

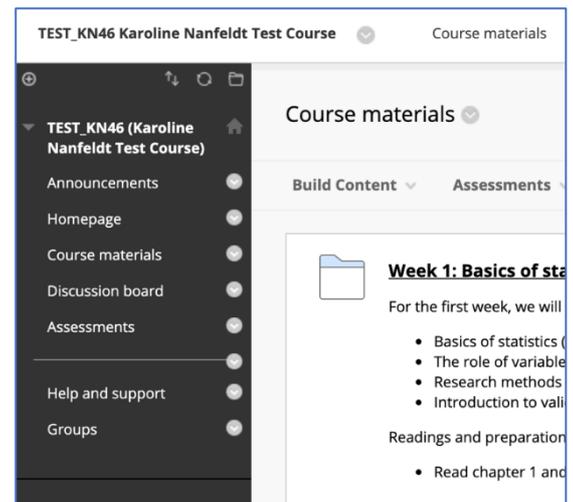
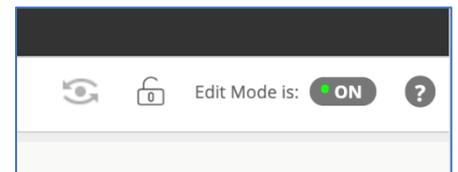
## Updating your course site on the VLE (Vision)

This guide explains how to:

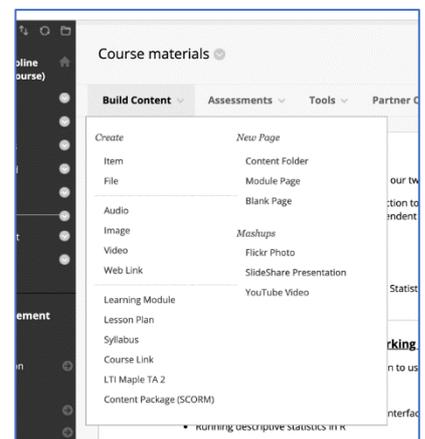
1. create an item on the VLE,
2. create a content folder,
3. create a link to a content area/tool link/subheader/divider on the VLE navigation menu

### 1. How to create an item on the VLE (Vision)

1. Log into Vision at [www.vision.hw.ac.uk](http://www.vision.hw.ac.uk) and navigate to your course.
2. Make sure you have 'Edit Mode' turned on in the upper right corner of your course.
3. Using the left-hand navigation, go to the content area where you want to upload materials.



4. Underneath the name of the content area, e.g. 'Course materials', there is a row of drop-down menus written in grey text. Hover over 'Build Content' and select 'Item' under the sub-heading called 'Create'.



5. You will now be taken to a new page to fill in information for your new item. You must give your new item a name. You also have a rich content editor to add text. You can also copy paste in this box for example from Word.

**Create Item**  
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)

\* Indicates a required field.

**CONTENT INFORMATION**

\* Name

Colour of Name Black

Text

Rich text editor toolbar with options for Paragraph, Arial, 12pt, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, and other formatting tools.

Path: p Words: 0

6. As you scroll down, you have a few further options:
  - a. **Attachments:** You can add attachments from your computer, the course's content collection, or sign into a cloud storage to add files straight from for example OneDrive.

**ATTACHMENTS**

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

Browse My Computer
Browse Content Collection
Browse Cloud Storage

- b. **Standard options:** These allow you to set permissions for when your students can see your materials. By default, students will be able to see the content.

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

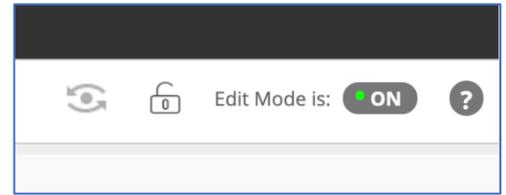
7. Once you are happy, you can click on the dark grey box with white text in the lower right-hand corner that says 'Submit' to create a new item.

Cancel

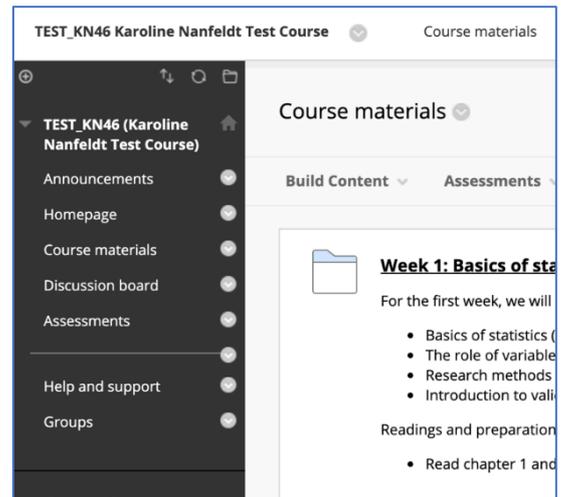
Submit

## 2. How to create a content folder

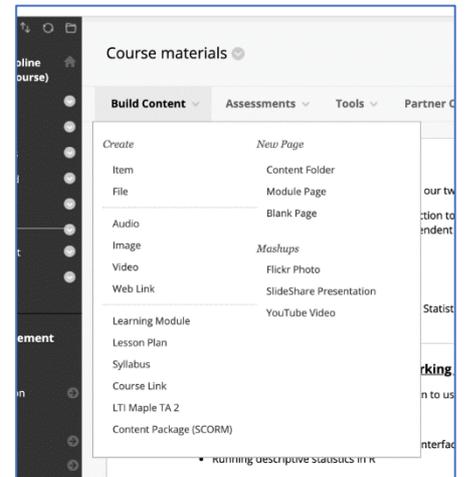
1. Log into Vision at [www.vision.hw.ac.uk](http://www.vision.hw.ac.uk) and navigate to your course.
2. Make sure you have 'Edit Mode' turned on in the upper right corner of your course.



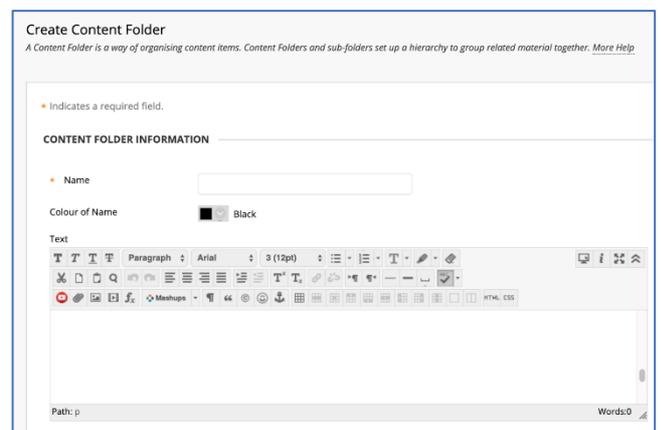
3. Using the left-hand navigation, go to the content area where you want to create a content folder.



4. Underneath the name of the content area, e.g. 'Course materials', there is a row of drop-down menus written in grey text. Hover over 'Build Content' and select 'Content Folder' under the sub-heading called 'New Page'.



5. You will now be taken to a new page to fill in information for your new item. You have to give your new folder a name. You also have a rich content editor to add text. You can also copy paste in this box for example from Word.



6. As you scroll down, you have the ability to change some options for your content folder under the heading 'Standard options'. These allow you to set permissions for when your students can see your materials. By default, students will be able to see the content.

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

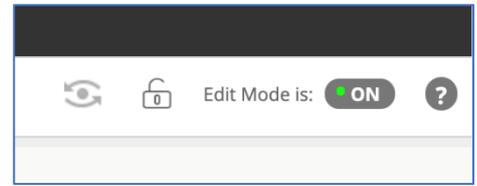
Display After      
*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

Display Until      
*Enter dates as dd/mm/yyyy. Time may be entered in any increment.*

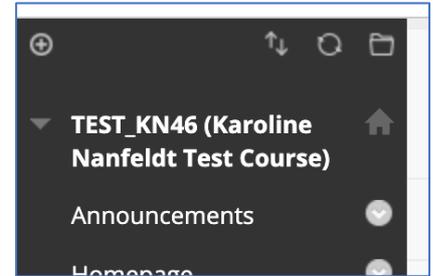
7. Once you are happy, you can click on the dark grey box with white text in the lower right-hand corner that says 'Submit' to create a new item.

### 3. How to create a content area/tool link/subheader/divider

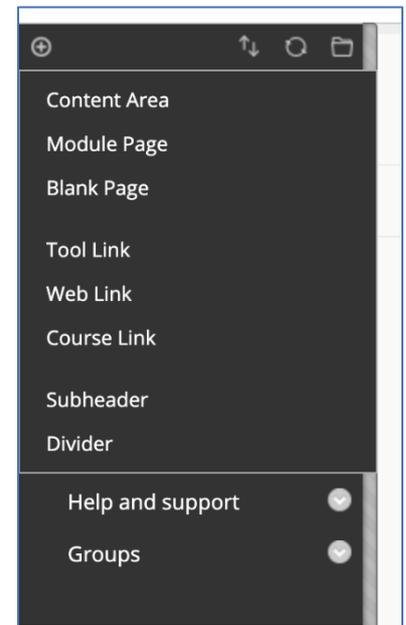
1. Log into Vision at [www.vision.hw.ac.uk](http://www.vision.hw.ac.uk) and navigate to your course.
2. Make sure you have '**Edit Mode**' turned on in the upper right corner of your course.



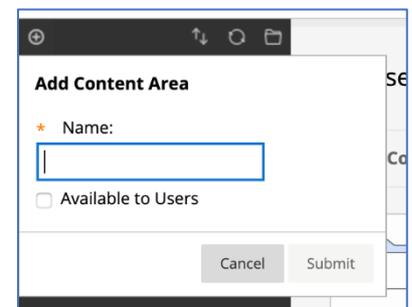
3. A content area/tool link/subheader/divider are all ways to organise the left-hand course navigation. All of these are created by clicking on the little + inside a circle in the upper left corner of the left-hand course navigation.



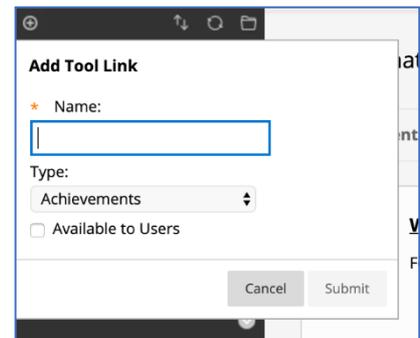
4. Hover over the + icon to see your options. Select what you want to create.



- a) **Content area:** This is for creating items and folders, e.g. for areas you want to add course materials or exam information. For a content area, you just need to add a name and tick the "**Available to Users**" so students can see it. Click on '**Submit**' when you are done.

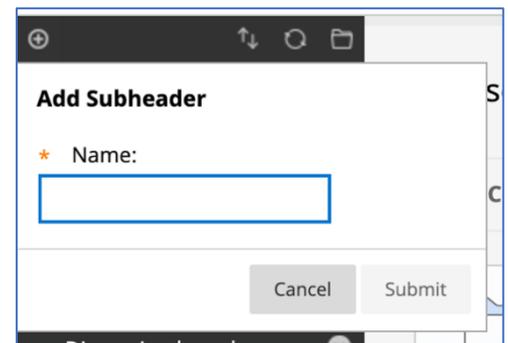


- b) **Tool link:** This allows you to create a link on the left-hand navigation to a tool that you and your students use a lot, for example Blackboard Collaborate Ultra. Give the link a name, e.g. “**Webinars**”, and select the tool from the dropdown menu under ‘**Type**’. Remember to tick the “**Available to Users**” so students can see it. Click on ‘**Submit**’ when you are done.

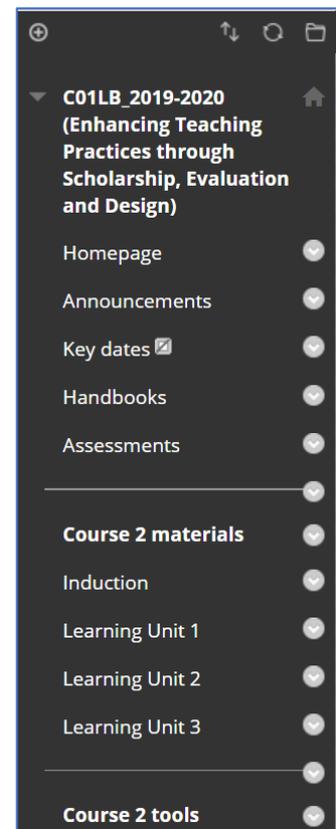


- c) **Subheader:** This helps divide your course into different sections if your left-hand course navigation has a lot of content – it creates a heading which is the text in bold. This is not clickable, and it always shows to your students. The screenshot shows an example of how this has been used:

When creating a subheading, you just need to add a name. Click on ‘**Submit**’ when you are done.

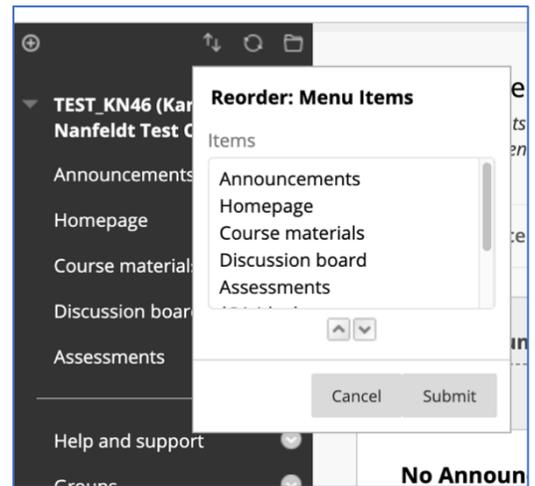
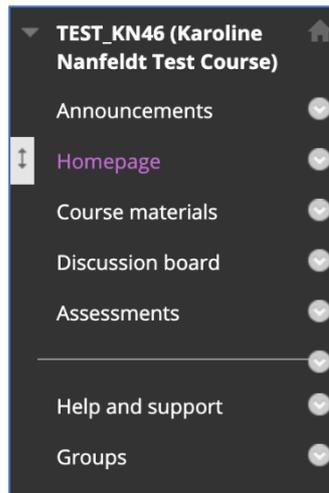


- d) **Divider:** This helps divide your course into different sections if your left-hand course navigation has a lot of content – it creates a line to divide sections. When you click on ‘Divider’ in the list of options, it adds a divider at the bottom of the left-hand course navigation.

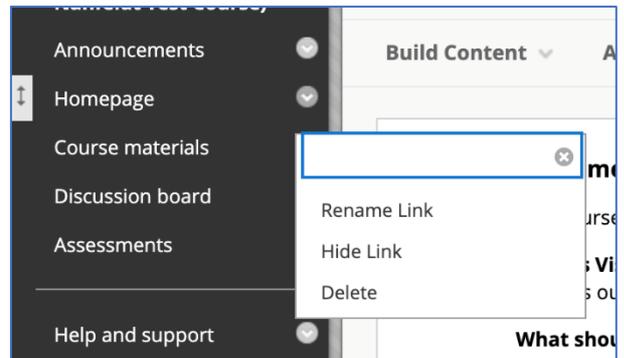


## 5. Editing or changing the left-hand navigation:

- a. You can move items up/down by dragging the arrow on the left-hand side up/down for each or change the order of all items by clicking on the two arrows pointing up/down on the top right of the left-hand navigation.



- b. In the chevron/arrow pointing down in a circle on the right-hand side of each item, you can rename, hide or delete the menu item.



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