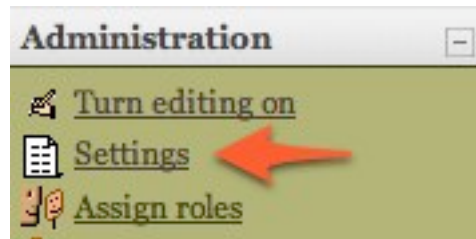


How to . . .**Change Course Format - Topics to Weekly Organization**

1. Click on **Settings** under the Administration block on the left



2. Please do not make any changes to the category, full name, short name or Course ID number. You **can** paste your course description in the summary section.

3. Change the **Format** to **Weekly** and change the **Number of weeks/to** 14

 A screenshot of the course settings interface. It shows two dropdown menus. The first is labeled 'Format' with a help icon and is set to 'Weekly format'. The second is labeled 'Number of weeks/topics' and is set to '14'.

4. Scroll to the bottom and Click **Save changes**

A rectangular button with the text 'Save changes' in a bold, sans-serif font.

Remove the News Forum

1. Click on **Settings** under the Administration block on the left



2. Set **News items to show** to **0**

A screenshot of the 'News items to show' setting. It consists of a label 'News items to show' with a help icon, followed by a dropdown menu set to '0'.

Block Guest Access

To make your course unavailable to viewers outside the community– note currently guests can view the front page of your course but cannot view uploaded documents, assignments or the contents of the course forums.

Change Guest access to **Do not all guests in**

A screenshot of the 'Guest access' setting. It consists of a label 'Guest access' with a help icon, followed by a dropdown menu set to 'Do not allow guests in'.