

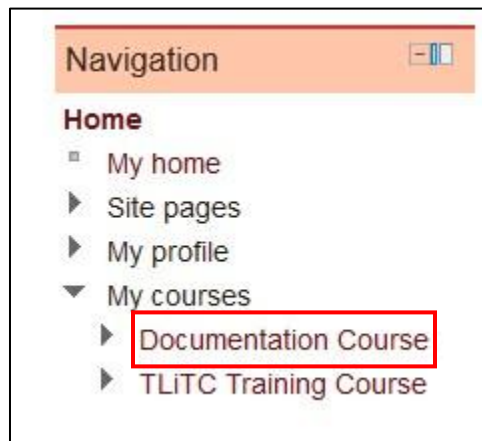


Modify Course Format in a Moodle Course web site

Introduction

The course format determines the overall layout of your Moodle course web site. There are three primary format options within the Moodle course environment. These include: **Topics format**, **Weekly format**, and **Folder View** format. This tutorial will demonstrate how to modify your Course Format.

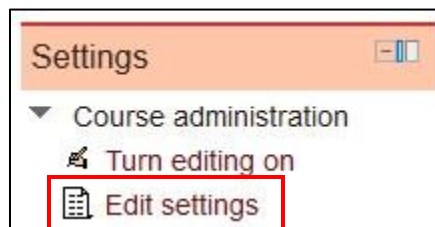
Step 1: To begin, Click on the **Course** you want to edit setting. In this tutorial we will use *Documentation Course*.



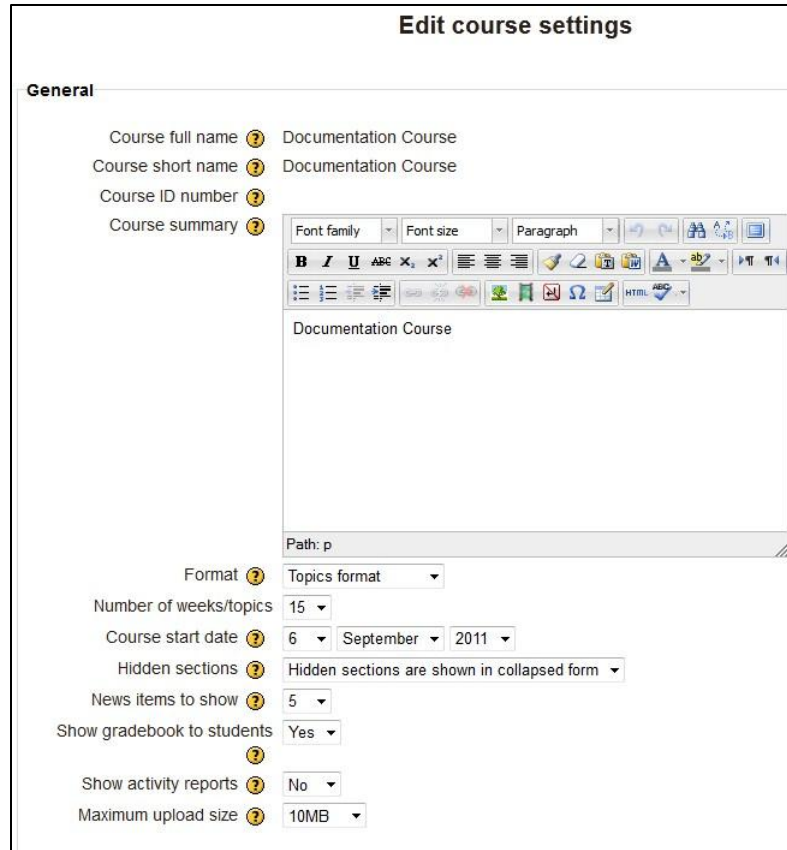
Step 2: Click **Course administration** from the *Settings* Block, to reveal the drop down menu.



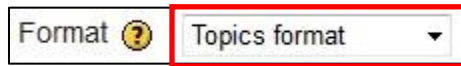
Step 3: Click **Edit setting** from the Drop down menu



You will arrive at the **Edit course settings page** as shown below.



Step 4: Select **Topics format** using the *Format* drop down menu.



Step 5: Next, using the *Number of weeks/topics* drop down menu, select the desired number of Weeks/Topics. In this example, we will select **15**.



Step 6: Using the *Course start date* drop down menus, select the day, month and year to reflect your course start date. In this example, we will select **6, September, 2011**.



Step 7: Adjust other settings as needed including; **Guest Access, Groups, Availability,** and **Student progress.**

Step 8: Click **Save changes** when finished.



You will arrive at the **Course home page** as shown below.

The screenshot displays the Moodle interface for a course. At the top, the Bunker Hill Community College Online logo is on the left, and the text 'BHCC Learning Management System (Moodle)' is in the center. The user is logged in as Donald Tracia. The breadcrumb trail shows 'Home > My courses > Documentation Course'. A 'Turn editing on' button is visible in the top right. The main content area is divided into three columns: 'Settings', 'Topic outline', and 'Calendar'. The 'Settings' sidebar lists various course administration options like 'Turn editing on', 'Edit settings', 'Users', 'Unenrol me from Documentation Course', 'Grades', 'Rubrics', 'Outcomes', 'Backup', 'Import', 'Publish', 'Reset', 'Question bank', 'Repositories', 'Joule Reports', and 'Personalized Learning Designer'. The 'Topic outline' shows a 'News Forum' followed by seven numbered topics, each with a checkbox on the right. The 'Calendar' shows a calendar for January 2012 with the 17th highlighted. Below the calendar is an 'Events key' for Global, Course, Group, and User. At the bottom right, a 'Messages' section indicates 'No messages waiting Messages'.

Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.