

✘ 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 Edit 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

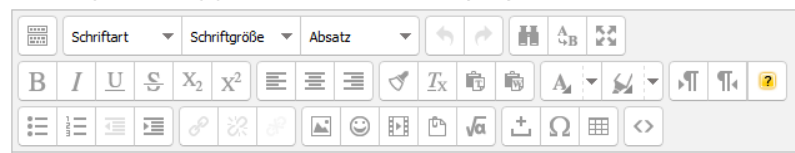
- 9 Equation editor
- 10 Insert special character
- 11 Insert and edit tables
- 12 Remove formatting
- 13 Undo
- 14 Redo
- 15 Accessibility checker
- 16 Screenreader help
- 17 HTML editor
- 18 Full screen
- 19 edu-sharing

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)

Schriftart ▾ Select font

Schriftgröße ▾ Set font size

Vorlage ▾ Select templates

↶ | ↷ Undo | Redo

🔍 | 🔍 | 🖥 Search | Search/replace | Full screen

B | I | U | | | 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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