

### Modifying Information

By default, any course material you need has already been provided to you by the Moodle Support team. This includes the course home page and individual content pages. It's possible that you may still need to make minor changes to the existing information.

*Caution: All changes should be made to the text only, and not to the format because a template has already been selected and approved by your department.*

### Overview

In this document, we will focus entirely on editing activities that are not covered within the scope of the [Moodle Docs library](#) including:

- Editing a Content Page
- Reviewing the Course Information Page
- Managing Images & Copyright Information

### Edit a Content Page

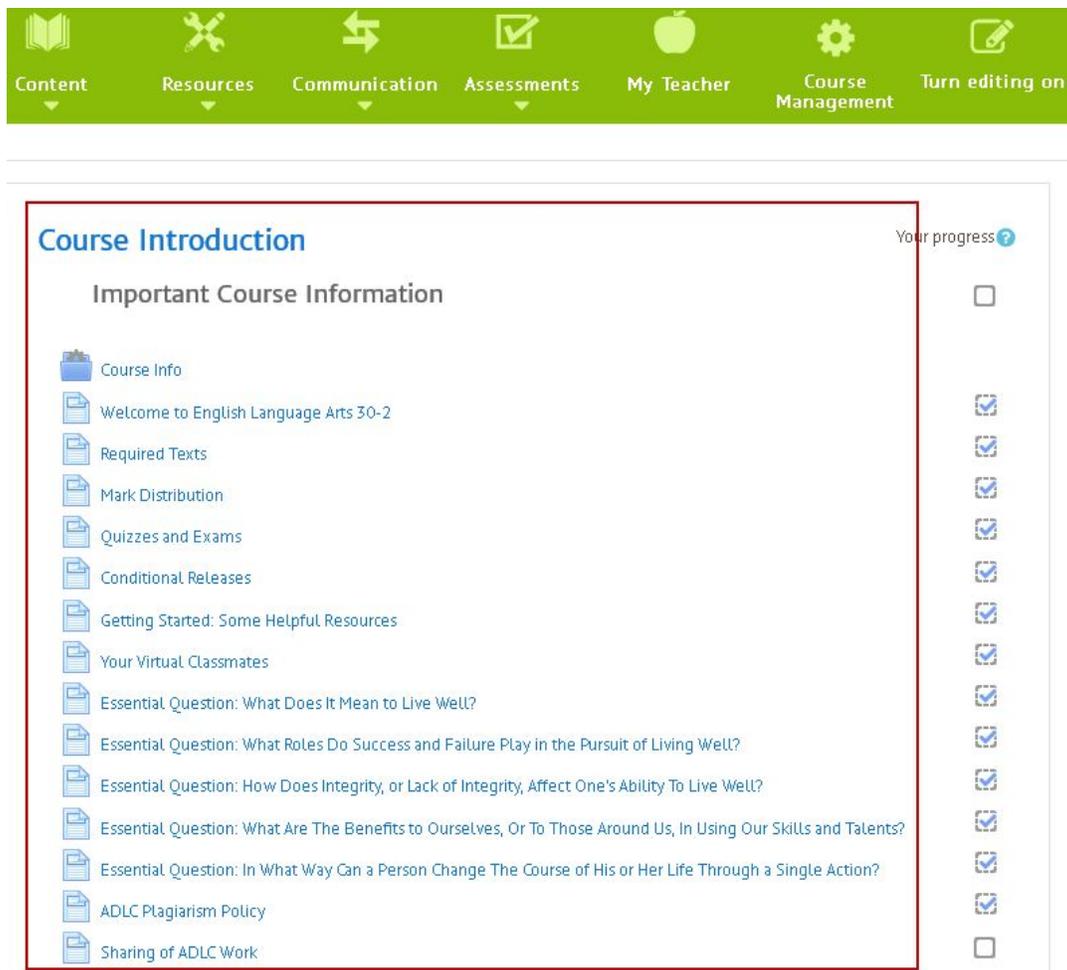
Content pages are the essential building blocks of a lesson. They contain high-level overview information, such as the

- Lesson Number
- Unit Name
- Key Concepts
- Learning Objectives and Activities

1. On the navigation bar, select the **Content** menu and choose **Table of contents** from the dropdown menu.



2. Select a page within a unit from the list.



3. Click the **Edit settings** button (gear icon) to enable editing.

The screenshot shows a course management interface with a green navigation bar at the top containing icons for Content, Resources, Communication, Assessments, My Teacher, Course Management, and Turn editing on. Below the navigation bar is a breadcrumb trail: Table of contents / Course Introduction / Welcome to English Language Arts 30-2. A gear icon for editing settings is highlighted with a red box. The main content area shows a preview of the course page with a blue header that says "Welcome to English 30-2". Below the header is a paragraph of text describing the course and a photo of a graduate. A red plus icon and a link to watch a video are also visible.

4. In the **General** and **Content** section, make changes to the *text only*.

The screenshot shows the course management interface with the General and Content sections expanded. The General section has a Name field containing "Welcome to English Language Arts 30-2" and a Description field containing "Welcome to English Language Arts 30-2". The Content section has a Page content field containing a blue banner with the text "Welcome to English 30-2". Both sections have a rich text editor toolbar above the input fields.

5. Scroll down to the **Appearance** section, and click on it to expand it.

▶ Appearance

▶ Common module settings

6. Check the boxes beside the items you want to display.

▼ Appearance

Display page name

Display page description

Display last modified date

▶ Common module settings

▶ Restrict access

▶ Activity completion

▶ Tags

▶ Competencies

Save and return to course

Save and display

Cancel

7. Click **Save and display** to apply your changes.

*Note:* If you unintentionally change something, *do not attempt to fix* it but rather go to the bottom of the page and click **Cancel** so that the changes will not be permanent.

## Review the Course Information Page

The *Course Information* page contains detailed course information that includes the

- course ID number
- course full name
- course short name
- marker description
- course start date

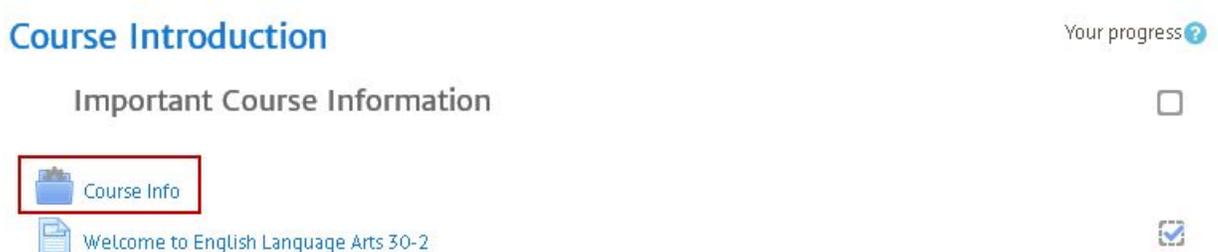
You can access it by following the instructions provided below.

*Important! When viewing or editing the Course information page, take care not to delete it because it contains important course information that would not otherwise be found on ADLC's Learning Management System (LMS).*

1. On the navigation bar, select the **Content** menu and choose **Table of Contents** from the dropdown.



2. Select the **Course Info** link.



3. Note the information in the **General** section. If any of it is incorrect, you can edit the information directly in the fields provided and click **Save changes** once complete. If you simply wish to view this page and do not want to make any changes, click **Cancel** to return to the course home page.

Course full name  English 30-2 TSM 2020

Course short name  ELA3104-166549-TSM-2

Marker Description 

**Marker**

Test Marker

testmarker@adlc.ca

1-866-774-5333 ext 5000

Visible  Show ▾

Course start date  24 ▾ August ▾ 2018 ▾ 

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**Theming**

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**Default configuration per unit**

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**Course Options**

Save changes Cancel 

## To Manage Images & Copyright Information

All content pages allow for the use of visuals/imagery. If you choose to incorporate them into your work, please follow these guidelines to produce the best results:

- Permissions - Obtain copyright permission for all images in print or online courses.
- Sizing - Adjust the size and/or shape of the image to fit the page layout.
  - If the image is for use online, set the resolution to 150 pixels/inch.
  - If the image is for use in print, set the resolution to 300 pixels/inch.
- Cropping - Decrease the file size to ensure faster upload times on the internet.
  - If the image is less than 75% of the width of the webpage, set the image width to 800 pixels.
  - If the image is more than 75% of the width of the webpage, set the image width to 1200 pixels.

## Questions?

Give us a call at 1-866-774-5333 ext. 5256 or email [moodlesupport@adlc.ca](mailto:moodlesupport@adlc.ca)