

2022 ASE Collision Repair and Refinish Competency Profile and Job Sheet

Skill Tracking Modules

Moodle Version 3.5

This documentation was created using the Unlicensed Assistive Personnel online site.
The steps are the same.

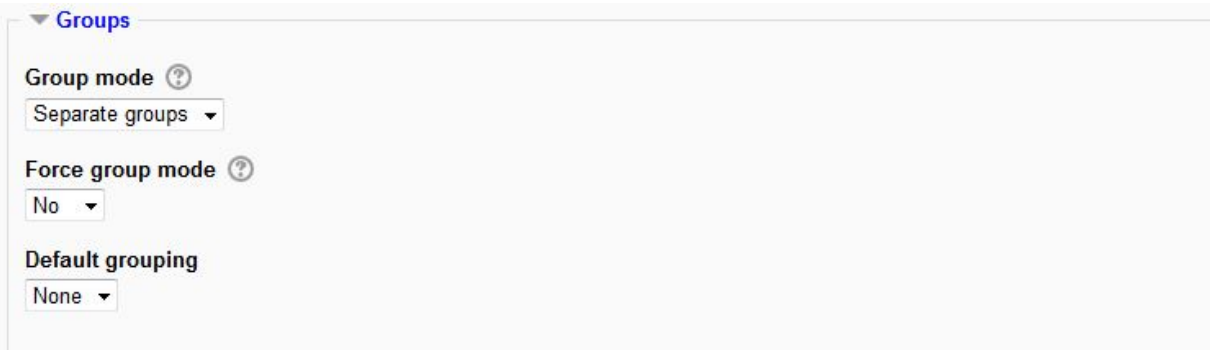
Creating A Group With a Password

Section One: There are default settings that are used when the facility site is created. This section is for information only or if you want to change the Group settings at a later date.

See [Section Two](#) for how to create a Group with a password within a Module.

Open the course.

Open the **Administration** block if it is not already open. Open the **Course administration** dropdown if it is not already open. Select the **Edit settings** option from the dropdown list. The Edit course settings screen will appear. Scroll down the page until you locate the **Groups** section near the bottom of this page. Open this section by clicking on the right facing diamond. The topic will open and it will look like this:



The screenshot shows the 'Groups' settings in Moodle. It includes three dropdown menus: 'Group mode' with 'Separate groups' selected, 'Force group mode' with 'No' selected, and 'Default grouping' with 'None' selected. Each setting has a help icon (question mark) to its right.

Separate groups is the default setting.

This setting has 3 options:

- No groups - There are no sub groups, everyone is part of one big community
- Separate groups - Each group member can only see their own group, others are invisible
- Visible groups - Each group member works in their own group, but can also see other groups

The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode; however, **if the group mode is forced at the course level, the group mode setting for each activity is ignored.**

How to Create a Group with a Password

NOTE: The default setting for the site is set to prevent students from viewing the participant list. This can be updated as needed.

After you have made these selections scroll to the bottom of the page and save your changes.

NOTE: If you have created groups and added students to the group and the gradebook does not display a dropdown for your groups check the setting above to make sure either **Separate** or **Visible** groups is selected. If the setting is **No groups**, your groups will not display.

Section Two: Creating Groups with a Password

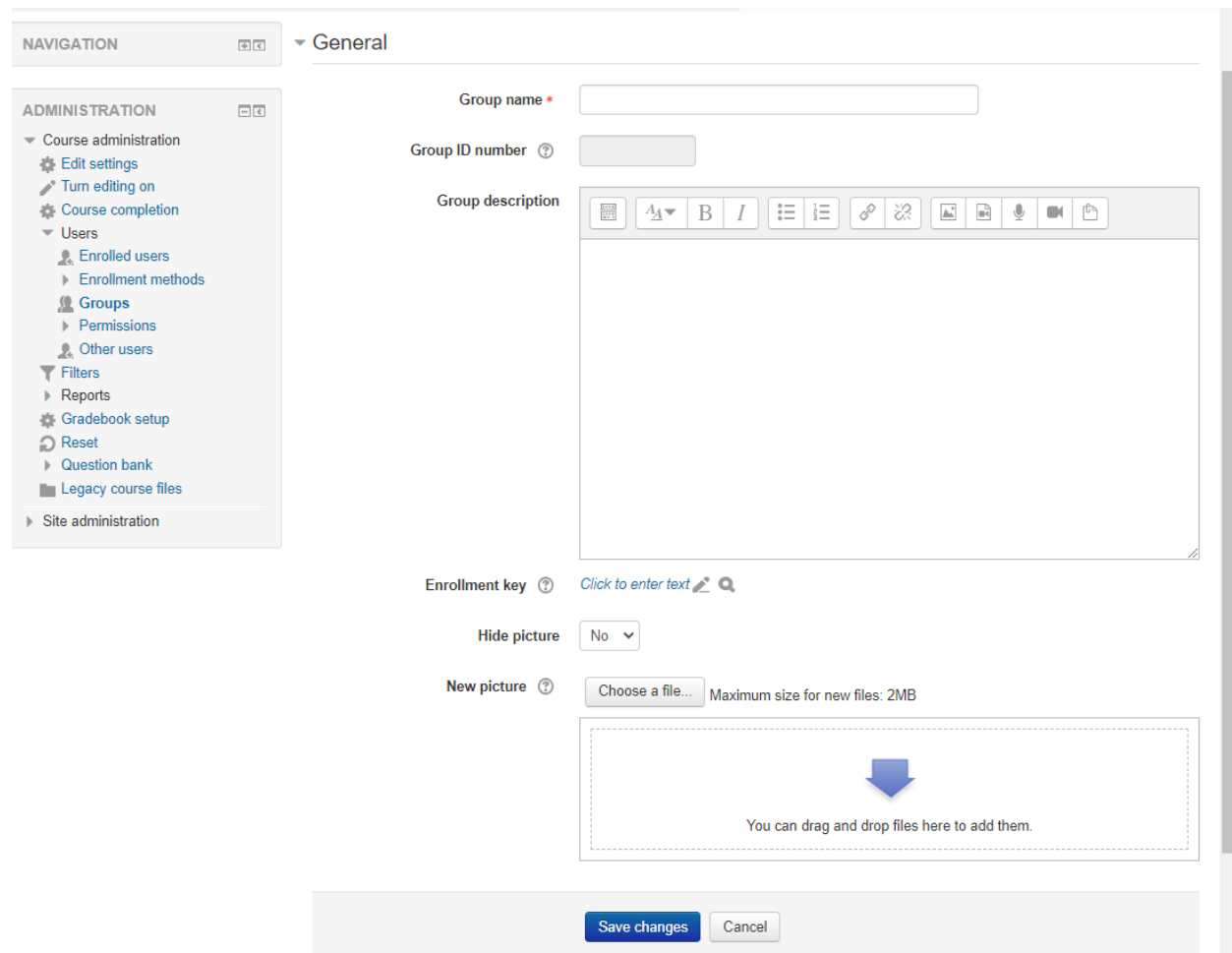
Open the course. Open the **Administration** block if it is not already open. From the **Course administration** dropdown select **Users** and then select **Groups**. The following screen will appear:

The screenshot shows the Moodle course administration interface. The breadcrumb trail is 'Home > Courses > ATOC > Users > Groups'. The left sidebar contains the 'ADMINISTRATION' block, which is expanded to show 'Users' > 'Groups'. The main content area shows the 'Groups' page for the course 'ATOC'. The page title is 'ATOC Groups'. There are three tabs: 'Groups', 'Groupings', and 'Overview'. The 'Groups' tab is active. The page shows a list of groups, with 'Hermann Area District Hospital (3)' selected. Below the list are buttons for 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. The 'Create group' button is highlighted with a blue arrow. To the right of the group list is a 'Members of:' section with an empty list and an 'Add/remove users' button.

The first time you create a group only the **Create group** button will be active. Select this button.

How to Create a Group with a Password

The following screen will appear:



The screenshot shows the Moodle Group creation interface. On the left is a navigation sidebar with 'ADMINISTRATION' expanded to 'Groups'. The main area is titled 'General' and contains the following fields:

- Group name ***: A text input field.
- Group ID number**: A text input field.
- Group description**: A rich text editor with a toolbar containing icons for text formatting (bold, italic, underline, list, link, unlink), image, video, audio, and file upload.
- Enrollment key**: A text input field with a 'Click to enter text' link and a magnifying glass icon.
- Hide picture**: A dropdown menu with 'No' selected.
- New picture**: A 'Choose a file...' button and a note 'Maximum size for new files: 2MB'. Below this is a dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.'

At the bottom of the form are two buttons: 'Save changes' and 'Cancel'.

Enter a name for the group.

Group ID number will be addressed later.

Group description is not required. However, if there are multiple groups and multiple instructors it is advisable to provide specific unique information related to the group's purpose and requirements for students to be added to the group.

Enrollment key is a password. This option helps instructors manage student enrollment in the group. **It also allows students to not only enroll themselves in the course but specifically into the correct group.** To enter a password click on the "Click to enter text" link. The requirements for a password are: **The password must be 8 characters long and include one upper and one lower case letter, one number, and one special character.** Once you have entered the password it will turn to asterisks. To reveal the password, click on the magnifying glass icon and it will be revealed. To edit the password, click on the pencil icon. Be sure and **save** your changes.

How to Create a Group with a Password

Below is a completed screen:

The screenshot displays the Moodle 'General' settings for a group. On the left is a navigation menu with 'ADMINISTRATION' expanded to 'Groups'. The main form includes:

- Group name ***: A text input field containing 'Demo Group'.
- Group ID number**: An empty text input field.
- Group description**: A rich text editor containing the text 'This group is a test group.'.
- Enrollment key**: A field with a masked key (dots) and a search icon.
- Current picture**: A dropdown menu set to 'None'.
- Hide picture**: A dropdown menu set to 'No'.
- New picture**: A 'Choose a file...' button with a note 'Maximum size for new files: 2MB' and a dashed box for file upload.

At the bottom of the form are two buttons: 'Save changes' and 'Cancel'.

NOTE: When you click on a question mark in Moodle it will give more information on that option. The screen displayed below includes more information regarding the Group ID number option and how you might use it.

How to Create a Group with a Password

Home > Courses > ATOC > Users > Groups > Participants > Groups > Create group

NAVIGATION

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion
- Users
 - Enrolled users
 - Enrolment methods
 - Groups**
 - Permissions
 - Other users
- Filters
- Reports

General

Group name *

1st Quarter 2021 Students

Group ID number ?

Group ID number

The ID number of a group is only used when matching the group against external systems and is not displayed anywhere on the site. If the group has an official code name it may be entered, otherwise the field can be left blank.

Group description

This group of students began the course in January, 2021 and are expected to finish the end of March, 2021

After the group has been created and saved you will be returned to the main Groups screen shown below:

Home > Courses > ATOC > Users > Groups

NAVIGATION

ADMINISTRATION

- Course administration
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 - Enrollment methods
 - Groups**
 - Permissions
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- Filters
- Reports
- Gradebook setup
- Reset
- Question bank
- Legacy course files

- Site administration

Groups Groupings Overview

ATOC Groups

Groups

1st Quarter 2021 Students (9)

Demo Group (0)

Hermann Area District Hospital (9)

Members of: Demo Group (0)

Add/remove users

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

The new group has been created and is ready for students to be added to it either by direct

How to Create a Group with a Password

enrollment by the student or manually by an instructor. Notice the (0) beside the Demo Group. There are no students currently in that group.

If you choose the Overview tab (see screen below) the following screen will appear. This screen gives you a list of all of the groups that have been created and the students that have been assigned to each group.

Home > Courses > ATOC > Users > Groups > Overview

NAVIGATION

ADMINISTRATION

- Course administration
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ATOC Overview

Filter groups by: Grouping All Group 1st Quarter 2021 Students

[Not in a grouping]

Groups (1)	Group members	User count
1st Quarter 2021 Students	Rick Abrahms, Ian Bates, Ted Dalton, Jane Doe, Jill James, Thomas Kirk, Janet Owens, Zarah Perkins, Kathy Rogers, Donald Smith	10

In the above example the information has been **filtered** by using the **Filter groups by:** option and choosing the name of a specific group. If you have multiple groups all of them will display by default when you choose the Overview tab. To return to the Groups page select the Groups tab.

If you use the breadcrumbs at the top of the screen and choose [UAP Nurse Assistant](#) it will take you to course content section page. From the **People** block select the [Participants](#) link and the following screen (partial) will appear:

How to Create a Group with a Password

ADMINISTRATION

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PEOPLE

- Participants

SECTION LINKS

1 2 3 4 5 6 7 8

1st Quarter 2021 Students

This group of students began the course in January, 2021 and are expected to finish the end of March, 2021

x Group: 1st Quarter 2021 Students

Enrol users

Search keyword or select filter

Number of participants: 10

Reset table preferences

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Rick Abrahms	rickabrahms@internet.com	Student	1st Quarter 2021 Students	Never	Active
<input type="checkbox"/>	Ian Bates	ianbates@internet.com	Student	1st Quarter 2021 Students	Never	Active
<input type="checkbox"/>	Ted Dalton	teddalton@internet.com	Student	1st Quarter 2021 Students	Never	Active
<input type="checkbox"/>	Jane Doe	janedoe@internet.com	Student	1st Quarter 2021 Students	76 days 22 hours	Active
<input type="checkbox"/>	Jill James	jilljames@internet.com	Student	1st Quarter 2021 Students	Never	Active
<input type="checkbox"/>	Thomas Kirk	thomaskirk@internet.com	Student	1st Quarter 2021 Students	Never	Active
<input type="checkbox"/>	Janet Owens	janetowens@internet.com	Student	1st Quarter 2021 Students	Never	Active
<input type="checkbox"/>	Zarah Perkins	zarahperloms@internet.com	Student	1st Quarter 2021 Students	Never	Active
<input type="checkbox"/>	Kathy Rogers	kathyrogers@internet.com	Student	1st Quarter 2021 Students	Never	Active
<input type="checkbox"/>	Donald Smith	brantona@internet.com	Student	1st Quarter 2021 Students	69 days 23 hours	Active

Select all Deselect all

This list has been **filtered** to display the students in the 1st Quarter 2021 Students group. There are many options available to filter your list of students. The column heading that are in blue are links and will sort the column ascending or descending. This list was sorted alphabetically by Surname after it was filtered by the group name. To return to the complete list of Participants (students) click the X beside the options you have chosen to filter by.