Blackboard Learning System™

Blackboard Portfolio™ System Owner and Designer Reference

Blackboard Learning System — CE Enterprise License (Release 8)
Blackboard Learning System — Vista Enterprise License (Release 8)

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Contents

PART 1: WELCOME TO THE BLACKBOARD PORTFOLIO SYSTEM™

About this Document

Audience

The *Blackboard Portfolio System Owner and Designer Reference* contains information and step-by-step instructions on using Blackboard Portfolio System for users enrolled in the following roles:

- Portfolio Owner
- Portfolio Designer

Conventions

For ease of reading, "Vista Enterprise" refers to the Blackboard Learning System — Vista Enterprise License, "CE Enterprise" refers to the Blackboard Learning System — CE Enterprise License, and "Blackboard Portfolio" refers to the Blackboard Portfolio System. The following conventions are used in our documentation and may appear in this guide:

<angle_brackets>	Unless appearing within HTML or XML code, <angle_brackets> indicate a placeholder or variable that should be replaced with an actual value as indicated by the text between them. **EXAMPLE:** <install_dir> should be replaced with the actual directory where the application is installed. In HTML code, HTML tags are in <angle_brackets>. In XML code, XML elements are in <angle_brackets>. In sentences, both XML elements and objects are in <angle_brackets>. **EXAMPLE:** The <person> object contains....
bold	Elements that users click in a graphical user interface, such as buttons, icons, and tabs, are in **bold**. **EXAMPLE:** Click **OK**.

code	Code appears in a shaded box.
	`long personID = session.getSubject().getPersonID();`
	`CalendarEntryVO[] entries = cal.getEntriesForUser(session, personID);`

`Courier font`	E-mail addresses, file names, code within a sentence, and text in the console are in `Courier font`. **EXAMPLE:** A confirmation message appears: `>Do you want to overwrite (y/n)?` **EXAMPLE:** `$ORACLE_HOME/`
italic	Text in a graphical user interface, such as a screen name or column label, is in *italic*. **EXAMPLE:** The *Welcome* screen appears. References to Blackboard documents are in *italic*. **EXAMPLE:** For more information, see the appropriate version of the *Blackboard Administrator's Guide*.
KEYSTROKE	Keystrokes are in UPPER CASE. **EXAMPLE:** Type your name and press ENTER.
`[square_brackets]`	In commands, optional parameters are in `[square_brackets]`. **EXAMPLE:** `[--glcId=identifier for the institution this command applies to]`

About Blackboard Portfolio

Getting to Know Blackboard Portfolio

The Blackboard Portfolio allows you to present a collection of your accomplishments, evaluations, and reflections online. It is designed to compliment the Blackboard Learning System - Vista Enterprise or Blackboard Learning System - CE Enterprise course environment. The user interface has a similar layout and employs similar tools to a Vista Enterprise or CE Enterprise course with some key adjustments suited to portfolio creation and presentation.

To use the Blackboard Portfolio, you need an Internet connection. You must know how to use an Internet browser, have basic word processing skills, and have basic computer file management skills. You are not required to know HTML or computer programming. Depending on your role, you will use the Blackboard Portfolio in different ways.

If You Are a Portfolio Owner. . .
As a Portfolio Owner, you have control over the material, design, and membership in your portfolio. You can use your portfolio to track your learning experience and reflect on your progress towards learning goals. You can also use your portfolio to share your results and attributes with others and solicit their feedback.

If You Are a Portfolio Designer. . .
As a Portfolio Designer, you can help the Portfolio Owner design the portfolio. You have access to all tools except for those used to manage guests.

Blackboard Portfolio Terminology

Term	Definition
ActionLinks icon	The *ActionLinks* icon appears next to portfolio items. Clicking this icon opens a menu of options. Options include editing, hiding and showing, previewing, and deleting items.

Term	**Definition**
Binders tool	The *Binders* tool allows Portfolio Owners and Portfolio Designers to organize and deliver material, such as gallery collections, web links, and artifact files to Portfolio Reviewers. A binder includes a table of contents with links to the material.
blog	A blog is a type of reflection topic to which users can post web logs.
breadcrumbs	Breadcrumbs list the path of screens that a user has visited. A user can click a breadcrumb to return to a screen. Breadcrumbs appear in the top frame of a screen.
Build Portfolio tab	The **Build Portfolio** tab contains features allowing Portfolio Owners and Portfolio Designers to create, manage, and organize material in a portfolio.
Calendar tool	The *Calendar* tool allows Portfolio Owners and Portfolio Designers to view and create dated reminders about learning-related events. Entries can be viewed for a day, week, or month. Portfolio Owners and Portfolio Designers can choose to hide or show the calendar to Portfolio Reviewers.
course artifact	A course artifact is a file version of completed work from a Vista Enterprise or CE Enterprise course that can be presented in a portfolio. A course artifact contains all the content and formatting of the original item.
folder	Portfolio Owners and Portfolio Designers can create folders in the *Home Page* tool. A folder allows Portfolio Owners and Portfolio Designers to present and organize portfolio material, such as binders, reflection topics, and files. A folder is different from a folder in the *Files* tool.
Files tool	*Files* is available in each portfolio. Portfolio Owners and Portfolio Designers use it to manage files contained in a portfolio.
Gallery	The *Gallery* tool allows Portfolio Owners and Portfolio Designers to build a database of text, image, video, and audio entries to enhance a portfolio. Entries can be organized into separate collections.
Get Files button	The **Get Files** button is in *Files*. It allows Portfolio Owners and Portfolio Designers to bring a copy of a file from another location to their current *Files* folder in a portfolio.

Term	**Definition**
Goals tool	The *Goals* tool allows Portfolio Owners to record and track learning goals set by them or their institution. Portfolio Owners can associate portfolio items with each goal to demonstrate progress and achievement.
Guests tool	Allows Portfolio Owners to manage existing guests and invite new guests to view or help design a portfolio.
Home Page	Allows Portfolio Owners and Portfolio Designers to manage the presentation of portfolio material on the *Home Page*. The *Home Page* is where Portfolio Reviewers access all portfolio material except goals and calendar entries. A Portfolio Owner and Portfolio Designer can add files, such as Course Artifacts, and links to items they create with *Owner Tools*. All items can be grouped and organized in folders. Portfolio Owners and Portfolio Designers can also design a header and footer, set a background color or image, and adjust the layout of material.
HTML Creator tool	The *HTML Creator* is an HTML editing tool that allows users to create content in HTML without entering HTML tags. The *HTML Creator* automatically generates the HTML source code.
Link to Other Items button	The **Link to Other Items** button is in the *Home Page*, *Binders*, and *Calendar* tools. This button allows Portfolio Owners and Portfolio Designers to create links to items in portfolio tools from these locations.
Manage Views tool	Allows Portfolio Owners and Portfolio Designers to hide and show individual items on the *Home Page* for select Portfolio Reviewers.
Message Center	The *Message Center* tool allows Portfolio Owners to send messages to other users in the same portfolio. Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner. The messages can be in text or HTML format, and can include file attachments.
Options	The *Options* menu contains links to tools for adding and managing guests, customizing display and functionality, controlling Portfolio Reviewer access to *Home Page* material, and tracking guest activity. The *Options* menu is available to Portfolio Owners and Portfolio Designers but Portfolio Designers only have access to *Set Preferences* for customizing portfolio display and functionality and *Manage Views* for hiding and showing items on the *Home Page*.
Owner Tools	The *Owner Tools* menu contains links to tools for creating and managing portfolio material

Term	Definition
Portfolio Menu	The *Portfolio Menu* contains links to tools that all members of a portfolio can see. These include *Home Page*, *Calendar*, *Goals*, and *Message Center*. Portfolio Owners and Portfolio Designers can hide tools on the *Portfolio Menu*.
Portfolio Outline	The *Portfolio Outline* contains navigation links to items in the *Home Page* tool. Users access the *Portfolio Outline* on the *Portfolio Menu*.
Reflections tool	*Reflections*: allows users in a portfolio to post and reply to messages in blogs and threaded topics.
Resume tool	The *Resume* tool allows Portfolio Owners to build a resume to highlight information such as their career objectives, education, work experience, and references. Portfolio Owners can also import a file to use as their resume.
Set Preferences tool	The *Set Preferences* tool allows Portfolio Owners and Portfolio Designers to customize a portfolio by hiding or showing tools, adjusting the appearance of menus, selecting interface colors, changing default icons, and configuring functional settings.
tool	A tool is a function in the Blackboard Portfolio software that allows users to perform specific activities.
Track Guests tool	The *Track Guests* tool allows Portfolio Owners to track the activity of guests in their portfolio. Portfolio Owners can create reports that provide a summary of activity for general Portfolio Reviewer activity, an overview of specific item usage, an overview of specific file usage, or a detailed summary of activity for individual Portfolio Reviewers.
View Portfolio tab	The **View Portfolio** tab allows Portfolio Owners and Portfolio Designers to preview the appearance and test the usability of the portfolio as a Portfolio Reviewer.

USING ONLINE HELP

If you need help while using Blackboard Portfolio, you can use the *Online Help*. You can view help topics that are relevant to the screen you are viewing, and you can navigate the folders containing help topics for each Blackboard Portfolio feature.

Topic content is directed to your current role. For example, if you are enrolled as a Portfolio Reviewer in a portfolio but you are currently designing a different portfolio you own, you will only see help for your

Portfolio Owner enrollment.

You can also search for help topics by keywords.

NOTE: If you are enrolled in a Vista Enterprise or CE Enterprise institution, you cannot view help for those enrollments while performing portfolio tasks.

- Viewing Help Topics
  1. From the screen where you need help, click **Help**.
     - Under *Topics*, links to the most relevant help topics appear.
     - Under *Help Contents*, folders containing all help topics appear. You can open and close the folders.
  2. Click the help topic that you want to view.
  3. To access related topics, click the help topics under *See Also*.
- Searching for Keywords in Help Topics
  1. Click **Help**.
  2. In the *Search* text box, enter the keywords. If you are searching for keywords, you can use the following Boolean operators, either the words or the symbols:

Boolean Operator	**Symbol**
AND	+
OR	/
NOT	!

EXAMPLE:
- To search for *binder* and *reflection*, enter `binder AND reflection`.
- To search for *binder* or *reflection*, enter `binder OR reflection`.
- To search for *binder* but not *reflection*, enter `binder NOT reflection`.

You can combine operators and designate the order of search operations by using parentheses ( ).

EXAMPLE: To search for *binder* and *reflection* but not *gallery*, enter `(binder OR reflection) AND (NOT gallery)`.

To search for exact phrases, use quotation marks (“ ”).

EXAMPLE: To search for the phrase *becoming familiar with the interface*, enter `“becoming familiar with the interface”`.

3. Click the *Submit Search* icon. Search results appear in order of relevance.

4. Click the help topic that you want to view.
5. To return to the search results, click the *Back* icon.

GETTING ADDITIONAL HELP

From the *Online Help* window, you can access additional resources.

1. From any screen, click **Help** and click **Additional Resources**.
2. Choose from the following resources:
   - For Client Support and print documentation, click **Behind the Blackboard**.
   - For a question and answer service moderated by an international community of experienced users, click **Ask Dr. C**.

UNSUPPORTED CHARACTERS

If you cannot save an item in a Blackboard Learning System tool, such as a file in *File Manager*, it is most likely because you have entered a character on your keyboard that is not supported. Examples of possible unsupported characters are the forward (/) and backward (\) slashes. While most tools in the Blackboard Learning System support all possible characters, there are a few exceptions.

If you cannot save an item in a Blackboard Portfolio tool, such as a file in *Files*, it is most likely because you have entered a character on your keyboard that is not supported. Examples of possible unsupported characters are the forward (/) and backward (\) slashes. While most tools in Blackboard Portfolio support all possible characters, there are a few exceptions.

For more information about unsupported characters, see the following table:

Tool	Type of Item	Unsupported Characters
Administration	Learning context titles, such as the title of a course or section. **NOTE:** Only administrators can create learning contexts.	/ \
Content Manager	File and folder names	/ \ "
File Manager	File and folder names	/ \ , "
Files	File and folder names	/ \ , "

Tool	**Type of Item**	**Unsupported Characters**
Media Library	Entry	< > ' "
Gallery	Entry	< > ' "
Proxy Tools	Proxy Tool titles **NOTE:** Proxy tools allow users to access third-party applications. For example, if a university's library maintains an online repository of journal articles, a proxy tool allows users to directly access the online repository without logging in to the library system.	! # ^ _ + , ? [ ] & < > " %
SCORM Module	SCORM Module title **NOTE:** The *SCORM Module* tool allows designer to import Sharable Content Object Reference Model (SCORM)-compliant content packages created outside of this program. These modules can contain files, images, or Sharable Content Objects, such as a quiz.	/ \ "
WebDAV	Files and folder names **NOTE:** Web Distributed Authoring and Versioning (WebDAV) is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in *File Manager* and *Content Manager*.	" / \ ' @ & = + $ ^

Tool	Type of Item	Unsupported Characters
WebDAV	Files and folder names **NOTE:** Web Distributed Authoring and Versioning (WebDAV) is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in *Files*.	" / \ ' @ & = + $ ^

PART 2: GETTING STARTED WITH THE BLACKBOARD PORTFOLIO SYSTEM

Chapter 1: Accessing Your Portfolio

Checking Your Browser

Blackboard Portfolio automatically checks to determine if your browser type and version are supported. Browsers are classified in the following way:

- *Supported*: A supported browser is one that is compatible with Blackboard Portfolio.
- *Unsupported*: An unsupported browser is one that is incompatible with Blackboard Portfolio and will inhibit functionality of Blackboard Portfolio.

If your browser is unsupported, a warning message is displayed when you access Blackboard Portfolio.

Blackboard Portfolio also automatically checks to determine if Java™ is enabled in your browser and if your Java Virtual Machine™ (JVM) version is supported. You must enable Java and have a supported JVM version to use certain features and tools in Blackboard Portfolio. If Java is disabled or if your JVM version is unsupported, a warning message is displayed when you access *Blackboard Portfolio*.

To check your browser:

1. From the *Log In* screen, click **Check Browser**. A message appears indicating if your browser is supported or unsupported.
2. If you want more information about supported browsers, click the link to the *Browser Tune-up Page*.

Logging In

You can log in to *Blackboard Portfolio* indirectly through a Vista Enterprise or CE Enterprise institution you are a member of or directly using the *Blackboard Portfolio* Uniform Resource Locator (URL).

Logging In Through the Institution

If you are a member of a Vista Enterprise or CE Enterprise institution, you can do the following to access *Blackboard Portfolio*:

1. Open a web browser and go to the Entry Page URL for your installation.
2. Click your institution's name.
3. If there are no login fields, click **Log In**.
4. Enter your institution user name and password and click **OK**.

NOTE: If you are logging in for the first time, you will be prompted to change your password and log in again.

5. Click the **Portfolios** tab. The *Portfolios* area appears.

Logging In Using the Blackboard Portfolio URL

You can access *Blackboard Portfolio* directly:

1. Obtain the *Blackboard Portfolio* URL.
2. Open a new web browser window and enter the URL in the address area.
3. Press ENTER.

   TIP: Bookmark this page to access it more quickly in the future.

4. Enter your portfolio user name and password and click **OK**. The *Portfolios* area appears.

   NOTE: If you are logging in for the first time, you will be prompted to change your password and log in again.

CHAPTER 2: DESIGNING A BLACKBOARD PORTFOLIO

BECOMING FAMILIAR WITH THE INTERFACE

Before you start creating and presenting material in a portfolio, you should become familiar with the interface. The interface is split into two tabs: *Build Portfolio* and *View Portfolio*. You use the *Build Portfolio* tab to build, design, and manage your portfolio. The *View Portfolio* tab allows you to preview and interact with your portfolio as a Portfolio Reviewer.

The *Build Portfolio* tab contains three menus that allow you to access tools for building and managing your portfolio:

- *Portfolio Menu*. This menu contains tools for designing and navigating the *Home Page*, creating dated reminders in a calendar, recording and tracking learning goals, and communicating with guests.
- *Owner Tools*. This menu contains tools for creating and managing portfolio material:
  - *Binders*: allows you to organize and deliver portfolio material as a package. You can structure material hierarchically within a table of contents by using headings and outline numbering.
  - *Files*: allows you to manage all files in a portfolio, including Course Artifacts. You can get files from your computer or from a location in a Vista Enterprise or CE Enterprise institution and copy them into a portfolio. Files can be organized in folders.
  - *Gallery*: allows you to build a database of text, image, video, and audio entries to enhance your portfolio. Entries can be organized into separate collections.
  - *Reflections*: allows you to create blogs and threaded topics where Portfolio Reviewers can post and reply to messages. You can ask questions, generate discussion, and encourage Portfolio Reviewers to share feedback and ideas.
  - *Resume*: allows you to build a resume to highlight personal information such as career objectives, education, work experience, and references. You can also import a file to use as a resume.
  - *Web Links*: allows you to compile a list of Internet addresses. These Internet address can then be added to binders and the *Home Page* to reference web pages outside a portfolio.
- *Options*. This menu contains tools for adding and managing guests, customizing the display and functionality of a portfolio, and tracking guest activity. The Portfolio Designer only has access to *Set Preferences* for customizing the display and functionality of a portfolio and *Manage View* for hiding and showing items on the *Home Page*.

DESIGNING A PORTFOLIO

The process of designing a portfolio involves importing and creating material as well as customizing the presentation of material for Portfolio Reviewers.

You can import material in the form of files, such as Course Artifacts, from Vista Enterprise or CE Enterprise courses or your computer. You can also create material using the tools on the *Owner Tools* menu.

Most material in a portfolio is presented to Portfolio Reviewers on the *Home Page*, which can be customized using the *Home Page* tool. You can add material to the *Home Page* from the tools on the *Owner Tools* menu or from the *Home Page* tool. Material can then be organized into folders for easier navigation. You can also adjust the overall style and functionality of your portfolio from *Set Preferences*.

PREVIEWING AND TESTING A PORTFOLIO

As you design a portfolio, you can preview it anytime to see how it will appear to Portfolio Reviewers. You can also test the workflow and usability of the portfolio. To do this, you click the **View Portfolio** tab, which automatically logs you in to a test Portfolio Reviewer account. The user name for the test Portfolio Reviewer account is *Demo Portfolio Reviewer*. You can use this account for testing purposes. For example, you can access a reflection topic on the *Home Page* and post a message.

To return to the design interface, click the **Build Portfolio** tab.

IMPORTANT: If you test a portfolio, your activities are tracked in the following ways:

- Other users will see messages that you send or post using *Reflections* or *Message Center*.
- Your test activities are included in all reports run with the *Track Guests* tool except the Summary of Activity Report.

PART 3: BLACKBOARD PORTFOLIO SYSTEM TOOLS AND FEATURES

CHAPTER 3: BINDERS

Use the *Binders* tool to organize and deliver portfolio items. You can add items to binders, such as *Reflections* topics.

Adding Items
You can add items from the following tools: • *Reflections* • *Gallery* • *Web Links* You can also add files from your computer or from the *Files* tool, or create a new file directly from the *Binders* tool.

Organizing Items
After you have added items to a binder, you can structure them hierarchically within a table of contents by using headings and outline numbering. This allows you to organize the order in which items are delivered. **EXAMPLE:** Add items that are relevant to a topic by creating links to content, such as a link to a video from *Gallery*, a link to an article from an online journal from *Web Links*, and a link to an assignment artifact file created from an assignment submission. Next, create text headings under which to organize the content. Indent the content below the text headings to create a table of contents that visually communicates how information is organized and in what order items should be accessed.

Presenting Binders
You can share binders with users enrolled as Portfolio Reviewer by creating links to them on the *Home Page* or folders on the *Home Page*.

CREATING BINDERS

Create a learning module to organize and deliver course content. After you have created a learning module, you can add content by selecting items from one or more tools, such as an assignment.

Create a binder to organize and deliver portfolio material. After you have created a binder, you can add links to items by selecting them from one or more tools, such as a web link

1. From the *Learning Modules* screen, click **Create Learning Module**.
2. From the *Binders* screen, click **Create Binder**.
3. Enter a title and description.
4. Next to *Item Visibility*, select to show or hide the item for Students.
5. Complete the *Table of Contents* section:
   - From the *Numbering* drop-down list, select a numbering style for the table of contents.
   - Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the learning module.
   - Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the binder.
6. Under *First page of the learning module should be*, select whether the first page in the learning module should be the first page in the table of contents, or the table of contents.

   NOTE: When a table of contents is set to display in a separate pane on the left, or as the first page in a learning module, every content item, such as a quiz or discussion topic, becomes a linked heading in the table of contents. Users can click on the link to access the content item and navigate through the learning module. When the table of contents is set to not display on the left, and the first page of the learning module is the first page in the table of contents, users must use the browse buttons in the Action Menu to navigate the learning module.

7. Under *First page of the binder should be*, select whether the first page in the binder should be the first page in the table of contents, or the table of contents.

   NOTE: When a table of contents is set to display in a separate pane on the left, or as the first page in a binder, every item, such as a reflection topic or web link, becomes a linked heading in the table of contents. Users can click on the link to access the item and navigate through the binder. When the table of contents is set to not display on the left, and the first page of the binder is the first page in the table of contents, users must use the browse buttons to navigate the binder.

8. Under *Goals*, if you want to associate a goal:
   a. Click **Select Goals**.
   b. Select the items and click **Add Selected**.
9. Click **Save**. Now you can add items to the learning module. For more information, see *Adding Content*.
10. Click **Save**. Now you can add items to the binder. For more information, see *Adding Content*.

Adding Content

You can add course content to a learning module. This allows you to place related content in the same learning module so Students can access the content from one place. You can add the following content to a learning module:

You can add portfolio material to a binder. This allows you to place related items in the binder so Portfolio Reviewers can access the material from one place. You can add the following items to a binder:

- assessments
- assignments
- chat or whiteboard rooms
- discussion topics and categories
- reflection topics and categories
- media library collections
- gallery collections
- SCORM modules
- web links

You can also add files from your computer or from the *File Manager* tool, or create a new file. For more information, see *Adding Files*.

You can also add files from your computer or from the *Files* tool, or create a new file. For more information, see *Adding Files*.

IMPORTANT: You must first create the content before you can add it to a learning module. For more information, see the appropriate topics under *Using Blackboard Learning System Features and Tools*.

IMPORTANT: You must first create the content before you can add it to a binder. For more information, see the appropriate topics under *Using the Blackboard Portfolio System Features and Tools*.

1. From the screen for the learning module you want to add content to, click **Add Content Link**.
2. From the screen for the binder you want to add content to, click **Link to Other Items**.
3. Click the tool with the content you want to add. For example, to add a web link, click *Web Link*. The menu option expands.
4. Select an item from an inventory of all the items that belong to the tool, and then click **Add Selected**.

   TIP: To select multiple items, hold the Ctrl key (Windows users) or the Command key

(Mac users) while selecting the items.

You can create headings to help you organize content. For more information, see *Adding Headings*.

ADDING FILES

You can present course content by adding files in the *Course Content* or *Learning Modules* tools. This allows Student to access content from these locations.

You can present portfolio material by adding files in the *Home Page* or *Binders* tools. This allows Portfolio Reviewers to access material from these locations.

To add a file, you have the following options: browse for files in another location or create an HTML file.

1. From the location where you want to add a file, click **Add File**.
2. Click one of the following options:
   - **Browse for Files**.
   - **Create File**.

Browsing for Files

You can get files from other locations and add them to the *Home Page* or *Binders* tools. This allows Portfolio Reviewers to access the files from these locations.

1. From the location where you want to add a file, click **Add File**. A menu appears.
2. Click **Browse for Files**. The *Content Browser* pop-up window appears.
3. Locate and select the files. For more information on navigating, see *Navigating with Content Browser*.

Creating Files

You can create files to present content in the *Course Content* or *Learning Modules* tools. You can create files in Plain Text or HTML format. To create files in HTML format, you can hand code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

You can create files to present content in the *Home Page* or *Binders* tools. You can create files in Plain Text or HTML format. To create files in HTML format, you can hand code the HTML or use the *HTML*

Creator. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

1. From the location where you want to add a file, click **Add File**.
2. Click **Create File**.
3. Enter a title.
4. Enter your content in Plain Text or HTML format:
    - To enter the content in Plain Text format, in the *Content* text box, enter the content. The content will appear exactly as you have typed it.
    - To enter the content in HTML format, you can use the *HTML Creator* or hand code the HTML:
        - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
        - To hand code the HTML:
            a. Select *Use HTML*.
            b. Enter the HTML code.
5. If you want to insert an equation in the file, see *Creating and Inserting Equations*.
6. If you want to specify a file name for the file, in the *File name* text box, enter a name. If you do not specify a file name, the title of the file will be used as the file name.
7. Next to *Item Visibility*, select to show or hide the item for Students.
8. Under *Goals*, if you want to associate a goal with this file:

    NOTE: Goals are available only to designer roles.

    a. Click **Select Goals**.
    b. Select each item you want to associate.
    c. Click **Add Selected**.
9. Click **Save**.

WORKING WITH BINDER CONTENT

After you have added content to a learning module, you can organize the content by arranging the order and level of each item and heading. You can edit the title for each item and heading as well as specify whether you want an item to be hidden or shown. You can also preview each item to see how it will appear to others.

After you have added content to a binder, you can organize the content by arranging the order and level of each item and heading. You can edit the title for each item and heading as well as specify whether you want an item to be hidden or shown. You can also preview each item to see how it will appear to others.

Adding Headings

All the content you add to the learning module appears in the table of contents. To organize the content, you can add text headings.

All the content you add to the binder appears in the table of contents. To organize the content, you can add text headings.

EXAMPLE: Create a text heading for each unit in the course. Organize the content, such as assignments and quizzes, that apply to a unit, under the appropriate text heading.

EXAMPLE: Create a text heading for each topic in your binder. Organize the content, such as a link to an article from an online journal from *Web Links* and an assignment artifact file created from an assignment submission, under the appropriate text heading.

NOTE: Headings only appear to others if the table of contents is set to display as a separate pane or as the first page in the learning module. For more information, see *Editing Learning Module Properties*.

NOTE: Headings only appear to others if the table of contents is set to display as a separate pane or as the first page in the binder. For more information, see *Editing Binder Properties*.

1. From the *Learning Modules* screen, locate the learning module in which you want to add a heading, and click its title.
2. From the *Binders* screen, locate the binder in which you want to add a heading, and click its title.
3. Click **Create Heading**.
4. Enter a title and click **Save**.

Adjusting Heading Levels

When you create a learning module, you can add content. Content is comprised of text headings and links to items, such as a web link from *Web Links*. Text headings can be used to organize items added to a learning module. Links to items appear as linked headings.

When you create a binder, you can add content. Content is comprised of text headings and links to items, such as a web link from *Web Links*. Text headings can be used to organize items added to a binder. Links to items appear as linked headings.

You can adjust the level of all content by increasing or decreasing the indentation. This allows you to organize the order in which content should be delivered.

EXAMPLE: You might have a heading named "Introduction to Biology" and a link to an HTML page called "Terminology." The heading would be at the top level of the table of contents and the linked HTML page would be indented beneath it.

1. From the *Learning Modules* screen, locate the learning module you want to adjust heading levels for, and click its title. The content of the learning module is displayed.
2. From the *Binders* screen, locate the binder you want to adjust heading levels for, and click its title. The content of the binder is displayed.
3. Select the item you want to adjust:
   - To adjust one or more items, select each item.
   - To adjust all items, in the table heading row, select the check box.
4. Do one of the following:
   - To decrease the selected items by one level, click **Indent**.
   - To increase the selected items by one level, click **Outdent**.
   - To increase the selected items to the highest level, click **Outdent All**.

Changing the Order of Content in a Binder

You can change the order in which content in a learning module will appear to users.

You can change the order in which content in a binder will appear to users.

1. From the *Learning Modules* screen, locate the learning module with the content for which you want to change the order, and click its title. The content of the learning module is displayed.
2. From the *Binders* screen, locate the binder with the content for which you want to change the order, and click its title. The content of the binder is displayed.
3. Select the item you want to move.
4. Do one of the following:
   - To move the item anywhere in the learning module except to the end, locate the item above which you want to insert the selected item and, under *Move*, click its *Move Selected Items Above* icon.
   - To move the item anywhere in the binder except to the end, locate the item above which you want to insert the selected item and, under *Move*, click its *Move Selected Items Above* icon.
   - To move the item to the end of the learning module, click the *Move Selected Items to Bottom of*

List icon. The item is moved to the end.

NOTE: The *Move Selected Items to Bottom of List* icon is the last icon in the *Move* column.

- To move the item to the end of the binder, click the *Move Selected Items to Bottom of List* icon. The item is moved to the end.

  NOTE: The *Move Selected Items to Bottom of List* icon is the last icon in the *Move* column.

Editing Binder Items

You can edit items you have added to a binder. When you edit an item in a binder, you edit the item as it appears everywhere in your portfolio. For example, if you change the description for a reflection topic, the description is updated in the binder and everywhere else the topic appears in your portfolio.

NOTE: You can also edit the title for an item as it appears in a binder only. For more information, see *Editing Table of Content Links*.

1. From the *Binders* screen, locate the binder with the item you want to edit and click its title.
2. Locate the item and click its *ActionLinks* icon.
3. Click **Edit Properties**.
4. Edit the item.
5. Click **Save**.

Editing Table of Contents Links

If a learning module is set to display a table of contents, a linked table of contents appears next to learning module content for navigation. You can edit the titles of these links. Your edits are only applied to the learning module and not to the items as they appear elsewhere in your course.

If a binder is set to display a table of contents, a linked table of contents appears next to binder content for navigation. You can edit the titles of these links. Your edits are only applied to the binder and not to the items as they appear elsewhere in your portfolio.

1. From the *Learning Modules* screen, locate the binder and click its title.
2. From the *Binders* screen, locate the binder and click its title.
3. Click **Edit Link Titles**.

4. In the text boxes, edit the links.
5. Click **Submit**.

Hiding or Showing Binder Items

You can make content items available to users by showing the item in the learning module. Alternatively, if you do not want certain content items to be available, you can hide them temporarily.

You can make binder items available to users by showing the item in the binder. Alternatively, if you do not want certain binder items to be available, you can hide them temporarily.

1. From the *Learning Modules* screen, locate the learning module with the items you want to hide or show, and click its title.
2. From the *Binders* screen, locate the binder with the items you want to hide or show, and click its title.
3. Locate the item you want to hide or show and click its *ActionLinks* icon.
4. Do one of the following:
   - To hide an item and make it unavailable, click **Hide Item**.
   - To show an item and make it available, click **Show Item**.

Previewing Binder Items

NOTE: You cannot preview headings.

1. From the *Learning Modules* screen, locate the learning module with the items you want to preview and click its title.
2. From the *Binders* screen, locate the binder with the items you want to preview and click its title.
3. Locate the item and click its *ActionLinks* icon.
4. Click **Preview**.

Viewing all Links to Binder Items

If there are links to an item from other locations in the course, you can view a list of those locations.

If there are links to an item from other locations in the portfolio, you can view a list of those locations.

1. From the *Learning Modules* screen, click the learning module with the item.
2. From the *Binders* screen, click the binder with the item.
3. Locate the item and click its *ActionLinks* icon.
4. Click **View Links to this Item**.

Deleting Binder Items

You can delete items in a learning module, such as a discussion topic or web link. You can also delete headings.

You can delete items in a binder, such as a reflection topic or web link. You can also delete headings.

NOTE: When you delete an item, you delete the link to the item. The item still exists in the tool it belongs to. For example, if you delete a link to a discussion topic, the topic no longer appears in the learning module, but still exists in the *Discussions* tool.

NOTE: When you delete an item, you delete the link to the item. The item still exists in the tool it belongs to. For example, if you delete a link to a reflection topic, the topic no longer appears in the binder, but still exists in the *Reflections* tool.

1. From the *Learning Modules* screen, locate the learning module with the items you want to delete, and click its title.
2. From the *Binders* screen, locate the binder with the items you want to delete, and click its title.
3. You can delete one item or several items. You can also delete all items.
   - To delete one item or several items:
     a. Select the items and click **Delete**.
     b. Click **OK**.
   - To delete all items:
     a. Select the check box next to *Title*.
     b. Click **Delete**.
     c. Click **OK**.

WORKING WITH BINDERS

You can share binders with Portfolio Reviewers by adding them to the *Home Page*. After you have created a binder, you can preview the binder to see how it will appear to Portfolio Reviewers.

Editing Binder Properties

When you edit the properties for a learning module, you can edit the title and description as well as whether the learning module is available to users. You can also edit the settings for the table of contents.

When you edit the properties for a binder, you can edit the title and description as well as whether the binder is available to users. You can also edit the settings for the table of contents.

1. Depending on whether you are viewing the list of learning modules or an individual learning module, do one of the following:
   - If the *Learning Modules* screen is displayed, do the following:
     a. Locate the learning module you want to edit and click its *ActionLinks* icon.
     b. Click **Edit Properties**.
   - If an individual learning module is displayed, do the following:
     a. Click the *ActionLinks* icon for the title of the learning module.
     b. Click **Edit Properties**.
2. Depending on whether you are viewing the list of binders or an individual binder, do one of the following:
   - If the *Binders* screen is displayed, do the following:
     a. Locate the binder you want to edit and click its *ActionLinks* icon.
     b. Click **Edit Properties**.
   - If an individual binder is displayed, do the following:
     a. Click the *ActionLinks* icon for the title of the binder.
     b. Click **Edit Properties**.
3. In the *Title* text box, edit the title.
4. In the *Description* text box, enter or edit the description.
5. Next to *Item Visibility*, select to show or hide the item for Students.
6. Complete the *Table of Contents* section.
   - From the *Numbering* drop-down list, select a numbering style for the table of contents.
   - Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the learning module.
   - Under *Display Table of Contents*, select whether to display the table of contents in a separate

pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the binder.

- Under *First page of the learning module should be*, select whether the first page in the learning module should be the first page in the table of contents, or the table of contents.
- Under *First page of the binder should be*, select whether the first page in the binder should be the first page in the table of contents, or the table of contents.

NOTE: When a table of contents is set to display in a separate pane on the left, or as the first page in a learning module, every content item, such as a quiz or discussion topic, becomes a linked heading in the table of contents. Users can click on the link to access the content item and navigate through the learning module. When the table of contents is set to not display on the left, and the first page of the learning module is the first page in the table of contents, users must use the browse buttons in the Action Menu to navigate the learning module.

NOTE: When a table of contents is set to display in a separate pane on the left, or as the first page in a binder, links to items and files become linked headings in the table of contents. Users can click on the links to access the item or file and navigate through the binder. When the table of contents is set to not display on the left, and the first page of the binder is the first page in the table of contents, users must use the browse buttons to navigate the binder.

7. Under *Goals*, if you want to associate a goal:
   a. Click **Select Goals**.
   b. Select the items and click **Add Selected**.
8. Click **Save**.

Linking Binders to the Home Page

You can link learning modules to folders in the course. Users can access the learning module by clicking the link.

You can create links to binders on the *Home Page* or in folders on the *Home Page*. Users can access the binder by clicking the link.

1. Select the learning module that you want to create a link for.
2. Select the binder that you want to create a link for.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Previewing Binders

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

NOTE: If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

Sorting Binders

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

NOTE: In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

Viewing Links to Binders

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

Deleting Binders

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

IMPORTANT:
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
- In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
- In the *Chat* tool, you can delete the default *Common Room* only if another room has

been created.

- In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
- In the *Media Library* tool:
  - designers can delete any entry.
  - users other than designer can delete only their own entries.
- In the *Web Links* tool, Students can delete only their own web links.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**.
  2. Click **OK**.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**.
  3. Click **OK**.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Delete**.
  3. Click **OK**.

CHAPTER 4: CALENDAR

Calendar allows you to view and create dated reminders about events. Entries can be viewed for a day, week, or month.

Portfolio Owners and Portfolio Designers can create public entries visible to all guests. Portfolio Owners can also create private entries only they can see.

All entries can be linked to files, binders, gallery collections, reflections, and web links.

ADDING OR EDITING ENTRIES

Portfolio Owners and Portfolio Designers can add and edit public entries. Only Portfolio Owners can add and edit private entries. Entries can be edited from the week or day view.

1. Depending on whether you are creating or editing an entry, do one of the following:
   - If you are creating an entry, from the month, week, or day view, click **Add Entry**.
   - If you are editing an entry:
     a. From the week or day view, locate the entry you want to edit and click its *ActionLinks* icon.
     b. Click **Edit**.
2. Enter a title.

   NOTE: When users view entries for a month, the title is the only identifier for an entry. Therefore, ensure that your title provides enough description in the space provided to communicate the purpose of the entry.
3. Enter a description.
   - To create the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
   - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.

4. Under *Dates*, click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: `12/31/2006` or `31/12/2006`.

   NOTE: If you do not specify a start date and end date, the entry will display as an *All day* event.

5. Under *Entry Type*, do one of the following:
   - To make this an entry that all guests can view, select *Public*.
   - To make this an entry that only you can view, select *Private*. Only Portfolio Owners can make entries private.

6. If you want to make this a recurring entry, or want to include a link to a file or item created with portfolio tools, next to *More Options*, click the *Expand/Collapse* icon.

   a. If you want this to be a recurring entry, ensure the start date and time duration for the entry is correct and:

      i. In the *Recurrence* section, select *This entry repeats*.

      ii. Select the days on which the entry will repeat.

      iii. Next to *Until*, set the last date that the recurring entry can appear.

   b. If you want to include a file, click **Add File** and do one of the following:

      - If you want to create a file:

        i. Click *Create File*. The *Create File* screen appears.

        ii. Enter a title.

        iii. Enter your content in Plain Text or HTML format.

        iv. If you want to insert an equation in the file, see *Creating and Inserting Equations*.

        v. If you want, in the *File name* text box, enter a name. If you do not specify a file name, the title of the file will be used as the file name.

        vi. Click **Save**.

      - If you want to link to a file:

        i. Click *Browse for Files*. The *Content Browser* pop-up window appears.

        ii. Locate and select the file you want to add. For more information, see *Navigating with Content Browser*.

   c. If you want to include a link to a binder, gallery collection, reflection topic or category, or web link:

      i. Click **Link to Other Items**.

      ii. Click the name of the tool with the item you want to create a link to.

iii. Do one of the following:

- If the item is already created, select it and click **Add Selected**.
- If the item has not been created, click the **Create** option. For more information on creating items, see the appropriate topics for each tool.

7. Click **Save**.

VIEWING ENTRIES

You can view calendar entries by month, week, or day.

1. To view entries for a month, week, or day:

- The month view displays entries for the current month in a calendar view. Only the title is displayed, not the description.
  a. To display entries for the previous or next month, on either side of the month name, click the *Previous Month* or *Next Month* icon.
  b. To select a month which is not close to the current month, select the month and year from the drop-down lists and click the *Go* icon.
  c. To view entries for a single week, next to the week whose entries you want to view, click *View Week*.
  d. To view entries for a single day, click the date.
- The week view displays full entries, including title and description, as well as a calendar of the full month with the current week highlighted.
  a. To display entries for the previous or next week, on either side of the week name, click the *Previous Week* or *Next Week* icon.
  b. To view the full week, in the calendar, click on any day in the week.
  c. To view entries for a single day, in the text display, click the date.
- The day view displays the full entry for the day, including title and description, as well as a calendar of the full month with the current day highlighted.
  a. To display entries for the previous or next day, on either side of the day name, click the *Previous Day* or *Next Day* icon.
  b. To select another day, click the date.
  c. To view entries for the week containing the current displayed day, click the **Week** tab.
  d. To view entries for the month containing the current displayed day, click the **Month** tab.

2. If there are new entries since you last visited *Calendar*, the month view displays the **Display New Entries** button.
    a. From the month view, click **Display New Entries**.
    b. View the new entries.
    c. To print the list of new entries, click **Print**.
    d. To return to the month view, click **Cancel**.

CREATING A PRINTABLE VIEW OF ENTRIES

You can create a printable view of calendar entries that match criteria you specify. For example: You can specify to only see entries with a specific start and end date that have the word "meeting" in the description, then print all the entries that match this criteria.

1. From the month, week or day view, click **Create Printable View**.
2. Under *Date Range*, click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: `12/31/2006` or `31/12/2006`.
3. To limit the entries that are in the printable view according to text that appears in an entry, under *Filter Results*, enter the text.
4. Under *Course Selection*, the default is to create a printable view of the course-related entries from all the courses in which you are enrolled. To create a printable view of entries from only certain courses, select *Only show entries from these courses* and, next to the courses whose entries you want included, select the check boxes.

    NOTE: Only course-level users (for example, Section Instructors), have this option.
5. Under *Access Level*, select the type of entries you want to include in the printable view.
6. Click **Continue**.
7. If you want to print the entries, click **Print**.

DELETING ENTRIES

You can delete entries you want to remove from the calendar. Portfolio Owners can delete all entries but Portfolio Designers can only delete public entries.

1. From the week or day view, locate the entry and click its *ActionLinks* icon.

2. Click **Delete** and do one of the following:
   - If the entry is not recurring, click **OK**.
   - If the entry is recurring and you want to delete this occurrence only, click **Delete This Occurrence Only**.
   - If the entry is recurring and you want to delete all occurrences, click **Delete All**.

CHAPTER 5: CONTENT BROWSER

NAVIGATING WITH CONTENT BROWSER

Content Browser appears when you are required to locate and select files or folder locations as part of a task.

EXAMPLE: In *Files*, *Content Browser* appears when you get files from another location and copy them to your current location.

The following table describes locations in *Content Browser* from which you can locate and select files or folder locations.

Location in Content Browser	Description
My Portfolios	*My Portfolios* allows you to access the files and folders that are used to design each portfolio you own or in which you are enrolled as Portfolio Designer. These are the files and folders that appear in *Files* inside your portfolios. **EXAMPLE:** *My Portfolios* could contain HTML files added to a binder or assessment submission artifact files presented in your portfolio. If you want to locate and select portfolio files or folder locations: 1. Click the *My Portfolios* icon. In the left frame, a link for each portfolio you own or in which you are enrolled as Portfolio Designer appears. 2. To browse the files and folders used to design a portfolio, click the portfolio title.
My Computer	If you want to locate and select files or folder locations on your computer, click the *My Computer* icon.

NOTE:

- If you are enrolled in a Vista Enterprise or CE Enterprise institution, you may have access to additional *Content Browser* locations.
- Some tasks do not permit access to all locations.

CHAPTER 6: EQUATION EDITOR

WebEQ Equation Editor is used to create, save, and view complex equations. It consists of an Equation Editor and an Equation Viewer.

WebEQ Equation Editor is used to create and view complex equations. It consists of an Equation Editor and an Equation Viewer.

The Equation Editor allows you to build equations graphically using the toolbar, keyboard characters, and the *WebEQ Symbol Palette*. The equations can then be stored as MathML™, a markup language for encoding the structure of mathematical expressions, so that they can be shared over the Internet. MathML files can be saved in the *My Files* area of the *Content Manager* or *File Manager* from *WebEQ Equation Editor*, then imported to *WebEQ Equation Editor* for editing or inserting into messages or questions. You can also get MathML files from your local drive and import them to *WebEQ Equation Editor*.

The Equation Editor allows you to build equations graphically using the toolbar, keyboard characters, and the *WebEQ Symbol Palette*. You can also get MathML™ files from your local drive and import them to *WebEQ Equation Editor*. MathML is a markup language for encoding the structure of mathematical expressions so that they can be shared over the Internet.

The Equation Viewer allows MathML to be displayed in any browser.

CREATING AND INSERTING EQUATIONS

You can use the *WebEQ™ Equation Editor* from a variety of tools to create and insert MathML™ equations, such as into mail and discussion messages, and into assessment questions.

You can use the *WebEQ Equation Editor* from a variety of tools to create and insert MathML equations, such as into reflection messages.

1. From the *Insert equation* drop-down list, select *New*, and click the *Go* icon.
2. Enter a title. When an equation is saved, the title is used as the file name in the *My Files* area of *Content Manager*.
3. Enter a title.
4. The following options are available:
    - To change the font size of the characters in your equation, from the *Font size* drop-down list, select a number.
    - To increase the size of the edit area, click **Enlarge Editor**.
5. Create an equation by doing any of the following. Equations are created using templates, keyboard characters, and symbols. Templates are blank equation elements with empty slots (squares) for entering keyboard characters or symbols.

    IMPORTANT: Do not enter spaces between templates, keyboard characters, or symbols, because spaces appear as boxes when displayed.

- To insert templates outside template slots:
  a. Place the cursor where you want to insert the template by clicking the edit area in the appropriate location.
  b. From the toolbar, click the icon that represents the template you want to insert.
- To insert templates in template slots:
  a. Click the slot in which you want to insert the templates.
  b. From the toolbar, click the icon that represents the template you want to insert.
- To enter keyboard characters outside template slots:
  a. Place the cursor where you want to enter keyboard characters by clicking the edit area in the appropriate location.
  b. Using the keyboard, enter the characters.
- To enter keyboard characters in template slots:
  a. Click the slot in which you want to enter the keyboard characters.
  b. Using the keyboard, enter the characters.
- To insert symbols outside template slots:
  a. Place the cursor where you want to insert symbols by clicking the edit area in the appropriate location.
  b. From the toolbar, click the *Symbol Palette* icon.
  c. Click the symbols you want to insert.
- To insert symbols in template slots:
  a. Click the slot in which you want to insert the symbols.
  b. From the toolbar, click the *Symbol Palette* icon.
  c. Click the symbols you want to insert.

6. If you want to save the equation as a MathML file in the *My Files* area of the *Content Manager* or *File Manager* tool, click **Save**.
7. Click **Insert**. The equation is assigned an id and is inserted.

NOTE: If the *HTML Creator* is turned on, the equation is inserted where you placed the cursor. If the *HTML Creator* is turned off, the equation is inserted as the last item in the text box.

EDITING AND INSERTING EQUATIONS

You can access a MathML™ equation and make and save changes to it.

You can access a MathML™ equation and make changes to it.

NOTE: Equations are never actually edited. Each time you access an equation and save changes made to it, a new equation is created and *WebEQ™ Equation Editor* assigns the equation a new id number. You will need to remove the reference to the original equation when the edited version has been inserted or viewers will see two equations: the original equation and the edited equation.

NOTE: Equations are never actually edited. Each time you access an equation, make changes to it, and insert it, a new equation is created and *WebEQ™ Equation Editor* assigns the equation a new id number. You will need to remove the reference to the original equation when the edited version has been inserted or viewers will see two equations: the original equation and the edited equation.

1. From the *Insert equation* drop-down list, select the equation you want to edit and click the *Go* icon. The *Equation Editor* screen appears.
2. If you want to save your changes to the equation, you must change the title of the equation, which is used as the file name. In the *Title* text box, change the equation title.
3. The following options are available:
   - To change the font size of the characters in your equation, from the *Font size* drop-down list, select a number.
   - To increase the size of the edit area, click **Enlarge Editor**.
4. Edit the equation by doing any of the following. Equations are created using templates, keyboard characters, and symbols. Templates are blank equation elements with empty slots (squares) for entering keyboard characters or symbols.

   IMPORTANT: Do not enter spaces between templates, keyboard characters, or symbols, because spaces appear as boxes when displayed.

   - To insert templates outside template slots:
     a. Place the cursor where you want to insert the template by clicking the edit area in the appropriate location.
     b. From the toolbar, click the icon that represents the template you want to insert.
   - To insert templates in template slots:
     a. Click the slot in which you want to insert the templates.

  b. From the toolbar, click the icon that represents the template you want to insert.

- To enter keyboard characters outside template slots:

  a. Place the cursor where you want to enter keyboard characters by clicking the edit area in the appropriate location.

  b. Using the keyboard, enter the characters.

- To enter keyboard characters in template slots:

  a. Click the slot in which you want to enter the keyboard characters.

  b. Using the keyboard, enter the characters.

- To insert symbols outside template slots:

  a. Place the cursor where you want to insert symbols by clicking the edit area in the appropriate location.

  b. From the toolbar, click the *Symbol Palette* icon.

  c. Click the icons that represent the symbols you want to insert.

- To insert symbols in template slots:

  a. Click the slot in which you want to insert the symbols.

  b. From the toolbar, click the *Symbol Palette* icon.

  c. Click the icons that represent the symbols you want to insert.

5. If you want to save the equation as a new MathML file in the *My Files* area of the *Content Manager* tool or the *File Manager* tool, click **Save**.

6. Click **Insert**. The equation is assigned an id and inserted.

   NOTE: If the *HTML Creator* is turned on, the equation is inserted where you placed the cursor. If the *HTML Creator* is turned off, the equation is inserted as the last item in the text box.

7. If you only want to display the edited equation and not the original, locate the original equation string in the text box, select the string, and press `Backspace` or `Delete` on your keyboard.

   EXAMPLE: If the original equation string was `{Equation:id=1, title=eqn_1}` and the edited version was `{Equation:id=2, title=eqn_1}`, select `{Equation:id=1, title=eqn_1}` and press `Backspace` or `Delete` on your keyboard.

IMPORTING AND INSERTING EQUATIONS

You can import equations created in MathML™. MathML is a markup language that allows mathematical equations to be displayed in web browsers and shared across the Internet.

1. From the *Insert equation* drop-down list, select *New* and click the *Go* icon.
2. Click **Import MathML**. The*Content Browser* pop-up window appears.
3. Locate and select the file. For more information on browsing for files and folders, see *Navigating with Content Browser*.

   NOTE: Users who do not own a portfolio or are not enrolled in an institution can only select files located on their computer.

4. Click **Insert**. The equation is assigned an id and inserted.

   NOTE: If the *HTML Creator* is turned on, the equation is inserted where you placed the cursor. If the *HTML Creator* is turned off, the equation is inserted as the last item in the text box.

DELETING EQUATIONS

Locate the equation string of the equation you want to delete, select the string, and press `Backspace` or `Delete` on your keyboard.

CHAPTER 8: GALLERY

You can use the *Gallery* tool to build a database of text, image, video, and audio entries to enhance your portfolio. You organize these *Gallery* entries into related groups called collections. You can share collections of gallery entries with Portfolio Reviewers by adding them to the *Home Page* or binders on the *Home Page*.

EXAMPLE: If you studied photography, you could create a collection for a photographic essay. The collection could contain entries with image files of your photos and text descriptions that outline the significance of each entry.

With the *Gallery* tool, you can:

- create, edit, and delete entries and collections.
- view entries and collections.
- add entries to collections.
- reorder and sort collections.
- remove entries from collections.
- export and import entries.

WORKING WITH ENTRIES

Creating Entries

NOTE: Depending on administrator settings, Section Instructors and Teaching Assistants may not be able to create entries.

A *Media Library* entry can consist of a term and its definition, or it can be a text, graphic, video, or audio file.

A *Gallery* entry can consist of a term and its definition, or it can be a text, graphic, video, or audio file.

You can create a link to a *Media Library* entry from instances of the entry's title in HTML files anywhere in your course.

IMPORTANT: Links will only appear in files that are in HTML format.

EXAMPLE: You can create an entry titled *Paris* with an image file of a panoramic view of the city from the Eiffel Tower. Options you set for the *Media Library* entry allow each occurrence of the word *Paris* in all HTML files in your course to be linked to the *Media Library* entry.

1. In a collection, click **Create Entry**. If you are a designer, you can also go to the *View All Entries* screen and click **Create Entry**.
2. From the *View All Entries* screen or from within a collection, click **Create Entry**.
3. Enter a title.

   IMPORTANT: If you want to create automatic links from HTML files to this *Media Library* entry, this title must exactly match the word or phrase in the HTML file.

4. If you want, select to display the title in italics. For example, you may want to italicize medical terminology.
5. Enter a description or definition for the entry in Plain Text or HTML format:
   - To create the description in Plain Text format, enter the description. The description will appear exactly as you have typed it.
   - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Description* text box, enter the HTML code.
6. If you want to include a file with the entry, such as an image or audio file:
   a. Click **Browse**. The *Content Browser* pop-up window appears.
   b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.
   c. If you selected a file in *Repository* or *Template Manager*, do one of the following:
      - If you have not already subscribed to the file, do one of the following:
        - To create a subscription to the file, select *Subscribe* and click **OK**
        - To create a copy of the file that you can edit, select *Copy* and click **OK**.
      - If you have already subscribed to the file, do one of the following:
        - To use the existing subscription, select *Keep* and click **OK**.
        - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
   d. If you want to remove a file that you have included:
      i. Click the *Remove* icon.

ii. Click **OK**.

7. In the *Keywords* text box, enter keywords separated by commas.
8. Under *Display this entry in the following collections*, select each collection in which to display the entry.

   IMPORTANT: Section members can view only entries that have been added to a collection.

9. If you want to create links to the entry in HTML files, do the following:
   a. Next to *More Options*, click the *Expand/Collapse* icon.
   b. Under *Entry linking*, select how you want the entry to be linked:
      - To link only selected instances of the entry title in files, select *Manual*. For more information on creating individual links, see *Creating Manual Links to Media Library Entries*.
      - To automatically link only the first instance of the entry title in all files, select *Automatic: first instance*.
      - To automatically link all instances of the entry title in all files, select *Automatic: all instances*.

      NOTE: The *Automatic: all instances* linking option is set as the default. You can override the default when you create or edit an entry, or you can select a new default linking option using the *Manage Linking* feature.

10. Click **Save**.

Editing Entries

Depending on administrator settings, users other than designer may not be able to create or edit entries. If users are allowed to create entries, they can edit only entries they have created.

You can change the title, description, and keywords for an entry. You can also add, remove, or change the file associated with the entry, change which collections the entry is included in, or change the linking option.

IMPORTANT:
- Section members can view only entries that have been added to a collection.
- Links will only appear in files that are in HTML format.

You can change the title, description, and keywords for an entry. You can also add, remove, or change the file associated with the entry and change the collection in which the entry is included.

1. In a collection, locate the entry that you want to edit and click its *ActionLinks* icon. If you are a designer, you can also go to the *View All Entries* screen, locate the entry and click its *ActionLinks* icon.

2. From the *View All Entries* screen or from within a collection, locate the entry that you want to edit and click its *ActionLinks* icon.
3. Click **Edit**.
4. Edit the title.

   IMPORTANT: If you change the title of the entry, links from content files to the entry will become unlinked. The entry title must exactly match the word or phrase in the content file.

5. If you want, select to display the title in italics. For example, you may want to italicize medical terminology.
6. Edit the description or definition in Plain Text or HTML format:
   - To edit the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
   - To edit the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

     - To hand code the HTML:
       i. Select *Use HTML*.
       ii. In the *Description* text box, edit the HTML code.
7. If you want to add or change the file associated with the entry:
   a. Click **Browse**. The *Content Browser* pop-up window appears.
   b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.
   c. If you selected a file in *Repository* or *Template Manager*, do one of the following:
      - If you have not already subscribed to the file, do one of the following:
        - To create a subscription to the file, select *Subscribe* and click **OK**
        - To create a copy of the file that you can edit, select *Copy* and click **OK**.
      - If you have already subscribed to the file, do one of the following:
        - To use the existing subscription, select *Keep* and click **OK**.
        - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.
8. In the *Keywords* text box, enter keywords separated by commas, or edit the existing keywords.
9. Under *Display this entry in the following collections*, select each collection in which to display the

entry.

10. If you want to create links to the entry in HTML files, or edit how the entry is linked in HTML files, do the following:

    WARNING: Section Instructors and Students creating entries do not have the option to enable linking. However, designers can edit Section Instructor and Student entries. Designers should be cautious about selecting the *Automatic: all instances* option for entry linking when editing Student entries. This is because Students can edit their entry after you've enabled it to show up in all instances of its occurrence in HTML files, without you being able to preview the entry before it is released.

    a. Next to *More Options*, click the *Expand/Collapse* icon.

    b. Under *Entry linking*, select how you want the entry to be linked:

    - To link only selected instances of the entry title in files, select *Manual*. For more information on creating individual links, see *Creating Manual Links to Media Library Entries*
    - To automatically link only the first instance of the entry title in all files, select *Automatic: first instance*.
    - To automatically link all instances of the entry title in all files, select *Automatic: all instances*. The *Automatic: all instances* linking option is set as the default. You can override the default when you create or edit an entry, or you can select a new default linking option using the *Manage Linking* feature.

11. Click **Save**.

12. Click **OK**. If you edited the linking option for the entry, links are automatically updated as follows:

    - If you change from *Automatic: all instances* or *Automatic: first instance* to *Manual*, all links are removed.
    - If you change from *Automatic: all instances* to *Automatic: first instance*, all links but the first in each file are removed.
    - If you change from *Manual* or *Automatic: first instance* back to *Automatic: all instances*, all links are put back in.
    - If you change from *Manual* or *Automatic: all instances* back to *Automatic: first instance*, the first instance of the entry title in each file is linked.

13. If you edited the entry title and want to maintain links to HTML files, you must open each HTML file and edit the linked word or phrase to match the edited title of the entry.

Adding Entries to Collections

After an entry is created, you can add the entry to a collection that contains related entries.

NOTE: Entries can be added to more than one collection.

To add an entry to a collection:

- From within a collection:
    a. Click **Add Existing Entries**.
    b. Do one of the following:
        - To add one or multiple entries to a collection, select each entry.
        - To add all entries to a collection, in the table heading row, select the check box.
    c. Click **Add Selected**.
- From the *Media Library* screen:
    a. Click **View All Entries**.
    b. Do one of the following:
        - To add one or multiple entries to a collection, select each entry.
        - To add all entries to a collection, in the table heading row, select the check box.
    c. From the *Add to collection* drop-down list, select the collection to which you want to add the entries and click the *Go* icon.
- From the *Gallery* screen:
    a. Click **View All Entries**.
    b. Do one of the following:
        - To add one or multiple entries to a collection, select each entry.
        - To add all entries to a collection, in the table heading row, select the check box.
    c. From the *Add to collection* drop-down list, select the collection to which you want to add the entries and click the *Go* icon.

Viewing All Entries

You can view a listing of all entries in the *Media Library* tool.

You can view a listing of all entries in the *Gallery* tool.

1. Do one of the following:
    - From the *Media Library* screen, click **View All Entries**.
    - From the *Gallery* screen, click **View All Entries**.
    - From within a collection, click **Add Existing Entries**.

2. To return to the listing of all collections, click **View All Collections**.

Previewing Entries

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

NOTE: If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

Exporting Entries

You can export entries and import them to other collections.

Depending on *Media Library* settings, users enrolled as Section Instructors or Teaching Assistants may not be able to export entries.

1. Do one of the following:
   - To export entries from a specific collection, from the *Media Library* screen, click the title of the collection.
   - To export entries from the *Media Library*, from the *Media Library* screen, click **View All Entries**. This option is not available to users enrolled as Section Instructors or Teaching Assistants.
2. Do one of the following:
   - To export entries from a specific collection, from the *Gallery* screen, click the title of the collection.
   - To export entries from the *Gallery*, from the *Gallery* screen, click **View All Entries**.
3. Select the entries you want to export and click **Export**.
4. Click **Save** and save the file. The entries and any attachments are saved in a zip file. The default zip file name is `<section_title>-MediaEntriesExport-yyyy-mmm-dd-hh-mm-ss.zip` where:
   - `<section_title>` is the title of the section.
   - `yyyy-mmm-dd` is the date that the entries were exported.
   - `hh-mm-ss` is the time that the entries were exported.

In the zip file, the entries are saved in a comma-separated values (.csv) file. Each entry appears in the following format:

```
<title>,<description>,<use_HTML>,<display_in_italic>,"<keywords>",<entry_linking>,<attachment_file_name>
```

The following table describes each field:

Field	Description
<title>	The entry title.
<description>	The entry description. If the description contains commas, quotation marks, or line breaks, it is enclosed in quotation marks.
<use_HTML>	Determines whether the description is in Plain Text or HTML format. Possible values are: • 0 = description is in Plain Text format • 1 = description is in HTML format
<display_in_italic>	Determines whether the title is in regular or italic font style. Possible values are: • 0 = title is in regular font style • 1 = title is in italic font style
"<keywords>"	Keywords associated with the entry, separated by commas and enclosed in quotation marks. This field is not used in *Gallery* entries. When you export *Gallery* entries, this field is blank.
<entry_linking>	Determines how entries are linked. Possible values are: • 0 = manual • 1 = automatic, first instance • 2 = automatic, all instances This field is not used in *Gallery* entries. When you export *Gallery* entries, the default value 0 is exported.

Field	Description
<attachment_file_name>	The file name of the attachment. **NOTE:** When entries are exported, the file names of attachments are renamed with the ID of the entry.

EXAMPLE: `apple,"The fleshy, round, edible pomaceous fruit of the genus Malus in the rose family.",0,1,"pome,fruit",2,912345678.jpg`

EXAMPLE: `apple,"The fleshy, round, edible pomaceous fruit of the genus Malus in the rose family.",0,"",0,912345678.jpg`

For information about importing entries, see *Importing Entries*.

Importing Entries

You can import entries:

- that were exported from the *Media Library* in a course in which you are enrolled.

  EXAMPLE: If you exported entries from a course that you were enrolled in last term, you can import those entries to new collections that you create.

  For more information, see *Exporting Entries*.

- that were exported from the *Gallery* in a portfolio.

  EXAMPLE: If you exported entries from your portfolio, you can import those entries to new collections that you create.

- that are saved in a Comma Separated Values (`.csv`), text (`.txt`), or zip file.

  EXAMPLE: If you have downloaded *Glossary* entries from a CE 4.x course or have an Excel® spreadsheet software file that contains glossary terms that you want to import, you can modify its format and import it.

  For information about how to format entries for import, see *Formatting Entries for Import*.

Depending on *Media Library* settings, users enrolled as Section Instructors or Teaching Assistants may not be able to import entries.

If you import entries that were exported from the *Media Library* in a course, the keywords and entry linking fields do not import.

1. Do one of the following:

- To import entries to a specific collection, from the *Media Library* screen, click the title of the collection.
- To import entries to the *Media Library*, from the *Media Library* screen, click **View All Entries**. This option is not available to users enrolled as Section Instructors or Teaching Assistants.

2. Do one of the following:
    - To import entries to a specific collection, from the *Gallery* screen, click the title of the collection.
    - To import entries to the *Gallery*, from the *Gallery* screen, click **View All Entries**.
3. Click **Import**.
4. Locate and select the `.csv`, `.txt`, or `zip` file.
5. If you are importing entries to *Media Library* and you do not want import entries to the collections specified in the file, select *Ignore the collection information when importing*.
6. Click **Import**. The entries are imported.

Formatting Entries for Import

If you have downloaded *Glossary* entries from a CE 4.x course or have an Excel® spreadsheet software file that contains glossary terms that you want to import, you can modify the file and import it.

Depending on whether the entries have file attachments, you must format the entries in a Comma Separated Values (`.csv`) or text (`.txt`) file:

- If the entries do not have file attachments, you must format the entries in a `.csv` or `.txt` file.
- If the entries have file attachments:
    - you must format the entries in a `.csv` file.
    - the file name of the `.csv` file must be `entries_export.csv`.
    - the `entries_export.csv` file and all file attachments must be included in a single zip file.

When creating the `.csv` or `.txt` file, each entry must be in the following format:

```
<title>,<description>,<use_HTML>,<display_in_italic>,"<keywords>",<entry_linking>,<attachment_file_name>
```

The following table describes the fields:

Field	**Description**
`<title>`	The entry title.

Field	Description
<description>	The entry description. If the description contains commas, quotation marks, or line breaks, it must be enclosed in quotation marks. **EXAMPLE:** pomegranate,"A large fruit having many tiny seeds in an inedible, red pulp.",0,1,"fruit,Punica granatum",1 The description can be in Plain Text or HTML format. If the description is in HTML format, the value of the <use_HTML> field must be set to 1.
<use_HTML>	Determines whether the description is in Plain Text or HTML format. Possible values are: • 0 = description is in Plain Text format • 1 = description is in HTML format This field is optional. If you leave it blank, the default value 0 is used.
<display_in_italic>	Determines whether the title is in regular or italic font style. Possible values are: • 0 = title is in regular font style • 1 = title is in italic font style This field is optional. If you leave it blank, the default value 0 is used.
"<keywords>"	Keywords associated with the entry. They must be separated by commas and enclosed in quotation marks. This field is optional. You can leave it blank. If you import entries to the *Gallery*, keywords are not imported.

Field	**Description**
<entry_linking>	Determines the entry linking. Possible values are: • `0` = manual • `1` = automatic, first instance • `2` = automatic, all instances This field is optional. If you leave it blank, the *Media Library* default linking setting is used. If you import entries to the *Gallery*, entry linking is not imported.
<attachment_file_name>	The file name of the attachment.

EXAMPLE: `apple,"The fleshy, round, edible pomaceous fruit of the genus Malus in the rose family.",0,1,"pome,fruit",2,SpartanApple.jpg`

For information about importing entries, see *Importing Entries*.

Deleting Entries

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

IMPORTANT:

- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
- In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
- In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
- In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
- In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
- In the *Web Links* tool, Students can delete only their own web links.

- Using the **Delete** button to delete one item or several items:

1. Select the items and click **Delete**.
2. Click **OK**.

- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**.
  3. Click **OK**.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Delete**.
  3. Click **OK**.

WORKING WITH COLLECTIONS

Creating or Editing Collections

You can create collections to organize media library entries into logical groupings. An entry can be added to more than one collection.

You can create collections to organize gallery entries into logical groupings. An entry can be added to more than one collection.

Depending on administrator settings, you may also be able to set Student permissions to create entries for the collection. If you remove these permissions after Students have created content, the content remains, but further Student entries are not allowed.

1. Depending on whether you are creating or editing a collection, do one of the following:
   - If you are creating a collection, from the *Media Library* screen, click **Create Collection**.
   - If you are creating a collection, from the *Gallery* screen, click **Create Collection**.
   - If you are editing a collection:
     a. From the *Media Library* screen, locate the collection that you want to edit and click its *ActionLinks* icon.
     b. From the *Gallery* screen, locate the collection that you want to edit and click its *ActionLinks*

icon.

c. Click **Edit Properties**.

2. Enter a title and description:

NOTE: The description is visible to Students and appears next to the collection title.

NOTE: The description is visible to Portfolio Reviewers and appears next to the collection title.

- To create the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
- To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

    NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.
  - To hand code the HTML:

    a. Select *Use HTML*.

    b. In the *Description* text box, enter the HTML code.

3. Select to show or hide the item.
4. Under *Student Permissions*, select to allow or disallow Students to create entries.

   NOTE: Depending on administrator settings, this setting may not be available to you.
5. In the *Keywords* text box, enter one or more keywords, separated by commas.
6. Click **Save**.

Adding Entries to Collections

After an entry is created, you can add the entry to a collection that contains related entries.

NOTE: Entries can be added to more than one collection.

To add an entry to a collection:

- From within a collection:

a. Click **Add Existing Entries**.
b. Do one of the following:
   - To add one or multiple entries to a collection, select each entry.
   - To add all entries to a collection, in the table heading row, select the check box.
c. Click **Add Selected**.

- From the *Media Library* screen:
  a. Click **View All Entries**.
  b. Do one of the following:
     - To add one or multiple entries to a collection, select each entry.
     - To add all entries to a collection, in the table heading row, select the check box.
  c. From the *Add to collection* drop-down list, select the collection to which you want to add the entries and click the *Go* icon.
- From the *Gallery* screen:
  a. Click **View All Entries**.
  b. Do one of the following:
     - To add one or multiple entries to a collection, select each entry.
     - To add all entries to a collection, in the table heading row, select the check box.
  c. From the *Add to collection* drop-down list, select the collection to which you want to add the entries and click the *Go* icon.

Viewing a Collection

You can view a listing of all the entries associated with a collection.

1. From the *Media Library* screen, locate the collection that you want to view and click its title.
2. From the *Gallery* screen, locate the collection that you want to view and click its title.
3. To toggle between showing and hiding the collection's *Description*, click the *Expand/Collapse Description* icon.
4. To return to the listing of all collections, in the breadcrumbs, click **Media Library**.
5. To return to the listing of all collections, in the breadcrumbs, click **Gallery**.

Previewing Collections

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

NOTE: If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

Moving Collections

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
   - To move an item up:
     a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
     b. Click **Move Selected Above**.
   - To move an item down:
     a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
     b. Click **Move Selected Below**.

Sorting Collections

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

Removing Entries from a Collection

NOTE: Removing an entry from a collection does not delete the entry, nor does it change its status in other collections.

1. From within a collection, do one of the following:
    - To remove one or more entries, select each entry.
    - To remove all entries, in the table heading row, select the check box.
2. Click **Remove**.
3. Click **OK**.

Linking Collections to the Home Page

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

NOTE: In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

NOTE: In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

Viewing Links to Collections

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

Deleting Collections

NOTE: Deleting a collection does not delete the entries that are included in that collection.

1. Do one of the following:
   - To delete an individual collection:
     a. Depending on your location in *Media Library*, do one of the following:
        - From the *Media Library* screen, locate the collection and click its *ActionLinks* icon.
        - From within a collection, click the *ActionLinks* icon next to the collection title.
     b. Depending on your location in *Gallery*, do one of the following:
        - From the *Gallery* screen, locate the collection and click its *ActionLinks* icon.
        - From within a collection, click the *ActionLinks* icon next to the collection title.

c. Click **Delete**.

- To delete multiple collections:

a. From the *Media Library* screen, next to each collection that you want to delete, select the check box.

b. From the *Gallery* screen, next to each collection that you want to delete, select the check box.

c. Click **Delete**.

- To delete all collections:

a. From the *Media Library* screen, in the table heading row, select the check box. All collections are selected.

b. From the *Gallery* screen, in the table heading row, select the check box. All collections are selected.

c. Click **Delete**.

2. Click **OK**.

CHAPTER 9: GOALS

You can use the Goals tool to record and track your learning goals. You can create categories to organize goals. For example, you may want to create an Institution category to record your institution's general goals as well as a Personal category for your own goals.

You can associate files and portfolio material, such as reflection topics and binders, with goals. If you want to, you can set permissions in *Set Preferences* to allow Portfolio Reviewers to view associated files and material.

CREATING OR EDITING GOALS

1. Depending on whether you are creating or editing a goal, do one of the following:
   - If you are creating a goal, click **Create Goal**.
   - If you are editing a goal:
     a. Next to the title of the goal you want to edit, click the *ActionLinks* icon.
     b. Click *Edit Properties*.
2. Enter a title and description.
3. Under *Item Visibility*, select to show or hide the item for Students.
4. If you want to place the goal into a category, under *Category*, select an existing category, or create a new one.
5. Click **Save**.

ASSOCIATING OTHER ITEMS WITH GOALS

You can associate course content or activities, such as assessments or assignments, with goals. This allows you to communicate to Students which items in the course will support progress towards the achievement of each goal. For example, if a goal is for Students to become familiar with Monet's paintings, you can create a link from this goal to a *Media Library* collection containing image files of the paintings.

You can associate portfolio items, such as reflection topics or gallery collections, with goals. This allows you to communicate to Portfolio Reviewers which items in the portfolio demonstrate progress towards the achievement of each goal. For example, if a goal is for you to become familiar with Monet's paintings, you can create a link from this goal to a *Gallery* collection containing image files of the paintings and your critique of each painting.

1. From the *Goals* screen, locate the goal with which you want to associate content and click its title.
2. From the *Goals* screen, locate the goal with which you want to associate items and click its title.
3. Click **Associate Content**.
4. Click **Associate Other Items**.
5. From the tools displayed, click the tool containing the item you want to associate and select it from the inventory list.
6. Click **Add Selected**.

Associating Files with Goals

1. From the *Goals* screen, locate the goal with which you want to associate a file, and click its title.
2. Click **Associate File**.
3. Click **Browse for Files**. The *Content Browser* pop-up window appears.
4. Locate and select the files you want to associate. For more information, see *Navigating with Content Browser*.
5. If you selected files in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
   - To create subscriptions to the files, select *Subscribe* and click **OK**
   - To create copies of the files that you can edit, select *Copy* and click **OK**.
6. If you selected files in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
   - To use the existing subscriptions, select *Keep* and click **OK**.
   - To create copies of the files that you can edit, select *Keep and copy* and click **OK**.
7. If you want to remove a file that you have included, click the *Remove* icon.

Viewing Associated Content

Note: Depending on administrator settings, this feature may not be available.

You can view files and course content, such as assessments or assignments, that have been associated with a goal.

You can view files and portfolio material, such as reflection topics and binders, that have been associated with a goal.

From the *Goals* screen, click the goals whose associated files or course content you want to view.

From the *Goals* screen, click the goals whose associated files or other items you want to view.

REMOVING ASSOCIATED FILES OR OTHER ITEMS

You can remove the association of files or course, such as web links, from goals.

You can remove the association of files or portfolio items, such as web links, from goals.

1. From the *Goals* screen, locate the goal from which you want to disassociate a file or content, and click its title.
2. From the *Goals* screen, locate the goal from which you want to disassociate a file or other items, and click its title.
3. Select the items you want to disassociate, or to disassociate all, select the check box next to *Title*.
4. Click **Remove**.
5. Click **OK**.

CREATING OR EDITING CATEGORIES

You can organize your goals into categories.

EXAMPLE: You may want to create a category for each unit in your course to help Students understand the expected outcomes of each.

EXAMPLE: You may want to distinguish your career and educational goals by creating a Career Goals category and an Educational Goals category.

1. Depending on whether you are creating or editing a category, do one of the following:
   - If you are creating a category, from the *Goals* screen, click **Create Category**.
   - If you are editing a category:
     a. From the *Goals* screen, locate the category that you want to edit and click its *ActionLinks* icon.
     b. Click *Edit Properties*.
2. Enter a title, and description.

3. Click **Save**.

SHOWING OR HIDING GOALS

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

MOVING GOALS

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.

3. Do one of the following:
   - To move an item up:
     a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
     b. Click **Move Selected Above**.
   - To move an item down:
     a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
     b. Click **Move Selected Below**.

DELETING GOALS

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

IMPORTANT:
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
- In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
- In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
- In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
- In the *Media Library* tool:
  - designers can delete any entry.
  - users other than designer can delete only their own entries.
- In the *Web Links* tool, Students can delete only their own web links.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**.
  2. Click **OK**.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.

2. Click **Delete**.
3. Click **OK**.
4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.

- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Delete**.
  3. Click **OK**.

CHAPTER 10: GUESTS

IMPORTANT: Topics in this chapter apply to Portfolio Owners only.

You can use the Guests tool to allow other users to access your portfolio. There are two types of guests: those users who are members of your institution and those who are not.

Members of your institution include people who are enrolled in your courses, such as Section Instructors, Students, and Teaching Assistants, as well as other people in your institution, such as administrative staff and other faculty members. You can give these people access to your portfolio by selecting them and assigning them a role.

People who are not members of your institution include family, friends, and business colleagues. You can give these people access to your portfolio by creating guest accounts for them that contain their name, portfolio role, and access information. All guest accounts have an expiry date. By default, the expiry date is 30 days from the date that the guest account is created, but you can change this during the set up of the account. When an account expires, it is automatically removed from the system and the guest can no longer access your portfolio. These guest accounts are associated with your portfolio only; other Portfolio Owners cannot browse or select them to add to their portfolios.

Regardless of the type of guest, each guest is assigned a role, either the Portfolio Designer role or the Portfolio Reviewer role. Each role has its own set of permissions which control the type of access that the guest has to your portfolio. Portfolio Designers have permissions so they can help you build your portfolio while Portfolio Reviewer s can only view your portfolio and give feedback. For more detailed information on these roles, see *About Role Permissions*.

ABOUT ROLE PERMISSIONS

Users can be given access to the *Portfolios* area by enrolling them in a portfolio role with a specific set of permissions. The roles, and their associated permissions are:

<table>
<tr><th>Role</th><th>Permissions</th></tr>
<tr><td>Portfolio Administrator</td><td>This role can:
create and delete portfolios
edit portfolio properties
manage users in the Portfolios area
manage the enrollment of all Portfolio Administrators
manage the enrollment of users in the Portfolio Owner, Portfolio Designer, and Portfolio Reviewer roles in portfolios
manage the background jobs that occur in the Portfolios area
manage settings that control authentication and administration functions within the Portfolios area. Also manage settings that control the availability, display, and functionality of tools and features in portfolios</td></tr>
<tr><td>Portfolio Owner</td><td>For the portfolios that they own, this role can:
add content to the portfolio
edit and delete content
customize the portfolio's appearance
manage settings that control the availability, display, and functionality of tools and features in portfolios
give other users access to the portfolio
manage guest accounts in the portfolio</td></tr>
<tr><td>Portfolio Designer</td><td>For the portfolios that they have been granted designer permissions, this role can:
add content to the portfolio
edit and delete content
customize the portfolio's appearance
manage settings that control the availability, display, and functionality of tools and features in portfolios</td></tr>
</table>

Role	**Permissions**
Portfolio Reviewer	For the portfolios that they have been granted reviewer permissions, this role can: • view portfolios • use the *Reflections* and *Message Center* tools to post messages and give feedback on the portfolio.

ADDING EXISTING USERS AS GUESTS

NOTE: Depending on administrator settings, one or both of the options described in this topic may not be available to you. For more information, contact your Portfolio Administrator.

You can give members of your institution access to your portfolio by adding them as guests and assigning them a portfolio role. Each guest will receive an e-mail invitation to view your portfolio. The invitation will contain your name, and a link to your portfolio. It will also contain the guest's institution user name, which they will use, along with their password, to log in to your portfolio.

1. From the *Guests* screen, click **Add Guests**.
2. Do one of the following:
   - If the user is a member of your institution and you know their user name:
     a. Select *Enter a user name* and click **Next**.
     b. In the *User name* text box, enter the person's user name.
   - If the user is enrolled in one or more of your courses, but you don't know their user name:
     a. Select *Browse my courses* and click **Next**.
     b. Click **Browse**.
     c. Click the course title.
     d. Do one of the following:
        - To add users based on their enrollment in the course, under *Find by Course Role*, select the role. You can also select multiple roles. To select all roles, in the heading row, select the check box next to *Role Type*.
        - To add individual users, or groups of users (if they exist), under *Find by Name or Group Name*, locate and select each user or group. To select all users and groups, in the heading row, select the check box next to *Name*.
     e. Click **Save**. A list of all users to be added as guests is displayed.

f. If you want to remove a guest, click the *Remove* icon next to the user's name.

3. Select a portfolio role for each guest to be enrolled in. Only one role can be selected. For more information, see *About Role Permissions*.
4. If desired, in the *E-mail* text box, enter any additional text that you want to appear in the invitation that your guest receives.
5. Click **Save**.
6. Click **OK**.

CREATING GUESTS

You can give portfolio access to people outside of your institution, such as family members or prospective employers, by creating guest accounts for them and assigning them a portfolio role.

A guest account contains a person's name, user name, email address, portfolio role, and an account expiry date. By default, guest accounts are set to expire 30 days from the date they are created. You can override this default by entering your own expiry date when you create the guest account. Your guest accounts cannot be browsed or selected by other Portfolio Owners.

Your guest will receive an e-mail invitation to view your portfolio. The e-mail will contain your name, a link to your portfolio, and the guest's user name and password, which they will use to log in to your portfolio.

NOTE: Depending on administrator settings, there may be a limit to the number of guest accounts that can exist in your portfolio at one time. If you are notified that you have reached your account quota, you must remove some accounts from the system before you can create more (Guests that are members of your institution are not included in this quota). For more information, see *Removing Guests*.

1. From the *Guests* screen, click **Add Guests**.
2. Select *Create a new guest* and click **Next**.
3. In the *First name* and *Last name* text boxes, enter the user's first and last names.
4. In the *User name* text box, enter a unique user name. Each time the user logs in to your portfolio, they will enter their user name and password.
5. In the E-mail text box, enter the guest's e-mail address. This will be used to send your guest an invitation to view your portfolio.
6. Under *Expiry Date*, click the *Date Selection* and *Time Selection* icons to select a date and time for the guest's account to expire. If nothing is selected, the account will expire in 30 days.
7. Select a portfolio role for the guest to be enrolled in. For more information, see *About Role Permissions*.

8. If desired, in the *E-mail* text box, enter any additional text that you want to appear in the invitation that your guest receives.
9. Click **Save**.
10. Click **OK**.

VIEWING AND EDITING GUEST INFORMATION

For those guests that you added to your portfolio by creating new guest accounts, you can view their user information. You can also edit their name, email address, expiry date, and portfolio role. These guests appear as links on the *Guests* screen.

NOTE: You cannot view or edit the information of guests that are members of your institution; the Institution Administrator manages these user records.

1. From the *Guests* screen, locate and click the guest whose information you want to view or edit. The guest's user information is displayed.
2. Do one of the following:
   - To return to the *Guests* screen, click **OK**.
   - To update the information:
     a. Click **Edit**
     b. Edit the text in the *First name*, *Last name*, and *E-mail* text boxes as required.
     c. To change the date that the guest's account expires, next to *Expiry Date*, click the *Date Selection* and *Time Selection* icons to select a new date and time.
     d. To change the role that the guest is enrolled in, select the new role.
     e. Click **Save**.

UPDATING A GUEST'S EXPIRY DATE

All guest accounts have an expiry date. By default, the expiry date is 30 days from the time that the guest account is created, but another expiry date can be selected when the account is created. When an account expires, it is automatically removed from the system and the guest no longer has access to your portfolio.

You can update a guest's expiry date at any time before the guest account expires.

1. From the *Guests* screen, locate and click the guest.

2. Click **Edit**.
3. Next to *Expiry Date*, click the *Date Selection* and *Time Selection* icons and select a new date and time. You cannot select a date or time that is in the past.
4. Click **Save**.

REMOVING GUESTS

You can remove guests that you no longer want to have access to your portfolio. If you added the guest by creating a guest account for them, removing them deletes their guest account from the system. If the guest is a member of the institution, they are removed from your portfolio but their user record remains intact.

NOTE: The Portfolio Owner can only be removed by the Portfolio Administrator.

1. From the *Guests* screen, do one of the following:
   - To remove one or more guests, select each guest and click **Remove**.
   - To remove all guests, in the heading row, select the check box next to *User name* and click **Remove**.
2. Click **OK**.

CHAPTER 11: HOME PAGE

The *Home Page* tool allows you to create and organize portfolio material for presentation to Portfolio Reviewers. To do this, you use the following:

- *Files*. You can create Plain Text or HTML files, or you can select files from the *Files* tool, such as course artifacts.
- *Links to Other Items*. You can add links to items in portfolio tools. For example, if there are Internet addresses in the *Web Links* tool, you can add links to those Internet addresses from the *Home Page* tool.
- *Folders*. You can create folders to group and organize material into logical units within the *Home Page* tool.

Organize material on the *Home Page* to guide Portfolio Reviewers through your portfolio effectively. For example, you could organize material chronologically or by topic. If you wanted to organize material chronologically, you could create a different folder for each year of your education. Portfolio Reviewers could see your progression over time. Or, if you wanted to organize content by topic, you could create a different folder for each topic covered in your portfolio. If there is material that you do not want Portfolio Reviewers to access yet, you can hide it temporarily.

Portfolio Reviewers can access material you add to the *Home Page* from the following areas:

- On the *Home Page* screen, which is the first screen of the *Home Page* tool. The *Home Page* screen is also the top level where you can organize content.
- On the *Portfolio Outline*. The *Portfolio Outline* appears under the *Home Page* tool in the portfolio menu and offers an outline view of the *Home Page* that you can use to navigate material.

ACCESSING CONTENT ON THE HOME PAGE

The *Home Page* screen is the first screen of the *Course Content* tool. Depending on how the course was designed, you can access the following from the *Home Page* screen:

The *Home Page* screen is the first screen of the *Home Page* tool. Depending on how the portfolio was designed, you can access the following from the *Home Page* screen:

- *Files*. Files contain course material, such as course requirements, lessons, or reading lists.
- *Files*. Files are portfolio material, such as assessment submission artifacts, essays, or multimedia presentations.
- *Content Links*. Content links are links to items in other course tools. For example, if there are Internet addresses in the *Web Links* tool, you can access the addresses by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.
- *Links to Other Items*. Links to other items are links to material created with portfolio tools. For

example, if there are Internet addresses in the *Web Links* tool, you can access the addresses by clicking links to them. This allows you to access a variety of material from a central location.

- *Content Folders*. Content folders are used to further organize course content. For example, if course content is organized chronologically or by topic, you may see several content folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A content folder can exist within another content folder.
- *Folders*. Folders are used to further organize portfolio material. For example, if portfolio material is organized chronologically or by topic, you may see several folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A folder can exist within another folder.

To access items on the *Home Page* screen, do one of the following:

- Click the item.
- Using the *ActionLinks* icon:
    a. Locate the item and click its *ActionLinks* icon.
    b. Click the **Go to** option.

Accessing Content on the Portfolio Outline

The *Portfolio Outline* contains a list of links to material in the *Home Page* tool, presented in outline format. If the map is available, you can access it on the *Portfolio Menu*. You can use the outline to access the following:

- *Files*. Files are portfolio material, such as assessment submission artifacts, essays, or multimedia presentations.
- *Links to Other Items*. Links to other items are links to material created with portfolio tools. For example, if there are Internet addresses in the *Web Links* tool, you can access the addresses by clicking links to them. This allows you to access a variety of material from a central location.
- *Folders*. Folders are used to further organize portfolio material. For example, if portfolio material is organized chronologically or by topic, you may see several folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A folder can exist within another folder.

1. Under *Portfolio Menu*, click the *Expand Portfolio Outline* icon. A list of links appears.
2. Click the link for the item.

Expanding and Collapsing Menus

Menus are the primary navigation feature in a portfolio. Menus are visible throughout the portfolio and contain links to tools used for creating material, designing and customizing your portfolio, and managing guests. You can access tools by clicking the links on the menus.

If the links are displayed as both icons and text, you can horizontally expand and collapse the menu frame to display or hide icon labels on the menus. Collapsing the menu frame increases the viewing area of the current screen. You can also vertically expand and collapse the *Portfolio Menu*, *Owner Tools* and *Options* menus individually.

- To expand or collapse the menu frame, click the **Expand or Collapse** toggle.
- To expand or collapse the *Portfolio Menu*, *Owner Tools* or *Options* menus: Click the **Expand or Collapse** icon next to the heading.

Using the Basic View or Outline View

When you organize material in the *Home Page* tool, you can place it on the *Home Page* screen or in folders on the *Home Page* screen.

You can view material on the *Home Page* screen and in folders in two ways: using the *Basic View* or *Outline View*. If you want to view material the way Portfolio Reviewers will view it, use the *Basic View*. If you want to view material in a tree-like structure that shows the hierarchy of items within the *Home Page* screen and in folders, use the *Outline View*. You can also perform batch actions such as moving and deleting multiple items in the *Outline View*.

1. From either the *Home Page* screen or in a folder, click **Page Options**.
2. Click **Go to Basic View** or **Go to Outline View**.

Working with Files

In the *Course Content* tool, you can use files to present course content, such as lessons, reading lists, or lesson objectives. You can create files or browse for files in *File Manager*.

In the *Home Page* tool, you can use files to present portfolio material, such as assessment submission artifacts, essays, or multimedia presentations. You can create files or browse for files in *Files*.

Adding Files

You can present course content by adding files in the *Course Content* or *Learning Modules* tools. This allows Student to access content from these locations.

You can present portfolio material by adding files in the *Home Page* or *Binders* tools. This allows Portfolio Reviewers to access material from these locations.

To add a file, you have the following options: browse for files in another location or create an HTML file.

1. From the location where you want to add a file, click **Add File**.
2. Click one of the following options:
   - **Browse for Files**.
   - **Create File**.

Browsing for Files

You can get files from other locations and add them to the *Home Page* or *Binders* tools. This allows Portfolio Reviewers to access the files from these locations.

1. From the location where you want to add a file, click **Add File**. A menu appears.
2. Click **Browse for Files**. The *Content Browser* pop-up window appears.
3. Locate and select the files. For more information on navigating, see *Navigating with Content Browser*.

Creating Files

You can create files to present content in the *Course Content* or *Learning Modules* tools. You can create files in Plain Text or HTML format. To create files in HTML format, you can hand code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

You can create files to present content in the *Home Page* or *Binders* tools. You can create files in Plain Text or HTML format. To create files in HTML format, you can hand code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

1. From the location where you want to add a file, click **Add File**.
2. Click **Create File**.
3. Enter a title.
4. Enter your content in Plain Text or HTML format:

- To enter the content in Plain Text format, in the *Content* text box, enter the content. The content will appear exactly as you have typed it.
- To enter the content in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

    NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
  - To hand code the HTML:
    a. Select *Use HTML*.
    b. Enter the HTML code.

5. If you want to insert an equation in the file, see *Creating and Inserting Equations*.
6. If you want to specify a file name for the file, in the *File name* text box, enter a name. If you do not specify a file name, the title of the file will be used as the file name.
7. Next to *Item Visibility*, select to show or hide the item for Students.
8. Under *Goals*, if you want to associate a goal with this file:

   NOTE: Goals are available only to designer roles.

   a. Click **Select Goals**.
   b. Select each item you want to associate.
   c. Click **Add Selected**.
9. Click **Save**.

Editing Files

IMPORTANT: Editing a file that contains manual media library links removes these links. Therefore, after the file is edited, you must re-link the terms to their media library entries. For more information, see *Creating Manual Links to Media Library Entries*.

If files were added in the *Course Content* or *Learning Modules* tools, you can edit the title and content of files. To edit files, you can use HTML or plain text. If you are using HTML, you can hand-code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

If files were added in the *Home Page* or *Binders* tools, you can edit the title and content of files. To edit files, you can use HTML or plain text. If you are using HTML, you can hand-code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

1. Locate the file that you want to edit and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. In the *Title* text box, edit the title.
4. In the *Content* text box, edit the content in Plain Text or HTML format:
   - To edit the content in Plain Text format, enter the text. The content will appear exactly as you have typed it.
   - To edit the content in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. Edit the HTML code.
5. If you want to insert an equation in the file, see *Creating and Inserting Equations*.
6. Under *Goals*, if you want to associate a goal with this file:
   a. Click **Select Goals**.
   b. Select each goal you want to associate.
   c. Click **Add Selected**.
7. Click **Save**.

Previewing Files

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

NOTE: If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

Showing or Hiding Files

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

Customizing Links to Files

From the *Build* tab, you can customize links to items in the *Course Content* tool. This allows you to change the default icon, title, or description of a link.

From the *Build Portfolio* tab, you can customize links to items in the *Home Page* tool. This allows you to change the default icon, title, or description of a link.

The default icon is a small image representing the item and is determined by the icon set used in the course. You can use your own images as custom icons.

The default icon is a small image representing the item and is determined by the icon set used in the portfolio. You can use your own images as custom icons.

The default title is the title provided when the item was created. Users can click either the icon or title to view the item.

The default description, which appears below the title, is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. If the description is long, only part of it is displayed with a **more** link to the rest of the description.

IMPORTANT: When you customize a link, the changes apply to that occurrence of the link only. If the link appears in different locations and you want all occurrences of the link to have the same customization, you must customize the link in every location.

1. From the *Build* tab, locate the link that you want to customize and click its *ActionLinks* icon.
2. From the *Build Portfolio* tab, locate the link that you want to customize and click its *ActionLinks* icon.
3. Click **Customize Link**.
4. Under *Linked To*, note the location of the item and ensure this is the link that you want to customize.
5. In the *Custom Title for this Link* text box, customize the title.
6. If you want this link to open in a new browser window, select this option.
7. In the *Custom Desrciption for this Link* text box, customize the description.
8. If you want, customize the icon or use the original icon if it was changed before:
   - If the icon was changed before and you want to use the original icon, click **Revert to Original**.
   - If the icon was not changed before, you can customize it:
     a. Click **Replace Image**. The *Content Browser* pop-up window appears.
     b. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
9. Click **Save**.

Moving Files

In the *Course Content* tool, you can move items to the *Home Page* screen or a content folder. If the item is already in a content folder, you can move it to a different content folder. In the *Basic View*, you can move one item at a time. In the *Power View*, you can move several items at a time.

In the *Home Page* tool, you can move items to the *Home Page* screen or a folder. If the item is already in a folder, you can move it to a different folder. In the *Basic View*, you can move one item at a time. In the *Outline View*, you can move several items at a time.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.

3. Click **Move to Folder**.
4. Click the folder that you want to move the item to.

- If you want to move several items:

1. Click **Page Options** and click **Go to Power View**.
2. Click **Page Options** and click **Go to Outline View**.
3. Select the items.
4. Locate the header for the folder that you want to move the items to.
5. Click the *Click to view move options* icon for the header.
6. Click **Move Selected Below**.

Removing Links to Files

If links to files or content items were added to a location in the course, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

If links to files or items were added to a location in the portfolio, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

1. Locate the link click its *ActionLinks* icon.
2. Click **Remove**.
3. Click **OK**.

Repositioning Files

In the *Course Content* tool, you can move items, such as files, to different positions on the screen.

In the *Home Page* tool, you can move items, such as files, to different positions on the screen.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Power View*, you can move several items at a time but you can only move items up and down.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Outline View*, you can move several items at a time but you can only move items up and down.

- If you want to move one item at a time:

1. Click **Page Options** and click **Go to Basic View**.
2. Locate the item and click its *ActionLinks* icon.
3. Click the desired **Move** option.

- If you want to move multiple items up or down:

1. Click **Page Options** and click **Go to Power View**.
2. Click **Page Options** and click **Go to Outline View**.
3. Select the items.
4. Do one of the following:
    - To move items up:
        a. Locate an item above the items that you already selected and click its *Click to view move options* icon.
        b. Click **Move Selected Above**.
    - To move items down:
        a. Locate an item below the items that you already selected and click its *Click to view move options* icon.
        b. Click **Move Selected Below**.

Viewing Links to a File

In the *Power View* of the *Course Content* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a web link on the *Home Page* and several learning modules, you can view a list of these locations.

In the *Outline View* of the *Home Page* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a web link on the *Home Page* and several binders, you can view a list of these locations.

NOTE: This feature is not available in the *Basic View*.

1. From the *Power View* of the *Course Content* tool, locate the item and click its *ActionLinks* icon. A menu appears.
2. From the *Outline View* of the *Home Page* tool, locate the item and click its *ActionLinks* icon. A menu appears.
3. Click **View Links to this Item**.

WORKING WITH LINKS TO OTHER ITEMS

In the *Home Page* tool, you can add links to different items in portfolio tools. For example, if there are reflection topics in the *Reflections* tool and binders in the *Binders* tool, you can add links to those topics and binders. This allows Portfolio Reviewers to access a variety of material you create in your portfolio.

Adding Links to Other Items

If items exist in portfolio tools, you can add links to those items from the *Home Page* tool. For example, if there are reflection topics in the *Reflections* tool and binders in the *Binders* tool, you can add links to those topics and binders from the *Home Page* tool. This allows Portfolio Reviewers to access material created with portfolio tools.

You can add links to the *Home Page* screen or any folder in the *Home Page* tool.

NOTE:

- You cannot add links to items in the *Calendar*, *Message Center* or *Goals* tools. If you want Portfolio Reviewers to use these tools, you must show these tools on the *Portfolio Menu*.
- If you are adding a link to a resume, note the following:
  - You can add a link to either a resume created in the *Resume* tool or a resume file that you created.
  - If you added a resume in other areas of the portfolio, those areas will automatically link to the resume that you use here.

1. From the location where you want to add a link, click **Link to Other Items**.
2. Click the tool name.
3. Do one of the following:
   - If the item is already created, select the item and click **Add Selected**.
   - If the item has not been created, click the **Create** option. For more information on creating material, see the appropriate topics for each tool.

Editing Links to Other Items

If content links to items were added in the *Course Content* tool, you can edit those items directly from the *Course Content* tool, without having to go to the specific tool. Your changes apply to every occurrence of the item.

If links to items were added in the *Home Page* tool, you can edit those items directly from the *Home Page* tool, without having to go to the specific tool. Your changes apply to every occurrence of the item.

EXAMPLE: If a discussion topic is in the *Discussions* tool and you add a content link to that topic, the topic appears as a content item in the *Course Content* tool. If you want to edit the topic, you can do so from the *Course Content* tool and the changes will also apply to the topic in the *Discussions* tool.

EXAMPLE: If a reflection topic is in the *Reflections* tool and you add a link to that topic, the topic appears in the *Home Page* tool. If you want to edit the topic, you can do so from the *Home Page* tool and the changes will also apply to the topic in the *Reflections* tool.

1. Locate the item that you want to edit and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. Edit the item. For help with editing the item, click **Help** from the *Edit* screen.
4. Click **Save**.

Previewing Other Items

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

NOTE: If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

Showing or Hiding Other Items

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

Customizing Links to Other Items

From the *Build* tab, you can customize links to items in the *Course Content* tool. This allows you to change the default icon, title, or description of a link.

From the *Build Portfolio* tab, you can customize links to items in the *Home Page* tool. This allows you to change the default icon, title, or description of a link.

The default icon is a small image representing the item and is determined by the icon set used in the course. You can use your own images as custom icons.

The default icon is a small image representing the item and is determined by the icon set used in the portfolio. You can use your own images as custom icons.

The default title is the title provided when the item was created. Users can click either the icon or title to view the item.

The default description, which appears below the title, is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. If the description is long, only part of it is displayed with a **more** link to the rest of the description.

IMPORTANT: When you customize a link, the changes apply to that occurrence of the link only. If the link appears in different locations and you want all occurrences of the link to have the same customization, you must customize the link in every location.

1. From the *Build* tab, locate the link that you want to customize and click its *ActionLinks* icon.
2. From the *Build Portfolio* tab, locate the link that you want to customize and click its *ActionLinks* icon.
3. Click **Customize Link**.

4. Under *Linked To*, note the location of the item and ensure this is the link that you want to customize.
5. In the *Custom Title for this Link* text box, customize the title.
6. If you want this link to open in a new browser window, select this option.
7. In the *Custom Desrciption for this Link* text box, customize the description.
8. If you want, customize the icon or use the original icon if it was changed before:
   - If the icon was changed before and you want to use the original icon, click **Revert to Original**.
   - If the icon was not changed before, you can customize it:
     a. Click **Replace Image**. The *Content Browser* pop-up window appears.
     b. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
9. Click **Save**.

Moving Other Items

In the *Course Content* tool, you can move items to the *Home Page* screen or a content folder. If the item is already in a content folder, you can move it to a different content folder. In the *Basic View*, you can move one item at a time. In the *Power View*, you can move several items at a time.

In the *Home Page* tool, you can move items to the *Home Page* screen or a folder. If the item is already in a folder, you can move it to a different folder. In the *Basic View*, you can move one item at a time. In the *Outline View*, you can move several items at a time.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.
  3. Click **Move to Folder**.
  4. Click the folder that you want to move the item to.
- If you want to move several items:
  1. Click **Page Options** and click **Go to Power View**.
  2. Click **Page Options** and click **Go to Outline View**.
  3. Select the items.
  4. Locate the header for the folder that you want to move the items to.
  5. Click the *Click to view move options* icon for the header.
  6. Click **Move Selected Below**.

Removing Links to Other Items

If links to files or content items were added to a location in the course, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

If links to files or items were added to a location in the portfolio, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

1. Locate the link click its *ActionLinks* icon.
2. Click **Remove**.
3. Click **OK**.

Repositioning Other Items

In the *Course Content* tool, you can move items, such as files, to different positions on the screen.

In the *Home Page* tool, you can move items, such as files, to different positions on the screen.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Power View*, you can move several items at a time but you can only move items up and down.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Outline View*, you can move several items at a time but you can only move items up and down.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.
  3. Click the desired **Move** option.
- If you want to move multiple items up or down:
  1. Click **Page Options** and click **Go to Power View**.
  2. Click **Page Options** and click **Go to Outline View**.
  3. Select the items.
  4. Do one of the following:
     - To move items up:

a. Locate an item above the items that you already selected and click its *Click to view move options* icon.

b. Click **Move Selected Above**.

- To move items down:

a. Locate an item below the items that you already selected and click its *Click to view move options* icon.

b. Click **Move Selected Below**.

Viewing Links to an Item

In the *Power View* of the *Course Content* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a web link on the *Home Page* and several learning modules, you can view a list of these locations.

In the *Outline View* of the *Home Page* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a web link on the *Home Page* and several binders, you can view a list of these locations.

NOTE: This feature is not available in the *Basic View*.

1. From the *Power View* of the *Course Content* tool, locate the item and click its *ActionLinks* icon. A menu appears.
2. From the *Outline View* of the *Home Page* tool, locate the item and click its *ActionLinks* icon. A menu appears.
3. Click **View Links to this Item**.

WORKING WITH HOME PAGE FOLDERS

In the *Home Page* tool, you can create folders and use them to organize material for Portfolio Reviewers. The *Home Page* screen is the first screen of the *Home Page* tool and also the top level where you can organize material. To further organize material, you use folders.

Creating Home Page Folders

In the *Home Page* tool, you can create folders on the *Home Page* screen or within other folders. The

Home Page screen is the top level where you can organize material. To further organize material, you use folders.

NOTE: Folders in the *Home Page* tool are different from folders in the *Files* tool.

1. From the *Home Page* tool, click **Create Folder**.
2. Enter a title and description.
3. Click **Save**.

Editing Home Page Folders

If content folders were added in the *Course Content* tool, you can edit their title, description, and availability. You can also customize the icon for a particular folder by using your own images. If the icon was already changed to a custom one, you can revert to the original icon.

If folders were added in the *Home Page* tool, you can edit their title and description. You can also customize the icon for a particular folder by using your own images. If the icon was already changed to a custom one, you can revert to the original icon.

IMPORTANT: Ensure that your image measures approximately one inch by one inch or smaller. If the image is larger, it is unsuitable as an icon.

1. Locate the folder that you want to edit and click its *ActionLinks* icon.
2. Click **Edit Properties**.
3. In the *Title* text box, edit the title.
4. In the *Description* text box, edit the description.
5. Next to *Item Visibility*, select to show or hide the item for Students.
6. If you want, customize the icon or use the original icon if it was changed before:
   - If the icon was changed before and you want to use the original icon, click **Revert to Original**.
   - If the icon was not changed before, you can customize it by clicking **Replace Icon**.
     - If the file you want to use is on your computer:
       a. Click the *My Computer* icon.
       b. Locate and select the file.
     - If the file you want to use is on the server, locate and select the file.
7. Click **Save**.

Showing or Hiding Folders

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

Moving Folders

In the *Course Content* tool, you can move items to the *Home Page* screen or a content folder. If the item is already in a content folder, you can move it to a different content folder. In the *Basic View*, you can move one item at a time. In the *Power View*, you can move several items at a time.

In the *Home Page* tool, you can move items to the *Home Page* screen or a folder. If the item is already in a folder, you can move it to a different folder. In the *Basic View*, you can move one item at a time. In the *Outline View*, you can move several items at a time.

- If you want to move one item at a time:
  1. Click **Page Options** and click **Go to Basic View**.
  2. Locate the item and click its *ActionLinks* icon.

3. Click **Move to Folder**.
4. Click the folder that you want to move the item to.

- If you want to move several items:

1. Click **Page Options** and click **Go to Power View**.
2. Click **Page Options** and click **Go to Outline View**.
3. Select the items.
4. Locate the header for the folder that you want to move the items to.
5. Click the *Click to view move options* icon for the header.
6. Click **Move Selected Below**.

Repositioning Folders

In the *Course Content* tool, you can move items, such as files, to different positions on the screen.

In the *Home Page* tool, you can move items, such as files, to different positions on the screen.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Power View*, you can move several items at a time but you can only move items up and down.

In the *Basic View*, you can move one item at a time. Depending on the current position of the items, you can move them up, down, left, or right. In the *Outline View*, you can move several items at a time but you can only move items up and down.

- If you want to move one item at a time:

1. Click **Page Options** and click **Go to Basic View**.
2. Locate the item and click its *ActionLinks* icon.
3. Click the desired **Move** option.

- If you want to move multiple items up or down:

1. Click **Page Options** and click **Go to Power View**.
2. Click **Page Options** and click **Go to Outline View**.
3. Select the items.
4. Do one of the following:
    - To move items up:
        a. Locate an item above the items that you already selected and click its *Click to view move*

options icon.

b. Click **Move Selected Above**.

- To move items down:

  a. Locate an item below the items that you already selected and click its *Click to view move options* icon.

  b. Click **Move Selected Below**.

Deleting Folders

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

IMPORTANT:

- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
- In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
- In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
- In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
- In the *Media Library* tool:
  - designers can delete any entry.
  - users other than designer can delete only their own entries.
- In the *Web Links* tool, Students can delete only their own web links.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**.
  2. Click **OK**.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**.
  3. Click **OK**.

4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.

- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Delete**.
  3. Click **OK**.

USING PAGE OPTIONS

In the *Course Content* tool, you can use page options to change the appearance of the *Home Page* screen or any content folder in the *Course Content* tool. You use page options for:

In the *Home Page* tool, you can use page options to change the appearance of the *Home Page* screen or any folder in the *Home Page* tool. You use page options for:

- Selecting the *Basic View* or *Power View*.
- Selecting the *Basic View* or *Outline View*.
- Customizing the page display.
- Adding or editing headers and footers.
- Deleting headers and footers.

Using the Basic View or Outline View

When you organize material in the *Home Page* tool, you can place it on the *Home Page* screen or in folders on the *Home Page* screen.

You can view material on the *Home Page* screen and in folders in two ways: using the *Basic View* or *Outline View*. If you want to view material the way Portfolio Reviewers will view it, use the *Basic View*. If you want to view material in a tree-like structure that shows the hierarchy of items within the *Home Page* screen and in folders, use the *Outline View*. You can also perform batch actions such as moving and deleting multiple items in the *Outline View*.

1. From either the *Home Page* screen or in a folder, click **Page Options**.
2. Click **Go to Basic View** or **Go to Outline View**.

Using Page Options in the Basic View

If you are in the *Basic View* of the *Course Content* tool, you can use page options to change the appearance of the *Home Page* screen or any content folders. In *Basic View*, you use page options for:

If you are in the *Basic View* of the *Home Page* tool, you can use page options to change the appearance of the *Home Page* screen or any folders. In *Basic View*, you use page options for:

- switching from the *Basic View* to the *Power View*.
- switching from the *Basic View* to the *Outline View*.
- customizing the page display, including:
  - selecting a page layout.
  - creating a custom page layout.
  - adding a background image.
  - removing a background image.
  - selecting a background color.
  - reverting to the default background color.
- adding or editing headers and footers.
- deleting headers and footers.

Using Page Options in the Outline View

In the *Course Content* tool, the *Power View* displays items in a tree-like structure that shows the hierarchy of items. If you want to switch to the *Basic View* which displays items the way users view them, you do so through *Page Options*.

In the *Home Page* tool, the *Outline View* displays items in a tree-like structure that shows the hierarchy of items. If you want to switch to the *Basic View* which displays items the way users view them, you do so through *Page Options*.

1. Click **Page Options**. A menu appears.
2. Click **Go to Basic View**. The *Basic View* appears.

Customizing Page Display

Selecting a Page Layout

NOTE: Depending on administrator settings, this feature may not be available.

You can select a predefined page layout for the *Home Page* screen or any content folder in the *Course Content* tool. Page layout defines the following:

You can select a predefined page layout for the *Home Page* screen or any folder in the *Home Page* tool. Page layout defines the following:

- number of columns per page (one, two, or three columns)
- link appearance (show icons and text, or show text only)
- placement of icons in relation to the link text (left or above)
- alignment of the link text within the column (left or centered)
- width of the table controlling the page layout (wide or narrow)

You can also apply the page layout to existing content folders or set it as the default when content folders are created.

You can also apply the page layout to existing folders or set it as the default when folders are created.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Outline View*, click the *ActionLinks* icon next to a folder.
3. Click **Customize Page Display**.
4. Under *Layout Template*, select one of the predefined layout templates.
5. If you want to change all existing content folders to use this page layout, select this option.
6. If you want to change all existing folders to use this page layout, select this option.
7. If you want to set the page layout as the default when content folders are created, select this option.
8. If you want to set the page layout as the default when folders are created, select this option.
9. Click **Apply**.

Creating a Custom Page Layout

NOTE: Depending on administrator settings, this feature may not be available.

You can create a custom page layout for the *Home Page* screen or any content folders in the *Course Content* tool. To create the page layout, you define the following:

You can create a custom page layout for the *Home Page* screen or any folders in the *Home Page* tool. To create the page layout, you define the following:

- number of columns per page (one to eight columns)
- link appearance (show icons and text, text only, or icons only)
- placement of icons in relation to the link text (left, right, or above)
- alignment of link text within the column (left, right, or centered)
- width of the table controlling the page layout (wide or narrow)

You can also apply the page layout to existing content folders or set it as the default when content folders are created.

You can also apply the page layout to existing folders or set it as the default when folders are created.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Outline View*, click the *ActionLinks* icon next to a content folder.
3. Click **Customize Page Display**.
4. Under *Layout Template*, select *Custom Layout*.
5. Under *Layout Preview*, select the following:
   a. From the *Columns* drop-down list, select the number of columns per page: one to eight.
   b. From the *Icon/Text* drop-down list, select the link appearance: show icons and text, text only, or icons only.
   c. From the *Icon Placement* drop-down list, select the place of icons in relation to the link text: left, right, or above.
   d. From the *Alignment* drop-down list, select the alignment of the link text within the column: left, right, or centered.
   e. From the *Table Width* drop-down list, select the width of the table controlling the page layout:

wide or narrow.

6. If you want to change all existing content folders to use this page layout, select this option.
7. If you want to change all existing folders to use this page layout, select this option.
8. If you want to set the page layout as the default when content folders are created, select this option.
9. If you want to set the page layout as the default when folders are created, select this option.
10. Click **Apply**.

Adding a Background Image

NOTE: Depending on administrator settings, this feature may not be available.

You can add a background image to the *Home Page* screen or any content folder in the *Course Content* tool.

You can add a background image to the *Home Page* screen or any folder in the *Home Page* tool.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Outline View*, click the *ActionLinks* icon next to a folder.
3. Click **Customize Page Display**.
4. Under *Background Image*, click **Browse**. The *Content Browser* pop-up window appears.
5. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
6. If you want to tile the image, select this option.
7. Click **Apply**.

Removing a Background Image

NOTE: Depending on administrator settings, this feature may not be available.

If a background image was added to the *Home Page* screen or any content folder in the *Course Content* tool, you can remove it.

If a background image was added to the *Home Page* screen or any folder in the *Home Page* tool, you can remove it.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Power View*, click the *ActionLinks* icon next to either the *Home Page* screen or a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Outline View*, click the *ActionLinks* icon next to either the *Home Page* screen or a folder.
3. Click **Customize Page Display**.
4. Under *Background Image*, click **Remove Background Image**.

Changing the Background Color

NOTE: Depending on administrator settings, this feature may not be available.

By default, a color set is applied to the entire course so that a consistent color scheme is used throughout the course. However, you can change the background color of the *Home Page* screen or any content folder in the *Course Content* tool. This allows you to override the background color defined in the color set. You also have the option of reverting to the original background color any time.

By default, a color set is applied to the entire portfolio so that a consistent color scheme is used throughout the portfolio. However, you can change the background color of the *Home Page* screen or any content folder in the *Home Page* tool. This allows you to override the background color defined in the color set. You also have the option of reverting to the original background color any time.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Outline View*, click the *ActionLinks* icon next to a folder.
3. Click **Customize Page Display**.

4. Under *Background Color*, click **Select Color**.
5. Do one of the following:
   - Click a color.
   - In the *Color value* text box, enter the RGB color value and click **Preview**.
6. Click **Select**. The new color appears in the preview frame.
7. Click **Apply**.

Reverting to the Default Background Color

NOTE: Depending on administrator settings, this feature may not be available.

By default, a color set is applied to the entire course so that a consistent color scheme is used throughout the course. If the background color of the *Home Page* screen or any content folder in the *Course Content* tool was changed before, you can revert to the original background color defined in the course color set.

By default, a color set is applied to the entire portfolio so that a consistent color scheme is used throughout the portfolio. If the background color of the *Home Page* screen or any folder in the *Home Page* tool was changed before, you can revert to the original background color defined in the portfolio color set.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Outline View*, click the *ActionLinks* icon next to a folder.
3. Click **Customize Page Display**.
4. Under *Background Color*, click **Revert to Default**.
5. Click **Apply**.

Adding or Editing Headers and Footers

You can add or edit headers and footers on *Home Page* or any content folders in the *Course Content* tool.

You can add or edit headers and footers on *Home Page* or any folders in the *Home Page* tool.

To add headers and footers, you can use HTML or plain text. If you are using HTML, you can hand code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Power View*, click the *ActionLinks* icon next to *header* or *footer*.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Outline View*, click the *ActionLinks* icon next to *header* or *footer*.
3. Click **Edit header** or **Edit footer**.
4. Add or edit the text for the header or footer:
   - To add or edit the text in Plain Text format, enter the text. The header or footer will appear exactly as you have typed it.
   - To add or edit the text in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.
5. If you want to use the header or footer as the default for all content folders in the *Course Content* tool, select this option. If you have existing headers or footers, they are kept.
6. If you want to use the header or footer as the default for all folders in the *Home Page* tool, select this option. If you have existing headers or footers, they are kept.
7. Click **Save**.

Deleting Headers and Footers

If headers and footers were added on the *Home Page* screen or any content folders in the *Course Content* tool, you can delete them.

If headers and footers were added on the *Home Page* screen or any folders in the *Home Page* tool, you can delete them.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Power View*, click the *ActionLinks* icon next to *header* or *footer*.
2. Depending on whether you are in *Basic View* or *Outline View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**.
   - If you are in *Outline View*, click the *ActionLinks* icon next to *header* or *footer*.
3. Click **Edit header** or **Edit footer**.
4. Delete the text for the header or footer.
5. Click **Save**.

CHAPTER 12: HTML CREATOR

The *HTML Creator* is an HTML editing tool that allows you to create content in HTML without having to enter HTML tags. Similar to a word processor, you can easily create and maintain content by entering text and using the buttons on the *HTML Creator* toolbar to format the text and insert objects. The *HTML Creator* automatically generates the underlying HTML source code.

USING THE HTML CREATOR

The *HTML Creator* consists of the following:

- a toolbar that contains buttons for formatting content and inserting objects, such as tables, links, and images.
- an editing area where you enter content.
- tabs that allow you to display content in either *WYSIWYG* (What You See Is What You Get) view or *Source View*.

  WYSIWYG view displays a visual representation of your content. When you work in *WYSIWYG* view, the *HTML Creator* automatically generates the underlying HTML source code. To view or edit the underlying source code, click the **Source View** tab.

WARNING: If you use *HTML Creator* to edit an HTML file that was created by using another HTML editor, such as Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Click **Enable HTML Creator**.
2. In the *HTML Creator* editing area, enter your content. Use the *HTML Creator* toolbar to format your text and insert objects. The following table describes how to use each button and drop-down list on the toolbar:

Button or Drop-Down List	How to Use
Shrink the toolbar or Expand the toolbar	To shrink or expand the toolbar, click the **Shrink the toolbar** or **Expand the toolbar** button. The toolbar shrinks or expands.
New	To open a new document without saving the current document: a. Click the **New** button. The *New Document* dialog box appears. b. Click **OK**. The editing area clears.

Button or Drop-Down List	How to Use
Cut	To cut text, in the editing area, select the text you want to cut and click the **Cut** button. The selected text is cut from the editing area.
Copy	To copy text, in the editing area, select the text you want to copy and click the **Copy** button.
Paste	To paste text that you cut or copied from the editing area, place your cursor where you want the text to appear and click the **Paste** button. The text is pasted.
Find and Replace	To search for and replace text: a. Click the **Find and Replace** button. The *Find and Replace* dialog box appears. b. In the *Find What* text box, enter the text you want to find. c. If you want to find only those instances in which the case matches the text you typed, select *Match Case*. d. If you want to find whole words only, select *Find Whole Words Only*. e. If you want to replace the text you find with other text, in the *Replace With* text box, enter the text you want to use as a replacement. f. By default, the *HTML Creator* searches down, from the point where your cursor is placed in the editing area, to the end of the document. If you want to search up, from the point where your cursor is placed, to the beginning of the document, next to *Direction*, select *Up*. g. Click **Find Next**, **Replace**, or **Replace All**. h. To close the *Find and Replace* dialog box, click **Cancel**.
Undo	To undo mistakes, click the *Undo* button.
Redo	If you decide you do not want to undo an action, click the **Redo** button.
Paragraph Format	To apply a different paragraph format to text, in the editing area, select the text you want to modify and from the *Paragraph Format* drop-down list, select the format you want to apply. The selected text is modified.

Button or Drop-Down List	How to Use
Font Type	To change the font of the text, in the editing area, select the text you want to modify and from the *Font Type* drop-down list, select the font you want to apply. The selected text is modified.
Font Size	To change the size of the text, in the editing area, select the text you want to modify and from the *Font Size* drop-down list, select the size. The selected text is modified.
Bold	To apply bold formatting to text, in the editing area, select the text you want to format and click the **Bold** button. The selected text is bold.
Italic	To apply italic formatting to text, in the editing area, select the text you want to format and click the **Italic** button. The selected text is italic.
Underline	To underline text, in the editing area, select the text you want to format and click the **Underline** button. The selected text is underlined.
Font Color	To change the color of text: a. Select the text you want to change. b. Click the **Font Color** button. The *Colors* dialog box appears. c. Select the color you want. The text color changes.
Align Left	To align text to the left, in the editing area, select the text you want to align and click the **Align Left** button. The selected text is left aligned.
Center	To center text, in the editing area, select the text you want to center and click the **Center** button. The selected text is centered.
Align Right	To align text to the right, in the editing area, select the text you want to align and click the **Align Right** button. The selected text is aligned right.
Justify	To justify text, in the editing area, select the text you want to justify and click the **Justify** button. The selected text is justified.
Subscript	To make text subscript, in the editing area, select the text you want to format and click the **Subscript** button. The selected text is subscript.

<table>
<tr><th>Button or Drop-Down List</th><th>How to Use</th></tr>
<tr><td>Superscript</td><td>To make the text superscript, in the editing area, select the text you want to format and click the Superscript button. The selected text is superscript.</td></tr>
<tr><td>Insert Table</td><td>To insert a table that you can format and choose dimensions for before the table is inserted, insert a custom table.

NOTE: After a custom table is inserted, you can add rows and columns but you cannot delete rows or columns, or modify table formatting.

To insert a custom table:

a. In the editing area, place your cursor where you want to insert a table and click the Insert Table button. The Table Properties dialog box appears.

b. Under Number of rows/columns, select the number of rows and columns.

NOTE: You can insert a maximum of 10 rows and 10 columns in the table.

c. Enter the table, row, column, cell, and color properties you want and click OK. The table is inserted in the editing area.</td></tr>
<tr><td>Insert Table Wizard</td><td>To insert a simple table, which you cannot format, use the Insert Table Wizard button.

NOTE: After a simple table is inserted, you can add rows and columns but you cannot delete rows or columns.

To insert a simple table:

a. In the editing area, place your cursor where you want to insert a table and click the Insert Table Wizard button. The Table Wizard dialog box appears.

b. Drag to highlight the number of rows and columns that you want to insert and then click your mouse.

NOTE: You can insert a maximum of 10 rows and 10 columns in the table.

The table is inserted in the editing area.</td></tr>
</table>

<table>
<tr><th>Button or Drop-Down List</th><th>How to Use</th></tr>
<tr><td>Insert Row</td><td>To insert a row in a table:
a. Click in a cell above or below where you want to insert a row and click the **Insert Row** button. The *Insert Row* dialog box appears.
b. Select the position in which you want to insert the row and click the **Insert Row** button. The row is inserted.</td></tr>
<tr><td>Insert Column</td><td>To insert a column in a table:
a. Click in a cell to the left or right of where you want to insert a column and click the **Insert Column** button. The *Insert Column* dialog box appears.
b. Select the position in which you want to insert the column and click the **Insert Column** button. The column is inserted.</td></tr>
<tr><td>Unordered List</td><td>To insert an unordered (bulleted) list:
a. In the editing area, place your cursor where you want to insert an unordered list and click the **Unordered List** button. The first bullet in the list appears. When you press **Enter** on your keyboard to add the next list item, the *HTML Creator* automatically inserts the next bullet.
b. If you want to modify the style of the bullets:
    a. Click the down arrow to the right of the **Unordered List** button.
    b. Select the bullet style you want to use. The bullet style is modified.
c. To end the list:
    a. On your keyboard, press **Enter**. The next bullet appears.
    b. Click the **Unordered List** button. The bullet is removed.</td></tr>
</table>

Button or Drop-Down List	How to Use

Ordered List	To insert an ordered (numbered) list:
	a. In the editing area, place your cursor where you want to insert an ordered list and click the **Ordered List** button. The first number in the list appears. When you press **Enter** on your keyboard to add the next list item, the *HTML Creator* automatically inserts the next number.
	b. If you want to modify the style of the numbers:
	    a. Click the down arrow to the right of the **Ordered List** button.
	    b. Select the number style you want to use. The number style is modified.
	c. To end the list:
	    a. On your keyboard, press **Enter**. The next number appears.
	    b. Click the **Ordered List** button. The number is removed.

Decrease Indent	To decrease the left indent of text, in the editing area, select the text in which you want to decrease the left indent and click the **Decrease Indent** button. The left indent of the selected text decreases.
Increase Indent	To increase the left indent of text, in the editing area, select the text in which you want to increase the left indent and click the **Increase Indent** button. The left indent of the selected text increases.

Button or Drop-Down List	How to Use
Insert Link	To insert a link: a. In the editing area, place your cursor where you want the link to appear and click the **Insert Link** button. The *Insert Link* pop-up window appears. b. Do one of the following: • To insert a link to a file in a *Content Browser* location: i. Click **Browse**. The *Content Browser* pop-up window appears. ii. Navigate to and select the file. For more information, see *Navigating with Content Browser* • To insert a link to a file on the Internet, in the *URL* text box, enter the complete URL of the file, including the protocol to use (usually `http://`). **TIP:** Rather than typing the complete URL, copy the URL from a web browser and paste it in the text box. c. In the *Link Text* text box, enter the text you want to represent the link and click **OK**. The link is inserted in the editing area.

<table>
<tr><th>Button or Drop-Down List</th><th>How to Use</th></tr>
<tr><td>Insert Bookmark</td><td>A bookmark is an invisible marker in a document. You can link to a particular item or location in a document by first inserting a bookmark and then creating a link to the bookmark.

• To insert a bookmark:

a. In the editing area, place your cursor where you want the bookmark and click the Insert Bookmark button. The Insert Bookmark dialog box appears.

b. In the Bookmark Name text box, enter a name for the bookmark and click OK. The name cannot contain spaces. The bookmark is inserted in the editing area. A flag signifies the location of the bookmark.

TIP: To edit the bookmark name, right-click the flag and, from the menu that appears, click Bookmark Properties. The Edit Bookmark dialog box appears. In the Bookmark Name dialog box, edit the name and click OK.

• To create a link to the bookmark:

a. In the editing area, place your cursor in the location from which you want to create a link to the bookmark and click the Insert Link button. The Insert Link pop-up window appears.

b. Next to Link type, select File Browse or Upload and in the text box, enter a number sign (#), followed by the name of the bookmark.

EXAMPLE: To link to a bookmark named <code>Top</code>, enter <code>#Top</code>.

c. In the Link text text box, enter the text you want to represent the link and click OK. The link is inserted in the editing area.</td></tr>
</table>

Button or Drop-Down List	How to Use
Insert Image	To insert an image, do one of the following: **NOTE:** You can insert `.gif`, `.jpg`, and `.png` files only. a. In the editing area, place your cursor where you want the image to appear and click the **Insert Image** button. The *Insert Image* pop-up window appears. b. Do one of the following: • To insert a link to file in a *Content Browser* location: i. Click **Browse**. The *Content Browser* pop-up window appears. ii. Navigate to and select the file. For more information see *Navigating with Content Browser*. • To insert a link to a file on the Internet, in the *URL* text box, enter the complete URL of the file, including the protocol to use (usually `http://`). **TIP:** Rather than typing the complete URL, copy the URL from a web browser and paste it in the text box. c. If you want text to display when users mouse over the image, in the *ALT Text* text box, enter the text. d. If you want a border to appear around the image, in the *Border* text box, enter the width in pixels. e. If you want to specify a height and width for the image, in the *Width* and *Height* text boxes, enter the height and width in pixels. f. Click **OK**. The image is inserted in the editing area.
Insert Horizontal Line	To insert a horizontal line, in the editing area, place your cursor where you want a horizontal line to appear and click the **Insert Horizontal Line** button. A horizontal line appears in the editing area.

Button or Drop-Down List	How to Use
Check Spelling	**NOTE:** Depending on administrator settings, the spelling checker may not be available. To check the spelling of your content: a. Click the **Check Spelling** button. If the *HTML Creator* finds a possible spelling error, the *Check Spelling* dialog box appears. b. Make your changes. c. When the spelling check is complete, to close the *Check Spelling* dialog box, click **OK**. The *Check Spelling* dialog box closes.
Insert Symbol	To insert a symbol: a. In the editing area, place your cursor where you want the symbol to appear and click the **Insert Symbol** button. The *Insert Symbol* dialog box appears. b. Click the symbol you want to insert. The symbol appears next to **Insert**. c. Click **Insert**. The symbol appears in the editing area. d. To close the *Insert Symbol* dialog box, click **Close**. The *Insert Symbol* dialog box closes.
Show All	You can show or hide paragraph and other formatting marks. Showing paragraph marks help you see where each paragraph ends. To show all paragraph marks: a. Click the **Show All** button. The paragraph marks and other formatting marks appear in your content. b. If you want to hide the paragraph marks, click the **Show All** button again.
Document Statistics	You can view the number of words, characters, paragraphs, and images in your content by displaying document statistics. To display document statistics: a. Click the **Document Statistics** button. The *Document Statistics* dialog box appears. b. To close the *Document Statistics* dialog box, click **OK**.

<table>
<tr><th>Button or Drop-Down List</th><th>How to Use</th></tr>
<tr><td>Frame Window Mode</td><td>If you want the HTML Creator to appear in a new window, which you can resize:
a. Click the Frame Window Mode button. The HTML Creator appears in a new window.
b. If you want to resize the window:
    a. Point to any window corner.
    b. When the pointer changes into a vertical double-headed arrow, drag the border in any direction.
c. When you are finished editing the content in Frame Window Mode, click X in the upper corner of the window. You return to the tool page.</td></tr>
<tr><td>About</td><td>If you want to know more information about the HTML Creator:
a. Click the About button. The About dialog box appears.
b. If you want to read about the system properties:
    a. Click System Info. The System Properties dialog box appears.
    b. When you are finished reading the system properties, click OK. The System Properties dialog box closes.
c. To close the About dialog box, click OK. The About dialog box closes.</td></tr>
</table>

CHAPTER 13: MANAGE VIEWS

From the *Manage Views* tool you can control the visibility of items and folders, all from a single page.

Manage Views contains two tabs:

- *Portfolio Items*: From this tab you can show or hide items and folders to all or selected Portfolio Reviewers.

  EXAMPLE: If a gallery collection has been added to the *Home Page* but it is not yet complete, you can temporarily hide it from all Portfolio Reviewers. Or, if you have a reflection topic that is only relevant to certain Portfolio Reviewers, you can make the topic visible to selected Portfolio Reviewers only.

- *Guests*: From this tab you can view which items and folders are visible to each Portfolio Reviewer. You cannot change item visibility from this tab; changes must be made from the *Portfolio Items* tab.

SHOWING OR HIDING ITEMS IN PORTFOLIOS

You can control whether items and folders on the *Home Page* are visible to Portfolio Reviewers by using the *Manage Views* tool. You can set an item to be visible to all or no Portfolio Reviewers, or to selected Portfolio Reviewers.

EXAMPLE: If a binder and a reflection topic are added to the *Home Page*, but you do not want Portfolio Reviewers to see them yet, you can hide both of the items temporarily.

1. From the *Manage Views* screen, from the *Portfolio Items* tab, locate the item.

   TIP: To display items in a folder, click its *Expand* icon.

2. Do one of the following:
   - To hide an item from all Portfolio Reviewers, click **Hide Item**.
   - To show an item to all Portfolio Reviewers, click **Show Item**.
   - To show an item to or hide an item from selected Portfolio Reviewers:
     a. Under *Who Can View This*, click **Edit**.
     b. If you want to hide the item from a Portfolio Reviewer, clear the check box next to their name.
     c. If you want to show the item to a Portfolio Reviewer, select the check box next to their name.
     d. Click **Save**.

To verify your visibility selections, see *Viewing Which Items are Visible to Portfolio Reviewers*.

VIEWING WHICH ITEMS ARE VISIBLE TO PORTFOLIO REVIEWERS

In *Manage Views* you can view which items on the *Home Page* are visible to each Portfolio Reviewer. If Portfolio Reviewers tell you that they cannot see an item, you can check to see if it is visible to them.

1. From the *Manage Views* screen, click the **Guests** tab.
2. Locate the Portfolio Reviewer whose information you want to view.

   TIP: You can use the paging controls to locate the Portfolio Reviewer. For more information, see *Navigating Multiple Pages*

3. Click the user ID. The *Visible* column indicates whether or not the item is visible. To see the visibility status of items contained within a folder, click its *Expand* icon.

To change the visibility of items, see *Showing or Hiding Items in Portfolios*.

NAVIGATING MULTIPLE PAGES

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

NOTE: In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.

- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.

- To set the number of items per page:

1. Click the *Paging Preferences* icon.
2. Enter the number of items to appear on each page and click **OK**.

CHAPTER 14: MESSAGE CENTER

Mail allows you to communicate with other Blackboard Learning System users through written correspondence, in text or HTML format, and file attachments. You can send mail to other users in the selected course or section.

Message Center allows you to communicate with other portfolio users through written correspondence, in text or HTML format, and file attachments.

NOTE: Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

Mail can be used to exchange messages with other Blackboard Learning System users, but it cannot be used to exchange messages over the Internet. This ensures that you do not receive undesired or irrelevant messages from external sources and contributes to the stability of the messaging system by limiting exposure to viruses.

Message Center can be used to exchange messages with other portfolio users, but it cannot be used to exchange messages over the Internet. This ensures that you do not receive undesired or irrelevant messages from external sources and contributes to the stability of the messaging system by limiting exposure to viruses.

With *Mail* folders you can:

With *Message Center* folders you can:

- show and hide folders.
- open folders.
- create folders.
- rename folders.
- delete folders.

With *Mail* messages you can:

With *Message Center* messages you can:

- read messages.
- reply to messages.
- forward messages.
- create and send messages.
- create and save messages as drafts.
- edit draft messages.
- preview messages.
- navigate multiple pages of messages.

- sort messages
- copy and move messages.
- create a printable view of messages.
- print messages.
- mark messages as read or unread.
- show and hide read messages.
- forward messages to external accounts.
- delete open messages.
- delete messages.

MANAGING MESSAGE CENTER FOLDERS

Showing and Hiding Folders

You can show all folders in a list that displays the folder name, the number of new messages, and the total number of messages. Or, you can hide the folder list and display only the name of the open folder.

From the messages screen, do one of the following:

- If you want to hide folders, next to *Folders*, click the *Hide Folders* icon. Your folders now appear in a drop-down list and only the name of the open folder appears.
- If you want to show folders, next to the drop-down list, click the *Show Folders* icon. Folders now appear in a list, displaying all folder names. The folder that is currently open appears in bold.

Opening Folders

From the messages screen, do one of the following:

- If your folders are displayed in a folder list with icons, click the folder you want to open.
- If your folders are displayed in a drop-down list, from the drop-down list, select the folder you want to open.

Creating Folders

To create folders, your folder list must be displayed. For more information, see *Showing and Hiding Folders*.

1. From the messages screen, under *Folders*, click **Create Folder**.
2. In the *Folder name* text box, enter a name.
3. Click **Create**.

Renaming Folders

You can only rename folders that you created.

To rename folders, your folder list must be displayed. For more information, see *Showing and Hiding Folders*.

1. From the messages screen, under *Folders*, locate the folder you want to rename and click its *ActionLinks* icon.
2. Click **Rename**.
3. In the *Folder name* text box, enter a new name.
4. Click **Rename**.

Deleting Folders

You can only delete folders that you created.

To delete folders, your folder list must be displayed. For more information, see *Showing and Hiding Folders*.

1. From the messages screen, locate the folder you want to delete and click its *ActionLinks* icon.
2. Click **Delete**.
3. Click **OK**.

Reading and Sending Message Center Messages

Reading Messages

Note: Unread messages appear in bold.

The folder that contains the messages you want to read must be open.

1. From the messages screen, click the subject line of the message you want to read.

   Tip: To read the next or previous message from the same folder, click **next** or **previous**.

2. If the message has attached files and you want to save them:
   a. Click **View Attachments**.
   b. Select each attachment. To save all attachments, select the check box next to *File name*. If you want to save multiple attachments in separate folders, you must save each attachment separately.
   c. Click **Save to Folder**. The *Content Browser* pop-up window appears.
   d. Navigate to the location you want to store the attachments. For more information, see *Navigating with Content Browser*.
3. When you are finished reading the message, click **Close this window**.

Replying to Messages

1. From the messages screen, click the message that you want to reply to.
2. Specify the recipients:

   Note: Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

   - To reply to the sender, click **Reply**.
   - To reply to the sender and all recipients of the message, click **Reply to All**. You cannot reply to recipients whose names appear in the *BCC* text box.

3. If you want to send the message to additional recipients, do one of the following:

   NOTE: Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

   - Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
   - Browse for recipients:
     a. Click **Browse for Recipients**.
     b. Select the recipients and click **Save**.

4. If you want to change the original subject, edit it in the *Subject* text box.
5. If your message is urgent, select *High priority*.
6. Enter your reply:
   - To reply in Plain Text format, in the *Message* text box:
     a. Enter the message text. The message will appear exactly as you have typed it.
   - To reply in HTML format, you can use the *HTML Creator* or you can hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Message* text box, enter the HTML code.

7. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
8. If you want to attach files to your message:
   a. Click **Add Attachments**. The*Content Browser* pop-up window appears.
   b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.

      NOTE: Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.

   TIP: If you want to remove an attached file, next to the file, click its *Remove Attachment* icon.

9. If you want to preview the message, click **Preview**.
10. Click **Send**.

Forwarding Messages

You can forward messages to one or multiple recipients.

NOTE: Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

1. From the messages screen, click the message that you want to forward.
2. Click **Forward**.
3. Specify recipients for your message by doing one of the following:
   - Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
   - Browse for recipients:
     a. Click **Browse for Recipients**.
     b. Select the recipients and click **Save**.
4. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
5. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
6. Enter a subject.
7. If your message is urgent, select *High priority*.
8. Enter the content of the message:
   - To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
   - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Message* text box, enter the HTML code.
9. If you want to insert an equation into your message, see *Creating and Inserting Equations*.

10. If you want to attach files to your message:
    a. Click **Add Attachments**. The*Content Browser* pop-up window appears.
    b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.

    NOTE: Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.

11. If you want to preview the message, click **Preview**.
12. Click **Send**.

Sending Messages

You can send messages to one or multiple recipients in the course.

You can send messages to one or multiple recipients in the portfolio.

NOTE: Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

1. From the messages screen, click **Create Message**.
2. Specify recipients for your message by doing one of the following:
    - Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
    - Browse for recipients:
        a. Click **Browse for Recipients**.
        b. Select the recipients and click **Save**.
3. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
4. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
5. Enter a subject.
6. If your message is urgent, select *High priority*.
7. Enter the content of the message:
    - To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
    - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:

- To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

  NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

- To hand code the HTML:

  a. Select *Use HTML*.

  b. In the *Message* text box, enter the HTML code.

8. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
9. If you want to attach files to your message:

   a. Click **Add Attachments**. The*Content Browser* pop-up window appears.

   b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.

   NOTE: Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.

10. If you want to preview the message, click **Preview**.
11. Click **Send**.

Saving Messages as Drafts

You can create and save a message as a draft until you are ready to send it.

1. From the messages screen, click **Create Message**.
2. Specify recipients for your message by doing one of the following:

   NOTE: Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio Owner.

   - Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
   - Browse for recipients:

     a. Click **Browse for Recipients**.

     b. Select the recipients and click **Save**.

3. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
4. If you want to send one or more recipient a copy of the message but you want to hide those recipients

from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.

5. Enter a subject.
6. If your message is urgent, select *High priority*.
7. Enter the content of the message:
   - To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
   - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Message* text box, enter the HTML code.
8. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
9. If you want to attach files to your message:
   a. Click **Add Attachments**. The*Content Browser* pop-up window appears.
   b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.

   NOTE: Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.
10. If you want to preview the message, click **Preview**.
11. Click **Save as Draft**.

Editing Draft Messages

You can edit the messages saved in your *Drafts* folder.

1. Open the *Drafts* folder.
2. Click the message that you want to edit.
3. Specify recipients for your message by doing one of the following:

   NOTE: Portfolio Designers and Portfolio Reviewers can only send messages to the Portfolio

Owner.

- Enter their names in the *To* text box. Use semicolons to separate multiple recipients.
- Browse for recipients:
    a. Click **Browse for Recipients**.
    b. Select the recipients and click **Save**.

4. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
5. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
6. Enter a subject.
7. If your message is urgent, select *High priority*.
8. Enter the content of the message:
    - To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
    - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
        - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
        - To hand code the HTML:
            a. Select *Use HTML*.
            b. In the *Message* text box, enter the HTML code.
9. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
10. If you want to attach files to your message:
    a. Click **Add Attachments**. The*Content Browser* pop-up window appears.
    b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.

    NOTE: Users who do not own a portfolio or are not enrolled in a Blackboard Learning System institution can only select files located on their computer.
11. If you want to preview the message, click **Preview**.
12. Do one of the following:
    - If you are not ready to send the message but want to save your changes to the message in the *Drafts* folder, click **Save as Draft**.

- If you are ready to send the message, click **Send**.

Previewing Messages

Before you are able to preview a message, you must enter a message subject in the *Subject* text box.

1. From the *Create Message* pop-up window, click **Preview**.
2. When you are finished previewing the message, do one of the following:
   - If you want to return to the message, click **Cancel**.
   - If you want to save the message in the *Drafts* folder, click **Save as Draft**.
   - If you want to send the message without any further editing, click **Send**.

MANAGING MESSAGE CENTER MESSAGES

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

NOTE: In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.

- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

Sorting Messages

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

Copying and Moving Messages

You can copy or move messages from one folder to another.

It is not possible to copy or move messages to certain folders. The following table specifies which folders you can and cannot copy or move messages to.

	To Inbox	To Sent Mail	To Drafts	To Deleted Messages	To Custom
From Inbox	no	no	no	yes	yes
From Sent Mail	no	no	no	yes	yes
From Drafts	no	no	no	yes	no

	To Inbox	To Sent Mail	To Drafts	To Deleted Messages	To Custom
From Deleted Mail	yes	no	no	no	yes
From Custom	yes	no	no	yes	yes

The folder containing the message you want to copy or move must be open.

1. From the messages screen, under *Subject*, select the check box next to each message you want to copy or move.
2. Select the destination folder for the message being copied or moved:
   - To copy the message, from the *Copy to* drop-down list, select a folder to copy the message to and click the *Go* icon.
   - To move the message, from the *Move to* drop-down list, select a folder to move the message to and click the *Go* icon.

Creating a Printable View of Messages

You can create a printable view of messages that you can print or save as a file.

1. From the messages screen, under *Subject*, select each message for which you want to create a printable view.

   TIP: If you want to create a printable view of messages from multiple folders, copy or move the messages into one folder.

2. Click **Create Printable View**.
3. If you want to print the compiled message, click **Print**.
4. If you want to save the compiled messages, click **Save as File**.
5. When you are finished viewing the compiled messages, click **Cancel**.

Printing Messages

1. From the messages screen, click the subject line of the message you want to print.
2. Click **Print**.

Marking Messages as Read or Unread

You can mark all messages in a folder as read or unread.

On the messages screen, next to *Mark all as*, click one of the following:

- To mark messages as read, click **Read**.
- To mark messages as unread, click **Unread**.

Showing and Hiding Read Messages

When you open a folder, both read and unread messages are displayed. However, you can choose to show a folder's unread messages only.

From the messages screen, next to *Show*, click one of the following:

- To show unread messages only, click **Unread**.
- To show both read and unread messages, click **All**.

Deleting Open Messages

You can delete a message when you have the message open.

From the *Message* screen, click **Delete**.

Deleting Messages

WARNING: Messages deleted from the *Deleted Mail* folder are deleted permanently.

1. From the messages screen, do one of the following:
    - To delete one message:
        a. Locate the message and click its *ActionLinks* icon.
        b. Click **Delete**.

- To delete multiple messages:
  - Select each message.
  - Click **Delete**.
- To delete all messages:
  - In the table heading row, select the check box.
  - Click **Delete**.

CHAPTER 15: REFLECTIONS

The *Reflections* tool allows you to create topics where Portfolio Reviewers can post and reply to messages. You can ask questions, generate discussion, and encourage Portfolio Reviewers to share feedback and ideas.

There are two types of reflection topics:

- Threaded: Create a threaded topic for a more traditional online discussion. Participants post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.
- Class blog: Create a collaborative blog (weblog) space by allowing participants to post a chronological series of entries on a particular topic. Participants can then add comments to any blog entry.

Portfolio Reviewers can only access the *Reflections* tool if you create links to categories or topics on the *Home Page* or other folders.

EXAMPLE: To focus the attention of your Portfolio Reviewers on different areas of your portfolio, create topics for each of the areas. Then, to get the topics started, post a message in each of the topics.

CREATING AND MANAGING REFLECTION CATEGORIES

Creating and Editing Categories

Create discussion categories to group related topics together.

Create reflection categories to group related topics together.

EXAMPLE: Create a category for all topics that Students will be graded on or for all the class blog topics.

After one category is created, any topics that are not assigned to a category appear under *Uncategorized Topics*.

TIP: You can create a new category and a new topic simultaneously. For more information, see *Creating and Editing Topics*.

1. From the *DiscussionsReflections* screen, do one of the following:

- To create a new category, click **Create Category**.
- To edit an existing category, click its *ActionLinks* icon and click **Edit Properties**.

2. Enter a title.
3. Enter a description:
    - To enter the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
    - To enter the description in HTML format, do one of the following:
        - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
        - To hand code the HTML:
            a. Select *Use HTML*.
            b. In the *Description* text box, enter the HTML code.
4. Click **Save**.

Linking Categories to the Home Page and Binders Tools

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

NOTE: In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

NOTE: In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

Moving Categories

You can move categories to change the order in which they appear on the *Discussions* screen. You cannot copy categories.

You can move categories to change the order in which they appear on the *Reflections* screen. You cannot copy categories.

1. From the *Discussions* screen, click **Reorder Categories**.
2. From the *Reflections* screen, click **Reorder Categories**.
3. Select the category that you want to move. You can select multiple categories.
4. Click the icon to indicate where you want to move the selected category:
    - To move the category above another category, click its *Move Selected Items Above* icon.
    - To move the category to the bottom of the list, click the *Move Selected Items to Bottom of List* icon in the last row of the table.
5. Click **OK**.

Viewing Links to Categories

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

Deleting Categories

WARNING: When you delete a discussion category, all topics and messages in the category are also deleted.

WARNING: When you delete a reflection category, all topics and messages in the category are also deleted.

1. From the *Discussions* screen, do one of the following
   - To delete one category, click its *ActionLinks* icon.
   - To delete multiple categories, select the categories.
2. From the *Reflections* screen, do one of the following
   - To delete one category, click its *ActionLinks* icon.
   - To delete multiple categories, select the categories.
3. Click **Delete**.
4. Click **OK**.
5. If the categories are linked to the *Course Content* tool, another confirmation message appears. Click **OK**.
6. If the categories are linked to the *Home Page* tool, another confirmation message appears. Click **OK**.

CREATING AND MANAGING REFLECTION TOPICS

Creating and Editing Topics

Reflection topics allow you to create a forum where portfolio users can post messages to exchange ideas, provide feedback, and ask questions on a particular subject. When you create topics, you can add them to a category, or leave them uncategorized.

There are two types of topics:

- Threaded: Create a threaded topic for a more traditional online discussion. Participants post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.
- Class blog: Create a collaborative blog (weblog) space by allowing participants to post a chronological series of entries on a particular topic. Participants can then add comments to any blog entry.

When editing a topic, you cannot change the topic type.

1. From the *Reflections* screen, do one of the following:
   - To create a new topic:
     a. Click **Create Topic**.
     b. Select the topic type and click **Next**.
   - To edit an existing topic, click its *ActionLinks* menu and click **Edit Properties**.
2. Enter a title.
3. Enter a description:
   - To enter a description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
   - To enter a description in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Description* text box, enter the HTML code.
4. Under *Category*, if you want to add the topic to a category, do one of the following from the *Select Category* drop-down list:

   NOTE: This functionality only appears if you are creating a new topic. If you want to move an existing topic, see *Moving Topics*.
   - To add the topic to an existing category, select the category.
   - To create a category:
     a. Select *Create New Category*.
     b. Enter a name and description.
5. Under *Message Ratings*, select whether or not you want to allow a rating selection and, optionally, a comment with the rating:
   - If you don't want to allow ratings, select *Do not enable ratings in this topic*.
   - If you want to allow ratings, select *Allow Portfolio Reviewers and Portfolio Designers to rate messages using a simple rating scale* and then click **Create Scale**:
     a. Set up the rating scale:
        - To include instructions, enter them in the text box.
        - To allow users to include a comment with the rating, select *Allow users to justify their*

review.

- To add a star rating, click **Add Rating** and enter the label in the text box.
- To remove a star rating, click **Remove Rating**.
- To change the label of a rating, click its *Edit* icon.

b. Click **Save**.

c. Under *Visibility of ratings*, select one of the following:

- *Portfolio Reviewers and Portfolio Designers see ratings of their own messages only*.
- *Portfolio Reviewers and Portfolio Designers see ratings of all messages*. If you want these ratings to display only after Portfolio Reviewers have submitted their own rating, also select *Make other ratings visible only after submitting a rating*.

d. To prevent users' names from displaying to Portfolio Reviewers, select *Make ratings anonymous*. Portfolio Owners can always see users' names.

6. Under *Topic Behavior Options*, set *Portfolio Reviewer Posting Rules* for the topic:

- If you want to allow Portfolio Reviewers to contribute to a topic:

  a. Select one of the following:

  - *Portfolio Reviewers can post messages and reply to messages.*
  - *Portfolio Reviewers can post messages but cannot reply to messages.*
  - *Portfolio Reviewers can reply to messages but cannot post messages.*

  b. To allow Portfolio Reviewers to edit their messages, select *Portfolio Reviewers can edit their messages after posting them*.

- If you want to allow Portfolio Reviewers to read messages but prevent them from contributing to a topic, select *Lock this topic for Portfolio Reviewers*. Portfolio Owners can post messages to a locked topic.

7. Click **Save**.

Linking Topics to the Home Page and Binders Tools

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

NOTE: In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

NOTE: In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

Moving and Copying Topics

You can move or copy a discussion topic and all its messages into another category. When you copy a topic, peer reviews are not copied with the topic.

You can move or copy a reflection topic and all its messages into another category. When you copy a topic, message ratings are not copied with the topic.

1. From the *Discussions* screen, select the topic that you want to copy. You can select multiple topics.
2. From the *Reflections* screen, select the topic that you want to copy. You can select multiple topics.
3. Do one of the following:
   - To move or copy to a category that already contains topics:
     a. Next to the topic that you want to copy the topic above or below, click the *Click to view move options* icon.
     b. Click **Move Selected Items Above**, **Move Selected Items Below**, **Copy Selected Items Above**, or **Copy Selected Items Below**.
   - To move or copy to a category that does not contain any topics:
     a. In the empty category, click the *Click to view move options* icon.
     b. Click **Copy Selected Items Here** or **Move Selected Items Here**.

Viewing Links to Topics

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

Deleting Topics

NOTE: Depending on administrator settings, this function may not be available to Teaching Assistants.

When you delete a discussion topic, all messages in the topic are also deleted.

When you delete a reflection topic, all messages in the topic are also deleted.

1. From the *Discussions* screen, do one of the following:
    - To delete one topic, locate the topic you want to delete and click its *ActionLinks* icon.
    - To delete multiple topics, select the topics.
2. From the *Reflections* screen, do one of the following:
    - To delete one topic, locate the topic you want to delete and click its *ActionLinks* icon.
    - To delete multiple topics, select the topics.
3. Click **Delete**.
4. Click **OK**.
5. If the topics are linked to the *Home Page* tool, another confirmation message appears. Click **OK**.

READING AND POSTING REFLECTION MESSAGES

Locating, Reading, and Navigating Messages

You can locate messages posted to one topic or to all topics. You can also locate new messages only.

1. From the *Discussions* screen, do one of the following:
    - To locate messages:
        - in one topic, click the topic title.
        - that you posted, click **All My Posts**. Note that this will include the messages that you posted, as well as your threaded replies and your blog comments.
        - in all topics, click **All Topics**.

    NOTE: It may take some time to load all of your messages or all messages posted. After you click these links, they are disabled so that the request is sent only once.

    - To locate new messages:
        - in all topics, next to *All Topics*, click **New**.
        - in one topic, next to the topic title, click **New**.
        - posted in reply to your messages, next to *All My Posts*, click **New Replies**. Both comments and replies are included.

        TIP: If you want to see your original message, next to *In Reply to*, click the *Expand* icon.

2. From the *Reflections* screen, do one of the following:
    - To locate messages:
        - in one topic, click the topic title.
        - that you posted, click **All My Posts**. Note that this will include the messages that you posted, as well as your threaded replies and your blog comments.
        - in all topics, click **All Topics**.

    NOTE: It may take some time to load all of your messages or all messages posted. After you click these links, they are disabled so that the request is sent only once.

    - To locate new messages:
        - in all topics, next to *All Topics*, click **New**.
        - in one topic, next to the topic title, click **New**.
        - posted in reply to your messages, next to *All My Posts*, click **New Replies**. Both comments and replies are included.

        TIP: If you want to see your original message, next to *In Reply to*, click the *Expand* icon.

3. To read and navigate messages, do the following:
    - For threaded messages:
        - To read the message, click the message subject.
        - To navigate messages, click **Next Message** or **Previous Message**.
        - To navigate pages, click the *Next Page* or *Previous Page* icon.
        - To view peer review, click **View All Peer Reviews**. For more information, see *Using Peer Review*.
        - To view message ratings, click **View All Ratings**. For more information, see *Using Message Ratings*.
    - For blog messages, the messages are displayed.
        - To read comments on a message, click **Comments**.
        - To navigate pages, click the *Next Page* or *Previous Page* icon.
        - To view peer review, click **View All Peer Reviews**. For more information, see *Using Peer Review*.
        - To view message ratings, click **View All Ratings**. For more information, see *Using Message Ratings*.
    - For journal entries, the entries are displayed.
        - To read comments on an entry, click **Comments**.
        - To navigate pages, click the *Next Page* or *Previous Page* icon.
        - If the journal is public it displays links to the journals of all Students in the course who have added entries to their journals. To read another Student's journal, under *Name*, click the name of the Student. To return to your journal, click **My Journal** at the top of the list.
        - To view peer review, click **View All Peer Reviews**. For more information, see *Using Peer Review*.
4. If the message includes an attached file that you want to view or download, next to *Attachments*, click its file name.

Replying and Commenting on Messages

Rather than posting a new message, you can reply to threaded messages or comment on blog messages.

1. From the message, click **Reply** or **Comment**.
2. Enter your reply:
    - To reply in Plain Text format, enter the message in the text box. The message will appear exactly

as you have typed it.

- To reply in HTML format, you can use the *HTML Creator* or you can hand code the HTML:
  - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

    NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
  - To hand code the HTML:
    a. Select *Use HTML*.
    b. In the *Message* text box, enter the HTML code.

3. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
4. If you want to attach files to the message:
   a. Click **Add Attachments**. The*Content Browser* pop-up window appears.
   b. Locate and select the files. For more information on browsing for files and folders, see *Navigating with Content Browser*.
5. If you want to preview your reply, click **Preview**.
6. Do one of the following:
   - If you are not ready to post the message but want to save it, click **Save as Draft**.
   - To post the message, click **Post**.

Posting Messages

You can post new messages to threaded and blog topics, and you can add new entries to your journal.

You can post new messages to threaded and blog topics.

NOTE: This functionality may not be available to Students.

NOTE: This functionality may not be available to Portfolio Reviewer s.

1. From the topic's messages screen, click **Create Message** or **Create New Entry**.

   NOTE: Section Designers cannot add journal entries.
2. If you came from the messages screen for *All Topics*, from the *Topic* drop-down list, select a topic for your message.
3. Enter the subject of your message.

4. Enter the message:
    - To enter a message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it.
    - To enter a message in HTML format, you can use the *HTML Creator* or hand code the HTML:
        - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available.
        - To hand code the HTML:
            a. Select *Use HTML*.
            b. In the *Message* text box, enter the HTML code.
5. If you want to insert an equation into your message, see *Creating and Inserting Equations*.
6. If you want to attach files to your message:
    a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
    b. Locate and select the file. For more information on browsing for files and folders, see *Navigating with Content Browser*.
7. If you want to preview your message, click **Preview**.
8. Do one of the following:
    - If you are not ready to post the message but want to save it, click **Save as Draft**.
    - To post the message, click **Post**.

Viewing Threaded and Unthreaded Messages

When messages are threaded, they display as a series of messages on the same subject. The original message is listed first, followed by replies to that message. By default, messages in threaded topics are listed in threaded view, but you can change the view to unthreaded. Unthreaded messages are listed in chronological order.

From the messages screen, do one of the following:

- To display messages in chronological order, click **Unthreaded**.
- To display messages with all replies grouped under the original message, click **Threaded**.
- To expand a thread, next to the thread's subject, click the *Expand* icon.
- To expand all threads within the topic, in the table heading row, click **Expand All**.

- To collapse a thread, next to the thread's subject, click the *Collapse* icon.
- To collapse all threads within the topic, in the table heading row, click **Collapse All**.
- To display all messages in a thread, click its *Display Complete Thread* icon

Sending Private Messages

In threaded topics, you can forward a message to course members, continuing the discussion with selected course members. The messages are forwarded using the *Mail* tool, where the messages can be viewed by the recipients.

In threaded topics, you can send private messages, rather than posting a public reply. The messages are forwarded using the *Message Center* tool, where the messages can be viewed by the recipients.

NOTE: If a message is locked, you can view it, but you cannot forward it.

NOTE: If a message is locked, you can view it, but you cannot reply privately to it.

1. From the message, click **Forward**.
2. From the message, click **Send Private Message**.
3. Select the recipients of the message by doing one of the following. Use the *To* field for your primary recipients, the *CC* field for those who you want to forward a copy of the message to, and the *BCC* field for those who you want to forward the message to but hide their names from other recipients.
   - To enter recipient names manually, enter the name in the *To*, *CC*, or *BCC* text box. Use a semicolon to separate names.
   - To browse for recipients:
     - Click **Browse for Recipients**.
     - Locate the recipients and select the text box under the *To*, *CC*, or *BCC* column.
     - If you need to navigate to the next page of recipients, click the *Next Page* icon.
     - Click **Save**.
4. If you want to mark your message as high priority, select *High priority*.
5. If you want to make changes to the message, you can edit the subject and message, insert an equation or add an attachment. For more information, see *Posting Messages*.
6. If you want to preview the message, click **Preview**.
7. Do one of the following:
   - If you are not ready to forward the message, but you have made changes that you want to save, click **Save as Draft**.

- To forward the message, click **Send**.

Editing Draft Messages

If you saved a message as a draft, you can edit it and then post it to the topic.

1. From the topic that contains the draft message, click **View Drafts**.
2. Under *Name*, click the subject line.
3. You can edit the subject and message, insert an equation, and add attachments. For more information, see *Posting Messages*.
4. If you want to preview your message, click **Preview**.
5. Do one of the following:
   - To save the message again as a draft, click **Save**.
   - To post the message, click **Post Now**.

Editing Posted Messages

You can edit a message and then re-post it to the topic. The edited message replaces the original message, but it is not marked as a new message. You can also edit replies to threaded messages, but you cannot edit comments in blog and journal topics.

You can edit a message and then re-post it to the topic. The edited message replaces the original message, but it is not marked as a new message. You can also edit replies to threaded messages, but you cannot edit comments in blog topics.

NOTE: This functionality may not be available to Students.

NOTE: This functionality may not be available to Portfolio Reviewers.

1. Locate the message. For more information, see *Locating, Reading, and Navigating Messages*.

   NOTE: You can only edit messages that you posted.

2. Click **Edit Message**.
3. You can edit the subject and message, insert an equation, and add attachments. For more information, see *Posting Messages*.
4. If you want to preview your message, click **Preview**.

5. Do one of the following:
    - If you are not ready to post the edited message but want to save it, click **Save as Draft**.
    - To post the message, click **Post**.

MANAGING REFLECTION MESSAGES

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

NOTE: In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
    - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

      NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.
    - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
    - To go to the next page, click the *Next Page* icon.
    - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
    1. Click the *Paging Preferences* icon.
    2. Enter the number of items to appear on each page and click **OK**.

Moving and Copying Messages

You can move or copy messages from one topic to another topic in the same category, in a different category, or in *Uncategorized Topics*, as long as they are the same type of topic. For example, you cannot move messages from a threaded topic to a journal or blog topic.

You can move or copy messages from one topic to another topic in the same category, in a different category, or in *Uncategorized Topics*, as long as they are the same type of topic. For example, you cannot move messages from a threaded topic to a blog topic.

After they are moved or copied, messages take the properties of the new topic. For example:

- If you move or copy messages from a topic that does not allow peer review to a topic that allows it, the peer review functionality is added to the messages.
- If you move or copy messages from a topic that does not allow message ratings to a topic that allows them, the message ratings functionality is added to the messages.
- If you move or copy messages from a topic that allows peer review by simple scale rating to a topic that allows peer review by grading form, the previous ratings are removed and the functionality is added.
- If you move or copy messages from a topic that allows message editing to a topic that does not allow you to edit messages after posting, the editing functionality is removed from the messages.

1. From the messages screen, select the messages. To move or copy:
   - a message and its comments, select the message.
   - a thread, select the first message in the thread.
   - a reply to a thread, select the message.
   - all messages on the page, select the check box in the table heading row or click **Select All**.
   - selected messages that appear on different pages, click the *Paging Preferences* icon and change the number of records per page to display all the messages.

   You can select multiple messages and threads.
2. From the *Move to* or *Copy to* drop-down list, select the topic and click the *Go* icon.
3. Click **OK**. If the messages screen appears, the topic that you selected contained no messages; the messages have been moved or copied.
4. If the *Specify Thread* pop-up window appears, the topic that you selected already contains messages; select a location for the messages within the existing messages:
   a. Under *Name*, select either *Start a new thread* or select the message that you want the messages to appear under.
   b. Click **OK**.

Sorting Messages

You can sort messages in ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the sort criterion indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

1. From the messages screen, do one of the following:
   - To sort threaded messages, click the title of the column by which you want to sort items.
   - To sort blog messages, next to *Sort by*, click **Date**, **Author**, or **Rating**.
   - To sort journal entries, next to *Sort by*, click **Date** or **Rating**.

   If the items were not previously sorted by that criterion, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order. To reverse the sort order, click the column title again.

Locking and Unlocking Messages

You can lock messages and threads so that Student can read messages, but they cannot reply or comment, edit, forward, or submit peer review. Section Instructors and Teaching Assistants can post to locked messages. You can have a mix of locked and unlocked messages in the same topic.

You can lock messages and threads so that Portfolio Reviewers can read messages, but they cannot reply or comment, edit, forward, or rate. Portfolio Owners can post to locked messages. You can have a mix of locked and unlocked messages in the same topic.

For information about controlling Student participation in topics, including how to lock topics, see the *Topic Behavior Options* in *Creating and Editing Topics*. For information about releasing topics to specific groups of Students or on specific date, see *Adding Group Criteria to Items* or *Adding Date Criteria to Items*.

1. Depending on the type of topic, do one of the following:
   - In threaded topics, locate the thread and click the subject of the first message in the thread.
   - In blog topics, locate the message.
   - In journal topics, locate the entry.
2. Do one of the following:
   - To only allow users to read messages, click **Lock Thread**.
   - To allow users to use all functionality available in the topic, click **Unlock Thread**.

Marking Threaded Messages as Unread or Read

In threaded topics, you can mark messages as unread or read.

1. From the threaded messages, select the messages you want to mark as unread or read:
   - To mark selected messages, select the check box next to each message.
   - To mark all messages on the page, in the table heading row, select the check box next to *Subject*.

     TIP: To select messages on several pages, click the *Paging Preferences* icon and change the number of messages per page to display all the messages on one page.
2. Click **Mark as Unread** or **Mark as Read**.

Printing and Saving Messages

You can compile messages and then print or save them. You can also use the compiled list to read and respond to the messages. After you have compiled messages, they are marked as read.

1. Locate the messages.
2. Select the messages that you want to print or save:
   - For threaded messages:
     - To select specific messages, select the check box next to each message.
     - To select all messages on the current page, in the table heading row, select the check box.
   - For blog messages and journal entries:
     - To select specific messages or entries, select the check box next to the subject.
     - To select all messages on the current page, click **Select All**.
   - For blog messages:
     - To select specific messages or entries, select the check box next to the subject.
     - To select all messages on the current page, click **Select All**.
3. Click **Create Printable View**.
4. If you want to print the compiled messages, click **Print**.
5. If you want to download the compiled messages, click **Save as File**.
6. If you want to reply to a message, click **Reply**. For more information, see *Replying and Commenting on Messages*.
7. When you are finished viewing the compiled messages, click **Close this window**.

Deleting Messages

When you delete a message, all replies to the message are also deleted.

NOTE: Depending on administrator settings, this feature may not be available to Teaching Assistants.

1. From the messages screen, do one of the following:
   - To delete one message, locate the message and click its *ActionLinks* icon.
   - To delete multiple messages, select the messages.
   - To delete all messages on the page, select the check box next to *Subject* or click **Select All**.

     TIP: To delete messages that span multiple pages, adjust the number of messages listed on a single page to include all messages you want to delete. For more information, see *Navigating Multiple Pages*.
2. Click **Delete**.
3. Click **OK**.

USING MESSAGE RATINGS

Rating Messages

If peer review is enabled, you can review messages posted to the topic. Depending on topic properties, you might only be able to see other peer reviews after you submit your own review, and either your name will appear with your review or your review will be posted anonymously.

If message ratings are enabled, you can rate messages posted to the topic. Depending on topic properties, you might only be able to see other ratings after you submit your own rating, and either your name will appear with your rating or your rating will be posted anonymously.

1. From the message, click **Review this Message** .
2. From the message, click **Rate this Message**.
3. Depending on the type of peer review used, do one of the following:
   - If a simple rating scale is used, select the rating.

- If a grading form is used, select a performance indicator for each criterion.

4. Select the rating
5. In the *Comments* or *Reason for your rating* text box, enter a reason for your selections.

   NOTE: This option may not be available.

6. In the *Reason for your rating* text box, enter a reason for your selections.

   NOTE: This option may not be available.

7. Click **Save**.

Viewing Message Ratings

If a message that you posted has been reviewed, you can access all reviews of your message. Depending on topic settings, you may also be able to access reviews of others' messages.

If a message that you posted has been rated, you can access all ratings of your message. Depending on topic settings, you may also be able to access ratings of others' messages.

1. Locate the message for which you want to see reviews.

   TIP: If you want to see reviews on messages that you posted, from the *Discussions* screen click **All My Posts** and click the message subject.

   For peer reviews using a simple rating scale, the average rating and number of reviews is displayed. If a grading form is used, the number of reviews is displayed.

   NOTE: For others' messages, this functionality may only appear after you have submitted a review.

2. Locate the message for which you want to see ratings.

   TIP: If you want to see ratings on messages that you posted, from the *Reflections* screen click **All My Posts** and click the message subject.

   The average rating and number of reviews is displayed.

   NOTE: For others' messages, this functionality may only appear after you have submitted a rating.

3. Click **View All Reviews**.

   - If a simple rating scale is used, the ratings and reasons appear, followed by the ratings distribution graph.
   - If a grading form is used, the form displays at the top, with the number of reviews for each

performance indicator in parentheses. Click the *Expand/Collapse* icon to see the ratings and comments submitted by each reviewer.

4. Click **View All Ratings**. The ratings and reasons appear, followed by the ratings distribution graph.

Viewing Ratings that you Submitted

After you submit peer review, you can access it from the message.

After you submit a message rating, you can access it from the message.

From the *Message* screen:

- If a simple rating scale is used, next to *My rating*, your star selection is displayed.
- If a grading form is used, click **My Review**. The grading form is displayed, showing your selections and comments.

From the *Message* screen, next to *My rating*, your star selection is displayed.

Chapter 16: Resume

Using the *Resume* tool, you can make your resume available to all users enrolled as Portfolio Reviewer by adding it to the *Home Page*. You can provide information in your resume such as:

- career objectives.
- education.
- work experience.
- professional and personal references.

There are two ways to add a resume to your portfolio. You can use the built-in resume feature to create a resume, or you can import a file.

Built-in Resume

With the built-in resume feature, you can add resume details to six different sections within the resume. Each section is called an *item*. You can add multiple versions of each item and title them as you desire.

You can add resume details to the following items:

- Header
- Objective
- Education
- Work History
- References
- Custom

Resume File

If you have created a resume outside your portfolio that you want to use, you can import the file and make it available to users enrolled as Portfolio Reviewer in your portfolio.

Creating a Resume

To create a resume using the *Resume* tool, you can:

- add a *Header* item.
- add *Objective* items.
- add *Education* items.
- add *Skills*.
- add *Custom* items.

- add *Work History* items.
- add *References*.

You can create multiple versions of each of these items and change their titles except the *Header* item.

Alternatively, you can import a text or HTML file that you have created and import it into your portfolio.

Adding Resume Items

In the *Resume* tool, you can add the following items to your portfolio resume: header, objective, education, work history, and references. If you have additional information that does not belong in one of these categories, you can add custom items.

1. From the *Resume* screen, click **Add Resume Item**.
2. Click the item you want to add.
3. If you want to change the default title, edit the title in the *Heading* text box. Header items do not have headings.
4. In the *Content* text box, enter content in Plain Text or HTML format:
    - To create content in Plain Text format, enter it in the *Content* text box. The content will appear exactly as you have typed it.
    - To create content in HTML format, you can use the *HTML Creator* or hand code the HTML:
        - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.
        - To hand code the HTML:
            a. Select *Use HTML*.
            b. Enter the HTML code.
5. Click **Save**.

Importing a Resume

Instead of using the *Syllabus* tool to create a syllabus, you can import a syllabus. The imported syllabus must be in plain text or HTML format.

Instead of using the *Resume* tool to create a resume, you can import a resume. The imported resume must be in plain text or HTML format.

NOTE: If you used the *Syllabus* tool to add items, this information is saved but not displayed after you import a syllabus. Only the information in the imported syllabus is displayed.

NOTE: If you used the *Resume* tool to add items, this information is saved but not displayed after you import a resume. Only the information in the imported resume is displayed.

1. From the *Syllabus* screen, under *Select Syllabus Type*, select *Use File* and click **Select**.
2. From the *Resume* screen, under *Select Resume Type*, select *Use File* and click **Select**.
3. Under *Select Syllabus*, click **Browse**. The *Content Browser* pop-up window appears.
4. Under *Select Resume*, click **Browse**. The*Content Browser* pop-up window appears.
5. Locate and select the file. For more information on browsing for files and folders, see *Navigating with Content Browser*.

WORKING WITH RESUME ITEMS

Editing Resume Items

You can edit *Resume* items, such as objectives, education, and work history. If the resume was imported as an HTML file, you can edit it in *Files*. If the resume was imported in another file format, you must edit it on your local computer and import it again.

1. From the *Resume* screen, click the item title.
2. Edit the information. In some text boxes, you can enter or edit the content in Plain Text or HTML format:
   - To edit the content in Plain Text format, enter it in the text box. The content will appear exactly as you have typed it.
   - To edit the content in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.

3. Click **Save**.

Showing or Hiding Resume Items

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Show Item**.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Hide Item**.

Moving Resume Items

After adding *Syllabus* items, you can change the order in which they are presented in the syllabus.

After adding *Resume* items, you can change the order in which they are presented in the resume.

To move items above an item:

a. From the *Syllabus* screen, next to the items that you want to move, select the check box.

b. From the *Resume* screen, next to the items that you want to move, select the check box.

c. Locate the item above which you want to move the selected items and click its *Move Selected Items Above* icon.

Deleting Resume Items

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

IMPORTANT:

- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
- In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
- In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
- In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
- In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
- In the *Web Links* tool, Students can delete only their own web links.

- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
- Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

Printing a Resume

You can convert the syllabus to a version that can be printed using your browser's print function. In the printable version, all syllabus items are expanded to display their content.

You can convert a resume to a version that can be printed using your browser's print function. In the printable version, all resume items are expanded to display their content.

NOTE: Hidden items do not appear.

1. From the *Syllabus* screen, click **Printable Version**.
2. From the *Resume* screen, click **Printable Version**.
3. Click your browser's print function and follow the prompts.

CHAPTER 17: SET PREFERENCES

The *Set Preferences* area is a central place containing tools that you use to customize a portfolio:

Tools
In a portfolio, you use tools to perform specific activities. You can determine which tools will be used in the portfolio. For example, if you want to create a resume, you add the *Resume* tool and use it to create or import a resume. Or if you want to create reflection topics, you add the *Reflections* tool.

Menus
Menus contains links to portfolio tools. The following menus are available to Portfolio Owners and Portfolio Designers: *Portfolio Menu, Owner Tools,* and *Options*. Portfolio Reviewers only have access to the *Portfolio Menu*. You can temporarily hide tools from Portfolio Reviewers by hiding links to tools on the *Portfolio Menu*.

Colors
You can customize a portfolio by choosing text and background colors. You can also use predefined color sets, including a high contrast set.

Icons
The *Home Page* tool is where you can organize and present material for Portfolio Reviewers. You can customize the *Home Page* tool by choosing different default icon styles or using your own icons.

Settings
You can edit settings for tools in a portfolio. Settings allow you to configure and disable or enable tools. If you enable a tool, you and other users can access the tool and its material in the portfolio. If you disable a tool, you remove a tool and its material from the portfolio. However, the material is saved and becomes available again when you enable the tool.

USING TOOLS

To create, organize, or deliver material in a portfolio, you use various tools. Tools allow you to perform specific activities in a portfolio. For example, if you want to create a resume, you can add the *Resume* tool and use it to create a resume. Portfolio Reviewers can view the resume if you make it available.

Links to tools are listed under three menus in a portfolio: *Portfolio Menu*, *Owner Tools*, and *Options*. Portfolio Owners and Portfolio Designers can access tools from all the menus but Portfolio Reviewers can only access tools on the *Portfolio Menu*. If you want to make material in *Owner Tools* available to Portfolio Reviewers you must add it to the *Home Page*.

For more information on how to use specific tools, see topics for each tool.

IMPORTANT: In order to use tools in a portfolio, they must be enabled. Administrators can enable or disable tools. You may be allowed to enable or disable tools from *Settings* in the *Set Preferences* area.

Adding or Removing Tools

Tools that are available in a portfolio appear under *Portfolio Menu*, *Owner Tools*, and *Options*. Portfolio Reviewers can only see tools on the *Portfolio Menu*. If you want to share material from *Owner Tools* with Portfolio Reviewers, you must add it to the *Home Page*.

If necessary, you can add more tools to *Portfolio Menu* and *Owner Tools*. For example, if you want to create a reflection topic, you add the *Reflections* tool. Or if you want to allow Portfolio Reviewers to see your calendar, you add the *Calendar* tool. After you have added tools, a link to each tool appears on the menus. You access the tools and their material by clicking the links.

If you do not want certain tools to be used in the portfolio, you can remove them from *Portfolio Menu* and *Owner Tools*. Material in those tools is saved and will be available if you add the tools again.

If there is material in a *Portfolio Menu* tool that you do not want to make available to Portfolio Reviewers yet, you can hide the tool temporarily instead of removing it.

IMPORTANT: If you created links to items on the *Home Page* and other locations in the portfolio, those links will still be available even if you remove the tool. For example, if you created a link to an reflection topic, that link will still be available even if you remove the *Reflections* tool.

1. From *Set Preferences*, click **Tools**.
2. Do one of the following:
   - To add tools, select the check box next to each tool and click **Save**.
   - To remove tools, clear the check box next to each tool and click **Save**.

Hiding or Showing Portfolio Menu Tools

You can temporarily hide links to tools on the *Portfolio Menu* so Portfolio Reviewers cannot access them. For example, if you were working on some calendar entries and you didn't want Portfolio Reviewers to see them before you were finished, you could hide the link to the *Calendar* tool.

When you want Portfolio Reviewer s to access tools from the *Portfolio Menu* again, you can show the links.

NOTE: The *Home Page* tool cannot be hidden. You can hide material on the *Home Page* from the *Home Page* or *Manage Views* tools.

1. From *Set Preferences*, click **Menus**.
2. In the *Portfolio Reviewer Visibility* column, do one of the following:
    - To hide tools, locate each tool and click **Hide Link**. On the **Build Portfolio** tab, the hidden tools are marked with *(H)* to indicate that they are hidden.
    - To show tools, locate each tool and click **Show Link**.

MANAGING MENUS

Menus are a primary navigation feature in a portfolio. The *Portfolio Menu* is visible throughout the portfolio and contains links to tools and *Home Page* items that can be made available to all users. Portfolio Owners and Portfolio Designers can also access tools on the *Owner Tools* and *Options* menus. *Owner Tools* contains tools for building content that can be added to the *Home Page*. *Options* contains tools for configuring your portfolio and managing guests.

Changing the Appearance of Tool Links on Menus

Menus are a primary navigation feature in a portfolio. The *Portfolio Menu* is visible to all roles. The *Owner Tools* and *Options* menus are only visible to Portfolio Owners and Portfolio Designers.

You can change the appearance of links on the menus:

- icons and text
- text only
- icons only

If new material becomes available in tools on the *Portfolio Menu*, a *New items available* icon appears next to each link. If a tool is hidden from Portfolio Reviewers, the link is marked with *(H)* and does not appear to Portfolio Reviewers.

1. From *Set Preferences*, click **Menus**.

2. Under *General Settings*, next to *Menus,* select one of the following options:
   - *Display as icons and text*
   - *Display text only*
   - *Display icons only*
3. Click **Apply Settings**.

Expanding and Collapsing Menus

Menus are the primary navigation feature in a portfolio. Menus are visible throughout the portfolio and contain links to tools used for creating material, designing and customizing your portfolio, and managing guests. You can access tools by clicking the links on the menus.

If the links are displayed as both icons and text, you can horizontally expand and collapse the menu frame to display or hide icon labels on the menus. Collapsing the menu frame increases the viewing area of the current screen. You can also vertically expand and collapse the *Portfolio Menu*, *Owner Tools* and *Options* menus individually.

- To expand or collapse the menu frame, click the **Expand or Collapse** toggle.
- To expand or collapse the *Portfolio Menu*, *Owner Tools* or *Options* menus: Click the **Expand or Collapse** icon next to the heading.

Moving Links on the Portfolio Menu

NOTE: Depending on administrator settings, this feature may not be available.

The course menu is the primary navigation feature in a course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the menu. You can change the order of links, except for the *Course Content* link, by moving them up or down on the course menu.

You can change the order of links on the *Portfolio Menu*, except for the *Home Page* link, by moving them up or down.

IMPORTANT: If you are designing a template, these settings apply to all courses that are based on the template. The Section Designer or Section Instructor can change these settings in a course without changing the template.

1. From *Manage Course*, click **Course Menu**.
2. From *Set Preferences*, click **Menus**.

3. In the *Move* column, select the link that you want to move up or down.
4. Do one of the following:
   - To move the item up:
     a. Locate a link above the one that you already selected and click its *ActionLinks for this Item* icon.
     b. Click **Move Selected Above**.
   - To move the item down or to the end of the list:
     a. Locate a link below the one that you already selected and click the *ActionLinks for this Item* icon.
     b. Click **Move Selected Below**.

Hiding or Showing the Portfolio Menu Tools

You can temporarily hide links to tools on the *Portfolio Menu* so Portfolio Reviewers cannot access them. For example, if you were working on some calendar entries and you didn't want Portfolio Reviewers to see them before you were finished, you could hide the link to the *Calendar* tool.

When you want Portfolio Reviewer s to access tools from the *Portfolio Menu* again, you can show the links.

NOTE: The *Home Page* tool cannot be hidden. You can hide material on the *Home Page* from the *Home Page* or *Manage Views* tools.

1. From *Set Preferences*, click **Menus**.
2. In the *Portfolio Reviewer Visibility* column, do one of the following:
   - To hide tools, locate each tool and click **Hide Link**. On the **Build Portfolio** tab, the hidden tools are marked with *(H)* to indicate that they are hidden.
   - To show tools, locate each tool and click **Show Link**.

Adding Custom Links

You can add a custom link to an Internet resource, such as Google™ (`http://www.google.com`), under *Portfolio Menu* where it is visible to all users in the portfolio.

1. From *Set Preferences*, click **Menus**.
2. Next to *Portfolio Menu*, click **Add Custom Link**.

3. In the *Title* text box, enter the name of the link. For example: `Google`.
4. In the *URL* text box, enter the URL for the link. You have the option of entering the protocol. If none is entered, the default protocol is HTTP. For example: `http://www.google.com`.
5. Decide if you want to use an icon. The image will be re-sized to 20x20 pixels automatically.
   - If you do not want to use an icon, click **Save**.
   - If you want to use an icon
     a. Click **Browse**. The *Content Browser* pop-up window appears.
     b. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
6. Click **Save**.

Editing Custom Links

If a custom link to an Internet resource, such as Google™ (`http://www.google.com`), was added to the *Portfolio Menu*, you can edit it.

1. From *Set Preferences*, click **Menus**.
2. Locate the custom link that you want to edit and click its *ActionLinks* icon.
3. Click **Edit Custom Link**.
4. In the *Title* text box, edit the name of the link. For example: `Google`.
5. In the *URL* text box, edit the URL for the link. You have the option of entering the protocol. If none is entered, the default protocol is HTTP. For example: `http://www.google.com`.
6. Decide if you want to use an icon. The image will be re-sized to 20x20 pixels automatically.
   - If you do not want to use an icon, click **Save**.
   - If you want to use an icon:
     a. Click **Browse**. The *Content Browser* pop-up window appears.
     b. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
7. Click **Save**.

Deleting Custom Links

If a custom link to an Internet resource, such as Google™ (`http://www.google.com`), was added to the *Portfolio Menu* but you no longer want to use the link, you can delete it.

1. From *Set Preferences*, click **Menus**.
2. Next to *Portfolio Menu*, locate the custom link that you want to delete and click its *ActionLinks* icon.
3. Click **Delete**.

MANAGING COLORS

NOTE: Depending on administrator settings, these features may not be available.

You can customize a course by choosing different text and background colors. You can use a predefined color set which applies a consistent color scheme throughout the course, or you can create a custom color set. In compliance with the US Rehabilitation Act, Section 508, the Blackboard Learning System also offers a high contrast color set which allows users who have difficulty distinguishing colors to use the Blackboard Learning System.

You can customize a portfolio by choosing different text and background colors. You can use a predefined color set which applies a consistent color scheme throughout the course, or you can create a custom color set. In compliance with the US Rehabilitation Act, Section 508, the Blackboard Portfolio System also offers a high contrast color set which allows users who have difficulty distinguishing colors to use the Blackboard Portfolio System.

Selecting a Color Set

Creating a Custom Color Set

NOTE: Depending on administrator settings, this feature may not be available.

You can customize a course by choosing background and text colors to create a custom color set.

You can customize a portfolio by choosing background and text colors to create a custom color set.

You can select the background color of the following:

- page
- table headers
- course menu containing *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students

- *Portfolio Menu*, *Owner Tools*, and *Options*
- selected items on the course menu
- selected items on the menus
- highlighted items on the course menu
- highlighted items on the menus

You can select the text color of the following:

- page text
- table headers
- links
- visited links
- items on the course menu
- selected items on the course menu
- selected items on the menus
- highlighted items on the course menu
- highlighted items on the menus

To further customize a course, you can override custom colors that are set here by changing the background color in the *Course Content* tool.

To further customize a portfolio, you can override custom colors that are set here by changing the background color in the *Home Page* tool.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Colors**.
2. From *Set Preferences*, click **Colors**.
3. Under *Color Set*, select *Custom*. The preview frame displays the elements that you can select colors for.
4. Under *Preview*, click the *Edit* icon next to the element that you want to change.
5. Do one of the following:
    - Click a color.
    - In the *Color value* text box, enter the RGB color value and click **Preview**.
6. Click **Apply**. The new color appears in the preview frame.

7. Click **Apply**. The new color is applied.

MANAGING ICONS

NOTE: Depending on administrator settings, these features may not be available.

In the *Course Content* tool, you can choose an icon set or change an icon style for an individual link. Links can appear as icon and text, icon only, or text only.

In the *Home Page* tool, you can choose an icon set or change an icon style for an individual link. Links can appear as icon and text, icon only, or text only.

Selecting an Icon Set

Customizing an Individual Icon

NOTE: Depending on administrator settings, this feature may not be available.

In the *Course Content* tool, an icon set is used by default so that a consistent icon style is used for files, content folders, and content links. However, you can use your own images as custom icons. The custom icon is used wherever that type of item appears in the *Course Content* tool. If the icon was already changed to a custom one, you can revert to the original icon. Ensure that your image measures approximately one inch by one inch or smaller. If the image is larger, it is unsuitable as an icon.

In the *Home Page* tool, an icon set is used by default so that a consistent icon style is used for files, folders, and links. However, you can use your own images as custom icons. The custom icon is used wherever that type of item appears in the *Home Page* tool. If the icon was already changed to a custom one, you can revert to the original icon. Ensure that your image measures approximately one inch by one inch or smaller. If the image is larger, it is unsuitable as an icon.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Content Icons**.
2. From *Set Preferences*, click **Icons**.
3. Locate the icon that you want to customize and click its **ActionLinks** icon.
4. Depending on whether the icon was changed before, do one of the following:

- If the icon was changed before and you want to use the original icon, click **Revert to Original** and **Apply**.
- If the icon was not changed before, you can customize it:
  a. Click **Replace Image**. The *Content Browser* pop-up window appears.
  b. Locate and select the file you want to use. For more information, see *Navigating with Content Browser*.
  c. If you selected a file in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
     - To create a subscription to the file, select *Subscribe* and click **OK**
     - To create a copy of the file that you can edit, select *Copy* and click **OK**.
  d. If you selected a file in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
     - To use the existing subscription, select *Keep* and click **OK**.
     - To create a copy of the file that you can edit, select *Keep and copy* and click **OK**.

5. On the *Course Content Icons* screen, click **Apply**.
6. On the *Icons* screen, click **Apply**.

SETTINGS

Settings determine which tools and features are enabled in the course.

Settings determine which tools and features are enabled in the portfolio.

Settings are listed under the following headings:

- *Tools*: these settings allow you to configure settings specific to course tools. For example, using the *Mail* tool settings you can enable or disable the tool and specify the maximum attachment size.
- *Tools*: these settings allow you to configure settings specific to portfolio tools. For example, using the *Message Center* tool settings you can enable or disable the tool and specify the maximum attachment size.
- *Administration*: these settings allow you to configure settings that apply to the program in a broader sense. For example, using the *International* administration settings you can set the time and date format used throughout the course.
- *Administration*: these settings allow you to configure settings that apply to the program in a broader sense. For example, using the *International* administration settings you can set the time and date format used throughout the portfolio.
- *System Integration*: these settings allow you to configure deployable components.

Overview of Configuring Settings

Settings determine which features are enabled and how the features are configured for the course. You can specify setting values for your courses. If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it. Administrators can also override your setting values if they want to ensure consistent feature configuration for all courses.

Settings determine which features are enabled and how the features are configured for the portfolio. You can specify setting values for portfolios. If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it. Administrators can also override your setting values if they want to ensure consistent feature configuration for all portfolios.

1. From the *Manage Course* screen, click **Settings**.
2. From the *Set Preferences* screen, click **Settings**.
3. Click the setting that you want to configure.
4. Under *Value*, select or enter a value. For more information, see the topic for the setting.
5. Click **Save Values**.

Configuring Tool Settings

Binders Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Learning Modules Tools* screen, specify setting values:

   From the *Binders Tools* screen, specify setting values:

Setting	Description
Enable *Learning Modules* tool	Determines whether the tool is available for use in a course.
Enable *Binders* tool	Determines whether the tool is available for use in a portfolio.

2. Click **Save Values**.

Calendar Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Calendar Tools* screen, specify setting values:

Setting	**Description**
Enable *Calendar* tool	Determines whether the tool is available for use in a course.
Enable *Calendar* tool	Determines whether the tool is available for use in a portfolio.
Display institution public entries in the section *Calendar*	Institution public entries, created by the Institution Administrator, are always displayed when *Calendar* is accessed from *My Blackboard*. This setting determines whether institution public entries are also displayed when *Calendar* is accessed from the section .
Allow non-Section Instructors to add public entries to the section *Calendar*	Determines whether Teaching Assistants, Students, and Auditors can create public entries in the section *Calendar*. Public entries appear in all section members' *Calendar*.

2. Click **Save Values**.

Create Printable View Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Create Printable View Tools* screen, specify setting values:

Setting	**Description**
Enable *Create Printable View* tool on action menu in learning modules	If enabled, designers can choose to hide or display the *Create Printable View* tool on the action menu of learning modules. The *Create Printable View* tool allows Section Instructors, Teaching Assistants, Students, and Auditors to create a printable view of all or selected items in a learning module.

Setting	Description
Enable *Create Printable View* tool in binders for Portfolio Owners and Portfolio Designers	If enabled, Portfolio Owners and Portfolio Designers can create a printable view of all or selected items in a binder while previewing a binder. Portfolio Reviewers cannot use this tool.

2. Click **Save Values**.

Gallery Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Media Library Tools* screen, specify setting values:

   From the *Gallery Tools* screen, specify setting values:

Setting	Description
Enable *Media Library* tool	Determines whether the tool is available for use in a course
Enable *Gallery* tool	Determines whether the tool is available for use in a portfolio

2. Click **Save Values**.

Goals Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Goals Tools* screen, specify setting values:

Setting	Description
Enable *Goals* tool	Determines whether the tool is available for use in a course. Determines whether the tool is available for use in a portfolio.

Setting	Description
Allow Students to see content that has been associated with Goals	Determines whether Students can see content, such as assessments or assignments, that have been associated with goals.
Allow Portfolio Reviewers to see items that have been associated with Goals	Determines whether Portfolio Reviewers can see items that have been associated with goals.

2. Click **Save Values**.

HTML Creator Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *HTML Creator Tools* screen, specify setting values:

Setting	Description
Allow Students and Auditors to use the *HTML Creator*	Determines whether Students and Auditors can use the *HTML Creator* to create and edit content. **WARNING:** If users are allowed to use the HTML Creator, they may have already used the tool to create content. If you change the setting to disallow users from using the HTML Creator, all of the content they already created will appear as HTML source code. If users do not know how to modify HTML source code without a WYSIWYG HTML editor, they may not be able to modify existing content and will have to recreate the content using plain text.

Setting	Description
Allow Portfolio Reviewers to use the *HTML Creator*	Determines whether Portfolio Reviewers can use the *HTML Creator* to create and edit material. **WARNING:** If users are allowed to use the HTML Creator, they may have already used the tool to create material. If you change the setting to disallow users from using the HTML Creator, all of the existing text will appear as HTML source code. If users do not know how to modify HTML source code without a WYSIWYG HTML editor, they may not be able to modify existing text and will have to recreate the material using plain text.
Allow Students and Auditors to use the spelling checker in the *HTML Creator*	Determines whether Students and Auditors can use the spelling checker in the *HTML Creator*.
Allow Portfolio Reviewers to use the spelling checker in the *HTML Creator*	Determines whether Portfolio Reviewers can use the spelling checker in the *HTML Creator*.

2. Click **Save Values**.

Message Center Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Mail Tools* screen, specify setting values:

   From the *Message Center Tools* screen, specify setting values:

Setting	Description
Enable *Mail* tool	Determines whether the tool is available for use in a course.
Enable *Message Center* tool	Determines whether the tool is available for use in a portfolio.

Setting	Description
Allow *Mail* messages to be forwarded to an external e-mail address	Determines whether users can specify an external e-mail address to which *Mail* messages will be forwarded. This cannot be done on a message by message basis; it is applied to all *Mail* messages received. If set to *True*, users access this feature from *My Settings* in the *My Blackboard* screen.
Maximum attachment size (KB)	Determines the maximum size of message attachments in kilobytes.
Display User Names in *Mail* tool and messages	Determines whether user names are displayed in brackets after users' first and last names throughout the tool and in messages.
Display User Names in *Message Center* tool and messages	Determines whether user names are displayed in brackets after users' first and last names throughout the tool and in messages.

2. Click **Save Values**.

My Computer Applet Settings

If an action allows selecting multiple files, *My Computer* applet can be used to select multiple files simultaneously. If *My Computer* is disabled, users must browse and select multiple files individually.

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *My Computer Applet Tools* screen, specify setting values:

Setting	Description
Enable *My Computer* Applet	Determines whether users can select multiple files simultaneously when completing actions that allow multiple file selection. If the *My Computer* applet is disabled, users can only select one file at a time.
Maximum number of files per upload	Determines the number of files users can upload each time they access the *My Computer* applet.

2. Click **Save Values**.

Reflections Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Discussions Tools* screen, specify setting values:

   From the *Reflections Tools* screen, specify setting values:

Setting	Description
Enable *Discussions* tool	Determines whether the tool is available for use in a course.
Enable *Reflections* tool	Determines whether the tool is available for use in a portfolio.
Maximum number of topics per section ("-1" represents unlimited)	Determines the maximum number of discussion topics allowed per section. In the text box, enter the numeric value. **NOTE:** To allow an unlimited number of discussion topics, enter: `-1`.
Maximum number of topics per portfolio ("-1" represents unlimited)	Determines the maximum number of discussion topics allowed per portfolio. In the text box, enter the numeric value. **NOTE:** To allow an unlimited number of discussion topics, enter: `-1`.
Allow Teaching Assistants to delete messages	Determines whether Teaching Assistants can delete discussion messages.
Allow Teaching Assistants to delete topics and messages inside	Determines whether Teaching Assistants can delete discussion categories, discussion topics, and all of the messages in the topics. Categories are used to group topics. Topics are used to group messages.
Allow Teaching Assistants to grade topics	Determines whether Teaching Assistants can assign a grade to a Student based on their participation in a gradable topic.

Setting	Description
Allow Students to edit their own posts (default value)	Determines the default value for the *Editable posts* discussion topic property. The *Editable posts* property determines whether Students can edit their messages in the topic after posting them.
Enable Blog and Journal type topic creation	Determines whether blog and journal type topics can be created. Threaded type topic creation is always enabled.
Enable Blog type topic creation	Determines whether blog type topics can be created. Threaded type topic creation is always enabled.
Enable Peer Review option	Determines whether the peer review options are available when creating topics.
Enable Message Rating option	Determines whether the message rating options are available when creating topics.

2. Click **Save Values**.

Resume Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Syllabus Tools* screen, specify setting values:

   From the *Resume Tools* screen, specify setting values:

Setting	Description
Enable *Syllabus* tool	Determines whether the tool is available for use in a course.
Enable *Resume* tool	Determines whether the tool is available for use in a portfolio.

2. Click **Save Values**.

Web Links Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Web Links Tools* screen, specify setting values:

Setting	Description
Enable *Web Links* tool	Determines whether the tool is available for use in a course.
Enable *Web Links* tool	Determines whether the tool is available for use in a portfolio.
Allow web links to be created by roles other than designer.	Determines whether roles other than designer, such as Section Instructors and Students, can create web links.

2. Click **Save Values**.

Configuring Administration Settings

International Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *International Administration* screen, specify setting values:

Setting	Description
Language	Sets the default language.
Prevent Students from changing language	Determines whether Students' language selections in *My Settings* will take effect. You would likely only set this to *true* to force the default language to be used for a language course.
Date format	Sets the format for displaying dates.
Time format	Determines whether the 12 hour or 24 hour clock is used.
Number format	Sets the format for displaying numbers.
File upload default character set	Determines the character set that is applied when uploading files to the server.

Setting	Description
Name format	Controls how users' names are displayed throughout the course. There are a few exceptions, such as *Grade Book*, *Selective Release*, and performance reports, where name parts appear in separate columns.
Name format	Controls how users' names are displayed throughout the portfolio.

2. Click **Save Values**.

Track Guests Settings

If a setting displays the message *This setting has been locked*, it has been locked by an administrator and you cannot modify it.

1. From the *Tracking Administration* screen, specify setting values:

   From the *Track Guests Administration* screen, specify setting values:

Setting	Description
Show tracking results	Determines the name information that appears in the tracking report. • *Anonymously* • *Student Name Only* • *Student Name and Username*
Show tracking results	Determines the name information that appears in the track guests report. • *Anonymously* • *Portfolio Reviewer Name Only* • *Portfolio Reviewer Name and Username*
Enable export	Determines whether tracking results can be exported.

2. Click **Save Values**.

CHAPTER 18: TRACK GUESTS

IMPORTANT: Topics in this chapter apply to Portfolio Owners only.

With the *Track Guests* tool, you can run reports on various Portfolio Reviewer activities in your portfolio during a specified date range.

You can run the following types of reports:

- *Summary of Activity*: provides an overall summary of user activity in the portfolio.
- *Portfolio Item Usage*: provides an overview of how often individual items in the portfolio are used.
- *File Usage*: provides an overview of the files that are viewed most frequently.
- *Portfolio Reviewer Tracking*: provides a detailed summary of activity information for individual Portfolio Reviewers in the portfolio.

You can use the statistics provided by these reports to:

- determine the items, tools, and pages that are of most interest to Portfolio Reviewers.
- determine each Portfolio Reviewer's level of participation in various portfolio activities.

EXAMPLE: If there are no messages posted to a reflection topic and you want to know if Portfolio Reviewers are having difficulty finding the topic, you can run a *Portfolio Item Usage* report to find out how often Portfolio Reviewers access the topic.

You can graph the report statistics for *Portfolio Item Usage* and *File Usage* reports. For all report types, you can export the statistics to your local computer.

ABOUT REPORT TYPES

About Summary of Activity Reports

Summary of Activity reports provide an overview of Student and Auditor activity in your course.

Summary of Activity reports provide an overview of Portfolio Reviewer activity in your portfolio.

These reports include the following data:

- *Total sessions*: the total number of sessions. Each time a Student or a Auditor accesses a course, it is counted as one session.
- *Total sessions*: the total number of sessions. Each time a Portfolio Reviewer accesses a portfolio, it is counted as one session.

- *Average session length*: the average duration of sessions.
- *Average sessions per day*: the average number of sessions per day.
- *Average sessions per day weekdays*: the average number of sessions between Mondays and Fridays.
- *Average sessions per day weekends*: the average number of sessions on Saturdays and Sundays.
- *Most active day*: the day that has the greatest number of sessions.
- *Least active day*: the day that has the least number of sessions.

  NOTE: Days for which there is no activity are not included in this statistic.

- *Most active hour of day*: the hour of the day that has the greatest number of sessions.
- *Least active hour of day*: the hour of the day that has the least number of sessions.

  NOTE: Hours for which there is no activity are not included in this statistic.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

About Portfolio Item Usage Reports

Course items, such as assignments, chat rooms, discussion topics, and web links, are created using course tools. The Course Item Usage report provides an overview of how often each item in the course is used by Students.

Portfolio items, such as reflection topics, binders, and web links, are created using portfolio tools. The Portfolio Item Usage report provides an overview of how often each item in the portfolio is used by Portfolio Reviewers.

NOTE: If an item has not yet been accessed by Students, it is not listed in the Course Item Usage report.

NOTE: If an item has not yet been accessed by Portfolio Reviewers, it is not listed in the Portfolio Item Usage report.

Course Item Usage reports contain the following data:

- *Item*: the item Students have accessed.
- *Visits*: the total number of times Students visited the item. Each time a Student accesses an item, it is counted as one item visit.
- *Average Time per Visit*: the average time Students spent per item visit.
- *Total Time*: the total amount of time Students spent in all item sessions.
- *Percent of Total Visits*: relates the time spent in the item to the total time spent in all items.

Portfolio Item Usage reports contain the following data:

- *Item*: the item Portfolio Reviewers have accessed.
- *Visits*: the total number of times Portfolio Reviewers visited the item. Each time a Portfolio Reviewer accesses an item, it is counted as one item visit.
- *Average Time per Visit*: the average time Portfolio Reviewers spent per item visit.
- *Total Time*: the total amount of time Portfolio Reviewers spent in all item sessions.
- *Percent of Total Visits*: relates the time spent in the item to the total time spent in all items.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

About File Usage Reports

File Usage reports provide an overview of the files Students are using in your course.

File Usage reports provide an overview of the files Portfolio Reviewers are using in your portfolio.

NOTE: If a file has not yet been accessed by Students, it is not listed in the File Usage report.

NOTE: If a file has not yet been accessed by Portfolio Reviewers, it is not listed in the File Usage report.

File Usage reports contain the following data:

- *File*: the file that Students have accessed.
- *File*: the file that Portfolio Reviewers have accessed.
- *Sessions*: the total number of file sessions. Each time a Student accesses a file it counts as one file session.
- *Sessions*: the total number of file sessions. Each time a Portfolio Reviewer accesses a file it counts as one file session.
- *Percent of Total Sessions*: relates the number of file sessions to the total number of sessions for all files.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

About Portfolio Reviewer Tracking Reports

The Student Tracking report provides an overview of Student activities in the course displaying both general session information and more detailed tool usage statistics for each Student.

The Portfolio Reviewer Tracking report provides an overview of Portfolio Reviewer activities in the portfolio displaying both general session information and more detailed tool usage statistics for each Portfolio Reviewer.

NOTE: Depending on administrator settings, the results displayed in this report may be anonymous with Student names replaced by numbers (for example, Student 1, Student 2).

NOTE: Depending on administrator settings, the results displayed in this report may be anonymous with Portfolio Reviewer names replaced by numbers (for example, Portfolio Reviewer 1, Portfolio Reviewer 2).

Student Tracking reports include the following data:

- *Student*: the Student's first and last names, or a number if tracking results are anonymous.
- *User Name*: the Student's user name.

  NOTE: If tracking results are anonymous, this data is not provided.

- *First Access*: the date and time of the first time the Student accessed the course.
- *Last Access*: the date and time of the last time the Student accessed the course.
- *Sessions*: the total number of user sessions for the Student.

  NOTE: Each time the Student accesses the course, it is counted as one user session.

- *Total Time*: the total time of the Student user sessions.
- *MailMessage Center*:
  - *Read Messages*: the total number of messages the Student read in the *Mail* tool.
  - *Sent Messages*: the total number of messages the Student sent in the *Mail* tool.
- *Artifact*
  - *Artifact Created*: the total number of artifacts the Student created.
  - *Artifact Saved*: the total number of artifacts the Student created and then saved to a location.
- *Discussions*:
  - *Read Messages*: the total number of messages the Student read in the *Discussions* tool.

    NOTE: If aStudent reads the same message several times, each reading event is counted in this statistic.

  - *Posted Messages*: the total number of messages the Student posted in the *Discussions* tool.
- *Calendar*:
  - *Viewed Entries*: the total number of entries the Student viewed in the *Calendar* tool.

  - *Added Entries*: the total number of entries the Student added to the *Calendar* tool.
- *Chat*:
  - *Entered Lobby Page*: the total number of times the Student entered the lobby page in the *Chat* tool.
- *Assessments*:
  - *Began*: the total number of assessments the Student began.
  - *Finished*: the total number of assessments the Student finished.
  - *Total Time*: the total amount of time the Student spent in the *Assessments* tool.
- *Assignments*:
  - *Read*: the total number of assignments the Student read.
  - *Submitted*: the total number of assignments the Student submitted.
  - *Total Time*: the total amount of time the Student spent in the *Assignments* tool.
- *Web Links*:
  - *Viewed*: the total number of web links the Student viewed.
- *Folders*:
  - *Viewed*: the total number of folders the Student viewed.
- *Files*:
  - *Viewed*: the total number of files the Student viewed.
- *Media Library*:
  - *Viewed Entries*: the total number of entries the Student viewed in the *Media Library* tool.
  - *Viewed Collections*: the total number of collections the Student viewed in the *Media Library* tool.

Portfolio Reviewer Tracking reports include the following data:

- *Portfolio Reviewer*: the Portfolio Reviewer's first and last names, or a number if tracking results are anonymous.
- *User Name*: the Portfolio Reviewer's user name.

  NOTE: If tracking results are anonymous, this data is not provided.

- *First Access*: the date and time of the first time the Portfolio Reviewer accessed the portfolio.
- *Last Access*: the date and time of the last time thePortfolio Reviewer accessed the portfolio.
- *Sessions*: the total number of user sessions for the Portfolio Reviewer.

  NOTE: Each time the Portfolio Reviewer accesses the portfolio, it is counted as one user session.

- *Total Time*: the total time of the Portfolio Reviewer's user sessions.
- *Message Center*:
  - *Read Messages*: the total number of messages the Portfolio Reviewer read in the *Message Center* tool.
  - *Sent Messages*: the total number of messages the Portfolio Reviewer sent in the *Message Center* tool.
- *Reflections*:
  - *Read Messages*: the total number of messages the Portfolio Reviewer read in the *Reflections* tool.

    NOTE: If a Portfolio Reviewer reads the same message several times, each reading event is counted in this statistic.
  - *Posted Messages*: the total number of messages the Portfolio Reviewer posted in the *Reflections* tool.
- *Calendar*:
  - *Viewed Entries*: the total number of entries the Portfolio Reviewer viewed in the *Calendar* tool.
- *Web Links*:
  - *Viewed*: the total number of web links the Portfolio Reviewer viewed.
- *Folders*:
  - *Viewed*: the total number of folders the Portfolio Reviewer viewed.
- *Files*:
  - *Viewed*: the total number of files the Portfolio Reviewer viewed.
- *Gallery*:
  - *Viewed Entries*: the total number of entries the Portfolio Reviewer viewed in the *Gallery* tool.
  - *Viewed Collections*: the total number of collections the Portfolio Reviewer viewed in the *Gallery* tool.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available. If your administrator has made changes to a Student's first name, last name, or user name, these changes will not be reflected in the report until the following day.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available. If your administrator has made changes to a Portfolio Reviewer's first name, last name, or user name, these changes will not be reflected in the report until the following day.

The Student Tracking report displays statistics for all Students in the course. You can view statistics for an individual Student in a separate report by running a Student Tracking Report for an Individual Student.

The Portfolio Reviewer Tracking report displays statistics for all Portfolio Reviewers in the portfolio. You can view statistics for an individual Portfolio Reviewer in a separate report by running a Portfolio Reviewer Tracking Report for an Individual Portfolio Reviewer .

WORKING WITH REPORTS

Running Reports

You can run the following types of reports:

- Summary of Activity
- Tool Usage
- Course Item Usage
- Portfolio Item Usage
- Entry Page or Tool
- Exit Page or Tool
- File Usage
- Student Tracking
- Portfolio Reviewer Tracking

1. From the *Tracking* screen, under *Select a Report Type*, locate and select the report type you want to run.
2. From the *Track Guests* screen, under *Select a Report Type*, locate and select the report type you want to run.
3. Under *Select a Date Range for the Report*, click the *Date Selection* and *Time Selection* icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: `12/31/2006` or `31/12/2006`.
4. Click **Run Report**. Depending on the settings applied by your administrator, activity statistics may not appear in the report immediately; it may take from one hour to one day before the statistics are available.
5. Depending on the report type, you can now graph or export the report.

Running Portfolio Reviewer Tracking Reports for Individual Portfolio Reviewers

If you want to view the course activity statistics for one Student, you can run an individual Student Tracking report. Then, from the Student Tracking report, you can specify to see the tracking details for a particular session or certain type of activity.

If you want to view the portfolio activity statistics for one Portfolio Reviewer, you can run an individual Portfolio Reviewer Tracking report. Then, from the Portfolio Reviewer Tracking report, you can specify to see the tracking details for a particular session or certain type of activity.

Tracking details let you view exactly which course items (for example: a file or web link) the Student accessed while logged in to a course, as well as when they accessed the course item and how long they spent working with it.

Tracking details let you view exactly which portfolio items (for example: a file or web link) the Portfolio Reviewer accessed while logged in to a portfolio, as well as when they accessed the portfolio item and how long they spent working with it.

When you generate tracking details for a particular session, you see information about a Student's activity with all tools during the session. Alternatively, when you generate tracking details for a particular type of activity, you see information about a Student's activity with one tool across multiple sessions.

When you generate tracking details for a particular session, you see information about a Portfolio Reviewer's activity with all tools during the session. Alternatively, when you generate tracking details for a particular type of activity, you see information about a Portfolio Reviewer's activity with one tool across multiple sessions.

1. From the *Tracking* screen, select and run the *Student Tracking* report.
2. From the *Track Guests* screen, select and run the *Portfolio Reviewer Tracking* report.
3. In the report, under *Student*, locate the Student for whom you want to run an individual report and click their name. You can export the report to your computer. Depending on the settings applied by your administrator, activity statistics may not appear in the report immediately; it may take from one hour to one day before the statistics are available.
4. In the report, under *Portfolio Reviewer*, locate the Portfolio Reviewer for whom you want to run an individual report and click their name. You can export the report to your computer. Depending on the settings applied by your administrator, activity statistics may not appear in the report immediately; it may take from one hour to one day before the statistics are available.
5. You can see more detailed statistics for a particular session, or for a certain type of activity, such as a web link viewing, by doing one of the following:
   - To see detailed statistics for a particular session, under *Session*, click the number for the session you want to see.
   - To see detailed statistics for a certain type of activity, click the activity's **Total** value at the bottom of the column. (You will only be able to generate detailed statistics for some types of activities.)

NOTE: The *Event Time* column in the *Tracking Details* screen displays the date and time the Student first accessed the course item. In addition, *Total Time* and *Time Spent* values in the *Student Tracking Report*, *Individual Student Tracking Report* and *Tracking Details* screens are a measurement of how long a course item was displayed, which may not be an accurate measurement of a Student's interaction with the course item.

NOTE: The *Event Time* column in the *Tracking Details* screen displays the date and time the Portfolio Reviewer first accessed the portfolio item. In addition, *Total Time* and *Time Spent* values in the *Portfolio Reviewer Tracking Report*, *Individual Portfolio Reviewer Tracking Report* and *Tracking Details* screens are a measurement of how long a portfolio item was displayed, which may not be an accurate measurement of a Portfolio Reviewer's interaction with the portfolio item.

Sorting Columns

If a column title in a report is underlined, you can sort items by that column. An arrow appears next to the column title by which items are currently sorted. An arrow pointing up indicates items are sorted in ascending order (1 to 10, A to Z); an arrow pointing down indicates items are sorted in descending order (10 to 1, Z to A).

1. Within the report, click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
2. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Graphing Reports

From within most reports, you can generate a bar graph of report data. Bar graphs are a valuable way for Section Instructors, especially distance learning Section Instructors, to quickly access a visual representation of participation in a course.

From within most reports, you can generate a bar graph of report data. Bar graphs are a valuable way for Portfolio Owners to quickly access a visual representation of participation in a portfolio.

EXAMPLE: The graph for the *Tool Usage* report displays the time spent in each tool as a percentage of the total time spent in all sessions. This graph could help a Section Instructor quickly identify which tools are not being used as much as expected. After identifying this, the Section Instructor may want to modify the under utilized tools to be more engaging to Students.

From the following reports, you can view a bar graph of the report data:

- Tool Usage Report: the graph compares tool usage by displaying the time spent in each tool as a percentage of the total time spent in all sessions.

- Course Item Usage Report: the graph compares item usage by displaying the time spent in each item as a percentage of the total time spent viewing all items.
- Portfolio Item Usage Report: the graph compares item usage by displaying the time spent in each item as a percentage of the total time spent viewing all items.
- Entry Page or Tool Report: the graph compares entry points by displaying the number of times each page was used as an entry point as a percentage of all pages used as entry points. Examples of entry points could be a *Mail* or *Assignment* icon on *My Blackboard*, or a course-related calendar entry accessed from the *Calendar* tool from *My Blackboard*. An entry point could also be a content folder on the *Home Page* screen from within a course.
- Exit Page or Tool Report: the graph compares exit points by displaying the number of times each page was used as an exit point as a percentage of all pages used as exit points.
- File Usage Report: the graph compares file usage by displaying the number of sessions in which each file was viewed, at least once, as a percentage of the total number of sessions in which a file was viewed.

1. From the *TrackingTrack Guests* tool, select and run the report that you want to graph.
2. From the *Tool Usage Report*, *Course Item Usage Report*, *Entry Page or Tool Report*, *Exit Page or Tool Report*, or *File Usage Report* screen, click **Graph**.
3. From the *Portfolio Item Usage Report* or *File Usage Report* screen, click **Graph**.
4. To remove the graph, click **Hide Graph**.

Exporting Reports

You can export reports to your computer in comma separated value (CSV) format.

NOTE: Depending on administrator settings, this feature may not be available to you.

1. From the *Tracking* screen, select and run the report that you want to export.
2. From the *Track Guests* screen, select and run the report that you want to export.
3. From the *Summary of Activity Report*, *Tool Usage Report*, *Item Usage Report*, *Entry Page or Tool Report*, *Exit Page or Tool Report*, *File Usage Report*, *Student Tracking Report*, or *Individual Student Tracking Report* screen, click **Export**.
4. From the *Summary of Activity Report*, *Portfolio Item Usage Report*, *File Usage Report*, *Portfolio Reviewer Tracking Report*, or *Individual Portfolio Reviewer Tracking Report* screen, click **Export**.
5. Save the file to your local computer.
6. Click **OK**.

CHAPTER 19: WEB LINKS

You can use the *Web Links* tool to compile a list of Internet addresses and organize them in categories. These Internet addresses can then be added to *Home Page* folders and binders to reference web pages outside of your portfolio.

EXAMPLE: Use *Web Links* to create a link in a *Home Page* folder or binder to a web page you created.

CREATING OR EDITING WEB LINKS

NOTE: Depending on administrator settings, this feature may not be available.

You can create or edit web links to Internet resources, such as web sites and search engines. Users other than designers can only edit web links they have created.

If you want to allow Students to create and edit web links, you must first create a web link category and select to allow Students to assign links to it. For more information, see *Creating or Editing Categories*.

You can create or edit web links to Internet resources, such as web sites and search engines.

1. Depending on whether you are creating or editing a web link, from the *Web Links* screen, do one of the following:
   - If you are creating a web link, click **Create Web Link**.
   - If you are editing a web link:
     a. Next to the title of the web link you want to edit, click the *ActionLinks* icon.
     b. Click *Edit Properties*.
2. Enter a title and description. The title appears as the link to the web link.
3. In the *URL* text box, enter the Internet address for the web link. You are not required to enter `http://`
4. If you want the web page to *Open in a new browser window*, select this option.
5. Next to *Item Visibility*, select to show or hide the item for Students.
6. Under *Category*, select the category in which to save the web link. If you do not select a category, web links will appear in a default category called *Uncategorized*.
7. Under *Goals*, if you want to associate a goal with this topic:

   NOTE: Goals are available only to designer roles.

   a. Click **Select Goals**.

   b. Select the items and click **Add Selected**.

8. Click **Save**.

LINKING WEB LINKS TO THE HOME PAGE AND BINDERS TOOLS

If you have content items, such as assignments, discussion topics, individual web links, and media library collections, you can create links to these items in the following locations:

- *Home Page* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links in *Course Content* and *Learning Modules*.

If you have created items with portfolio tools, such as binders, reflection topics, individual web links, and gallery collections, you can create links to these items in the following locations:

- *Home Page* and other folders in the *Home Page* tool
- binders in the *Binders* tool

Portfolio Reviewers can access these items by clicking the links on the *Home Page* and in binders.

NOTE: In the *Media Library* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

NOTE: In the *Gallery* tool, you can create links to collections but not to individual entries. In the *Web Links* tool, you can create links to individual web links but not to categories.

1. Go to the tool containing the item that you want to link to. For example, if you want to create a link to a web link, go to the *Web Links* tool.
2. Locate and select the item.
3. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon.

MOVING WEB LINKS

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
   - To move an item up:
     a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
     b. Click **Move Selected Above**.
   - To move an item down:
     a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
     b. Click **Move Selected Below**.

PREVIEWING WEB LINKS

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

NOTE: If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

NAVIGATING MULTIPLE PAGES

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

NOTE: In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

VIEWING LINKS TO WEB LINKS

If there are links to an item, such as a web link, in other locations of a course, you can view a list of these locations.

If there are links to an item, such as a web link, in other locations of a portfolio, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon.
2. Click **View Links to this Item**.

DELETING WEB LINKS

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

IMPORTANT:

- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
- In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.

  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**.
  2. Click **OK**.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**.
  3. Click **OK**.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon.
  2. Click **Delete**.
  3. Click **OK**.