## Course Editing Key

### Entering Edit Mode

To add content to your LATTE course, you'll first need to turn on the Edit Mode. Click the **"Turn editing on"** button near the top right of the screen.

Clicking on this button gives you the ability to add resources (readings and course materials, etc.), activities (assignments and forums, etc), and blocks (Quickmail, Messages, etc).

### Hide/Show Activities or Resources

Activities or Resources added within your course can be shown or hidden. To manually hide or show, click on the "Edit" button on the right side of the item line and select the "Hide" option from the dropdown to hide, or select the "Unhide" option to show.

- This activity, resource, or topic is currently visible to students.
- This activity, resource, or topic is currently not visible to students.

### Rename Activities or Resources

On the right hand side of the item's current name, click on the pencil icon. You will then be prompted to type in a new name for the item. Once finished, press the enter key to save or press the ESC key to cancel changing the name.
Move/Indent Activities or Resources

After you’ve added files to your course, you can move and reorder them to different topic sections within your course. On the left-hand side of the item line, click on the icon with the four arrows, and drag them to where you’d like them to appear within your course.

Allow you to move the activity, resource, or block up or down on the page.

If you want your items to appear with an indent, click on the “Edit” button on the right side of the item line and select either the “Move right” or “Move left” option from the dropdown to indent left or right.

Note that the “Move left” option will not appear until you’ve made at least one right indentation to your item.

- Move activity or resource to the left. (This icon will not appear if the activity or resource has never been indented to the right.)
- Move activity of resource to the right (indent).

Duplicate Activities or Resources

On the left-hand side of the item line, click on the “Edit” button on the right side of the item line and select the “Duplicate” option. The duplicated item will appear underneath the original item.
Remove Activities or Resources

On the left-hand side of the item line, click on the "Edit" button on the right side of the item line and select the "Delete" option. In the confirmation window, select "Yes" to proceed with deleting the item. The item will then be removed from your course.

Note that you should only delete something that you are sure you want to delete. There is no undo option.

- This deletes the activity or resource from the course page

Please watch this video for more information on the editing icons that appear on LATTE and this video for information on editing topic area.

Related articles

- Quickmail Block
- Adding TAs and Guests
- Latte for Instructors
- Text Editing
- Create Online Assignments