

# "Dig into Digital"

How to organize and adapt the learning space to your classroom.

# Why organize and adapt a course or a unit?



Sometimes, they can be too easy or too hard for your class.



They may not be culturally appropriate for your population.



They don't work correctly and need to be fixed.

# To start editing follow the following steps:

**1. Choose the course you want to edit.**

**2. On the course's home page, you will find the units, displayed in Tiles format**

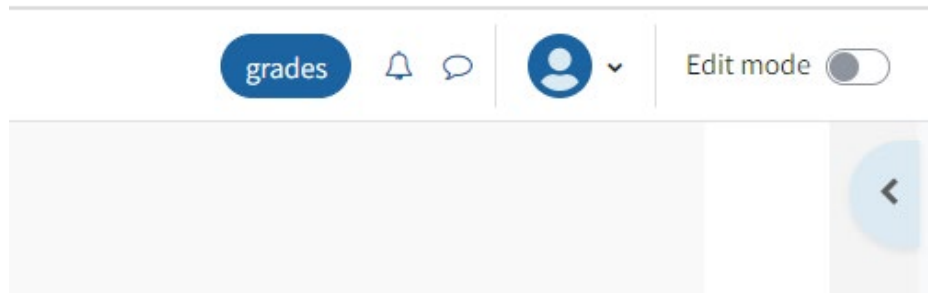
The screenshot displays a course dashboard interface. At the top, there is a header with the text "מדינת ישראל משרד החינוך" (Ministry of Education) and "אתר למידה דיגיטלית" (Digital Learning Site), along with a "Dashboard" label. On the right side of the header, there are icons for "grades", a notification bell, a user profile, and an "Edit mode" toggle switch.

Below the header, the course information is listed: "Course Writer: Sharon Nussbacher, Micaela Ziv", "Pedagogical Advisor: Gail Singer", "National English Inspector: Dr Tziona Levi", and "CEFR: B2".

An "Announcements" section is visible, represented by a red speech bubble icon.

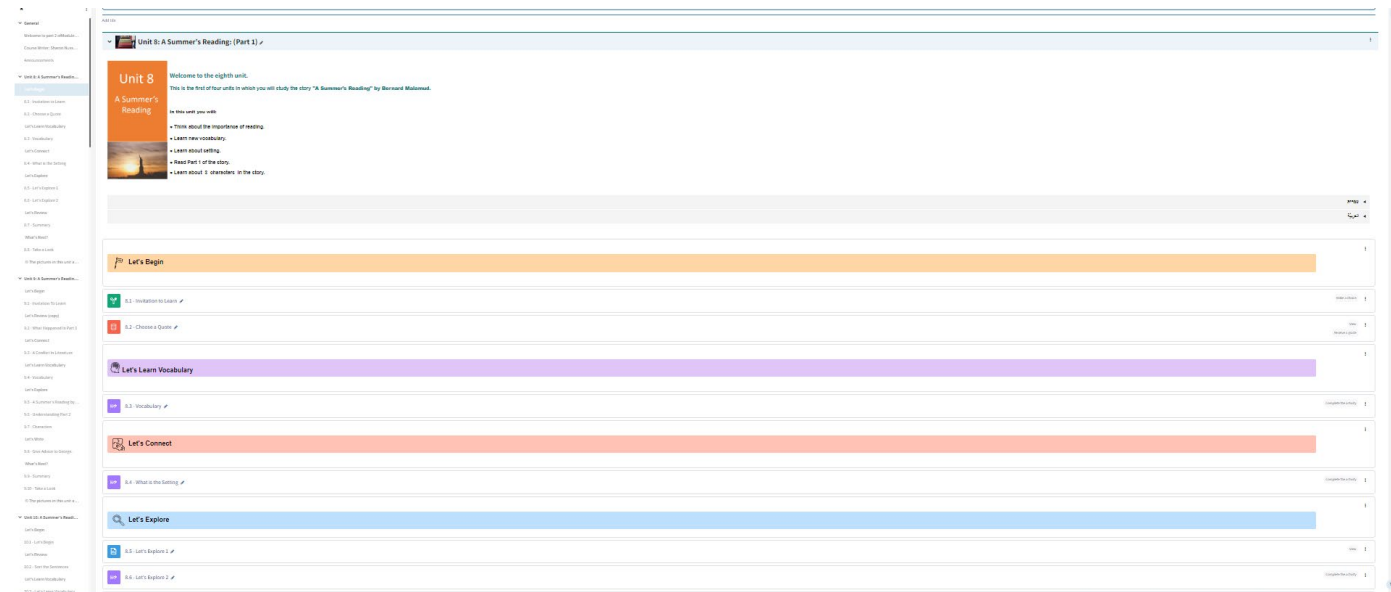
The main content area features a grid of unit tiles. The first row contains tiles for "Unit 8: A Summer's Reading: (Part 1)", "Unit 9: A Summer's Reading: (Part 2)", "Unit 10: A Summer's Reading: (Part 3)", "Unit 11: A Summer's Reading: (Part 4)", "Unit 12: Mr Know All (Part 1)", "Unit 13: Mr Know All (Part 2)", and "Unit 14: Mr Know All (Part 3)". The second row contains tiles for "Unit 15: Mr Know All (Part 4)", "Unit 16: Mr. Know All (Part 5)", "Unit 17: Ozymandias (Part 1)", "Unit 18: Ozymandias (Part 2)", and three empty tiles labeled "Tile 12", "Tile 13", and "Tile 14". Each unit tile includes a progress indicator at the bottom, such as "Progress: 50%" for Unit 8 and "Progress: 0%" for all other units.

**Let's get to know the editing mode where you can edit the course.**



**Click on the "edit mode" button in the top right-hand corner.**

**The course view will change, and units will appear as a list.**



## **MENU:**

**Press on the activity you want to perform**

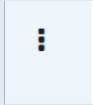
**How to hide or show  
a unit**

**How to change the  
location of an activity  
or a unit**

**How to edit an  
activity**

# How to hide or show a unit

To hide a unit, click on the on the on the line of the unit's name.



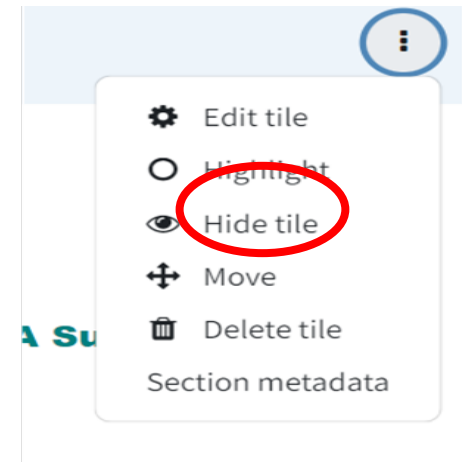
**Unit 8**  
A Summer's Reading

Welcome to the eighth unit.  
This is the first of four units in which you will study the story "A Summer's Reading" by Bernard Malamud.

**In this unit you will:**

- Think about the importance of reading.
- Learn new vocabulary.
- Learn about setting.

Then choose "hide tile."



The unit is now in "Hidden from students" mode, and this is indicated on the right of the unit's name.






Unit 8: A Summer's Reading: (Part 1) 

Hidden from students

To unhide the unit - repeat the steps: Click "edit" and then "show tile."

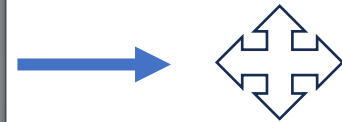
Back to Menu

Hidden from students

-  Edit tile
-  Highlight
-  Show tile
-  Move
-  Delete tile
- Section metadata

# How to change the location of an activity or a unit - 1

When you put the mouse on an activity, you'll immediately see the "plus shaped arrows".



Drag and hold the mouse "plus shaped arrows" icon and drop the activity or unit into the desired location.

If you move items, please be sure to correct or delete the numbers as well.

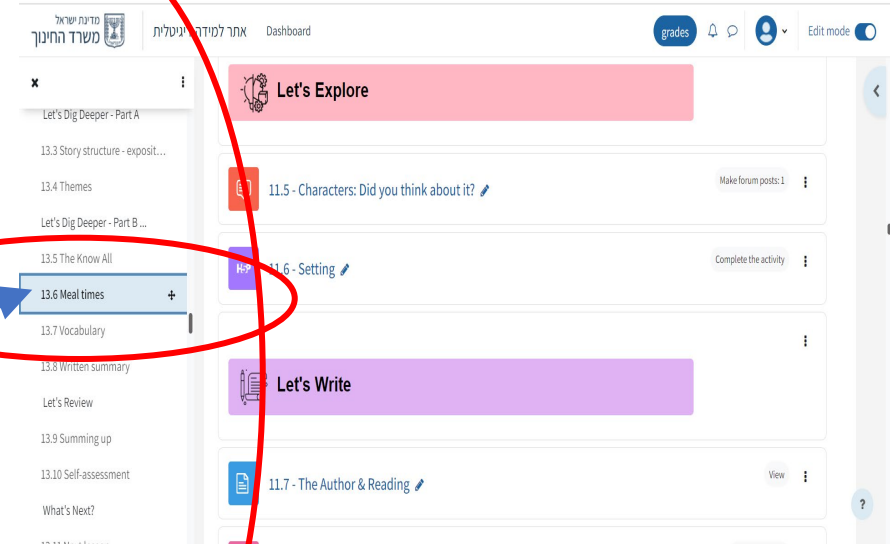


# How to change the location of an activity or a unit - 2

After you press on the “edit mode” you’ll see all the units and the activities of the course on the left side of the screen.

Press on the activity you want and the “plus shaped arrows” icon will appear.

Now you can move the activity up or down, to the new location you want. Make sure to correct or delete the numbers as well.



Let's Review

13.9 Summing up

13.10 Self-assessment

13.6 Meal times

What's Next?

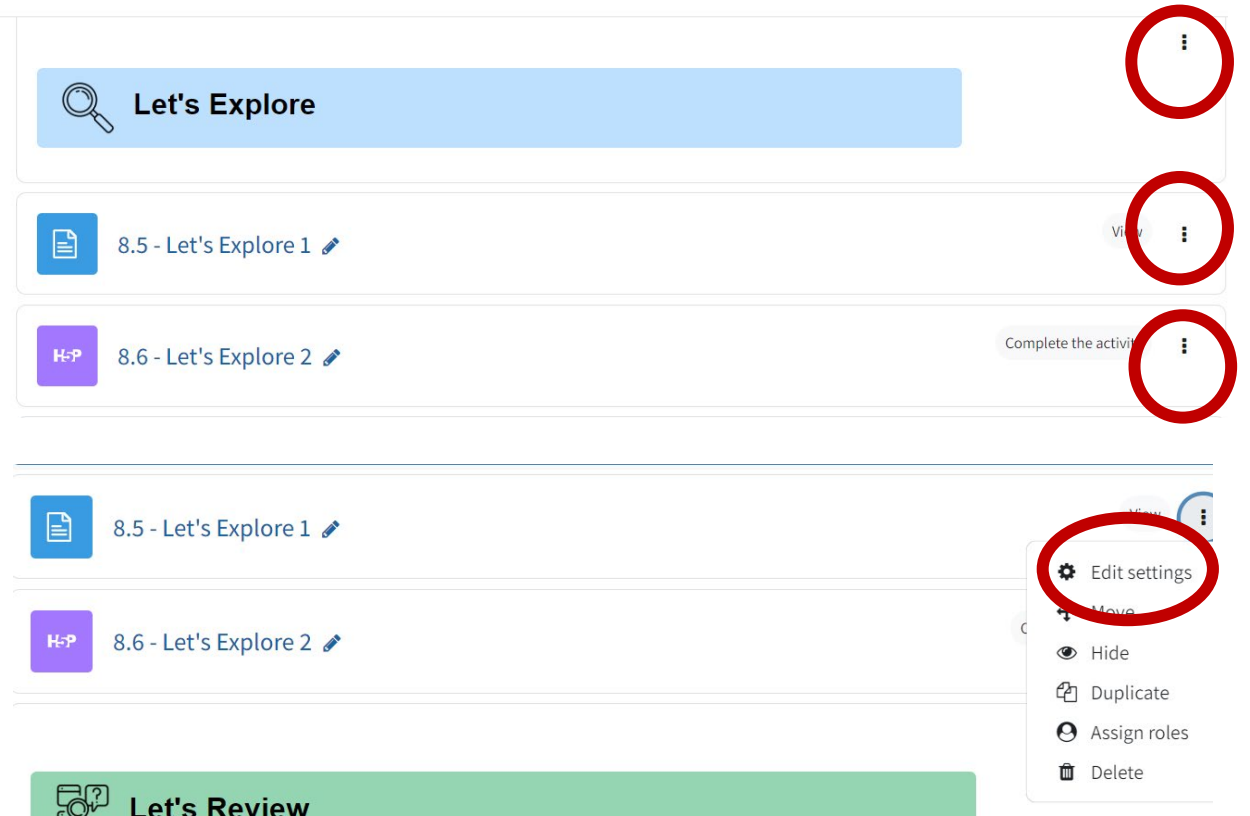
Back to Menu

# How to edit an activity

1. Press on the “Edit Mode” Button and then choose the activity you want to edit.

2. Press on the 

3. Choose “Edit Setting”



The screenshot displays a list of activities in a learning management system. The activities are:

- Let's Explore** (highlighted in light blue)
- 8.5 - Let's Explore 1** (with a document icon and an edit icon)
- 8.6 - Let's Explore 2** (with an H-P icon and an edit icon)

Each activity card has a three-dot menu icon in the top right corner, which is circled in red. The menu for the '8.5 - Let's Explore 1' activity is open, showing the following options:

- Edit settings** (circled in red)
- Move
- Hide
- Duplicate
- Assign roles
- Delete

At the bottom of the screen, there is a green bar for **Let's Review** with a question mark icon.

4. Save the changes you made by pressing on of the two buttons in the picture.

> Restrict access


> Activity completion

> Tags

> Competencies

בגרויות הגמישה

> ממיר בגרות אזרחות

Send content change notification 

Save and return to course

Save and display

Cancel

 Required

Back to Menu

# For more information



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