Module settings explained

There are a lot of settings to choose for a module. Noted below is a description of how each can be used.

The vast majority of Editing teachers will only ever need to make the module visible to students. All other settings can be left as default. Defaults may vary slightly between Schools, but are set by agreement with each School.

- To navigate to the module settings: navigate to the module, in the module find the Cogwheel icon, drop down the menu and click Edit settings.

Course visibility

A setting towards the top of page allows you to change the visibility for students. The options are:

- Hide - this means the module is not visible to students. It will not come up in a search of the site.
- Show - this means students can see and participate in your module. It can be found on a search of the site.

By default modules are hidden: this means that you need to change this setting to Show before students can access it (even if they’re already enrolled on it).

To check if your module is visible or not

Check the Year End and Archive block (visible only to editing teachers, not students)

A hidden module will be flagged up

If the block does not show this message then it is visible.

In your Module Overview you can also see this.

In General Section

- Module full name: Not editable except by request to Learning Technologies. For SATURN modules, name and code taken from SATURN, semester, year and campus included - cannot be changed unless SATURN module name or code is changed. Non-SATURN modules are named following set guidelines: you can choose the name of your module.
• **Module short name**: Not editable except by request to Learning Technologies. Uses a set nomenclature so that it synchronises correctly with other University systems and Moodle processes such as archiving

• **Visible**: (See below)

• **Module start date**: Only used if you have Weekly format set (see below)

• **Module ID number**: Not editable except by request to Learning Technologies. Uses a set nomenclature so that it synchronises correctly with other University systems such as Campus Solutions for enrolment of students.

To make a module visible to students:

1. Go into your module.
2. Find the **Administration** block and click on **Module administration > Edit Settings**
3. Look for the **Visible** field (third item down)
4. Click on the drop-down options for the **Visible** field
5. Select **Show**
6. Click on the **Save changes** button at the bottom of the page.

This setting determines whether the module appears in the list of modules for students.

When this is set to **Hide**, the module is invisible to all apart from staff with appropriate access rights (such as Editing Teachers).

### In Description section

The **Module summary** is visible to those who search for or browse to the module via **Site Home**. It can be helpful in describing the module when you have self-enrolment set or when students are choosing modules.

It is an external description and does not appear anywhere within the module once you have clicked into it.

### In Module format section

Under **Format** you can select from a number of possible formats. **Topics format** or **Collapsed Topics** are recommended.

**See Module formats explained**

You can adjust the hidden sections to be completely invisible - or to have only the title showing, in a collapsed form - this gives students an idea of what is coming, for example, if there will be a section for each topic, the contents of which will be made available at intervals through the module.
If **Format** = ‘Collapsed Topics’ is chosen, a number of other **Module format** settings will appear.

In the **Appearance Section**

**Appearance**

- Force language
- Number of announcements
- Show gradebook to students
- Show activity reports

**Other sections**

In the **Files and uploads** section you can change the maximum size of files in your module. The default is the maximum 250 MB.

In the **Completion tracking** section you can choose to track the completion by students of some or all activities in the module. See *How to use completion tracking to monitor student progress*.

In the **Groups** section you can **set up groups and groupings**. See also *how to effectively use groups and groupings*.

In the **Role renaming** section where you can change words like “Student” to “Participant” or “Editing Teacher” to “Lecturer”, applicable just in your module. Useful when the module is aimed at staff for example, not students.

**Similar tutorials**

The following other resources are also relevant to this topic:

- *Editing Module settings*
- *Changing the number of sections in a module*