

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).

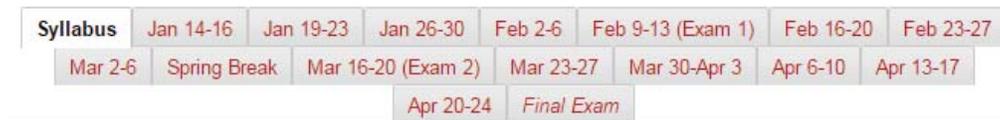
Click on Course Format to open the menu. Under Format, select Onetopic Format.

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:

Syllabus	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>			

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

Your progress [?](#)

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-  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.

Syllabus	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>		

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



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-   Announcements 

Edit 