

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 learners. Settings can also make the learning and teaching experience more pleasant.

Available Course Settings

General

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

Description

- Course summary
- Course image

Course format

- Formats (Topics, Single activity, Weekly, Social, and Collapsible Topics)
- Hidden sections
- Course layout

Appearance

- Force language (Do not force, English, French)
- Number of announcements
- Show gradebook to students
- Show activity reports

Files and uploads

- Maximum upload size

Completion tracking (if enabled)

- Enable completion tracking

Groups

- Group mode (No groups, Separate groups, Visible groups)
- Force group mode
- Default grouping

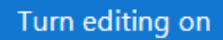
Role renaming (for example, change the label teacher to instructor in your course)

Tags

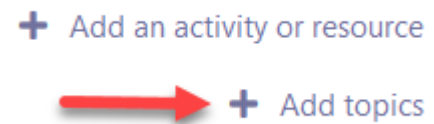
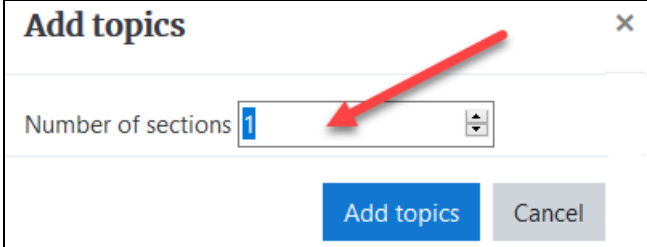
- Tags

Changing Course Settings in Your Course


1. On your course, click the **Turn editing on** button.
2. Scroll to the bottom of the course page.
3. Click on the **+Add Topics** link.

A blue rectangular button with the text "Turn editing on" in white.

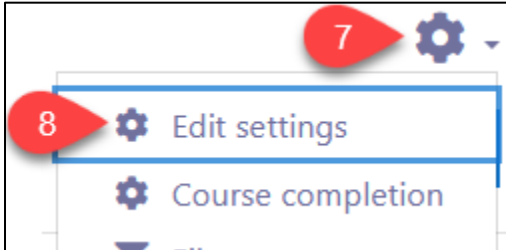
4. Type a number to add in the **Number of sections** box.
5. Click on the **Add topics** button.

A screenshot of a course page showing two links: "+ Add an activity or resource" and "+ Add topics". A red arrow points to the "+ Add topics" link.A screenshot of the "Add topics" dialog box. It has a title bar "Add topics" with a close button (X). Below the title bar is a text input field labeled "Number of sections" containing the number "1". A red arrow points to the input field. At the bottom of the dialog are two buttons: "Add topics" (blue) and "Cancel" (grey).

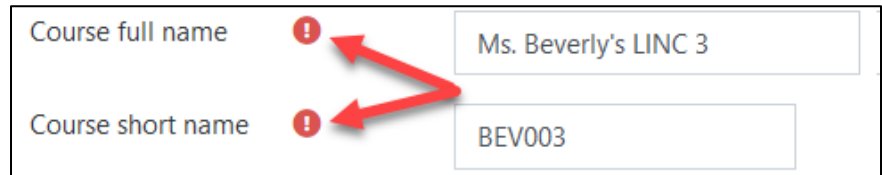
6. The additional **Topics** appear at the bottom of the **Topics** column.

A screenshot of a "Topic 15" card. The card has a title "Topic 15" with a pencil icon. To the right of the title is an "Edit" dropdown menu. Below the title are two links: "+ Add an activity or resource" and "+ Add topics".

7. To change more course settings, click on the course **Actions menu**.
8. In the drop-down menu, click on **Editing settings**.

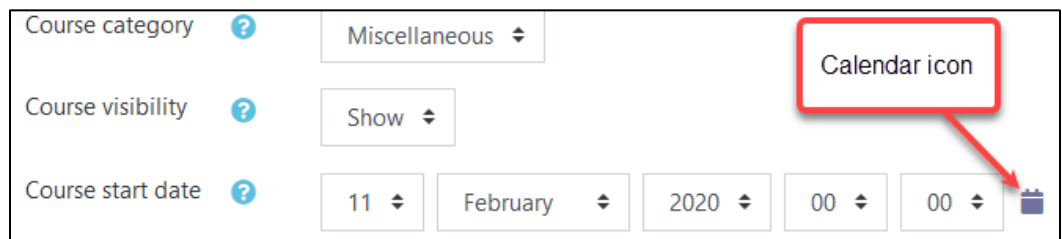
A screenshot of the course Actions menu. A red circle with the number "7" points to the gear icon (Settings) in the top right corner. A red circle with the number "8" points to the "Edit settings" option in the dropdown menu. Other options visible are "Course completion" and "File".

- The **Edit course settings** screen appears.
- Click on **Expand all** to open all setting sections.
- Note: items with a **white and red exclamation mark icon** are mandatory.



Course full name	!	Ms. Beverly's LINC 3
Course short name	!	BEV003

- In the **General** section, type a descriptive name for the course in the **Course full name** textbox.
- Type a short name for the course in the **Course short name** textbox. The course should already be into a category set by the site administrator.
- Choose either **Show** or **Hide** in the **Course visibility** drop-down.
- Set the **Course start date** with the **Calendar icon** or the drop-down boxes. If you want to add an end date, tick the **Enable** box and set the **Course end date**.
- Ignore the **Course ID numer**. Please leave this box empty.



Course category	?	Miscellaneous								Calendar icon
Course visibility	?	Show								
Course start date	?	11	February	2020	00	00				

17. In the **Description** section, type a course summary in the **Course summary** textbox.

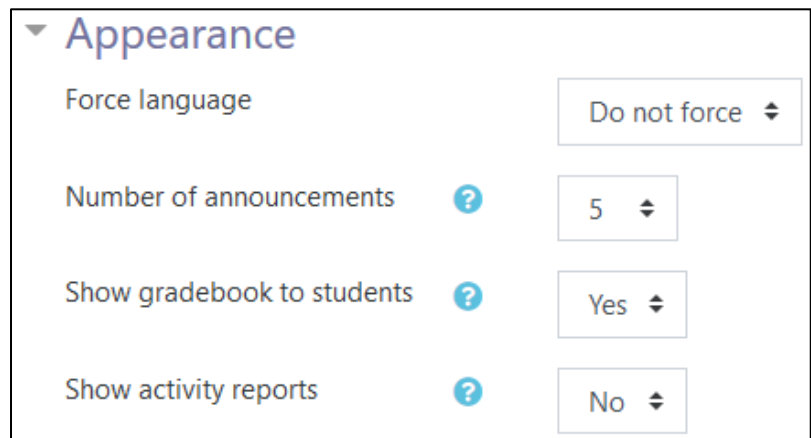
18. To add an image to your course description, drag an image from your device or computer into the **Course image** drag and drop zone (*it is not recommended to add images to your course description*).

19. In the **Course format** section, choose either **Collapsible Topics**, **Topics** or **Weekly** formats. The Avenue default is Collapsible Topics.

20. Choose either hiding option from the **Hidden sections**. Most teachers choose to make sections **invisible** rather than **collapse** them until they are ready to be used by students, due to the syllabus schedule.

21. When using the **Collapsible Topics format**, set the **Section progress bar** setting to **Don't display a progress bar for each section**. If all activities use activity completion, then use **Display a progress bar for each section**.

22. In the **Appearance** section, choose either **French**, **English** or **Do not force** in the **Force language** drop-down (*Do not force is recommended*).
23. Choose the **Number of announcements** that will display in the **Latest announcements** block. If this is set to 0 then no items will display.
24. Set the **Show gradebook to students** to **Yes** or **No**.
25. Set the **Show activity reports** to **Yes** or **No**.



▼ **Appearance**

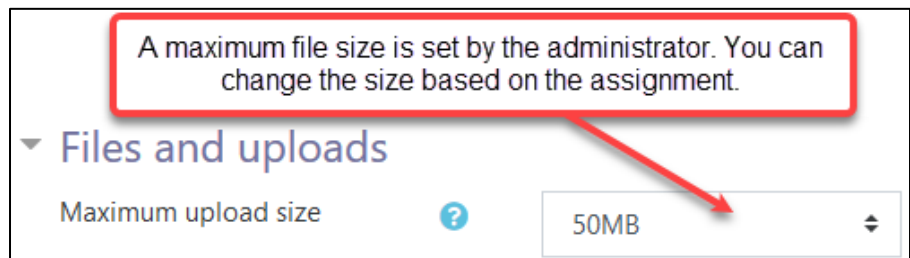
Force language Do not force ▾

Number of announcements 5 ▾

Show gradebook to students Yes ▾

Show activity reports No ▾

26. In the **Files and uploads** section, choose the **Maximum upload size** for student submissions.

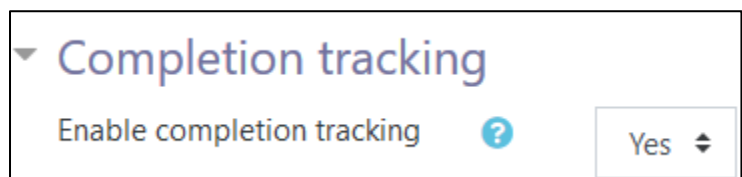


A maximum file size is set by the administrator. You can change the size based on the assignment.

▼ **Files and uploads**

Maximum upload size 50MB ▾

27. Once enabled, the **Completion tracking** settings are displayed in the **Completion tracking** page, and in the settings for **Activities/resources**. More information about using activity tracking is presented in Stage 3.



▼ **Completion tracking**

Enable completion tracking Yes ▾

At this point, we will not deal with **Groups**, **Role Renaming**, or **Tags** (see Stage 3).

28. Click on the **Save and display** button. The changes will appear on the course page.

Course Settings Help Links

[Moodle Documents: Settings](#)

<https://docs.moodle.org/39/en/Course_settings >