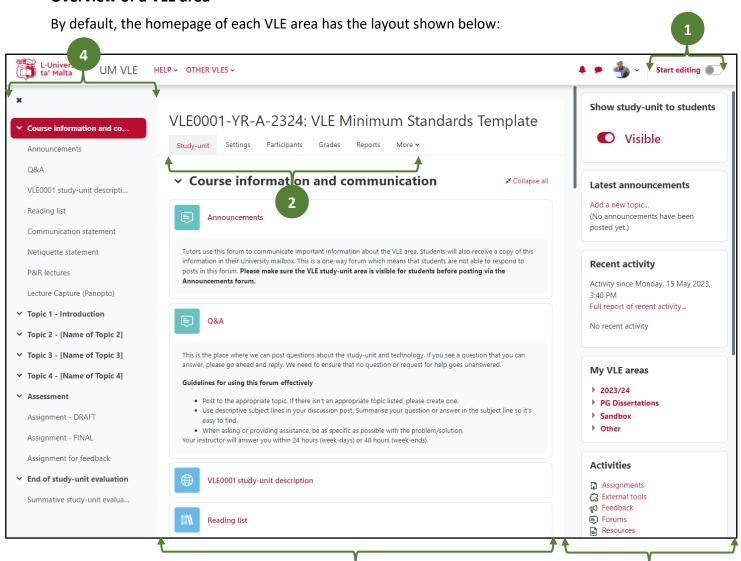
## Overview of a VLE area



- Within any VLE area, the Start editing / Stop editing toggle button is accessible to tutors in the top-right corner of the navigation bar. Click Start editing to add or modify study material.
- A tabular navigation menu at the top of each VLE area, as well as activity pages, allows users to easily navigate between key pages. As a tutor, you can access the **Settings** page if you would like to edit the VLE area's settings. The Participants and Reports pages are also accessible from this menu. The More tab lists several other functionalities, such as Question bank, Recycle bin and Import.
- This is the main content area where you will put your study material and activities. This area is typically divided into sections: Topics or Weeks. Each topic or week may contain lecture notes, links to readings, forums, guizzes, assignments, etc.

By default, the first section is referred to as the General section. This contains the Announcements forum (used for class announcements) and may also contain other introductory study-unit level information such as a link to the study-unit description.

In the above example, the material and activities are organised by topics, but they can also be organised by weeks.





This is the Course index drawer, which acts as a table of contents for activities and resources available within a VLE area. Students can click on an activity and navigate directly to it. For more screen space, this drawer can be opened and closed as required.



On the right-hand side of your screen, you will find the following **blocks**:

- Show study-unit to students\* indicates whether the VLE area is Visible to students or not, Hidden. Tutors can easily make the VLE area visible to students by clicking the toggle button.
- Latest announcements lists the latest items added to the Announcements forum.
- Recent activity shows recent changes to the VLE area since the user's last login, such as, creation of new resources and activities, forum postings and assignment submissions.
- My VLE areas enables easier navigation between VLE areas.
- Activities lists the variety of activities created by the tutor/s in the VLE area. For example, if you would like to view all the forums in an area, click on the Forums link.
- Calendar displays a small version of the current month's calendar. Events and due dates are colour-coded to distinguish VLE area events from personal (user) events.
- Lecture Capture (Panopto) lists Panopto captured videos and Zoom meeting recordings, if any.
  - \* visible to tutors only