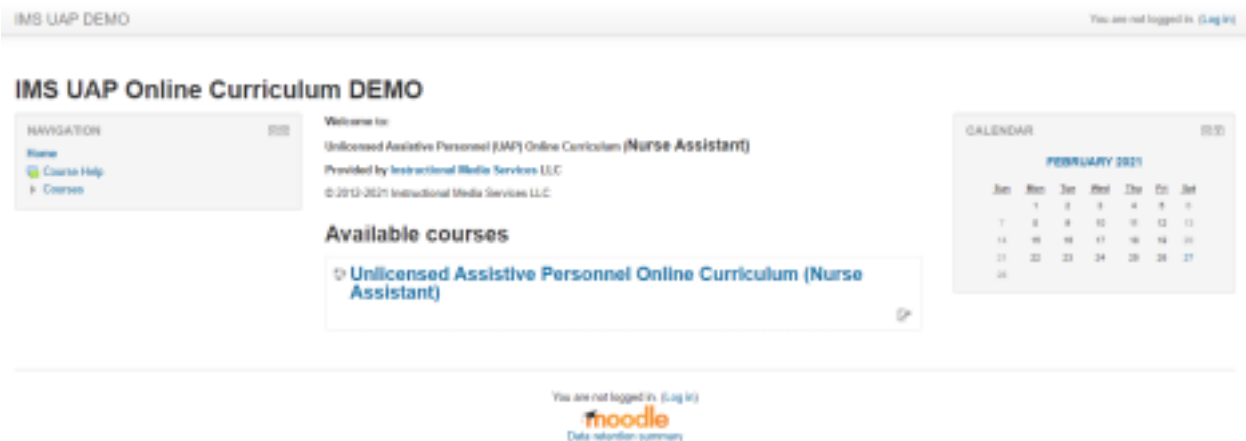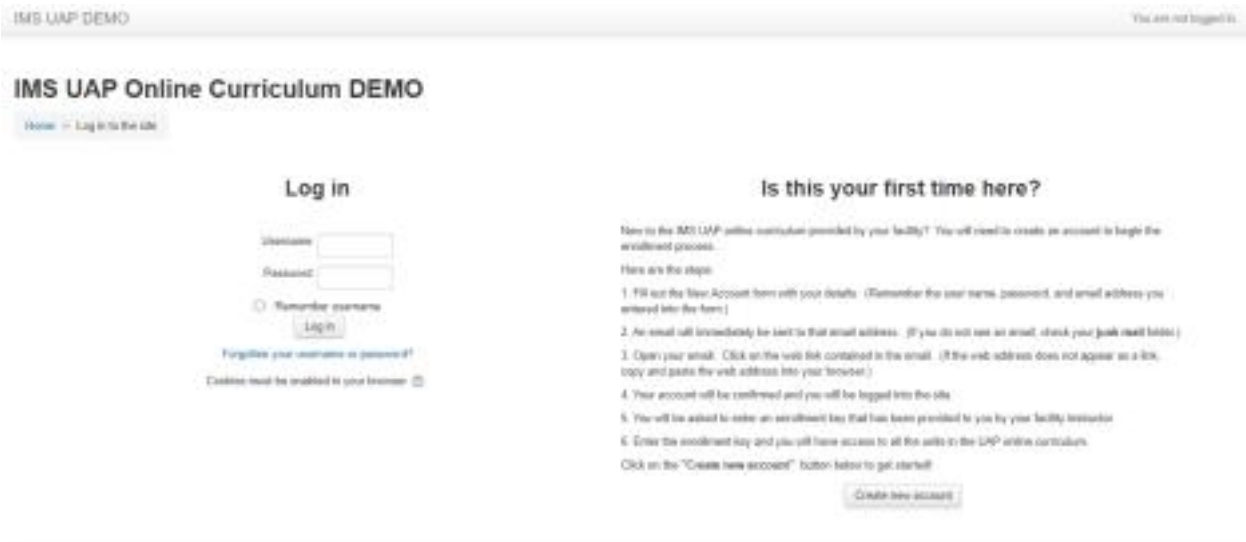# Unlicensed Assistive Personnel (Nurse Assistant)
Online Curriculum
Moodle Version 3.5

UAP Administrative Blocks at a Glance

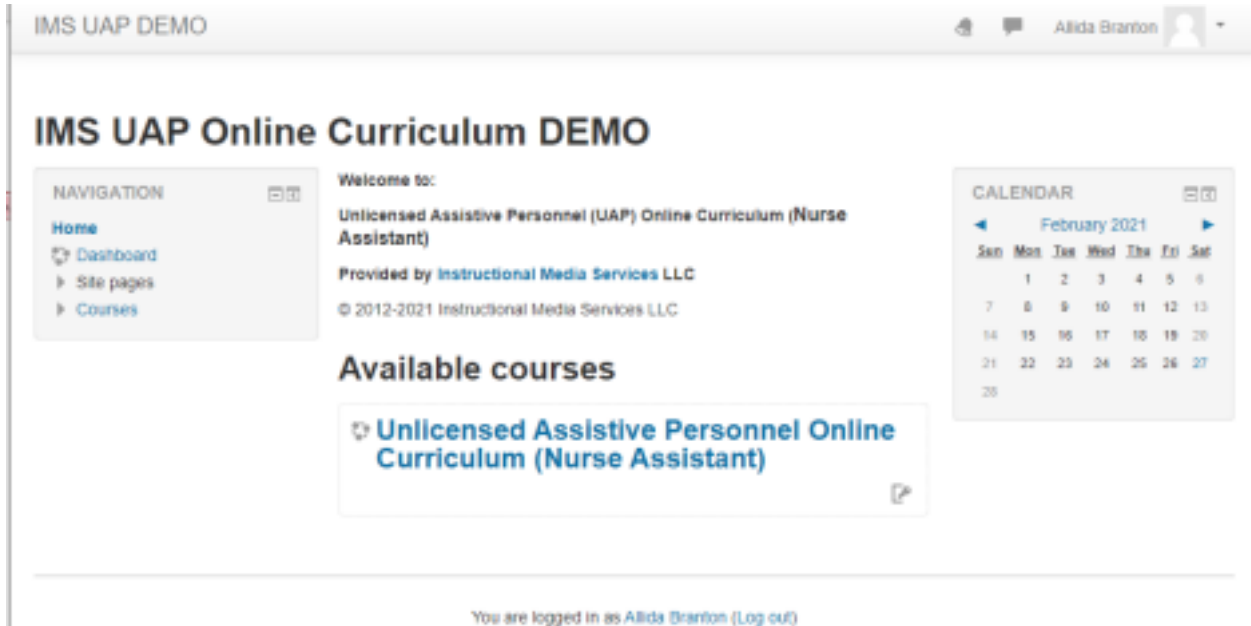When you open your facility's UAP online curriculum site, the homepage will look like this:

Click on the blue **(Log in)** link in the upper right corner of the homepage. The following screen will display:
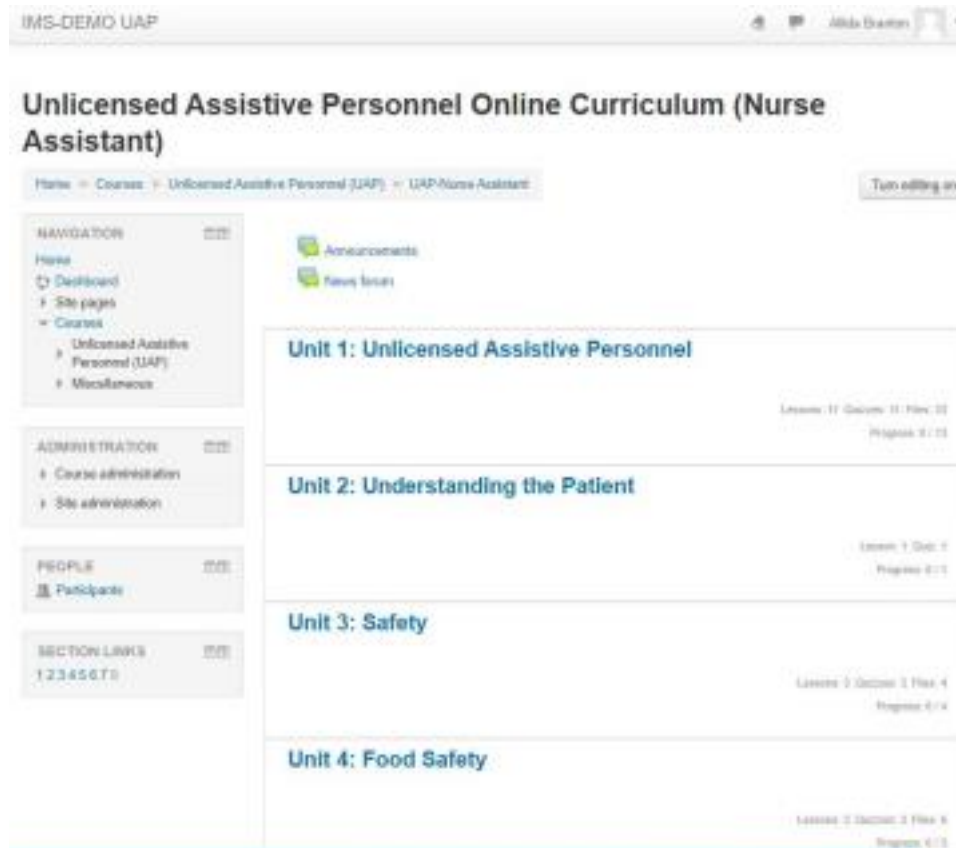

Enter your username and password and click the **Log In** button and the following screen will display:

Your name will appear here.

Click on the title of the course to access all of the online content and administrative blocks. The following screen will display (partial):

Administrative Blocks

There are four blocks on the left side of the screen. The gray diamonds are toggles to open and close the options. In the **NAVIGATION** block when you open the right pointing diamond next to the UAP title, the following options display:
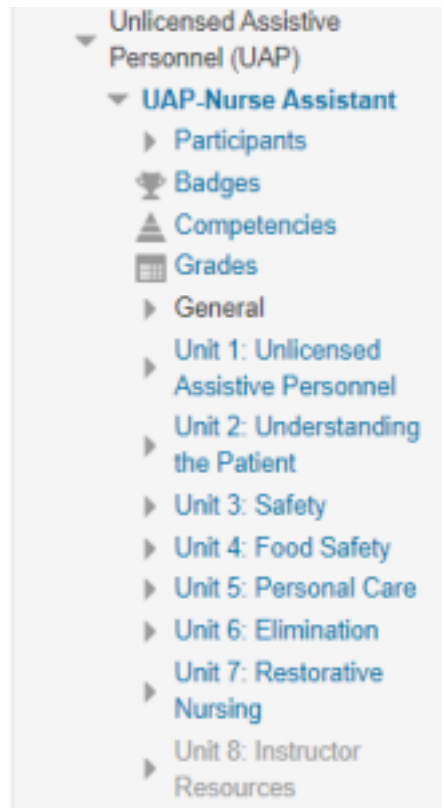
Again, the gray diamonds mean there are more options to be displayed. The most important link in this group is Grades. When you click on **Grades,** a list of current students and their current grades will be displayed:

Grader report			

Grader report

View	Setup	Scales	Letters	Import	Export

Grader report	Grade history	Outcomes report	Overview report	Single view	User report

Separate groups: All participants

All participants: 3/3

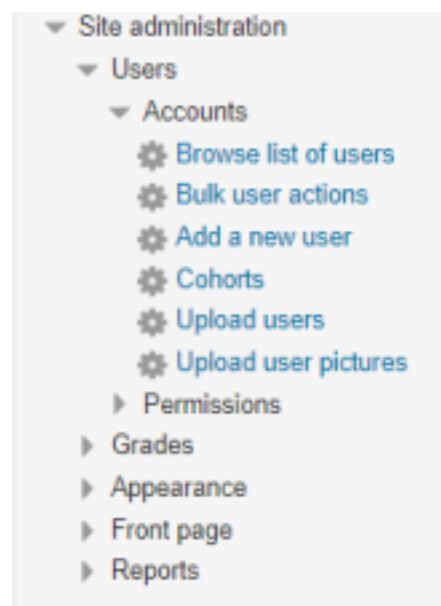|			Unlicensed Assistive Perso... ⊟		
			Unit 1 - The UAP ⊟		
First name / Surname ▲		Email address	✔ Lesson 1 Quiz ⬍ ✎	✔ Lesson 2 Quiz ⬍ ✎	✔ Lesson 3 Quiz
Halie Boyer	▦ ✎	hboyer@hadh.org	8.57 🔍	10.00 🔍	1
Jane Doe	▦ ✎	janedoe@internet.com	10.00 🔍	10.00 🔍	1
Test Student	▦ ✎	brantona@missouri.edu	10.00 🔍	- 🔍	
		Overall average	9.52	10.00	

Actual student enrolled. Covered up for privacy.

Above the **Grader report** title with the down arrow is a dropdown with the same options that are listed as tabs below the **Grader report** title.

The next block is the **ADMINISTRATION** block. It contains Course administration and Site Administration**. Course administration** has the following options, with **Users** being one you will use. See Below.

ADMINISTRATION

▼ Course administration
　　⚙ Edit settings
　　✎ Turn editing on
　　⚙ Course completion
　　▼ Users
　　　　👤 Enrolled users
　　　　▸ Enrolment methods
　　　　👥 Groups
　　　　▸ Permissions
　　　　👤 Other users
　　▼ Filters
　　▸ Reports
　　⚙ Gradebook setup
　　↻ Reset
　　▸ Question bank
　　▰ Legacy course files
　　🗑 Recycle bin
▸ Site administration
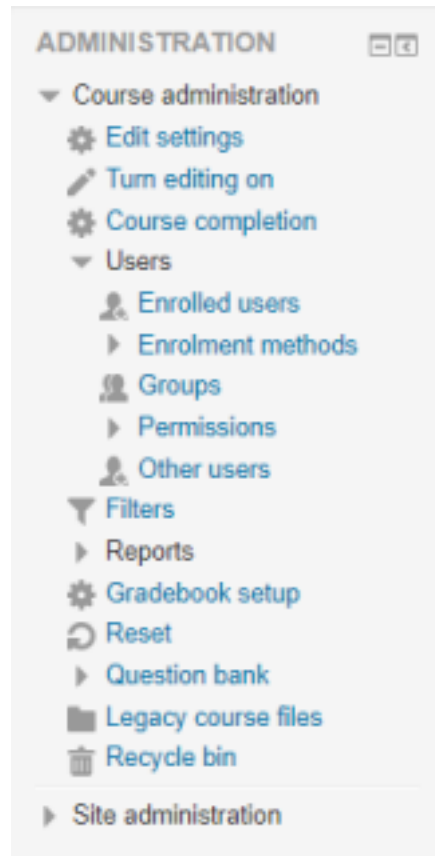
Enrolled users is the option used to manually enroll students and to manage already enrolled students.

Site administration has the following options:

▼ Site administration
　　▼ Users
　　　　▼ Accounts
　　　　　　⚙ Browse list of users
　　　　　　⚙ Bulk user actions
　　　　　　⚙ Add a new user
　　　　　　⚙ Cohorts
　　　　　　⚙ Upload users
　　　　　　⚙ Upload user pictures
　　　　▸ Permissions
　　▸ Grades
　　▸ Appearance
　　▸ Front page
　　▸ Reports

The **PEOPLE** block contains one option: **Participants**. When this option is clicked, a list is displayed of all participants assigned to the course. The list may be filtered by different options. See below.

Actual student enrolled. Covered for privacy. From this screen you may click the student's name and go to their profile. You may enroll students from this screen. You may delete students from this screen. You may select the box next to a student's name and then choose one of the options under **With selected users Choose** such as:

> Send a Message
> Add a note
> Manual Enrollments
>> Edit selected user enrollments
>> Delete selected user enrollments
> Self-Enrollments
>> Edit selected user enrollments
>> Delete selected user enrollments

The last Administration block is titled **Section Links.** It contains quick links to each of the units in the curriculum.