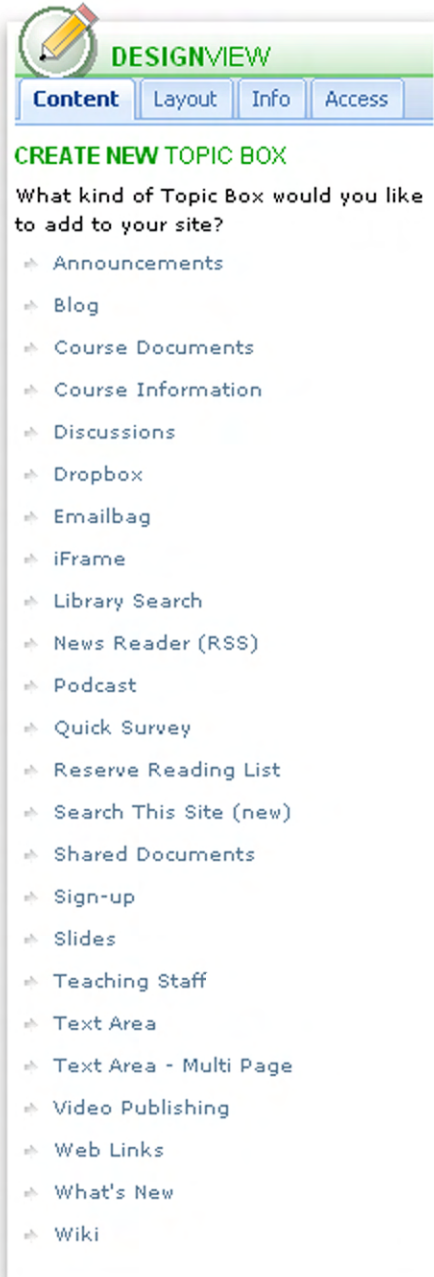




Available Topic Boxes

 **ENTER DESIGN VIEW**

Click "Enter Design View"
to open **DesignView**



The screenshot shows the 'DESIGNVIEW' interface with a navigation menu containing 'Content', 'Layout', 'Info', and 'Access'. Below the menu is a section titled 'CREATE NEW TOPIC BOX' with the question 'What kind of Topic Box would you like to add to your site?'. A list of 20 topic box options is provided, each with a small arrow icon to its left.

- Announcements
- Blog
- Course Documents
- Course Information
- Discussions
- Dropbox
- Emailbag
- iFrame
- Library Search
- News Reader (RSS)
- Podcast
- Quick Survey
- Reserve Reading List
- Search This Site (new)
- Shared Documents
- Sign-up
- Slides
- Teaching Staff
- Text Area
- Text Area - Multi Page
- Video Publishing
- Web Links
- What's New
- Wiki

Announcements: posts an announcement to your class for a specified amount of time

Blog: facilitates journal-style communication among students and teaching staff

Course Documents: allows you to upload course files and post links for students in your class to access

Course Information: displays course information from the GSD registrar, including course name and number, instructor(s), location, meeting time, and course description

Discussions: allows you to upload course files and post links for students in your class to access

Dropbox: allows students to submit assignments electronically by a specified due date. Instructors can also grade and return assignments with comments and attachments

Emailbag: displays archived emails sent via the *Course Emailer*. (You can send emails to all registered students by selecting the "Send Email" link on the *Course Site Admin* page)

iFrame: embeds an external website or document into the Course iSite page

Library Search: allows users to search Google Books and the HOLLIS catalog directly from the Course iSite

News Reader: publishes newsfeeds gathered automatically from specified online sources

Podcast: publishes audio and video content as podcasts

Quick Survey: allows you to conduct multiple-choice or short-answer surveys among course participants

Reserve Reading List: allows you to place course-related materials on reserve in Harvard libraries

Search This Site: allows you to search the contents of the site and can sort search results by relevance or date.

Shared Documents: sets up a file sharing area for teaching staff and students

Sign Up: creates a calendar for students to reserve a spot for events set up by teaching staff

Slides: allows you to post a series of images with titles and descriptions. Additional metadata can be added as needed

Teaching Staff: displays teaching staff information for your course

Text Area: displays a block of formatted text

Text Area - Multipage: allows you to link to several pages from within the same Topic Box, simulating a limited website environment.

Video Publishing: allows you to create a short video and publish it

Web Links: allows you to post, organize, and annotate a list of websites. You can also import your browser's bookmarked links

What's New: displays a personalized list of latest site content.

Wiki: sets up a collaborative authoring tool that allows users to add, remove and edit content