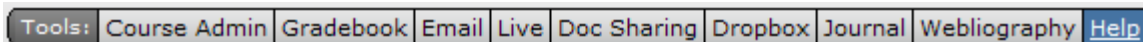


Navigate an Online Course

Before starting to build an Online Course, a Blended Course, or a Web Enhanced course it is a good idea to take the IDT-Instructional Design Tutorial. This tutorial helps instructors to learn more about working with a course offered online. It can be found under the Academics PSH tab.

Tools Menu

At the top of the course window is the **Tools Menu** (see illustration below). This menu is used to locate and open tools such as Email, Journal, Gradebook, Doc Sharing, Dropbox, Chatrooms, and Weblibrary. In addition, the Course Admin tab is used to make changes to the design of the course.



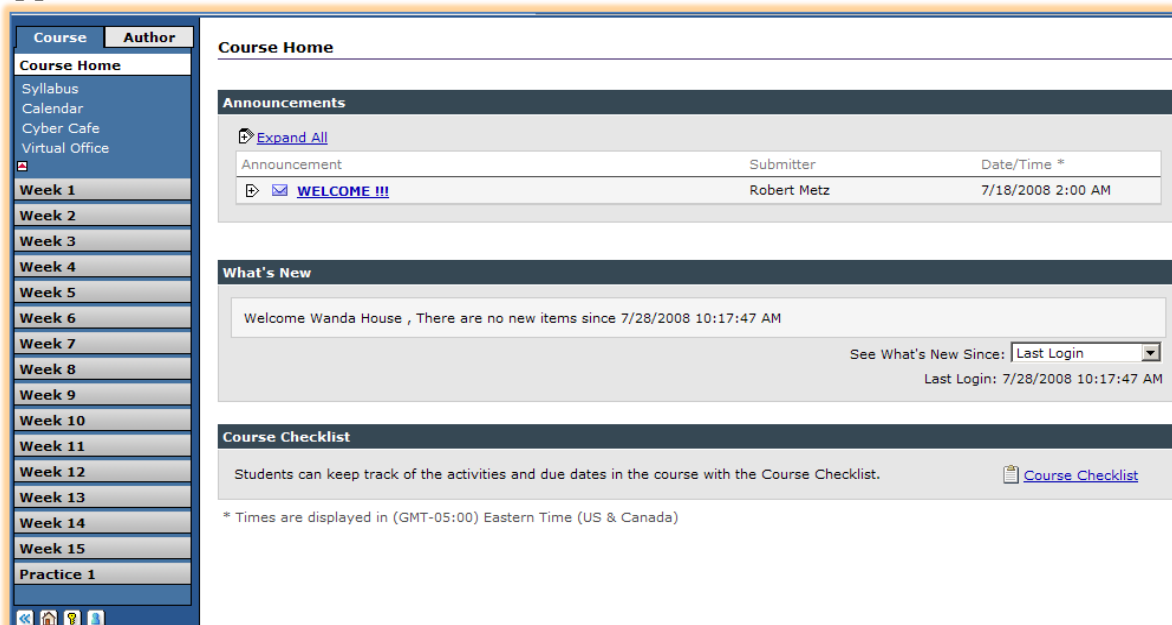
Information on each of the items on the **Tools Menu**, can be found on the **eCollege Page** of the **Siena Training Web Sites**.

Navigation Tree

This tree is located on the left side of the screen. The tree functions according to the selected working mode in the course.

- **Course Mode** – This mode shows the course as the students will view it. In this mode, it is possible to navigate the course as the student would.
- **Author Mode** – This mode is used to display tools and options to help build a course. In this mode it is possible to design the Course Home Page, add Announcements, create a Syllabus, build a Course Calendar, plus add Course Content.

The illustration below shows how the course will look in **Author** mode. Students don't have the Author or Course Admin tool as they are instructor only features. The Author and Course tabs will not appear in the student's view.

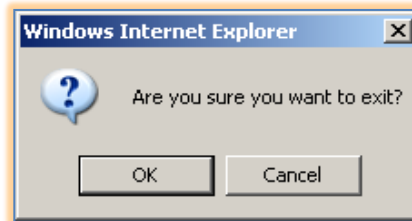


Information on working with **Weeks** and **Content Items** can be found on the **eCollege Page** of the **Siena Training Web Site**.

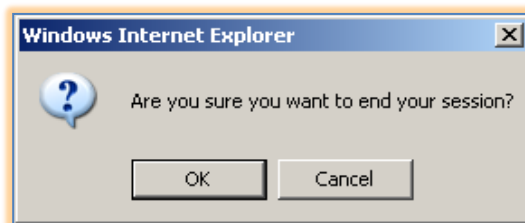
Navigation Tree Buttons

These buttons are located at the bottom of the **Navigation Tree**. The buttons are used to exit the course, hide or display the Units and Content, log out of eCollege, or to change user preferences.

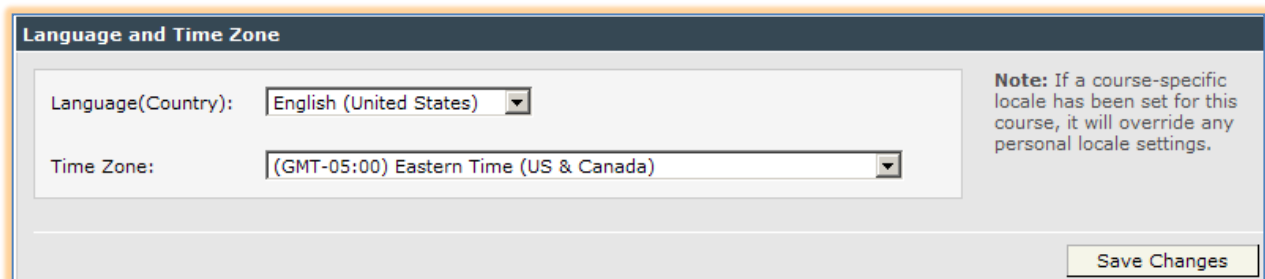
- ❖ **Hide Weeks and Content Items** – This button is used to hide the Navigation Pane so that the weeks and content items do not show.
- ❖ **Exit Course** – Click this button to exit out of the course and return to the Academics PSH window. The message below will appear confirming the exit.



- ❖ **Logout** – To logout of eCollege while in a course, click this button. The message below will appear confirming the end of the session.



- ❖ **User Settings** – This button is used to change the Language and Time Zone settings for the course (see illustration below). The default options are English (United States) and Eastern Time (US & Canada).

A screenshot of a web browser form titled "Language and Time Zone". It has two dropdown menus. The first is labeled "Language(Country):" and is set to "English (United States)". The second is labeled "Time Zone:" and is set to "(GMT-05:00) Eastern Time (US & Canada)". On the right side, there is a note: "Note: If a course-specific locale has been set for this course, it will override any personal locale settings." At the bottom right, there is a "Save Changes" button.