

## Options for the Course Format

**Weekly Format:** The default. The dates used in the heading appear automatically. The current week is automatically highlighted. In a 16 week course, this format involves a lot of scrolling.

 News forum

September 2 - September 8

September 9 - September 15

September 16 - September 22

September 23 - September 29

**Onetopic Format:** Avoids the need to scroll through a long list. I enter dates in place of the topics.

Topic 0	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7	Topic 8
Topic 9	Topic 10	Topic 11	Topic 12	Topic 13	Topic 14	Topic 15	Topic 16	

 News forum

Topic 1 ►

**Topics Format:** Useful if you only need a few topics.

 News forum

Topic 1

Topic 2

Topic 3

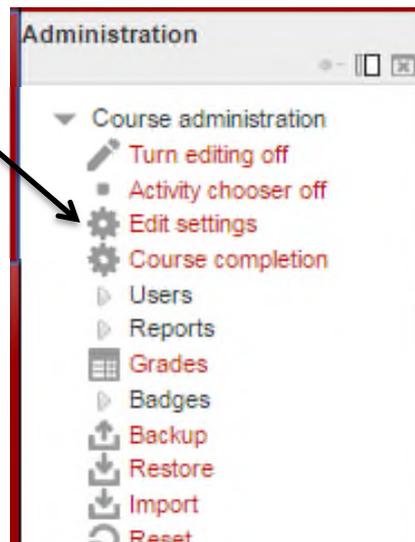
Topic 4

## Weekly Format: Adjusting the Dates

By default Scholar divides each term into weeks. The first week for MWF courses in Fall 2015 is September 2– September 8. September 2 is a Wednesday. I'd rather have my week start on Saturday. That way, every Saturday the upcoming week is highlighted as the current week.

To change the start date for the course, look at the Administration menu on the left side of the window.

Click on "Edit settings"



Change the course start date. To have each week in Fall 2015 start on Saturday, change the start date to August 29. To have each week start on Monday, change the date to August 31.

▼ General

Course full name\* ?  
15/FA Research Methods (PSYC-214-A)

Course short name\* ?  
15/FA PSYC-214-A

Course category ?  
15-FA ▼

Visible ?  
Hide ▼

Course start date ?  
29 ▼ August ▼ 2015 ▼

Scroll to the bottom of the page and click "Save changes"

## Onetopic Format

To avoid all the scrolling, use the **onetopic format**. The onetopic format creates a tab for each section.

### Changing to the Onetopic Format

From the Administration menu on the left side of the window, select Edit Settings (see the image on the “Weekly Format: Adjusting the Dates” page).

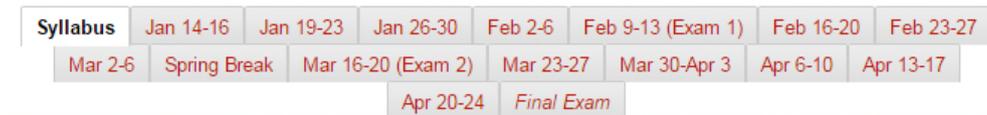
Click on Course Format to open the menu. Under Format, select Onetopic Format.

If you want one tab for each week, leave “Number of sections” set to the default (for a semester-long course, it’s 16). If you want fewer tabs, change the number.

Scroll to the bottom of the page and click Save.

### Changing the Tab Labels

By default, the labels on the tabs are Topic 0, Topic 1, Topic 2, etc. Personally, I prefer to use dates, and I indicate which weeks have exams scheduled on the tabs (see below).

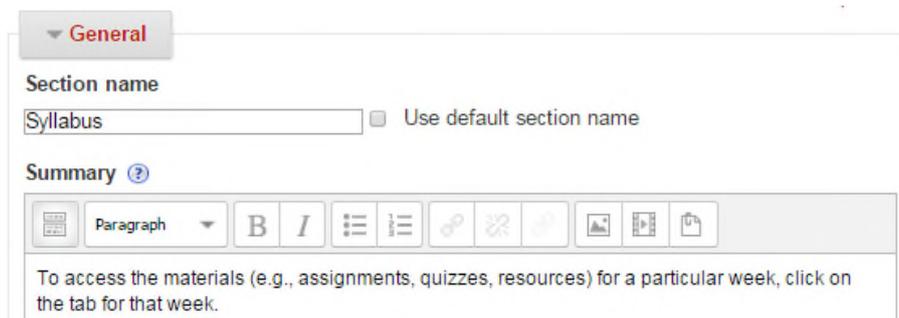


The labels on the tabs need to be changed one by one. To change a label, first make sure that editing is turned on. Then make sure you are on the page you want to change.



Click the gear icon.

Uncheck the box “Use default section name” and enter the name you want to have appear on the tab. If you want to have text appear at the top of the box, enter that text in the Summary box. For example, here’s what I entered for the “Topic 0” tab.



I then changed the name of the News Forum to Announcements and uploaded a Word document containing the course syllabus. The resulting page looks like this:

<b>Syllabus</b>	Jan 14-16	Jan 19-23	Jan 26-30	Feb 2-6	Feb 9-13 (Exam 1)	Feb 16-20	Feb 23-27
Mar 2-6	Spring Break	Mar 16-20 (Exam 2)	Mar 23-27	Mar 30-Apr 3	Apr 6-10	Apr 13-17	
			Apr 20-24	<i>Final Exam</i>			

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To access the materials (e.g., assignments, quizzes, resources) for a particular week, click on the tab for that week.

Your progress [?](#)

-  Announcements
-  Syllabus for Psyc 220 S15

### Highlighting the Current Week

If you use the Weekly Topics format, the current week is automatically highlighted. When you use the Onetopic Format, the highlighting is *not* automatic, but you can manually change the tab that is italicized (in the example below, “Final Exam” is italicized).

To do this, click on the tab you want to have highlighted so that you are looking at that section. Make sure editing is turned on. Then click the lightbulb in the right-hand corner of the section.

<b>Syllabus</b>	Jan 14-16	Jan 19-23	Jan 26-30	Feb 2-6	Feb 9-13 (Exam 1)	Feb 16-20	
Feb 23-27	Mar 2-6	Spring Break	Mar 16-20 (Exam 2)	Mar 23-27	Mar 30-Apr 3	Apr 6-10	
			Apr 13-17	Apr 20-24	<i>Final Exam</i>		

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To access the materials (e.g., assignments, quizzes, resources) for a particular week, click on the tab for that week.

- 
-   Announcements 

Edit 

## Topics Format

If you aren't going to enter information for every week in the term, using the weekly format doesn't make much sense; you end up with a lot of unnecessary white space. Instead, organize the information by topics. For example, you could have one topic for the library articles you want students to read, one topic for all the quizzes students need to take, and one topic for all the paper assignments.

### Changing to the Topics Format

From the Administration menu on the left side of the window, select Edit Settings (see the image on the "Weekly Format: Adjusting the Dates" page).

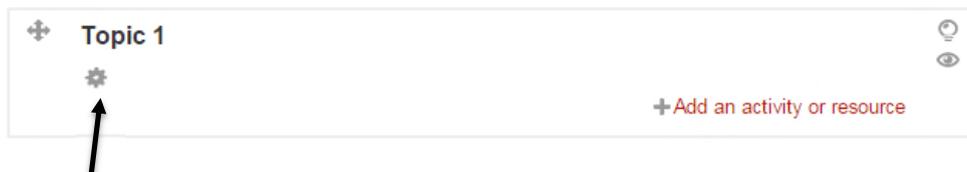
Click on Course Format to open the menu. Under Format, select Topics Format.

Change the "Number of sections" to the number of topics you want to have. In the example described above, there are three topics: readings, quizzes, and papers. Thus, set the number of sections to 3.

Scroll to the bottom of the page and click Save.

### Changing the Topics Headings

By default, the labels on the sections are Topic 1, Topic 2, etc. To change "Topic 1" to "Readings," first make sure editing is turned on.



Click the gear icon beneath Topic 1.

Uncheck the box "Use default section name" and enter the name you want to have appear on the tab (e.g., Readings). If you want to have text appear at the top of the box, enter that text in the Summary box.

A screenshot of the "General" settings panel for a topic. The "Section name" field is set to "Readings" and the "Use default section name" checkbox is unchecked. Below this is the "Summary" box, which contains a rich text editor with a toolbar and the following text: "The links below will take you to the summary of an article available through Dunn Library. Once you click on the link and get to the [EbscoHost](#) page, you will need to click on the PDF file available there. Do not just read the abstract to the article; read the PDF file." The toolbar includes options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Image, Video, and Document.

Scroll to the bottom of the page and click Save.