

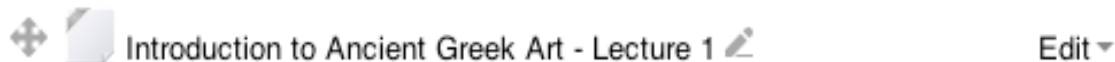
Moodle 3.4 Course Page Editing and Text Editing

Editing the Course Page

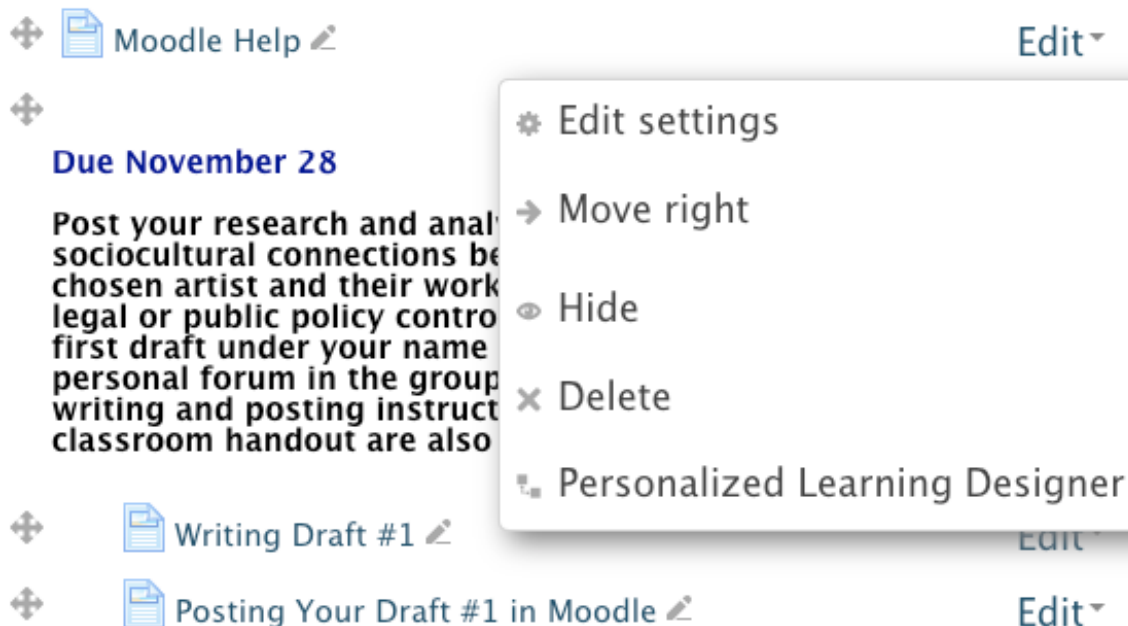
After entering your course site, click the "Turn editing on" button in the black gearwheel menu at the upper right.

The editing options for each item are in its "Edit" list on the right, and the "Edit title" pencil icon is visible beside the title for each activity and resource. The cross-arrows at the upper left of the session allow you to relocate the item. You can use it to drag and drop the session, or if you click the icon, a list of the items on the page appears and you can select a new location. The session will appear after the session you click.

For example:



When you click "Edit" the list appears.



Edit

- Edit settings - opens the settings page for revision - content name, content description, content text, filename, URL, etc. After editing, there are buttons at the base of the page to "Save and return to course", "Save and display", or "Cancel".
- Move right - indent - "Move left" appears if "Move right" has been used
- Hide - makes the item inaccessible to the students - converts to "/ Show" when used
- Delete - Removes an activity or resource
- Personalized Learning Designer - a complex tool to add extensive conditional access to course features to individualize the course site for each student. No one here has used this option. An open-ended fully online course that allows students to work on different materials at different times might use it.

Moodle 3.4 Text Editor Icons - Default Row



1 2 3 4 5 6 7 8 9 10 11 12 13

1. Toolbar Toggle - turns on the full display of icons (see below)
2. Preset type styles menu
3. Bold
4. Italic
5. Bulleted list
6. Numbered list
7. Insert/edit link
8. Unlink
9. Prevent automatic linking
10. Insert/edit image
11. Insert Moodle media
12. Manage embedded files
13. Embed Kaltura Media

Moodle 3.4 Text Editor Icons - Full Display

Top Row: same as above



Middle Row



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

1. Undo
2. Redo
3. Underline
4. Strikethrough
5. Subscript
6. Superscript
7. Align left
8. Align center
9. Align right
10. Decrease indent
11. Increase indent
12. Select text color (down arrow beside A)
13. Select background color (down arrow beside paint tube icon)
14. Direction left to right
15. Direction right to left

Bottom Row



1. Font family list
2. Font size list
3. Edit HTML source
4. Find
5. Find/Replace
6. Insert non-breaking space character
7. Insert special character
8. Insert/edit table
9. Clean up messy code
10. Remove formatting
11. Paste as plain text
12. Paste from Word
13. Toggle full screen mode

Frequently Used - Top Row

1. Toolbar Toggle - Left icon turns on the full display of icons (see below)
3. Bold type
4. Italic type
7. Insert or edit a web link - add a web link to highlighted text
8. Unlink - turn off a web link
10. Insert/edit image
11. Insert Moodle media

Frequently Used - Middle Row

7. Align left
8. Align center
10. Decrease indent
11. Increase indent
12. Select text color (down arrow to the right of the **A**)
13. Select background color (down arrow to the right of the paint tube icon)

Frequently Used - Bottom Row

1. Font family list
2. Font size list
11. Paste as plain text
12. Paste from Word
13. Toggle full screen mode - full screen editing - same icon returns to settings page to access the (Save) buttons at the base.