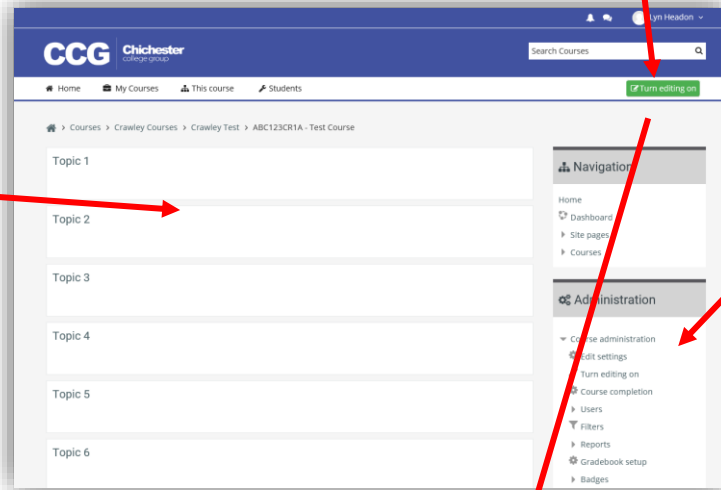


## COURSE OVERVIEW

This how you will see the page when you first enter the course

Before making any changes you must switch to editing mode by clicking on the **Turn editing on** button

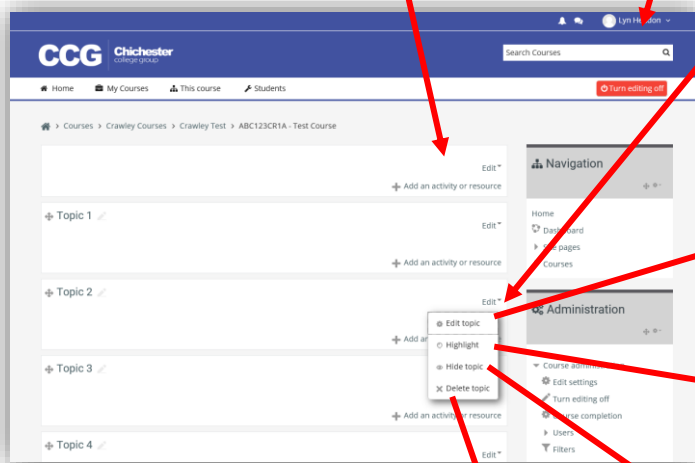
Each course is divided up into topics which are displayed on the left of the screen, these enable you to divide your content into sections: This may be weekly, topics, or different resources or any other way you choose to divide content



This is also how students will see the page, (However they will not see the Administration Block)

Once the **Turn editing on** button is clicked you will see that each section now has Editing and Activity/Resource options

Click the **Edit** option to open the section options



**Edit topic** allows you to edit that section (see below)

**Highlight** sets this as the current section

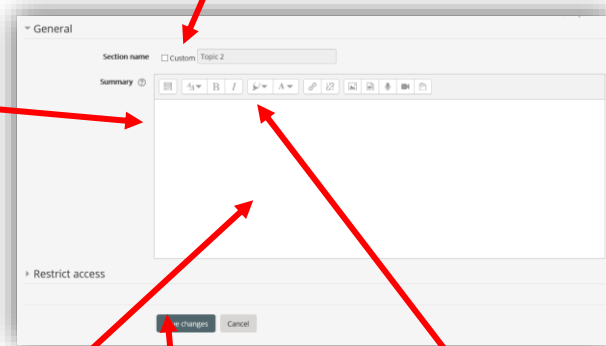
**Hide topic** hides the section from students (staff can still see it)

**Delete topic** deletes the section

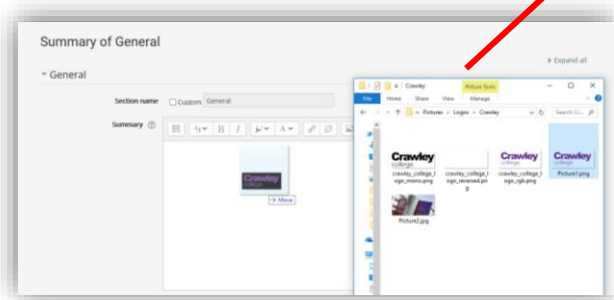
Once you have clicked **Edit topic** the section editing pane is displayed

To change the section name from Topic 1 tick the **Custom** box and type the name in the adjacent box

Type directly into the section



Drag and drop images into the section



Fonts can be enlarged, made bold and colours changed using the relevant tools

**IMPORTANT: Don't forget to save your changes**