

Managing the Course Settings

Understanding the options available in the Course settings is important to instructors as it gives you the ability to further customize your course to suit the needs of your students. Settings can also make the learning and teaching experience more pleasant.

Available Course Settings

General

- Course full name
- Course short name
- Course category
- Visible (Hide or Show the course)
- Course start date
- Course ID number

Description

- Course summary
- Course summary files

Course format

- Format (Topics, Weekly, Social, and Single activity formats)
- Number of sections
- Hidden sections
- Course layout

Appearance

- Force language
- News items to show
- Show gradebook to students
- Show activity reports

Files and uploads

- Maximum upload size

Completion tracking (if enabled)

- Enable completion tracking

Groups

- Group mode
- Force group mode
- Default grouping

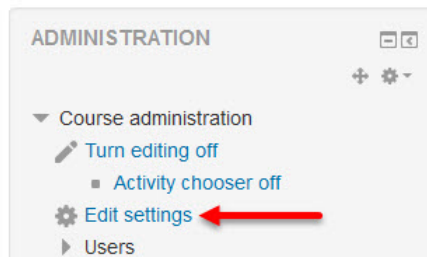
Role renaming (for example, change the label teacher to instructor in your course)

Tags

- Tags


Changing Course Settings in your course

1. On your course page, click on the Turn editing on button and locate the Administration block
2. Click on Course administration to expand the view if necessary
3. Click on Edit Settings



- 9 sections appear
4. Click on Expand all
 5. In the General section, input a descriptive name for the course.
 6. Input a Short name for the course.
- The course should already be in a category set by the site administrator.
7. Choose either Show or Hide (depending on your situation)
 8. Set the Course start date with the Calendar icon or the drop-down boxes.
 9. Ignore the Course ID number, please leave this box empty.


▼ General


Course full name* ?	<input type="text" value="LINC 4 (OK)"/>
Course short name* ?	<input type="text" value="LINC4_OK"/>
Course category ?	<input type="text" value="Ontario"/>
Visible ?	<input type="text" value="Show"/>
Course start date ?	<input type="text" value="1"/> <input type="text" value="February"/> <input type="text" value="2016"/> 
Course ID number ?	<input type="text"/>


Calendar
Icon

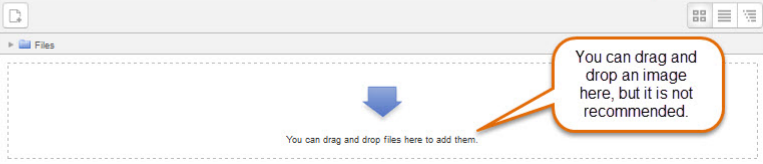
10. In the Description section, input a Course Summary

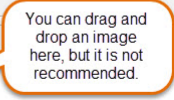
▼ Description

Course summary 

 This is a sample LINC 4 course for training documents and videos.

Course summary files  Maximum size for new files: 1MB, maximum attachments: 1

 You can drag and drop files here to add them.

 You can drag and drop an image here, but it is not recommended.

11. In the Course format section, choose either Weekly or Topics formats

12. Set the Number of sections, this can be altered at any time in the future.



13. Choose to hide Hidden sections from students or to collapse them.


- Most teachers choose to hide sections until they are ready to be used by students, due to the curriculum schedule.



14. Set the Course layout to either Show all sections on one page or to Show one section per page



- This setting is a personal choice for instructors. Try both and see what would be best for your teaching.

▼ Course format

Format  Topics format 

Number of sections 13 

Hidden sections  Hidden sections are completely invisible 

Course layout  Show one section per page 

15. In the Appearance section, choose the number of News items that will display in the Latest news block. If this is set to 0 then no items will display.

16. Set the Show gradebook to students to Yes or No

17. Set the Show activity reports to Yes or No

▼ Appearance

Force language

News items to show

Show gradebook to students

Show activity reports

18. In the Files and uploads section, choose the maximum upload size for student submissions.

▼ Files and uploads

Maximum upload size

These sizes are set by the site administrator, but you can change the Maximum upload size if you need to.

- Site upload limit (500MB)
- 500MB
- 100MB
- 50MB
- 20MB
- 10MB
- 5MB
- 2MB
- 1MB**
- 500KB
- 100KB
- 50KB
- 10KB

19. Once enabled, the completion tracking settings are displayed in the completion-tracking page, and in the settings for resources and activities. More information about using activity tracking is presented in Stage 3.

▼ Completion tracking

Enable completion tracking

- No
- No**
- Yes

- At this point, we will not deal with Groups, Role Renaming, or Tags (see Stage 3)
20. Click on the Save changes button
- The changes will appear on the course page

Course Settings Help links

[Moodle Documents: Settings](#)

<http://docs.moodle.org/31/en/Course_settings>