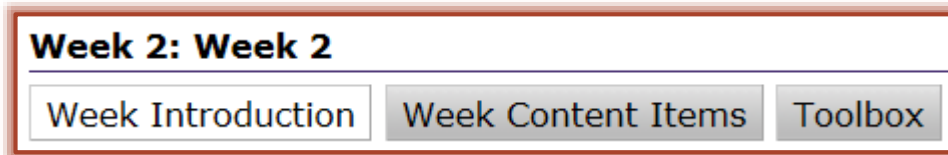


## Toolbox

Each Week that is added to a course has a Toolbox associated with it. The Toolbox is where preferences and properties for the Week can be set.

- ✦ Click the **Author** tab in the **Navigation Tree**.
- ✦ Click the **Week** or **Unit** for which the preferences and properties are to be set.
- ✦ Click the **Toolbox** button (see illustrations below).



- ✦ The **Toolbox** window will display (see illustration below).



- ✦ The table below shows the Toolbox options that are available for Weeks/Units.

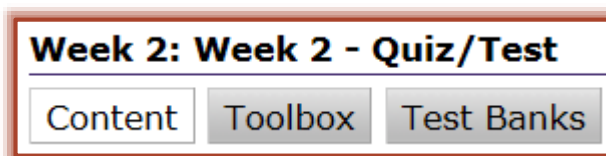
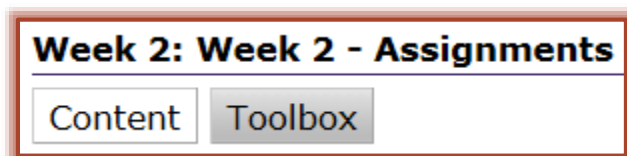
| Option                        | Do this   |
|-------------------------------|---|
| <b>Edit Schedule</b>          | <ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Edit Schedule</b>.</li> <li>✦ The <b>Schedule</b> window will display.</li> <li>✦ Select the <b>Dates</b> and <b>Times</b> that the Week or Unit is to display.</li> <li>✦ To <b>Restrict Access</b> to a Week or Unit before or after the <b>Date and Time</b> specified, click the check box next to the appropriate box.</li> <li>✦ Specify a <b>Due Date</b> if that option is applicable.</li> <li>✦ Click <b>Save &amp; Close</b> to Exit and save the changes.</li> </ul>  |
| <b>Edit a Unit/Week Title</b> | <ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Edit Unit/Week Title</b>.</li> <li>✦ Type a new <b>Title</b> for the <b>Week</b>.</li> <li>✦ To display the title in the <b>Navigation Tree</b>, click the <b>Use title in navigation menu</b> check box.                             <ul style="list-style-type: none"> <li>✦ When the <b>Use title in navigation menu</b> option is selected, the name of the Week or Unit will not change when the order is changed.</li> <li>✦ Each item will have to be changed separately.</li> </ul> </li> <li>✦ Click <b>Save Changes</b>.</li> </ul> |

| Option                         | Do this  |
|--------------------------------|--|
| <b>Change Item Order</b>       | <p>The order of the Content Items in a Week can be changed at any time. It is not necessary to change the numbers in all the boxes when changing the order. It is only necessary to put the number in the boxes for which the order is being changed.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Change Item Order</b>.</li> <li>† Change the numbers in the <b>Order</b> column to reflect the order.</li> <li>† Click <b>Save Changes</b>.</li> </ul>   |
| <b>Change Unit/Week Order</b>  | <p>The order of Weeks/Units in a course can be changed at any time. It is not necessary to change the numbers in all the boxes when changing the order. It is only necessary to put the number in the boxes for which the order is being changed.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Change Week Order</b>. The name displayed here will depend on what the settings are in the <b>Course Admin</b> area.</li> <li>† Change the numbers in the <b>Order</b> column to reflect the new order.</li> <li>† Click <b>Save Changes</b>.</li> </ul> |
| <b>Delete Week</b>             | <p>When a Week/Unit is deleted, all Content Items within the Week/Unit are deleted also.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Delete Week</b>.</li> <li>† A confirmation window will display.</li> <li>† Click the check box for the <b>I agree</b> option.</li> <li>† Click the <b>Delete Week and Content Items</b> button.</li> </ul>  |
| <b>Hide Unit from Students</b> | <p>This option is used to hide the Week or Unit from students until the faculty member wants to allow access.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click the <b>Hide Unit from Students</b> checkbox.</li> <li>† Click the <b>Save Changes</b> button.</li> </ul>  |

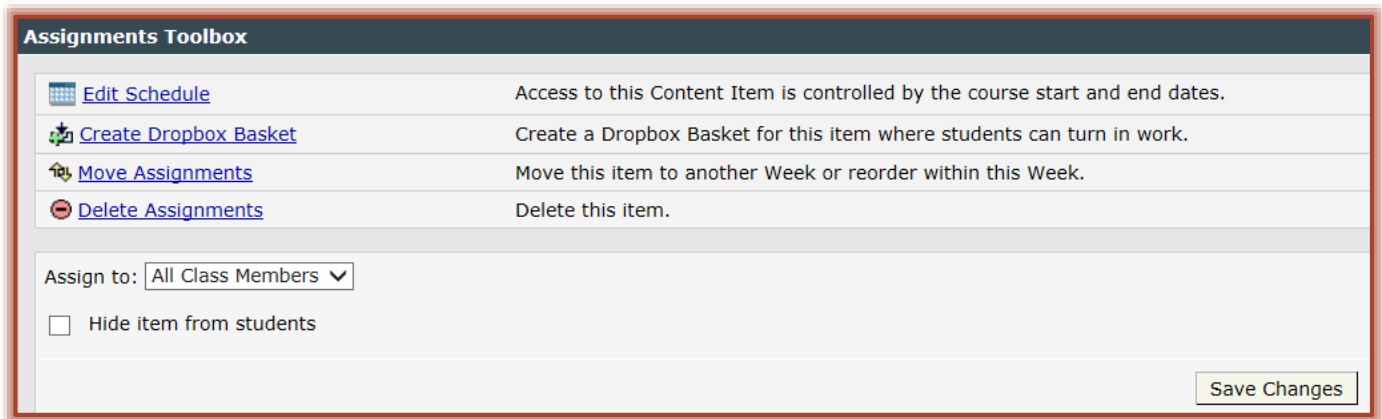
### Toolbox for Content Items (in general)

Each Content Item that is added to a course has a Toolbox associated with it. The Toolbox is where preferences and properties for the Content Item can be set. Most of the options in the Toolbox are common to all Content Items. However, there are some that are common to a particular Content Item such as Exams and Threaded Discussions.

- † Click the **Author** tab in the **Navigation Tree**.
- † Click the **Content Item** for which the preferences and properties are to be set.
- † Click the **Toolbox** button (see illustrations below).



† The **Toolbox** window will display (see illustration below)



† The **Toolbox** properties will change according to the **Content Item** selected.

† The table below shows the Toolbox options that are available for Content Items.

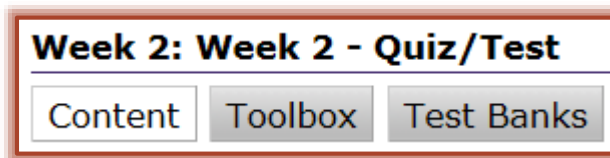
| Option                       | Do this  |
|------------------------------|--|
| <b>Edit Schedule</b>         | <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Edit Schedule</b>.</li> <li>† The <b>Schedule</b> window will display.</li> <li>† Select the <b>Dates</b> and <b>Times</b> that the item is to display.</li> <li>† To <b>Restrict Access</b> to an item before or after the <b>Date and Time</b> specified, click the check box next to the appropriate box.</li> <li>† Specify a <b>Due Date</b> if that option is applicable.</li> <li>† Click <b>Save &amp; Close</b>.</li> </ul>   |
| <b>Create Dropbox Basket</b> | <p>When this option is chosen, the <b>Dropbox</b> item is created immediately. The <b>Create Dropbox Basket</b> link will change to two new links: <b>Delete Dropbox Basket</b> and <b>Go To Dropbox Basket</b>.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Create Dropbox Basket</b>.</li> <li>† Click <b>Save Changes</b>.</li> </ul>   |
| <b>Move</b>                  | <p>Once a Content Item has been added to a week, it can be moved to a different week.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Move ____</b>. The exact name will be determined by the item that is selected.</li> <li>† Click the <b>Move to</b> list arrow and select the <b>Week/Unit</b> to which the item is to be moved.</li> <li>† Click the <b>Save Changes</b> button under the <b>Move</b> section.</li> <li>† To reorder the items: <ul style="list-style-type: none"> <li>✦ Input a number in the <b>Order</b> column. <ul style="list-style-type: none"> <li>▪ If the order of only one item is being changed, it is not necessary to change all the numbers.</li> <li>▪ If the order of more than one item is being changed, then all the numbers must be changed.</li> </ul> </li> </ul> </li> <li>✦ Click <b>Save Changes</b> under the <b>Reorder Items</b> window.</li> </ul> |

| Option                         | Do this   |
|--------------------------------|---|
| <b>Delete</b>                  | <ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Delete</b> _____. The exact name will be determined by the item that is selected.</li> <li>✦ The <b>Delete</b> window will display.</li> <li>✦ Click the <b>Delete</b> button.</li> <li>✦ The <b>Content Item</b> and the content it contains will be deleted from the course.</li> </ul> |
| <b>Assign to</b>               | <ul style="list-style-type: none"> <li>✦ This item is used to select an audience for the item.</li> <li>✦ It is only available when groups have been setup in the course.</li> </ul>  |
| <b>Hide Item from Students</b> | <ul style="list-style-type: none"> <li>✦ Click the check box if this item is to be hidden from Course View.</li> <li>✦ This means the students will not be able to view the item until the check box is cleared.</li> </ul>   |

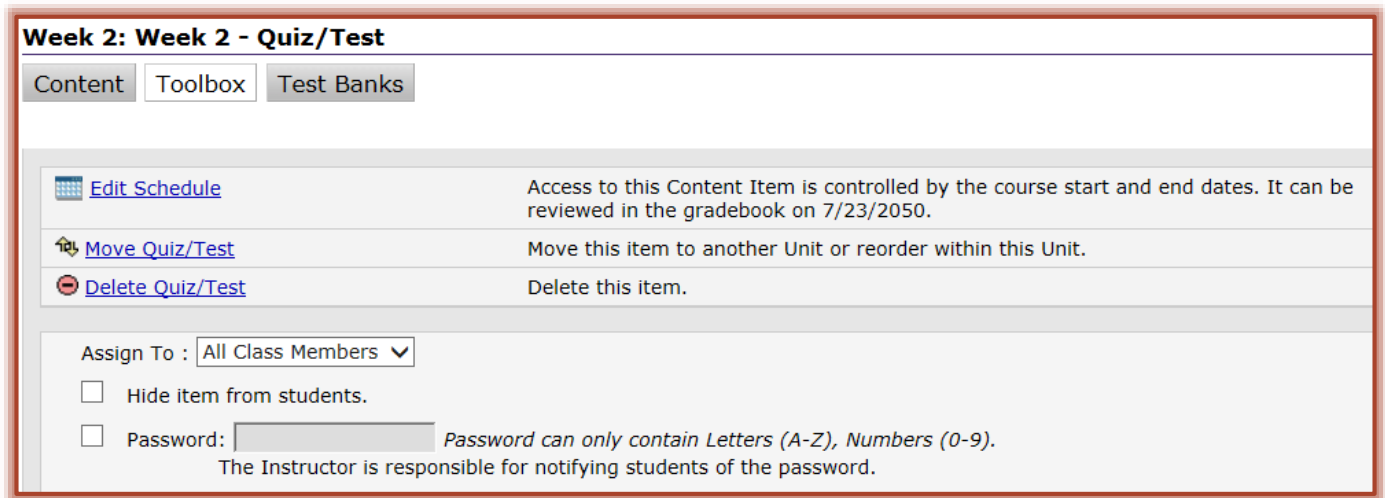
### Toolbox for Exams

Each Content Item that is added to a course has a Toolbox associated with it. The Toolbox is where preferences and properties for the Content Item can be set. Most of the options in the Toolbox are common to all Content Items. However, there are some that are common to a particular Content Item such as Exams and Threaded Discussions.

- ✦ Click the **Exam Content Item** for which the preferences and properties are to be set.
- ✦ Click the **Toolbox** button (see illustration below).



- ✦ The **Toolbox** window will display (see illustration below).



- ✦ The table below shows the Toolbox options that are available for **Exams**.

| Option                    | Do this  |
|---------------------------|--|
| <b>Edit Schedule</b>      | <p>This option is used to specify the dates and times when the Exam will be made available to students.</p> <ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Edit Schedule</b>.</li> <li>✦ The <b>Schedule</b> window will display.</li> <li>✦ Select the <b>Dates</b> and <b>Times</b> that the item is to display.</li> <li>✦ To <b>Restrict Access</b> to the exam before or after the <b>Date and Time</b> specified, click the check box next to the appropriate box.</li> <li>✦ Specify the <b>Gradebook Review Date</b>. <ul style="list-style-type: none"> <li>✦ This defaults to the end date of the term.</li> <li>✦ If this option is not changed, the students will not be able to see their grade in the Gradebook until the end of the term.</li> </ul> </li> <li>✦ Specify a <b>Due Date</b> if that option is applicable.</li> <li>✦ Click <b>Save &amp; Close</b>.</li> </ul>                        |
| <b>Move/Reorder</b>       | <p>Once an Exam Content Item has been added to a week, the exam can be moved to a different week.</p> <ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Move _____</b>. The exact name will be determined by the exam that is selected.</li> <li>✦ Click the <b>Move to</b> list arrow and select the <b>Week/Unit</b> to which the exam is to be moved.</li> <li>✦ Click the <b>Save Changes</b> button in the <b>Move</b> section.</li> <li>✦ To reorder the items: <ul style="list-style-type: none"> <li>✦ Input a number in the <b>Order</b> column. <ul style="list-style-type: none"> <li>▪ If the order of only one item is being changed, it is not necessary to change all the numbers.</li> <li>▪ If the order of more than one item is being changed, then all the numbers must be changed.</li> </ul> </li> <li>✦ Click <b>Save Changes</b> under the <b>Reorder Items</b> window.</li> </ul> </li> </ul> |
| <b>Delete</b>             | <ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Delete _____</b>. The exact name will be determined by the item that is selected.</li> <li>✦ The <b>Delete</b> window will display.</li> <li>✦ Click the <b>Delete</b> button.</li> <li>✦ The <b>Exam</b> will be deleted from the course.</li> </ul>  |
| <b>Assign to</b>          | <ul style="list-style-type: none"> <li>✦ This item is used to select an audience for the item.</li> <li>✦ It is only available when groups have been setup in the course.</li> </ul>   |
| <b>Hide from Students</b> | <ul style="list-style-type: none"> <li>✦ Click the check box if this item is to be hidden from Course View.</li> <li>✦ This means the students will not be able to view the item until the check box is cleared.</li> </ul>  |
| <b>Password</b>           | <ul style="list-style-type: none"> <li>✦ This option is used to set a password for the exam.</li> <li>✦ Students will not be able to access the exam without the correct password.</li> </ul>  |

| Option                 | Do this  |
|------------------------|--|
| Options                | <p>Select one of the following options (see illustration at end of table):</p> <ul style="list-style-type: none"> <li>† <b>Set Time Limit</b> – The instructor can set the amount of time the student is allowed for taking the exam.</li> <li>† <b>Display One Question per Page to the Student</b> – The students will only see one question at a time, not the whole page of questions. <ul style="list-style-type: none"> <li>✦ Pool options and other settings will still apply to all the questions.</li> <li>✦ The instructor can specify whether the student can go to the next question without answering the current one.</li> </ul> </li> <li>† <b>Students may re-take the exam</b> – This option allows students to access the exam multiple times. <ul style="list-style-type: none"> <li>✦ <b>Limit Takes</b> – This option allows the instructor to specify how many times a student may re-take the exam.</li> <li>✦ <b>Randomize Questions</b> – This feature is available when question pools are used. The questions will be presented in a different order each time the student takes the exam.</li> </ul> </li> </ul> |
| Grading and Results    | <p>This section is used to select the options that allow students to view the exams in the Gradebook (see illustration below).</p> <ul style="list-style-type: none"> <li>† Select the <b>Auto Grade Questions</b> if the system is to automatically grade all objective questions in the exam. <ul style="list-style-type: none"> <li>✦ Short answer and essay questions will not be graded.</li> <li>✦ Select both of the selections under this option: <b>Display an Auto Graded Quick Summary</b> or <b>Display Auto Graded Score in the Gradebook</b>.</li> </ul> </li> <li>† Select how the results of the graded exam are to display under <b>On the Review Date</b>. The options are: <b>Exam Grade in the Gradebook</b>, <b>Exam Grade and missed questions</b>, <b>Exam Grade and all questions</b>. In addition, the instructor can select whether or not students will be able to see the correct answers.</li> </ul>  |
| Question Configuration | <ul style="list-style-type: none"> <li>† This option allows the instructor to specify whether partial credit should be awarded for multiple answer questions (see illustration below).</li> </ul>  |

### Question Configuration

Multi-Answer Question (MMC)

Allow Partial Credit.

When selected, students will receive up to the given points on the question.

## Options

Set Time Limit:  days(s)  hour(s)  minute(s)

Save student answers and end exam when time has expired.

Display one question per page to the student.

This option will ignore pages and questions will be displayed to students one at a time. Question order, Pools and Instructions will still be used for the student's exam.

Student must answer the presented question before moving on to the next. The student will not be able to change their answer once they've moved to the next question.

Students can re-take the exam.

After submitting answers, a student can re-enter their exam. Their previous answers and numeric score will be deleted upon re-entry. Any question level comments entered by the instructor will also be deleted. The questions will be randomized if question pools are in use. If you prefer for the questions to remain the same for each individual student, please uncheck to checkbox next to "Randomize questions on each take."

Limit takes:  (Please type in numbers only.)

Randomize questions on each take (when question pools are used).

## Grading and Results

Auto-Grade questions (except Short Answer and Essay questions).

Display an Auto-Graded Quick Summary to students upon submit.

Display Auto-Graded Score in the Gradebook upon submit. (Score will not include Short Answer or Essay points until the Instructor has manually graded the questions.)

On the Review Date, display to students:

Exam Grade in the Gradebook

Exam Grade and missed questions

with answers

Exam Grade and all questions

with answers

## Toolbox for Threaded Discussion

Each Content Item that is added to a course has a Toolbox associated with it. The Toolbox is where preferences and properties for the Content Item can be set. Most of the options in the Toolbox are common to all Content Items. However, there are some that are common to a particular Content Item such as Exams and Threaded Discussions.

✚ Click the **Author** tab in the **Navigation Tree**.

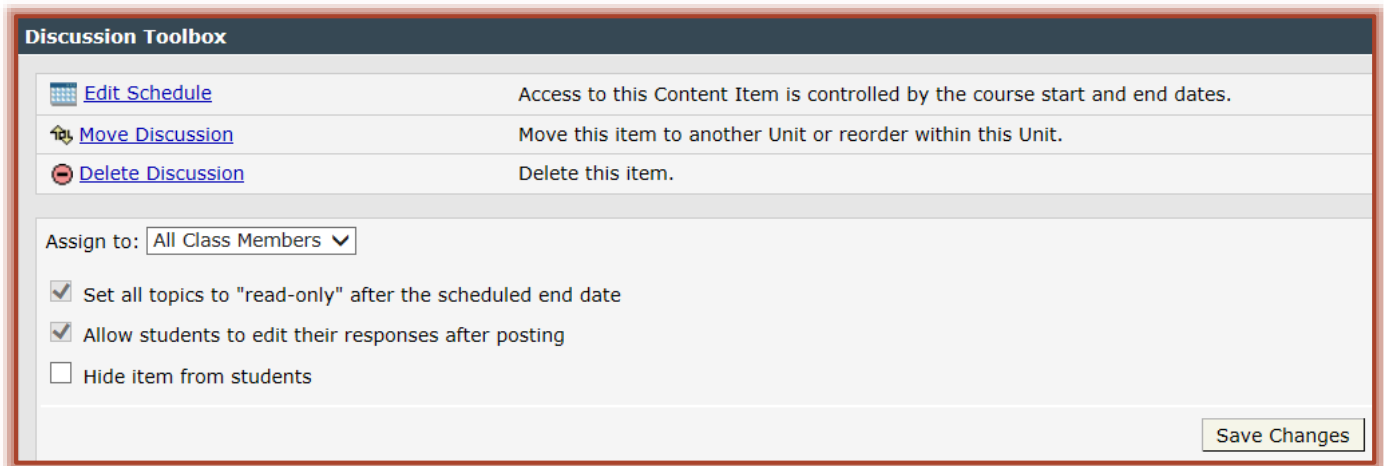
✚ Click the **Toolbox** button.

### Week 2: Week 2 - Discussion

Content

Toolbox

✚ The **Toolbox** window will display (see illustration below).



✚ The table below shows the Toolbox options that are available for Threaded Discussions.

| Option               | Do this  |
|----------------------|--|
| <b>Edit Schedule</b> | <ul style="list-style-type: none"> <li>✚ Open the <b>Toolbox</b>.</li> <li>✚ Click <b>Edit Schedule</b>.</li> <li>✚ The <b>Schedule</b> window will display.</li> <li>✚ Select the <b>Dates</b> and <b>Times</b> that the item is to display.</li> <li>✚ To <b>Restrict Access</b> to the discussion before or after the <b>Date and Time</b> specified, click the check box next to the appropriate box.</li> <li>✚ Specify a <b>Due Date</b> if that option is applicable.</li> <li>✚ Click <b>Save &amp; Close</b>.</li> </ul>  |
| <b>Move</b>          | <p>Once a Threaded Discussion Content Item has been added to a week, it can be moved to a different week.</p> <ul style="list-style-type: none"> <li>✚ Open the <b>Toolbox</b>.</li> <li>✚ Click <b>Move</b> _____. The exact name will be determined by the discussion that is selected.</li> <li>✚ Click the <b>Move to</b> list arrow and select the <b>Week/Unit</b> to which the discussion is to be moved.</li> <li>✚ To reorder the items: <ul style="list-style-type: none"> <li>✚ Input a number in the <b>Order</b> column. <ul style="list-style-type: none"> <li>▪ If the order of only one item is being changed, it is not necessary to change all the numbers.</li> <li>▪ If the order of more than one item is being changed, then all the numbers must be changed.</li> </ul> </li> <li>✚ Click <b>Save Changes</b> under the <b>Reorder Items</b> window.</li> </ul> </li> </ul> |
| <b>Delete</b>        | <ul style="list-style-type: none"> <li>✚ Open the <b>Toolbox</b>.</li> <li>✚ Click <b>Delete</b> _____. The exact name will be determined by the item that is selected.</li> <li>✚ The <b>Delete</b> window will display.</li> <li>✚ Click the <b>I agree</b> check box.</li> <li>✚ Click the <b>Delete Content &amp; Responses</b> button.</li> </ul>   |



| Option  | Do this   |
|---|---|
| <b>Assign to</b>  | <ul style="list-style-type: none"> <li>✦ This item is used to select an audience for the item.</li> <li>✦ It is only available when groups have been setup in the course.</li> </ul>  |
| <b>Set all topics to “read only” after the scheduled end date</b> | <ul style="list-style-type: none"> <li>✦ Click this check box to lock all Thread postings once the Content Item’s End Date is passed.</li> <li>✦ Students will be able to view the Thread, but they will not be able to post or edit any Threads.</li> <li>✦ The Respond or Edit buttons will not display.</li> <li>✦ In order for this to work, the End Date must be specified in the Edit Schedule window.</li> </ul> |
| <b>Allow students to edit their responses after posting</b>       | <ul style="list-style-type: none"> <li>✦ This option allows students to edit their own Thread responses after they have been posted to the Threaded Discussion.</li> <li>✦ If the Thread is edited, a Last Modified date displays under the response, as well as the original post date.</li> </ul>   |
| <b>Hide from Students</b>   | <ul style="list-style-type: none"> <li>✦ Click the check box if this item is to be hidden from Course View.</li> <li>✦ This means the students will not be able to view the item until the check box is cleared.</li> </ul>   |