Edit Section Titles

Follow these instructions to edit the section/unit titles in your course once you have decided what to name them.

6. Section 4

Not available unless: The activity Course Overview is marked complete

Use this area to describe what this topic is about - with text, images, audio &

Edit section

> Step 1: Click the **Edit section** icon below the name of the section.

Section name

Section 4

> Step 2: Type the name you want to appear as the section name. It will appear in the CONTENTS area on your main course page.
>
> *FYI: Many instructors also include the due date for the section here.*

Summary

Paragraph | B | I | Font family | Font size

Path: p

> *FYI: This summary window is where you would type any introductory information for the section. It will appear directly below the section name on the course main page.*

Save changes   Cancel

> Step 3: Click **Save changes** to go back to the course main page.

6. Chapter 4 Activities (due March 15)

Not available unless: The activity Course Overview is marked complete

This is an introduction to this section of your course.

> *This is what you would see on the course main page after changes were made to the section title and introduction you typed in the summary window.*

Restrict access conditions control what has to happen before the section becomes available to students. The two that are preset in the course template restrict students from seeing the content in the section until they have gone through the Course Overview and completed the Syllabus Agreement EVA located in the Class Orientation section.

Usually these are the only restrictions used by instructors. A few instructors choose to add a date restriction so students can't open a certain section until a certain date. The most likely situation where this might apply is with a dual credit course.

Step 4: Click **Save changes** when done.

Step 2: Ty appear o size and color is preset with our design theme. If appropriate, include the due date for tasks in the unit

Step 3: If you want information to appear directly below the section title on your course's front page, type it here. (Set font size and color as desired.) One common item to include is an image and description of what is to be covered in the section. Generally, very little is typed here since you want to limit the amount of vertical scrolling needed on your front page.

To move a heading click the right arrow icon and follow the prompts to choose where to move it.

Set up organizational heading labels within each section

Use these instructions if you decide to change the heading labels already in each section of your course template.
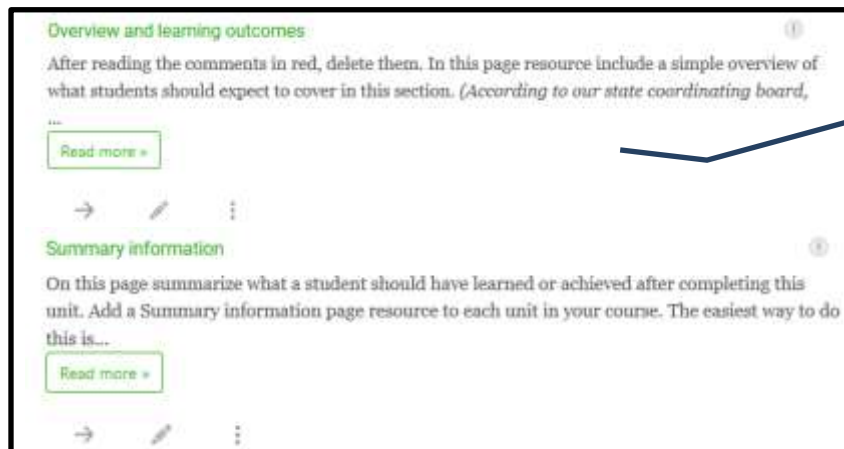
Hint: If you want to use different heading labels, you may want to only change the labels in Section 1 for now. Once you finish adding all course content to Section 1 you will know if you need to change the labels for the other sections.

Learning Activities

Graded Activities

Resources

Click the pencil icon (**Edit**) below this type of heading to change the name.

FYI: This type of heading was created with a "Label" type of resource.

To delete a heading click the **More** icon and choose "Delete."

Overview and learning outcomes

After reading the comments in red, delete them. In this page resource include a simple overview of what students should expect to cover in this section. (*According to our state coordinating board,*

Read more »

Summary information

On this page summarize what a student should have learned or achieved after completing this unit. Add a Summary information page resource to each unit in your course. The easiest way to do this is...

Read more »

Do not change the name of either the **Overview and learning outcomes** heading or the **Summary information** heading. These are part of the SACS recommendations.

FYI: This type of heading was created in a "Page" type of resource.

You will use the comments in these areas to determine what information to place in each one. At this point you are simply organizing headings.