



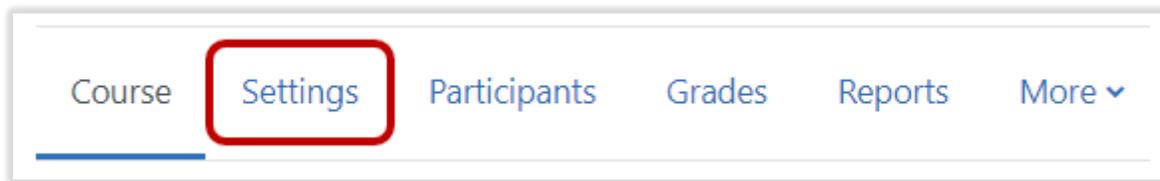
Teaching with Technology Tip

SETTING MOODLE COURSE SITE AVAILABILITY

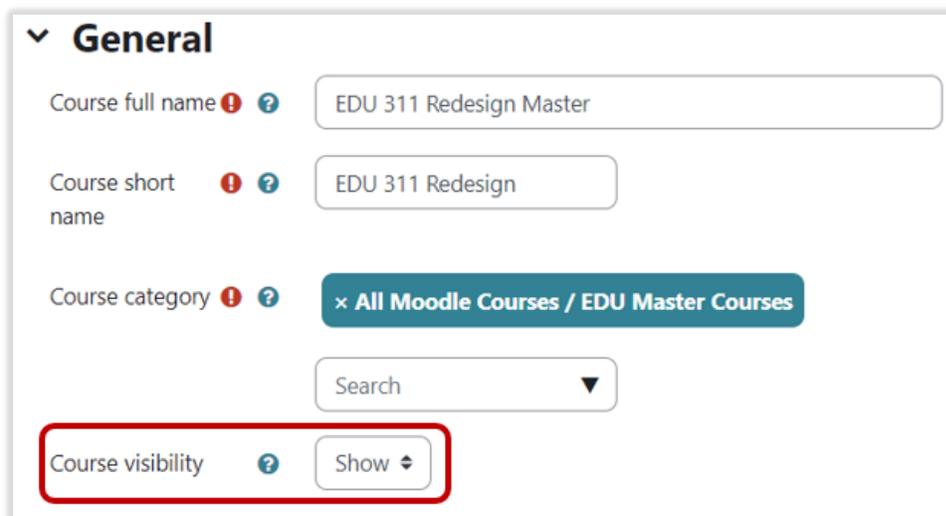
At UMW, faculty decide when to make Moodle course sites available to students. Instructors have options about how to open the course to students and can determine when to close the course as well.

Making the Course Visible

By default, Moodle hides the course shells so that even students enrolled in the course cannot see it. To change a course's visibility, click on **Settings** in the horizontal course menu.



Under the General settings menu, establish the **Course visibility** as **Show**. Click **Save and display** at the bottom of the screen.



Setting Course Availability Dates

By default, UMW course sites are set to be available on the day the courses are created and no end date is enabled. Moodle allows instructors to establish both start and end dates. However, these settings do not stop students from accessing the course if the visibility is set as **Show**; it merely establishes the way courses are viewed in a student's and instructor's course list. More than 2 weeks prior to a start date, the course will appear in a student "future" course list. Setting a course end date shows the course as "past" in student course lists. However, as long as the visibility is set as **Show**, users can still enter the course to see content because an end date does not restrict access.

Establishing a Course Start Date

Within the **General** settings menu (under the **Course visibility** setting), the **Course start date** can be changed to the instructor preference.

1. The day, month, and year can each be adjusted individually.
2. The calendar icon provides a shortcut to setting a start date.
3. Faculty can determine the exact time a course will open on the start date. *Note: When establishing settings, Moodle uses a 24-hour clock, not AM v. PM settings; Moodle will convert those times to AM and PM setting in the student display.*

The screenshot shows the Moodle course settings interface. The 'Course start date' row has dropdown menus for day (1), month (September), year (2022), and time (00:00). A red circle '1' is around the month dropdown, and a red circle '3' is around the year dropdown. A calendar icon with a red circle '2' is to the right. The 'Course end date' row has dropdown menus for day (23), month (February), year (2023), and time (09:09), followed by a calendar icon and an 'Enable' checkbox.

Establishing a Course End Date

If faculty wish to close the course at a designated time, they must first tick the **Enable** box. As with the course start date, instructors can set the day, month, year, and time for the course to close.

The screenshot shows the Moodle course settings interface. The 'Course end date' row has dropdown menus for day (23), month (December), year (2023), and time (23:59), followed by a calendar icon and a checked 'Enable' checkbox. A red box highlights the date and time dropdowns, and a red arrow points to the 'Enable' checkbox.

When dates are set as desired, click **Save and display**.

If you need assistance, please contact eLearning at elarning@umwestern.edu.