

# Editing Course Tools and Properties v8.3.0

**User Guide**  
**March 11, 2008**

## Contents

### **Editing course properties**

- The Course Offering Information page
- Setting course colors
- Setting the course language

### **Setting up course tools**

- The Tools page
- Turning tools on and off
- What if a tool is disabled in the middle of a course?
- Renaming a tool
- Editing tool help

### **Importing, exporting, and copying course components**

- Copying components between org units
- Exporting course components
- Importing course components from a file

### **Broken Link Viewer**

### **Index**

---



## Editing course properties

### The Course Offering Information page

You can edit the properties of your course offering from the Course Offering Information page.

► **To access the Course Offering Information page**

Do one of the following:

- Click the **Edit Course** link on your course navigation bar, then click  **Course Offering Information**.
- In the **Org Unit Administration** widget on your course homepage, click **Course Offering Information**.
- From My Home, in **My Courses** click the  **Edit** icon next to your course offering.

**Note** If you access the Course Offering Information page in this way, the Organization's navigation bar remains at the top of the screen.

### Course offering properties

The following properties may be displayed on the Course Offering Information page. The actual properties displayed and the order in which they appear depends on your site's configuration.

**Active** Controls whether the course is currently active (open to users). Inactive courses are normally visible only to system administration. This setting is independent from the course offering's start and end dates.

**Course Address Book** Controls whether the course offering is listed as a filter option in the Email inbox and address book. When selected, allows users enrolled in this course offering to easily email other users enrolled in this course offering or any group or section within the course offering.

**Course Offering Code** The code your organization uses to identify the course offering.

**Course Offering Name** The name of the course offering. Used throughout the Learning Environment wherever courses are listed.

**Course Offering Path** The directory where files associated with the course offering are stored.

**Course Template Code** The code your organization uses to identify the course offering's parent template.

**Course Template Name** The name of the course offering's parent template.

**Dark Color** One of the three colors used in the course. See *Setting course colors*, p. 3, for more information.

**Department** The department the course offering's parent template is associated with. Changing the department affects all other course offerings associated with the same template.

**Description** A description of the course offering.

**End Date** The date when the course offering closes. Users without permission cannot access the course offering after this date.

**Force Language** When selected, the course language overrides users language preferences. See *Setting the course language*, p. 4, for more information.

**Language** The language the course uses. All text in the interface is displayed in this language. See *Setting the course language*, p. 4, for more information.

**Light Color** One of the three colors used in the course. See *Setting course colors*, p. 3, for more information.

**Registration** Opens the course for self-registration.

**Sections** Controls whether the course offering has multiple sections. See *Groups and Sections User Guide*, for more info.

**Semester** The semester in which the course offering is offered. Your institution may use an alternate name (e.g. term, session).

**Soft Color** One of the three colors used in the course. See *Setting course colors*, p. 3, for more information.

**Start Date** The date the course offering opens. Users without permission cannot access the course before this date.

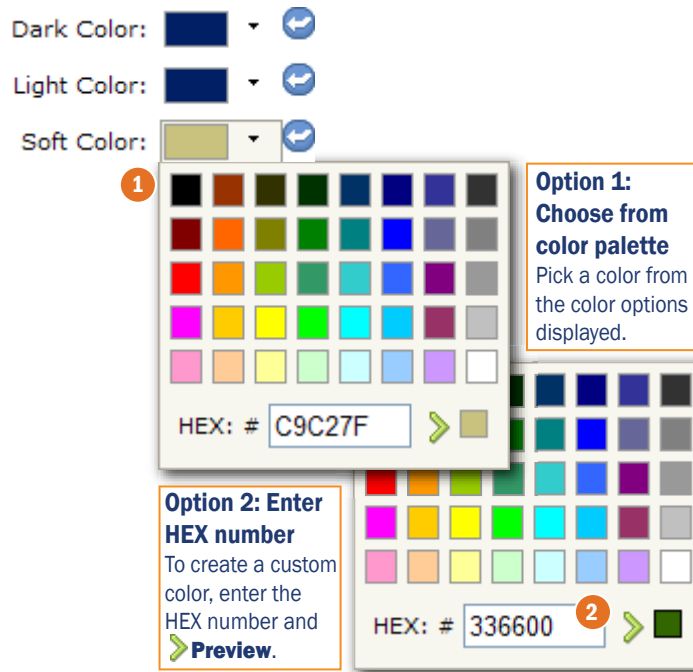
## Setting course colors

You can enhance the appearance of your course and help users identify your course more easily by modifying the colors used in the interface. The Learning Environment uses three color settings to render the areas within a course:

- **Dark Color** is used for the title bar in the border surrounding the central area of each page, and is used in pop-ups. White text is shown against this color.
- **Light Color** is no longer used in most areas (it is being phased out). We recommend you use the same color selected for **Dark Color**. White text is shown against this color.
- **Soft Color** is used for tabs. Black text is shown against this color.

### ► To select a new color

- 1 On the Course Offering Information page, click the **Change Color** control for the color you want to modify.



Click a color control to display the selection menu

- 2 Select one of the predefined colors from the palette or specify a custom color by doing the following:
  - a) Enter the hex value for the custom color in the **HEX** field below the palette.
  - b) Click the **Preview Hex Color** icon.
  - c) Click the custom color chip at the bottom right of the palette.
- 3 Click **Save**.

## Setting the course language

If your organization supports multiple languages, you can change the default language used for your course offering by selecting a different language from the **Language** drop-down list on the Course Offering Information page.

Normally users can specify their own language preference. If you want to override their language preference so that all users see the same language in your course, select the **Force Language** checkbox. You might use this if you are teaching a language immersion course and want all the text in the course offering to appear in the language you are teaching.

For more information see *The Course Offering Information page*, p. 2.

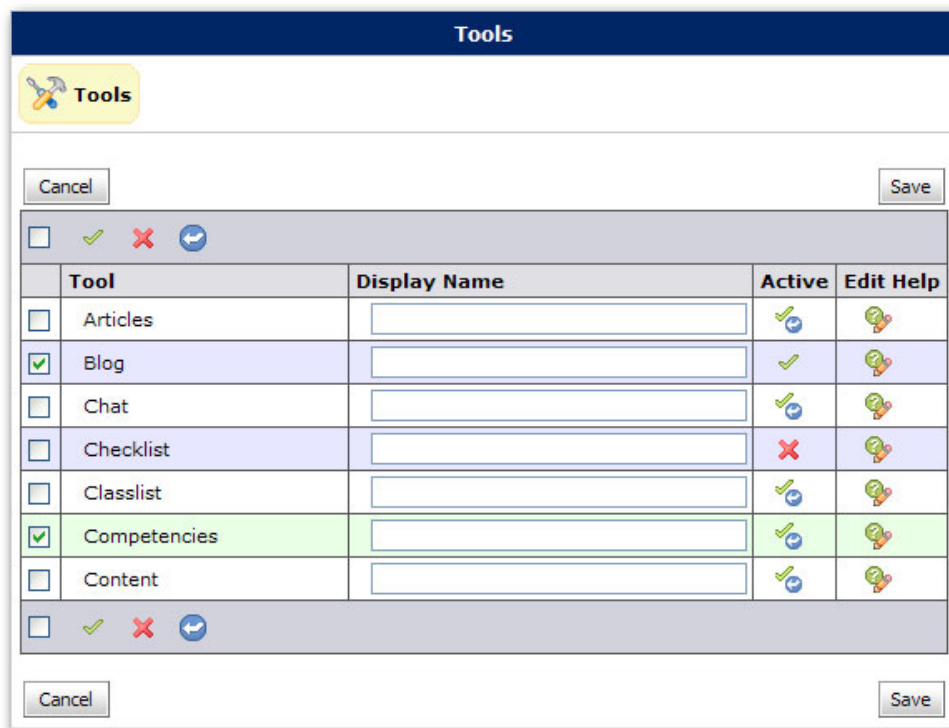
## Setting up course tools

Course tools are the components used in your course offering, like quizzes, content, discussions, chats, gradebook, etc. By turning tools on and off, you can configure your course to use chat rooms, content, and an FAQ but omit discussions, quizzes, and a glossary, or configure any other combination you want.

**Note** To use a tool, you must also add it to your course navigation bar (see *Homepages and Navbars User Guide*) or homepage depending on the tool.

### The Tools page

The Tools page enables you to turn tools on and off, rename tools, and modify each tool's help text.



The screenshot shows the 'Tools' page interface. At the top, there is a 'Tools' header with a wrench icon. Below the header, there are 'Cancel' and 'Save' buttons. The main area contains a table with the following columns: 'Tool', 'Display Name', 'Active', and 'Edit Help'. The table lists several tools with their respective status and help icons.

Tool	Display Name	Active	Edit Help
<input type="checkbox"/> Articles	<input type="text"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Blog	<input type="text"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Chat	<input type="text"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Checklist	<input type="text"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Classlist	<input type="text"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Competencies	<input type="text"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Content	<input type="text"/>	<input checked="" type="checkbox"/>	

At the bottom of the table, there are 'Cancel' and 'Save' buttons.



The Tools page


#### ► To access the Tools page

Do one of the following:

- Click the **Edit Course** link on your course navbar and then click **Tools**.
- Click the **Tools** link in the **Org Unit Administration** widget on your course homepage.

## Turning tools on and off

- 1 On the Tools page, select the tools you want to turn on (activate) or turn off (deactivate).
- 2 Click the  **Set state to Active** or  **Set state to Inactive** icon at the top or bottom of the list.

To restore a tool's default state, select the tool and click the  **Reset state to Default** icon at the top or bottom of the list.

## What if a tool is disabled in the middle of a course?

Deactivating a tool does not delete any items or user data inside the tool, it simply hides the tool from your course offering. If you turn the tool back on, it restores the data.

Before disabling a tool, be aware of the following:

- Release Conditions based on the tool are not enforced as long as the tool remains disabled.
- Competency activities associated with the tool are hidden, but are still associated with any learning objectives to which they are attached. Users cannot complete these learning objectives while the tool is disabled. You should detach or delete any activities associated with a tool before disabling the tool.
- Grade items associated with the tool remain but you must manually update them in the grade book.
- QuickLinks to the tool's items persist but a "No Resource Found" message is displayed when they are followed.

## Renaming a tool

- 1 On the Tools page, enter a new name in the **Display Name** column. If the **Display Name** is left blank, the system uses the default name.
- 2 Click **Save**.

## Editing tool help

Most course related tools are associated with a help description to assist users with the basics of how to use the tool. Users access help through the **Help** link on the navigation bar.

You may want to create custom help for your course. For example, perhaps you only accept dropbox assignments in OpenDocument format. You can add this requirement to the help description for the Dropbox tool.

### ► To edit tool help

- 1 On the tools page, click the  **Edit tool help** icon beside the tool.

- 2 Modify the help text.
- 3 Click the **Update** button to save your changes. You can restore the default help text at any time by clicking the **Restore Default** button.
- 4 Click the **Close Window** button.

---

## Importing, exporting, and copying course components

### Copying components between org units

The Copy Components utility lets you copy quizzes, content, grade items, discussion forums, dropbox folders and nearly every other type of component from another course offering or a course offering's parent template. Copying components saves you from having to recreate your course's resources from scratch and can significantly reduce the amount of work required to create or re-offer a course.

You can use the copy components feature to:

- Reuse components created in a previous course offering.
- Add components created by your peers into your own course offering.
- Set up standard components inside a course template and copy them into a new course offering each time a course is re-offered.

To copy components between course offerings, you must be enrolled in both offerings. (If you want to copy components from a peer's course offering, ask that user to enroll you). No special enrolment is required to copy components into a course offering from its parent template.

You can also copy components into a course template, and you can create standard components within a template and then copy them into the template's associated course offerings. See the *Understanding Course Templates* guide for more information, and contact site administration if you want access to your course offering's template.

#### Are existing components overwritten?

The only component that may be overwritten is Course Files. A course file will be overwritten if one of the files being copied has the same name as an existing file.

No other components will be overwritten. Let's say you have three checklists in your current course offering, and copy two checklists from another offering, you will now have a total of five checklists in the current offering. This is true even if the components are identical. If you are copying components from the same source multiple times, be careful not to copy the same items more than once or you will create duplicates.

## User data

User data is not copied. For example, if you copy the discussions component, only the forums and topics will be copied, not the messages posted to topics. Similarly, if you copy dropboxes, assignments submitted to dropbox folders will not be copied; if you copy quizzes, user attempts will not be copied, etc.

## Links and associations between components

If you are copying linked or associated components, you must copy all of the related components at the same time. For example, if a discussion topic has release conditions based on the results of a quiz, you must copy all three—discussions, quizzes and release conditions—at the same time. Similarly, if you have a quiz that is associated with a grade item, be sure to copy both the quiz and the grade item at the same time. As long as the associated components are copied together, links between them will be retained.

**Note** To copy release conditions you must select the Release Conditions component.


## Special considerations

Component	Notes
Competencies	Only competencies and learning objectives can be copied, not activities.
Content	Does not include Files or Content Display Settings; these must be selected as separate components. Be sure to copy all of the files used by the content or topics will not display properly.
Checklists	Due dates for checklist items are not changed when you copy them.
Grades	Does not include calculated grade items.
Groups and Sections	Auto-enrollments will not be run.
Navigation Bars	Does not include Tool Display Names, which must be selected as a separate component.
Release Conditions	The only release conditions that will be copied are ones that are attached to and reference other components that are copied at the same time. For instance, if a quiz has a release condition attached that refers to a content topic, it will only be copied if both the quiz and the content topic are copied at the same time. Choosing Release Conditions without selecting any other component will do nothing.

## To copy components


- 1 Go to the Import/Export/Copy page for the course offering you want to copy components *into*.

To access this page, do one of the following:

- Click the **Edit Course** link on your course navigation bar, then click  **Import/Export/Copy Components**.
- In the **Org Unit Administration** widget on your course homepage, click **Import/Export/Copy Components**.

- 2 Make sure **Copy Components from another Org Unit** is selected, and then click **Next**.

The Copy Course Components page appears.

In the **Current Course Components** section at the top, you can click the  **View Detail** icon next to a component to see existing items.

- 3 In the **Copy the selected course components from** section, select the org unit you want to copy components from.
  - Choose **Existing Offering** to copy components from another course offering you are enrolled in. You can select an offering from the list or click **Search for offering** to find the course offering using a pop-up search screen.
  - Choose **Parent Template of Current Offering** to copy components from the course template the current course offering belongs to.

When you have selected the source course offering or template, the bottom section of the page expands to list the components available.

- 4 Select the components you want to copy using the checkbox next to each component.

To copy only certain items from a component, choose **Select individual items to copy**. This allows you to select, for example, individual quizzes, discussion forums, dropbox folders, etc.

When you are finished selecting components, click **Next**.

- 5 If you chose “Select individual items to copy” for any component in the previous step, the Select Items page appears. (Otherwise, the Confirm Components to Copy page appears—see step 6.)

This page lists all of the items and any sub-items contained in the current component. (For example, on the Select Dropbox Items page, you will see all of the dropbox folders and categories.)

- a) Select the individual items and sub-items you want to copy and click **Next**.

To view sub-items, click the + icon next to an item or click **Expand All** at the top of the list.

**Note** Not all components have sub-items.

- b) Repeat the previous step for any other components for which you chose “Select individual items to copy.”

- 6 The Confirm Components to Copy page appears.

This page lists all the components that will be copied and the number of items selected for each component.

You can change the items selected within a component by clicking **Modify**. This takes you to the Select Items page for that component (see step 5).

7 Click **Next** to begin copying.

8 The Copy Summary page is displayed, showing the copy progress.

When a component has been successfully copied, a green checkmark appears beside it. If any component fails to copy properly, a red X will appear beside it.

9 When the process is finished, click **Done**.

## Exporting course components

You can export components from your course offering to a file. This allows you to reuse these components in another learning management system, including another Desire2Learn Learning Environment, or to store the components and then re-import them into another course offering or template at a later date.

Components are exported to an IMSCP-compliant zip file, a standard file format based on the IMS Content Packaging specification, meaning you should be able to reuse these components in any learning management system that supports this format.

### User Data

User data is not exported. For example, if you export the dropbox component, none of the assignments submitted to dropbox folders will be exported. Similarly, if you export the discussions component, messages posted to discussions topics will not be exported.

### Links and associations between components

Associations between components will not be exported. The IMS Content Packaging specification, which the format for export files is based on, does not support these associations (for example, QuickLinks, links to grade items, release conditions, etc.).

### Components that can be exported

The following components can be exported:


- checklists
- content
- course files
- discussions
- dropbox
- external links
- grades (except calculated grade items)
- news
- question library
- quizzes
- schedule
- self assessments

- FAQ
- surveys
- glossary

### To export components

- 1 Go to the Import/Export/Copy page for your course offering.

To access this page, do one of the following:

- Click the **Edit Course** link on your course navigation bar, then click  **Import/Export/Copy Components**.
- In the **Org Unit Administration** widget on your course homepage, click **Import/Export/Copy Components**.

- 2 Select **Export Components**. If you want to include any files associated with components, select **Include course files in the export package**. Click **Next**.

The Select Course Material page is displayed.

- 3 Select the components you want to export using the checkbox next to each component.

To export only certain items from a component, choose **Select individual items to export**. This allows you to select, for example, individual quizzes, FAQ sections, dropbox folders, etc.

When you are finished selecting components, click **Next**.

- 4 If you chose “Select individual items to export” for any component in the previous step, the Select Items page appears. (Otherwise, the Confirm Components to Export page appears—see step 5.)

This page lists all of the items and any sub-items contained in the current component. (For example, on the Select Dropbox Items page, you will see all of the dropbox folders and categories.)

- a) Select the individual items and sub-items you want to export and click **Next**.

To view sub-items, click the + icon next to an item or click **Expand All** at the top of the list.

**Note** Not all components have sub-items.

- b) Repeat the previous step for any other components for which you chose “Select individual items to export.”

- 5 The Confirm Export Selections page appears.

This page lists all the components that will be included in the export file along with the number of items selected for each component.

You can change the items selected within a component by clicking **Modify**. This takes you to the Select Items page for that component (see step 4).

- 6 Click **Next** to begin the export.

- 7 The Export Course Components page is displayed, showing the export progress.  
When a component has been successfully exported, a green checkmark appears beside it. If any component fails to export properly, a red X will appear beside it.
- 8 When the process is finished, click **Done**.
- 9 A final Export Summary page is displayed where you can download the export file.  
To download the file, click on the link that says **Click here to download the export Zip package**. Choose a location to save the file and save it.  
**Note** If you do not download the file from this screen, it will be lost. You cannot download it later.

## Importing course components from a file

You can import components created in other learning managements systems, provided by content vendors, or created in a content creation program (like Respondus). To import components, you must have a file containing the components in a format supported by the import tool.

For assistance creating an export file from another software package, see the user documentation provided with that software, or contact the Learning Environment site administration if you need further assistance.

**Tip** You can also import components from the Learning Object Repository (LOR). See the *Learning Object Repository User and Reference Guide* for more information.

### Supported formats


You can import components from the following types of files:

- An export file from Blackboard (5.5, 6.0, 6.1.5), WebCT (1.2, 2.0), Angel (6.1), UCompass, or Desire2Learn Learning Environment.
- A Respondus ZIP file.
- A SCORM 1.1, 1.2 or 1.3 content package.
- An IMS CP 1.1.2 or 1.1.3 content package.
- An IMS QTI 1.2.1 file (e.g. a Respondus file saved in QTI format).

### To import components

- 1 Go to the Import/Export/Copy page for your course offering.

To access this page, do one of the following:

- Click the **Edit Course** link on your course navigation bar, then click  **Import/Export/Copy Components**.
- In the **Org Unit Administration** widget on your course homepage, click **Import/Export/Copy Components**.

- 2 On the Import/Export/Copy page, select **Import Components** and **from a file**.
- 3 Click **Browse** and then locate and select the import file. This is the file created when you exported the content from another software package, or the file provided by a content vendor.
- 4 Click **Next**.
- 5 The Preprocessing screen is displayed, showing the progress as the system downloads and opens the file.

A green checkmark appears next to each stage as it is completed. Depending on the size of the selected file, the preprocessing phase may take some time to complete.

- 6 When both stages are complete, click **Next**.

The Select Course Material page is displayed.

- 7 In the **Import Options** section at the top of the page, specify the import settings you want to use:
  - If you want to import files into a subdirectory under your course offering's root directory, enter the subdirectory path in the **Import file to** field. If you leave this field blank, imported files will be saved in the root directory (shown above the field).
  - Specify what should happen if a file in the import package has the same name as a file that already exists in the destination directory. If you select **Overwrite the existing file**, the file that already exists will be replaced with the file in the import package. If you select **Do not overwrite the existing file**, the new file with the same name will not be imported.
  - To import metadata, select the **Import metadata** checkbox. Metadata is information someone has entered about the components in the file. Selecting this option does not necessarily mean that metadata will be imported—the import package may not contain any. This setting simply tells the import process what to do if metadata is encountered.
- 8 In the **Select Components to Import** section, all of the components found in the import file are listed.

Select the components you want to import using the checkboxes next to each component.

To import only certain items from a component, choose **Select individual items to import**. This will allow you to select, for example, individual quizzes, content topics, dropbox folders, etc.

- 9 Click **Next**.
- 10 If you chose “Select individual items to import” for any component in the previous step, the Select Items page appears. (Otherwise, the Confirm Import Selections page appears—see step 11.)

This page lists all of the items and any sub-items contained in the current component. For example, on the Select Content Items page, all of the modules, sub-modules, and topics will be listed.

- a) Select the individual items and sub-items you want to import and click **Next**.

To view sub-items, click the + icon next to an item or click **Expand All** at the top of the list.

**Note** Not all components have sub-items.

- b) Repeat for any other components for which you chose “Select individual items to import.”

- 11 The Confirm Import Selections page is displayed.

This page displays all the components that will be imported and the number of items selected for each component.

You can change the items selected within a component by clicking **Modify**. This takes you to the Select Items page for that component (see step 10).

You can also review and modify the import settings (see step 7).

- 12 Click **Next** to begin the import.

- 13 The Importing Course Material page is displayed, showing the import progress.

When a component has been successfully imported, a green checkmark appears beside it. If any component fails to import properly, a red X appears beside it.

- 14 When the process is finished, click **Next** to see a final summary screen with a list of any notes or warnings. For example, if you import a content topic that is not associated with a module, a module will be created for it and this action will be listed on the final summary screen.

---

## Broken Link Viewer

The Broken Link Viewer is intended to help you locate broken links so you can fix them. It does not fix the broken links.

► **To access this tool**

- 1 Click on **Broken Links** in the **Updates** widget on your course homepage.

You are shown the count, date of last occurrence, and the URL that was not found.

- 2 Select the expand icon to see more details about the error.
- 3 Select the box beside the error and click on **Resolve Errors** to remove it from the broken link list.

---

# Index

## B

broken link viewer, 15  
access, 15

## C

components  
links and associations, 8  
copy components, 9  
user data, 8  
copying components, 8  
course offering  
access, 2  
properties, 2

## E

edit  
course properties, 2  
export components, 11  
exporting course components  
links and associations, 11  
user data, 11

## I

import course components from a file, 13  
supported formats, 13  
importing, exporting and copying course  
components, 8  
copying components, 8  
existing components, 8  
exporting course components, 11  
import from a file, 13

links and associations, 8  
special considerations, 9  
to copy components, 9  
to export components, 11  
to import components, 13  
user data, 8

## O

overview  
course offering information, 2

## S

setting up  
course colors, 3  
course language, 4  
setting up course tools, 5  
special considerations, 9

## T

to import components, 13  
tool  
disability, 7  
editing, 7  
renaming, 7  
tools  
active and inactive, 6  
tools page, 6  
access, 6

## W

widget picture, 5