

### **The *Pride Online* Main Screen Features**

#### ***Pride Online* Blocks**

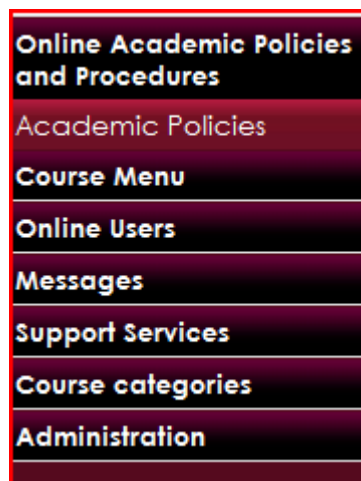
*Pride Online* has **blocks** or menu headings on the far left side in the burgundy column. Some blocks are site-wide which means all courses have them. Other blocks can be added by instructors who decide to use some of the more advanced features. So each course's blocks would differ based upon the instructor's feature selections.

For now it is best for new online instructors to use the default blocks that appear in their online course. If you choose to add the more advanced blocks, you will need to make sure your students know how to use them as well. In the future, other training materials will be developed to assist all with some of the other blocks and advanced features. For now, we are making sure everyone is acquainted with basic *Pride Online* navigation.

Below you will see the default blocks illustrated that appear on the *Pride Online* main screen. The blocks are **Online Academic Policies and Procedures, Course Menu, Online Users, Messages, Support Services, Course categories, and Administration**. The blocks appear in collapsed format.

**Click once on each of these blocks in your online course, and then click once more** and you will see how you can collapse and expand the blocks. This means you will open up and close each block's submenu.

Students can also perform this function. But students, unlike you, cannot add additional blocks.

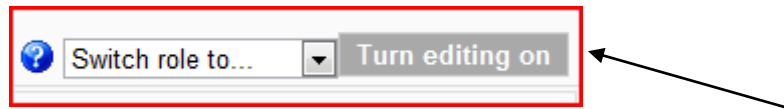


Beneath the “**Online Academic Policies and Procedures**” link you will see a link for “**Academic Policies.**” This link appears in each SHS online course and contains information that need not appear in an syllabus for online courses.

**Take a few minutes to review the contents of this link.**

### Turning Editing On

Near the top right of the Pride Online main screen, you will see “**Switch role to**” with a drop down arrow, and “**Turn editing on**” as illustrated below. “Turn editing on” will be discussed now.



Whenever you wish to edit your course, you will need to click “**Turn editing on.**” This feature is also located beneath the “**Administration block.**”

**Take a few minutes in your online course to click this button in both places** so that you are familiar with this feature’s location.

Notice that after you click the button to activate the editing feature, you then see some **additional edit mode icons**, as shown below.




- The arrow icon editing feature that points to the right allows you to indent content to the right.
- The up and down arrows icon editing feature allows you to move content to different locations in the course.
- The pen and paper icon editing feature allows you to edit your content. **Note:** This icon is also present at the top area for each Topic or Week area so that you can provide an introductory statement or insert an image if so desired.
- The “x” icon editing feature allows you to delete content.
- The eye icon editing feature allows you to hide and unhide content.

You will use each of these editing features as you build the content for your online course.

After your course is basically complete, you may wish to move topics or a week’s content to a different position in your course. So you would need to “Turn editing on” once more.

**Notice the editing icons at the far right of each Topic or Week.** They are illustrated below.

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- Clicking this icon will make only the current topic visible.
  - Clicking this icon allows you to highlight it as the current topic or week.
  - Clicking this icon allows you to hide the entire topic or week.
  - Clicking this icon allows you to move the current topic or week up.
  - Clicking this icon allows you to move the current topic or week down.

## ***Pride Online – Handout D.1***

**Note:** Always remember the functionality of the first icon that makes one topic or week visible, because sometimes you or your students may click it by accident and will wonder what happened to the rest of the Topics or Weeks for the course. Simply click this icon again and the topics or weeks will reappear.

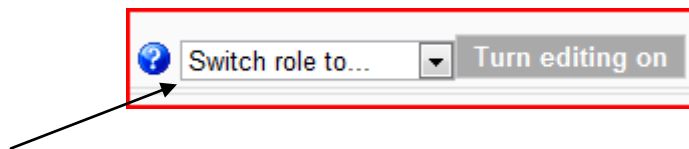
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### **How to Switch to Different Roles in Your Online Course**

The “**Switch role to**” feature is quite handy because it allows you to see your online course from a student’s view as well as a few other views.

**Click the down arrow to check out the views available to you.**

**Note:** Whenever you are in edit mode and then switch your role to student view, you will need to click “**Return to my normal role**” and then click “**Turn editing on**” to return to the edit mode.



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### **The “My Dashboard” Link**

You will also notice at the top right, a link for “**My Dashboard.**”

**My Dashboard**

Click it now and then explore all the options for viewing student involvement in your online class. This link will be more meaningful for you after your students begin to view and work on assignments.

Students also have a “My Dashboard” link that allows them to check on their activity and progress.

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### **Joule Resources Available to You**

**Joule** is an LMS platform that partnered with MoodleRooms in 2009 to provide more open source flexibility and functionality.

## ***Pride Online – Handout D.1***

At the very bottom of the screen in every online course, the following Joule links appear:

**Getting Started   Participating in a course   Facilitating a course   Designing a course**

Clicking these links allows you to search topics that offer step-by-step instructions, tutorials, and in some instances instructional video clips. Use these links as you enhance the content of your online course.