



## 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**.

XMUM Moodle Home Dashboard My courses Library & IT Services Course Request (Lecturer) Moodle Users Guides TT

Course **Settings** Participants Grades Reports More ▾

FIS002 Introduction to International Politics 2023/09 Premanathan Finance > 2023 - 2024

> General [Collapse all](#)

▼ 13 September - 19 September

Assignment Sept 2023 [Mark as done](#)

Assignment Sept part 2 2023 [Mark as done](#)

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)”.

Course **Settings** Participants Grades Reports More ▾

FIS002 Introduction to International Politics 2023/09 Premanathan Finance > 2023 - 2024

### Edit course settings [Expand all](#)

▼ General

Course full name ⓘ ⓘ FIS002 Introduction to International Politics 2023/09 Prem

Course short name ⓘ ⓘ IIP 2023/09

Course category ⓘ ⓘ 2023 - 2024

**Note:**

**Recommendation by OAA** - The suggested way to set the Course full name is to ensure both lecturers and students are able to differentiate from one course to the others. Besides that, the checker can easily identify the lecturer of the course thru the course full name set.



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.

Course

Settings

Participants

Grades

Reports

More

FIS002 Introduction to International Politics 2023/09 Premanathan

Finance > 2023 - 2024

Edit course settings

Expand all

General

Course full name

?

FIS002 Introduction to International Politics 2023/09 Prem

Course short name

?

IIP 2023/09

Course category

?

\* 2023 - 2024

Search

Course visibility

?

Show

Course start date

?

13

September

2023

00

00

Course end date

?

☒ Enable

28

March

2024

02

00

☐ Calculate the end date from the number of sections



## 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).

Course **Settings** Participants Grades Reports More ▾

**FIS002 Introduction to International Politics 2023/09 Premanathan** Finance ▸ 2023 - 2024

### Edit course settings

[Expand all](#)

▼ **General**

Course full name ⓘ ⓘ FIS002 Introduction to International Politics 2023/09 Prem

Course short name ⓘ ⓘ IIP 2023/09

Course category ⓘ ⓘ × 2023 - 2024  
Search ▾

Course visibility ⓘ ⓘ Show ▾

Course start date ⓘ ⓘ 13 ▾ September ▾ 2023 ▾ 00 ▾ 00 ▾ ⓘ ← **Semester Start Date**

Course end date ⓘ ⓘ ☒ Enable 28 ▾ March ▾ 2024 ▾ 02 ▾ 00 ▾ ⓘ ← **Semester End Date**

☐ Calculate the end date from the number of sections ⓘ



### 3. Choosing a layout or format for your course

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

#### ▼ Course format

Format



Weekly format

Hidden sections



Edwiser course formats

Single activity format

Social format

Tiles format

Topics format

Weekly format

Course layout



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

Enable completion tracking



Yes

Show activity completion conditions



Yes

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

Save and display

Cancel