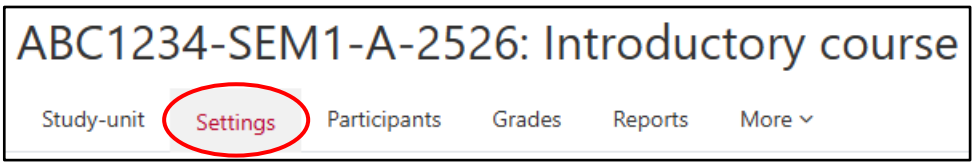
Adjusting the VLE area settings

You can adjust some basic settings of your VLE area, for example decide if you want to organise the learning resources by topic or week, the start date of the study-unit, etc.

1. Click **Settings** from the tabular menu at the top of the page.

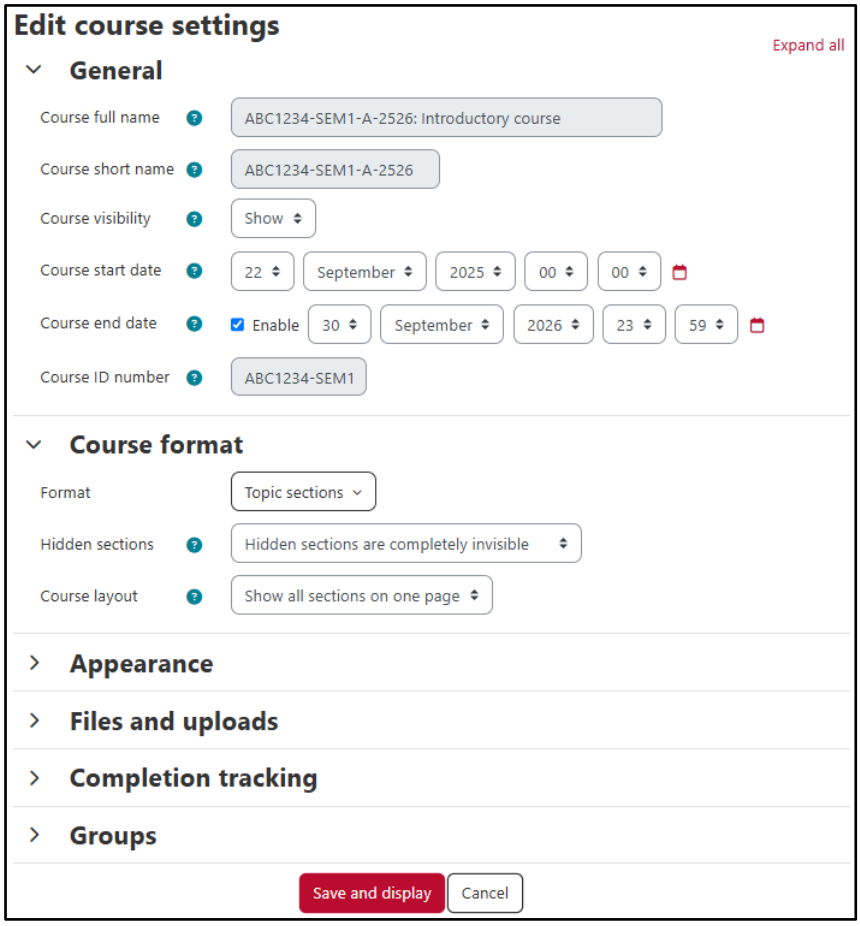


   The *Edit course settings* page is displayed.

2. Adjust the settings of the VLE area (refer to the underlying table for a description of the settings). Some of the settings, such as *Course full name*, *Course short name* and *Course ID number* cannot be edited.

   You do not need to adjust every single setting in this screen. As a minimum adjust the following settings, accessible by clicking on the respective settings section titles.

General section:	*Course format* section:
• **Course visibility** • **Course start date**	• **Format**



Note:

- Do **not** update the *Course end date* setting. For VLE study-unit areas, this should always read end of September of the current academic year.

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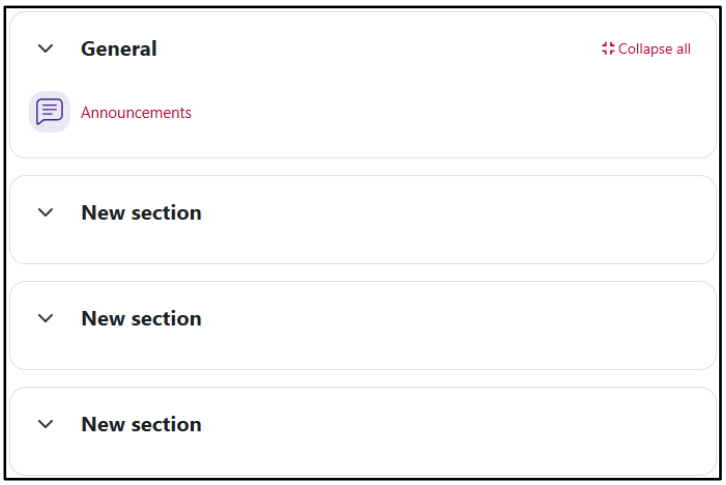
Option	Description
General	
Course visibility	Use this setting to control access to your VLE area. You can make a VLE area available (visible) or unavailable to students without affecting your own access. This is a good way to hide VLE areas that are not ready to be viewed by students. Alternatively, you can also control course visibility via the **Show study-unit to students** block available on your VLE area homepage.
Course start date	If you are using a *weekly sections* format, the first week will start on the date you set here. It is important to set the correct start date even if you adopt a *topic sections* format for your VLE area.
Course format	
Format	The VLE provides you with several formats that you can adopt for your VLE area. The most common formats are: **Topic sections** - The area is organised into topic sections. Each topic section consists of activities you set up. This is a good option if your VLE area design is concept-oriented, with students working through a range of topics but not necessarily according to a fixed schedule. 

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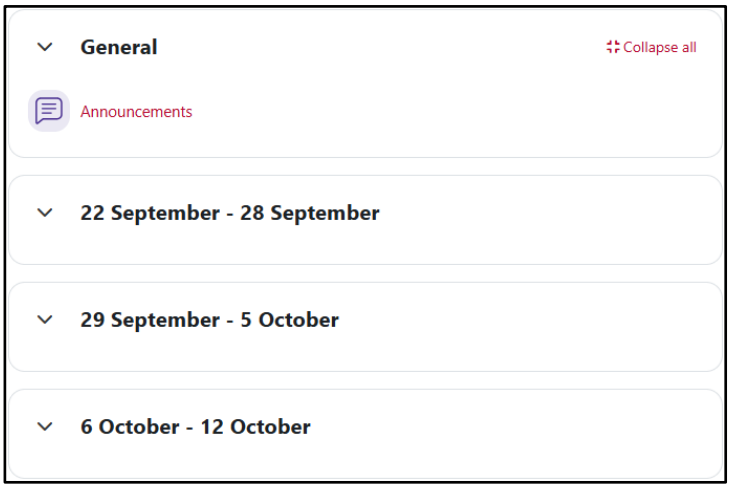
	Weekly sections - The VLE area is organised week by week, with a clear start date and a finish date. The VLE will create a section for each week of your VLE area. Each week consists of activities you set up. The current week is highlighted. 
Hidden sections	This option allows you to decide how the hidden sections in your VLE area are displayed to students. By default, hidden sections are completely invisible to students, that is, your students will not know that sections within the VLE area are hidden. You may choose to list hidden sections as unavailable to students. Students can see the heading but they cannot actually see the hidden study material within.
Course layout	This setting determines whether the whole VLE area is displayed on one page or split over several pages.

Appearance	
Number of announcements	Use this setting to determine the number of announcements displayed in the **Latest announcements** block of the VLE area.
Show gradebook to students	This setting is used to allow students to see the link to grades in the navigation drawer. **Note:** Any marks or grades displayed in the UM VLE are not official. The official study-unit grades are available on eSIMS. It is suggested that you do **not** change this setting from *No* to *Yes*.
Show activity reports	This setting allows students to view their own activity reports of your VLE area via their profile page. This is useful if you want students to reflect on their level of participation.
Show activity dates	This setting allows students to view the dates by when they need to complete a particular activity on the VLE area homepage. **Note:** Only Moodle activities will have the activity dates displayed. Third party tools such as *Turnitin* and *Panopto* will not feature the activity dates on the VLE area homepage.

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Files and uploads	
Maximum upload size	This setting limits the size of files you or your students upload to the VLE area. The maximum upload size is set by IT Services, but you can choose to make the limit smaller than this.

Completion tracking	
Enable completion tracking	The completion tracking settings allows tutors and students to track progress through the content of a VLE area. Each item (resource or activity) can be set to track completion based on established criteria. When enabled (default), the *Completion conditions* section can be found at the bottom of the page that is used to create or update a resource or activity. *Refer to a separate user guide for more information on the use of Activity Completion.*
Show activity completion conditions	If a resource or activity has *Completion conditions* applied, the criteria that students need to meet will be displayed on the VLE area homepage.

Groups	
Group mode	The VLE allows you to split your class into groups. The default setting is *No groups*. You can set the group mode as *Separate groups* or *Visible groups*. *Separate groups* prohibits students in one group to see / interact with the students in another group. *Visible groups* allows students in one group to view the other group's activities but not participate. *Refer to a separate user guide for more information on the use of Groups and Groupings in the VLE.*
Force group mode	You can set the group mode separately for many activities, or force group mode to be set at VLE area level. If everything in the VLE area is done in group work, you will probably want to force group mode to make management easier. Forcing the VLE area group mode overrides the individual activity group settings. If you have forced group mode, every activity in the VLE area will have that group mode set.

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