

Configuring the General Section

- General section must provide an important information about the unit such synopsis. It also contains the information how to find the relevant important documents.

Roles

- Unit lecturer

Pre-condition

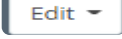

1. User must be in a Moodle course page as Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#) and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

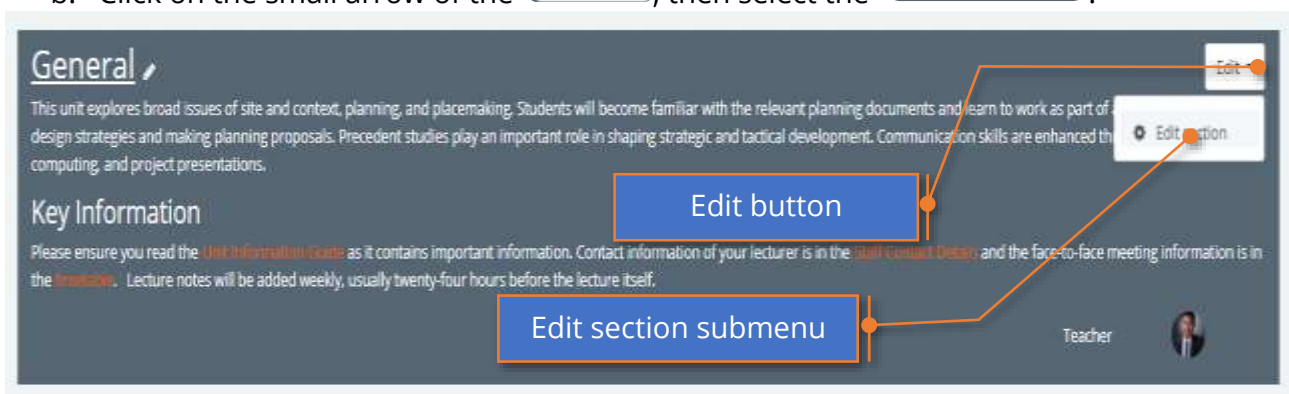
General Notes

1. Use sentence case and title case only. Use only uppercase letters for emphasis.
2. Do not overcrowd the General section with so many paragraphs.
3. The unit summary is a 1-2 paragraph unit synopsis.
4. Key information is a paragraph that guides students to find the important information about the unit such as Unit Information Guide, Lecturer contact information, time table and more.

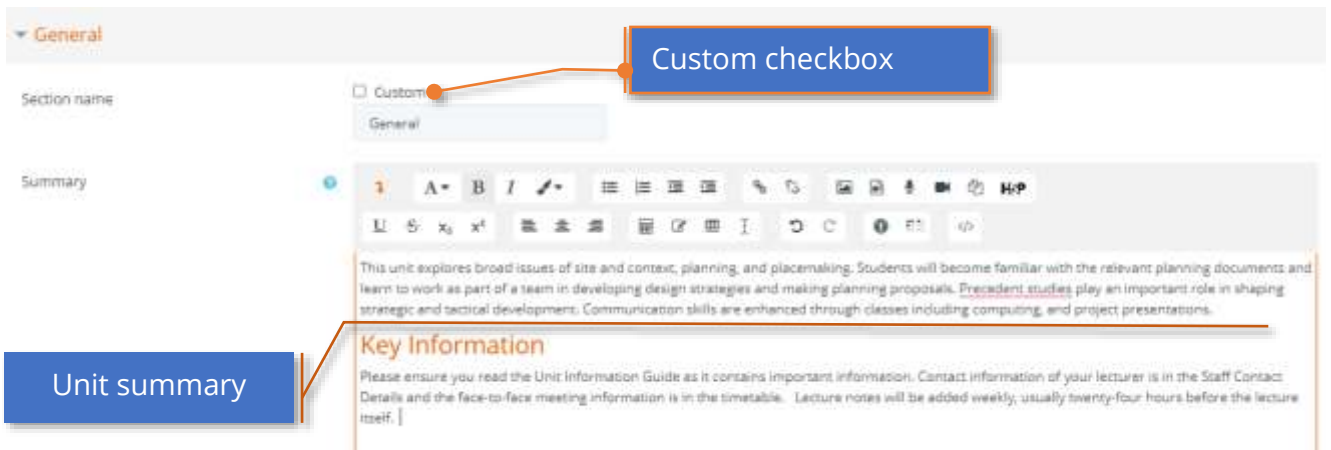
Procedure

1. Access the General Section editing page
 - a. Go to the General Section.

b. Click on the small arrow of the , then select the .



2. Configuring Summary of General page
 - a. Untick the Custom checkbox
 - b. Enter the unit synopsis.



General

Section name Custom
General

Summary

This unit explores broad issues of site and context, planning, and placemaking. Students will become familiar with the relevant planning documents and learn to work as part of a team in developing design strategies and making planning proposals. Precedent studies play an important role in shaping strategic and tactical development. Communication skills are enhanced through classes including computing, and project presentations.

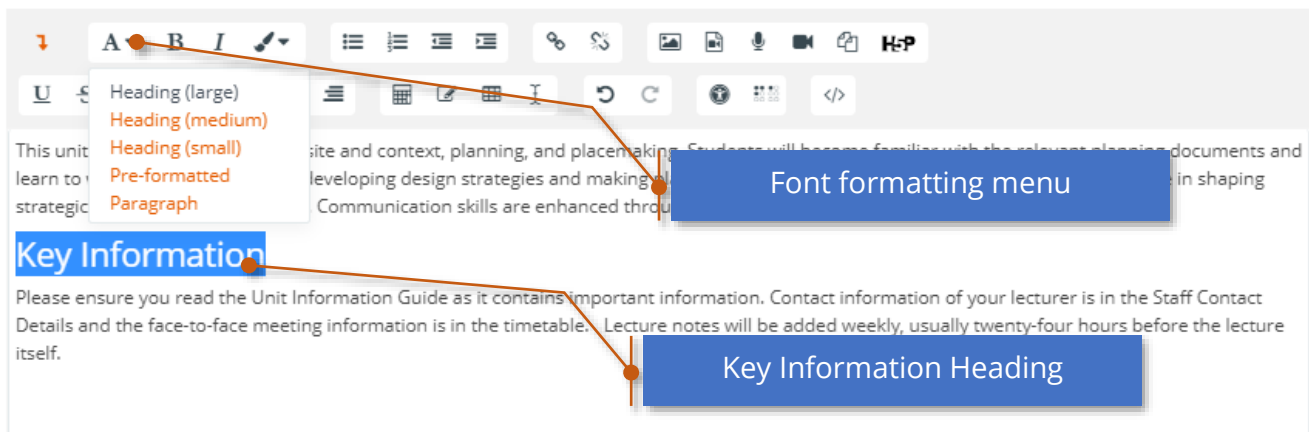
Key Information

Please ensure you read the Unit Information Guide as it contains important information. Contact information of your lecturer is in the Staff Contact Details and the face-to-face meeting information is in the timetable. Lecture notes will be added weekly, usually twenty-four hours before the lecture itself.

Unit summary

Custom checkbox

3. Configuring Key Information sub-section heading.
 - a. Go to the end of summary, then press enter to create a new line.
 - b. Enter "Key Information".
 - c. Select the Key Information.
 - d. Click on Font formatting menu, then select Heading (large).



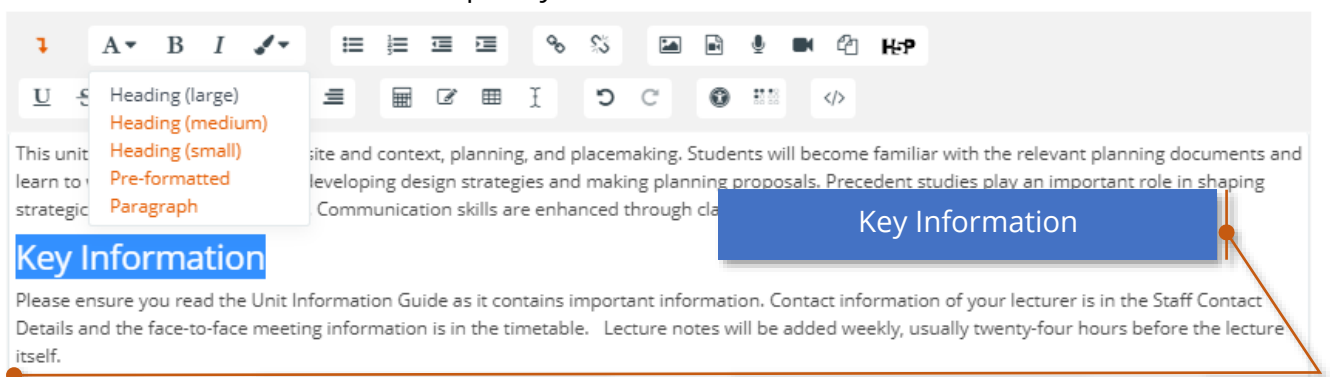
Heading (large)
Heading (medium)
Heading (small)
Pre-formatted
Paragraph

Font formatting menu

Key Information

Key Information Heading

4. Configuring Key Information sub-section.
 - a. Below the Key Information heading enter the key unit information.
 - b. See the screenshot for sample layout and content.



Key Information

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Key Information

5. Save
 - a. Leave other settings
 - b. Click Save changes

