



# Digital Skills Help

HELP FOR STAFF / LEARNINGSPLACE / LS  
ADDING CONTENT / NEW STAFF MEMBERS



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For general LS enquiries and support related to digital technology please contact the Digital Innovation team via [digitalinnovation@marjon.ac.uk](mailto:digitalinnovation@marjon.ac.uk).

## LearningSpace: How to add a welcome message and image to your LS course page

BY TRACEY EATON · MARCH 11, 2016


### How to add a welcome message and image to your LS module page

A basic (bare bones) LearningSpace page is created for each module using a 'topic format' layout. Module leads and tutors then need to customise the page and add content. A good starting point is to have a welcome message to give students



information about the course and contact details.

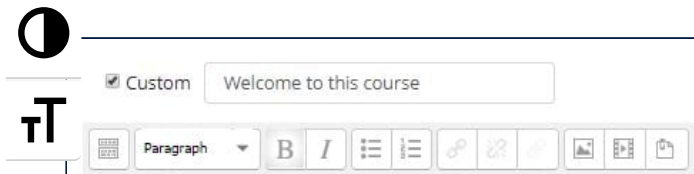
- The first thing that you need to do is

click the  icon (located at the top right hand side of the page) – then select 'Turn editing on'

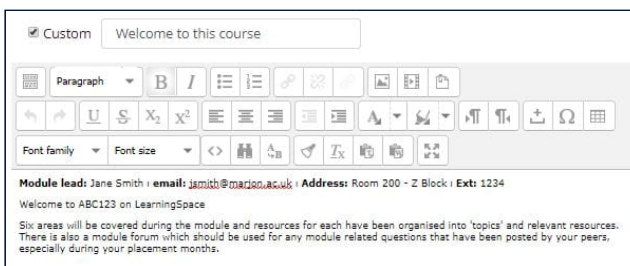
- Click the 'edit' link and then 'Edit section' (top right-hand corner of the

main page) 

- You are now ready to begin adding your welcome message. (keep the custom box checked)



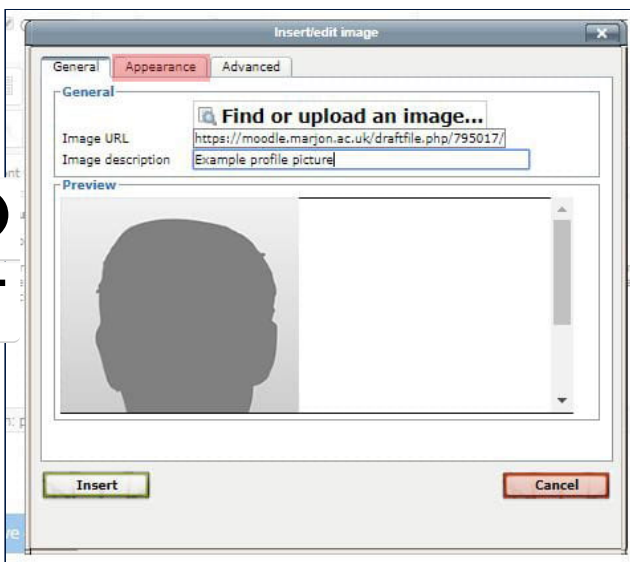
- Add your text – A welcome message, information about the course and what to expect, including contact details, which are quite useful to include here



- To add a picture of yourself or the team: **click directly in front of the text** you have entered, then click the insert/edit image icon, click find or upload an image -> choose file ->

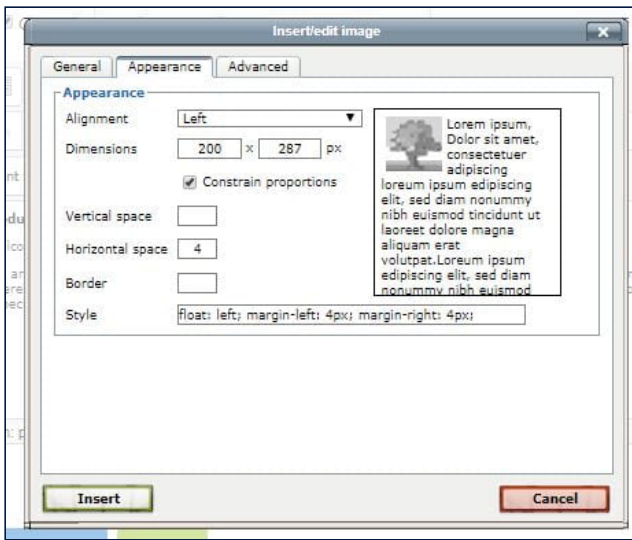
navigate to where your image is stored, click open and then click the upload this file button.

- You will see your uploaded image in the 'Preview' area and can type in an image description
- Next you need to click the Appearance tab to make changes to the image size and alignment before adding it to your page

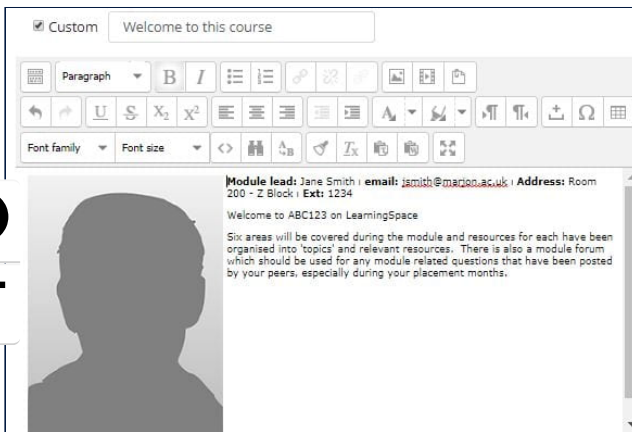


On the Appearance tab:

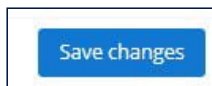
- Change alignment to left (this change will wrap text around the image rather than being underneath it)
- Change the image size – 200 is a reasonable size (make sure the constrain proportions box is checked)
- Add horizontal space (e.g. 4) to add a little space between the text and image



- When you have made these changes, click the insert button.



- Then scroll down and click the




button.

**Watch this short video to see this in action**

00:00

01:15

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