

### **1. Welcome & Introductions**

### **2. Customizing Your Home Page**

### **3. Communication Tools**

- Announcements
- Discussions & Private Messaging
- Chat

### **4. Modules – Creating Lessons**

- Demo on adding content to module sections, including images
- Practice creating modules and sections including html document, web links inside visual editor, maybe uploading documents

### **5. Creating Assignments, Tests and Surveys**

- Assignments
- Tests & Surveys
- Grading Assessments and the Gradebook

### **6. Creating a Syllabus**

### **7. Course Map**

### **8. Activity Meter**

### **9. Important Functions**

- Enabling / Disabling Tools
- Publishing / Unpublishing
- Web Content
- Site Members (Roster)
- Base Date
- Import from Site
- Import from Moodle

### **10. What's Next?**

- Training: <http://etudes.org/training.htm> (Free through June, 2013)
- Pilot Users – Dev/nt Site Requests: <http://etudes.org/site-request.htm>