Menus: Drawer and Gear

In AsULearn (Moodle), there are two important elements to the user interface: the **drawer** menu on the left (with its associated 3-line **hamburger** icon for toggling open and closed), and the **gear** icons that appear on pages in your course. Together, they provide an alternative to the **Administration** block. Both of these elements make AsULearn more mobile-friendly, and both are context sensitive: they will change depending on your role, your location in the course, and what resource or activity you are editing. Instructors can use the **drawer** and **gear** menus to access all the administrative functionality in the course.

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### Drawer menu (hamburger icon)

**Step-by-step guide**

1. No matter your location in AsULearn, you will now see a 3-line **hamburger** icon (because it looks like the profile of a hamburger bun and patty) at the top left of the screen. This button toggles the drawer menu open and closed on the left side of the page. Click the **hamburger** icon.

2. The **drawer** slides open from the left.

The common objects instructors will likely use in the drawer menu are:

- **Participants**: A sortable list of users currently enrolled in your course
- **Grades**: Access to the course's online gradebook in AsULearn
- **Add a block**: With editing turned on for the course, the **Add a block** option appears at the very bottom of the drawer: use this to add a block to the right side of your course

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### Gear menu (Administration)

**Step-by-step guide**

- The details here are for the main Administration gear menu, but when Editing mode is turned on, **gear** menus (and **Edit** menus) appear throughout AsULearn with different items.
1. Click the gear at the top right of your course homepage for more administrative functions.

- **Edit settings**: Provides access to global settings for your course site
- **Turn editing on/off**: Turns on/off editing functions for the topic area and blocks
- **Filters**: Allows you to control which filters are active in the course
  - Multimedia plugins - Converts HTML links in text that points to a multimedia resource and replaces the link with an appropriate multimedia players
  - Activity names auto-linking - Scans course text for activity titles that exist in the same course and creates a link to them
  - Display emoticons as images - Converts textual emoticon (smiley) characters into images
  - TeX notation - Displaying math formulae in TeX notation using images
  - MathJax - For adding mathematical equations and expressions using an equation editor
  - Glossary auto-linking - Scans text for glossary entries that exist in the same course and creates a link
  - Convert URLs into links and images - Converts URLs in selected formats, such as Moodle auto-format, to click-able links
- **Gradebook setup**: Page where gradebook for the course is set up by the teacher; may only be used if you have no existing gradebook configured
- **Outcomes**: Add and manage outcomes in the course
- **Backup**: Create a backup of your course by following the provided prompts
- **Restore**: Restore a course backup in a new location
- **Import**: Recommended when you have selected content or individual activities in an existing AsULearn course that you wish to add to another AsULearn course on the same server
- **More...** click to see all the Course Administration options:

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