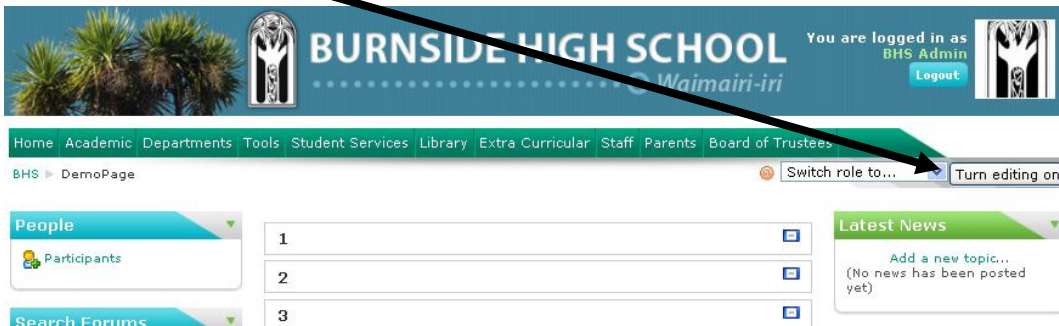
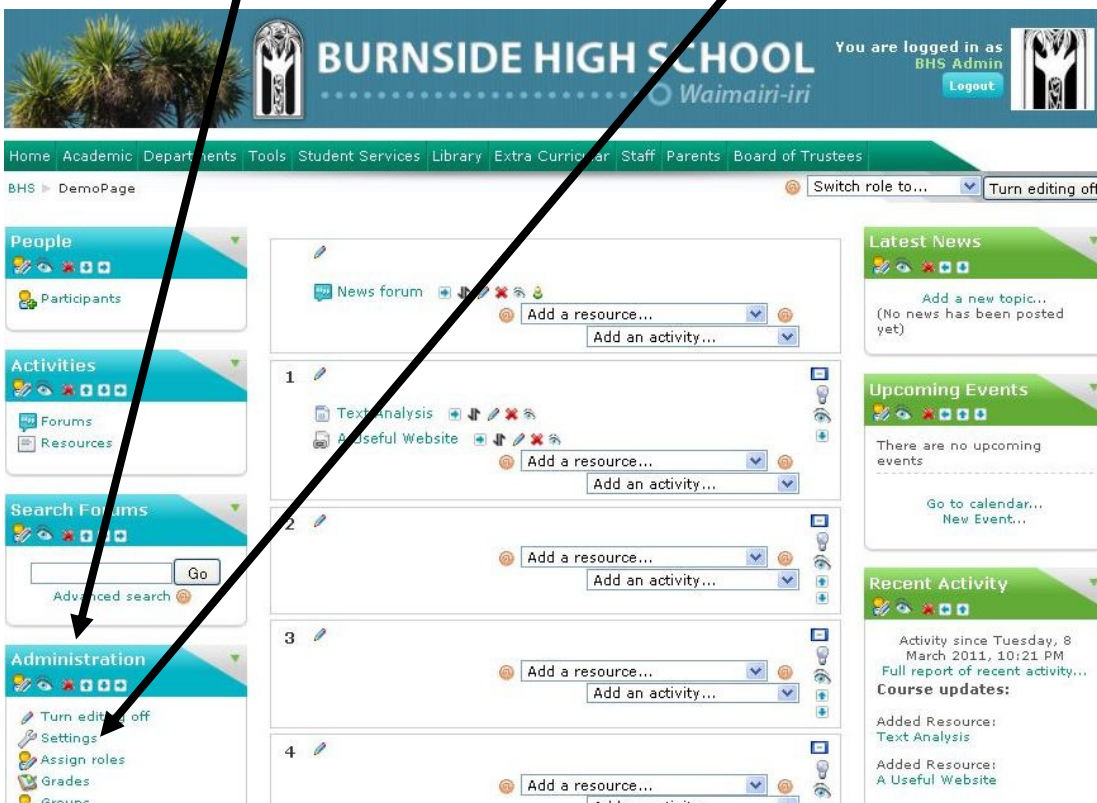


CHANGING THE COURSE FORMAT OF A MOODLE PAGE

1. Turn Editing On by clicking the button on the top-right of the page.



2. Find the 'Administration' block/box and click on 'Settings'.



3. Click on the box that says **Format** and choose the Course Format you want.

4. Clicking on the box called **Number of Weeks/Topics** allows you to choose how many numbered boxes there are in the central column of the page. (For most courses, this is the number of topics you teach, or the number of Achievement Standards you assess).

5. Scroll to the bottom of the page and click '**Save Changes**'.