2.4 Activate your Learning Room to make it Visible to Students

Once the learning room is ready, the final step is to make it visible to students by making it **active**. Until you do this, students will not be able to see your learning room

1. Log into NOW and locate the Active\Inactive Learning Rooms widget on your homepage
   Any inactive modules on which you are enrolled will be displayed in this widget. See screen shot on next page.

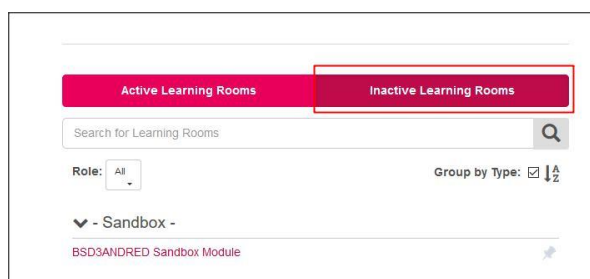**Note**:- Only Programme\Module Leaders are able to activate learning rooms.

Figure 25 - The (homepage level) Staff Tools Widget

2. Click on the module you wish to make active within the widget.

3. You will be taken to the Learning Room Homepage for the module. Click on Edit Room -> Learning Room Information -> scroll down to locate the check box for Learning Rom Is Active
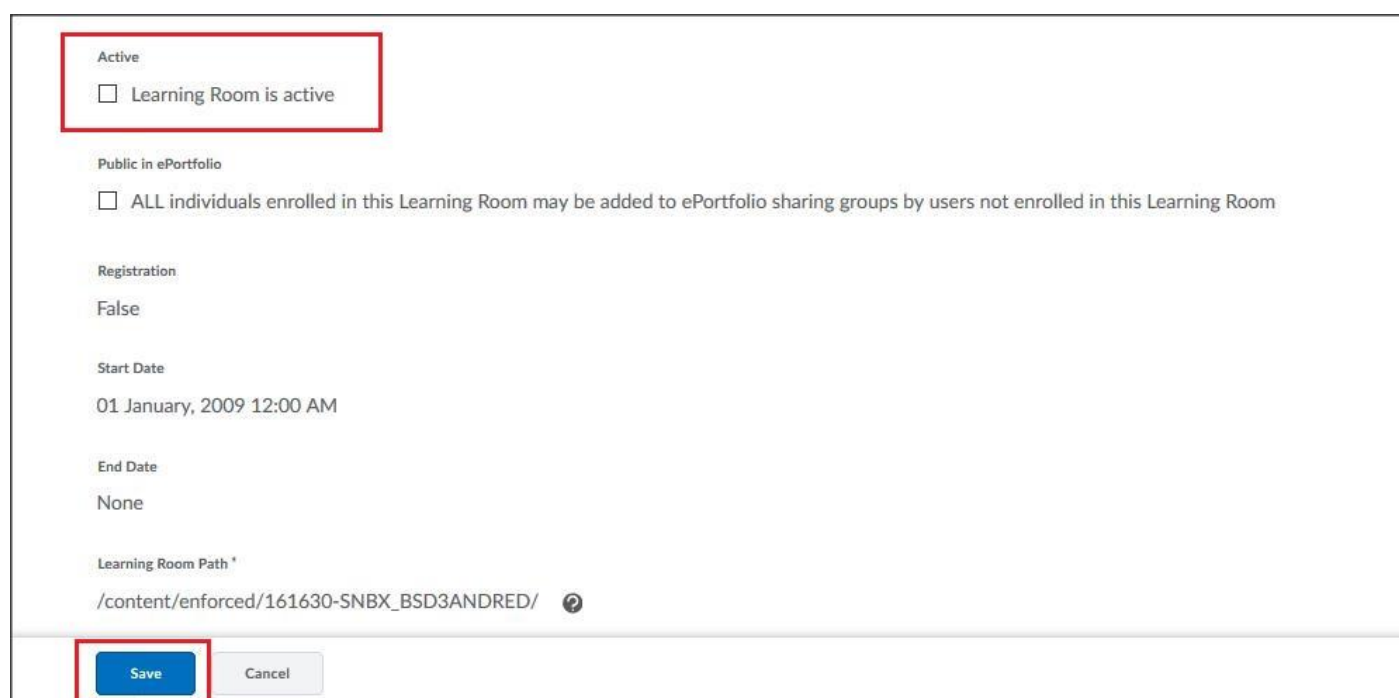

Figure 26 – Learning Room Activation

4. Click the **Save** button, at the bottom left of the menu.

5. The learning room is now visible to those students enrolled on it.

6. To remove the learning room from student view, return to this area and inactivate the learning room unchecking the **Active** box.