



Course Settings

General settings in VISION dictate the look and feel of the individual course. **Instructors** in VISION have the ability to do just about anything in their course except:

1. Change the course category
2. Change the course full name
3. Change the course short name
4. Change the course ID number
5. Delete courses
6. Reset courses

Changes to these settings can generally be done by the TRT or the system administrator, Barb Gruber.

Course Format - This determines the look and feel of the content within the course. There are three format types used in VISION:

- **Social** - which places a forum as the organizing structure for the course. This format is oriented around one main forum, the Social forum, which appears on the course home page. It is useful for situations that are more free form. They may not even be courses. For example, it could be used as a departmental notice board.
- **Topics** - which organizes the course around topics (the default). Activities and content can be added under each organizing topic.
- **Weekly** - which organizes the course around weekly activities with a clear start and end date. Activities and content can be added under each week.

Number of weeks/topics - Instructors can pick how many topics/weeks they want to display (default = 10)

Course Start Date - If it is a weekly organized course a start date must be identified

Hidden sections - leave at default to show collapsed

News items to show - A special forum called "News" appears in the "weekly" and "topics" course formats. It's a good place to post notices for all students to see. (By default, all students are subscribed to this forum, and will receive your notices by email.) This setting determines how many recent items appear on your course home page, in a news box down the right-hand side. If you set it to "0 news items" then the news box won't even appear.

Show gradebook to students - by default this is "Yes" unless the course is not tracking any type of grade, then it can be hidden from students

Show activity reports - by default this is "Yes", it gives you a quick look at what was done in the course recently by instructors and students.

Maximum upload size - The System maximum upload size is 64MB, this is not flexible. Content that exceeds this size should be broken down into smaller chunks or located on an outside server and linked to.

Is this a meta course - by default this is "No" and cannot not be changed except by the system administrator.

Enrollment

Enrollment plugins - enrollment is done inside of VISION (default)

Default role - anyone who is enrolled in a course is by default a student (this can be any role that the Instructor has the power to control. Roles can be changed once inside the course but only by an Instructor or higher.

Course enrollable - by default should be "NO", otherwise ANY user in VISION can enroll in the course. At the beginning of the course, you make it enrollable with an enrollment code set below. Su

Enrollment duration - should be left at unlimited, otherwise students will automatically be disenrolled after a certain number of days. If courses are going to be re-used it is recommended that they first be backed-up and then reset a process that can be done by the system or category administrator.

Enrollment Expiration Notification

Leave all of these settings at the default.

Groups

Group Mode - by default there are no groups set. There are three options:

1. **no groups** -there are no sub groups, everyone is part of one big community
2. **separate groups** - each group can only see their own group, others are invisible
3. **visible groups** - each group works in their own group, but can also see other groups

Force- by default no. If the group mode is "forced" at the course-level, then the course group mode is applied to every activity in that course. Individual group settings in each activity are then ignored. This is useful when, for example, one wants to set up a course for a number of completely separate cohorts/blocks.

Availability

Availability - By default a course is visible to students. It doesn't mean that they can enroll, only that they can see it. If you make a course unavailable, no students can see the course, even if they are enrolled in it.

Enrollment key - it is advised that you create an enrollment key for your course. This will allow students to search for your course in VISION and then enter the enrollment key to be automatically added to your roster.

Guest access - by default guest access is not allowed. Guests have "read only " privileges in any course, they cannot submit anything or write in any forums.

Language

Force Language - by default English (US) is the language for courses. Instructors can select to have all of the blocks and menu items appear in other languages by forcing that language in the course (foreign language courses). This changes all of the menu items but does not change the language of any content that is posted.

Role renaming

Roles can be renamed in any course. However the permissions that are tied to the original role are not changed.

Groups

Groups can be set up three different ways in a course

- No groups
- Visible groups (groups are visible to each other)
- Separate groups (groups are not visible to each other)

Group settings can be set up at two levels in the course.

Course level -The group mode defined at the course level is the default mode for all activities defined within that course.

Activity level - Each activity that supports groups can also define its own grouping mode. If the course is set to "force group mode" then the setting for each activity is ignored.

Group Enrollment Key

Enrollment keys allow users to enrol themselves into a course, usually there is one key for the whole course defined in the course settings. However, if you define a *group* enrollment key then not only will entering that key let the user into the course, but it will also automatically make them a member of this group.

Group membership

Depending on the user level you can be enrolled in more than one group

Backup

One of the great things about VISION is the ability for the Instructor to regularly backup their course. This can be valuable if in one swift instance an inadvertent delete wipes out 3 hours of course development. While Remote-Learner backs up the servers every 2 hours, Instructors should be encouraged to regularly backup their course so that they can restore functionality quicker.

Managing Backup files - Instructors should regularly delete old backup files since they occupy storage space