



PAGING

This tutorial explains how to alter the number of items is shown on a page by default and how to move between pages in eLearning. Your paging options affect lists of files, links, mail messages, and students. The default number of items per page is 10; most users prefer to increase this number.

CHANGING THE NUMBER OF ITEMS LISTED ON A PAGE

Follow these steps to determine the number of files, assignments, students, mail messages, and other items listed on a page by default:

1. In the **My eLearning logo bar**, click on **My Settings**.



2. Navigate to **My Tool Options** by clicking on the **My Tool Options** Tab.



3. In the **Paging** Section of the **My Tool Options** screen, enter the number of items you would like to be shown on a page by default (for example, 50 or 100). The default number is 10. The maximum is 999.



4. Choose **Save**.



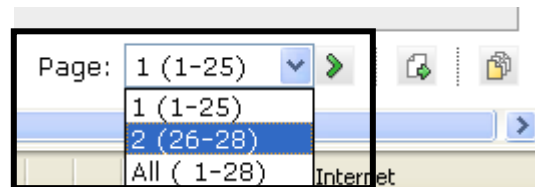
NAVIGATING THROUGH LISTS OF ITEMS IN ELEARNING

To navigate through pages of items in eLearning, look for the page indicator at the bottom of the screen.

1. Click on the dropdown menu button to choose your desired page.



2. Click the green arrow to proceed.



You can also click on the **Next page**  and **Previous page**  icons to navigate between pages.

For further opportunities to learn about eLearning, contact the eLearning Team at 348-ELEARN (3532) or elearning@ua.edu and visit the Faculty Resource Center at <http://frc.ua.edu>.

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