

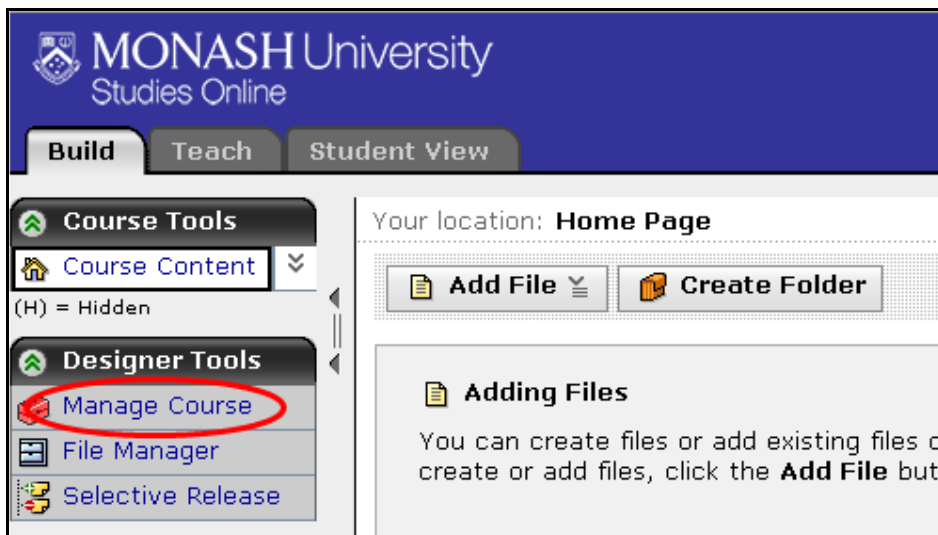
## Customising the Section

### Role: Administrators

#### Selecting Section Tools

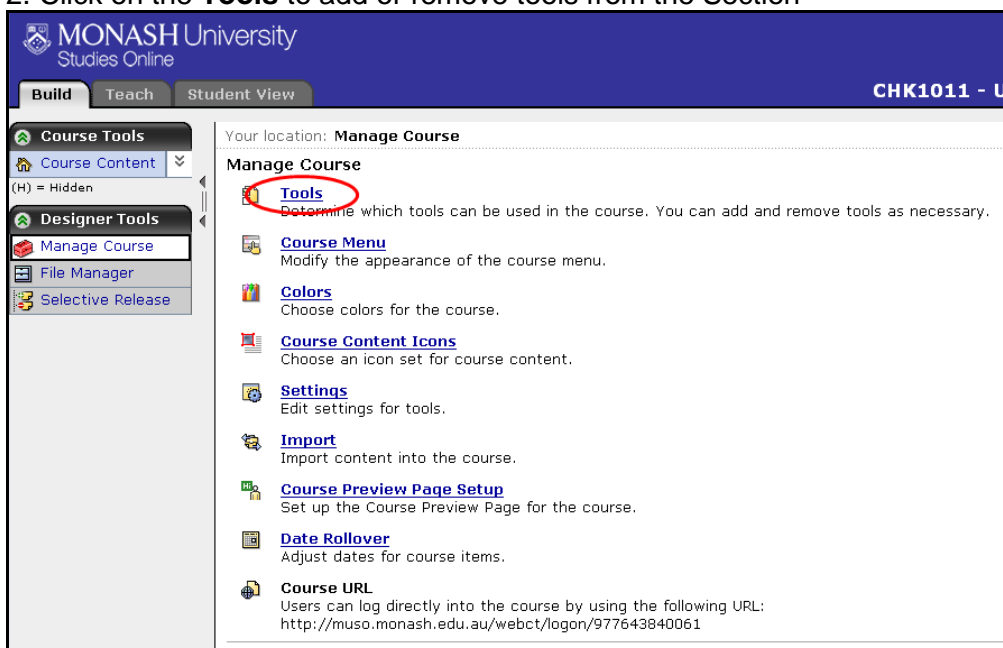
After a new Section is created, Section Designers need to select the tools which would become available in the Section. If the section has content that has been assigned from a previous section or template some tools may have already been added to the section.

Tools can be added and removed from a Section easily by using the **Manage Course** tool, located under the Designer Tools



To add Tools to the Section

1. Click on **Manage Course** under Designer Tools
2. Click on the **Tools** to add or remove tools from the Section



3. To add or remove tools from the Section, add or remove the tick from the check box next to the Tool

Your location: [Manage Course](#) > **Tools**

**Tools**  
 Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes. If you remove a tool, all content in that tool is saved and available if you add the tool again.

---

**Organizational Tools**

- Calendar**  
Enter important events and deadlines, and allow Students to enter their own events.
- Search**  
Search for content in the course.
- Syllabus**  
Provide course requirements, objectives, and policies.

---

**Communication Tools**

- Announcements**  
Post important information in a central location.
- Chat**  
Chat with other users in the course in real time, or use the Whiteboard to display images.
- Discussions**  
Post and respond to messages on specific topics.
- Mail**  
Send messages to other users.

---

**Student Learning Activities**

- Assessments**  
Create quizzes, self tests, and surveys.
- Assignments**  
Create assignments for Students to submit online. Students can work independently or in groups.
- Goals**  
Create goals that list the qualitative and quantitative performance expected in your course.

---

**Content Tools**

- Learning Modules**  
Organize and present content and activities to Students.
- Local Content**  
Allow Students to easily access large files from a portable medium, such as CD-ROM, instead of downloading the files from the Learning System.
- Media Library**  
Create a glossary or image collection.
- SCORM**  
Import SCORM-compliant packages, or modules, to be used as course content. SCORM modules can be added to the Home Page, other folders, and learning modules.
- Web Links**  
Create links to Internet resources.

---

**Student Tools**

- My Files**  
Allow Students to store their own files.
- My Grades**  
Allow Students to check their grades.
- My Progress**  
Allow Students to track their own progress.
- Notes**  
Allow Students to take notes.

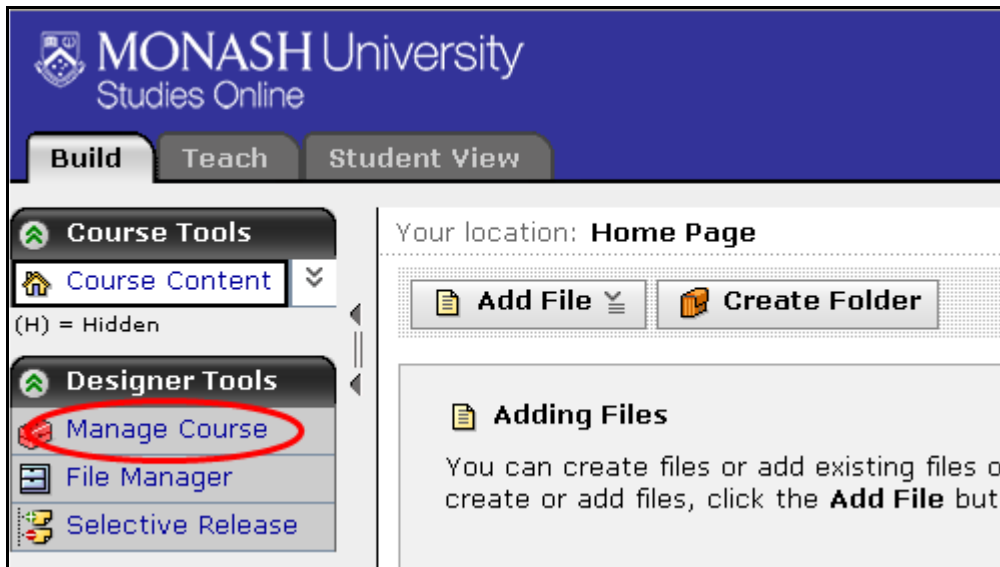
Save Cancel

3. Click Save.

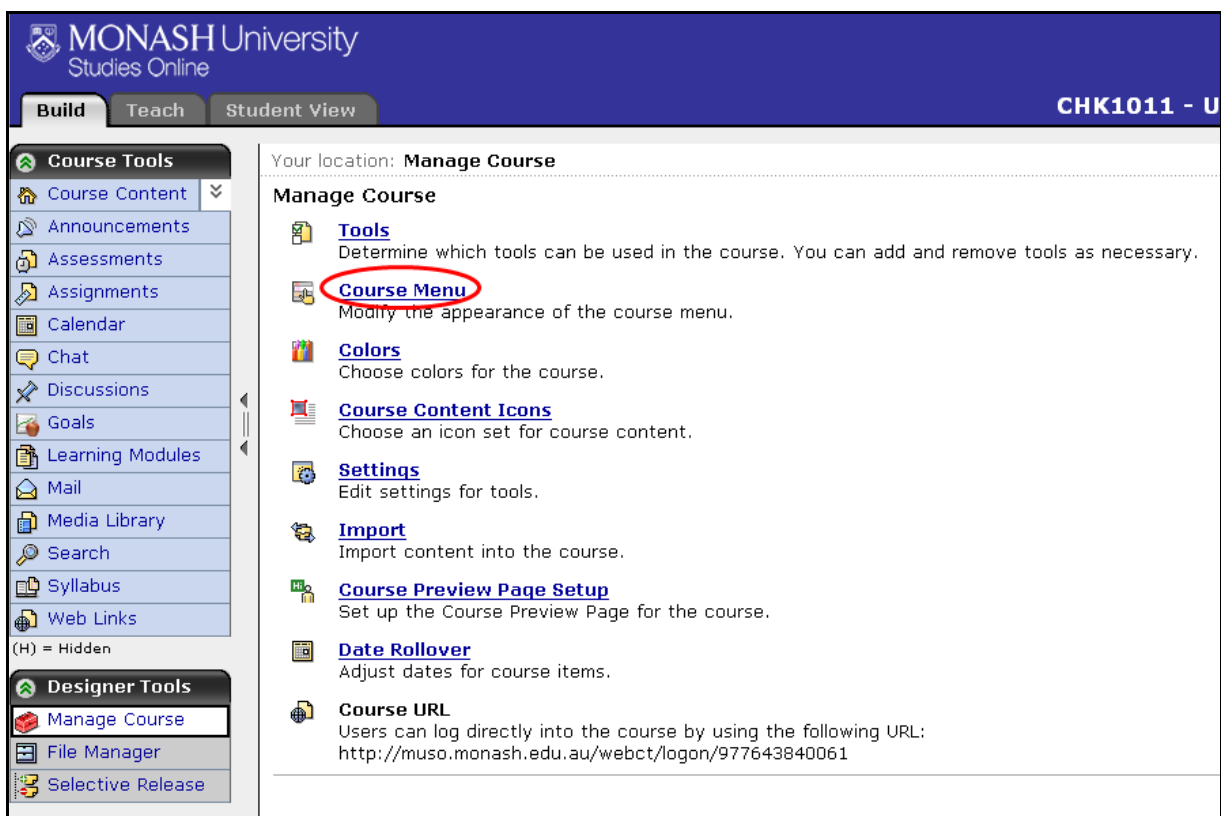
### Customising the Course Tools Menu

Section Designers are able to customise the presentation of the Course Tools Menu. Course Tools can be hidden from and shown to students.

1. Click on **Manage Course** under Designer Tools



2. Then click on **Course Menu**



3. To Hide a Course Tool on the student's Course Menu, click on the **Hide Link** button next to that tool. This is a toggle button.

Your location: [Manage Course](#) > **Course Menu**

---

**Course Menu**

The course menu displays links to Course Tools. Depending on your role, the course menu also displays links to Designer, Instructor, or My Tools. You may be allowed to show and hide links, move links, or add custom links.

**Note:** If you want to add or remove tools, click the Tools option from Manage Course.

---

**General Settings**

Course Menu:  Display icons and text |  Display text only |  Display icons only

Course Menu Orientation:  Vertical |  Horizontal |

Course Content Map: The course content map is a navigation menu of links in the Course Content tool.  
 Display on menu |  Display as a drop-down list |  Do not display

---

**Order and Visibility**

Move	Tool Name	Student Visibility
<b>Course Tools</b> <input type="button" value="Add Custom Link"/>		
	Course Content	
	Announcements	<input type="button" value="Hide Link"/>
	Assessments	<input type="button" value="Hide Link"/>
	Assignments	<input type="button" value="Hide Link"/>
	Calendar	<input type="button" value="Hide Link"/>
	Chat	<input type="button" value="Hide Link"/>
	Discussions	<input type="button" value="Hide Link"/>
	Goals	<input type="button" value="Hide Link"/>
	Learning Modules	<input type="button" value="Hide Link"/>
	Mail	<input type="button" value="Hide Link"/>
	Media Library	<input type="button" value="Hide Link"/>
	Search	<input type="button" value="Hide Link"/>
	Syllabus	<input type="button" value="Hide Link"/>
	Web Links	<input type="button" value="Hide Link"/>
<b>My Tools</b> <input type="button" value="Add Custom Link"/>		
	My Grades	<input type="button" value="Hide Link"/>
	My Files	<input type="button" value="Hide Link"/>
	My Progress	<input type="button" value="Hide Link"/>
	Notes	<input type="button" value="Hide Link"/>

4. To Show a Link to a Course Tool on the Student’s Course Menu, click Show Link.

5. The order of how the Tools appear in the Course Menu can be changed by clicking on the Move icon next to the Tool. Click on the Tool you want to move, then click on the Move icon next to where you want to move the tool. Select either Move selected above or Move selected below.

---

**Note:** The Move icon shown here is used throughout Blackboard to change the order of items in a menu or list.

---

## Headers and Footers

Each page can be customised to have its own layout, background, header and footer. It is a good idea to keep the section pages consistent rather than to have them all different. If starting with a blank section, the default header or footer should be set out.

If the Section has been copied from a Template or a previous Section, Faculty Administrators need to be ensure that all Headers and Footers have been updated. This also includes updating the Year information, and on all

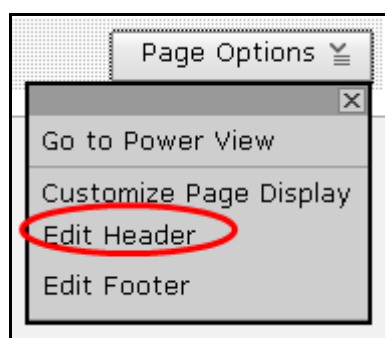
There are set colours for each Faculty. For more details on Faculty colours and Branding go to <http://www.monash.edu.au/staff/web/branding/>

Page Customisation tools can be accessed under Page Options on the top right hand of the Course Content Home page.

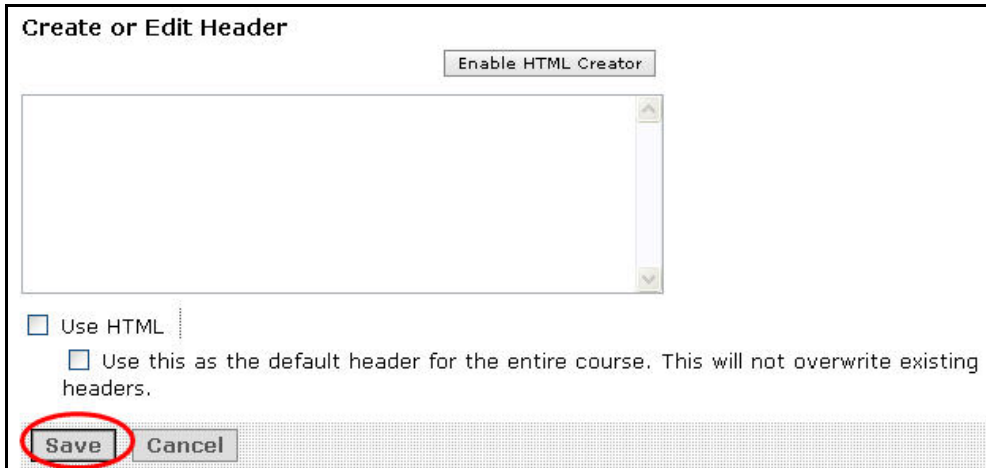
### 1. Click on **Page Options**



### 2. To modify the header, select **Edit Header** from the **Page Options** menu.



### 3. In the pop-up window, you can create or edit the header for the current page.



The screenshot shows a dialog box titled "Create or Edit Header". At the top right, there is a button labeled "Enable HTML Creator". Below this is a large, empty text area for entering header text. Underneath the text area, there are two checkboxes: the first is "Use HTML" (unchecked), and the second is "Use this as the default header for the entire course. This will not overwrite existing headers." (unchecked). At the bottom of the dialog, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

4. Type in the Header text in the box provided. You can also use HTML (or the HTML Creator) to make your header more than simple plain text. Tick checkbox next to the option

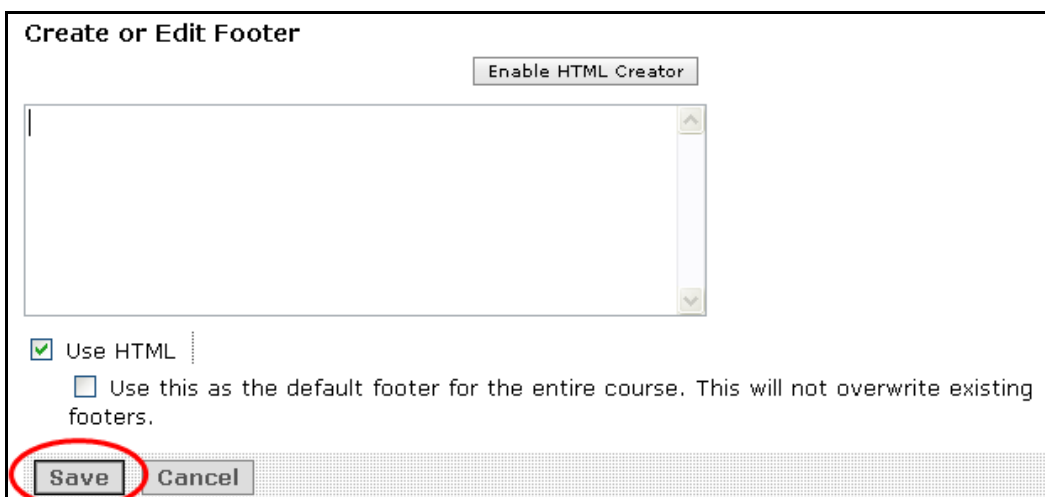
5. Leave the box next to Use this as the default header for the entire course as blank.

6. Click Save

7. To edit the Footer information, select Edit Footer from the Page Options menu



8. In the pop up window, you can create or edit the footer for the current page. Again you can also use HTML to make your footer more than simple plain text.



The screenshot shows a dialog box titled "Create or Edit Footer". At the top right, there is a button labeled "Enable HTML Creator". Below this is a large, empty text area for entering footer text. Underneath the text area, there are two checkboxes: the first is "Use HTML" (checked), and the second is "Use this as the default footer for the entire course. This will not overwrite existing footers." (unchecked). At the bottom of the dialog, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

9. Leave the Use this as the default footer for the entire course blank.

10. Click Save.



11. If the Section is copied from a previous Section, or a Template, ensure that all Headers and Footers in the Section are updated. Ensure that it is showing the correct Year in the Section Title area, and that the Header information matches the Section Title.

12. Ensure that the Footer is showing the right Copyright Date.

---

**Tip:** In most cases it is better not to use the option **Use this as the Default Header [or Footer] for the entire course**. Using this option would mean that when the Section is copied over, each individual Header and Footer in the new Section will need to be updated manually. This may become tedious in Sections where there are a lot of Folders with Headers and Footers.

---

To minimise the tedious task of manually updating Headers and Footers in Sections with many folders with Headers and Footers, when copying from a Section or a Template, you can follow the steps outlined below.

---

**Tip:** As this will only work for the **very first action** after the new Section is accessed, Edit Footer should be completed **before** Edit Header, as Footers usually contain the bulk of the information that need updating.

---

- Check if the Section that has to be copied, has many Folders with Headers and Footers that may need to be updated.
- Copy the Section
- Access the new Section and before you do any other action, click Page Options, Edit Footer
- Go to Edit Footer and edit it
- Also select the box, Use as Default for the entire Course. This action will update all Folders in the Section with the edited Footer
- Now to minimise all future maintenance and updating issues, after updating the Footer, create a new Folder, and edit its Footer to be blank. Then tick Use this as Default for the Entire Course.
- Delete this Folder
- Edit Header as usual.

The above process will ensure that there is minimal maintenance required when updating Headers and Footers for Sections that have been copied over.

### Header and Footer Branding Requirements

1. Whilst you can change the headers and footers of your section, there is a requirement for your section headers and footers to have a minimum set of information.

2. Headers **must** contain, in the Faculty/Division approved branding colours, the section title and the name of the Faculty/Division responsible for the section. The location and teaching period are optional.

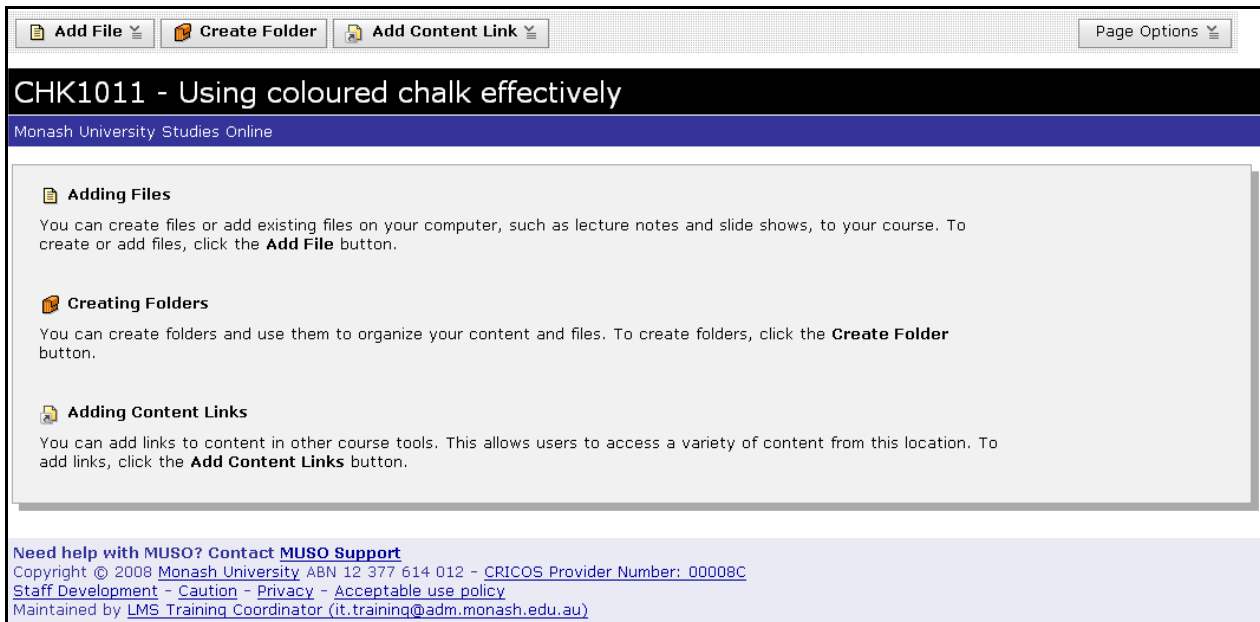
3. Footers **must** contain, again in the Faculty/Division approved branding colours, the following information:

- Copyright year
- A link to the Monash home page
- A link to the University copyright page
- A link to the Faculty/Division home page

- CRICOS Provider number
- A link to the Caution, Privacy and Acceptable use pages
- The email address of the person or group maintaining the section (for accessibility purposes)

For more information on University copyright go to  
<http://copyright.monash.edu.au/resources-downloads/statements.html>

5. It is also recommended that the Footer contain a link to the MUSO Support Team.
6. Below is an example of a properly formatted page with the appropriate header and footer.



The screenshot shows a Blackboard course page. At the top, there is a navigation bar with buttons for 'Add File', 'Create Folder', 'Add Content Link', and 'Page Options'. Below this is a header section with the course title 'CHK1011 - Using coloured chalk effectively' and the text 'Monash University Studies Online'. The main content area is titled 'Adding Files' and contains three sections: 'Adding Files', 'Creating Folders', and 'Adding Content Links'. Each section provides instructions on how to use the corresponding button. At the bottom, there is a footer section with contact information for MUSO Support, copyright information, and links to Monash University policies.

**CHK1011 - Using coloured chalk effectively**  
Monash University Studies Online

**Adding Files**  
You can create files or add existing files on your computer, such as lecture notes and slide shows, to your course. To create or add files, click the **Add File** button.

**Creating Folders**  
You can create folders and use them to organize your content and files. To create folders, click the **Create Folder** button.

**Adding Content Links**  
You can add links to content in other course tools. This allows users to access a variety of content from this location. To add links, click the **Add Content Links** button.

**Need help with MUSO? Contact MUSO Support**  
Copyright © 2008 Monash University ABN 12 377 614 012 - CRICOS Provider Number: 00008C  
[Staff Development](#) - [Caution](#) - [Privacy](#) - [Acceptable use policy](#)  
Maintained by [LMS Training Coordinator \(it.training@adm.monash.edu.au\)](mailto:it.training@adm.monash.edu.au)