

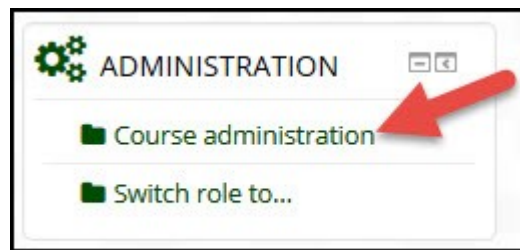
Course Settings Overview

Course settings are used to change the format and number of boxes in the center column of your course in EduCat. These boxes are referred to as sections. They are used to organize your course content (resources and activities). The default for these section boxes is the **Topics** format. Since you can rename the section heading, the **Topics** format is generally used when you wish to organize your course by one of the following: Unit, Chapter, Module, Resource type, etc. Another common format is the **Weekly** format. This format automatically labels each section with the dates for each week of the session (semester) based on the start date of the course. Either of these formats may require a lot of scrolling as you add more resources and activities to your course. To eliminate some of the scrolling, you may wish to use the **Collapsed Topics** format. The following instructions detail how to edit your course settings to select the desired format, and change the number of section boxes if desired.

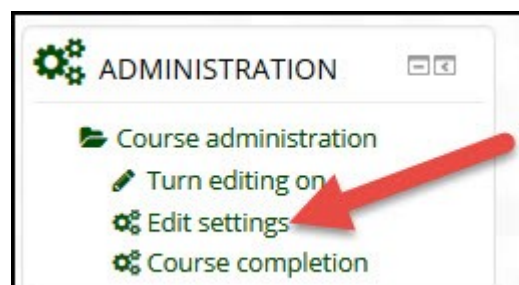
Topics Format —How to

Begin by logging in to EduCat and selecting the course in which you would like to change the settings.

1. From the **Administration** block on the left hand side, select **Course Administration** to expand the folder.

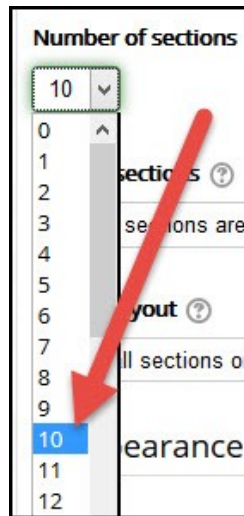


2. Under **Course Administration**, select **Edit Settings**.

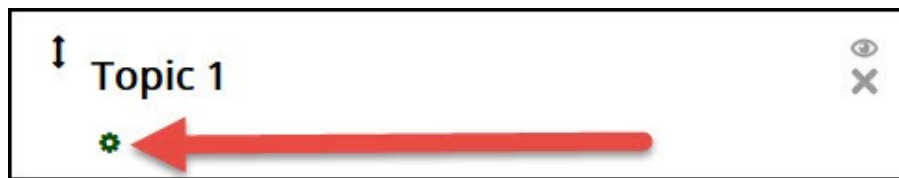


3. Scroll down and click the triangle to the left of **Course format** to expand the section and view the available options.

- The default number of sections is **16**. While this is ideal for a course in a weekly format that lasts the entire semester, if you are using a topics format you will likely want to change the number of sections in the center column. To do so, click the **Number of Sections** drop-down menu and select the desired number.



- Scroll to the bottom of the page and click the **Save and Display** button.
- If you wish to change the names of the sections from Topic 1, 2, 3 to Module, Unit, Chapter, etc., continue with **step 7**. If you wish to use dates for each week skip ahead to the **Weekly Format—How To** section of this document.
- To change section names, begin by turning Editing on in the course.
- Scroll down to the section for which you would like to change the name, and click the gear icon below the current section name.



- Remove the check mark next to **Use default section name**. Then type the desired section name in the field to the left.

Summary of Topic 1

General

Section name

Unit One

Use default section name

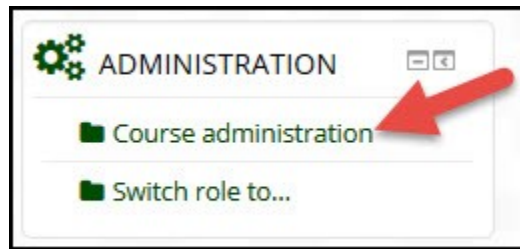
- Scroll down and click the **Save changes** button.

Weekly Format —How to

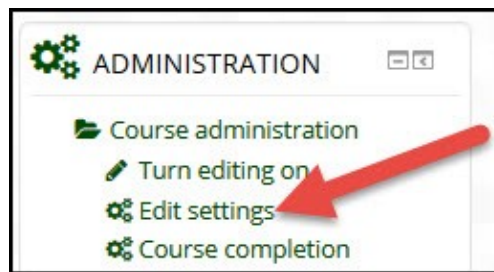
EduCat can automatically label each section with the dates of each week of the course based on the course start date if you change the course to a **Weekly format**.

Begin by logging in to EduCat and selecting the course in which you would like to change the settings.

1. From the **Administration** block on the left hand side, select **Course Administration** to expand the folder.



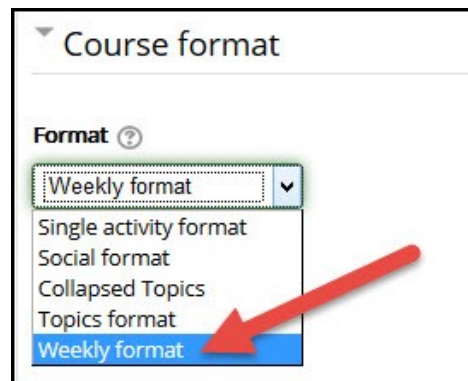
2. Under **Course Administration**, select **Edit Settings**.



3. Scroll down and click the triangle to the left of **Course format** to expand the section and view the available options.



4. From the Format Menu select **Weekly format**.



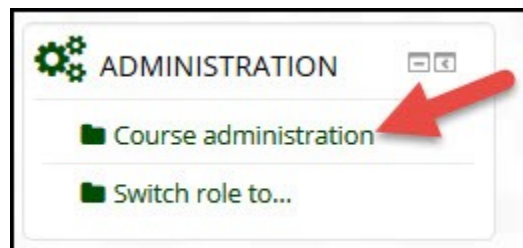
5. Change the number of sections if desired (if, for example, your course is eight weeks instead of sixteen).
6. Scroll down and click the **Save and return** button. You will see that the section names have changed to the dates for each week of the course. The course start date will update automatically before the start of the semester. Please contact the CTL if you are working on the course in advance, and would like the start date changed before the automatic change happens.

Collapsed Topics Format —How to

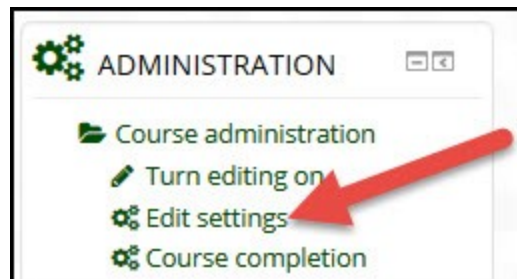
If you would like your course to have sections that can be collapsed or expanded individually to reduce scrolling, change your format to Collapsed Topics.

Begin by logging in to EduCat and selecting the course in which you would like to change the settings.

1. From the **Administration** block on the left hand side, select **Course Administration** to expand the folder.



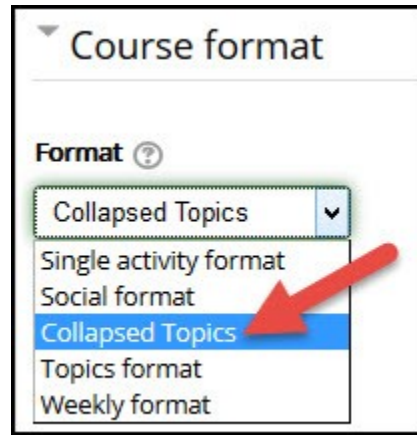
2. Under **Course Administration**, select **Edit Settings**.



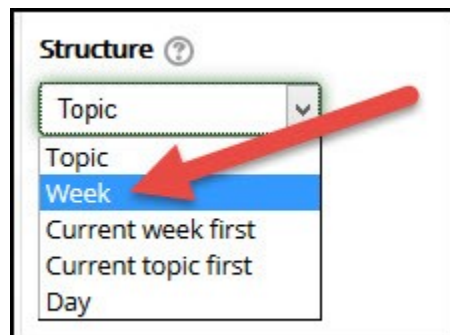
3. Scroll down and click the triangle to the left of **Course format** to expand the section and view the available options.



- From the Format Menu select **Collapsed Topics** format.



- If you want to use the default section names, or change the section names to anything other than dates, scroll to the bottom of the page and click the **Save and return** button.
- If you would like the dates of each week of the course as the section names, scroll down to the **Structure** drop-down menu, and select **week**.



- Then scroll to the bottom of the page and click the **Save and return** button.