Renaming an Item: The Pencil

1. Click on the Turn Editing on Button.

2. Click on Pencil icon to rename.

3. Type the updated name of the resource and press Enter to save. Press Esc to cancel.

Moving an Item: The Four-Way Arrow

1. Click on the Turn Editing on Button.

2. Left click and hold the item’s four-way arrow.

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 the Turn Editing on Button.

2. Click on the Edit drop down menu to the right of the resource, and a list of options will appear.

3. Select the Move Right icon to indent the item.

4. To indent the item further, select Move Right again. To move the item back, select the Move Left icon that will appear.
Managing Resources and Activities

Editing an Item: The Gear

1. Click on the Turn Editing on Button.

![Turn Editing On]

2. Click on the Edit drop down menu to the right of the resource, and a list of options will appear.

3. Select the Edit Settings icon to edit.

![Edit Settings]

4. Here you can edit the name, description, due dates, grading method, etc.

Duplicating an Item: The Papers

1. Click on the Turn Editing on Button.

![Turn Editing On]

2. Click on the Edit drop down menu to the right of the resource, and a list of options will appear.

3. Select the Duplicate icon to make a copy of the item.

![Duplicate]

4. The duplicated item will appear directly underneath the original item.

Deleting an Item: The Trash Bin

1. Click on the Turn Editing on Button.

![Turn Editing On]

2. Click on the Edit drop down menu to the right of the resource, and a list of options will appear.

3. Select the Trash Bin icon to delete the item.

![Trash Bin]

4. Click YES on the pop up window to confirm that you would like to delete the item.
Making an Item Visible or Invisible: The Eye

1. Click on the **Turn Editing on Button**.

2. Click on the **Edit** drop down menu to the right of the resource, and a list of options will appear.

3. Select the **Hide** icon to close the eye image and make the item invisible to students.

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 light gray.

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Update Assignment Dates

The **Update Assignment Dates** feature lets an instructor review and change due dates, access dates, cut-off dates, etc., for multiple *Activities* or *Resources* at once. This feature is especially useful for instructors who are reusing a previous course.

1. Click on the **Course Management Tab** located on the top right of your course.

2. Under **Course Settings**, select **Update Assignment Dates**.

3. Choose the activity type you want to change the dates on.

4. Toggle the Topic Module headings to view the assignments of that activity type in that module.
5. Check the Enable box next to the dates you want to update.

6. Change the dates of the assignments.

7. Click Save Changes when done to input the new dates.

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**Recycle Bin**

The Recycle Bin allows teachers to retrieve course elements they have mistakenly deleted. Content will be stored in the Recycle bin for 7 days.

1. To restore content that has been deleted to your course page click on the Course Management Tab.

2. Click the Recycle Bin.

3. Click on the Restore Icon.