



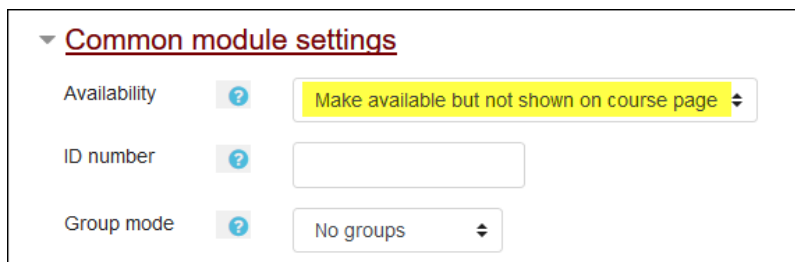
Faculty: Create Item "Available But Not Shown"

Hart Wilson - 2021-06-28 - Comments (0) - Faculty

Looking for a way to grant access to your students to a special activity or resource without having it be visible on the course page? Maybe you want to reduce scrolling or require students to complete a particular item in your course before they can access the special item. That's now easy to do by making the item "Available but not shown" on the course page.

Why would you want to hide something and still make it available? Let's look at an actual use case for this new feature. ([This 6-minute video](#) describes this process.)

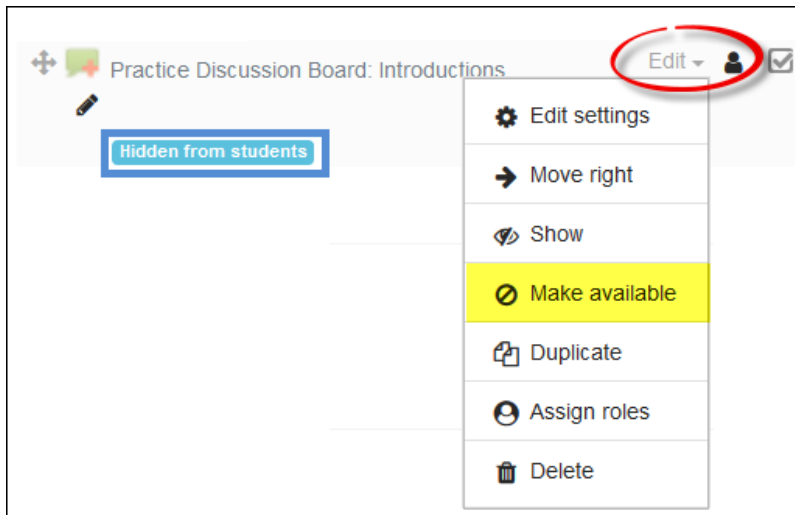
We've crafted a book resource with orientation materials for online students. We want to be sure that they: a) read the book and b) do some practice activities. "Available but not shown on course page" enables us to link to these activities from the book while at the same time preventing students from skipping the book and going straight to the practice activities. Providing a link back to the book from the practice activity makes going from the book to the activity and back to the book a seamless transition.



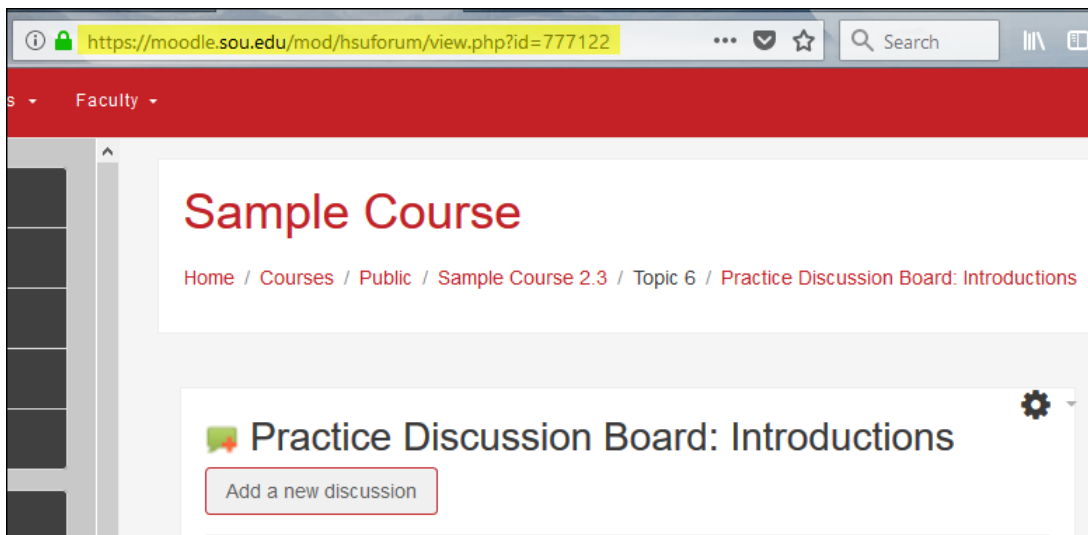
The screenshot shows the 'Common module settings' section of a Moodle course page. It features three rows of settings, each with a question mark icon to its left. The first row is 'Availability', with a dropdown menu set to 'Make available but not shown on course page'. The second row is 'ID number', with an empty text input field. The third row is 'Group mode', with a dropdown menu set to 'No groups'.

Step 1 is to create the special item that you want to share without making it immediately visible to students. In the **Common module settings** options area, in the **Availability** field, select **Make available but not shown on course page**. **Save and return to course**.

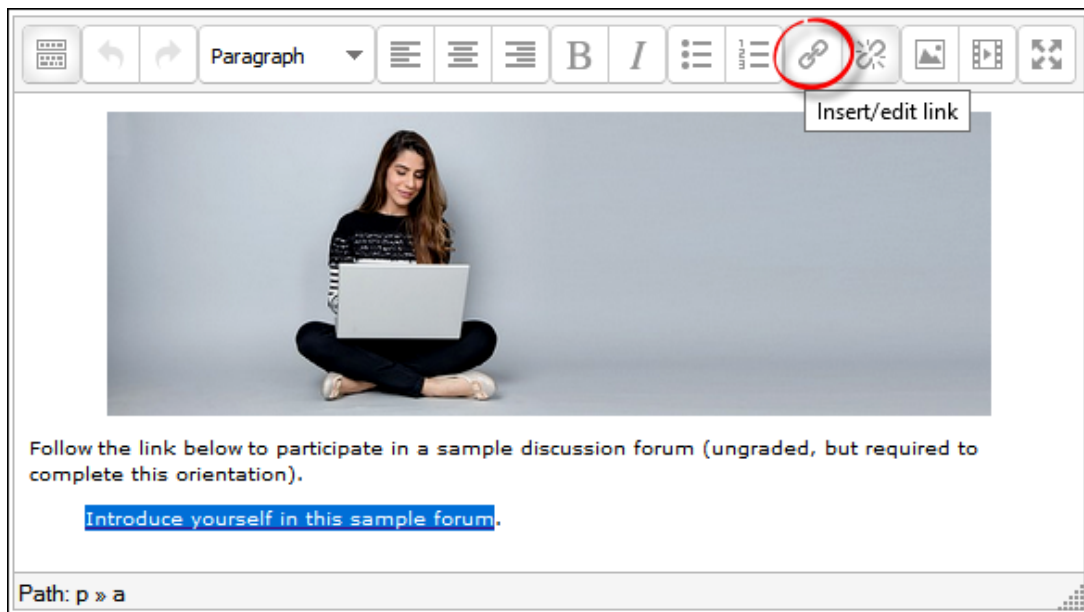
[If you have already created the special item, click on the **Edit** link, and **Hide**. Click on **Edit** again, then click on **Make available**, as shown below.]



Step 2 consists of returning to the main course page, opening the special item and copying the **URL** as shown below (or right click on the item name on the main course page and select **Copy link location**).



Next (Step 3), open the course element that you want to use as the access point for the special item (in this case, it's a page in a book). Type in some meaningful text, then select it and click on the **Insert/edit link** icon. Paste in the URL of the special item.



The screenshot displays a rich text editor toolbar at the top with various icons for text formatting and insertion. A red circle highlights the link icon (two interlocking rings). A tooltip labeled "Insert/edit link" is positioned over this icon. Below the toolbar, a large image shows a woman sitting cross-legged on the floor, using a laptop. Underneath the image, a paragraph of text reads: "Follow the link below to participate in a sample discussion forum (ungraded, but required to complete this orientation)." The text "Introduce yourself in this sample forum." is highlighted in blue, indicating it is a clickable link. At the bottom left of the editor, the path "Path: p » a" is visible.

Step 4 — **Save changes**. Test the link that you just created to ensure that the special item opens as desired. The illustrations below detail how this might look.

Note: If you've selected **Make available** by mistake, open the item in edit view and open the **Common module settings** options area. In the **Availability** field, select **Show on course page** and **Save**. Contact the CIS for assistance with this new feature!

Start Here

- Orientation to Online Learning
- Practice Discussion Board: Introductions
Available but not shown on course page
- Practice Assignment
Available but not shown on course page
- Check Your Understanding
Available but not shown on course page

Right click to copy location, or open and copy URL

Orientation to Online Learning

Guide to Online Communication

Discussion Forums

Much of the academic work you will do in this program will center around discussion forums. Generally, you will be expected to make an initial response to a discussion prompt by Thursday evening and reply to at least two other students by Sunday evening.

Besides large group discussions, you'll also use forums to work in small groups on class projects and case studies. To add formatting, links or images to your post, use the "advanced editing" option to display the text editing toolbar.

[Introduce yourself in this sample forum.](#)

Link to forum that is "Available but not shown on course page"

Practice Discussion Board: Introductions

Discussion forums are for sharing thoughts and ideas about course content and its application. For each discussion, the course main page displays the total number of posts and the total number of unread posts.

Click on **Add a new topic** to introduce yourself to practice using the forum tool. Feel free to reply to others while you're at it.

[Return to where you left off in the Orientation book.](#)

Link back to book