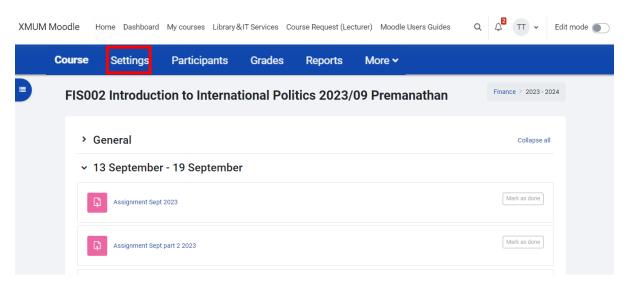
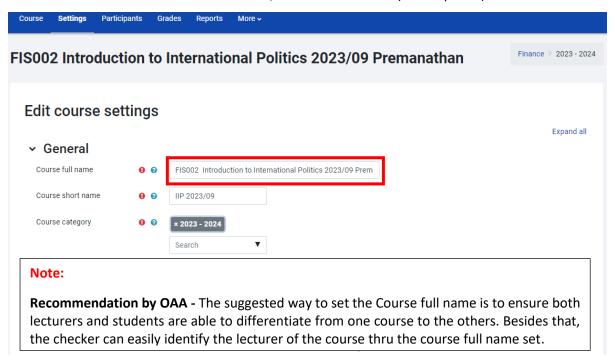


Setting up the Layout of Your Course

- 1. Edit course setting and set the visibility of your course for Students
- 1.1 From your Course page, click on the **Settings** at Course Menu to proceed to **Edit course settings**.

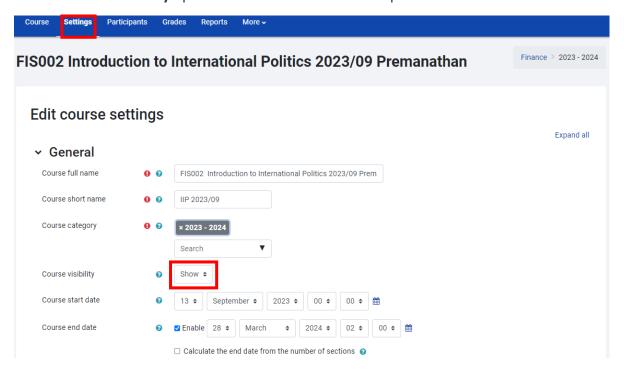


1.2 At the **Edit course settings**, edit the **Course full name** with the recommended format: "Course full name as Course Name YYYY/MM Lecturer Name (or Campus ID)".





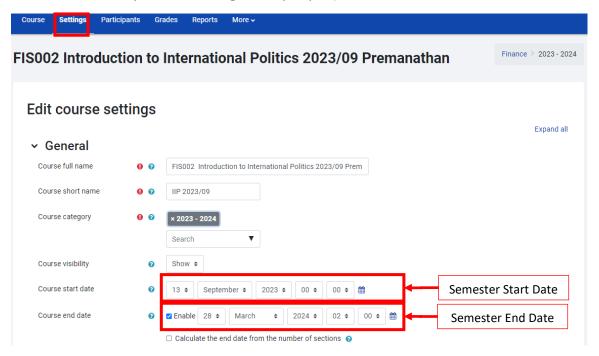
1.3 In **Course Visibility** setting, go to the **General** tab (via **Settings**) and look for the **Course Visibility** option. Select **Show** from the dropdown menu.





2. Confirming the Start and End Date for your course

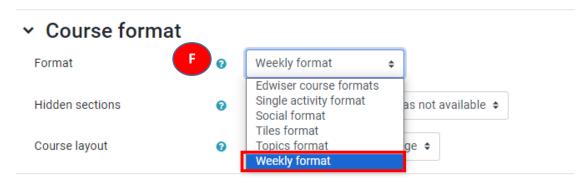
- 2.1 Click on the course's **Settings** to set the **Course start date** and **Course end date**.
- 2.2 Under the **General** tab you will find the **Course start date** line with calendar settings for the start of your course. By default, your course start date will be the same as the start date in academic calendar. (Note--it's important to confirm that your course start date is correct even if you aren't using Weekly Topics).





3. Choosing a layout or format for your course

3.1 In Course Format tab, select the Weekly format from the drop-down menu.



The two most commonly used formats are:

- Weekly format (recommended): where the course is automatically divided into sections labelled with weekly dates.
- **Topics format:** where the instructor defines the section breaks--Note that Topic format can be used to divide the course into weekly sections, but the instructor will have to label each weekly section. Moodle will not automatically date the sections.
- 4. In **Completion tracking**, ensure the default value for **Enable completion tracking** and **Show activity completion conditions** is Yes.

Completion tracking



5. After updated the layout format, click **Save and display** to save the updates.

