

Creating courses

Courses contain the activities and resources that Learners will access to undertake their training. A course is typically a single page broken into sections by topics or weeks with links to the activities and resources that the Learner should complete.

(The above video was taken from the [Courses and categories](#) course on the Totara Academy).

Creating a new course

Site Administrators, Site Managers, and Course Creators can create new courses as follows:

1. Go to *Courses > Courses and categories* under the quick-access menu.
2. Choose the **Category** you want your course to belong to (this can be changed later).
3. Select the **Create new course** link.
4. Complete the mandatory [Course settings](#).
5. Click **Save Changes**.

Course and category management

Viewing: Course categories and courses ▾

Course categories

Create new category

Compliance Training 7

Sorting

Selected categories ▾

Sort by Category name ascending ▾

Sort by Course full name ascending ▾

Sort

Move selected categories to

Choose... ▾ Move

Compliance Training

Create new course | Sort courses ▾ | Per page: 20 ▾

- Team Management
- First Aid Refresher for Certified First Aiders
- Advanced Health and Safety
- Provide First Aid Part 2
- Provide First Aid Part 1
- An Introduction to Data Protection
- Introduction to Health and Safety

Showing all 7 courses

Move selected courses to...

Choose... ▾ Move

Add a subcategory | Manage programs in this category | Manage certifications in this category

Search courses Go

Your course is now set up and ready for content.

Alternatively, Site Administrators, Site Managers and Course Creators can create new courses via the [Catalogue](#):

1. Go to the [Catalogue](#) via *Find Learning* within the main menu.
2. Select **Create** and choose **Course** from the dropdown list.
3. Complete the mandatory [Course settings](#).
4. Click **Save changes**.

Find Learning Admin User

Customise this page | Explore Content Marketplace | Create ▾

Search all learning

- Course
- Certification
- Program

If a Site Administrator has enabled the [Content marketplace](#), course creation has an additional step:

1. Go to *Courses > Courses and categories* under the quick-access menu.

2. Choose the category you want your course to belong to (this can be changed later).
3. Select the **Create new course** link.
4. Select **Create a multi-activity course**.
5. Complete the mandatory [Course settings](#).
6. Click **Save changes**.

Add a new course



Add courses from the GO1 content marketplace

Create single or multi activity courses based on what is available in the GO1 content marketplace.



Create a multi-activity course

Create a standard multi-activity course. This is the default course creation method.



For more information on adding courses from a marketplace, such as GO1, please see [Content marketplace](#).



For more help with Courses, please see [Working with courses](#), [Managing courses](#) and [Administering courses](#).

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 **Edit 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.

Mandatory fields are indicated by a red asterisk.

General


Setting	Description	Notes
Course 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 Learners can easily identify the course in which they are working.	The course full name does not have to be unique across your Totara site, allowing you to reuse course names/titles if required.
Course short name	Enter the institutional shorthand for your course. The short name also appears in the navigation bar at the top of the page.	This can be the same as your course full name, however must be unique across your site.
Course category	Your Totara administrator may have set up several course categories. For example; 'IT', 'Managing People', 'Health and Safety', etc.	A course can only belong to one category.
Course type	Select from; E-learning , Blended or Seminar .	This is used to help searching in the Catalogue but does not control what activities are available in the course page.
Course start date	This setting determines the start of the first week for a course in weekly format. It also determines the earliest date that logs of course activities are available.	If the course is reset and the course start date changed, all dates in the course will be moved in relation to the new start date.
Course end date	Optionally set an end date for the course.	This field can be disabled by default in the course default settings page. This will not remove users from the course but the course will not be listed in their current learning list after this date.
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 synchronising courses and enrolments.

Description

Setting	Description	Notes
Course summary	The summary appears in the course listings page. Use the dropdown field to select your formatting option: <ul style="list-style-type: none"> Totara auto-format HTML format Plain text format Markdown format <p>Only users with the <code>moodle/course:changesummary</code> capability are able to edit the course summary.</p>	A concise one-paragraph summary will help communicate the essence of your course to your learners. A longer description can provide detail on what a Learner will learn over the course of the training and what will be expected from them to successfully complete the course.
Course summary files	Course summary files are the supplementary files or images required to describe or detail the course. Only users with the <code>moodle/course:changesummary</code> capability are able to upload or change course summary files. If course summary files are disabled by a Site Administrator then this box will not appear.	Course summary files are not displayed in the Course Catalogue . By default only .jpg, .gif and .png files are allowed, but Site Administrators can change the allowed file types by navigating to <i>Quick-access menu > Courses and categories > Course settings</i> and changing the Course summary files extensions setting.

Course format

Setting	Description	Notes
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Format	<p>Totara Learn provides a number of options for the general format of a course. Choose to order a course chronologically by week, conceptually by topic, or socially with a single forum as the central organising principle.</p> <ul style="list-style-type: none"> • For the Weekly format, set the start date and the number of weeks • For the Topic format, set the number of topics • For the Social format, set the course start date 	<p>Course managers can change the course format at any time.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">  The <code>format_demo</code> and <code>format_social</code> plugins for the demo and social formats have been deprecated in Totara 13. </div>
Number of sections	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.
Hidden sections	When you hide an upcoming topic section to prevent your Learners 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 Learners a road map of the upcoming topics or weeks, so it's probably a good idea to leave this on the default setting.	-
Course layout	Determines whether the whole course is displayed on one page or split over several pages.	-
Collapsible sections	Check this box to allow users to collapse and expand sections of the course.	This can be useful if you have a long course with a large number of sections, making it easier for users to navigate.
Include an expand/collapse all link	Check this box to include an Expand all or Collapse all link at the top of the course. This allows users to expand or collapse all sections in a course with a single click.	This setting requires Collapsible sections to be enabled.
Header colour	Check this box to select a Header background colour and Header text colour for the course sections.	If this box is not checked the course section headers will use your site's default theme colours.
Header background colour	Use the colour picker or enter a hex code to select the background colour of all section headers in the course.	-
Header text colour	Use the colour picker or enter a hex code to select the text colour for all section headers in the course.	-

Appearance

Setting	Description	Notes
Current icon	<p>Choose an icon to represent your course from the dropdown menu.</p> <p>A course icon will display in a list of courses within a block, when added to a custom report or when added as a display option within the Course catalogue.</p>	<p>Add new icons via <i>Courses > Custom icons</i> in the quick-access menu.</p> <p>Graphic files will be resized to 35 x 35 pixels automatically.</p>
Image	<p>Choose an image to associate with the course. Consider the following when selecting images:</p> <ul style="list-style-type: none"> • Course images will be automatically resized so use a square image and be aware that it's likely to be cropped vertically or horizontally on different pages. • Use web-optimised files such as .svg .png or .jpg. This will help ensure better page loading times and efficient mobile data usage for any mobile users. • Avoid adding text or use no more than three words and consider how readable it will be when scaled down. • Avoid heavy files and instead look for the right balance between image quality and file size, e.g. 400 x 400 pixel image, under 50kb in size. 	This image will become the background image if you set up this course as a course tile in a Featured link block and the course image used within the Catalogue .
Force language	Select the language for the course.	This ignores any user language preferences and changes all standard navigation and in-built text.

Number of announcements	Use this setting to determine the number of course news items displayed on the course page.	Announcements are created within the News forum. If this setting is set to zero, the announcements forum will not be created (new course) or will be removed (existing course).
Show gradebook to learners	This setting allows you to select whether learners can see the gradebook. If set to No , it doesn't stop instructors from recording grades, but simply prevents the Learners from seeing them.	-
Show activity reports	Activity reports are available for each participant that show their activity in the course. As well as listings of their contributions, such as forum posts or assignment submissions, these reports also include access logs. This setting determines whether a learner can view their own activity reports via their profile page.	-

Files and uploads


Setting	Description	Notes
Maximum upload size	This setting limits the size of files you or your learners upload to the course. Your Site 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 Learners upload as assignment submissions and for other activities.	-

Completion tracking

Setting	Description	Notes
Enable completion tracking	If enabled, activity completion conditions may be set in the activity settings and/or course completion conditions may be set.	-
Mark as in progress on first view	The course completion record for the user marked as in progress when the user views the course rather than when the first course completion criterion is met.	-

Enrolled audiences

Use the **Add enrolled audiences** button to enrol all members of the selected audience(s) into the course. Learning will be made immediately available to new users once they've registered and first logged in to the platform. For existing users, enrolments will be processed immediately.

Use the corresponding **Delete** icon () to unenrol all audience members. Audience deletion may take minutes to process, depending on the audience size. Once completed, the course association will be removed from this audience.

▼ Enrolled audiences



Note: Audience deletion may take minutes to process, depending on its size. Once completed, the audience association will be removed from this course.

Audience name	Type	# learners
Example Dynamic Audience 	Dynamic	0

Add enrolled audiences

Audience-based visibility

Use the dropdown menu to select which users may view and access the course. Choose from:

- **All users**
- **No users** - The course will be invisible and unavailable to Learners (including enrolled learners) to access via all course listings including their Record of Learning, Learning Plan(s) or the [Course catalogue](#)
- **Enrolled users only** - only users enrolled in this course will be able to see it within the course catalogue and any other course listing
- **Enrolled users and members of selected audience** - users enrolled in this learning and members of the nominated audience(s) will be able to see it within the course catalogue and any other course listing

Use the **Add visible audiences** button to enrol all members of the selected audience(s) into the course.

 Audience-based visibility must be enabled via [Configure features](#) before this tab will appear.

 Users with the **viewhiddencourse** capability (such as Course Creators, Editing Trainers etc.) will be able to see the course listing and access the course.

Groups

Setting	Description	Notes
Group mode	Select the group settings for the course. Note that you can allow for group settings to be overridden at the activity level unless Force group mode is enabled. <ul style="list-style-type: none">• No groups: There are no sub groups, everyone is part of one big community• Separate groups: Each group member can only see their own group, others are invisible• Visible groups: Each group member works in their own group, but can also see other groups	Please see Groups for more information.
Force group mode	Use this option to apply the selected Group mode to every activity in the course.	-
Default grouping	If any groupings have been added to a course, select which to use as the default within this course.	Please see Groups for more information.

Role renaming

This section allows Site Administrators and Course Creators to change the role name that is displayed within this course. Role permissions for the role remain the same. Please see [Roles](#) for more information.


Custom course fields

This section lists any custom course fields that have been created and require population/selection.

▼ Custom fields

Checkbox: Induction course

Text area: Additional content



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Menu of choices: Hours of Study

Less than 2 hours ▼

Tags

Add official tags and/or create your own course tags. Tags will help users find the course within the [Catalogue](#) either via the search tool or via a filter.

Please see [Tags](#) for more information.



Available course formats

(The above video was taken from the [Plugins and Advanced Features](#) course on the Totara Academy).

The course formats options are:



Course format	Description	Notes
Demo format	A simple format with minimum styling organised into sections.	-
Single activity format	The course will support one activity within a single section. When the course is accessed the activity will automatically launch/open.	This format is often used with SCORM or Seminar activities. When using the single activity course format a number of SCORM activity options (for example the Learner skip content structure page setting) will not be available.
Social format	A social format course consists of a single forum which acts as a central area for the whole course.	This format is useful for less formal courses or for non-training uses such as maintaining departmental sites.
Topics format	A topics-based course supports a non-date-driven learning environment where contact can be added to related sections.	If your course design is concept-oriented, and learners will be working through a range of concepts but not necessarily according to a fixed schedule, this is a good choice. The number of topics can be changed at any time.
Weekly format	With this format, you specify a course start date and the number of weeks the course is set to run. Totara Learn will create a section for each week of your course and the current week will be highlighted. You can add content, activities and resources to each topic section.	If you want all your Learners to work on the same materials at the same time or the learning is date driven, this is a good format to choose.

Course sections

Course sections are displayed in the centre of a course page and contain activities and resources. Course sections can be renamed () , moved () , hidden or deleted after editing has been turned on.



The ability to move course sections is controlled by the capability **course:movesections**, which is allowed for the default role of Trainer.

 28 October - 3 November 

Edit 

+ Add



 Edit week

 Hide week

 Delete week

+ Add an activity or resource

+ -

 4 November - 10 November 

If [restrict access](#) has been enabled for the site, access to the section (including all activities and resources within it) may be restricted for Learners.

The number of course sections in the centre column may be changed under [Course settings](#) or by using the plus or minus icons at the bottom of the course page.

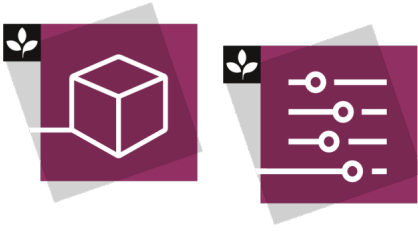


When deleting a course section all activities inside the section and their user data will also be deleted. This operation cannot be reversed.



Use the **Always link course sections** option to provide a link to course sections within the **Navigation** block. This can be enabled from within the quick-access menu via *Navigation > Navigation settings*.

Totara Academy



[Features](#) in Totara Learn.

The Totara Academy courses dedicated to using [Courses and categories](#) and [Plugins and Advanced](#)