MORTHWESTERN STATE

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.

My Courses 👻

Course format

Format

Select Edit course settings.

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Save changes.

Course Settings Manage your entire course

Scroll down to "Course Format." Manage your entire of Lice the drop down menu to select Edit course settings

Use the drop down menu to select the preferred format.

0	Topics format	•
	Single activity format Social format	
0	Collapsed Topics	vn in collapsed form
	Topics format	
	Weekly format	page •

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.

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Select the desired amount of topics to add.

Add topics	×
Number of sections	
Add topics	Cancel

+ Add topics

Click on the "Add topics" button.

Moodle will add the additional topics to the course page.

Types of Course Formats

	Announcements
Topics Format	Topic 1
	Topic 2
	Announcements
Weekly Format	January 10 - January 16
	January 17 - January 23
Announcements	Collapsed Topics Forma
► Open all ▼ Close all Instructions: Clicking on the section r	l name will show / hide the section.
1	Section 1 - Togg
2	Section 2 - Togg
3 🕨	Section 3 - Togg