

# DRAFT Learning Portal Editing Trainer User Guide

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# Course Settings

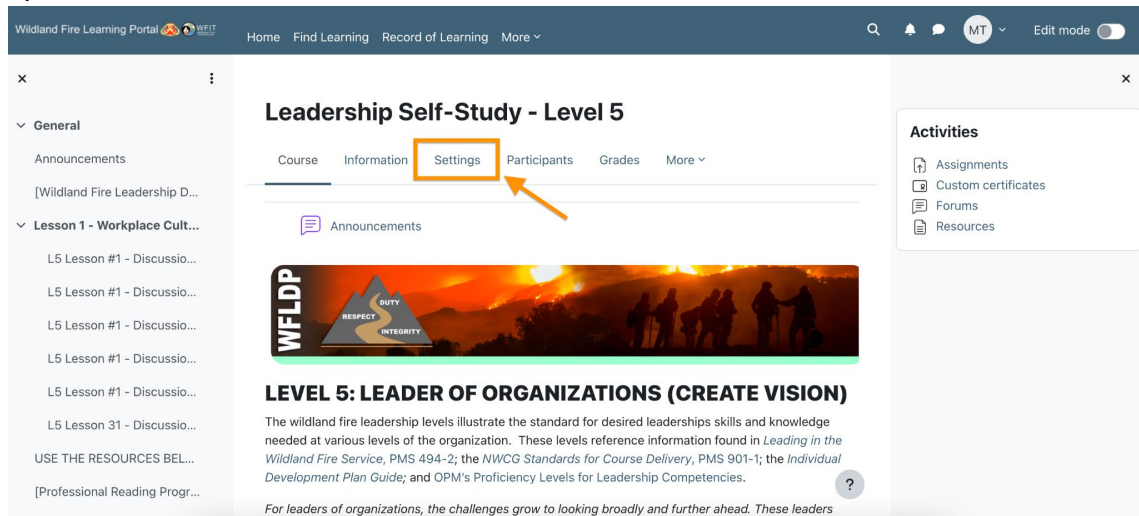
## Course Settings Overview

Course settings in Moodle allow you to make important decisions about the format and functionality of your course. These settings can be configured course-by-course. The following guide highlights the Course settings most relevant to Editing Trainers. For a full list and explanation of Course settings, please refer to Moodle Docs -

 **Moodle Docs:** [Course Settings](#)

To check or configure Course settings in Moodle:

1. Navigate to *the course* which you want to check or configure (typically accessed from the *Home page > My Current Courses (Editing Trainer) block*). The course page will open.
2. From the *Course homepage*, click the **Settings** tab. The *Edit course settings* page will open.



The following explanation of key Course settings in Moodle assumes that you have navigated to the *Edit course settings* page of the course you intend to check or configure.

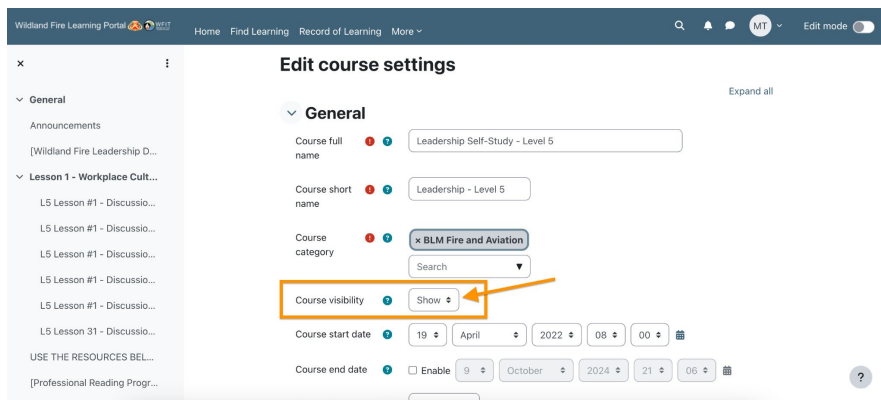
## Course Visibility

Course visibility in Moodle can be set to "Hide" or "Show." This setting controls access to the course for users with Learner role. If a course is set to "Hide," a user with Learner role will not see that course, so therefore will not have access to the course. By default, users with Trainer and Editing Trainer role can see and access hidden courses.

 **Moodle Docs:** [Course Settings > Course Visibility](#)

To check or configure Course Visibility:

1. On the *Edit course settings* page, in the *General* section (top section), find the setting for **Course visibility**. The current Course visibility state (“Hide” or “Show”) will display.



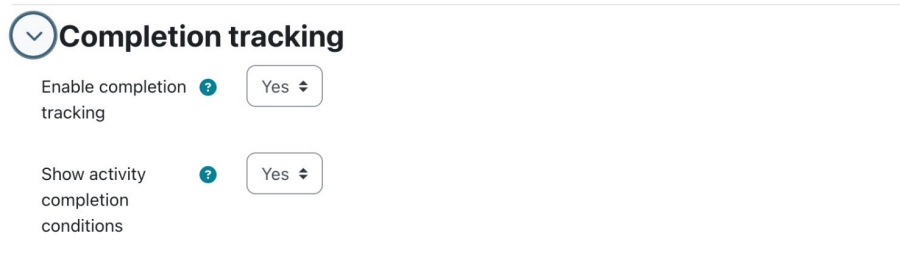
2. If checking only, navigate away from the *Edit course settings* page. If you would like to change the Course visibility setting, select the **desired state** (“Hide” or “Show”) from the *Course visibility* setting.
3. If you update the Course visibility setting, scroll to the bottom of the *Edit course settings* page and click the **Save and display** button.

## Completion Tracking

If you would like to track your learner’s progress through course activities and resources, Completion tracking must be enabled in Course settings. Enabling Completion tracking allows you to use Activity completion settings throughout the course.

 **Moodle Docs:** [Course Settings > Completion Tracking](#) and [Activity Completion](#)

1. On the *Edit course settings* page, navigate to the *Completion tracking* section.



2. Here, you will find two settings for Completion tracking in the course:
  - a. The *Enable completion tracking* setting determines whether or not you will use Activity completion settings in the course activities and resources. Typically, this is set to **Yes**.
  - b. The *Show activity completion conditions* setting determines whether your learners will see the completion conditions for a given activity or resource. Typically, this is also set to **Yes**.
3. If you update Completion tracking settings, scroll to the bottom of the *Edit course settings* page and click the **Save and display** button.


# Groups


Groups are a powerful tool in Moodle that allow you to assign content and activities to certain users, as well as assigning particular users to a particular Trainer or Editing Trainer for grading or feedback purposes. If you would like to use Groups in your course, Groups tracking must be enabled in Course settings. Enabling Groups allows you to use Groups in the settings of activities and resources throughout the course.


 **Moodle Docs:** [Course Settings > Groups](#) and [Groups](#)


1. On the *Edit course settings* page, navigate to the *Groups* section


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 **Groups**


Group mode 

No groups 

Force group mode 

No 

Default grouping

None 

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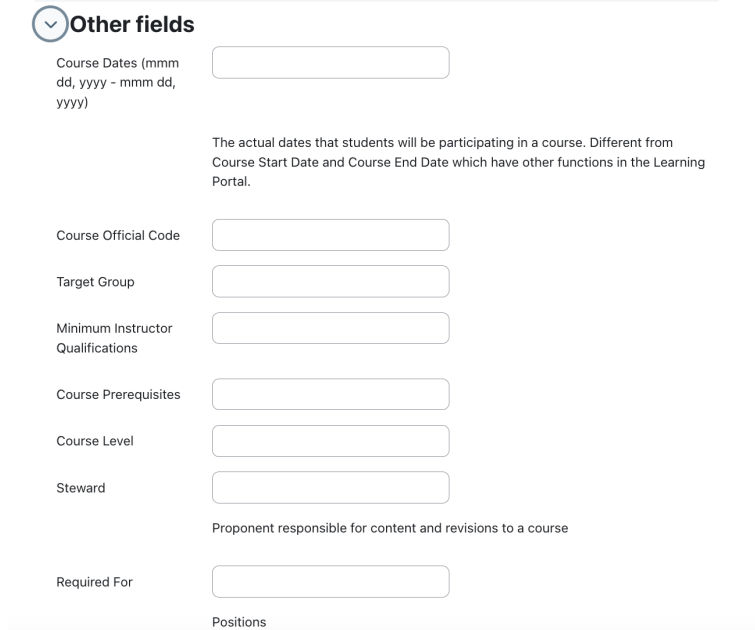
2. Here, you will find three settings related to Groups in the course.
  - a. The *Group mode* setting determines the default setting for all activities and resources in the course.
    - i. Selecting **No groups** means that no Group setting will be selected by default in each activity or resource in the course.
    - ii. Selecting **Separate groups** means Separate groups will be selected by default in each activity or resource in the course. Separate groups means that each group can only see their own group, others are invisible.
    - iii. Selecting **Visible groups** means Separate groups will be selected by default in each activity or resource in the course. Visible groups means that each group works in their own group, but can also see other groups. (The other groups' work is read-only.)
  - b. The *Force group mode* setting determines whether the above selection for *Group mode* will be forced in each activity and resource in the course. When a setting is forced, it cannot be changed in that individual activity or resource. Typically, this is set to **No**.
  - c. The Default grouping setting allows you to assign a default Grouping to each activity and resource in the course. A Grouping is a collection of groups within a course. Read more here: [Groupings](#)
3. If you update any *Groups* settings, scroll to the bottom of the *Edit course settings* page and click the **Save and display** button.

## Other fields

The Course settings section titled “Other fields” are custom course fields that have been created at the site level. The information input in these fields can be used for reporting and other site administrative tasks.

 **Moodle Docs:** [Course Settings > Course Custom Fields](#)

1. On the *Edit course settings* page, navigate to the *Other fields* section



The screenshot shows the 'Other fields' section of the Moodle course settings. It features a dropdown menu labeled 'Other fields' with a downward arrow. Below this, there are several input fields with labels and descriptions:

- Course Dates (mmm dd, yyyy - mmm dd, yyyy)**: A text input field. Description: "The actual dates that students will be participating in a course. Different from Course Start Date and Course End Date which have other functions in the Learning Portal."
- Course Official Code**: A text input field.
- Target Group**: A text input field.
- Minimum Instructor Qualifications**: A text input field.
- Course Prerequisites**: A text input field.
- Course Level**: A text input field.
- Steward**: A text input field. Description: "Proponent responsible for content and revisions to a course"
- Required For**: A text input field. Description: "Positions"

2. Where relevant, fill in the fields with information about the particular course you are updating.
3. If you any fields in the *Other fields* section, scroll to the bottom of the *Edit course settings* page and click the **Save and display** button.

# Course User Management

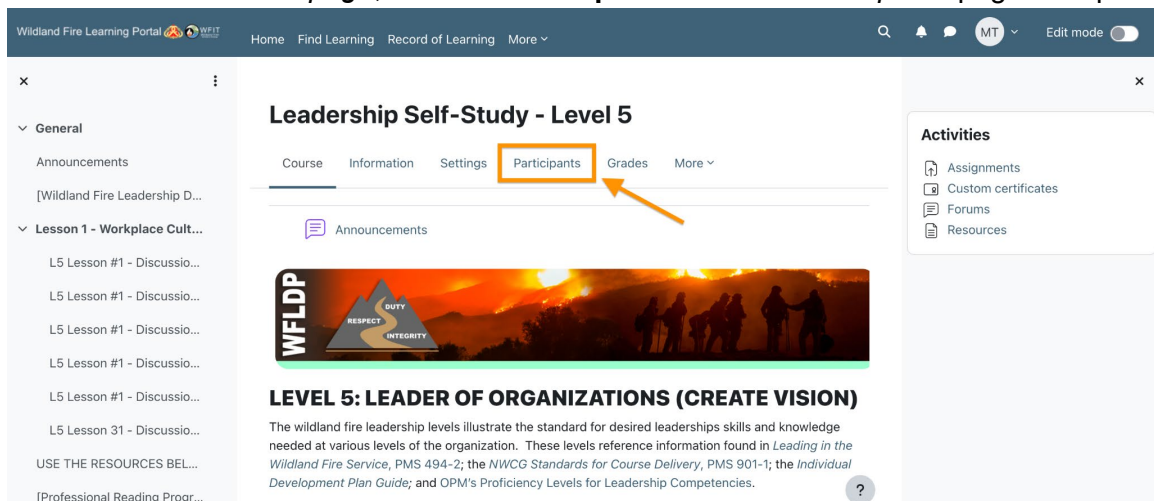
## Course Participants

The course Participants page allows you to view the users currently enrolled in the course, enroll new users to the course, assign roles to those users, and navigate to various course-level user management features.

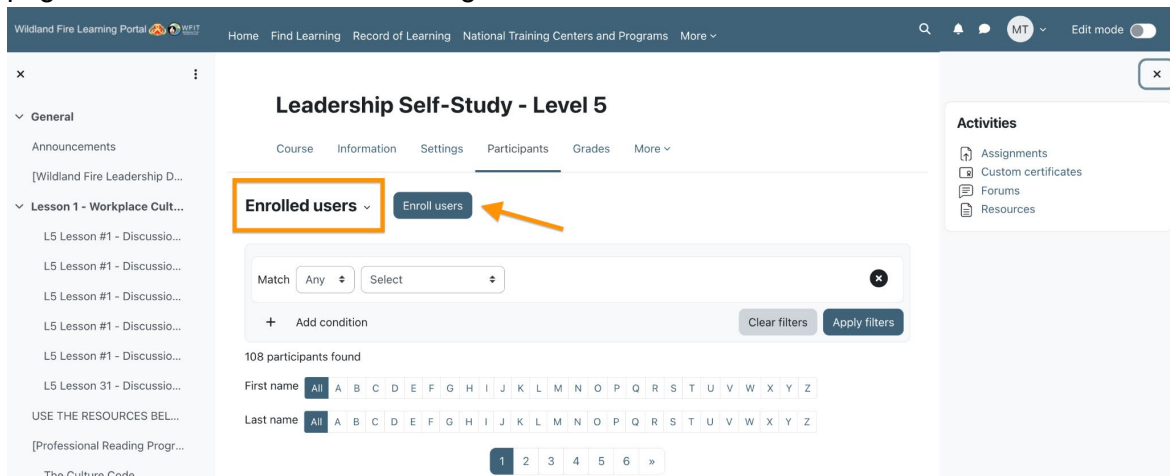
 **Moodle Docs:** [Course Participants](#)

To access and use the course *Participants* feature:

1. Navigate to *the course* which you want to check or configure (typically accessed from the *Home page > My Current Courses (Editing Trainer) block*). The course page will open.
2. From the *Course homepage*, click the **Participants** tab. The *Participants* page will open.



3. By default, when accessing the *Participants* tab, you will land on the *Enrolled users* page. This *secondary navigation drop-down menu* can be expanded to access sub-pages related to course user management.

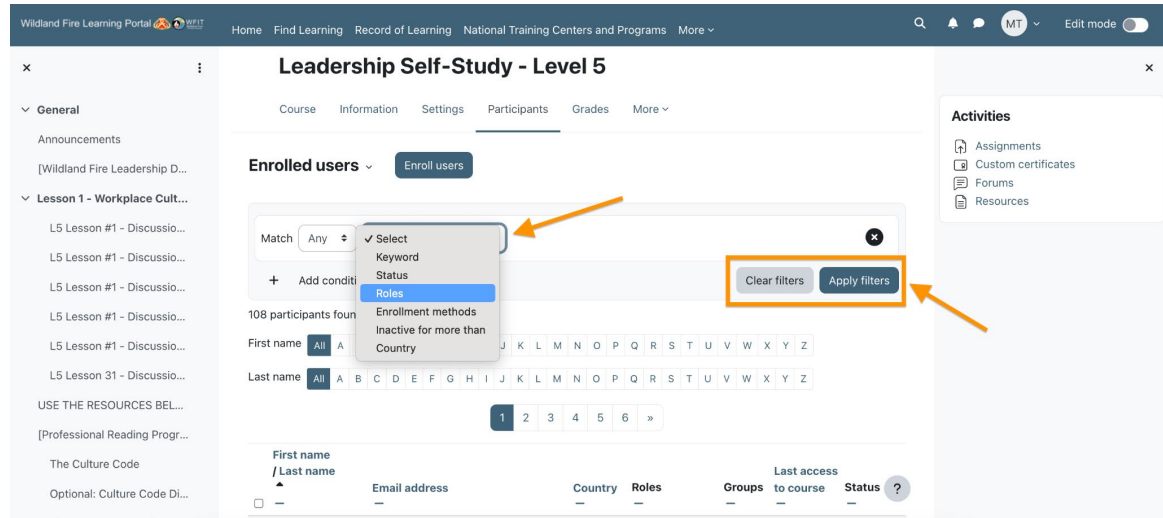


4. On the *Enrolled users* page, you can enroll users in the course by clicking the **Enroll users** button (see screenshot, above) and then searching for the user you wish to enroll.

5. On the *Enrolled users* page, you can filter the course Participants list by expanding the **Match** dropdown menus.

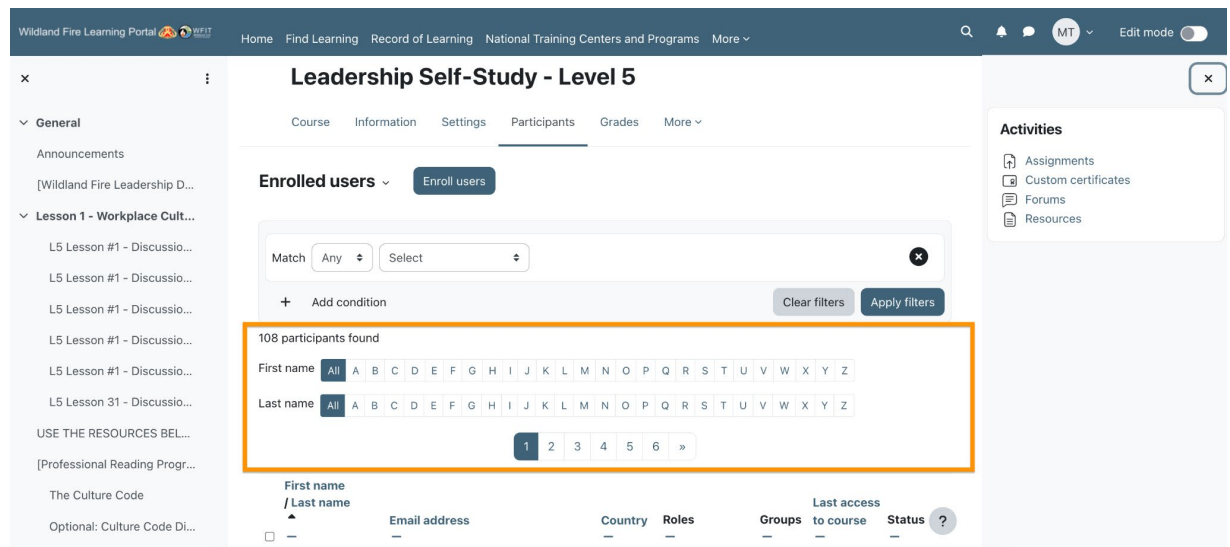
**Note:** Selecting from this menu will trigger a conditional field. For example, if you select *Keyword*, a text input field will appear where you can type in the keyword you wish to filter by.

Once you input the value you wish to filter by, click the **Apply filters** button and the Participants list will display only users who have that value.



**Note:** By default, the system will remember the filters you have applied, so be sure to click the **Clear filters** button to again see the full Participants list.

6. The *Enrolled users* page shows you how many users are currently enrolled in the course. You can also filter the Participants list alphabetically using the **First name** and **Last name** letter selection.



7. The Participants list is organized by Headings to easily display key user information. If the Heading is a blue link, you can click that **Heading** to sort the Participants list by that



value.

8. If you wish to send a message or make a change to a user, you can select the **check box** to the left of each user. If you wish to select all users in the course, select the **top-most check box** which displays along with the column Headings.

9. At the *bottom* of the *Participants list*, use the **With selected users...** drop-down menu to perform actions on the selected users (for example, sending a message or bulk-assigning roles).

10. The **With selected users...** drop-down menu can also be used to download a spreadsheet of selected users (typically, this is used along with selecting all users, to download a course roster spreadsheet).



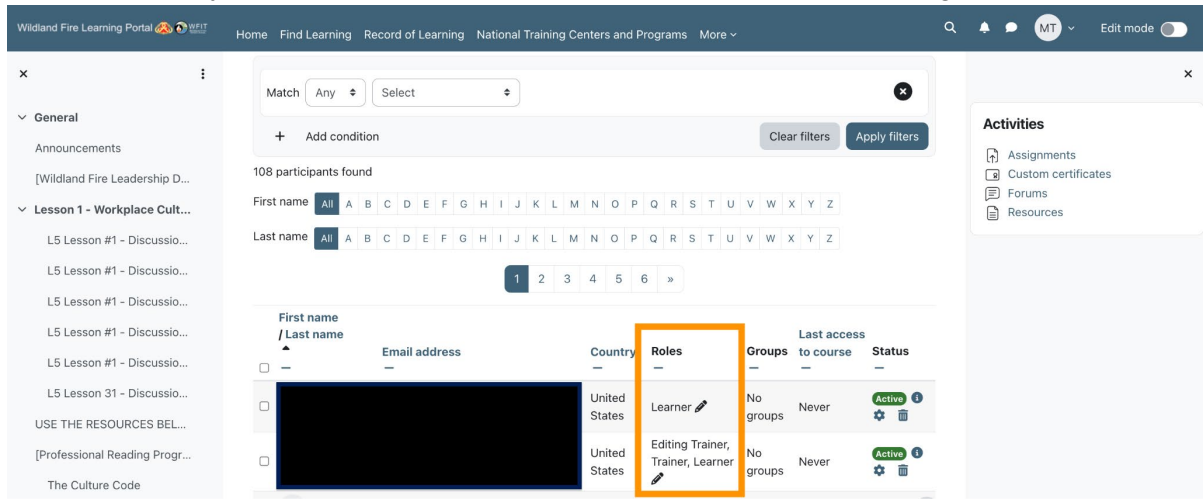
# Course Roles

In Moodle, a role is a collection of permissions that you can assign to specific users in specific contexts - for example, within a course. When a user is assigned a course-level role, they are granted permissions for that course only. A user can have multiple roles within a course.

 **Moodle Docs:** [Roles and Permissions](#)

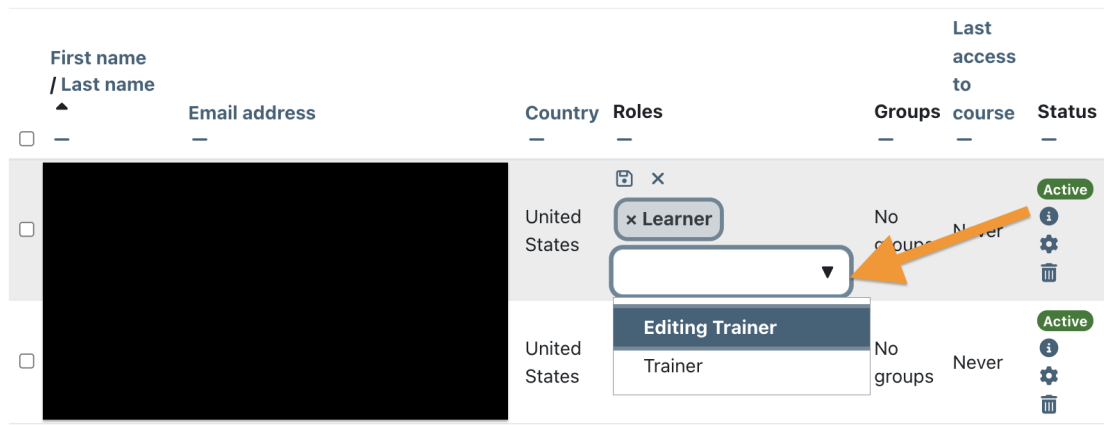
To view and alter user roles within a course:

1. From the *Course homepage*, click the **Participants** tab. The *Participants* page will open.
2. The roles listed under the *Roles heading* will show you what roles the user currently has in the course. Typical course-level roles are Learner, Trainer, and Editing Trainer.



The screenshot shows the Moodle Participants page for the 'Wildland Fire Learning Portal'. The page displays a list of 108 participants. The 'Roles' column is highlighted with an orange box, showing the roles assigned to each user. The roles listed are 'Learner' and 'Editing Trainer, Trainer, Learner'. The 'Status' column shows 'Active' for both users.

3. To assign a new role to a user, in the *Roles row* for that user, click the **pencil icon**. The *Role selector* drop-down menu will appear.



The close-up screenshot shows the 'Roles' row for a user. The 'Role selector' drop-down menu is open, showing the current role 'Learner' and the available roles 'Editing Trainer' and 'Trainer'. An orange arrow points to the drop-down menu.

4. From the *Role selector* drop-down menu, select the **role** you want to assign the user. This role will be added to that user's *Role row*. Click the **disk icon** to save this change.

First name / Last name	Email address	Country	Roles	Groups	Last access to course	Status
[Redacted]	[Redacted]	United States	<div><div>x Trainer</div><div>x Learner</div><div>Editing Trainer</div></div>	No groups	Never	Active
[Redacted]	[Redacted]	United States	Learner	No groups	Never	Active

5. To remove a role from a user, in the *Role row* for that user, click on the **x Role name** of the role you want to remove and then click the **disk icon** to save this change.

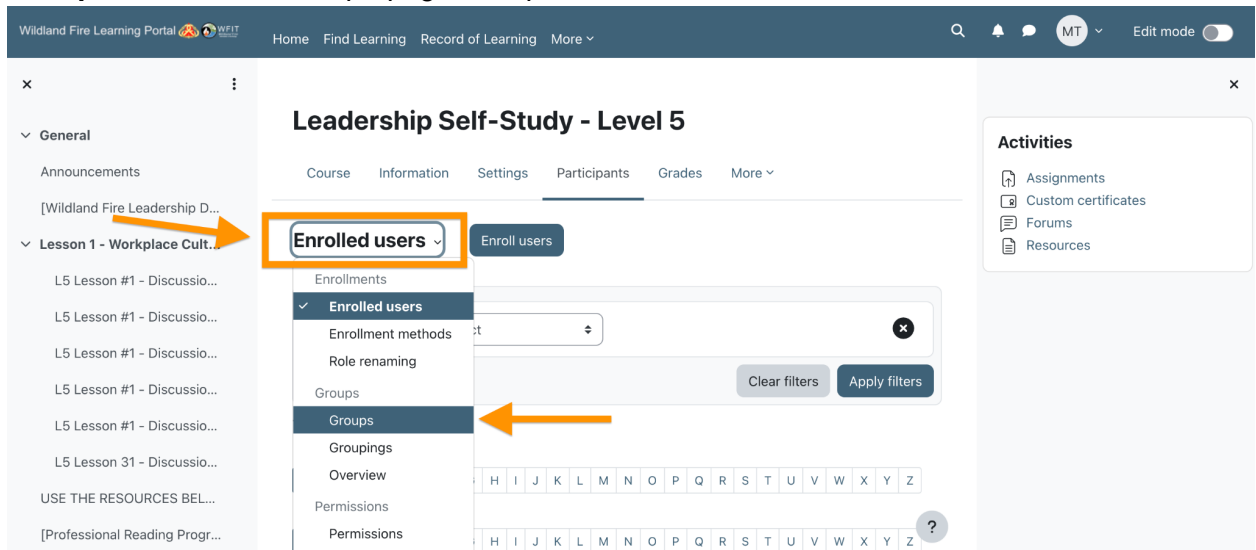
# Groups

Groups are a powerful course-level feature that allow you to group course users together for a variety of purposes. Groups can be used for differentiating content for learners; assigning Trainers to grade and provide feedback to a specific group of learners; create group assignments; and more. See Moodle Docs for a full discussion of Groups and their usage.

 **Moodle Docs:** [Groups](#)

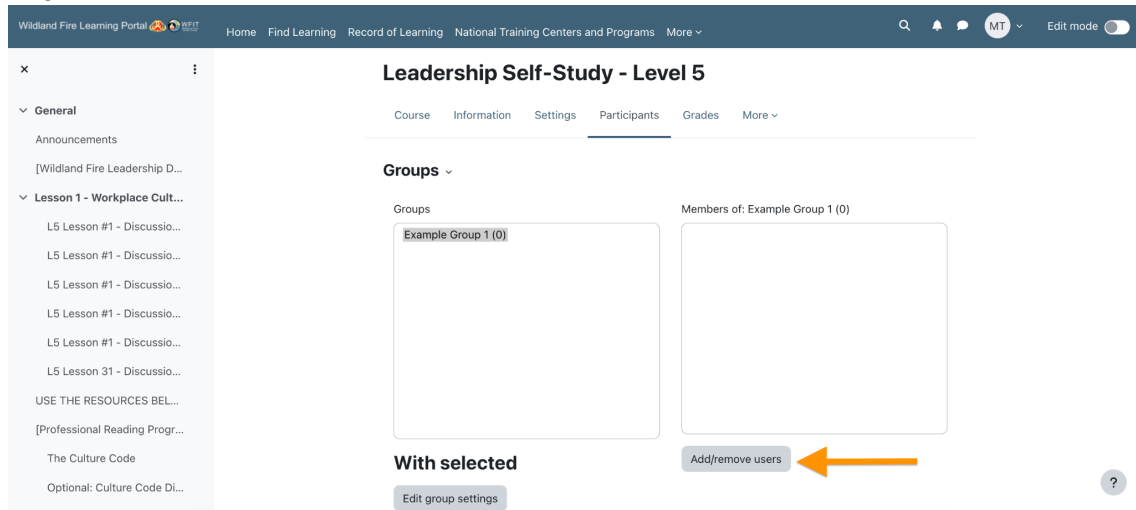
To access and use Groups in your course:

1. From the *Course homepage*, click the **Participants** tab. The *Participants* page will open.
2. On the *Participants* page, from the *secondary navigation drop-down menu*, select **Groups**. The course *Groups* page will open.

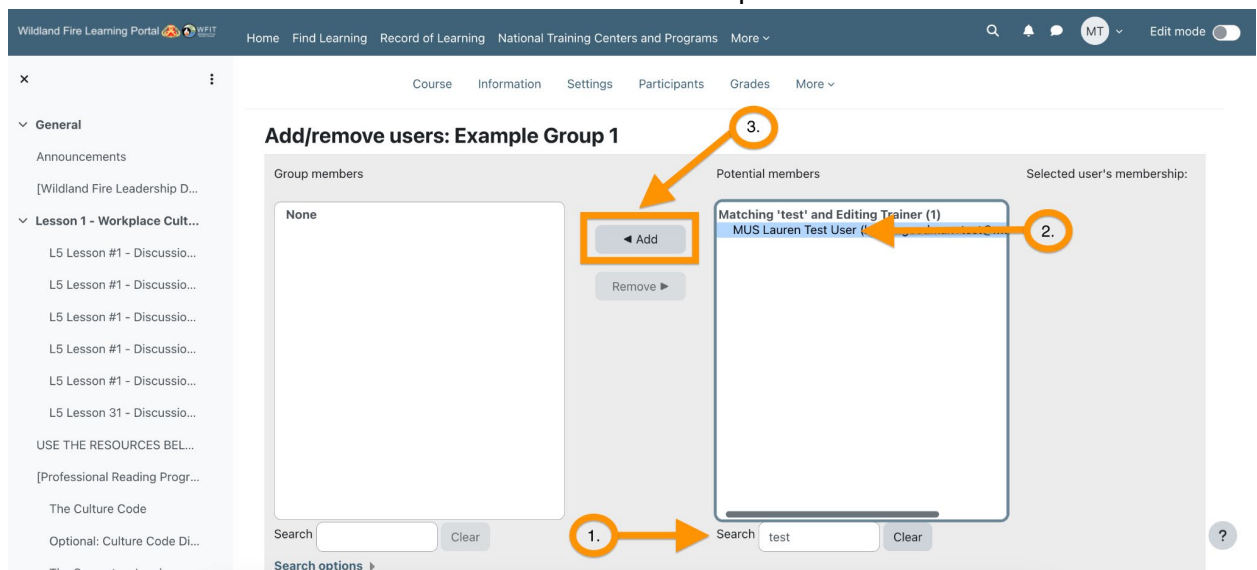


3. To create a new Group, on the *Groups* page, in the *Manage* section, click the **Create group** button. The *Create group* page will open.
4. On the *Create group* page, in the *General* section, input a **Group name** in the *Group name* field. This is the only required field needed to create a new group. Read about other settings available to you on this page in Moodle Docs: [Creating a Group](#).
5. Once you have input a **Group name** and configured any desired Group settings, click **Save changes** at the *bottom of the page*. The *Groups* page will open, and you will see the Group you just created.

6. To add users to a Group, click the **Add/remove users** button. The *Add/remove users* page will open.




7. On the *Add/remove users* page, to add a user to a Group:
  - a. On the *right-hand side of the page*, in the *Search* field, **search for the name** of the user you want to add.
  - b. Select **that user** from the *Matching user list* in the *Potential members* box.
  - c. Click the **Add** button to add that user to the Group.



8. Once you are done adding members to the group, click the **Back to groups** button. You will return to the *Groups* page.

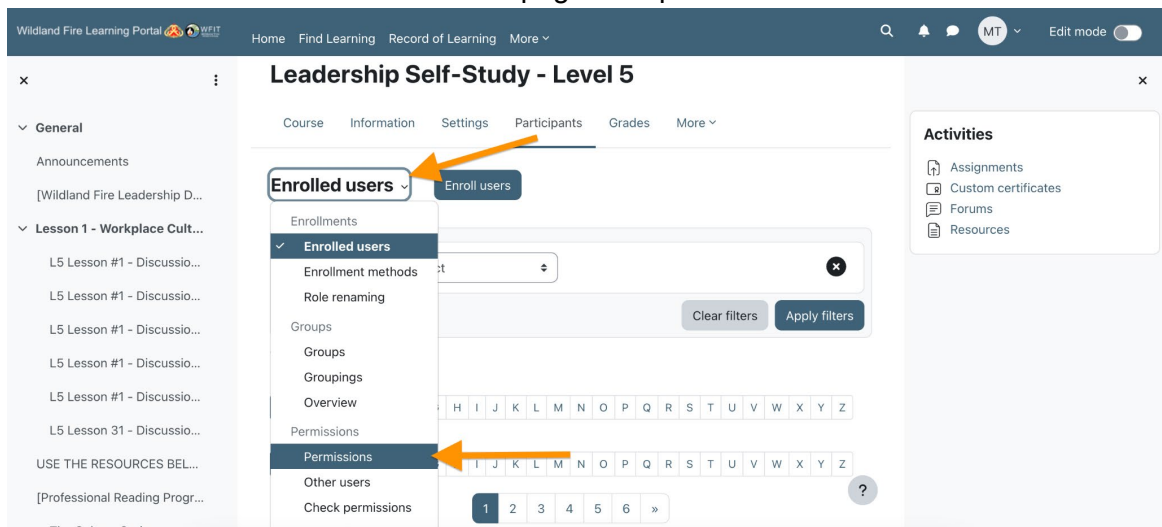
# Course-Level Permissions

Permissions in Moodle control what a user is able to do and see. Permissions are associated with a user's role, and those permissions can be altered at both the course and activity level. For example, by default Learner role cannot edit a Forum activity. If an Editing Trainer wishes, in their course, they can alter permissions for Learner role to allow all Learners in that course to edit Forum activities. This change only applies to the specific course where this change has been made.

 **Moodle Docs:** [Course and Activity Permissions](#)

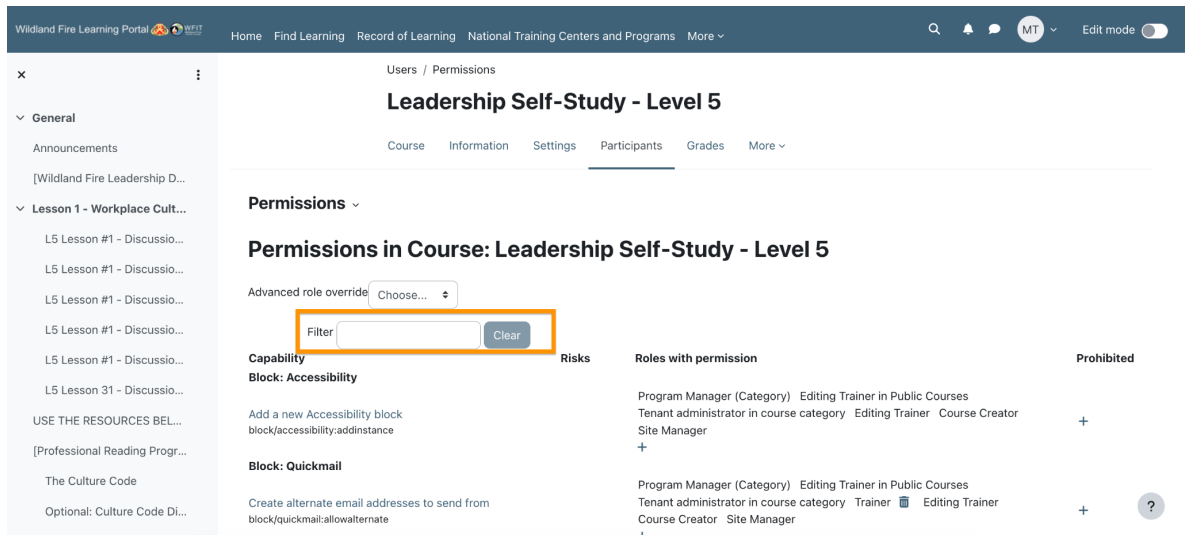
To check or edit user role permissions for a particular course:

1. From the Course homepage, click the **Participants** tab. The *Participants* page will open.
2. On the *Participants* page, from the *secondary navigation drop-down menu*, select **Permissions**. The course *Permissions* page will open.



The screenshot shows the Moodle course interface for 'Leadership Self-Study - Level 5'. The 'Participants' tab is selected in the top navigation bar. On the left, a secondary navigation menu is open, showing 'Enrolled users' selected. An orange arrow points to this menu. Another orange arrow points to the 'Permissions' option within the 'Enrolled users' dropdown menu.

3. The course *Permissions* page displays all **Capabilities** (what a user can do/see/etc.) and the **Roles with permission** for that Capability. This is an extensive page, so it is usually best to use the **Filter** field to search for keywords related to the permission you wish to check or alter.



The screenshot shows the 'Permissions' page for the course 'Leadership Self-Study - Level 5'. The page title is 'Permissions in Course: Leadership Self-Study - Level 5'. There is a 'Filter' field with a 'Clear' button next to it, which is highlighted with an orange box. The page lists various capabilities and roles with permissions.

Capability	Risks	Roles with permission	Prohibited
Block: Accessibility		Program Manager (Category) Editing Trainer in Public Courses Tenant administrator in course category Editing Trainer Course Creator Site Manager	+
Block: Quickmail		Program Manager (Category) Editing Trainer in Public Courses Tenant administrator in course category Trainer Editing Trainer Course Creator Site Manager	+

4. For example, if you want to alter permissions in your course to allow Learners to edit all Forum posts:
  - a. In the **Filter** field, search for the keyword “forum.” The page will automatically filter results by this keyword
  - b. Review the filtered Capabilities, and find the Capability for **Edit any post**.
  - c. Learner role does not currently have this Capability, so you can click the **+ icon** to add Learner role to this capability

Create attachments mod/forum:createattachment	⚠	Applicant Waitlist Category Manager (Category) Program Manager (Category) Editing Trainer in Public Courses Tenant administrator in course category Learner  Trainer  +
Delete any posts (anytime) mod/forum:deleteanypost	+	Category Manager (Category) Program Manager (Category) Editing Trainer in Public Courses Tenant administrator in course category Trainer  Editing Trainer Site Manager +
Delete own posts (within deadline) mod/forum:deleteownpost	+	Applicant Waitlist Category Manager (Category) Program Manager (Category) Editing Trainer in Public Courses Tenant administrator in course category Learner  Trainer  +
Edit any post mod/forum:editanypost	⚠	Category Manager (Category) Program Manager (Category) Editing Trainer in Public Courses Tenant administrator in course category Trainer  Editing Trainer Site Manager +
Export whole discussion mod/forum:exportdiscussion	⚠	Category Manager (Category) Program Manager (Category) Editing Trainer in Public Courses Tenant administrator in course category Trainer Editing Trainer Site Manager
Export forum mod/forum:exportforum	⚠	Tenant administrator in course category Trainer Editing Trainer Site Manager
Export own post mod/forum:exportownpost	⚠	Applicant Waitlist Category Manager (Category) Program Manager (Category) Editing Trainer in Public Courses Tenant administrator in course category Learner Trainer Editing Trainer Site Manager

5. Alternatively, if you want to prohibit a role from using the permissions associated with a Capability in the course, click the **+ icon** in the *Prohibited* column (far right-hand column) and add that role in the *Prohibited* column for that Capability.

# Course Content and Management

## Course Announcements

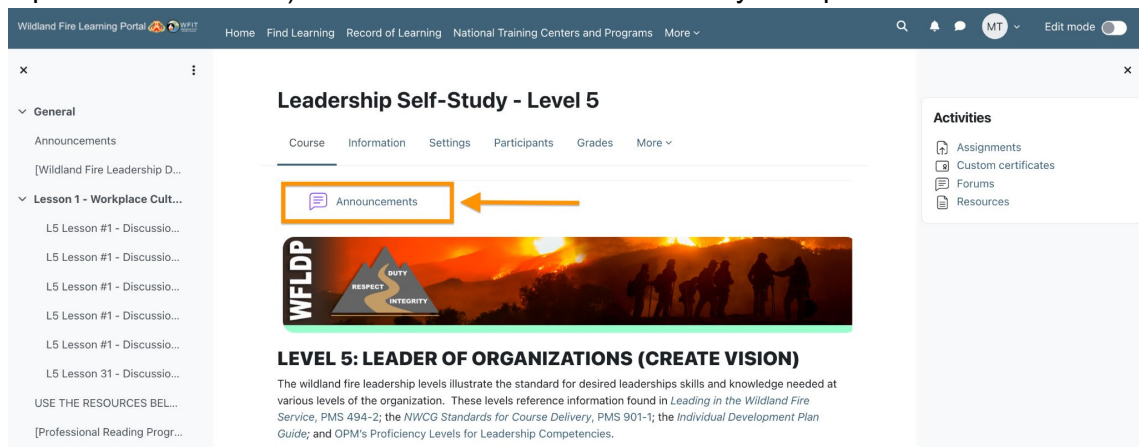
By default, every course in Moodle has an Announcements forum which appears as the first activity in the first section of the course. All users enrolled in the course have a forced subscription to the Announcements forum, which means that they will receive an automatic email notification of all posts in this forum. By default, only Editing Trainers and Trainers can post announcements in this forum.

 **Moodle Docs:** [Announcements Forum](#)

## Posting in the Announcements Forum

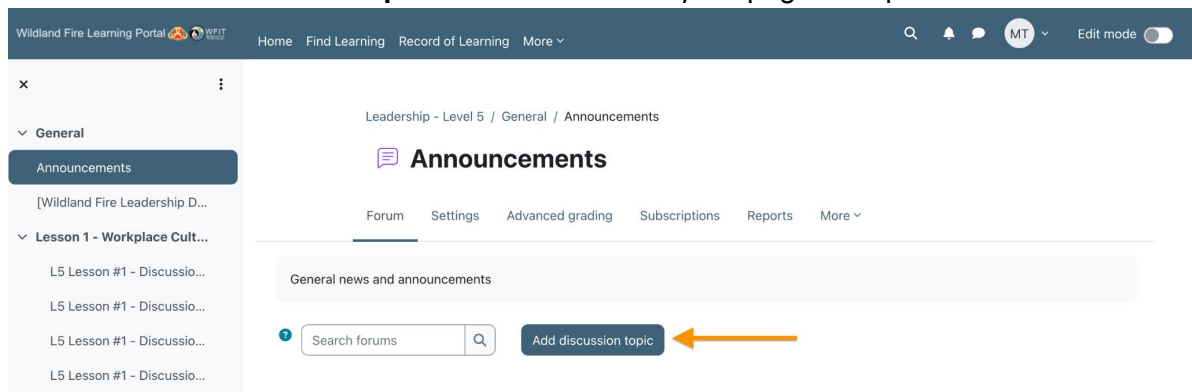
To post in the Announcements forum:

1. Navigate to the course where you wish to make an announcement. From the *Course homepage*, click on the **Announcement forum activity** (typically the first activity at the top of the first section). The Announcement forum activity will open.



**Note:** The name of the Announcements forum can be changed, so be aware that this forum could have a different name in your course.

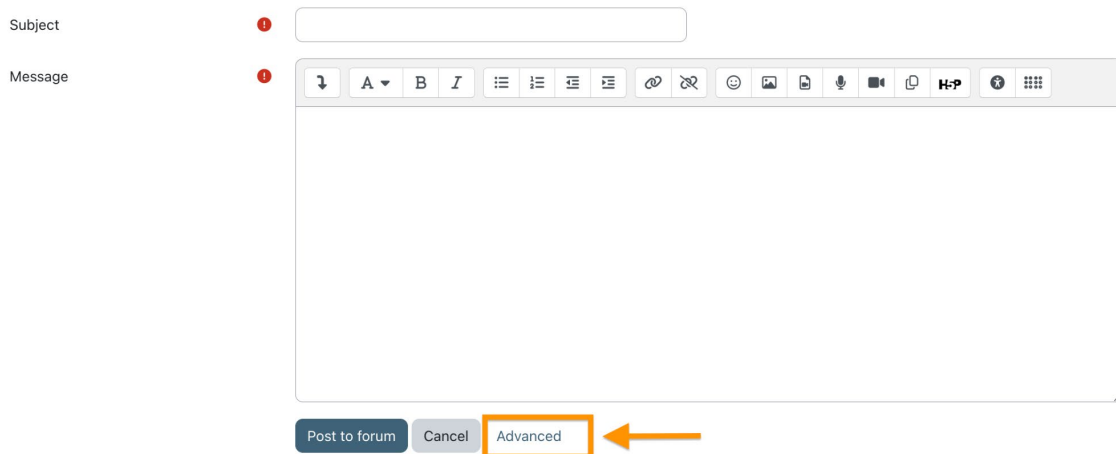
2. Click the **Add discussion topic** button. The *Forum post* page will open.



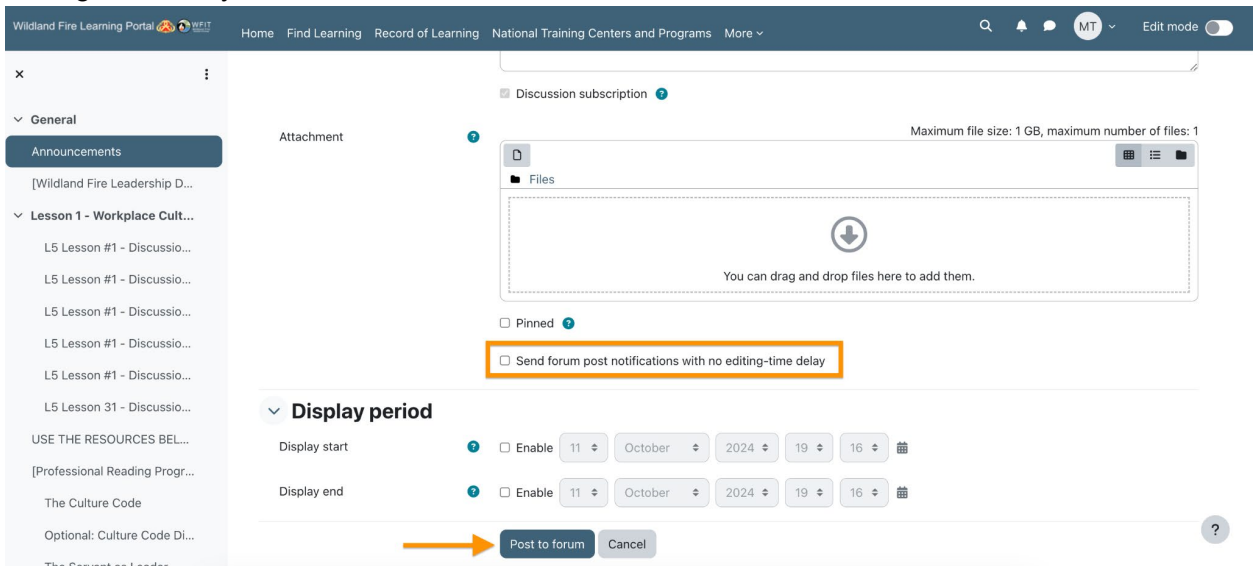
3. On the *Forum post* page, input a **Subject** and a **Message**. Note that both fields are required. This post will display within the Announcements forum activity, and will also automatically send an email to all users enrolled in the course.



- By default, Forum posts are sent on a 30 minute time delay, to allow you time to edit your post if desired. If you want to send the post immediately, click the **Advanced** link below the *Message* field. The *Advanced post settings* will display.



- In the *Advanced post settings*, check the box for Send forum notifications with no editing-time delay.



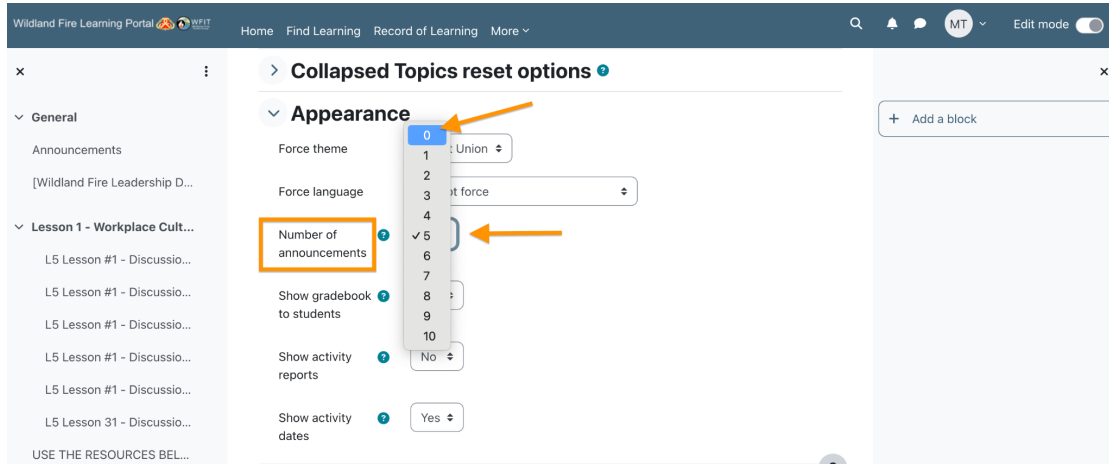
- Note** that the other options available in the *Advanced post settings* include the ability to add a file **Attachment** to your forum post, and to select a **Display period** within which the post will be displayed to users.
- Once you have written your post and configured the Advanced post settings, click the **Post to forum** button.

## Deleting an Announcements Forum

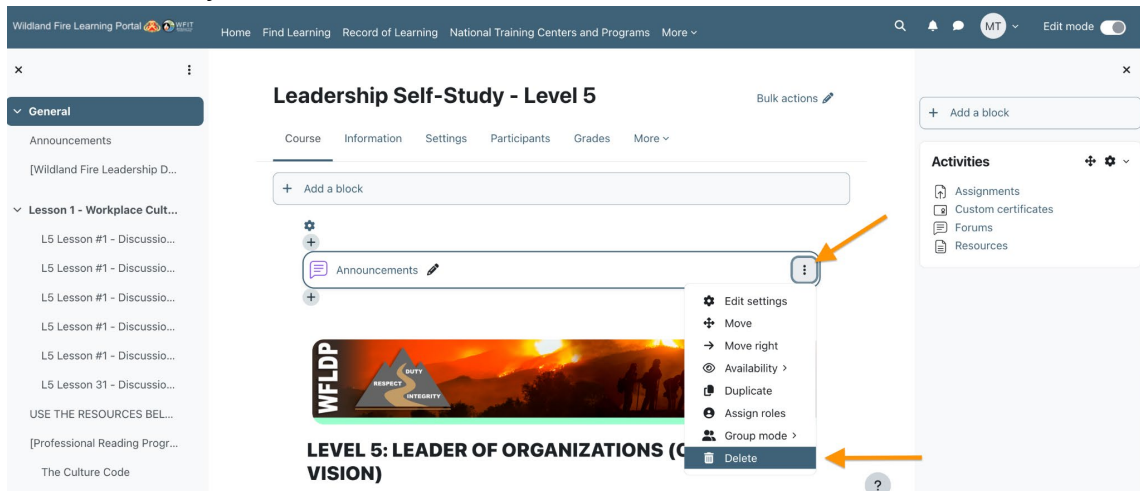
To delete the course Announcements forum:

- Navigate to the course where you wish to delete the Announcements forum and click on the course **Settings** tab. The *Edit course settings* page will open.

2. Navigate to the *Appearance* section and for the setting **Number of announcements**, choose **0**.



3. Scroll to the bottom of the page and click **Save and display**. The *Course homepage* will open.
4. From the *Course homepage*, use the toggle switch in the upper right-hand corner to **Turn editing on**. The course editing tools will display.
5. Click the **three vertical dots** to the right of the Announcements activity to expand the activity actions menu.
6. From the *activity actions menu*, select **Delete**.



# Course Homepage

The Moodle Course homepage can look differently depending on the [theme](#) your site/course uses, as well as the [course format](#). Typically, a Course homepage will contain

- [Course sections](#), which allow you to create headings and organize course content, making course navigation easier for your learners. **Note** that Sections can also be called Topics in some course formats
- [Activities](#) and [resources](#), which allow you to create static and interactive course content, assessments, and learning experiences for your learners

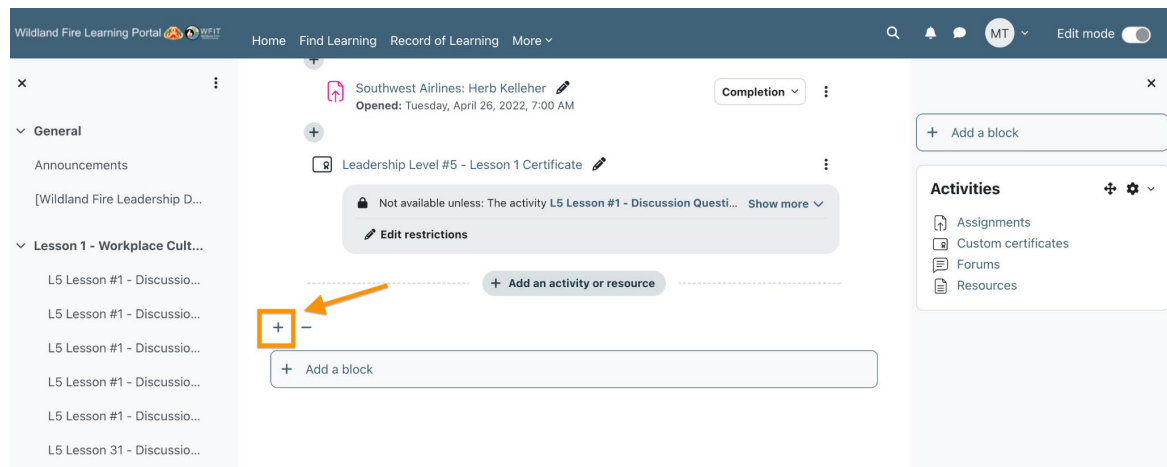
For a full list of features on the Course homepage, see Moodle Docs -

🔗 **Moodle Docs:** [Course Homepage](#)

## Adding a Course Section

To add a Section to the Course homepage:

1. In the *course where you want to add a section*, use the toggle switch in the upper right-hand corner to **Turn editing on**. The course editing tools will display.
2. Navigate to the place on the Course homepage where you want to add the section and click the **+ icon** to add a section.



3. **Note:** The way you will add sections is dependent on the course format and theme your course uses. In addition to adding a section via the Course homepage while in editing mode, you can also add sections via the *Course settings* page by:
  - a. Navigating to the course **Settings** tab. The *Edit course settings* page will open.
  - b. On the *Edit course settings* page, navigate to the **Course format** section.
  - c. For the **Number of sections** setting, select the **number of sections** you want in your course.
  - d. Scroll to the bottom of the page and click **Save and display**. The *Course homepage* will display.

## Deleting a Course Section

To delete an existing course Section:

1. In the *course where you want to delete a section*, use the toggle switch in the upper

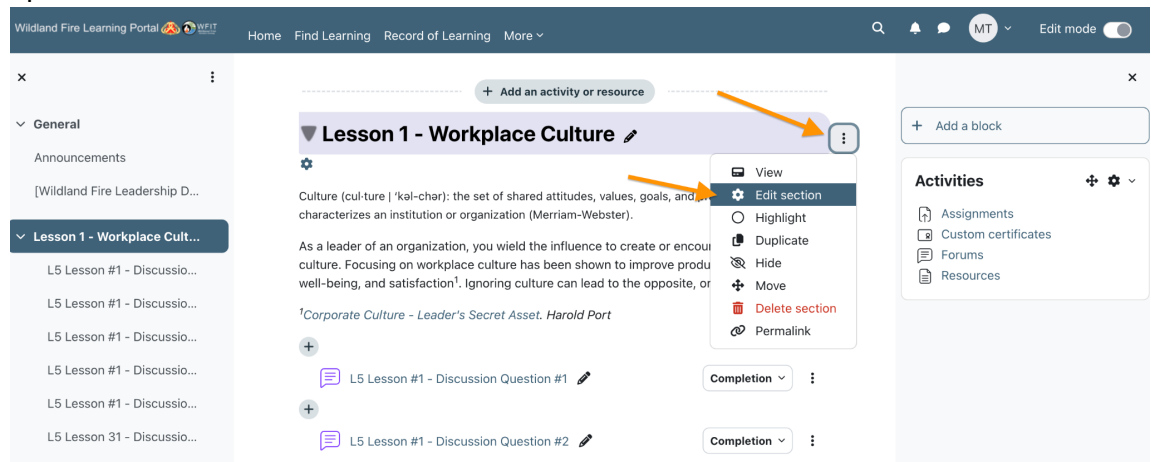
right-hand corner to **Turn editing on**. The course editing tools will display.

2. Navigate to the *section you want to delete* and click the **three vertical dots** to the right of the *Section heading* to expand the activity actions menu.
3. From the *activity actions menu*, select **Delete section**.

## Editing a Course Section

To edit an existing course Section:

4. In the *course where you want to edit a section*, use the toggle switch in the upper right-hand corner to **Turn editing on**. The course editing tools will display.
5. Navigate to the *section you want to edit* and click the **three vertical dots** to the right of the *Section heading* to expand the activity actions menu.
6. From the *activity actions menu*, select **Edit section**. The *Edit section settings* page will open.



7. On the *Edit section settings* page, you can change the Section **Name**, **Description**, and add **Restrict Access** settings that apply to the Section.
8. If you make changes, click the **Save changes** button at the *bottom of the page*.

# Course Content

The course content that learners engage with in Moodle are facilitated by [Activities](#) (typically things that learners do, such as taking a quiz or participating in a forum discussion) and [resources](#) (typically things that learners view or receive, such as files or embedded videos) For a full discussion of course content in Moodle, see Moodle Docs or Moodle Academy -

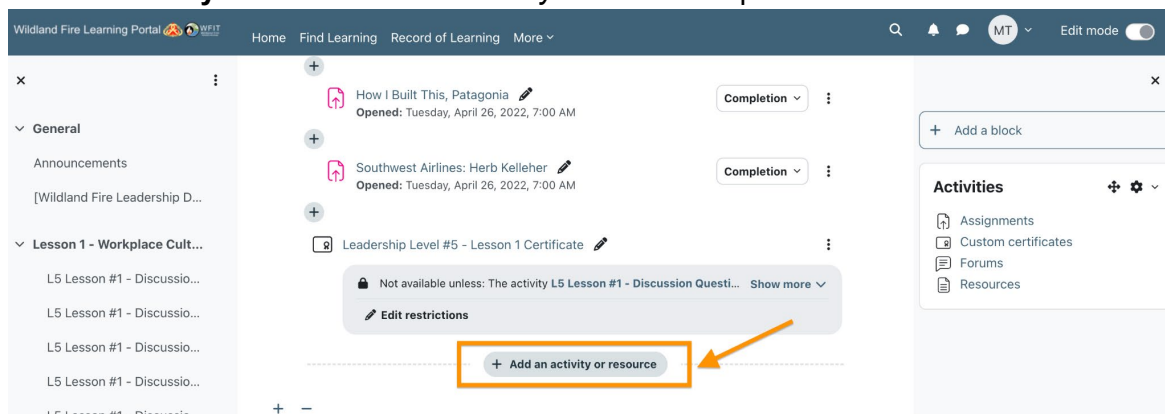
🔗 **Moodle Docs:** [Add course content](#), [Activities](#), [Resources](#)

🔗 **Moodle Academy:** [Quickstart Guide](#)

## Adding an Activity or Resource

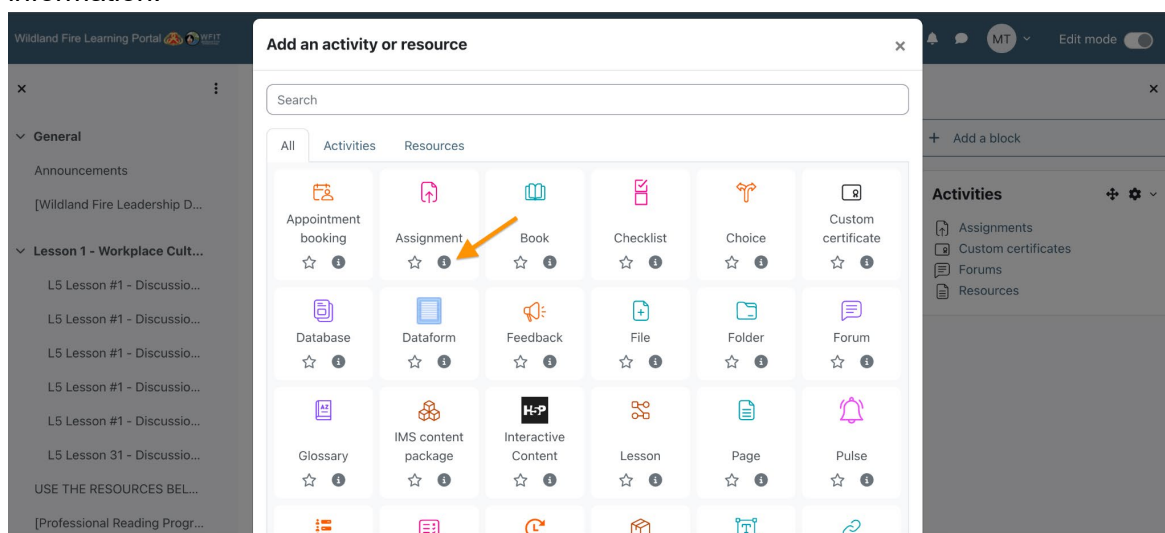
To add an Activity or Resource to your course:

1. In the *course where you want to add an Activity or Resource*, use the toggle switch in the upper right-hand corner to **Turn editing on**. The course editing tools will display.
2. Navigate to the *section where you want to add the Activity or Resource* and click the **+ Add an activity or resource**. The *Activity chooser* will open.



**Note** that the option to Add an activity or resource may appear differently in different themes or course formats, but the functionality remains the same.

3. The *Activity chooser* displays all available Activities and Resources that you can add to your course. Each Activity and Resource has its own set of settings and configuration options. To learn more about an Activity or Resource, click the **i icon** for further information.



4. Select the **Activity** or **Resource** you want to add to your course. That *Activity or Resource's settings page* will open.

## Deleting an Activity or Resource

To delete an existing Activity or Resource:

1. In the *course where you want to delete an Activity or Resource*, use the toggle switch in the upper right-hand corner to **Turn editing on**. The course editing tools will display.
2. Navigate to the *section with the Activity or Resource you want to delete* and click the **three vertical dots** to the right of the *Activity name* to expand the activity actions menu.
3. From the *activity actions menu*, select **Delete**.

## Editing an Activity or Resource

To edit an existing Activity or Resource:

1. In the *course where you want to edit an Activity or Resource*, use the toggle switch in the upper right-hand corner to **Turn editing on**. The course editing tools will display.
2. Navigate to the *section with the Activity or Resource you want to edit* and click the **three vertical dots** to the right of the *Activity or Resource name* to expand the activity actions menu.
3. From the *activity actions menu*, select **Edit settings**. The *Edit settings* page for that Activity or Resource will open.
4. When editing settings for any Activity or Resource, be sure to scroll to the *bottom of the page* and click either **Save and return to course** (the Course homepage will open) or **Save and display** (the Activity or Resource will open).

## Activity Completion Settings

In the Settings for every Activity and Resource in Moodle, there is a section for Activity completion settings, which can be configured to indicate to the learner, and the system, that a learner has completed that activity. **Note:** [Completion Tracking](#) must be enabled in the Course settings for Activity Completion settings to display.

As the options for Activity completion settings can vary activity by activity, see Moodle Docs for a complete discussion -

 **Moodle Docs:** [Activity Completion Settings](#)

To configure Activity completion settings:

1. Open the *Settings* for the Activity or Resource where you want to configure Activity completion settings.
2. Scroll down to the **Completion conditions** section. In this example, a Forum activity is being edited.
3. Initially, there are three options in the Completion conditions section:
  - a. **None** - no completion conditions configured.
  - b. **Students must manually mark the activity as done** - learners will see a “Mark as done” box on the *Course homepage next to an activity* and can check that box

when they have completed the activity.

- c. **Add requirements** - selecting this option opens a conditional set of completion options specific to that Activity.

The screenshot shows the 'Wildland Fire Learning Portal' interface. On the left is a sidebar with a menu including 'General', 'Announcements', and 'Lesson 1 - Workplace Cult...'. The main content area displays the 'Completion conditions' dialog box. This dialog has three radio button options: 'None', 'Students must manually mark the activity as done', and 'Add requirements'. The 'Add requirements' option is selected and highlighted with an orange box, with an orange arrow pointing to it from the left. Below these options, it states 'Activity is completed when students do all the following:'. There are several checkboxes: 'View the activity', 'Start discussions or post replies' (checked), 'Start discussions', 'Post replies', and 'Receive a grade'. The 'Start discussions or post replies' checkbox has a small input field with the number '1'. At the bottom of the dialog, there is a 'Set reminder in Timeline' section with an 'Enable' checkbox and a date/time picker set to 'October 2024 21 07'. A 'Send content change notification' checkbox is also present at the very bottom.

4. If adding completion requirements, select **Add requirements** and then configure the completion conditions in alignment with your expectations for successful completion of that Activity or Resource. For example, for a Forum activity, you may configure completion conditions such that a learner must Start 1 discussion and Reply to 1 discussion.
5. Once you have configured completion requirements, scroll to the bottom of the page and click **Save and return to course**. The *Course homepage* will open.



# Blocks

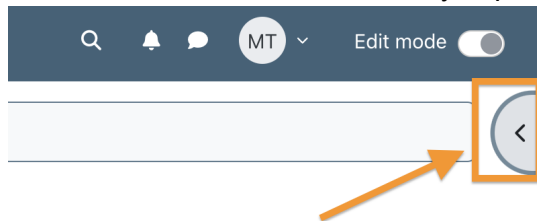
Blocks are items which may be added to the side inside the block drawer of any page in Moodle. In most Course homepages, the Block drawer is located on the right-hand side of the page. The Block drawer can be expanded or collapsed, an option which is controlled by each individual user.

 **Moodle Docs:** [Blocks](#)

## Adding a Block

To add a Block to your course:

1. In the *course where you want to add a Block*, use the toggle switch in the upper right-hand corner to **Turn editing on**. The course editing tools will display.
2. Navigate to the *Block drawer* (right-hand side of the page) and use the **< icon** to expand the Block drawer if it is not already expanded.



Bulk actions 

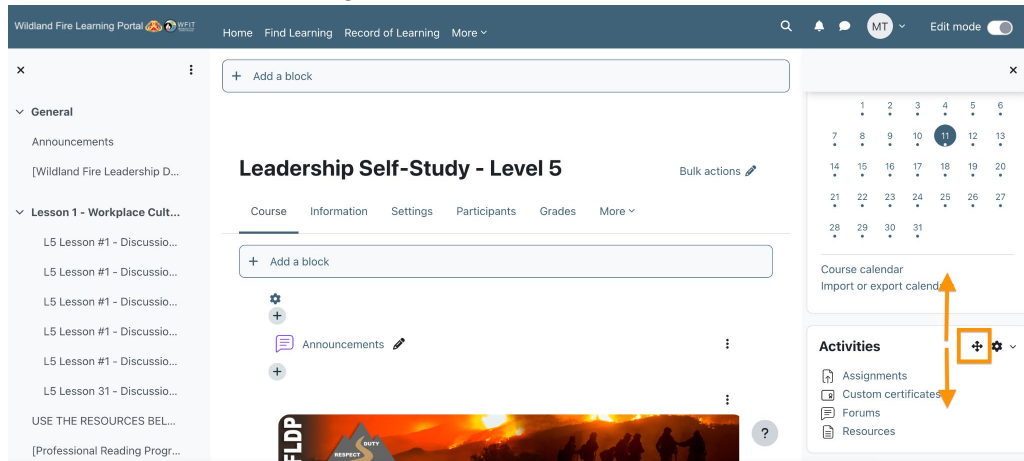
3. In the *Block drawer*, click **+ Add a block**. The *Add a block* modal window will appear.
4. From the *Add a block* modal window, you can scroll down to view all available Blocks that can be added to your Course homepage. Select the **Name of the Block** you want to add and that Block will be added to the course *Block drawer*.

**Note:** Commonly used course Blocks include the [Calendar](#), [Completion Progress](#), [Sharing Cart](#), and [Text](#) Block, which allows you to input any text or images you'd like within a Block.

## Managing Blocks

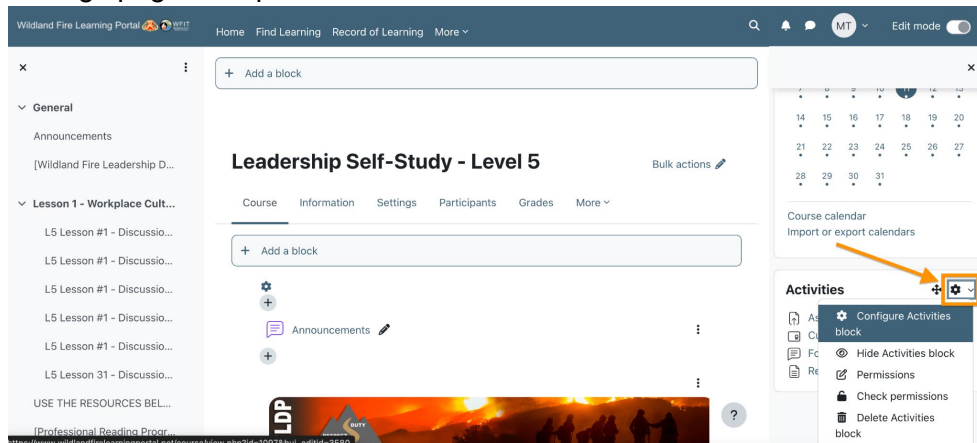
To move a Block in the *Block drawer*:

1. With **Editing turned on**, use the **navigation icon** to drag the block up or down within the *Block drawer*, dropping it in its desired location.



To configure a Block's settings:

1. With **Editing turned on**, use the **gear icon** to open the *Block actions* menu.
2. From the *Block actions* menu, select **Configure [Block name] block**. The Block settings page will open.



3. Each Block will have individual settings that can be configured.

To delete a Block:

1. With **Editing turned on**, use the **gear icon** to open the *Block actions* menu.
2. From the *Block actions* menu, select **Delete [Block name] block**.

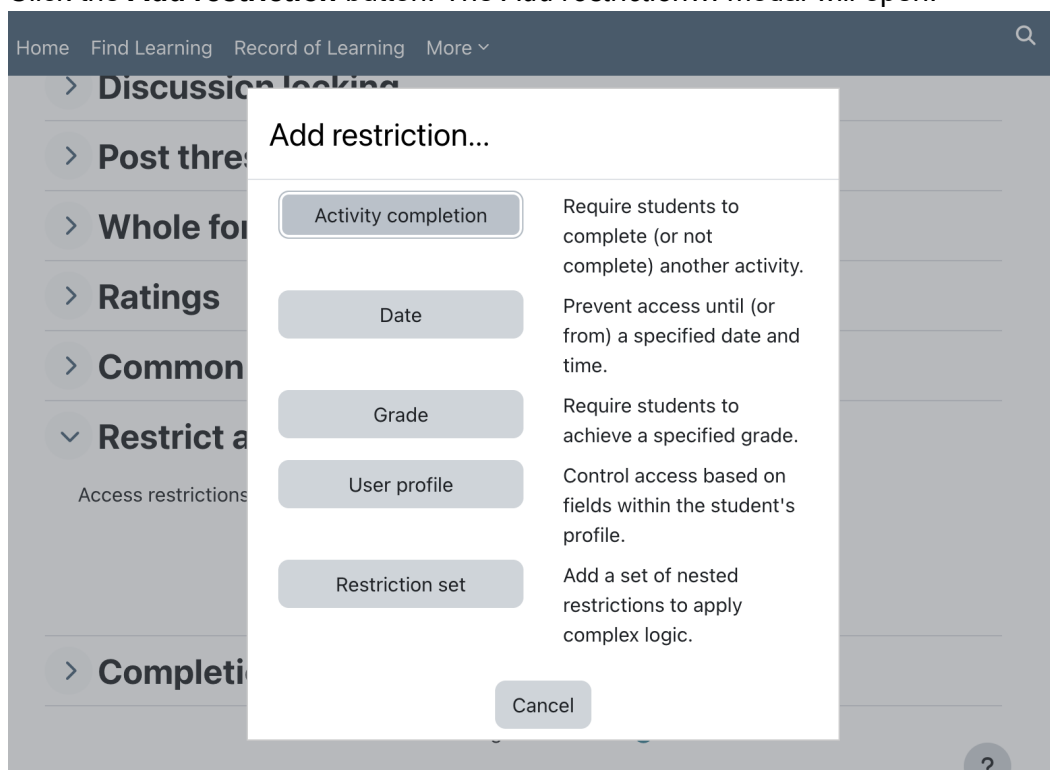
# Restrict Access Settings

Every Activity, Resource, Block, and Section in Moodle contains the option to Restrict Access to that item. Restrict Access settings can be configured according to a variety of conditions, including Activity Completion, Date, Grade, User profile field, and Restriction set, which allows you to use multiple restrictions linked by logical (AND/OR and ANY/ALL) relationships. See Moodle Docs for a full discussion of this feature -

 **Moodle Docs:** [Restrict Access Settings](#)

To configure Restrict Access settings for an item in Moodle:

1. Navigate to the *Settings* of that item.
2. In that item's *Settings*, expand the **Restrict Access** section.
3. Click the **Add restriction** button. The *Add restriction...* modal will open.



4. The *Add restriction...* modal contains options for the restriction conditions you can place on the item you are editing. For example, to add Restrict access settings by Date to this Forum activity:
  - a. Select **Date** in the *Add restriction...* modal. The Access restrictions settings will appear.
  - b. For the *Date Access restrictions* settings, **select the date** when you want this item to be made available to the learners in your course. **Note** that you have various logic options, including “Student **MUST** match the following” or “Student

MUST NOT match the following.”

## Restrict access

Access restrictions

Student must match the following

Date from 11 October 2024 00 : 00

Add restriction...

- c. The **eyeball icon** controls whether the item will be visible to the learner before its Restrict access conditions are met, or whether it will be hidden until the Restrict access conditions are met.
  - i. **Leave the eyeball open** if you want the item to be visible on the *Course homepage* (but not accessible by learners yet) before the Restrict Access conditions are met.
  - ii. **Click the eyeball to “close”** it if you want the item to be hidden on the *Course homepage* (not seen and not accessible by learners yet) before the Restrict Access conditions are met.
- d. Be sure to save changes to the item if you have modified Restrict access settings.

# Course Certificate

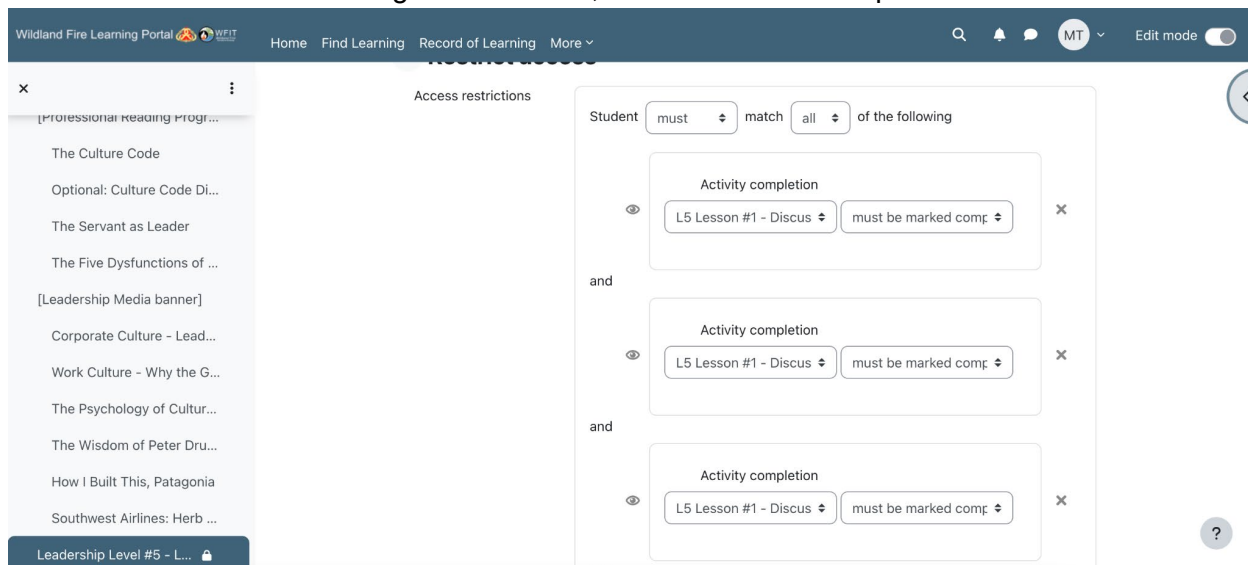
Course certificates are a great way to recognize and record learner accomplishments. Typically, certificates are issued to recognize completion of a course, or completion of key activities within a course.

 **Moodle Docs:** [Custom Certificate](#)

## Adding a Certificate Activity

To add a Certificate to a course:

1. In the *course where you want to add a Certificate*, use the toggle switch in the upper right-hand corner to **Turn editing on**. The course editing tools will display.
2. Navigate to the *section where you want to add the Certificate* and click the **+ Add an activity or resource**. The *Activity chooser* will open.
3. Select **Custom certificate**. The *Custom certificate activity settings* page will open.
4. Certificates are issued based on the [Restrict access](#) settings configured for that Certificate activity. Typically, the Activity completion [Restrict access](#) conditions are used to determine criteria for issuing the certificate, as seen in this example:




5. Once you have configured Certificate settings, including the Restrict access settings that will issue the Certificate, scroll to the *bottom of the page* and click **Save and return to course**. The Course homepage will open.

## Viewing Issued Certificates

To view issued Certificates:

1. In the *course where you want to view issued Certificates*, click on the **name of the Certificate activity**. The Certificate activity will open.
2. Here, on the Custom Certificate activity page, you will see a list of users who have received a Certificate.

Wildland Fire Learning Portal  Home Find Learning Record of Learning More ▾

Leadership - Level 5 / Lesson 1 - Workplace Culture / Leadership Level #5 - Lesson 1 Certificate

CUSTOM CERTIFICATE

### Leadership Level #5 - Lesson 1 Certificate

Custom certificate Settings Edit certificate Verify certificate More ▾

+ Add a block

Download all issued certificates

**Recipients: 10**

Download table data as Comma separated values (.csv) Download

First name / Last name	Email address	Country	Awarded on	Code	File
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3. On this page you can:
- Download** all issued certificates, as a .zip file
  - Download** a spreadsheet of all issued certificates
  - View** users who have received a Certificate, including their Certificate code and a link to **download** their Certificate file

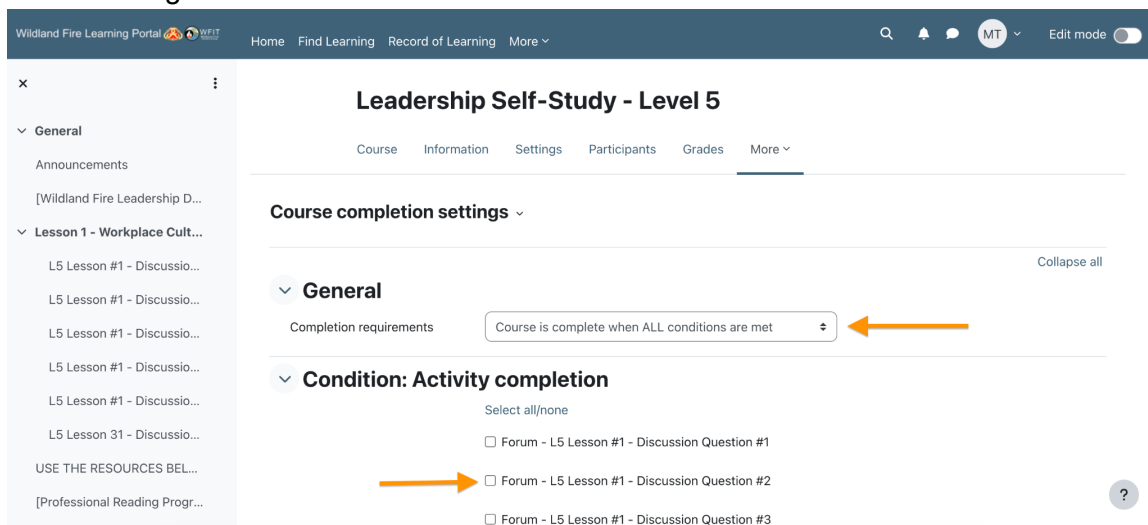
# Course Completion

Every course in Moodle can be configured to be marked as “Complete” when certain conditions are met. This feature is useful for reporting, and helps learners track their own progress across courses. See Moodle Docs for a full discussion of this feature -

 **Moodle Docs:** [Course Completion](#)

To view or configure Course Completion settings:

1. From the *Course homepage*, click the **More** tab and then choose **Course completion**. The *Course completion settings* page will open.
2. On the *Course completion settings* page, configure the items that must be completed in order for the course to be marked as Complete for a learner.
  - a. This page contains different options for logical connectors, such as Course is complete when ALL conditions are met / Course is complete when ANY conditions are met
  - b. Typically, *Condition: Activity completion* is used to determine Course completion criteria.
  - c. Select the activities that must be completed by using the **checkbox** to the *left of the Activity name*. **Note** that the items here draw from any Activities or Resources in the course where [Activity completion settings](#) have been configured.



The screenshot shows the Moodle interface for a course titled "Leadership Self-Study - Level 5". The top navigation bar includes links for Home, Find Learning, Record of Learning, and More. The course completion settings page is displayed, showing the "General" tab. Under "Completion requirements", a dropdown menu is set to "Course is complete when ALL conditions are met", with an orange arrow pointing to it. Below this, the "Condition: Activity completion" section is expanded, showing a list of activities with checkboxes. An orange arrow points to the checkbox for "Forum - L5 Lesson #1 - Discussion Question #2". A "Collapse all" link is visible on the right side of the settings page.

3. There are a variety of other options for Course completion criteria, including Date, Grade, Manual completion by Editing Trainer, and more.
4. Once you have configured Course completion settings, scroll to the bottom of the page and click **Save changes**.



# Course Reporting

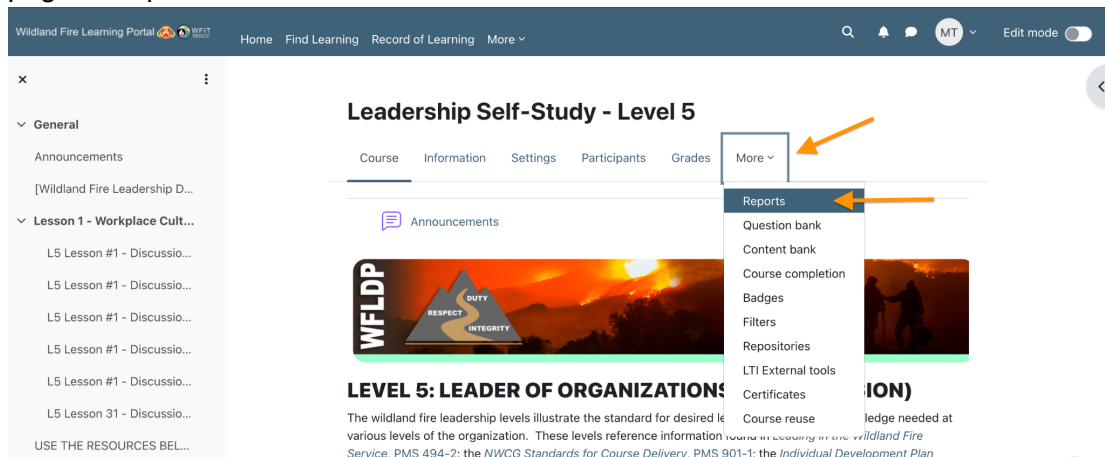
There are a variety of course-level Reports that are provided automatically for each course in Moodle. These include a Course Completion Report, an Activity Completion Report, and Course Logs. See Moodle Docs for full documentation about these reports -

 **Moodle Docs:** [Course Reports](#), [Logs of Course Activity](#)

## Accessing Course Reports

To access Course Reports:

1. From the *Course homepage*, click the **More** tab and then choose **Reports**. The *Reports* page will open.








2. Select the **Report** you wish to view:
  - a. [Logs](#)
  - b. [Live logs](#)
  - c. [Activity report](#)
  - d. [Course participation](#)
  - e. [Activity completion](#)
3. See linked documentation for a full description of each report.

## Override Activity Completion

The Activity completion report can be used to manually override the Activity completion status for a user. To do this:

1. Navigate to the *Activity completion report*.
2. On the Activity completion report, activities that the user has completed in the system will be automatically checked with a blue checkmark.

- If you wish to manually override the completion status for an activity, find the *user and activity*, and click **the checkbox** to manually mark that activity as complete for the user.

Wildland Fire Learning Portal  Home Find Learning Record of Learning More    MT 

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 »

First name / Last name	Email address	Country	L5 Lesson #1 - Discussion ...	L5 Lesson #1 - Discussion ...	L5 Lesson #1 - Discussion ...	L5 Lesson #1 - Discussion ...	L5 Lesson #1 - Discussion ...	L5 Lesson 31 - Discussion ...	The Culture Code	The Servant as Leader	The Five Dysfunctions of a ...	Corporate Culture - ...	Work Culture - Why the Gap?	The Psychology of Culture, ...	The Wisdom of Peter Drucker...
[Redacted]	[Redacted]	US	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	US	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

USE THE RESOURCES BEL...

[Professional Reading Progr...

- Activities that have been manually overridden will appear as **red checkmarks** on the *Activity completion report*.