
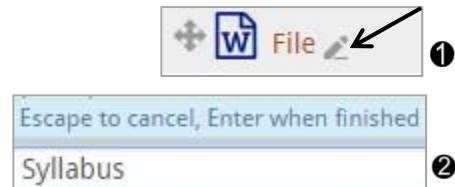


Managing Resources and Activities


You can make adjustments to resources and activities from the main course page.

Renaming an Item: The Pencil

1. Click on 
2. Click on the **Edit Title** (pencil) icon next to the resource you want to rename ①
3. Type the updated name of the resource and press *Enter* to save. Press *Esc* to cancel ②




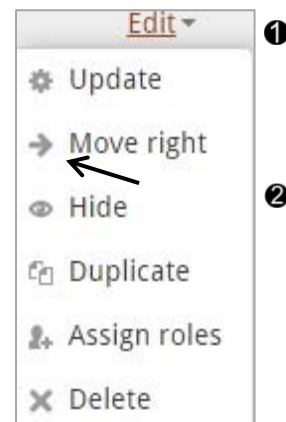
Moving an Item: The Four-Way Arrow

1. Click on 
2. Left click and **hold** the item's four-way arrow ①
3. Drag the item to its desired location, noting the preview that marks where the item will be placed
4. Release the left mouse button to drop the item



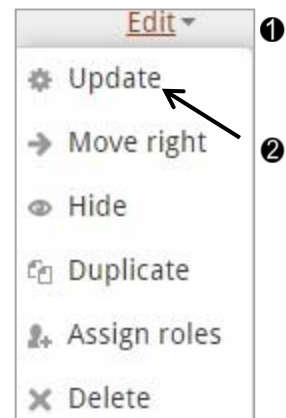
Indenting an Item: The Arrow

1. Click on 
2. Click on the **Edit** drop down menu to the right of the resource, and a list of options will appear ①
3. Select the **Move Right** icon to indent the item ②
4. To indent the item further, select **Move Right** again. To move the item back, select the **Move Left** icon that will appear




Editing an Item: The Gear

1. Click on 
2. Click on the **Edit** drop down menu to the right of the resource, and a list of options will appear ①
3. Select the **Update** icon to edit ②
4. Here you can edit the name, description, due dates, grading method, etc.



Duplicating an Item: The Papers

1. Click on 
2. Click on the **Edit** drop down menu to the right of the resource, and a list of options will appear ①
3. Select the **Duplicate** icon to make a copy of the item ②
4. The duplicated item will appear directly underneath the original item




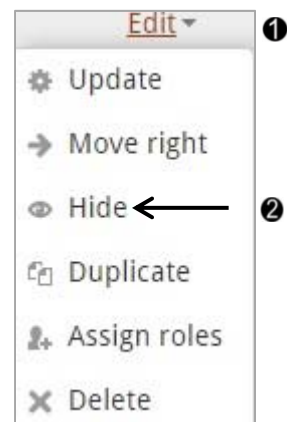
Deleting an Item: The X

1. Click on 
2. Click on the **Edit** drop down menu to the right of the resource, and a list of options will appear ①
3. Select the **X** icon to delete the item ②
4. Click **YES** on the pop up window to confirm that you would like to delete the item ③



Making an Item Visible or Invisible: The Eye

1. Click on 
2. Click on the **Edit** drop down menu to the right of the resource, and a list of options will appear ①
3. Select the **Hide** icon to close the eye image and make the item invisible to students ②
4. To make the item available to the students, select the **Show** icon to make it visible



Note: When the item is invisible, the name will appear in grayed out.