



Task	Steps
<b>Making a Course Available</b>	<ol style="list-style-type: none"><li>1. Under <i>Control Panel</i>, click <b>Customization</b> to expand the menu options.</li><li>2. Click <b>Properties</b>.</li><li>3. Under <i>Set Availability</i>, click <b>Yes</b>.</li><li>4. Click <b>Submit</b>.</li></ol> <p>Click <a href="#">here</a> to launch a video demonstration</p>
<b>Adding a Syllabus</b>	<ol style="list-style-type: none"><li>1. Click <b>Syllabus</b> in the course menu.</li><li>2. Click <b>Build Content</b>, under <i>Create</i>, click <b>Item</b>.</li><li>3. Enter a <i>Name</i>.</li><li>4. Click the <b>Browse My Computer</b> button to attach the Syllabus.</li><li>5. Click <b>Submit</b></li></ol> <p>Click <a href="#">here</a> to launch a video demonstration</p>
<b>Adding Course Materials</b>	<ol style="list-style-type: none"><li>1. Click <b>Content</b> in the course menu.</li><li>2. Click <b>Build Content</b>, under <i>Create</i>, click <b>Item</b>.</li><li>3. Enter a <i>Name</i> and any text you would like to provide in the <i>Text</i> area.</li><li>4. Click the <b>Browse My Computer</b> button to attach a file.</li><li>5. Click <b>Submit</b>.</li></ol> <p>Click <a href="#">here</a> to launch a video demonstration</p>
<b>Adding an Announcement</b>	<ol style="list-style-type: none"><li>1. Click <b>Announcement</b> in the course menu.</li><li>2. Click <b>Create Announcement</b>.</li><li>3. Enter a <i>Subject</i> and enter any text you would like to provide into the <i>Message</i> area.</li><li>4. Set the <i>Duration</i> of the announcement.</li><li>5. (Optional) Click “<i>Send a copy of this announcement immediately</i>” if you would like the announcement emailed to your class.</li><li>6. Click <b>Submit</b>.</li></ol> <p>Click <a href="#">here</a> to launch a video demonstration</p>
<b>Sending an Email</b>	<ol style="list-style-type: none"><li>1. Click <b>Tools</b> in the course menu.</li><li>2. Click <b>Send Email</b>, and then click which recipients you want to send the email to.</li><li>3. Enter a <i>Subject</i> and enter any text you would like to provide in the <i>Message</i> area.</li><li>4. (Optional) Click <b>Attach a file</b> and <i>Choose a file</i> to include.</li><li>5. Click <b>Submit</b>.</li></ol> <p>Click <a href="#">here</a> to launch a video demonstration</p>
<b>Viewing the Course Roster</b>	<ol style="list-style-type: none"><li>1. Click <b>Tools</b> in the course menu.</li><li>2. Click <b>Roster</b>. (It will show “No Users.” DON'T PANIC!)</li><li>3. Click <b>Go</b> to list all students in your course.</li></ol> <p>Click <a href="#">here</a> to launch a video demonstration</p>