

Editing Icons



Update /
Configuration

Clicking on this icon allows you to edit, update or configure whatever is next to the icon. This is one very important icon!



Delete

Click on this icon to delete whatever is next to the icon. It will automatically delete a block, but it should ask if you are sure before deleting items you have uploaded (resources or activities).



Hide

This icon controls the visibility of the item next to it. If you click on the icon, you can choose to hide the item from view.



Show Only

Click on this icon next to a particular week or topic and only that particular content will be shown (visible) to those using the course.



Show All

If only one week or topic is showing, you can click on this icon to expand and show all weeks or topics.

People-Related Icons



No Groups

The activity is to be completed individually, without group work.



Visible Groups

The activity can be completed by groups, and groups may openly share work and see each others' postings.



Separate Groups

The activity can be completed in groups, but postings are visible only to members of each group and students cannot view the work of groups they do not belong to.



Assign Roles

This icon allows you to assign roles for assignments or activities.

Movement Icons



Move Left

Click on this icon to move the item by the icon slightly to the left.
Allows you to indent or create headings/subheadings.



Move Right

Click on this icon to move the item by the icon slightly to the right.
Allows you to indent or create headings and subheadings.



Move

This will allow you to move items up or down on your page.

Item Icons



Grades

This icon represents the grading system in Moodle.



Assignment

This icon symbolizes an assignment – a task that students are expected to accomplish and then submit.



Quiz

This icon stands beside quizzes.



Forum

This icon represents the News Forum or any other forum that you create for the class.



Chat

This icon represents a chat created in for the course members.



Choice

This icon stands for choice, which is the polling feature of Moodle.



Database

This icon symbolizes a database. You can create collective databases and house them in your course pages.



Glossary

This icon stands for a glossary. You have the ability to create and manage glossaries within your Moodle course pages.



Lesson

This icon represents lessons. Lessons are one type of activity you can use and they can include PowerPoints and questions.



Survey

This icon stands for a survey. Instead of creating your own questions, you choose a pre-existing survey to use. Most focus on learning or classroom outcomes.



Wiki

This icon represents a wiki. You can create and use wikis within your course content.



Word file

This icon shows that a Microsoft Word file has been uploaded.



PowerPoint file

This icon shows that a PowerPoint file has been uploaded.



Excel file

This icon shows that an Excel file has been uploaded.