Course Settings

The course settings control the course category, layout, look and feel and term active. Course settings can be used to: Change the course name Change the course category Availability of the course Course description and profile pic Course format Appearance File upload settings Completion tracking Learner group settings Role renaming Tags Access: "Specific Course"/Edit settings

- Completion Tracking
- Course Name Settings
- Learner Group Settings

Completion Tracking

Course Completion

The criteria that must be met for an **activity or course to be regarded as completed** can be set in the course completion settings.

To activate this feature:

1. The course completion tracking must be enabled.
2. Activity completion requirements must be set.
3. Course completion requirements must be set.

Course Completion Tracking

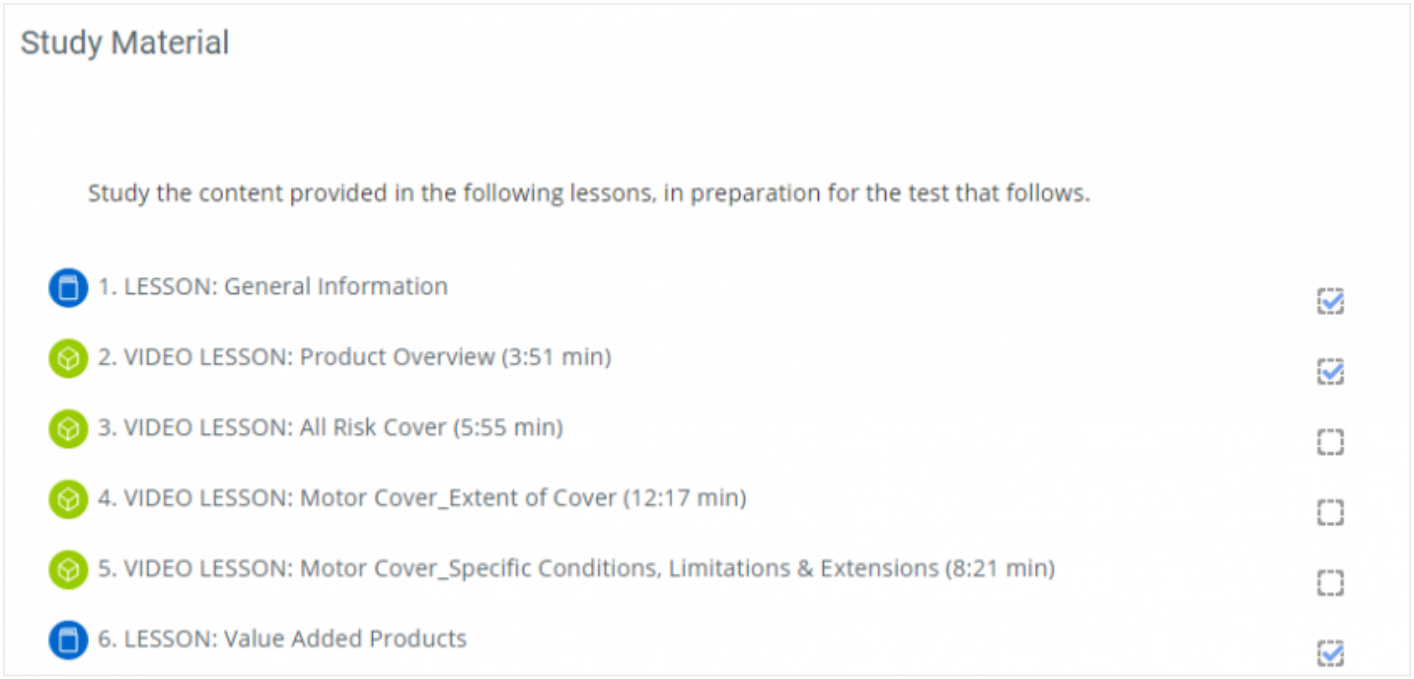
> Location: Course administration / Edit settings / Completion tracking

When creating a new course, it is best to always enable completion tracking

> If enabled, activity completion conditions may be set in the activity settings and/or course completion conditions may be set. It is recommended to have this enabled so that meaningful data is displayed in the course overview on the Dashboard.

Activity Completion Settings

Activity completion will be displayed on the course page and will serve as an indication of activities completed, passed, not yet completed or not yet passed.



Activity completion settings can include:

1. **None:** Do not indicate activity completion
2. **Manual:** Students can manually mark the activity as completed
3. **With condition(s):** Show activity as complete when conditions are met

> A box with a solid border is shown where the option can **manually complete** the activity. A student can click to tick the box when they think they have completed the activity. (Clicking it again removes the tick.)

> A box with a dotted border is shown **when conditions are set for completion**. A tick will appear automatically when an activity has been completed according to conditions set by the teacher.

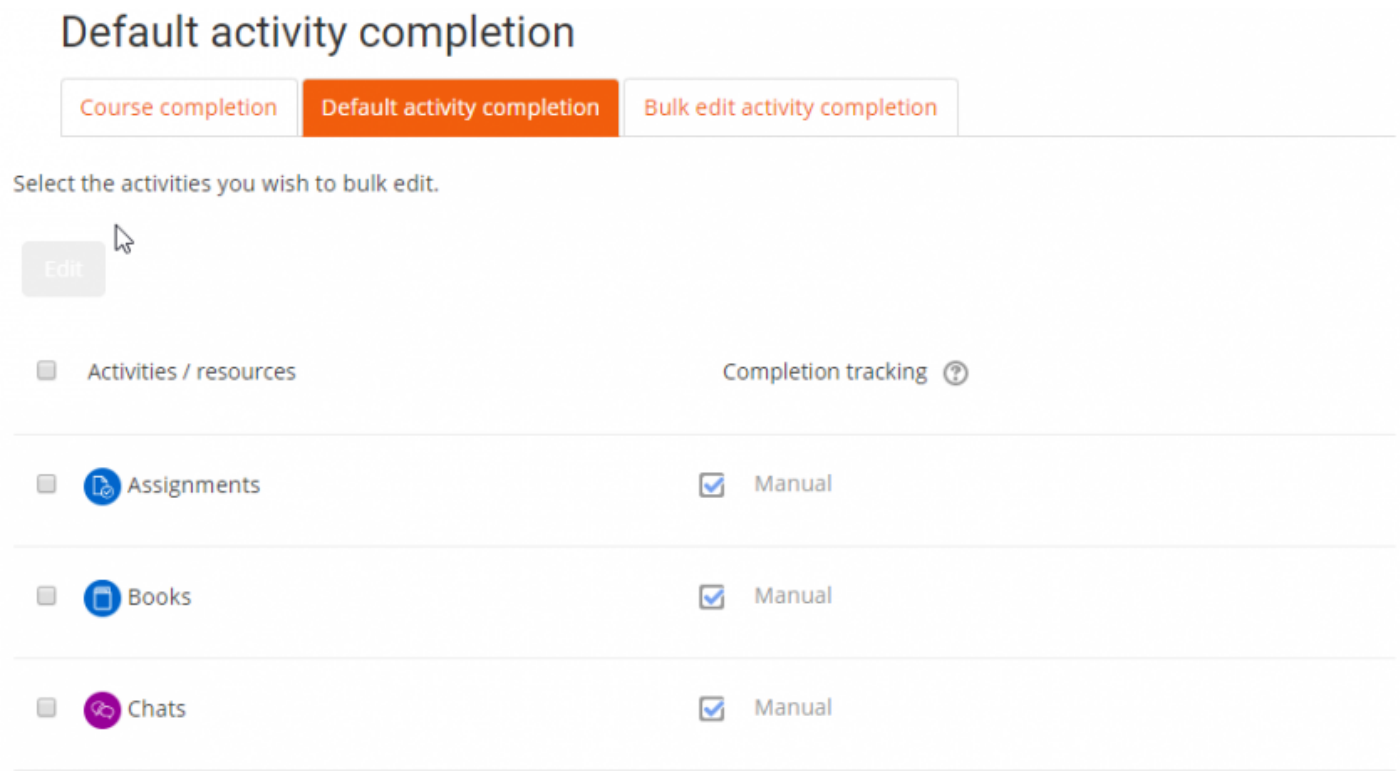
Activity completion settings can be set in three ways:

1. **Default activity completion:** this will set the activity completion requirements for an activity type, any new activity created will have the default requirements for completion.
2. **Manual override:** activity settings can be changed from the default setting individually upon creation.
3. **Bulk edit activity completion:** when the default settings of existing activities need to be changed, the bulk edit option can be used.

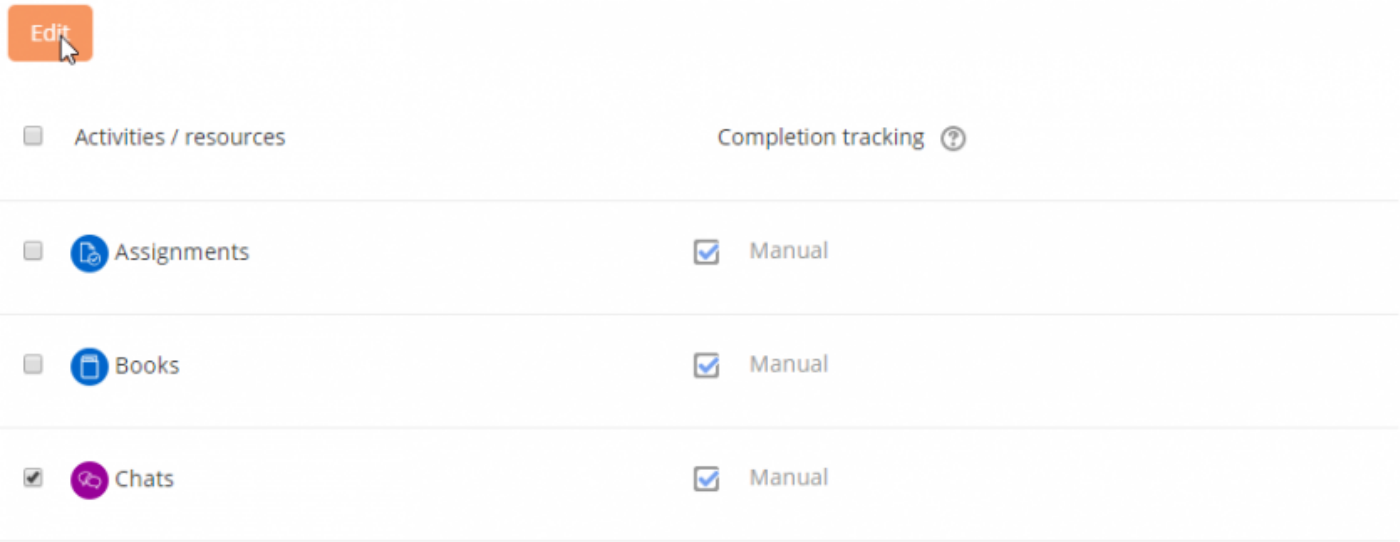
Default activity completion

Location: Course administration / Course completion / Default activity completion

On this page, the activity will be displayed on the left with the current default completion requirement on the right:

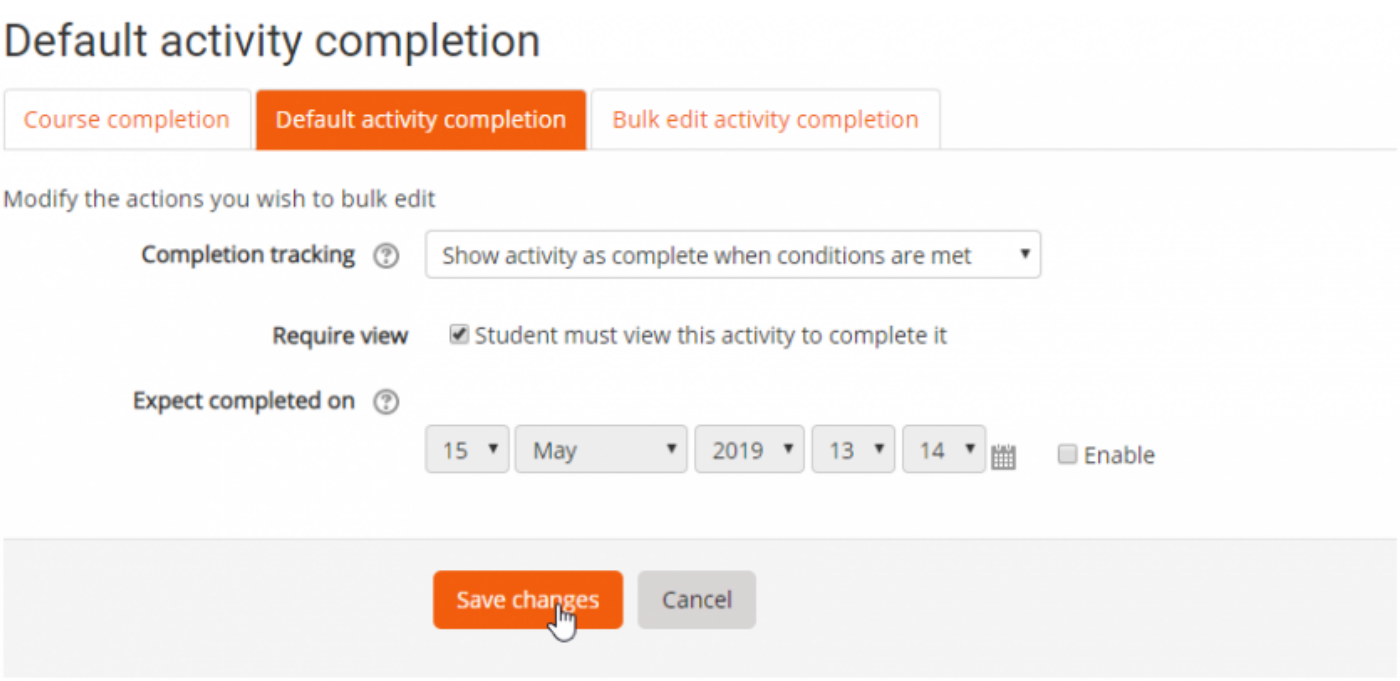


To change the default requirement simply tick the box of the activity to the left, and click to Edit.

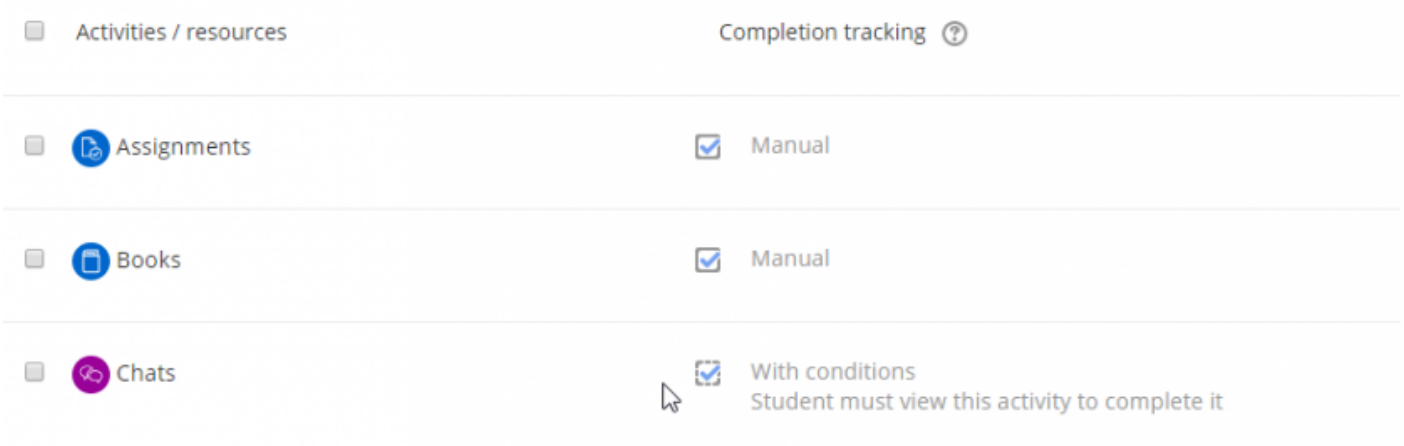


Different completion settings are available for different activities, depending on the activity type.

View the options available and select the most appropriate option and click to save changes.



The new activity completion requirements will now appear on the default activity completion page.

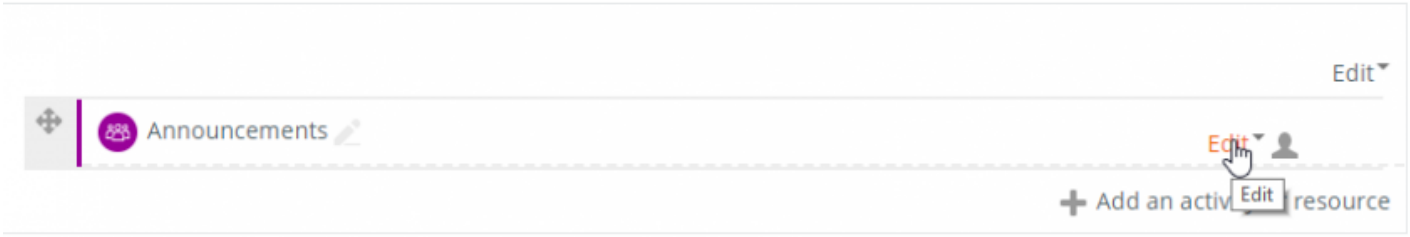


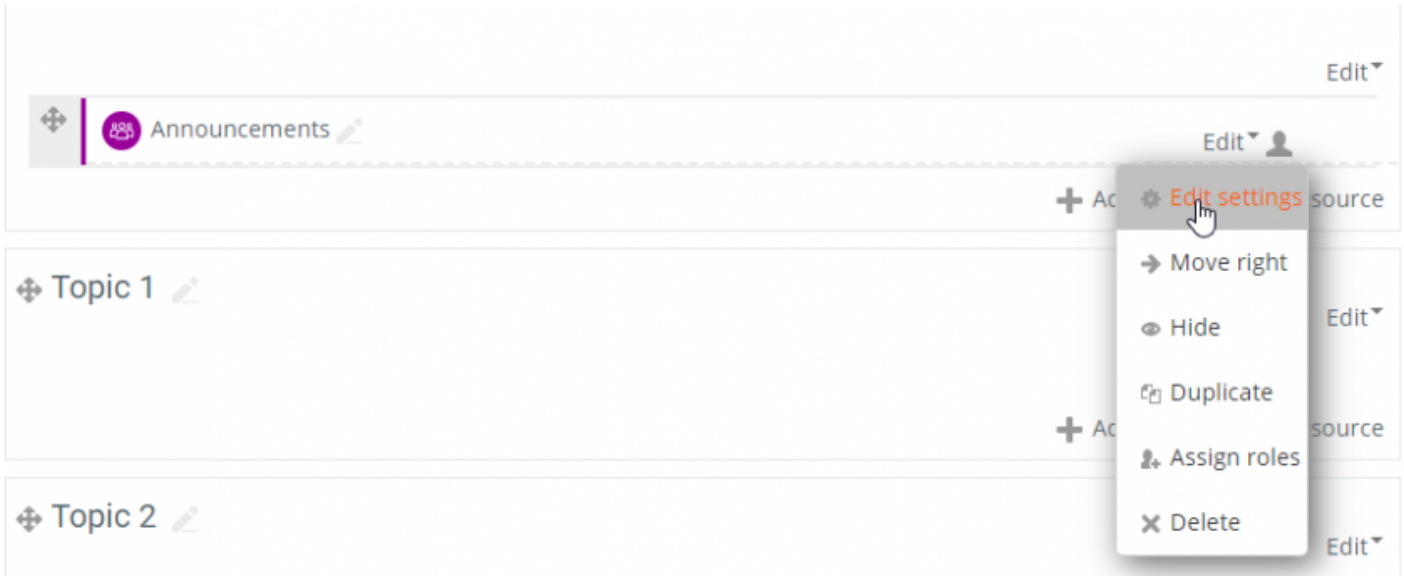
Once set, this will become the default setting and any new activity created will by default have this completion requirement.

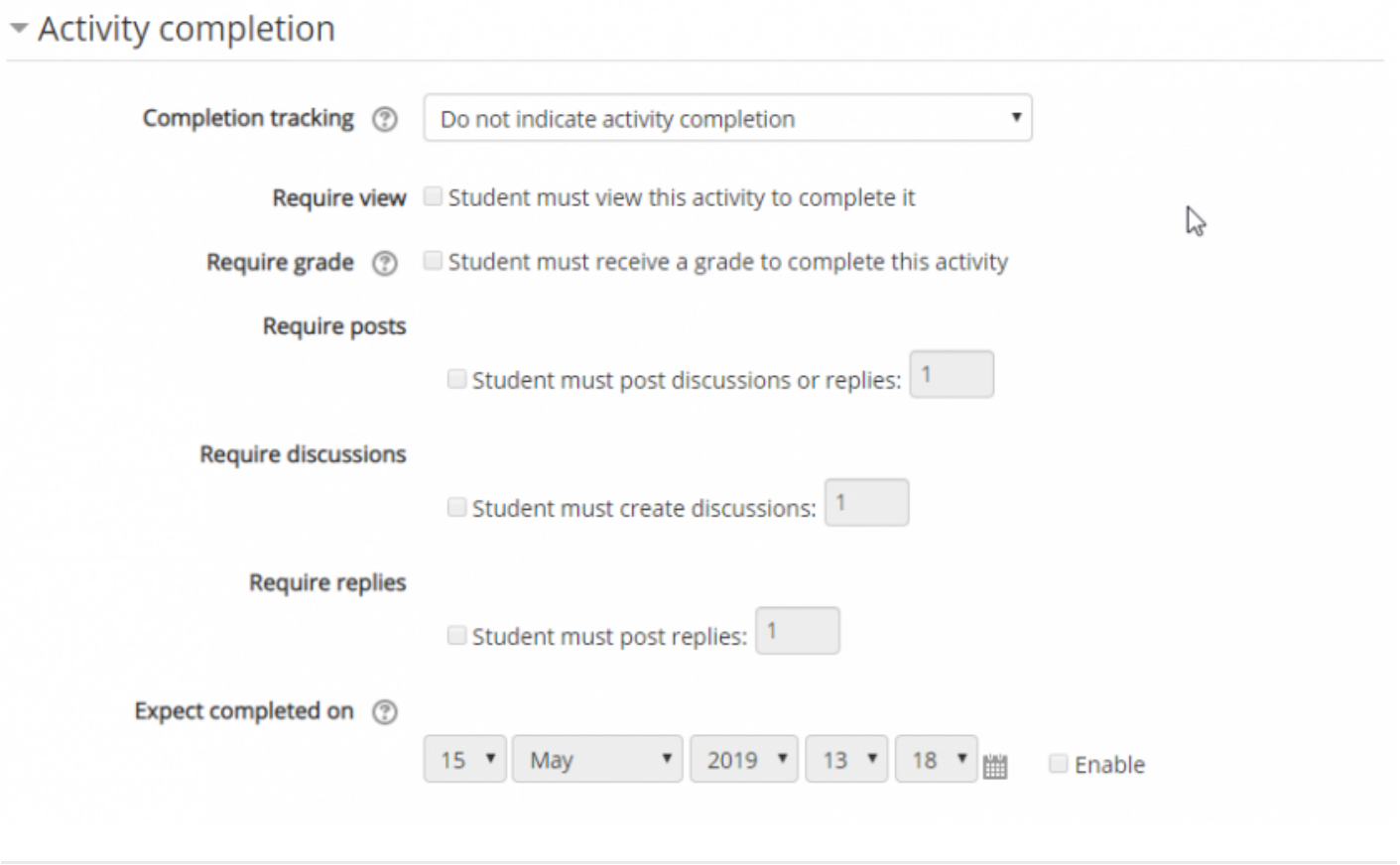
Manual override

Where you want to change the completion setting for a single activity:

1. Click to edit the activity on the course page.
2. Click "Edit settings"
3. Scroll down to "Activity completion"
4. Choose the appropriate settings and "save and return to course"


Edit
Announcements
Edit
Edit
Add an activ resource


Edit
Announcements
Edit
Edit settings
Move right
Hide
Duplicate
Assign roles
Delete
Topic 1
Edit
Topic 2
Edit



Bulk edit activity completion

It is best to set completion requirements before enrolling any students, but where completion settings need to be changed the bulk edit activity completion option can be used.

> Location: Course administration / Course completion /Bulk edit activity completion

This page will only show the activities currently available in the course including the set completion requirements.

To change the requirements select the activity by ticking the box to the left, click to edit and make the appropriate changes.

> It is important to note that any changes made here will override any progress made by students to date. If for example, a requirement is set to "manual completion" - if changed to a "conditional completion" any manual completions indicated by students will be lost and the student will need to adhere to the new requirement set.

Course Completion Settings

Course completion settings will activate additional features such as the awarding of course completion badges.

Course completion settings can be set only when a course can be completed, i.e. all activities to complete a course must be created and activity completions set.

Location: Course administration / Course completion / Course completion

To set course comletion requirements:

1. Compelte the course design.
2. Adjust completion settings as per your preference.

General:

Under General select whether ALL or selected activities must be completed.

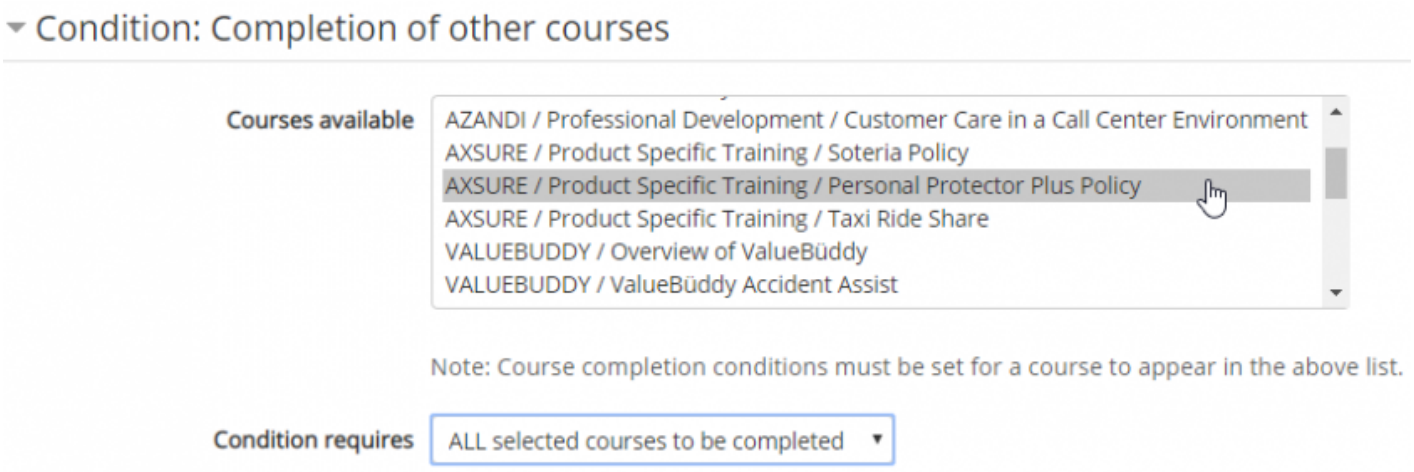
Activity completion:

Where **selected activities must be completed** (Course is completed when ANY conditions are met), select the activities that must be completed for course completion.

Completion of other courses:

Where a course forms part of a course series, completion of the course can be set to be dependent on the completion of other courses.

1. Select the other courses that must be completed as part of the series, by simply clicking on the correct course in the window displayed. (Multiple selections is possible)
2. You can choose whether all selected courses must be completed or only some of the courses.



Note that once a course is selected to form part of the completion of this course, it cannot be unselected (requirement cannot be removed). Where a course is accidentally selected (clicked on) it is best to cancel the settings at the bottom of the page and restart.

Enrolment dates and duration:

An enrolment term or duration can be set.

This sets the minimum time for which a student must be enrolled before the course will be completed.

Unenrolment:

This setting will mark the course as completed once the student is unenrolled.

Unenrolment or enrolment terms can be set under "Enrolment methods" enablling automatic unenrolment after a set date or enrolment duration.

Course grade:

Where grades are awarded or required for completion (in quizzes and assessments for example), a course grade can be set.

With this setting, the course will be completed only if the student receives a set course grade

Manual completion:

When enabled, students can mark the course as completed when they believe they have completed this course. Ideal for self-study courses.

A secondary check can be included, where teachers or mentors can mark the students' course as completed when they agree.

Course Name Settings

Learner Group Settings

The platform provides the option to group students together for more effective learning.

Group options:

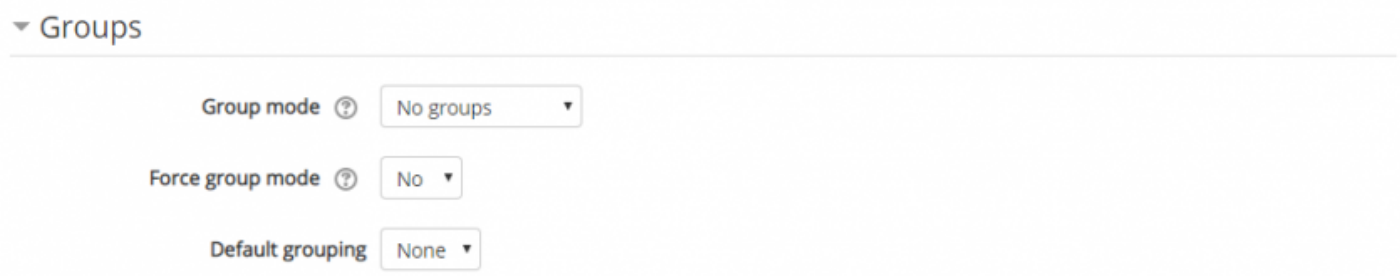
1. Group settings can be set per course and per activity
2. Visible to all or hidden to non-group members
3. Controlled membership or automatically grouped

> Settings discussed in this how-to guide control course settings as a whole. Group access can be set in selected activities within the course.

Course Settings / Groups:

> Location: Course administration / Edit settings / Groups

Under course settings, the group setting that will apply to the entire course will be set with the following options:



Group mode:

This setting has 3 options:

1. No groups
2. Separate groups - Each group member can only see their own group, others are invisible
3. Visible groups - Each group member works in their own group, but can also see other groups

The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode, though if the group mode is forced at course level, the group mode setting for each activity is ignored.

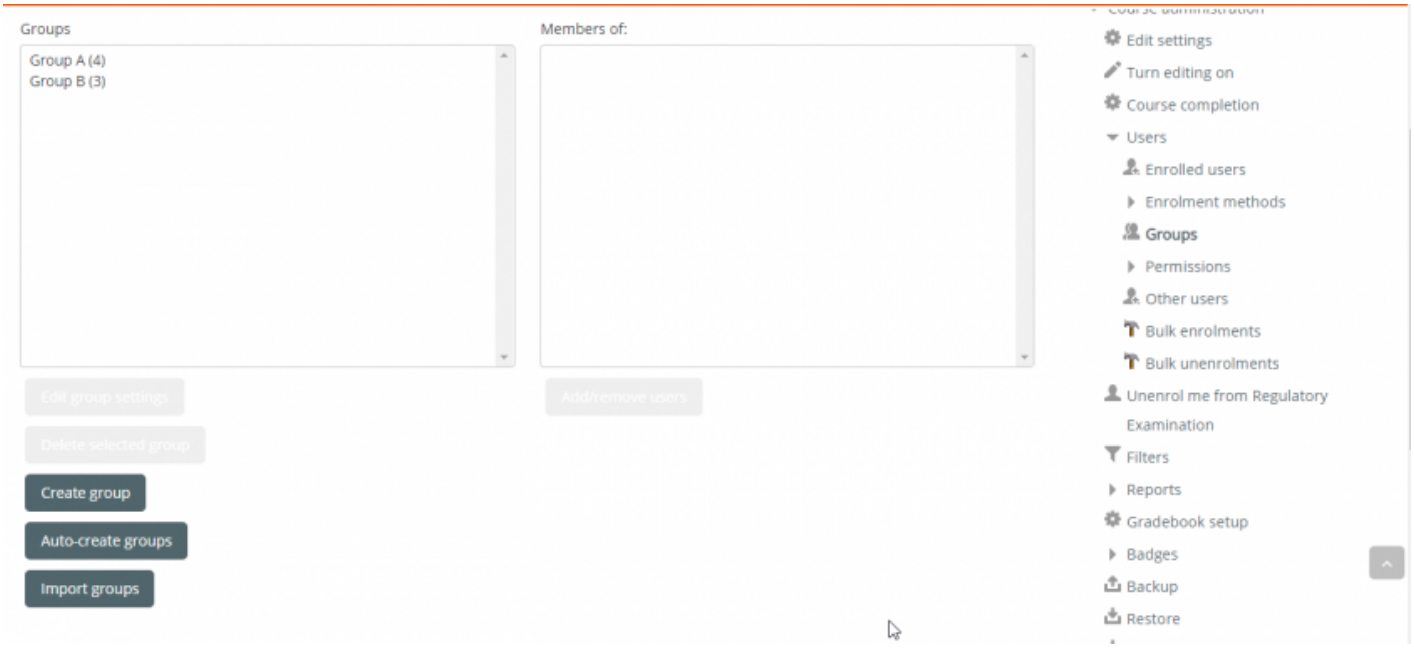
Force group mode:

If group mode is forced, then the course group mode is applied to every activity in the course. Group mode settings in each activity are then ignored.

User Settings / Groups:

Location: Course administration / users / Groups

Learners can be added to groups automatically upon enrolment or added to a specific group, manually by a teacher or course manager.



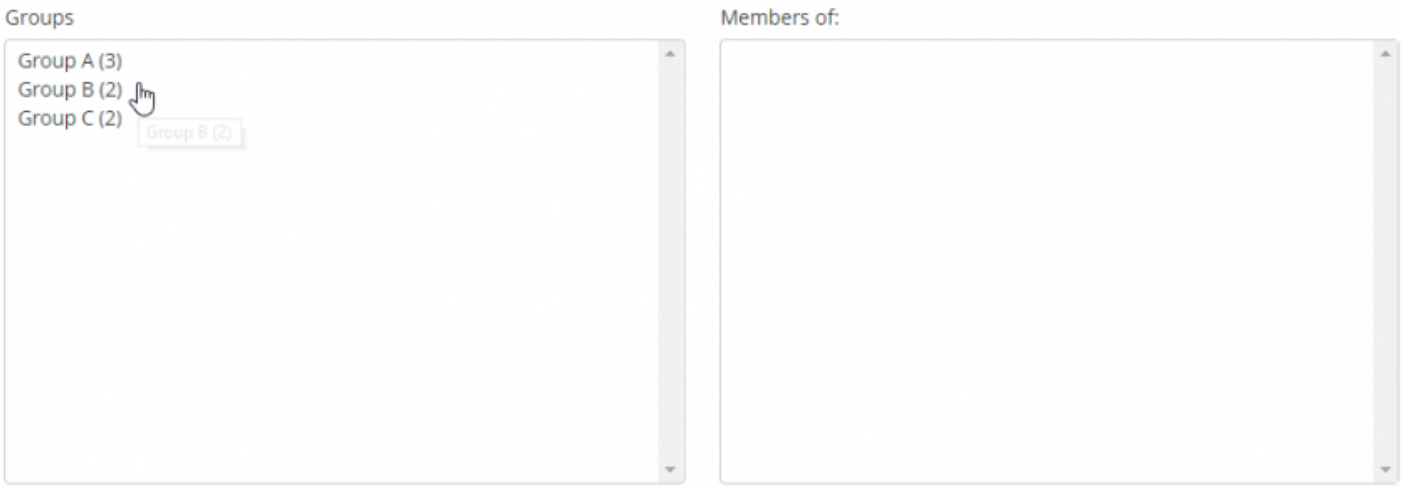
Auto-Create Groups

1. Click to "Auto-create groups" and complete the required information.
2. Choose your preferred naming scheme.
3. Select whether groups should be limited to a set number of learners per group or a set number of groups per course.
4. Set "Select members with role" to "Students"

5. Choose your preferred allocation method of members
6. Ensure the "include only active enrolments" option is ticked.

You can choose to preview your settings to ensure accuracy and save once approved.

Groups will now appear on the Groups page.



Naming scheme:

The at symbol (@) may be used to create groups with names containing letters. For example Group @ will generate groups named Group A, Group B, Group C, ...

The hash symbol (#) may be used to create groups with names containing numbers. For example Group # will generate groups named Group 1, Group 2, Group 3, ...

Group / Member count:

Groups can be limited to:

1. A number of users per group or.
2. A number of groups per course.

Select members with role:

Students, teachers and course creators can be included in groups.

If the purpose of the group is to facilitate effective learning or serve as a study group, choose to include only students in the auto-grouping setting to ensure that the groups consist of students mostly.

Teachers can then be manually added to required groups.

Allocate members:

Members can be allocated:

1. At random
2. Alphabetically by first name, last name
3. Alphabetically by last name, first name
4. Alphabetically by ID number

Manually Create a Group:

1. Click to "Create groups"
2. Insert the group name
3. You may add a group description explaining the purpose of the group - *Ideal for teachers or course designers who are required to work together on a course*
4. The group and course enrolment can be restricted by enabling and inserting an enrolment key (password) allowing only those who have the enrolment key to enrol and join the group
5. Activate "Group messaging"
6. Upload a group picture (Optional)
7. Save your changes

The Group will now appear on the Groups page and users may be included or will be included upon enrolment.

Group messaging:

If enabled, group members can send messages to the others in their group via the messaging drawer.

Enrolment key:

An enrolment key enables access to the course to be restricted to only those who know the key. If a group enrolment key is specified, then not only will entering that key let the user into the course, but it will also automatically make them a member of this group.

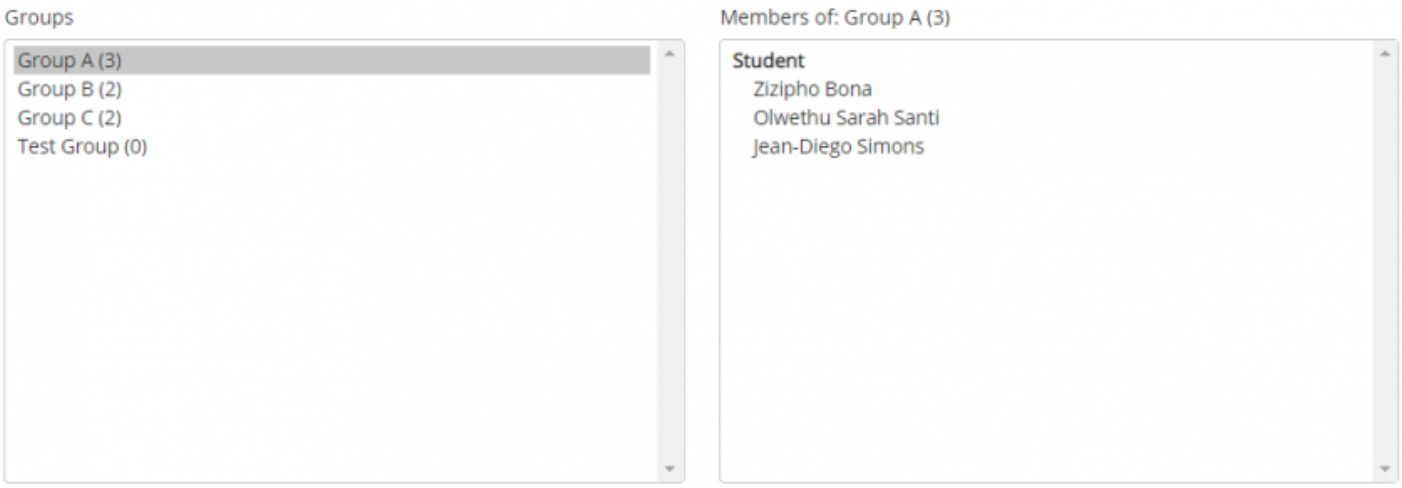
Note: Group enrolment keys must be enabled in the self enrolment settings and an enrolment key for the course must also be specified.

Add (or remove) learners to

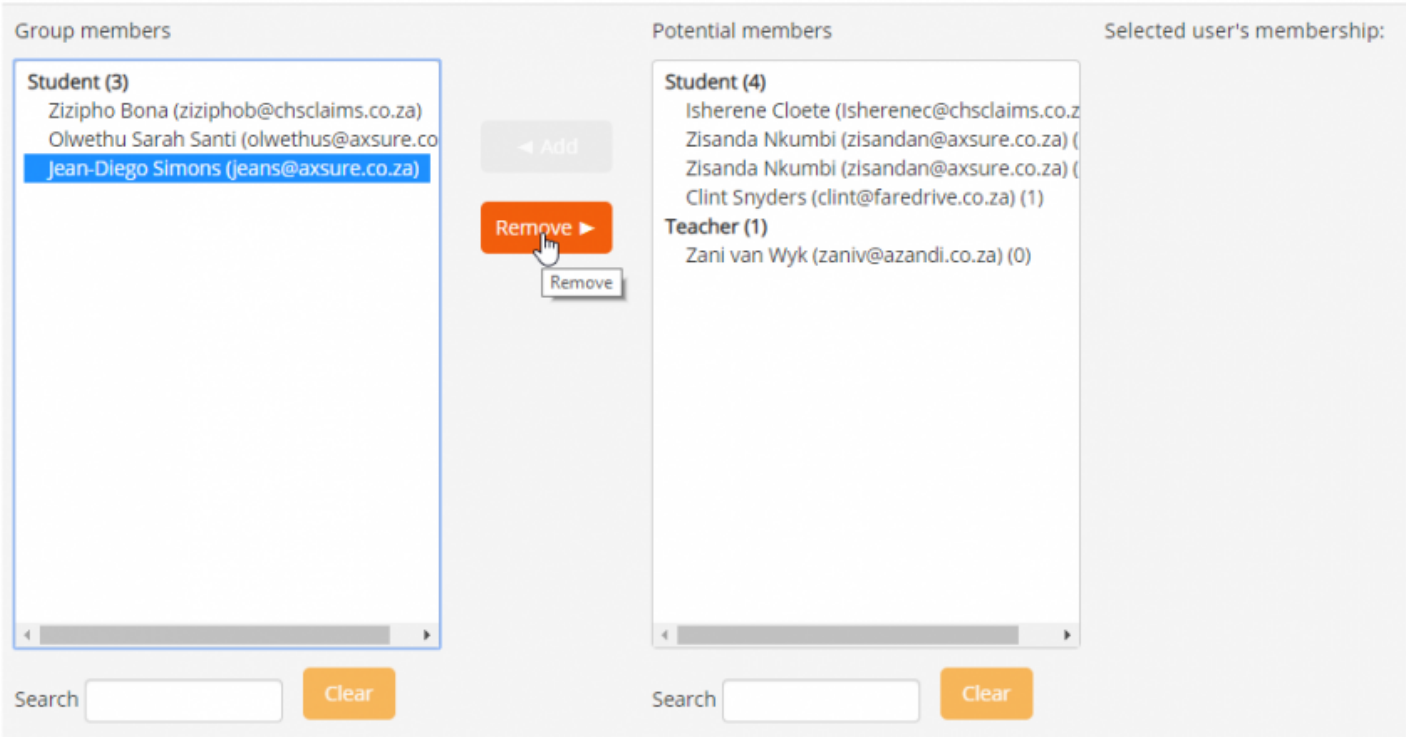
Groups

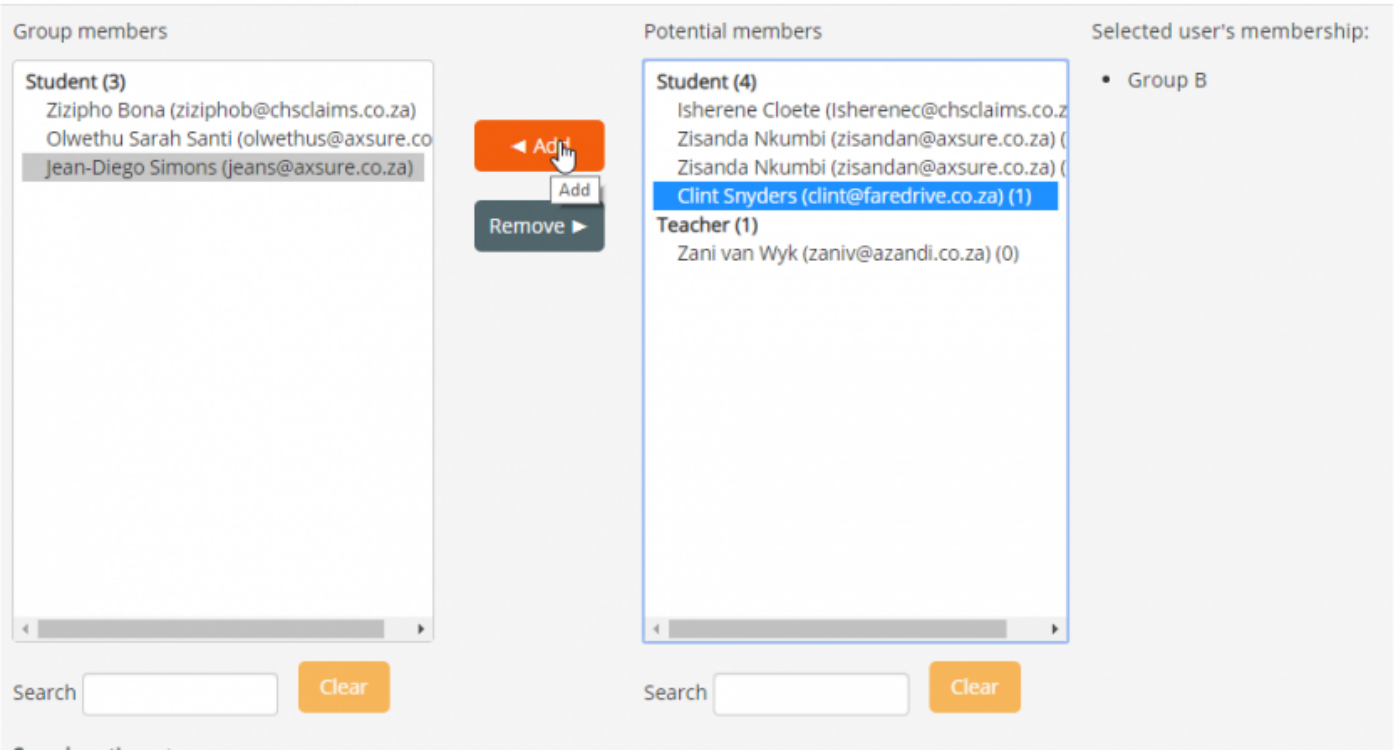
Learners can manually be added to automatically created or manually created groups.

Location: Course administration / users / Groups



1. Select the group to which a learner needs to be added (or removed)
2. Click to "add/remove users"
3. Select the user you wish to add or remove and select the appropriate option





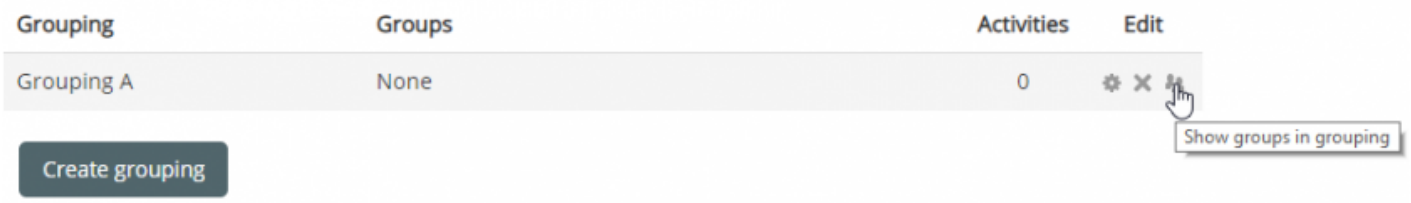
Groupings of groups

Groups can be grouped together using the grouping settings.

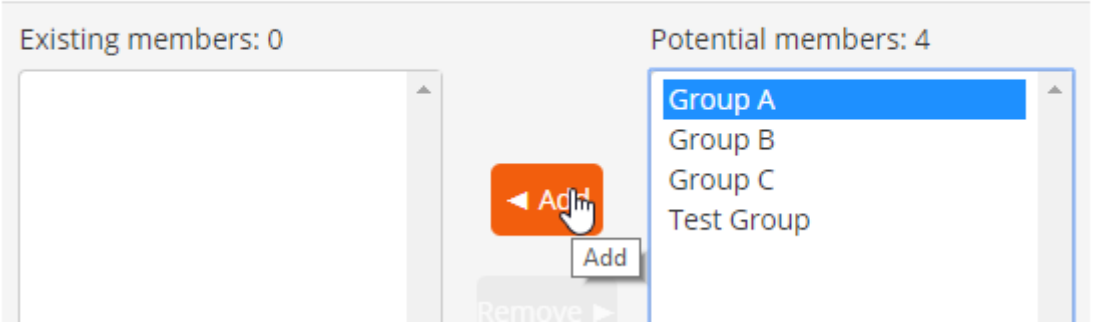
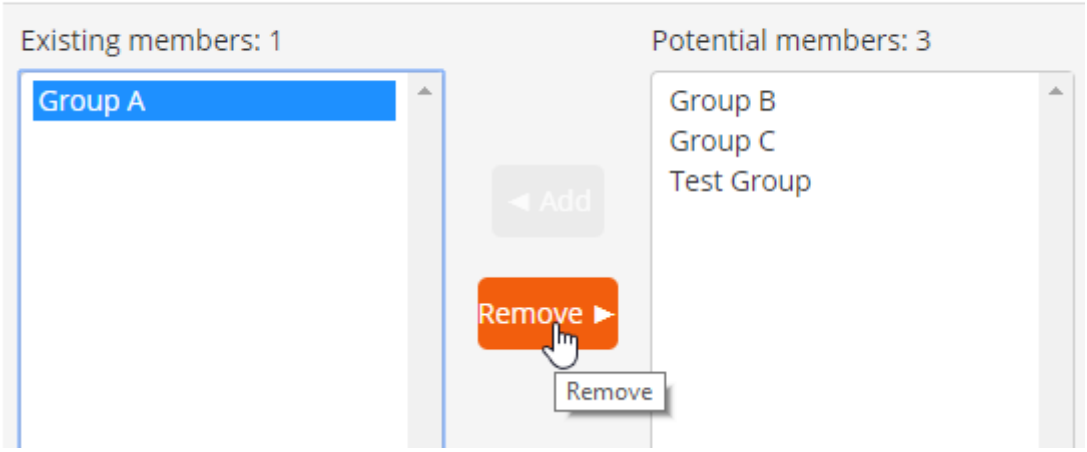
This can be used where students and teachers work together to review course content, or multiple selected groups need to work together within a course.

To create groupings:

1. Go to the Groupings tab
2. Select "create grouping" and complete the information required
3. Click on the members icon displayed to the right of the grouping name to add groups as members



Add/remove groups: Grouping A



Add/remove groups: Grouping A