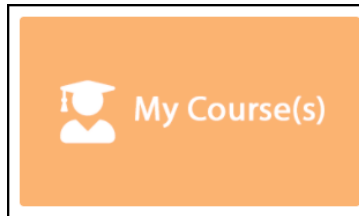
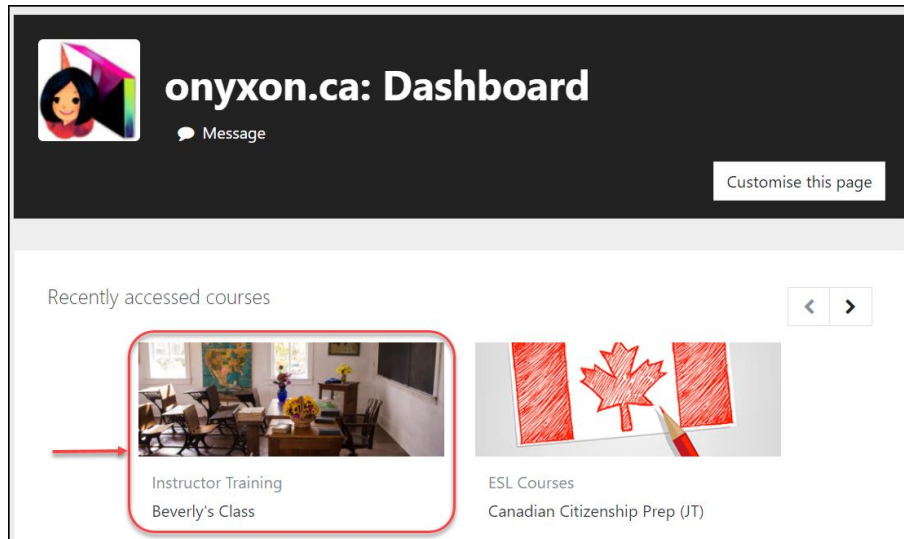


## Course Navigation Basics

Once you login to Onyx, you will see the Onyx Homepage. Click on the *My course(s)* area to view a list of courses available to you.

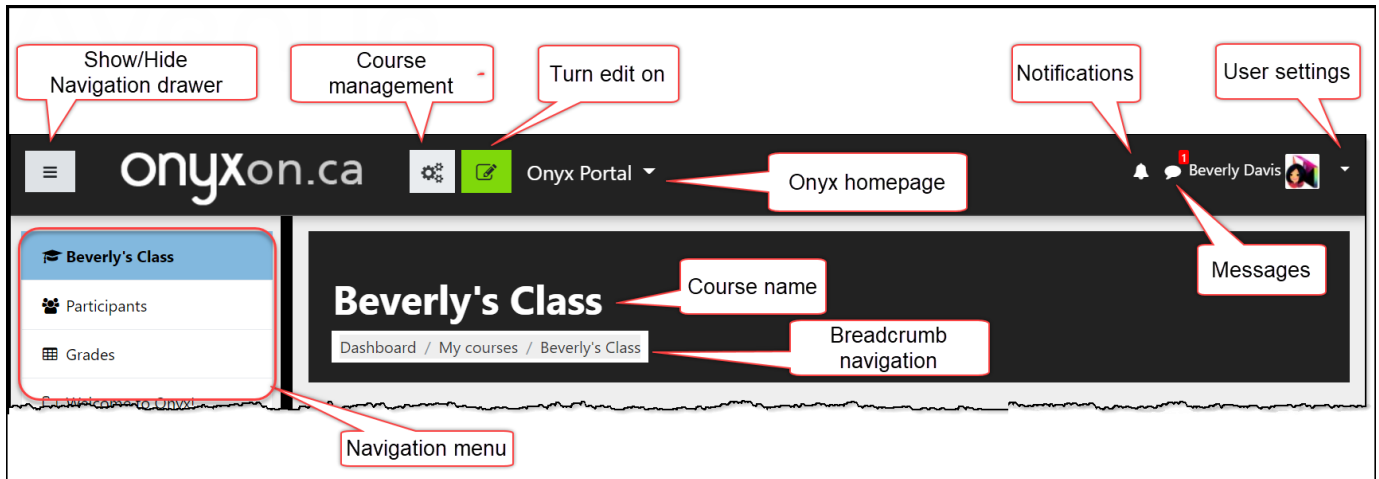


Click on your course.



## Course Homepage

Most courses will open with a common appearance and set of elements. On the top, you can see the basic elements of your course page.



## Navigation Drawer

The *Navigation drawer* can be temporarily hidden with a simple click of the *Show / Hide Navigation* icon.

The upper section of the *Navigation drawer* functions as a course navigation menu. The lower portion provides easy access to the *Dashboard* and other site navigation.

Learners can quickly go to units or courses by clicking on these course navigation links.

## Course Management

Click on the *Course management* icon to view the list of *Activities*, *Badges* and *User Links* that may be available in your course.

The screenshot shows a course management interface with three main sections:

- Activities:** View All Activities in Course. A list of activity types is shown: Assignments, Attendance Registers, BigBlueButton, Chats, Choices, Custom certificates, Databases, Face-to-Face, Feedback, Forums, Glossaries, Interactive Content, Quizzes, Resources, and SCORM packages.
- Badges:** Award your students. Options include Manage badges and Add a new badge.
- User Links:** Manage your students. Options include Gradebook, Participants, Groups, Enrolment methods, Activity completion, Course completion, Logs, View live logs, View course participation report, and View activity report.

- Clicking on each *Activity* type will provide you with a list of those particular activities available in your course. In the image below, the instructor clicked on the *Assignments* Activity to view all available *Assignments* in their course.

Assignments				
Topic	Assignments	Due date	Submission	Grade
Unit 1 Understanding Room Assignment Sheets	4. Skill-Using Activity: Describe Cleaning Schedule	-	1	-
Networking: Arranging an Informational Interview	9a. CLB 5 Speaking Assessment Task: Make A Request for an Informational Interview	-	0	-
	9b. CLB 6 Speaking Assessment Task: Make A Request for an Informational Interview	-	0	-
	12a. CLB 5 Writing Assessment Task: Write An Email to Request an Information Interview	-	0	-
	12b. CLB 6 Writing Assessment Task: Write An Email to Request an Information Interview	-	0	-

- The *Badges* column allows instructors to manage badges and add new ones.
- *User links* help instructors manage learners.

## Turn Edit On

The *Turn edit on* button allows instructors to make changes in the course such as showing or hiding activities or changing activity settings.

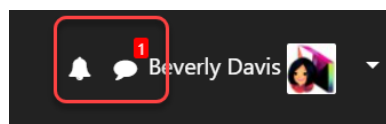
## Onyx Homepage

Clicking on the *Onyx Homepage* button will take you back to the teacher page, where you can view the *My Course(s)*, *Manage Learner Accounts*, *Browse eUnits*, *Browse and view eTutorial* and *Links* again.



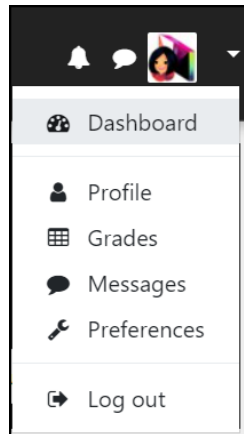
## Notifications and Messages

These two buttons will show any new *Notification* or *Message* with a small red square. Click on either icon to view the new *Notification* or *Message*.



## User Settings

Instructors can click on the small arrow next to this icon to view their *Dashboard*, edit their *Profile*, view learner *Grades*, view their *Messages*, edit their *Preferences* or *Log out* of Onyx.



## Viewing Parts of a Unit

New courses come with units *Collapsed*, meaning that you could only see the title and some basic information about the unit, but not the full list of files and learning activities included in it.


To view instructor resources, activities, and progress indicators in each unit, click on the *View Section Modules* button.

A screenshot of a course unit page. The title is 'UNIT - Shop for Clothes (CLB 2)'. Below the title is a large image of a clothing store with mannequins and racks of clothes. To the right of the image is a blue box with the heading 'You will learn how to:' followed by a bulleted list of three items: 'Name clothes, colours and sizes you need', 'Ask and answer questions when shopping for clothes', and 'Ask for help from a store clerk'. Below the image and blue box is a button labeled 'View Section Modules'. At the bottom of the page, there is a summary of content: 'Modules: Files: 4 Choice: 1 Interactive Content: 5 Page: 1 SCORM packages: 3 Forum: 1 Feedback: 1 Quiz: 1' and 'Progress: 3 / 12'. Three red callout boxes with white text point to specific elements: one points to the unit title, one points to the 'View Section Modules' button, and one points to the list of learning objects.

When the unit is expanded, instructors can view all shown, hidden or restricted activities.

Note: Make sure the instructor files remain hidden from students.

UNIT - Shop for Clothes (CLB 2)



You will learn

**Unit title**

- Name clothes, colours and sizes you need
- Ask and answer questions when shopping for clothes
- Ask for help from a store clerk

For Instructors (The files below should remain hidden from learner view)

Hidden from students

Unit Plan

Hidden from students

In-class Assessment Task

**Instructor resources**

---

Hidden from students

For Learners

Hidden from students

Part A - Getting Help in a Clothing Store

Hidden from students

1. Before you begin

2. Vocabulary: Looking for Clothes

5. What is Mina looking for?

Hidden from students


Part B - Looking for Colours and Sizes

Hidden from students

6. What colour and size? (Part 1)

**Learner activities**

Progress indicators for activities



To view the previous or the next unit, click on the links to these units above the title of the current unit.


◀ Unit 1 Understanding Room Assignment Sheets

UNIT - Make Small Talk

Networking: Arranging an Informational Interview ▶

**Previous unit**

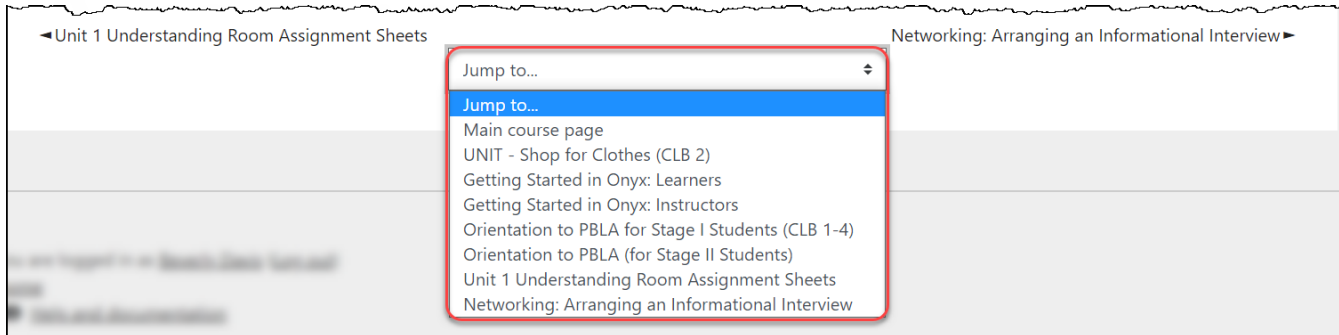
**Next unit**



You will practise English to:

- introduce yourself and others
- learn about small talk
- make small talk

You can also navigate to other units of the course by scrolling to the bottom of the current unit and selecting a unit title from the *Jump to...* drop down menu.



## Navigating with the Breadcrumb Menu

At the top of each course, under the course title, is the *Breadcrumb navigation menu*. The *Breadcrumb menu* is the best way to move around a course.



The *Breadcrumb menu* shows the course name, unit name and, once it is opened, the activity name. When we open an activity, the *Breadcrumb menu* reflects the location of this activity.

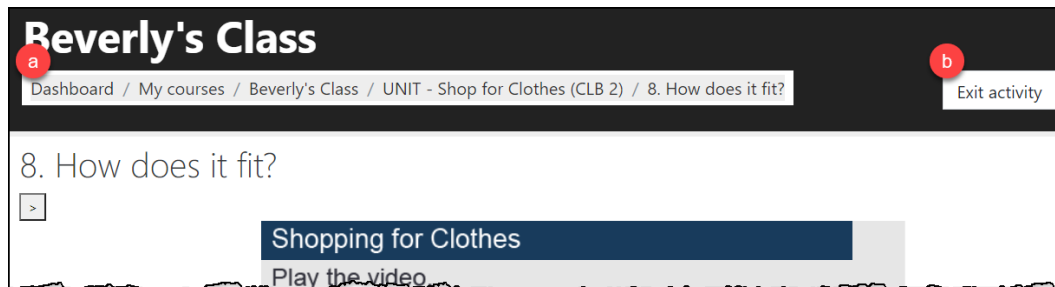


To move or navigate between units and activities, click on any item in the *Breadcrumb menu*.

- Clicking on *Beverly's Class* opens the course homepage.
- Clicking on *Unit – Shop for Clothes (CLB2)* displays the top of the Shop for Clothes unit.
- Clicking on *Dashboard* displays the learner's personal *Dashboard*.

Note: The *Dashboard* is a customizable page for providing users with links to their courses and activities, such as unread forum posts and upcoming assignments. More details can be found in the *Dashboard* help file.

To return to the unit, learners use either: a - the *Breadcrumb menu* (most often), or b - the *Exit activity link* (occasionally).



## Order of Activities

It is important to note that the courses have been designed for learners to move through the materials from the top of the screen downwards as they are listed. However, if instructors wish to create new activities such as files or labels, they can move them to a location that best suits their purpose.