Getting Started with the Course Environment

Table of Contents

Changing the Edit Mode Views ........................................................................................................1
Viewing a Contextual Menu ............................................................................................................2
Drag and Drop Reordering .............................................................................................................3
Accessible Reordering ...................................................................................................................4
Adding Course Menu Items ..........................................................................................................5
Renaming Course Content Items ..................................................................................................6

Changing the Edit Mode Views

When the Edit Mode is set to ON, you can add, remove, and edit content tools in the course. Switching the Edit Mode to OFF displays the course as students see it.

1. To switch between ON and OFF mode simply <Click> on the buttons circled above.
Viewing a Contextual Menu

1. Click the `<chevron>` to view the options for a particular item.

2. Select the item you would like to edit.
Drag and Drop Reordering

Drag and Drop Course Menu Items

1. <Click> and hold the arrow icon to the left of the menu item, as shown in red. Drag and drop the element to your desired position

![Menu Item Reordering Example]

Drag and Drop Content Area Elements

1. <Click> and hold the title bar of the item, as shown in red. Or hover over the yellow space until an arrow icon appears, as shown in green.

![Content Area Element Reordering Example]

2. Drag and drop the selected element to your desired position. Dashed boxes will appear where you can place them.
Accessible Reordering

This feature lets you reorder the items in the menu area using your keyboard

1. Turn edit mode ON
2. Click the <Keyboard Accessible Reordering Tool> on the action bar

3. <Click> on the item that you wish to move.
4. Using the up and down arrows (circled in red) or your keyboard, move the item to your desired position.

5. Click <Submit>
Adding Course Menu Items

1. Click the <+> icon above the course menu and select an item from the list.

![Course Menu Items]

2. Type the name of the content item in the name field. Click <Submit>.

![Add Content Area]

3. Once done, you should see the new item at the bottom of your course menu.
Renaming Course Content Items

1. Click the <Chevron> for the particular item you want to rename.

2. Select <Rename Link>

3. Type the new name in the box. Once done, select the <Check> icon to save the new name of the content area. Or the <x> icon to cancel the action.