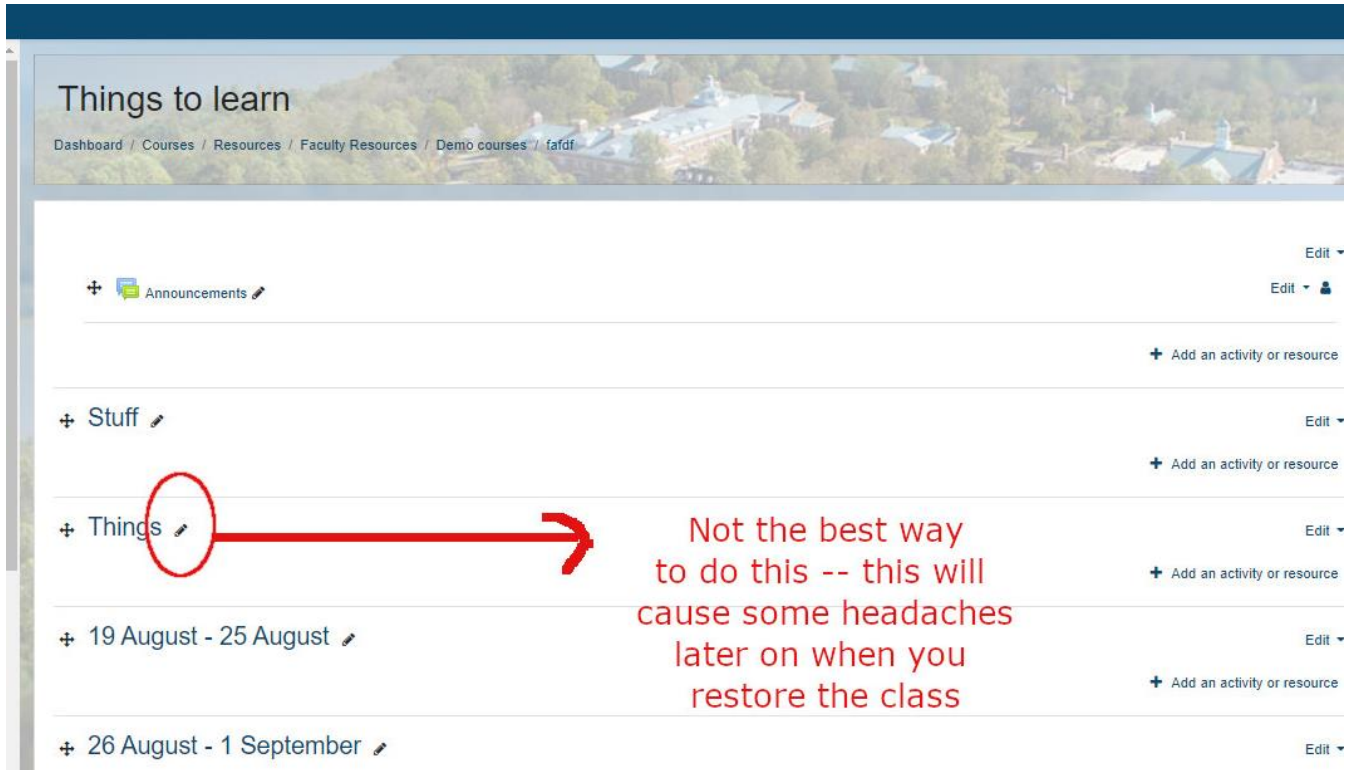


Choosing a Topic Format

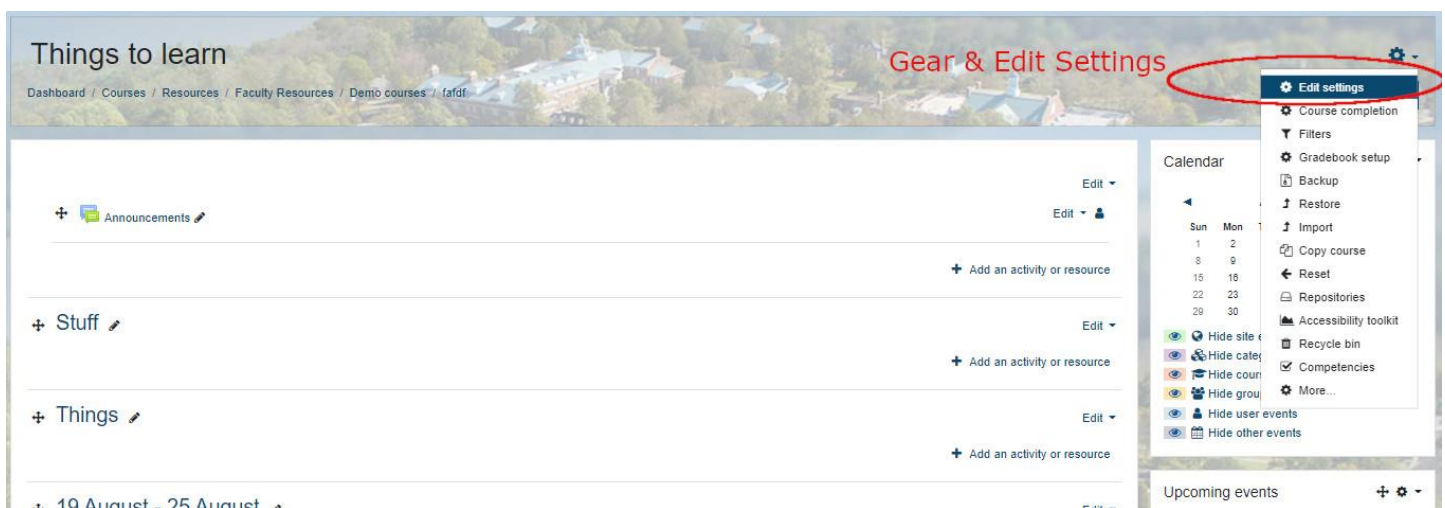
By default, Moodle courses are divided by weeks. You can change this, though.

While you could use the pencil icon that appears at the end of the week to change the date to a topic, this is not the best way because it causes problems with restoring the course.



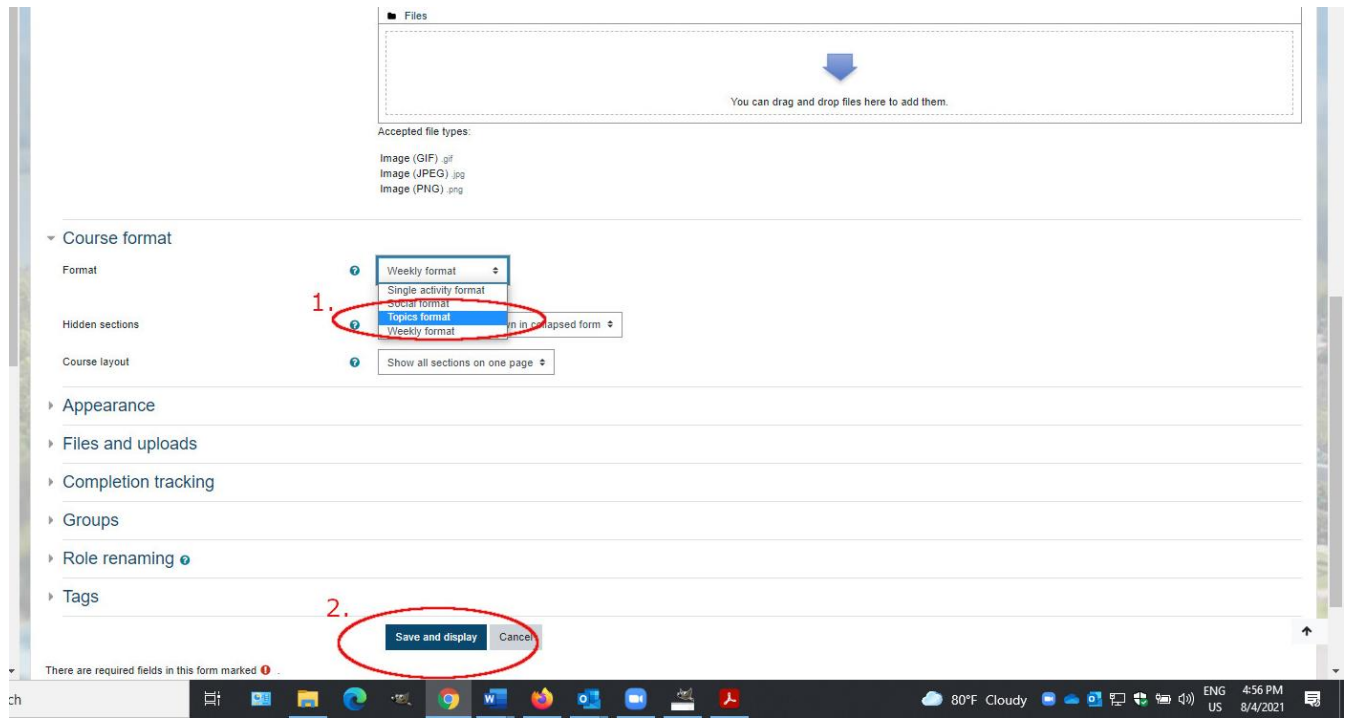
The screenshot shows the 'Things to learn' section of a Moodle course. The breadcrumb trail is 'Dashboard / Courses / Resources / Faculty Resources / Demo courses / fafd'. The page lists several topic formats: 'Announcements', 'Stuff', 'Things', '19 August - 25 August', and '26 August - 1 September'. Each format has a plus icon on the left and an 'Edit' dropdown on the right. A red circle highlights the pencil icon next to the 'Things' format, with a red arrow pointing to a text box that reads: 'Not the best way to do this -- this will cause some headaches later on when you restore the class'.

The good news is that changing to a topic or conceptual organization for your class is easy. Just click on the gear icon and then on Settings.



The screenshot shows the same Moodle course page as above, but with the gear icon in the top right corner circled in red. A dropdown menu is open, showing various settings options. The 'Edit settings' option at the top of the menu is also circled in red. The menu items include: Course completion, Filters, Gradebook setup, Backup, Restore, Import, Copy course, Reset, Repositories, Accessibility toolkit, Hide site e, Hide cate, Hide cour, Hide grou, Hide user events, Hide other events, Recycle bin, and Competencies. The 'Calendar' section is visible on the right side of the page, showing a weekly view with dates from 1 to 30. The 'Upcoming events' section is also visible at the bottom right.

In the Course Format area, change the selection in the drop-down menu from Weekly to Topic. Save changes.



Now change the numbered topics to whatever you wish. This will enable you to backup and restore the class with it defaulting to a topic format in the future.

