Modify Section Names and Access Settings in a Moodle Course web site

Introduction

When modifying the course format using either the Topics format or Folder View format, topic titles will be identified as numbers corresponding with the number of weeks/topics you selected using the drop down menu. This document will demonstrate how to modify the default section names/titles and access settings within your Moodle Course web site.

**Step 1:** To begin, click the **Turn editing on** after you have logged into your Moodle course web site.

The **Topic Outline Edit Page** will appear as shown below.

![Topic Outline Edit Page](image)

**Step 2:** Click the **Edit Summary** icon for the section you want to edit. In this example, we will click on the **Edit Summary** icon for Topic 1.

![Edit Summary Icon](image)
Step 3: Deselect the **Use default section name** checkbox

Step 4: Enter a **name** in the Section name field. For this example, we will use the name *Week 1: Early Civilization*.

Step 5: Enter a **Summary** in the **Summary** field.

Note: The summary is brief amount of text to prepare students for the material that will be presented within the topic or week. The text is shown on the course page under the section name.

Next we will modify the access settings. Access settings allow you to release course material to your students based on a course schedule that you determine.

Step 6: Check the **Enable** checkbox to modify the *Allow access from* dates.
In this example, we will select 2, **October, 2011** from the drop down menus to allow students to access the material on October 2, 2011. Modify the *Allow access until* dates as needed. Generally speaking once material is made available to students it is customary to allow them to access the material thereafter. However, you may decide differently.

Note: The difference between access from/to dates and availability settings for the course item is that outside the set dates the latter allows students to view the course item description, whereas access from/to dates prevent access completely.
Step 7: Finally, using the drop down menu, modify the viewing access for this item. Options include: Show this greyed out, with restriction information or Hide this entirely. In this example, we will select, Hide this entirely, so that students will not see this item until other settings are met.

Before this can be accessed Hide this entirely

Step 8: Click Save changes, when finished.

Save changes Cancel

The Course Home page will appear based on your modified settings as shown below.

Conclusion
We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.