

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. It is divided into two main sections: a main interface on the left and a detailed view of the navigation bar on the right.

Main Interface (Left):

- 1** A dropdown menu labeled "Learning Activities" is shown in the top left corner.
- 2** A list of learning activities is displayed, including "LA1 - I Can Be Safe", "LA2 - Music Makes Me Move!", "LA3 - I Can Ask Questions!", and "LA4 - I Can Be...".
- 4** A slider control is shown in the top right corner, with a blue checkmark inside an oval and the text "Visible" next to it.

Detailed View of Navigation Bar (Right):

- 3** A dropdown menu labeled "Learning Activities" is shown, with "LA1 - I Can Be Safe" selected.
- 5** A slider control is shown, with the checkmark removed and the text "Visible" replaced by "Hidden".
- 6** The navigation bar shows "LA1 - I Can Be Safe" with a slash through the eye icon, indicating it is hidden.

How to Show Content

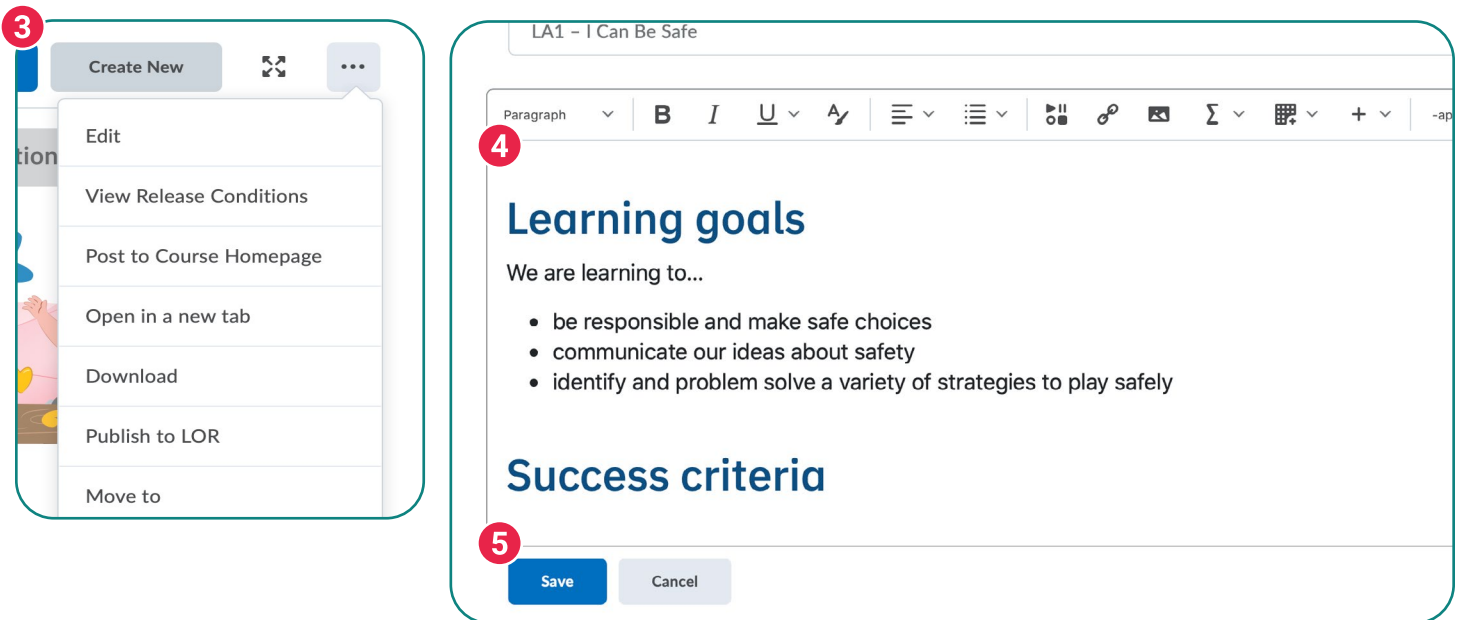
- 1 To show the Learning Activity again and make it available to your students, click the slider and a blue check mark will appear. The eye icon will now appear without a slash along with the text “Visible”.

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 the user interface for editing a learning activity. On the left, a navigation sidebar shows a list of learning activities under the heading 'Learning Activities'. The first item, 'LA1 - I Can Be Safe', is highlighted with a red circle and the number 1. The main area on the right shows a preview of the activity content. At the top of this preview, there is a 'Visible' toggle switch (checked) and a three-dot menu icon (highlighted with a red circle and the number 2). Below the menu, there are buttons for 'Add Existing' and 'Create New'. The main content area features a large title 'Minds On' and an illustration of two children sitting at a table, engaged in a learning activity. The background of the illustration includes a blue flower, a yellow butterfly, and a yellow cat.

How to Edit a Learning Activity (continued)



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.

The image illustrates the process of editing a component in a learning management system through six numbered steps:

- 1** In the course sidebar, the 'Tips for Today's Learner' component is selected.
- 2** The 'Tips for Today's Learner' component is shown in the course content area.
- 3** The 'Add Existing' and 'Create New' buttons are visible in the top right of the component editor.
- 4** A dropdown menu is shown for the 'Create New' button, with options including 'Edit', 'View Release Conditions', 'Post to Course Homepage', 'Open in a new tab', 'Download', 'Publish to LOR', and 'Move to'.
- 5** The text editor shows three tips:
 - Tip 1 – Dream big**
 - What is your dream? Make a note of your dream. You may have more than one
 - Tip 2 – Stay positive**
 - Get excited to learn!
 - Reward yourself after you have completed an activity or a task.
 - Keep trying and never give up! You can do it.
 - Tip 3 – Discover your skills**
 - Discover your new strengths, talents, interests, and skills during your learning journey.
- 6** The 'Save' button is highlighted in blue at the bottom left of the editor.

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 **Educator 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.

