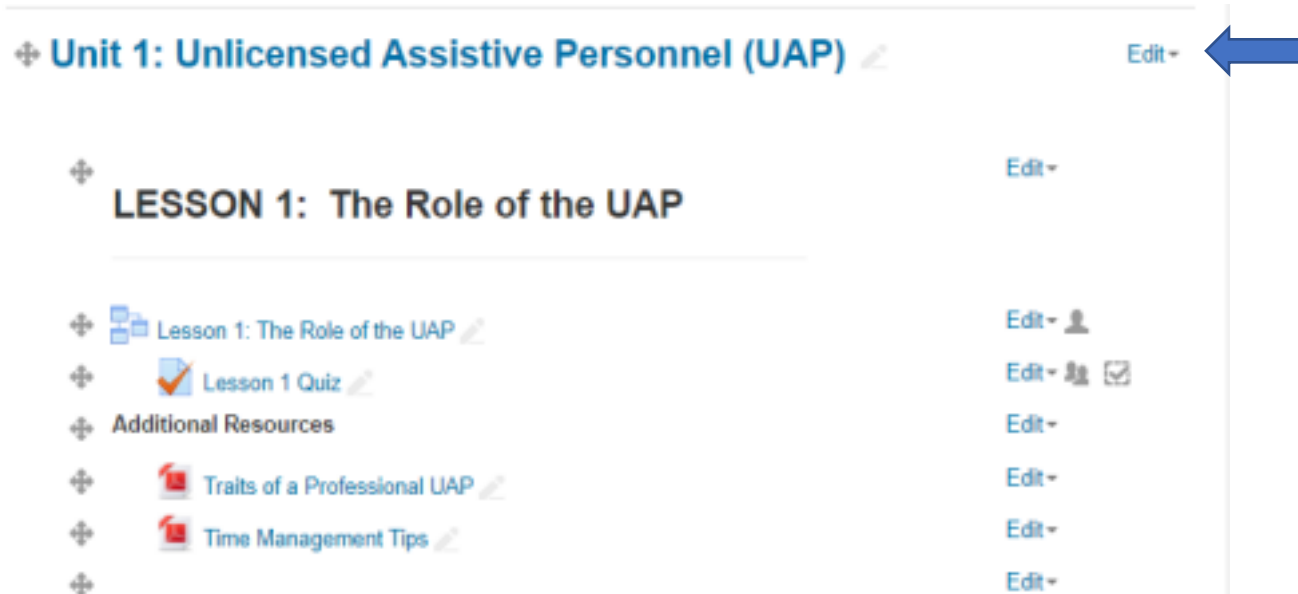


Unlicensed Assistive Personnel (Nurse Assistant) Online Curriculum Moodle Version 3.5

How to Edit the UAP Online Curriculum Site

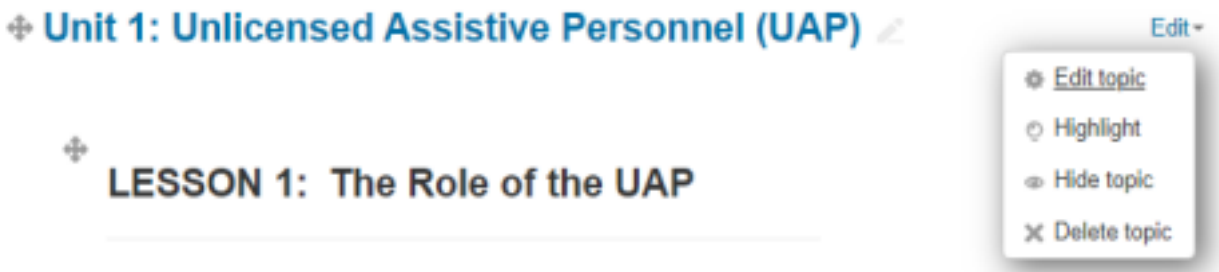
From the homepage, click the course title. The units will display. On the right side of the screen across from the breadcrumbs, you will see the [Turn editing on](#) button.

Click on the button and edit options become active. The screen will look like this:



How to Edit a Unit Title

If you want to change the title of the Unit, click on the word **Edit** on the same line as the unit title and the following dropdown menu will appear:



In Moodle this level of organization is the Topic level.

From the dropdown, choose **Edit topic**, and the following screen will appear:

Unlicensed Assistive Personnel Online Curriculum (Nurse Assistant)

Home > Courses > Unlicensed Assistive Personnel (UAP) > UAP-Nurse Assistant > Edit Unit 1: Unlicensed Assistive Personnel (UAP)

Summary of Unit 1: Unlicensed Assistive Personnel (UAP)

General

Section name

Custom Unit 1: Unlicensed Assistive Persenn

Summary

A rich text editor interface with a toolbar at the top containing icons for text color, bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, and insert file. Below the toolbar is a large, empty text area for editing the summary content.

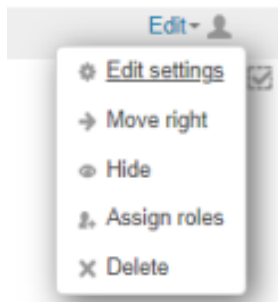
Save changes Cancel

Click in the box under Section name and to the right of Custom. You now have the ability to change the Unit 1 title. If you want to change UAP to PCT, you may. You may also change the whole title to Patient Care Technician (PCT). Be sure to save your changes. If you change the complete unit title, it will look like this:

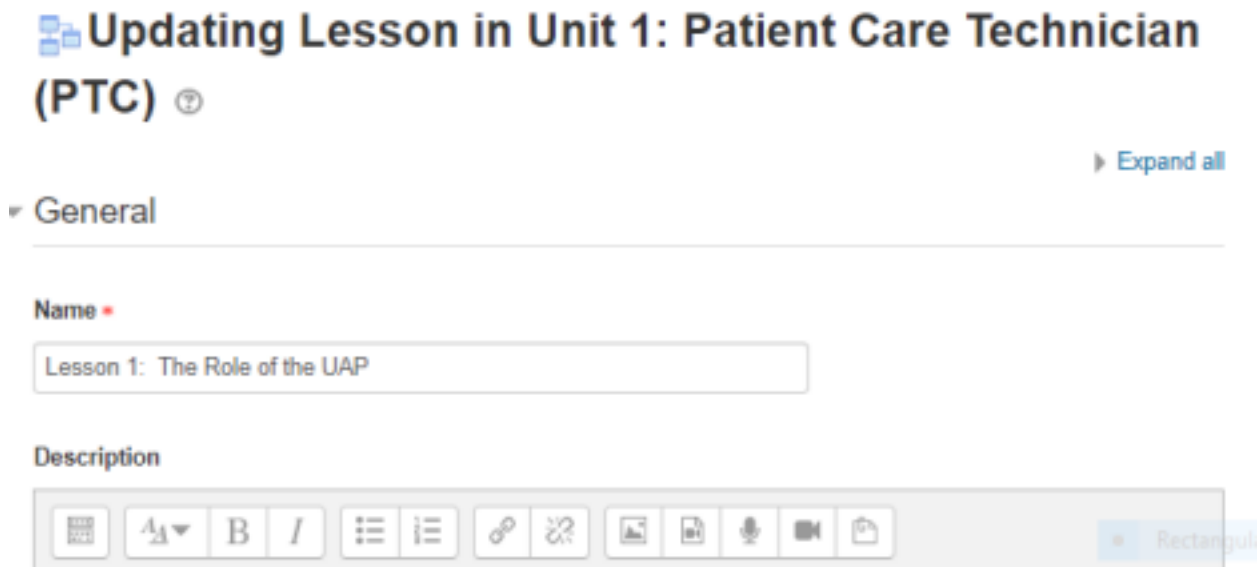
Unit 1: Patient Care Technician (PTC)

How to Change a Lesson – Label

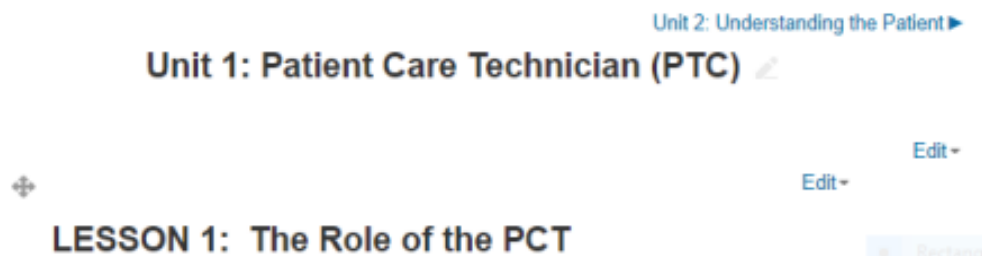
If you want to change the title of the Lesson label, click on the word Edit that is on the same line as the Lesson label title, and the following dropdown menu will appear:



From the dropdown, choose **Edit settings**, and the following screen will appear (partial view of screen):

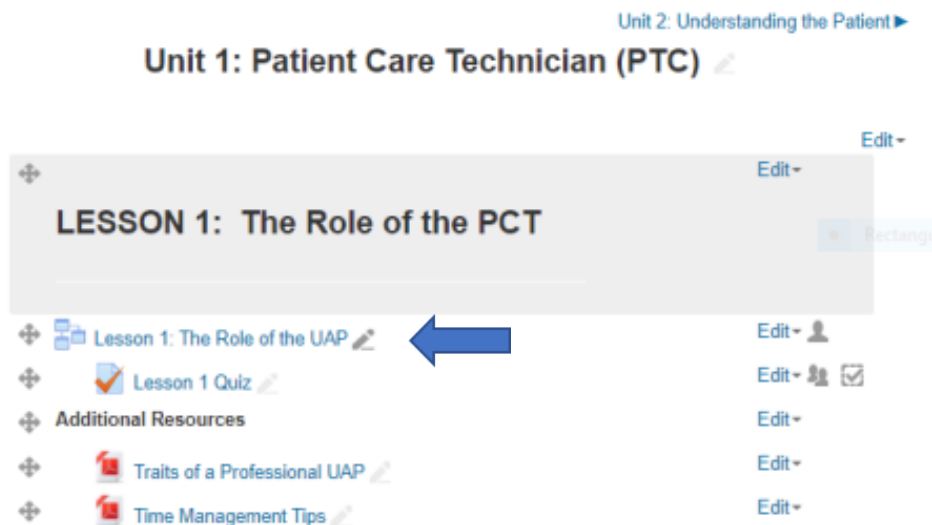


Click in the box under **Name** and edit the lesson title as appropriate. You may change UAP to PCT. Be sure to scroll to the bottom of the screen and save your change. I choose the **Save and return to course** option. Your Lesson label title has now been changed:

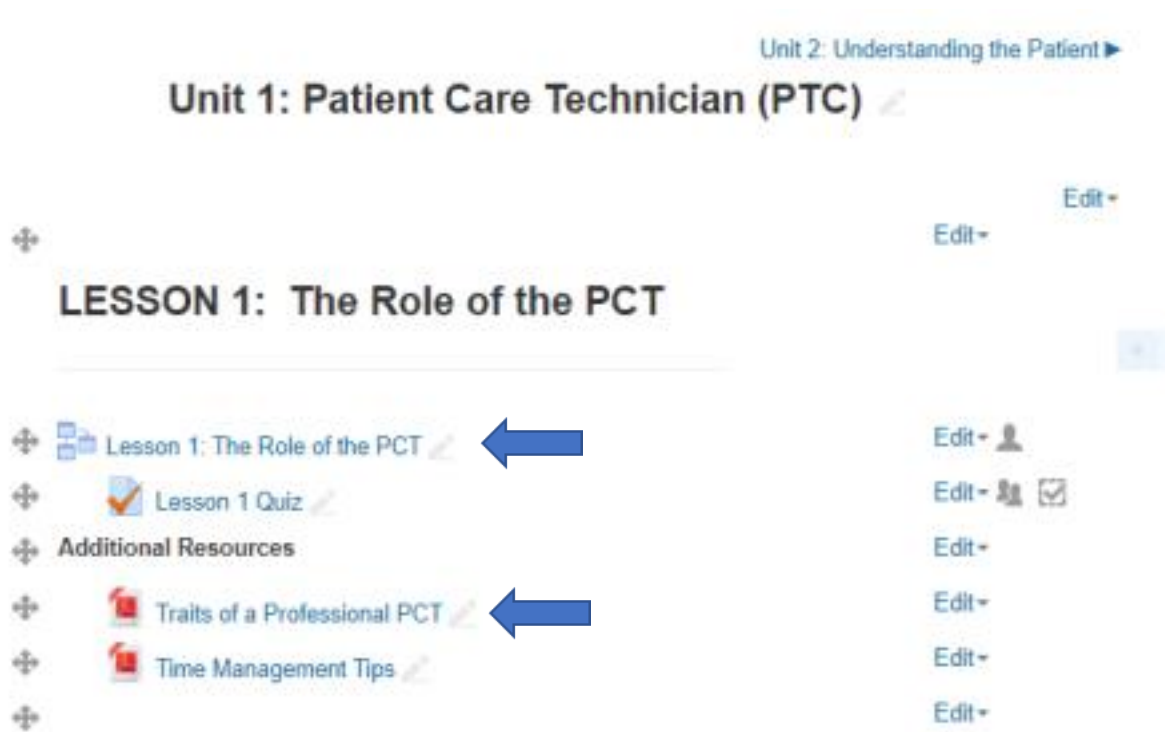


How to Quickly Update a Lesson Title or Resource Title

If you want to change the title of the Lesson or the title of a Resource, click on the **pencil icon** at the end of the title. This will give you access to edit those titles. Here is an example:

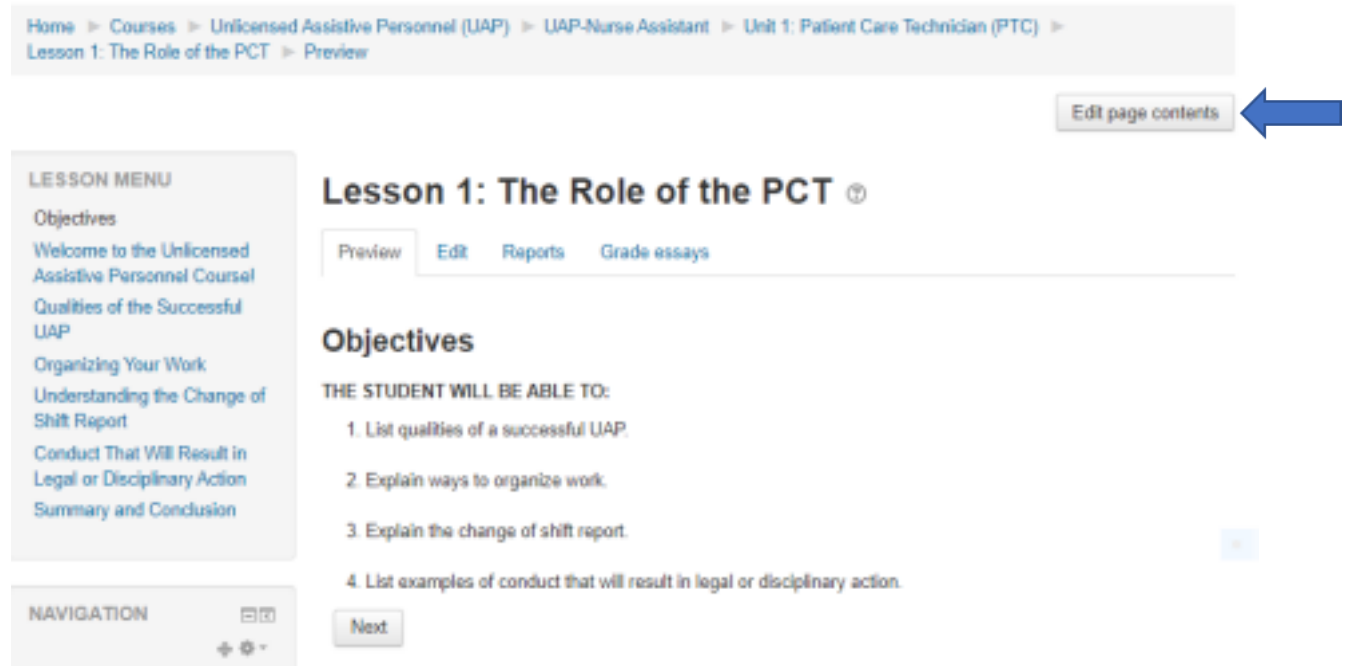


When you click on the pencil icon at the end of the title, the title will appear in a box. Click inside the box and make your changes. You may use the escape key to cancel this action. However, you **must hit the enter key to save your changes**. The result will look like this:

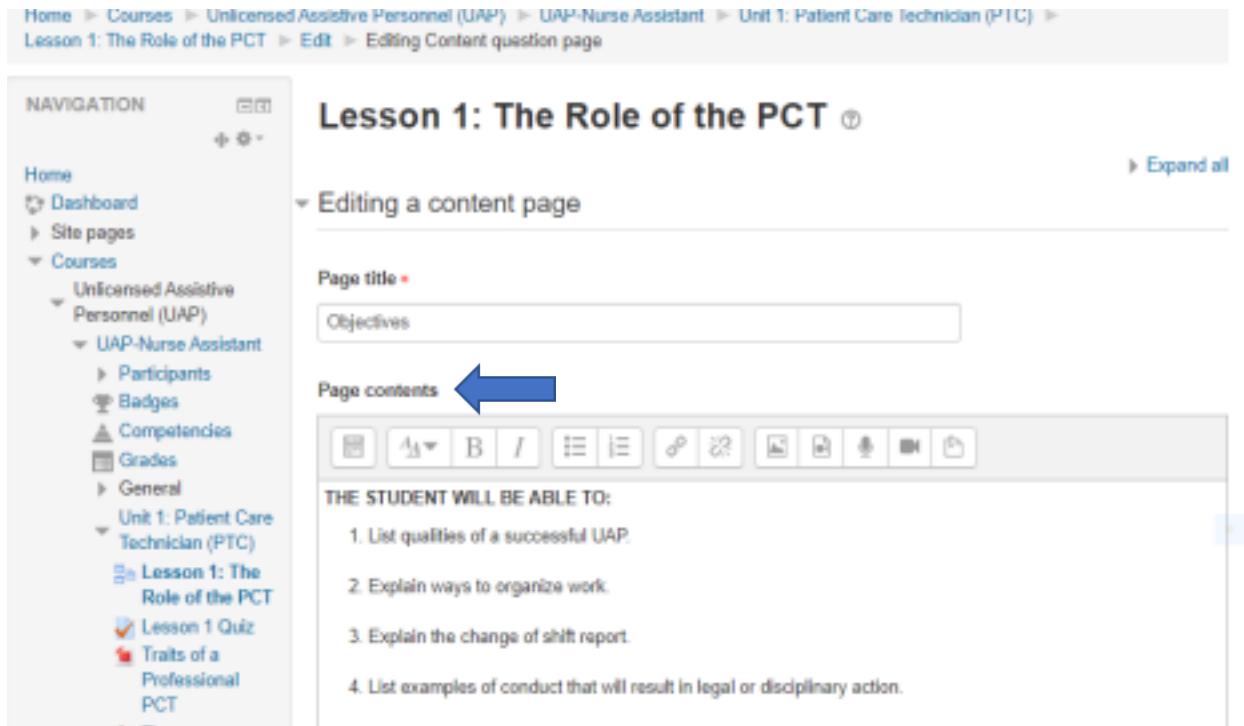


How to Update Lesson Content

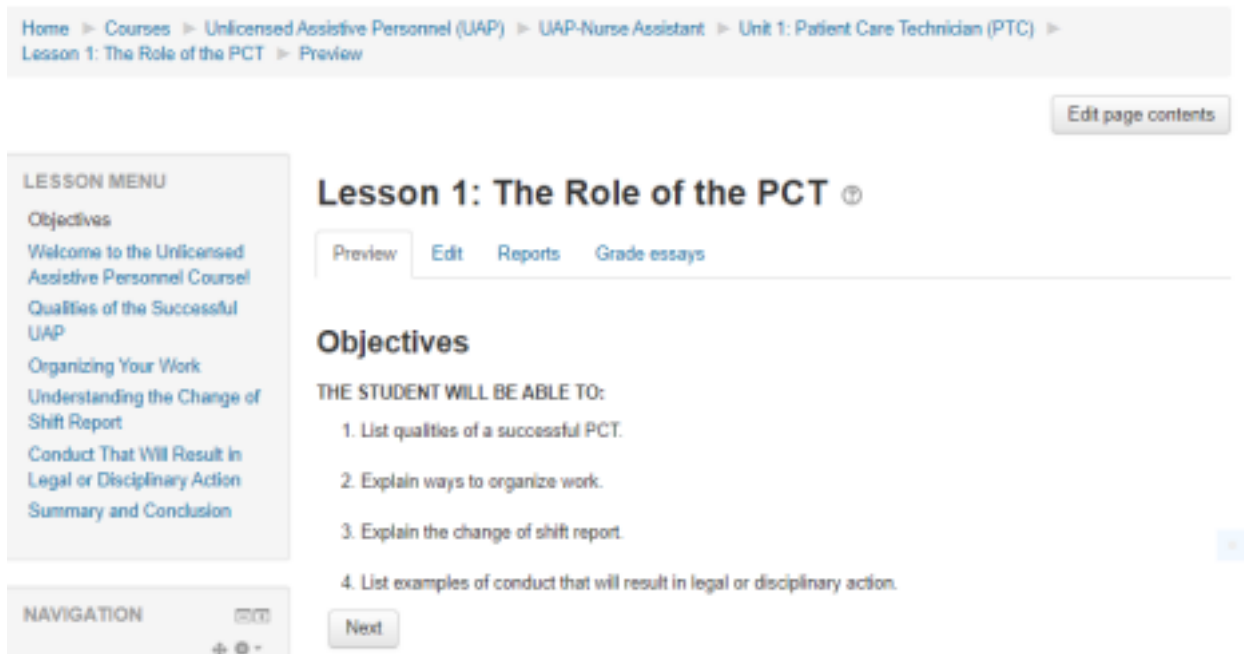
Select the lesson you want to update by clicking on its title. As an administrator, the lesson will open in preview mode.



In the upper right of the screen, click the button titled **Edit page contents**. The following screen will appear. It will give you edit access to the text on that page.



If you want to change the title of a page, click in the **Page title** box, and make your change. Click inside the Page contents box and make text changes. In this case, change UAP to PCT. **Scroll to the bottom of the page and save the page.** You will be returned to the same page to be able to review your update. The screen will look like this:



The Lesson Menu on the left is made up of Page title boxes. Change those as you think appropriate.

Click the **Next** button to go to the next page. Repeat the process described above on that page if you want to make changes. Always save your changes, review them, and then go to the next page.