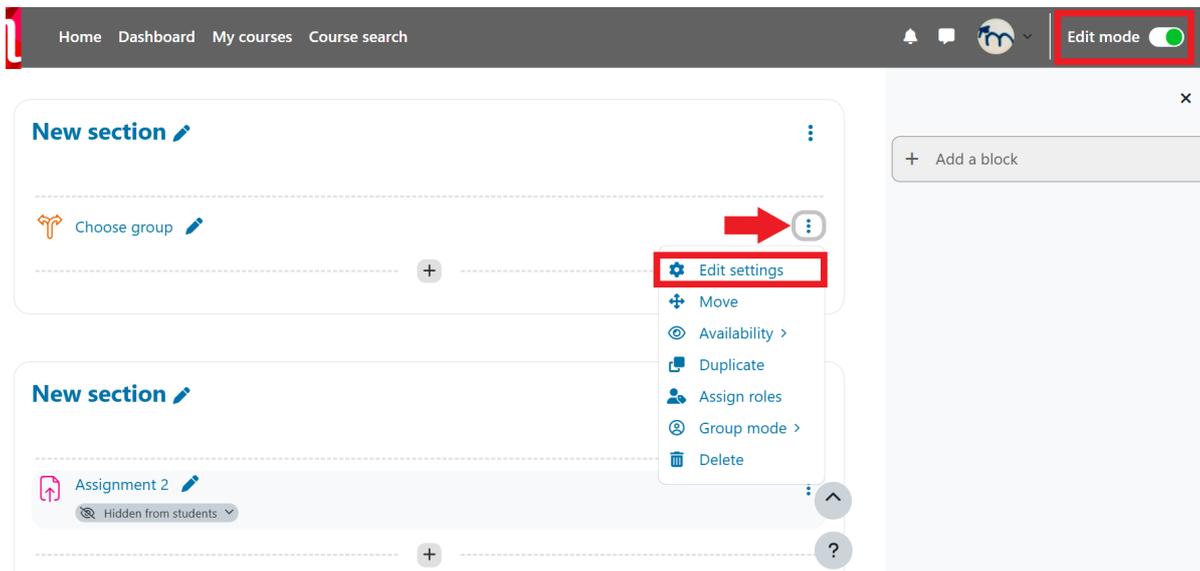 Related to this topic, the section Moodle contains a selection of interesting pages.

Edit mode

After completing the preparations, you can now begin adding content and customizing the course space according to your preferences. To do so, first switch to editing mode by clicking the `Edite mode` button at the top right of the course homepage. Editing the course is only possible in editing mode.

In this mode, the following icons are visible to edit, copy, delete, or hide elements. In addition, you can easily add files to your course space via drag & drop from one of your folders.

Editing symbols
 The *Pencil* icon allows you to rename an element directly on the course page.

 The move icon allows an element to be moved directly with the mouse (drag & drop).

⋮ **Additional functions are available by clicking the three-dot icon:**

 This icon allows you to highlight the course section (as the current course section).

 The *Edit settings* icon allows you to change/edit the element. It opens the *Editor* window for editing and formatting.

 The open eye indicates that the element is visible to participants. Clicking the eye makes the element invisible to participants.

 Clicking the duplicate icon allows you to create a copy of the selected element.

 The icon with the human figure allows the assignment of roles. When roles are assigned in a context, all capabilities of the role are transferred, i.e. in the current context and all subordinate contexts. For example, if users are assigned the role „Student" in a course, they will also have this role for all activities and blocks within the course.

 The delete icon removes a course element from the course.

Text editor

The text editor is available when editing formatted text such as course sections, *descriptions*, as well as *text fields* and *text pages*. Similar to a word processing program, you can format your text using numerous functions, embed media files (images, video and audio files), and link websites.

Two different editors are available in the learning environment.

Current editor ATTO

The editor with collapsed toolbar (icons first row):

1 Undo
2 Redo
3 Bold
4 Italic
5 Text color
6 Background color
7 Image
8 Multimedia
9 Record audio
10 Record video
11 Insert H5P content
12 Link
13 Remove link
14 Full screen
15 Align left
16 Centered
17 Align right
18 Show more buttons (expand toolbar)

Additional functions (icons second row):

1 Left to right
2 Right to left
3 Decrease indent
4 Increase indent
5 Unordered list (bulleted)
6 Ordered list (numbered)
7 Equation editor

Editor ATTO

The so-called *Atto* editor is set as the default editor: you will encounter the *Atto* editor wherever you edit text in Moodle.

The editor with collapsed toolbar (icons first row):

1 Show more buttons (expand toolbar)
2 Paragraph styles (predefined)
3 Bold
4 Italic
5 Font size (predefined)
6 Fonts
7 Font color
8 + **9** Background color
10 Align left
11 Centered
12 Align right
13 Unordered list (bulleted)
14 Ordered list (numbered)
15 Outdent
16 Indent
17 Underline
18 Strikethrough
19 Subscript
20 Superscript
21 Link
22 Remove link

Additional functions (icons second row):

1 Insert or edit image
2 Insert or edit audio/video file
3 Emoticon
4 Manage files
5 Record audio
6 Record video
7 Insert H5P content
8 Embed Mediasite video

9 Equation editor
10 Insert special character
11 Insert and edit tables
12 Remove formatting
13 Undo
14 Redo
15 Accessibility checker
16 Screenreader help
17 HTML editor
18 Full screen
19 edu-sharing

Editor TINYMCE

Another editor is *Tinymce* from earlier Moodle versions.

Clicking the *Toggle toolbar* icon displays all available functions.
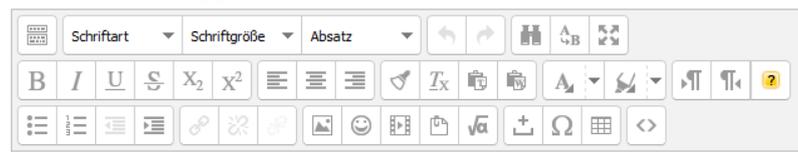
Icons in the EDITOR

Toggle toolbar (show all functions)

Select font

Set font size

Select templates

Undo | Redo

Search | Search/replace | Full screen

Bold | Italic | Underline | Strikethrough | Subscript | Superscript

Align left | Centered | Align right

Clean source code | Clear formatting | Paste as plain text | Paste as formatted text

Text color | Background color

Text left to right | Text right to left | Insert cloze questions (only required in the quiz

activity)

☰ | ☷ | ☰ | ☰ Insert/remove unordered list | Insert/remove ordered list | Outdent | Indent

🔗 | ⛓ | 🔗 Insert/edit link | Remove link | Prevent auto-linking

❌ Insert/edit image | Insert emoticon | Insert media | Manage embedded files | Insert formula

❌ Insert non-breaking space | Insert special character | Create/edit table | Edit HTML code

▦ Enlarge editor window

Insert a link into the text

❌

If you want to link to websites within the text, select the text to be linked and click the ❌ Link icon or press Ctrl+k. In the popup window that opens, configure the website settings.

Under *Enter URL*, insert the address of the desired website (via copy & paste) or the desired file. It is recommended to select the option *Open in new window*.

Click Create link to activate the link in the text.

Insert an image into the editor

❌ To visually enhance your content and increase learning effectiveness in your course, it is recommended to integrate images into the course content, making texts more appealing.

In the editor, click the Insert image icon.

By clicking Browse repositories, you will be taken to the file picker where you can *upload the desired file*. Linking to images on the internet is also possible through *add via URL*. When using copyrighted materials, be sure to observe source attribution and licensing requirements.

❌ Next, you can change the *Size*. Activating the radio button for *Original size* preserves the original aspect ratio and size. Click Save to store all entries. The image will then appear in the editor text.
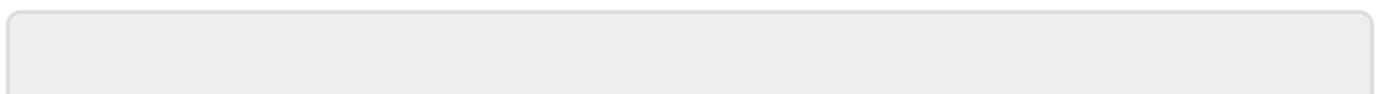
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