

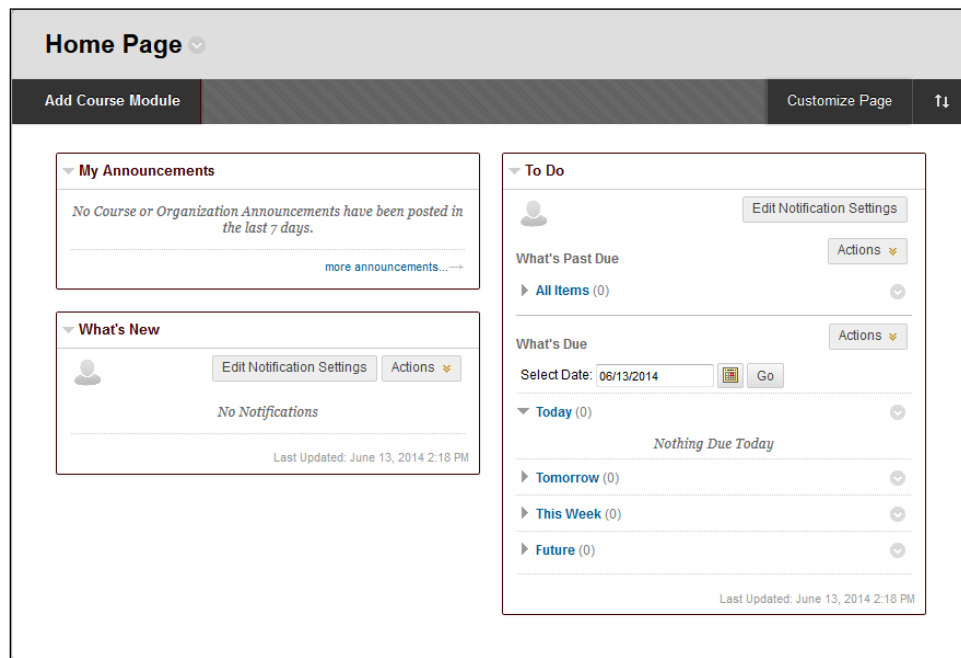
## HOME PAGE (COURSE MODULE PAGE)

Modules are a great way to see what's happening in your courses, as well as access commonly used tools with just one click. Modules have different properties depending on the module, and setting on the module. You may be allowed to minimize or remove modules, however, some modules are required to appear. You may also be allowed to edit the content that appears in the modules.

By default, the Home Page of every course may be customized by the instructor. Students do not have the ability to customize the Course Home Page.

By default, the modules available on the Home Page are:

- My Announcements – Displays course announcements that have been posted in the last 7 days, as well as a link to the Announcements page where all announcements for the course are located.
- What's New – Displays information to students about new content available in the course.
- To Do – Displays information to students about what they personally need To Do in the course based on Due Dates.



**NOTE:** The What's New and To Do modules may not update with relevant information for instructors. These modules are meant for student use. The **Instructor Alerts** page displays modules specific to Instructor use.

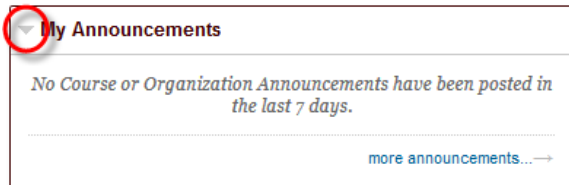
## EDIT MODULE CONTENT

If information is available to be edited on a module, click the **Manage** icon located at the top of each module.




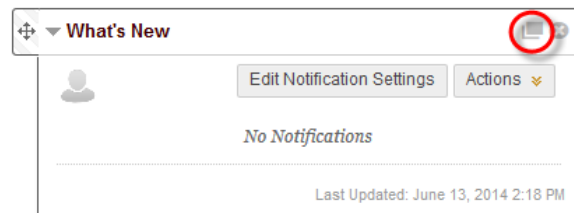
## MINIMIZE A MODULE

To minimize a module, click the down-pointing caret icon ( ▾ ) located at the top of each module. To maximize a module, click the right-pointing caret icon ( ▸ ) located at the top of each module.



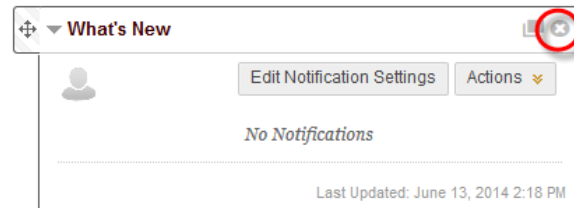
## OPEN A MODULE IN A NEW WINDOW

To open it in a separate window, click the dual-window icon (  ) located at the top of each module. If the icon does not appear, the option is not available for this module.



## REMOVE A MODULE

To remove a module, click the remove icon (X) located at the top of each module. In the pop-up window, click OK. Removing a module does not permanently delete it. You can restore deleted modules with the Add Module function on the action bar. Modules that do not have a remove icon are required to appear.



## CUSTOMIZE MODULE LAYOUT

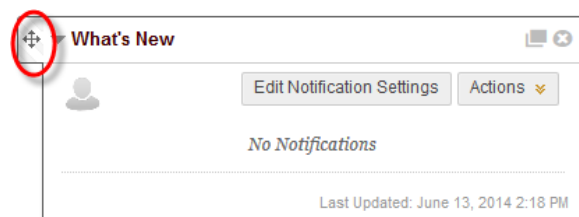
You can reorder the modules on a tab using the drag-and-drop function or the keyboard accessible reordering tool.

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### DRAG-AND-DROP FUNCTION

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Press and drag the header of a module to move it to a new location. The module is surrounded by a dashed line as you move it. Release the module to place it in its new location.

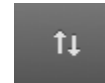


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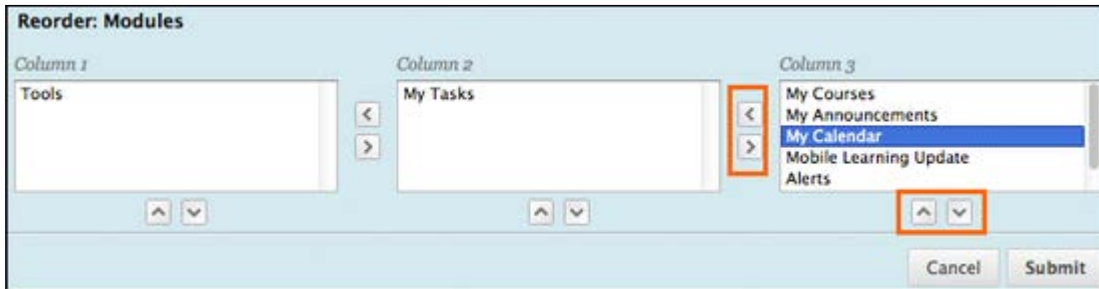
## KEYBOARD ACCESSIBLE REORDERING TOOL

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You can use the keyboard accessible reordering tool for an alternative method to reorder items. The tool appears on the action bar.

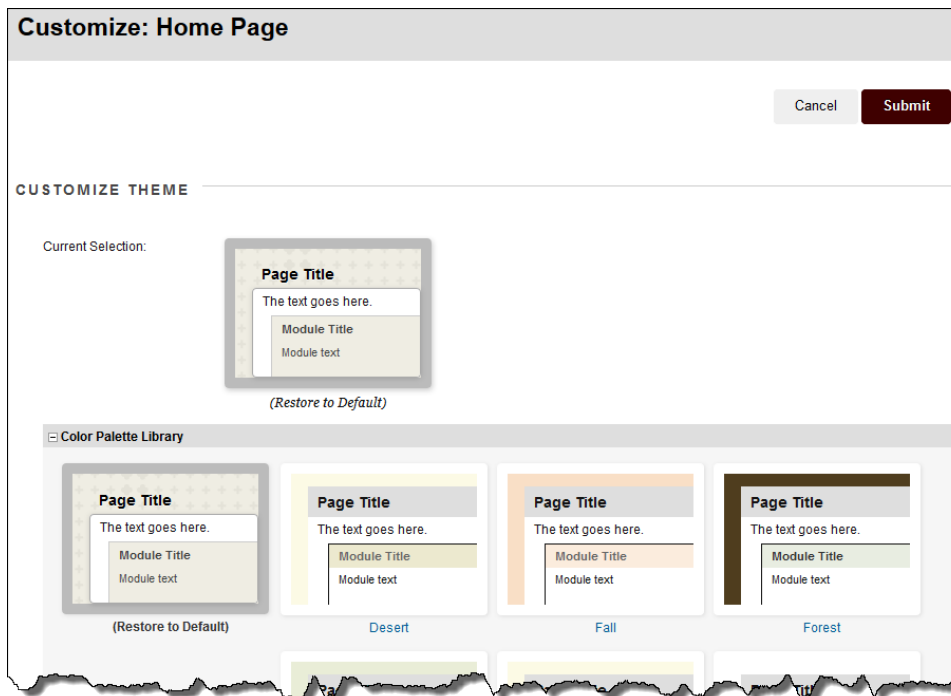


Select one of the modules. Use the up and down arrow icons to move the module to a new position in a column list. Use the right- and left-pointing arrows to move a module between columns.



## CUSTOMIZE THE PAGE

Click **Customize Page** on the action bar. On the **Customize** page, select a color scheme from the **Color Palette Library**.



## HOW TO ADD A COURSE MODULE

1. Click **Add Course Module** on the action bar.
2. On the **Add Module** page, select the modules to appear on the tab. You can search by keyword or browse by category to find modules. Your institution can disable options.
3. Click **Add** to place the module on your **My Institution** page. Click **Remove** to delete the module from your **My Institution** page.

