# Moodle Survival Guide # 3- Changing a Topic Summary

Introduction: This guide will assist users with instructions on how to edit a topic summary on their Moodle course page.

I. A topic summary is used to describe what's happening in class on that particular week or topic. Usually teachers provide a short description on what students can expect to cover. Oftentimes they will include reminders for what tests or assignments are due that week as well.

II. **Step 1**
   a. Log into the Moodle course that you want to make changes to.
   b. Once logged in, turn your attention to the center of the Moodle page where all of the topics or weeks are depending on which format was chosen.


   c. To make changes to the Topic Summary, **turn your editing button ON.** The editing button can be located in the upper right hand corner of the screen:
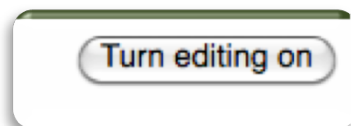
Or under the Administration block on the left hand side of the Moodle page
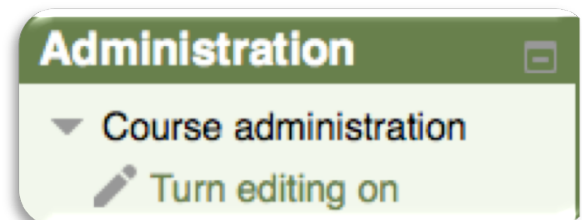
d. Navigate over to the topic or week that you would like to include a topic summary with. Click on the little **gear** underneath the topic name or week number.
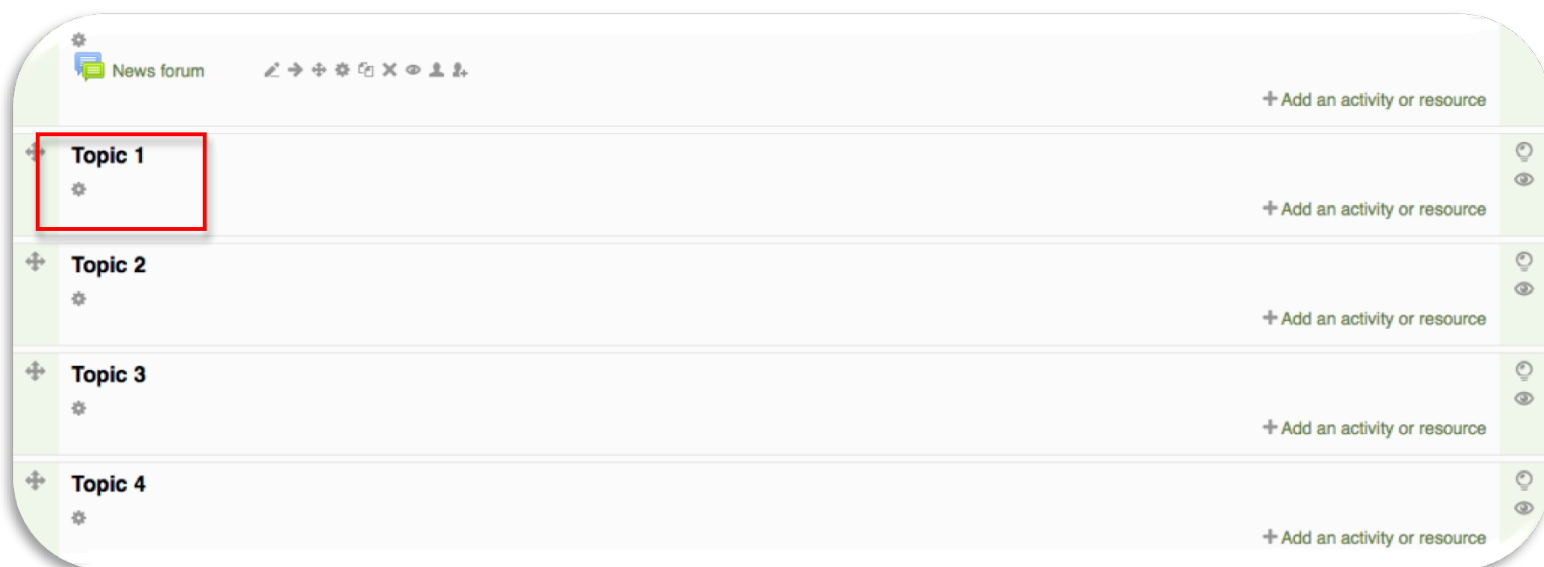
e. You can now type the topic summary in the text box provided for you. Keep in mind that if you would like to change the name of your week or topic, you can do so by unchecking where it says **Use Default Section Name** and typing in the desired name. Formatting tools can be utilized to make any changes to your text such as bold, italics, underline, etc. After you have completed your Topic Summary, press **Save Changes.**