

How Do I Edit The Course Format?

Course Format—New Courses

The course format determines the layout of the course page. When a new course shell is added, the course format is set to the “Topics” format with 18 topics or blocks. There are 3 formats that are most commonly used:

- Topics format (default) - the course page is organized into topic sections
- Weekly format—the course page is organized into weekly sections with the first week starting on the course start date.
- Collapsed topics format—similar to topics format, all topics can be “toggled” on an off to reduce clutter in courses that have large number of topics or lots of content. Viewers can expand topics to see content.

Changing the Course Format

To change the course format:

Login to Moodle and navigate to the course.

Click on the Course Management icon.



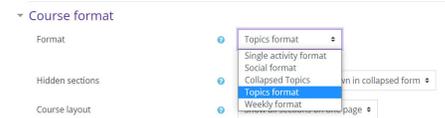
Select Edit course settings.



Scroll down to “Course Format.”

Use the drop down menu to select the preferred format.

Save changes.



Adding Additional Topics

The default setting for topics is 18. Additional topics/ blocks can be added to the course page.

To change the number of sections on the course page:

Login to Moodle and navigate to the course.

Turn editing on.

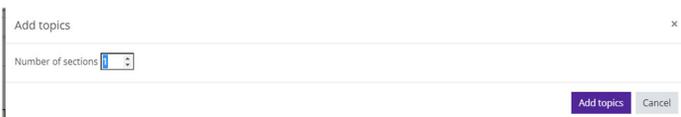
Scroll to the bottom of the screen.

Locate the “Add topics” link.



Click on the link.

Select the desired amount of topics to add.

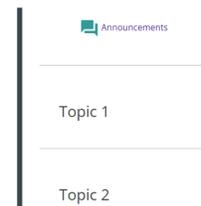


Click on the “Add topics” button.

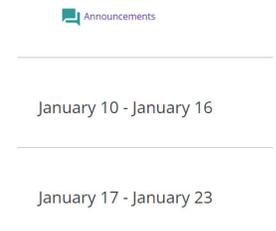
Moodle will add the additional topics to the course page.

Types of Course Formats

Topics Format



Weekly Format



Collapsed Topics Format

