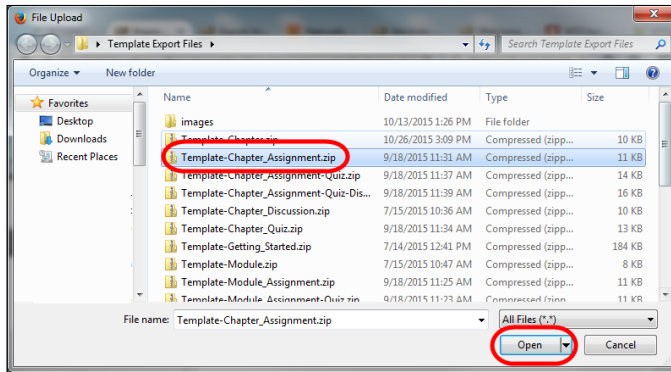


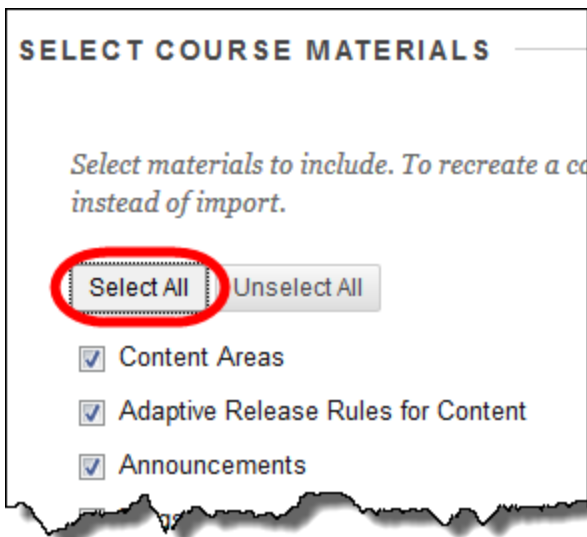
HOW TO USE THIS TEMPLATE

A. Import the Template.....	2
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5. Locate the Template file you downloaded from the Template site. Click Open.



6. Click the **Select All** button.



Please note: this template is already designed to only contain information related to the selected Template. Selecting option that do not exist within this file will do no harm to the course.

7. Click **Submit**.
8. Once you receive an email stating the template has been successfully imported, return to the course and go to Lessons to make modification.

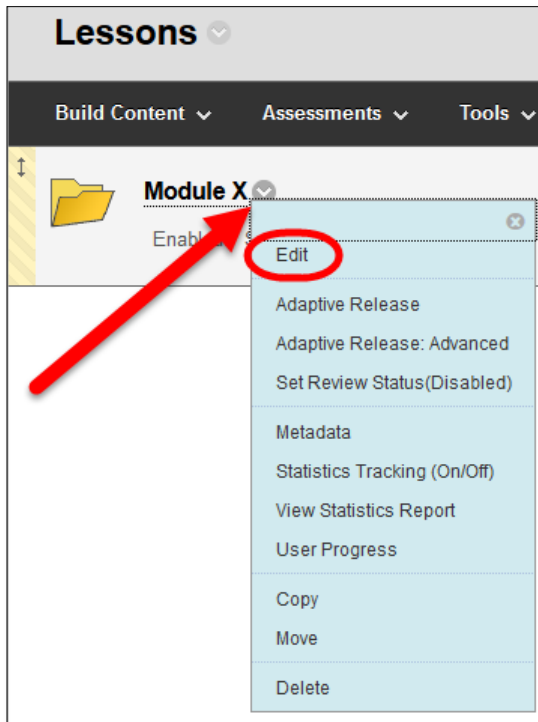
B. EDITING THE TEMPLATE

Please complete each of the following based upon the template you selected

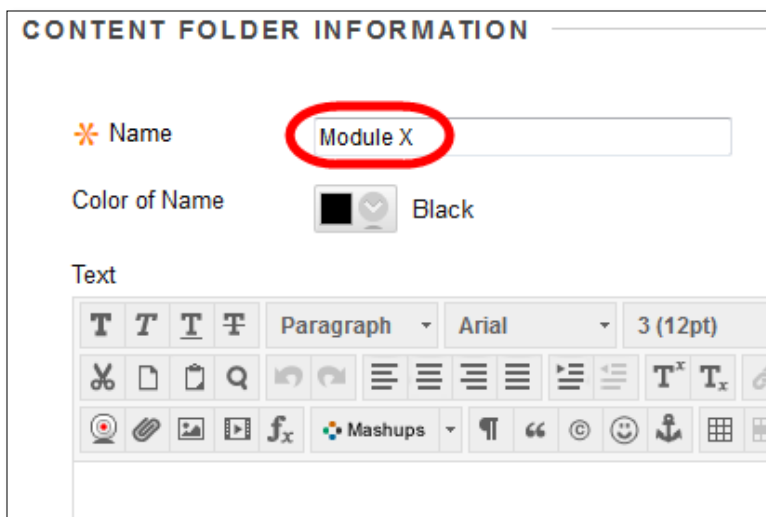
EDIT THE FOLDER TITLE

This Item is Available in all Templates.

1. In the Lessons area, select the dropdown menu for the Module folder, and select **Edit**.



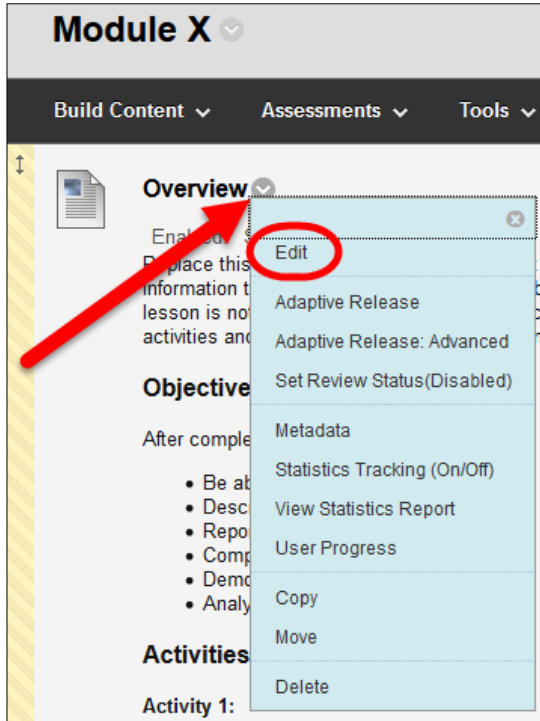
2. Edit the Module folder name to include which module number the folder is.



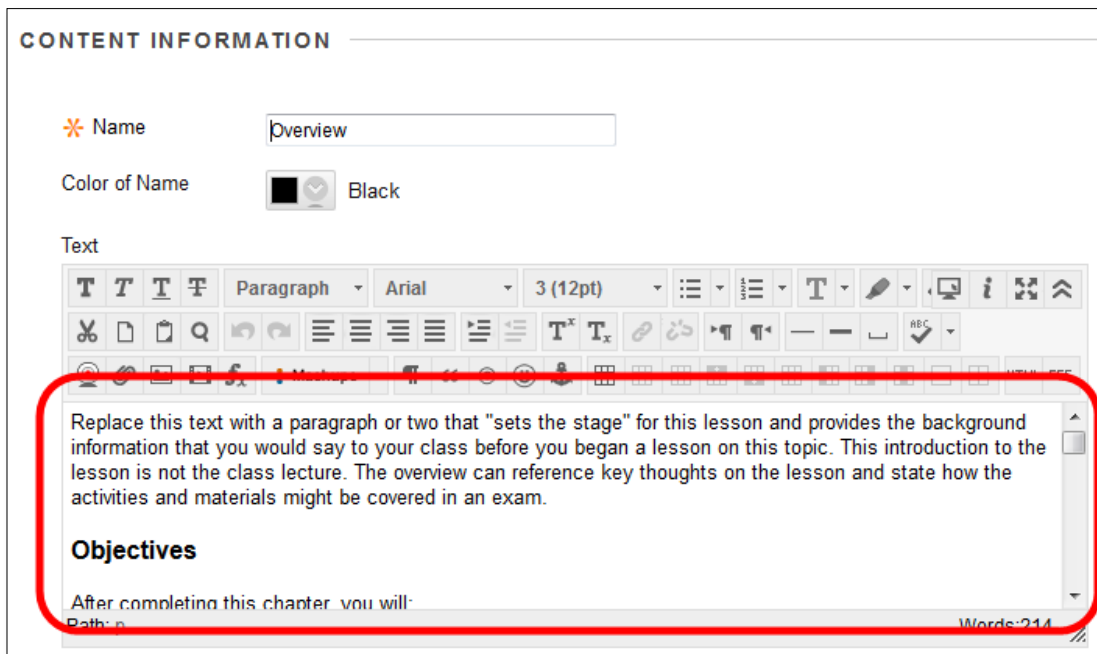
EDIT THE OVERVIEW

This item is Available in All Templates.

1. In each Module folder, select the dropdown menu for the Overview, and select **Edit**.



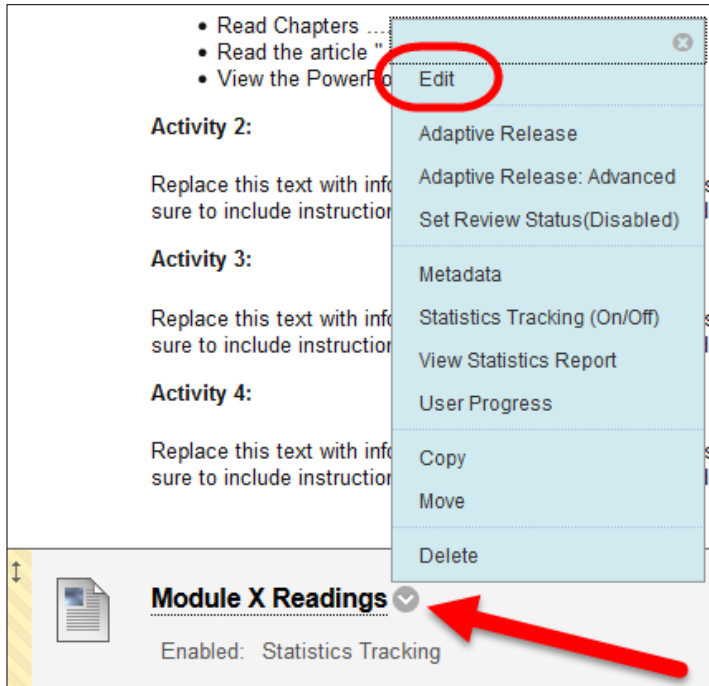
2. In the Text area, edit the information in the beginning txt, Objectives, and Activities for information related to this module.



EDIT THE READINGS

This item is Available in All Templates.

1. In each Module folder, select the dropdown menu for the Module X Readings, and select **Edit**.



2. Edit the title and the text

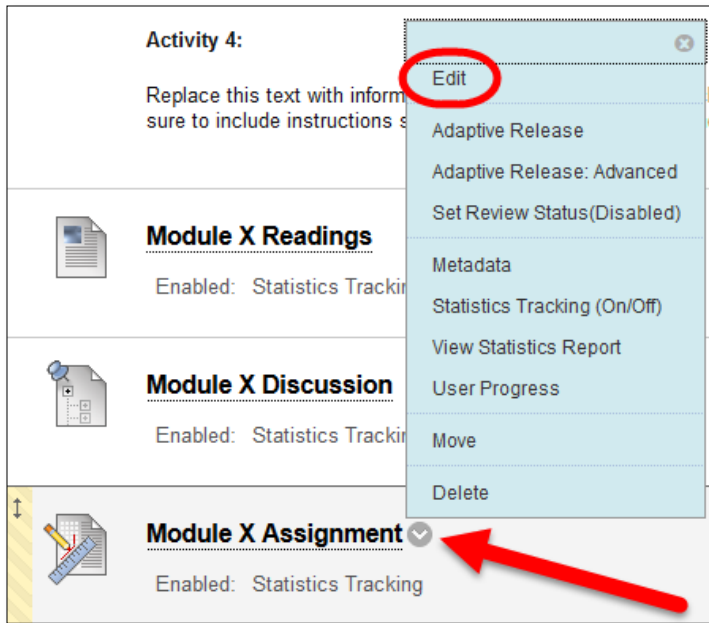
A screenshot of the 'Module X Readings' edit form. At the top, the title 'Module X Readings' is circled in red. Below the title is a color selection dropdown set to 'Black'. There are buttons for 'Cancel', 'Delete Page', and 'Submit'. A note says '* Indicates a required field.' Below this is the 'CONTENT' section. The content area has a rich text editor toolbar with options for text formatting, alignment, and insertion. The main content area contains two paragraphs of placeholder text, both circled in red: 'Replace this text with the readings that must be completed for this week. Readings can include lecture notes, chapter(s) from the textbook, articles, etc. List each item that needs to be read and any additional information specific to that item.' and 'This section can contain the reading as well as links to outside reading materials.' At the bottom, there is a 'Path: p' field and a 'Words:54' counter.

EDIT THE ASSIGNMENT

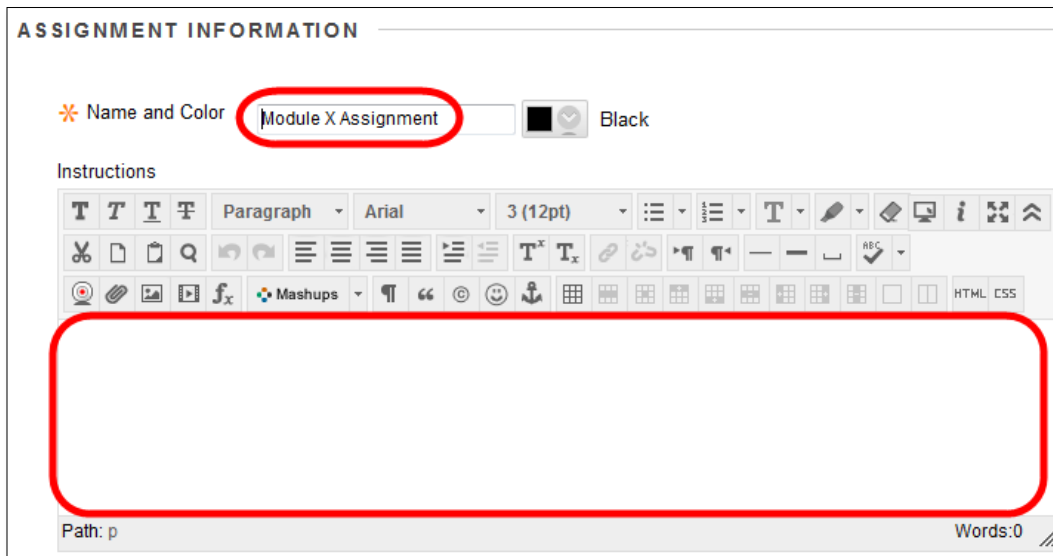
This item is Available in Assignment, Assignment/Test, and Assignment/Test/Discussion Templates.

Please note: Tracking has been turned on for this Assignment by default.

1. In each Module folder, select the dropdown menu for the Module X Assignment, and select **Edit**.



2. Edit the title and provide instructions.



3. Edit additional Settings

DUE DATES

Submissions are accepted after this date, but are marked Late.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

AVAILABILITY

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

Review information in the [Faculty Support Website](#) over Assignments for more details about settings for an Assignment.

EDIT THE QUIZ/TEST

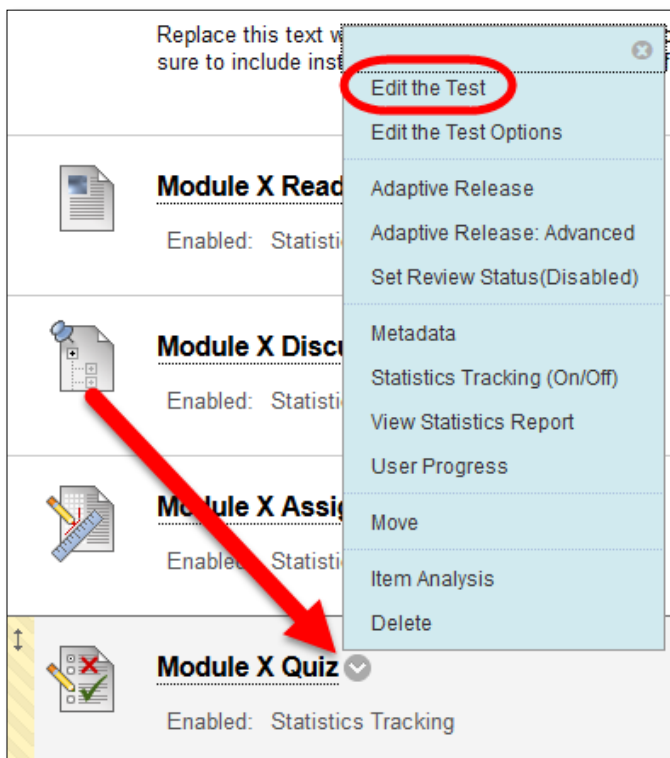
This item is Available in Test, Assignment/Test, and Assignment/Test/Discussion Templates.

Please note:

- There are no questions in the quiz/Test. Instructors must “Edit the Test” to add questions to each Quiz/Test.
- This item is labeled as a “Quiz” you may rename this item to any title that you wish

ADDING QUESTIONS “EDIT THE TEST”

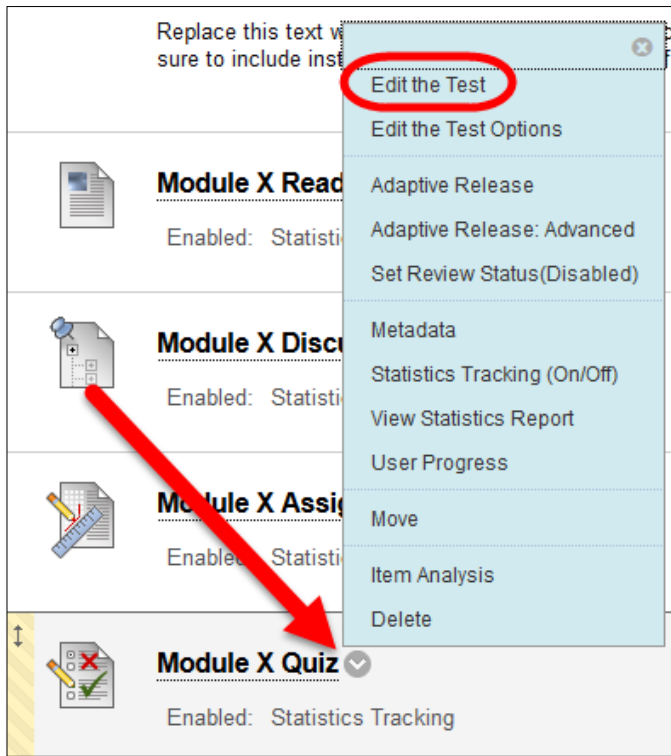
1. In each Module folder, select the dropdown menu for the Module X Quiz, and select **Edit the Test**.



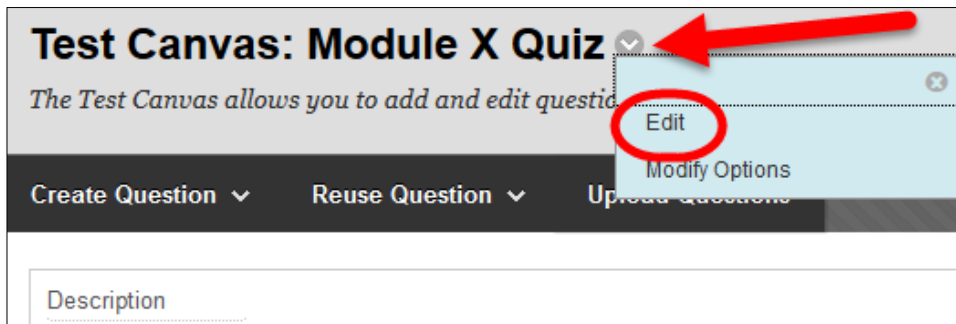
2. Add questions through **Create Question** or **Reuse Question** buttons. Please refer to information on creating tests on the [Faculty Help Website](#) for further instructions on building tests.

EDITING TITLE OF QUIZ

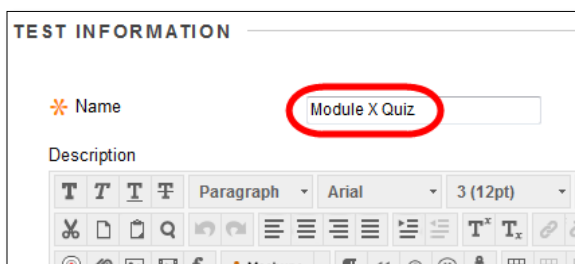
1. In each Module folder, select the dropdown menu for the Module X Quiz, and select **Edit the Test**.



2. On the Test Canvas page, click the dropdown to the right of the quiz title and select **Edit**.

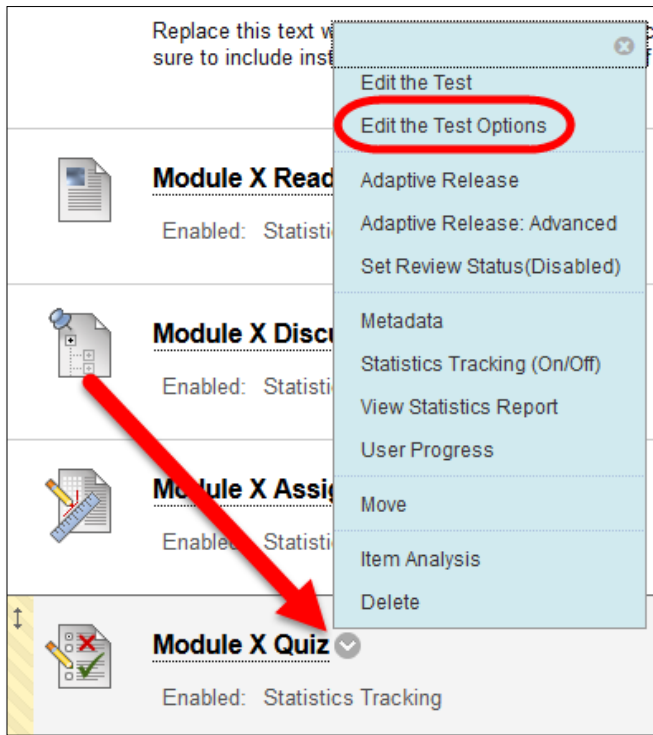


3. Edit the **Name** and click **Submit**.



CHANGING SETTINGS IN STUDENT ACCESS “EDIT THE TEST OPTIONS”

1. In each Module folder, select the dropdown menu for the Module X Quiz, and select **Edit the Test Options**.



2. Edit the options for how students will access and view the test.

The screenshot shows the 'TEST AVAILABILITY' settings form. The form includes the following options:

- Make the link available:** Yes No
- Add a new announcement for this test:** Yes No
- Multiple Attempts:** Multiple Attempts
 - Allow Unlimited Attempts
 - Number of Attempts
- Score attempts using:** Last Graded Attempt (dropdown menu)
- Force Completion:** Force Completion
Once started, this test must be completed in one sitting.
- Set Timer:** Set Timer
Set expected completion time. Selecting this option also records completion time.
 - Minutes
 - Auto-Submit:** OFF ON
 - OFF: The user is given the option to continue after time expires. ON: The user will not be given the option to continue after time expires.*

By Default Tests are set to be available to students, only allow 1 attempt, display no review after completion, and display questions one at a time to students.

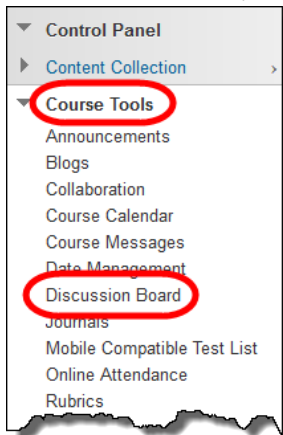
EDIT THE DISCUSSION

This item is Available in Discussion, and Assignment/Test/Discussion Templates.

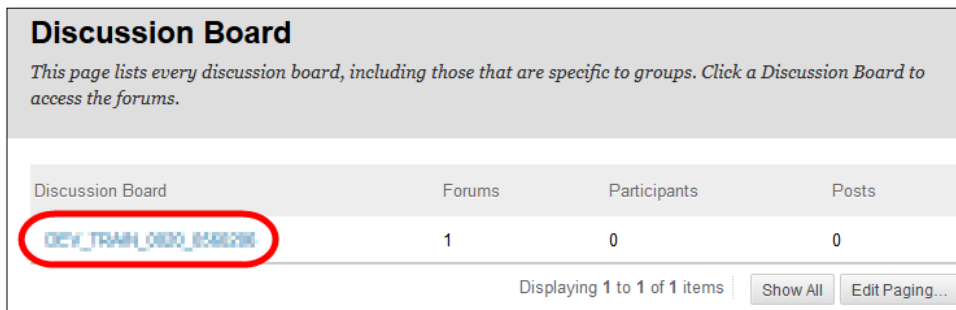
Please note: Discussions contain a “link” as well as the “forum settings” that may need to be set.

EDIT FORUM SETTINGS

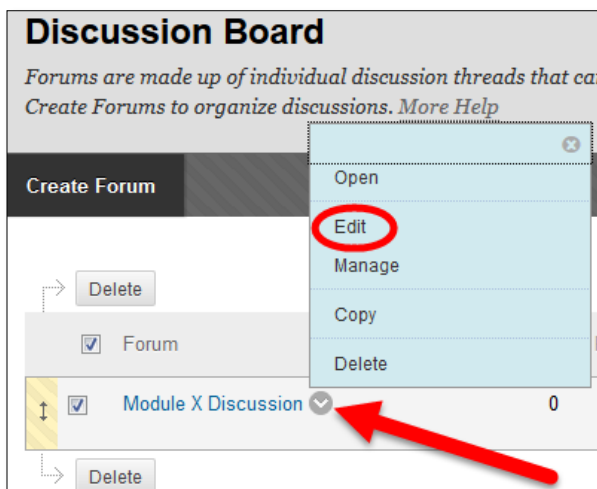
1. In the **Control Panel**, click **Course Tools**, and select **Discussion Board**.



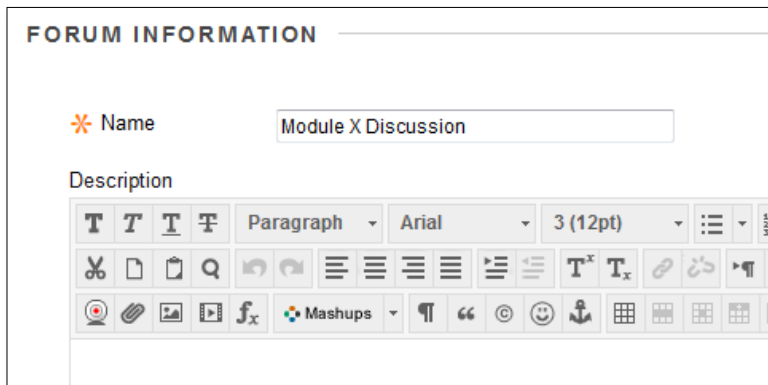
2. Click on the title of the course.



3. Click the dropdown to the right of the **Module X Discussion** and select **Edit**.



4. Edit the Name to the appropriate Module.



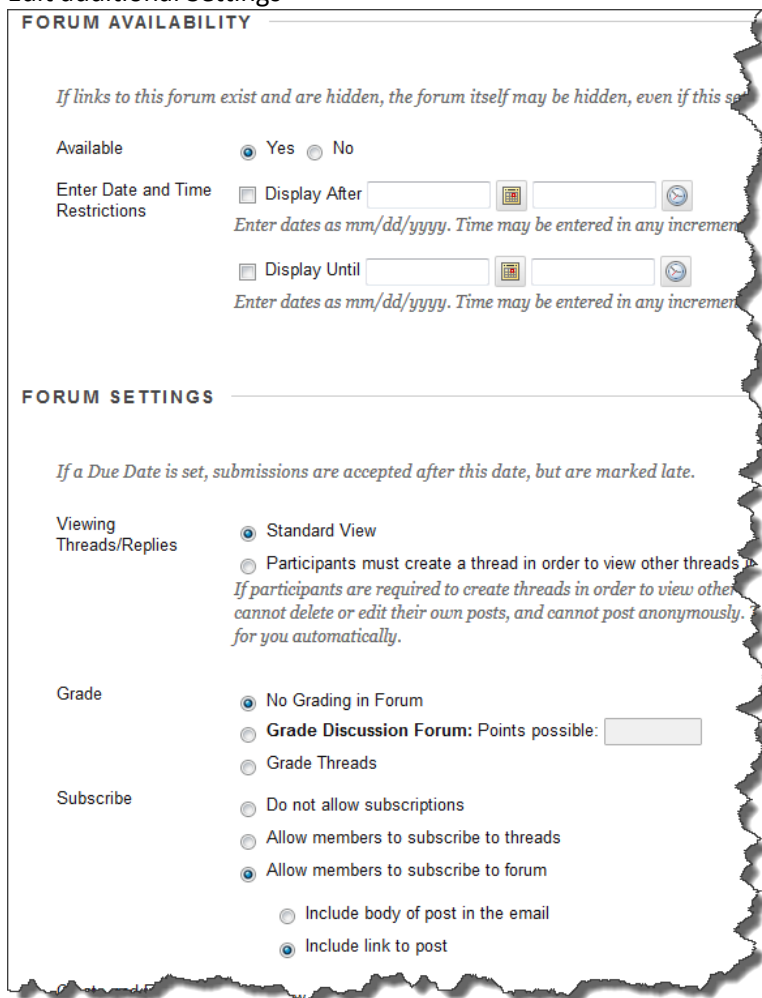
FORUM INFORMATION

* Name

Description

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source, Mashups, Table, Table of Contents, Print, etc.

5. Edit additional Settings



FORUM AVAILABILITY

If links to this forum exist and are hidden, the forum itself may be hidden, even if this setting is set to Yes.

Available Yes No

Enter Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies Standard View

Participants must create a thread in order to view other threads. *If participants are required to create threads in order to view other threads, participants are required to create threads in order to view other threads, cannot delete or edit their own posts, and cannot post anonymously for you automatically.*

Grade No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

Subscribe Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

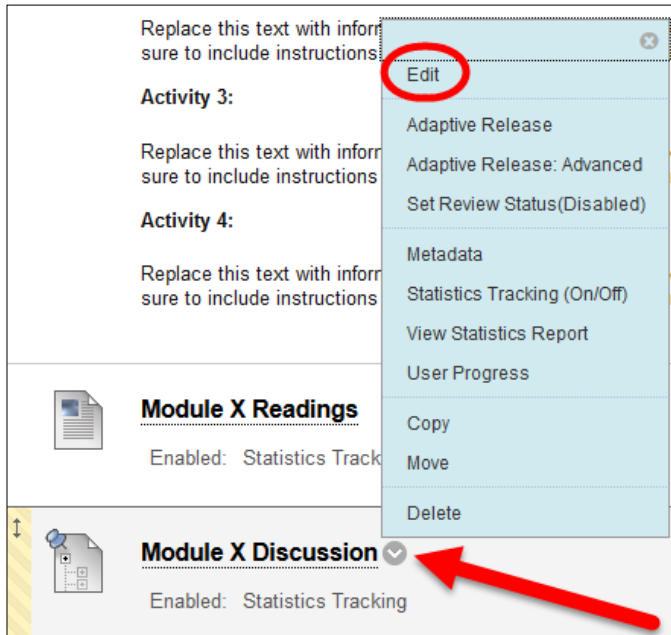
Include link to post

6. Please refer to information on discussion boards on the [Faculty Help Website](#) for further instructions on settings.

Please note by Default: Discussions are set to no grading, with standard view (students can see all posts from start) set.

EDIT FORUM LINK

1. In each Module folder, select the dropdown menu for the Module X Discussion, and select **Edit**.



2. Edit the **Link Name** and additional Settings

The screenshot shows the 'Edit Forum Link' configuration form. It includes the following fields and options:

- Link Name:** Module X Discussion
- Color of Name:** Black
- Link:** Discussion Board: Module X Discussion
- Text:** A rich text editor with a toolbar containing various text formatting options (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert code, insert table, insert table of contents, insert table of contents, insert table of contents, insert table of contents).
- Path:** p
- CONDITIONS**
- Available:** Yes No
- Track Number of Views:** Yes No
- Date Restrictions:**
 - Display After
 - Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.