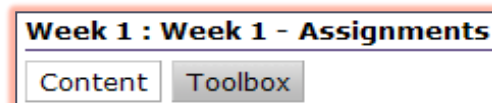
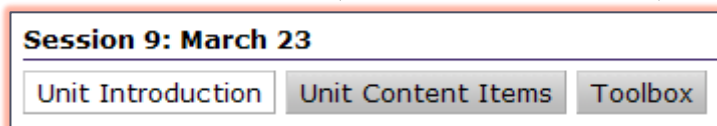


## Toolbox

Each Content Item that is added to a course has a Toolbox associated with it. The Toolbox is where preferences and properties for the Content Item can be set. Most of the options in the Toolbox are common to all Content Items. However, there are some that are common to a particular Content Item such as Exams and Threaded Discussions.

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Week** or **Content Item** for which the preferences and properties are to be set.
- ❖ Click the **Toolbox** button (see illustrations below).



- The **Toolbox** properties will change according to the **Content Item** selected.
- The **Create a Dropbox Basket** option is not available for Exams and Threaded Discussions.
- The **Assign to Groups** option is only available if groups were created in the course.

### Toolbox for Units

The table below shows the Toolbox options that are available for Weeks/Units.

Option	Do this
<b>Edit Schedule</b>	<ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Edit Schedule</b>.</li> <li>† The <b>Schedule</b> window will display.</li> <li>† Select the <b>Dates</b> and <b>Times</b> that the item is to display.</li> <li>† To <b>Restrict Access</b> to an item before or after the <b>Date and Time</b> specified, click the check box next to the appropriate box.</li> <li>† Specify a <b>Due Date</b> if that option is applicable.</li> <li>† Click <b>Save &amp; Close</b>.</li> </ul>
<b>Edit a Unit/Week Title</b>	<ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Edit Unit/Week Title</b>.</li> <li>† Type a new Title for the Week.</li> <li>† To display the title in the <b>Navigation Tree</b>, click the <b>Use title in navigation menu</b> check box.</li> <li>† Click <b>Save Changes</b>.</li> </ul>
<b>Change Item Order</b>	<p>The order of the Content Items in a Week can be changed at any time. It is not necessary to change the numbers in all the boxes when changing the order. It is only necessary to put the number in the boxes for which the order is being changed.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Change Item Order</b>.</li> <li>† Change the numbers in the <b>Order</b> column to reflect the order.</li> <li>† Click <b>Save Changes</b>.</li> </ul>

Option	Do this
<b>Change Unit/Week Order</b>	<p>The order of Weeks/Units in a course can be changed at any time. It is not necessary to change the numbers in all the boxes when changing the order. It is only necessary to put the number in the boxes for which the order is being changed.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Change Week Order</b>. The name displayed here will depend on what the settings are in the Course Admin area.</li> <li>† Change the numbers in the <b>Order</b> column to reflect the new order.</li> <li>† Click <b>Save Changes</b>.</li> </ul>
<b>Delete Week</b>	<p>When a Week/Unit is deleted, all Content Items within the Week/Unit are deleted also.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Delete Week</b>.</li> <li>† A confirmation window will display.</li> <li>† Click the <b>Delete</b> button.</li> </ul>

### Toolbox for Content Items (in general)

The table below shows the Toolbox options that are available for Content Items.

Option	Do this
<b>Edit Schedule</b>	<ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Edit Schedule</b>.</li> <li>† The <b>Schedule</b> window will display.</li> <li>† Select the <b>Dates</b> and <b>Times</b> that the item is to display.</li> <li>† To <b>Restrict Access</b> to an item before or after the <b>Date and Time</b> specified, click the check box next to the appropriate box.</li> <li>† Specify a <b>Due Date</b> if that option is applicable.</li> <li>† Click <b>Save &amp; Close</b>.</li> </ul>
<b>Create Dropbox Basket</b>	<p>When this option is chosen, the <b>Dropbox</b> item is created immediately. The <b>Create Dropbox Basket</b> link will change to two new links: <b>Delete Dropbox Basket</b> and <b>Go To Dropbox Basket</b>.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Create Dropbox Basket</b>.</li> <li>† Click <b>Save Changes</b>.</li> </ul>
<b>Delete</b>	<ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Delete _____</b>. The exact name will be determined by the item that is selected.</li> <li>† The <b>Delete</b> window will display.</li> <li>† Click the <b>Delete</b> button.</li> <li>† The <b>Content Item</b> and the content it contains will be deleted from the course.</li> </ul>

Option	Do this
<b>Move</b>	<p>Once a Content Item has been added to a course, the order the items are displayed can be changed.</p> <ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Move</b> _____. The exact name will be determined by the item that is selected.</li> <li>† Click the <b>Move to</b> list arrow and select the <b>Week/Unit</b> to which the item is to be moved.</li> <li>† Input a number in the <b>Order</b> column to change the order of the items.</li> <li>† Click <b>Save Changes</b>.</li> </ul>
<b>Assign to</b>	<ul style="list-style-type: none"> <li>† This item is used to select an audience for the item.</li> <li>† It is only available when groups have been setup in the course.</li> </ul>
<b>Hide from Students</b>	<ul style="list-style-type: none"> <li>† Click the check box if this item is to be hidden from Course View.</li> <li>† This means the students will not be able to view the item until the check box is cleared.</li> </ul>

### Toolbox for Exams

The table below shows the Toolbox options that are available for Exams.

Option	Do this
<b>Edit Schedule</b>	<ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Edit Schedule</b>.</li> <li>† The <b>Schedule</b> window will display.</li> <li>† Select the <b>Dates</b> and <b>Times</b> that the item is to display.</li> <li>† To <b>Restrict Access</b> to an item before or after the <b>Date and Time</b> specified, click the check box next to the appropriate box.</li> <li>† Specify a <b>Due Date</b> if that option is applicable.</li> <li>† Click <b>Save &amp; Close</b>.</li> </ul>
<b>Delete</b>	<ul style="list-style-type: none"> <li>† Open the <b>Toolbox</b>.</li> <li>† Click <b>Delete</b> _____. The exact name will be determined by the item that is selected.</li> <li>† The <b>Delete</b> window will display.</li> <li>† Click the <b>Delete</b> button.</li> <li>† The <b>Content Item</b> and the content it contains will be deleted from the course.</li> </ul>
<b>Assign to</b>	<ul style="list-style-type: none"> <li>† This item is used to select an audience for the item.</li> <li>† It is only available when groups have been setup in the course.</li> </ul>
<b>Hide from Students</b>	<ul style="list-style-type: none"> <li>† Click the check box if this item is to be hidden from Course View.</li> <li>† This means the students will not be able to view the item until the check box is cleared.</li> </ul>

Option	Do this
Move	<p>Once a Content Item has been added to a course, the order the items are displayed can be changed.</p> <ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Move</b> _____. The exact name will be determined by the item that is selected.</li> <li>✦ Click the <b>Move to</b> list arrow and select the <b>Week/Unit</b> to which the item is to be moved.</li> <li>✦ Input a number in the <b>Order</b> column to change the order of the items.</li> <li>✦ Click <b>Save Changes</b>.</li> </ul>
Exam Type	<p>Select one of the following options:</p> <ul style="list-style-type: none"> <li>✦ <b>Students may only take the exam once</b> – This option restricts students from accessing the exam more than one time.</li> <li>✦ <b>Students may re-take the exam</b> – This option allows students to access the exam multiple times.</li> </ul>
Time Allowed	<ul style="list-style-type: none"> <li>✦ Use this option to set a time limit for the exam.</li> <li>✦ This will determine how long the student has to take the exam.</li> <li>✦ To make sure students exit the exam when time expires, click the <b>Kick kids out of exam when time expires</b> check box.</li> <li>✦ This option only applies if the <b>Students may only take the exam once</b> option was selected.</li> </ul>
Grading Options	<ul style="list-style-type: none"> <li>✦ Select the <b>Use Auto-Grading to score questions</b> if the system is to automatically grade all objective questions in the exam.</li> <li>✦ Short answer and essay questions will not be graded.</li> <li>✦ Select how the results of the graded exam are to display under <b>In the Gradebook</b>, display the following to students.</li> </ul>
Security Password	<ul style="list-style-type: none"> <li>✦ This option is used to set a password for the exam.</li> <li>✦ Students will not be able to access the exam without the correct password.</li> </ul>

### Toolbox for Threaded Discussion

The table below shows the Toolbox options that are available for Threaded Discussions.

Option	Do this
Edit Schedule	<ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Edit Schedule</b>.</li> <li>✦ The <b>Schedule</b> window will display.</li> <li>✦ Select the <b>Dates</b> and <b>Times</b> that the item is to display.</li> <li>✦ To <b>Restrict Access</b> to an item before or after the <b>Date and Time</b> specified, click the check box next to the appropriate box.</li> <li>✦ Specify a <b>Due Date</b> if that option is applicable.</li> <li>✦ Click <b>Save &amp; Close</b>.</li> </ul>
Create Dropbox Basket	This option is not available for Threaded Discussions.

Option	Do this
<b>Move</b>	<p>Once a Content Item has been added to a course, the order the items are displayed can be changed.</p> <ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Move</b> _____. The exact name will be determined by the item that is selected.</li> <li>✦ Click the <b>Move to</b> list arrow and select the <b>Week/Unit</b> to which the item is to be moved.</li> <li>✦ Input a number in the <b>Order</b> column to change the order of the items.</li> <li>✦ Click <b>Save Changes</b>.</li> </ul>
<b>Delete</b>	<ul style="list-style-type: none"> <li>✦ Open the <b>Toolbox</b>.</li> <li>✦ Click <b>Delete</b> _____. The exact name will be determined by the item that is selected.</li> <li>✦ The <b>Delete</b> window will display.</li> <li>✦ Click the <b>I agree</b> check box.</li> <li>✦ Click the <b>Delete Content &amp; Responses</b> button.</li> </ul>
<b>Assign to</b>	<ul style="list-style-type: none"> <li>✦ This item is used to select an audience for the item.</li> <li>✦ It is only available when groups have been setup in the course.</li> </ul>
<b>Set all topics to “read only” after the scheduled end date</b>	<ul style="list-style-type: none"> <li>✦ Click this check box to lock all Thread postings once the Content Item’s End Date is passed.</li> <li>✦ Students will be able to view the Thread, but they will not be able to post or edit any Threads.</li> <li>✦ The Respond or Edit buttons will not display.</li> </ul>
<b>Allow students to edit their responses after posting</b>	<ul style="list-style-type: none"> <li>✦ This option allows students to edit their own Thread responses after they have been posted to the Threaded Discussion.</li> <li>✦ If the Thread is edited, a Last Modified date displays under the response, as well as the original post date.</li> </ul>
<b>Hide from Students</b>	<ul style="list-style-type: none"> <li>✦ Click the check box if this item is to be hidden from Course View.</li> <li>✦ This means the students will not be able to view the item until the check box is cleared.</li> </ul>