



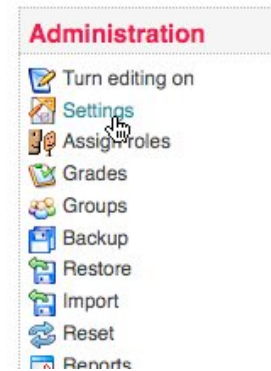
# Setting Up Your Course in Moodle

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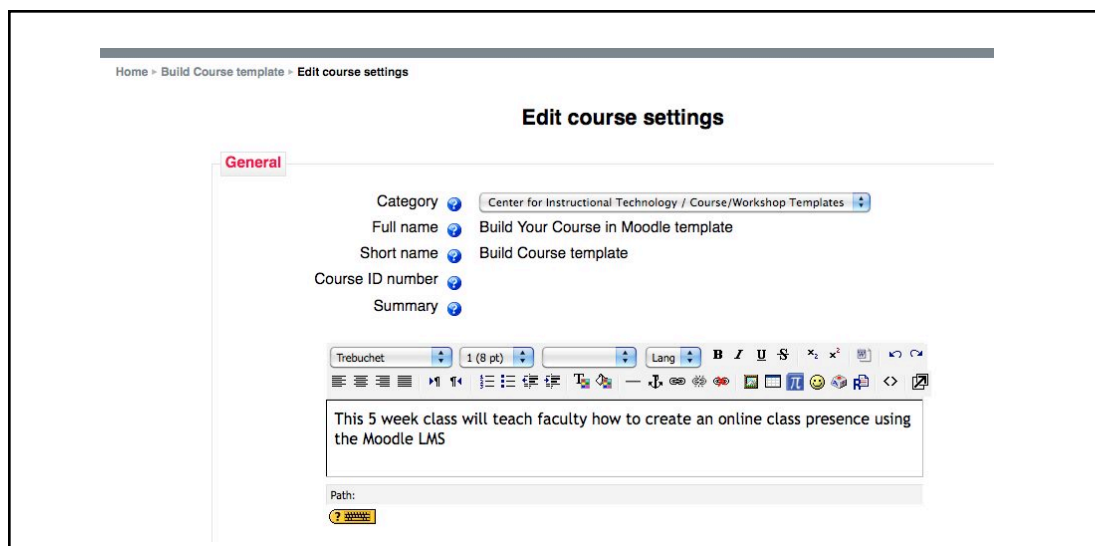
# Course Settings

The Course Settings control how your class will appear to your students. Making sure your settings are correct should be the first thing you do in your new Moodle class.

To access the Course Settings Menu, click on Settings in the Administration Block, located on the left-hand side of your class page.



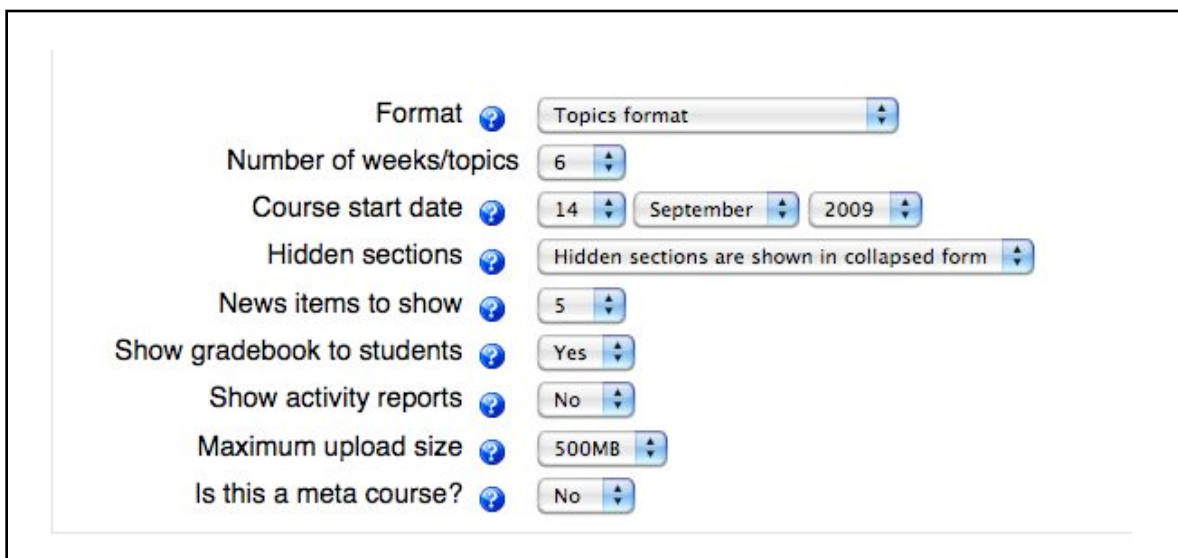
This will take you to the Course Settings Page:



These first items: Category, Full Name, Short Name, Course ID number and Summary are pre-set by our registration system. Do not make any changes to the information in these areas.

*Note: There is lots of built-in Help in Moodle. You can always click on the blue question mark icon for a pop-up help screen that will contain additional information about the item next to the question mark.*

The next set of items do contain some areas where you need to make some decisions.



The image shows a screenshot of a course settings interface. It contains several configuration options, each with a help icon (a blue circle with a question mark) and a control element:

- Format:** A drop-down menu currently set to "Topics format".
- Number of weeks/topics:** A numeric input field set to "6".
- Course start date:** Three separate drop-down menus for day, month, and year, set to "14", "September", and "2009" respectively.
- Hidden sections:** A drop-down menu set to "Hidden sections are shown in collapsed form".
- News items to show:** A numeric input field set to "5".
- Show gradebook to students:** A drop-down menu set to "Yes".
- Show activity reports:** A drop-down menu set to "No".
- Maximum upload size:** A numeric input field set to "500MB".
- Is this a meta course?:** A drop-down menu set to "No".

**Format:** This setting will have a big impact on your course. The several different formats that are available in this drop-down menu. The most common formats used here at Columbia are either Weekly Format (the course is organized week by week, with a clear start and stop date) or a Topics Format (the course is organized by topics rather than weeks). The Topics Format is quite flexible - you can organize your class by unit, by assignment or projects, by topic, or however else you would like to structure your class. The Weekly format most closely matches the structure found in a typical syllabus that is handed out at the beginning of class. Use the Drop-Down menu to choose what format you would like to use - the default setting is Weekly.

**Number of Weeks/Topics:** You can adjust the number of weeks and/or topics that will appear in your class. The Default setting is 15, to match the 15 weeks in our semester. However, you can change this if you decide to use a Topic Format instead of Weekly.

**Course Start Date:** This will be set for you by the system.

**Hidden Sections:** This is not a critical setting - and, in fact, most people don't hide any of the sections of their class, so this setting is not even needed. If you do decide to hide sections of your class, then you need to decide if the Hidden Sections are completely invisible to the students - they won't even know that those sections exist until they are revealed. Or, are the Hidden Sections shown in collapsed form - the students will see a gray bar to indicate that the section is there, but cannot see content until the section is revealed.

**News Items to Show:** How many course announcements should appear in the Latest News block.

**Show Gradebook to Students:** Do you want your students to be able to view their grades throughout the semester. Use the pull-down menu to select yes or no.

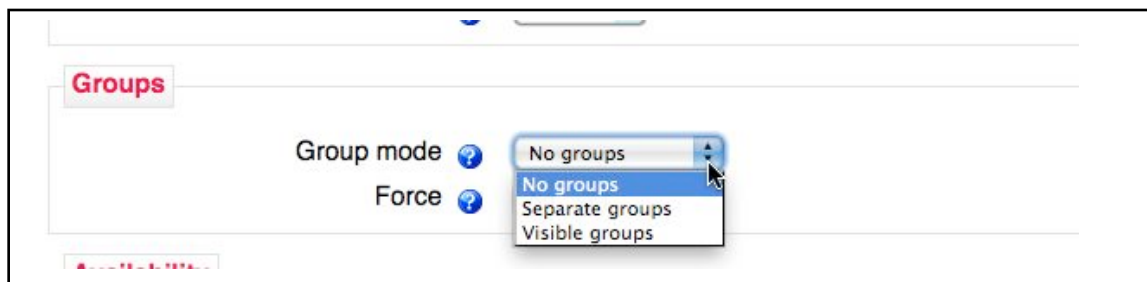
**Show Activity Reports:** Activity reports are available to each student. These reports show their activity and contributions in the class. You can control whether or not students are able to access these reports.

**Maximum upload size:** This setting determines how large a file a student can upload. We recommend that you leave this at the default setting of 500 MB, which is the largest file size we allow at Columbia.

**Is this a meta course?** Should be set by the system - do not change this setting.

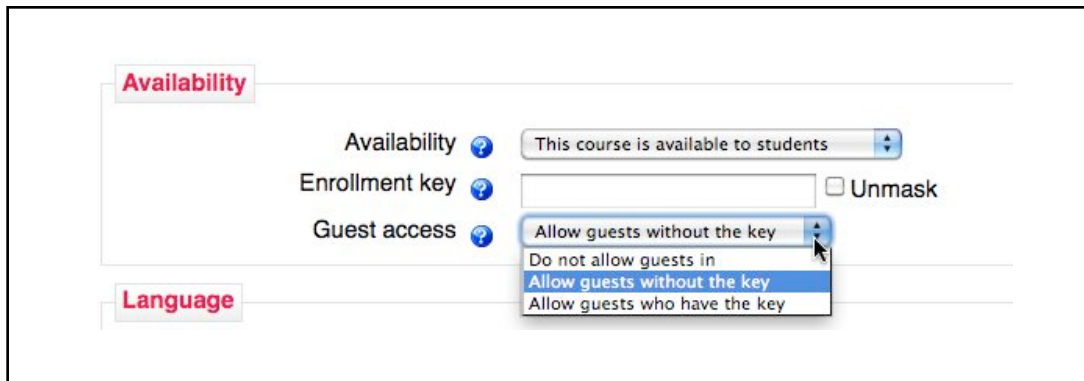
There are only two other areas where you need to make a settings decision, **Groups and Availability**.

If you would like, you can set up work groups in your class. The Group settings work as follows:



- No groups - there are no sub groups, everyone is part of one big community
- Separate groups - each group can only see their own group, others are invisible
- Visible groups - each group works in their own group, but can also see other groups.

You have the choice of allowing “guests” into your course.



The image shows a screenshot of a course settings interface. On the left, there are two tabs: "Availability" (selected) and "Language". Under the "Availability" tab, there are three settings:

- Availability**: A dropdown menu showing "This course is available to students".
- Enrollment key**: A text input field with an "Unmask" checkbox to its right.
- Guest access**: A dropdown menu with three options: "Allow guests without the key" (highlighted), "Do not allow guests in", and "Allow guests who have the key".

People can login as guests using the “Login as a guest” button on the login screen. Guests always have “read-only” access - they can’t participate in any of the course activities, such as posting to a discussion forum or taking a quiz.

You have a choice between two types of guest access: with an enrollment key or without. If you choose to allow guests who have the key, then you will need to create an Enrollment key and make sure you send it to everyone who should have access.

When you have finished making your Course Setting changes, click on the **SAVE CHANGES** button located at the bottom of the page.

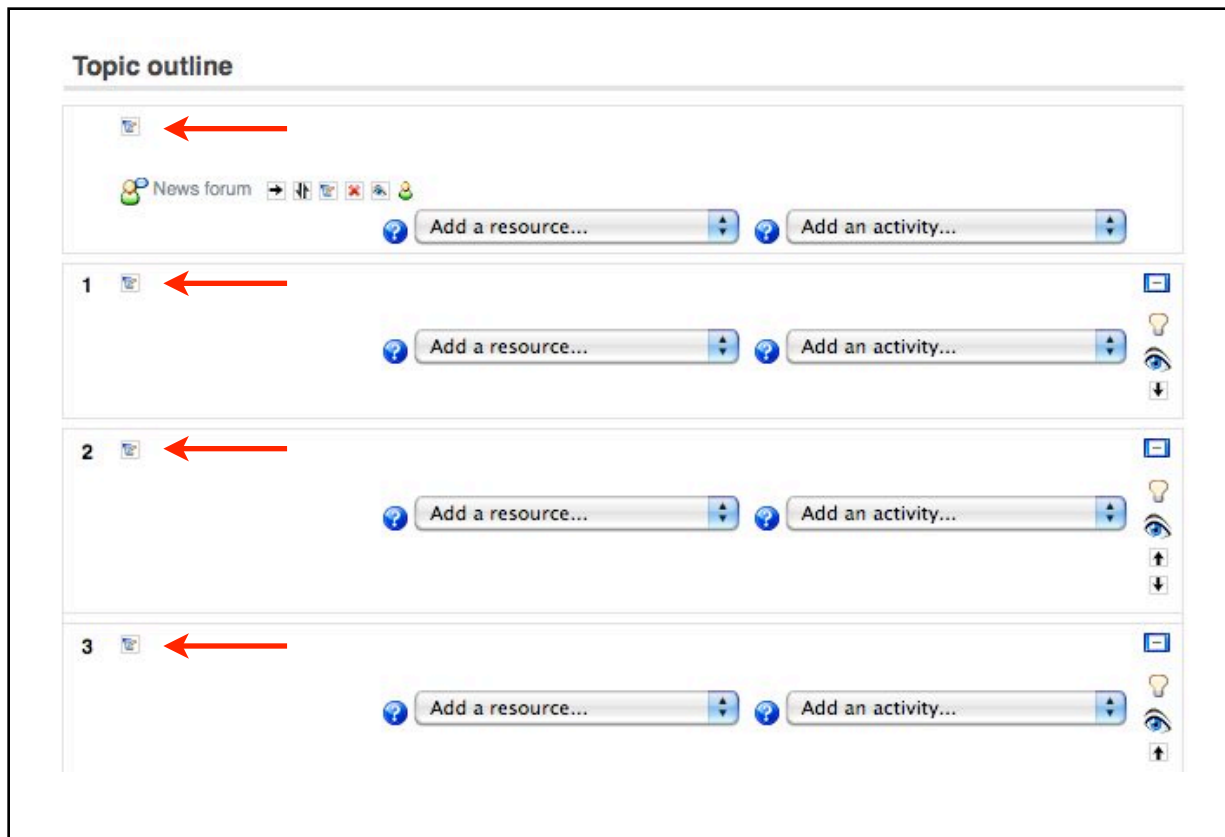
# Topic Summaries and Labels

Topic Summaries and Labels are important tools in helping your students understand the layout and organization of your course.

Topic summaries are located at the top of each section of your course (it doesn't matter whether you are in Topic outline or Weekly format - the Topic Summary is located at the top of each week or section).

To see the Topic Summaries you must have editing turned on. Click on the update or edit icon located at the top of the section.

In this example, there 4 possible Topic summaries to work with:

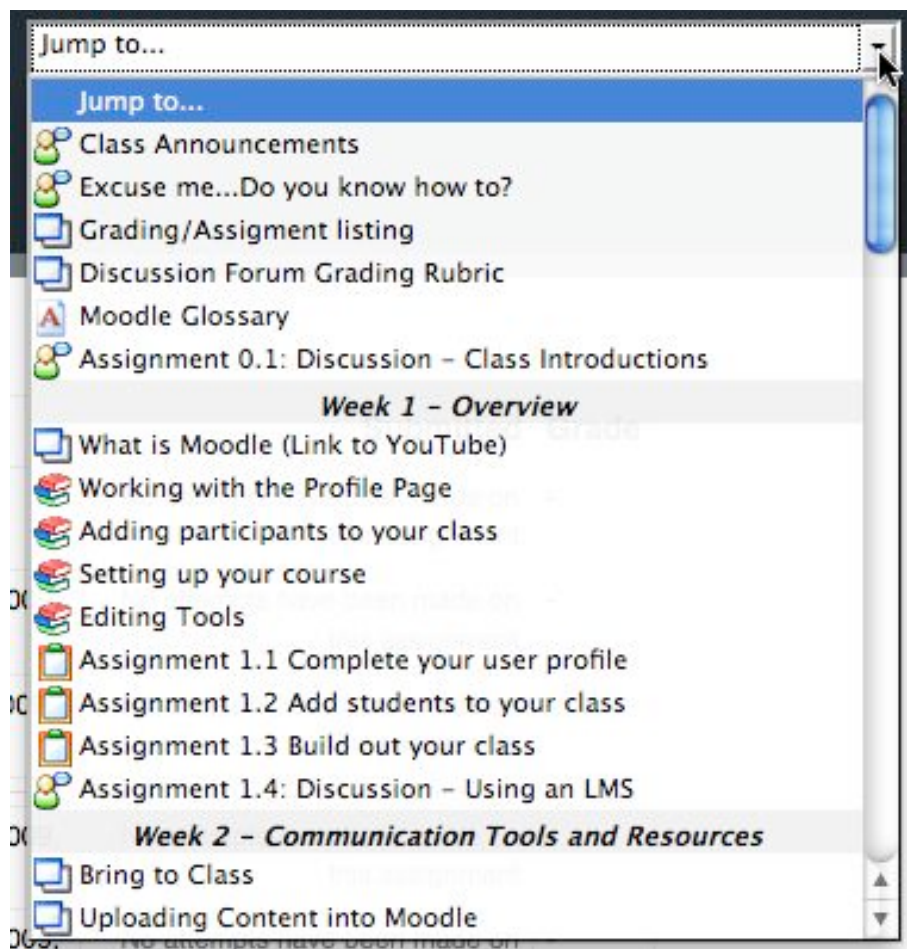


The Topic Summary should be brief - it provides a short summary for each topic or week's activity. Think of it as a section title or outline heading.

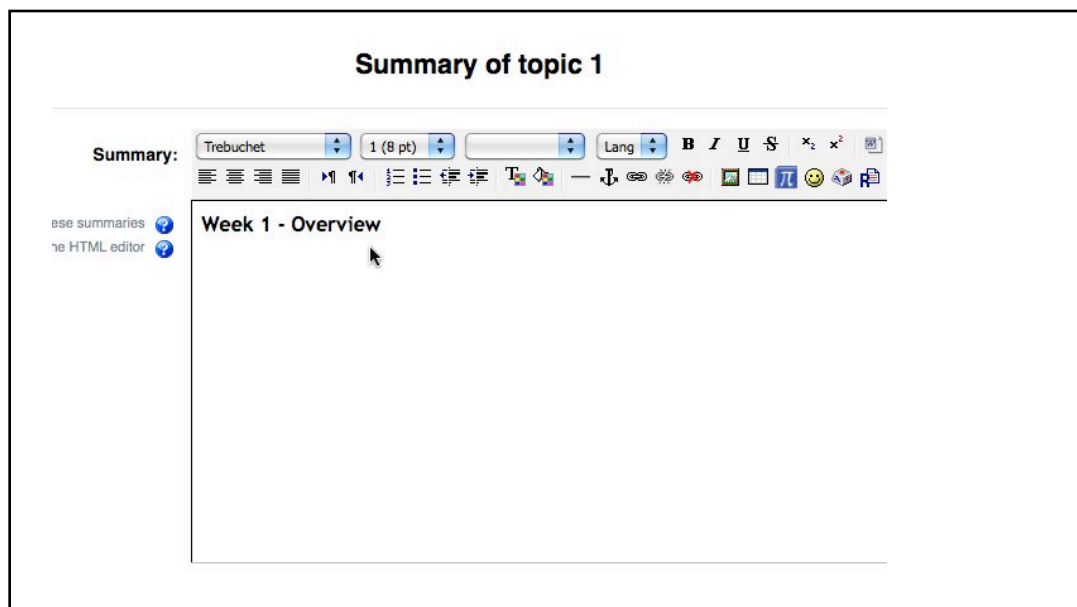
For example, In the "Build Your Course in Moodle" class the Topic Summaries are:

- Build your Course in Moodle
- Week 1 - Overview
- Week 2 - Communication Tools and Resources
- Week 3 - Activities
- Week 4 - Gradebook and Reports
- Week 5 - Advanced Moodle

In addition to helping identify the structure of your course, the Topic Summaries actually become part of the course navigation. Look how the Topic Summary translates into the Jump To Pull Down Navigation Menu. My Topic Summaries are now the labels for each section in the Jump to Menu:

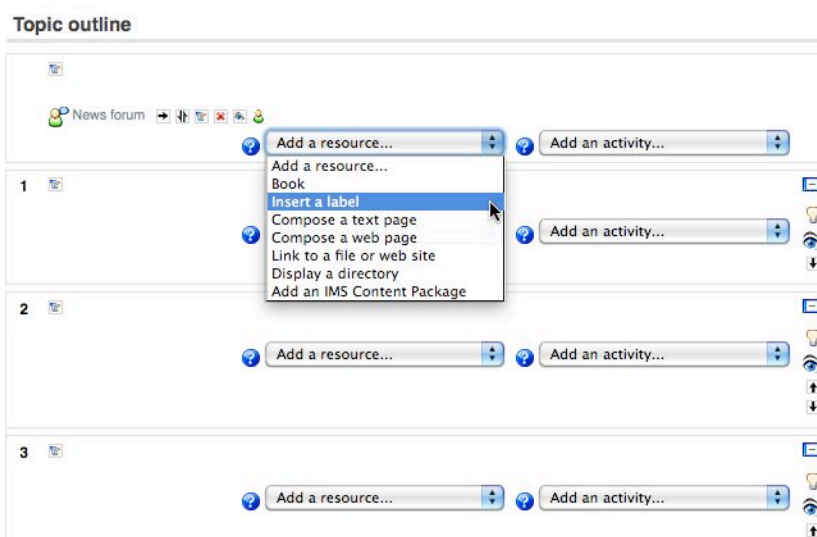


To enter a Topic Summary, just click on the update or edit icon. You will see a text box that will allow you to type in your summary information. Be sure to click SAVE!



Labels allow you to further organize and provide additional, immediate information for your students. You can use labels to further explain what a unit is about, to provide instructions, to organize and identify resources and activities - whatever you like. To insert a label:

1. Make sure editing is turned on
2. Go to the Pull-down Resource menu
3. Choose Insert a label



A dialog box will appear and you can type in your text message, add images, put in a numbered list - whatever. Again, be sure to SAVE when you are finished.

### Adding a new Label ?

Label text\* ?

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~ x<sub>2</sub> x<sup>2</sup> [undo] [redo]

[bulleted list] [numbered list] [link] [unlink] [image] [table] [code] [help]

Add your descriptive text here. You can include lists, images - whatever you'd like to use.

Path: body

[?] [keyboard]

---

**module settings**

Visible Show

And this is what your student's would see:

#### Topic outline

News forum	
<b>1</b>	<b>Week 1 - Overview</b> <span style="float: right;">[-]</span>
Add your descriptive text here. You can include lists, images - whatever you'd like to use.	
<b>2</b>	[-]
<b>3</b>	[-]

