

## TO MAKE BUTTONS ON YOUR HOMEPAGE THAT LINK TO YOUR MODULES

1. Open up Power Point and remove rectangular text boxes by clicking on image and deleting.
2. Click on DESIGN tab
3. Click on SLIDE SIZE
4. PAGE SETUP
5. On the dropdown box, choose "slide sized for" and choose CUSTOM at the bottom.
6. Change Width and Height to 8 inches.
7. OK
8. SCALE UP



Now you are in a good format to design your buttons. You need to decide what buttons you wish to link to the modules you have in your course. ie: Homework, Teacher Information, Websites, Announcements, etc.

Design your buttons and save each one separately as a JPEG. You will want your button to match the same name as your Module. You will be able to insert each one on to your homepage and link to your modules.



YOU CAN ALSO DESIGN YOUR PAGES ON GOOGLE SLIDES AND SAVE AS A JPEG ON TO YOUR COMPUTER.



## HOW TO INSERT YOUR BUTTONS TO YOUR HOMEPAGE

1. Click on PAGES. Your Homepage design should appear.
2. Click on the EDIT button at the top.
3. Click on the  and choose the Image picture icon 
4. Choose UPLOAD IMAGE.
5. Find your saved JPEG buttons on your computer and select.
6. OPEN
7. SUBMIT
8. Resize your button by clicking on the image and dragging in the corners.
9. \* If you want your buttons above your course design, click the cursor above your picture before you insert button. If you want it below your design, click the cursor below your design.
10. Repeat steps 1-8 for each button you would like to add, LEAVING A SPACE BETWEEN EACH BUTTON.

## HOW TO LINK YOUR BUTTONS TO YOUR MODULES

1. Click on PAGES
2. Click on the EDIT button
3. Click on the first button you would like to link.
4. Click on the  and then the hyperlink button 
5. Use the dropdown menu and choose COURSE LINKS.
6. Choose MODULES
7. Choose which MODULE you would like to link your button to
8. SAVE