Building and Editing Your Course

In order to add content and items to your course you need to click on the "Turn editing on" button on the upper right corner of the home page. This will allow you to see editing icons next to your editable items of your course.

Once you add an item to the site homepage, you will be able to move it to the desired location or modify its appearance, by using the control icons below.

In the editing mode you will be able to see additional control icons and drop-down menus.

Edit Course Settings

In order to edit course settings you need to do following steps:

- Turn editing on
- Go to Edit settings
- Put your course start date
- Choose either Weekly or Topics format from the Course Format drop down menu; select the number of weeks or topics. For the weekly format, adjust the Course start date if needed. The course start date determines the first date that displays above each module in the weekly format. (It is not necessary to set this date if you have chosen the topics format.). You can always add or remove the number of weeks either by going back to the edit settings button and changing there the number of weeks, or you can click on the + or - signs at the bottom of the course home page to add or remove modules.
- Appearance – choose Formal white
- Set other general options as desired.

Weekly and Topic Format

Weekly Format – Start and end dates for each week appear automatically at the top of each module. The dates are based on the course start date indicated in the course setting options. The modules are arranged in chronological order. If you choose to organize your class in weekly modules, the number of modules should equal the number of weeks in the term.

Topics Format – New course sites are created with the topics format. With this format, modules are identified by a number instead of start and end dates. This format gives you more flexibility in organizing your course. It works especially well in the following situations:
Your course content is organized by chapters, units, or topics rather than by weeks.