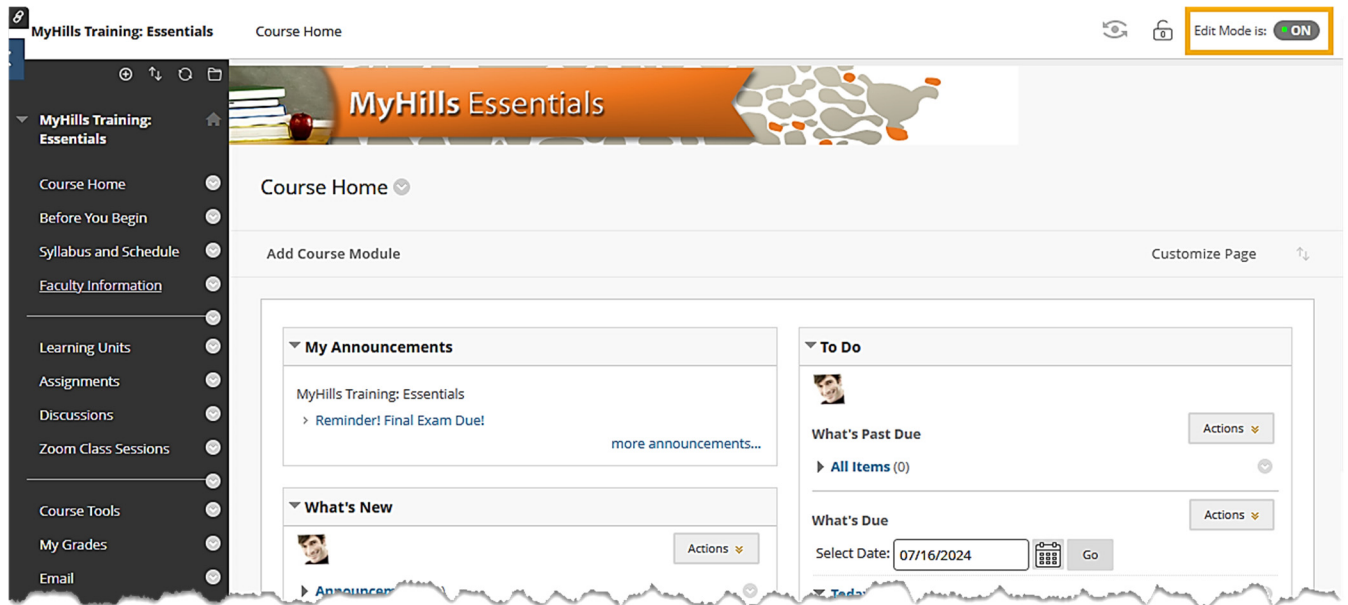# Faculty Tutorial:
Edit Mode

Purpose: To show faculty how to activate/deactivate "Edit Mode" so that they can manage their course content and also view courses as a student would view them.

The "Edit Mode" switch is located in the upper-right corner of each course area and subfolder.

When "Edit Mode is: ON," instructors may use menus and other editing tools to manage the course menu and content. The Course Menu items also change color when an instructor's cursor hovers over them when "Edit Mode is: ON."

Note: By default, edit mode will be set to "ON"
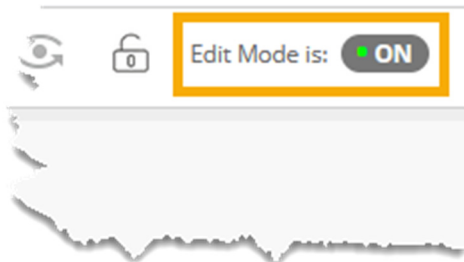
Click the "**On**" button to turn edit mode "OFF." When edit mode is off, faculty members can see their courses as students see them. However, course content cannot be changed when "Edit Mode is: Off."

Note: Instructors can still view the "Course Management" menu (bottom left) when edit mode is off, even though students cannot see/access this area.
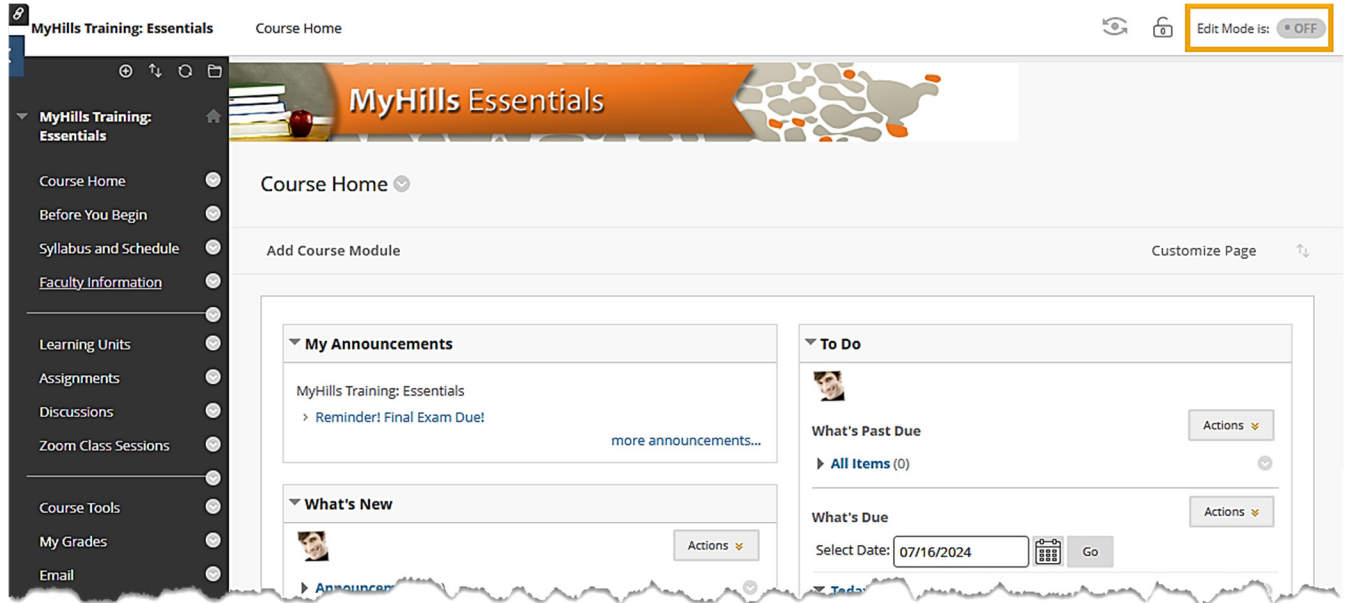
Click the "**OFF**" button to turn edit mode back "ON."
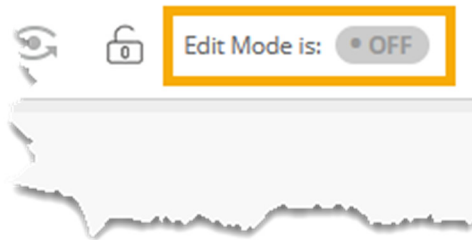
Congratulations! You now know how to use Edit Mode!

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