Using the Toolbar in PLS

Across the top of every PLS course, is a gray bar called the Toolbar.

The toolbar contains many of the administrative functions of the course in relation to the course content located in Course Home and the Weekly Units.

Course Admin

The Course Admin page is where the initial administrative setup takes place for your online course. Use the Course Admin tool to set global, course-wide preferences. Just like a traditional course, your online course requires administrative setup. Set your course preferences to access or determine general course information, course enrollment, and group management.
Enable/Disable Course Tools

This panel allows instructors to enable or disable tools found in their course.

![Enable/Disable Class Tools and Items](image)

By default, all online courses will have all tools enabled except for the syllabus tool. The CDE requires that all syllabi be presented as PDF documents, which require the Web Content Upload content item.

Instructors are free to enable/disable tools in order suit their curriculum, with the exception of the ClassLive tool. Each tool has a full description next to it in this panel.