

# Editing Techniques: Part 1 – Elementary

## How to Hide Content

- 1 Click on **Learning Activities** in the navigation bar.
- 2 All Learning Activities in the course pack will appear in a list.
- 3 Click the title of the Learning Activity you want to hide from your students. The content of the activity will load in the centre of the screen.
- 4 In the top left corner, you will see a blue check mark inside of an oval shape. This feature is called a **slider**. To the right of the slider, there is an icon of an eye and text which reads **“Visible”**.
- 5 Click on the check mark to hide the Learning Activity. The check mark will disappear and the eye icon will now have a diagonal line through it along with the text **“Hidden”**.
- 6 The Learning Activity in the navigation bar will also now display the eye icon with a slash. If you hover over the eye with your mouse (cursor) the text **“Hidden from students”** will appear.

The screenshot illustrates the process of hiding a learning activity in a course interface. It is divided into three numbered callouts:

- Callout 1:** Points to the 'Learning Activities' dropdown menu in the left-hand navigation bar.
- Callout 2:** Points to the list of learning activities, specifically 'LA2 - Comparing Numbers', which is highlighted with a blue border.
- Callout 3:** Points to the 'Learning Activities' dropdown menu in the top right corner of the main content area.
- Callout 4:** Points to the 'Visible' slider and eye icon in the top left corner of the main content area, which is currently checked and labeled 'Visible'.
- Callout 5:** Points to the 'Visible' slider and eye icon in the top left corner of the main content area, which is now unchecked and labeled 'Hidden'.
- Callout 6:** Points to the 'Learning Activities' dropdown menu in the top right corner of the main content area, where the 'LA1 - Meaningful Numbers' item is now shown with a slash through the eye icon and a tooltip that reads 'Hidden from students'.

## How to Show Content

- 1 To show the Learning Activity again and make it available to your students, click the slider and a blue check mark will appear. The eye icon will now appear without a slash along with the text “Visible”.

## How to Edit a Learning Activity

- 1 Click on the Learning Activity you want to edit from the list of Learning Activities in the navigation bar. The content of the activity will appear in the centre of the screen.
- 2 Click on the three small dots in the top right corner of the screen. These three dots represent the **Options Menu**.
- 3 The Options Menu will expand and a list of available actions will appear.
- 4 Click **Edit**. You can now edit the text by simply typing the information you are looking to add or deleting the information you want to remove.
- 5 When you are done making edits, click on the blue **Save** button in the bottom left hand corner. The edits you made will now be visible to you and your students.

The screenshot displays a user interface for a learning management system. At the top, there is a navigation bar with links: My Home, Course Home, Class Progress, Assignments, Grades, FAQs, and Course Admin. Below this, there are two main sections. On the left, a sidebar shows 'Expectations' (0%) and 'Learning Activities'. Under 'Learning Activities', 'LA1 - Meaningful Numbers' is highlighted with a red circle and the number 1. The main content area shows a toggle switch for 'Visible' (checked) and buttons for 'Add Existing' and 'Create New'. Below these are tabs for 'Meaningful Numbers', 'Minds On', 'Action', and 'Consolidation'. The 'Minds On' tab is active, displaying a large blue graphic with the text 'Minds On' and an illustration of two children looking at a large question mark. A red circle with the number 2 is positioned near the three-dot menu icon in the top right corner of the main content area.

## How to Edit a Learning Activity (continued)

The screenshot shows the Learning Activity editor interface. On the left, a red circle with the number 3 highlights the 'Options' menu that appears when clicking the three dots in the top right corner. The menu includes options like 'Edit', 'View Release Conditions', 'Post to Course Homepage', 'Open in a new tab', 'Download', and 'Publish to LOR'. On the right, a red circle with the number 4 highlights the 'Learning Goals' section, which contains the text 'We are learning to...' followed by a bulleted list of goals. Below this is the 'Success Criteria' section. At the bottom, a red circle with the number 5 highlights the 'Save' and 'Cancel' buttons.

## How to Modify Components

*Tip: You may want to customize some messaging to your students in this area.*

- 1 Click on **"Welcome Students"** in the navigation bar. A list of sections will appear beneath the title.
- 2 Click on the section you want to edit and the content will load in the centre of the screen.
- 3 Click on the three small dots in the top right corner of the screen. These three dots represent the Options Menu.
- 4 The Options Menu will expand and a list of available actions will appear.
- 5 Click Edit. You can now edit the text by simply typing the information you are looking to add or deleting the information you want to remove.

## How to Modify Components (continued)

- 6** When you are done making edits, click the blue Save button in the bottom left hand corner. The edits will now be visible to you and your students.

This screenshot shows the course editor interface. At the top, there are navigation links: My Home, Course Home, Class Progress, Assignments, Grades, FAQs, and Course Admin. Below this, there's a section for 'Expectations' with a '0%' progress indicator and a '+ New Unit' button. A sidebar on the left contains a 'Teacher Guide' and a list of units: 'Welcome Students!' and 'Tips for Today's Learner'. The 'Tips for Today's Learner' unit is highlighted with a blue border and a red '2' in a circle. The main content area shows the unit's title 'Tips for today's learner' and a sub-title 'Tip 1 – Dream big'. Below the sub-title is a bullet point: 'Take some time to dream big, and then make a note of what your dream is. You may have more than one.' To the right of the text is an illustration of a calendar for October. In the top right corner, there are buttons for 'Add Existing' and 'Create New', and a red '3' in a circle next to a three-dot menu icon.

This screenshot shows the course editor interface with the 'Options' menu open. The menu is located on the left side of the editor and contains the following options: Edit, View Release Conditions, Post to Course Homepage, Open in a new tab, Download, and Publish to LOR. A red '4' in a circle is next to the 'Options' button. The main content area shows the unit's title 'Tips for today's learner' and a sub-title 'Tip 1 – Dream big'. Below the sub-title is a bullet point: 'Take some time to dream big, and then make a note of what your dream is. You may have more than one.' Below this is another sub-title 'Tip 2 – Stay positive' and a bullet point: 'Get excited to learn!'. At the bottom of the editor, there are two buttons: 'Save' and 'Cancel'. A red '6' in a circle is next to the 'Save' button. The top navigation links are the same as in the previous screenshot.

## How to add Tools within Ontario's VLE

Tools within Ontario's VLE, such as Discussions and the assessment tools, can be used to engage and build community with your students. Please refer to *The Tools Within Ontario's VLE*:

- 1 Go to the main navigation bar on the left side of your screen. Click on **Teacher Guide**.
- 2 A list of content will appear beneath the title. Scroll towards the bottom of the list and click on "**Tools within Ontario's VLE**".
- 3 Here, you will be able to read about ideas on how to set up different tools in the Learning Activities to help support your students.

