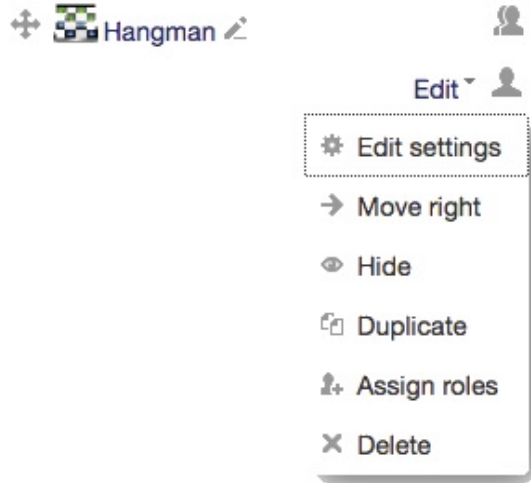


Editing Icons

Once editing is turned on in a course, the editing icons are displayed within each section/block. These icons allow teachers to modify the positioning of items on a page, change their availability for students, and provide access to the page for editing the activities and resources.



The icons along with their functions are listed below.



Edit Title

This icon allows the instructor to change a resource or activity title that appears in a Topics section right on the course page. After editing the title, it is necessary to press the Enter key to save the changes.



Update/Edit

This icon allows the instructor to update or edit a resource.



Indent or Move Right-Left

This icon is used to indent or move a resource or activity along a horizontal axis.



Move resource

This icon allows an instructor to drag and reposition a resource or activity vertically in a topic or up and down a course page. This same icon is used to move an entire topic or a block. If you need to move a Resource, Activity, or Topic all the way to the top or bottom of your course page, you can save time by dragging it a short distance and then hitting the Home or End keys to move it directly to the top or bottom of the course page.

**Duplicate**

This icon is a real time saver, as it duplicates an activity or resource and allows course editors the ability to use previous work as a basis for new resources or activities. If you want to save your past learners' work, but have a new activity for new learners, you can use this feature to make a copy that does not include student work.

**Delete**

This icon allows instructors to permanently delete activities or resources. Use this feature with caution. (Although Resources and Activities that you delete can be restored from the Recycle Bin in the Administration block for 7 days after they are deleted.)

**Hide/Show**

This icon is used to temporarily hide activities or resources from students in a course.

**Assign Roles**

This icon allows teachers to assign specific editing roles for specific resources or activities. It may be useful for small group tasks by appointing one of the students as a teacher with creation rights.

[Editing Icons Help link](#)

[Moodle Documents: Editing elements on your course homepage](#)

<https://docs.moodle.org/31/en/Course_homepage>