

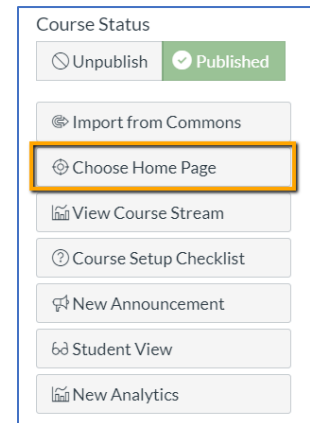
These instructions have been gathered from the ICON Training Documentation. If you would like to see all available training files and resources, click here: <https://teach.uiowa.edu/ICON/training>

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## Selecting a Course Homepage

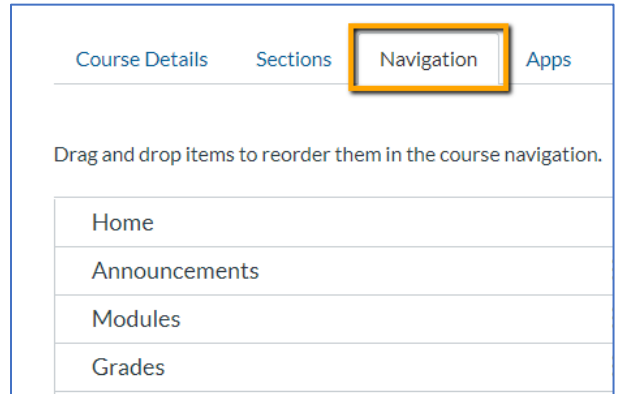
1. In the Home Page sidebar, click the **Choose Home Page** button.
2. Click the radio button next to the Home Page layout you prefer.  
\* If you want to select a Pages Front Page but the link is grayed out, you must first set a Front Page.
3. Click the **Save** button.



## Arranging Course Navigation

The Course Navigation menu in ICON is customizable. Links that have a crossed-out eye icon  in the Course Navigation menu are hidden to students. Some items, such as discussions, can be accessed through another method, either Modules or Assignments, even if their menu item is hidden in the Course Navigation.

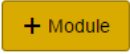
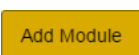
1. Click **Settings**.
2. Click **Navigation**.
3. Drag and drop course navigation items to reorder or hide from students. You can also use the three dots icon on the right of the menu item  to disable or move individual items.
4. **Scroll down to the bottom of the page and click Save to finish.**

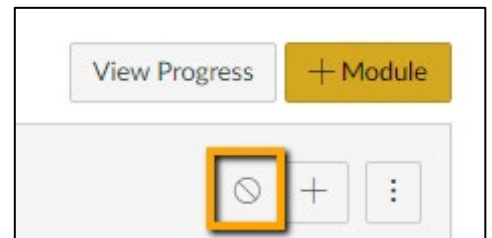


Note: It is a best practice to remove unnecessary items to limit the confusion of students when entering your course site.

## Creating a Module

A module is like a content folder that contains links to files, websites, or other components of your ICON course (assignments, quizzes, discussions, etc.).


1. Click **Modules** in the Course Navigation menu.
2. Click the “Add Module”  button.
3. Type a **title** in the Module Name field and click “Add Module.” 
4. Publish this module by clicking the grey unpublished icon. The icon will change to a green published check icon.



## Adding an Item to a Module

Modules can include items such as a link to a file, an external website, or some component of your ICON course, such as a quiz. \

Note: Before you upload any file to ICON, check to make sure the file name does not contain more than 100 characters AND that it does not have a space at the beginning or contain one of the following characters: “ ” \* / : < > ? \ | ’ & ; #

1. Click the plus button  to the right of the module
2. From the dropdown menu, **select an option such as “File.”**  
This will display any previously uploaded files as well as an option for a new file.
3. Click **New File**.
4. Click **Choose File** and navigate to a file you will upload to the course site.
5. Click **Add Item** and the file will be uploaded.
  - Modules and items are visible to students when **both** the item and module are marked as published. Published items are not visible to students when the module is unpublished.

Now that the file is in our module, you may want to rename it.

6. Select the settings button and click Edit.
7. Change the title as appropriate
8. Click Update.

