Moodle Course Creator Certificate (MCCC)

Candidate Guide and Skill Sets

Moodle 1.9

1st January, 2009

Important changes from January 1st 2009.

The Moodle Teacher Certificate is renamed the Moodle Course Creator Certificate (MCCC).

The pricing of the certificate has changed from a globally set fee to a local fee structure. Please contact your Moodle Partner for fee details.

Moodle Partners are able to provide courses to fulfill the Project and Narrative elements of the certification. Please contact your country Partner for details.

The certification scheme remains otherwise unchanged.

We advise you to read forum posts in the certification area on moodle.org, and ask questions there, or directly to Moodle Partners in your own country, if you are unsure regarding the changes.

All alterations to this document are coloured red.

1.0 About the Moodle Course Creator Certificate (MCCC)

1.1   Introduction

The Moodle Course Creator Certificate (MCCC) is the only official teacher certificate issued by the Moodle Pty Ltd (Australia), and it is supported through the worldwide network of appointed Moodle Partners. The global administration of the scheme is managed by MCCC Central Administration supported by Human Resource Development International Limited (New Zealand) who work directly with the Moodle organisation and Moodle Partners. MCCC Central Administration can provide candidate support in countries where there is currently no Moodle Partner.

The MCCC is designed to make a real contribution to Moodle, and the wider concept of certification in Open Source software, which may in turn increase the adoption of Open Source software itself. A Moodle Administrator Certificate (MAC) *may* be available in the future.

Moodle Partners are the identifiable experts for hosting, technical support, consulting, and training and development in each country. Although there is no requirement to undergo specific training before certification, candidates seeking such training should contact their authorised Moodle Partner to ensure any training undertaken is aligned with the certification schemes.

MCCC aims, objectives and guidelines that are fundamental to the MCCC have been developed through input from the Moodle community over a period of time, and all future development will be aligned to these guiding principles.

1.2   What is the MCCC?

MCCC is **not a course to teach you how to use Moodle**, although it will almost certainly motivate you to learn more. Rather, it is a benchmark demonstration of a specific level of competency in a major Moodle version e.g. v1.7 or v1.9.

The amount of work required to gain certification may vary based on your prior knowledge and experience. MCCC is not intended to just be an 'outcome', but also an active learning process, encouraging candidates to reflect on their practice.

The MCCC is a certificate of integrity and high standards that assesses the full-range of Moodle tools and functionality. Graduates who hold an MCCC will be '*great all-rounders*' - teachers who are competent in using all of the main tools and functions of a standard Moodle installation.

> *MCCC graduates will...*
>
> *Demonstrate competence in using the Moodle Course Management System to design, create, deliver, and manage courses.*

2.0 MCCC application

2.1 Am I prepared?

To prepare for the MCCC it is recommended that you:

- Become familiar with the *Moodle Docs* area http://docs.moodle.org – this is a primary location for referencing aspects of Moodle

- Join the *Moodle Certification* Course on www.moodle.org

- Consider subscribing to specific Forums on www.moodle.org, or one of the Community discussions in languages other than English, and almost certainly join the *Using Moodle* course

Appendix 1 is a more extensive checklist to help you assess whether you are prepared for the MCCC. It is your responsibility to ensure you are adequately prepared before registering and starting the MCCC.

2.2 Registration process

MCCC is available globally through Moodle Partners who coordinate the MCCC in their country. To register for the MCCC, simply contact the Moodle Partner in your country using the appropriate contact method and details. More information about the Moodle Partners and their contact details is available in the Moodle Certification course on www.moodle.org and on www.moodle.com.

If there is no Moodle Partner in your country, you may chose a Moodle Partner in a neighbouring country, usually one that has the same language. Alternatively you may register with central administration and choose a mentor from your region or speaking a language you are most familiar with. If there is no mentor available speaking your language then support is available in English.

2.3 Fees

The MCCC fee is between AU$200-AU$800 Australian dollars depending on your country of residence, or the equivalent in your country, plus local tax as appropriate. ~~You can use a currency convertor such as www.xe.com to calculate fees in your local currency. Payment is made directly to the registering Moodle Partner, and at the prevailing daily exchange rate equivalent at the time of registration (Moodle Partners may elect to use a fixed fee to simplify the exchange rate changes).~~ **Please contact your Moodle Partner for further details regarding payment of registration fees.**

The fee covers everything you will require for the MCCC: registration, mentor-assessor support, setting-up and hosting a shell course, marking, MCCC administration, and the final certificate – it also makes a valuable contribution to the central Moodle development fund.

2.4 Withdrawal

If you decide to withdraw voluntarily from the MCCC, you would be required to pay the full fee if you re-enroll again at a later date. No refund, partial or full, is available if you withdraw from the scheme.

3.0 MCCC process

3.1 Mentor-assessors

Once you have completed the registration process a mentor-assessor will be assigned to you by your registering Moodle Partner. In situations where there is no Moodle Partner, or your local Moodle Partner is not providing a mentor-assessor, a mentor-assessor will be assigned by central administration. The role of the mentor-assessor is to guide you through your project, to grade your project and narratives, and assist as you prepare for the exam.

3.2 Duration

MCCC candidates have eight weeks from the start date to the date that the project and narrative must be completed. You can maximise your time during the eight weeks by familiarising yourself with MCCC documentation prior to their registration date. A mentor-assessor may grant a maximum four week extension in _exceptional circumstances_ (you must negotiate this with your mentor-assessor). Candidates should ensure they are able to work to this timescale before commencing. If you do not complete the project and narrative within the specified period, including any extension, you would have to re-enroll in the scheme at a later date - this would be treated as a new enrollment for fee purposes. As a guide, previous candidates indicate that 5-10 hours a week for the eight weeks is an average amount of time required to complete the requirements. This will vary based on your existing knowledge and experience.

3.3 Recommended process

We recommend the following schedule once you have registered for the MCCC and been assigned a mentor-assessor:

Weeks One and Two	• Start work on your project and provide access to your project course for your mentor-assessor
Weeks Three and Four	• Continue work on your project with mentor-assessor input
Weeks Five and Six	• Attempt the practice exam at least once • Begin to prepare your narrative
Weeks Seven and Eight	• Project should be nearing completion • The narrative is required • An exam key is given to the candidate by the mentor-assessor

Note that the exam can be taken at any time after successful completion of the course project and narrative, although no direct support is available for candidates after the eight week period (or negotiated extension). This gives you the opportunity to further research and investigate specific areas before taking the exam. The exam attempts must be taken within twelve weeks of start date.

4.0 MCCC components

4.1   Skill Sets

The Skill Sets reflect real-world use of Moodle, and are composed of approximately 80% Moodle specific skills, and 20% generic skills (IT, web technology, e-learning best-practice). The MCCC is based around eight major Skill Sets:

- Environmental technology
- Generic Moodle skills
- Moodle Blocks
- Using Resources
- Using Activities
- Multimedia and resources
- Participant management
- Course management

Please review Moodle Certification Skill Sets for more information.

4.2   MCCC components

The MCCC is composed of three components; a course project, narrative, and an online exam.

In order to qualify for the Moodle Course Creator Certificate, you must receive a passing mark of 80% in each.

From 1st January 2009 some Moodle Partners will provide training courses (onsite and/or online) to prepare you for MCCC, and these can fulfill the **Project** and **Narrative** elements of MCCC (although the exam is still required). Contact your Moodle Partner for details.

4.2.1   MCCC Project

Your project will be set up as a shell course, with a standard Moodle installation, by your registering Moodle Partner. There must be no real students enrolled in order to avoid confidentiality and data protection concerns. Your Moodle Partner will add your mentor-assessor and advise you of two students accounts you may use. Note that your mentor-assessor will require editing teacher access, and access via a student account also.

You can not use an existing course by restoring or importing it from another location. Mentor-assessors are not able to mark courses you have created somewhere else.

The project you create must demonstrate that you can use all of the various Moodle Skill Sets. This means you must start with an empty course, and build a number of Topics / Weeks during the eight weeks (Topic or Week structure is required to demonstrate certain skills). Each Skill Set is broken into a number of Performance Criteria based on the tool or function options.

4.2.2   Narrative

The narrative is a collection of questions that require you to reflect upon your course project. This portion evaluates your ability to demonstrate that not only do you know how to use the Moodle technically, but that you understand the various situations and scenarios to appropriately select the correct tools and functions.

4.2.3   MCCC Exam

Taking the online exam is the final part of the MCCC process. The exam can only be taken once the project course and narrative have been assessed as successfully complete (achieved the required pass mark) by your mentor-assessor, and within four weeks (this can be after the eight weeks).

The exam is a one hour online objective test that presents questions that require yes/no answers, short answers, matching, or multiple choice - the correct response(s) selected from a number of possible answers.

The exam is taken online via a Moodle quiz activity. The exam is timed, and administered in a secure environment. Your mentor will supply you with a secure key after you have completed (passed) the project and narrative.

4.2.4 Certificate

You will see your result at the end of the exam, and if successful you will receive a security key. This can be used to view and print your online certificate (.pdf) at http://certificates.moodle.com

The certificate can be re-printed at any time by using the security key.

You may also give the security key to others e.g. for verifying your MCCC status.

The security key also appears on the certificate itself.

4.2.5   Re-taking the MCCC exam

There is a specified minimum waiting period of six days for a re-sit attempt in the case of an unsuccessful exam result. It is *strongly recommended* that you thoroughly review the MCCC Skill Sets before attempting a re-sit.

You are allowed three attempts at the exam.

It is your responsibility to ensure your environment is suitable and free from distractions during your exam attempt(s).

5.0 MCCC completion

5.1   Lifetime of certificate

The MCCC does not 'time out'. However, it will indicate the version you worked with. Individuals may wish to update their certification when major version releases are available e.g. v1.6.x to v2.x. An update will only require existing MCCC's to pass an updated exam. There may be a small administrative fee for this.

5.3   Data protection

Owing to the variance in Data Protection type regulations in different countries and jurisdictions, it is not possible to make a comprehensive statement regarding handling of personal data. However, candidates registering for the MCCC are required to consent to certain data being transmitted to, or held by, Moodle (based in Perth, Australia and/or its appointed agents), the registering Moodle Partner, and/or MCCC Central Administration - for the sole purpose of administration of the MCCC.

The data transmitted or held for these purposes is limited to the minimum required to confirm certification validity i.e. full name, country, email address, all assessment *results,* certification date, security key, and Moodle version.

This information (other than failure to achieve certification) will be publicly available, without limitation on time, for the purposes of allowing verification of individuals' certification status via the secure key.

Additional information may be required by registering Moodle Partners for administration of candidate's applications, this data will be handled subject to the policies and requirements of the registering Moodle Partner and local regulations / legislation.

5.4   Course removal

Note that Moodle Partners will keep candidates courses active for a maximum of 12 weeks after completion. If there is a dispute regarding the results the course will be maintained until this is resolved. Once this time has passed the course will be deleted. This period allows candidates sufficient time to take a backup of their course before removal.

6.0 Disputes

From time to time a situation may arise where a candidate is unhappy with their experience of the MCCC. This could relate to any or all of the following:

- Services provided by the registering Moodle Partner
- The support of the mentor-assessor
- The assessment of your course project or narrative
- The exam
- Other

- If you have an issue relating to your mentor-assessor please try to resolve with them first, email is best. If unsatisfactory you may then contact your registering Moodle Partner via email. Your Moodle Partner will offer a resolution.

- If you have an issue relating to your registering Moodle Partner please try to resolve with them first, email is best. If unsatisfactory you may then contact MCCC Central Administration via email. Central Administration will review your complaint or dispute in *conjunction* with the Moodle Partner, and offer a resolution.

- If no resolution can be agreed, as a final stage a review can be made by the Moodle Certification Manager, who's findings will be final, and binding on all parties.

- Refunds are not an option for resolution.

In order to minimise any such situations, candidates should be aware of the following processes that are in place:

- Moodle Partners and central administration have a central location for discussion of the MCCC, with various documentation and processes. Coordination between Moodle Partners and central administration is close.

- All candidates complete an evaluation form on their mentor-assessors at the end of their certification. These are reviewed by central administration for consistency, and the results made available to the appropriate Moodle Partner(s). All mentor-assessors have themselves completed the MCCC, an additional MCCC mentor-assessor course, and are actively involved in professional development activities regarding the MCCC.

- The MCCC exam is subject to continual review, and has been tested and piloted. Individual questions are reviewed and updated on an ongoing basis to ensure they are clear and accurate.

Given the reliability and validity processes surrounding the exam questions, there is no mechanism available to discuss disputes regarding individual questions within the exam.

Official documents for the MCCC in all cases of disputes are the original English documents as published on moodle.org in the certification area. There is no requirement that a Moodle Partner or mentor-assessor will give a candidate any document or access to the the final exam in a language other than English.

Appendix 1

MCCC candidate checklist

A successful Moodle Course Creator Certificate candidate demonstrates competence in using the Moodle Course Management System to design, create, deliver, and manage courses.

The amount of work required by candidates to gain certification may vary based on your prior knowledge and experience. You should satisfy yourself that you can answer yes to <u>all</u> points on the following checklist <u>before</u> you register.

☐ I have created a Moodle course previously

☐ I have supported learners online using Moodle

☐ I am familiar with Moodle Docs

☐ I know how to review the forums on www.moodle.org for contributions and feedback, in particular those areas I am less familiar with

☐ I can set aside at least 40 hours to complete my project, write the narrative document, and take the exam

☐ I have tried the orientation exam

☐ I have reviewed in detail the Skill Sets

☐ I have reviewed the FAQ's and other content in the *Moodle Certification* area

Appendix 2

MCCC Skill Sets

Skill Set 1 – Environmental technology (Moodle 1.9, v1.1)						
Tracking	*Technology*				*Assessment method*	
indicator	*Name*	*Feature*	*Performance statement and range*	*Exam*	Project	*Narrative*
1.1.1	Browsers	Explorer, Firefox, Mozilla. Optional: Safari (Mac), Opera, Amaya, Netscape	Can demonstrate that the browser has an impact on how Moodle courses will appear to Participants, and the differences encountered while creating and editing courses	Yes	No	☐Yes
1.2.1	Speed of access	Dial-up, broadband, corporate network	Can demonstrate knowledge of the impacts of access speed across a range of situations, and strategies to accommodate these	Yes	☐Yes Required	☐Yes
1.3.1	Java and JavaScript	Enable / Disable	Can enable / disable JavaScript in browsers, and identify uses of JavaScript	Yes	No	No
1.3.2		Security	Can identify security issues	Yes	No	No
1.4.1	Plug-ins	e.g. Real Player, Acrobat	Can identify and install common plug-ins	Yes	No	☐Yes
1.5.1	Cookies	Enable / Disable	Can control options such as session cookies and site cookies	Yes	No	No
1.6.1	Flash	Inserting flash content	Can demonstrate knowledge of installation issues and use of Flash	Yes	No	No

Skill Set 2 – Generic Moodle skills (Moodle 1.9, v1.1)						
Tracking	Toolset			Assessment method		
indicator	Name	Feature	Performance statement and range	Exam	Project	Narrative
2.1.1	Course	Summary	Can set Summary description	Yes	☐Yes	No
2.1.2	settings	Course Start Date	Can set course Start date	Yes	☐Yes	No
2.1.3	13 or	REMOVED	REMOVED	Yes	No	No
2.1.4	more	Number of weeks or topics	Can set number of weeks or topics	Yes	☐Yes	No
2.1.5	required	Group Mode	Can set appropriate group mode	Yes	No	No
2.1.6		Availability	Can set course availability	Yes	☐Yes	No
2.1.7		REMOVED	REMOVED	Yes	No	No
2.1.8		Guest Access	Can setup a course to allow guest access	Yes	☐Yes	No
2.1.9		Hidden Sections	Can hide and unhide sections	Yes	☐Yes	No
2.1.10		Eliminating news forum	Can eliminate the news forum	Yes	No	No
2.1.11		Adjusting number of news items shown	Can set the number news items	Yes	☐Yes	No
2.1.12		Show grades	Can view grades	Yes	No	No
2.1.13		Show activity reports	Can set activity reports	Yes	☐Yes	No
2.1.14		Maximum upload size	Can control maximum upload size	Yes	☐Yes	No
2.1.15		Terms for teachers	Can set term used for teachers	Yes	☐Yes	No
2.1.16		Terms for students	Can set term used for students	Yes	☐Yes	No
2.1.17		Language	Can set language options	Yes	☐Yes	No
2.1.18		Theme	Can set appropriate theme options	Yes	☐Yes	No
2.1.19		Meta-course	Can set meta-course option	Yes	No	No
2.1.20		Enrolment expiry	Can set enrolment expiry options	Yes	Yes	No
2.2.1	Course format	Social	Can use Social format appropriately	Yes	☐Choose one	☐Yes

2.2.2		Topics	Can use Topics format appropriately	Yes		☐Yes
2.2.3		Weekly	Can use Weekly format appropriately	Yes		No
2.2.4		Others (e.g. SCORM)	Can identify other course formats	Yes	No	No
2.3.1	Editor	Help	Can identify Help content	Yes	No	No
2.3.3	(text)	Font family	Can select font family	Yes	☐Yes	No
2.3.4		Font size	Can select font size	Yes	Show a	No
2.3.5		Font styles	Can select font styles	Yes	range of	No
2.3.7		Cut / Copy / Paste	Can use Cut, Copy and Paste	Yes	these	No
2.3.8		Clean Word HTML	Can clean Word HTML	Yes	(Min 20)	No
2.3.9		Undo / Redo	`Can use Undo and Redo`	Yes	No	No
2.3.10		Alignment and direction	Can control alignment and direction	Yes		No
2.3.11		Ordered / Unordered lists	Can insert ordered and unordered lists	Yes		No
2.3.12		Indent / Outdent	Can indent and outdent	Yes		No
2.3.13		Text colour	Can apply a text colour	Yes		No
2.3.14		Fill colour	Can apply a fill colour	Yes		No
2.3.15		Horizontal rule	Can insert a horizontal rule	Yes		No
2.3.16	Editor	Links	Can insert links required	Yes		No
2.3.17	(links)	Link settings: To URL	Can set URL required	Yes		No
2.3.18		Link settings: Title	Can set title	Yes		No
2.3.19		Link settings: Target	Can set target	Yes		No
2.3.20		Removed	Removed	No	No	No
2.3.21		Remove link	Can remove a link (including automatic linking)	Yes		No
2.3.22	Editor	Adding images	Can add an image required	Yes		No
2.3.23	(images)	Use an image to link to a URL	Can use an image as a hyperlink	Yes		No
2.3.24		Creating folder for images	Can create folders	Yes		No
2.3.25		Uploading images	Can upload an image into a folder	Yes		No

2.3.26		Choosing and displaying an image in a folder	Can choose and display an image	Yes		No
2.3.27		Setting layout properties for images	Can set appropriate image properties	Yes		No
2.3.28		Setting border thickness	Can set the border thickness of images	Yes		No
2.3.29		Alt tags	Can set Alt tags for images, and identify how and where the Alt text is used	Yes		No
2.3.30		Horizontal and Vertical spacing	Can set the image spacing	Yes		No
2.3.31		Forcing size and width properties	Can set size and width properties	Yes		No
2.3.32		Deleting images from folders	Can delete images from folders	Yes	No	No
2.3.33	Editor (other)	Creating a table	Can create a table	Yes	☐Yes Required	No
2.3.34		Deleting a table	Can delete a table	Yes	No	No
2.3.35		Full screen editor	Can use the full screen editor to access additional table tools	Yes	No	No
2.3.36		Emoticons	Can insert Emoticons	Yes	☐Yes Required	No
2.3.37		Special characters	Can insert special characters	Yes	☐Yes Required	No
2.3.38		Search and Replace	Can use the Search and Replace function	Yes	No	No
2.3.39		Spell Check	Can use the Spell Check function	Yes	No	No
2.3.40		Toggle HTML source	Can identify the toggle HTML source button, and explain its use	Yes	No	No

Skill Set 3 – Moodle blocks (Moodle 1.9, v1.1)

Tracking indicator	Toolset Name	Feature	Performance statement and range	Assessment method Exam	Project	Narrative
3.1.1	Managing	Turn editing on	Can edit blocks	Yes	☐Yes	☐Yes
3.1.2	blocks	Select block from list	Can add a block	Yes	☐Yes	
3.1.3	5 required	Multiple blocks	Can identify which blocks can be used multiple times in a course	Yes	No	
3.1.4		Block display	Can collapse or expand block display	Yes	No	
3.1.5		Hide icon	Can use hide icon	Yes	☐Yes	
3.1.6		Delete icon	Can use delete icon	Yes	No	
3.1.7		Left side arrow	Can move block to left	Yes	☐Yes	
3.1.8		Right side arrow	Can move block to right	Yes	☐Yes	
3.1.9		Use up arrow	Can move block up	Yes	☐Yes	
3.1.10		Use down arrow	Can move block down	Yes	☐Yes	
3.2.1	Calendar block	Views—all courses	Can demonstrate understanding of all courses view	Yes	No	☐Yes
3.2.2	All required	Views—separate courses	Can demonstrate understanding of separate courses view	Yes	No	
3.2.3		New event—course	Can insert a new course event	Yes	☐Yes	
3.2.4		New event—personal	Can insert a new personal event	Yes	No	
3.2.5		Hide / show events (course, group, or user)	Can show and hide course, group, and user events	Yes	No	
3.2.6		Calendar preferences—time display	Can set time display preferences	Yes	No	
3.2.7		Calendar preferences—first day of week	Can set first day of week	Yes	No	
3.2.8		Calendar preferences—max upcoming events	Can alter the maximum number of Upcoming Events	Yes	☐Yes	

3.2.9		Calendar preferences—upcoming events look ahead	Can demonstrate understanding of Events look ahead setting	Yes	☐Yes	
3.2.10		Calendar preferences—remember filter settings	Can demonstrate understanding of remembered filter settings	Yes	No	
3.2.11		Changing months	Can change months	Yes	No	
3.3.1	Course – Site description	Course summary	Can describe purpose of course summary	Yes	☐Yes	No
3.4.1	My courses	My courses	Can identify what content is displayed by My courses	Yes	No	No
3.4.2		All courses	Can use all courses link to search for other courses	Yes	No	No
3.5.1	HTML block	Using the HTML block	Add an HTML block, customise the title, and add some content.	Yes	☐Yes Required	No
3.6.1	Latest news	New topic	Can add a new topic	Yes	☐Yes Required	No
3.7.1	Messages	Read a message	Can read messages	Yes	☐Yes	☐Yes
3.7.2		Reply to a message	Can reply to messages	Yes	☐Yes	
3.7.3		Send a message	Can send a message	Yes	☐Yes	
3.7.4		Contact online / offline	Can identify online / offline status	Yes	No	
3.7.5		Search for a contact	Can search for contacts	Yes		
3.7.6		Course search limit	Can search for contacts only in courses (checkbox)	Yes		
3.7.7		Search message--keywords	Can search for keywords	Yes		
3.7.8		Search messages—include blocked users	Can search include blocked users	Yes		
3.7.9		Search messages—only message to me	Can search only message to me	Yes		
3.7.10		Search messages—only messages from me	Can search only messages from me	Yes		
3.7.11		Search messages—all	Can search all messages	Yes		

		messages				
3.7.12		Select a contact	Can select a contact	Yes		
3.7.13		Add a contact	Can add a contact	Yes		
3.7.14		Block a contact	Can block a contact	Yes		
3.7.15		Message history from a contact	Can read message history from a contact	Yes		
3.7.16		Message settings—how to use popup window	Can set popup window option	Yes		
3.7.17		Message settings—block messages not on contact list	Can block messages not on contact list	Yes		
3.7.18		Message settings—beep	Can set beep	Yes		
3.7.19		REMOVED	REMOVED	Yes		
3.7.20		Message settings—set email preferences	Can set email preferences	Yes		
3.7.21		Message settings—plain text or HTML format	Can select plain text or HTML format	Yes		
3.8.1	On-line Users	Using the link to access on-line user's profile	Can use online user link	Yes	No	☐Yes
3.8.2		Online time	Can identify how long ago the online user entered the course	Yes	No	
3.9.1	People	Using the link to see links to participants	Can view Participants details	Yes	No	☐Yes
3.9.2		Teacher list	Can list Participants	Yes		
3.9.3		Student list		Yes		
3.9.4		Sort—first name	Can sort list	Yes		
3.9.5		Sort—surname		Yes		
3.9.6		Sort—city/town		Yes		
3.9.7		Sort—country		Yes		
3.9.8		Sort—last access		Yes		

3.9.9		Access profile	Can access profile via link	Yes		
3.9.10		View detail	Can switch between more detailed view and less detailed view	Yes		
3.9.11		Detailed view—access activity	Can view More detailed view—access activity	Yes		
3.9.12		Detailed view—access full profile	Can view more detailed view—access full profile	Yes		
3.10.1	Quiz results	Selecting the quiz for display	Can select correct quiz	Yes	☐Yes	☐Yes
3.10.2	3 required	Number of quiz results	Can identify how many quiz results are displayed	Yes	No	
3.10.3		Number of highest grades to show	Can alter number of highest grades	Yes	☐Yes	
3.10.4		Number of lowest grades to show	Can alter number of lowest grades	Yes	☐Yes	
3.10.5		Showing groups instead of individual students	Can show groups instead of students	Yes	☐Yes	
3.10.6		Display as percents	Can display as percentages	Yes	☐Yes	
3.10.7		Display as fractions	Can display as fractions	Yes	Choose	
3.10.8		Display as absolute numbers	Can display as absolute numbers	Yes	one	
3.11.1	Random	Glossary title	Can set title	Yes	☐Yes Ed	No
3.11.2	Glossary entry	Glossary for random entries	Can select correct glossary	Yes	☐Yes	
3.11.3	5 required	Time for new entries to be displayed	Can set time for new entries to be displayed	Yes	☐Yes	
3.11.4		How the entry is chosen: random entry	Can select how the entry is chosen: random entry	Yes	☐Yes	
3.11.5		How the entry is chosen: last modified entry	Can select how the entry is chosen: last modified entry	Yes	Choose one	
3.11.6		How the entry is chosen: Next entry	Can select how the entry is chosen: Next entry	Yes		
3.11.7		Concept / heading for each	Can show the concept / heading for each entry (Y/	Yes	☐Yes	

		entry	N)			
3.11.8		Users who can add entries to the glossary	Can prompt for users who can add entries to the glossary	Yes	☐Yes	
3.11.9		Users who can view but not add entries	Can prompt for users who can view but not add entries	Yes		
3.11.10		Users who cannot view or edit the glossary	Can prompt for users who cannot view or edit the glossary	Yes		
3.12.1	Recent Activity	Length of time activity	Can view length of time activity is displayed (since last login)	Yes	No	No
3.12.2		Maximum length of time activities	Can set maximum length of time activities are kept in the list	Yes	No	
3.12.3		Accessing full activity report	Can access full activity report	Yes	No	
3.12.4		How far back to report	Can select how far back to see the report	Yes	No	
3.12.5		Advanced search: courses to search	Can use advanced search: courses to search	Yes	No	
3.12.6		Advanced search: participants	Can use advanced search: participants	Yes	No	
3.12.7		Advanced search: since what date	Can use advanced search: since what date	Yes	No	
3.12.8		Advanced search: which activities	Can use advanced search: which activities	Yes	No	
3.12.9		Advanced search: sort by settings	Can use advanced search: sort by settings	Yes	No	
3.12.10		Using the returned information: link to each type of activity	Can use the returned information: link to each type of activity	Yes	No	
3.12.11		Using the returned information: grades returned	Can use the returned information: grades returned	Yes	No	
3.12.12		Privacy issues	Can identify privacy issues	Yes	No	
3.13.1	RSS feeds	Can enable a feed	Can enable a feed	Yes	No	☐

3.13.2		Link descriptions	Can display link descriptions	Yes	No	Possibly
3.13.3		Max entries per block	Can set maximum number of entries to show per block	Yes	No	
3.13.4		RSS feeds provided	Can select from a list of feeds provided by Admin	Yes	☐Yes If able	
3.13.5		Title of block/feed	Can control the title of block / feed	Yes	☐Yes If able	
3.13.6		Channel link	Can display channel link	Yes	No	
3.13.7		Channel image	Can display channel image	Yes	No	
3.14.1	Search	Simple search	Can use simple search	Yes	No	No
3.14.2	Forums	Advanced search: words appearing in the post	Can search for words	Yes	No	No
3.15.1	Upcoming	Max number of events	Can settings number of upcoming events	Yes	No	No
3.15.2	events	New events	Can add new events in the calendar sections	Yes	No	No
3.15.3		Upcoming events and calendar	Can demonstrate knowledge of using upcoming events block	Yes	No	No
3.16.1	Blogs	Adding blog entries	Can add a new entry	Yes	☐Yes	No
3.16.2		Blog preferences	Can set preferences	Yes	No	No
3.16.3		Viewing blogs	Can view entries, course entries, site entries	Yes	No	No
3.16.4		Using tags	Can use Official tags	Yes	☐Yes	No
3.16.5		User defined tags	Can create User defined tags	Yes	☐Yes	No
3.17.1	LAMS	Removed	Removed	No	No	No
3.18.1	Global Search	REMOVED	Not enabled as standard – still 'experimental'	No	No	No
3.19.1	Tags	Tags	Can add a tag	Yes	☐Yes	No
3.19.2		Block title	Can set Tags block title	Yes	☐Yes	No
3.19.3		Number if tags	Can set number of tags to display	Yes	☐Yes	No

Skill Set 4 – Using Resources (Moodle 1.9, v1.1)

Tracking	Toolset			Assessment method		
indicator	Name	Feature	Performance statement and range	Exam	Project	Narrative
4.1.1	Resources	Move files to another folder	Can move files to a different folder	Yes	No	No
4.1.2	(shared	Delete files completely	Can delete files (not just the link to files)	Yes	No	
4.1.3	settings on all	Create compressed archive	Can create and upload a file in a compressed format (e.g .zip, .rar, .tar.) and unpack it	Yes	☐Yes Required	
4.1.4	resources)	Download files	Can download and save files	Yes	No	
4.1.5		Window resize	Can set window resize options	Yes	No	
4.1.6		Window scrolled	Can set window scrolling options	Yes	No	
4.1.7		Show directory links	Can display or hide directory links	Yes	No	
4.1.8		Show the location bar	Can display or hide location bar	Yes	No	
4.1.9		Show the menu bar	Can display or hide menu bar	Yes	No	
4.1.10		Show the toolbar	Can display the toolbar	Yes	No	
4.1.11		Show the status bar	Can display the status bar	Yes	No	
4.1.12		Default window width (in pixels)	Can set the default window width	Yes	☐Yes Required	
4.1.13		Default window height (in pixels)	Can set the default window height	Yes	☐Yes Required	
4.1.14		Visible to students	Can set initial invisibility	Yes	☐Yes Required	
4.1.15		Resource summary	Can identify and use field containing summary information when creating resources	Yes	☐Yes	
4.2.1	Compose a	Text	Can enter text	Yes	☐Yes	☐Yes
4.2.2	text page	Emoticons	Can enter Emoticons	Yes	☐Yes	
4.2.4		Moodle auto-format	Can use Moodle auto-format	Yes	☐Yes	
4.2.5		Plain text format	Can use plain text format	Yes	Choose 1	

4.2.6		Markdown format	Can use markdown format	Yes		
4.3.1	Compose a web page	Web page	Can compose a web page (Individual skills with HTML editor covered in 2.3.x)	Yes	☐Yes Required	☐Yes
4.4.1	Link to a file or website	URL for website location	Can create a link to a website URL as a resource (from Add resource)	Yes	☐Yes Required	☐Yes
4.4.2		Search for webpage button	Can use the webpage search button	Yes	No	☐Yes
4.4.3		Linking to files	Can link to a file	Yes	☐Yes	☐Yes
4.4.4		Force download	Can locate and use Force download option	Yes	☐Yes	☐Yes
4.5.1	Displaying directories	Display directory	Can select appropriate directory to display	Yes	☐Yes Required	☐Yes
4.6.1	Labels	Insert a Label	Can demonstrate appropriate use of labels	Yes	☐Yes Required	No

Skill Set 5 – Using Activities (Moodle 1.9, v1.1)

Tracking indicator	Toolset			Assessment method		
	Name	Feature	Performance statement and range	Exam	Project	Narrative
5.1.1	Assignment 3 required	Types of an assignment	Can identify the difference between the four types (create four types)	Yes	☐Yes 4 types required	☐Yes
5.1.2		Adding files to an assignment	Can add a file to a students assignment as a template or additional information for the students answer	Yes	☐Yes	No
5.1.3		Prevent late submission	Can set prevention of late submission	Yes	☐Yes	☐Yes
5.1.4		Resubmitting	Can set allow resubmission	Yes	☐Yes	☐Yes
5.1.5		File upload	Can specify information for students uploading a file	Yes	☐Yes	No
5.1.6		Grading	Can use inline comments	Yes	☐Yes	No
5.1.7		Quick grading	Can use quick grading in the user grid of the assignment	Yes	No	No
5.2.1	Chat	Timed chat	Can set chat times	Yes	☐Yes	☐Yes
5.2.2	All required	Saving chat discussions	Can set chat saving options	Yes	☐Yes	
5.2.3		Calendar	Can add chat dates	Yes	No	
5.2.4		Groups	Can use chat discussions for groups and teacher only	Yes	No	
5.2.5		Chat viewing	Can set chat view options		☐Yes	
5.3.1	Choice	Choice use	Can identify difference to survey	Yes	No	☐Yes
5.3.2	7 required	REMOVED	REMOVED			
5.3.3		Number of choices	Can identify minimum number of choices	Yes	☐Yes	No
5.3.4		Limit	Can set limits of answers	Yes	☐Yes	No
5.3.5		Publishing results	Can set publish results	Yes	☐Yes	No
5.3.6		Privacy of results	Can set privacy appropriately	Yes	☐Yes	No

5.3.7		Updating choice function	Can set update options	Yes	☐Yes	No
5.3.8		Timing of a choice	Can set timing options	Yes	☐Yes	No
5.3.9		REMOVED	REMOVED			
5.3.10		Exporting of results	Can identify export limitations	Yes	No	No
5.4.1	Forum	Types	Can identify the types of a forum	Yes	No	☐Yes
5.4.2	<mark>4 required</mark>	Students rights	Can identify the consequences of a combination of types and rights	Yes	No	
5.4.3		Forced subscribing	Can set forced subscription	Yes	☐Yes	
5.4.4		Tracking	Can set tracking as active	Yes	☐Yes	
5.4.5		Ratings	Can set and use rating options	Yes	☐Yes	
5.4.6		Group functions	Can set appropriate group setting	Yes	☐Yes	
5.4.7		Teachers in groups	Can identify consequences if a teacher is a member of a group	Yes	No	
5.4.8		Files in forums	Can identify which file formats can be uploaded in a forum	Yes	No	
5.4.9		Starting a discussion	Can start a single simple discussion	Yes	☐Yes	
5.4.10		Display of discussions	Can change the display of discussions	Yes	No	
5.4.11		Managing discussions	Can move, split, and delete discussions	Yes	No	
5.4.12		Editing a posting	Can identify how long students can edit postings	Yes	No	
5.4.13		Stop a discussion	Can effectively stop a discussion	Yes	No	
5.4.14		Configuration of forums	Can edit the settings of a forum	Yes	No	
5.5.1	Glossary	Functions of glossaries	Can use appropriate glossary type	Yes	☐Yes	No
5.5.2	<mark>5 required</mark>	Display formats	Can control display format	Yes	☐Yes	
5.5.3		Auto-linking of entries	Can auto-link glossary entries	Yes	☐Yes	
5.5.4		Commenting entries	Can identify who can comment entries	Yes	☐Yes	
5.5.5		Keywords	Can identify how to add and to separate keywords	Yes	☐Yes	

5.5.6		Categories	Can create a category, and add an entry to a existing category	Yes	☐Yes	
5.6.1	Survey	Functions	Can select a survey	Yes	☐Yes **Required**	No
5.6.2		Other instruments for surveys	Can identify other survey techniques	Yes	No	
5.6.3		Reporting of the results	Can use graphic reporting	Yes	No	
5.7.1	Quiz	Access	Can control quiz open and close times	Yes	☐Yes	No
5.7.2	**10 required**	Secure quiz	Can use 'secure' window option	Yes	☐Yes	
5.7.3		Grading method	Can set grading method	Yes	☐Yes	
5.7.4		Adaptive mode	Can identify the function of adaptive mode	Yes	No	
5.7.5		Categories	Can create categories and assign questions to categories	Yes	☐Yes	
5.7.6		Question types	Can identify the differences between the types of question and how to edit them	Yes	☐Yes **(At least 4 types)**	
5.7.7		Manual grading	Can grade essay questions and add comments	Yes	☐Yes	
5.7.8		Grade and points	Can identify the difference between the grades of question answers and points	Yes	No	
5.7.9		Feedback	Can add appropriate feedback for correct and incorrect responses	Yes	☐Yes	
5.7.10		Reports	Can use reports	Yes	No	
5.7.11		Timing	Can control amount of time for quiz	Yes	☐Yes	
5.7.12		Question feedback	Can add overall feedback	Yes	☐Yes	
5.7.13		Question shuffle	Can set shuffle questions and shuffle within questions	Yes	☐Yes	
5.7.14		Quiz attempts	Can set number of attempts allowed	Yes	☐Yes	
5.7.15		Quiz retake delay	Can set delay options	Yes	☐Yes	
5.7.16		Publishing categories	Can choose correct options for publishing question categories	Yes	No	
5.7.17		Passwords	Can set a password	Yes	☐Yes	

5.7.18		Regrading	Can use the regrade function	Yes	No	
5.7.19		Export	Can export a category of questions	Yes	☐Yes	
5.7.20		Import	Can identify question import options	Yes	No	
5.8.1	Wiki	Function	Can explain the concepts of a wiki	Yes	No	No
5.8.2	All required	Types	Can identify the varieties of a teacher wiki, group wiki, user wiki	Yes	No	
5.8.3		Initial setting	Can identify that this setting cannot be changed after first settings of a wiki	Yes	No	
5.8.4		Names	Can identify that several names of a wiki have a specific function	Yes	No	
5.8.5		Groups	Can control the setting of groups for wikis	Yes	☐Yes	
5.8.6		New pages	Can add new pages	Yes	☐Yes	
5.8.7		Removed	Removed	No	No	
5.8.8		Administration	Can identify how to use the history of wiki pages	Yes	No	
5.8.9		Orphaned pages	Can find orphaned pages	Yes	No	
5.8.10		Exporting	Can export pages	Yes	☐Yes	
5.9.1	Workshop	Purpose of workshop	Can identify that a workshop can be used as peer assessment	No	No	No
5.9.2		Options	Can set optional aspects of a workshop	No	No	
5.9.3		Grading	Can set the function of the specific form of grading in workshop	No	No	
5.10.1	SCORM / AICC	Function	Can identify what a SCORM/AICC activity is	Yes	No	No
5.10.2		Unpacking	Can identify that Moodle must unpack a SCORM/AICC-Zip-File	Yes		
5.10.3		Editing	Can identify that a SCORM/AICC activity cannot be edited in Moodle	Yes		
5.10.4		Tracking	Can identify implications of editing the settings	Yes		

5.11.1	Lesson	Principles	Can construct short lessons	Yes	☐Yes	No
5.11.2		Practice lesson and retakes	Can setup practice lessons	Yes	Construct	
5.11.3		Lesson path and unseen pages	Can use lesson paths and unseen pages	Yes	a lesson using	
5.11.4		Slide show format	Can identify what the slide show format is	Yes	paths,	
5.11.5		Access control	Can control access	Yes	navigation and	
5.11.6		Display of scores	Can set score display options	Yes	questions	
5.11.7		Timing of lessons	Can set timing	Yes		
5.11.8		Branch table	Can identify a branch lesson	Yes		
5.11.9		Question page	Can identify types of questions	Yes		
5.11.10		Essay questions	Can identify essay questions and how to grade	Yes		
5.11.11		Sorting pages	Can sort pages	Yes		
5.11.12		Cluster	Can identify a lesson cluster	Yes		
5.11.13		Navigation check	Can check navigation	Yes		
5.11.14		Import formats	Can identify import options	Yes		
5.12.1	Database	Creating a database	Can create a new database	Yes	☐Yes	No
5.12.2		Database preferences	Can set required and maximum settings	Yes	☐Yes	No
5.12.3		Creating fields	Can create a variety of fields (minimum 5)	Yes	☐Yes	No
5.12.4		Entering data	Can add entries (minimum 5)	Yes	☐Yes	No
5.12.5		Using database templates	Can create a Template	Yes	☐Yes	No
5.12.6		Database presets	Can use Presets	Yes	No	No

Skill Set 6 – Multimedia and resources (Moodle 1.9, v1.1)

Tracking indicator	Toolset		Performance statement and range	Assessment method		
	Name	Feature		Exam	Project	Narrative
6.1.1	Images	.jpg	Can understand compression and interlacing	Yes	☐Yes	☐Yes
6.1.2		.gif	Can identify differences between 87a and 89a		Show at least two formats	
6.1.3		.png	Can identify how .png attributes relate to .gif and .jpg			
6.1.4		Other common graphic formats	Can identify other common formats e.g. .bmp, .swf, and .wmf			
6.2.1	Audio and	.mp3, .mp4, .wav, .ogg	Can identify common audio and video formats (2 audio or 1 audio + 1 video)	Yes	☐ Yes	
6.2.2	Video	.mpg, .mp4, .wmv, .rm			2 examples	
6.3.1	Documents and resources	e.g. Word / Writer / .rtf	Can identify common document and resource formats	Yes	☐Yes	
		e.g. PowerPoint / Impress				
		e.g. .pdf			At least 2	
6.4.1	Flash and Shockwave	Embedding .swf files	Can add a shockwave (.swf) file	Yes	☐Yes	
6.5.1	Removed	Removed	Removed	No	No	
6.6.1	Other multimedia formats	Other common media formats that may be used	Can identify other format types	Yes	No	
6.7.1	Removed	Removed	removed	No	No	No

Skill Set 7 - Participant management (Moodle 1.9, v1.1)						
Tracking	*Toolset*			Performance statement and range	*Assessment method*		
indicator	*Name*	*Feature*	*Performance statement and range*	*Exam*	*Project*	*Narrative*
7.1.1	Enrolling	Enrolling students	Can enroll students	Yes	☐Yes	No
7.1.2	Participants	Enrollment keys	Can assign key	Yes	☐Yes	
7.1.3	All required	Enrollment duration	Can use duration settings	Yes	☐Yes	
7.1.4		Enrolling Teachers	Removed	No	No	
7.2.1	Profiles	Information available on profile	Can view profiles	Yes	No	☐Yes
7.2.2	All required	Editing profile information	Can edit profile information	Yes	☐Yes	
7.2.3		Viewing an individuals forum posts within the course	Can view posts	Yes	No	
7.2.4		Viewing an individuals forum discussions within the course	Can view discussions	Yes	No	
7.2.5		Using Notes	Can add notes to Student profile	Yes	☐Yes	☐Yes
7.3.1	Moved	Moved	Moved	No	No	No
7.3.2		Moved	Moved	No	No	
7.4.1	Grades	Viewing grades	Can view grades	Yes	No	☐Yes
7.4.2	All required	Downloading – Excel / text	Can download grades	Yes	No	
7.4.3		Setting preferences	Can set preferences (e.g. create categories, add assignment to category, exclude an assignment from grades)	Yes	☐Yes	
7.4.4		Marking assignments	Can mark assignments	Yes	☐Yes	
7.4.5		Custom scales	Can create and use a custom scale when marking an assignment	Yes	☐Yes	
7.4.6		Outcomes	Can add an outcome	Yes	☐Yes	No
7.5.1	Roles	Assigning roles	Can identify and use roles	Yes	☐Yes	No
7.5.2		Overriding roles	Can override roles	Yes	No	

7.5.3		Role capabilities	Can identify Inherit, Allow, Prevent, and Prohibit capabilities	Yes	No	
7.5.4		Activity specific roles	Can assign students a teacher role to an individual activity	Yes	☐Yes	
7.5.5		Resource specific roles	Can assign students a teacher role to an individual resource	Yes	☐Yes	

Skill Set 8 - Course management (Moodle 1.9, v1.1)						
Tracking indicator	Toolset		Performance statement and range	Assessment method		
	Name	Feature		Exam	Project	Narrative
8.1.1	Using and	Creating groups	Can create groups	Yes	☐Yes	No
8.1.2	Managing groups	Editing group settings	Can edit group settings – e.g. group icon and/or description	Yes	☐Yes	
8.1.3	All required	Adding to groups	Can add members to group	Yes	☐Yes	
8.1.4		Group activities	Can set-up group activities	Yes	☐Yes	
8.1.5	Groupings	Removed	Not standard – still 'experimental'	No	No	No
8.1.6		Removed	Not standard – still 'experimental'	No	No	No
8.2.1	Structuring courses	Hiding and revealing content	Can hide and reveal content	Yes	☐Yes	☐Yes
8.3.1	Reports	Using reports	Can view by Participant	Yes	No	☐Yes
			Can control dates			
			Can select Activities			
			Can view live logs			
8.4.1	Files	Create a folder	Can create a folder	Yes	☐Yes	No
8.4.2	All required	Upload a file	Can uploading files	Yes	☐Yes	
8.4.3		Removed	Removed	No	No	
8.4.4		Edit files	Can edit files	Yes	No	
8.4.5		Unzip archive	Can unzip a file	Yes	No	
8.4.6		List files in archive	Can list archives	Yes	No	
8.4.7		Rename files	Can rename files	Yes	No	
8.4.8		Delete files completely	Can delete files	Yes	No	
8.4.9		Create zip archive	Can create a .zip archive	Yes	No	
8.4.10		Download files	Can download files	Yes	No	

8.5.1	Help	Using Help	Can effectively use Help in Moodle	Yes	No	No
8.6.1	Backup	Backing up courses	Can backup a course, and choose backup options	Yes	☐Yes Required	No
8.7.1	Restore	Restoring courses	Can restore a course, and choose restore options	Yes	No	No
8.8.1	Import course data	Importing	Can import existing course data	Yes	No	No
8.9.1	Teacher only forum	Using a teacher only forum	Can setup a teacher only (hidden) forum	Yes	☐Yes Required	No
8.10.1	Reset	Resetting course data	Can explain use of Reset function	Yes	No	☐Yes