

What do the icons do?

Once you turn editing on, you'll see a variety of icons.











The screenshot shows a calendar view for the week of August 30 to September 5. The interface includes a section header, a list of days with their respective activities, and a right-hand sidebar with 'Edit' options for each activity. Numbered callouts identify the following icons:

- 1:** A plus sign icon next to the section heading.
- 2:** A gear icon next to the section heading.
- 3:** An eye icon in the top right corner.
- 4:** A group of people icon next to the 'Edit' option for the MMOC activity.
- 5:** A checkmark icon next to the 'Edit' option for the MMOC activity.
- 6:** A pencil icon next to the MMOC activity title.

1		Hold down the mouse button on this icon and drag the item to a new location. Whenever you add an item to a section, it puts the new item at the bottom of the list. With this icon, you can drag the item further up during the week or to a completely different week. The icon that appears to the left of the section heading (August 30-September 5) will let you move the entire section to a different position. Clicking on this icon will bring up a list of locations; you can then click on the location where you want the item to appear.
2		Edit the section title and summary. Click this to change "August 30-September 5" to something else and/or to add a description at the top of the section.
3		Hide the section from the students. If you click the eye, the icon will change to and the section will appear in light gray. You will still be able to see the section, but students will not. Clicking the crossed-out eye will make the item available to students again.
4		This indicates that the resource is set up to be used with groups. Using groups in Scholar is a little more complicated than it might appear at first.
5		This indicates that students will be able to check a box to indicate they have completed the item. This activity option is meant for students; it doesn't provide much of an advantage for instructors. If the box itself is made of dotted lines, the activity is set to be automatically checked as completed when something specific happens (e.g., the student posts a message or an assignment is graded).
6		The pencil icon lets you change the title of an item.

What do the items on the drop-down menu do?

Once you turn editing on, you'll see a drop-down menu labeled Edit to the right of each item.

 Edit settings	<p>Select this to change the settings that were originally set when you created the item. For an assignment, clicking this will take you to the place where you can change the assignment due date and any other assignment characteristics.</p>
 Move right	<p>This will shift the item to the right. Indenting items helps organize the page for students. I've indented this assignment under the label Monday.</p> <div style="text-align: center; margin-left: 100px;"> <p>Monday</p>  Instructions for Writing the Cover Letter  Final Draft of Paper 2 </div>
 Move left	<p>Clicking this shifts the item back to the left.</p>
 Hide	<p>Hide the item from the students. If you click the eye, the icon will change to  and the section will appear in light gray. You will still be able to see the item, but students will not. Clicking the crossed-out eye will make the item available to students again.</p>
 Duplicate	<p>Make a copy of the item. If you have worked hard to get all the settings right for one paper assignment and the next paper assignment has most of the same settings, copying the assignment and then changing a few things is faster than creating a whole new assignment. This is also helpful for duplicating headings that appear each week (e.g., Monday).</p>
 Assign roles	<p>This is a complicated option that you are unlikely to use. It's used to do things like giving a student forum moderator rights, enable a student to grade assignment submissions, and more.</p>
 Delete	<p>Delete the item. This cannot be undone. If you aren't sure whether you really want to delete it, consider hiding the item instead (see above).</p>