Getting Started with . . .
the Course Environment

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.
## Task | What You Need to Know | Steps to Accomplish
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### Change Edit Mode Views
Change Edit Mode
- 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.

### View a Contextual Menu
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.

### Drag and Drop Reordering
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.

### Accessible Reordering
Accessible Reordering
- Keyboard Accessible Reordering lets you reorder the items in the Menu Area using the keyboard.

### Add Course Menu Items
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 help organize the menu like a divider.

### Rename Course Content Items
Rename Course Content Items
- The Action Link beside a Content Area allows you to rename it.
<table>
<thead>
<tr>
<th><strong>Glossary</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Area</td>
<td>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.</td>
</tr>
<tr>
<td>Contextual Menu</td>
<td>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).</td>
</tr>
<tr>
<td>Course Cartridges</td>
<td>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.</td>
</tr>
<tr>
<td>Grade Center</td>
<td>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.</td>
</tr>
<tr>
<td>Modules</td>
<td>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.</td>
</tr>
<tr>
<td>Learning Modules</td>
<td>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.</td>
</tr>
<tr>
<td>Availability</td>
<td>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.</td>
</tr>
<tr>
<td>Help</td>
<td>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.</td>
</tr>
<tr>
<td>Action Link</td>
<td>An action link is an indication of the presence of a contextual menu enabling the user to perform actions related to a specific item.</td>
</tr>
<tr>
<td>List View</td>
<td>The List View of the Menu items displays the names of the file system.</td>
</tr>
<tr>
<td>Folder View</td>
<td>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.</td>
</tr>
<tr>
<td>Text Editor</td>
<td>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.</td>
</tr>
<tr>
<td>Multi-Select Box</td>
<td>The multi-select box is used for selecting multiple items from a set.</td>
</tr>
<tr>
<td>View Results</td>
<td>The View Results controls are used to edit how many items appear on a page following a search.</td>
</tr>
<tr>
<td>Course Menu Item</td>
<td>Course Menu Items are links to Content Areas, tools, external links, internal links, or elements used to help organize the menu.</td>
</tr>
</tbody>
</table>