Edit Course Settings:

Course settings
The settings area where you set the course format also gives you access to a number of important course options. You'll find it is important to take a moment to review the settings for your course to ensure that it behaves the way you want.

To change your course settings:

1. Click Settings in the Control Panel or Administration block.
2. Review each of the settings options to ensure they are correct for your course:

Category
Your system administrator has created course categories, such as department or college labels, to help students and teachers find their courses. Depending on how your system is set up, you may be able to categorize your course by department, subject, or other organizational principle.

Full Name
This is the name that is displayed on the top header of every screen in your course. The name should be descriptive enough so students can easily identify the course in which they are working, but it shouldn’t be too long.

Short Name
Enter the institutional shorthand for your course. Many students recognize Eng101, but not Introduction to Composition. The short name also appears in the breadcrumbs bar at the top of the screen.

Summary
The summary will appear in the course listings page when other users scan the course catalogs. A good one-paragraph summary will help communicate the essence of your course to your students.

Course Start Date
The start date is the day the course is first active.

Enrollment Period
The enrollment period is the number of days after the start of the course during which students are enrolled. After the enrollment period, all of your students will be unenrolled from the course. Warning: Be very careful when using the enrollment period setting.

Group Mode
Moodle can create student workgroups. You need to decide if you want your groups to work independently or to be able to view each other’s work. You can also set the group mode separately for many activities or force the group mode to be set at the course level. If everything in the course is done as part of a group, or you are running cohorts of students through a course at different times, you’ll probably want to use the group mode to make management easier.
Availability
Use this setting to control student access to your course. You can make a course available or unavailable to students without affecting your own access. This is a good way to hide courses that aren't ready for public consumption or hide them at the end of the semester while you calculate your final grades.

Enrollment Key
A course enrollment key is a code each student enters when they attempt to enroll in a course. The key makes it more difficult for students who aren't officially in the class to gain access to your Moodle site. Create the key here and give it to your students when you want them to enroll in your Moodle course. They will need to use the key only once when they enroll.

Guest Access
You can choose to allow guests to access your course, either with an enrollment key or without it. Guests can only view your course and course materials; they can't post to the forums, take quizzes, or submit any materials.

Hidden Sections
When you hide an upcoming topic block to prevent your students from jumping ahead, you can choose to display the title as a collapsed section or simply hide the topic altogether. Displaying the collapsed sections will give your students a roadmap of the upcoming topics or weeks, so it's probably a good idea to leave this on the default setting.

News Items to Show
Use this setting to determine the number of course news items displayed on the default page.

Show Grades
This setting allows you to choose whether grades are displayed to students. If you are using the Moodle gradebook, I would recommend allowing students to view their grades. Checking grades has become one of the most popular features of CMS systems.

Show Activity Reports
This setting allows students to view their activity history in your course. This is useful if you want students to reflect on their level of participation, or if they are graded on participation.

Maximum Upload Size
This setting is used to limit the size of any documents you or your students upload to the class. The maximum size is set by your system administrator, but you can choose to limit students to files that are smaller than the system maximum. You can limit the amount of storage space each assignment can take or limit the size of picture or video files your students upload.

3. Once you've made all your selections, click Save Changes.