

Course Settings









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About

A teacher can change certain course settings in
Administration > Course administration > Edit settings.

ADMINISTRATION

- ▼ Course administration
 -  Turn editing on
 -  **Edit settings**
 -  Course completion
 - ▶ Users
 - ▼ Filters
 - ▶ Reports
 -  Grades
 -  Outcomes
 - ▶ Badges
 -  Backup
 -  Restore
 -  Import
 - ▶ Question bank

Settings


General

▼ **General**

Course full name ?

Course short name ?

Visible ? ▼

Course start date ? ▼ ▼ ▼ 

Course ID number ?

Course full name

This is the name of the course. It is displayed as a link on course lists on the Front page and on My home and in reports. It is also used in the browser title bar when the course is viewed.

In CRN's this cannot be changed as the information comes from Banner. In a development course however, the eLearn Support team can change your course name if you are the course owner. Please email a request to us via eLearn.Support@cit.edu.au with details of the change such as the current and future name.

Short name

For CRN's, the short name of a course will contain the Subject Code, CRN and Semester of your course. E.g. OHSS-500-ITG – 12345201510.

As with the full name, this cannot be changed as the information comes from Banner. In a development course however, the eLearn Support team can change your course name if you are the course owner. Please email a request to us via eLearn.Support@cit.edu.au with details of the change such as the current and future name.

Visible

This setting determines whether the course appears in the list of courses. Apart from administrators, users are not allowed to enter the course when hidden. Use this for hiding the individual (or child) courses of a cross-list group. For more information, contact eLearn Support.

Course start date

This setting affects the display of logs and the weekly format topic dates.

If you use the "Weekly" course format, the start date will appear in the first section of the course. For example selecting 27 July, will display "27 July - 2 August" in the first section (when default display is selected for that section).

Description

Description

Course summary ?

Paragraph B I [List icons] [Link icon] [Image icon] [Video icon] [Globe icon]

User Acceptance Testing for January 2015 Upgrade

Path: p

Course summary files ? Maximum size for new files: 100MB, maximum attachments: 1

Files

You can drag and drop files here to add them. Please note, all teachers must upload course content to eLR as per CIT policy.

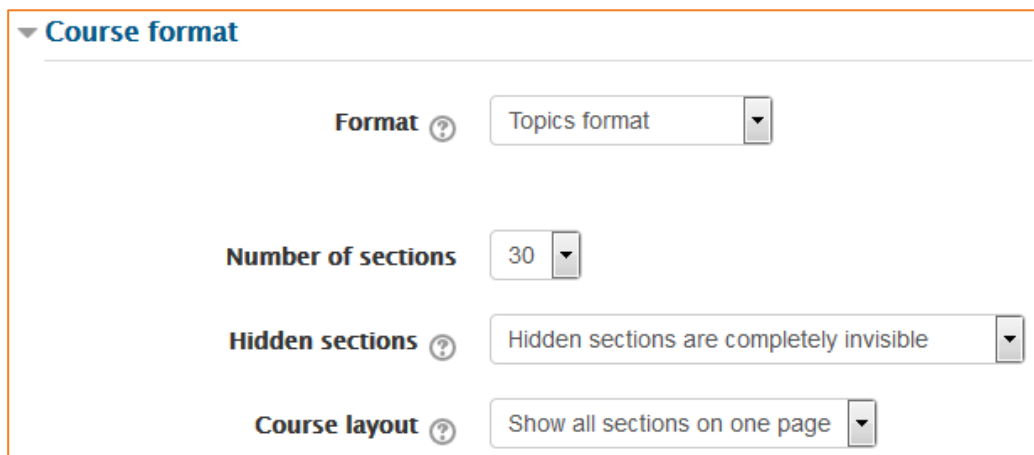
Course summary

The summary appears on the course listings page. This field is searched when searching for a course and also appears in the Course/Site description block. [See course identifying icon or image for more information here.](#)

Course summary files

An image may be attached to the course summary. They will be accessible by anyone from outside of the course just like the course name and/or summary.

Course format



▼ **Course format**

Format ⓘ Topics format ▼

Number of sections 30 ▼

Hidden sections ⓘ Hidden sections are completely invisible ▼

Course layout ⓘ Show all sections on one page ▼

Format

Single activity format – The single activity format only has 1 section, and allows the teacher to add one activity only to the course. When the single activity format is selected, a drop down menu appears for the teacher to choose the activity they wish to use.

Social format – This format is oriented around one main forum, the social forum, which appears listed on the main page. It is useful for situations that are more free form. They may not even be courses.

Topics format (this is the default) – The course is organised into topic sections that a teacher can give titles to. Each topic section consists of activities, resources and labels.

Weekly format – The course is organized week by week, with a clear start date and a finish date. **eLearn** will create a section for each week of your course. You can add content, forums, quizzes, and so on in the section for each week.

Collapsed Topics – An interchangeable topic or week based format that solves the issue of the 'Scroll of Death' when a course has many topics / weeks. All sections except zero have a toggle that displays that section. One or more sections can be displayed at any given time.

More options on the settings of Collapsed Topics appear when this option is selected. See next page.

Number of sections

This setting is only used by the 'weekly' and 'topics' course formats. In the 'weekly' format, it specifies the number of weeks that the course will run for, starting from the course starting date. In the 'topics' format, it specifies the number of topics in the course. Both of these translate to the number of "boxes" down the middle of the course page.

If the number of weeks/topics is changed for an existing course so that the number is less than the number of course sections containing activities (for example the course contains activities in 3 sections and the number or weeks/topics is set to 2) then when editing is turned on section(s) at the bottom of the course page will be shown with the title 'Orphaned activities'.

Hidden sections

This option allows you to decide how the hidden sections in your course are displayed to students. By default, a small area is shown (in collapsed form, usually grey) to indicate where the hidden section is, though they still cannot actually see the hidden activities and texts. This is particularly useful in the Weekly format, so that non-class weeks are clear, or if you have quizzes you don't want your students to see.

TIP: If you choose, these non-available items can be completely hidden, so that students do not even know that sections or an activity in the course are hidden.

Course layout

The Course layout setting determines whether the whole course is displayed on one page or split over several pages. The setting currently applies to the topics and weekly core course formats and contributed collapsed topics course format only.

Teachers choose from the dropdown whether they wish to "show all sections on one page" in the familiar scrolling format, or "show one section per page".

If one section per page is selected, the course page is abbreviated to a list of links to individual sections. If an individual section is shown, next and previous sections may be accessed via links above and below the section.

Collapsed Topics Settings

Display instructions

Sets whether the instructions on using the collapsed topics course format should be displayed to students.

Set elements

How much information about the toggles / sections you wish to be displayed. E.g. if you set it to "toggle word and section number" it will display at the top of your section as "Section 1 – Toggle", rather than the section/topic name. The default for this is "No additions", which will just display the section name.

Set Structure

The layout of the course. You can choose between:

Topics – Where each section is presented as a topic in section number order.

Weeks – Where each section is presented as a week in ascending week order from the start date of the course.

Current Week First – Which is the same as weeks but the current week is shown at the top and preceding weeks in descending order are displayed below except in editing mode where the structure is the same as 'Weeks'.

Current Topic First – Which is the same as 'Topics' except that the current topic is shown at the top if it has been set.

Day – Where each section is presented as a day in ascending day order from the start date of the course.

Set columns

How many columns to use.

Set column orientation

Vertical - Sections go top to bottom.

Horizontal - Sections go left to right.

Set the toggle text alignment

Sets the alignment of the text in the toggle.

Set icon position

Sets whether the icon should be on the left or the right of the toggle text.

Set icon set

Sets the icon set of the toggle.

Set toggle all icon hover

Sets if the toggle all icons will change when the mouse moves over them.

Toggle colours

Sets the colour of the text and hover text, as well as the background when normal or hovered over. Current default colours are WCAG compliant so that all users can read them.

Show the suction summary when collapsed

States if the section summary will always be shown regardless of toggle state.

NOTE: All Collapsed topics settings can be reset at any time using the Collapsed Topics reset options under the settings. This will reset them to the CIT default.

Appearance

▼ Appearance

Force theme Do not force ▼

Force language Do not force ▼

News items to show ? 5 ▼

Show gradebook to students ? Yes ▼

Show activity reports ? Yes ▼

Force theme

This pull down menu will appear with a list of themes on the site. CIT has 2 standard themes, the eLearn theme, and the CITSOL theme.

Force language

CIT only has English here so for now this setting cannot be changed.

News items to show

How many news items should show the Latest news block. Set it to 0 and Latest news block will not appear.

The Latest News block relies on the use of the associated News Forum. News posted in other forums do not display in the latest News block

Show gradebook to students



Here you can decide whether to allow students to see the link to grades in the Administration block. If your course doesn't use graded activities, it makes sense to disable this. If grades are used and this link is disabled, students can still see their grade from the actual activity itself, such as an assignment

Show activity reports

Here you can decide whether to show students their activity reports.

Files and uploads

▼ **Files and uploads**



Maximum upload size  

Maximum upload size

Here you can decide the largest size of file that students can upload to a course.

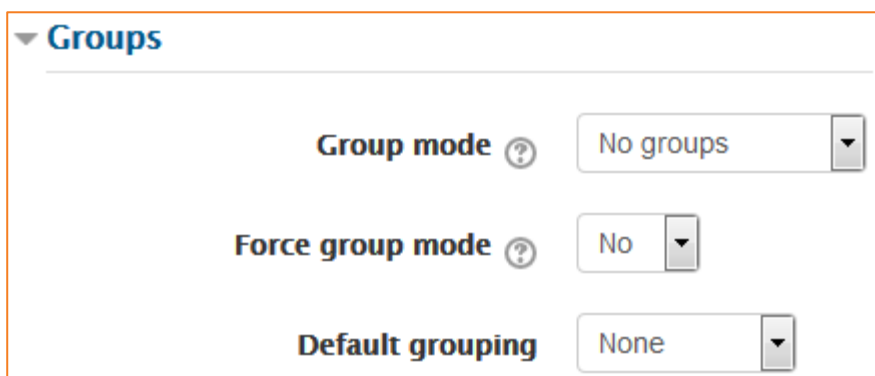
Completion tracking

▼ **Completion tracking**

Enable completion tracking  

Completion tracking must be enabled for Activity completion. Course completion criteria may also be based upon Activity completion values found in the activity's settings. For more information on Completion Tracking, please see the *Completion Tracking* guide on http://teacher.cit.edu.au/elearn_guides/course_administration_in_elearn

Groups



▼ Groups

Group mode ⓘ No groups ▼

Force group mode ⓘ No ▼

Default grouping None ▼

Group mode

Here you can define the group mode at the course level by a pull down menu. *No groups*, *Separate groups* and *Visible groups* are the choices. The selected setting will be the default group mode for all activities defined within that course. The group setting can affect what users see in the Participants list and who they can interact with in activities.

Force

If the group mode is "forced" at a course-level, then this particular group mode will be applied to every activity in that course. This will override any activities that may have a special group setting.

Default grouping

If groupings are enabled, a default grouping for course activities and resources may be set.

For more information on Groups, please see the *Groups and Groupings* guide on http://teacher.cit.edu.au/elearn_guides/course_administration_in_elearn

Role renaming

▼ **Role renaming** ?

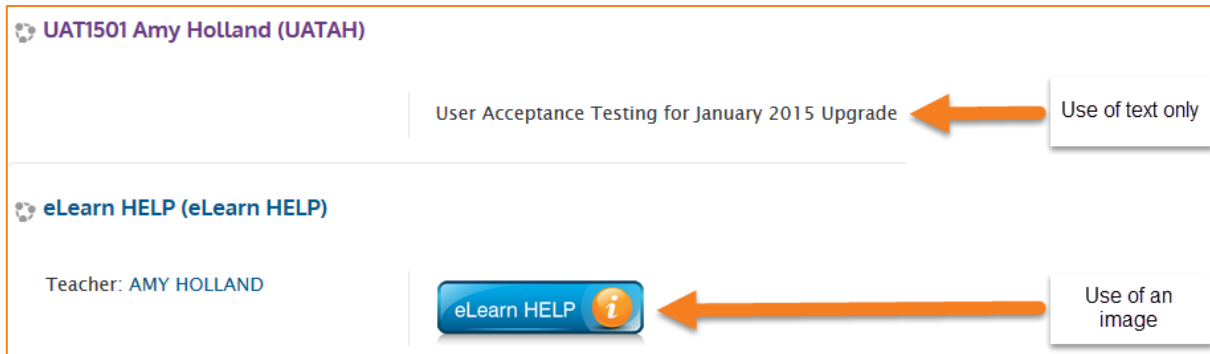
Your word for 'Manager'	<input type="text"/>
Your word for 'eLearn Support Administrator'	<input type="text"/>
Your word for 'ED Tech'	<input type="text"/>
Your word for 'Course creator'	<input type="text"/>
Your word for 'Academic Staff'	<input type="text"/>
Your word for 'Teacher'	<input type="text"/>
Your word for 'Non-editing teacher'	<input type="text"/>
Your word for 'Student'	<input type="text"/>
Your word for 'Guest'	<input type="text"/>
Your word for 'Authenticated user'	<input type="text"/>

You can rename the roles used in your course. For example, you may wish to rename the Teacher role as "Facilitator", "Tutor" or "Guide". These new role names will appear within the course.

Course Identifying Icon or Image

Want to make your courses stand out on the students (and your) homepage in eLearn? How about attaching an image and/or text to identify your course?

Below is an example of the use of an icon and then just text to identify individual courses.



Instructions

1. In the **Administration** block, click on **Edit settings**.
2. Insert your image or text into the Course summary block as below (see HTML Text Editor Guide on how to insert an image). Align it to the right by clicking on the image, then the text right align icon. Images should be no more than 100 pixels in height and 250 pixels in width.
3. To link this image or text to your course, copy the URL for your course. Go back to Edit settings and click on the image (or highlight the text you want to link). Click on the Linking icon and paste the URL into the corresponding box.

NOTE: To view what you have done, you will only see this from your eLearn Home page. Go back to this page and view your changes.

