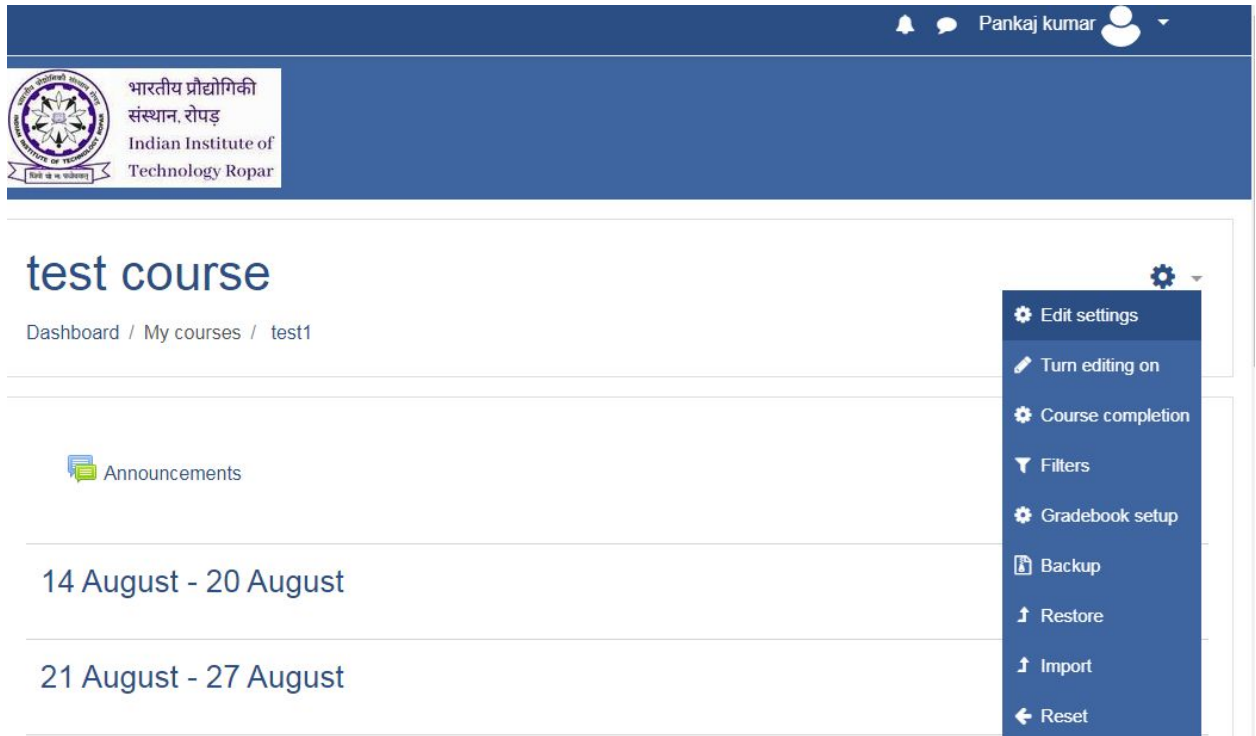


## To add course description and change the format of the course

### How to add course description.

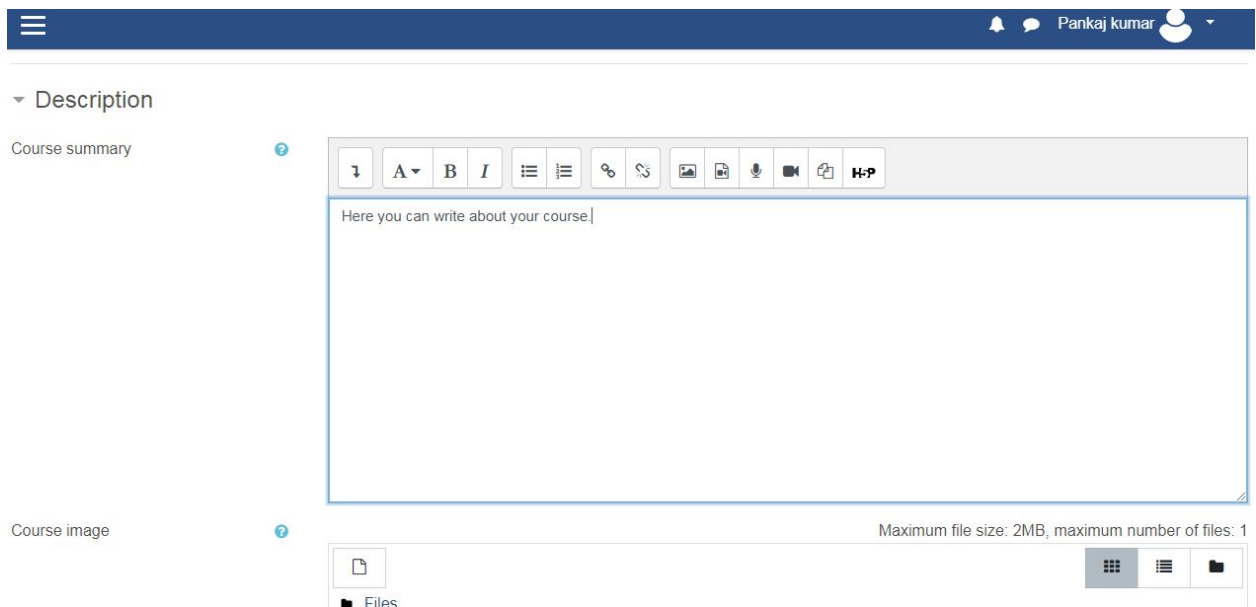
You can add a brief description to your course in moodle. It will be shown to the students/users in the course. To add the course description following steps are there:

1. Go to your course. There, on the top right corner click on the “gear” icon, a menu will appear. From that menu select the **Edit Settings** option.



The screenshot shows the Moodle course interface for a course titled "test course". At the top, there is a header with the Indian Institute of Technology Ropar logo and name in Hindi and English. Below the header, the course title "test course" is displayed, along with a breadcrumb trail: "Dashboard / My courses / test1". A gear icon in the top right corner has been clicked, opening a settings menu. The menu options are: "Edit settings", "Turn editing on", "Course completion", "Filters", "Gradebook setup", "Backup", "Restore", "Import", and "Reset". Below the menu, there are sections for "Announcements" and two date ranges: "14 August - 20 August" and "21 August - 27 August".

2. A page will open, in that page go to **Description** option by scrolling down, and in that **course summary** you can write a brief description about your course as shown below.



The screenshot shows the Moodle course description editor. At the top, there is a header with the Moodle logo and the user's name "Pankaj kumar". Below the header, there is a "Description" section. The "Course summary" field is active, and a rich text editor is displayed. The editor has a toolbar with various icons for text formatting (bold, italic, underline, list, link, unlink, unlink all), image, video, audio, and help. The text area contains the placeholder text "Here you can write about your course!". Below the text area, there is a "Course image" field. To the right of this field, it says "Maximum file size: 2MB, maximum number of files: 1". Below the "Course image" field, there is a file upload area with a "Files" button and a file list.

3. After writing the description scroll down and click on the **save and display** button.
4. Your added description will be then shown to students as below:


▼ other

---

🔄 test course

Here you can write about your course.

Teacher: Pankaj kumar



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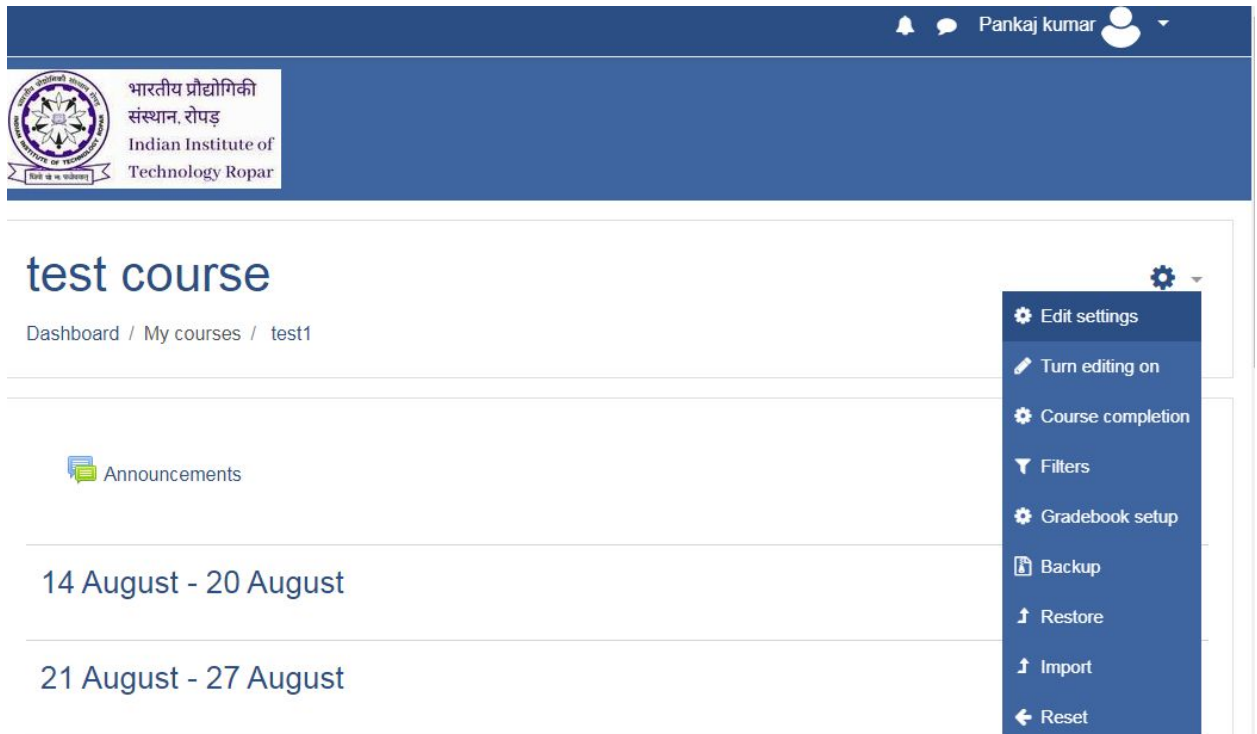


## How to change course format

You can change the course format according to your requirements/choice.

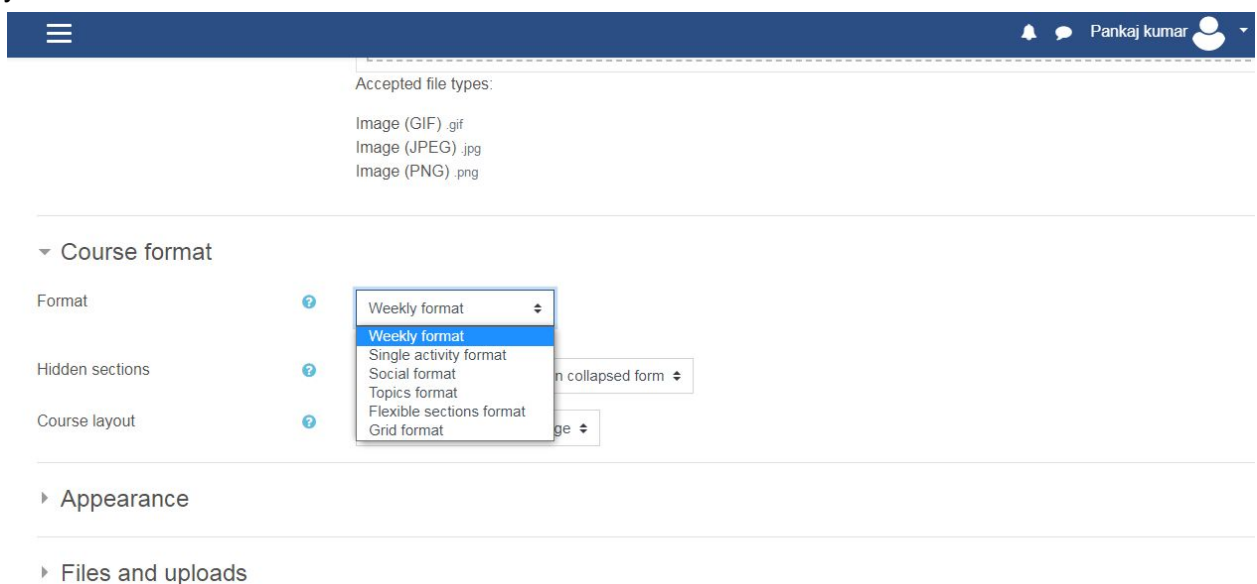
To do so you can follow the below steps:

1. Go to your course. There on the top right corner click on the “**gear**” icon, a menu will appear. From that menu select the **Edit Settings** option.



The screenshot shows the top navigation bar with the user's name 'Pankaj kumar' and a gear icon. Below the header is the logo of the Indian Institute of Technology Ropar. The main content area displays 'test course' and a breadcrumb trail 'Dashboard / My courses / test1'. A settings menu is open on the right, listing options: Edit settings, Turn editing on, Course completion, Filters, Gradebook setup, Backup, Restore, Import, and Reset.

2. A page will open, in that page go to **course format** option by scrolling down, and in that you can select the format of the course as shown below:



The screenshot shows the 'Course format' settings page. At the top, there is a list of 'Accepted file types': Image (GIF) .gif, Image (JPEG) .jpg, and Image (PNG) .png. Below this, the 'Course format' section is expanded, showing a dropdown menu for 'Format' with options: Weekly format, Single activity format, Social format, Topics format, Flexible sections format, and Grid format. The 'Weekly format' option is currently selected. Other settings like 'Hidden sections' and 'Course layout' are visible but not expanded. Below the 'Course format' section are sections for 'Appearance' and 'Files and uploads'.

3. After selecting the particular format go to the bottom of the page and click on **save and display**.
4. After that you are able to see the course in your selected format
5. Some of the examples of course format are shown below:

### Weekly format




The screenshot shows a course page with a dark blue header. On the left is a hamburger menu icon, and on the right is a notification bell, a chat bubble, and a user profile for 'Pankaj kumar'. Below the header, the breadcrumb 'Dashboard / My courses / test1' is visible. The main content area contains two icons: 'Announcements' and 'Social forum'. Below these are three weekly periods: '14 August - 20 August', '21 August - 27 August', and '28 August - 3 September'. Each period has a blue button labeled 'Hidden from students' below it.

### Topics format:



The screenshot shows a course page with a dark blue header. On the left is a hamburger menu icon, and on the right is a notification bell, a chat bubble, and a user profile for 'Pankaj kumar'. Below the header, the breadcrumb 'Dashboard / My courses / test1' is visible. The main content area features the title 'test course' in large blue font, with a settings gear icon to its right. Below the title is an 'Announcements' icon. The main content is organized into four horizontal sections labeled 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'.



## Sections format:

Pankaj kumar


Dashboard / My courses / test1

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### General

-  Announcements
-  Social forum

Section 1      Section 2      Section 3      Section 4



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