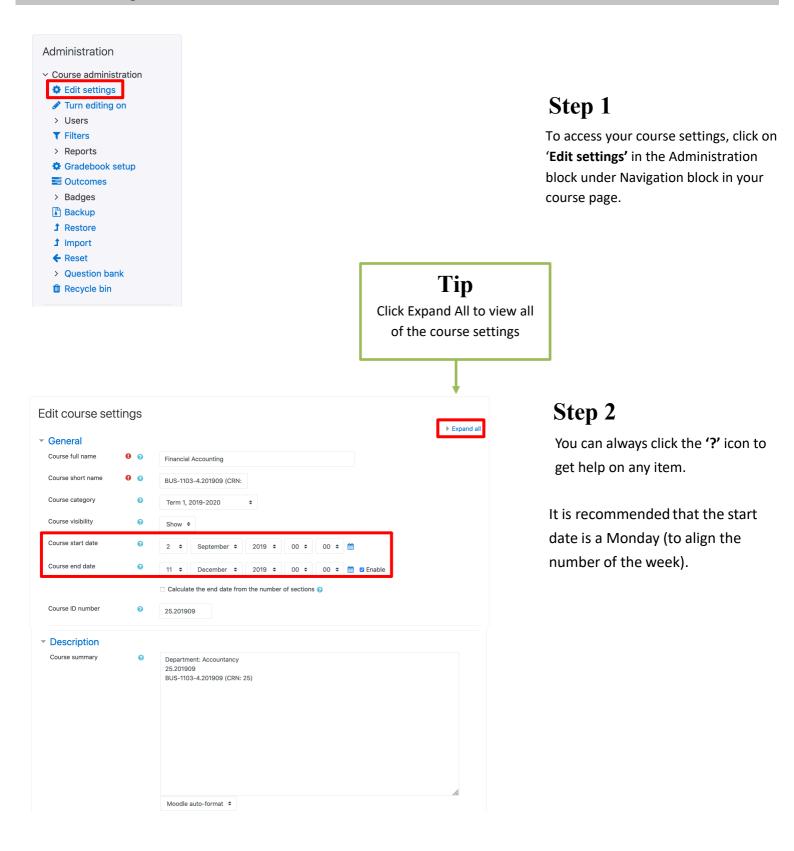


How to Create a Moodle Course Staff Quick Guide

Course setting





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Course setting

 Course format 		
Format	0	Weekly format +
Hidden sections	0	Hidden sections are shown in collapsed form $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$
Course layout	0	Show all sections on one page \$
Appearance		
 Files and uploads 	i	
Maximum upload size	0	500MB \$
 Completion track 	ing	
Enable completion tracking	g 🕜	Yes +
 Groups 		
Group mode	0	No groups 🔶
Force group mode	0	No ÷
Default grouping		None ¢
Role renaming ø		
Tags		
		Save and display Cancel
There are required fields in this	form marke	d 0 .

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'.