



# Guide to VE's Learning Management System (LMS)

*Click into any of the sections below to jump to the appropriate section.*

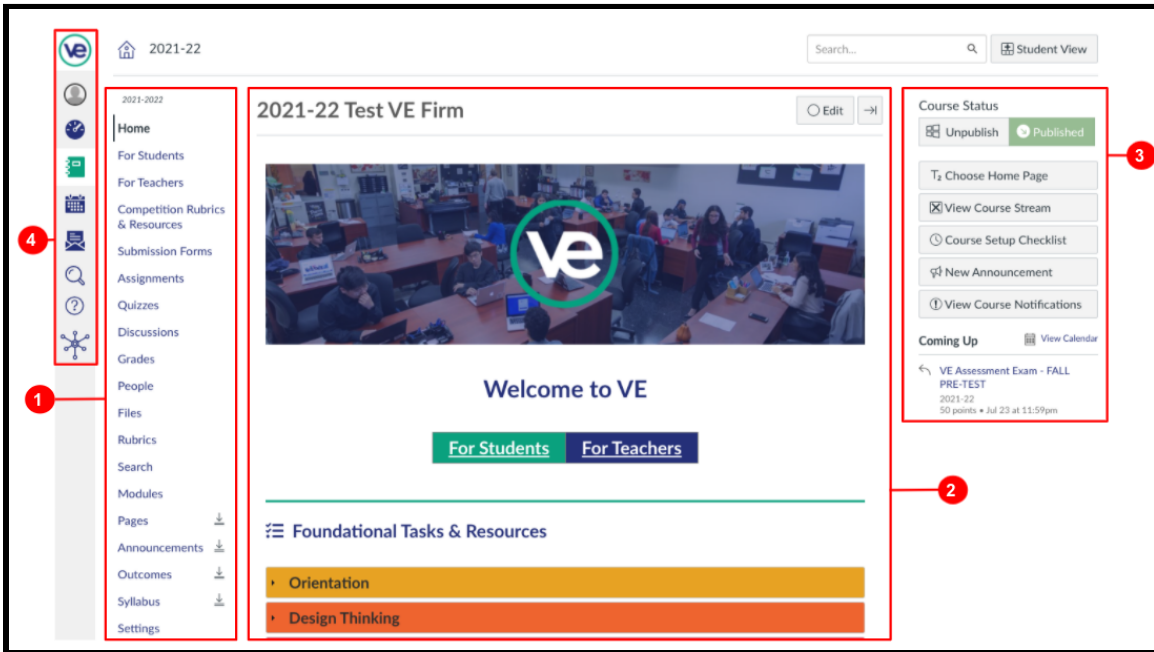
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## About the Home Page

The Course Home Page involves Course Navigation (1), the Content Area (2), the Sidebar (3), and the Global Navigation Menu (4).

*Note: If you view Canvas with a smaller screen, any sidebar content will align with the bottom of the page.*



## Global Navigation Menu

The Global Navigation Menu provides quick links to all main Canvas areas and can be accessed from any page in Canvas.

- (1) **Account** - Log out of Canvas
- (2) **Dashboard** - View current courses
- (3) **Courses** - View all courses
- (4) **Search** - Search Canvas courses
- (5) **Hub** - Return to VE Hub



## Search Bar

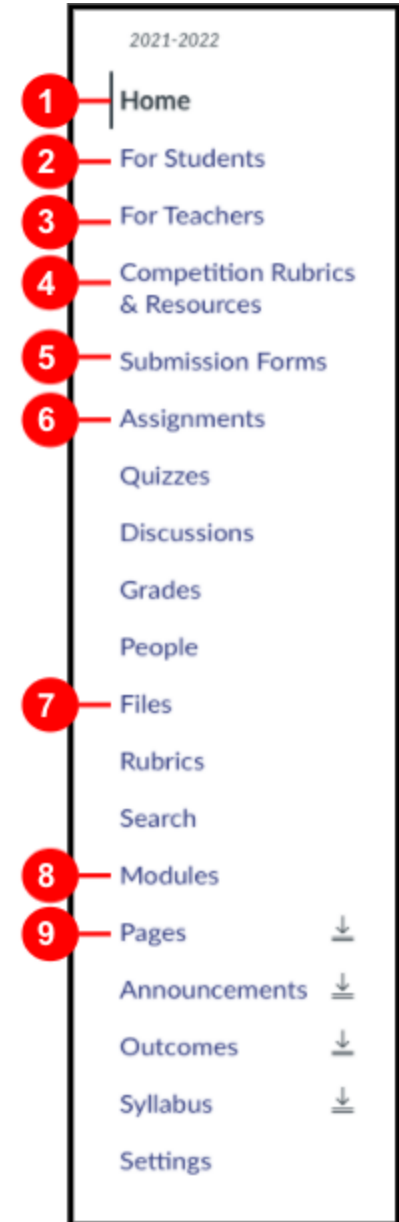
You can also search Canvas using the search box on the top right.



## Course Navigation

Course Navigation includes links that help you and your students get to specific locations in the course. As an instructor, you can customize the links that are shown in your course.

- (1) **Home** - View of Course Home Page
- (2) **For Students** - Welcome to VE, About VE, Your Portfolio & the Career Readiness Framework, and The Future of Work Learning Series
- (3) **For Teachers** - Getting Started & Course Implementation, Portfolios & the Career Readiness Framework (CRF), Assessment, and The Future of Work Learning Series
- (4) **Competition Rubrics & Resources** - Schedule of National Online Competitions, Schedule of Conferences and Exhibitions, Competition Rubrics, Competition Manager, Competition Results
- (5) **Submission Forms** - Beginning-of-Year, Operational, Income Tax, End-of-Year
- (6) **Assignments** - View all assignments
- (7) **Files** - View all files
- (8) **Modules** - View all modules
- (9) **Pages** - View all pages



## Content Area (Home Page Content)

The Course Home Page is viewed from the Course Navigation Home link.



The screenshot shows the VE LMS Home Page. At the top is a banner image of a classroom with the VE logo overlaid. Below the banner is the text "Welcome to VE" and two buttons: "For Students" and "For Teachers". The page is organized into several sections, each with a header and a list of items:

- Foundational Tasks & Resources** (list icon):
  - Orientation
  - Design Thinking
  - Career Development
  - Business Registration
- Department Tasks & Resources** (gear icon):
  - Accounting • Finance
  - Operations • Information Technology
  - Management • Risk • Legal
  - Human Resources
  - Marketing • Sales • Design
- Personal Finance** (dollar sign icon):
  - Personal Finance
- Student Portfolio** (portfolio icon):
  - Portfolio Planning
  - FALL
  - MID-YEAR
  - SPRING
  - YEAR-END
- External Links** (link icon):
  - [VE Official Website](#)
  - [Acknowledgements](#)

When you click on a unit link (1), it will display all tasks related to that unit.

**Foundational Tasks & Resources**

1

**unit**

Orientation

Design Thinking

Design Thinking is a human-centered approach to innovation that integrates the needs of people, the possibilities of technology, and the requirements for business success. In short, it is a method of creative problem solving.

Design Thinking Tasks	Departments Involved	Career Readiness Competency	Portfolio
<a href="#">Task 1 - Introduction to Design for Delight (D4D) Design Thinking Process</a>	ALL	L, P	
<a href="#">Task 2 - Deep Customer Empathy</a>	ALL	P, F	👍
<a href="#">Task 3 - Go Broad to Go Narrow (Ideate)</a>	ALL	L, P, F	👍
<a href="#">Task 4 - Rapid Experimentation (Prototype &amp; Test)</a>	ALL	P, F	👍

**unit**

Career Development

Business Registration

Home Page content (and all Canvas content) is displayed in the content area through a series of links. The content on this page can be a link, the syllabus, discussions, announcements, quizzes, or imported content as set by your Course Home Page layout.

**Home Page Content**

For Students For Teachers

**unit**

**Foundational Tasks & Resources**

Orientation

These modules provide department specific tasks as well a resources that support task completion.

Orientation Tasks	Departments Involved	Career Readiness Competency	Portfolio	Design Thinking
<a href="#">Task 1 - Introduction to Virtual Enterprises</a>	ALL	• P, CT	👍	
<a href="#">Task 2 - Team Building</a>	ALL	• L, P, CT		
<a href="#">Task 3 - Understanding Time Management</a>	ALL	• P, CT		
<a href="#">Task 4 - Communication Strategies</a>	ALL	• P, CT	👍	
<a href="#">Task 5 - Establish Meeting Procedures</a>	ALL	• P, CT		

**tasks**

**unit**

Design Thinking

Design Thinking is a human-centered approach to innovation that integrates the needs of people, the possibilities of technology, and the requirements for business success. In short, it is a method of creative problem solving.

Design Thinking Tasks	Departments Involved	Career Readiness Competency	Portfolio
<a href="#">Task 1 - Teamwork and Collaboration</a>	ALL	• L, P, CT	

**task**

## Working with a Task

To access the task and materials, select the task link on the home page. When you click on the task link (Task 2 - Work as a Team in this example), the task page will open in a new window.

Orientation Tasks	Departments Involved	Career Readiness Competency	Portfolio	Design Thinking
<a href="#">Task 1 - Introduction to Virtual Enterprises</a>	ALL	P, CT	👍	
<a href="#">Task 2 - Work as a Team</a>	ALL	L, P		
<a href="#">Task 2A - Work Remotely as a Team</a>	ALL	L, P, CT		

2021-2022 > Pages > ORIENT TASK 2 - Work as a Team NEW Search...

2021-2022

Home

ORI  
2

## Work as a Team

**Competency Dimension**

- Leadership
- Professional

**Departments Involved**

- All

**Month / Time Frame**

Month 1 / One Day

🏠

Home


**Students will:**

- Practice concepts of group problem solving to complete the challenge.
- Collaborate with a group to complete the Marshmallow Challenge.
- Recognize and practice elements of teamwork and strategy.
- Recognize and practice techniques for effective communication.

📖  

**ACTIVITIES/STRATEGIES**

- Describe the Marshmallow Challenge: The Marshmallow Challenge is a popular team-building activity that engages participants in the process of working with others by using innovative thinking to accomplish a task.
- Either before or after the Marshmallow Challenge, direct students to view the [Video - TED Talk with Tom Wujec](#) . (Showing the video first will give the students an overview of the project, and insight into building the structure. If you want students to use their own ideas for this activity without any prior insight, show the video as a reflection after the challenge has been completed.)

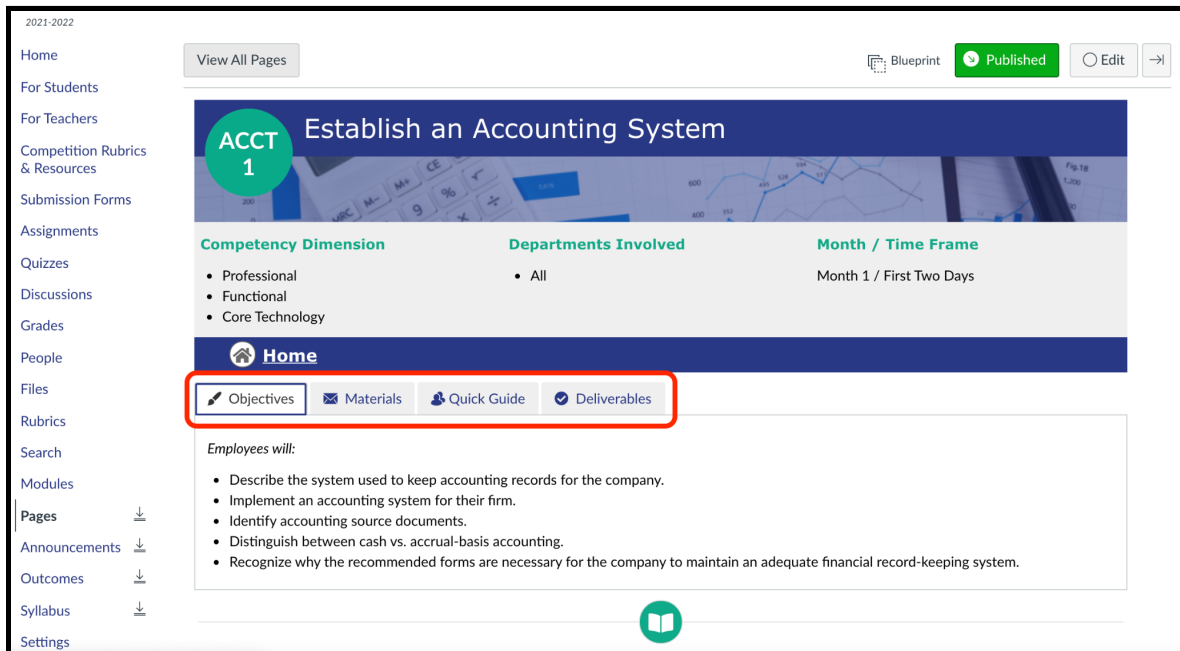


- Direct students to open [Reference - Marshmallow Challenge Rules](#) and review them with the class:
  - The winning team is the one that has the tallest freestanding structure (measured from the floor or top of desk/table) to the top of the marshmallow. The entire marshmallow needs to be on top of the structure.
  - The team can use as many or as few of the 20 spaghetti sticks as they wish, and as much or as little of the string or tape they wish. Teams are

## Task Interface

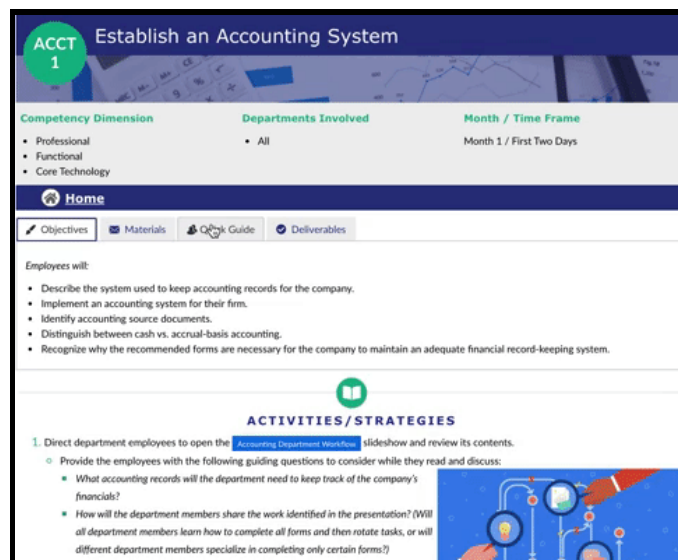
Each task contains helpful features and visualizations including:

- **Tabs** to access the Objectives, Materials, Quick Guide, and Deliverables included in the lesson.



The screenshot shows the LMS interface for a task titled "Establish an Accounting System" (ACCT 1). The interface includes a left-hand navigation menu with options like Home, For Students, For Teachers, and various assessment types. The main content area features a header with the task title and a "View All Pages" button. Below the header, there are three columns of metadata: "Competency Dimension" (Professional, Functional, Core Technology), "Departments Involved" (All), and "Month / Time Frame" (Month 1 / First Two Days). A navigation bar below the metadata contains four tabs: "Objectives", "Materials", "Quick Guide", and "Deliverables". The "Objectives" tab is currently selected and highlighted with a red box. Below the tabs, the text "Employees will:" is followed by a list of five bullet points describing the tasks for employees. At the bottom of the page, there is a section titled "ACTIVITIES/STRATEGIES" with a numbered list of instructions.

- **Quick Guides** that are embedded, interactive, and can be downloaded as Google Slides.



This close-up screenshot focuses on the "Quick Guide" tab, which is highlighted with a mouse cursor. The tab is part of the same task interface as the previous screenshot. Below the navigation bar, the "Employees will:" section is visible, containing a list of five bullet points. At the bottom of the page, the "ACTIVITIES/STRATEGIES" section is partially visible, showing the first instruction: "1. Direct department employees to open the Accounting Department Workflow slideshow and review its contents." Below this instruction, there are two sub-bullets providing further details about the activity.

- **Submission button** at the top of the page for students to submit assignments; **Add an Assignment button** to create and customize your own assignments for each task.

**ACCT 1** Establish an Accounting System

Competency Dimension	Departments Involved	Month / Time Frame
<ul style="list-style-type: none"> <li>Professional</li> <li>Functional</li> <li>Core Technology</li> </ul>	<ul style="list-style-type: none"> <li>All</li> </ul>	Month 1 / First Two Days

**Home**

Objectives | Materials | Quick Guide | **Deliverables**

- Establish an agreed-upon workflow for all accounting records and method for saving electronic and paper copies of all accounting records.

**Submit Accounting Workflow Diagram**

**Add an Assignment**

- Embedded **videos** for easy viewing, without having to leave the page.

- Explain that QuickBooks -
  - is an accounting software package developed and marketed by Intuit.
  - mainly supports small and medium-sized businesses.
  - provides accounting applications that include accepting business payments, managing inventory, and paying bills as well as payroll functions.
- Point out -
  - people use QuickBooks because it helps save time on bookkeeping and paperwork and enables users to -
    - quickly enter receipts and payments
    - generate reports
    - create budgets and track progress
    - connect to their company bank account
- Show students the [Video - Introduction to QuickBooks](#)

**Intro to QuickBooks Online**

Watch on YouTube

**Watch later** **Share**

**Business** **Craig's Landscaping Services**

Category	Amount	Percentage
Profit and Loss	\$6,704	100%
Expenses	\$950	14%
Revenue	\$7,654	113%
Net Profit	\$6,704	100%



- **Pop-up resources** to quickly view and download documents.

3. Have employees open each of the accounting source documents for the purpose of the document and the information it includes.

- **Invoice** a list of goods sent or services provided, with a statement of the amount due.
- **Sales Receipt** the customer's proof that a purchase was made. It includes descriptions, quantities, and prices, and each company will use those numbers to generate their own sales receipts.
- **Purchase Order** a buyer-generated form that authorizes a purchase and is binding on both parties. It includes descriptions, quantities, and prices.
- **Order Form** a form that customers can use to order products and services, and each company will use those numbers to generate their own order forms.
- **Payroll Register** the record that lists employee hours worked and the amount of pay.
- **Bank Statement** a summary of financial transactions over a period of time.

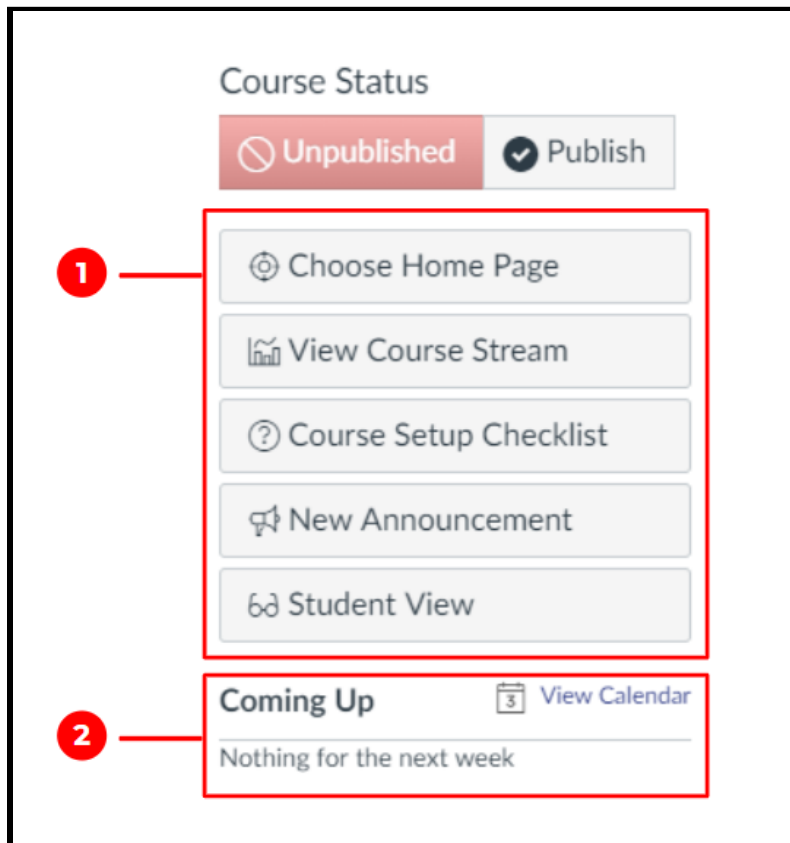
Item	Description	Qty	Price	Amount
4001	GMC Diesel	1	400.00	400.00
	Shipping		18.00	18.00
	<b>TOTAL</b>			<b>\$418.00</b>

## Right Sidebar

The right sidebar shows content for the specific course and includes additional options.

The top of the sidebar **(1)** contains course tools for managing your course.

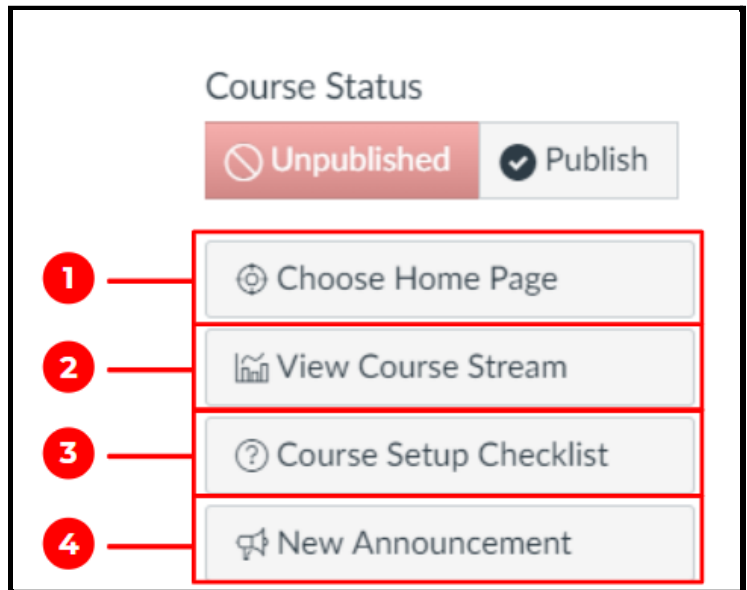
The bottom of the sidebar **(2)** includes the To Do list (for students only), in addition to other sections depending on the layout you set for the Course Home Page.



In the course tools section of the sidebar, you can manage your Course Home Page in addition to view other helpful links for your course.

To change the course home page layout, click the **Choose Home Page** link (1).

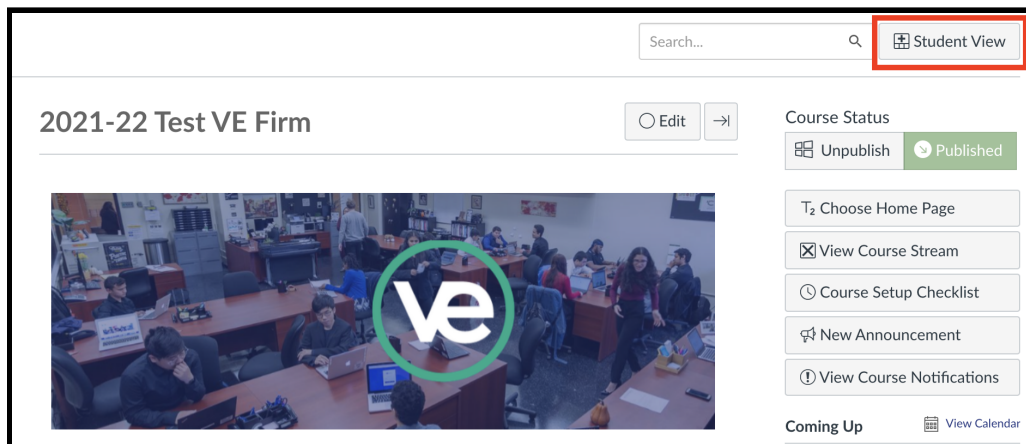
If your course Home Page displays a page other than the Course Activity Stream, view recent activity by clicking the **View Course Stream** link (2). Recent activity displays all recent activity and events in the course for assignments, announcements, discussions, and conversations. When the Home Page is set as the Course Activity Stream, this button will not appear.



If your sidebar includes the **Course Setup Checklist** link (3) you can view a list of checklist items to help populate your course. Note: If you cannot view the Course Setup Checklist link, your institution has enabled the Canvas course setup tutorial instead.

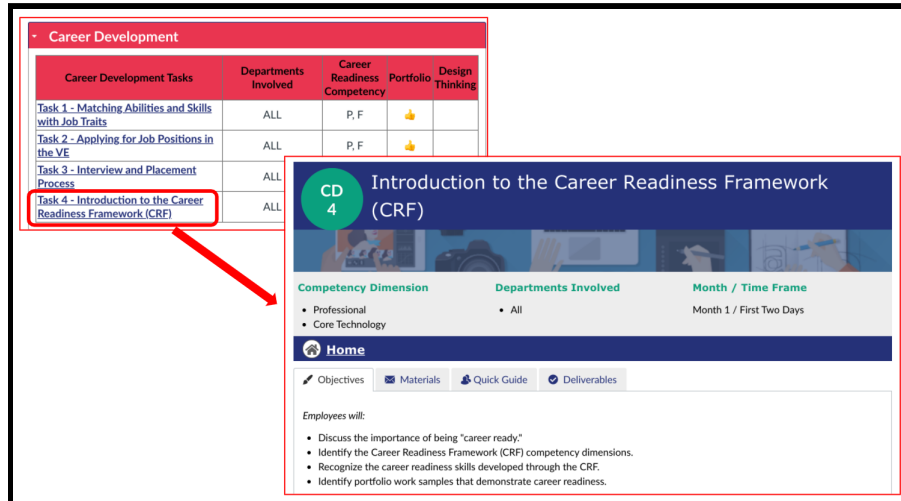
To make a new announcement, click the **New Announcement** link (4).

To view your LMS course using a test student, click the **Student View** link at the top-right of the page next to the search bar.

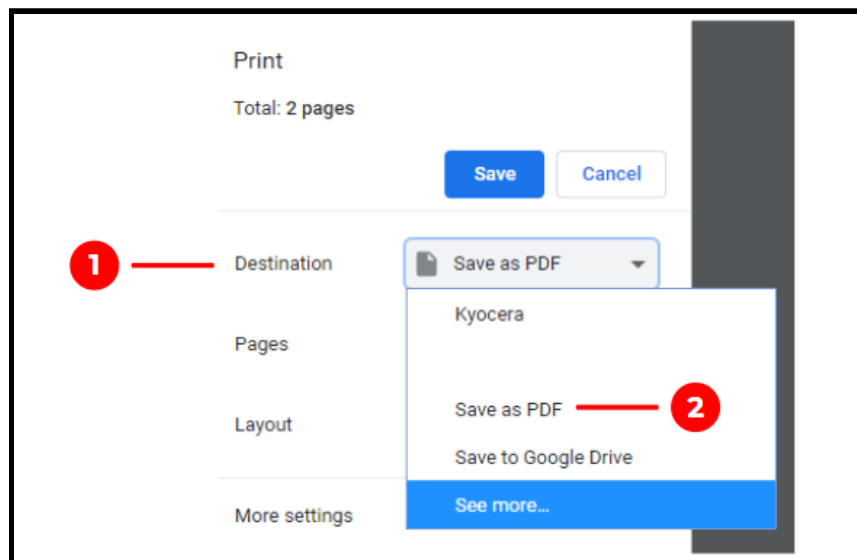


## Saving a Task Lesson

**Step 1:** Select the Task Link on the Home Page to access the task lesson.

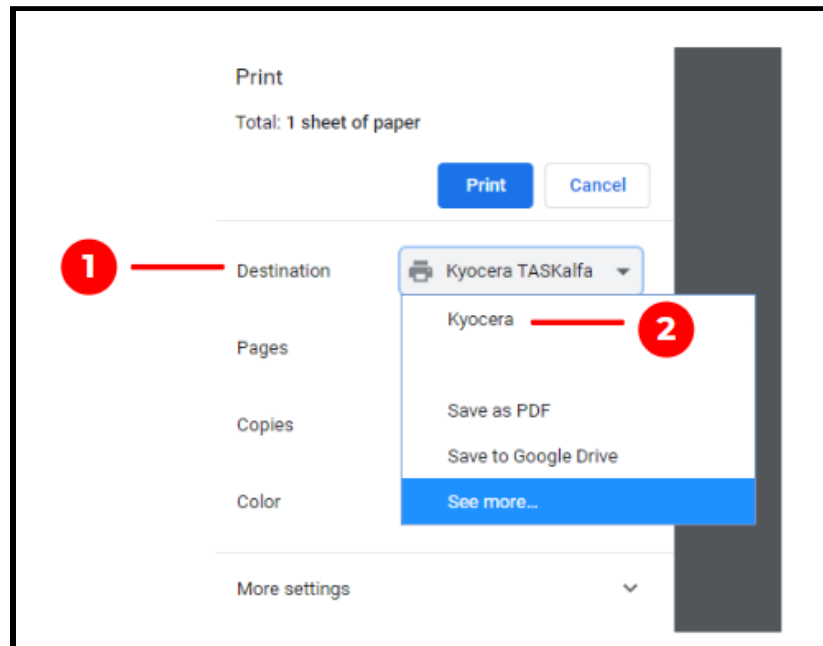


**Step 2:** Once on the task lesson page, hold the CTRL key and press P. A pop-up screen on the same page will appear to allow you to print the page. In the destination drop-down menu (1), select Save as PDF (2) to save the lesson as a PDF file onto your computer.



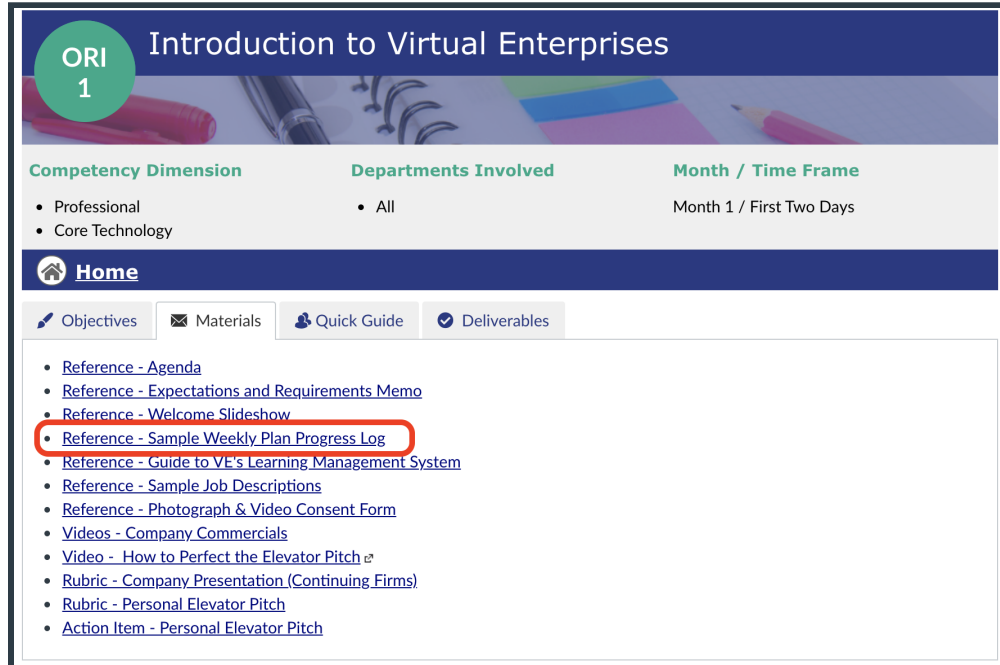
## Printing a Task Lesson

Once on the task lesson page, hold the CTRL key and press P. A pop-up screen on the same page will appear to allow you to print the page. In the destination drop down menu (1), select the printer (2) you would like to use to print out the lesson.

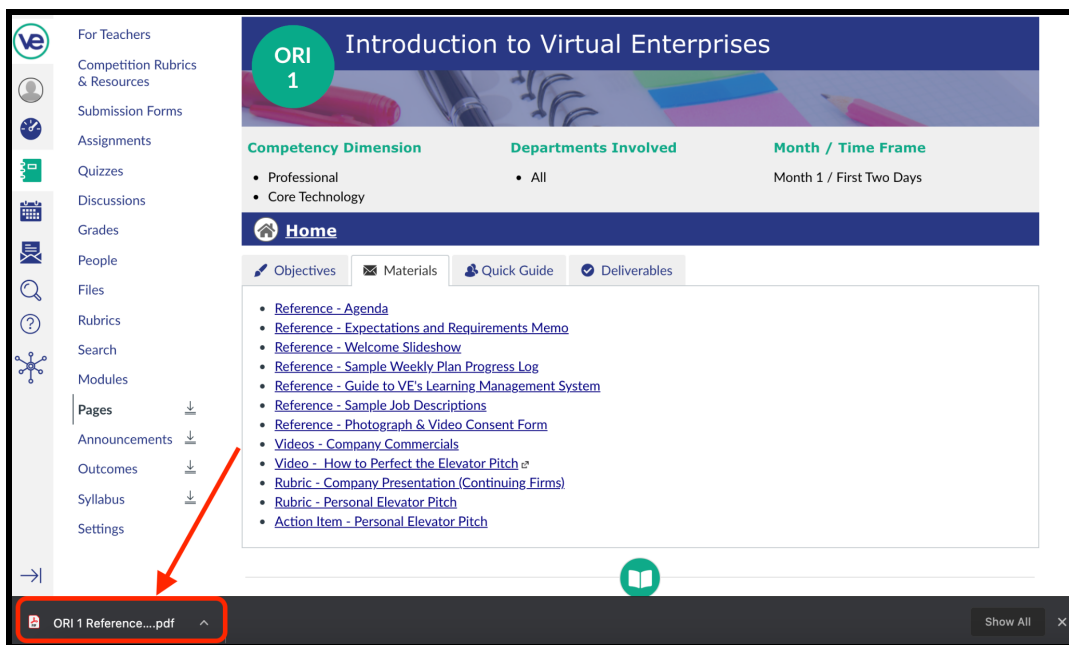


## Downloading a Reference File

**Step 1:** Select a reference link on the Materials tab in a task to access the resource.

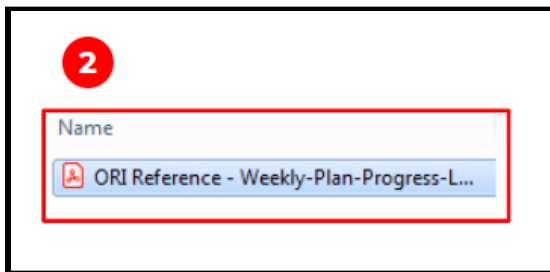
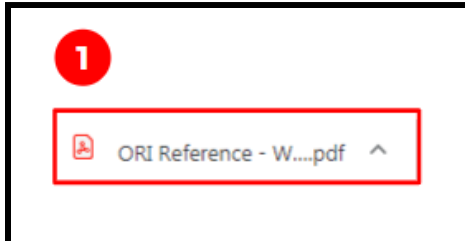


Once you select the link, the file will automatically save to your Downloads folder (example in Google Chrome shown below).



## Printing a Reference File

The downloaded file should appear on the bottom page of the web browser **(1)** or in the downloads folder **(2)** in your computer.



Open the file and select print to print the document. A pop-up screen on the same page will appear to allow you to print the page. In the destination drop down menu **(1)**, select the printer you would like to use to print out the lesson.

Print  
Total: 1 sheet of paper  
Print Cancel

**1** Destination Kyocera TASKalfa

Pages All

Copies 1

Color Color

More settings

**VE** VIRTUAL ENTERPRISES INTERNATIONAL Reference Files **resource file**

**Weekly Plan/Progress Log**

Week of \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_

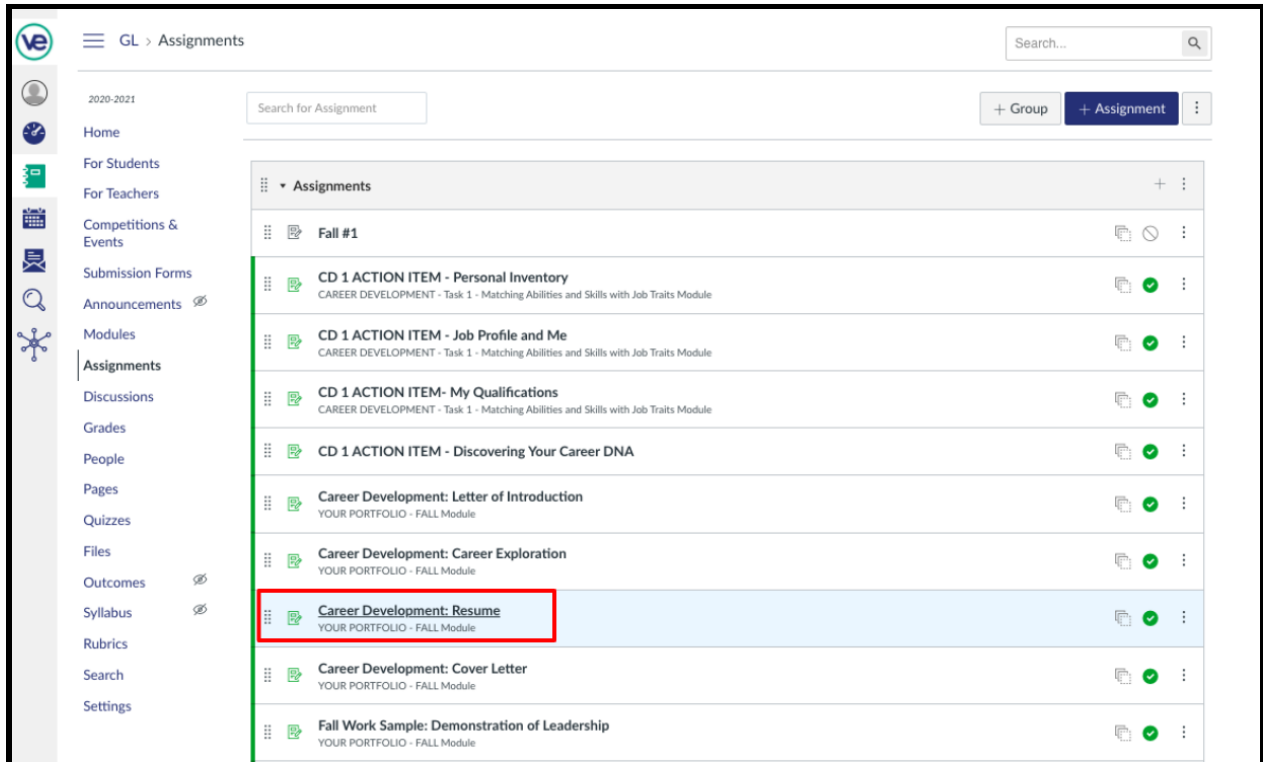
Create a weekly plan of what you will need to accomplish in your position within the company. List at least 3-4 things daily that you will need to accomplish in order to meet your Friday deadlines. Check off each time you accomplish the task and date it. Give the completed log to your HR Manager at the end of the week along with the work that is due.

Day	Task	Daily Accomplishments	Date Completed
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Employee Signature \_\_\_\_\_  
Date Submitted \_\_\_\_\_

## Edit an Existing Assignment for Student Submission

Once an assignment has been created, you can easily edit the assignment to make changes and assign it to the class. Simply click on **Assignments** in the course navigation menu, click on the assignment you wish to edit, and then click **Edit**.





You can edit the number of points, submission requirements, and a due date for the assignment. Once you click save, updates will be pushed out to the students.

Points

Assignment Group

Display Grade as

Do not count this assignment towards the final grade

Submission Type

**Online Entry Options**

Text Entry

Website URL

File Uploads

Restrict Upload File Types

Enter a list of accepted extensions, for example:  
doc,xls,txt

Group Assignment  This is a Group Assignment

Peer Reviews  Require Peer Reviews

Assign

**Assign to**

**Due**

Fri Oct 30, 2020 11:59pm

**Available from**

Tue Oct 6, 2020

**Until**

Fri Oct 30, 2020 11:59pm

Notify users that this content has changed



From the Student View: Students will see the assignment on their To Do list. When they click into the Assignment, they have the ability to “Submit Assignment.” Students have the ability to resubmit up until the due date for the assignment.

Home

- For Students
- For Teachers
- Competitions & Events
- Submission Forms
- Announcements
- Modules
- Assignments
- Discussions
- Grades
- People
- Pages
- Quizzes
- Files
- Outcomes
- Syllabus
- Rubrics

View Course Stream

Course Setup Checklist

New Announcement

Student View

**To Do**

- Grade Career Development: Resume  
0 points • Oct 30 at 11:59pm

**Coming Up** [View Calendar](#)

Nothing for the next week

**Welcome to VE**

Dear Students,

Whether you are working from home, working from school, or doing both, you can look forward to an exciting year of experiences in VE that will enable you to try on a job and a step into a career. Your class will become a company and you will become its employees, each expected to complete the work of your department to meet company goals. In the months ahead, you will be transformed into business professionals with an entrepreneurial mindset, armed with skills and knowledge that will prepare you for success in your post-secondary paths, employment and the community.

Enjoy the ride.

GL > Assignments > Career Development: Resume

Search...

2020-2021

Home

For Students

For Teachers

**Career Development: Resume** [Submit Assignment](#)

Due Oct 30 by 11:59pm Points 0 Submitting a file upload File Types pdf

Available Oct 6 at 12am - Oct 30 at 11:59pm 25 days

GL > Assignments > Career Development: Resume

Search...

2020-2021

Home

For Students

For Teachers

Competitions & Events

Submission Forms

Modules

**Assignments**

Discussions

Grades

People

Pages

Quizzes

Files

Search

**Career Development: Resume** [Re-submit Assignment](#)

Due Oct 30 by 11:59pm Points 0 Submitting a file upload File Types pdf

Available Oct 6 at 12am - Oct 30 at 11:59pm 25 days

Upload completed resume in Word.

**Submission**

- ✓ Submitted!
- Oct 6 at 8:45am
- Submission Details
- Download Resume.pdf

Comments: No Comments

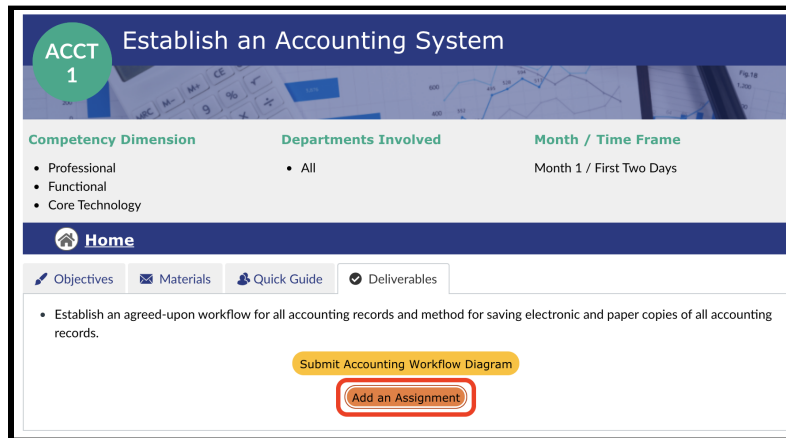
◀ Previous

Next ▶

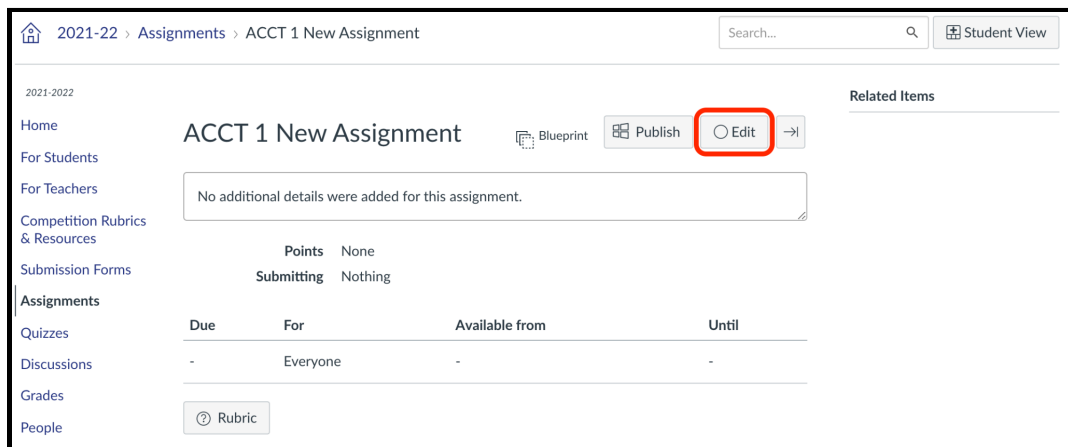
## Create a New Assignment for Student Submission

Each task page provides the teacher with an option to add a new assignment using the **Add an Assignment button** on the deliverables tab. To add a new assignment:

**Step 1:** Click on **Add an Assignment** on the relevant task.



**Step 2:** Select **Edit** to customize the assignment including: Description, Points, Assignment Group, Submission Type, and Assign to.

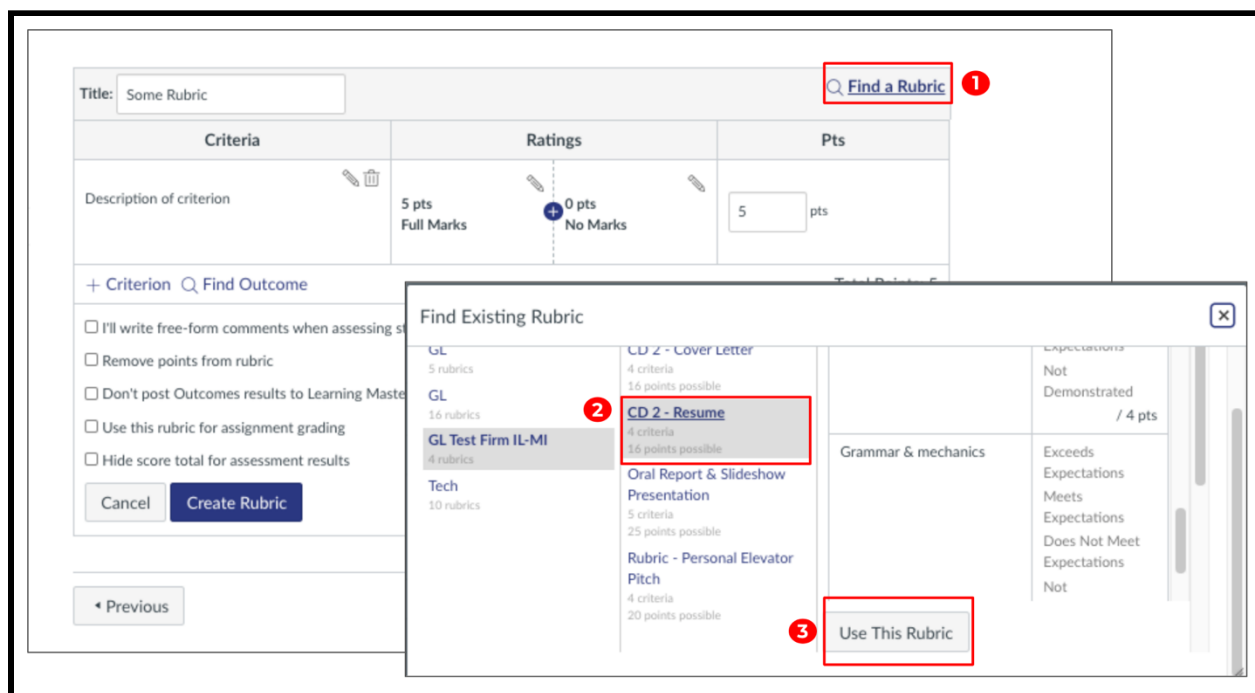
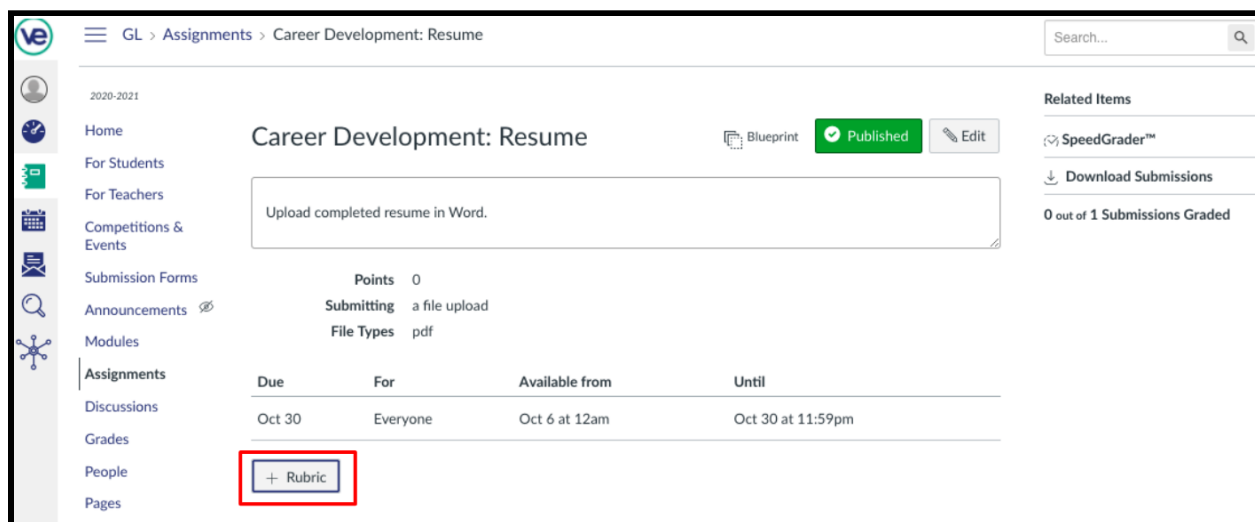


**Step 3:** Click 

For more information on adding or editing details in an assignment, click here: [How do I add or edit details in an assignment?](#)

## Using and Accessing SpeedGrader

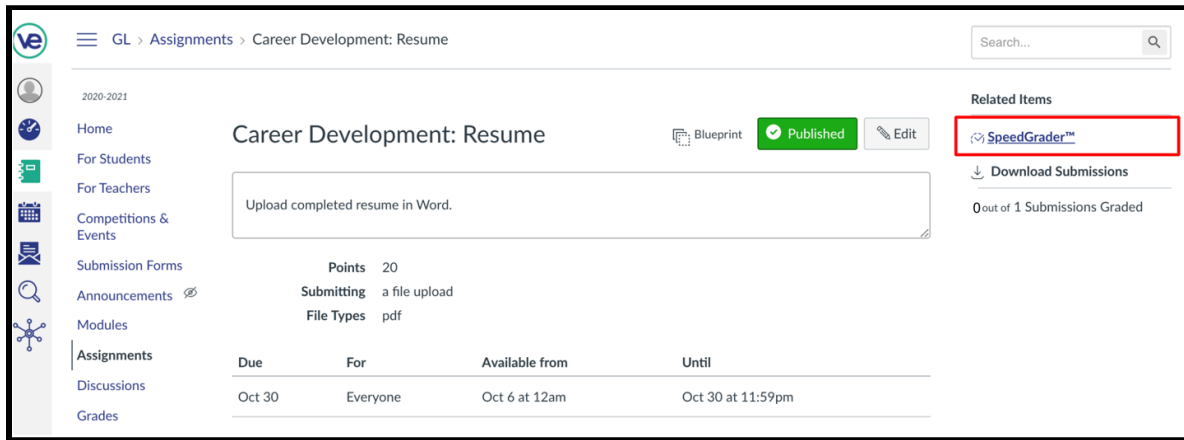
The SpeedGrader™ allows you to view and grade student assignment submissions in one place using a simple point scale or rubric. When you click into an Assignment, select **+ Rubric** to add a Rubric for the assignment. You can use an existing rubric by clicking **Find a Rubric (1)**, select the existing rubric **(2)**, then select **Use This Rubric (3)**.



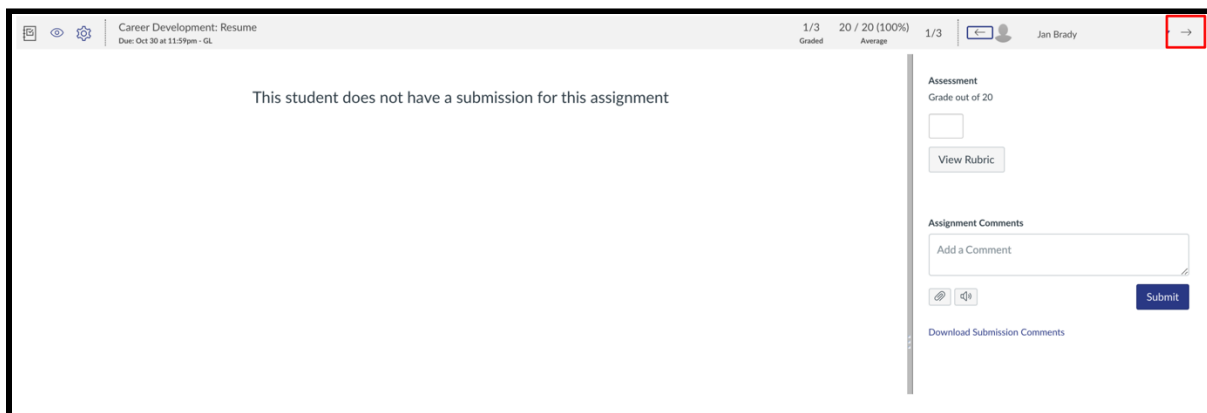
For each student, you can use **SpeedGrader** to:

- View student submissions. Preview .doc, .docx, .ppt, .pptx, and .pdf (.xls and .xlsx are accepted but they are in beta support)
- Assign a grade based on your preferred assessment method (points or percentage)
- View Rubric to assist with grading (if one is added to the assignment)
- View discussions created by you or the student about the assignment
- Create text, video, and/or audio commentary for the student

Click into **SpeedGrader** on the Assignment page to review student submissions. You are able to download submissions and see a listing of the number of submissions that have been graded.



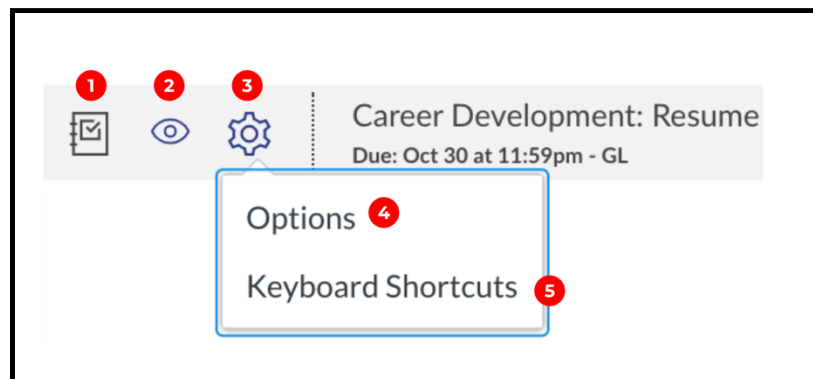
Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments. If a student did not submit the assignment, this will be indicated on the page. Click the arrow to move to the next student.



## SpeedGrader Menu Icons

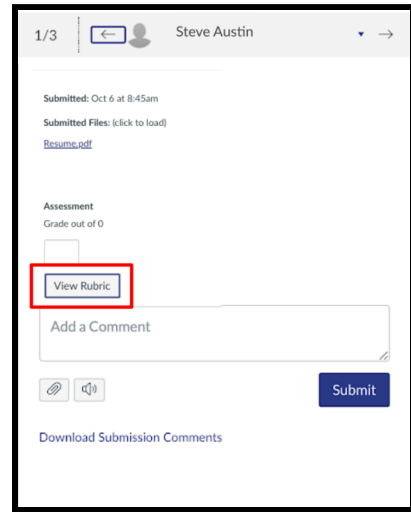
The SpeedGrader menu on the top left includes several tools and resources to assist with grading assignments.

- To return to the Gradebook, click the **Gradebook** icon (1).
- To post or hide the assignment, click the **Visibility** icon (2).
- To view SpeedGrader settings, click the **Settings** icon (3). SpeedGrader settings include:
  - o **Options** (4), which allows you to select student list sorting options and enable anonymous grading.
  - o **Keyboard Shortcuts** (5), which opens a list of keyboard shortcuts for SpeedGrader. You can also press the Shift+Question Mark keys simultaneously.



## Assigning a Score Using a Rubric

If a student has made a submission for an assignment, you will see the date and time they submitted, the file type, an area to enter a grade, a section to add a comment, and the **Submit** button.



You can enter a score for each section of the rubric, then click save. After you have reviewed the submission, you can include a comment for feedback and press submit.

Grading					
CD 2 - Resume					
Criteria	Ratings				Pts
Function <a href="#">view longer description</a>	<b>4 pts Exceeds Expectations</b> Audience and purpose of the resume are strong and clear.	<b>3 pts Meets Expectations</b> Audience and purpose are present but could be stronger.	<b>2 pts Does Not Meet Expectation</b> Audience and purpose are less clear, and weak parts remain.	<b>1 pts Not Demonstrated</b> Audience and purpose are not clear.	<input type="text" value="3.5"/> / 4 pts 
Form (functional or chronological) & content <a href="#">view longer description</a>	<b>4 pts Exceeds Expectations</b> Format of the resume is clear. Each major section includes the required information (objective statement, names, dates, locations, etc.).	<b>3 pts Meets Expectations</b> Format is mostly clear. Each major section includes most of the required information (objective statement, names, dates, locations, etc.).	<b>2 pts Does Not Meet Expectations</b> Format is confusing. Major sections are missing information (objective statement, names, dates, locations, etc.).	<b>1 pts Not Demonstrated</b> Format is hard to see. Major sections are missing information (objective statement, names, dates, locations, etc.).	<input type="text" value="4"/> / 4 pts 
Effectiveness <a href="#">view longer description</a>	<b>4 pts Exceeds Expectations</b> Resume shows a very professional appearance, tone, and style.	<b>3 pts Meets Expectations</b> Resume shows an appropriate appearance, tone, and style. Some inconsistencies remain.	<b>2 pts Does Not Meet Expectations</b> Resume shows less professional appearance, tone, and style. Several weaknesses need attention or revision.	<b>1 pts Not Demonstrated</b> Resume does not have a professional appearance, tone, and style. Much revision is needed.	<input type="text" value="3.5"/> / 4 pts 
Grammar & mechanics <a href="#">view longer description</a>	<b>4 pts Exceeds Expectations</b> Writer follows all guidelines for spelling, grammar, usage, mechanics, etc. Sentences are strong and have a varied structure.	<b>3 pts Meets Expectations</b> Writer follows most guidelines but some sentences are unclear, uneven, or contain errors.	<b>2 pts Does Not Meet Expectations</b> Writer follows some guidelines, but sentences contain multiple errors and are difficult to understand.	<b>1 pts Not Demonstrated</b> Writer has difficulty following guidelines; most sentences contain numerous errors and cannot be understood.	<input type="text" value="4"/> / 4 pts 
<b>Total Points: 15 out of 16</b>					

After submission, students will receive their score and any comments that were included in the review.

Submitted: Oct 6 at 8:45am

Submitted Files: (click to load)

Resume.pdf

**Assessment**

Grade out of 20

20

View Rubric

**CD 2 - Resume**

Criteria	Ratings
Function <small>view longer description</small>	No details 3.5 / 4 pts
Form (functional or chronological) & content <small>view longer description</small>	Exceeds Expectations Format of the resume is clear. Each major section includes required information (objective statement, names, dates, locations, etc.). 4 / 4 pts
Effectiveness <small>view longer description</small>	No details 3.5 / 4 pts
Grammar & mechanics <small>view longer description</small>	Exceeds Expectations Writer follows all guidelines for spelling, grammar, usage, mechanics, etc. Sentences are strong and have a varied structure. 4 / 4 pts
Total Points: 15	

**Assignment Comments**

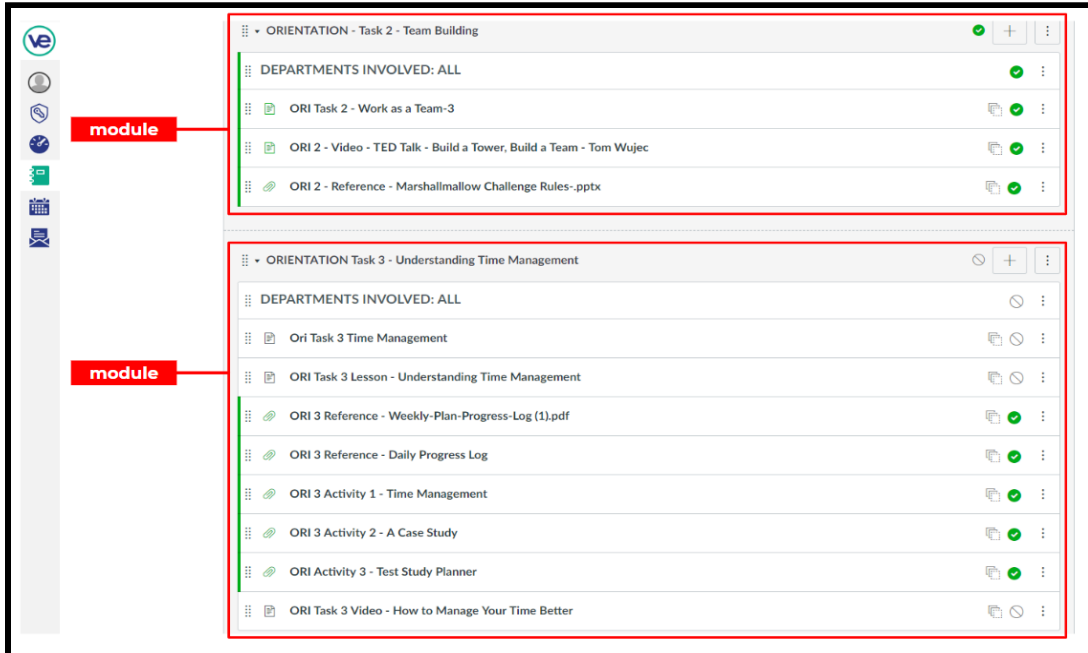
Good job. ×

For more information on adding a rubric to an assignment, click here: [How do I add a rubric to an assignment?](#)



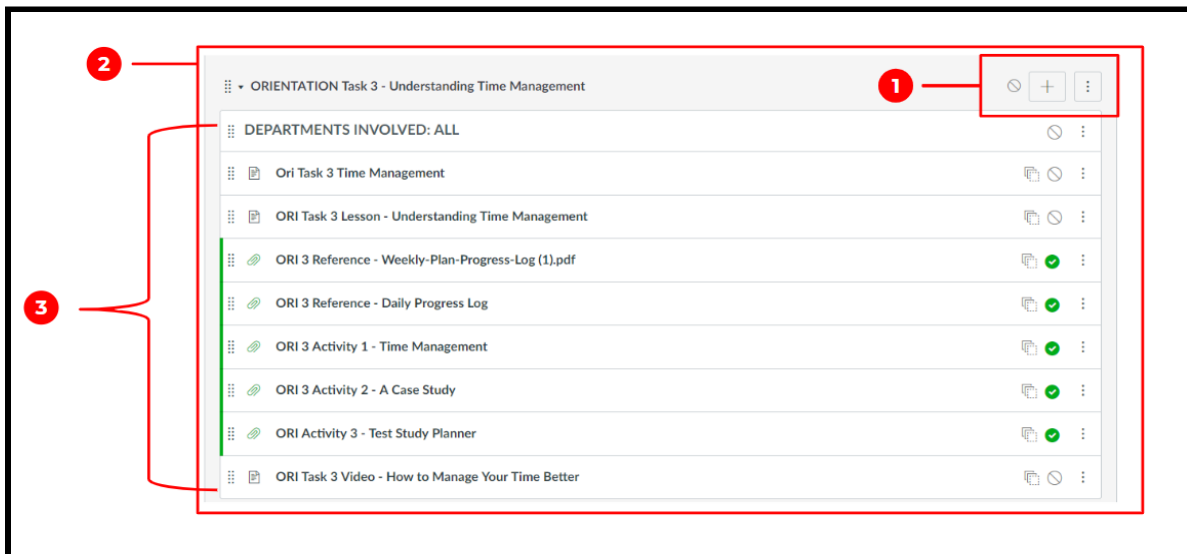
## About Modules

Module is a container that includes all task files and resources.



The module is designed with global settings at the top of the page (1) followed by individual modules (2). Course content items are nested within each module (3).

*Note: The module supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Comma key.*

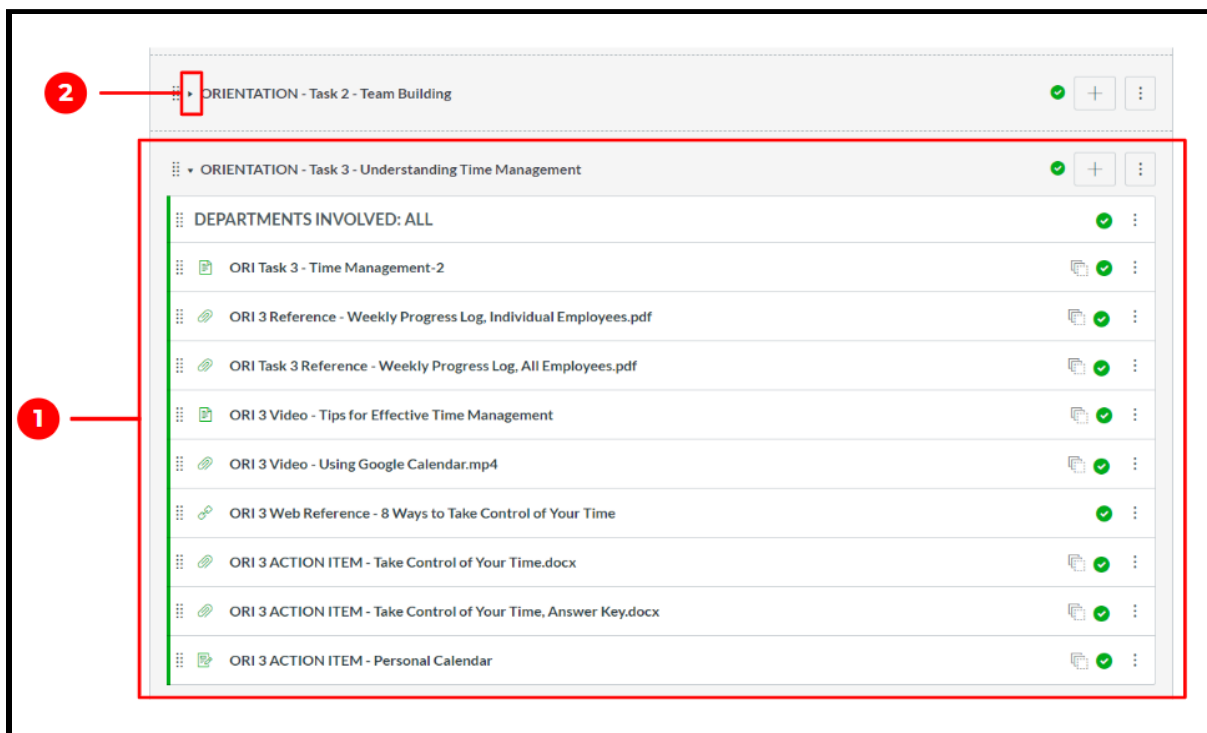
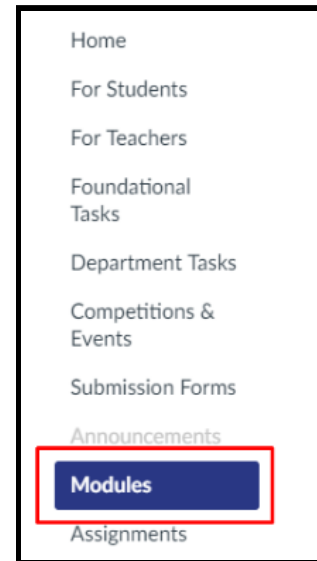


## Modules: Accessing Modules

You can also access Modules through Course Navigation. In Modules, you can view all the modules in your course. Modules are organized by order of progression.

### Modules: Collapse or Uncollapse a Module

Modules house the content items within each module. By default, modules are expanded and show all items in the module (1). To collapse the module, click the collapse arrow (2).

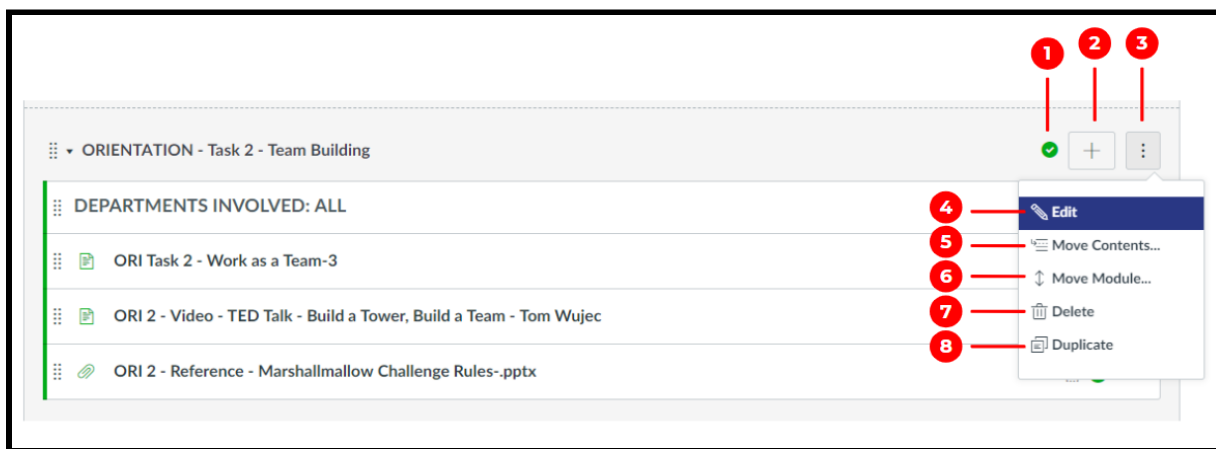


## Modules: Icons

The icons on the right side of the module name control the entire module. You can publish or unpublish an entire module **(1)** and add a new content item to the module **(2)**.

In the Options drop-down menu **(3)**, you can edit a module **(4)**, which allows you to rename the module, lock modules, set prerequisites, and set modules requirements.

You can also move the module **(5)**, move module items **(6)**, delete the module **(7)**, or duplicate the module **(8)**.



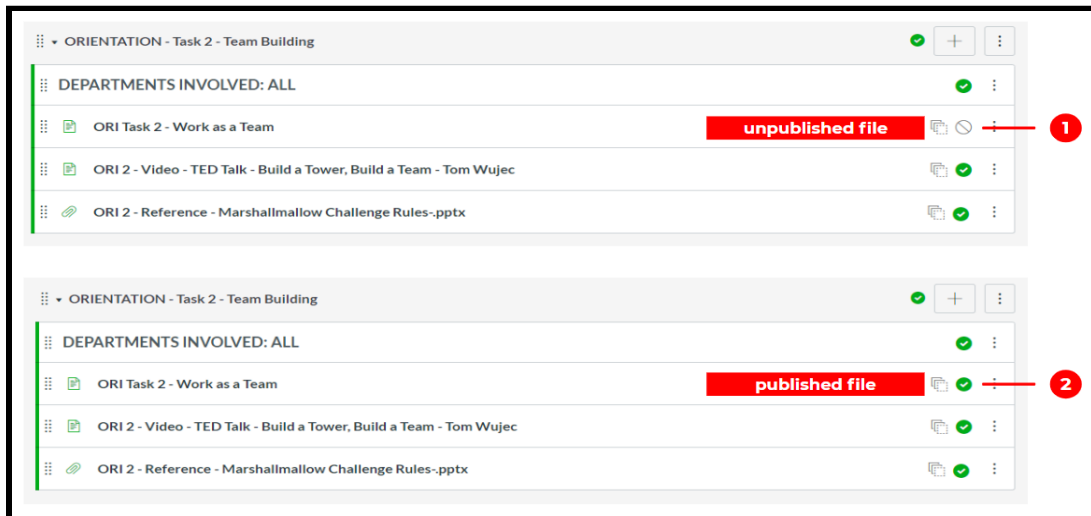
Modules can be filled with different types of content. Each module item also includes an icon with its type:

- Page **(1)**: a page of content to read
- Discussion **(2)**: a course discussion
- Quiz **(3)**: a course quiz
- Assignment **(4)**: a course assignment
- Link or External Tool **(5)**: an external link or tool to view outside of the course
- File **(6)**: a file to download or view



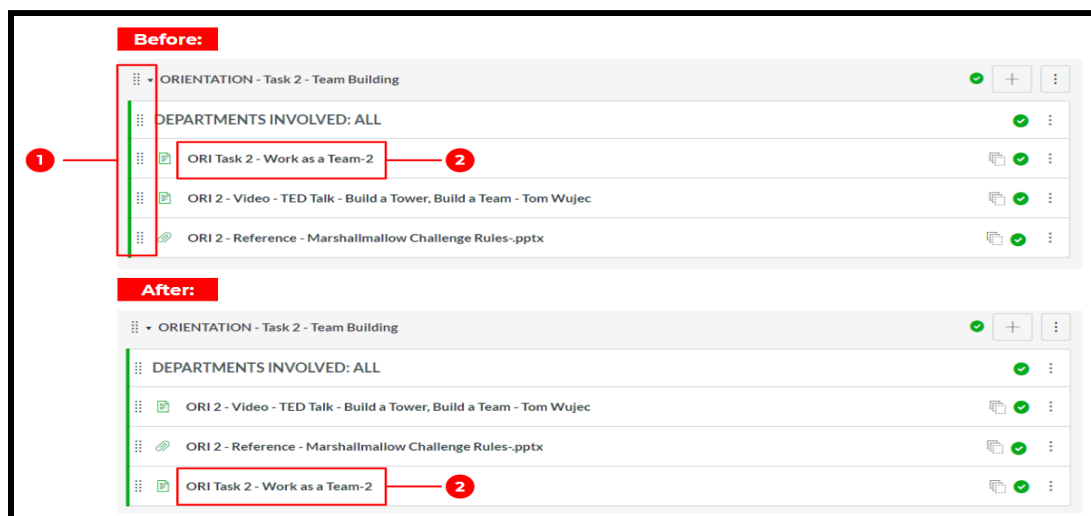
## Modules: *Publishing a File*

A published file is one that becomes visible to all members of the course. If a file is unpublished, it becomes inaccessible to the students in your course. Click on the white circle with the forward slash **(1)** to publish the course. The green circle with a check mark **(2)** indicates a published file.



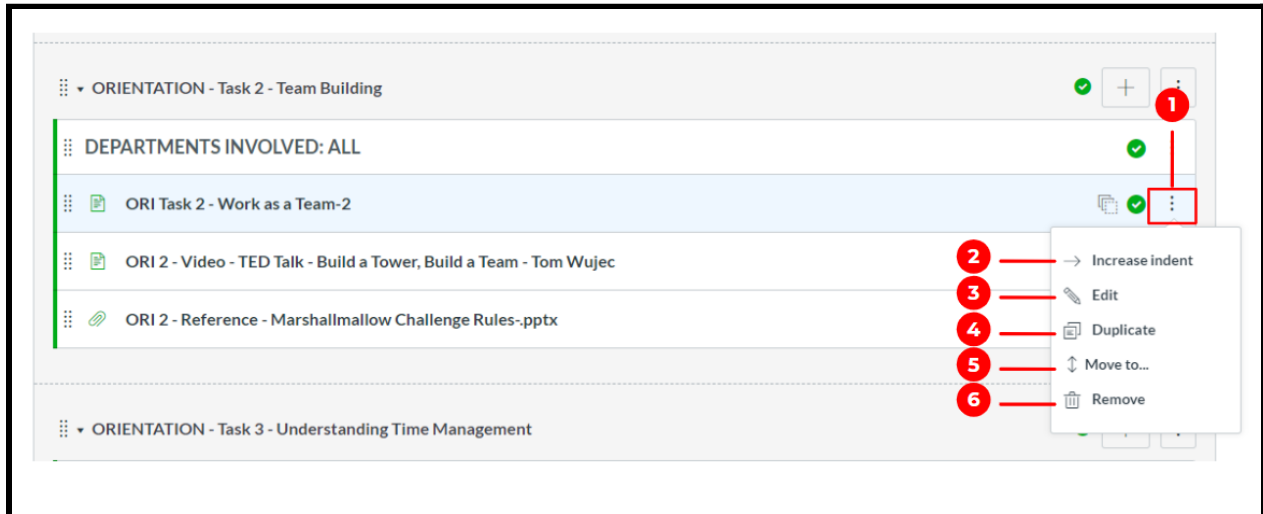
## Modules: *Reorder Contents of a Module*

You can reorder the contents of a module by hovering over the drag handle **(1)** and dragging the module to the desired location. In the example, the file **(2)** was moved from the top section to the bottom section.



## Modules: *Manage Individual Module Items*

For each individual module content item, you can use the options drop-down menu (1), to indent the item up to 5 levels (or remove an indent) (2), edit the content item (3), duplicate the item if the item supports duplication (4), move the item (5), or remove the content item from the module (6).



## Modules: *Blueprint Course*

VE manages the Blueprint or master course. Teachers can modify their course by adding content, but it will only affect that course. At the end of term, the added content will be deleted. If you would like to use the files you uploaded again in the future, be sure to save them onto your computer or Google Drive. If there are any changes to the master course, you will be notified by the VE curriculum administrator of those changes.

