

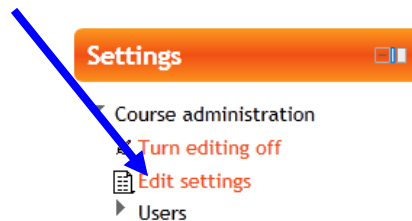
## Collapsing, Opening and Re-ordering Sections

When designing your course, you have the option to determine how many sections you want to have available and whether or not you'd like the sections to be totally invisible or in collapsed form. The following step-by-step instructions will provide useful details for managing the sections in your course.

### Determining the Number of Sections

To determine the number of sections in your course:

1. Ensure you are in the editing mode by clicking on the **"Turn on editing"** button at the top right-hand side of your page
2. Click on : **Settings>Edit Settings**



3. Cursor down the page to the **Number of Weeks/Topics** and change the number to reflect your needs



4. Cursor down the page and click on **Save and Return to Course**.

## Hiding and Revealing Sections

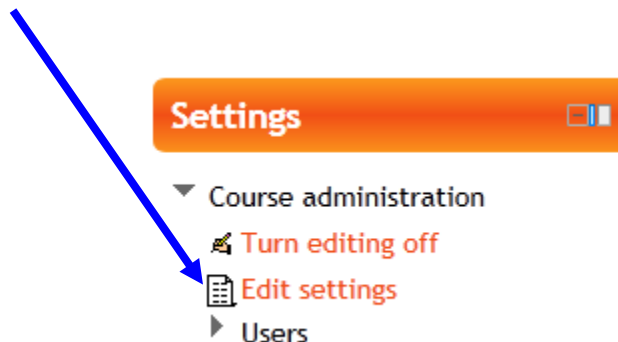
When you are working on a specific section, you may *not* want it available to students. You can continue to work on the section while it is in the invisible mode. The small eye icon on the right-hand side of section determines whether or not the section is visible. In the image below the eye is in the **open position** indicating that it is **visible** to the learners.



The eye is a **toggle** (on/off) switch. To make this section **invisible**, simply click on the eye to **close it**. You'll note that the file names are greyed out when you do so. The grey colour is a visual reminder that the section isn't available to the students. Please note that the eye icon is also next to the resources and activities that you've created.

## Making Sections Appear Invisible or Collapsed

1. Click on: **Settings>Edit Settings**



2. Cursor down the page to “Hidden sections” and determine which of the following options you’d prefer:

Hidden sections

Completely Invisible



Collapsed Form



3. Cursor down to the bottom of the page and click on **Save and Return to Course**.

## Re-ordering Sections

You can re-order sections by **dragging the four-headed move arrow** (below the topic number) on the left-hand side of the page. When you move a section the topic numbering will change automatically.

**Move**  
Drag & Drop

**Collapse/Expand**

**Highlight** (toggle switch for coloured bands on either side of the section to draw students eyes to pertinent material)