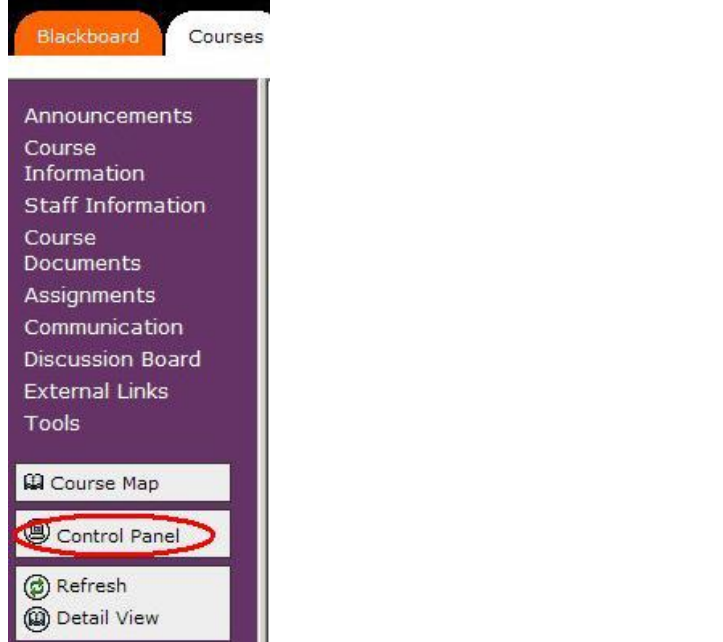
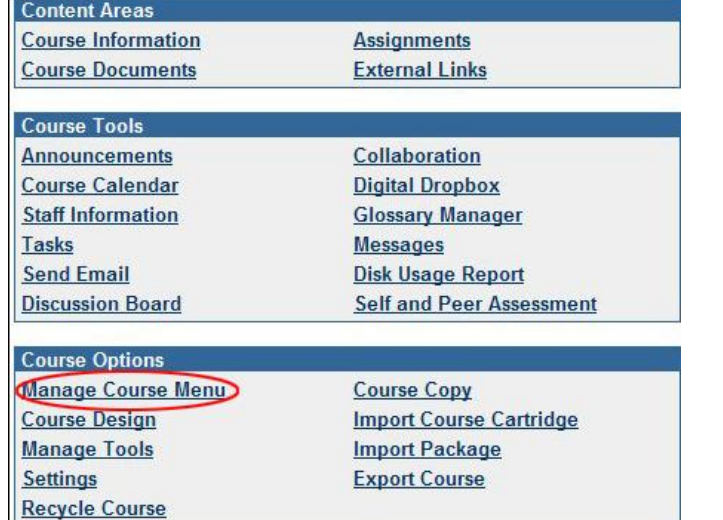



How do I control which areas of the course my students can see?

<p>1. On the main page of your course site, click Control Panel.</p>	
<p>2. Click "Manage Course Menu" on the Control Panel under the sub-header "Course Options".</p>	
<p>3. If you want to add another area, click on the type of area you want to add.</p>	

<p>4. The existing areas that are unavailable to students will be identified by a cautionary note in red. To change the status of an area, click on the Modify button.</p>	<p>1 Announcements <span>Modify Remove</span> Announcements</p> <p>2 Course Information <span>Modify Remove</span> Content Area</p> <p>3 Staff Information <span>Modify Remove</span> Staff Information</p> <p>4 Course Documents <span>Modify Remove</span> Content Area</p> <p>5 Assignments <span>Modify Remove</span> Content Area</p> <p>6 Communication <span>Modify Remove</span> <i>This item is currently unavailable.</i> Communications Area</p> <p>7 Discussion Board <span>Modify Remove</span> Discussion Board</p> <p>8 External Links <span>Modify Remove</span> Content Area</p> <p>9 Tools <span>Modify Remove</span> Tools Area</p>
<p>5. Check or Uncheck the "Make available for Student/Participant users" checkbox as desired.</p>	<p>1 Set Area Properties</p> <p>Type Discussion Board</p> <p>Name <input type="text" value="Discussion Board"/> <small>Suggested maximum: 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See Course Menu Design under Course Design to change Menu style.</small></p> <p>Available for Student/Participant users <input checked="" type="checkbox"/></p>
<p>6. For the <u>Communications</u> and <u>Tools</u> area <u>only</u>, you can also select which tools you want to make available.</p>	<p>2 Tools Availability</p> <p>Tool availability:</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Address Book <span>Available Unavailable</span></li> <li><input checked="" type="radio"/> Calendar <span>Available Unavailable</span></li> <li><input checked="" type="radio"/> Digital Dropbox <span>Available Unavailable</span></li> <li><input checked="" type="radio"/> Glossary <span>Available Unavailable</span></li> <li><input checked="" type="radio"/> Homepage <span>Available Unavailable</span></li> <li><input checked="" type="radio"/> My Grades <span>Available Unavailable</span></li> </ul>
<p>7. Then click on the Submit button.</p>	<p>Cancel <b>Submit</b></p>
<p>8. When you receive a reply with the status of your action, click the "OK" button.</p>	<p>OK</p>
<p>9. Click the "OK" button to exit Manage Course Menu.</p>	<p>OK</p>