

# Creating Courses

## Create a new Course Page

Course pages are set up in the same way for trainer led courses as they are for online courses.

1. Click **Courses** in the site administration menu.
2. Click **Manage Courses**.
3. Choose the category you want your course to sit in (this can be changed later).
4. Click **Add a new course**.
5. Complete the Course settings.
6. Click **Save Changes**.

Your course is now set up.

If you are given permission to set courses up at a category level you can add a course by:

1. Click **Find Courses**.
2. Click on the Category you have the permission in.
3. Click **Turn Editing on**.
4. Click **Add a new course**.
5. Complete the Course settings.
6. Click **Save Changes**.

Your course is now set up.

## Course Formats

Totara provides you with a number of options for the general format of your course. You can choose to order your course chronologically by week, conceptually by topic, or socially with a big forum as the central organising principle. The course format options are:

### SCORM format

The Sharable Content Object Reference Model (SCORM) is a content packaging standard. SCORM packages are self-contained bundles of content and JavaScript activities that can send data to Totara about the trainees' scores and current locations. Totara can use SCORM packages as an activity type or as a course format. If you have a large SCORM object you want to use as an entire course, you can select this course format.

### Social format

The social format is based on a single forum for the whole course. It's useful for less formal courses or for noncourse uses such as maintaining departmental sites.

## Topics format

When you create a course using the topics format, you start by choosing the number of topics you will cover. Totara creates a section for each topic, as shown previously in Figure 2-8. You can add content, forums, quizzes, and other activities to each topic section. If your course design is concept-oriented, and trainees will be working through a range of concepts but not necessarily according to a fixed schedule, this is a good choice.

## Weekly format and CSS/no tables

With this format, you specify a course start date and the number of weeks the course is to run. Totara will create a section for each week of your course, The current week is highlighted. You can add content, forums, quizzes, and so on in the section for each week. If you want all your trainees to work on the same materials at the same time, this is a good format to choose.

The CSS/no tables variant of the weekly format displays the weekly course format without using tables for layout. This improves the accessibility of the format, but older browsers may have trouble displaying it correctly.

### To set the course format:

1. Click 'Settings' in the Course Administration menu.
2. Select the course format from the drop-down list just below the course summary.
  - a. For the weekly format, set the start date and the number of weeks.
  - b. For the topic format, set the number of topics.
  - c. For the social format, set the course start date. You don't need to worry about the number of weeks or topics.
3. Click **Save changes**.

Totara allows you to switch between formats if you find that a given format isn't working for you. Simply follow the preceding instructions and select a different format. You can also add or remove topics or weeks at any time. So you don't have to worry too much about locking yourself into a format before you really understand the system.

## Course sections

Course sections are displayed in the centre of the course page.

### To edit a course section

1. Turn editing on
2. Click the edit icon after the section title

If Conditional activities are enabled for the site, access to the section (including all activities and resources within it) may be restricted.

The number of course sections in the centre column may be changed in **Administration > Course administration > Edit settings** or by clicking the plus or minus icons at the bottom of the course page when editing is turned on.

### To move a course section

1. Turn editing on.
2. Click the up/down arrow or the crosshairs icon to move the section.
3. Drag the section to where you want to position it and let go.

The ability to move course sections is controlled by the capability `moodle/course:movesections`, which is allowed for the default role of trainer.

### To delete a course section

With the editing turned on, click the X next to the course section you wish to delete. You will be prompted to confirm your wish to delete the section and its contents.

All activities inside the section and their user data will also be deleted. This operation cannot be reversed.

### To link course sections

An admin setting **Always link course sections** can be enabled from **Site administration > Appearance > Navigation** and will link course sections so that when a course section name is clicked in the navigation block or the central content area, it will go directly to that section.

## Course Settings

Course page settings control how a course behaves in terms of, for example, enrolments, availability, file upload restrictions, course name. It is the first page viewed after creating a course.

Course page settings can be edited through the **'Settings'** option on the Course administration menu, or directly from the course categories page by clicking on the editing icon next to the course name.

### General

**Category:** Your Totara administrator may have set up several course categories. For example; 'IT', 'Managing People', 'Health and Safety' etc.

**Full name:** This is the name that is displayed on the top header of every page in your course and also in the course listings page. The name should be descriptive enough so trainees can easily identify the course in which they are working, but it shouldn't be too long. For example, use "English400— Beowulf" and not "ENG400— Beowulf and the heroic poems of the ancient world."

**Short name:** Enter the institutional shorthand for your course. Many trainees recognize "Eng101," but not "Introduction to Composition." The short name also appears in the navigation bar at the top of the page.

**Course ID number:** The course ID number is used to provide a link between Totara and your organisation's backend data systems. Most HR or training management systems have a unique identifier for each course. Totara has its own unique identifier, which will be different from the external/ HR system. This field is used by Totara to store the external system's unique ID so Totara

will know which course the external system is talking about when synchronizing courses and enrolments.

**Summary:** The summary appears in the course listings page. A good one-paragraph summary will help communicate the essence of your course to your trainees.

**Course summary files:** Course summary files, such as images, are displayed in the list of courses together with the summary in the standard catalog.

**Note**

Course summary files are not displayed in the Enhanced Catalog.

**Format:** This is where you can set the course format as discussed previously.

**Number of weeks/topics:** Use this to set the number of sections your course will have. If you need to change this later, you can. Increasing the number results in sections being added to the bottom of your course page; reducing the number results in sections being removed from the bottom of your course page, and any content in them hidden.

**Course start date:** The start date is the day the course is first active. If you are using a weekly course format, the first week will start on the date you set here. The start date is also used in course reports as the earliest possible date for which you can obtain logs, activity, and participation reports. In general, if your course does have a real starting date, then it makes sense to set this date to that, no matter what course format you are using.

**Hidden sections:** When you hide an upcoming topic section to prevent your trainees from jumping ahead, you can choose to display the title as a collapsed section or simply hide the topic altogether. Displaying the collapsed sections gives your trainees a road map 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 course page.

**Show gradebook to trainees:** This setting allows you to select whether trainees can see the gradebook. If set to No, it doesn't stop instructors from recording grades, but simply prevents the trainees from seeing them.

**Show activity reports:** This setting allows trainees to view their activity history in your course. This is useful if you want trainees to reflect on their level of participation.

**Maximum uploadsize:** This setting limits the size of files you or your trainees upload to the course. Your system administrator sets the maximum size for the system, but you can choose to make the limit smaller than the system maximum. You can also further limit the size of files that your trainees upload as assignment submissions and for other activities.

**Is this a meta course?:** A meta course automatically enrolls participants from other "child" courses. Meta courses take their enrolments from other courses. This feature can populate many courses from one enrolment or one course from many enrolments. For example, a course is part of a program (meta course). Each time a trainee enrolls in (or unenrolls from) this course, they are enrolled/ unenrolled from any meta course(s) associated with it.:

You cannot designate a course as a meta course if you have already enrolled learners. If you want to change a course into a meta course, you will need to unenroll all the learners first, then set the course as a meta course and choose the child courses from which the meta course will draw its enrolments.

**Course Type:** Select the type of course from the dropdown menu.

## Course icon

**Course icon:** Choose an icon to represent your course from the dropdown menu.

### To add custom course icons

1. Click **Courses** in the Site administration menu
2. Click **Custom icons**
3. Select the graphic file you want to use for a course
4. Move this file to the Course icon file area
5. Select **Save changes**

#### Note

Graphic files will be resized to 35 X 35 pixels automatically

## Enrolments

**Default role:** The default role is assigned to everyone who enrolls in your course, unless they are specifically granted another role.

**Enrolment plug-ins:** Totara has a number of methods of managing course enrolments, called enrolment plugins. This setting allows you to choose an interactive enrolment plug-in, such as internal enrolment or PayPal. Your system may well use a non interactive enrolment plug-in, in which case this setting has no effect. We recommend you leave this setting as default and leave the choice of enrolment plug-ins to your system administrator. See Enrolment Plugins to learn more.

**Course enrollable:** This setting determines whether a user can self-enrol in your course. You can also limit enrolments to a certain date range.

**Enrolment duration:** This setting specifies the number of days a trainee is enrolled in the course, starting from the day she enrolls. If set, trainees are automatically unenrolled after the specified time has elapsed. This setting is useful for rolling courses without a specific start or end date.

## Enrolment expiry notification

**Notify:** If an enrolment duration has been specified, then this setting determines whether trainers receive email notification when a learner is about to be unenrolled from the course.

**Notify students:** If an enrolment duration has been specified, then this setting determines whether learners receive email notification when they are about to be unenrolled from the course.

**Enrolment expiry notification threshold:** If an enrolment duration has been specified, then this setting determines the number of days notice given before learners are unenrolled from the course.

## Groups

**Group mode:** Totara can create workgroups. For now, you need to decide whether your trainees will be organized into groups and, if so, whether the groups will work independently or will be able to view each other's work.

**Force groups:** You can set the group mode separately for many activities or force 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 trainees through a course at different times, you'll probably want to force group mode to make management easier. Forcing the course group mode overrides the individual activity group settings. If you have forced group mode, every activity in the course will have that group mode set.

## Availability

**Availability:** Use this setting to control trainee access to your course. You can make a course available or unavailable to trainees 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.

**Enrolment key:** A course enrolment key is a code each trainee must enter in order to self- enrol in a course. The key prevents trainees who aren't in your class from accessing your Totara course. Create the key here and give it to your trainees when you want them to enrol in your Totara course. They will need to use the key only once when they enrol.

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

**Cost:** If you are using an interactive enrolment method such as PayPal, you can enter a course cost. Trainees will then be required to make a payment before en- rolling in the course.

## Language

**Force Language:** If you force a language in a course, the learner can not use their preferred language when viewing your course.

## Student progress

**Completion tracking:** Use completion tracking to enable or disable completion tracking on the course and course activities. If you disable completion tracking, the completion options for course activities are hidden.

**Completion tracking begins on enrolment:** When checked Totara starts tracking completion from the moment a learner is enrolled.

## Role renaming

**Role renaming:** Use role renaming to change the name of the user roles within this course.

## Additional options

**Course delivery:** Select Internal or external.