MOODLE COURSES: CLUTTER TO CLEAN

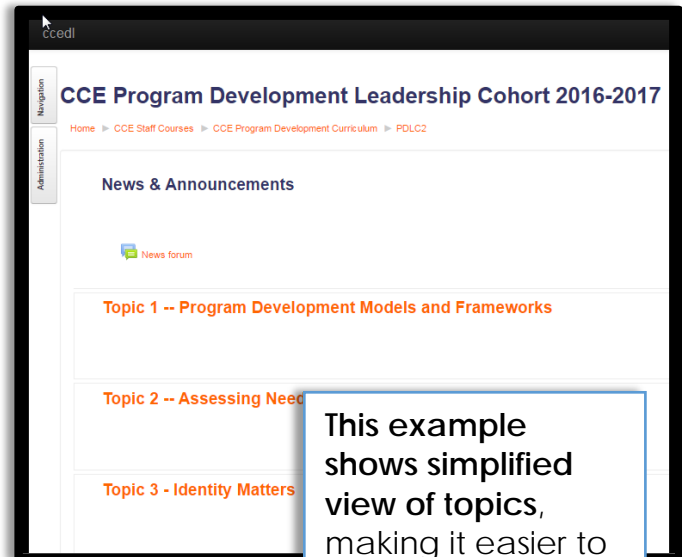## Learn to set up a *Moodle* Course with a simple topic list.

Cornell University
Cooperative Extension

Too much information will overload learners. *Moodle* provides many options for course design, but it may not be clear how to create a simple list of topics on the main page. **A simple list may help learners to navigate your course**.
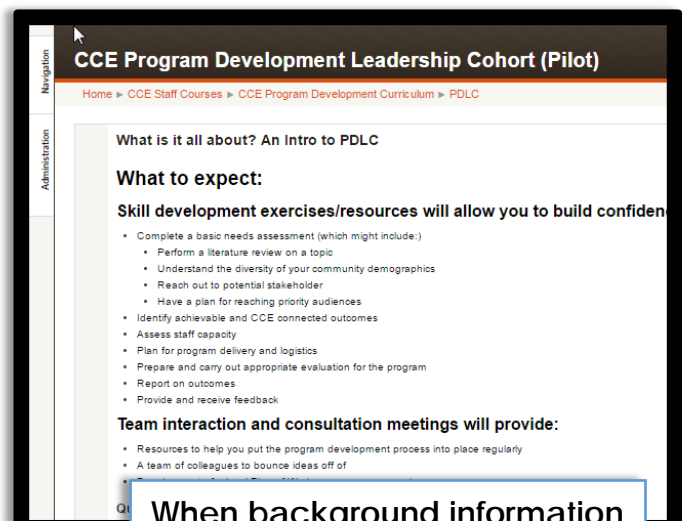
The two examples to the right are from the same *Moodle* course.

The first shows course topics as links. The second has additional content per topic directly on the course landing page.

Showing topics only will streamline the landing page.

CCE Program Development Leadership Cohort 2016-2017

Home ▸ CCE Staff Courses ▸ CCE Program Development Curriculum ▸ PDLC2

News & Announcements

News forum

Topic 1 -- Program Development Models and Frameworks

Topic 2 -- Assessing Need

Topic 3 - Identity Matters

This example shows simplified view of topics, making it easier to navigate the course.

CCE Program Development Leadership Cohort (Pilot)

Home ▸ CCE Staff Courses ▸ CCE Program Development Curriculum ▸ PDLC

What is it all about? An Intro to PDLC

What to expect:

Skill development exercises/resources will allow you to build confiden

- Complete a basic needs assessment (which might include:)
    - Perform a literature review on a topic
    - Understand the diversity of your community demographics
    - Reach out to potential stakeholder
    - Have a plan for reaching priority audiences
- Identify achievable and CCE connected outcomes
- Assess staff capacity
- Plan for program delivery and logistics
- Prepare and carry out appropriate evaluation for the program
- Report on outcomes
- Provide and receive feedback

Team interaction and consultation meetings will provide:

- Resources to help you put the program development process into place regularly
- A team of colleagues to bounce ideas off of

When background information shows on the landing page of the course, the learner must scroll down the page past the descriptions to find topics and activities, making the course harder to navigate.

Step 1: Set up course to simplify topics view

The **Administration tab** in *Moodle* has many options. Below are directions for creating a streamlined topics list. Note: edits to layout can be made at any time.

1. Log in to moodle.cce.cornell.edu, choose course for setting up

2. Select > **Administration**, > **Edit settings**

3. Scroll down and select > **Course format**

4. Set > **Format** to "Topics format", choose **Number of sections** (can be edited later)

   Set > **Hidden sections** to "Hidden sections are completely invisible", and > **Course layout** to "Show one section per page"
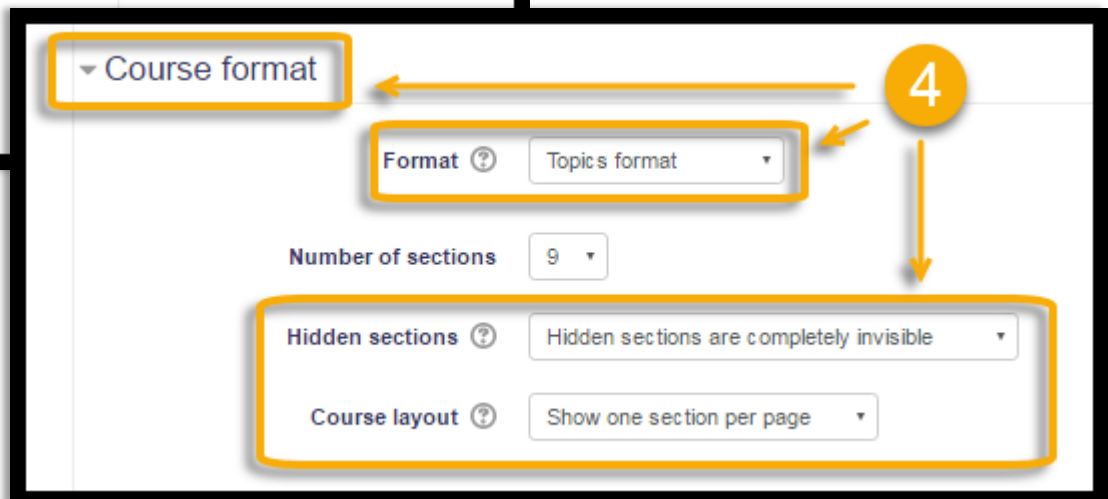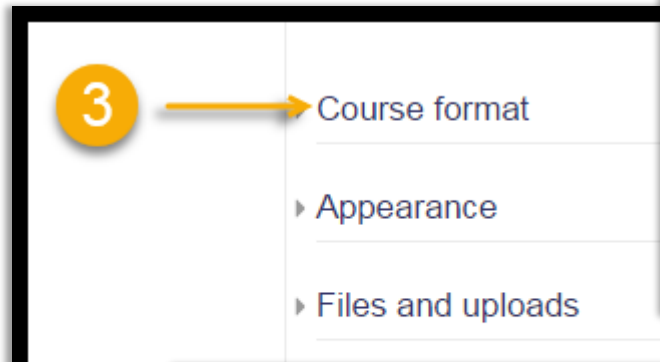
Step 2: Set up topic content

The following shows how to set up content for one topic. This process must be repeated for each topic. Be consistent throughout your course.
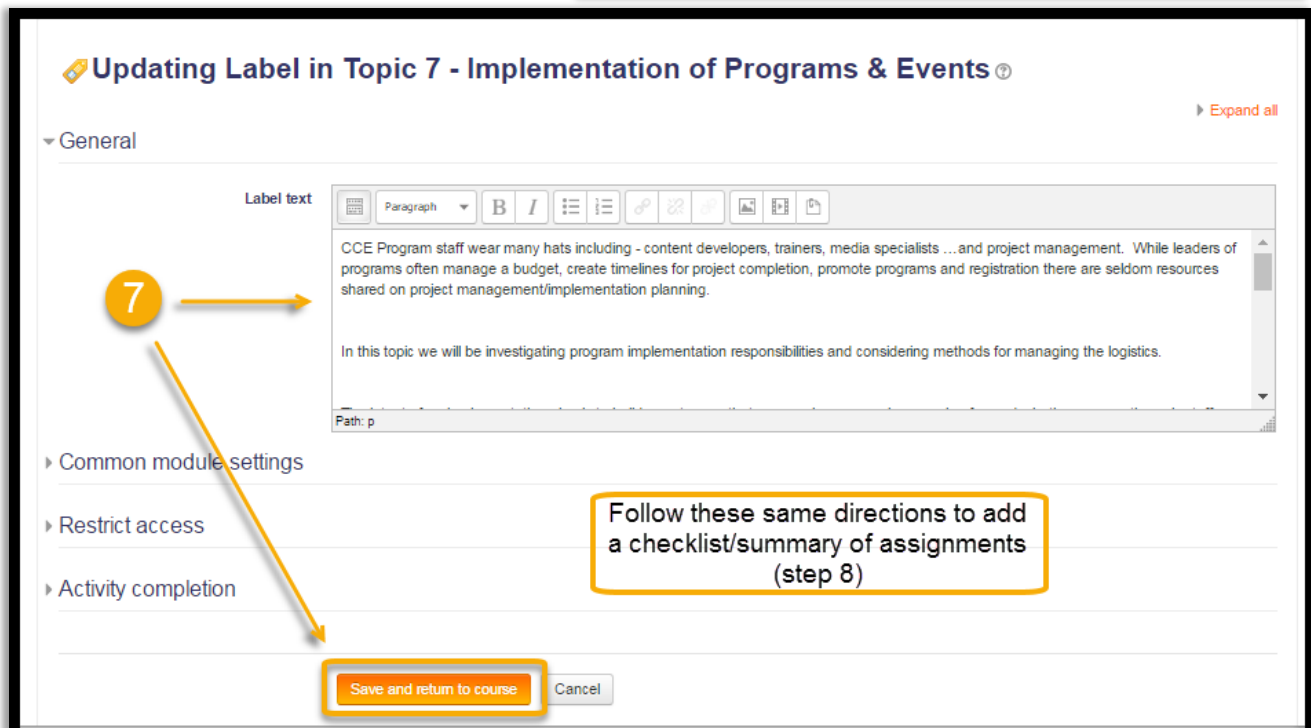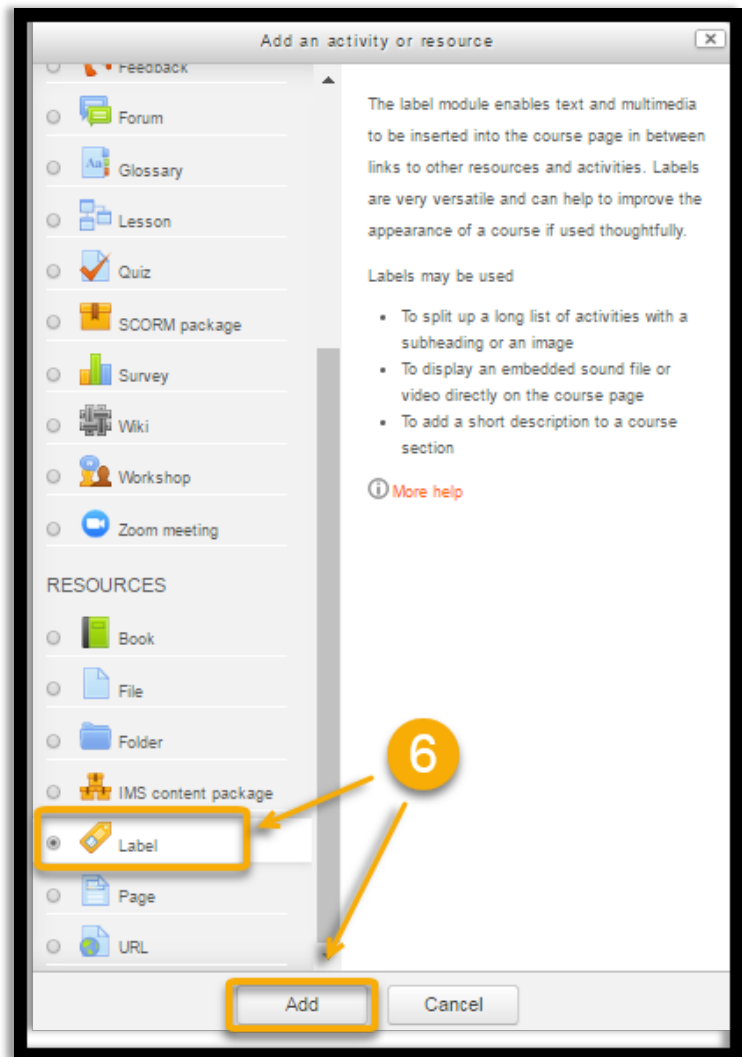
1. Turn editing on

2. Keep News & Announcements on top, but add no details

3. Choose a topic. Select > **Edit summary (gear icon)**.

4. Uncheck > **Use default section name**, Add > **Section name**, leave **Summary** content blank, > **Save changes**

5. Back to the topic menu. Select > **Add an activity or resources**
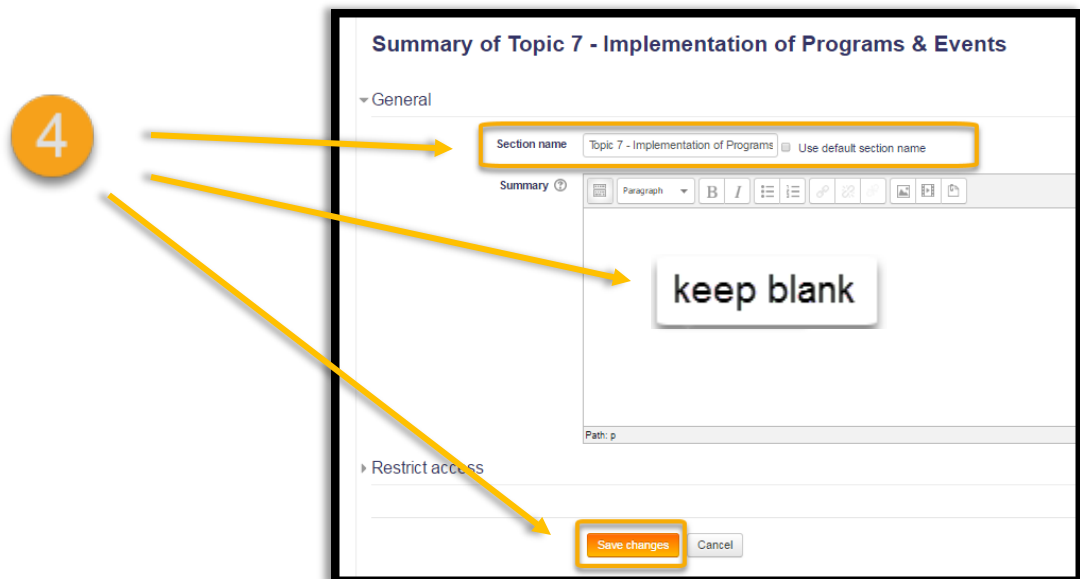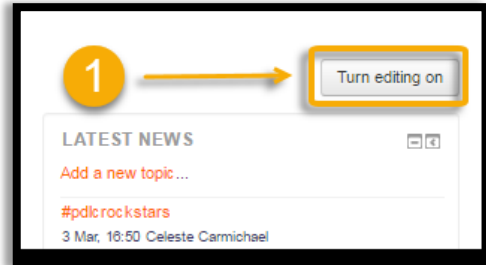
6. Select > **Label** > **Add**

7. Add background content text to "Label text" > **Save and return to course**. Note that a label is very versatile and can help to improve the appearance of a course – split up a long list of activities, embed sound or video or an app etc.

8. Add an additional label (repeat 4 – 6) this time adding a checklist/summary of assignments in the "Label text"

9. More activities, assignments etc. may be added (repeat step 4 selecting activity or resource desired) > **Add**

Add an activity or resource

Feedback

○ Forum

The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

○ Glossary

○ Lesson

○ Quiz

○ SCORM package

Labels may be used

○ Survey

○ Wiki

○ Workshop

- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page
- To add a short description to a course section

○ Zoom meeting

ⓘ More help

RESOURCES

○ Book

○ File

○ Folder

○ IMS content package

○ **Label**

○ Page

○ URL

Add   Cancel

🏷️ **Updating Label in Topic 7 - Implementation of Programs & Events** ⓘ

▶ Expand all

▾ General

Label text

CCE Program staff wear many hats including - content developers, trainers, media specialists ...and project management. While leaders of programs often manage a budget, create timelines for project completion, promote programs and registration there are seldom resources shared on project management/implementation planning.

In this topic we will be investigating program implementation responsibilities and considering methods for managing the logistics.

Path: p

▶ Common module settings

▶ Restrict access

▶ Activity completion

Follow these same directions to add a checklist/summary of assignments (step 8)

Save and return to course   Cancel

Step 3: Review topic content for consistency

Once a learner clicks on a topic, what do they see? The example below is what appears if you have followed the directions in this document, each topic should have consistent format.

- -

1. News Forum stays on top. Section kept short by not adding additional content.

2. Topic Title - kept simple. No addition content added to the topic summary.

3. Topic Content/ Intro – added as a "label" resource.

4. Topic Checklist – added as a second label resource.

5. Activities or resources – added as appropriate.