

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

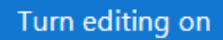
Role renaming (for example, change the label teacher to instructor in your course)

Tags

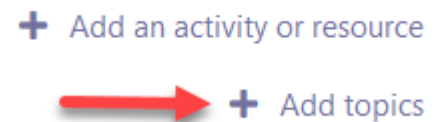
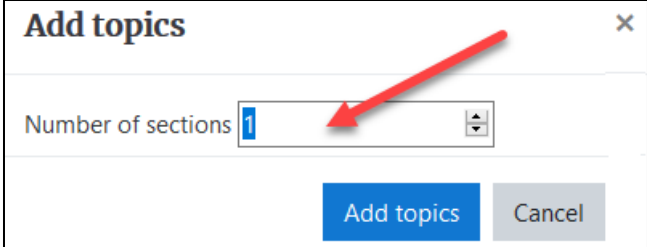
- Tags

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.

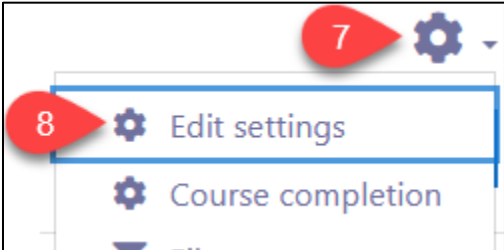
4. Type a number to add in the **Number of sections** box.
5. Click on the **Add topics** button.

A white rectangular box containing two links. The top link is "+ Add an activity or resource" with a blue plus icon. The bottom link is "+ Add topics" with a blue plus icon. A red arrow points to the "+ Add topics" link.A dialog box titled "Add topics" with a close button (X) in the top right. It contains a "Number of sections" input field with the number "1" and a dropdown arrow. A red arrow points to the input field. At the bottom, there are two buttons: "Add topics" (blue) and "Cancel" (grey).

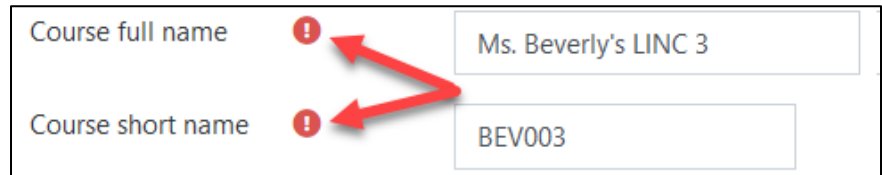
6. The additional **Topics** appear at the bottom of the **Topics** column.


A card titled "Topic 15" with a plus icon on the left and an edit icon on the right. In the top right corner, there is an "Edit" dropdown menu. Below the title, there are two links: "+ Add an activity or resource" and "+ Add topics", both with blue plus icons.


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 a course actions menu. A gear icon in the top right is highlighted with a red circle and the number "7". A dropdown menu is open, showing "Edit settings" and "Course completion" as options. "Edit settings" is highlighted with a blue bar and a red circle and the number "8".

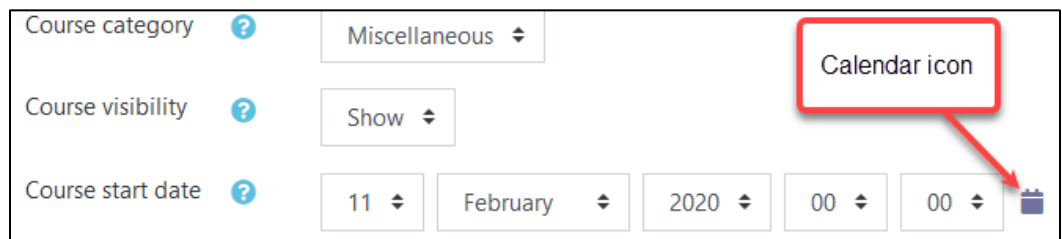
- The **Edit course settings** screen appears.
- Click on **Expand all** to open all setting sections.
- Note: items with a **white and red exclamation mark icon** are mandatory.





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.



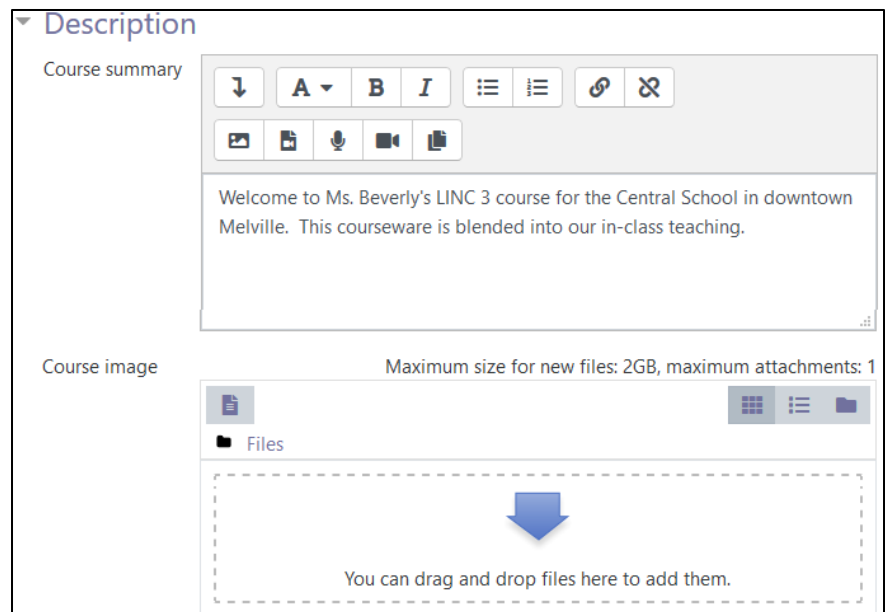
Course category  Miscellaneous ▾

Course visibility  Show ▾

Course start date  11 ▾ February ▾ 2020 ▾ 00 ▾ 00 ▾ 

Calendar icon

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



Description

Course summary

Welcome to Ms. Beverly's LINC 3 course for the Central School in downtown Melville. This courseware is blended into our in-class teaching.

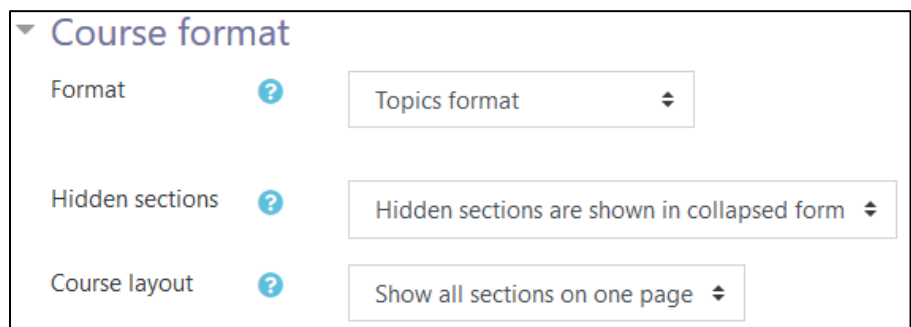
Course image

Maximum size for new files: 2GB, maximum attachments: 1

You can drag and drop files here to add them.

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 **Weekly** or **Topics** formats.



Course format

Format ? Topics format

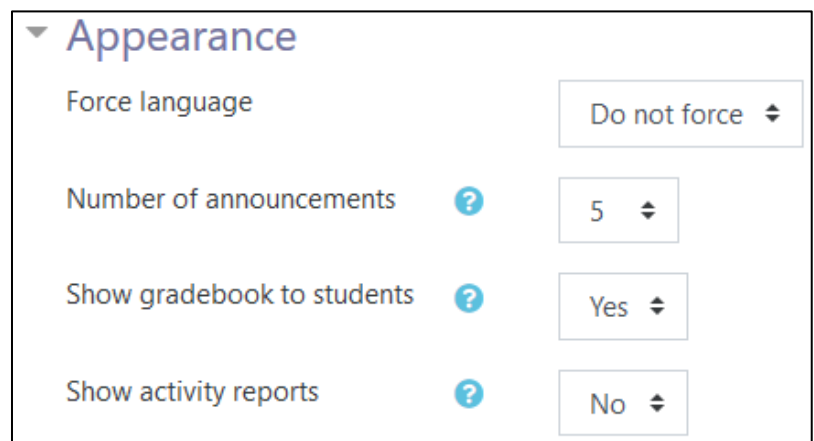
Hidden sections ? Hidden sections are shown in collapsed form

Course layout ? Show all sections on one page

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. 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.

22. In the **Appearance** section, choose either **French**, **English** or **Do not force** in the **Force language** dropdown (*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**

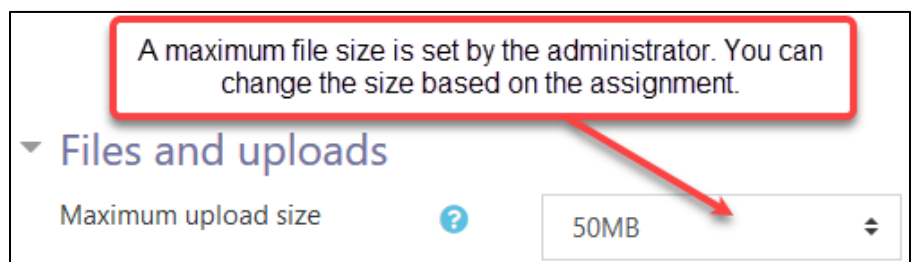
Force language

Number of announcements

Show gradebook to students

Show activity reports

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

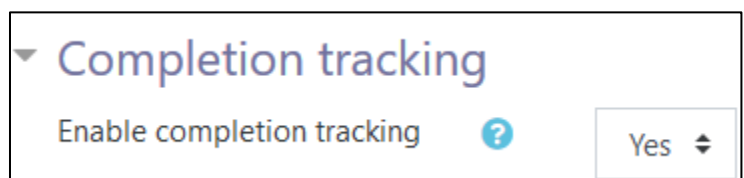


A maximum file size is set by the administrator. You can change the size based on the assignment.

▼ **Files and uploads**

Maximum upload size

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

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>