



Customize a Course's Look

Course instructors are in control of the look of courses, including: the menu bar on left, the color and icon themes throughout the course, adding banners, adding text headers. Anytime you would like to see what students see, click the Student View tab.

Menu Bar

The menu bar on the left is the navigation menu for the course and it enables you and your students to access all the tools and content sections of your course. Tools are essentially course functions such as: quizzes, assignments, learning modules... The menu bar is customizable and may be altered in appearance, order and position.

Add Tools to Menu Bar

Step 1: From the **Build** or **Teach** tab, click **Manage Course**.

Step 2: Click **Tools** and the following screen will appear.

Tools
Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes. If you remove a tool, all content in that tool is saved and available if you add the tool again.

Organizational Tools



- ☐ **Calendar**
Enter important events and deadlines, and allow students to enter their own events.
- ☐ **Search**
Search for content in the course.
- ☐ **Syllabus**
Provide course requirements, objectives, and policies.

Communication Tools






- ☐ **Announcements**
Post important information in a central location.
- ☐ **Chat**
Chat with other users in the course in real time, or use the Whiteboard to display images.
- ☐ **Discussions**
Post and respond to messages on specific topics.
- ☒ **Mail**
Send messages to other users.
- ☐ **Who's Online**
Chat with other users who are logged in to WebCT.

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Student Learning Activities

- ☐  **Assessments**
Create quizzes, self tests, and surveys.
- ☐  **Assignments**
Create assignments for students to submit online. Students can work independently or in groups.

Content Tools

- ☒  **Learning Modules**
Organize and present content and activities to students.
- ☐  **Local Content**
Allow students to easily access large files from a portable medium, such as CD-ROM, instead of downloading the files from WebCT.
- ☒  **Media Library**
Create a glossary or image collection.
- ☐  **SCORM**
Import SCORM-compliant packages, or modules, to be used as course content. SCORM modules can be added to the Course Content Home, other folders, and learning modules.
- ☒  **Web Links**
Create links to Internet resources.

Student Tools

- ☐  **My Files**
Allow students to store their own files.
- ☒  **My Grades**
Allow students to check their grades.
- ☐  **My Progress**
Allow students to track their own progress.
- ☐  **Notes**
Allow students to take notes.

Step 3: Select the check boxes next to the tools (functions) you would like to appear (to remove a tool, clear the check box) in the left Menu bar and then click **Save**.

Change Menu Bar Look

Step 1: From the **Build** or **Teach** tab, click **Manage Course**.

Step 2: Click **Course Menu** and the following screen will appear.

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Build **Teach** **Student View** AIT - CE 6 Documentation

Your location: [Manage Course](#) > **Course Menu**

Course Tools

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Learning Modules
- Mail
- Web Links
- Who's Online

(H) = Hidden from Students

Instructor Tools

- Manage Course
- Assessment Manager
- Assignment Dropbox
- Grade Book
- Group Manager
- Tracking
- Selective Release

Menus

The course menu displays links to tools in the course. The course menu displays Course Tools. Depending on your role, the course menu also displays Designer, Instructor, or My Tools. Depending on your permissions, you may be allowed to show and hide links, reorder links, or add custom links.

Note: If you want to add or remove tools from the course, go to Tools option under Manage Course.

General Settings

Course Menu: ☒ Display icons and text | ☐ Display text only | ☐ Display icons only

Course Menu Orientation for Students: ☒ Vertical | ☐ Horizontal

Course Content Map: The course content map is a navigation menu of links in the Course Content tool.
☒ Display as an icon | ☐ Display as a drop-down list | ☐ Do not display

Apply Settings

Visibility to Students

Move	Tool Name	Visibility to Students
	Course Tools Add Custom Link	
	Course Content	
	Announcements	Hide Link
	Assessments	Hide Link
	Assignments	Hide Link
	Calendar	Hide Link
	Chat	Hide Link

Done online6.csus.edu

Step 3: Next to **Course Menu**, select an option to display on the course menu with an icon and text, text only or icons only.

Step 4: Next to **Course Menu Orientation for Students**, select either **Vertical** or **Horizontal** to change the location of the menu. If you change the view to horizontal, click the Student View tab in order to see the change.

Step 5: Next to **Course Content Map**, select either to display the course map an icon (default), as a drop-down list or don't display it.

Step 6: Click **Apply Settings** to see the changes.

Hide Menu Bar Tools

Step 1: From the **Build** or **Teach** tab, click **Manage Course**.

Step 2: Click **Course Menu**.

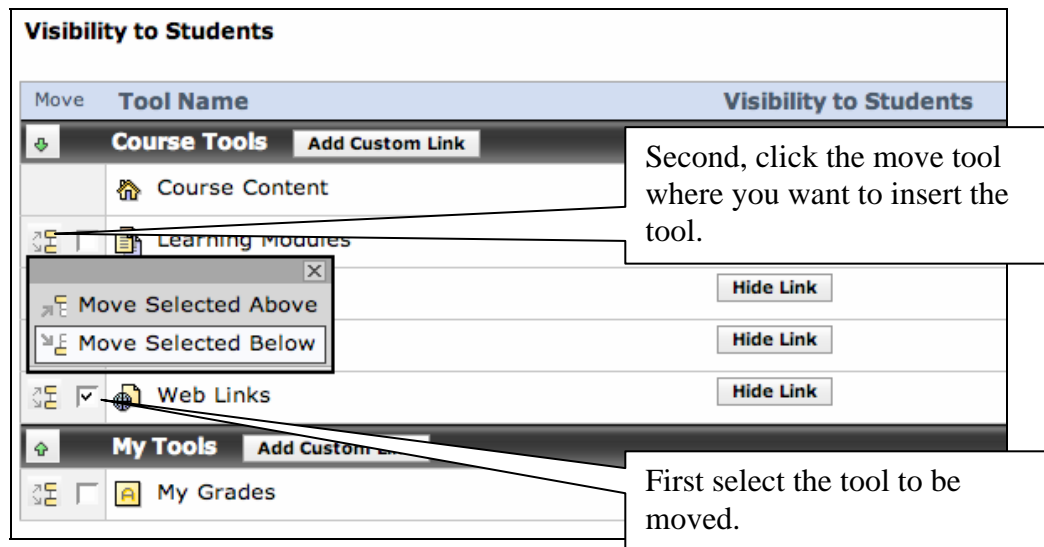
Step 3: Under **Visibility to Students**, click **Hide Link** button for the course tool you would like to hide from the students. After clicking Hide Link, the button will display "Showlink".


Move Menu Bar Tool

Step 1: From the **Build** or **Teach** tab, click **Manage Course**.

Step 2: Click **Course Menu**.

Step 3: Under **Visibility to Students**, select the check box next to the link you would like to move. This movement is placement of the link up or down on the current list.



Step 4: Click the  **Move** icon next to the insertion point and then choose **Move Selected Above** or **Move Selected Below**.