Automotive Technology Online Curriculum
Moodle 3.5

ATOC Overview

Accessing the Content:

The Automotive Technology Online Curriculum consists of 12 Modules (courses). The online curriculum covers all eight Automotive Service Excellence (ASE) content areas plus an Introduction to Automotive Technology module. The modules are numbered to match the order of the ASE Automotive Task List. The Engine Performance module eight, is divided into 3 separate content areas. Each of these content areas is a separate module (course) retaining the number eight. Module nine contains the ASE-Maintenance and Light Repair Competency Profile. The MLR Competency Profile module is designed to help instructors track student progress toward competency in the 2022 ASE MLR automobile program standards. The content in this online module is consistent with the 2022 ASE Maintenance and Light Repair task list. The module contains nine topics that represent each of the MLR areas of emphasis including a topic that addresses Foundation Skills. Each topic contains the job sheets related to the ASE tasks in that emphasis area. The job sheets in each topic are accessed through the assignment feature in the Moodle learning management system. All of the documents related to completing the job sheet are saved within the assignment, within the online site for each student. As this assignment assessment is completed a competency profile is created for each student.   There is also a tenth topic entitled Instructor Resources that includes Moodle process documentation.

To access the site content, look for the statement in the upper right of the homepage for your course site: **You are not logged in (Log in)**. Click on the blue **(Log in)** link and you will be taken to the Log in screen. Use the fields located on the left side of the screen and enter your username and password that was provided to you in the email notification of your site set-up. If you have trouble logging in, please contact IMS at 573-289-9863 for assistance.

The log in process takes you to the front (home) page of your course site. On this page you will find a list of all the Automotive Technology curriculum content modules plus the 2022 ASE-MLR module. When you mouse over a Module title it will turn black. When you click on a Module (course title) the resulting default display is a listing of the unit content areas within the module. The first section containing the Module name also contains an option for you to provide additional information to your students. This functionality in Moodle is called a News Forum. In each module the option is titled with the Module number and name and **Announcements and Comments**. Active links are light blue. They will darken and become underlined when you mouse over them. Clicking a darken, underlined unit title will display the content of the module. Black text indicates headings for curriculum activities within the unit.

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The Lessons (Student Reference - curriculum content) are accessed by selecting:

PDF files: These links will open a PDF in a new browser window so that you don't have to navigate out of the courseware. Sometimes there will be supplemental information for a student reference (also a PDF) that includes additional procedures or updated content.
Or
PowerPoint presentations: The PowerPoints include all the information offered in the Student Reference PDF (except for "Terms and Definitions," if any) and the Supplemental Information PDF. The PowerPoints also have photos added as well as references to any interactive graphics or videos if they were added for a lesson. The PowerPoint presentations needed to be downloaded.

Unit Tests have been created using the Quiz feature of Moodle. When a Unit Test link is selected it will display a new page. This page will display "**Attempts allowed: 1"** and "**Attempt Quiz Now".** When the student clicks on **"Attempt Quiz Now"** button the quiz will display.

Assignment Sheets have been created using the Assignment feature in Moodle. See Assignment process documentation for details regarding student completion and instructor grading.

Each module contains a unit titled Instructor Resources. This unit contains Lesson Plans, Word documents for the Assignment Sheets and Assignment Sheet answers, and Unit Tests and Unit Test answers. By default, these documents are hidden from the students. They are available in case the instructor wants/needs to print and hand out this information to their students.

If an item is gray that means that the students will not be able to see that item in their view. As described above, the Instructor Resources unit is grayed out.

In some units, additional curriculum options may be available such as Interactive Graphics and Videos.

Moodle Blocks:

On the front (home) page the default Moodle Blocks are:
Left: Navigation and Administration
The Navigation block is "docked" on the left side of the screen and may be accessed by clicking on it or mousing over it. To 'undock' the block click on it and then click on the small arrow on the right side of the title row of the block.
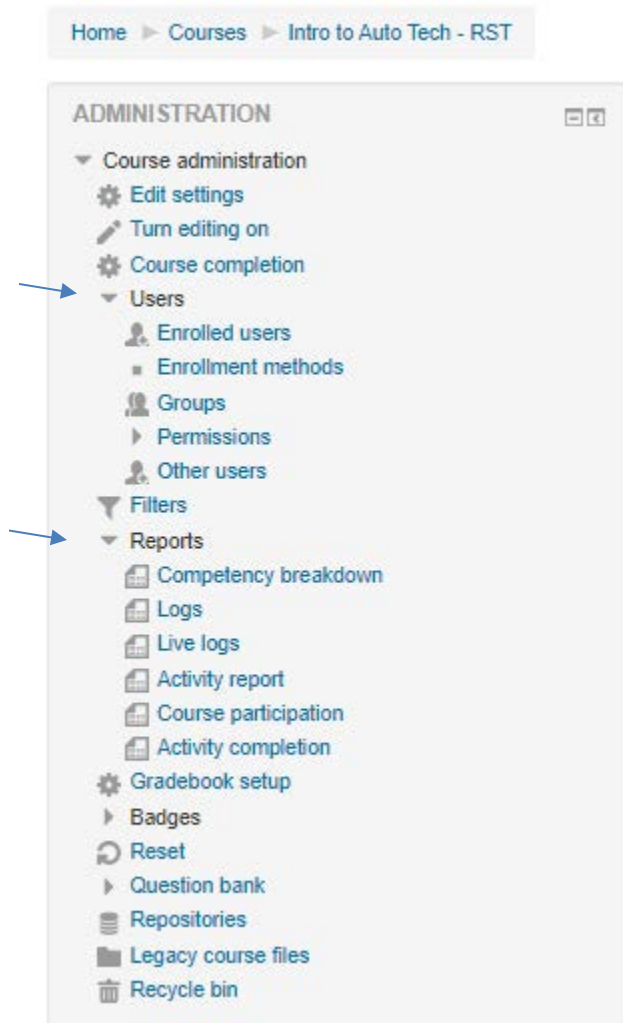
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Within the module the default Moodle Blocks, placed on the left, are displayed below. Blue text indicates a link. Notice the solid gray right facing triangles with black text. That symbol indicates a dropdown menu is available.

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See example below:



When you click on a blue link it will take you to a different page or additional information will appear on the current page.
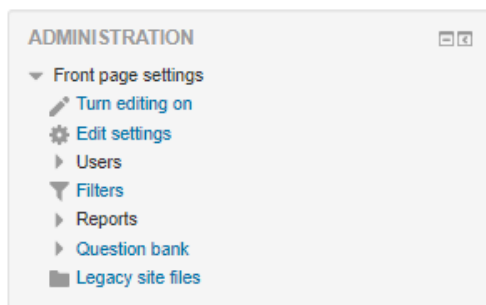
What the Student Sees:

Located in title border next to your name on the right side of the screen is a down arrow. Within this dropdown is an option to see what the site looks like to a student. Click on the down arrow the following screen will display:

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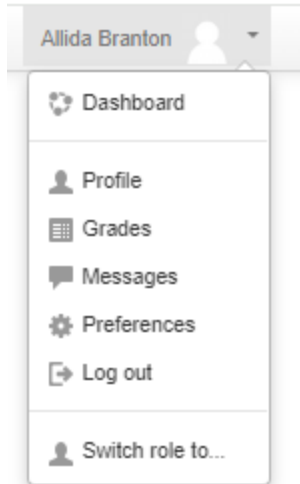
The last option in this list is **"Switch role to…".** Click this option the following screen will display:
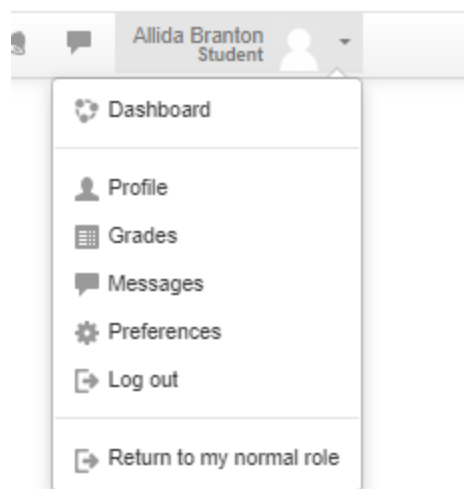

Choose **Student** button and your view will change to what a student sees. The unit titles that are in black are not available to the students and the link feature is disabled. To return to your normal role use the same dropdown that you used to switch role. It will now indicate that the user is viewing the content as a student.

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 Click the down arrow and select the last option in the dropdown **Return to my normal role**. When you click this option, you will be returned to your normal role and your normal view of the site.

Student Tracking:

The Moodle Learning Management System contains a gradebook function for each module. Any activity that is to be graded in the module will appear in the gradebook. By default, the gradebook displays Unit Test grades first, then Assignment Sheets grades.

Unit Tests are computer graded as they contain multiple choice, true/false, and matching questions. Assignments Sheets are manually graded by the instructor within the assignment function of Moodle.

The 2022 ASE MLR Competency Profile, module nine, is separate and the associated Job Sheets are manually graded by the instructor within the assignment function of Moodle.

Modifying Your Site Content:

One of the benefits of the Moodle Learning Management System is that it allows the instructor to customize the site. To begin this customization process, select a module. Once you are inside a module, from the Administration block - Course Administration section select the second item **Turn editing on**. You may also click the **Turn editing on** button that is located in the upper right corner of the breadcrumb row. This option is a toggle. If you turn editing on, then the text changes to read **Turn editing off** in both locations.

When editing is turned on:

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You may edit (change) the light blue titles that have a pencil icon at the end. Click on that icon and the title will display in a box. Click in the box and make your changes. Be sure and hit the enter key to save your changes!

You may add activities or resources via an active **Add an activity or resource** link that when clicked will provide a dropdown of options.

You may edit existing activities or resources via the **Edit** option on the right of the screen. Options include:

Edit settings - means you may edit the default settings of the activity. See below for more information.

Move right - moves the text/activity to the right, if possible.

Move left - moves the text/activity to the left, if possible. (Will only display if you have moved a title to the right.

Hide - grays out the text and the students will not be able to view the unit, activity or label.

Assign roles - allows you to assign specific roles (set of permissions) to this activity.

Delete - deletes the activity. This really does mean the activity will be **deleted from the site!**

The cross hairs (icon that looks like a snowflake) allow you to move the labels and activities to different positions on the page. You may click and hold the icon and then move it a new location. You may also click on the icon and a list of titles will appear with the option to select the new position by clicking on the appropriate (After resource 'title'.)

Choosing the **Edit** icon for a Resource and then choosing **Edit settings** allows you to change the text (title) of the resource or quiz and/or change the content of the resource by uploading a new document. (This is the same process when you add a new Resource.)

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Choosing the **Edit icon** (on the far right) for a "Quiz" and then choose **Edit settings** allows you to change the structure of the quiz.

Clicking on the **"Quiz"** title will take you to a page where you have the option to preview the quiz and opens the Quiz administration block on the left side of the screen. See screen shot below for options provided: