

LAYOUT CHOICES

Generally, there are 2 layout choices utilized by instructors in Insight:

1. **Weekly**
2. **Topics**

The only difference between the two is visually:

- **Topic Blocks** are numbered 1 to however many topics you choose (in your "Edit course settings")
- **Weekly** - the blocks are headed by a **day/month/yy - day/month/yy** for one week format. You choose the start date for your course and how many weeks you need in the "Course settings". The start date auto-populates the week range per week.

You choose the number of topics/weeks you wish to appear in your course, as well as the start date for your course in the course settings.

An organizational feature that can easily be utilized in either the Topic or Weekly formats follows this structure:

- *Weekly Readings*
- *Activities*

These are topic headings added to the course with editing turned on using the "Add a resource-->Insert a label" tool.

Weekly Readings

In this part, provide links to websites, text, documents, images, webstreaming videos, a Glossary - any material that does not require interactivity online from the learner other than clicking or downloading.

Activities

Provide here activities for the learner to complete. This section provides opportunities for assessment of the learner - and feedback on whether or not they've met the objectives for this topic. Activities in Insight are in the form of Choices, Forums, Glossaries, Wikis, Assignments, Quizzes, or Chats. They require action on the part of the learner - and often interaction with other learners or the software provided by Insight.

ITEM OPTIONS

- #2. Generally, this is from the college catalog but you can edit it.
- #3. We talk about this in the Layout Choices section to the left.
- #4. As the instructor you can hide week/topic sections from student view. Do you want students to know something will be coming up by the block collapsing or completely hidden from their view?
- #5. If you use the "Latest News Block" on your site, this setting determines how many news updates will post in it. Learn about the "News forum" first and then decide.
- #6. Set this to YES so students can view their grades. You can set options on when they view them when you create quizzes later.
- #7. Show activity reports allows students to see a log of their activity in the course and it populates the data in the "Recent Activity Block" if you enable it. However, teachers always have access to this info in the "Reports" function in the Administration block.
- #8. File attachment size restrictions - you can set yours to lower than the maximum site setting if you choose.
- #9. See the *footnote in the NOTES section under the diagram.
- #10. This is where the system administrator sets a Metacourse. Do NOT change this setting.
- #11. Please check that "course enrollable" is always set to NO. If it isn't, any user can self-enroll in your course.
- #13. If you wish to run the entire course in group mode, set it here. Otherwise, set this to "No" and instead set groups by activities in your course.
- #14. Change the availability of the course to yes at the beginning of each semester. If you set an enrollment key you must provide it to your students in order for them to access your course. Consult the TMI for guest access.
- #15. This toggles the language for the system menus. If you force a language setting for your course, then your students can not change the display in their user profile. Allowing students to set their own language preference reduces navigation errors in your course.
- #16. You can set these to what you want yourself and your students to be referred to by in the course menus.
- #17. ALWAYS SAVE YOUR CHANGES.

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INSIGHT @ CCSF - Our Moodle

Faculty Quick Guide 2

— Edit Course Settings

OVERVIEW

LAYOUT CHOICES

ITEM OPTIONS



Insight

Faculty

Training



OVERVIEW

Edit course settings

General

Full name* **1. Course Naming & ID DO NOT CHANGE (this syncs with BANNER).**

Short name*

Course ID number

Summary

Trebuchet 1 (8 pt) Lang **2. Course Description.**

Rough draft of the Online Teaching and Learning Course.

Path:

Format **3. Format for Course Layout.**

Number of weeks/topics

Course start date **4. How are hidden items viewed?**

Hidden sections **5. News Discussion Forum Posts & Latest News Block.**

News items to show **6. Can students view grades?**

Show grades **7. View recent activity block?**

Show activity reports **8. File attachment size restrictions for the course.**

Maximum upload size **9. Force look of course (*Section 508)**

Force theme **10. DO NOT CHANGE: Used for cross-listed and multiple-section courses taught in one course shell.**

Is this a meta course?

Enrolments

Enrolment Plugins **11. DO NOT CHANGE ENROLLMENT SETTINGS. Please make certain "Course enrollable" is always set to "No".**

Default role

Course enrollable No Yes Date range

Start date Disable

End date Disable

Enrolment duration

Enrolment expiry notification

Notify **12. DO NOT CHANGE ENROLLMENT EXPIRATION SETTINGS.**

Notify students

Threshold

Groups

Group mode **13. Student Groups? This is for running the ENTIRE COURSE in group mode - NOT setting groups by individual activity.**

Force

Availability

Availability **14. Availability Settings: Students view course Y/N? Enrolment key: Optional course access key Guest Access: DO NOT CHANGE. CONSULT TMI.**

Enrolment key Unmask

Guest access

Language

Force language **15. Display language (generally, DO NOT CHANGE.)**

Role renaming

Administrator

Course creator

17. ALWAYS SAVE AFTER MAKING CHANGES.

NOTES:

Items #1, 10-12, and 14-Guest Access should NOT be modified.

Items #1, 11, and 12 are set for our Banner integration to enroll students in your course(s).

Item #10 is also set by the system administrator should you desire to teach a "Metacourse". A metacourse is used when you are teaching the same content to multiple sections. The students in your multiple sections are enrolled in one "metacourse" to discuss materials, take quizzes/exams, and work on activities. All grading in a metacourse is done within the metacourse (one large gradebook for all the sections unless you set the course to "Group" mode and designate sections by group).

Item 14-Guest Access is a legal issue (FERPA). Please consult the TMI regarding Guest access to your course. The rest of the items are covered in this brochure.

* Forcing a theme works unless there is a student that requires Section 508 accommodation for color contrast. If a student makes such a request, then the "Do not force" default setting must be used.

