

Click into your course.

The screenshot shows the UNM Learn interface. At the top left is the UNM logo with the word 'Learn' next to it. At the top right, there is a user profile for 'RedShelf Instructor' with a notification badge showing the number '3'. Below the header are navigation tabs for 'Courses' and 'Notifications'. The main content area is divided into three columns. The left column contains a 'Messages' section with the text 'You have no new unread messages!' and an 'Announcements' section with the text 'No Institution Announcements have been posted in the last 7 days.' and 'No Course or Organization Announcements have been posted in the last 7 days.' The middle column contains a 'My Courses' section with a list of courses where the user is an instructor. The course 'RedShelf Test Course' is highlighted with a red box, and its instructor is listed as 'RedShelf'. The right column contains an 'Institution Bookmarks' section with links to 'Get Support', 'UNM Learn Terms of Use', 'UNM University Libraries Branch and Special Libraries', 'CAPS Online Tutoring Services', 'students.unm.edu', 'IT Computer Pods', 'UNM IT Alerts', and 'UNM Bookstore'. Below this is a 'Tools' section with links to 'Calendar' and 'My Grades'.

UNM | Learn

RedShelf Instructor 3

My Learn Support

Courses Notifications

**Messages**

Courses with Messages:

*You have no new unread messages!*

Last Updated: Tuesday, December 12, 2017 6:38:55 AM MST

**My Courses**

Courses where you are: Instructor

**RedShelf Test Course**  
Instructor: RedShelf

**Institution Bookmarks**

- Get Support
- UNM Learn Terms of Use
- UNM University Libraries Branch and Special Libraries
- CAPS Online Tutoring Services
- students.unm.edu
- IT Computer Pods
- UNM IT Alerts
- UNM Bookstore

**Announcements**

*No Institution Announcements have been posted in the last 7 days.*

*No Course or Organization Announcements have been posted in the last 7 days.*

[more announcements...→](#)

**Tools**

- Calendar
- My Grades

Confirm that Edit Mode is on.

The screenshot displays the UNM Learn Course Dashboard. At the top left is the UNM logo with the word "Learn" next to it. In the top right corner, the user is identified as "RedShelf Instructor" with a notification count of "3". Below this, there are navigation links for "My Learn" and "Support". A secondary navigation bar contains a home icon, "Course Dashboard", a "Go To Student View" button, and a status indicator that reads "Edit Mode is: ON", which is highlighted with a red rectangular box. A success message banner at the top of the main content area states "Success: Course Materials is deleted from the course menu." The main content area is titled "Course Dashboard" and features a red bar with "Add Course Module" and "Customize Page" buttons. The dashboard is divided into several sections: "Announcements" (no announcements in the last 7 days), "What's New" (no notifications), and "Alerts" (no notifications for Past Due, Retention Center Alerts, and Activity Alerts). A left-hand sidebar contains navigation options for the course and university resources.

UNM | Learn

RedShelf Instructor 3

My Learn Support

Course Dashboard Go To Student View Edit Mode is: ON

Success: Course Materials is deleted from the course menu.

Course Dashboard

Add Course Module Customize Page

Announcements

No Course or Organization Announcements have been posted in the last 7 days.

more announcements... →

What's New

No Notifications

Alerts

Past Due No Notifications

Retention Center Alerts No Retention Alerts

Activity Alerts No Notifications

RedShelf Test Course

Course Dashboard

Instructor Tips

How to Use Learn

Create a Support Ticket

University Libraries

COURSE MANAGEMENT

Control Panel

Content Collection

Course Tools

Evaluation

Go to "Customization".

Success: Course Materials is deleted from the course menu.

## Course Dashboard

[Add Course Module](#) [Customize Page](#)

### Announcements

No Course or Organization Announcements have been posted in the last 7 days.

[more announcements...→](#)

### What's New

[Edit Notification Settings](#) [Actions](#)

No Notifications

Last Updated: December 12, 2017 6:44 AM

### Needs Attention

[Edit Notification Settings](#) [Actions](#)

No Notifications

### Alerts

[Edit Notification Settings](#)

**Past Due** [Actions](#)

No Notifications

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**Retention Center Alerts**

No Retention Alerts

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**Activity Alerts**

No Notifications

Last Updated: December 12, 2017 6:44 AM

- RedShelf Test Course
  - Course Dashboard
  - Instructor Tips
  - How to Use Learn
  - Create a Support Ticket
- University Libraries
- COURSE MANAGEMENT
  - Control Panel
    - Content Collection
    - Course Tools
    - Evaluation
    - Grade Center
    - Users and Groups
  - Customization**
    - Teaching Style
    - Tool Availability
  - Packages and Utilities

Click “Tool Availability”.

The screenshot displays the UNM Learn interface. At the top left is the UNM logo with the text "UNM | Learn". At the top right, the user is identified as "RedShelf Instructor" with a notification badge showing "3". Below the logo, there are navigation links for "My Learn" and "Support". A secondary navigation bar contains a home icon, a "Customization" label, a "Go To Student View" button, and an "Edit Mode is: ON" toggle with a help icon. On the left side, a sidebar menu is visible under the heading "RedShelf Test Course", listing options like "Course Dashboard", "Instructor Tips", "How to Use Learn", "Create a Support Ticket", and "University Libraries". Below this is a "COURSE MANAGEMENT" section with expandable items: "Control Panel", "Content Collection", "Course Tools", and "Evaluation". The main content area is titled "Customization" and contains two sections: "Teaching Style" (with the description "Design the appearance of the course.") and "Tool Availability" (with the description "Set the availability flags for course tools."). The "Tool Availability" section is highlighted with a red rectangular border.

Scroll down to the RedShelf row then check the box in the "Available in Content Area" (far right) column. Click "Submit".

Mediasite Presentation(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Mobile Compatible Test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Mobile Compatible Test List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Module Page	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
My Grades	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
Performance Dashboard	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RedShelf	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Retention Center	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review Status	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rubrics	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SafeAssign	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SCORM Reports	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self and Peer Assessment	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self and Peer Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
SlideShare Presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
SlideShare Presentation (in Text Editor)	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spell Check	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit

Hover over the “+” button in the top left corner and click “Content Area”.

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RedShelf Instructor 3

My Learn Support

Customization > Tool Availability

Go To Student View Edit Mode is: ON ?

Success: Tool settings updated

### Tool Availability

Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

Filter by: ▾

Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

Type in "Course Materials" and check the "Available to Users" box. Then click "Submit".

UNM | Learn

RedShelf Instructor 3

My Learn Support

Customization > Tool Availability

Go To Student View Edit Mode is: ON

Success: Tool settings updated

**Add Content Area**

Name: Course Materials

Available to Users

Cancel Submit

## Tool Availability

Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

Filter by: ▾

Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

How to Use Learn

Create a Support Ticket

University Libraries

COURSE MANAGEMENT

Control Panel

Content Collection →

Move the “Course Materials” link up under the “Course Dashboard” by clicking to the left of it and moving it upward. Click “Course Materials”.

The screenshot shows the UNM Learn interface. At the top left is the UNM logo with the text "UNM | Learn". At the top right, it says "RedShelf Instructor" with a notification badge showing "3" and a power icon. Below this, there are links for "My Learn" and "Support". A secondary navigation bar contains a home icon, a "Customization" label, a "Go To Student View" button, and an "Edit Mode is: ON" toggle with a help icon. The main content area is titled "Customization" and contains two sections: "Teaching Style" with the subtitle "Design the appearance of the course." and "Tool Availability" with the subtitle "Set the availability flags for course tools." On the left sidebar, under the "RedShelf Test Course" header, the "Course Materials" link is highlighted with a red rectangular box. Other links in the sidebar include "Course Dashboard", "Instructor Tips", "How to Use Learn", "Create a Support Ticket", "University Libraries", "Control Panel", "Content Collection", and "Course Tools".

Hover over "Build Content" and click "RedShelf".

The screenshot displays a course management interface. On the left is a sidebar with navigation options for 'RedShelf Test Course'. The main area shows 'Course Materials' with a sub-menu containing 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The 'Build Content' menu is open, showing options like 'Item', 'File', 'Image', 'Web Link', 'Learning Module', 'Syllabus', 'Course Link', 'Content Package (SCORM)', 'Library Research Guides', and 'RedShelf'. The 'RedShelf' option is highlighted with a red box. A text overlay on the right says 'time to add content... use the functions above to add it.' with an arrow pointing to the 'Build Content' menu.

Item added to course menu

Course Materials

Build Content Assessments Tools Partner Content

*Create*

- Item
- File
- Image
- Web Link
- Learning Module
- Syllabus
- Course Link
- Content Package (SCORM)
- Library Research Guides
- RedShelf**

*New Page*

- Content Folder
- Module Page
- Blank Page

*Mashups*

- Flickr Photo
- SlideShare Presentation
- YouTube Video
- Kaltura Media

time to add content...  
use the functions above to add it.

Name the link “RedShelf Course Materials”. Click “Submit”.

The screenshot shows the UNM Learn interface for creating a RedShelf link. The top navigation bar includes the UNM logo, the user name 'RedShelf Instructor' with a notification count of 3, and links for 'My Learn' and 'Support'. The breadcrumb trail shows 'Course Materials > Create RedShelf'. A 'Go To Student View' button and 'Edit Mode is: ON' indicator are also present. The left sidebar contains navigation options for the 'RedShelf Test Course', including 'Course Dashboard', 'Course Materials', 'Instructor Tips', 'How to Use Learn', 'Create a Support Ticket', and 'University Libraries'. The main content area is titled 'Create RedShelf' and includes a note: '\* Indicates a required field.' Under the 'INFORMATION' section, the 'Name' field is highlighted with a red box and contains the text 'RedShelf Course Materials'. Below it, the 'Color of Name' is set to 'Black'. The 'Description' field has a rich text editor toolbar. At the bottom, a message reads 'Click **Submit** to proceed. Click **Cancel** to go back.' The 'Submit' button is highlighted with a red box.

Click the “RedShelf Course Materials” link and confirm the My Courses page populates.

The screenshot displays the UNM Learn RedShelf Instructor interface. At the top left is the UNM Learn logo. The top right shows the user profile 'RedShelf Instructor' with a notification badge '3' and a power icon. Below the logo, there are navigation links for 'My Learn' and 'Support'. A secondary navigation bar contains a home icon, 'Course Materials', a 'Go To Student View' button, and an 'Edit Mode is: ON' toggle. A success message at the top reads 'Success: RedShelf Course Materials created.' The main content area is titled 'Course Materials' and features a red navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content' menus. A red box highlights a link labeled 'RedShelf Course Materials' with a globe icon. The left sidebar includes a 'RedShelf Test Course' section with links for 'Course Dashboard', 'Course Materials', 'Instructor Tips', 'How to Use Learn', and 'Create a Support Ticket', as well as 'University Libraries'. At the bottom, a 'COURSE MANAGEMENT' section includes 'Control Panel', 'Content Collection', and 'Course Tools'.