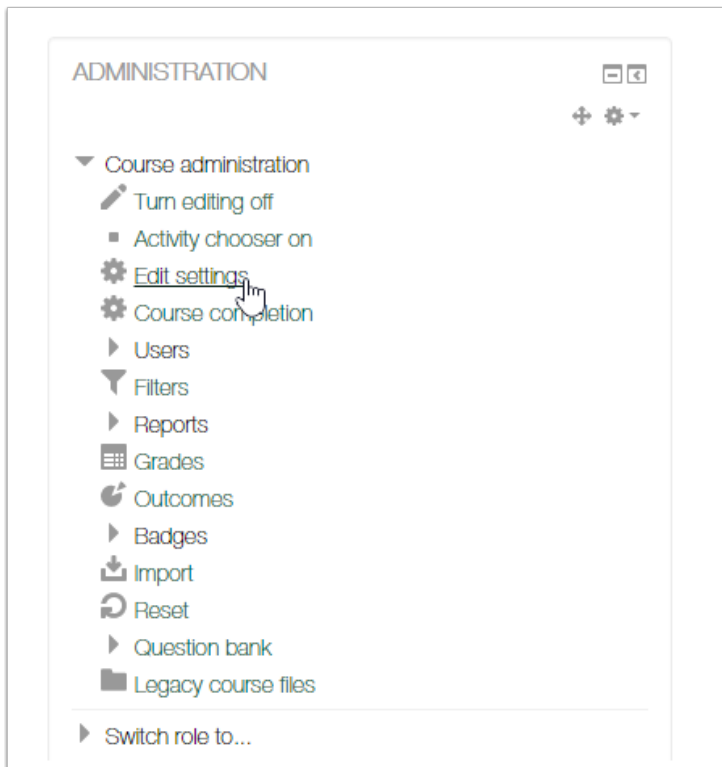


Moodle 'How To' Guide

Edit Settings

The **Edit settings** button is found on the left hand side under the **ADMINISTRATION** panel. Always verify what settings you are editing. You'll notice in the picture that we are in the "Course administration" drop-down.



General Settings

The General settings allows you to make the course **Visible** to students by clicking on the drop-down box and setting it to **Show**. We recommend that you finalize and make your course visible *one week prior to start date*. Via a welcome email you can ask your students to verify that they are able to access this page.

The screenshot shows the 'General' settings section. It includes the following fields:

- Course full name***: Foundations of Academic Success (ADU--301-02--1)
- Course short name***: ADU--301-02---W, 14
- Course category**: 1415-SU
- Visible**: Show (with a mouse cursor pointing to the dropdown arrow)
- Course start date**: 25, May, 2015
- Course ID number**: ADU--301_

Course Summary

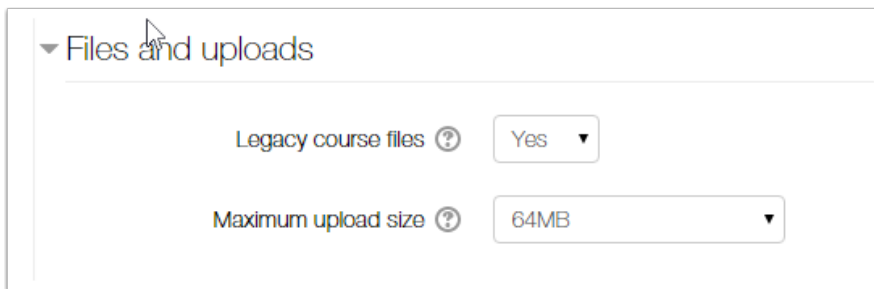
Make sure that the course summary is filled out. This section should contain a description of the course, *not the course name or section*.

The screenshot shows the 'Description' section with a 'Course summary' field. The field contains the following text:

Introduction to academic study at Wisconsin Lutheran College; exploration of personal strengths and aspirations; development of personal learning goals; introduction to student support resources, library resources, and learning support tools; initial planning for capstone project success.

File Upload Size

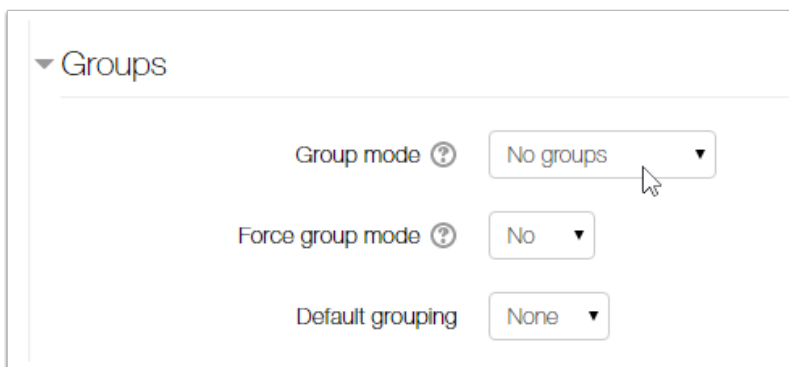
If you want to increase or change the maximum file size that can be uploaded you may do so under **Files and Uploads**. This can be handy if you know students are going to submit larger files. The limit is **68MB** which may require you to find alternative ways to turn in larger files or videos. Please contact the Instructional Design Center for help with larger file submissions.



The screenshot shows the 'Files and uploads' settings panel. It contains two settings: 'Legacy course files' set to 'Yes' and 'Maximum upload size' set to '64MB'. Both settings have a help icon (question mark) to their left.

Student Groups

You may decide to encourage small group discussions in an online learning environment. Enable group mode for your course under the **Groups** tab. You may find more information about using groups at https://docs.moodle.org/29/en/Grouping_users



The screenshot shows the 'Groups' settings panel. It contains three settings: 'Group mode' set to 'No groups', 'Force group mode' set to 'No', and 'Default grouping' set to 'None'. Each setting has a help icon (question mark) to its left.

Save Changes

Always remember to **Save and display** any changes that you make.



The screenshot shows two buttons: 'Save and display' and 'Cancel'. A mouse cursor is pointing at the 'Save and display' button.