# 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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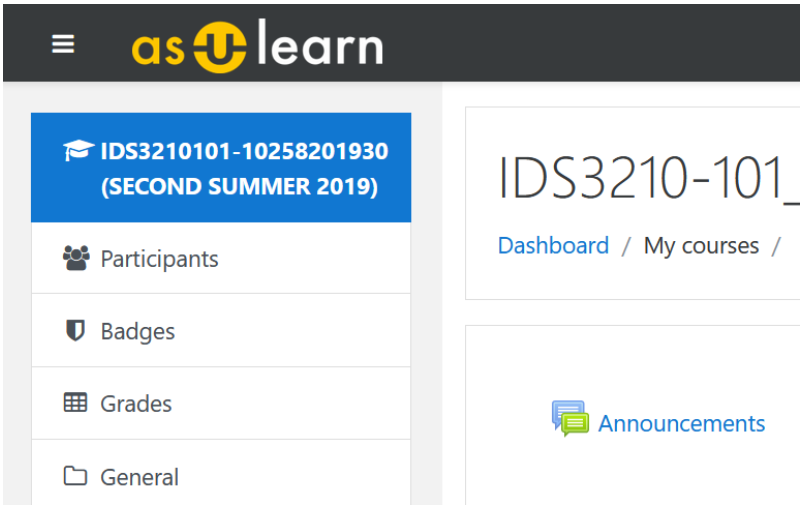
## Drawer menu (hamburger icon)

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:

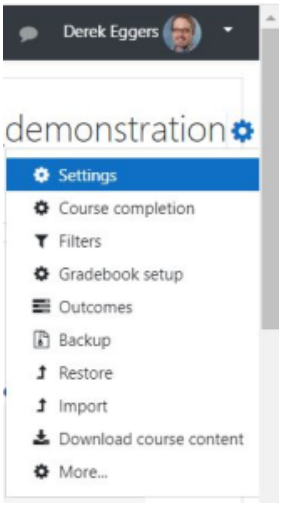
- **Participants:** A sortable list of users currently enrolled in your course
- **Grades:** Access to the course's online gradebook in AsULearn
- **Add a block**: With editing turned on for the course, the **Add a block** option appears at the very bottom of the drawer: use this to add a block to the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

## Gear menu (Administration)

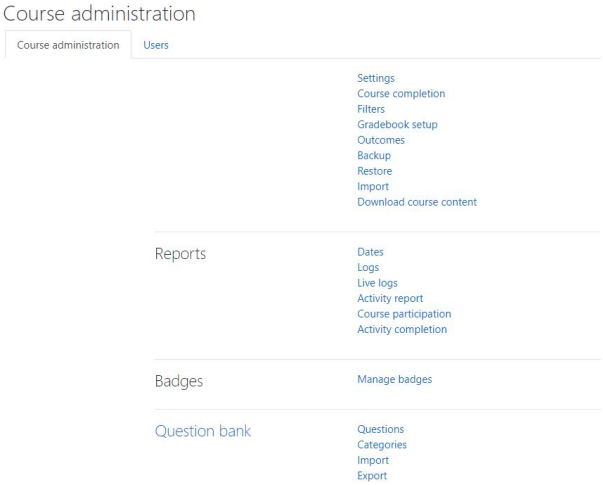
*The details here are for the main Administration gear menu, but when Editing mode is turned on, **gear** menus (and **Edit** menus) appear throughout AsULearn with different items.*

Step-by-step guide

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***.
- **Download course content:** Downloads the entire content of the course in folders to a local folder.
- **More...** click to see all the **Course Administration** options:




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