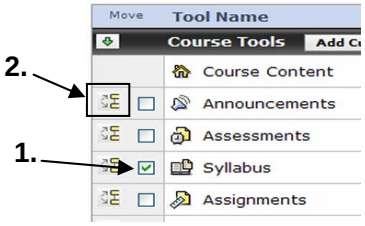
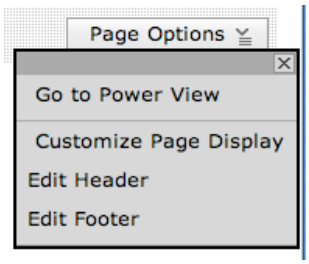
Getting Started with Western Online

How do I…	Quick Answers
Add or remove a tool from the Course Tools menu?	Initially, course tools are turned on when you create a blank section or when you complete a section-to-section copy. After the initial set-up, these tools can be changed. • On the Build Tab, click **Manage Course** (under Designer Tools). • Choose **Tools**. • Click to check the box next to each tool you want to use. Uncheck (leave blank) the tools you want turned off. • Scroll to the bottom of the screen and click **Save**.
Hide or reorder tools on the Course Tools menu? 	In some cases you may want to use a tool, but not make it accessible from the menu (e.g., Learning Modules). • On the Build Tab, click **Manage Course** (under Designer Tools). • Choose **Course Menu**. • Click the **Hide Link** button next to the tool you want to hide. The default order of the tools is alphabetical. You may wish to regroup the tools logically or move the Syllabus tool to the top. To move a tool… • First, click to check the box next to the tool you want to move. • Next, click the Move Button next to the tool you want to move it above or below.

Add a Header to the Course Content home page?
 
	Note: The Course Content Home tool is always on and at the top of the course tools. The home page, as well as folder pages, includes a header area, footer area, and icon (body) area. Text, graphics or HTML links can be added to any header or footer. See the *HTML Creator Tip Sheet* for more information.
	
	To add a header with a graphic.
	• On the Build Tab, click **Course Content** to return to the home page.
	• Click the **Page Options** button (upper right corner).
	• Choose **Edit Header**.
	  o Type in plain text or…
	  o Click the **Enable HTML Editor** button. This will allow you to format text or add an image or link.
	  o To add an image (such as a course banner), click the **Insert Image** button.
	  o Browse **My Computer** to locate the graphic file. Click **OK**.
	• Click **Save** to save the header and return to the home page.

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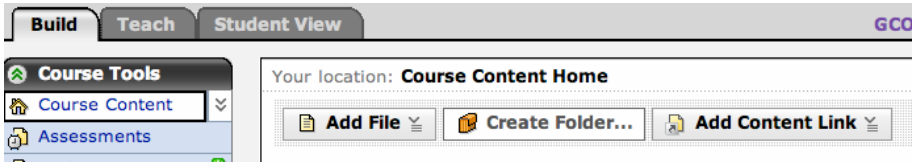
How do I…	Quick Answers

Add a Footer to the Course Content home page?	To add a footer with a hyperlink.
	• On the Build Tab, click **Course Content** to return to the home page.
	• Click the **Page Options** button (upper right corner).
	• Choose **Edit Footer**.
	  o Click the **Enable HTML Editor**.
	  o Type in your name, contact information, and office hours as needed.
	  o To a hyperlink (such as your department website), click the Insert Link button.
	  o Choose URL and enter the website address.
	  o Enter the link text (if different from the URL).
	• Click **Save** to save the footer and return to the home page.

Add a folder to the Course Content home page?	To add a folder.
	• Click the **Create Folder** button.
	• Type in a title for the folder.
	• Click Save.
	
	To hide, delete or make changes to the folder.
	• Click the **Action Menu** (down arrow) next to the folder.
	  o To change the folder title, description or icon, select **Edit Properties**.
	  o To hide or show the folder, select **Hide/Show Item**.
	  o To move the folder inside of another folder, select **Move to Folder**.
	  o To delete the folder (and all of its links), select **Delete**.
	
	 

Add a file on Course Content home page or in a folder?	**Note**: See the handout *Working with Downloadable Files* for more information on files in Western Online.
	
	To add a file.
	• Navigate to the location where you would like to add the file (e.g., in a course content folder).
	• Inside the folder, click on the **Add File** button.
	• Select **Browse for Files**.
	• Browse to locate the file on your local drive.
	  o Click on **My Computer**.
	  o Select the file and click **OK**.
	  o WO's file manager will upload the file and create a link to it in the folder.

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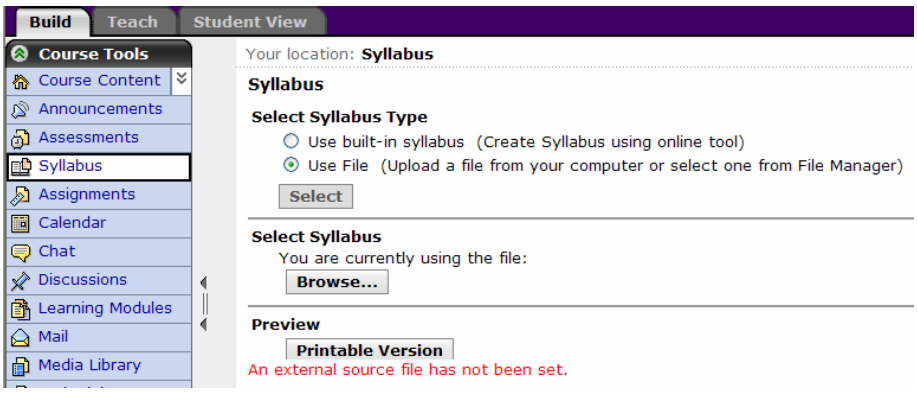
How do I…	Quick Answers

Change how a file's link displays?	To customize the file's link.
	• Click the **Action Menu** (down arrow) next to the file.
	  o To customize the title, description, and icon that displays, select **Customize Link**. Make your changes and click *Open in a New Browser window* if students will need to easily save and print the file.
	  o To hide or show the file, select **Hide/Show Item**.
	  o To move the file inside of another folder, select **Move to Folder**.
	  o To remove (delete) the file from this folder, select **Remove Link**.

Add a link to course content (e.g., quiz, weblink, etc.) inside a folder?	Links can be created to almost any content type including a discussion topic, quiz, chat room, learning module, or weblink. Links can be to content that is already created, but you can also create new content with these steps as well. • Click the **Add Content Link** button. • Select the content type you would like to link to (e.g., Weblink). • Select from the inventory of available content, or click the **Create** button (e.g., Create Weblink). o Complete the steps necessary to create the course content.

Use a file as a syllabus in the Syllabus tool?	• On the Build tab, select the **Syllabus** tool from the Course Tools.
	• Select **Use File**.
	• Browse to locate the Word document on your local drive.
	  o Click on My Computer.
	  o Select the file and click OK.
	  o WO's file manager will upload the file and identify it as the chosen file for your syllabus.
	• To view how the document will print for students, click Preview **Printable Version**.