

Learning Hub Quick Guide: Basics For Teachers

2. Setting Up the Course Page



First time in the course

- The first time in the course you will see the main page divided into 5 sections:
- The top section, where you see “Announcements”, is the General Section
- Next the “Topic 1” section, “Topic 2” section, “Topic 3” section and “Topic 4” section

Turn editing on

The first thing you want to do is to turn the editing on for the page.

- In the upper right corner you see a box with a gearhub and down arrow
- Click on the box and the Actions menu will appear
- Click on the pencil icon in the third line that says “Turn editing on”
- The word “Edit” will appear throughout the page, as well as “Add an activity or resource”

Quick edit and expanded edit

- You can quickly edit the titles of the sections or activities using the pencil beside the name. Often teachers organize their courses by week and rename the “Topic” to a date
- When you click on the word “Edit” to the right of each section a drop down menu will appear. “Edit topic” will open a new page for expanded editing features, whereas “Highlight”, “Hide topic” and “Delete topic” will make changes on the spot.

Go to the next guide to find out more about adding Zoom meetings, assignments and other activities.