








Using Icons in eLearn

Why use icons?

Icons are easily identifiable for the students; they give the students a sense of what is expected of them at a glance. Icons can be used to create structure in your online course.

As you develop the course and the course materials, selecting icons gives you the opportunity to analyse learning needs and goals. As online courses are not normally instructor-led like face-to-face classes, instructional design principles are used to anticipate the needs of learners. Icons can be used to help build clarity in the course.

 Activity	The activity icon tells the students they are about to do something! The activity might be a drag and drop or a document they have to read
 Explore	The explore icon tells the student they are going to be moving away from the eLearn site. This could be to read a web page from another site, or that they have to find an appropriate research document
 Listen	The listen icon prompts them to get out their head phones as they are about to listen to some sort of recording, could be a short podcast or a lecture
 Video	The watch icon indicates that they will be watching a movie online, this could be an embedded YouTube or a CIT-made movie
 Quiz	The quiz icon alerts students that there is a quiz to do
 Submit Assignment	The assessment icon can either be used to give information about an assessment or to tell students where the drop box is for assessment items.
 Reflect, Share, Discuss	Reflect, share, discuss can be used for forums or group work

Where to find the icons

These files can be accessed from [CIT teacher](#) as a zip file. Simply download and save the file.

Uploading the files to your course

1. You will need to download the icons onto your computer.
2. Log on to eLearn, go into the course you would like to use the icons in.
3. Click on **Files** in the **Administration** block of the course.
4. If using the Zip file:
 - Click on **Upload a file, Browse** and find the zip file where you have saved it, and click **Upload this file**.
 - To the right of the zip file (this is called ICONS.zip), click on **Unzip**. This will put all the images into their own folder for you.
5. If loading each file individually:
 - **Make a folder**. Name it '**Icons**' and press **Create**.
 - Click on your newly created **Icons** folder and use the **Upload a file** button to upload all the icons to your course.

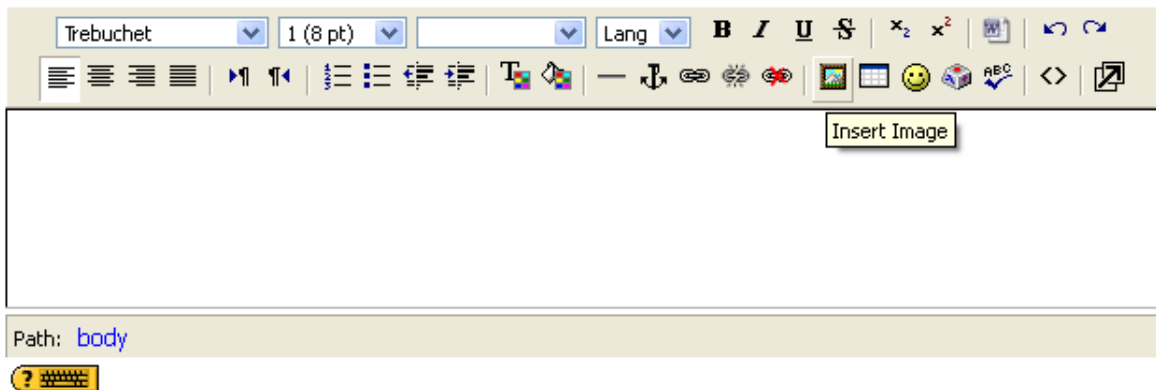
Adding an icon to your course

Decide where you are going to use the icons and insert as an image (instructions for inserting an image on the following page).

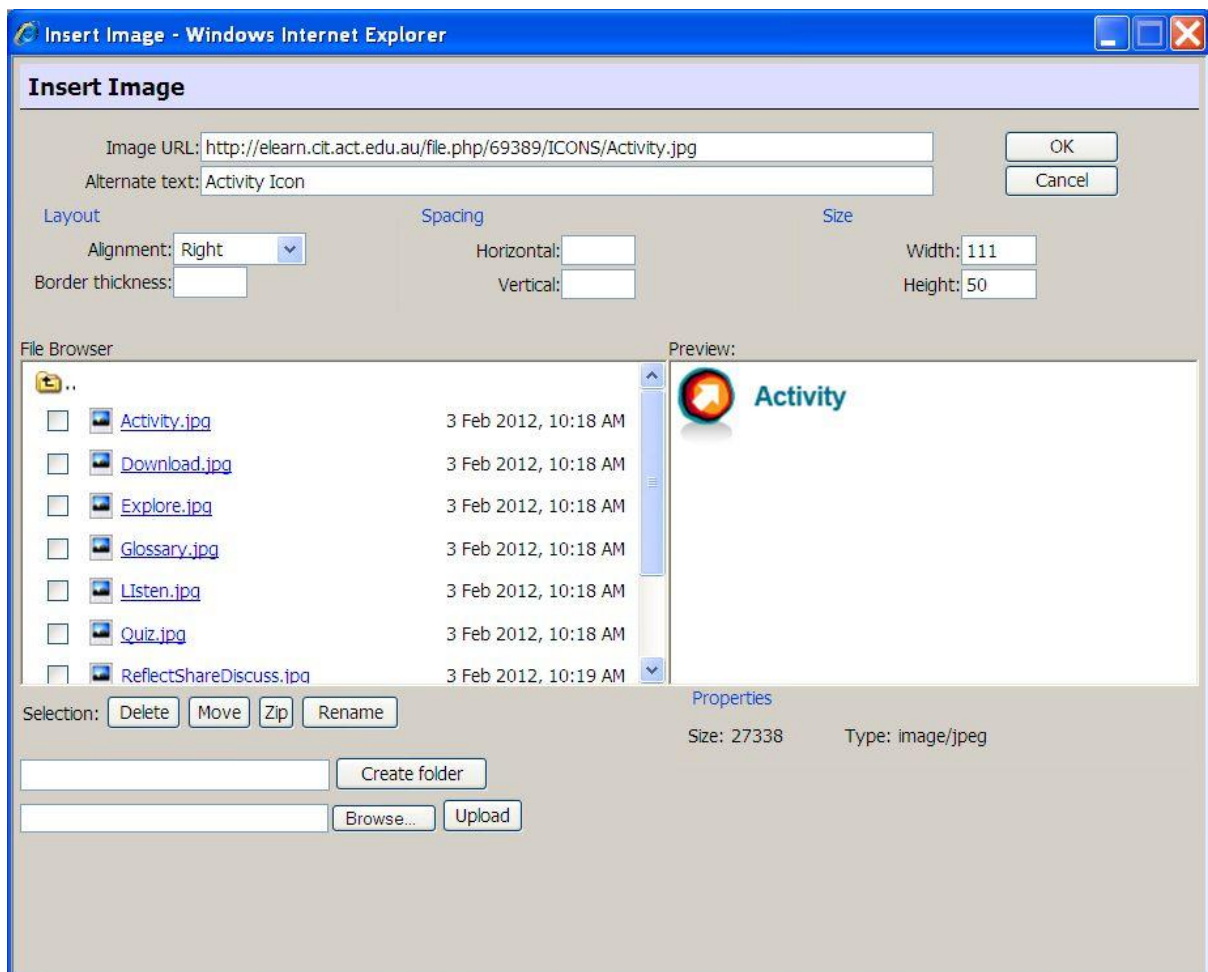
They can be used on the front page, in a label, in a book, on a web or text page.

Inserting an image

In the text editing box, click on the **Insert Image** icon.



You will get the **Insert Image** pop-up box. In here, click on your **icons** folder then click on the icon you want. You will know it is selected when you see a preview of it. Enter an **Alternate text** - *this is what will display if for unknown reasons the image doesn't*.



Click **OK** then type in any other text you want then **Save and return to course**.

