




















# teacherPlace v4.0 > Lesson 5: The teacherPlace Icons

## Tool Icons

Icon	Icon Name	Description	Instructions	Location
	Edit	Allows user to edit a title, message area, agenda item, agenda item attachment, blog post, event, avatar, header image, album photo, profile photo, about me text, and pageClips.	Click to edit.	profile, class page(s), blog
	Publish	Allows class page, blog, titles, sections and pageClips to be viewed by the public.	Click to toggle between published and unpublished state.	profile, class page(s), blog
	Unpublish	Allows class page blog page, titles, sections, and pageClips to be hidden to the public.	Click to toggle between unpublished and published state.	profile, class page(s), blog
	Add	Adds a class page, agenda item, agenda item attachment, blog post, event, album photo, and certain pageClip items.	Click to add item.	profile, class page(s), blog
	Delete	Deletes a page, agenda item, agenda item attachment, blog post, event, album photo, and certain pageClip items.	Click to delete item.	profile, class page(s), blog
	Upload	Allows user to upload an avatar.	Click to upload an avatar.	class page(s)
	Order (H)	Reorders a class page	Click, Hold, and Drag horizontally (left/right)	class page(s)
	Order (V)	Reorders an agenda item or certain pageClip items.	Click, Hold, and Drag vertically (up/down)	class page(s)
	Next	Moves to the next page, album photo, or month.	Click to move to next item.	profile, class page(s)
	Previous	Moves to the previous page, album photo, or month.	Click to move to the previous item.	profile, class page(s)
	File Manager	Allows user to add or remove images, audio, video and other files to/from their personal directory.	Click to open the file manager.	class pages(s), blog
	Layout	Allows user to change the layout of a class page.	Click to open the layout manager.	class pages(s)

## Browsing Icons

	RSS	Allows public user to define an rss feed for use in browser, desktop reader software, or portable devices.	Click to gain rss feed information.	profile, blog
	Print	Allows public user to print event list, class page, and current blog posts.	Click to access print page.	profile, class page(s), blog
	eMail Page	Allows public user to eMail a class page or blog web link.	Click to access email link form.	class page(s), blog
	Expand	Allows user to expand pageClip and agenda items.	Click to expand pageClip.	class page(s), blog
	Collapse	Allows user to collapse pageClip and agenda items.	Click to collapse pageClip.	class page(s), blog
	Help	Allows public user to access help tip.	Click for tip.	profile
	Refresh	Allows public user to refresh captcha area.	Click to refresh captcha area.	profile

## Other Icons

	Name		Phone		open link or document		statistic		open video		open Flickr™		open podcast
	Room		eMail		date info		open audio		open image		open moodle™		open blog