

Course Page Settings



Lecturer



HOS

On this guide:

- A. [Course Page Settings](#)
- B. [Naming course convention](#)

The course page settings are already preconfigured however for some reasons the lecturer may need to update the settings to suit the unit requirements or correct them.


Note: If not important do not change the settings.

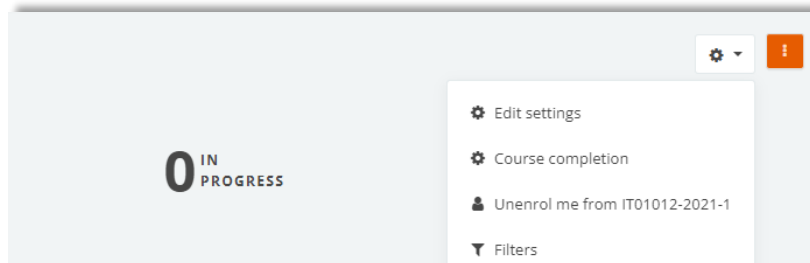
Pre-condition

1. The user must be on a Moodle course page as a Lecturer of a unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).

A. Course Page Settings | [Top of the Document](#)

Procedure

1. Accessing Course Page settings.
 - a. Click the Course menu (), then select **Edit settings**. The *Course page setting page* appears



2. The General Setting
 - a. Check the Course full name and Course short name. For details see, Course naming convention.
 - b. Check whether the course category is in the right year, IBS arm, school, and semester.
 - c. Course visibility must be set to **Show**. Unless the course is not active.
 - d. The Course start date must be the classes start date of the semester if academic course
 - e. The Course end date must be the grade publication date of the semester if academic course.

IT01012 Introduction to Programming*

Dashboard / My courses / IT01012-2021-1 / Edit settings

Edit course settings

▼ General

Course full name ? ! IT01012-2021-1 Introduction to Programming*

Course short name ? ! IT01012-2021-1

Course category ? x Miscellaneous

Search ▼

Course visibility ? Show ▼

Course start date ? 28 May 2021 00:00

Course end date ? 14 October 2021 11:40 ☐ Enable

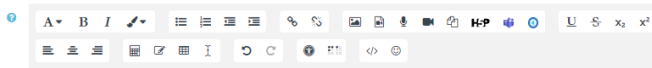
Course ID number ?

3. The Description

- The Course summary appears in the Site page. A course summary must contain a short course description not more than 200 characters.
- The course image 320px by 230

▼ Description

Course summary ?




This course is an introductory programming course.

Course image ?

Maximum file size: Unlimited, maximum number of files: 1

Files



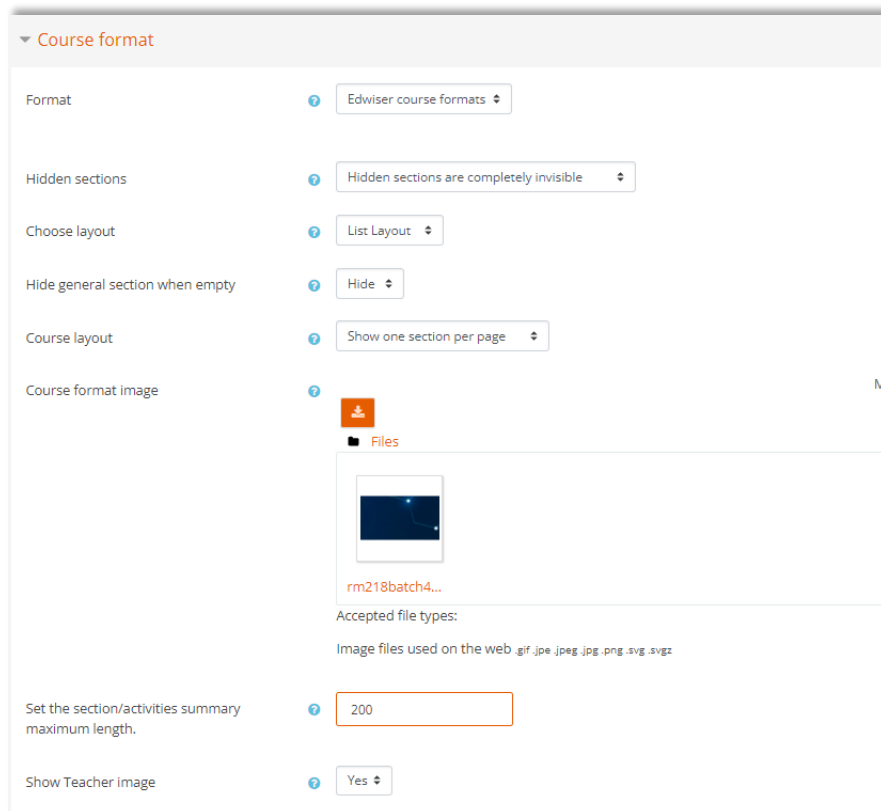
pexels-luis-go...

Accepted file types:

Image (GIF) .gif
Image (JPEG) .jpg
Image (PNG) .png

4. The Course format

- See image for settings.
- The course format image is 788px x 180px image. Supplied by DL.



▼ Course format


Format: Edwiser course formats

Hidden sections: Hidden sections are completely invisible

Choose layout: List Layout

Hide general section when empty: Hide

Course layout: Show one section per page

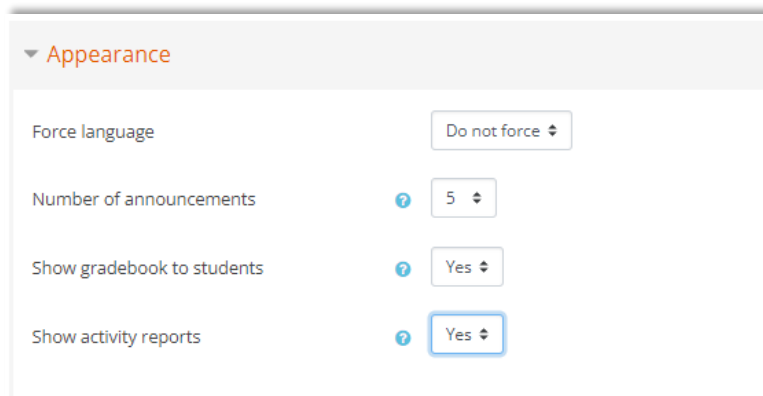
Course format image:  rm218batch4...
Accepted file types: Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

Set the section/activities summary maximum length: 200

Show Teacher image: Yes

5. The Appearance

- See image for settings.



▼ Appearance

Force language: Do not force

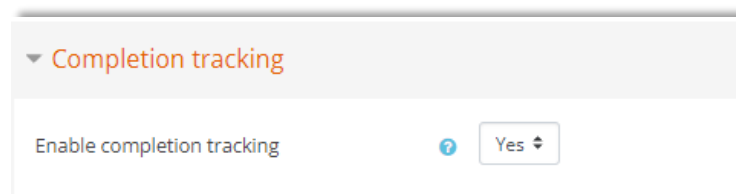
Number of announcements: 5

Show gradebook to students: Yes

Show activity reports: Yes

6. The Completion tracking

- See image below for settings.





▼ Completion tracking

Enable completion tracking: Yes

7. The Groups

- See image below for settings. If the course is for single class.
- See Groups and Groupings for setting, if course is for multi-class section.

▼ Groups

Group mode	 No groups ▾
Force group mode	 No ▾
Default grouping	None ▾

8. Leave other groups settings

B. Naming course convention | [Top of the Document](#)

1. The short course name starts with short name of IBS arm. IBSU, IBSC and IBSO.
2. For academic courses at IBS University, IBSU + concatenated unit code, new academic year, and the semester.
3. For academic courses at IBS College, IBSC + concatenated unit code, new academic year and stage number.
4. For academic courses at IBS Online, IBSO + concatenated unit code, new and academic year.
5. For non-academic courses, append to the IBS arm short name the academic year and 2-4 letter initial of the department.
6. To make a one-word short course name use hyphen to replace space in between the formed combination in item #1.
7. The long name of the course shall be the concatenated hyphenated short course name and the unit name or the course title.