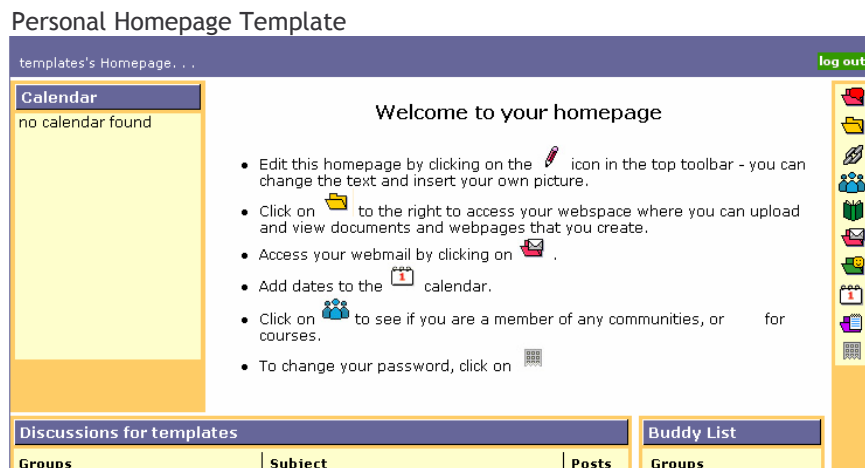


# Specify a Homepage for New Accounts

## The default homepage

If a homepage is not specified during the 'bulk sign up' process, the user accounts will inherit the school homepage. If this has not been modified by the portal administrator then the homepage shown below will be inherited by all new accounts created.



## To specify a different homepage for new accounts

A different homepage for users may be specified when bulk uploading accounts. The homepage may be a digitalbrain template or a user defined template.

## To define a user defined template

The new homepage template you wish to use must consist of a red Learning Module folder named 'homepage' with a Learning Module page inside it named 'home'. See the individual help file 'creating learning module pages' for further help.

1. Access the bulk upload window with the url:  
<http://www.digitalbrain.com/document.server/admin/bulk.htm> or use the individual help file 'creating new accounts'
2. Click **Browse...** next to 'Staff Homepage template' or 'Pupil Homepage template'.

|   |   |
|---|---|
| Bulk create password:                         | <input type="password"/>  |
| Email address to report to:                   | <input type="text"/>  |
| Please enter email address again (to verify): | <input type="text"/>  |
| Staff Homepage template:                      | <input type="text" value="ourschool/homepage"/> <b>Browse...</b>      |
| Pupil Homepage template:                      | <input type="text" value="ourschool/homepage"/> <b>Browse...</b>      |
| Upload Staff CSV file:                        | <input type="text"/> <b>Browse...</b>                                 |
| Upload Pupil CSV file:                        | <input type="text"/> <b>Browse...</b>                                 |
| Dry run:                                      | <input type="checkbox"/> Simulate - don't really create anything yet. |

**ok**

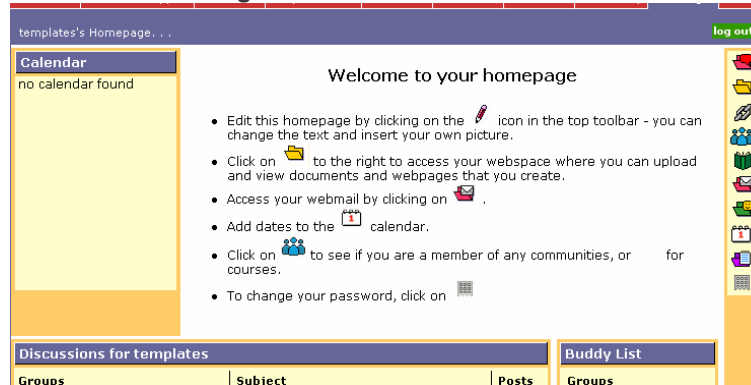
3. The folder view of the portal will be displayed.
4. Browse to the location of the homepage template you wish to use.
5. Select (tick to left) the red folder called homepage and click **select**.
6. Continue the bulk upload process as normal.

# Specify a Homepage for New Accounts

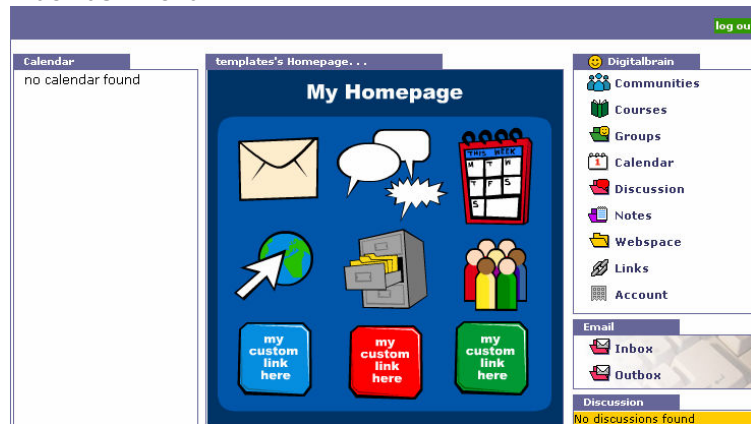
## To use a digitalbrain template

The Digitalbrain templates available are:

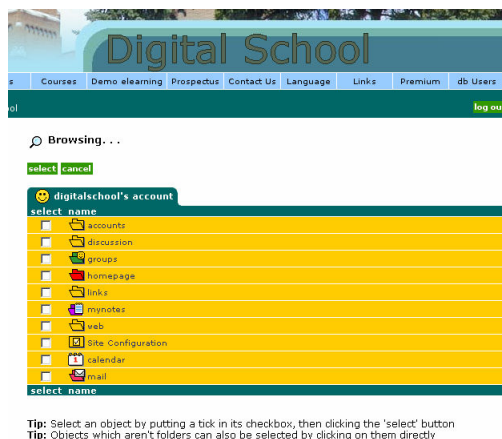
### 'Personal Home Page'



### Blue flash menu:



1. Go to the bulk upload window as explained above.
2. Click onto  next to 'Staff Homepage template' or 'Pupil Homepage template'.
3. The folder view of the portal will be displayed, similar to the window below.



# Specify a Homepage for New Accounts

4. Click onto the **Go To** drop down menu and choose  Visit User



5. Enter the username **templates**, click .

Visit User

Enter a username to visit their digitalbrain:

templates




6. Click into the folder 'blue flash menu' or 'personal home page' depending on which template is required.

 Browsing...



7. Select (tick to left) the red 'Learning Module Folder' called 'homepage' and click .

 Browsing...



**Tip:** Select an object by putting a tick in its checkbox, then clicking the 'select' button

**Tip:** Objects which aren't folders can also be selected by clicking on them directly

8. The path of the template will now display in the in the staff and/or pupil box.  
9. Continue the bulk upload process as normal.

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