

HOW TO CREATE A MODULE PAGE

Module pages contain course modules that you select from a list. A course module can be a tool, such as a calculator, or it can display dynamic information such as grades, alerts, and announcements. You can control which events show in the notification modules.

You can add course modules to module pages only. Your course might have a default module page called Home Page that contains the modules that you and your students find most useful.

1. Change **Edit Mode** to **ON**.
2. Access a content area, learning module, lesson plan, or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Module Page**.
5. On the **Create Module Page**, type a **Name** for the page. This becomes the link in the course area. Optionally, type a **Description** that will appear with the link in the course area. It does not appear on the module page.
6. Select **Permit Users to Personalize the Page** to allow users to change the color theme, reorder modules, and add modules to their personal view of the page. Users' customizations affect their view only.
7. Select **Options**:
 - a. Select **Yes** to **Permit Users to View this Content**.
 - b. Select **Yes** to **Track Number of Views**.
 - c. For **Enter Date** and **Time Restrictions**, you can set the module page to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect module page availability, only when it appears.
8. Click **Submit**.

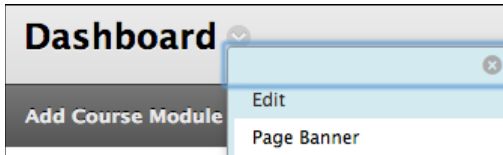
You can also create module pages on the course menu.

HOW TO CUSTOMIZE THE MODULE PAGE BANNER

You edit a module page's settings and title just as you do other content items. Access its contextual menu and select Edit. However, changing a module page's banner differs.

NOTE: A recommended size for banners is approximately 480 by 80 pixels. Keep in mind that users can resize their browser windows, expand and collapse the course menu, and use monitors of varying sizes and screen resolutions. After uploading a banner, view it under varying conditions to ensure that it looks as you intended.

1. Change **Edit Mode** to **ON**.
2. Access a content area, learning module, lesson plan, or folder.
3. Click the link to the module page.
4. On the module page, access the title's contextual menu.
5. Select **Page Banner**.

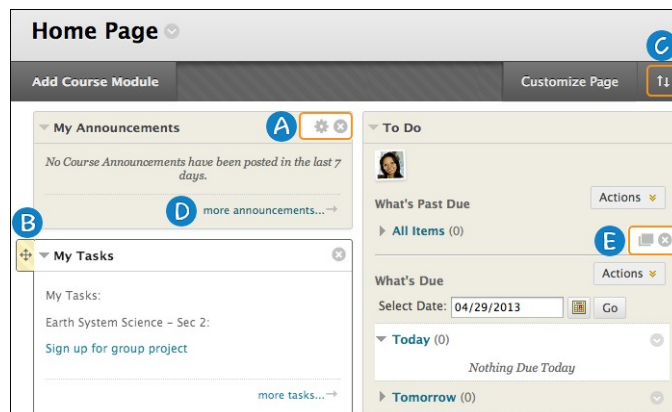


6. Type the **Page Banner Content** in the box.
7. Click **Use Custom Page Banner** display your banner to users. When **Edit Mode** is **ON**, the custom page banner will appear above the default banner. Users see only the custom page banner.
8. Click **Submit**.

HOW TO ADD COURSE MODULES

1. Change **Edit Mode** to **ON**.
2. Access the module page.
3. Click **Add Course Module**.
4. On the **Add Module** page, select a module by clicking its **Add** function. Click its **Remove** function to delete a module from the module page.
5. Click **OK**.

MANAGING MODULES



- A. Click the gear icon to change the display of a module. For example, you can select how many days of announcements appear in a module. Click the **X** to remove a module. Removing a module does not delete content.

- B. Use the drag-and-drop function to reorder course modules.
- C. Alternatively, use the keyboard accessible reordering tool to reorder the modules.
- D. Click the link in a module to view more.
- E. Click the paper icon to open the module in a new window. You can move the window to a different location on your screen and use as a reference while you navigate in your course.