

INSTRUCTOR TRAINING & SUPPORT RESOURCES

ACTIVITY SETTINGS - LOCKING (OR HIDING) CONTENT



Alert! - This functionality may not be available to you if you are a section that is part of a program and Edit Rights have not been granted.

For Program Coordinators: If you make these updates to the Program Template they will flow to the individual sections.

Whole chapters or units (called *lessons*) or individual tabs can be locked or unlocked in your course using the Activity Settings.

Locked items are *hidden* from student view; **unlocked** items are *visible* to students.

STEP 1: Access Activity Settings

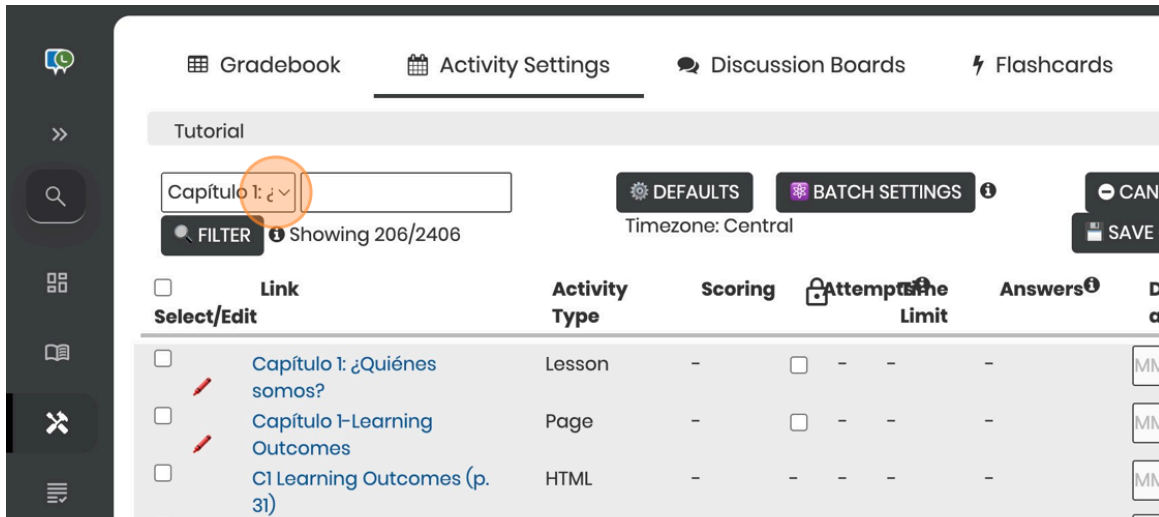
Click on **Instructor Tools** in the left navigation menu. Click on **Activity Settings**.

| <input type="checkbox"/> | Select/Edit | Link | Activity Type | Scoring | Atte |
|--------------------------|-------------|--|---------------|---------|----------------------------|
| <input type="checkbox"/> | | Scope & Sequence | Lesson | - | <input type="checkbox"/> - |
| <input type="checkbox"/> | | Scope & Sequence | Page | - | <input type="checkbox"/> - |
| <input type="checkbox"/> | | NOT ASSIGNABLE | PDF | - | - - |
| <input type="checkbox"/> | | Getting Started! | Lesson | - | <input type="checkbox"/> - |
| <input type="checkbox"/> | | Part 1: Prepping your device & Navigating the platform | Page | - | <input type="checkbox"/> - |
| <input type="checkbox"/> | | GS Module 1: Prepping your device | Embedded URL | - | <input type="checkbox"/> - |
| <input type="checkbox"/> | | GS Module 2: Navigating the platform | Embedded URL | - | <input type="checkbox"/> - |
| <input type="checkbox"/> | | Part 2: Getting help with LingroHub | Page | - | <input type="checkbox"/> - |
| <input type="checkbox"/> | | NOT ASSIGNABLE | HTML | - | - - |
| <input type="checkbox"/> | | Capítulo A: Para empezar | Lesson | - | <input type="checkbox"/> - |
| <input type="checkbox"/> | | Capítulo A-Learning Outcomes | Page | - | <input type="checkbox"/> - |

STEP 2: Lock (or Hide) Content

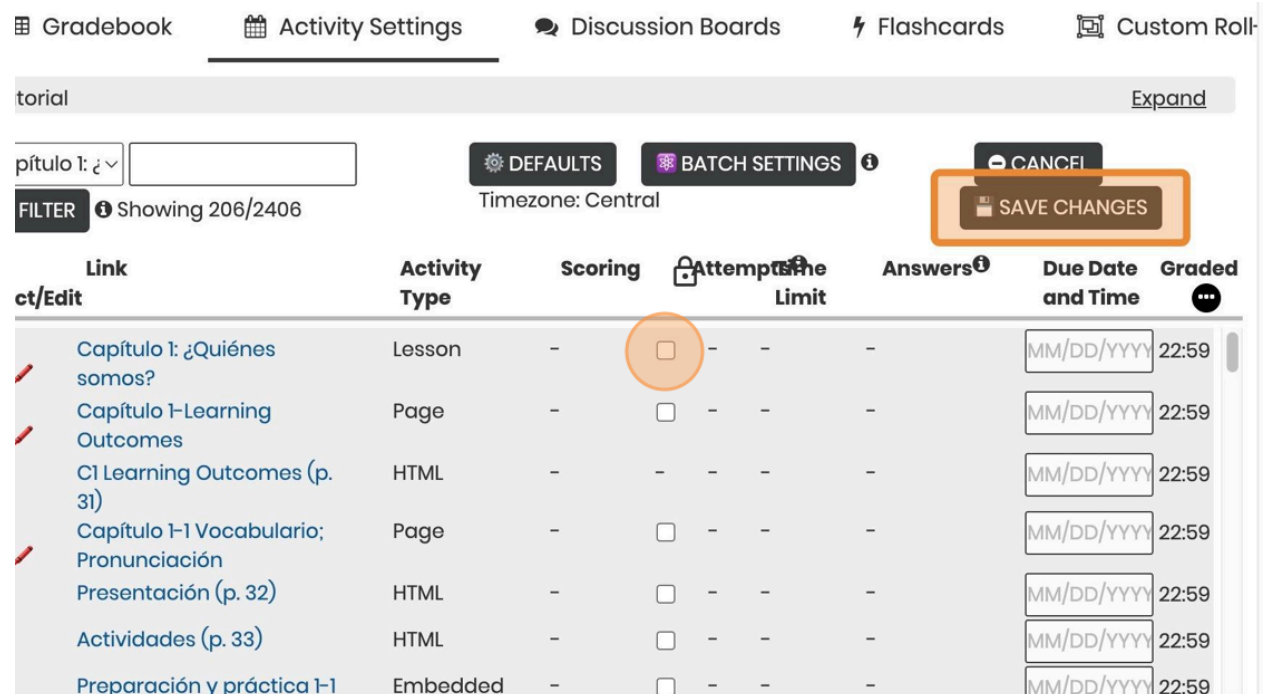
To lock an entire chapter or unit and all its contents:

1. Use the **lesson drop-down box** and select the chapter or unit you wish to lock (or hide).



The screenshot shows the 'Activity Settings' page for a 'Tutorial'. At the top, there are navigation tabs: 'Gradebook', 'Activity Settings' (selected), 'Discussion Boards', and 'Flashcards'. Below the tabs, there's a search bar with 'Capítulo 1' selected in a dropdown menu, which is highlighted with an orange circle. To the right of the search bar are buttons for 'DEFAULTS', 'BATCH SETTINGS', 'CANCEL', and 'SAVE CHANGES'. Below the search bar, there's a 'FILTER' button and a status indicator 'Showing 206/2406'. The main content is a table with columns: 'Link Select/Edit', 'Activity Type', 'Scoring', 'Attempts Limit', 'Answers', and 'Due Date'. The table lists three items: 'Capítulo 1: ¿Quiénes somos?' (Lesson), 'Capítulo 1-Learning Outcomes' (Page), and 'C1 Learning Outcomes (p. 31)' (HTML).

2. Next to the chapter or unit item titled "Lesson" under **Activity Type**, check the box under the **Lock** column (with the lock icon).
3. Click **SAVE CHANGES**.
4. Once the page loads, you will now see that all content in this chapter or unit is marked as locked.



The screenshot shows the 'Activity Settings' page after the changes have been saved. The 'SAVE CHANGES' button is highlighted with an orange box. The table now shows the 'Lock' column with a lock icon and a checked box for the first item, 'Capítulo 1: ¿Quiénes somos?'. The other items also have lock icons and unchecked boxes. The 'Due Date' column shows 'MM/DD/YYYY' and '22:59' for each item.

To lock individual tabs, simply check the box in the **Lock** column for the items you wish to lock (or hide) and their corresponding tabs will be locked.

**You can use the Drop-down box or Filter to search for particular item/activity tabs.

| | | | | | | | | |
|----------------------------|--------------|------|-------------------------------------|---|-----------|-------------------|------------|-------|
| Presentación (p. 32) | HTML | - | <input type="checkbox"/> | - | - | - | MM/DD/YYYY | 22:59 |
| Actividades (p. 33) | HTML | - | <input type="checkbox"/> | - | - | - | MM/DD/YYYY | 22:59 |
| Preparación y práctica 1-1 | Embedded URL | - | <input type="checkbox"/> | - | - | - | MM/DD/YYYY | 22:59 |
| Preparación y práctica 1-2 | Assessment | Auto | <input checked="" type="checkbox"/> | ∞ | Not Timed | Answers on Submit | MM/DD/YYYY | 22:59 |
| Preparación y práctica 1-3 | Assessment | Auto | <input checked="" type="checkbox"/> | ∞ | Not Timed | Answers on Submit | MM/DD/YYYY | 22:59 |
| TXT 1-2 | Assessment | Auto | <input type="checkbox"/> | ∞ | Not Timed | Answers on Submit | MM/DD/YYYY | 22:59 |
| SAM 1-1 | Assessment | Auto | <input type="checkbox"/> | ∞ | Not Timed | Answers on Submit | MM/DD/YYYY | 22:59 |
| SAM 1-2 | Assessment | Auto | <input type="checkbox"/> | ∞ | Not Timed | Answers on Submit | MM/DD/YYYY | 22:59 |

STEP 3: Unlock (or Show) Content

In order to unlock items/activities (or make them visible) for students, simply follow the instructions above, but this time click the checkbox in order to uncheck it.

STEP 4: Check Content

To check if chapters or activities are locked (i.e. hidden), click on the **course name** under the **Content** tab from the left menu.



Here you can scroll down and check that the chapters you locked are indeed locked for your students.



If you lock individual tabs, they will have a **small lock icon** next to them when you view them in the course Content area. (**NOTE:** In Student View, these items will not be accessible at all.)

