## A ‘How To’ Video Transcript

# Faculty Fast FAQ: Adding a Welcome Message to Your Course

Once you’ve logged into Moodle, click on the course in which you wish to add the welcome message. When you’ve reached the main page, turn on the editing and look for the various icons. The specific one for a welcome message will be this little gear here at the top. Click it to edit the summary. Here is where you would put your text in. You can style it, change colors, up here. This is very similar to Word. When you are down, scroll down and save your changes. Now you’ll see that it is populated at the top of your course. (You can find this video at http://www.trinitydc.edu/moodle/2015/08/12/fast-faq-adding-a-welcome-message/)