Getting Started with . . . the Course Environment

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① Help A help icon is located on each page and can be customized so that it links to your institution's resources (contact your system administrator for assistance).

② Edit Mode The Edit Mode button allows you to change the view of content on the screen. To add or edit content, turn Edit Mode to On. To preview content as a student will see it, turn Edit Mode to Off.

③ Breadcrumb Breadcrumbs appear at the top of pages and provide links back through the path you navigated through to get to the current page.

④ Course Menu The course menu includes links to the content in the course. The order of the items in the menu is customizable. It can be arranged by subject or the order in which you would like students to progress through the materials.

⑤ Banner A banner image can be included at the top the homepage of the course and at the top of any module page added to a course.

⑥ Content Frame The Content Frame is the main area of the browser window where content items and tools are displayed.

⑦ Drag and Drop Items in the Main Content Area and Course Menu can be repositioned to reflect the way you want it displayed. The Drag and Drop Arrows enable you to use the mouse to re-position items directly on a page by clicking on the item, dragging it to the desired location, and releasing the mouse button.

⑧ Files Upload and store files that are used in the course content in this central repository. Create folders to organize your files and then link the files to areas of the course. If you have access to the Content Collection, "Content Collection" will display instead of "Files," and you will be able to access all Content Collection items from this location.

⑨ Control Panel The Control Panel is the interface for managing the content, features, and appearance of a course or organization. It is accessible to users based on the privileges assigned to their Course Role. Students do not see the Control Panel.

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Task	What You Need to Know	Steps to Accomplish
Change Edit Mode Views	When the Edit Mode is set to ON, you can add, remove, and edit content and tools in the Course. Switching the Edit Mode to OFF displays the Course as students see it. The Edit Mode toggle appears only to those users who have permission to use it.	Click the Edit Mode button to **ON** or **OFF** to change the view.
View a Contextual Menu	The Contextual Menu is opened by clicking an Action Link (chevron shaped icon). It is a drop-down list providing access to additional actions associated with the item.	1. Click the Action Link, to view the options available for the particular item. 2. Select your item of choice.
Drag and Drop Reordering	Drag and drop allows you to re-order elements on the Course Menu and in Content Areas using a mouse or other pointing device.	Drag and Drop Course Menu Items: 1. Click and hold the arrow icon to the left of the menu item. 2. Drag and drop the selected item to your preferred position. Drag and Drop Content Area Elements: 1. Click and hold the title bar of the item. 2. Drag and drop the selected element to your preferred position. Dashed boxes will appear where you can place the item.
Accessible Reordering	Keyboard Accessible Reordering lets you reorder the items in the Menu Area using the keyboard.	1. Turn Edit Mode **ON**. 2. Click the **Keyboard Accessible Reordering Tool** on the Action Bar. 3. Select the item in the list. 4. Use the up and down arrows below the title box or on your keyboard to adjust the order. 5. Click **Submit**.
Add Course Menu Items	Add links on the Course Menu to items in the course. Items include: Content Areas that provide direct access to content items such as Learning Modules, Tests, and Lesson Plans; tools such as Email and My Grades; internal or external links; and elements that helps organize the menu like a divider.	1. Click the **Add** icon (+) above the Course Menu. 2. Select the item from the list. 3. Type the Name of the content item in the Name field. 4. Click **Submit**.
Rename Course Content Items	The Action Link beside a Content Area allows you to rename it.	1. Click the Action Link icon beside the Content Area. 2. Select **Rename link**. 3. Type the new name in the box. 4. Click the **Check** icon to save the new name of the Content Area.

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Glossary

Content Area	Content Areas are containers dedicated to organizing and displaying content items. Users must have the appropriate application to open any content item file attachments placed in Content Areas. Learning Modules, assessments, and links to tools may also be added to content areas.
Contextual Menu	Contextual menus are drop-down lists that provide access to additional actions associated with an item. The menu is accessed by clicking an Action Link (chevron shaped icon).
Course Cartridges	Course Cartridges are created by textbook publishers. Course Cartridges are content packages of materials that are imported into course. Instructors must obtain a download key from the publisher to get this content, and students may need to obtain an access key to view the content.
Grade Center	The Grade Center is a customizable feature for recording, tracking, and analyzing performance. It interfaces with Assessments and Assignments automatically, and with any Discussion Board forum or thread, Blog, Journal, or Wiki that is set up for grading.
Modules	Modules are containers for content that is gathered from other parts of the course such as Tasks and Calendar items. Modules can also hold tools like a calculator or text editor. Module pages can display several modules and users can reorder them and even choose which ones they see. Module pages can appear within courses.
Learning Modules	A Learning Module is a set of Content Items with an accompanying path for progressing through the items. The path can be set so that students must view content sequentially or to permit students to view the content in any order. All types of content, such including text, images, video, Assignments, and Assessments may be included in a Learning Module.
Availability	Availability determines whether content or features are accessible to students. Availability can be set to yes or no, or it can be related to a specific date and time range.
Help	The Help icon appears in the top frame. The Help icon can be set by the System Administrator to point to institution resources for providing assistance to users.
Action Link	An action link is an indication of the presence of a contextual menu enabling the user to perform actions related to a specific item.
List View	The List View of the Menu items displays the names of the file system.
Folder View	The Folder View of the Menu items displays the tree structure of the file system. This view also provides the ability to expand and collapse folders.
Text Editor	When the Text Editor is toggled ON, you can add links, attach files and images, or format text. When the Text Editor is toggled to OFF, you may add Smart Text, Plain Text, HTML tags, Mashups, and equations without loading the three rows of functions for formatting text and adding links, attachments, and multimedia. When the toggle is in the OFF position, the Text Editor is more accessible to all users and pages may load more quickly. The Text Editor functions can be disabled at the system level.
Multi-Select Box	The multi-select box is used for selecting multiple items from a set.
View Results	The View Results controls are used to edit how many items appear on a page following a search.
Course Menu Item	Course Menu Items are links to Content Areas, tools, external links, internal links, or elements used to help organize the menu.