Course Default Settings

Course default settings allow you to set the default settings used for new courses.

These will be the initial settings for all new courses, although they can be changed on individual courses after creation.

To set preferred default course settings go to *Site administration > Courses > Course default settings.*

The following settings are available:

Setting	Description	Notes
Visible	Choose whether the course will be, by default, visible and available to learners to access via any course listings including their Record of Learning, Learning Plan(s) or the Course catalogue. Visibility settings also apply to enrolled learners.	Users with the *viewhiddencourse* capability (such as course creators, editing trainers etc) will be able to see the course listing and access the course. This functionality is designed to allow course managers to assign learners to a course that is still being finalised.
Audience-based visibility	Specify if, by default, designated audience(s) members are able to see a course.	Please see Audiences for more information on Audience-based visibility.
Course format		
Format	Choose from any course formats enabled on the site.	Please see Configuring courses for more information.
Maximum number of sections	Select the maximum number of sections (topics or weeks) a course can potentially hold.	Please see Configuring courses for more information.
Number of sections	Specify how many sections will show by default on a new course page.	Sections can be added and removed as required either via Course settings or on the course page using the add /remove section buttons.
Hidden sections	Whether sections are completely hidden or displayed but unavailable for access.	-
Course layout	Whether to have all sections on one page, or one page per section.	-
Course duration	The course duration is used to calculate the default course end date.	Course end date is used for determining whether a course should be included in a user's list of current courses. This field can also be used within custom reports. Enrolled users can still enter the course after the end date.
Course end date enabled by default	This setting determines if the course end date will be enabled by default for new courses and set to the date calculated from the course start date and course duration.	Course end dates can be edited within each course.
Appearance		
Force language	Choose whether to force courses to display in a particular language	Note only the course and block navigation will display in a selected language. Content is not translated.
Number of announcements	Number of recent items from the news forum appearing in the latest news block on the course page. If set to zero, the latest news block will not be displayed.	-

Related pages

The Totara Academy has a whole course dedicated to using Courses and categories in Totara Learn. Here you can learn more on how to use courses and categories, see best practice, and give it a go yourself.

Show gradebook to learners	Enable the display of the gradebook.	This setting does not prevent grades from being displayed within the individual activities.
Show activity reports	Whether you activity reports will be turned on by default.	-
Files and uploads		
Maximum upload size	Define the largest size of file that can be uploaded in this course, limited by the site-wide setting.	-
Learner progress		
Completion tracking	Choose whether completion tracking should be enabled and shown in activity settings or not.	Please see Course Completion for more information.
Completion tracking begins on enrolment	Begin tracking a learner's course completion progress immediately after they are enrolled in the course.	-
Mark as In Progress on first view	Mark course completion status as **In Progress** as soon as learners view the course the first time (instead of when they meet the first criterion).	-
Groups		
Group mode	Decide on the default group mode: **No groups**, **Separate groups**, or **Visible groups**.	Please see Groups for more information.
Force (groups)	Force the course group mode to every activity in the course.	-
Language		
Course Tagging	Enable this option to allow course tagging.	Please see Tags for more information.

Once you have chosen your desired settings click **Save changes**.

ⓘ Please see Course Settings to learn more about these settings.