# Instructor – Start-Up

Overview

Courses, by default, are delivered to an instructor's course space in a "hidden" mode. This means that units, topics and activities (Learning Objects) are not visible to students unless and until an instructor makes them so.

Turning Editing On and Off

To make visibility edits to the course so that you can hide or show selected activities for your learners, the *Edit* button must be used. It is located beside the Onyxon.ca title.
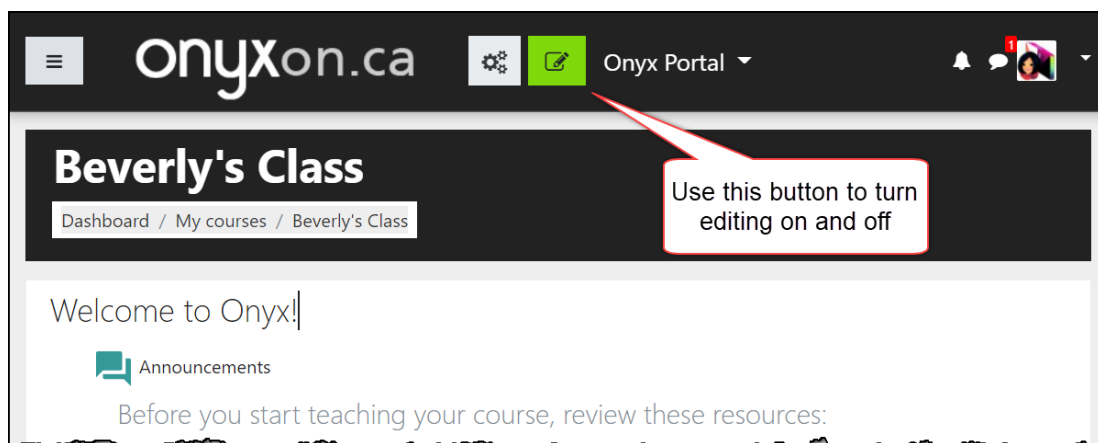

When in *Edit* mode, the *Edit* button becomes red, and the word *Edit* appears next to each activity/learning object.
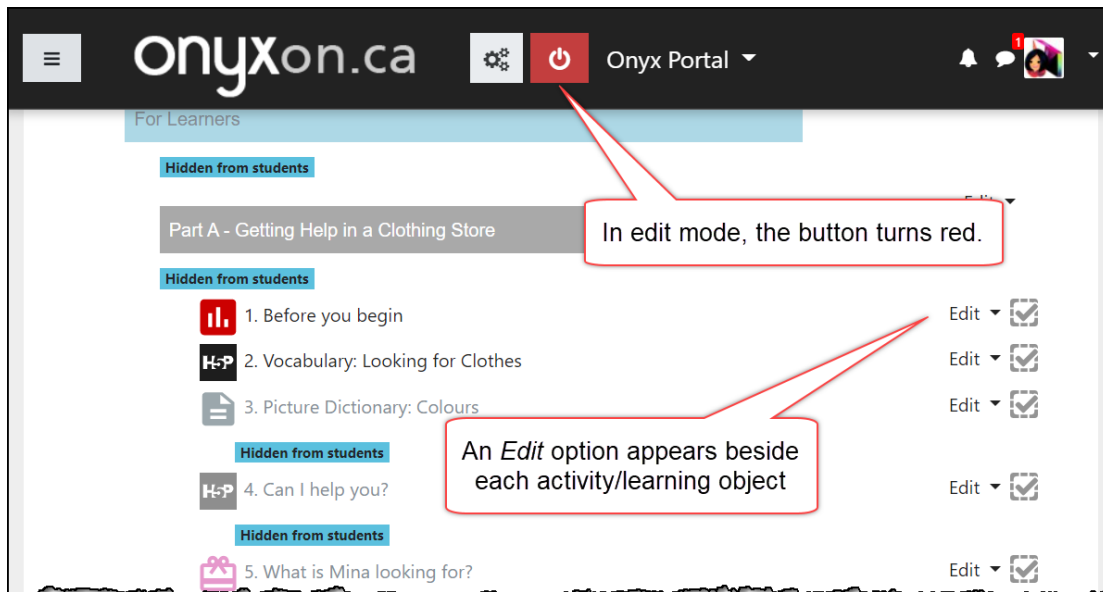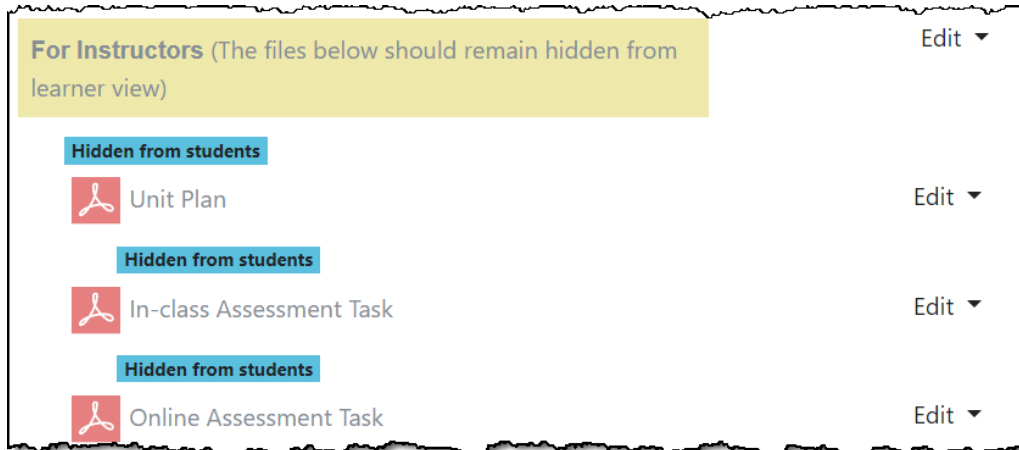
Showing a Unit

In some courses, entire sections (or UNITS) and their activities are hidden from learners by default. In this situation, an instructor will need to first make the section/unit visible, then proceed to make each of the activities visible too.

1. In *Edit* mode, choose the title of a hidden section/unit (text lighter in colour) and click the associated *Edit* icon.

2. Click on the *Show topic* option; this will unhide that section for learners. It will appear darker in colour, and the blue box saying *Hidden from students* will be removed. You now have the option of unhiding the individual activities.
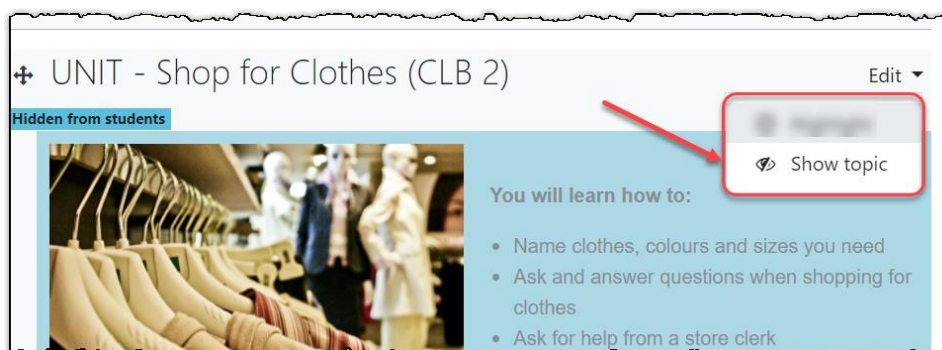
After the "topic" (unit or section) is unhidden, instructors can unhide each Learning Object in the unit. Remember to *keep hidden* the instructor materials (e.g., the Unit Plan, assessment tasks,

etc.).

Hiding a Unit

There may be a time when an instructor would like to hide an entire unit from learners.

1. In *Edit* mode, choose the title of the section that is showing (text darker in colour) and click the associated *Edit* icon.
2. Click on the *Hide* option. This will hide the section so that it will not be available to learners.


Note that the blue box appears under the title, indicating that the unit is *Hidden from students*. Despite this, an instructor can still view the contents of this section.

Showing an Activity

1. Choose an activity and click the associated *Edit* icon.
2. Click on the *Show* option. This means that the activity is now available to learners as part

of the regular, structured activity sequencing.
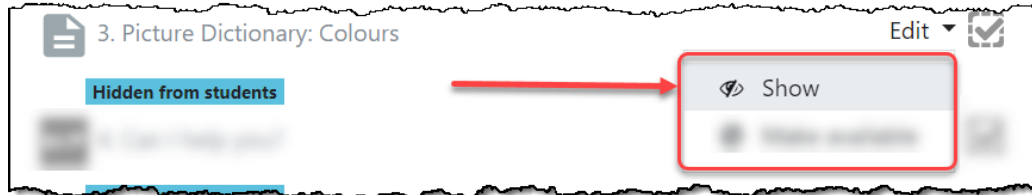
Hiding an Activity

An instructor can also *Hide* an activity such as optional items like *Checklists* and *Games*. To do this,
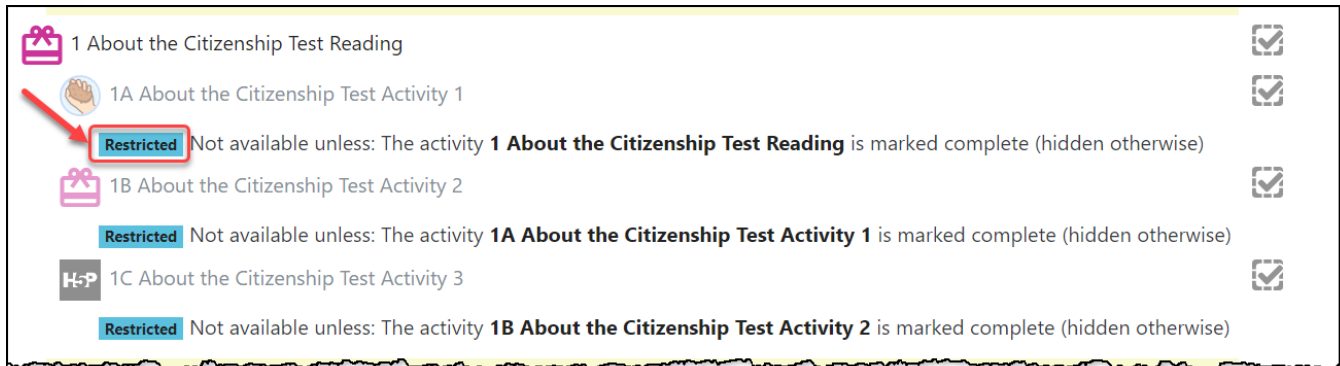
1. In *Edit* mode, choose an activity and click the associated *Edit* icon dropdown list.
2. Click on *Hide*; this means that the activity will be hidden and no longer available to learners.
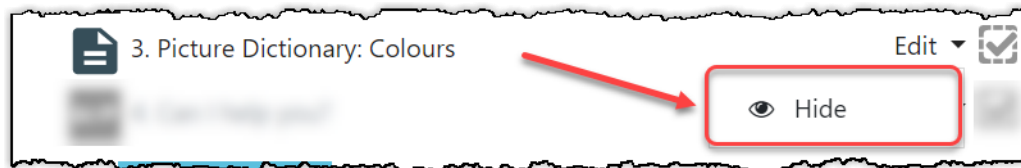
Note that some items may be shown on a structured release basis based on *Activity Completion*, or *Restricted access*. This means that they will be hidden until the learner meets a certain condition, such as viewing, completing, or receiving a passing grade on a previous activity.

As seen in the image below, Activity 1A, is restricted and therefore greyed out and not accessible. Even if the instructor choses to show it using the *Action Menu's Show* icon, it will remain unavailable until learners have completed Activity 1, "About the Citizenship Test Reading". In other words, if instructors choose to hide a *Restricted* activity, it will remain unavailable, even if the prerequisites have been met by the learners.

Note that instructors are advised against hiding restricted activities as this could change the predetermined sequence of the activities and lead to learner confusion.

Highlighting the Current Section/Unit

To help bring focus on the current section or unit, an instructor can highlight it. Only one section or unit can be highlighted at a time.

1. In *Edit* mode, choose a section and click the associated *Edit* icon beside its title. Choose *Highlight*.
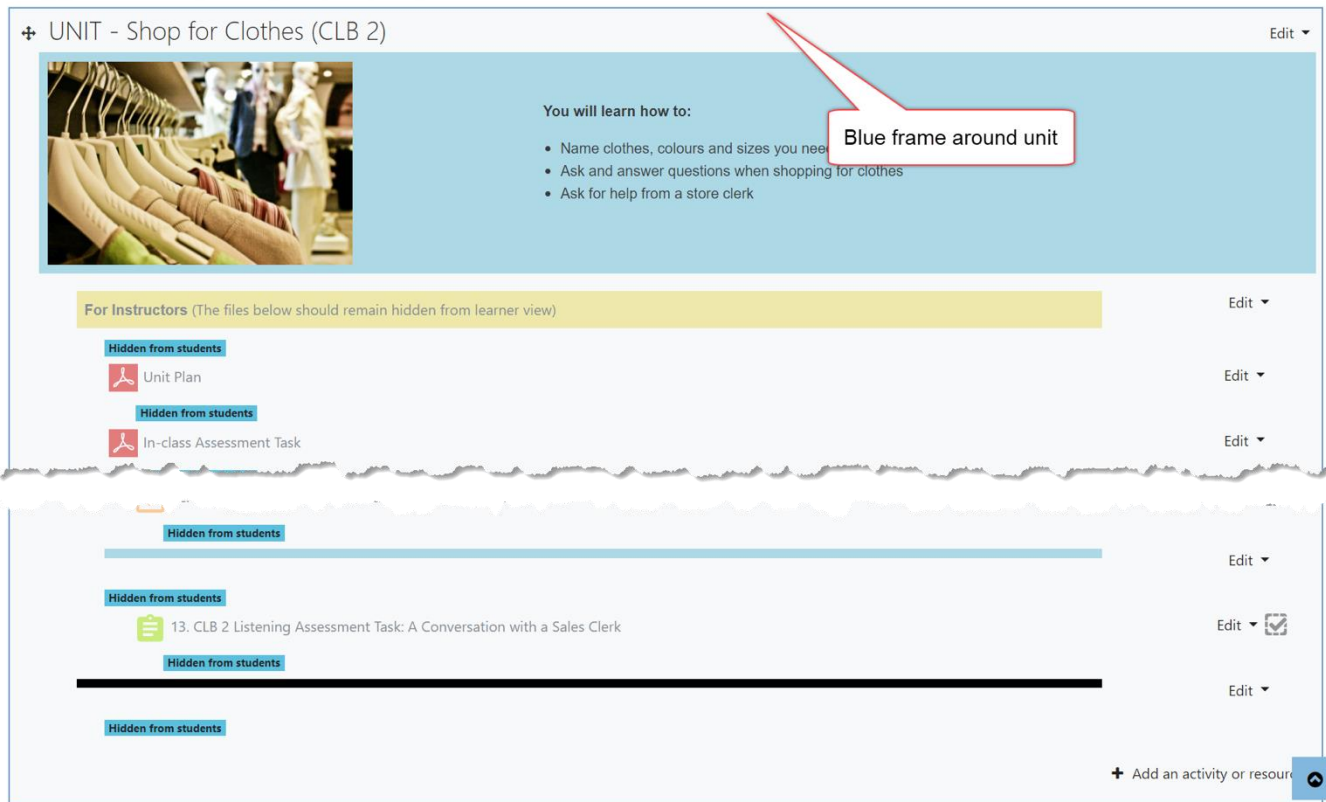

2. The entire section/unit now displays with a blue frame around the content, which serves to highlight the unit/section.

Blue frame around unit

Returning a Section to Regular Status (from Highlighted status)

1. Once again, choose a section and click the associated *Edit* icon dropdown list. Click on **Remove highlight** option.
2. The blue border is removed and the section now displays without emphasis.
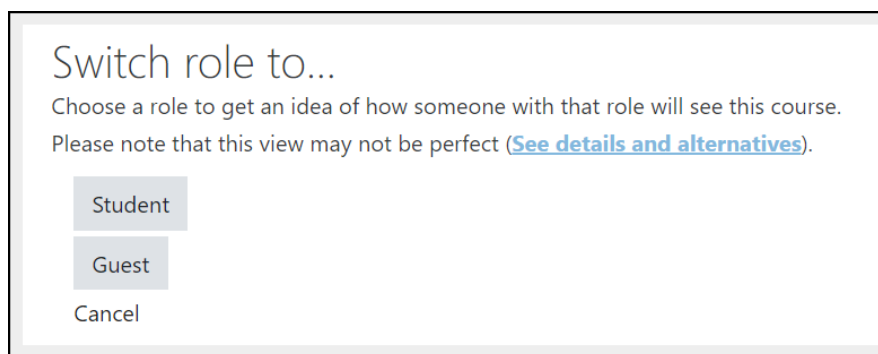
View from a Learner's Perspective

It can be advantageous to confirm that a learner's view is what you expect it to be. As such, you can change your role to see the units and activities through your learner's perspective.

1. Locate your name and login at the top right corner of the course. Click the dropdown arrow next to your image (if you have one).
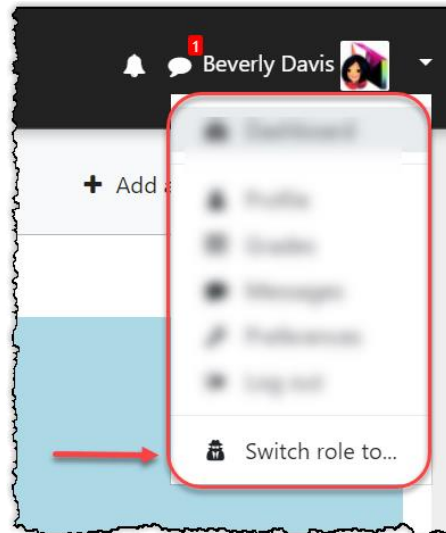

2. Click on the *Switch role to…* option.
3. Choose *Student* (or *Guest*) from the available options.

Your login in the upper right corner now indicates that you are viewing the course as a learner. Now you can see the course through a learner's perspective. Notice that there are no editing options, and items that are either hidden or not yet available do not show to learners.
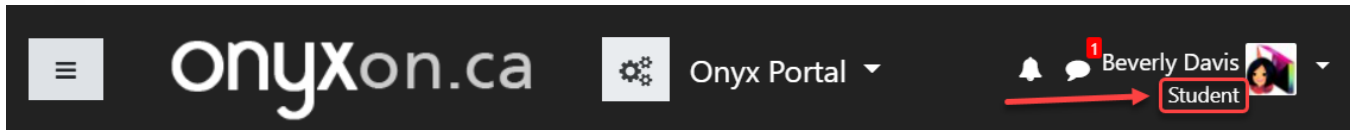
4. To return to your normal (instructor) role, click on the *Return to my normal role* button at the bottom of the dropdown menu.
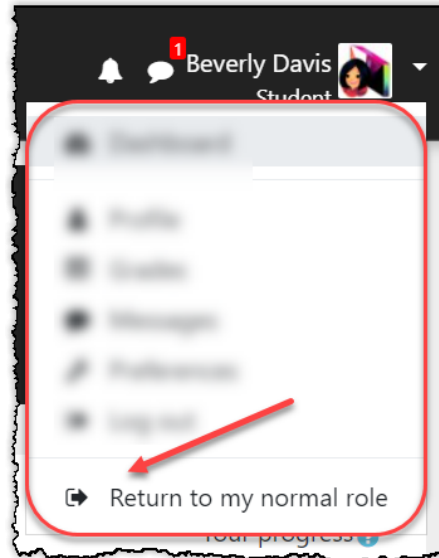
Note that when switching to student role, you might not be able to see all the features that real learners experience, or save individual or full quiz attempts for a *Quiz*. For this reason, it is recommended to test activities with a fake learner account.