

Facilitating at Avenue.ca as a Non-editing Instructor

The **Instructor (non-editing)** role is designed for supply or other temporary teachers who have not had Avenue training but need to facilitate an Avenue course. It is not a replacement for the training, but it does enable teachers to facilitate a course that has been set up for another teacher. Teachers with an Instructor (non-editing) role can view the course resources, activities, student work and their grades, as well as use very limited course editing abilities.

The following permissions are enabled in this role, and these are explained in this document

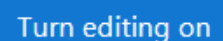
- turn editing on and off
- show/hide activities and resources
- show/hide topics to control section visibility
- highlight and 'unhighlight' a topic to set the current section
- switch role to see the course as a student and return to normal role

The ability to facilitate a BigBlueButton session may also be available to you. For information on how to do this, please see the document [BBB Session](#).

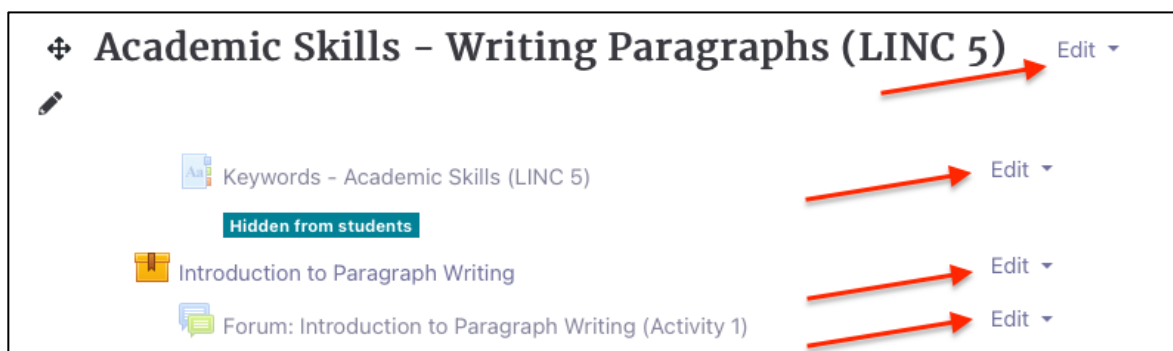
Turning editing on and off

This is a simple yet important feature of managing your courses. To make any changes to the course, you must use the editing feature.

1. To begin editing, at the top of the course, click on the **Turn editing on button**.

A blue rectangular button with the text "Turn editing on" in white.

An **Edit menu** appears beside each Topic and activity.



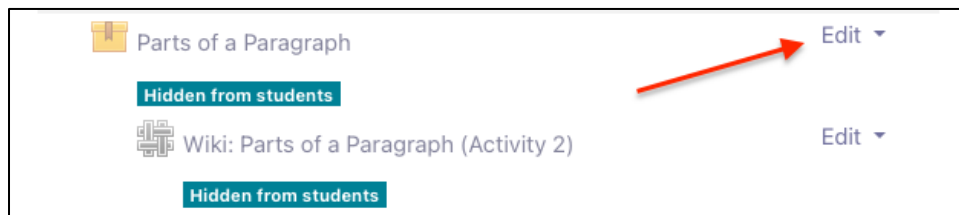
2. When finished editing, click on the **Turn editing off** button at the top of the course. The editing menus disappear.

Turn editing off

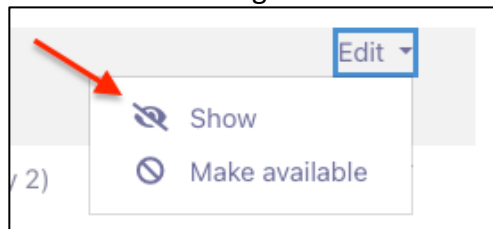
Showing/Hiding Activities and Resources

Activities and resources that are hidden appear with muted text, a lighter-colour icon and a blue highlighted text that reads **Hidden from students**.

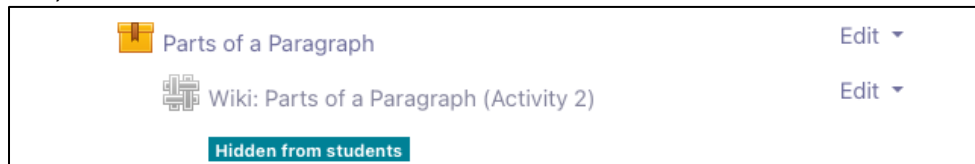
1. To access the Hide and Show features, an instructor must click on **Edit** beside the activity or resource.



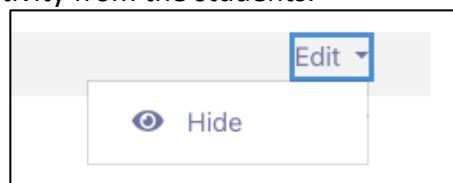
2. A drop-down menu appears with the **Show** editing icon.



3. Click on **Show** (in this example, for **Parts of a Paragraph**). The icon turns brighter and the activity becomes visible, as shown below.



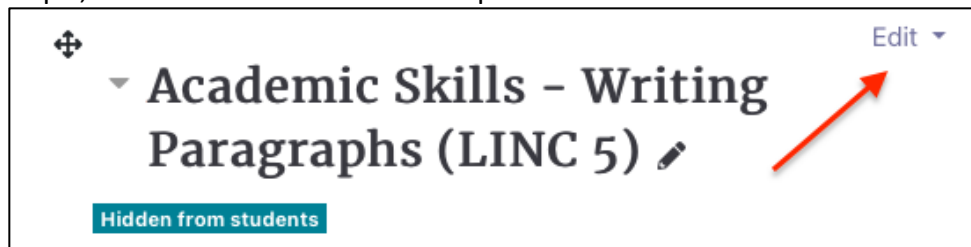
4. Click on **Edit, Hide** to hide an activity from the students.



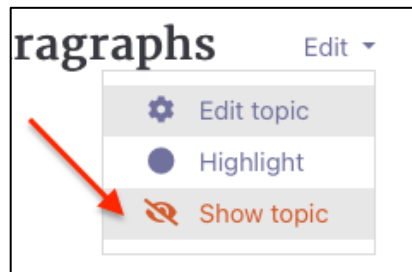
Showing/Hiding a Topic

As well as individual activities and resources, entire Topics can be hidden from students. If a topic is hidden, all items within it show with muted colours and are not available for students.

1. To show the topic, click the **Edit menu** for the topic.

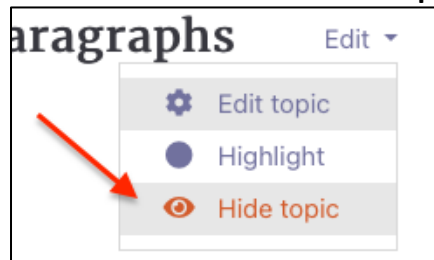


2. Select Show Topic.



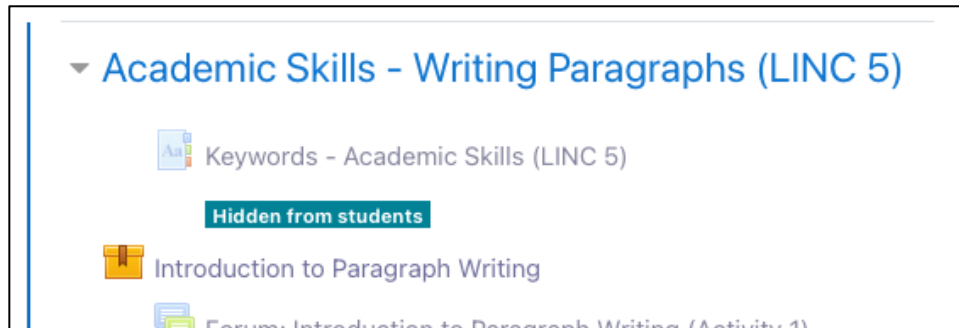
Note: individual activities will now indicate if they are hidden from the students, and you will then be able to Show the necessary activities or resources.

3. To hide a topic, simply click on the **Edit menu** and select **Hide Topic**.

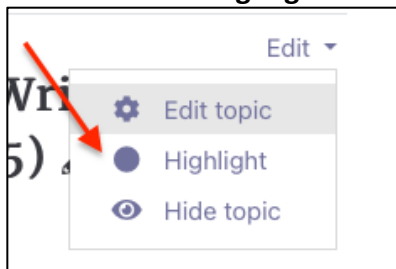


Highlighting a Topic

It is possible to have one topic in the course highlighted, so that it acts as the current topic. The highlighted topic will appear with a blue line to the left side.

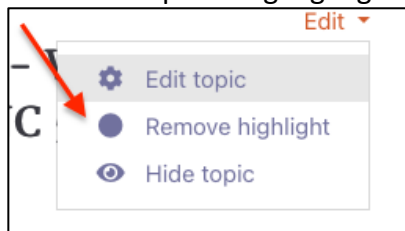


1. To highlight a topic, use the **Edit menu** and select **Highlight**.



Any previously highlighted topic will now lose its highlight, as there can only be one.

2. Selecting **Remove highlight** will result in no topic being highlighted.



Switching Role

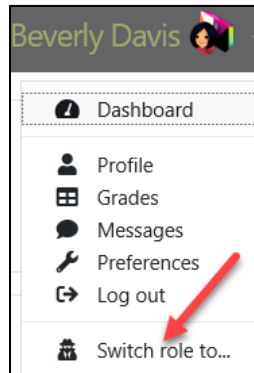
When you are editing a course page, it may be helpful to temporarily view the course as a student would see it. You can do this using the **Switch role to ...** function.

1. Locate the **Switch role to...** function by clicking on your name at the top right side of the screen.

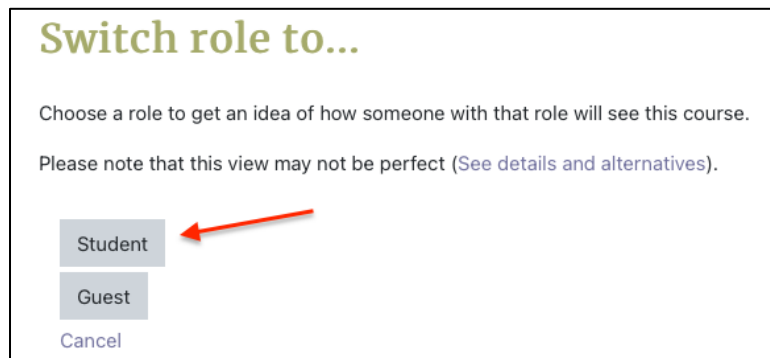


A drop-down menu appears.

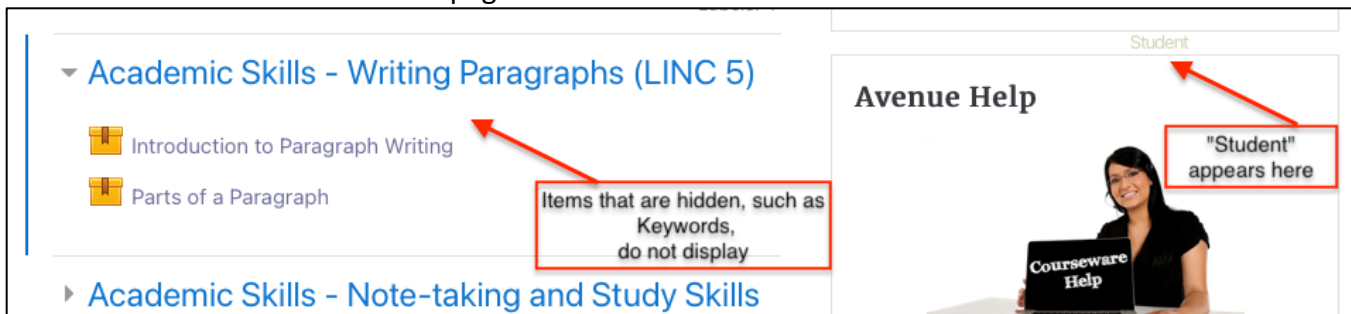
2. Click on the **Switch role to...** option.
3. Role options appear.



4. Click on the role **Student**.



This is the student view of the page:



5. To return to your **Instructor (non-editing)** role, click on **your name**.



6. Click on **Return to my normal role ...** to exit the student view.

