

Customising your module settings

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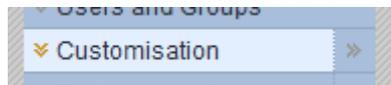
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Overview

This guide describes some of the basic settings available through the Customisation submenu in the Control Panel so that you can:



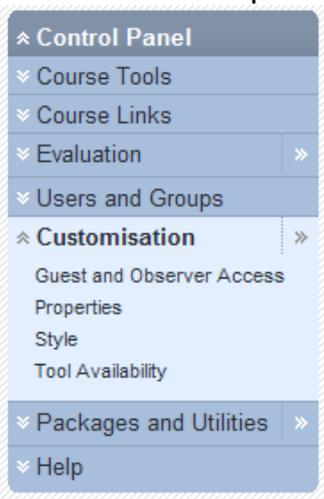
- change the design and colour scheme of the module menu (upper menu at the side of the page)
- add a module banner image to your course entry point page
- change the module entry point (first page the student sees)
- 'show' and 'hide' course tools for students, instructors, guests etc
- set top-level guest and observer access

(If you want to change the structure of your module - adding sections and so on - then you work mostly through the module menu and this is described in the 'How to' guide 'Modifying your module menu'.)

Access the customisation menus

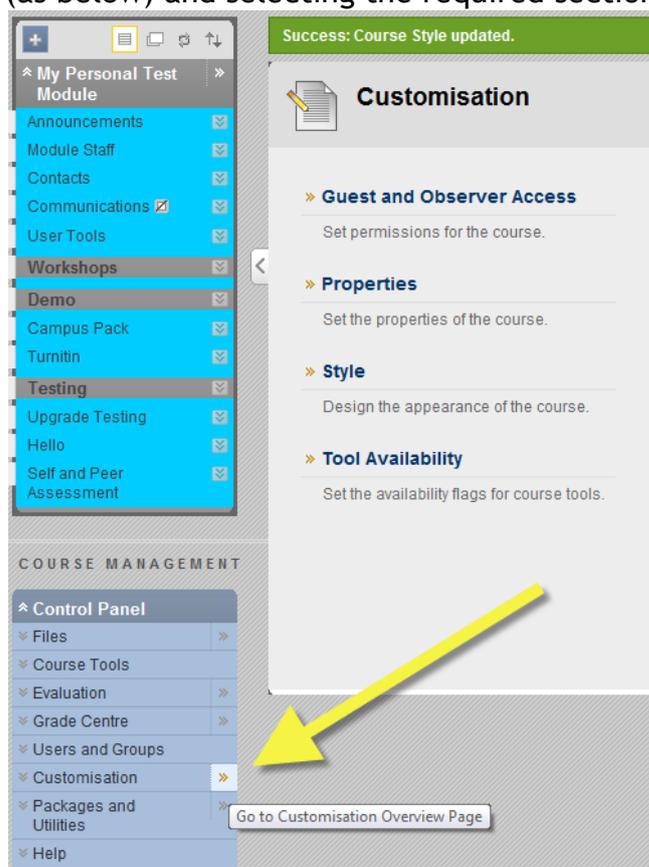
You can access the Customisation menu from the Control Panel either by:

a) clicking the down-pointing double arrows to expand the submenu as usual and select the required section link (shown below)



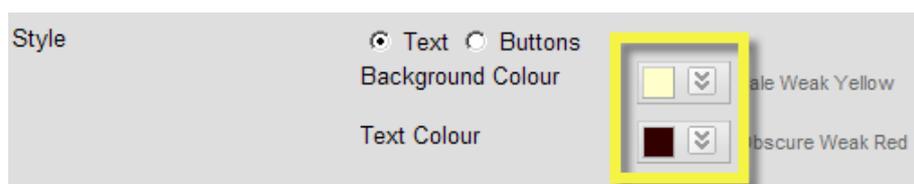
or

b) clicking the right-pointing double arrow to show the **Customisation** page (as below) and selecting the required section link from the main page.



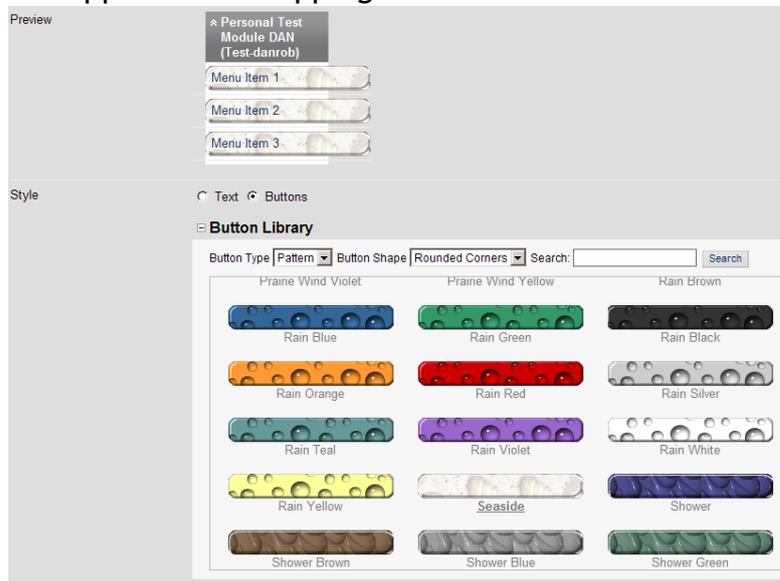
Change module menu colour scheme and style

1. Select the **Style** link from the **Customisation** menu/page.
2. The **More Help** text and link (click to open in a new window) at the top of the page describes the settings options available on the page.
3. The section 1 **Preview** window lets you experiment with colours and button styles. The default style is dark text with a pale background colour. To change the colour of the menu text or background click on the relevant colour button (highlighted below) choose a colour and click **Apply** to see it in the **Preview** window.



4. To try a button style for your module menu links, click the **Buttons** radio button (default is **Text** as shown above). Then click the **Button Library** link that appears to access the full range of styles (described in the **More Help** link and shown below). The preview window shows how the module

menu will look to students as the options are selected. **NB.** You cannot change the text colour for buttons, these are preset, and many of the patterned buttons have poor text/pattern contrast - exercise caution! Buttons also have a limited number of characters allowed and do not support text wrapping.



5. If you want to apply the changes you have made to the module menu style then click **Submit**. Press the **Cancel** button if you do not.

Add a banner image to module entry-point page

You will first need a banner image created either with a graphics software package such as Paint Shop Pro or through MS PowerPoint (ask the eLearning Unit on how to do this) to upload to your module. The image is best sized between 400 and 700 (width) x up to 150 (height) pixels in size. You can experiment with these sizes. It is best saved as a JPG or GIF file. The banner does not automatically resize in the browser.

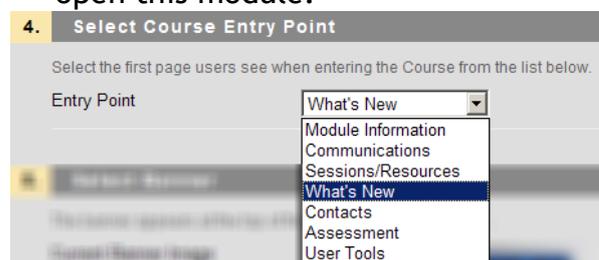
1. Select the **Style** link from the **Customisation** menu/page. Section 5 contains a **Browse for Local File** button which you use to locate the banner image on your PC. Click **Submit** to confirm your choice.
2. The banner displays at the top of the module entry-point page only (**What's New** page by default) as shown in the example below created with PowerPoint. It will not display on other module pages.



3. If you are not happy with the banner image and want to remove or change it, return to the **Customisation** menu, tick the **Delete this banner** option and click **Submit**.
4. If you change the module entry-point page then the banner will display at the top of the new entry-point page.

Change module entry-point page

1. To change which page first displays when the module is accessed, from the **Control Panel** menu, select the **Style** link from the **Customisation** menu/page. Section 4 **Select Course Entry Point** presents a drop down list with your module sections. Select one of these to be the new module entry-point. This will be the first page that the student sees when they open this module.



2. Click **Submit** to save your change.

Show/Hide module tools

You can hide or make VITAL tools visible and available for your students in each module. This would be to turn off tools that are not being used and/or might cause confusion. Sometimes a tool in VITAL will get turned off in a module due to a glitch and you can turn them back on using the process below.

1. From the **Control Panel** menu, select the **Tool Availability** link from the **Customisation** menu/page.

The **'Tool Availability'** page appears the complete current set of tools available in VITAL and the availability status at four levels. A tick in a box shows that the availability is set to yes for this level. A solid grey box means that the tool has been turned off by the VITAL technical team for this level. A line means that there is no availability setting at this level for this tool.

 **Tool Availability**

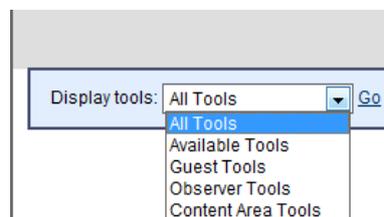
Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

[Filter](#)

[Cancel](#) [Submit](#)

| Tool  | Available | Visible to Guests | Visible to Observers | Available in Content Area |
|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Adaptive Release | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - |
| Announcements | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | - |
| Assignment | - | - | - | <input checked="" type="checkbox"/> |
| Audio | - | - | - | <input checked="" type="checkbox"/> |
| Blackboard Scholar | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - |
| Blank Page | - | - | - | <input checked="" type="checkbox"/> |

- The most important levels to set are the first and last columns:
 - Available** - this is the overall availability setting for the tool in the module and shows whether instructors, students and course builders can see and use the tool. If un-ticked then the tool will not appear to the student, will not be visible in your view of the Control Panel and will not be available to use.
 - Available in Content Area** - this column shows whether the tool appears in the content creation dropdown menus (shown below). This option is useful if you want to develop a module using only a few tools and don't want others displayed when you are working.
- The **'Visible to Guests'** view sets whether that tool is available to view and use for unenrolled, external users. **'Visible to Observers'** is a specialised role in the system where a user tracks a student's progress (used for tracking problem students) which is not greatly utilised at UoL.
- Save your changes by clicking **Submit**.
- The list of tools and facilities is quite a long one so at the top of the page is a **Filter** button which brings up a drop down list to reduce the number of items of the page and focus your search, as shown below.

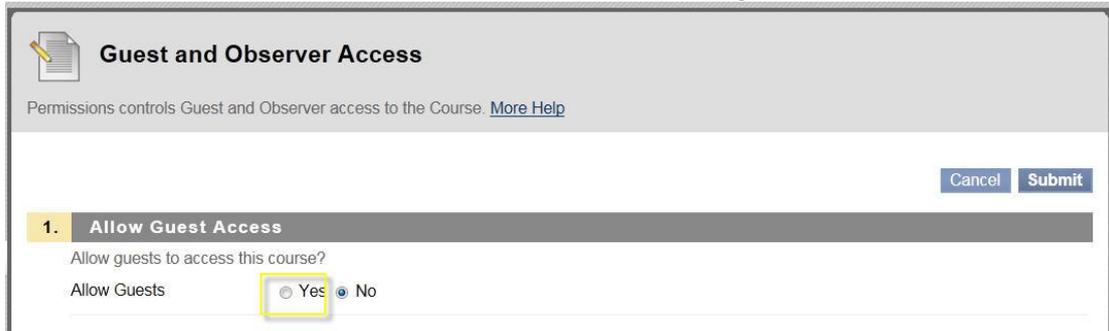


Other customisation settings - Properties, Guest and Observer Access

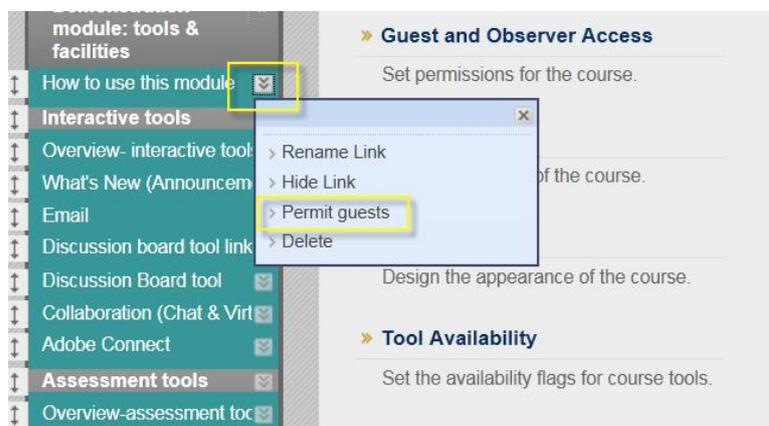
- Properties menu** - These settings contain metadata properties for the module which are dealt with through TULIP and this section should only

be changed after discussing what you want to achieve with the VITAL team.

- 7. Guest and Observer Access** - This is where you set at the top level whether you will allow guest (unenrolled and non-MWS account users) or observer (special student tracking role) access to your module at all. If you want your module closed to non-enrolled and people without MWS accounts then ensure the 'Allow Guests' setting is **No**.



- 8. N.B.** If you allow guest access then you should also set which specific sections of your module you will let the guest or observer see via the dropdown menus for individual links on the module menu. The example below shows the menu for the specific section of the side menu bar - select **Permit Guests** to allow access to this section:



See also the guide **Guest access to VITAL modules** for more information on this subject.