The **Overview** page is a great place to welcome students, since it is the initial page that they see when they access a Brightspace course for the first time. It is the first place that makes an impression and sets the tone for the course. **Important**: On subsequent visits, students will land on the last page they visited in the course. They will not return to the **Overview**, so make sure to repeat essential messages and any attachments in other content sections of the course (e.g. a Course Info section).

**Key tips:**

- Prior to creating anything in Brightspace (e.g., **Overview** page, **Module** content, **Quizzes**, **Assignments**, etc.), make sure that you have all your texts, images, and documents prepared before you jump in. Write your texts in MS Word or any other word processing software. Not only will this ensure that the spelling and grammar is up to par, but it will provide you with enhanced reflection time, and a backup copy just in case.

- Consider the addition of a banner to the **Overview** page in order to give some style to the page. You can then use the same theme and styling throughout your course.

**CREATING AN OVERVIEW PAGE**

1. Within the navigation bar of the course, click on **“Content”**.

2. In the left-hand panel click on **“Overview”**.

3. Click on **“Add a welcome message, overview, or description...”** and use the text editor to add text, images, links, etc. To learn more about the text editor options, consult the following [Guided Tour: Brightspace Text Editor](#).

4. Below the text box, click on **“Add attachment”** to add a copy of the syllabus or other pertinent document. **Note**: this document will display in full, with scrolling ability.

5. Click on **“Update”**.
You can easily edit any text or items added through the text editor. To do so:

1. Within the navigation bar of the course, click on “Content”.

2. To edit anything that was added through the text editor, click on the text area to access it and modify the text and other elements as you see fit. You can delete and modify items just like in a Word document. Once you are done, click “Update”.

3. To remove or modify the attachment (e.g., syllabus) located below the text area, click on the downward pointing arrow next to the Overview title at the top of the page, and select “Change the attachment” to locate and attach a new item, or on “Remove attachment” to delete the item.