

Selecting Tools

Directions

1. From a Blank course, simply select the tools you want with the Quick Start.

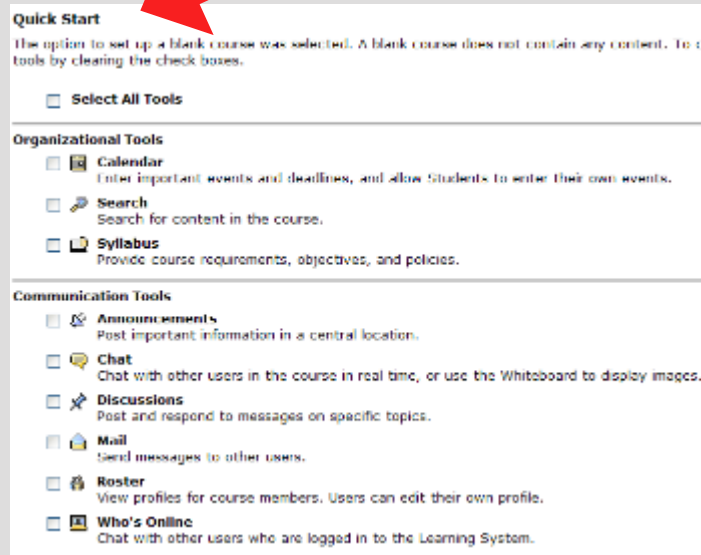
2. From an established Course, Go to the **Build** tab. Under Designer Tools Tab,

Click on 

3. Click  [Tools](#)

4. Select appropriate tools and click on 

Diagram



Quick Start
The option to set up a blank course was selected. A blank course does not contain any content. To clear tools by clearing the check boxes.

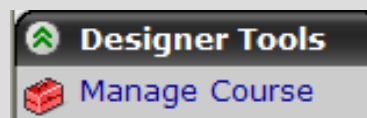
Select All Tools

Organizational Tools

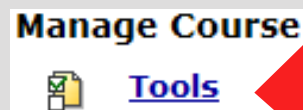
- Calendar**
Enter important events and deadlines, and allow Students to enter their own events.
- Search**
Search for content in the course.
- Syllabus**
Provide course requirements, objectives, and policies.


Communication Tools

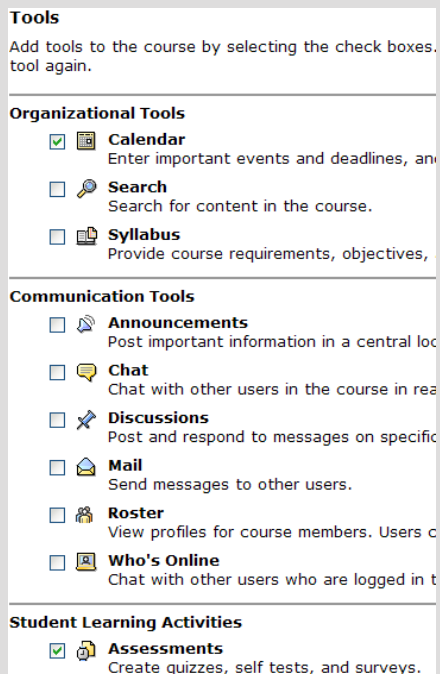
- Announcements**
Post important information in a central location.
- Chat**
Chat with other users in the course in real time, or use the Whiteboard to display images.
- Discussions**
Post and respond to messages on specific topics.
- Mail**
Send messages to other users.
- Roster**
View profiles for course members. Users can edit their own profile.
- Who's Online**
Chat with other users who are logged in to the Learning System.



Designer Tools
Manage Course



Manage Course
 [Tools](#)



Tools
Add tools to the course by selecting the check boxes. Select a tool again.

Organizational Tools

- Calendar**
Enter important events and deadlines, and allow Students to enter their own events.
- Search**
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- Syllabus**
Provide course requirements, objectives, and policies.

Communication Tools

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Post important information in a central location.
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Student Learning Activities

- Assessments**
Create quizzes, self tests, and surveys.