Generally, there are 2 layout choices utilized by instructors in Insight:

1. **Weekly**
2. **Topics**

The only difference between the two is visually:

- **TopBlocks** are numbered 1 to however many topics you choose (in your “Edit course settings”)
- **Weekly** - the blocks are headed by a day/month/yy - day/month/yy for one week format. You choose the start date for your course and how many weeks you need in the “Course settings”. The start date auto-populates the week range per week.

You choose the number of topics/weeks you wish to appear in your course, as well as the start date for your course in the course settings.

An organizational feature that can easily be utilized in either the Topic or Weekly formats follows this structure:

- **Weekly Readings**
- **Activities**

These are topic headings added to the course with editing turned on using the “Add a resource-->Insert a label” tool.

**Weekly Readings**

In this part, provide links to websites, text, documents, images, webstreaming videos, a Glossary - any material that does not require interactivity online from the learner other than clicking or downloading.

**Activities**

Provide here activities for the learner to complete. This section provides opportunities for assessment of the learner and feedback on whether or not they’ve met the objectives for this topic. Activities in Insight are in the form of Choices, Forums, Glossaries, Wikis, Assignments, Quizzes, or Chats. They require action on the part of the learner and often interaction with other learners or the software provided by Insight.

**ITEM OPTIONS**

- #2. Generally, this is from the college catalog but you can edit it.
- #3. We talk about this in the Layout Choices section to the left.
- #4. As the instructor you can hide week/topic sections from student view. Do you want students to know something will be coming up by the block collapsing or completely hidden from their view?
- #5. If you use the “Latest News Block” on your site, this setting determines how many news updates will post in it. Learn about the “News forum” first and then decide.
- #6. Set this to YES so students can view their grades. You can set options on when they view them when you create quizzes later.
- #7. Show activity reports allows students to see a log of their activity in the course and it populates the data in the “Recent Activity Block” if you enable it. However, teachers always have access to this info in the “Reports” function in the Administration block.
- #8. File attachment size restrictions - you can set yours to lower than the maximum site setting if you choose.
- #9. See the footnote in the NOTES section under the diagram.
- #10. This is where the system administrator sets a Metacourse. Do NOT change this setting.
- #11. Please check that “course enrollable” is always set to NO. If it isn’t, any user can self-enroll in your course.
- #12. If you wish to run the entire course in group mode, set it here. Otherwise, set this to “No” and instead set groups by activities in your course.
- #13. If you set an enrollment key you must provide it to your students in order for them to access your course. Consult the TMI for guest access.
- #14. This toggles the language for the system menus. If you force a language setting for your course, then your students can not change the display in their user profile. Allowing students to set their own language preference reduces navigation errors in your course.
- #15. You can set these to what you want yourself and your students to be referred to by in the course menus.
- #16. ALWAYS SAVE YOUR CHANGES.
1. Course Naming & ID DO NOT CHANGE (this syncs with BANNER).

2. Course Description.

3. Format for Course Layout.

4. How are hidden items viewed?


6. Can students view grades?

7. View recent activity block?

8. File attachment size restrictions for the course.

9. Force look of course (*Section 508)

10. DO NOT CHANGE: Used for cross-listed and multiple-section courses taught in one course shell.

11. DO NOT CHANGE ENROLLMENT SETTINGS. Please make certain “Course enrollable” is always set to “No”.

12. DO NOT CHANGE ENROLLMENT EXPIRATION SETTINGS.

13. Student Groups? This is for running the ENTIRE COURSE in group mode - NOT setting groups by individual activity.


15. Display language (generally, DO NOT CHANGE.)

16. Your naming preferences for system menus in your course (there are more options than shown here).

17. ALWAYS SAVE AFTER MAKING CHANGES.

NOTES:
Items #1, 10-12, and 14-Guest Access should NOT be modified. Items #1, 11, and 12 are set for our Banner integration to enroll students in your course(s). Item #10 is also set by the system administrator should you desire to teach a “Metacourse”. A metacourse is used when you are teaching the same content to multiple sections. The students in your multiple sections are enrolled in one “metacourse” to discuss materials, take quizzes/exams, and work on activities. All grading in a metacourse is done within the metacourse (one large gradebook for all the sections unless you set the course to “Group” mode and designate sections by group). Item 14-Guest Access is a legal issue (FERPA). Please consult the TMI regarding Guest access to your course. The rest of the items are covered in this brochure.

* Forcing a theme works unless there is a student that requires Section 508 accommodation for color contrast. If a student makes such a request, then the “Do not force” default setting must be used.