



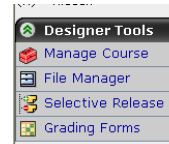
Customise course Fact Sheet

In order for you to customise your course, you can be on either the Build or the Teach tab.



Change the active tools

1. Click on the **Manage Course** utility on the Designer/Instructor menu.
2. Click on the **Tools** menu.
3. A list of all the tools available in the clickUP system displays. There are checkboxes next to each of the options.



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.

4. Select/Deselect the tools as are needed in your course.
5. Click on **Save**.

Change the colour scheme

1. Click on the **Manage Course** utility.
2. Click on the **Colors** link
3. The page displays 6 standard colour schemes and a custom scheme that you can set up yourself. When you select the Custom radio button, the demonstrating page has icons on which you can click to change the colours. You can change the background colour and the text colour.
4. The system works with hexadecimal colours. A range of colours is provided by the system, but should you wish to use other colours, search the web for a larger list. Type # and the code and click on preview to see the colour in the preview box.

Change the icons for any item on the Home page

1. Click on **File Manager**. Upload the icons you want to use. (See the *File Manager Fact sheet* for more details)
2. Click on the **Manage Course** utility.
3. Click on the **Course Content Icons** link. A list of current icons is displayed.
4. Click on the action link next to the tool whose icon you want to change. Select **Replace image**.
5. Find the new icon (that you have uploaded) in the **Class files**. Select it by clicking on the radio button next to it.
6. Click on **OK**.
7. Repeat steps 4 – 6 for all the tools you want to change.
8. Click on **Apply** for the changes to be accepted.

Create backups

1. Go to the **Manage Course** link (on either Build or Teach tabs)
2. Click on the **Backup** option.
3. Click on the **Back Up Course** button. A message will indicate that the request for the backup is in a queue. Depending on how busy the server is, the creation of the backup might take up to 24 hours. Click on **OK**.
4. Save the backup to the **My Files** area by clicking on the Action link and select the option **Save as File**. The Content Browser will be displayed. Select the **MyFiles** option and click on **OK**.



TIP

It is good practice to select only the tools that you plan to use actively in the course. This prevents false expectations. For example: when you have the assignment tool active, students will expect that you will provide an online assignment.




TIP

It is a good idea to first create a folder in the File Manager called "images" or "icons". Upload your new icons into this folder. This will ensure that your course structure stays neat and organised.

5. Delete the backup (click on the tick box and click on the Delete button) and then you can save the backup to your computer's hard drive.
6. Download the backup to your computer's hard drive by going to the File Manager (Build tab, select File Manager) Select **My Files**.
7. To save the backup, click on the action link next to the file name and select **Download**.
8. To delete the backup in the MyFiles, click on the tick box in front of the file name and click on the **Delete** button.

REMEMBER



You have limited space in the My Files area, so delete the file from My Files.

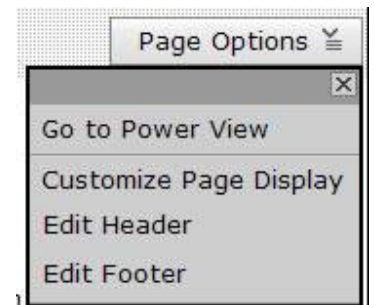
NB! The My Files will be cleaned out at the end of the year, so you will lose your files if you do not download them to your computer!

Page options

Page options enable you to make page-specific changes to the Course Content Homepage, e.g. power view, header, footer etc.

Power view provides a tree view of the course content

Customize Page Display – discussed below



Customising the page display

The **Customize Page Display option** allows you to change the way that links are displayed on the home page. This can also be changed for folders.

1. Click on the **Page Options** button (top right-hand corner).
2. Select **Customize Page Display** from the drop-down list.
3. Page with 5 different display themes and a custom theme opens. Choose the Display option that suite you best.

Changing a standard banner

1. Click on the **Page Options** button (top right-hand corner).
2. Select **Edit Header** from the drop-down list. A page opens that displays a text input box with HTML code.
3. Click on the **Enable HTML Creator** button at the top right-hand corner of the text box. (A Java program will load and this may take some time. It is also compulsory to have the **Sun Java** program installed for this)
4. Change the heading text.
5. Use the insert image function to insert a new image.
6. Complete the header and click on **Save**.

