

ORGANISATIONAL TOOLS

Calendar



This tool allows you to view and create dated reminders about events. Staff and students can create unit related entries that are viewable to all staff and students. **NOTE:** The ability to do this is determined by the unit designer or instructor.

All users can create personal entries that are not related to any course but are for personal reminders. These types of entries are private.

Search



The Search tool allows you to conduct a search for data within a unit

For example - If you remember sending a discussion message regarding Assignment Five, but you can't recall in which discussion topic you posted the message, you can do a keyword search to retrieve the message.

To perform a search, you must enter keywords, select the area of records you want to search, and select the area in the unit you want to search. You can also apply date restrictions and specify preferences for viewing results.

Syllabus



Using the Syllabus tool, you can make a syllabus available to Students to provide them with information such as:

- your contact information and office hours
- the objectives of the unit
- the academic policies of your institution, as well as your own policies regarding late assignments and make-up exams
- a unit outline, which could include important dates
- an overview of lessons
- a list of required texts and recommended reading.