

iCEV TUTORIAL

LESSON & ACTIVITY VISIBILITY SETTINGS



Lesson Visibility Settings

STEP 1

Navigate to the Lesson

From your “My Courses” page, navigate to the course in which you would like to customize visibility settings.

The screenshot shows the My iCEV Teacher Dashboard. At the top right, it says "Teacher Smith | My Profile | Tutorials | Log Out". There are buttons for "iCEV Coach Live chat help" and "Schedule Online Training". A blue banner says "Welcome, Teacher" and provides instructions on how to manage courses. Below this is a yellow notification box about new features. The main section is "My Courses" with a "+ Add New Course/Certification" button. A table lists courses with "View" buttons. A red arrow points to the "View" button for "Business Characteristics - UPDATED".

Course Name	View
Formulas for Career Success	View
Professional Communications	View
Personal Development	View

STEP 2

Show Visibility Settings

On the lesson page, click “Show Settings” under the “Lesson Visibility” heading which is located in the menu to the right of the course lessons list.

The screenshot shows the Lesson page for "Business Characteristics - UPDATED". The main content area lists lessons with "View" buttons. On the right side, there is a sidebar menu with sections: "Students" (Manage Roster, Course Grades Report, Invite Students), "Course Assessments" (Create Assessment), and "Settings" (Archive this course, Delete this course, Lesson Visibility Show Settings, Lesson Assessment & Activity, Lesson Assessment & Activity Answers, Printable Activities). A red arrow points to the "Lesson Visibility Show Settings" option in the Settings section.

STEP 3

Customize Visibility Settings

By default, all lessons are visible to students. Use the drop down menu next to each lesson to control which lessons students see in their playlist. You can select “Visible to students,” “Hidden from students” or “Visible on date.”

If you select “Visible on date,” you will need to click in the date field that appears to the right of the drop down menu and select the date you would like the lesson to become available to your students.

NOTE: Even when you hide a lesson from your students, it will still be visible on your playlist.

The screenshot shows the 'Professional Communications' course page. A table lists lessons with their visibility settings. A red arrow points to the dropdown menu for the first lesson, 'Business Characteristics - UPDATED', which is currently set to 'Visible to students'. The dropdown menu is open, showing options: 'Hidden from students', 'Visible to students' (selected), and 'Visible on Date'. To the right of the dropdown is a date field. A 'View' button is next to each lesson. On the right side of the page, there are sections for 'Students', 'Course Ass', and 'Settings'.

Lesson Title	Visibility Setting	Action
Business Characteristics - UPDATED	Visible to students	View
Mathematics in the Workplace	Visible to students	View
Economic Concepts - UPDATED	Visible to students	View
Statistics & Projections	Visible to students	View
Business & Management Concepts	Visible to students	View
Leadership Styles	Visible to students	View
Teamwork & Collaboration	Visible to students	View
Managing Diversity	Visible to students	View

STEP 4

Hide All/Show All Lessons

Click “Hide All” or “Show All” under the “Lesson Visibility” heading in the menu on the right to change the visibility settings for all lessons at once. Once you are finished editing your student visibility settings, you can hide these settings by clicking “Hide Settings.”

The screenshot shows the 'Settings' menu for the course. It lists various settings with 'Hide All' and 'Show All' options. Two red arrows point to the 'Hide All' and 'Show All' options under the 'Lesson Assessment & Activity' heading.

Setting	Options
Lesson Visibility	Hide Settings Hide All Show All
Lesson Assessment & Activity	Hide All Show All
Lesson Assessment & Activity Answers	Hide All Show All
Printable Activities	Hide All Show All
PowerPoint & Video	Hide All Show All

Activity Visibility Settings STEP 1

Hide All/Show All Activities

From your “My Courses” page you have the ability to hide or show all lessons, assessments and activities, assessment and activity answers, printable activities and PowerPoint® and Video lessons.

Use the “Hide All” or “Show All” links beneath the appropriate headings in menu to the right of the lessons list.

NOTE: Once you click “Hide All” or “Show All,” you will need to confirm your choice by clicking “OK” in the pop up window.

The screenshot shows a list of lessons on the left, each with a 'Visible to students' dropdown and a 'View' button. On the right, there is a settings menu with the following items: 'Create Assessment', 'Settings', 'Archive this course', 'Lesson Visibility' (with links for 'Hide Settings', 'Hide All', and 'Show All'), 'Lesson Assessment & Activity' (with links for 'Hide All' and 'Show All'), 'Lesson Assessment & Activity Answers' (with links for 'Hide All' and 'Show All'), 'Printable Activities' (with links for 'Hide All' and 'Show All'), and 'PowerPoint & Video' (with links for 'Hide All' and 'Show All'). Red arrows point to the 'Show All' links for Lesson Assessment & Activity, Lesson Assessment & Activity Answers, Printable Activities, and PowerPoint & Video.

STEP 2

Change Individual Activity Settings

From your “My Courses” page, click the “View” button beside the lesson for which you would like to customize activity visibility settings.

The screenshot shows the course page for 'Formulas for Career Success'. At the top, there is a navigation bar with 'My iCEV' logo, 'Teacher: Smith | My Profile | Tutorials | Log Out', and buttons for 'iCEV Coach Live chat help' and 'Schedule Online Training'. Below the course title, there is a 'My Courses > Formulas for Career Success' breadcrumb. The main content area is divided into 'Lessons' and 'Students' sections. The 'Lessons' section lists several lessons, each with a 'Visible to students' dropdown and a 'View' button. A red arrow points to the 'View' button for the first lesson, 'Formulas for Career Success: Career Testing & Investigation'. The 'Students' section has a 'Manage Roster' button. The 'Course Assessments' section has a 'Create Assessment' button. The 'Settings' section has links for 'Archive this course', 'Lesson Visibility' (with links for 'Hide Settings', 'Hide All', and 'Show All'), and 'Lesson Assessment & Activity'.

STEP 3

View Activities

On the lesson page, click the white arrows next to “Printable” and “Interactive” to expand the list of resources.

Teacher Smith | My Profile | Tutorials | Log Out

My iCEV

iCEV Coach
Live chat help

Schedule Online Training

Professional Communications
To access lesson resources including assessments, worksheets, activities and other materials, scroll below the video/PowerPoint.

My Courses > Professional Communications > Business Characteristics - UPDATED

Business Characteristics - UPDATED

View Lesson Plan | Student Grades Report

Select Playlist: Business Characteristics

VideoPowerPoint Visible to Students

Business Characteristics

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▶ Printable

▶ Interactive

STEP 4

Visible to Students Checkbox

To make worksheets, activities, projects and assessments visible to students, make sure the appropriate check-box underneath the “Visible to Students” heading is checked. To make them unavailable to students, make sure the check-box is not checked.

NOTE: Interactive assessments are automatically available to students, so uncheck the “Visible to Students” box if you wish to remove assessments from your students’ playlist.

Interactive					
	Show on Grades Report	Deactivate on Date	Show Details	Visible to Students	Attempt Threshold
Activities					
Business Characteristics - Types of Businesses - Student Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Business Characteristics - Human Resources & Management - Student Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Business Characteristics - Finance & Accounting - Student Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Business Characteristics - Marketing, Production & Distribution - Student Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Business Characteristics - Vocabulary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Assessments					
Business Characteristics - Assessment I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Business Characteristics - Assessment I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Business Characteristics - Assessment III	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Business Characteristics - Assessment IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>



NEED ADDITIONAL HELP?

Contact Our Dedicated Customer Support Team

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