Teachers have the ability to change both the format of their courses (from a Weekly format to a Topics formats or vice versa) AND to change the number of weeks/topics in their Moodle courses. This comes in handy when you need to switch from a 16 week/16 topic course to an 8 week/8 topic course or vice versa. This job aid contains the steps to do all that.

*Note: There are several ways to get to the Moodle Login Screen. One way is to go to [https://www.cbu.edu/](https://www.cbu.edu/) > Quick Links > My CBU > My Account > Moodle. Another way is to type in a browser window: moodle.cbu.edu. Both ways take you to the Moodle Log in screen.*

1. Login to Moodle using your Active Directory User ID and Password.

![Login Screen](image)

**1  Log in**

Username ____________________  
Password ____________________  

Log In

Forgotten your username or password?  

Cookies must be enabled in your browser

Some courses may allow guest access  

Log in as a guest
2. On your Moodle “Home” page, scroll down and double-click on the course title you want. Alternatively, use “Search Courses” and type the course title and click “Go.”

Note: If a COURSE NAME (not Teacher Name) is GREY, the COURSE is currently HIDDEN from students. If a course name is BLUE, it is currently VISIBLE to students. All the course names on the home screen below are GREY, which means they are HIDDEN from students (i.e., the courses are invisible to students but always visible to Teachers regardless of color). TEACHER NAMES are always BLUE, but the courses are still NOT visible to students unless the COURSE NAME is BLUE.
3. Under the “Administration” block, click “Edit Settings.”
4. Find the heading on the left called, “Course Format” (see the red rectangle below). Click Course Format.
5. The Course Format section opens and there are four new fields. The primary fields you are concerned with are “Format” and “Number of Sections” and “Course layout” fields. **Weekly format** and **Topics format** are the two CBU recommended format types. Choose one of these.
   A. With a Weekly Format, each section represents a Week. This example is currently set up for 16 weeks.
   B. With a Topics Format, each section represents a topic. If this course were set up using a Topics Format, it would have 16 topics.
   C. Click the **Number of Sections** dropdown arrow and select the number of weeks or the number of topics you desire.

   **HINT:** Changing the number of weeks or topics does not delete your activities or resources in the weeks or topics beyond the number you selected, but if you change from 16 weeks to 8 weeks or from 16 topics to 8 topics, the last 8 weeks/topics’ activities and resources will be HIDDEN from everyone’s view. Do yourself a favor, if you need to pare a 16 week/topic course down to 8, keep the course set for 16 while you move things around. When you’re finished, change to 8.

6. Recommend you keep the **Course Layout** setting to **Show all sections on one page** versus **Show one section per page**. Show all sections on one page provides a nice overview (Advance Organizer) of the entire course to students and using Advance Organizers is a sound cognitive instructional strategy used to promote the learning and retention of new information. For more information about Advance Organizers see: [http://edutechwiki.unige.ch/en/Advance_Organizer](http://edutechwiki.unige.ch/en/Advance_Organizer) (is a stub, but is useful information).

7. Click **Save and Display**. This returns you to your course’s main page. Notice that the number of weeks/sections have been changed.