

## Edit Mode

Edit Mode **ON** = editing tools are available to the instructor

Edit Mode **OFF** = the course is displayed how students will see it

To add, edit and manage course content, you must have Edit Mode turned **ON**. Click the **Edit Mode** button in the upper, right-hand corner to toggle Edit Mode ON and OFF.



## Create an Announcement

1. Turn Edit Mode **ON**.
2. On the Announcements page, click the **Create Announcement** button.
3. Enter the subject and text of your announcement.
4. Set date restrictions (optional)
5. Click **Submit**.


## Email Students

1. In the *Control Panel*, under *Course Tools*, click **Send Email**.
2. Select **All Student Users** (this will email all students in the course) or select **Single Select Users** to email one or more specific students.
3. Enter a subject and a message.
4. If desired, click **Attach a file** and browse for a file to attach.
5. Once the file is located, double-click on the file to attach it.
6. Click **Submit** to send the email.


## Course Management

The **Control Panel** is located at the bottom, left-hand side of the screen – under the course menu. You can expand each item by clicking the arrows to the left.

## Rearrange Course Menu

1. Click the double-headed arrow beside an item in the course menu. 
2. Drag the item to the desired position in the menu and “drop” it in its new location.

## Rename, Delete or Hide Menu Items

1. Click the dropdown arrow beside the *Course Menu* item you’d like to change or delete. 
2. Select the desired action – you may rename, hide (from students) or delete any menu item.

## Access Course Tools

The tools for building assessments and collaboration items are located under **Course Tools** in the *Control Panel*.


**Test, Surveys and Pools, Blogs, Journals and Wikis** are just a few of the tools available to you.



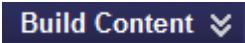
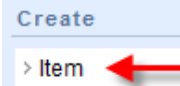
## Make Course Available

1. In the **Control Panel**, click on **Customization** and then **Properties**.
2. Item #2 – select **YES** by “*Make Course Available.*”
3. Click **Submit**.

## Add items to Course Menu

1. Click the  button at the top of the course menu.
2. Select the type of item to add.
3. Enter the Name and/or other information requested
4. Check the box which says “**Available to Users**” if you’d like students to see the new item.
5. Click **Submit**.

## Add an item to a Content Area

1. Click the **Build Content** button. 
2. Under *Create*, click **Item**. 
3. Enter a **Name** for the item.
4. Enter Text and/or Attach a File.
5. If attaching a file, click **Browse My Computer** to locate the file.
6. Once located, double-click on the file to add the file to the attachments area. You may attach multiple files.
7. If you would like students to see this item, make sure **Yes** is selected by *Permit Users to View this Content*.
8. Set Date and Time Restrictions (optional)
9. Click **Submit**.