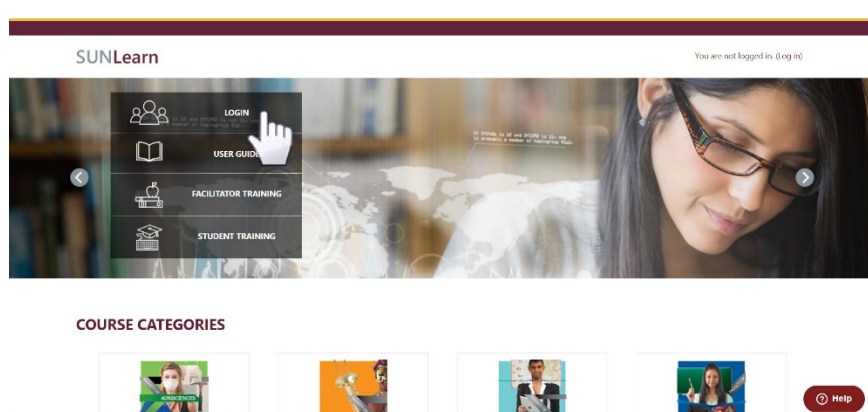




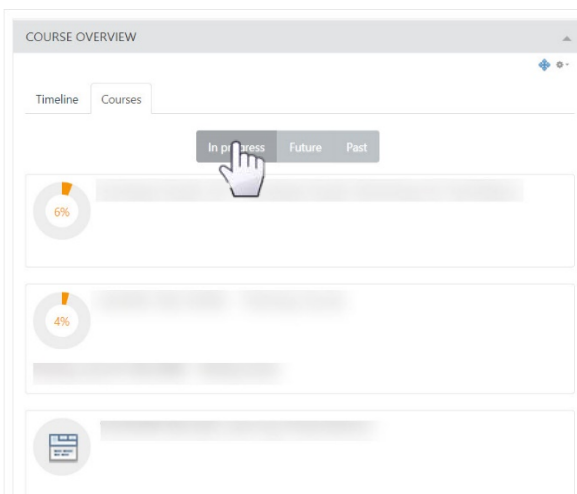
Facilitator Guide: Using the new SUNLearn Dashboard (Moodle version 3.3)

This guide outlines the changes to the user dashboard or course overview screen all users see when they log in to SUNLearn.

Step 1: Log in to SUNLearn with your SU credentials.

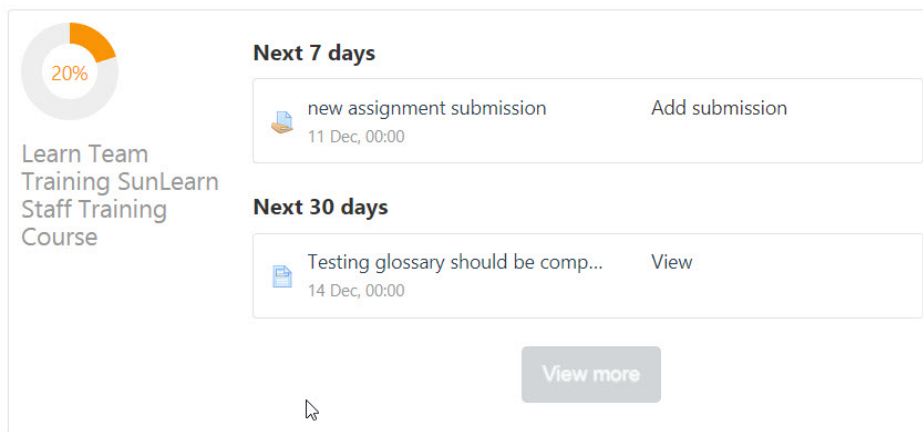


- A student, and facilitator will be able to toggle between past, present and future courses on their dashboard.

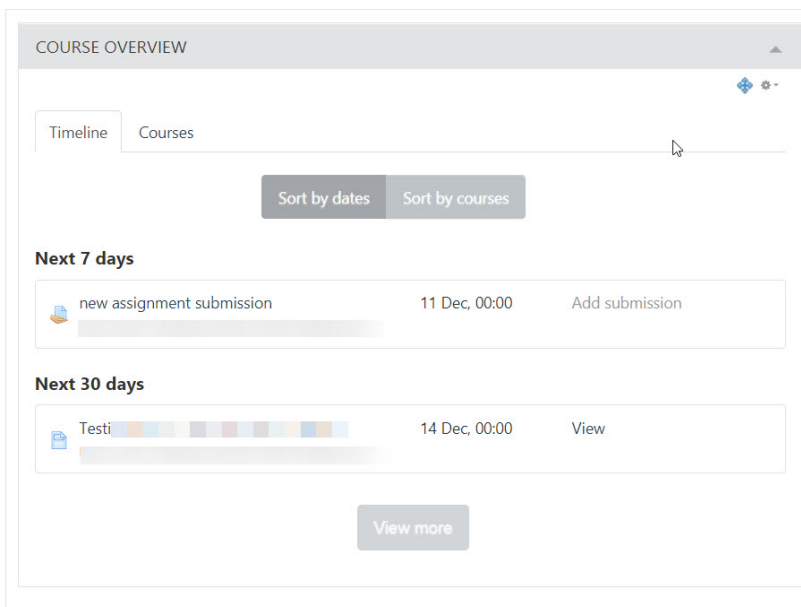


- The Dashboard is set by default to the course view. An additional tab is available for the timeline view.

- The new dashboard is limited to show only six (6) modules at a time. Each module also shows a progress icon on the course view.



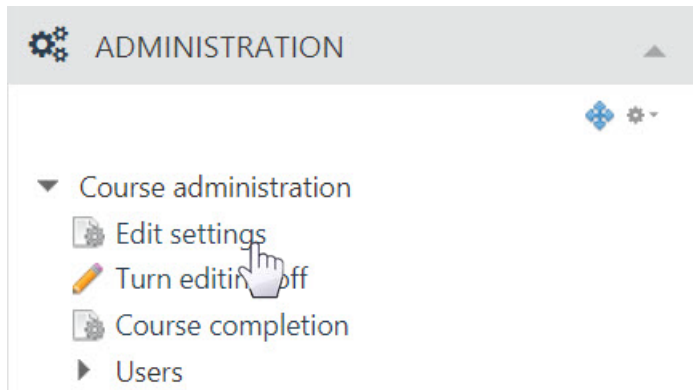
- The timeline view displays upcoming deadlines and activities.





- To activate these features, some of the settings of your module need to be in place.




Step 2: Module dates

- Click on the required module on the dashboard.
- Click on the "Edit Settings" link in the Administration box on the left of your screen.





- Set your course start and end date.

Course start date  

Course end date   ☐ **Enable** 

- Scroll down on this screen to enable completion tracking.

 **Completion tracking**

Enable completion tracking 

- Save and return to the course.

Step 3: Completion Tracking

- Allocate completion status to specific activities.
- Each activity and resource in your module can be allocated a completion tracking criterion within the settings of that item.

▼ Activity completion

Completion options locked This activity has already been marked as completed for 18 participant(s). Changing completion options will erase their completion state and may cause confusion. Thus the options have been locked and should not be unlocked unless absolutely necessary.

Unlock completion options

Completion tracking ⓘ Show activity as complete when conditions are met

Require view ☐ Student must view this activity to complete it

Require grade ⓘ ☐ Student must receive a grade to complete this activity

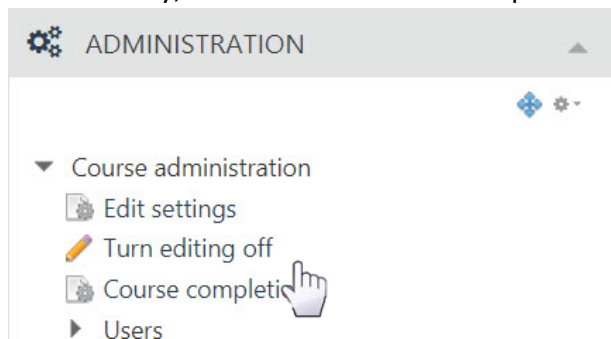
Require posts ☒ Student must post discussions or replies: 1

Require discussions ☐ Student must create discussions: 1




Require replies ☐ Student must post replies: 1

Expect completed on ⓘ 6 December 2017 ⓘ Enable

- Alternatively, click on the "Course completion" link in the Administration box.



- Bulk edit any populated course by selecting the preferred activities to activate completion tracking.

<input type="checkbox"/>	Topic 1	
<input type="checkbox"/>	 File 1	None
<input checked="" type="checkbox"/>	 Questionnaire	None
<hr/>		
<input type="checkbox"/>	QUIZ 1	
<input checked="" type="checkbox"/>	 Quiz 1	None

Bulk edit activity completion

Course completion Default activity completion Bulk edit activity completion

Modify the actions you wish to bulk edit



Completion tracking ⓘ

Expect completed on ⓘ ☐ Enable

Some settings specific to **Quiz, Questionnaire** have been hidden. To view unselect other activities

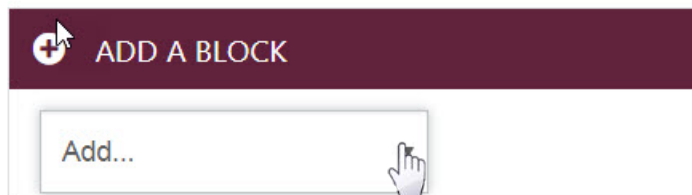
[Save changes](#) [Cancel](#)

The changes will affect the following **2** activities or resources:

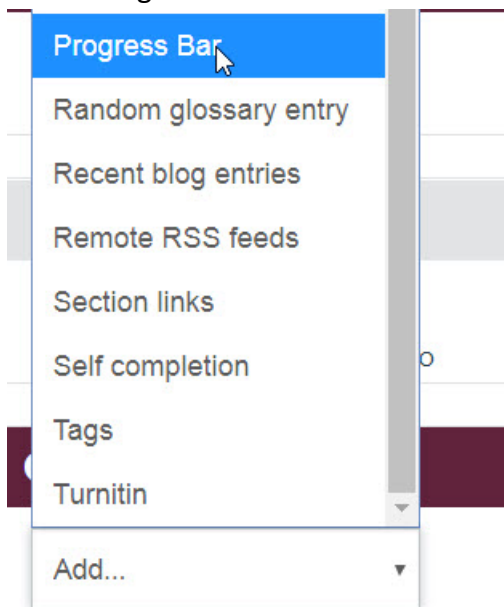
-  Questionnaire
-  Quiz 1

Step 4: Set up your progress bar

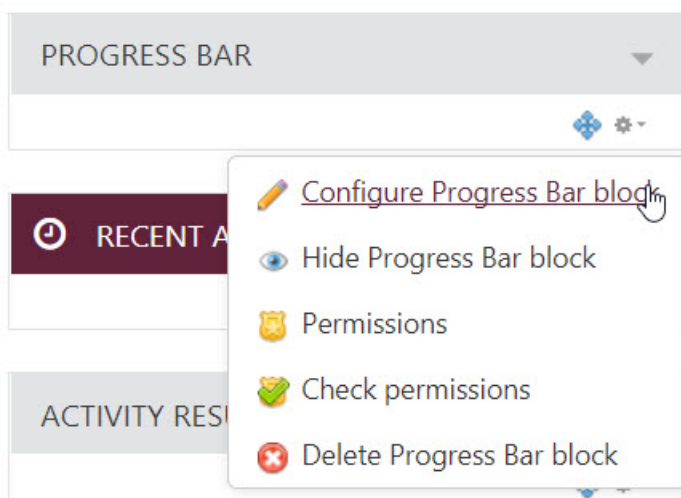
- Turn editing on
- Scroll to the bottom of the page.
- Add a block



➤ Select Progress bar





➤ Configure progress bar






➤ Select preferred activities and method of determining completion.

▼ Section: Building knowledge

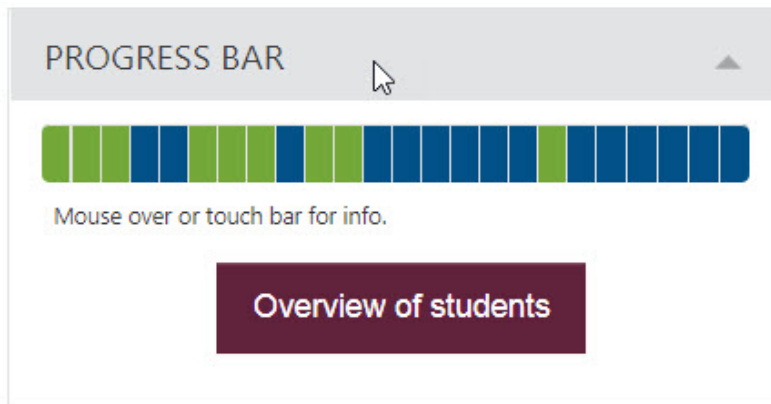
 **Glossary: Assessment Glossary**

Monitored  Yes ▼

Expected by  10 ▼ December ▼ 2017 ▼ 23 ▼ 55 ▼ 

Action  activity completion ▼

- The progress bar will appear on the course page. As students' complete activities, they will be marked off on the progress bar.



- Click on overview of students at any point to identify where extra reminders or assistance may be needed.

Overview of students

Visible groups: Role:

	First name / Surname	Last in course	Progress Bar	Progress
		Monday, 4 December 2017, 14:59	viewed	100%
		Thursday, 21 September 2017, 13:20		100%
		Wednesday, 1 November 2017, 10:41	2.1.1 \ viewed	96%
		Friday, 17 November 2017, 09:44		100%
		Thursday, 30 November 2017, 11:00		71%

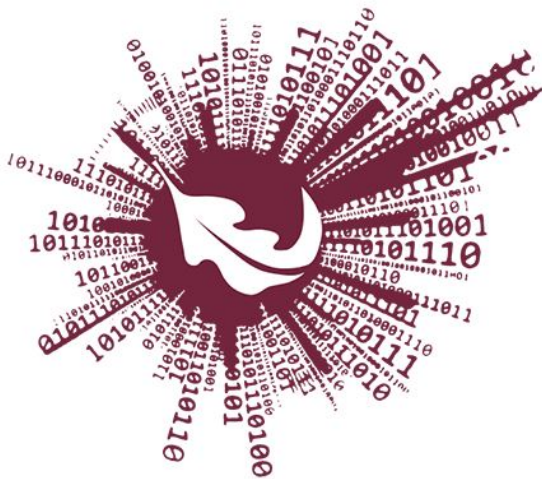
Moodle has created a number of videos and text descriptions of additional changes to the system with this version.

https://docs.moodle.org/33/en/New_features

The associated video for this guide includes audio narration and closed captions.

<https://youtu.be/hP1qwIjpUE>

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Stellenbosch University



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iZiko lokuFunda ezobuGcisa

