

## Managing a section

---

- A. [Adding a section](#)
- B. [Editing a section heading](#)
- C. [Deleting a section](#)
- D. [Arranging sections, resources, and activities](#)
- E. [Indenting and unindenting](#)

### A. Adding a section

- A section in a Moodle course is a container and way to manage the contents. A section can be created for Unit assessments and various sections for weekly topics.

#### Roles

- Lecturer

#### Pre-condition

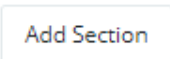
1. The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

#### General Notes

- Add the only required number of sections

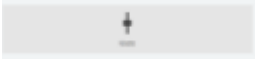
#### Procedure

1. Adding a section (Method 1)

- a. In an existing section, click the  to create a new section.



2. Adding multiple sections (Method 2)

- a. Scroll to the bottom of the Moodle course page.
- b. Click . Then prompts for number of sections.
- c. Specify the number of sections to be added.



**Outcome**

- The empty section is created.

## B. Editing a section heading

- The section heading is the identification of the heading. Customizing the heading title can help course navigation and consistency.

### Roles

- Lecturer


### Pre-condition

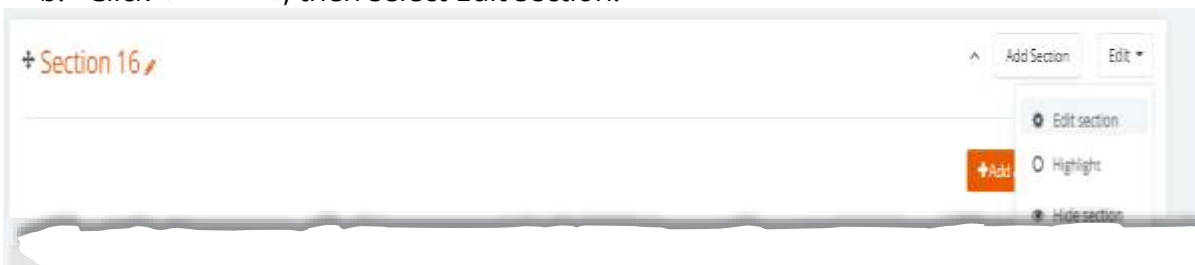
1. The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

### General Notes

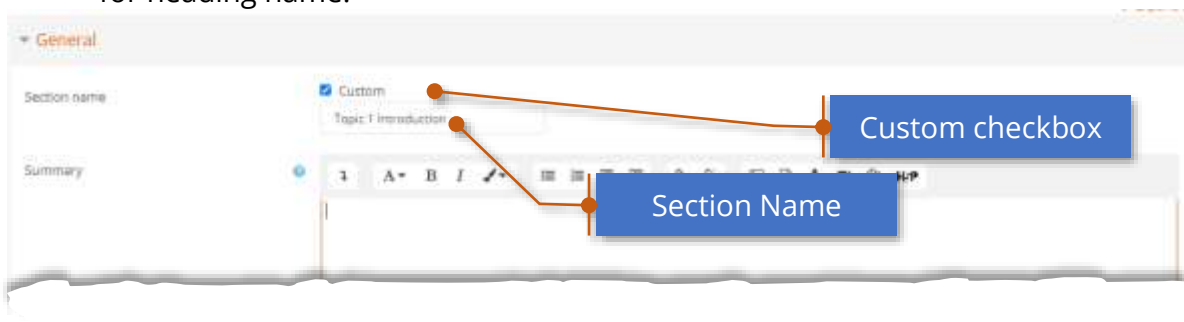
1. Use sentence case and title case only. Use only uppercase letters for emphasis.
2. Section name for Assessments section is Assessments
3. Section name for topic-wise teaching content is Topic + number + complete title of the topic.
4. Section name for content only teaching content is Study Materials

### Procedure


1. Accessing section heading editing page
  - a. Go to the section that you want to configure the heading.
  - b. Click  , then select Edit section.

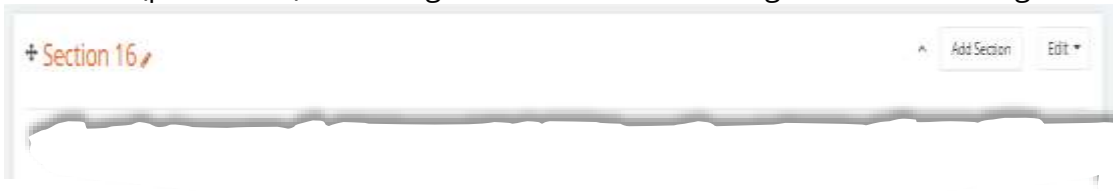


2. Set the proper section heading
  - a. Tick the custom checkbox, then enter the proper heading. See General Notes above for heading name.

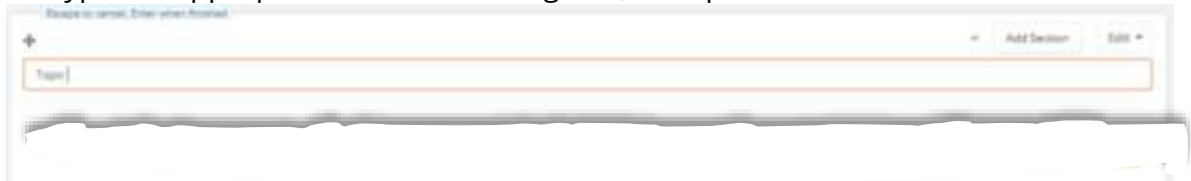


*Alternative for Step #3*

- a. Click the  (pencil icon) on the right of the section heading to activate editing mode.



- b. Type the appropriate section heading text, then press enter.



- c. No need to go to #4.

**3. Save**

- a. Leave all other settings
- b. Click Save changes; otherwise, click Cancel to undo.

**Outcome**

- A new section heading

### C. Deleting a section

- Removing unused sections is necessary to unclutter a course.

#### Roles

- Lecturer

#### Pre-condition


1. The user must be on a Moodle course page as a 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](#).
3. A course section is existent.

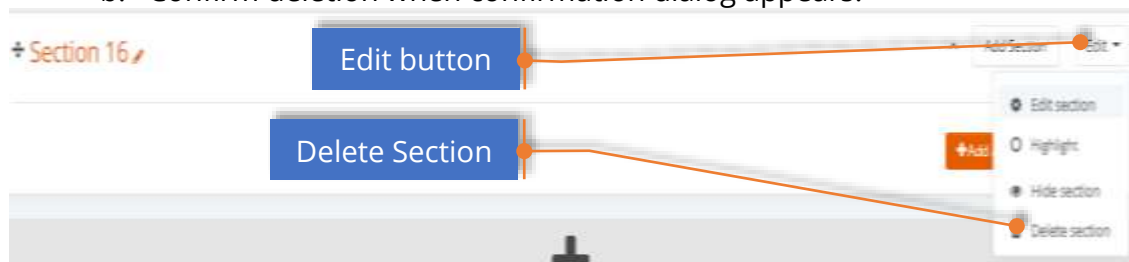
#### General Notes

1. Warning. A deleted section cannot be recovered after deletion.

#### Procedure

- 1 Deleting a section.

- a. Click , then select Delete Section.
- b. Confirm deletion when confirmation dialog appears.



#### Outcome

The section disappears.

## D. Arranging Moodle course contents

- Reordering course contents applies to section and contents with the section to other sections.

### Roles


- Lecturer

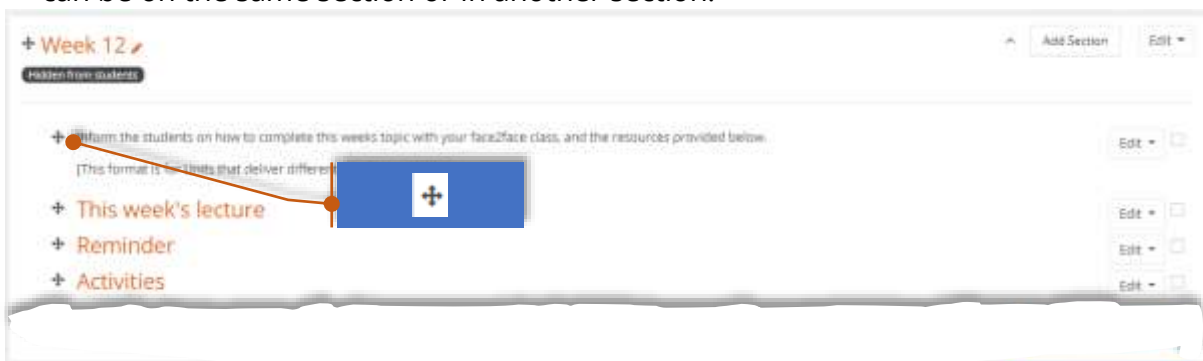
### Pre-condition

1. The user must be on a Moodle course page as a 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](#).
3. There are activities and/or resources in the sections.


### General Notes

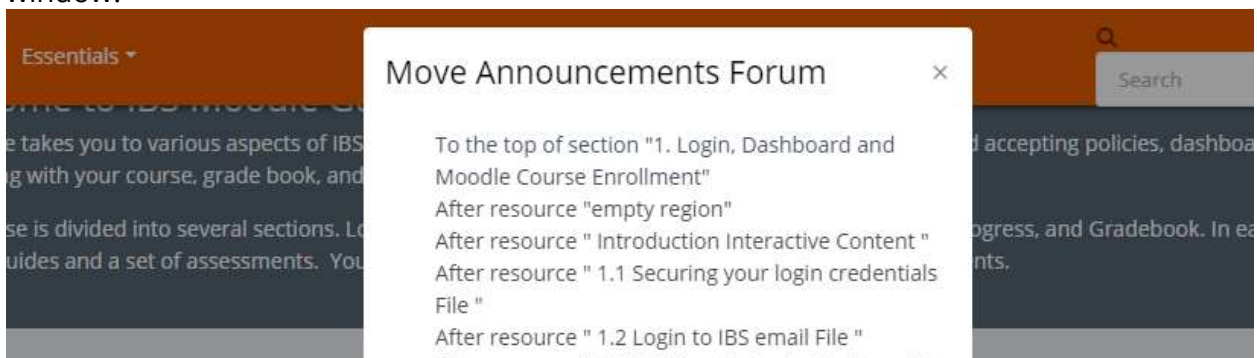
### Procedure

1. Moving an activity or section.
  - a. Locate the section or activity you want to move.
  - b. Click  beside the activity or section, then start drag to its new location. The new location can be on the same section or in another section.



### Alternative Method

- a. Click  beside the activity or section, then click on the new location from the popup window.



### Outcome

- The section or activity or resource in a new location.

## E. Indenting and Unindenting

- Indenting any content show hierarchy of the contents, thus increases the readability. Indenting can be applied to activities and resources.

### Roles

- Lecturer

### Pre-condition

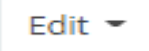
1. The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

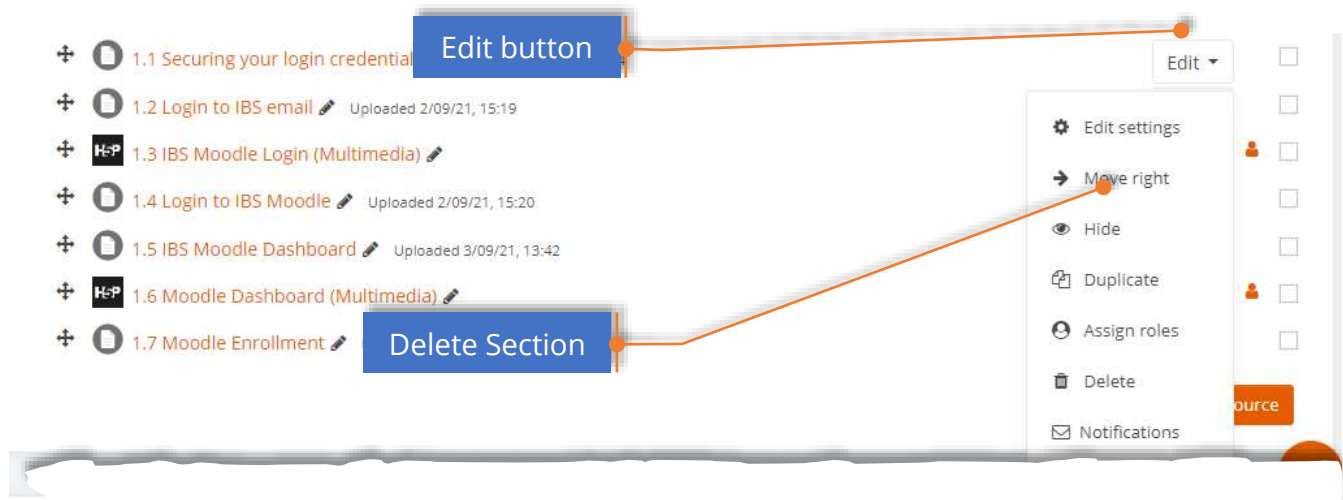
### General Notes

- For unindenting, follow the procedure as indenting, except the menu is changed to Move left.
- Repeat the procedure below if you wish to have another indent.

### Procedure

1. Indenting an activity or a resource.

b. Click , then select Move right if indenting.



The screenshot shows a Moodle course page with a list of sections. The sections are:

- 1.1 Securing your login credential
- 1.2 Login to IBS email (Uploaded 2/09/21, 15:19)
- 1.3 IBS Moodle Login (Multimedia)
- 1.4 Login to IBS Moodle (Uploaded 2/09/21, 15:20)
- 1.5 IBS Moodle Dashboard (Uploaded 3/09/21, 13:42)
- 1.6 Moodle Dashboard (Multimedia)
- 1.7 Moodle Enrollment

An 'Edit' button is highlighted above the first section. A blue box labeled 'Edit button' points to it. A blue box labeled 'Delete Section' points to the '1.7 Moodle Enrollment' section. An 'Edit' dropdown menu is open, showing options: Edit settings, Move right, Hide, Duplicate, Assign roles, Delete, and Notifications. An orange arrow points from the 'Move right' option to the first section.

### Outcome

An activity or a resource is indented.