

## Three Basic Functions in Ultra

There are three basic functions in Ultra:

- [The Add \(Create/Insert\) icon](#)
- [The Ellipses menu](#)
- [The Settings gear](#)

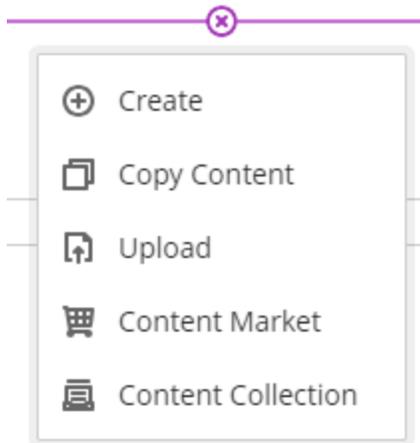
### The Add (Create/Insert) icon

Any place where there is a list of items and that you can add something, there will be an option to add items and it will look like a plus sign.

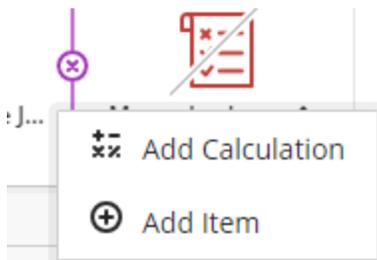


Click the (+) icon to get to a menu that lets you add something, depending on where you are in the course/. Examples include:

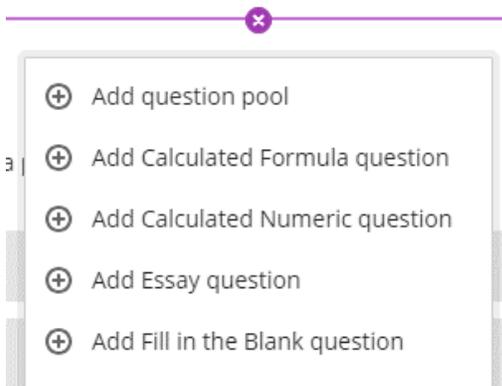
In the Content Area



In the Gradebook



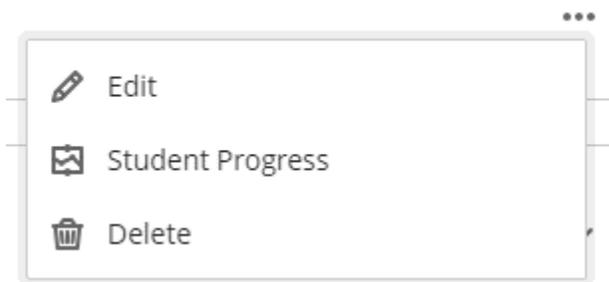
In a Test



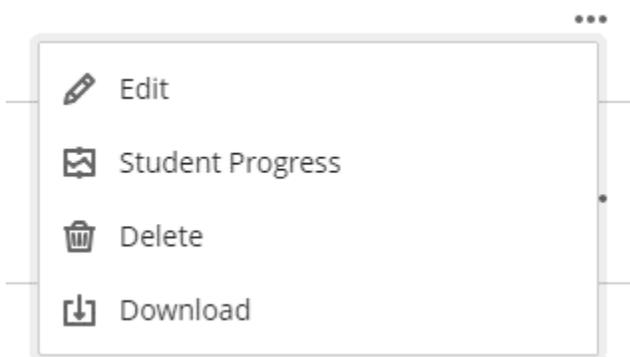
### The Ellipses menu

Most items in the course will have an ellipses for menu options associated with that item. Whatever you can do associated with that item will appear in this menu. Examples include:

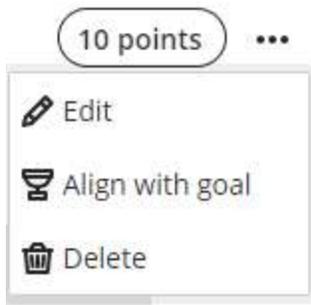
A content item



An uploaded file



A test question



## The Settings Gear

Most built in features of an Ultra course will have a gear that allows you to modify the settings for that item. This gear is usually found on the top right of the page. Specific options vary by tool, but if the tool has any options, this is where they will be found. If you are not finding something there, it might not be an option (yet). Examples include:

Document settings



Test Settings

### Test Settings

 **Due date**  
[11/13/23, 12:00 AM \(EST\)](#)

 **Grade category**  
[Test](#)