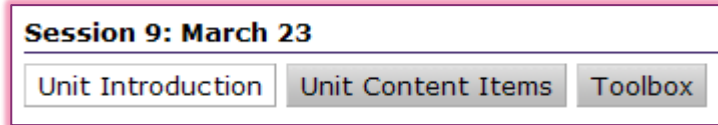


## Toolbox for Weeks/Units

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 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>  |