

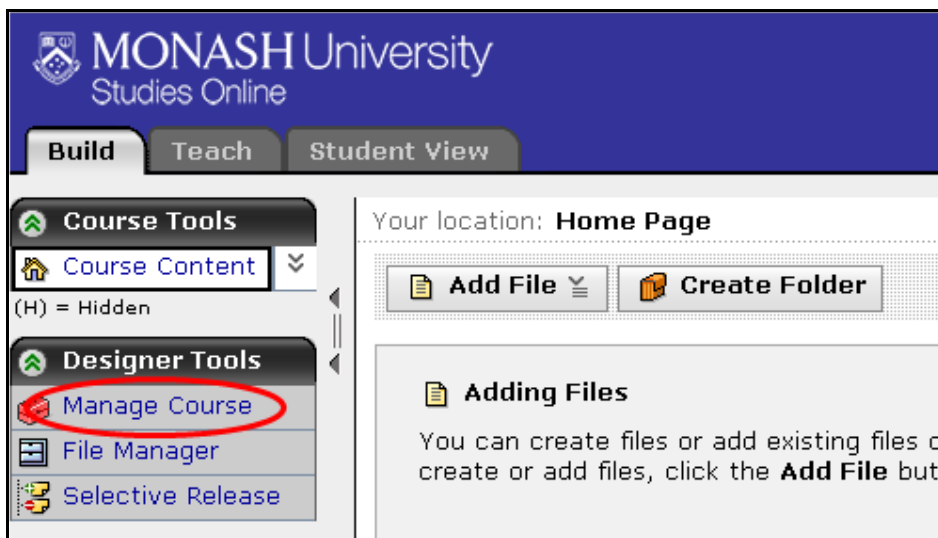
## Customising the Section

### Role: Designers

#### Selecting Section Tools

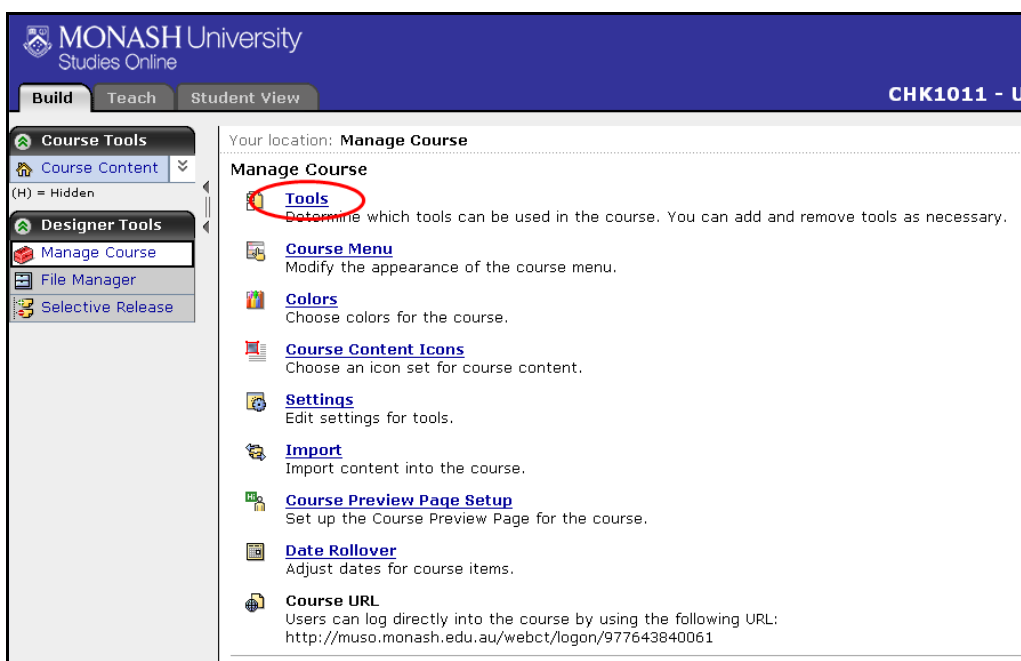
When you first open a new Section as a Designer, you should select the tools you would like to be available in the Section. If the section has content that has been assigned from a previous section or template some tools may have already been added to the section.

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



To add Tools to your 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.

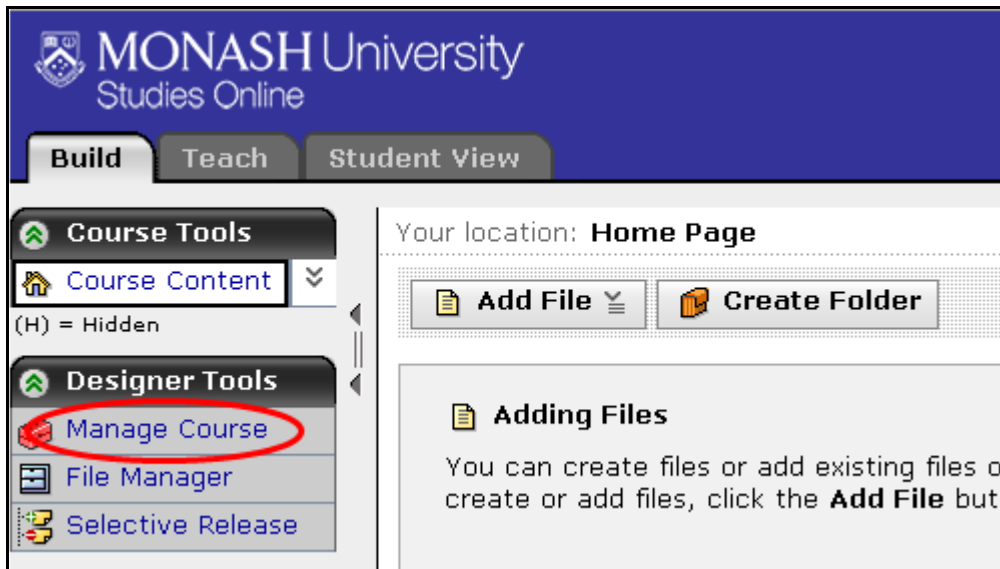
Save Cancel

3. Click Save.

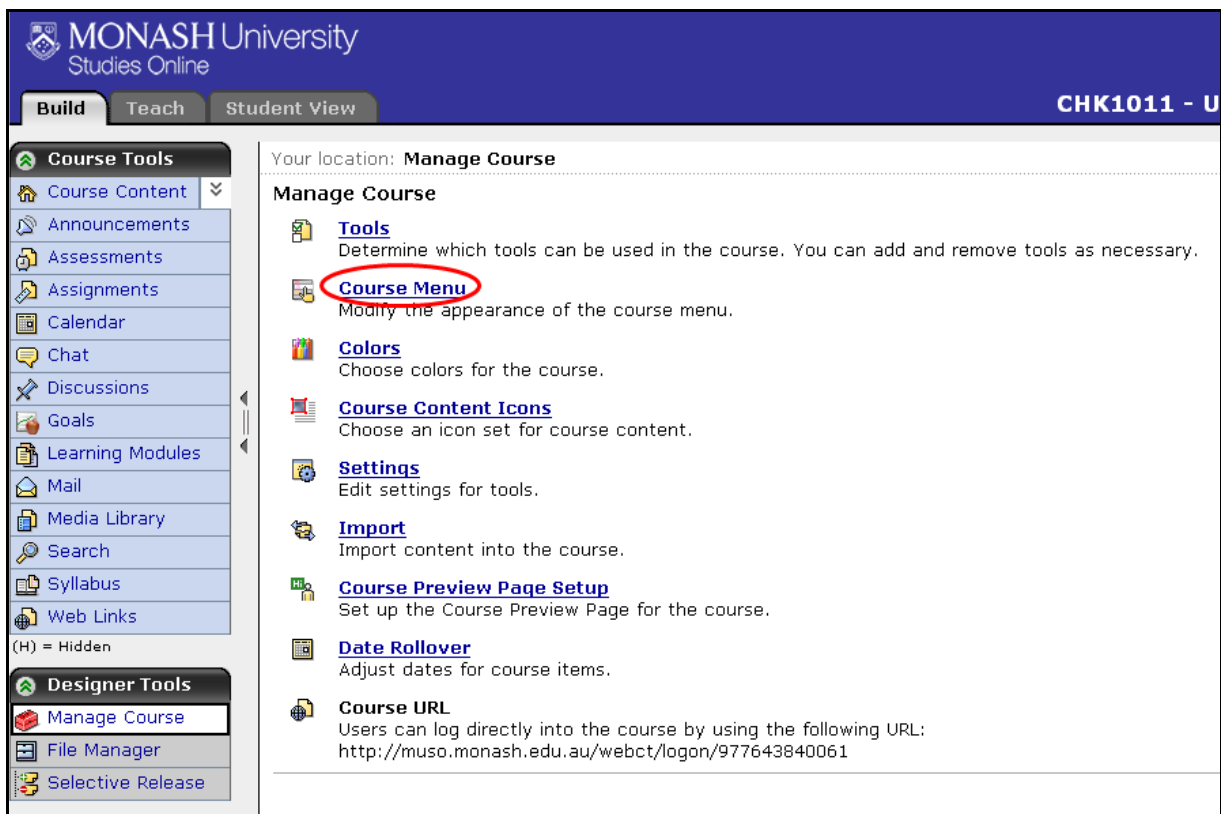
### Customising the Course Tools Menu

You are able to customise the presentation of the Course Tools Menu. You can hide and show the Course Tools from 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**

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**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.

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**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

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**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. You can also change the order of how the Tools appear in the Course Menu by clicking on the Move icon next to 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.

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

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## Headers and Footers

Each page can be customised to have its own layout, background, header and footer. It is a good idea to keep your section pages consistent rather than to have them all different. If starting with a blank section, before you add any content, the default header or footer should be set out. Usually this is set out by the Faculty Administrators.

If the Section has been copied from a previous Section, usually the Faculty Administrators will ensure that the Headers and Footers have been updated.

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**Note:** Colours for the Header section will be determined by the colours set for your Faculty. See your Faculty Administrator regarding Faculty and background colours.

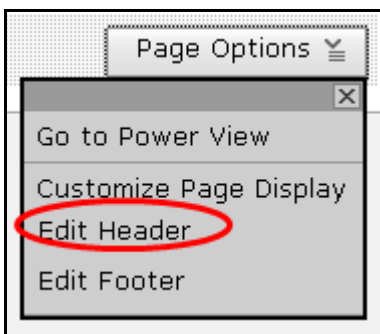
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Page Customisation tools can be accessed under Page Options on the top right hand of the Course Content Home page.

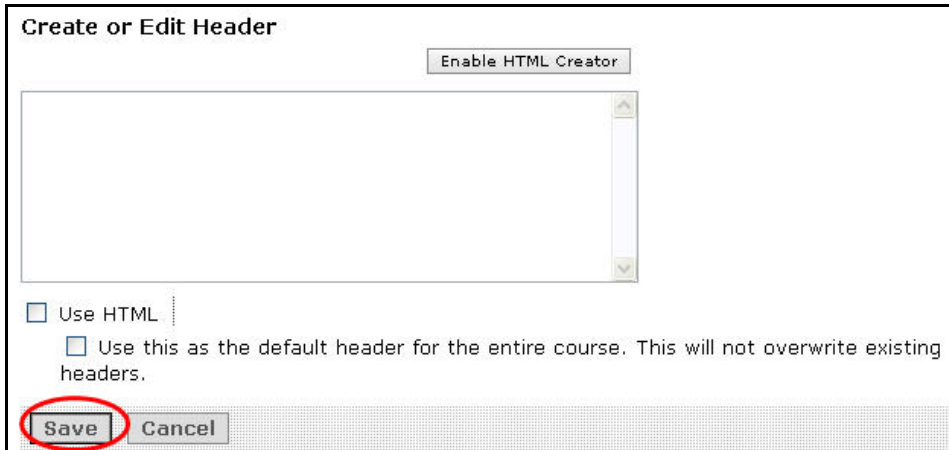
### 1. Click on **Page Options**



2. Each page in your Section has two special areas, one for a page header and one for a page footer. 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.



**Create or Edit Header**

Enable HTML Creator

Use HTML

Use this as the default header for the entire course. This will not overwrite existing headers.


Save Cancel

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

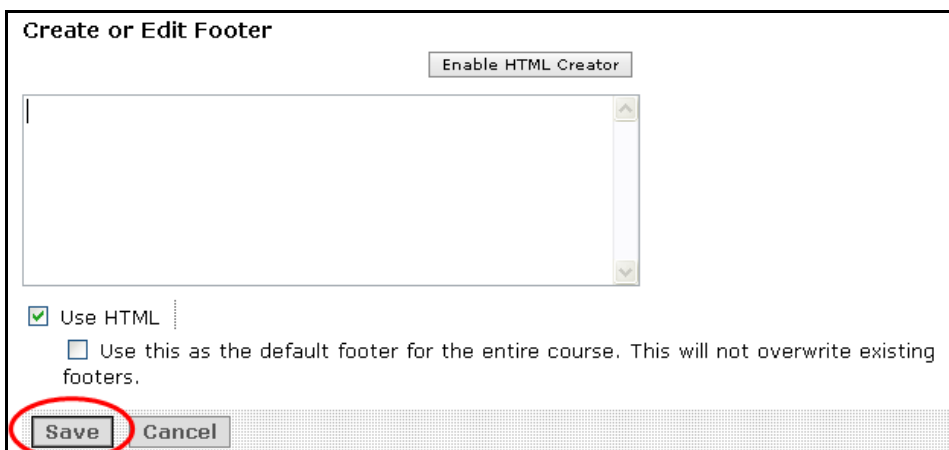
7. To edit the Footer information, select Edit Footer from the Page Options menu



Page Options

- Go to Power View
- Edit Header
- Edit Footer**

7. 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.



**Create or Edit Footer**

Enable HTML Creator

Use HTML

Use this as the default footer for the entire course. This will not overwrite existing footers.

Save Cancel

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

9. Click Save.

**Tip:** It is better not to use the option to use the Default Header or Footer for the entire course, specially with Sections where there are a lot of folders. When Sections are copied over, it becomes problematic to update all existing Headers and Footers.

### 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. Your Unit Administrator, School/Department Administrator, Faculty Administrator or the MUSO Support Team can assist you in adding the Headers and Footers to your section if they have not already been added during the section creation process.

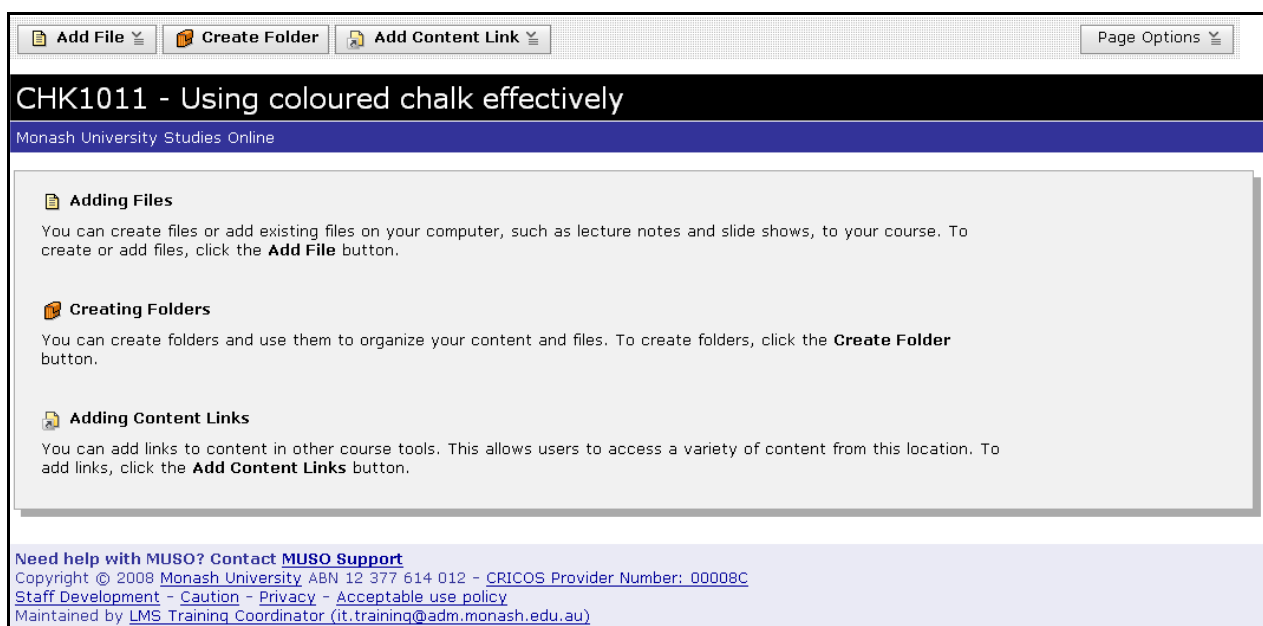
3. Headers **must** contain, in the Faculty/Division approved branding colours, the section title and the name of the Faculty/Division responsible for the section. The location and teaching period are optional.

4. 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  
[<http://copyright.monash.edu.au/resources-downloads/statements.html>]
- The ABN and CRICOS Provider numbers
- A link to the Faculty/Division home page
- A link to the Caution, Privacy and Acceptable use pages
- The email address of the person or group maintaining the section (for accessibility purposes)

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 displays a Blackboard course page for 'CHK1011 - Using coloured chalk effectively'. At the top, there is a navigation bar with buttons for 'Add File', 'Create Folder', and 'Add Content Link', along with a 'Page Options' dropdown. Below this is a dark header bar with the course title. Underneath is a blue bar with '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 with a brief description and a 'button' label. At the bottom, there is a footer with contact information for MUSO Support, copyright details for 2008 Monash University, and links for Staff Development, Caution, Privacy, and Acceptable use policy.

For more information on Monash colours and branding go to  
<http://www.monash.edu.au/staff/web/branding/>