Modifying Information

By default, any course material you need has already been provided to you by the Moodle Support team. This includes the course home page and individual content pages. From time to time, however, it's possible that you may still need to make minor changes to the existing information. This how-to document has been created specifically for that purpose.

Caution: All changes should be made to the text only*, and not to the format because a template has already been selected and approved by your department.*

Overview

In this how-to document, we will focus entirely on editing activities that are not covered within the scope of the [moodledocs library](#). Those items include the following:

1. To Edit a Content Page
2. To Review the Course Information Page
3. To Manage Images & Copyright Information

To Edit a Content Page

Content pages are the essential building blocks of a lesson. They contain high-level overview information, such as the following:
- Lesson Number
- Unit Name
- Key Concepts
- Learning Objectives and Activities

The procedure below will walk you through the process of modifying any of those building blocks.
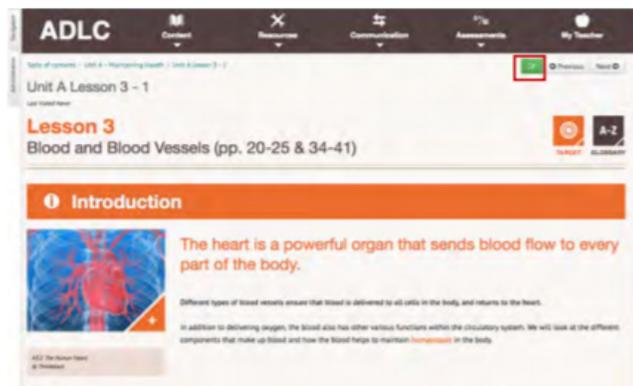
1. On the navigation bar, select the **Content** menu and choose **Table of contents** from the dropdown.
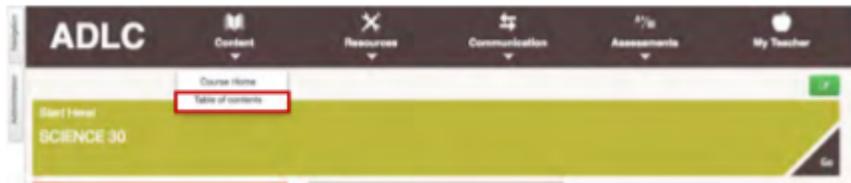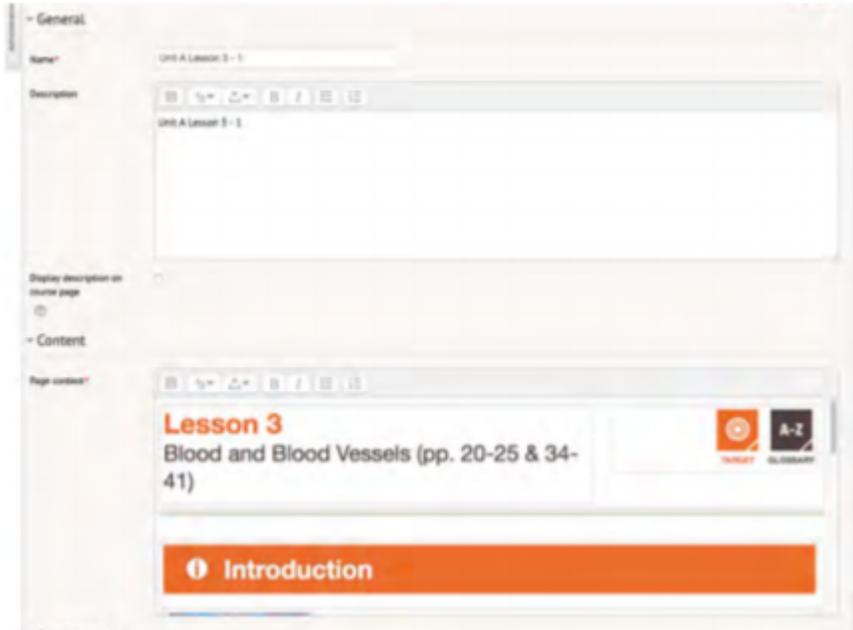

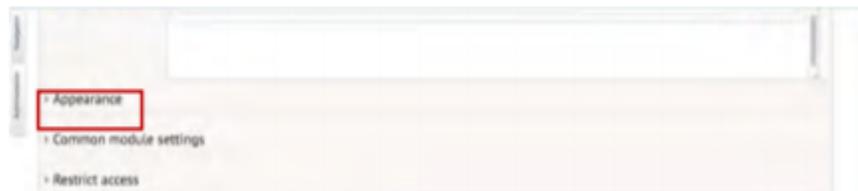2. Select a **page within a unit** from the list.

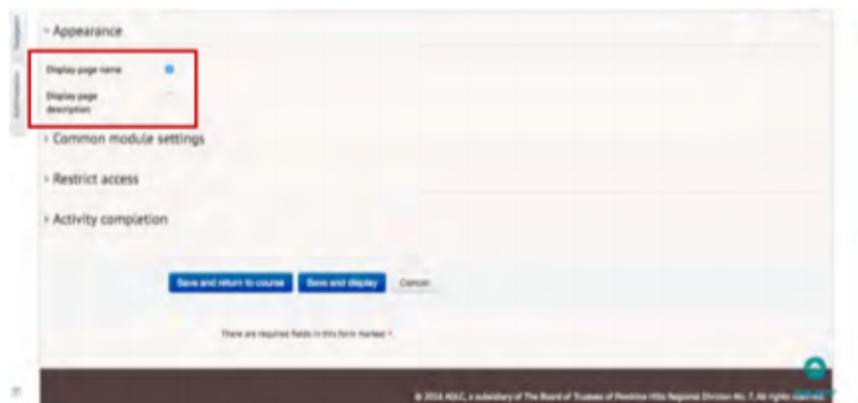3. Click the **Edit settings** button to enable editing.

4. In the **General** and **Content** section, make changes to the text *only*.

5. Scroll down to the **Appearance** section, and click on it to expand it.

6. Check the boxes beside the items you want to display.

7. Click **save** and **display** to apply your changes.

To Review the Course Information Page

The Course Information page contains detailed course information which includes the following:

- course ID number
- course full name
- course short name
- marker description
- course start date

You can access it by following the instructions provided in the following section. Caution: When viewing or editing the Course information page, take care not to delete it because it contains important course information that would not otherwise be found on ADLC's Learning Management System (LMS).

1. On the navigation bar, select the Content menu and choose **Table of Contents** from the dropdown.

2. Select the **Course Info** link.

3. Note the information in the **General** section. If any of it is incorrect, you can edit the information directly in the fields provided and click **Save changes** to apply your changes. If you simply wish to view this page and do not want to make any changes, click **Cancel** to return to the course home page.
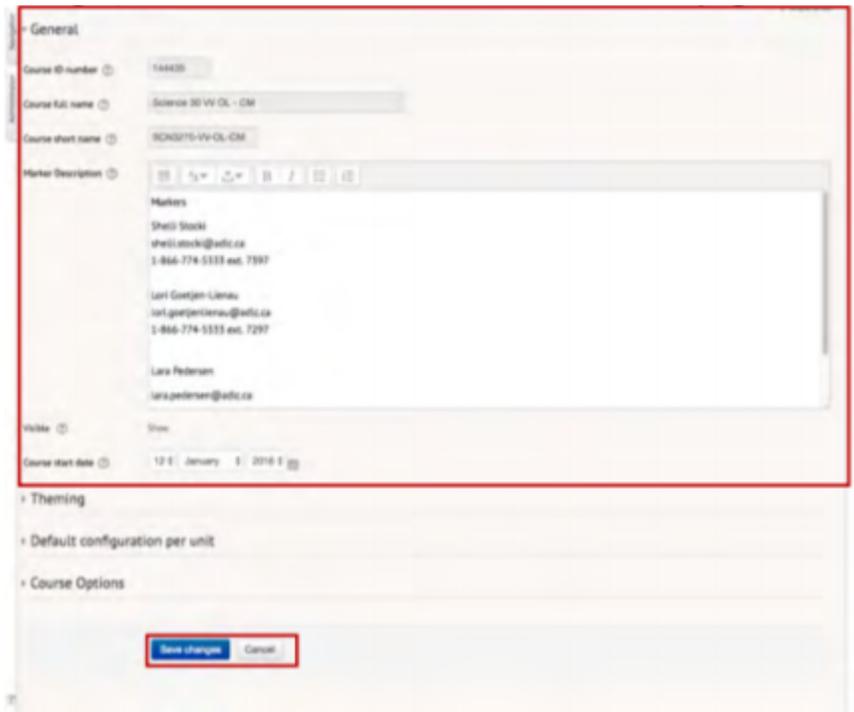
To Manage Images & Copyright Information

All content pages allow for the use of visuals/imagery. If you choose to incorporate them into your work, please follow these guidelines to produce best results:

- Permissions: Obtain copyright permission for all images in print or online courses.
- Sizing Adjust the size and/or shape of the image to fit the page layout.
    - If the image is for use online, set the resolution to 150 pixels/inch.
    - If the image is for use in print, set the resolution to 300 pixels/inch.
- Cropping: Decrease the file size to ensure faster upload times on the internet.
    - If the image is less than 75% of the width of the webpage, set the image width to 800 pixels.
    - If the image is more than 75% of the width of the webpage, set the image width to 1200 pixels.

Questions?
Give us a call at 1-866-774-5333 ext. 5322 or email moodlesupport@adlc.ca