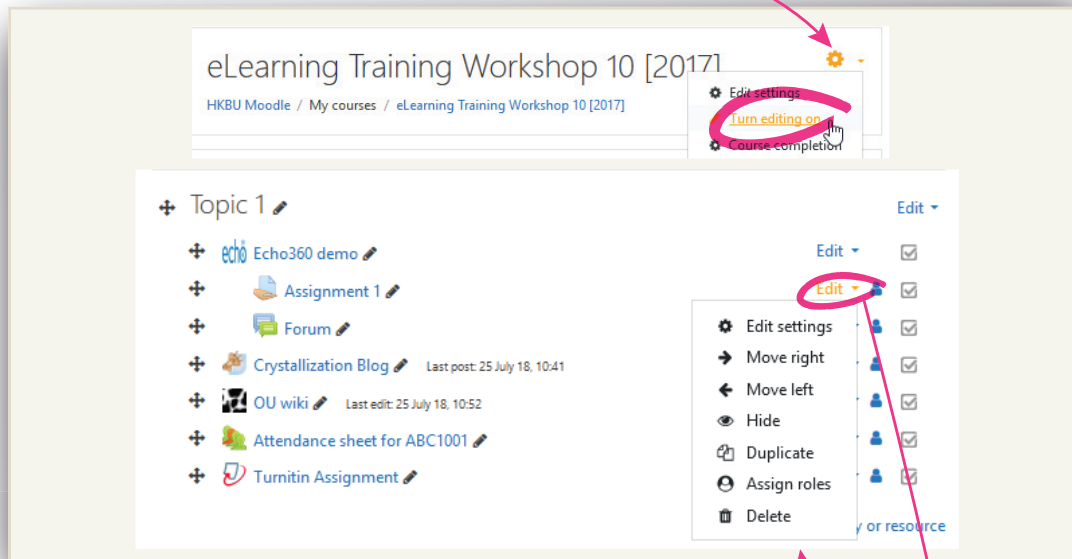


ENABLE CONTENT EDITING

You **must** “Turn editing on” before you can make changes to a Moodle course room. In the **Course Page**, click on “**Actions**” and select “**Turn editing on**”. With editing turned on, the sections expand, and there will be icons for editing options, resources, activities, and blocks.



ENABLE
CONTENT EDITING

ICONS

When the **edit mode** is on, click on the Edit button, there is a list of editing options.

Edit setting icon (⚙️): make your changes and press the “Save and display” or “Save and return to course” button when finished.

Move icon (↕️ ↶ ↷): move up or down/indent/outdent.

Show icon (👁️): reveal a hidden item. When clicked, the icon turns to the coloured image, and the item will be visible to others.

Hide icon (👁️): hide an item. When clicked, the icon turns to a whitened image, and the item will be marked as hidden. The student cannot see the hidden content.

Duplicate icon (📄): duplicate the current activity and setting.

Assign Role icon (👤): Assign item to specific roles, only assigned role can view.

Delete icon (🗑️): remove the link to an item.

- ⚙️ Edit settings
- ➡️ Move right
- ⬅️ Move left
- 👁️ Hide
- 📄 Duplicate
- 👤 Assign roles
- 🗑️ Delete