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: 2 January 2017
- Course end date: 4 December 2017

Scroll down on this screen to 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.
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.
**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
    
    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.

![Progress Bar Image]

Mouse over or touch bar for info.

Overview of students

<table>
<thead>
<tr>
<th>Visible groups</th>
<th>Role</th>
<th>First name / Surname</th>
<th>Last in course</th>
<th>Progress Bar</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>All participants</td>
<td>Participant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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](https://docs.moodle.org/33/en/New_features)
The associated video for this guide includes audio narration and closed captions.

https://youtu.be/hP1gwjljpUE

Produced by Centre for Learning Technologies
Stellenbosch University

No part of this file may be reproduced or distributed in any form or by any means, or stored in a data base or retrieval system, without the prior written permission of the Centre for Learning Technologies, Stellenbosch University.