

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.

[Expand all](#)

General

- Course full name ! ?
ENGL 1000_01 -
Introduction to English (Fall 16
Brown)
- Course short name ! ?
ENGL 1000_01 (Fall 16
Brown)
- Course category ?
- Course visibility ?
- Course start date ?
- Course end date ?

These fields are editable, but please follow the conventions indicated to the left.

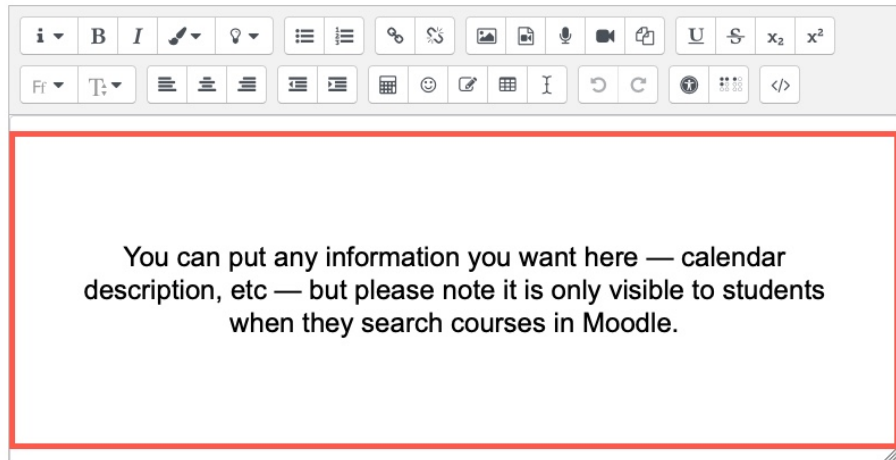
Ensure your faculty/department is listed correctly.

“Show” = visible to student; “hide” = not.

Default dates are preset.

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	<input type="text" value="Weekly format"/>
Hidden sections	<input type="text" value="Hidden sections are shown in collapsed form"/>
Course layout	<input type="text" value="Show all sections on one page"/>

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	<input type="text" value="Do not force"/>
Force language	<input type="text" value="Do not force"/>
Number of announcements	<input type="text" value="5"/>
Show gradebook to students	<input type="text" value="Yes"/>
Show activity reports	<input type="text" value="No"/>

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	<input type="text" value="No groups"/>
Force group mode	<input type="text" value="No"/>
Default grouping	<input type="text" value="None"/>

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.