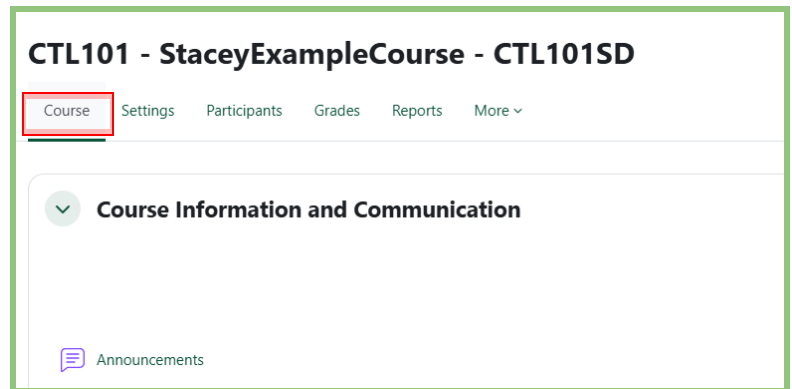


EduCat - Course Settings and Editing

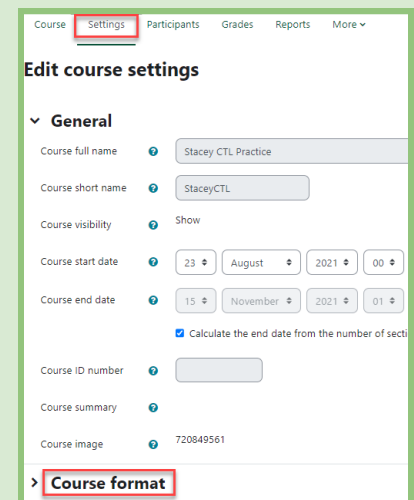
Within your course page you can move items, edit each item's settings and change the way in which your sections are shown.

1. Log into EduCat and click into your course. A series of menus are under your course name. The default entry point is **Course**. The **Course** menu item brings you to the main page of your course.



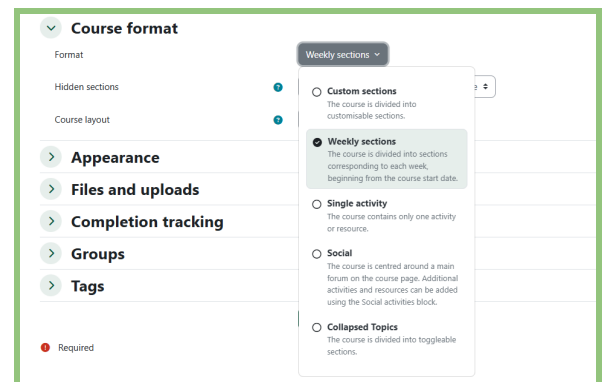
Settings

2. Under the Settings Menu you are able to edit the **Course Format**. Click on **Settings** on the menus along the top of the course. Open the **Course Format** menu by clicking on the rotating arrow or the title.



Course format

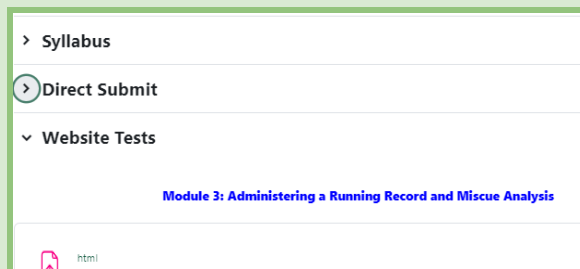
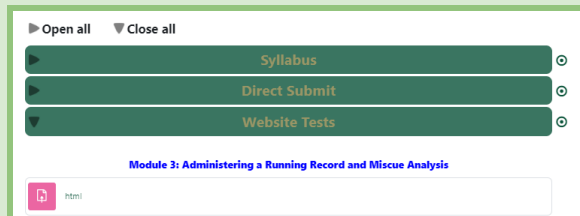
Format: Choose a format for the organization of your course page.



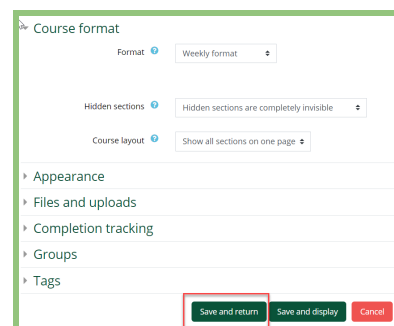
3. Choose a format (suggested formats described below)

- Collapsed Topics - uses a rounded rectangle to create labels which can be opened and closed and identified with weekly or topic wording.
- Topics format - lets you label each section - ex. Quizzes, Homework, Theory, Syllabus, Chapter 1 Content, etc.
- Weekly format - labels each section by week - for example 6 September - 12 September

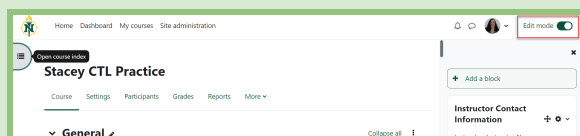
Within each option there are more settings you can change such as the name, color of the collapsible bar, font color, number of sections, hidden sections, etc.



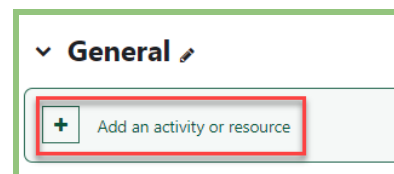
4. Scroll down to the bottom of the page and choose **Save and Return** to course to see your changes.



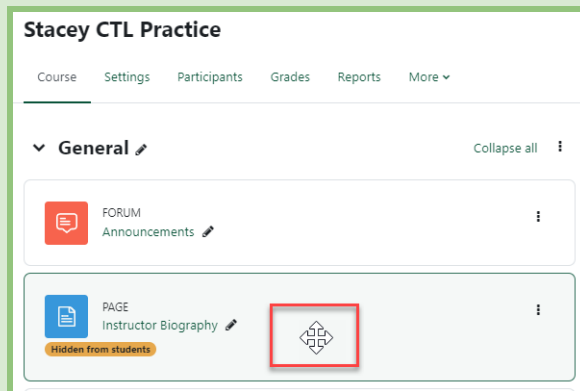
5. Once you have identified your topic/section displays you can start adding elements and editing the page. Editing allows you to move individual items and topics as well as edit their settings. Start by turning **Edit Mode** on with the toggle in the upper right corner.



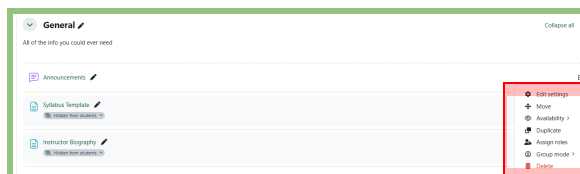
6. With editing on, you are able to add **Activities or Resources**. - Go to the section where you would like the activity to display Click on **Add an activity or resource**. (See [Assignment](#), [Attendance](#), [Book](#), [File](#), [Quiz](#), [URL/Web Link](#) and other EduCat elements)



7. Also with editing on, the crossed arrows allow you to drag and drop an item within a section or to another section on the page.

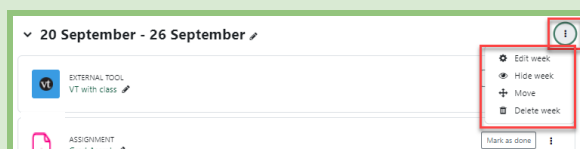


8. The **Edit** menu (or Kebab Menu) to the right of each item allows you to edit its specific settings, move the item on the page, move to the right or left (similar to indentation), hide or show an item, duplicate, or delete the item.



9. To edit a section, turn Editing On and click on the **Edit Menu** next to the topic. You have the options to:

- **Edit topic/week/section** (change from the default to a custom name, add a summary, Restrict Access)
- **Hide topic/week/section** (hides from students)
- **Move topic/week/section**
- **Delete topic/week/section**



10. As an editing shortcut, with Editing on, you can use the **pencil icon** to just change the name of a topic/section/week. Type in the new name and press **Enter** on your keyboard.

