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.
**General Information & Settings**

Edit general preferences such as Course Title, Instructor Title, Teaching Assistant Title, Unit Heading, and Unit and Content Item navigation preferences.

All fields listed above will be automatically filled for each new course for you. This panel allows for update only – it is important to keep this information identical to the course description.