

Organizing and Designing Moodle Courses

Faculty

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Questions, errors, or omissions?

Email: ctl@cnc.bc.ca




In Person: 2-908 (900 Block next to main Campus)

Website: cnc.bc.ca → Services → Centre for Teaching and Learning

Conventions

When you see...	You should...
Bolded words	Click the bolded item.
<i>Italicized words</i>	Refer to other resources.
[Square Brackets]	Press the [key] on your keyboard.
<u>Underlined words</u>	Set the underlined field to the value indicated.

Terminology/Icons

Term	Definition
	Warning.
	More information.
	Path/Screen.
Announcement	A special forum which is created automatically in the course.
Topic/section	Grouping of single subject or unit content in a Moodle shell.



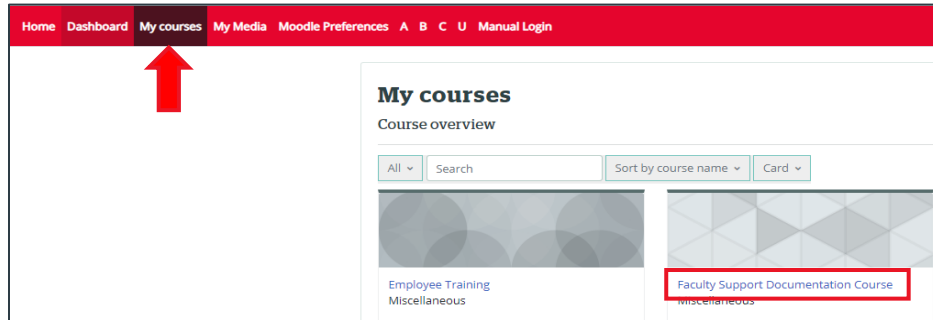
You must be attached to a course in Moodle before you can build the structure. If you do not already have a course in Moodle, contact ctl@cnc.bc.ca to have one created.

1. How to update section/topic names and information

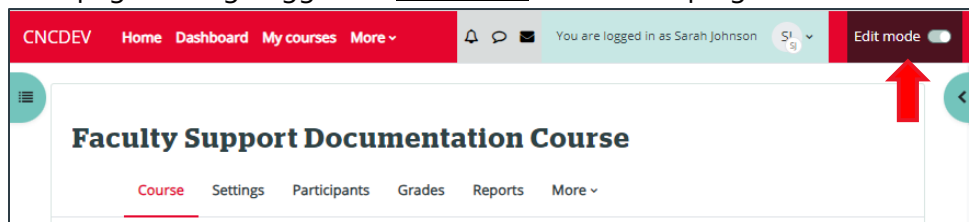


My Courses

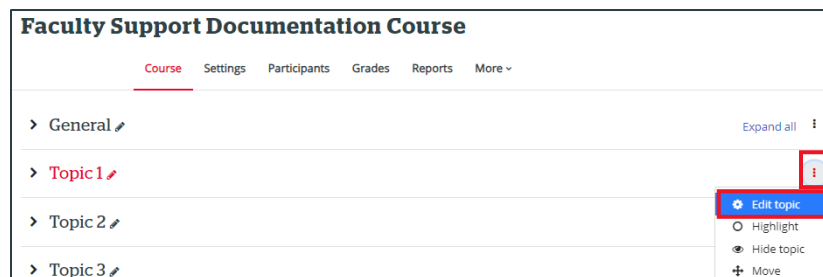
1. Click the course name you would like to make changes to.



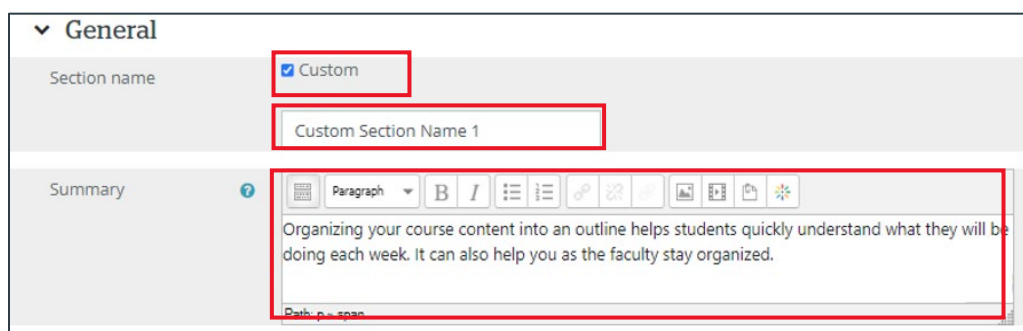
2. Turn on page editing, toggle the Edit mode on in the top right corner.



3. Click the three dots on the right side of section/topic you would like to update → Click **Edit topic**.

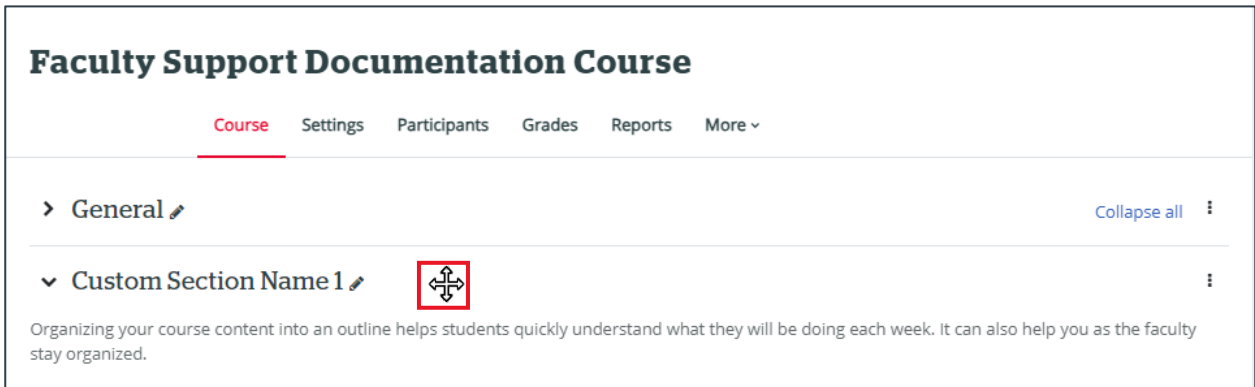


4. Add a checkmark in custom.
5. Enter the Section Name you would like to use.
6. Enter a Summary of the section.
7. Click **Save Changes**.



1.1 How to reorganize sections


1. Go to the course main page.
2. Turn on Edit mode (top right corner of the page).
3. Hover over the section so you have a four-way arrow → Click and hold to select the section and drag it to where you want it.



Faculty Support Documentation Course

Course Settings Participants Grades Reports More ▾

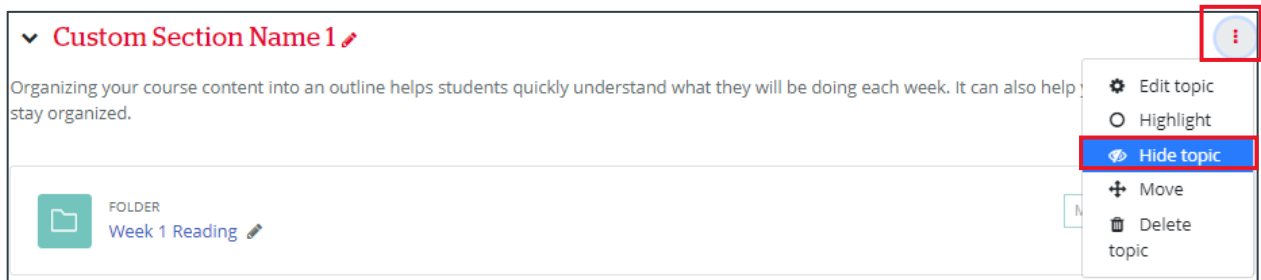
> General ✎ Collapse all ⋮


▼ Custom Section Name 1 ✎  ⋮

Organizing your course content into an outline helps students quickly understand what they will be doing each week. It can also help you as the faculty stay organized.


1.2 How to hide sections

1. Go to the course main page.
2. Turn on Edit mode (top right corner of the page).
3. Click the three dots next to the section you want to hide.



▼ Custom Section Name 1 ✎ 

Organizing your course content into an outline helps students quickly understand what they will be doing each week. It can also help you as the faculty stay organized.

 FOLDER
Week 1 Reading ✎

- ⚙ Edit topic
- Highlight
- 👁 Hide topic**
- ➕ Move
- 🗑 Delete topic

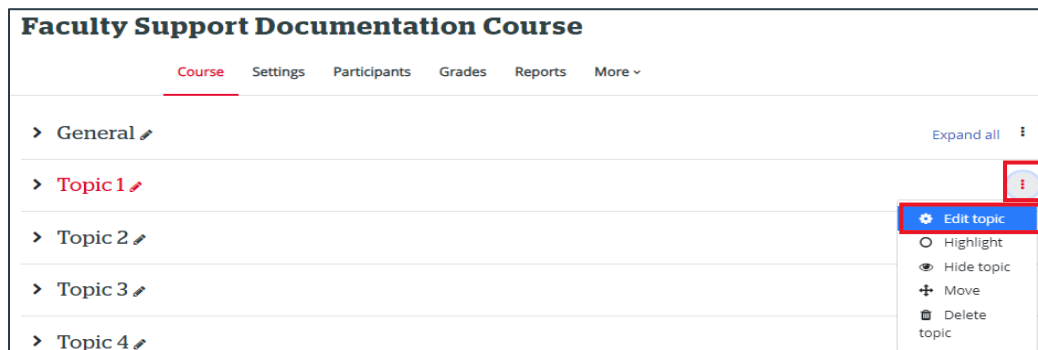
4. Click **Hide topic**.
 - a. When a section is hidden for students, a yellow label will appear next to the section name.



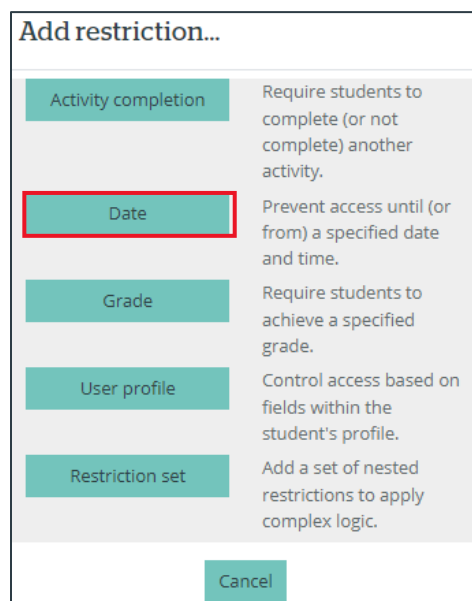
To unhide a topic, follow the same steps but click show topic.

1.3 How to automatically open sections based on date

1. Go to the course main page.
2. Turn on page editing, toggle the Edit mode on in the top right corner.
3. Click the three dots next to the section you want to make changes to → Click **Edit topic**.



4. Click Restrict access to expand the settings.
5. Click **Add restriction...** → Click **Date**.



6. Enter the following in the Access restriction area:
 - a. Students **must** match the following.
 - b. Choose **from** or **until**.
 - i. **From** will make the following date the first date that the section will become available.
 - ii. **Until** will the following date the last date that the section will be available.
 - c. Select the date that will restrict the section.
7. Once you have added all your restrictions click **Save changes**.



When a section is restricted a gray bar with a lock and description will show beneath the course summary.

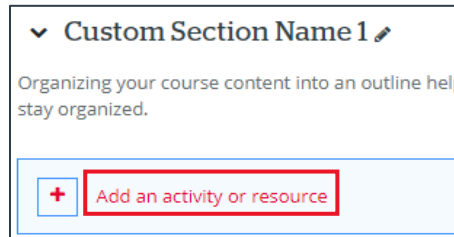
2. How to create folders in a Moodle shell

Folders are not a must but are a useful tool to support students navigating the sections.

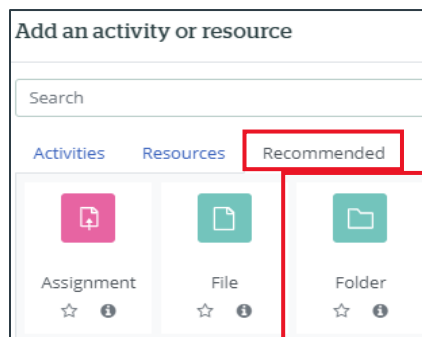


My Courses

1. Click the course name you would like to make changes to
2. Turn on page editing, toggle the Edit mode on in the top right corner.
3. Click the arrow to expand the section → Click **Add an activity or resource**.



4. Click the **Recommended** tab → Click **Folder**

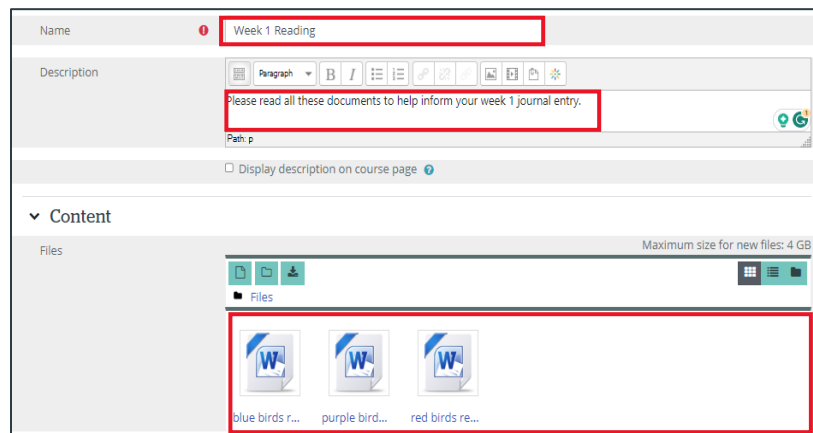


5. Enter a Name
6. Optional: Enter a description



If you are not ready to add files you can add them later

7. Add files.
 - a. Files can be dragged and dropped OR click into the drop section → Navigate to where the file is located → and select it.



- b. Click **Save and Display**

3. How to update other course appearance settings



My Courses

1. Click the course name you would like to make changes to
2. Click **Settings**
3. Scroll down and expand **Appearance**.
 - a. Force language will ensure that the language in the courses overrides the students/users preferred language.
 - b. Number of announcements controls how many recent announcements will appear in the latest announcement block.
 - i. If no announcements are required, this should be set to 0.
 - c. Show gradebook to students. If enabled, students will be able to see all their grades in the course.
 - d. Show activity reports if enabled students will be able to see their own activity report.
 - i. Activity reports show a user's activity including forum posts, assignment submission and access logs.
 - e. Show activity dates. Activity dates always show on the activity page. This setting will make the activity dates appear below each activity on the course page.

Faculty Support Documentation Course

Course **Settings** Participants Grades Reports More ▾

Edit course settings

- > General
- > Description
- > Course format
- ▼ Appearance**

Force language	Do not force ▾
Number of announcements ?	5 ▾
Show gradebook to students ?	Yes ▾
Show activity reports ?	No ▾
Show activity dates ?	Yes ▾

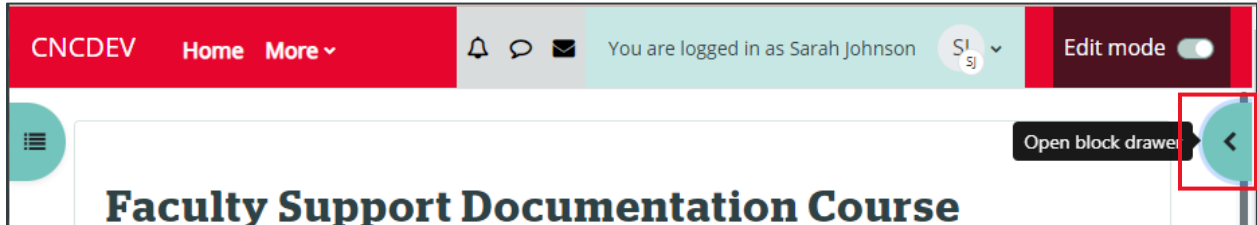
3.1 How to add a custom block

Blocks are useful for showing information (attendance, course calendar etc.) immediately on the course page.



My Courses

1. Click the course name you would like to make changes to
2. Click on the Open Block Drawer symbol.



3. Click **Add a block**.
4. Click the type of block you want to add.

Version History

Version	Date	Description
1.0	July 4, 2023	Document Created.



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