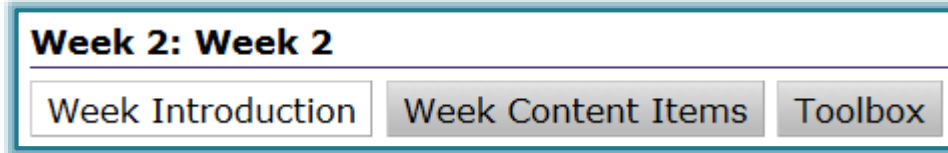


Toolbox for Weeks/Units

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

Option	Do this
Change Item Order	<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"> † Open the Toolbox. † Click Change Item Order. † Change the numbers in the Order column to reflect the order. † Click Save Changes.
Change Unit/Week Order	<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"> † Open the Toolbox. † Click Change Week Order. The name displayed here will depend on what the settings are in the Course Admin area. † Change the numbers in the Order column to reflect the new order. † Click Save Changes.
Delete Week	<p>When a Week/Unit is deleted, all Content Items within the Week/Unit are deleted also.</p> <ul style="list-style-type: none"> † Open the Toolbox. † Click Delete Week. † A confirmation window will display. † Click the check box for the I agree option. † Click the Delete Week and Content Items button.
Hide Unit from Students	<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"> † Open the Toolbox. † Click the Hide Unit from Students checkbox. † Click the Save Changes button.