

Exploring the build view in MyLO

An online tutorial for staff

In this tutorial, you'll look at the basics of building a course using the learning management system. The tutorial will help you to:

- Recognise the differences between the three views available when the Build tab is selected: Basic View, Power View and Content Inventory
- In Basic View, create a Home Page and Course Toolbar by adding frequently used tools, and create a title header
- In Basic View, create and add files to Learning Modules and Organizer Pages
- Access Help to find out more information about the Build View

Structure and format

The tutorial is available online through **MyLO** and is part of the module **Exploring the build view in MyLO**.

After you register you will have ongoing access to the module/tutorial and a sample course. You can access these resources at any time and undertake learning at your own pace.

The tutorial steps you through realistic scenarios. It guides you through the steps for each task as you go.

How long does it take?

The module takes approximately 20 minutes to complete

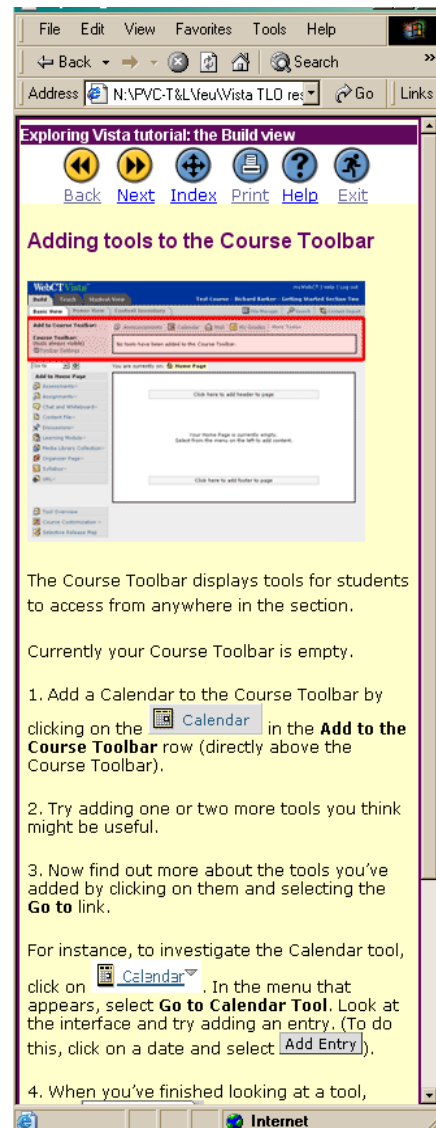
Learning requirements

Prerequisites

You will need to have basic competence in using a computer and a web-browser.


Participant requirements


You will need a computer with network/Internet access and you must be a current university staff member to access the learning management system.



The Course Toolbar displays tools for students to access from anywhere in the section.

Currently your Course Toolbar is empty.

1. Add a Calendar to the Course Toolbar by clicking on the  **Calendar** in the **Add to the Course Toolbar** row (directly above the Course Toolbar).
2. Try adding one or two more tools you think might be useful.
3. Now find out more about the tools you've added by clicking on them and selecting the **Go to** link.

For instance, to investigate the Calendar tool, click on  **Calendar**. In the menu that appears, select **Go to Calendar Tool**. Look at the interface and try adding an entry. (To do this, click on a date and select **Add Entry**).

4. When you've finished looking at a tool,

How to register

Access the registration webpage at [Teaching & Learning Online](#) and register in the module titled **Exploring the build view in MyLO**.

If you would prefer to do this tutorial within a face-to-face program, please see **Teaching Online Essentials**.

Further enquiries

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