



Mastering the Fundamentals

Blackboard Learning System™- Vista Enterprise and CE Licenses

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ABOUT THIS WORKSHOP

In this workshop, you will explore key tools for getting started successfully. The Blackboard Learning System is a flexible and powerful online learning tool that offers customization to instructors and students alike. For instance, students, designers, and instructors can customize their course access point to meet their individual preferences.

By using the Mail tool, you will learn basic course communication as well as identify common functions that appear throughout the interface. You will discover how the uniform look and operation across tools helps students, instructors, and designers to quickly become comfortable.

Next, you will explore a section's interface. You will see how related tasks are grouped conveniently together under the tab structure.

Topics

- Getting Started
 - My Blackboard
 - Mail
 - Exploring a Course
- Designing Your Course: The Basics
 - Design Features of the Build Tab
 - Customizing the Look of Your Course



Learning Outcomes

Upon completion of this module, you will be able to:

- navigate and customize My Blackboard.
- navigate through Mail; compose and organize mail messages.
- identify and perform functions that are common to many features.
- explore a section, including its tab structure, Home Page, and Course Menu.
- identify three major steps in course design.
- add Course Tools, reorder them, and determine whether they are visible to students.
- create content items using Course Tools.
- organize content by adding links, files, and folders to the Home Page.
- customize visual aspects of your course such as colors, page layout, icon sets, and headers/footers.

MY BLACKBOARD

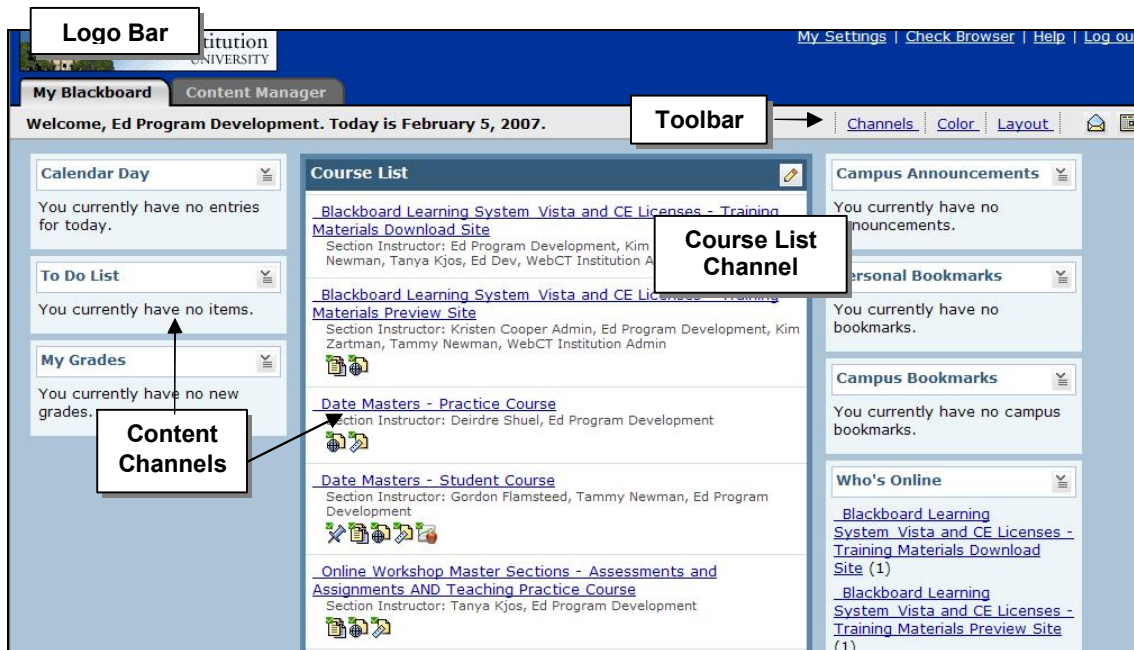
My Blackboard provides a single point of access to your courses. It also enables you to:

- access tools such as Calendar, Mail, File Manager, and Who's Online.
- create a personal to do list.
- access external courses (online courses that reside on other servers).
- create personal bookmarks, access campus bookmarks, and read campus announcements.

The My Blackboard Interface

The My Blackboard interface is similar for designers, instructors, and students.

The screen contains:

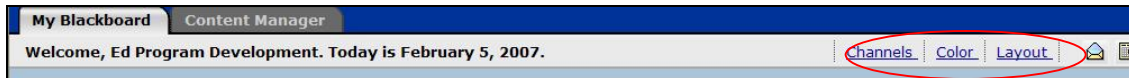


- **Logo Bar** - An institution can customize this frame to reflect the school's colors and logo. It is always present and it contains links to Help and Log Out.
- **Toolbar** - Contains icons for Mail, Calendar, and File Manager. The tools may vary depending on administrator settings.
- **Course List Channel** - Provides access to the courses in which the user is enrolled. Notification of new announcements, calendar entries, mail, discussions, assessments, and assignments for each course may also appear here.

-
- **Content Channels** - Each channel contains a category of content, such as My Grades, To Do List, Personal Bookmarks, and External Courses.

Customizing My Blackboard

You can customize the Logo Bar. You can also customize the look and feel of the My Blackboard page to suit individual preferences by using the Channels, Color, and Layout links in the toolbar.



- **Channels** allow you to hide and reveal channels. You can hide all of the channels except the Course List channel.
- **Color** customizes background and table colors.
- **Layout** changes the order and location of the channels.

My Settings

Users can access their personal user information.

- **My Profile** allows you to manage elements of your personal profile, which displays in the class Roster. You can also update your password from My Profile.
- **My Tool Options** allows you to specify default settings for certain tools. For example, you can select whether you want the default Calendar view to be daily, weekly, or monthly.
- **My Roles** identifies your role in each course you are enrolled in.

My Settings

My Profile My Tool Options My Roles

User name: tnewman	Public	<input type="checkbox"/>
First name: Tammy		<input checked="" type="checkbox"/>
Last name: Newman		<input checked="" type="checkbox"/>
E-mail:		<input type="checkbox"/>
Academic Major:		<input checked="" type="checkbox"/>
Extra-Curricular Activities:		<input checked="" type="checkbox"/>
Areas of Interest::		<input checked="" type="checkbox"/>
Title:		<input checked="" type="checkbox"/>

Photo Public



Using Browser Checker

There is both automatic and manual browser checking. The automatic browser check occurs only upon your first access to the Log In page and to My Blackboard. It displays a warning if you are using an unsupported browser. The manual browser checker can be used at any time.

⇒ To check your browser, click the **Check Browser** link. **Note:** If the link does not appear, your administrator has disabled this feature.

There is also an automatic check to see if your browser is Java™ enabled and that the required version of Java Virtual Machine (JVM) has been installed. These checks occur whenever you access a tool that requires Java, such as the HTML Creator.

You will see a warning if you do not have Java enabled, or if you do not have the correct version of Java Virtual Machine installed. The warning includes a link to the Browser Tune-Up page for additional information.



Hands-On Practice: Using My Blackboard

- Add a To Do Note.
- Hide the My Grades channel.
- Rearrange the order in which the channels display.
- Update your profile.

MAIL

Mail allows you to communicate privately with other users who are enrolled in the same courses in which you are enrolled. Mail includes features common to most standard e-mail programs such as:

- send, receive, and forward messages, in plain text or HTML.
- attach files..
- carbon copy or blind carbon copy message recipients.
- print, search, compile, and organize messages into folders.

Accessing Mail

You can access all mail for all your courses from My Blackboard. Accessing Mail within a course will display Mail only for that particular course.

⇒ To access Mail from My Blackboard:

1. From the Toolbar, click the **Mail** icon. The global view of mail appears, listing all the courses in which you are enrolled.



The screenshot shows a web interface for accessing mail. At the top, it says "Your location: Mail". Below this is a table with three columns: "Name", "Messages", and "Unread". There are two rows of data, each representing a course. The first row is for ".CE 6 preview course - Sample Biology Course" and the second is for ".CE 6 preview course - Sandbox Course". Both rows show "(0)" in the "Messages" column and "0" in the "Unread" column.

Name ↕	Messages	Unread
.CE 6 preview course - Sample Biology Course	(0)	0
.CE 6 preview course - Sandbox Course	(0)	0

2. Click the hyperlinked name of the course. The main Mail screen appears, displaying Mail for the selected course.

The Mail Interface



On the Mail screen:

- Folders are listed in the left frame. The number in parentheses is the total number of messages in the folder; the number outside the parentheses is the number unread. The open folder's messages are displayed in the right frame.
- Messages are listed in the right frame. Unread mail is indicated by the closed mail icon to the left of the message title.

⇒ To read a message, click its hyperlinked subject title.

Creating a Message

You can send messages to users enrolled in your course. When you create a message, you can enter plain text or use the HTML Creator to create content in HTML without entering HTML tags.

NOTE You cannot use the Mail tool to send e-mail messages to external e-mail accounts.

⇒ To create a mail message:

1. Click **Create Message**.
2. Click **Browse for Recipients** and select them.
3. Complete the Subject field.

Create Message

Browse for Recipients...

*To:

CC:

BCC:

*Subject:

*Message:

High priority

Enable HTML Creator

Use HTML Insert equation: New

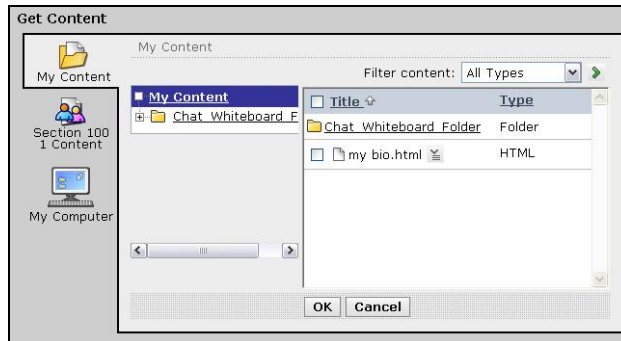
Attachments:

* Required field

4. To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it. To hand code the HTML, select **Use HTML** and enter the HTML code into the *Message* text box.

Note: To create the message in HTML format, you can also use the HTML Creator. Depending on administrator settings, the HTML Creator may not be available or it may appear by default.

5. Click **Add Attachments** to add files to your message. The Content Browser pop-up window appears.



You can choose to attach files stored in one of your folders or on your local computer. Select the file and click **OK**. The Create Message screen appears with the selected files listed under Add Attachments.

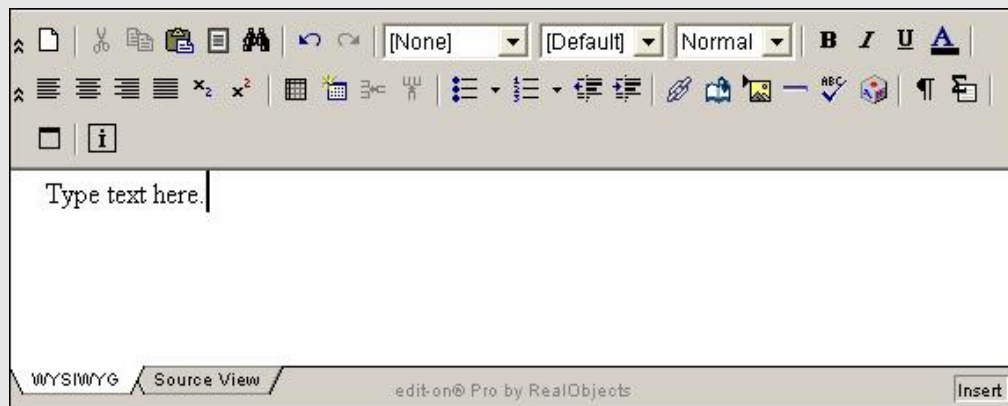
6. Click **Preview** to view the message as it will appear to the recipient.
7. Click **Send**. The Messages screen appears and your message is moved to the Sent Mail folder.

About HTML Creator

The HTML Creator is an HTML editing tool that allows you to create content in HTML without entering HTML tags. The HTML Creator automatically generates the underlying HTML source code.

Similar to a word processor, you can:

- enter text and format it using a toolbar
- insert an image by browsing for a file
- spell check your text



The HTML Creator is available from the following tools:

- Assessments
- Assignments
- Calendar
- Course Content
- Discussions
- File Manager
- Mail
- Media Library

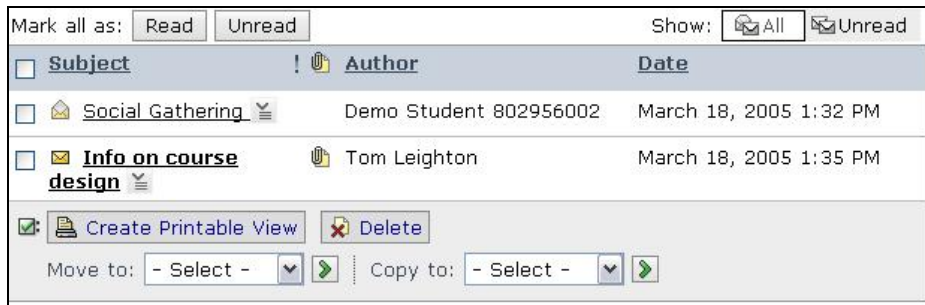
Common Functions

Within the Mail tool, you'll encounter several functions that are used throughout.

Viewing Messages

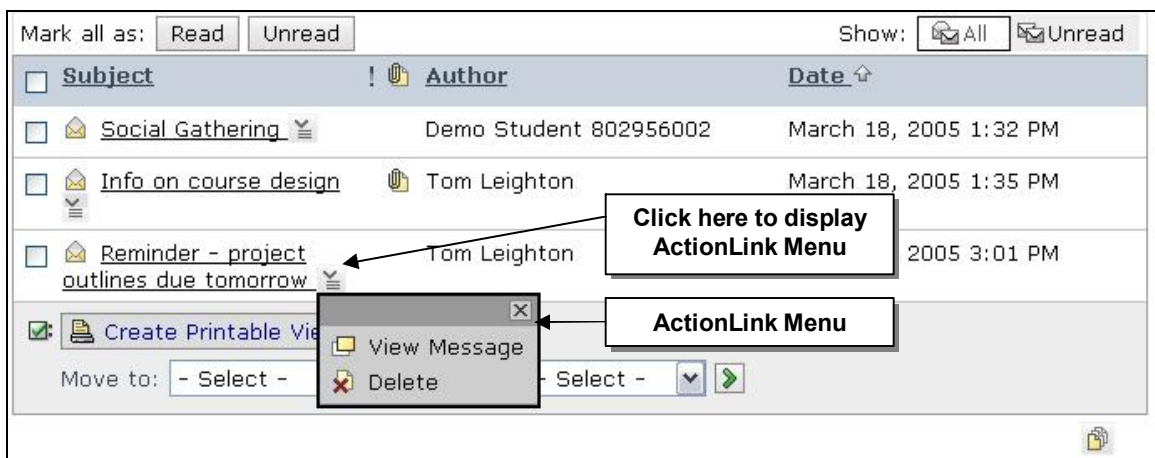
When information is underlined, it indicates that the item is clickable.

⇒ To view a mail message, click its hyperlinked title.



Using ActionLink Menus

ActionLink menus allow you to perform specific actions on individual items. The actions will vary depending on the item but can include viewing, previewing, deleting, hiding/showing, and setting release criteria.



⇒ To delete a mail message, from its ActionLink menu, select **Delete**.

Sorting Messages

Items in a list can be sorted by clicking the column name. An up or down arrow next to a column name indicates the selected sort criteria and direction.

⇒ To sort mail messages by date, click the **Date** column. The default is to place the most recently received messages at the bottom of the list.

Column Names

<input type="checkbox"/> Subject	<input type="checkbox"/> Author	<input checked="" type="checkbox"/> Date ↑
<input type="checkbox"/> Social Gathering	Demo Student 802956002	March 18, 2005 1:32 PM
<input type="checkbox"/> Info on course design	Tom Leighton	March 18, 2005 1:35 PM
<input type="checkbox"/> Reminder - project outlines due tomorrow	Tom Leighton	March 18, 2005 3:01 PM

Selecting Items in a List

Individual mail items (messages) are displayed in a list. When you encounter a list of items, there are usually several actions that can be taken on selected items or on the entire list. For example, you might want to create a printable view of mail messages, which you can then print or save to a file.

⇒ To create a printable view of messages:

1. Select the messages that you want to include.

To quickly select all items, use the checkbox at the top of the list.

Mark all as: Read Unread

<input checked="" type="checkbox"/> Subject			
<input checked="" type="checkbox"/> Social Gathering	Demo Student 802956002	March 18, 2005 1:32 PM	
<input checked="" type="checkbox"/> Info on course design	Tom Leighton	March 18, 2005 1:35 PM	
<input checked="" type="checkbox"/> Reminder - project outlines due tomorrow	Tom Leighton	March 18, 2005 3:01 PM	

Create Printable View Delete

Move to: Course Design Copy to: - Select -

2. Click **Create Printable View**. The Compiled Messages screen appears.
3. Click **Print**.

Moving or Copying Items

You can move a message by selecting the checkbox next the message, selecting the folder to move the message to, and then clicking the Go icon. This same process can be used for move and copy functions throughout.

⇒ To move a message:

1. From the Messages screen, under Subject, select the check box next to each message you want to move.
2. From the Move to drop-down list, select a folder to move the message to and click the **Go** icon.

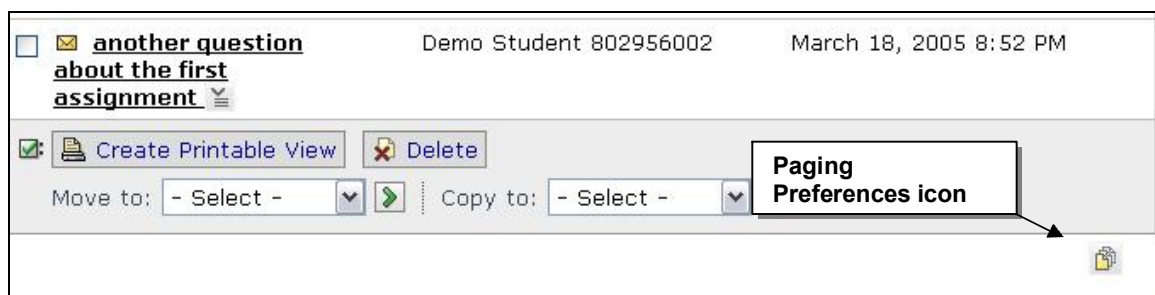


Paging

Whenever there are lists of items, you can choose how many items are displayed per page.

⇒ To select the number of mail messages to display per page:

1. Click the **Paging Preferences** icon.



2. In the Configure Paging Options window, enter the number of items to display per page. Click **OK**.

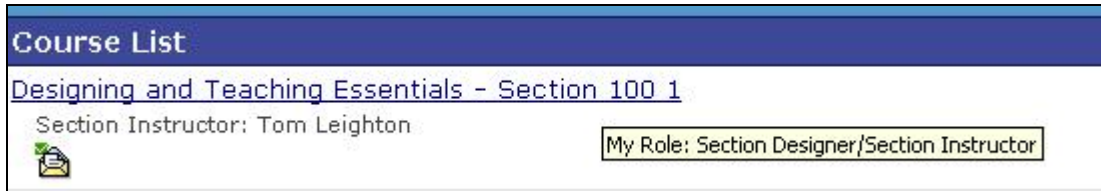
Hands-On Practice: Using Mail

- From My Blackboard, open Mail.
- Read a message in the Inbox.
- Compose a one-word message of high priority. Address it to one person and carbon copy five other people.
- Sort messages by author, date, or subject.
- Create a new folder and move a read message to it.
- Collapse the folder frame.

EXPLORING A COURSE

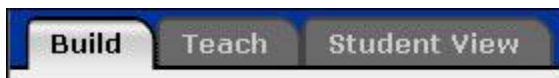
Accessing Your Course

The Course List on My Blackboard provides access to your section. When you mouse over the title of the section, you see a pop-up tool tip that indicates your role.



The Course Interface

Upon entering the course, you'll notice that the interface is organized into three tabs: Build, Teach, and Student View. Related tasks are grouped under the relevant tab.

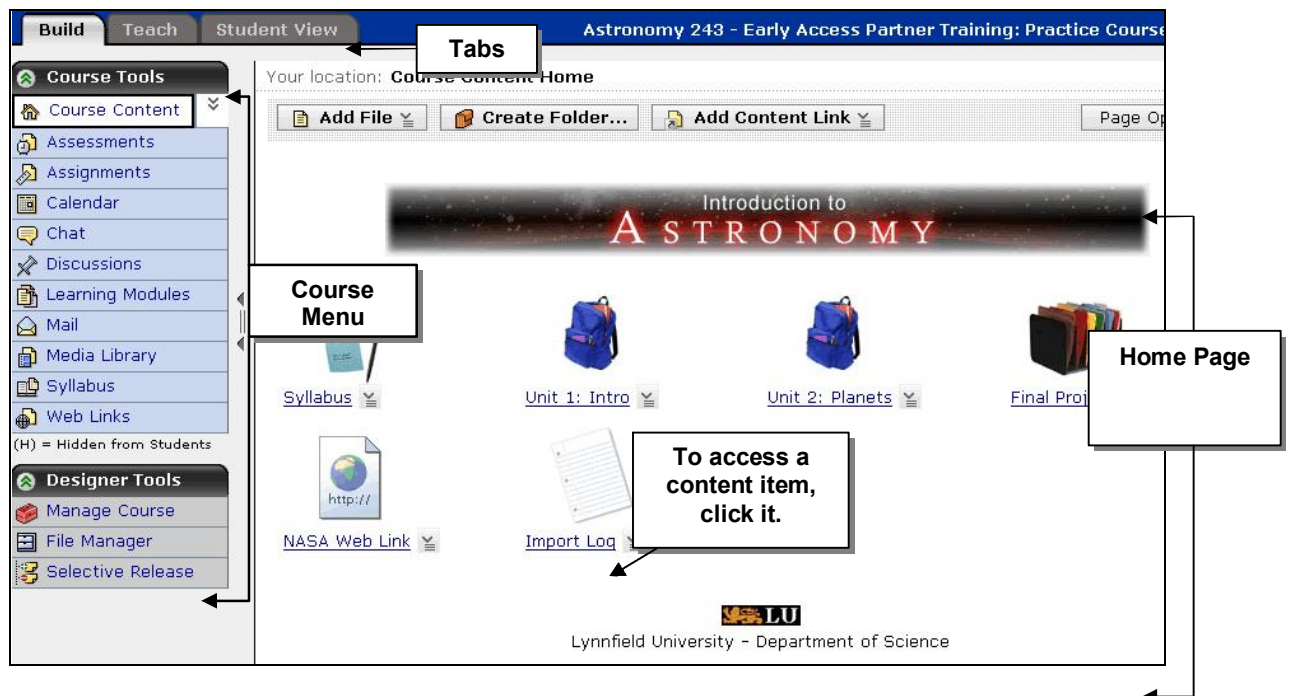


- Build Tab – You can create, manage, and organize course content from this tab. You can change the visual presentation of the course, add tools, and create content items such as quizzes or discussion topics.
- Teach Tab – You can review student work, manage grades, and/or interact with students from the Teach tab. Access to instructor tools such as Assessment Manager, Assignment Dropbox, Grade Book, and Group Manager are found only within this tab.
- Student View Tab – You can experience the course as a student, including assessment and assignment submission from this tab.

In this workshop, all three tabs are visible because you are currently enrolled in the combined role of designer/instructor. Users can also be enrolled in single roles:

- Users enrolled as **designers** see only the **Build** tab and the **Student View** tab.
- Users enrolled as **instructors** see only the **Teach** tab and the **Student View** tab.

The Tab Structure



By viewing the graphic above, you will see that all three tabs contain these elements:

- Logo Bar
- Course Home Page
- Course menu

Course Home Page

The Home Page may contain links to:

- content items (e.g., learning module, discussion topic, chat room)
- content folders, which contain related content items
- content files (e.g., a single HTML page)

From any tab, you can access a link on the Home Page by clicking it. The view of the link and the privileges that you have will vary depending on the tab from which you clicked the item. For example, if you click the Syllabus icon from the Build tab, you can both edit and preview the syllabus; from Student View, you can only view the Syllabus.

The Course Menu

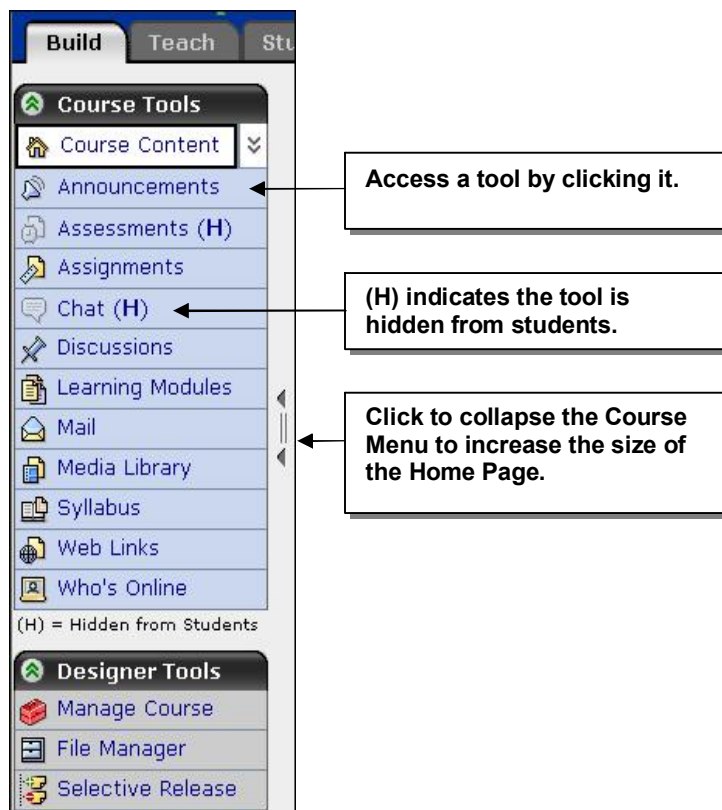
The Course Menu is accessible from anywhere in the course. It contains:

- Course Tools
- Designer/Instructor/My Tools
- Course Content Map

Course Tools

Course Tools includes only the tools that were added to the course by the designer. If a tool has not been added, it is not accessible by any user.

In the student interface, only tools that are available (not hidden) appear.



Designer Tools/Instructor Tools/My Tools

The content of the lower section of the Course Menu is dependent upon the current tab. Build tab contains Designer Tools, Teach tab contains Instructor Tools, and the Student View has My Tools.

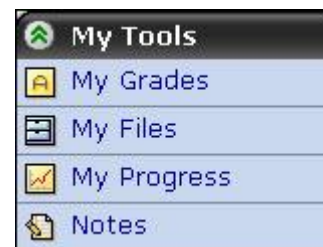
The Build tab contains **Designer Tools**. Designer Tools help you to manage and create the course by adding and removing tools and changing course settings. You can also access File Manager, Selective Release, and Grading Forms from the Designer Tools.



The Teach tab contains **Instructor Tools**. Instructor Tools provide you with the utilities needed to view and grade assignments and assessments, manage grades, and handle other instructional tasks.



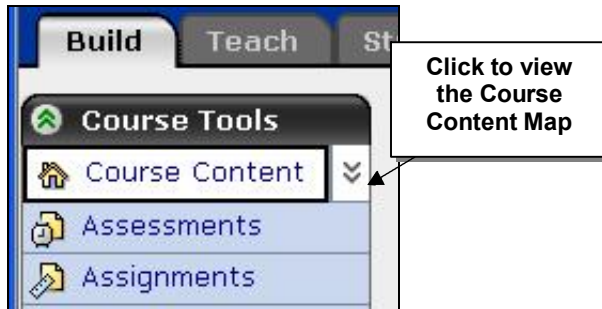
The Student tab contains **My Tools**. My Tools provide students with access to My Grades, My Files, My Progress, and Notes tools. The course designer controls the availability of these tools.



The Course Content Map

The Course Content Map presents content items in outline form. Links to all content items in the course are provided. Folders can be expanded to reveal links to their content as well.

⇒ To view the Course Content Map, click the icon next to Course Content.



Hands-On Practice: Exploring the Section Interface

- From the Build tab, note which tools appear under Course Tools. Next, go to the Student View tab. Why are some tools missing from the Student View of Course Tools?
- From the Build tab, note which tools appear under Designer Tools. Explore some of the tools.
- From the Teach tab, note which tools appear under Instructor Tools. Explore some of the tools.
- From the Student View tab:
 - Note which tools appear under My Tools.
 - Access the Assessment tool and take an assessment.
 - Post a discussion topic. Edit the topic.
 - Explore a learning module.
 - Complete the short assignment called *Student Bio*.

DESIGNING YOUR COURSE: THE BASICS

In this module, you'll explore the basic steps for building a course. You will learn how to enable tools, create and organize content, and customize the look of your course.

Topics

- Design Features of the Build Tab
 - Adding Tools
 - Creating Content Items
 - Organizing Content
- Customizing the Look of Your Course



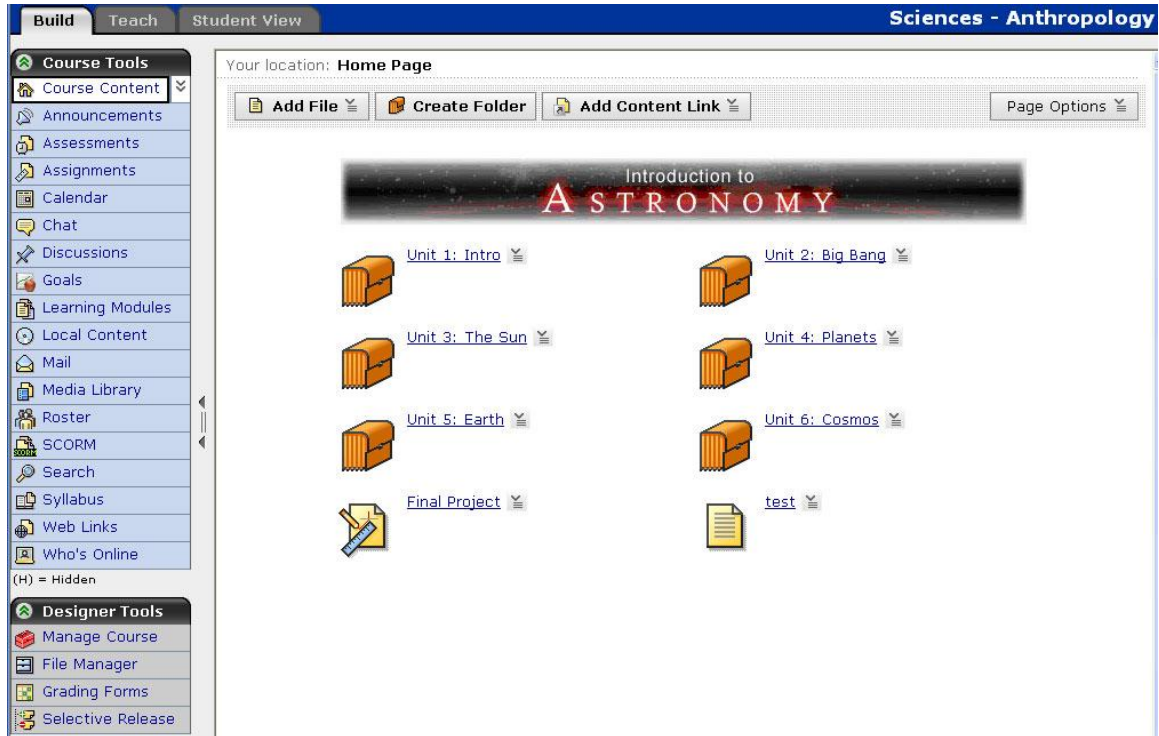
Learning Outcomes

After completing this module, you will be able to:

- identify three major steps in course design.
- add Course Tools, reorder them, and determine whether they are visible to students.
- create content items using Course Tools.
- organize content by adding links, files, and folders to the Home Page.
- customize visual aspects of your course such as colors, page layout, icon sets, and headers/footers.

DESIGN FEATURES OF THE BUILD TAB

The Build tab is where you construct a course by enabling tools, creating and organizing content, and dynamically releasing content with Selective Release.



Course Design Overview

There are three major steps in course design. You will look more closely at each one.

- Adding Course Tools
- Creating Content
- Organizing Content

Adding Course Tools

Depending on how your section was created, tools may already appear on Course Tools. For example, the course depicted above already contains Calendar, Mail, Search, and Syllabus.

You can add the following Course Tools:

Announcements	Discussions	Media Library	Roster
Assessments	Goals	My Files	Search
Assignments	Local Content	My Grades	Syllabus
Calendar	Learning Modules	My Progress	Web Links
Chat	Mail	Notes	Who's Online

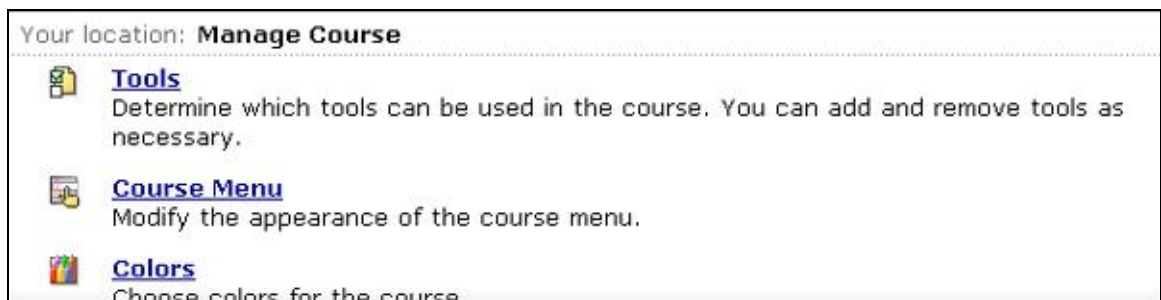
Tool choices depend on the type of content that you want to include in your course. For example, if you want to include quizzes in your course, you would add the Assessments tool. After you've added the tool, you can create quizzes and make them available to students.

Some tools, such as Search and Who's Online, do not need any further set up. Once you have added them and made them visible, students can use them immediately.

After adding tools, they are accessible from the Course Tools menu on the left of your screen. Course Tools, by itself, is a major organization feature of your course and is therefore always visible no matter the page you are on.

⇒ To add tools:

1. From Designer Tools, click **Manage Course**. The Manage Course screen appears.






-
2. Click **Tools**. The Tools screen appears. There is a checkmark next to those that already appear on Course Tools.

< Your location: [Manage Course](#) > **Tools**

Tools
Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes. If you remove a tool, all content in that tool is saved and available if you add the tool again.

Organizational Tools

-  **Calendar**
Enter important events and deadlines, and allow students to enter their own events.
-  **Search**
Search for content in the course.
-  **Syllabus**
Provide course requirements, objectives, and policies.

3. Select the tools that you want to add and click **Save**. The tools are added to Course Tools.

Choosing Tool Visibility

When you add a Course Tool it is automatically visible, meaning that students can see the tool and access any content that you have created with the tool.



If you are developing content for a course that is in progress, set the visibility to hidden until you are finished.

⇒ To change the tool visibility:

1. From Designer Tools, click **Manage Course**. The Manage Course screen appears.
2. Click **Course Menu** to display the tools that are currently added to Course Tools and My Tools.

Move	Tool Name	Visibility to Students
	Course Tools Add Custom Link	
	Course Content	
<input type="checkbox"/>	Assignments	Show Link
<input type="checkbox"/>	Chat	Hide Link
<input type="checkbox"/>	Discussions	Hide Link
<input type="checkbox"/>	Mail	Hide Link
<input type="checkbox"/>	Syllabus	Hide Link
<input type="checkbox"/>	Web Links	Hide Link
	My Tools Add Custom Link	

If the tool is visible to students, the Hide Link button appears.

If it is hidden, the Show Link button appears.

3. To change the visibility of the tool, in the row for the tool, click **Hide Link**. The link to the tool is hidden from students and an (H) appears next to the tool name on Course Tools on the Build and Teach tabs.

Hands-On Practice: Adding a Tool and Setting Visibility

- Add the Announcements and Who's Online tools to your course.
- Hide the Who's Online tool.
- Go to the Student View tab and note which tools are available.

Creating Content

You create content items, such as assessments, assignments, and discussion topics, by using Course Tools. The items are then added to that tool's inventory.

Students can access the items from Course Tools by clicking on the appropriate tool. Alternatively, you may add links to the items from the Home Page or content folders.

Creating a Content Item

In this example, you will use the Web Links tool to add a new content item (a URL) to its content inventory. You can create content with other tools using the same basic steps. A student would access this new item by clicking the appropriate Course Tool and selecting from the inventory of items. You can also determine if students can create WebLinks on a per-Category basis.

⇒ To add a Web Link:

1. From Course Tools, click **Web Links** to display the tool's inventory of any existing Web Links.



-
2. Click **Create Web Link**. The Create Web Link screen appears.

Create Web Link

* Title:

Description:

Item Visibility: Show Item
 Hide Item

Web Address (URL)

*

Open in a new browser window

Created by

Tammy Newman

Category

(Web Links can be organized into categories.)

Select Category:

Goals

Associate goals with this web link.

*Required field

3. Complete the Title and Description and choose whether you want the Web Link to be visible to students. If you choose *Hide Item*, the link can be viewed from the inventory on the Build and Teach tabs, but it is not visible to students.
4. Complete the Web Address (URL) textbox and select the option *Open in new browser window*, if desired.

Note: At this point you can also choose to assign the Web Link to a:

- a. Category – Use categories to organize web links into logical groupings. Web Links can be added to more than one category.

-
- b. Goal – Use goals to track how the Web Link meets course objectives.
5. Click **Save**. The Web Link is added to the inventory and students can access it by clicking Web Links from Course Tools.



A star appears on this tool and other tools in all tabs indicating it has been updated.



Hands-On Practice: Creating Content Items

- Create a Chat room called *Virtual Office Hours*.
- Create a category. Give students permission to assign Web links to it.
- Create two Web Links. Make one visible and one hidden. Go to the Student View tab and note which links are visible to students.

Organizing Content

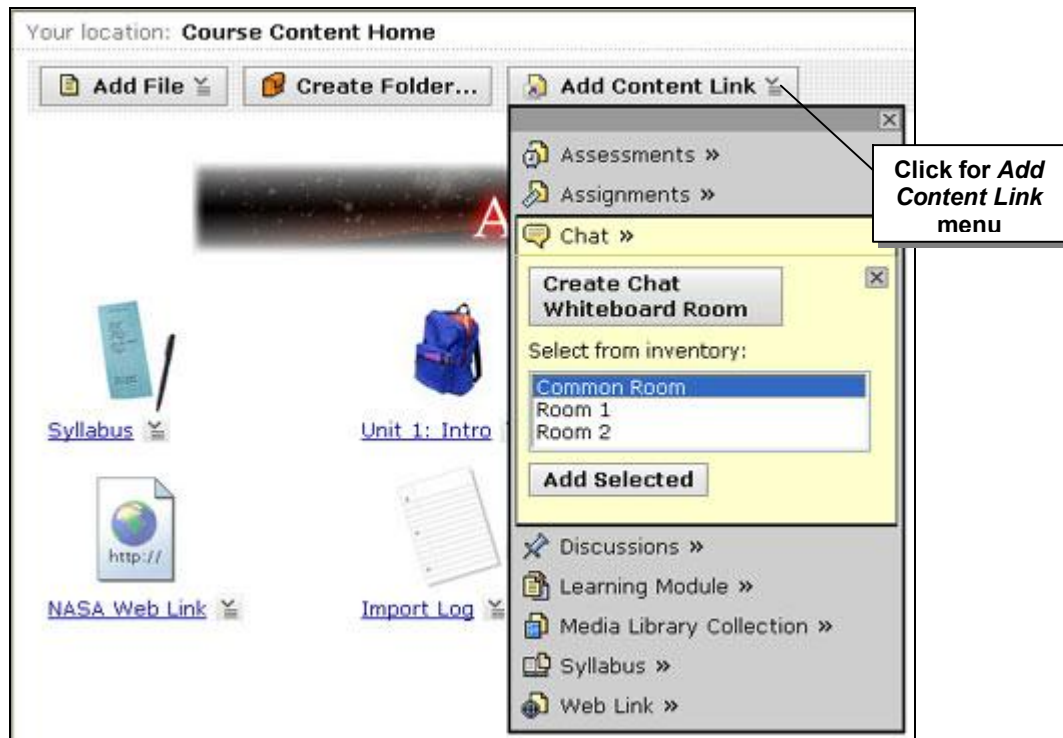
After you have created content, you can organize it to best suit your pedagogical requirements. As you've seen, you may choose to have students access items via Course Tools. You can also add a link to the item to the Home Page, folders, or learning modules.

Adding a Content Link to Home Page

There are several ways to add a content link to the Home Page. You'll start by using the Add Content Link feature to add a Chat room.

⇒ To add a content link from the Home Page:

1. From Home Page, click **Add Content Link** to display its menu.



2. Click **Chat** to display the content inventory of previously created rooms.
3. Select a Chat room and click **Add Selected**. The Chat link is added to the Home Page.

⇒ To add a content link starting from Course Tools, select the item from the tool's inventory and select a location from the *Create Link On* menu.

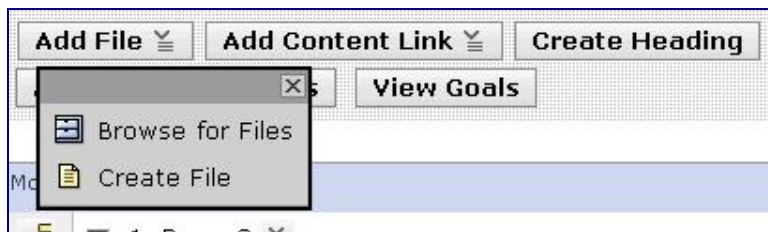
Adding a File to the Home Page

In addition to adding content links such as chat rooms, discussion topics, and quizzes, you may also add links to files. You can link to an existing file or you can create one with HTML Creator.

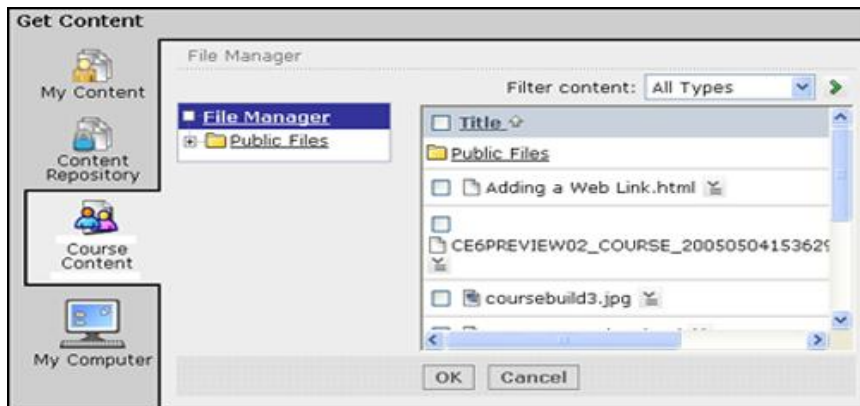
Any file type can be added, including HTML, word processing documents, text files, images, and PowerPoint presentations. Your students may require appropriate software to view the file if it is not in HTML format.

⇒ To add a file to the Home Page:

1. From Home Page, click **Add File**. The Add File menu appears.



2. Choose *Browse for Files*. The File Manager appears.



3. Click **My Computer**. Your computer's file browser appears.

Note: You may also select files that already exist in File Manager rather than browsing your local computer.

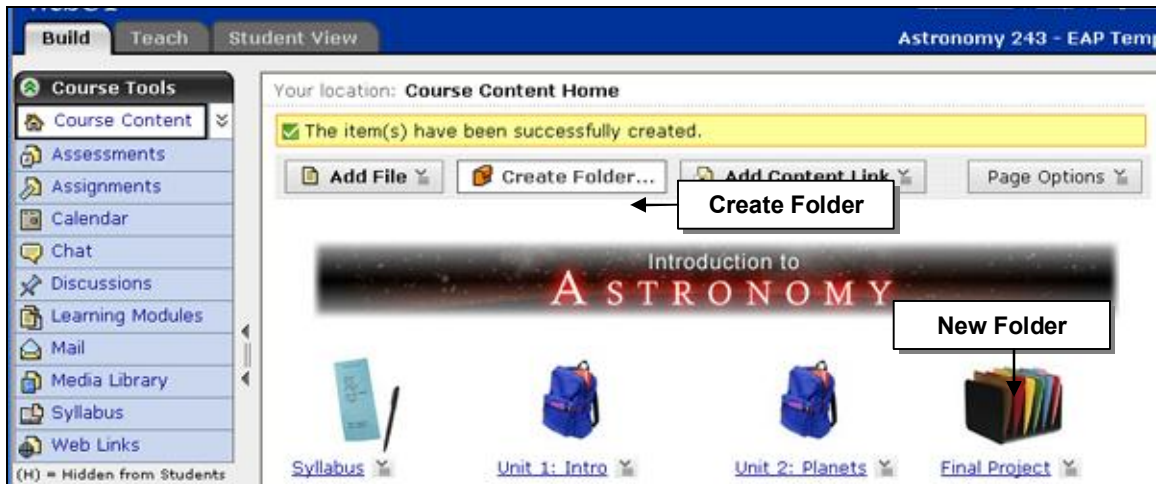
4. Double-click the desired file (or select the file and click Open). The file automatically uploads and appears as a link on the Home Page.

Folders

Folders enable you to visually group related course content. For example, a folder called *Virtual Office* could include a chat room for virtual office hours, a discussion topic for posting homework questions, and a content file containing course policies.

⇒ To create a folder:

1. From the Home Page, click **Create Folder**.




2. Enter a Title and optional description on the Create Folder screen.
3. Click **Save**. The folder is added to the Home Page.

Once a folder has been created you can add content to it. This process is the same as adding content links to the Home Page, except that you must first go to the folder.

⇒ To add content to a folder:

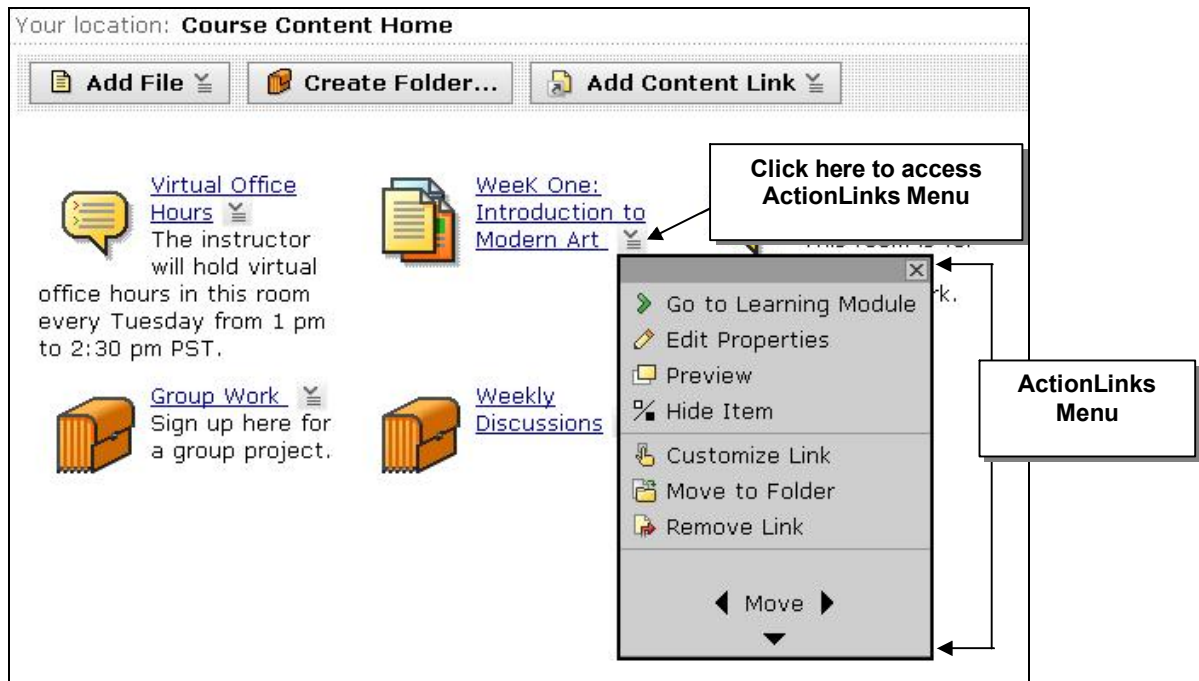
1. Click the ActionLink menu for the folder you created previously and select **Go to Folder**. The empty folder is displayed.
2. Click **Add Content Link** and select Discussions to display its inventory.
3. Select the desired Discussion topic from the inventory and click **Add Selected**.
4. Select a Discussions topic and click **Add Selected**. The Discussion topic is added to the folder.

 **Hands-On Practice: Organizing Content**

- Using the Add Content Link feature, add the Web Link that you created earlier to the Home Page.
- From Course Tools, use the Chat tool to add the Virtual Office Hours room to the Home Page.
- Add a file to the Home Page.
- Add a folder and add a link to a content item.

Using ActionLinks Menus for Content Links

Each item added to the Home Page has an ActionLinks menu which is accessed by clicking the arrows next to the item title. The options that appear vary depending on the item. Generally, you can use the ActionLinks menu to edit item properties, customize the item link, and preview, hide, move, or remove the item.



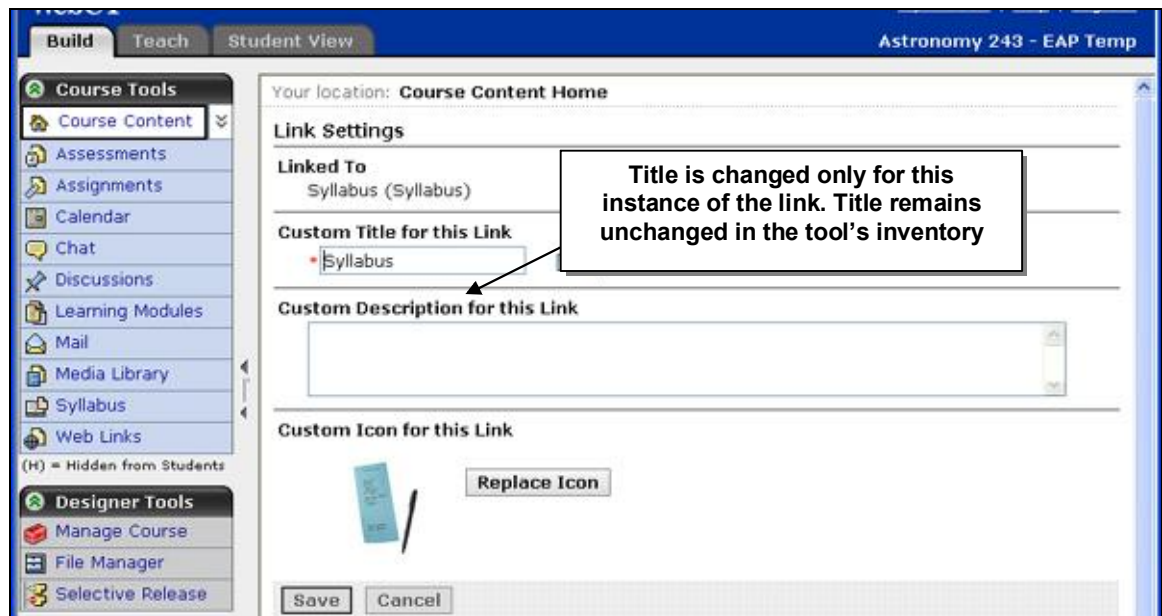
Customizing Links

When customizing a link you can:

- **Change the title of the link**
- Title is changed only for the selected instance of the link. The title of the actual content item remains unchanged in the tool's inventory.
- **Add a description to the link**
- Text appears below the icon to provide more information regarding the link.
- **Replace the icon**
- You can select a new icon for this specific link from File Manager or your local computer.

⇒ To change the link's description:

1. Locate the link that you want to customize, click its *ActionLinks* menu and select **Customize Link**. The Link Settings screen appears.



2. Complete the *Custom Description for this Link* textbox. The text will appear below the link on the Home Page.
3. Click **Save**. The link description has been added.



If *Customize Link* does not appear in the *ActionLinks* menu for the link you chose, select *Edit Properties*. For instance, to customize a link to a folder, select *Edit Properties* to update its description.

Hands-On Practice: Using ActionLinks

- Hide a link.
- Move a link to another folder.
- Customize a link by adding a description for it.

CUSTOMIZING THE LOOK OF YOUR COURSE

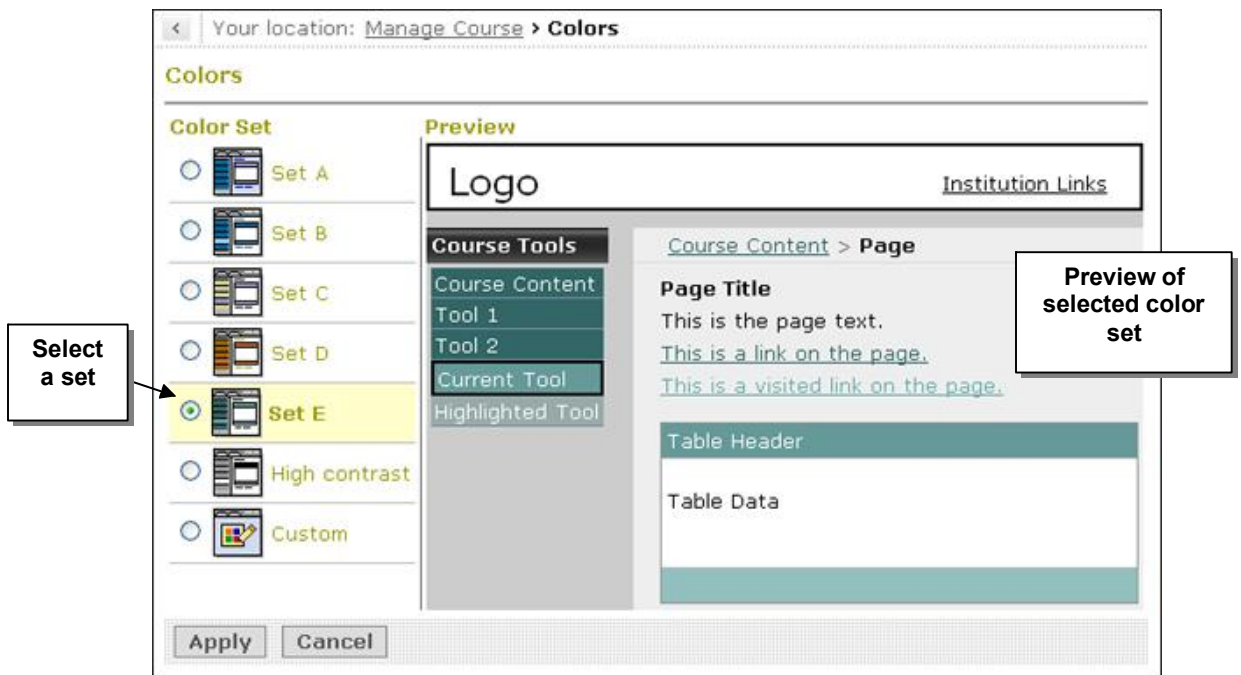
You have added content to your course and organized it. Now you may wish to personalize your course even further. You can create a comfortable and clearly laid out course by selecting pleasing course colors and layouts, providing important information in page headers, and choosing meaningful icons.

Selecting Global Course Colors

Global color selections will affect the display of the Home Page, Folders, and tool pages. They will not affect the colors within HTML pages you have uploaded to the course. You can use a predefined color set, which applies a consistent color scheme throughout the course, or you can create a custom color set.

⇒ To select course colors:

1. Under Designer/Instructor Tools, click **Manage Course**. The Manage Course screen appears.
2. Click **Colors** to display the color set options.



3. To choose a predefined color scheme, select the set.

Note: You can also create a custom color set. Select Custom and use the **Edit Background Color** and **Edit Text Color** icons to select colors. Click **Apply** for each choice made.

-
4. Click **Apply**. The selected color scheme is applied to the course.



In compliance with the US Rehabilitation Act, Section 508, there is a high contrast color set, which allows users who have difficulty distinguishing colors to use the system.

Hands-On Practice: Selecting Course Colors

- Select one of the predetermined color sets for your course.
- Select a custom color set for your course.

Page Options

Page Options enable you to make page-specific changes to the Home Page or Folders. You can:

- Edit headers and footers
- Customize the page display - including layout, icons, and background images or colors
- Toggle to Power View - provides a tree view of course content



Editing Headers and Footers

Headers and footers can be created with plain text, hand-coded HTML, or by using the HTML Creator. You can have one header and footer per page. A header or footer can be set as the default for the entire course.



Use a header or footer to welcome students and display prominent information such as getting started instructions, instructor contact information, or copyright details.

⇒ To add or edit a header or footer:

1. Go to the Home Page or the Folder you wish to edit the header.
2. From the Page Options ActionLinks menu, select **Edit Header**. The Create/Edit Header screen appears.
3. Select **Enable HTML Creator**.
4. In the HTML Creator editing area, enter the content and/or select the image that you want to appear in the header or footer.
5. Click **Save**.

Customizing Page Display

You can customize the appearance of the Home Page or Folders by modifying the layout of icons and the background image or color.

⇒ To customize the page layout:

1. From the Page Options ActionLinks menu, select **Customize Page Display**.

The screenshot shows the 'Customize Page Display' interface for 'Course Content Home'. At the top, it says 'Your location: Course Content Home' and 'Customize Page Display: Course Content Home'. The interface is divided into two main sections: 'Layout Templates' and 'Layout Preview'. Under 'Layout Templates', there are six options: 'Layout 1' (selected with a green checkmark), 'Layout 2', 'Layout 3', 'Layout 4', 'Layout 5', and 'Custom Layout'. The 'Layout Preview' section shows a 2x2 grid of icons, each with a placeholder text 'Lorem ipsum dolor'. Below the preview, there are input fields for 'Columns' (set to 2), 'Icon/Text' (set to 'Icon and Text'), 'Icon Alignment' (set to 'Left'), and 'Table Width' (set to 'Wide'). At the bottom, there are two checkboxes: 'Change all existing folders to these settings.' and 'Set default to these settings for all new folders.' Below these is the 'Background Image' section, which includes a text input field, 'Browse...' and 'Remove Background Image' buttons, and a 'Tile the image' checkbox.

2. Under Layout Templates, select the desired layout for page icons.
3. Click **Apply** to implement the changes.

Hands-On Practice: Setting Page Options

- Edit the header on the Home Page.
- Add a footer to a folder.
- Change the page layout for the Home Page to Layout 4.

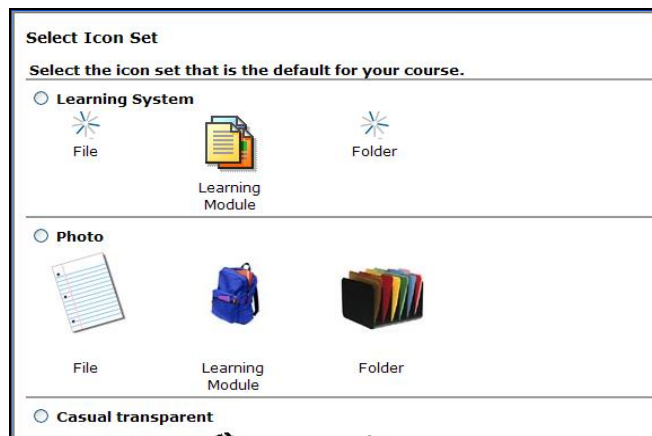
Modifying Icons

You have great flexibility when it comes to the icons you choose to use in your course. You can choose to replace a:

- content icon set for the entire course.
- default image for a specific tool icon.
- default image for an individual link.

⇒ To change the icon set for the entire course:

1. From Manage Course, click **Course Content Icons**. The Course Content Icons screen appears.
2. Click **Select New Content Icon Set**.



3. Choose an icon set from the pop-up window and click **Select**. The set appears in preview mode.
4. Click **Apply**.

⇒ To change an icon for a particular tool throughout the entire course:

- From a link's ActionLinks menu, click **Replace Image**. Locate and select the image.
- Click **Apply**. The icon is replaced for that specific course content link throughout the course.

 Hands-On Practice: Changing Icons

- Change the icons for your entire course by selecting a new icon set.
- Replace an icon for a particular tool throughout the course with an image file stored in the File Manager.