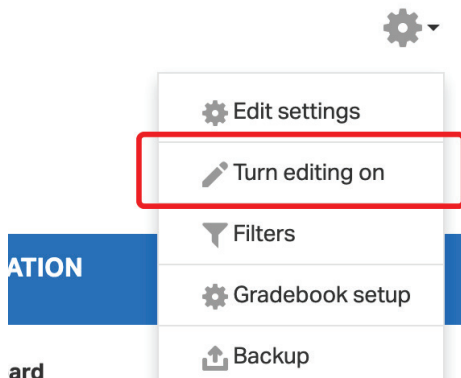


Adding Weekly Summaries

One of the easiest ways to provide additional context to the materials that you post on **DotED** is to create an introductory summary for each section. Immediately visible to your students at the top of each weekly section, these summaries can include images and videos, along with links to other online assets.

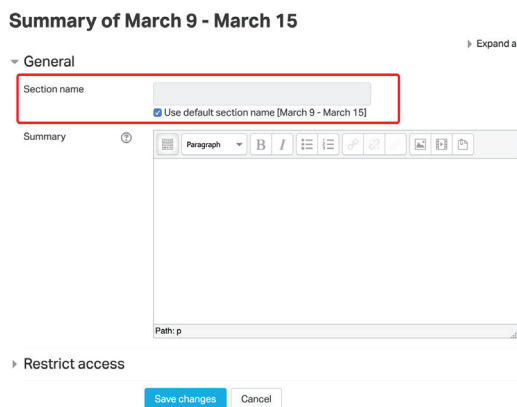
- a. Click the **Gear Icon** and select **Turn Editing On** from the dropdown menu. You can also press the **Turn On Editing** link located under **Course Administration** in the sidebar.



- b. Click **Edit** and select **Edit Section** (if it's the intro section at the top of the course) or **Edit Week** (if it's one of the 14 weekly sections).



- c. If you would like to change the title of a section, uncheck the box next to **Section Name** and enter a new title. **Next**, use the text editor to enter the summary for the section.



- d. Once you are finished, press **Save Changes**.