

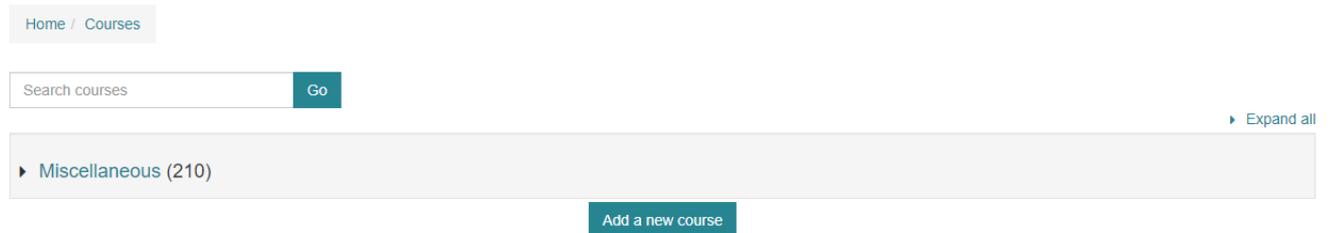


learning
nexus

Course Creation

Creating a course

1. From the course category scroll to the bottom of the page and click “Add New Course” and you will be taken to the course settings page for your new course.



2. In “Course full name” enter the name of your course.
3. The “Course short name” can be whatever code you want to identify your course with
4. The “Course category” is the category you want the course to appear under in the site.

General

Course full name	<input type="text" value="M4M Test"/>
Course short name	<input type="text" value="m4mtest"/>
Course category	<input type="text" value="Miscellaneous"/>

5. All other settings can be ignored at the moment.
6. Scroll to the bottom of the page and click “Save Changes”.

Course Creation: Additional settings

This section of documentation serves as a reference and contains information regarding the additional Totara course settings. This should only be referenced if you are unsure

General

Visible:

Determines whether the course is appears in enrolled the list of courses (for enrolled learners and people browsing the category). If this is set to hidden on enrolled staff and Totara administrators will have access to the course.

Course start date:

Determines the start of the first week for a course set to weekly format. It also determines the earliest date that logs of course activities are available from.

Course ID number:

This can be used to enrol additional cohorts on the course (see course enrolment documentation).

Description

Course summary:

The course summary is displayed in the list of courses. A course search searches course summary text in addition to course names.

Course summary files:

Allows you to attach images which will also be displayed in the course summary.

Course format

Format:

The course format determines the layout of the course page. The most common format types are:

- **Topics format (default)** - The course page is organised into topic sections
- **Weekly format** - The course page is organised into weekly sections, with the first week starting on the course start date.

Other formats available are:

- **Single activity format** - For displaying a single activity or resource (such as a Quiz or SCORM package) on the course page
- **Social format** - A forum

Number of sections:

This determines the number of Topics or Weeks that are available for you to populate.

Hidden Sections:

This setting determines whether hidden sections are displayed to learners in collapsed form or are completely hidden.

- **Hidden sections are shown in collapsed form** – Learners will see the section heading but not the content of the section.
- **Hidden sections are completely invisible** – Learners will not see the section heading or content

Course layout:

Determines whether the whole course is displayed on one page or split over several pages.

- **Show all sections on one page (default)** – Shows all your course content on one Totara page.
- **Show one section per page** – Shows the content of each Topic or Week in a separate page

Appearance

Force language:

The Totara interface is set to English by default.

News items to show:

This determines how many recent items appear in the latest news block on the course page. If set to "0 news items" then the latest news block will not be displayed.

Show gradebook to learners:

Determines whether a learner can view a list of all their released grades for the course via a link in the course administration block.

Show activity reports:

This setting determines whether a learner can view their own activity reports via their profile page. As well as listings of their contributions, such as forum posts or assignment submissions, these reports also include access logs.

File and uploads

Maximum upload size:

This setting determines the largest size of file that can be uploaded to the course. This is limited by the site-wide setting set by an administrator.

Completion Tracking

Completion tracking:

Completion tracking enables staff to set conditions that can track a learner's progress through the course and see which resources and activities they have accessed. You can also make some resources or activities available upon completion of a previous activity, providing a guided progression through the course.

Groups

Group mode:

The group mode defined at course level is the default mode for all activities within the course.

- **No groups** - There are no 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

Force group mode:

If group mode is forced, then the course group mode is applied to every activity in the course. Group mode settings in each activity are then ignored.

Default grouping:

If groupings are enabled, a default grouping for course activities and resources may be set.

Role renaming

This setting allows the displayed names for roles (e.g. 'Staff' and 'Learner') used in the course to be changed. Only the displayed name is changed - role permissions are not affected.

Adding Activities to a Totara Course

Types of Activities

Assignments:

Totara provides several ways to track and collect work from learners. You can have them submit files or type into a text box. You can also assign "offline" work not submitted through Totara (but that can be graded in Totara). You can configure how many files a learner may submit and the maximum file size allowed, and set deadlines and cut-off dates. You can exchange comments with individual learners about their submissions, grade (with the option to use a Rubric, Grading guide or Simple direct grading), and leave written feedback.

Certificate:

This module allows for the dynamic generation of certificates based on predefined conditions set by the teacher. It can populate fields like the course title and learner name. It can also be restricted based on the completion of other activities

Chat:

Chat allows course members to hold real-time, text-based conversations with other course members. Multiple chat rooms can be set up for the same course.

Choice:

Choice activity allows you to post a question and specify multiple responses as possible answers. Each of your learners can then pick one of the given choices. In essence, it is a single poll question

Database:

Database activity allows the teacher and/or learners to build, display and search a bank of records. The instructor designs the format and structure of these entries which can include images, files, URLs, numbers, text, etc.

External tool:

External tool allow learners to interact with certain learning resources and activities on other web sites. For example, you can link to OWL or to learning materials from a publisher.

Feedback:

The feedback activity module enables a trainer to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no, or text input.

Forum:

Instructors and learners can communicate and collaborate using Forums, sometimes called "discussions." Instructors can create topics or, depending on the Forum type, allow learners to originate topics, to which course members can "post" a reply.

Glossary:

The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organise resources or information.

Lesson:

The lesson activity module enables a trainer to deliver content and/or practice activities in flexible and interesting ways. A trainer can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner.

Quiz:

The quiz activity enables a trainer to create quizzes comprising questions of various types, including multiple choice, matching, short-answer, and numerical.

SCORM package:

A SCORM package is a collection of files which are packaged according to an agreed standard for learning objects. The SCORM activity module enables SCORM or AICC packages to be uploaded as a ZIP file and added to a course.

Seminar:

The seminar activity module enables a trainer to set up a booking system for one or many in-person/classroom based events.

Survey:

The survey activity module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A trainer can use these to gather data from their learners that will help them learn about their sessions and reflect on their own training.

Wiki:

The wiki activity module enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit.

Creating a SCORM Activity

Adding a SCORM package

1. Click the 'Turn editing on' button at the top right of the course page
2. Click the 'Add an activity or resource' link in the section you wish to add your SCORM package, then in the activity chooser, select SCORM package then click the Add button (or select 'SCORM package' from the 'Add an activity' dropdown menu)
3. Enter a name and a description (which may be required or optional according to the admin settings)
4. Either drag and drop a SCORM package zip file into the box with an arrow or click the Add button to open the File picker menu in order to choose a file from your computer or a repository
5. Select display and other options as required (see below)
6. Click the button 'Save and display' at the bottom of the page

Activity Settings

General

Name:

Whatever you type here will form the link learners click on to access the SCORM package, so it is helpful to give it a name that suggests its purpose.

Description:

Add a description of your SCORM activity here. Click "Show editing tools" to display the rich text editor and drag the bottom right of the text box out to expand it.

Display description on the course page:

If this box is ticked, the description will appear on the course page just below the name of the SCORM activity.

Package

Package file

The package file is a ZIP (or PIF) file containing SCORM/AICC course definition files.

Appearance

Display package

Choose from current or new window. Note that if you choose a new window, learners need to ensure pop ups are enabled.

Width

Width as a value, either % or pixels. Default is 100%. You can change to a different percentage by putting a % symbol after the number (ex. 80%). You can also set to a pixels value by entering a number higher than 100 (ex. 800).

Height

Height as a value, either % or pixels. Default is 500 pixels. You can change to a percentage by putting a % symbol after the number (ex. 80%). You can also set to a pixels value by entering a number higher than 100 (ex. 800).

Options

There is a series of check boxes for: Allow the window to be resized and scrolled, displaying directory links, location bar, menu bar, toolbar and/or status.

Display activity name

Whether or not to display the activity name above the SCORM player.

Learner skip content structure page

never, first access, always

Disable preview mode

Preview mode allows a learner to browse an activity before attempting it. If preview mode is disabled, the preview button is hidden.

Display course structure on entry page

If enabled, the table of contents is displayed on the SCORM outline page.

Show Navigation

This setting specifies whether to show or hide the navigation buttons and their position. There are three options:

- **No:** Navigation buttons are not shown.
- **Under content:** Navigation buttons are shown below the SCORM package content.
- **Floating:** Navigation buttons are shown floating, with the position from the top and from the left determined by the package.

Display attempt status

This preference allows a summary of the users attempts to show in the course overview block in My learning and/or the SCORM entry page.

Availability

Choose here the dates you wish the SCORM package to be available to learners.

Grade

Grading method

- **Learning Objects** - The number of completed/passed learning objects.
- **Highest grade** - The highest score obtained in all passed learning objects.
- **Average grade** - The mean of all the scores.
- **Sum grade** - The sum of all the scores.

Maximum grade

The max grade that can be scored in the course

Attempts management

Number of attempts

Defines the number of attempts permitted to users.

Attempts grading

When you permit multiple attempts for learners, you can choose how to record the result in gradebook by first, last, average or highest settings.

- **Display attempt status** - If enabled, scores and grades for attempts are displayed on the SCORM outline page. This setting makes the block display more info to the user on the entry page to the SCORM and in the course overview block - if you turn it off it will display less info. This setting is helpful when debugging grading issues - working out why a user got a certain grade.

Force new attempt

If this is enabled then every time the learner accesses the package, it will count as a new attempt.

Lock after final attempt

If this is enabled then once a learner has used up all their attempts, they can no longer access the SCORM package.

Compatibility settings

Force completed

If this is enabled then the status of the current attempt is set to "complete".

Auto-Continue

If enabled, subsequent learning objects are launched automatically, otherwise the Continue button must be used.

Auto-commit

If enabled, SCORM data is automatically saved to the database. Useful for SCORM objects which do not save their data regularly.

Mastery score overrides status

If enabled and a mastery score is provided, then when the attempted is finished and if a raw score has been determined, then status will be recalculated using the raw score and mastery score, and any status provided by the SCORM (including incomplete) will be overridden.

Common module settings

Visible

If the course is visible on the course page

ID number

Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.

Restrict access

Restricting access allows you to stop people access parts of the course based on specified criteria

- **Date** – prevent access until or from a specific date
- **Grade** – Requires learners to achieve a specific grade
- **User Profile** - Control access based on fields within the learner's profile.

Restriction set allow you to add a set of nested restrictions to apply complex logic.

Activity Completion

Completion Tracking

If enabled, activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met. A tick next to the activity name on the course page indicates when the activity is complete.

Require View

If this activity has Require view in combination with other criteria, the user will only be marked complete if they view the activity at a moment when all other criteria are already complete.

Require grade

If enabled, the activity is considered complete when a learner receives a grade. Pass and fail icons may be displayed if a pass grade for the activity has been set.

Require minimum score

Enabling this setting will require a user to have at least the minimum score entered to be marked complete in this SCORM activity, as well as any other Activity Completion requirements.

Require status

Checking one or more statuses will require a user to achieve at least one of the checked statuses in order to be marked complete in this SCORM activity, as well as any other Activity Completion requirements.

Require all scos to return "completed" status

Some SCORM packages contain multiple components or "scos" - when this is enabled all scos within the package must return a "completed" lesson_status for this activity to be flagged complete. NB: this needs the "require status" setting to be enabled.

Expect completed on

This setting specifies the date when the activity is expected to be completed. The date is not shown to learners and is only displayed in the activity completion report.

Enrolment Methods

Enrolment methods

Manual enrolment

This enables users to be enrolled manually in Course administration > Users > Enrolled users. It allows the trainer of the course to manage individual or collective enrolment to their course themselves .

Self enrolment

This allows users to enrol themselves into a course, either directly or via an enrolment key ("course password") The trainer does not then have to manually add learners. More than one instance of the self enrolment method can be used so that when users enrol themselves they are assigned different roles e.g. certain users can be assigned the role of student and other users can be assigned the role of non-editing teacher. The self-enrolment method also allows for users to enrol themselves into groups by using a group enrolment key.

Guest access

This allows those with the guest role to view the contents of a course. Users with the "guest role" may be visitors who do not have an account on your Totara, or users who do have an account ("authenticated users") but who would just like to explore your course. It is possible to add an enrolment key so that only those guest users you wish to grant access can enter the course Entering a course with guest access doesn't allow a user to participate in any activities; they can only view information.