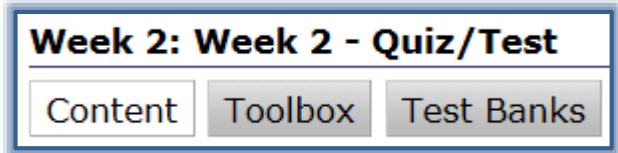
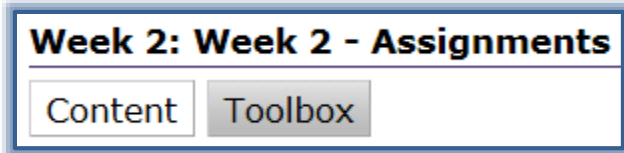



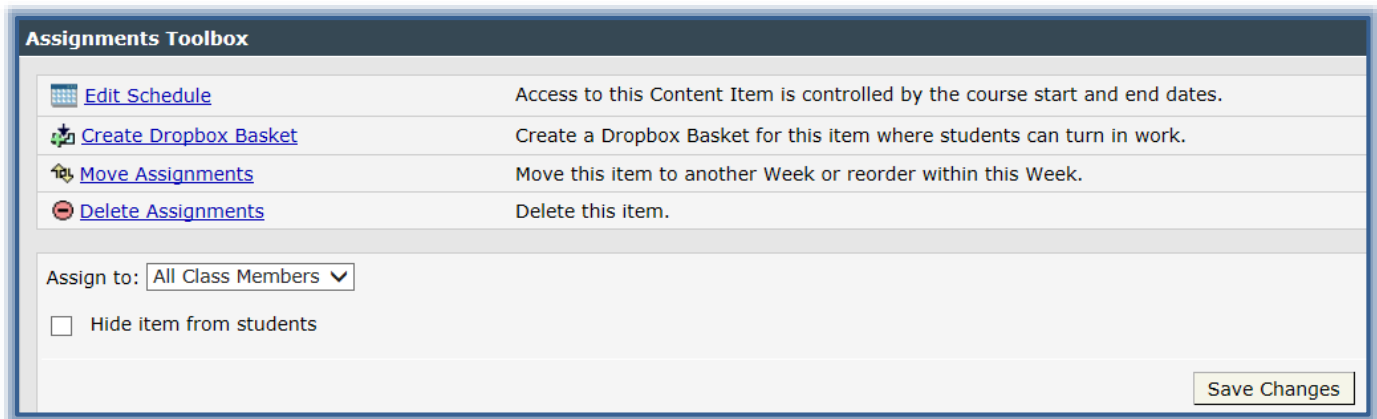
## Toolbox for Content Items (in general)



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
Edit Schedule	<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>
Create Dropbox Basket	<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>

Option	Do this
<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> <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>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>