

NCKU Moodle Instruction Manual – Courses Setting

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NCKU Moodle Instruction Manual

Moodle creates courses based on educational system by default at every semester, teachers don't need to apply course. There are many entries in the setting block so this document will only show the most used features.

Course Settings page: "Administration" block → Course administration → Edit settings



I. General Setting

Course basic setting, contain course fullname, course visible or not.

▼ General

Course full name* 試用課程 10 (1)

Course short name TEST10

Visible Show (2)

Course start date 1 August 2009

Course ID number TEST10

(1) Course full name

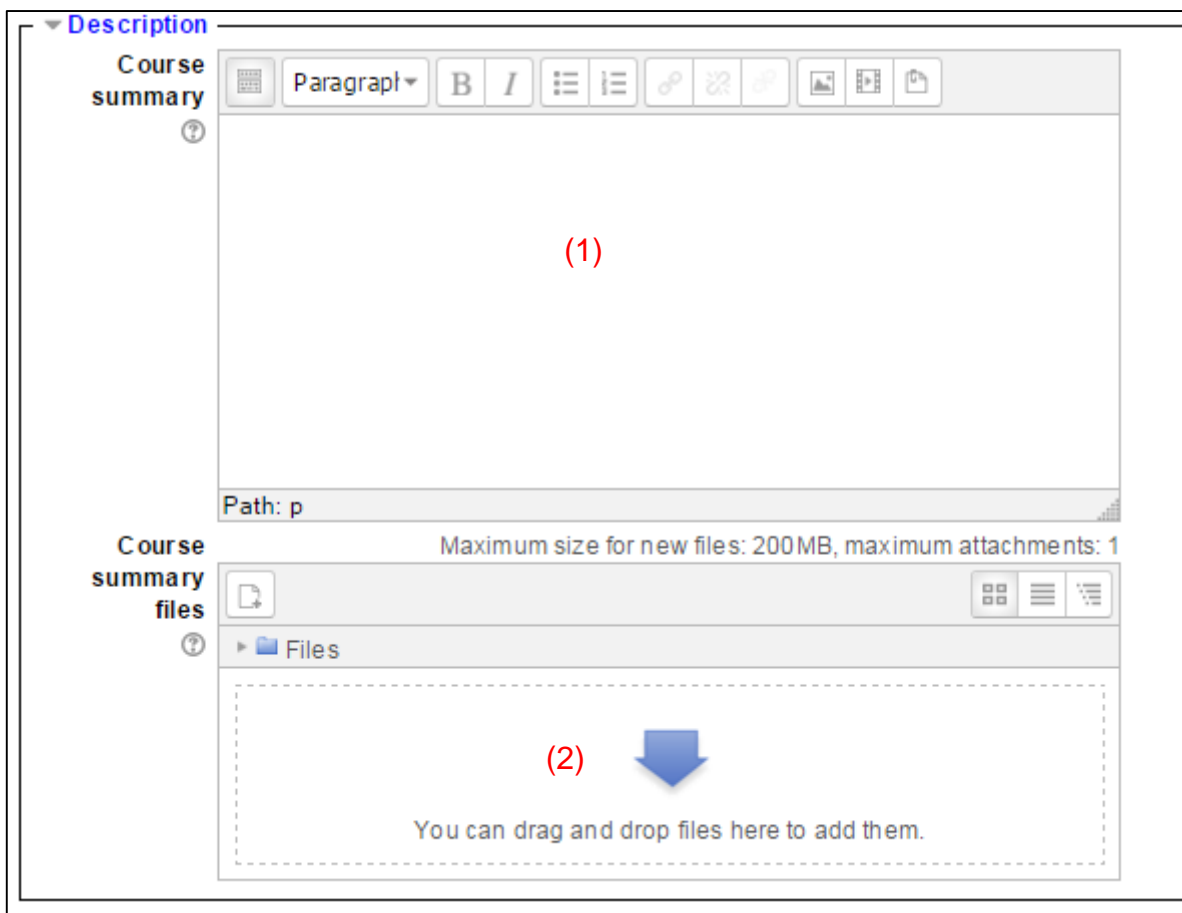
The default course name is “Semester_chinese course name_english course name” (example: 1031_英文 ENGLISH), teacher can change the name whatever they want.

(2) Visible

If you set it as “Hide”, only teacher and TA can access the course. If you want to let student enter it please set it as “show”. The default value is “Hide”.

II. Course Description

The description of the course. It will show in the course list.



(1) Course summary

When the course import from database, it will automatically generate “Course Outline” link. When searching the course, the course name and outline will be in result.

(2) Course summary files

There are many file type supported. Include, jpg 、 gif 、 png 、 pdf 、 doc 、 docx 、 ppt 、 pptx. It will be show with description at the course list.

III. Course format

Course format decide the course page layout. The default format is “Topics format”. Each chapter will be classified as Topic1, Topic2....

(1) Format

There five types of the course page layout:

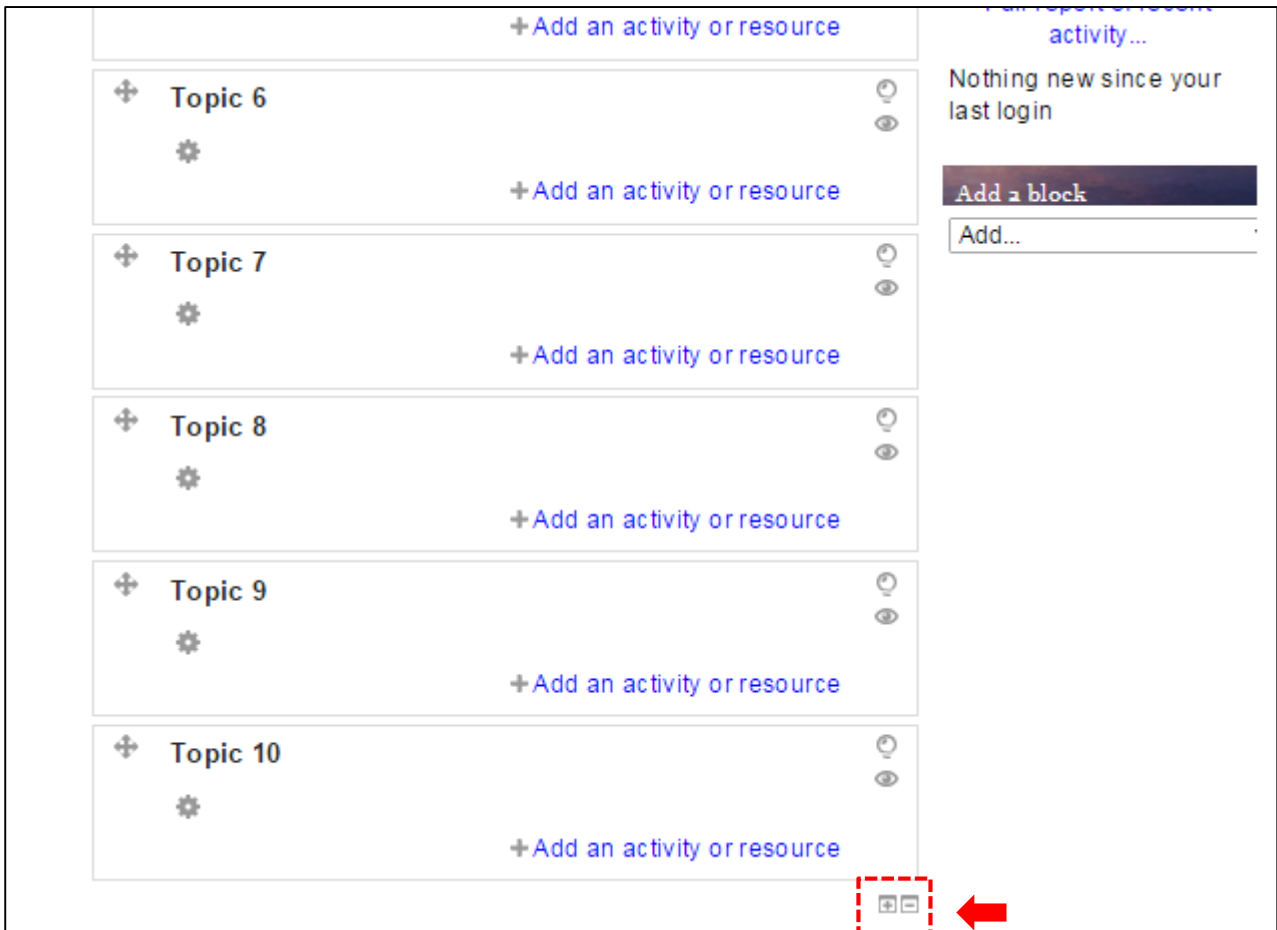
- Single activity format : The course page show only single activity. Whenever you select this entry, you need to set the type of the activity.

- Social format : The course page only show a single forums content.
- Topics format : The course divided into several topics.
- Weekly format : The course consist of weekly unit from the first week of the course.
- Collapsed Topics : The contents of topics are collapsed.

(2) Number of sections :

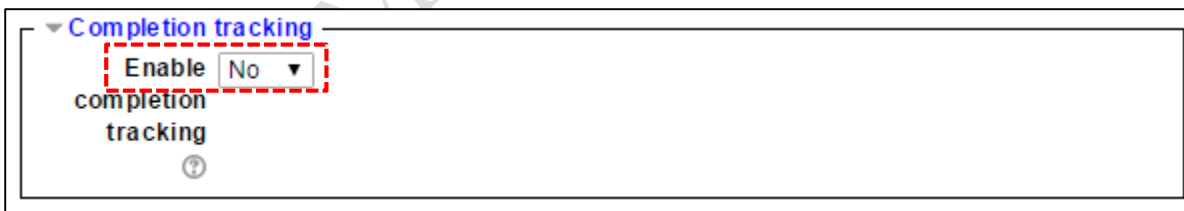
There are ten chapters by default. Teachers can make changes based on demand.

【Note】 You can also add/delete a topic. As shown as below:



IV. Completion tracking

If you enable this feature, every materials and activities in course can set the completed conditions of the progress (it checked by teacher or student). There is a statistics report to show all student's progress.



【Note】 Regarding to the “completion tracking” setting detail, please refer to the document of “completion tracking”.

V. Guest access

If the course has the following requires, please enable the “Guest access” feature. This feature is suitable for the course which needs to open for non-staff or student.

- Course is totally open, password is not required.
- Conditionally open to people who non-staff or student of NCKU.

This feature is accessed course as guest, so can only view the resource but can't join the activity. If the password is set "Conditionally open" mode, people need to enter the password to access the course.

【Note】 It has no effect on the user who is already in the course.

The image shows a screenshot of the Moodle course settings for 'Guest access'. The 'Allow guest access' dropdown menu is set to 'Yes' and is labeled (1). Below it, the 'Password' field is empty and labeled (2), with an 'Unmask' checkbox next to it.

(1) Allow guest access

If you set as Yes, the user don't need to login and can access the course as guest.

(2) Password

Only one who know the password can access the course. Unmask feature can show the password you input.

VI. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 · 61029.