

## Course Formats and Layouts

### Introduction

Moodle allows you to choose the way in which courses are structured and presented to the students. There are 4 different formats that you can choose:

1. [Topic format](#)
2. [Weekly format](#)
3. [Grid format](#)
4. [Collapsed Topics format](#)

There are also other ways in which you can set up your course. Adding blocks and creating your own Navigation can also be achieved. Please see [HTML Block List within Course Content Area](#).

### Topic Format

This is the default format that you are presented with when you first enter your course site on Moodle. Don't be fooled by this plain layout as there are many ways in which you can jazz this up! You can also set this to show one section at a time rather than all the content on one page. This can be achieved by selecting the Edit settings on the Administration block.

The screenshot shows the Moodle course interface for 'Introduction to Moodle - 05/09/2016'. On the left, there is a sidebar with two main sections: 'Content' and 'Administration'. The 'Content' section lists 'General' and 'Topic 1' through 'Topic 8'. The 'Administration' section lists 'Course administration', 'Edit Content', 'Edit settings', 'Users', and 'Filters'. The main content area displays the course title and a 'News forum' block. Below this, five topic sections are listed: 'Topic 1', 'Topic 2', 'Topic 3', 'Topic 4', and 'Topic 5'. A red arrow points from a text box to the 'Edit settings' option in the Administration sidebar.


To change the layout to show one section per page click "Edit settings"

## Weekly Format

If you are thinking of delivering your course on a weekly timetable you can set the course format to display the weeks of your course. You will need to change the Course start date settings and select the number of weeks the course is running for.

The screenshot shows the Moodle course interface for 'Introduction to Moodle - 05/09/2016'. On the left is a navigation menu with sections: Content (with a sub-menu listing weekly periods from 18 August to 6 October), Programme, and Administration (with sub-items: Course administration, Edit Content, Edit settings, and Users). The main content area displays a weekly timetable starting with '18 August - 24 August' and continuing through '25 August - 31 August', '1 September - 7 September', '8 September - 14 September', '15 September - 21 September', '22 September - 28 September', and '29 September - 5 October'. A callout box with a red arrow pointing to the 'Edit settings' option in the Administration menu contains the text: 'To change to Weekly format and the course start date and number of weeks click "Edit settings"'. A 'News forum' icon is visible above the timetable.

## How do I set up the Weekly Format?



**Introduction to Moodle - 05/09/2016**

### Edit course settings

Expand all

General

Course full name\* Introduction to Moodle - 05/09/2016

Course short name\* DZ001007DZ00/00

Course category UAL

Visible Show

Course start date 18 August 2016

Course ID number DZ001007DZ

Description

Course format

Format Weekly format

Number of sections 8

Hidden sections Hidden sections are completely invisible

Course layout Show all sections on one page

Appearance

Files and uploads

Completion tracking

Groups

Role renaming

Save changes Cancel

There are required fields in this form marked \*.

1. Change the Course start date to the correct date

2. Select Weekly format

3. Select Number of sections that will indicate how many weeks

4. Click Save changes

## Grid Format

The grid format allows you to add images and section names to create a more visual format to your course site. You can set the size of the container, set the container ratio, change the container colours etc.

The screenshot shows the Moodle course page for "Introduction to Moodle - 05/09/2016". On the left is a navigation menu with "Content" (General, Section 1-8) and "Administration" (Course administration, Edit Content, Edit settings, Users). The main area is titled "Introduction to Moodle - 05/09/2016" and shows a "General" section with a "News forum" icon. Below this is a grid of section containers labeled "Section 1" through "Section 8". "Section 1" contains an image of a group of people. A red arrow points from the "Edit settings" option in the Administration menu to the "Section 1" container. A text box next to the arrow contains the instruction: "To set up the grid settings and arrange the size of the containers etc click 'Edit settings'".

## How do I set up Grid Format?

**Introduction to Moodle - 05/09/2016**

**Edit course settings** [Expand all](#)

▼ General

Course full name\*

Course short name\*

Course category

Visible

Course start date

Course ID number

► Description

▼ Course format

Format  **1. Select Grid format**

Number of sections  **2. Select how many boxes you would like**

Hidden sections

Course layout  **3. Select the width of each box**

Set the image container width

Set the image container ratio relative to the width  **4. Select how the boxes should be arranged**

Set the image resize method

Set the border colour

Set the border width

Set the border radius on / off   **5. Select colours and other features for your boxes look and feel**

Set the image container background colour

Set the current selected section colour

Set the current selected image container colour

Show new activity notification image

► Grid reset options

► Appearance

## Collapsed Topic Format

This is a format that is essentially the same as the standard Topic and Weekly formats but with a 'toggle' for each section. The toggles' purpose is to reduce the amount of initial information presented to the user thus reducing the 'scroll of death' that can plague courses with a lot of content.

The screenshot shows a Moodle course page titled "Introduction to Moodle - 05/09/2016". On the left is a navigation menu with "Content" (highlighted in green) and "Administration" (grey). The "Content" menu lists "General" and "Section 1" through "Section 8". The "Administration" menu lists "Course administration", "Edit Content", "Edit settings", and "Users". The main content area is titled "Introduction to Moodle - 05/09/2016" and contains a "News forum" icon. Below the forum are controls for "Open all" and "Close all" sections, with instructions: "Clicking on the section name will". The main content area displays eight "Section X - Toggle" buttons, each with a downward arrow. A callout box with a black border and white background contains the text: "To set up Collapsed Topics format and change the colours, columns etc click 'Edit settings'". A red arrow points from the callout box to the "Edit settings" option in the "Administration" menu.

## How do I set up Collapsed Topic Format?

**Introduction to Moodle - 05/09/2016**

**Edit course settings** ▶ Expand all

▼ General

Course full name\*

Course short name\*

Course category

Visible

Course start date

Course ID number

▶ Description

▼ Course format

Format  **1. Select Collapsed Topic format**

Number of sections  **2. Select how many sections you would like**

Hidden sections

Course layout

Display instructions

Set elements

Set structure

Set columns  **3. Select how many columns**

Set column orientation

Set the toggle text alignment  **4. Set the text alignment**

Set icon position

Set icon set

Set toggle all icon hover

Toggle foreground   **5. Select colours and other features for your boxes look and feel**

Toggle foreground hover

Toggle background

Toggle background hover

Show the section summary when collapsed

Collapsed Topics readme [Please click on 'Readme.md' for lots more information about Collapsed Topics.](#)

## HTML Block List within Course Content Area

You can add a HTML Block list within the content area to allow links to other courses, external websites or to topic/sections or items within your course site. This can be produced as one column or you can create a two column effect. Please see below examples:

This screenshot shows a Moodle course page for 'Introduction to Moodle - 05/09/2016'. On the left is a 'Contents' sidebar with a list of items: General, Topic 1 through Topic 8. The main content area is titled 'Introduction to Moodle - 05/09/2016' and displays a single column of HTML blocks: Unit 1, Unit 2, Unit 3, and Unit 4. Below these units is a 'News forum' block and a 'Topic 1' block. An 'Edit Content' button is visible in the top right corner.

This screenshot shows the same Moodle course page as above. The HTML blocks are arranged in two columns. The first column contains Unit 1 and Unit 2, while the second column contains Unit 3 and Unit 4. The 'News forum' and 'Topic 1' blocks remain below the units. The 'Edit Content' button is still present in the top right corner.

## How do I set up a HTML Block List within Course Content Area?

This screenshot shows the Moodle course page with a green 'Content' sidebar. The main content area is titled 'Introduction to Moodle' and contains a 'News forum' block and a 'Course Information' block. A red arrow points from a text box to the 'Edit Content' button in the top right corner. The text box contains the instruction: '1. Click "Edit Content"'. The 'Edit Content' button is highlighted with a red border.



Add a block

Add...

2. Choose the HTML block from the drop down

(new HTML block)

+

Topic 8

⚙ Edit sec

Add a block

Add...

3. Click on the Actions icon and select "Configure (New HTML block) Block"

## Configuring a (new HTML block) block

### ▼ Block settings

▶ Expand all

Block title

Content\*

The content editor shows a rich text toolbar with options for bold, italic, bulleted list, numbered list, link, unlink, image, video, and code. Below the toolbar, there is a bulleted list containing 'unit 1', 'unit 2', 'unit 3', and 'unit 4'. At the bottom of the editor, the path field shows 'ul > li > a'.

3. Create a list of links to your designated places within or outside of the course using the list and hyperlink functions

4. Type "menu" into the Additional CSS classes

Additional CSS classes ?

### ▶ Where this block appears

### ▼ On this page

Visible

Region

Weight

4. Select where you want the block to appear

4. Click Save changes

## Further Support

Additional support is on hand should you require help. Contact the Technology Enhanced Learning team at [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk)



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