

## VITAL User Interface

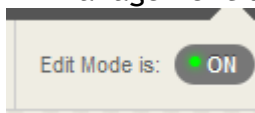
### Overview

The buttons, icons, links and dialogue boxes which make up the standard interactions of the VITAL interface are the ways in which you start building content, access menus of options, save and confirm actions that you carry out and generally work with the system. The elements of the interface described here are those which are common across all tools and pages.

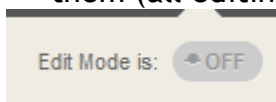
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### Edit Mode button

1. **Edit mode 'ON'** - (upper right of page). This has to be on, as below, when you want to create and edit content, work with some module management tools and to modify the structure of your module.



2. **Edit Mode 'OFF'** - you see the module pages as the student will see them (all editing functionality is hidden from view).



### Drag and Drop

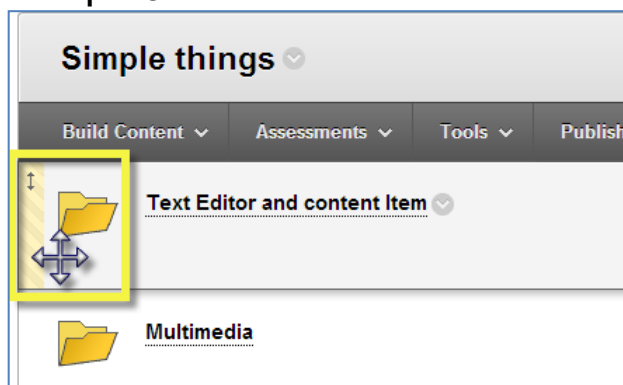
These icons are mostly hidden from view until you hover the mouse pointer over an item which can be dragged and dropped. Where you see the double

headed arrow icon appear in a striped, vertical bar, as shown here, the item can be dragged and dropped to a new position in the list or on the page.

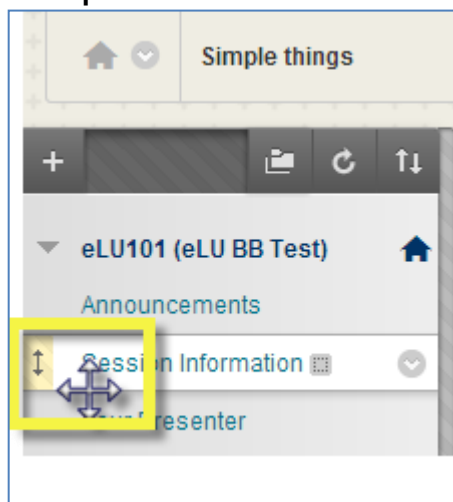


Below are the two main examples of where this happens. The first example shows an item in a list of items in a content area and the second example shows part of a module menu. The elements can be dragged and dropped to re-order the content item list/module menu.

## Example One



## Example Two



The information panels on your VITAL home page can also be rearranged by dragging and dropping them to the available areas of the page.

## Downward arrow icons

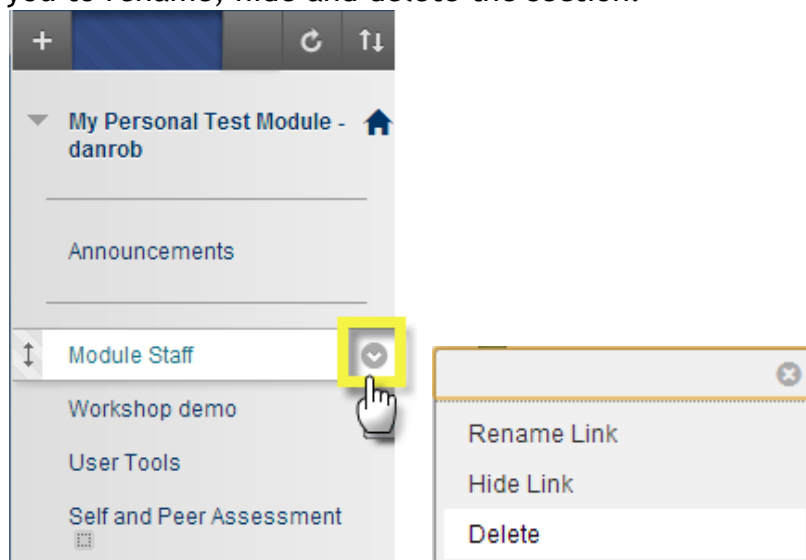


These icons are mostly hidden from view. Hover the mouse-pointer over anything editable on the module page and they appear next to the title of

that item. Clicking on the icon will display a pop-up menu of options relevant to the item to which the icon is attached.

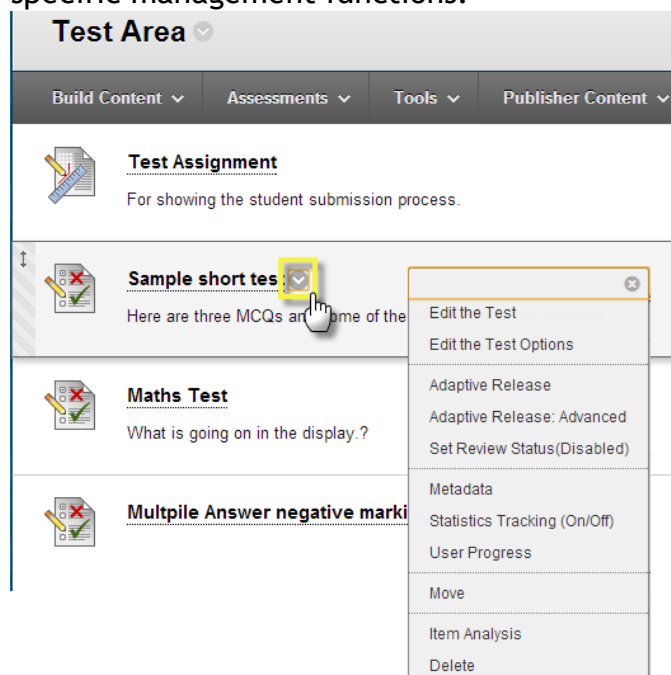
## Example 1

In this example module menu the downward arrow icon has appeared when the mouse pointer hovers next to the item to be edited (the Module Staff section below). Clicking this will open a pop-up menu which typically allows you to rename, hide and delete the section.



## Example 2

Below is an example content area list of items. Hovering the mouse pointer next to the item to be edited reveals a downward arrow icon. Clicking this opens a pop-up menu which typically allows you to edit, rename, copy, delete, set adaptive release rules, tracking functionality and other item-specific management functions.



## Example 3

If a file has been uploaded using the **Attachments - Attach File** facility, when the mouse pointer has been hovered near the file link itself a downward arrow icon appears. This opens a contextual menu for that file which includes:

**Open:** opens the uploaded file in a new window.

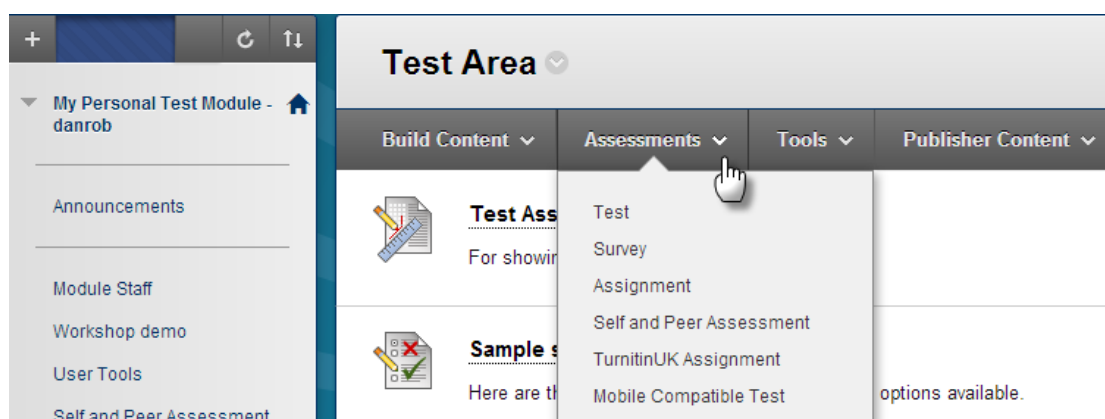
**360° View:** lists some basic information about the file, its permanent URL, what permissions are set for it by role (i.e. whether students can read (see) the file, whether instructors can edit it etc). Useful if students report they cannot see a file.

**Edit Settings:** You can change the file name here.

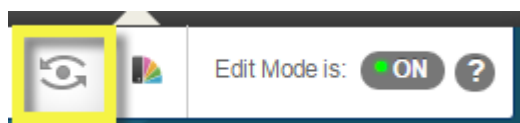
**Overwrite File:** You can upload a new version of the file here.

## Build Content Menus

The content-building menus at the top of content areas have the arrow icon permanently displayed when the Edit Mode is on. You only need to hover the mouse pointer over these to display their pop-up menus.



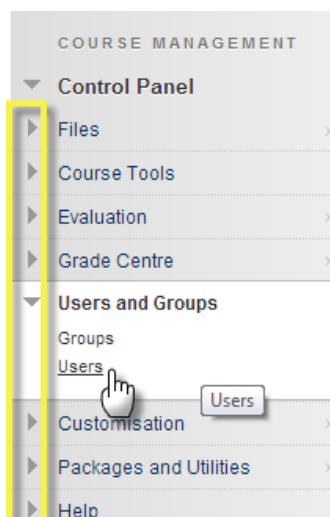
## Student preview - test facility



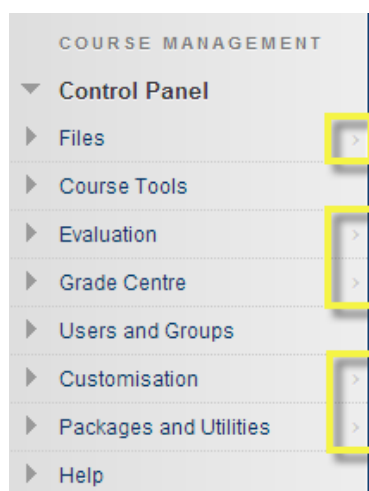
You can create a temporary test student account for your module here, which will allow you to try out fully your module from a student's perspective. You can then exit preview and view the test student's assignment submissions, tests, blog posts and so on to fully check the module and that everything works as you would expect it from both sides.

## Control Panel

Behind each link on the Control Panel are submenus to the module's management tools. If you click on a main title link (e.g. **Course Tools**) or the right-pointing arrow to the left of the title you will expand and hide the options that are listed under that section heading. In this example the 'Users and Groups' link has been clicked to show the associated menu of options.



Also on the Control Panel are several smaller right-pointing arrows, as shown below. When clicked these take you either to the full version of the tool (**Course Files** and **Grade Centre**) or simply display the submenu for that item on the main page (**Evaluation**, **Customisation**, **Packages and Utilities**).



## 'More Help' links

When creating or editing content, next to the **Edit Mode** button is a question mark icon (**Show/Hide Help** button). This controls whether the contextual help built into the system appears when working with content. The contextual help is a quick summary of what the tool is that you are currently using (in italics at the top of the page) with a link to more detailed help about the options and settings available for that tool to help you set it up, the **More Help** link (1) below.



## Show/Hide help button

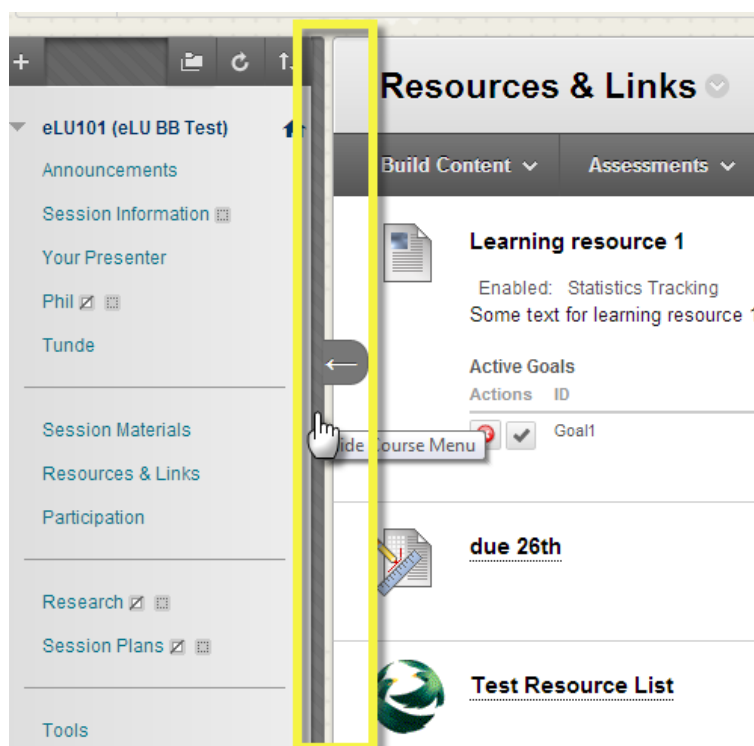
This button (2 above) allows you to turn off the appearance of the description and the More Help link. If you have turned it off (greyed out) the summary and More Help link will not appear at the top of the page. Click it again to restore the More Help link.

## Cancel and Submit buttons

These buttons appear at the bottom right of most pages on which you are making a change to the module. They will be always available when editing. Click Submit to confirm and save your changes. Click Cancel if you do not want to go ahead with any changes or new items that you have started making (or have navigated to this point in error).

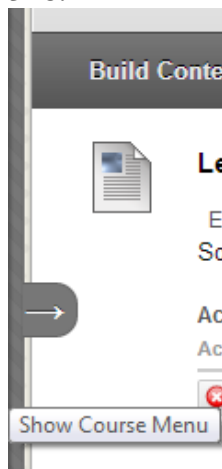


## Hide/Reveal side menus bar



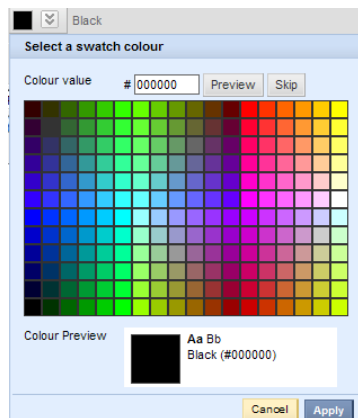
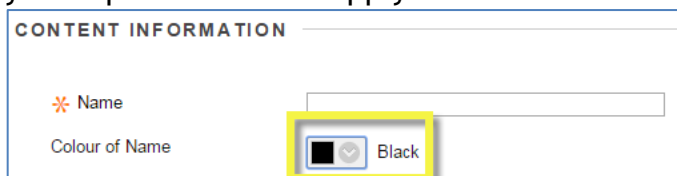
Always available is this 'hide/reveal side menus' bar which when clicked will expand the area of the main page to conceal the module menu and Control Panel menus. Hover the mouse pointer in the area between the module menu and the main content page area. A dark bar with a left-pointing white arrow appears. Click to expand the main page. This might be particularly useful when working with a tool such as the Grade Centre, where there can be a lot of data to view in a spreadsheet format.

To restore the module menu hover the mouse pointer at the far left of the page. The dark bar and this time a right-pointing white arrow appears. Click this.



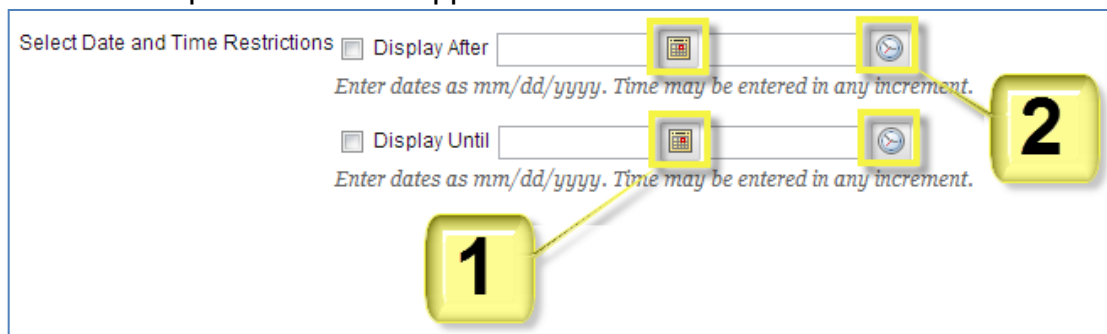
## Name Colour Swatch selector

If you want to change the colour of the name of a content item (you want to colour code items that belong together for example) click on the double downward arrow colour button below the 'Name' text box. This will bring up the colour selector as shown below from which you can choose the colour you require and click 'Apply'.



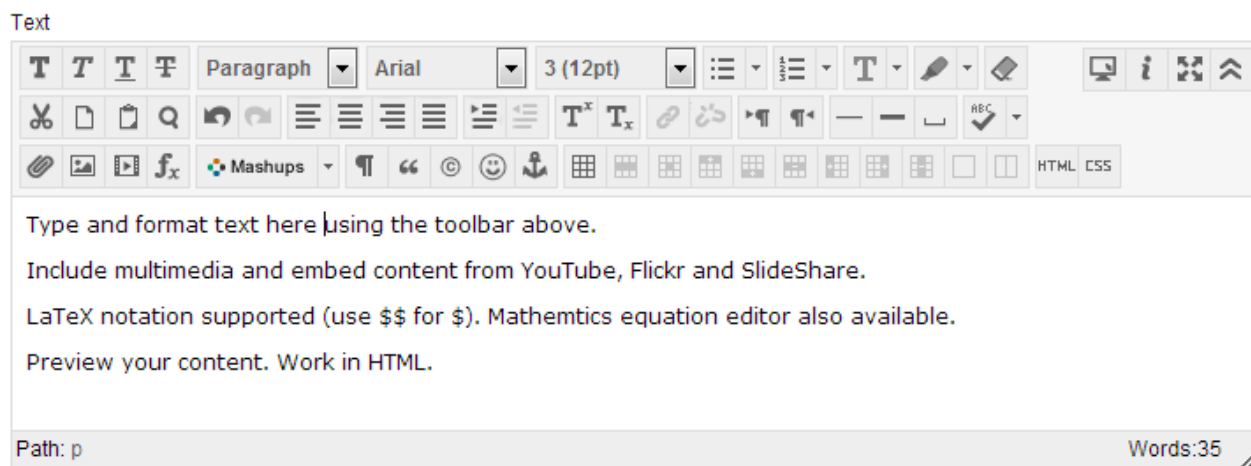
## Date/Time Selectors

Wherever a date can be entered in VITAL there is a useful (and recommended) calendar tool which is accessed by clicking the calendar icon (1). Find the date you need on the calendar that appears and click on it to see it automatically entered into the text box. There is also a time entry tool which you access by clicking the clock icon (2) and selecting a time from the dropdown list that appears.



## Visual Text Box Editor

Standard to the set-up/editing of most tools in VITAL is the Visual Text Editor which is a What You See Is What You Get (WYSIWYG) text editor. You can use this editor to create text in the format (fonts, colours, layouts) as you want it to appear to the students. If you hover your mouse over the icons in the toolbars of the text editor you will see that these are standard functions. There are also some specialised tools described below for embedding multimedia, and YouTube, Flickr and SlideShare content.










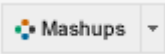









You can choose to work in HTML if you prefer by switching modes (described below). This is useful for embedding streamed content like Stream.liv.ac.uk videos. You can embed a video from **Stream** by copying the embed code from Stream, then in the text editor, click the HTML button and paste your code. Click **Submit** to finish.

The text editor supports LaTeX notation directly in the text editing area (although single \$ must be entered as \$\$) and there is also a maths editor.



Some of the specialised icons on the toolbar include:

Icon	Description
	Preview the text editor content as it will appear to students.
	Help and information pop-up window.
	Expand the text editor window to full page.
	Only display the top row icons of the text editor.
	Removes all formatting and leaves the plain text only.
	Add a file to the text area. The following file types are supported: .doc, .exe, .html, .htm, .pdf, .ppt, .pps, .txt, .wpd, .xls, .zip. <b>NB. Whilst files like these can be directly uploaded and embedded in the text editor area, it is strongly recommended that you use the Attach File facility below the text editor or that you first upload your file to the module Files area, then link from the Text Editor to the file in module Files.</b>
	Add an image to the text area, or edit an existing selected image. Most of the common image types are supported, including .gif, .jpg, .bmp, .png, .tif, and many others.
	Add a media clip to the text area, or edit an existing selected media item. Supported media types include Flash (default), HTML 5 video, Quicktime, Shockwave, Windows Media, and Real Media.
	Open the WIRIS 'maths equation editor'. Includes a <a href="#">manual on using the editor</a> and <a href="#">guidance on LaTeX support</a> .
	Click this button to insert a Mashup object. Supported Mashup object types include Flickr Photo, SlideShare Presentation, and YouTube Video.
	Format the text as a block quote.
	Search for and replace text.
	Open the Select Symbol page. Select the symbol to insert at the current cursor position.
	Open the Insert Emoticon page. Select the emoticon to insert at the current cursor position.
	Click to open an HTML Code View page, where you can edit the content HTML code directly. This feature is intended only for experienced web developers.
	Edit the Cascading Style Sheet (CSS). This feature is intended only for experienced web developers.
	Add or edit a hyperlink. You can specify a link to a website here.