

## Understanding Basic Moodle Settings

When you first access Moodle, you will see a small gear icon on the top-right of your page that allows you to review and edit the settings for your course as a whole. This document walks you through some of the most commonly-questioned sections of these settings.

You will see that some things – like your department and faculty – cannot be edited. If you notice an error in a section you cannot edit yourself, please contact Moodle Support.

### General

**You can edit the Long Name, but not the Short Name or Course Category. If you believe there is an error in one of these fields, please email Moodle Support.**

**Courses are hidden by default. Flip to "Show" when you're ready for students to access your course.**

**Set the dates for the semester here. Note that the semester needs to start on a Monday for the weeks to show correctly.**

**This is how Banner processes your enrolments. It can't be changed!**

Course full name: ENGL 1000\_01 - Introduction to English (Fall 16 Brown) | XWRK0200\_C02 - Women in Trades (Fall 2020)

Course short name: ENGL 1000\_01 (Fall 16 Brown) | XWRK\_0200\_C02\_202110

Course category: TRU Fall 2020 / School of Trades & Technology (Fall 2020)

Course visibility: Hide

Course start date: 7 September 2020 00:00

Course end date: 25 December 2020 01:00

Course ID number: XWRK\_0200\_

### Description

Course summary

You can put any information you want here — calendar description, etc — but please note it is only visible to students when they search courses in Moodle.

▼ **Course format**

Format ?

Hidden sections ?

Course layout ?

By default, all Moodle courses are set to "Weekly Format," but you can play with this. Another option might be better for you; try "Topics" if you present material in units, for example.

**Note! If you are importing content, ensure that the format of both the course you are importing from and the course you are importing to share the same format.**

▼ **Appearance**

Force theme

Force language

Number of announcements ?

Show gradebook to students ?

Show activity reports ?

The number of announcements that appear in the "latest" section.

These options determine how students see their course progress.

If you are enabling groups in your course, you'll need to activate them in the general course settings, too. See our document on [Creating Groups](#) for more information on how this functionality works.

▼ **Groups**

Group mode ?

Force group mode ?

Default grouping

Edit group settings here. If you are using groups in your course, they must be activated here to be reflected in grade book options, etc. See our support document on [Creating Groups](#) for more information.