and other tool-assisted content directly to the page. However, the associated tool must be installed in the course before content can be added. For example, you cannot add a quiz to a page unless the Assessment tool is already installed in the course. See the **Tools** help file for details on installing tools.
- d. **Page Options.** Click this button to add or edit headers and footers or to customize the look of the page (columns, centering, colors, background image, etc.). Each new folder created (every new page) will have the same **Page Options** button.