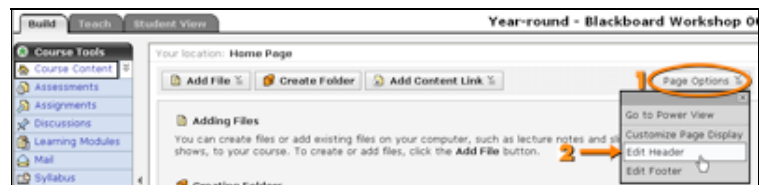


You can use the Page Options ActionLinks menu to change the appearance of the headers and footers on the Home Page screen or any content folder. The Home Page screen is the first screen that students will see when they log into your course. This is a good place to state the name of the course and any other information you want students to know.

Step 1: The Page Options ActionLink

You may access 49er Express from the UNC Charlotte home page one of two ways:

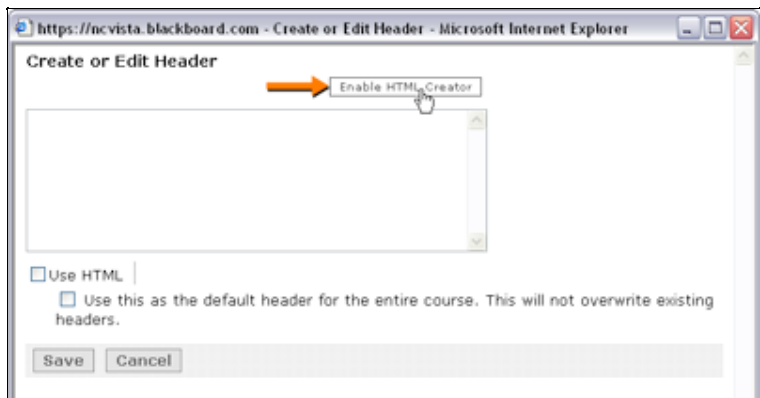
1. Click **Page Options** to display the ActionLinks drop-down menu .
2. Select **Edit Header**. The Create or Edit Header screen is displayed.



Step 2: Turn the HTML Creator On

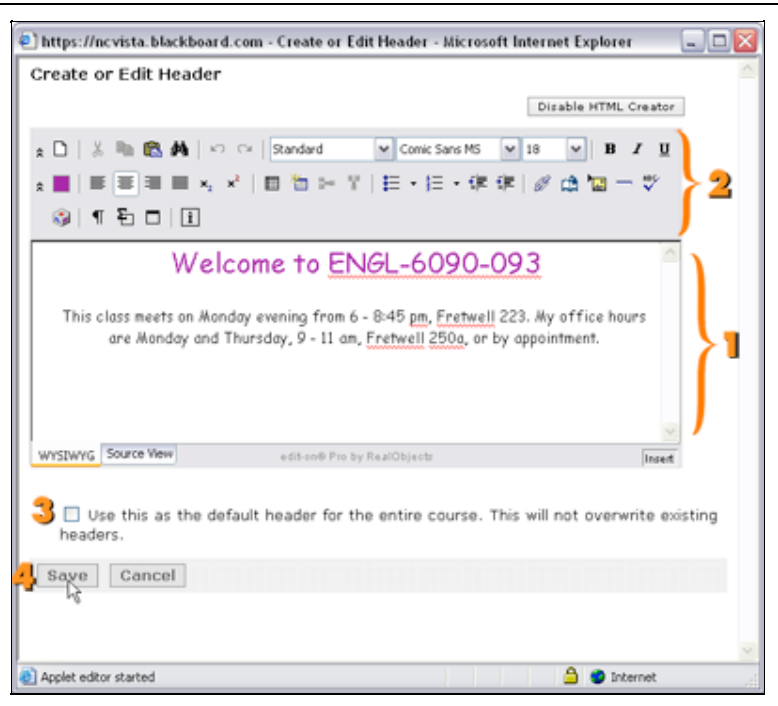
By default, the HTML Creator is off.
NOTE: Macintosh users will see the option but its operation may be inconsistent.

1. In the HTML Creator area, select **Enable HTML Creator**. The HTML Editor is loaded. The Create or Edit Header screen updates with new options.



Step 3: Type and Format Text

1. In the text box, type the information you want students to see.
2. Use the tools to apply different effects to the text.
3. To use this as the default header for the entire course, check **Use this as the default header for the entire course**. This will not overwrite existing headers.
4. Click **Save**. The Home Page is displayed with the new header information.



Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte