Friday January 16 CL Quick Tips

- If you are the designated Faculty of Record for a course, but Site Setup’s contact information is inaccurate, update the information by clicking SITE SETUP : Edit Site Information. NOTE: This **DOES NOT** change the official Faculty of Record, it only updates the contact information.

- To add or remove tools from your menubar, click SITE SETUP : Edit Tools. Make sure to confirm your desired changes by clicking Finish.

- Reorder tools in the menubar through SITE SETUP : Reorder Tools. Press and drag tool to preferred location. For consistency across IUSON courses, I recommend that you always have Home first, then Syllabus second, then your preferred sequence of tools.

- After reordering the tools, you can reset them to the default sequence by clicking the Reorder Tool Reset.

- Also in the Reorder Tools function, delete tools from the menubar by clicking the red x to the right of the tool name.

- To hide a tool from students, but leave it accessible in the menubar for authors, in SITE SETUP : Reorder Tools, click the light bulb icon to the right of the tool name; the light bulb icon then turns gray. There is no indicator other than the light bulb in Reorder Tools that a tool has been hidden.

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