

Automotive Technology Online Curriculum Moodle version 3.5

Manual Account Creation – ACA Admin

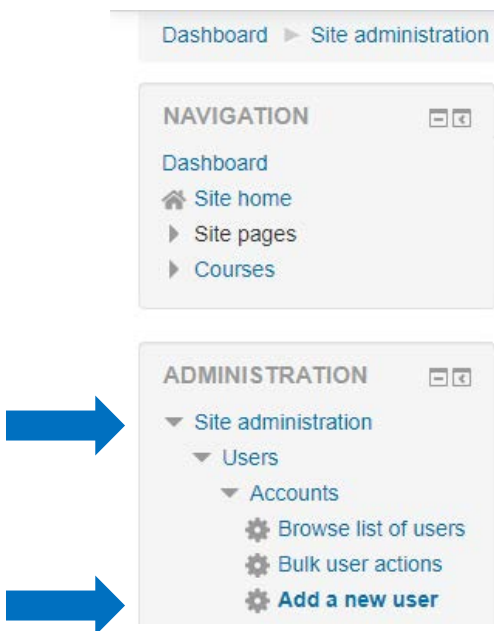
In order to access the Automotive Technology Online Curriculum a user account needs to be created. The ACA (Auto Course Administrator) or staff member can complete this process.

Add new user – manually by ACA Admin or staff

Log in to the ATOC site.

From the front page, open the Administration block if it is not already open. Within the Administration block open the **Site administration** block, and then:

- select **Users**,
- then **Accounts**,
- then **Add a new user**



When you click on **Add a new user**, the following screen will appear on the right side of the screen:


Manual Account Creation – ACA (Auto Course Administrator)

▶ Expand all

▼ General


Username 


Choose an authentication method 


Suspended account 

Generate password and notify user

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

New password 

[Click to enter text](#)  

Force password change 

First name *

Last name *

Email address *

Email display 

Allow only other course members to see my email address

City/town

Select a country

United States

Manual Account Creation – ACA (Auto Course Administrator)

Fill in the required fields indicated by **red asterisk ***.

The **username** must be lower case. You will need to let your students know what username you have assigned.

Create a password for the user. Initially you may use the same password for all the users you are creating. You will need to let your students know what password you have assigned.

If you check **Unmask** located next to **New Password**, it will display the text for the password instead of masking it with asterisks. This only applies while you are creating a new user. Once you click on the **Create user** button at the bottom of the screen the password is encrypted. If a student forgets their password you will need to come to this screen and create a new password for them.

If you want your students to create their own passwords check the box next to **Force password change**. The student will then be requested to create their own password as part of their initial log in process to the course site.

(If you don't want to include an email address for a student, a fake one may be used, such as LastnameFi@example.com. **An email address is required to complete the process.**

Review the information and scroll to the bottom of the screen and click **Create user**.

You will be returned to the screen with the Administration block on the left and the list of user accounts on the right.

Each new user is automatically assigned the role (set of permissions) for a student.

The student may now be enrolled in the course.

If you are creating an account for an additional Auto Admin or Teaching Assistant you will need to assign a different set of permissions.

Follow this path:

- Administration Block
- Site administration
- Permissions
- Assign system roles

The following screen will display:

Manual Account Creation – ACA (Auto Course Administrator)

Home ▶ Site administration ▶ Users ▶ Permissions ▶ Assign system roles

NAVIGATION

- Home
- Dashboard
- Site pages
- Courses

ADMINISTRATION

- Site administration
 - Users
 - Accounts
 - Permissions
 - Assign system roles**
 - Check system permissions
 - Grades

Assign roles in System ?

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Please choose a role to assign

Role	Description	Use role
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	0
Auto Course Admin	Auto Course Admin	7

Click on the role you want to assign. In this case we are using the Auto Course Administrator. The following screen will appear:

Dashboard ▶ Site administration ▶ Users ▶ Permissions ▶ Assign system roles Blocks editing on

NAVIGATION

- Dashboard
- Site home
- Site pages
- Courses

ADMINISTRATION

- Site administration
 - Users
 - Accounts
 - Permissions
 - Assign system roles**
 - Check system permissions
 - Courses
 - Grades
 - Analytics
 - Competencies
 - Badges
 - Language
 - Plugins
 - Appearance
 - Front page
 - Reports

Assign role 'Auto Course Admin' in System ?

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Existing users (8)

- Jay Abitz (jabitz@freedomschools.k12.wi.us)
- Allida Branton (allida@instructionalmediaservice.com)
- Anton Doos (awdusvi@gmail.com)
- Andy Henson (ahenson@monettschools.org)
- Eric Love (elove@tcatmurfreesboro.edu)
- Daniel Reichel (dreichel@alviniSD.net)
- Kenny Sousa (ksousa@dimanregional.org)
- Ashlee Spannagel (aspagnagel@scciova.edu)

Search Clear

Potential users (11)

- Rick Abrahms (rickabrahms@internet.com)
- Ian Bates (ianbates@internet.com)
- Ted Dalton (teddalton@internet.com)
- Jill James (brantona@missouri.edu)
- Thomas Kirk (thomaskirk@internet.com)
- Elizabeth Miller (elizabethmiller@internet.com)
- Janet Owens (janetowens@internet.com)
- Zarah Perkins (zarahperkins@internet.com)
- Kathy Rogers (kathyrogers@internet.com)
- Donald Smith (donaldsmith@internet.com)
- IMS Support (support@instructionalmediaservice.com)

Search Clear

◀ Add Remove ▶

Manual Account Creation – ACA (Auto Course Administrator)

Click on the name you want to assign permissions to from the column on the right. The name will become highlighted.

Dashboard ► Site administration ► Users ► Permissions ► Assign system roles Blocks editing on

Assign role 'Administrator' in System

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Existing users (8)

- Jay Abitz (jabitz@freedomschools.k12.wi.us)
- Allida Branton (allida@instructionalmediaservice)
- Anton Doos (awdusvi@gmail.com)
- Andy Henson (ahenson@monettschools.org)
- Eric Love (elove@tcalmurfreesboro.edu)
- Daniel Reichek (dreichek@alvinisd.net)
- Kenny Sousa (ksousa@dimanregional.org)
- Ashlee Spannagel (aspannagel@scciowa.edu)

Potential users (11)

- Rick Abrahms (rickabrahms@internet.com)
- Ian Bates (ianbates@internet.com)
- Ted Dalton (teddalton@internet.com)
- Jill James (brantona@missouri.edu)**
- Thomas Kirk (thomaskirk@internet.com)
- Elizabeth Miller (elizabethmiller@internet.com)
- Janet Owens (janetowens@internet.com)
- Zarah Perkins (zarahperkins@internet.com)
- Kathy Rogers (kathyrogers@internet.com)
- Donald Smith (donaldsmith@internet.com)
- IMS Support (support@instructionalmediaservice)

Search

Click the **Add** button and the name will move from the column on the right to the column on the left. Permissions have been successfully added for this person.

Manual Account Creation – ACA (Auto Course Administrator)

Dashboard ▶ Site administration ▶ Users ▶ Permissions ▶ Assign system roles Blocks editing on

Assign role 'Administrator' in System

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Existing users (9)

- Jay Abitz (jabitz@freedomsschools.k12.wi.us)
- Allida Branton (allida@instructionalmediaservice.com)
- Anton Doos (awdusvi@gmail.com)
- Andy Henson (ahenson@monettschools.org)
- Jill James (brantona@missouri.edu)**
- Eric Love (elove@tcatmurffreesboro.edu)
- Daniel Reichel (dreichel@alvinisd.net)
- Kenny Sousa (ksousa@dimanregional.org)
- Ashlee Spannagel (aspannagel@scciowa.edu)

Potential users (10)

- Rick Abrahms (rickabrahms@internet.com)
- Ian Bates (ianbates@internet.com)
- Ted Dalton (teddalton@internet.com)
- Thomas Kirk (thomaskirk@internet.com)
- Elizabeth Miller (elizabethmiller@internet.com)
- Janet Owens (janetowens@internet.com)
- Zarah Perkins (zarahperkins@internet.com)
- Kathy Rogers (kathyrogers@internet.com)
- Donald Smith (donaldsmith@internet.com)
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Search

This process may be used in reverse if you need to remove permissions for a person or change them. It is best to remove a set of permissions before adding permissions at a different level.