

## Plan and Design your Course Content Sections

Now that you have your Class Orientation section completed and have set a link to your PDF syllabus in the Quick Links block, you are ready to add your actual course content to your course. Before doing this, however, you need to plan and set up the design for your course content. Research has shown that having a well-planned course design helps students be more successful, so the way you organize your course content is actually one of your most important tasks.

**Step 1:** The first step is knowing what type of activities and information you plan to put into your course content and to know the types of Moodle activities/resources to use to add it to your course. Without knowing this, it will be difficult to set up your course design. If you haven't done that yet, [click here](#) to open a table to help you with this process.

**Step 2:** Decide whether to organize your course content into **weekly sections/units** or **large sections/units** covering several weeks and usually ending with a major exam. Best practices indicate students are more successful when they have tasks that must be submitted on a weekly basis instead of having open ended tasks that can be completed any time during the semester. That said, best practices recommend separating course content into weekly sections so it is easier for students to know what to do and when graded activities are due each week. However, there may be some types of courses that are more conducive to the larger units type of organization. Think carefully about this, and choose the method that will make it the easiest for your students to be clear about what to do and when graded activities are due.

**Step 3:** Decide what title to place on each section/unit of your course (Examples: Unit 1, Unit 2 .... Chapter 1 Activities, Chapter 2 Activities..... Week 1, Week 2.....). There are 15 course content sections already available in your course template. You can add more or remove the ones you don't need. Instructions for doing this are available at the Instructor Tutorials link at the bottom of your Moodle screen.

**Step 4:** Decide what heading labels you want within each section in order to organize the content for each section. The ones already created for you in Unit 1 are: Overview, Learning Activities/Resources, Graded Activities, and Summary. Although this is a common way to organize content, your course may need different headings. That will depend on the type of activities you plan to include.

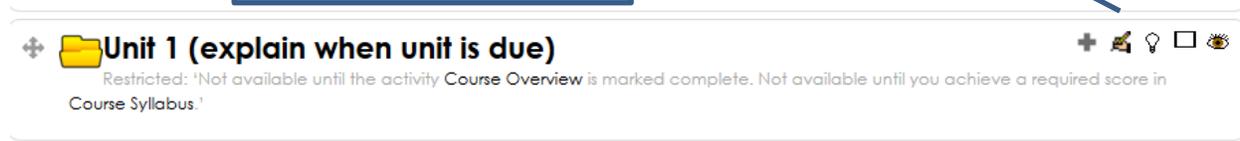
**Note:** Because of online guidelines from our SACS accrediting association, you need to leave the labels called "Overview" and "Summary." What to include under those headings will be explained later in this document.

Now that you have made these decisions, follow the step by step instructions on the next two pages to change the titles of each section of your course and set up your heading labels within each section.

## Edit Section Titles

Follow these instructions to edit the section titles in your course once you have decided what to name them.

**Step 1:** Click the pencil icon beside the section title.



Unit 1 (explain when unit is due)

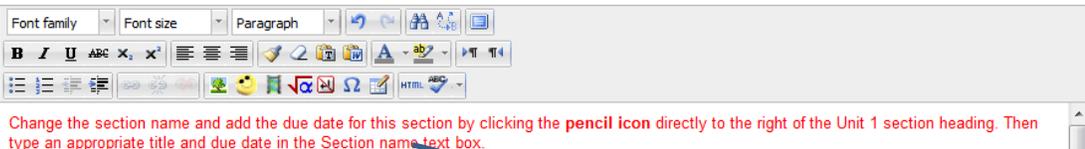
Restricted: 'Not available until the activity Course Overview is marked complete. Not available until you achieve a required score in Course Syllabus.'

**Step 2:** Type the section title you want to appear on the course's front page. (Font size and color is preset with our design theme.)

### Summary of Unit 1 (explain when unit is due)

Section name Unit 1 (explain when unit is due)  Use default section name

Summary ?



Change the section name and add the due date for this section by clicking the pencil icon directly to the right of the Unit 1 section heading. Then type an appropriate title and due date in the Section name text box.

After reading the following instructions, delete all information in red.

Restrict access conditions control what has to happen before this section becomes available to students. Some are preset in the course template. You can add others if appropriate.

**Step 3:** If you want information to appear directly below the section title on your course's front page, type it here. (Set font size and color as desired.) Generally, very little, if anything, is typed here since you want to limit the amount of vertical scrolling needed on your front page.

After reading the information in red, delete it.

#### Restrict access

Allow access from 7 September 2013 00:00  Enable

Allow access until 7 September 2013 00:00  Enable

Release code ?

Grade condition ? Course Syllabus must be at least 100 % and less than %

Grade condition (none) must be at least % and less than %

User field ? (none) contains

Activity completion condition ? Course Overview must be marked

Activity completion condition (none) must be marked complete

Before section can be accessed Show section greyed-out, with restriction information

**Step 5:** Do not change the Grade condition preset in the course template. If it isn't there, add it.

**Step 6:** Do not change the Activity completion condition preset in the course template. If it isn't there, add it.

Add other appropriate conditions if needed.

**Step 7:** Click Save changes when finished.

## Set up organizational heading labels within each section

Use these instructions to help you change the heading labels already in Unit 1 of your course template and then how to duplicate them so you can move the duplicates to the other sections.

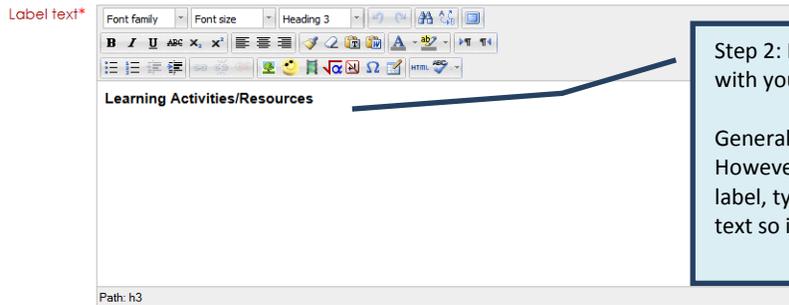
**Important!** Because of online guidelines from our SACS accrediting association, you need to leave the labels called “Overview” and “Summary.” But you may decide to change the other labels (Learning Activities/Resources and Graded Activities) to something that fits with the type of course content you have in your course. You may also decide to add additional heading labels to better organize the activities you plan to insert into your course.



A screenshot of a Moodle course template showing a list of heading labels. The labels are: Overview, Learning Activities/Resources, Graded Activities, and Summary. Each label has a set of icons to its right, including a pencil icon for editing.

Step 1: To change the title of one of the labels, click the **pencil icon** beside the label.

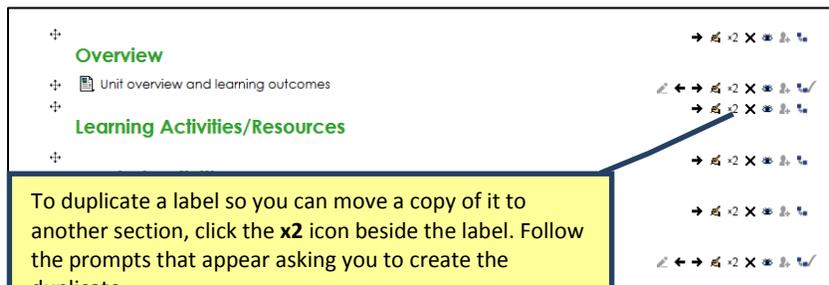
### Updating Label in Unit 1 (explain when unit is due)



A screenshot of the "Updating Label" window in Moodle. The title "Learning Activities/Resources" is visible in the text area. The window includes a rich text editor toolbar.

Step 2: In the “Updating Label” window, replace the title with your desired title.

Generally, no other text is added to the heading label. However, if you want other text to appear right below the label, type it here, too. Change the font size and color of this text so it isn't as large as the heading label.



A screenshot of the Moodle course template showing the "Learning Activities/Resources" label duplicated. A yellow callout box explains the duplication process.

To duplicate a label so you can move a copy of it to another section, click the **x2** icon beside the label. Follow the prompts that appear asking you to create the duplicate.



A screenshot of the Moodle course template showing the "Learning Activities/Resources" label moved to a different section.

Once the duplicate is created, drag it using the 4-sided arrow to the desired position in a different section.

Continue doing this for any label you want to duplicate.

If you want to delete unused sections of your course or add additional ones, follow [these instructions](#) (also available at the Instructor Tutorials link at the bottom of your Moodle screen).

### What to do next

Now that you have your section titles and each unit's heading labels set up, go back to your Developing a Moodle Course and share those decisions in Assignment 1.