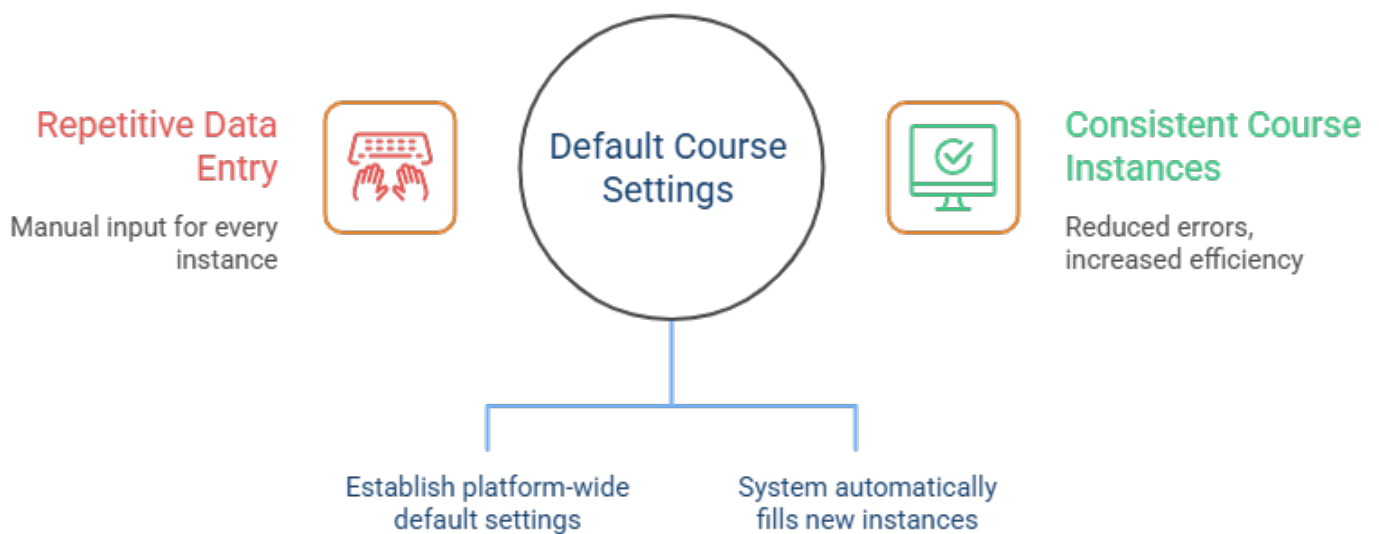


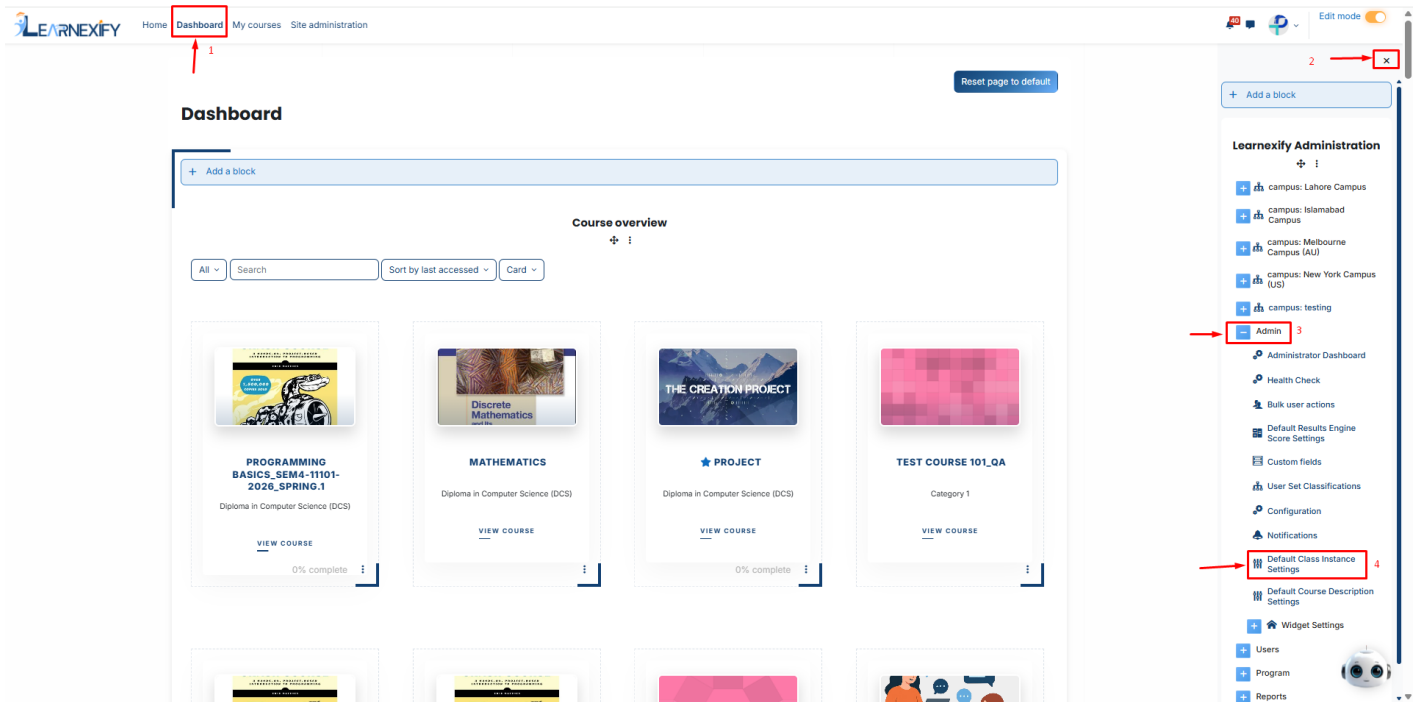
Default Course Instance Settings

Default Course Instance settings allow administrators to establish "baseline" values for the entire platform. By defining these values once, the system will automatically pre-fill the information every time you create a new Course Instance. This ensures consistency across your institution and eliminates repetitive data entry.



Follow this navigation path:

- Open the **Side Drawer menu** on your dashboard.
- Click on the **Admin section**.
- Select **Default Course Instance Settings**.



As shown in the interface image, there are four primary fields available for pre-configuration:

▼ Default Class Instance Settings

ID Number:

Start Time:

☐ Enable

End Time:

☐ Enable

Max # of
Students:

Save changes

Cancel

ID Number

- What to enter: A standard identification pattern or prefix used by your organization.
- If your classes always follow a specific naming convention (e.g., "CLASS-2026-"), entering it here ensures every new class starts with the correct code.

Start Time & End Time

- How to use: You must first click the Enable checkbox next to the field to activate the date and time selectors.
- What to enter: Select a standard date and time for when your typical semester or training block begins and ends.

Note: These values are placeholders. You can always adjust the specific dates for individual classes later.

Max # of Students

- What to enter: The maximum number of learners allowed in a standard class (e.g., 25 or 30).
- This field automatically sets the capacity limit for every new class you build, preventing over-enrollment by default.

Once you have entered your preferred baseline values:

- Review the **fields for accuracy**.

- Click the **Save changes button** at the bottom of the page.

▼

Default Class Instance Settings

ID Number:

CLASS-2026-Maths

Start Time:

☒ Enable

12

June

2026

12

22

End Time:

☒ Enable

12

December

2026

12

22

Max # of Students:

45

Save changes

Cancel

From this point forward, whenever you navigate to create a new Course Instance, these fields will already be populated with your chosen data.

You simply need to verify or make minor adjustments, significantly reducing your administrative workload.

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