

Knowing Your Icons

Resource and Activity icons



You will find this set of icons next to every resource or activity you set up in your class, for example any links, documents, quizzes or assignments you provide for your class. In the image above, they are next to a forum activity. Briefly, here is what they do:

Indent - When you have a lot of resources and activities under a topic you may want to indent them to visually organize them along the lines of an outline.

Edit - This icon will take you back to the set up page of the resource or activity. You can make changes and save them.

Duplicate - makes a copy of a resource or activity that can be moved to another part of the course.

Delete - removes a resource or activity.

Hide - hides a resource or activity from student view. This is useful if you want to set activities up ahead of time and don't want the students to see them until it's time for them to be completed.

Advanced - these icons will not be discussed in Learn 101 as they are not necessary to get a course up and running.

Topic/Content Box icons

These are the icons you will see at the top of every topic box:



Add a Resource - Used to add a resource (link, document etc.) or an activity (assignment, quiz, forum etc.)

Edit - Used to edit the topic. For example change the topic's name, add a topic description.

Hide - Used to hide the topic from student view

Highlight Topic as Current Topic - Used to highlight the topic as current topic so it is easily located by students.

Show only this Topic - Used to hide all the other topics of the course from students.