

Click to create menu item

Click and then use the up and down arrows to reorder items.

Click to create an area to place content

Click to a single blank page

Click to create a link to a tool (e.g. email)

Click to create a link to a place in the unit

Click to create a link to an external site

Click to create a new heading

Click to create a dividing line

Click to edit options for item

Click to hide link from students

Click and drag to reorder items

Click to open and close the list of menu options.

Click to open a page which displays all options for that item: not available for all items.

Go to Unit Tools to create announcements, set up blogs and discussion boards, create safe assignments and tests, set up wikis and send email.

Use the tools and views under the "Evaluation" menu to track student performance and activity.

Go to the Grade Centre to download assignments, enter marks and send feedback.

Create groups for sending targeted email or for setting and tracking group tasks and assignments.

Use Style to change buttons to text menus, select the colour scheme, course entry point, banner and other options.

Click to build and add content items

Click to add or create assessment items

Click to add classrooms, blogs, discussion boards, wikis and other items

Click to reorder items

The screenshot shows a LMS interface with three main tabs: **Build Content**, **Create Assessment**, and **Add Interactive Tool**. A **Discover Content** button is located in the top right. A dropdown menu is open under **Build Content**, showing options like **Item**, **File**, **Audio**, **Image**, **Video**, **URL**, **Learning Module**, **Lesson Plan**, and **Unit Link**. A sub-menu for **Video** is also visible, listing **Content Folder**, **Blank Page**, **Tools Area**, **Flickr Photo**, **SlideShare Presentation**, and **YouTube Video**. A callout box points to the **YouTube Video** option with the text "Click to embed a video from YouTube".

Below the main menu, there is a list of content items. One item is titled **Means hypothesis testing flow chart**. A context menu is open over this item, showing options: **Edit**, **Adaptive Release**, **Adaptive Release: Advanced**, **Set Review Status(Disabled)**, **Metadata**, **Tracking (Enabled/Disabled)**, **User Progress**, **Copy**, and **Delete**. Callouts point to these options with the following text:

- Edit**: Click to edit the item
- Adaptive Release**: Click to set one adaptive release rule
- Adaptive Release: Advanced**: Click to use more than one rule for adaptive release
- Copy**: Click to copy to another location in this or another unit

On the right side, a separate menu lists various content types: **Discussion Board**, **Blog**, **Wiki**, **Groups**, **Voice Authoring**, **Voice Email**, **Voice Board**, **Voice Presentation**, **Voice Podcaster**, and **Wimba Classroom**. Another callout box lists: **Test**, **Assignment**, and **SafeAssignment**.

At the bottom of the content list, there is a folder named **Excel workbooks**. A callout points to the folder name with the text "Click on the folder name to open the folder and edit the contents". Another callout points to the folder icon with the text "Click and drag to reorder items".

Click to edit item options

Click to edit the item

Click to set one adaptive release rule


Click to use more than one rule for adaptive release

Click to copy to another location in this or another unit

Click and drag to reorder items

Click on the folder name to open the folder and edit the contents

NOTE: The options which appear on menus depend upon the type of item being edited or created. Not all options are available everywhere.

 A Learning Module is a special kind of folder in which the items appear sequentially, like the pages in a book. Each item, or page, displays full screen and students click < or > to move through the pages or use the left menu.