

Inside a course

Course Layout

When you start with a fresh course you will see the default set Navbar and Homepage. The Navbar at the top will include



1. Course Home: Clicking this will always take you back to the front page of the course
2. Content: this tool is where most of the course material will be. You can organize the course content into modules that can lump the course together into units. You can also link to learning activates such as Quizzes, Assignments or Discussions.
3. Assignments: This tool will allow you to create a virtual folder or dropbox for students to submit work into. You due dates, end dates and allow for late submissions if needed.
4. Discussions: The Discussion tool is used for asynchronized communications. Topics are divided by Forums. You can have both start and end dates for discussion topics and the students can post to topics by groups as well using the Groups tool.
5. Quizzes: The quizzes tool is used as a form of timed assessment. There are a lot of question types available including the standard multiple choice, matching, True/False, and Essay type. There are also some unique question types including Multi-Select, Arithmetic, and Ordering
6. Classlist: The Classlist tool is where you access the class roster, easily email one or more student, or check class progress
7. Grades: This is the course Gradebook. You can create links between learning activates to auto populate grades or create stand-alone grade items to manually grade.
8. University Resources: Clicking on this link will give you a dropdown of common resources for Clayton State.
9. Quick Eval: This tool will group all the learning activates together that have submissions that need to be assessed. You can sort by activates or submissions
10. Courses Admin: Clicking on this link will give you all the options for the course. We recommend always having this tool available on the course Navbar. Students do not have access to this tool and do not see it on the Navbar.

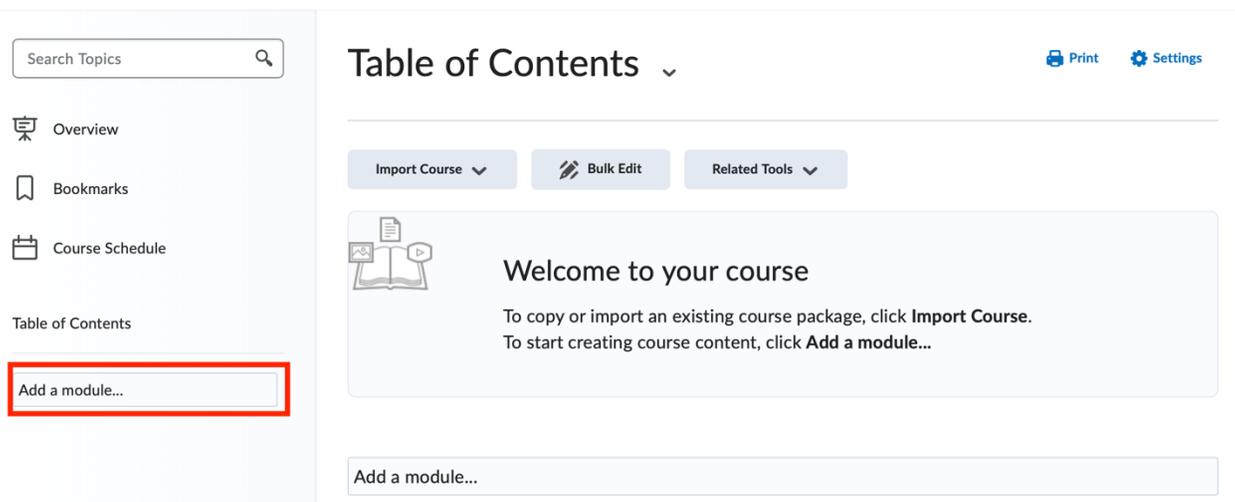
11. LOR: This is the Learning Object Repository. You can create content and quizzes to share across Clayton State for other courses.

Note: Depending on the size of the browser window you might need to click “More” to see the last group of tools on the navbar. The list of tools on the Navbar might be truncated due to lack of space to include everything.

Content: Create a Module

The content tool is organized by modules. These act as folders that contain the course files that you would like the students to access, and links to learning activities. To create a content module:

1. From the Course Home click Content on the Navbar
2. On the left click “Add a module...”



The screenshot shows the LOR interface. On the left is a sidebar with a search bar and navigation options: Overview, Bookmarks, Course Schedule, and Table of Contents. Under 'Table of Contents', the 'Add a module...' button is highlighted with a red rectangle. The main content area is titled 'Table of Contents' and includes buttons for 'Import Course', 'Bulk Edit', and 'Related Tools'. Below these is a 'Welcome to your course' section with instructions to 'Import Course' or 'Add a module...'. At the bottom, there is another 'Add a module...' text box.

- 3.
4. Give the Module a name by typing it into the box
5. Press the Enter key on the keyboard and it will create the Module and load it on the right section of the browser.
6. You can now add content to your module by using the Upload / Create button, or Existing Activities buttons. You may also add sub-modules by clicking on “Add a sub-module...” text box and giving the sub-module a name

Content: post a file (syllabus)

To add a file like a word file for a syllabus here are the steps:

1. From the Course Home Click Content on the Navbar

2. On the left side under the Table of Contents click on the module that you would like to add the file to or create a module
3. Click Upload / Create

Add dates and restrictions...

Add a description...



Drag and drop files here to create and update to

Add a sub-module...

- 4.
5. Choose Upload Files
6. Click My Computer
7. Click Upload
8. Locate the file you would like to add
9. Click Upload (or Open)
10. Click Add