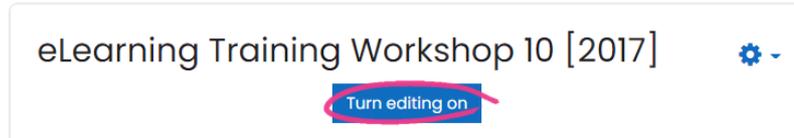


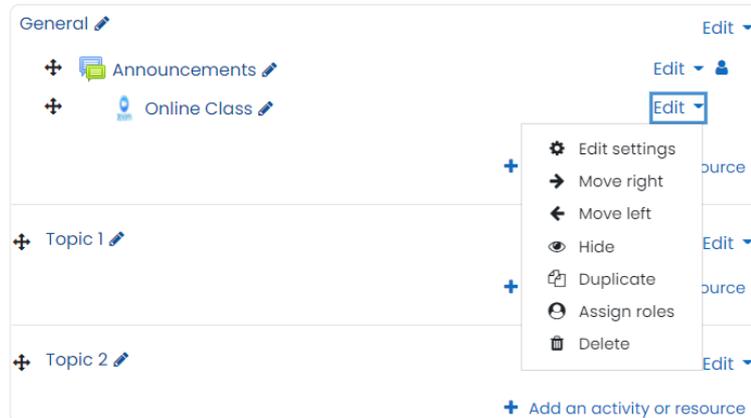
Self-help Guide for MOODLE Users

Enable Content Editing

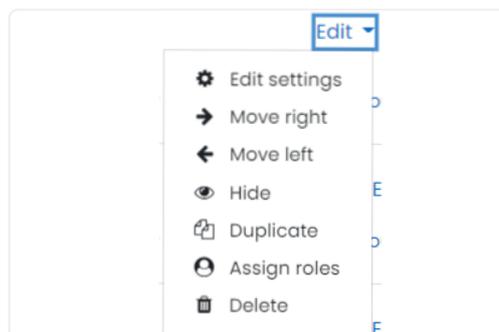
- 1 a. You **must** "Turn editing on" before you can make changes to a Moodle course room. In the Course Page, click "**Turn editing on**".



- b. With editing turned on, the sections expand, and there will be icons for editing options, resources, activities, and blocks.



- 2 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.

