Adding Summaries/Titles

By default, when you choose a Topic or Collapsed Topics 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 Turn editing on button located at the top-right of the page. This will display numerous icons and drop-down fields in each box in the middle section of the VLE area homepage.

**Note:**

- The Turn editing on button changes to Turn editing off button when clicked.
- You can also click the Turn editing on option in the Administration block (left column).
To edit the title of a section:

1. Click the **Edit summary** icon adjacent to the section heading.

   ![Edit summary icon](image)

   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 inputted title.

To add or edit a section’s summary:

1. Click the **Edit** action menu, located at the top-right corner of every section, and choose **Edit topic**.

   ![Edit topic icon](image)

   This will display the Summary screen (shown below).

   ![Summary screen](image)
2. In the **Summary** block, type a description of what the section contains. Typing text in the **Summary** block is optional.

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

4. Click **Turn editing off** button.