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 the Turn editing on button located at the top-right of the page. This will display numerous icons and drop-down fields in each section in the content area of your VLE area homepage.

**Note:**

- The Turn editing on button changes to the Turn editing off button when clicked.

- You can also click the Turn editing on option from the gear icon (upper right-hand corner).

To edit the title of a section:

1. Click the Edit title icon adjacent to the section heading.

   ![Edit title 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.

   ![Replaced title](Image)

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 action menu](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 the Save changes button at the bottom of the screen. You will be returned to the VLE area homepage.

   4. Click the Turn editing off button.