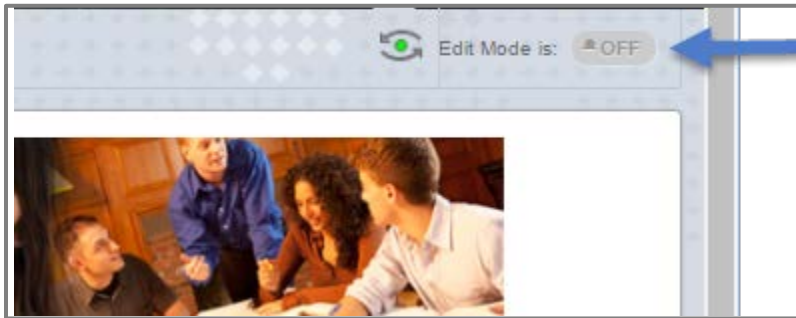


# Navigation Basics

## 1. Turning Editing On

1. On the top right of the **Homepage**, there is a button that states whether **Editing Mode** is on or off.

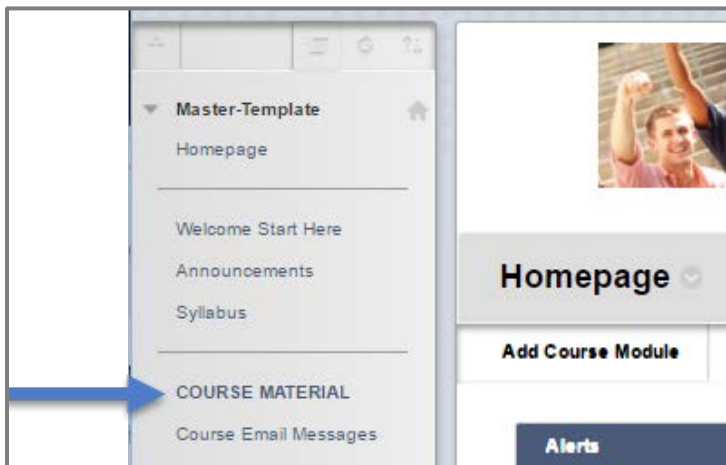


2. Click the word **OFF** in order to switch editing mode to **ON**.

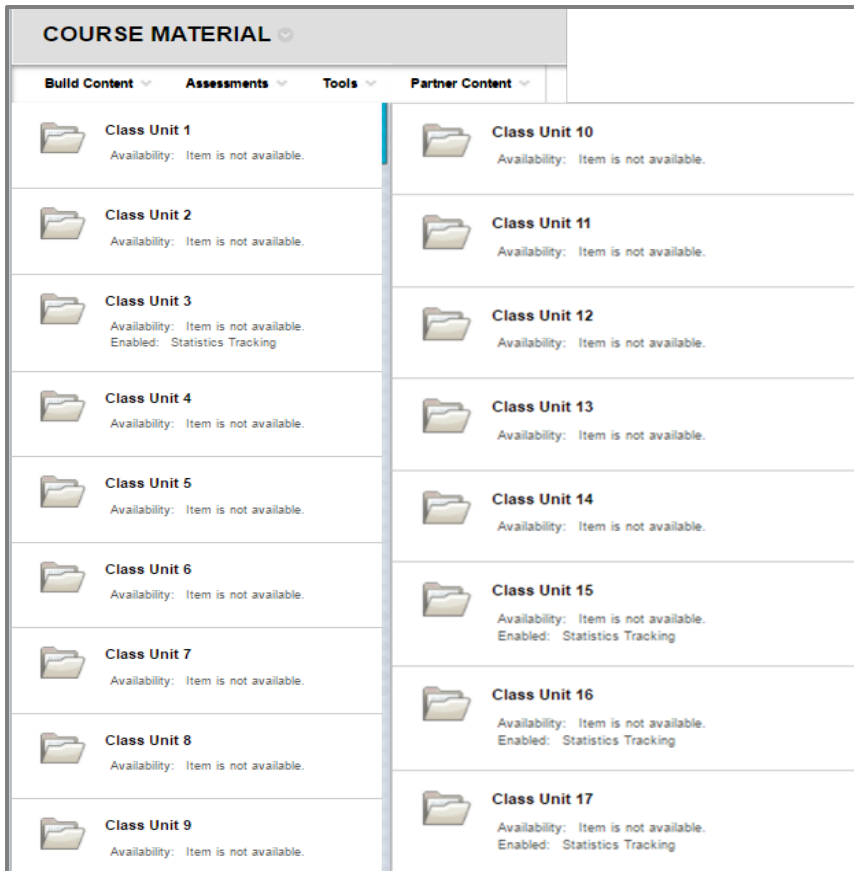


## 2. Course Material

1. Select **Course Material** from the left-side tool bar.



2. This will pull up all **Class Units**. There are 17 **Class Units**. These folder are the main areas you put your course material in. Each **Class Unit** should match up with the topic or week you have listed in your syllabus. You will be able to change the name of the **Class Units**.



3. Before the course starts, availability of the **Class Unit** is turned off, allowing you to edit the **Class Unit** before making it available to students.

