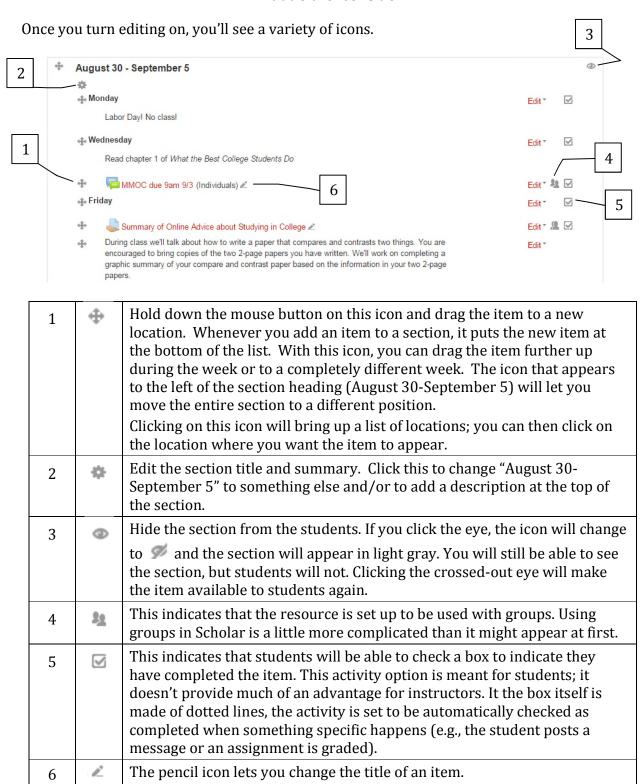
## What do the icons do?



## 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	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.
→ Move right	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.  Monday
	Instructions for Writing the Cover Letter Final Draft of Paper 2
← Move left	Clicking this shifts the item back to the left.
Hide	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.
© Duplicate	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).
Assign roles	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.
× Delete	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).