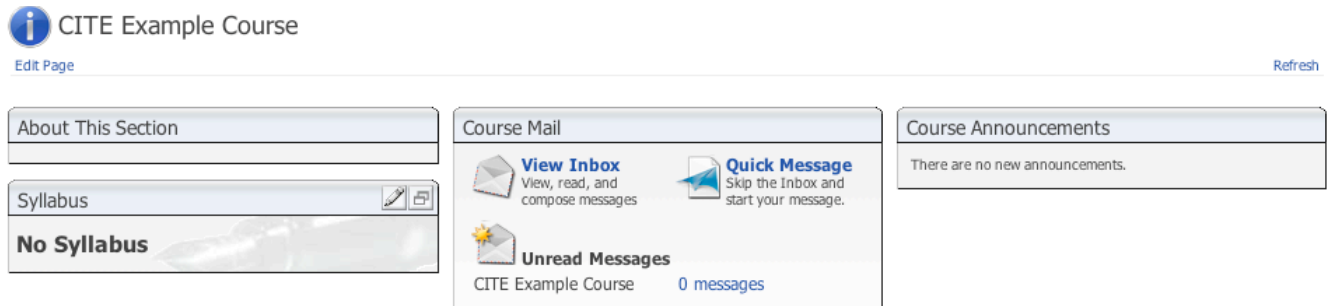


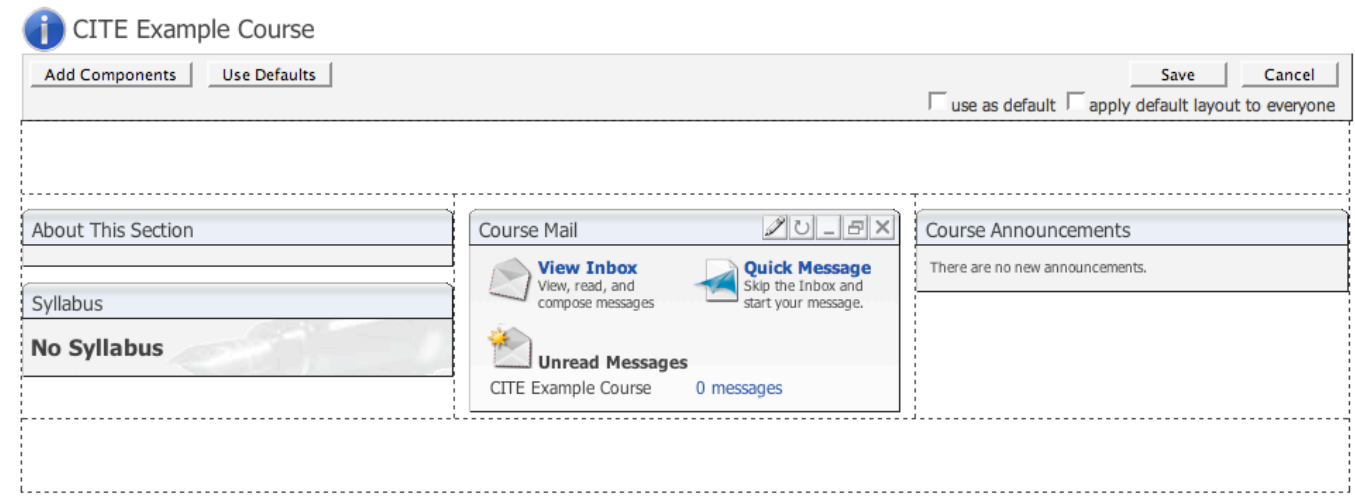
Keep Your Course Space Simple

If you are not using certain features (like Course Mail, Discussion Boards, etc...) it is a good idea to remove those options from your course space – otherwise students may try to contact you using these tools!

When you log in to your course for the first time the home page looks like this:



To remove the nuggets you do not want (or to add some you do want) click on the **Edit Page** link. This will enable you to turn off components you don't need (by clicking on the X in the top right corner of the nugget) and to move items around on the page by dragging and dropping them.



When you are done making changes click the **Save** button.

If you are not going to use the Announcements area or the Course Mail you might want to consider opening the class directly to the **Lessons** tab (which is where you'll put your content). You may also want to consider turning off tabs you won't be using (like the Communicate tab). If you will be using the Announcements feature then be sure to open your course to the home page.

To adjust which page your course opens to first click on the **Manage** tab.



Then select **Tab Settings**



Course Settings

- General Course Settings**
Modify settings such as title and URL for this section.
- Course Theme Selector**
Change the colors and fonts used for this section.
- Tab Settings**
Control which tabs are displayed and where they link.
- Environment Variables**
Edit advanced environment variable settings.
- Mail Settings**
Edit course mail settings.

From the **Start Tab** pull-down menu select **Lessons** if you want your course to automatically open to the Lessons tab.

From the **Default Guide State** pull-down menu select **What's New**.

This will open a guide to help students (and faculty) identify what is new since the last time they've logged on.

To disable the Communicate tab select **Disabled** from the **Viewable By** pull-down menu next to Communicate.

Only you (as the faculty member) see Agents and Tools so leave those options alone. If you turn them off you can't get to them again!!!

Clicking save will adjust the tab settings in the course.

Tab Settings
CITE Example Course

Tab Settings

Start Tab **Start URL**

Lessons

Guide Settings

Default Guide State

What's New

Tab ID	Label	Viewable By
Home	Course	Default (Everyone)
Calendar	Calendar	Default (Everyone)
Content	Lessons	Default (Everyone)
In Touch	Communicate	Disabled
Reports	Report	Default (Everyone)
Agents	Automate	Default (Everyone)
Tools	Manage	Default (Everyone)

Save Cancel