How Do I Edit in Moodle

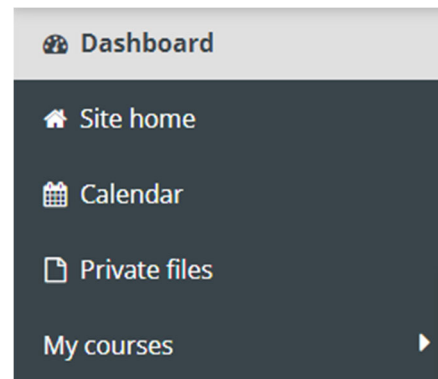### How Do I Turn Editing On?

Login to Moodle.

Click on the My Course dropdown menu at the top of the page or expand the My courses list under Dashboard located on the left side of the screen.

Choose the course.

The "turn editing on (off)" button is found in the upper right hand area of the screen.

Once editing is on, the button will turn red and editing tools will be located next to each activity or resource.

≡   *my*NORTHWESTERN STATE   My Courses ▼

🎨 **Dashboard**

🏠 Site home

📅 Calendar

📄 Private files

My courses   ▶

Example of Editing Off

Green button = editing off

Editing tools unavailable

≡   *my*NORTHWESTERN STATE   ⚙   ✎   My Courses ▼

X Excel Example

Example of Editing On

≡   *my*NORTHWESTERN STATE   ⚙   ⏻   My Courses ▼

✛ X Excel Example ✎   Edit ▼

Red button = editing on

Editing tools available