1. Under **Control Panel**, Select **Customization**.

2. Select **Teaching Style** from the menu.

3. Select the **Course Structure** you would like to use. By default it is set on Existing Menu but you can choose any other structure each coming with a brief description on it’s focus.
1. **Select Course Structure**

Course structures are predefined course materials such as menu links, instructions, and content examples that can jump-start your course organization. The selected course structure’s content is added to your course and does not replace existing menu items and content. You can delete unnecessary items.

4. **Select the Course Entry Point** of choice (this will be the first page students will view when they enter your course).

2. **Select Course Entry Point**

   *Select the first area users see when entering the course from the drop-down list below.*

   ![Course Entry Point Selection](image)

   **Entry Point**  
   
   **Home Page**
5. Select the **Menu Style** of choice (i.e., Text or Buttons, Text and Background color)

3. **Select Course Theme**

   Select a visual theme that will be applied to this course.

6. Select the **Course Menu View** between **List View** and **Folder View**.
4. **Select Menu Style**

7. **Select Content View** (i.e., Text Only, Icon only, or Icon and Text)

8. Upload a course banner, if desired by clicking the **Browse My Computer** button.
9. **Select Submit.**

**Note:** None of the features listed in the customization panel have to be adjusted; these are at the instructor’s discretion.

👑 Having trouble following the instructions in this PDF? Contact the IT Service Center via [Live Chat](#) or by phone at 859-572-6911.