Adding summaries / titles

By default, when you choose a *Topic* format, the sections in the middle section of the VLE area homepage will display the titles: Topic 1, Topic 2, Topic 3 etc. You may wish to use a descriptive title rather than Topic 1, Topic 2, etc.

To edit content in the VLE area homepage:

▪ Click the **Start editing** button located at the top-right corner of the page. This will display numerous icons in each section within the content area of your VLE area homepage.
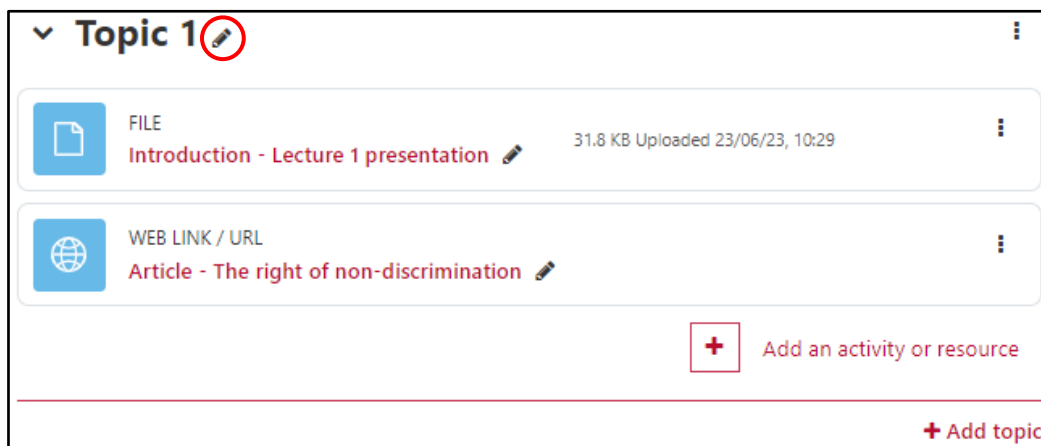

Note:

• The **Start editing** button changes to the **Stop editing** button when clicked.
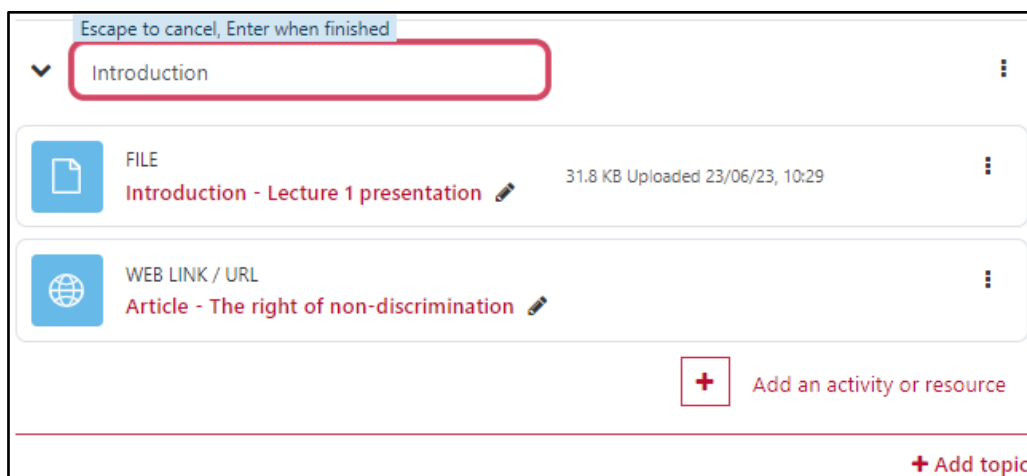

To edit the title of a section:

1. Click the **Edit topic name** icon ✏ adjacent to the section heading.

This will allow you to edit the section heading. In the following example, the text *Topic 1* is replaced with the text *Introduction*.
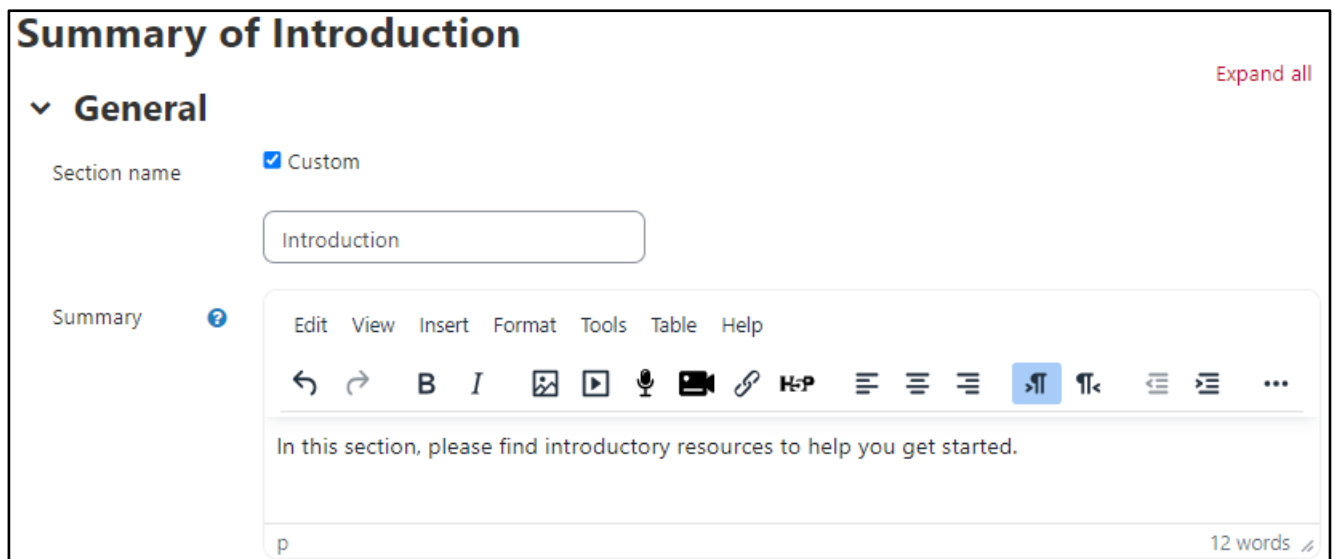

2. Press **Enter** to confirm the inputted title.

To add or edit a section's summary:

1. Click the **Edit** (3-dot) ⋮ icon, located at the top-right corner of every section, and choose **Edit topic**.
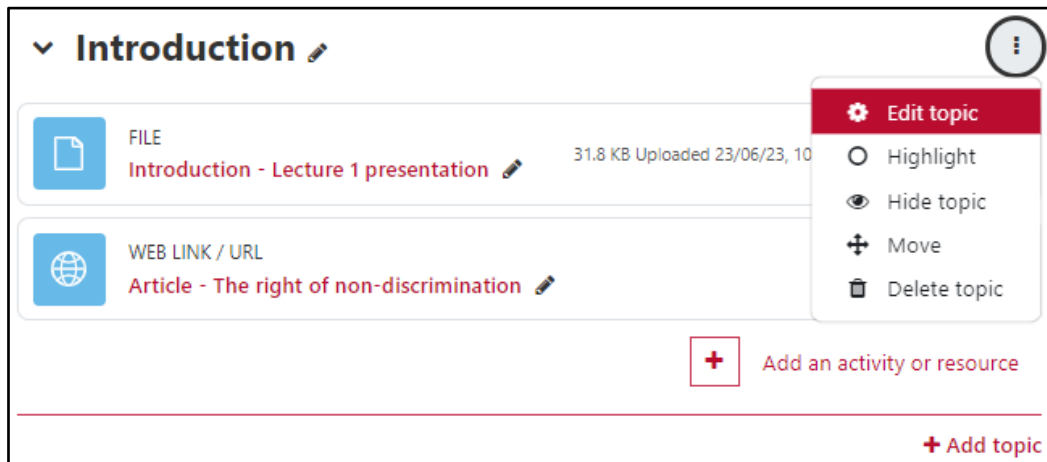
This will display the *Summary* screen (shown below).

2. In the **Summary** editor, type a description of what the section contains.

3. Click the **Save changes** button at the bottom of the screen. You will be returned to the VLE area homepage.

4. Click the **Stop editing** button.