1 Managing your Course Home

A. Here you can upload a custom banner to welcome students to your course. You can also edit settings for the text contrast level in order to make your text easier to read.

B. This is your Table of Contents. Click the modules to navigate to that module in the content screen.

C. Create announcements easily with the Create announcement button.

D. Use the Calendar widget to access the course calendar and add events for your students.

E. Use the Create an event button to quickly create an event for your calendar (when an event is already planned this option will not be available).
Managing the Content of your course

A. Click the + New Unit button to add a module to your course. We highly recommend using a week by week structure.

B. Use the Hidden/Visible button to make items visible for students.

C. Click the Add button which will open a new page. In this menu you can add items such as assignments, quizzes or sub-modules to your modules.

D. When adding items such as assignments, quizzes or discussions you can select any assignments, quizzes or discussions that you’ve made previously, or open their respective functions here.

E. You can easily upload any files by Drag and drop them from your file explorer directly to this box.

Managing your Grades and gradebook

A. Use the Grades function to enter and manage your grades. You can also set up your grading scheme here (for assigning weight). To easily do this, use the Setup Wizard.

B. Use the Import button to import existing grades. (.csv and .txt files only!)

C. Use the Export button to export your grades to CSV or Excel. You can select which grades and details you want to export, as well as the scheme and weight of the grades.

D. You can use the Search For... function to search for grades of specific students.

This icon indicates that there is a submission for this particular grade that you have not yet graded. Click the icon to view this attempt.

Accessing your Course Administration

A. The Course Tools drop-down menu gives access to the most frequently used functionalities. This is also the way to access the LOR (Learning Object Repository) which is used for copyrighted materials.

Course Admin gives you access to the following:

B. The Site Resources section contains tools related to your content. The Course Builder is an easy tool to set up your courses with. Here you can also upload files from your PC.

C. Use the Learner Management tools to create groups, check up on your students and assign them to groups.

D. Assessment options allow you to create assignments, quizzes and access the gradebook.

E. You can use the Communication tools to convey information to your students through announcements or discussions.