

Course setting

Administration

- Course administration
 - Edit settings**
 - Turn editing on
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Outcomes
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank
 - Recycle bin

Step 1

To access your course settings, click on **'Edit settings'** in the Administration block under Navigation block in your course page.

Tip

Click Expand All to view all of the course settings

Step 2

You can always click the '?' icon to get help on any item.

It is recommended that the start date is a Monday (to align the number of the week).

Edit course settings

[Expand all](#)

General

Course full name ? ! Financial Accounting

Course short name ? ! BUS-1103-4.201909 (CRN:)

Course category ? Term 1, 2019-2020

Course visibility ? Show

Course start date ? 2 September 2019 00:00

Course end date ? 11 December 2019 00:00 Enable

Calculate the end date from the number of sections ?

Course ID number ? 25.201909

Description

Course summary ?

Department: Accountancy
25.201909
BUS-1103-4.201909 (CRN: 25)

Moodle auto-format

Course setting

▼ **Course format**

Format

Hidden sections

Course layout

▶ **Appearance**

▼ **Files and uploads**

Maximum upload size

▼ **Completion tracking**

Enable completion tracking

▼ **Groups**


Group mode

Force group mode

Default grouping

▶ **Role renaming**

▶ **Tags**

There are required fields in this form marked .

Step 3

Set “**Enable completion tracking**” to ‘**YES**’ as it helps with reporting students’

Set ‘**No groups**’ if there are no activities requiring a group.

You may restrict the maximum upload size.

Step 4

After completing your course setting, click ‘**Save and display**’.