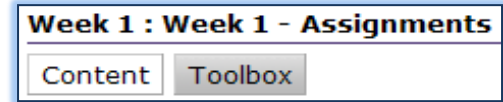
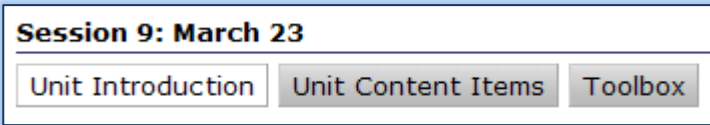


## Toolbox for Content Items (in general)

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.

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>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>

Option	Do this
<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>