



MOODLE

Icon Key



Move Left: Moves text one space to the left.



Move Right: Moves text one space to the right.



Move: Moves an entire text box to another location (ex. under a different topic, or to a different position in the same topic).



Update: Allows you to add or format text within a topic. If updating a forum, you can set parameters on the content and availability of the forum.



Duplicate: Makes a copy of the selected text under the same topic.



Delete: Deletes a selected label.



Show: Makes the selected topic or label visible to all members of a course.



Hide: Makes the selected topic or label invisible to all members of a course.



Assign Roles: Allow specified course members to have certain permissions. Ex. A non-editing teacher has more privileges than a student user.



Personalized Learning Designer: Allows you to monitor student performance by enabling customizable alerts and notifications, as well as specific rules for each course member.

Toggle Between Three Different Group Settings:



No Groups: Students are not allowed to work in groups, and must work alone.



Visible Groups: Students are allowed to work in groups, and the members of each group are visible.



Separate Groups: Students are allowed to work in groups, but the members of each group are not visible.



Add Resource: Opens the “Add Resource” tab at the top of the page. You can add Activities, Assignments, Resources, or Campus Packs directly into the body of a topic.

Some actions that fall under **the Activities** pull-down menu are:

- **start a chat**
- **ask for feedback**
- **start a forum**
- **create a quiz**
- **create a survey**

Some actions that fall under Assignments pull down menu are:

- **advanced uploading of files**
- **online text**
- **upload a single file**
- **and offline activity**

Some actions that fall under the **Resources** pull down menu are:

- **book**
- **file**
- **folder**
- **label**
- **page**
- **URL**

Campus Pack Utility: contains various blank templates intended for inserting content from different types of sources. The following sources have Campus Pack templates: Blog; Wiki; Podcast; Journal; and Content.



Topic Settings: Allows you to modify the Section Name and summary of the designated topic.



Move Down: Moves a topic down, below the following topic.



Move Up: Moves a topic up, above the preceding topic.



Highlight This Topic: Places a yellow border around the topic, highlighting it as the current topic.



Show Only This Topic: Only show the selected topic, instead of the list of all topics.