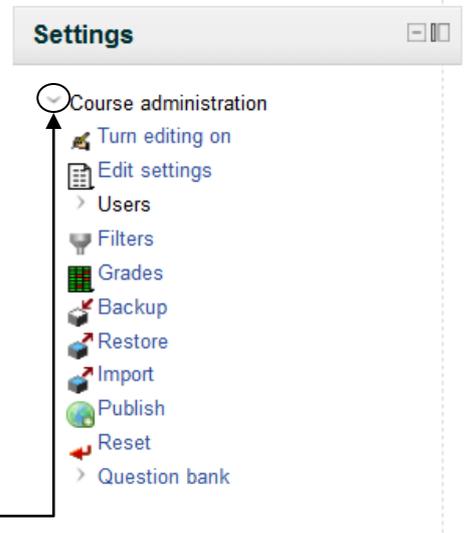


Useful Course Settings

This InfoSheet shows you how to:-

- Make your course available/unavailable to students
- Change the number of 'Topic' areas in a course
- Change the basic layout of the course

All changes to the basic structure of a course are made via the Course Administration section of the Settings block, usually found in the upper Left-Hand of each course area.

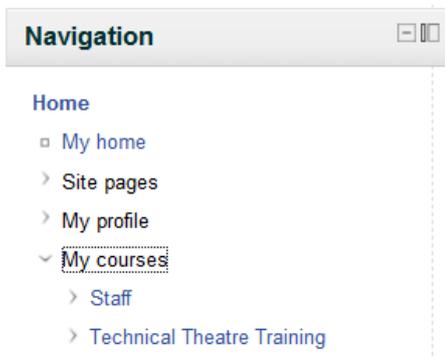


If the options are not visible click on the drop down arrow next to Course Administration.

Making your course available/unavailable to students

By default, Moodle courses are immediately available to all enrolled students. An unavailable course is not visible to enrolled students, but is visible to tutors. Making your course unavailable allows you to develop or test your course without students having access.

To make your course unavailable to students, follow these steps.



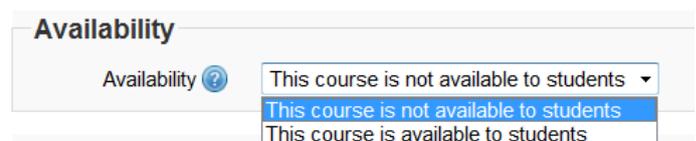
Access the course you want to make unavailable by clicking on the link in the 'Navigation' block on your Home page.

Locate the 'Settings' block and make sure the options are visible.

Click the 'Edit settings' link and then scroll down until you find the 'Availability' section.

From the drop down box change the selection to "This course is not available to students."

Scroll down to the bottom of the page and click 'Save changes'.



An important reminder ... Remember to set the course back to available when you want your students to see the new material.

How to change the number of topics in your course

You can both add or remove topics by changing the number in your course. The number of topics in your course are controlled by the course settings and you can change these at any time that you like.

To change the number of topics:

Follow the instructions in the previous section for accessing the **'Course Settings'** page of the course you want to change.

Scroll down the page a little and you should see the format area.



Use the drop down list 'Number of weeks/topics' to select the number of topics that you would like to use.

Scroll down to the bottom of the page and click on the Save changes button.

Adding topics simply adds empty 'Topic Sections' to your course.

Reducing the number of topics does not remove the content of the 'Topic Sections' that are no longer visible, they are merely hidden.

Changing the basic layout of your course

The course format determines the layout of the course page.

To change the course layout:

Follow the instructions in the previous section for accessing format area of the **'Course Settings'** page of the course you want to change.



Use the drop down list next to the **'Format'** label.

Select the course layout you would like to use.

- SCORM format - For displaying a SCORM package in the first section of the course page
- Social format - A forum is displayed on the course page
- Topics format - The course page is organised into topic sections
- Weekly format - The course page is organised into weekly sections, with the first week starting on the course start date
- Collapsed Topics/Weeks - As above but the sections toggle open and closed. Useful for courses that have a large number of topics, lots of content in the topics or a combination of the two.

