atingi

Managing Courses and Users on atingi

atingi administrative guide

Welcome to atingi

This guide will help you to learn how to set up and add content to your courses.

You will learn how to set up and add content to your courses, how to enrol users in your courses, which course administration roles exist and how to assign them, how to create user groups, and much more.

Also, have a look at our atingi Partner Support Centre, which contains how-to webinars and short how-to videos, FAQs, our infosheets, and more![1]

[1] If you are unable to access it, this means you are not yet enrolled – simply ask your Partner Account Manager to enrol you into the Support Centre.

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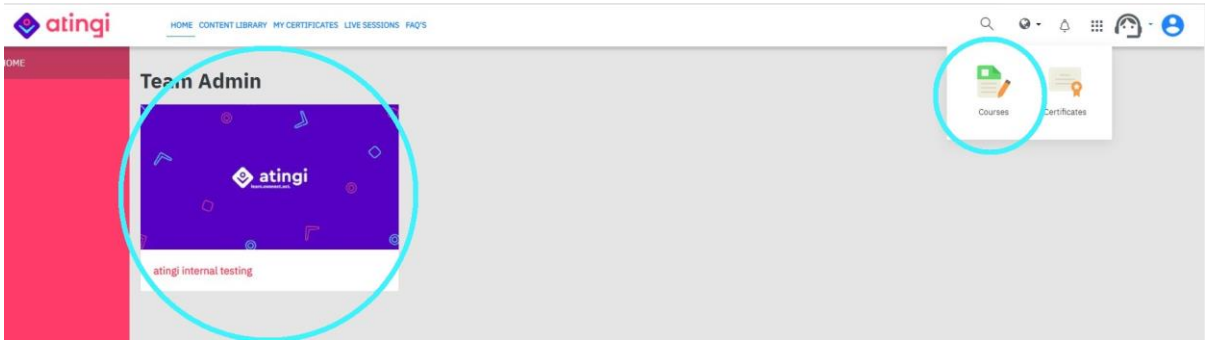
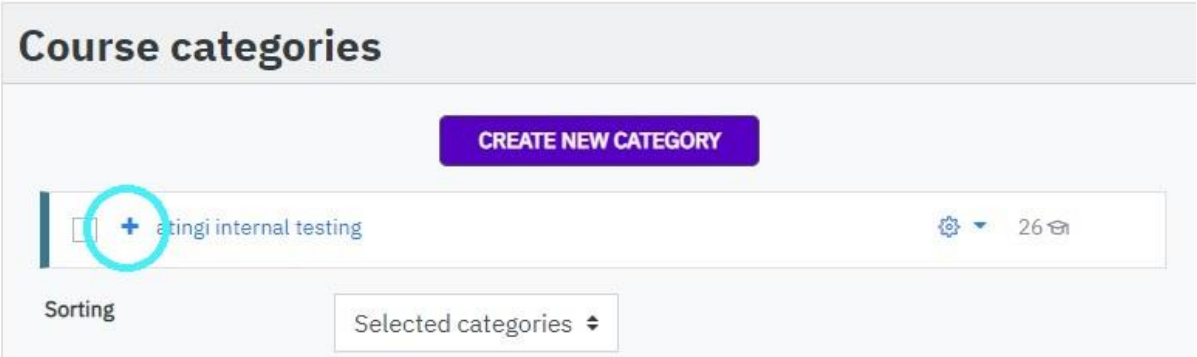
1. Your Course Room ('Category')

When you get started on atingi and are assigned as *Category (User) Manager*[2], the atingi team creates a so-called 'Category' for you, which is your very own course room, in which you can create as many courses as you like, assign team members roles, and enrol learners.



You can access your category by selecting "courses" from the dots at the top right or directly via your dashboard ("Home") by clicking on the respective tile. By clicking on the "+", you can view your courses.



Note: When you access your course, o th top left you can see the filepath of your course and category.

You can only see and access your own category (and not the category of others) and make changes if you have been assigned a category level role.

[2] The roles will be explained in the following chapter. Also, some of the pictures displayed here might look a bit different to what you see as different roles are connected to different permissions. So don't worry if you see something here but don't have it in "your" atingi.

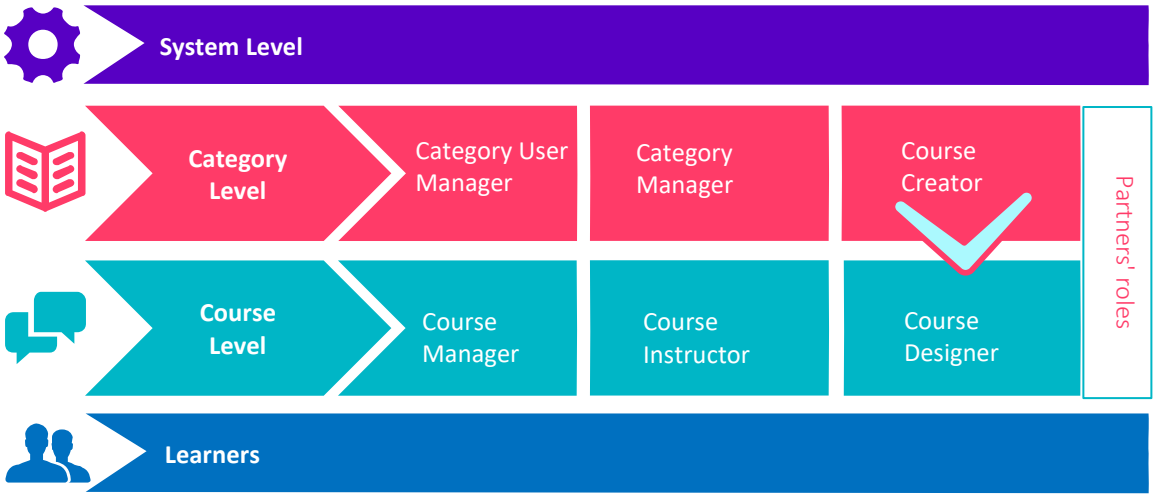
2. Course Administration Roles

On atingi, there are seven roles to choose from in total. A 'role' simply means a standardised set of permissions given to a group of users.

As the *Category* is the highest level that you can work on the atingi platform as an atingi Partner, it is usually the *Project Manager* of a Partner project who is assigned the role of **'Category Manager'** *or* **'Category User Manager'.** Meanwhile, service providers, facilitators, and others get assigned roles that are at **course level**.

The *Category User Manager* and *Category Manager* are both able to assign roles to other users. For many Partners with bigger teams or external service providers, **the first step will be to assign appropriate roles to their colleagues.**

In the next chapters, you can learn more about each role to decide which role you want to assign to you colleagues.



2.1 Category Level Roles

Category Manager

The role of Category Manager involves that the user in this position can assign roles to users as well as create, configure and delete courses within a category. However, the Category Manager cannot access user information.

Category User Manager

The Category User Manager **can only be assigned by the atingi team**. Users assigned to this role are responsible for managing all courses within a specific category and have extensive rights to access courses, to enrol or unenrol learners and to view and modify details in a course. Since this involves the right to access private data, the holder of the Category User Manager role needs to agree to atingi's data privacy requirements and complete a data protection course.

Course Creator

Within a category the Course Creator can set up new courses and view hidden courses from the category. Once a course is ready to be published the Course Creator will automatically be enrolled as a Course Designer on a course level and can then edit the course's settings.

2.2 Course Level Roles

Course Manager

Within the course they are assigned to Course Managers can create, change and configure the course and its activities, watch the learners' progress and grade their assignments. They can also assign Course Instructor and Course Designer and enrol users via invitation link and user bulk enrol.

Course Designer

A user assigned to this role can add or edit content within a specific course.

Course Instructor

The Course Instructor serves as an assistant to the Course Manager and has moderation and grading rights within his or her course but cannot edit or add its content.

Learner

This is the default role given to all users enrolled in a course.

One user account can be assigned multiple roles. However we do not recommend that one user account holds multiple roles, because that defeats the purpose of the role concept. That said, if you only have a team of 1-2 people, you might need to layer multiple roles onto one colleague's account. These roles are 'additive', which means that the more roles you layer on top of one account, the more permissions they will have.

2.3 Role permissions

Below you can see the different role's permissions as a table format.

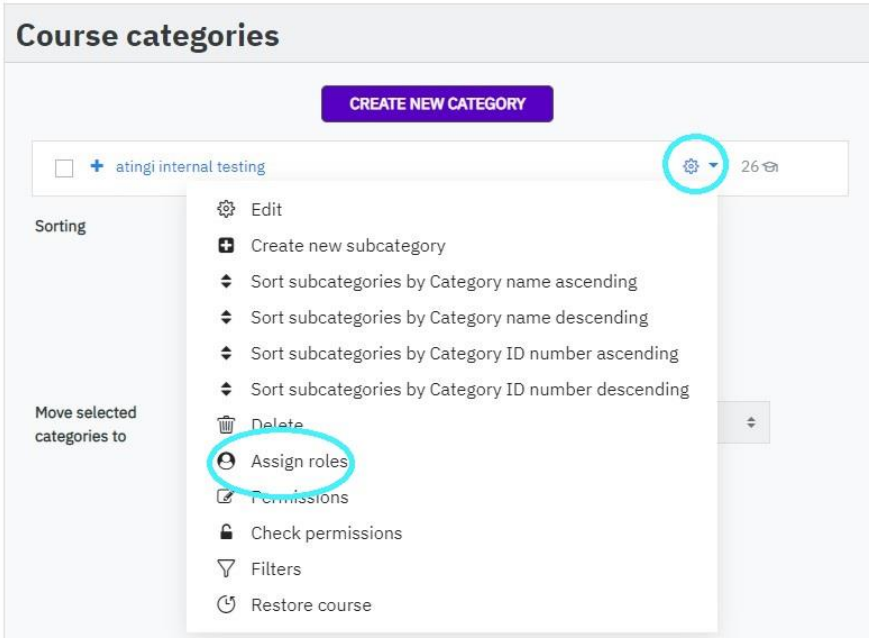
Rights	Regarding	Being held by					
		Category User Manager	Category Manager	Course Creator	Course Manager	Course Instructor	Course Designer
Assigning of roles	Role of Category Manager	✔					
	Role of Course Creator	✔	✔				
	Role of Course Manager	✔	✔				
	Role of Course Instructor	✔	✔		✔		
	Role of Course Designer	✔	✔	✔	✔		✔
Enrolment of users	Add enrolment methods	✔	✔		✔		
	Enrol via user bulk enrol	✔	✔		✔	✔	✔
	Enrol via invitation link	✔	✔		✔		
	Enrol users 1-by-1	✔					
	Cohort sync	✔					
	Activate guest access	✔	✔		✔		
Category management	Add courses	✔	✔	✔	✔		
	Access to all personal user information category-wide	✔					
Course management	Editing rights	✔	✔		✔		✔
	Forum moderation rights	✔	✔		✔	✔	
	Adding activities, resources, blocks	✔	✔		✔		
	Interact with users in Discussion Forums	✔	✔		✔	✔	
	Access to all personal user information within a course	✔					
Reports	Can see reports	✔	✔		✔	✔	
Certificates	Manage template design	✔	✔				
	Choose between certificates	✔	✔		✔		

2.4 Assigning Roles

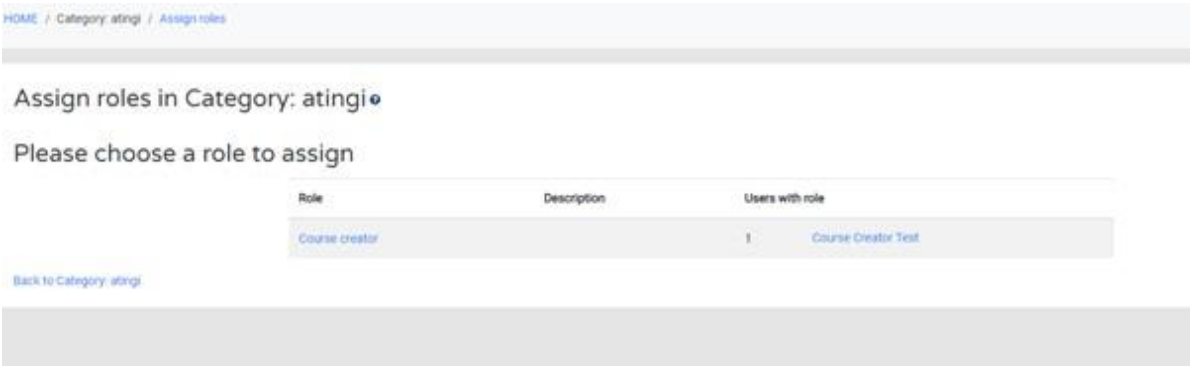
The Category User Manager can generally assign all roles[3] both on Category level as well as on Course Level. In this section, we focus only on the Category Level Roles.

2.4.1 Assigning Roles on Category Level

To start assigning roles on Category Level, please access your category (see chapter 1).

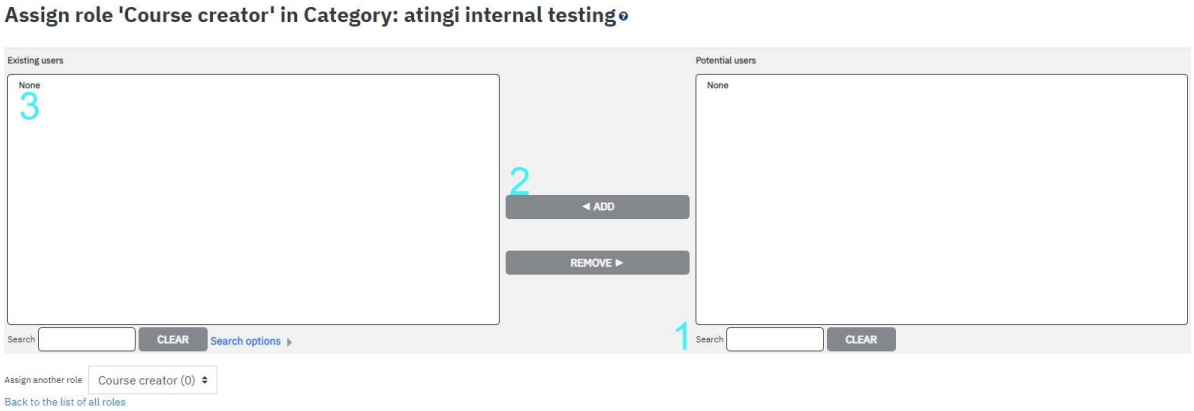


In the left section, click on the course category gear menu and then select “Assign roles”.



You will see the category roles you are able assign displayed with a description, the number of people assigned this role in your category and their names. Click on the role title to assign it to others.

[3] Except their own role as Category User Manager; that role can only be assigned by the atingi team.



Start typing the name of the person you are looking for in the Search box on the bottom right. Their name will appear in the 'Potential users' box above. Next, click on the name of the person and click on the ADD button to assign the role. The role has been assigned and the assigned user's name will now appear under 'Existing users' on the left.

2.4.2 Assigning Roles on Course Level

The roles of Course Manager, Course Designer and Course Instructor can be assigned within single courses. Their permissions are therefore restricted to the course area. These course level roles can be assigned by the Category Manager and Category User Manager. In addition, the Course Manager is able to assign Course Designers and Course Instructors.

For you to be able to assign course-level roles, **the users whom you wish to assign roles to first need to be enrolled** in that course. If they're not yet enrolled, do the following:

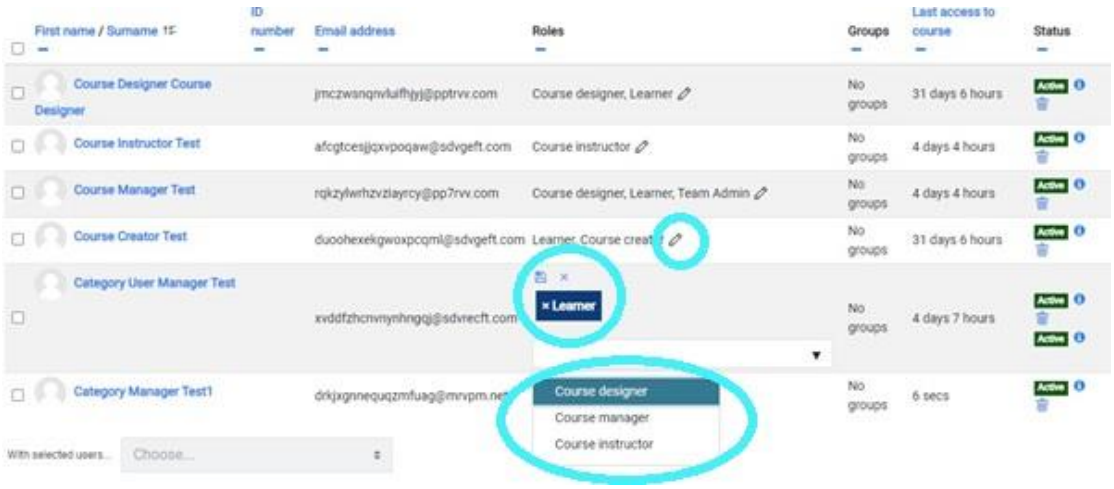
If the people whom you wish to assign roles to are **already registered** on atingi, you can enrol them simply via **Bulk Enrolment** (see chapter on *User Bulk Enrolment*)

If the people whom you wish to assign roles are **not yet registered** on atingi, you can enrol them via the **Invitation Link** enrolment method (see chapter on *Invitation Enrolment*)

To assign course level roles, you first need to access your course. On the left-hand side, you see the pink course menu, where you can click on 'Participants'.

You will see the list of course participants and their roles. By default, everyone has the role of a 'Learner'. To change a role, click on the pencil icon.

Click the arrow to open the dropdown list and select the role you want to assign. The role of Learner is no longer needed so click the "x" to remove it. Finally, click on the disk icon to save your role changes.

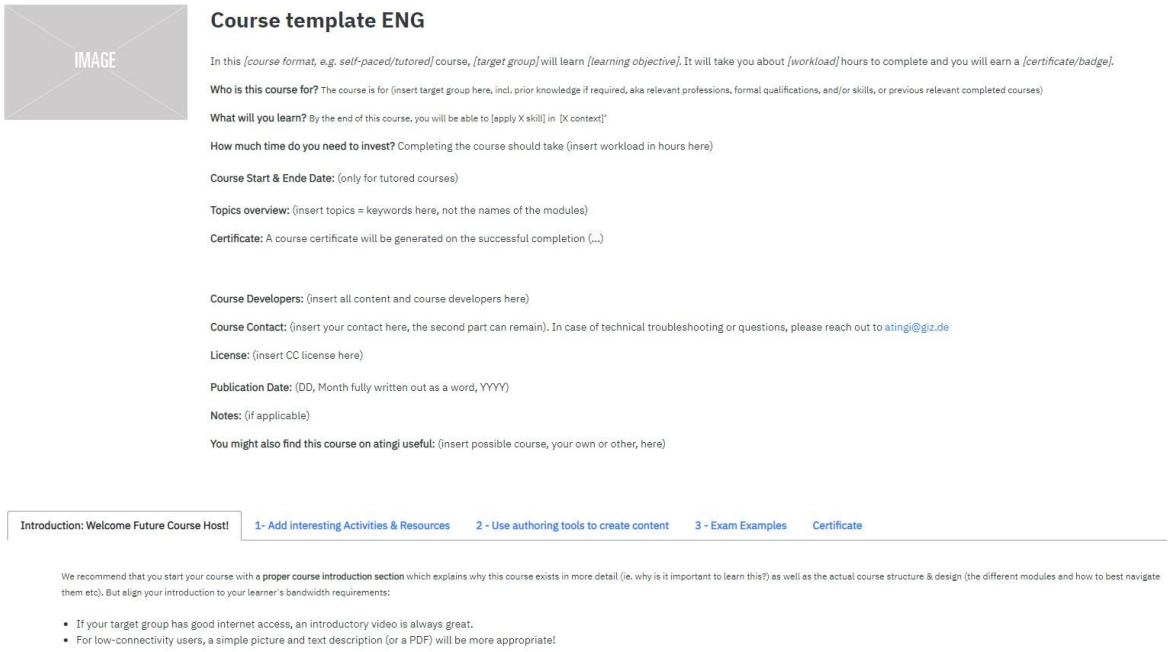


The course participants list will now show your user with their new role. They will be able to access the course from their Home page/Dashboard in the same way as a learner would but now they will have different permissions for the editing and/or moderating of the course.

To learn more about enrolment methods, please have a look at the chapter 'User Management' in this guide or our enrolment methods infosheet. In general, Category (User) Managers can add different enrolment methods. If enabled, all roles can use the bulk enrolment method, while Category (User) Managers as well as Course Managers can additionally enrol via invitation link.

3. Getting started on atingi

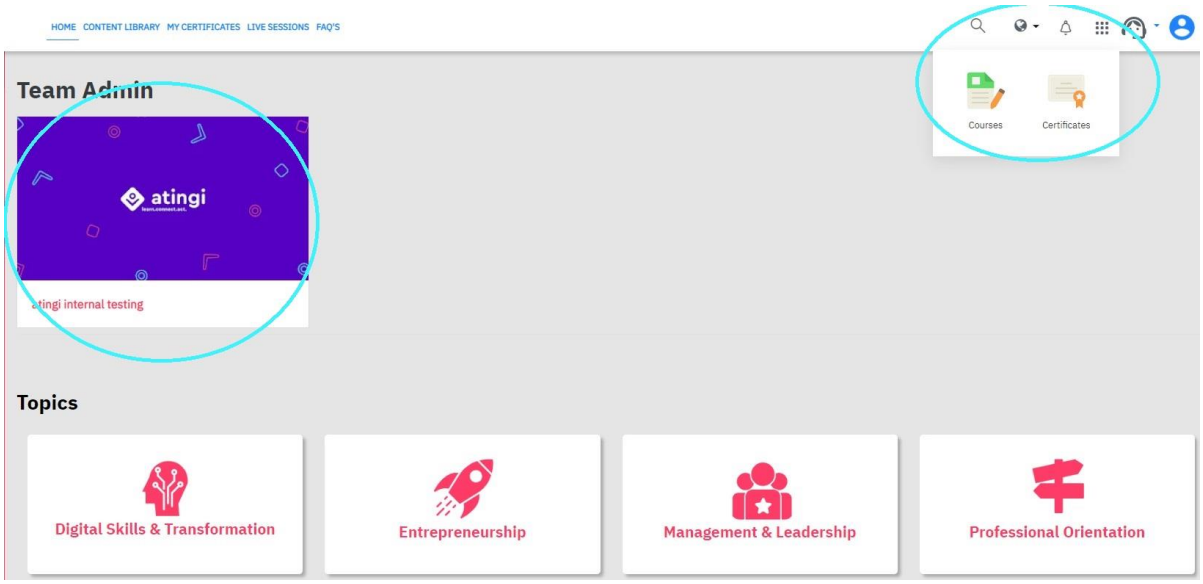
After having started your journey on atingi, your atingi Account Manager will assign you Category (User) Manager permissions and give you access to your first test course, where you can get to know the different features atingi has to offer and start adding materials.



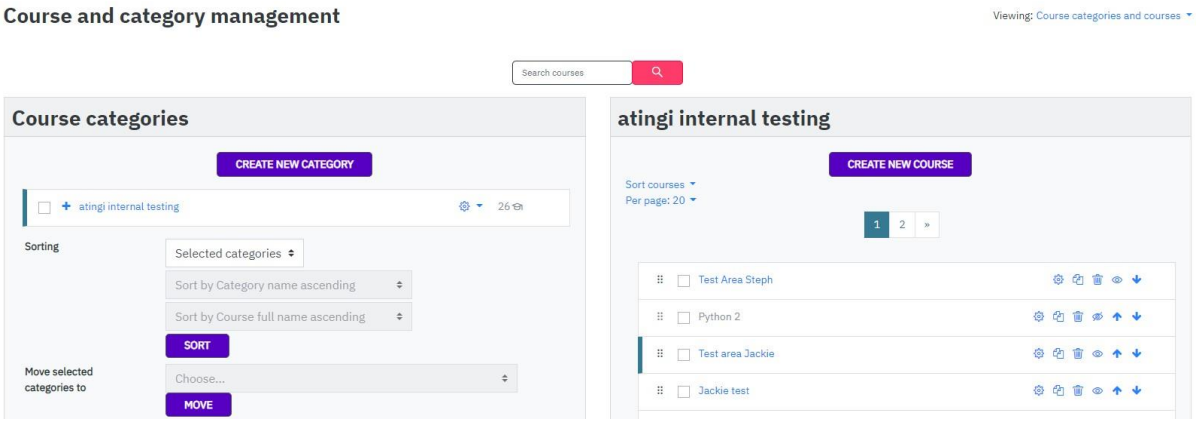
3.1 Create a New Course

Preconditions: To start creating your courses, you must be assigned the role of Category Manager or Course Creator in your designated team room (Category). You can edit single courses with the roles of Course Manager or Course Designer.

When you log in in the role of a Category Manager, you will see on the one hand the workspace launcher icon (a grid) in the upper right-hand corner of your screen, which opens a drop down for “Courses” and “Certificates”. On the other hand you also see an extra tile on top of your atingi start page with the name of your category. From here, either click on “Courses” via the workspace launcher or directly on the category tile.

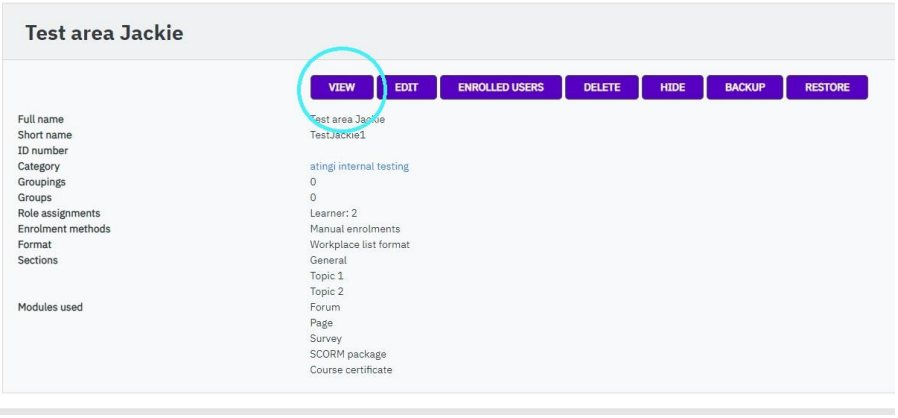


You will then be brought to **the course and category management area**. Here, you will see a list of all course categories that you have access to. Click on the name of your category, and all courses that are contained in this category will be displayed on the right.

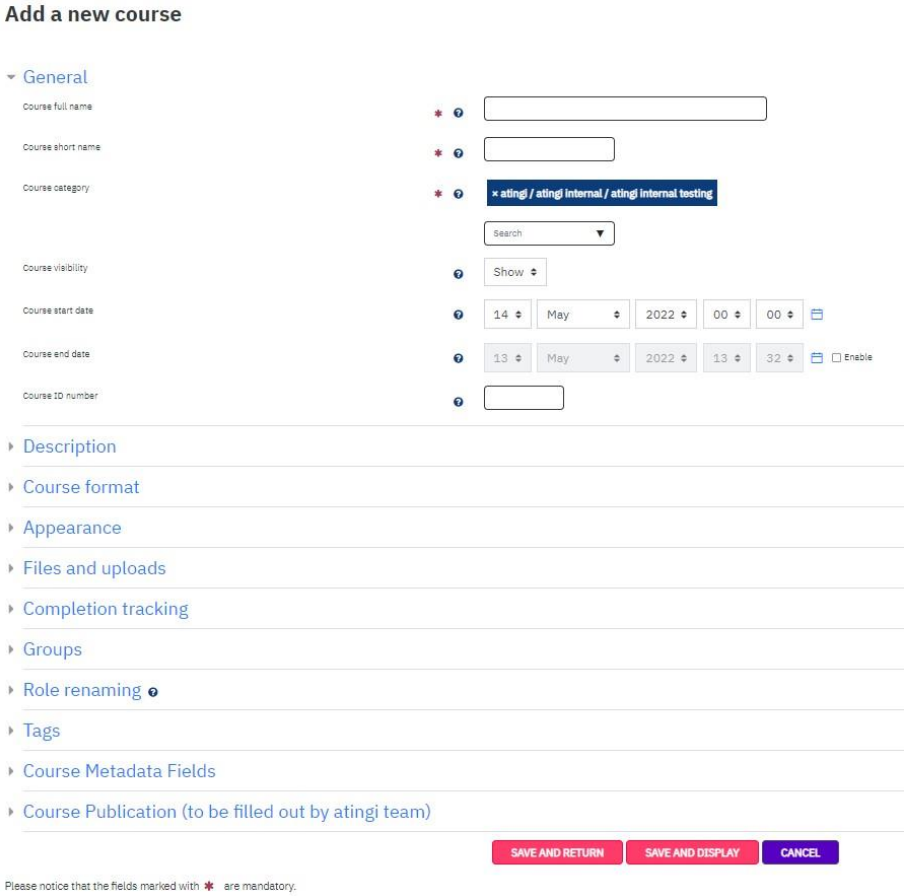


The icons next to your course(s) in the course overview give you several possibilities for further actions: You can edit the course (cog wheel), duplicate it (double paper), delete it (bin) or hide it from others (eye).

At the beginning of your journey only your test course, given to you by the atingi team, will be displayed here. To enter it, click on the name of the course, scroll down and select "**view**".

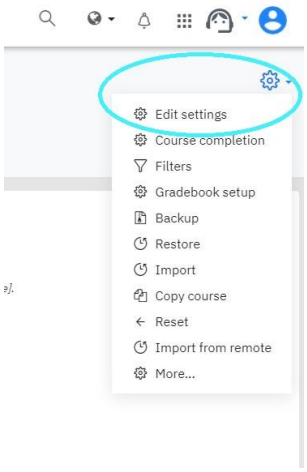


In your category overview, you will also see the purple "**create new course**" button at the top – click on this to start the process of creating your new course by filling in the various course settings.



After having filled out all necessary fields for the first time – or if you want to directly work in your already existing test course – you can of course still always go back to this page and make changes. For this, enter your course and click on the cog wheel on the top right.

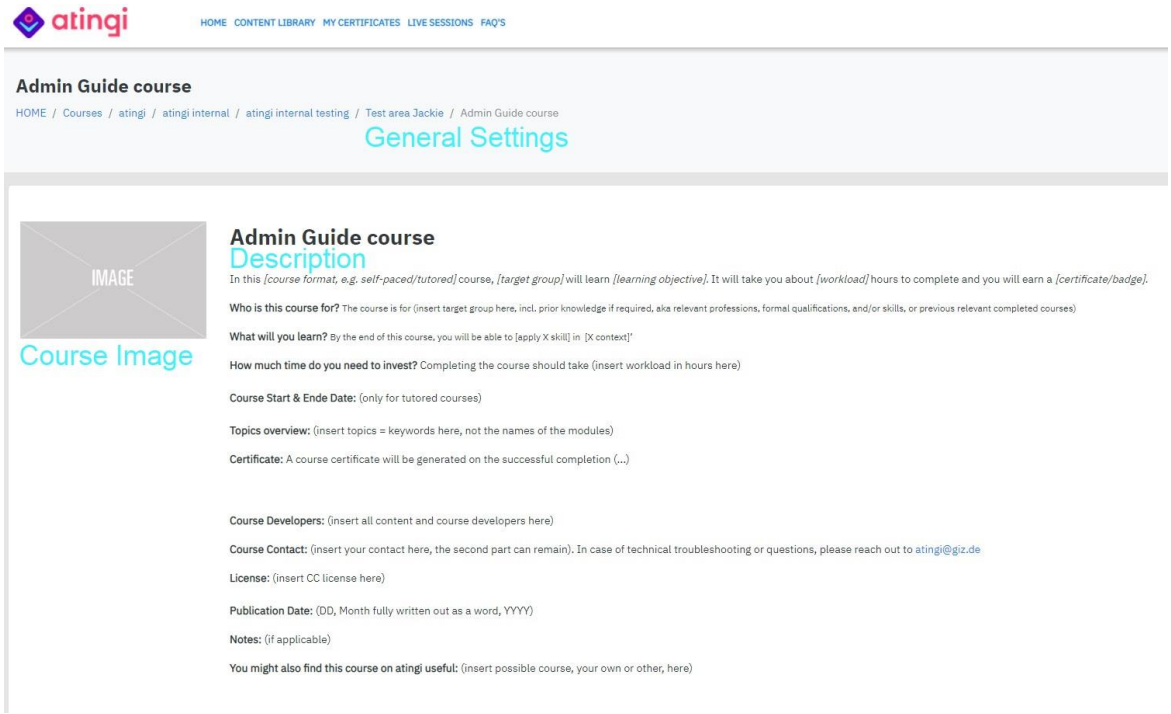
Here, you just need to choose "**Edit settings**" and you will be brought back to the basic settings page.



3.2 General Settings

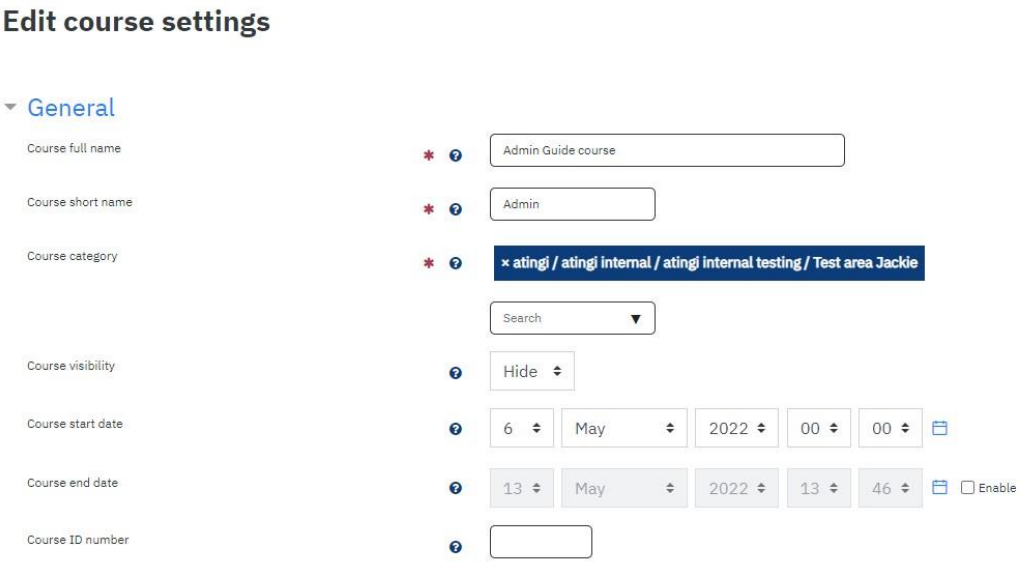
Preconditions: The best role to do editing within a course is the role of Course Manager. However, the Course Designer has editing rights as well. Of course, you can also enter and edit your courses as a Category (User) Manager.

Under “Edit settings”, you can edit the name of your course, the course image and description as well as other general course settings.



The General Settings include the name of your course, which will also be shown to your learners. You also need to give your course a short name for internal reporting processes.

Your course category is usually already linked here as a path and the visibility is set to “Hide” as long as your course has not been published in the atingi course library.



Course Full Name – this is the name that will appear at the top of each page in the course, in the Content Library and on the dashboard of learners enrolled in the course. This is a mandatory field.

Course Short Name - this is displayed in the navigation "breadcrumbs", in the subject line of course e-mail messages and it is also used when enrolling users into a course. The course name needs to be self-explanatory. This is a mandatory field.

Course Category – this will be pre-filled with the name of your team category (which is the same as the Course Category) and should not be changed.

Course Visibility – this setting controls whether a course is visible to learners or not. We recommend that this is set to **'Hide'** while you are working on your new course. Once the course is ready to go, the very last step is to change this setting to **'Show'** to allow learners to access the course. If you set the course to 'hide' once your learners are already enrolled, they will be unable to see the course, despite being enrolled in it still.

Course Start and End dates – these (optional) dates can be used to control availability of the course, but normally these dates can be left unchanged.

Course-ID – this is an optional field that is only required if you need to interface with external systems – usually left blank.

3.3 Course Description

Your course description should contain all the below listed elements; we will check on this before course launch as part of our 'Quality Assurance':

Course Summary: In this [course format, e.g. self-paced/tutored] course, [target group] will learn [learning objective]. It will take you about [workload] hours to complete and you will earn a [certificate/badge].

Who is this course for? The course is for [insert target group here, incl. prior knowledge if required, aka relevant professions, formal qualifications, and/or skills, or previous relevant completed courses]

What will you learn? By the end of this course, you will be able to [apply X skill] in [X context]'

How much time do you need to invest? Completing the course should take [insert workload in hours here]

Topics overview: [insert topics = keywords here]

Course Start & Ende Date: *[only mandatory for tutored courses]*

Tutors & Moderators: [insert names here; *only mandatory for tutored courses*]

Recommended browser: [*sometimes certain types of content may display better/worse in certain browsers; we generally recommend Chrome & Edge*]

Certificate: A [PDF Course Certificate/Open Badge] will be generated on the successful completion (...)

Course Developers: [insert all content and course developers here]

Course Contact: [insert your contact here]. In case of technical troubleshooting or questions, please reach out to the atingi team via the atingi help desk.

License: [insert CreativeCommons license here]

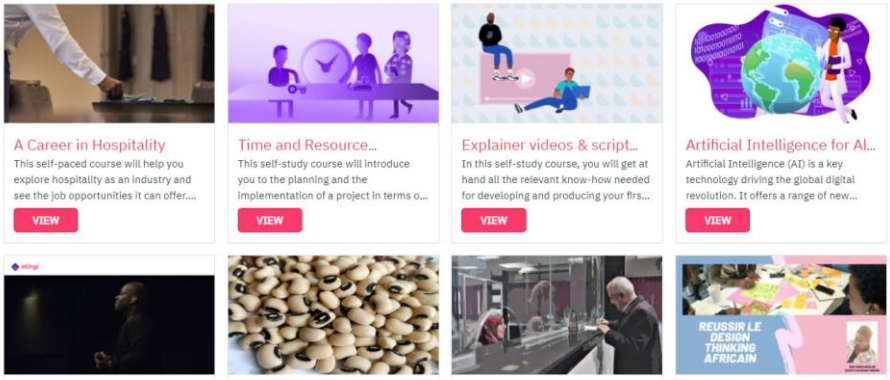
Publication Date: [DD, Month fully written out as a word, YYYY]

Notes: [*if applicable*]

You might also find this course on atingi useful: [*Optional*; insert possible course, your own or other, here]

3.4 Course Image

The image added here will be displayed on the learner's dashboard, along with the course full name and the course summary:



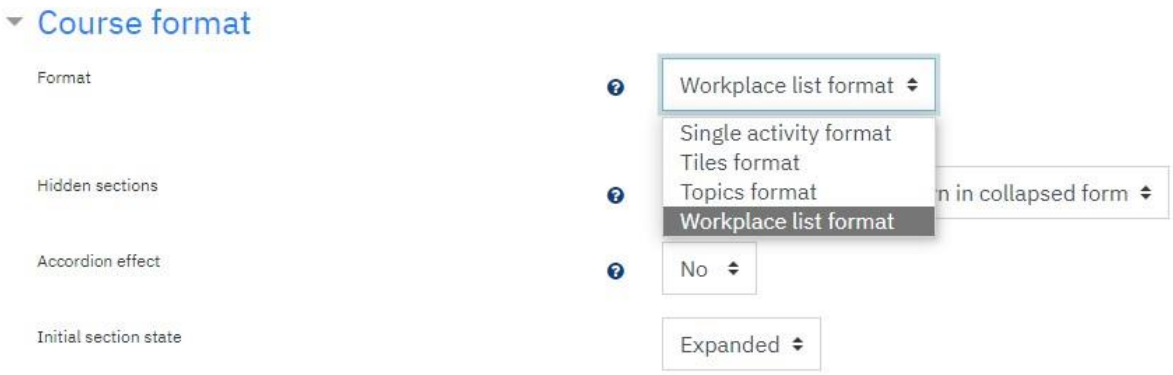
For course images .gif, .jpg and .png files can be used, and should be uploaded (not linked) in **size 16:9** (e.g., 447x252 pixels) and not be bigger than 1 MB - ideally less than 500KB.

Furthermore, the course image should correlate to course content and target group, is easy to understand in meaning even when seen on small mobile screen and contains no to little text.

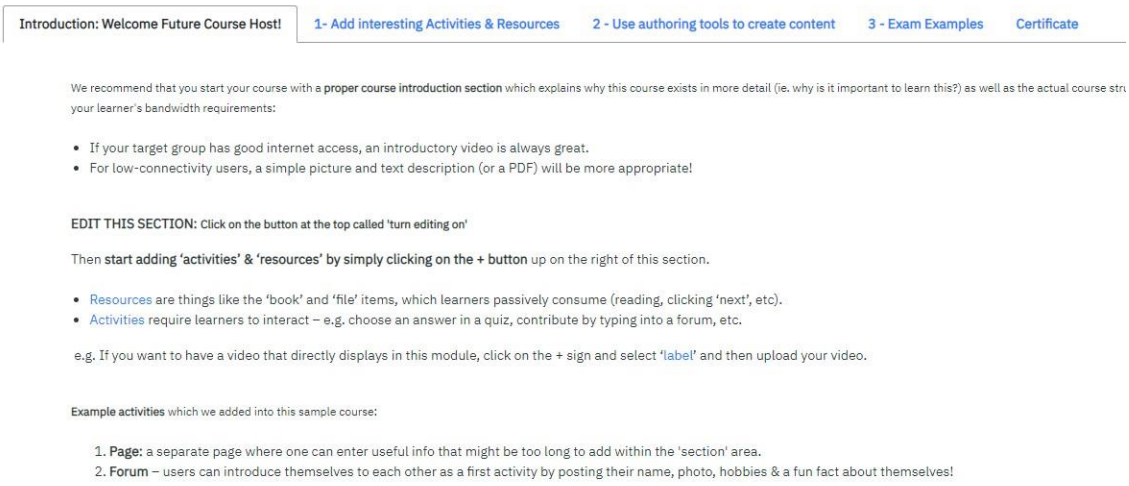
To upload the image, simply drag and drop it in the course image box.

3.5 Course Format

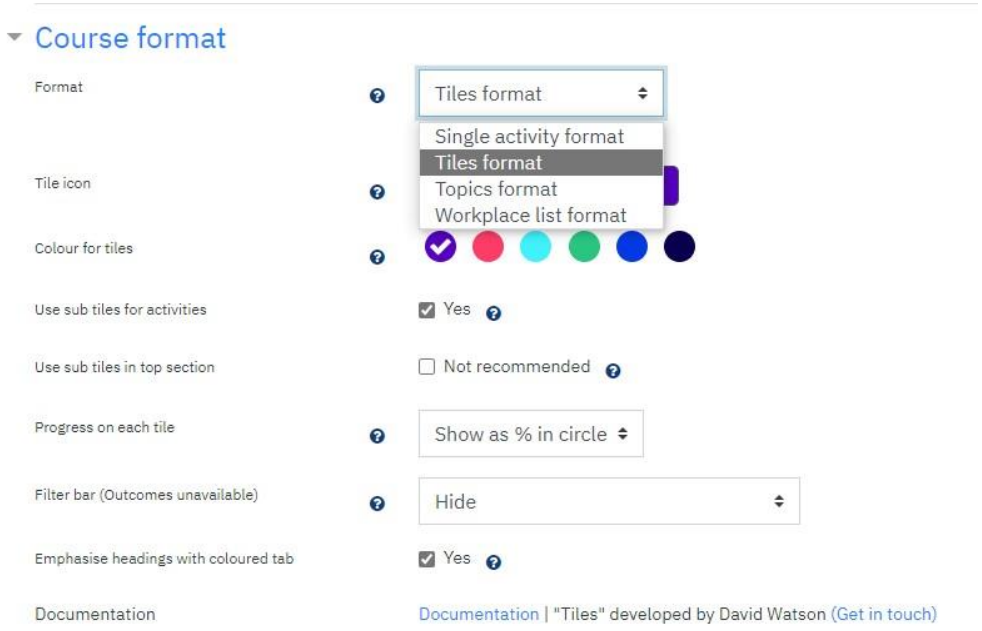
There are different formats to choose from to display your course contents. We recommend using either the workplace list format (simple, but well structured) or the tile format (more modern look).



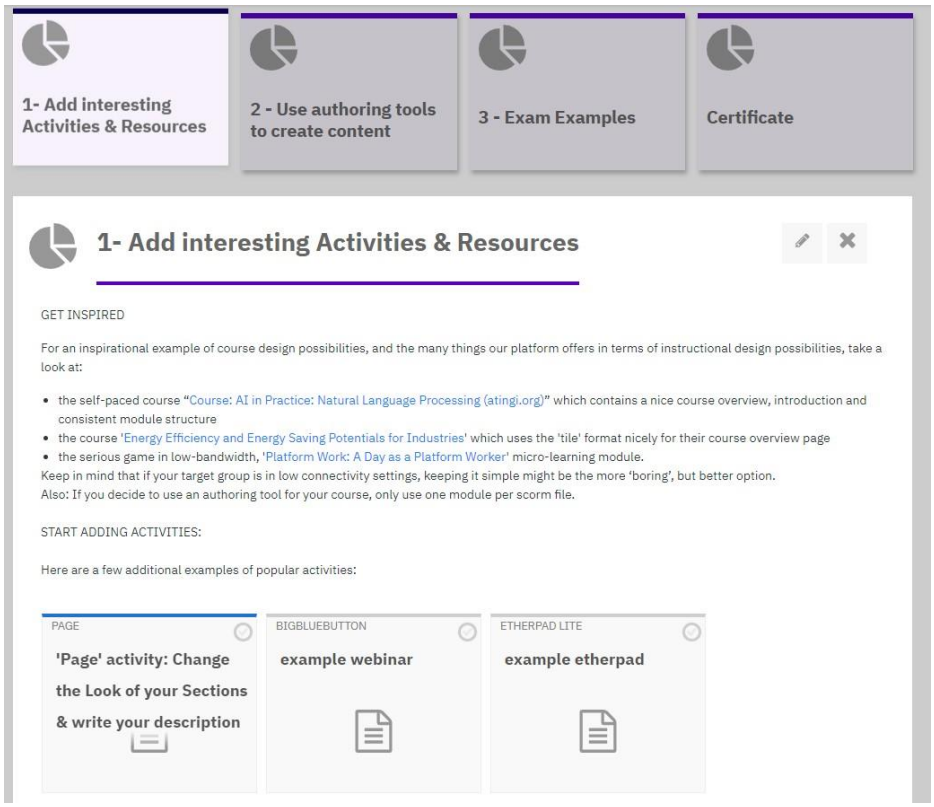
This is how the **workplace list format** could look in your course:



The **tiles format** additionally allows for colour customization, adding different images or icons to the tiles and giving them titles.



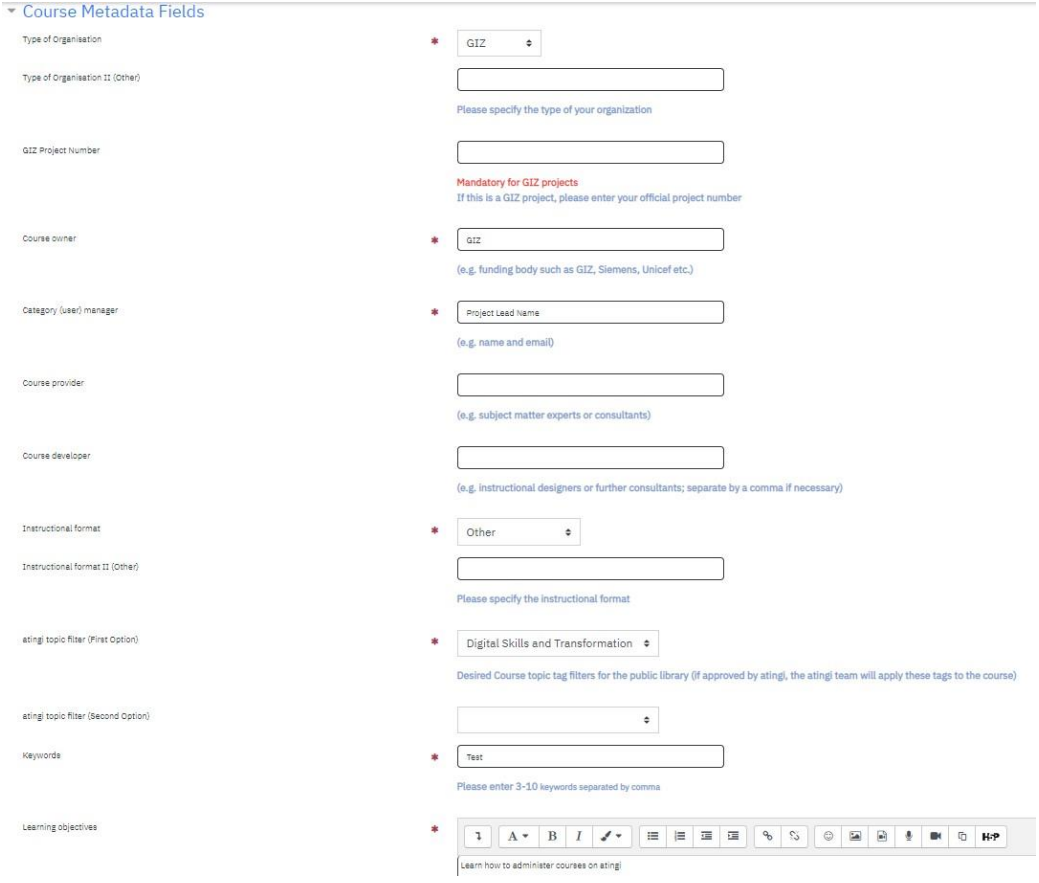
This is how the tiles look with the first tile being opened to show the activities behind it:

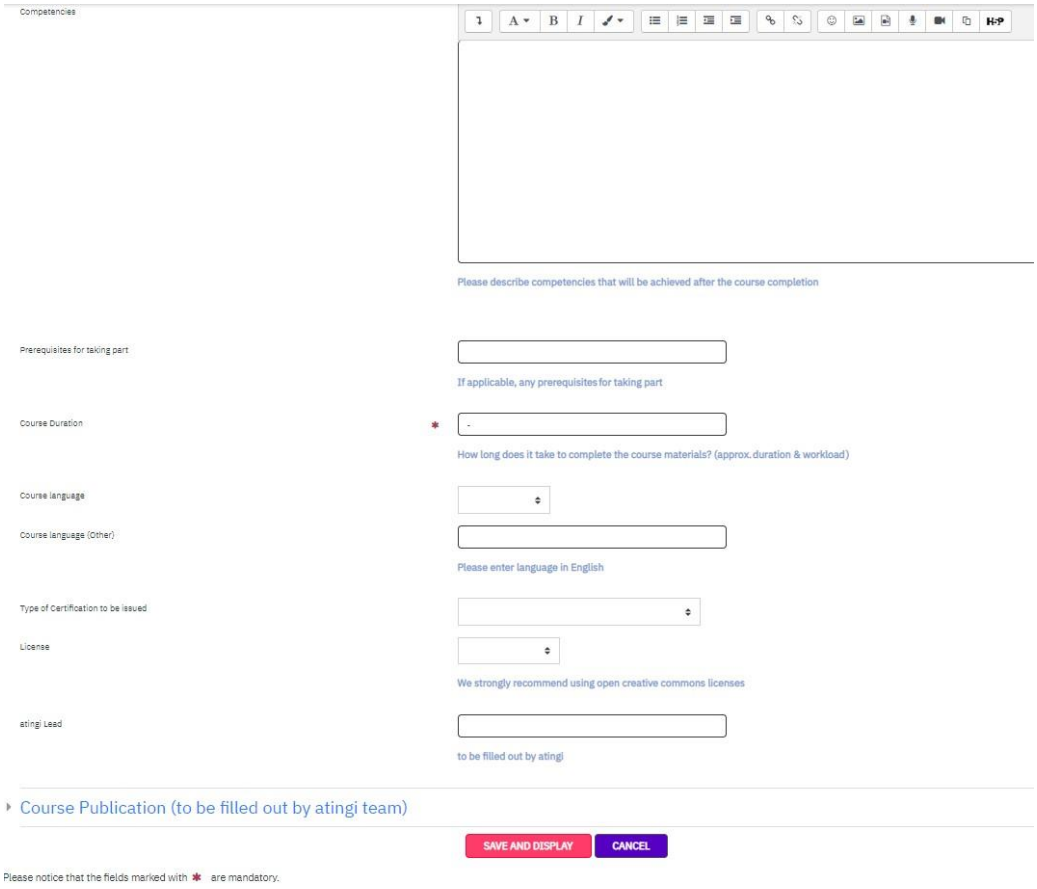


If you have chosen the "tiles format" for your course format, you can edit the course settings with editing turned on via the little cog wheel on the left side of your course (unlike the workplace format).

3.6 Metadata Fields

Metadata fields help us to create custom reports about the use of atingi, the courses on the platform and who creates them. Please fill out at least all fields that are marked with a star * - the information given here won't be published anywhere on the platform.





All other course settings can be left at their default values.

After having adjusted the course settings, click on the pink Save and Display button to get back to your course. You can now start adding activities and resources for your learners.

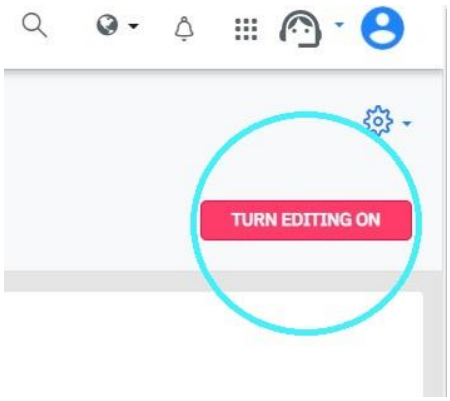
4. Course Design & Activities

atingi supports various learning features and activities, including not only the hundreds of moodle standards plug-ins, but also extra options like BigBlueButtonBN, Attendance Tracking, Appointment Booking, Course Certificate, Open Badges, Reports, Invitation Enrolment, Multifactor Authentication, and Tiles Format. You can also create course content using H5P or an authoring tool (like ADAPT or articulate rise) to set up screen-size responsive, interactive course modules which can be imported directly to atingi.

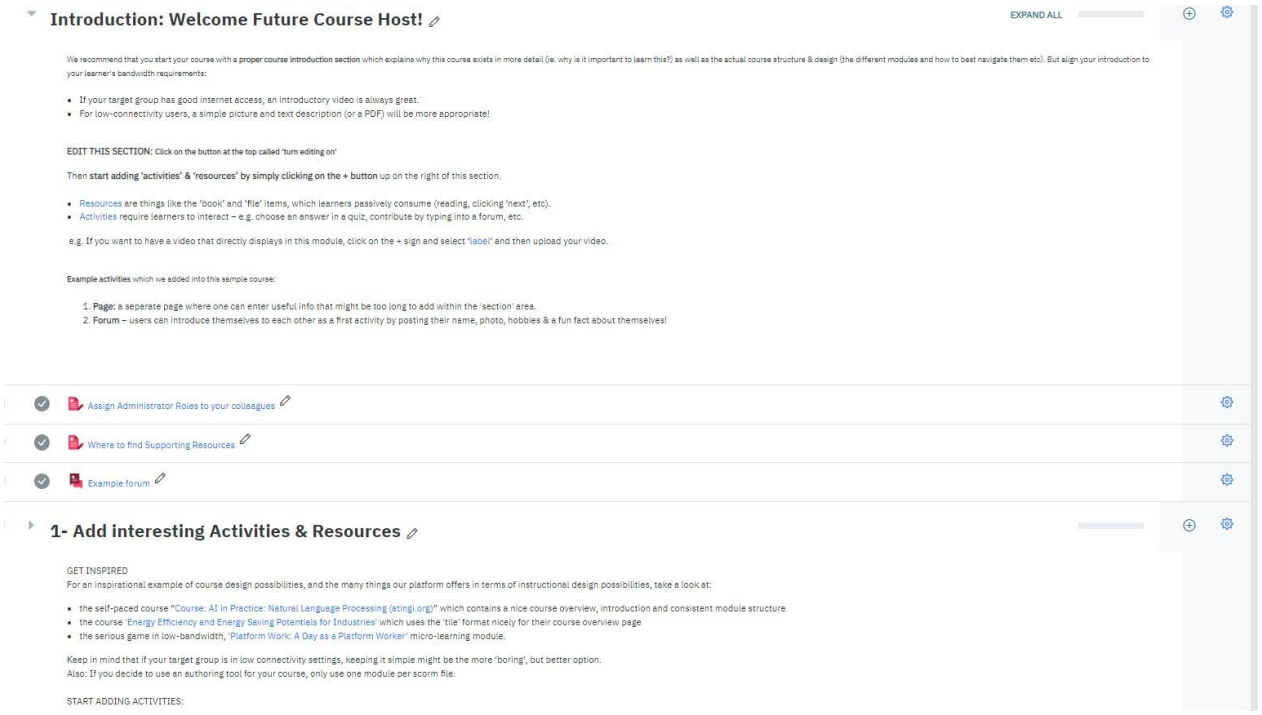
Learn more about editing your course in this chapter.

4.1 Edit your course

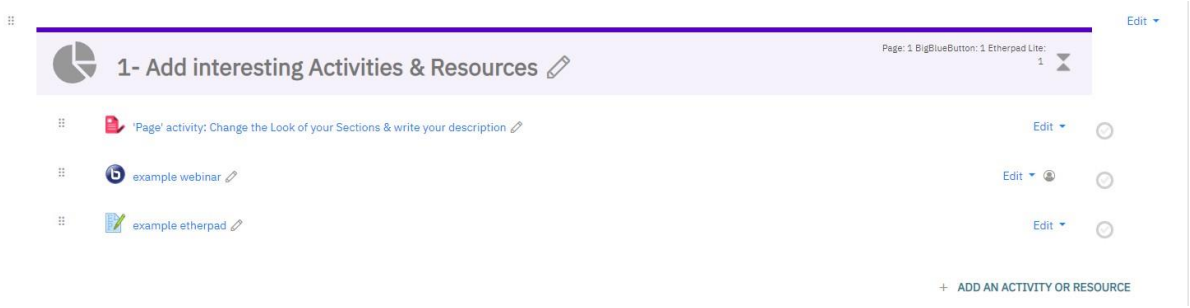
When you want to edit different aspects of your course, you need to have role permissions of a Category (User) Manager or Course Manager. You always start editing by clicking on the pink "TURN EDITING ON" button at the top of your course page.



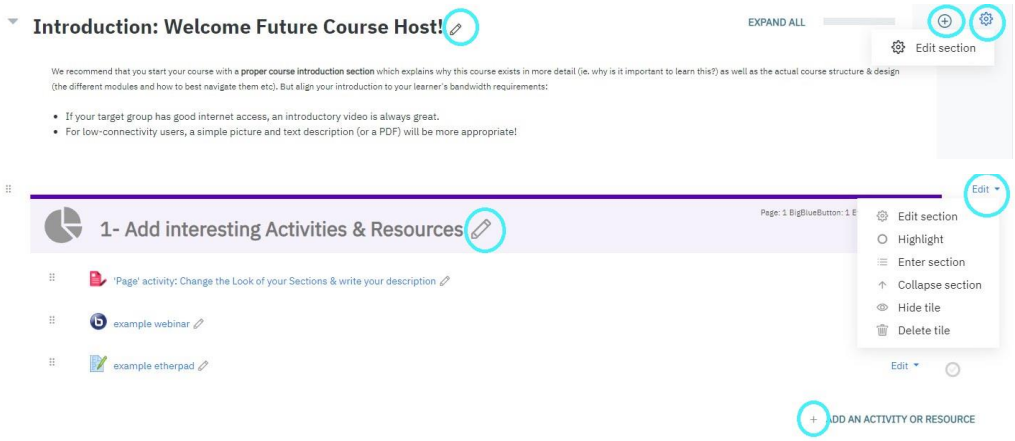
Your course view will now look differently. For the **workplace list** format like this:



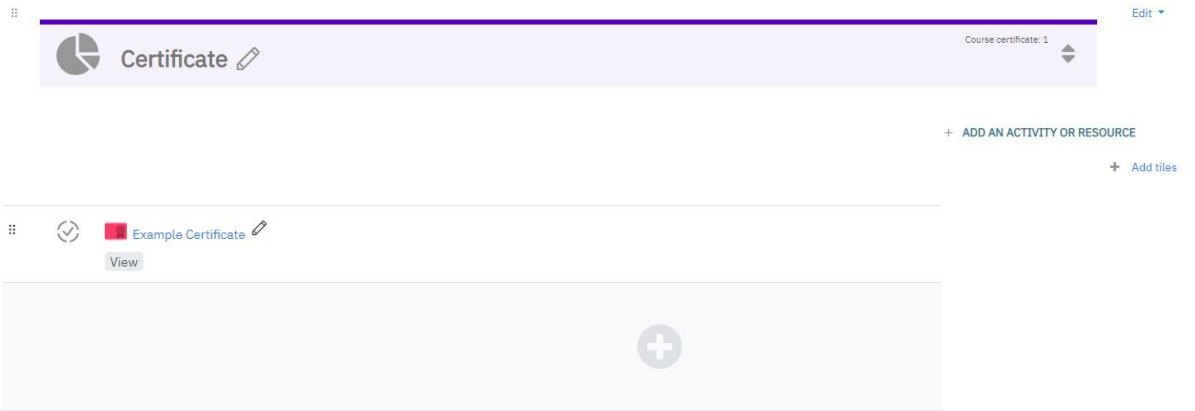
... and for the **tiles** format like this:



For both formats, you can click on the **(+)** sign to **add an activity or resource** to a section, click on the pencil icon to change the name of a section and click on the cog wheel to edit the whole section.



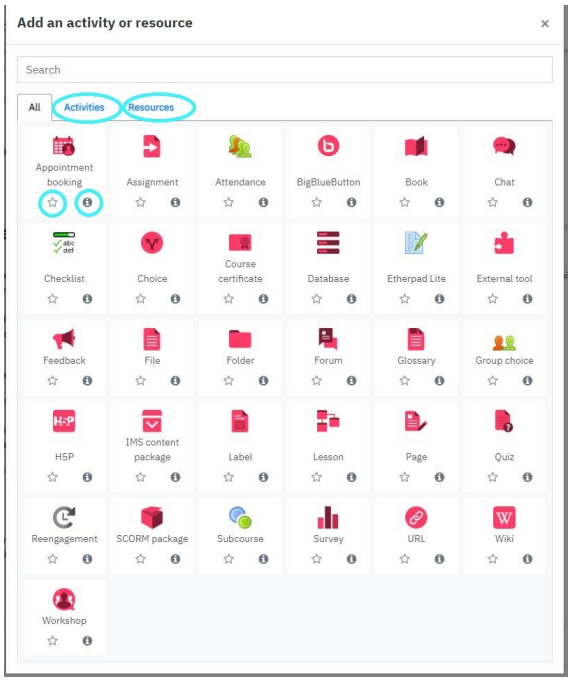
In the course that is initially set up for you by the atingi team, there are already five sections available: Introduction, Section 1, Section 2, Exam Examples, Certificate. You can also always add more sections by clicking on the (+) symbol at the bottom of all sections. It is also possible to move sections and/or activities/resources by dragging them to a new place via the six dots on the left.



In the next chapter, you will learn more about the activities and resources that you can add to your course.

4.2 Add content to your course

With editing turned on, click on the plus sign in one of your sections to start adding activities or resources. A pop-up window will open and automatically show you all available activities and resources.



There are two categories of content you can add to a course:

Activities – such as a Quiz, Feedback, SCORM package or H5P Package – enable interaction with the user.

Resources – such as a File, Book or Page – are a means of presenting information to the learner.

You can also open the “Activities” or “Resources” tab to only see the according learning formats.

- If you use an activity or resource frequently, you can also “star” it as your favourite.
- By clicking on the (i) below an activity or resource you will receive additional information.

4.2.1 Activities

Activities on atingi represent something that a learner will do or needs to do in order to interact with the provided content, other students or the teacher.

Appointment	With this activity in a course, learners can book a pre-scheduled live session to have a one-on-one or one-to-many meeting, which will usually be held via BigBlueButton.
Assignment	This activity is used to collect work from learners, such as word-processed documents, spreadsheets, images, or audio and video clips and provide grades and feedback. It can also be used to remind learners of assignments they need to complete offline. Assignments are graded and have a feedback feature to comment on submitted work.
BigBlue ButtonBN	BigBlueButton activities are real-time on-line classrooms that can be scheduled for users enrolled in a course. The session can be recorded, and these activities will appear in the 'Live sessions' tab on atingi or the calendar block. *See 'Deep dive: BigBlueButton'*
Chat	If the chat activity is added to a course, participants can have text-based, real-time synchronous discussions.
Choice	The choice activity is used to ask simple 'this-or-that' questions. Examples of their use include: Doing a quick poll to stimulate thinking about a topic, To quickly test learners' understanding of a matter, To facilitate learner decision-making, for example allowing learners to vote on a direction for the course.
Checklist	The checklist module can be added to a course so learners will have a task list to work through and check on their progress.
Course certificate	Certificates can be added as activities in courses and should be released only when the learners have successfully completed the required tasks. Category managers can

	create their own custom certificate templates or choose an existing one. *See Chapter 'Certificates'*
Database	This is an advanced activity that can be used to collect records from learners within a course. Example uses of the Database activity include: A collaborative collection of web links, books, book reviews, journal references etc./Displaying learner-created photos, posters, websites or poems for peer comment and review.
Feedback	This activity enables partners to create a custom survey to collect feedback from participants using a variety of question types including multiple choice, yes/no, or text input. Feedback responses may be anonymous if desired, and results may be shown to all learners or restricted to course administrators only. *See 'Deep dive: Feedback activity'*
Forum	The forum activity enables participants to have asynchronous discussions in the course, i.e., discussions that take place over an extended period of time. There are several forum types to choose from and one can subscribe to a forum to receive notifications of new forum posts.
Glossary	This activity is used to build up a list of definitions, like a dictionary, or to collect and organize resources or information from learners. Glossaries have many uses, including: A collaborative bank of key terms, A 'getting to know you' space where new learners add their name and personal details, A 'handy tips' resource of best practices, A sharing area of useful videos, images, or sound files, A revision resource of facts to remember.

H5P	H5P is an interactive content format that allows trainers to create visually appealing content for users. The H5P content types include interactive presentations, videos and other multimedia, questions, quizzes, and games. All attempts are recorded automatically, and the grade is recorded in the gradebook. *See 'Deep dive: H5P'*
Lesson	This activity enables administrators to deliver content and practice activities in a form that offers a variety of paths or options for the learner based on choices they make in the content. A lesson may be graded, with the grade recorded in the gradebook. Lessons may be used: For self-directed learning of a new topic, For scenarios or simulations/decision-making exercises. For a differentiated revision, with different sets of revision questions depending upon answers given to initial questions.
Etherpad Lite	The Etherpad Lite module enables course participants to write texts in a collaborative way. The text is synced automatically as they type. This can for example be used in addition to a BigBlueButton session.
Quiz	With the quiz activity one can create quizzes comprising questions of various types. A time limit may be set, and the grade is recorded in the gradebook. The course administrator can choose when and if hints, feedback, and correct answers are shown to learners, as well as if the quiz can be attempted multiple times, with the questions shuffled or randomly selected from the question bank. Quizzes may be used: As course exams, As mini tests for reading assignments or at the end of a topic,

	As exam practice using questions from past exams, To deliver immediate feedback about performance, For self-assessment. *See 'Deep dive: quiz activity'*
SCORM package	This activity can be used to integrate screen-size responsive and interactive e-learning content that has been developed using a authoring tool such as ADAPT, Articulate rise, Captivate, iSpring and others. The training content is displayed over several pages, with navigation between the pages and they generally include questions and assessments, with grades being recorded in the atingi gradebook. *See 'Deep dive: SCORM'*
Survey	A course instructor can use this activity to gather data from their learners that will help them reflect on their own teaching. Note that these survey tools are pre-populated with questions, which are non-customizable. Administrators who wish to create their own survey should use the feedback activity module.
Wiki	The Wiki activity can be used to allow learners 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.
Workshop	This activity enables the collection, review and peer assessment of learners' work. Submissions are assessed using a multi-criteria assessment form defined by the administrator. Learners are given the opportunity to assess one or more of their peers' submissions. Submissions and reviewers may be anonymous if required. Learners obtain two grades in a workshop activity - a grade for their submission and a grade for their assessment of their peers' submissions. Both grades are recorded in the gradebook.

4.2.2 Resources

Resources on atingi are items that offer additional information to the learners, such as a file, a group of files (folder), a book or a link.

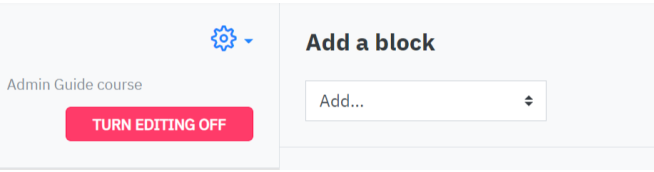
Book	The book resource enables partners to create a multi-page resource in a book-like format, with chapters and sub-chapters. They can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.
Folder	The folder resource is used to display a number of related files inside a single folder, reducing scrolling on the course page. It can be useful as a stored area where files on the same topic can be stored or as a hidden activity that administrators can use to share files amongst each other.
IMS content package	Like SCORM, this is a standard for content built in 3rd party applications to be delivered as a sequence of pages, with navigation between the pages and which can consist of multimedia content and animations. Unlike SCORM it does not provide tracking for quizzes, bookmarks and viewing of all pages.
Label	The label resource enables text and multimedia to be inserted into the course page. They can also be used to help improve the appearance of a course by inserting subheadings or image dividers or displaying an embedded sound/video file directly on the course page. Note: While labels are a very good way to give your overall course a more cohesive look and display content directly on the course page, they will not be displayed in the bottom navigation within single activities. This might impact your learner journey and make it less smooth.
Page	The page resource can be used to create a web page resource. A page can display text, images, sound, video, web links and embedded code, such as Google maps. Advantages of using the page module rather than the file module include the resource being more accessible (for

	example to users of mobile devices) and easier to update. For large amounts of content, a book is more suitable than a page.
URL	The URL resources provides external web links on the course page. Any content that is freely available online, such as documents or images, can be linked to. URLs/hyperlinks can also be added to any other resource or activity type through the text editor.

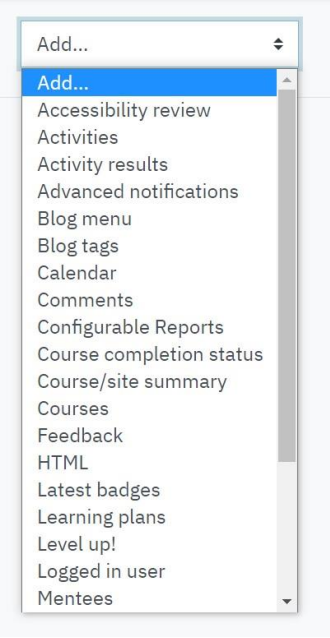
4.2.3 Blocks

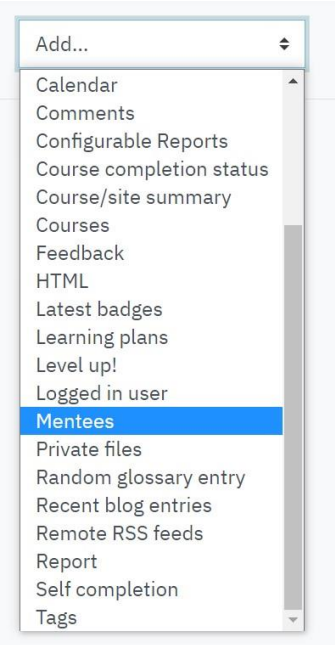
Blocks are items which may be added to the side of any course page. Different themes allow blocks to be added to the left, right or both sides. Blocks can show a brief overview over the activities and resources available in your course, add additional information such as a calendar or external link or just to customize the course by adding a text or image. Any block can be made 'sticky' so that it appears in all the contexts, such as throughout a course or a particular activity.

When you “turn editing on”, atingi will give you the option to “**Add a block**”.



You can now select different options from the dropdown:

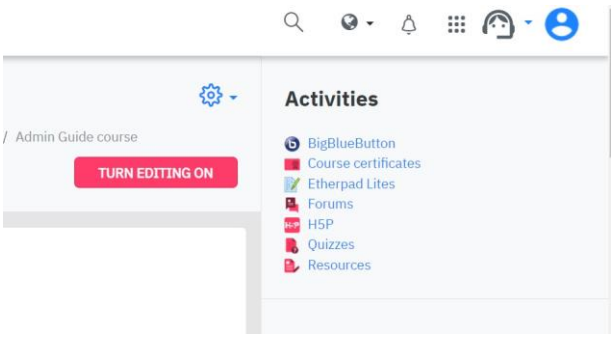




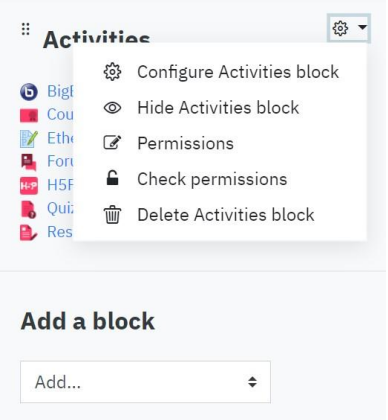
Here are some examples for the most common and useful blocks:

Activities Block

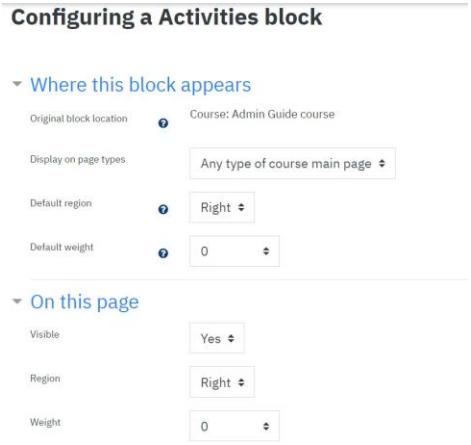
The activities block displays an overview of all available types of activities and resources in a course. If there are no access restrictions set, participants can click on them to directly access a specific type of activity or resource.



Like all other blocks, it can be configured in editing mode via the cog wheel above it:

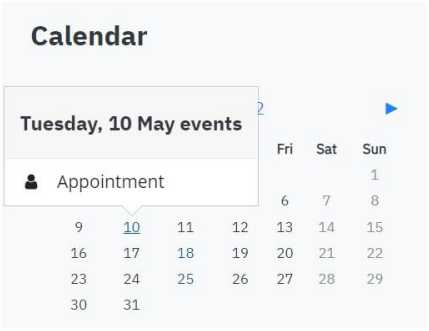


In the settings you can choose, on which pages you want the block to appear, where it is located and how much it ‘weights’.



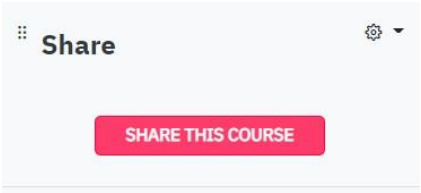
Calendar Block

The calendar can be useful for your learners if you have BigBlueButton sessions and/or Appointment bookings within your course. Booked appointment or scheduled sessions are being displayed here.



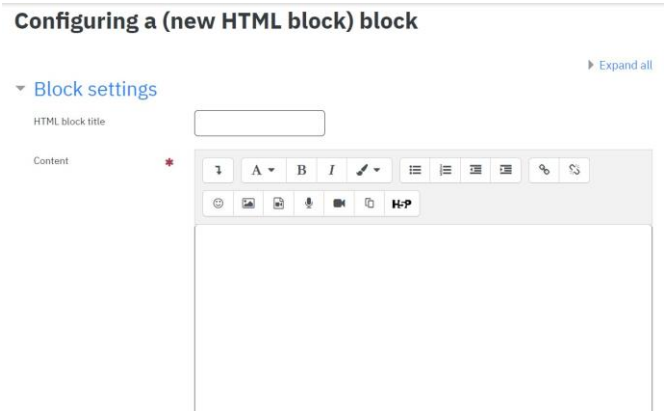
Share this course

The “Share” block creates a button where learners can click on to copy the unique link of your course and share it with their friends or on social media:



HTML

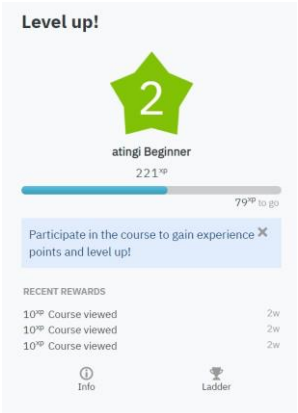
Similarly to the normal text editor, the HTML block allows for customization via text, video, pictures or links to external resources. In contrast to other blocks, you always need to configure your block before anything will be displayed.



In this example, an image was added to the HTML block:

Level Up!

When using atingi, all learners achieve different competences that are defined as levels. Those levels are means to motivate learners and congratulate them on their achievements. A Level Up Block can look like this (but obviously the level displayed depends on the accomplishments of each learner).



4.2.4 Deep Dive: Quiz Activity

NOTE: The quiz activity is one way of adding questions and assessment into a course on the atingi platform. If you are using H5P or an authoring tool to create your e-learning modules you can build your own quiz\assessment into these and publish them as H5P/SCORM.

When creating a quiz via the Quiz activity on atingi you can either design the questions first and add them to the Quiz or add a Quiz activity and create the questions as you go along.

To add a quiz, follow these steps:

- In a course, with editing turned on, choose “Quiz” from the activity chooser.
- Give it a name and, if required, a description. With the default settings, students can repeat the quiz, moving freely between questions, each on a different page. There is no time limit and scores and feedback display once they have completed the quiz. You can change any of these defaults by expanding the settings and configuring them to your needs.
- If you want to learn more about grading options for quizzes (and other activities, please have a look at the chapter “Activity Grading” in this guide)
- Click „Save and Display“.

To **add question to your Quiz**:

- Click on „Edit quiz“.
- Click on the small “Add” at the right-hand side and then click on your preferred option (e. g. “+ a new question”).

The **standard quiz question types** are listed below with brief descriptions.

Question Type		Description
	Multiple Choice	With this question type you can create single-answer and multiple-answer questions, include pictures, sound, or other media in the question and/or answer options (by inserting HTML) and weight individual answers.
	True /False	In response to a question (that may include an image), the respondent selects from two options: True or False.
	Matching	A list of sub-questions is provided, along with a list of answers. The respondent must "match" the correct answers with each question.
	Short Answer	Allows a response of one or a few words that is graded by comparing against various model answers, which may contain wildcards.
	Numerical	From the learner’s perspective, a numerical question looks just like a short-answer question. The difference is that numerical answers are allowed to have an accepted error. This allows a continuous range of answers to be set.

	Essay	This allows learners to write at length on a particular subject and must be manually graded.
	Calculated	Calculated questions are like numerical questions but with the numbers used selected randomly from a set when the quiz is taken.
	Calculated Multi-choice	A simpler version of calculated questions which are like numerical questions but with the numbers used selected randomly from a set when the quiz is taken.
	Drag and drop into text	Learners select missing words or phrases and add them to text by dragging boxes to the correct location. Items may be grouped and used more than once.
	Drag and drop markers	Markers are dragged and dropped onto a background image. Note: This question type is not accessible to users who are visually impaired.
	Drag and drop onto image	Images or text labels are dragged and dropped into drop zones on a background image. Note: This question type is not accessible to users who are visually impaired.
	Embedded answers	These very flexible questions consist of a passage of text (in Moodle format) that has various answers embedded within it, including multiple choice, short answers, and numerical answers.
	Random short-answer matching	Like a Matching question but created randomly from the short answer questions in a particular category.
	Select missing words	Missing words in the question text are filled in using drop-down menus.

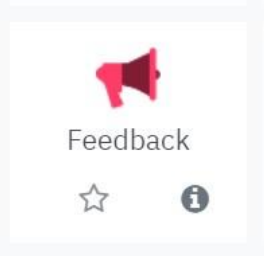
The quiz activity also has a description resource that can be used to add instructions, rubric or other content to the activity. This is similar to how labels are used to add content to the course page.

4.2.5 Deep Dive: Feedback Activity for creating custom surveys

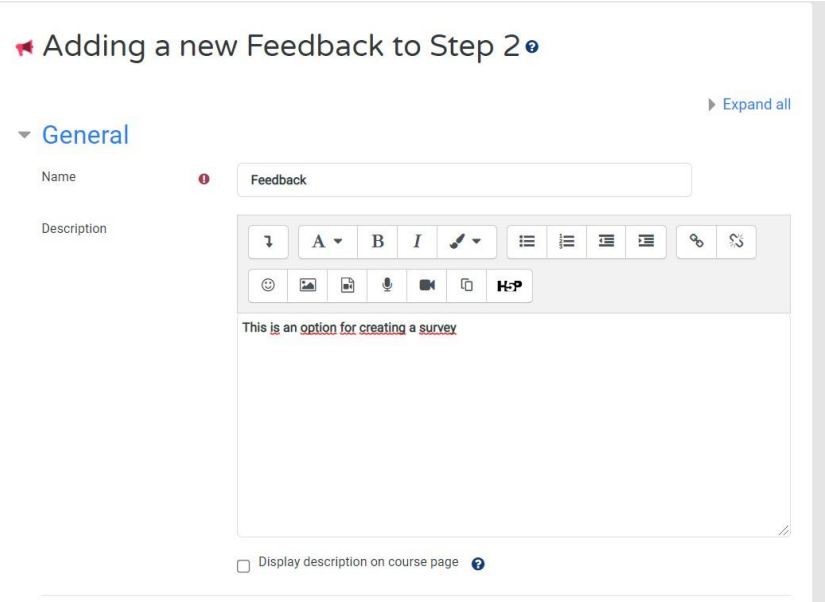
As a moodle-based platform atingi offers different options for creating surveys: the feedback module, the Quiz and the survey activity. However, the latter is a standardized tool, which cannot be customized. Therefore, in this chapter, you will learn about the **feedback feature which allows you to customize surveys**. Note that for the same reasons, whenever this guide refers to "surveys", it is meant as the general option to give learners on atingi the opportunity to answer certain questions about different courses, topics, et cetera.

The Feedback activity allows you to create and conduct surveys to collect feedback. You can write your own questions as well as create non-graded questions.

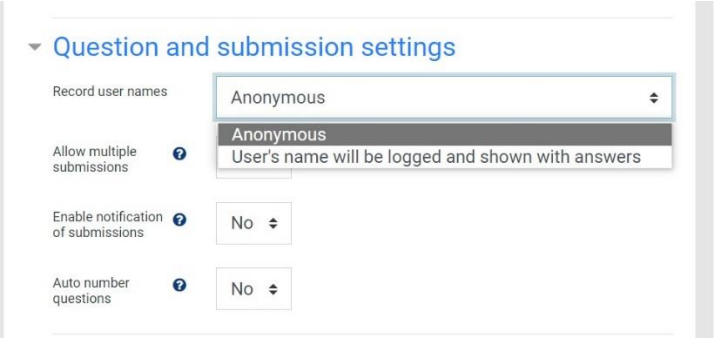
To add a Feedback activity, go to your course and "Turn Editing On". In your course overview, click on "+ Add an Activity or Resource". Because feedback is something that users can actively participate in, it can be found under "Activities" (or "All").



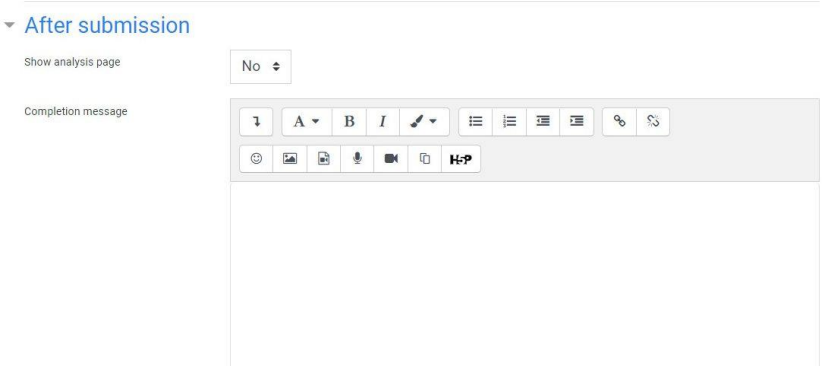
Like for every activity, you need to give it a name first and optionally a short description of the task. Afterwards, you set completion and visibility settings.



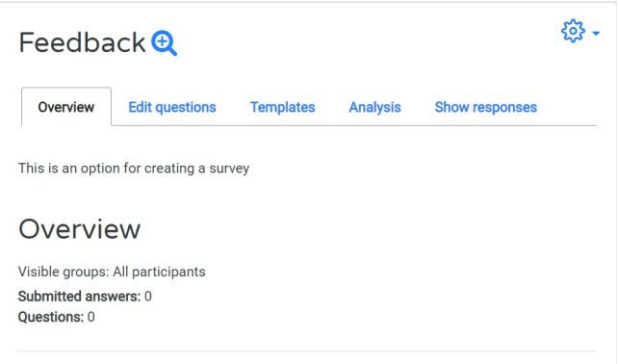
Before you can enter your questions and answering options, you must define the activity settings. Most importantly for the evaluation of your feedback-survey, you need to choose between letting learners **submit feedback anonymously or show you their name** and answers.



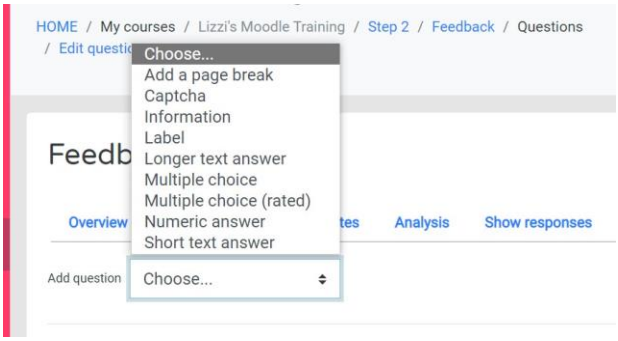
You can also enter a **custom message** that will be send out after completion and define if you want to receive an analysis of the answers.



After having clicked on “Save and Display”, you will be brought to additional Feedback and Question settings. To add and edit questions, go to “Edit questions”.



Here, you can choose between different **question types**. You can always choose the same type or mix them up within a survey.



Types of questions include:

Add a page break: This is not a question, but a break that can be added e.g., between different parts of feedback.

Captcha: A test to make sure a real person is filling in the form and not an automatic spamming program of some sort. Asks a person to write out some distorted text which is displayed on screen. You normally won't need this unless you find you are getting spammed a lot.

Information: This allows you to choose to display the course and/ or the category where the feedback is located.

Label: Like a standard label, this allows you to add arbitrary text between questions for extra explanation or to divide the Feedback into sections.

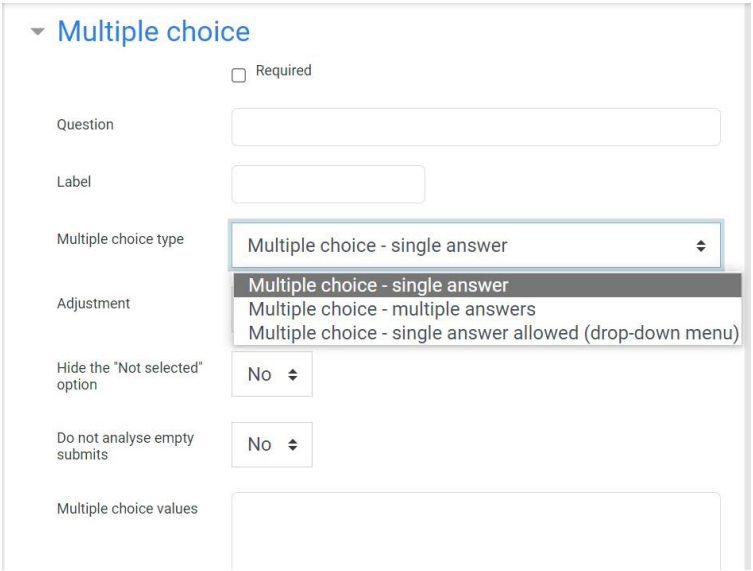
Longer Text Answer: This option is for creating a text box (you specify how big it will appear in rows and columns) into which people can write a long answer.

Multiple choice: Selecting this offers you three alternatives:

(1) Multiple choice - single answer: This will give you a series of radio buttons, which starts on 'Not selected' and then has your options afterwards. Only one can be chosen and 'Not selected' is a valid answer if the question is not set to 'required'.

(2) Multiple choice - multiple answers

(3) Multiple choice - single answer allowed (drop-down menu): This type will give you a dropdown list from which only one answer can be selected.



Multiple choice (rated): This is similar to the Multiple choice option, except that each option has a numerical value associated with it to (easily) get out an "average" score.

If this option is used, then numerical values are associated with each option, allowing an average or other measurements of any responses. A question might look like this:

How much do you enjoy being in this course?

[5] I love it

[4] I like it

[3] It's OK

[2] I don't like it

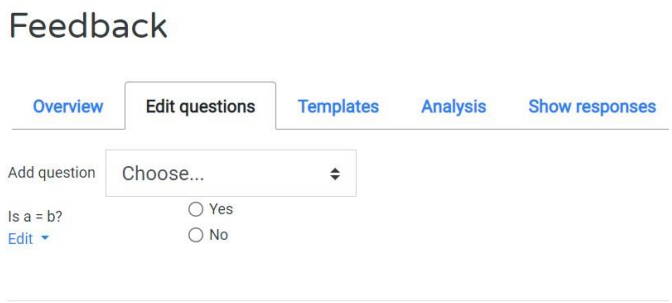
[1] I hate it

This might allow for an average (e.g., "4.5 this term, up from 3.9 last term") to be calculated.

Numeric answer: Here, you ask a question which must have a number as an answer and specify the acceptable range e.g. "How many arms would you like, if more than 2 were possible? (please specify 0-10)" with a range of 0-10 set in the options. It helps if you specify the acceptable range in the question text.

Short Text Answer: This option lets you specify a single line answer, with an input box which is a set number of characters long (you choose). You also specify the maximum number of characters you will accept, so that the answer is not too long and/or does not run over the length of the box on screen.

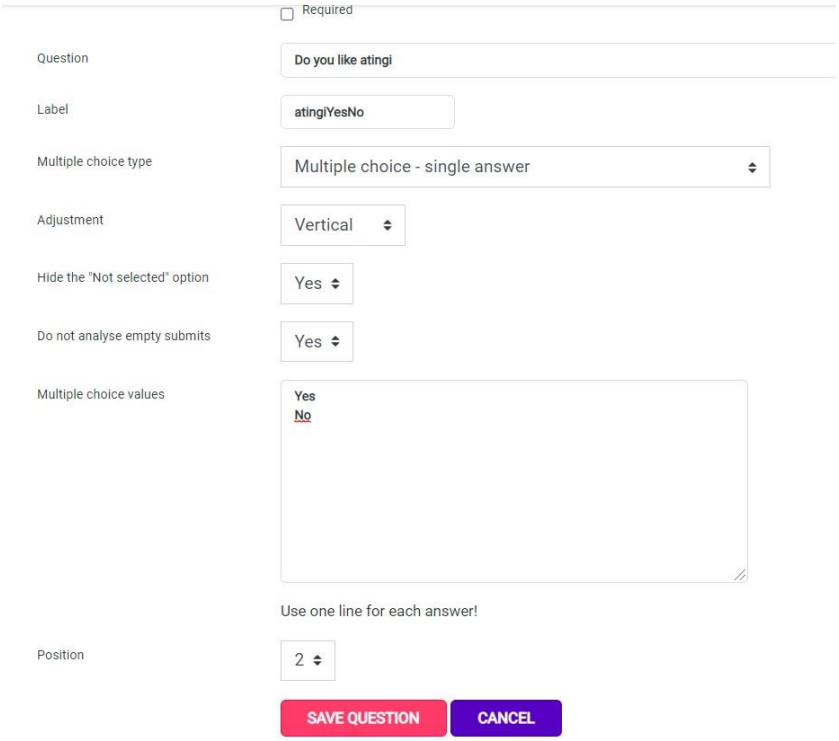
After having set your question, always click on “Save question”. You will then be brought back to the overview, where you can add additional questions or edit your previous questions.



Dependency Settings

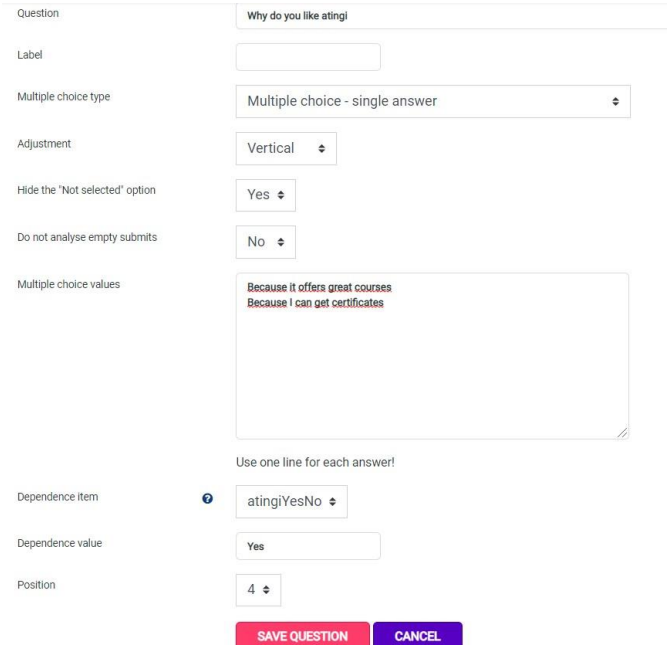
It is possible to direct the user to specific questions depending on a previous answer. For example, if they say 'Yes' to the question "Do you like atingi?" they will be directed to a different question than by answering 'No'.

To create dependent questions set up your initial question and give it a name in the “Label” field (here: atingiYesNo):



Save question and add a page break. Afterwards you can add the questions dependent on the answers (Yes/No) from the “Do you like atingi?” question.

Start by “Add question” and selecting your question type again (here: Multiple choice – single answer). To set up the question that appears after having answered “Yes”, you need to define your “dependence item” (here: “atingiYesNo”) and dependence value (here: “Yes”):



Save your dependency question and follow the same procedure for the other answering option (here: “No”). Of course, you can also add another dependency on the following

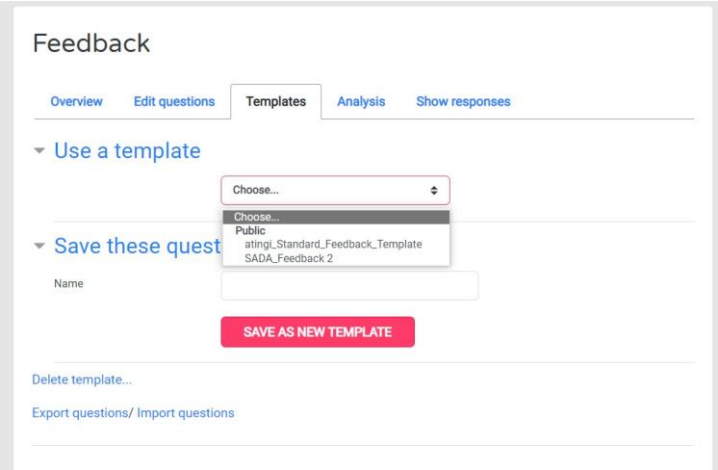
questions. As you see in the picture below, by choosing “Yes” as an answer to “Do you like atingi?”, the next question would be “Why do you like atingi?” in this example.

Using question templates

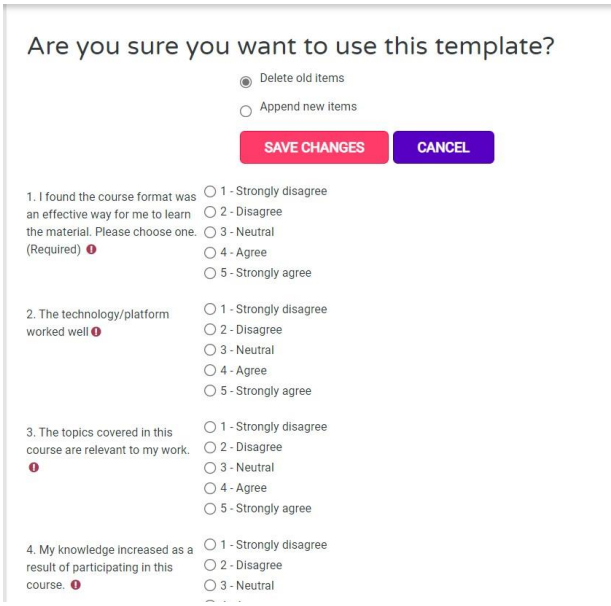
Within the “Feedback” module you can create, and **re-use sets of questions with the “Template” tool**.

The “Templates” tab provides the following template features: you can either use a public template/a template previously created by you, or you save the questions you set up before (see previous chapter) as a new template. This, you can of course also re-use later. Additionally, you can export/import questions that you have prepared in xml-format.

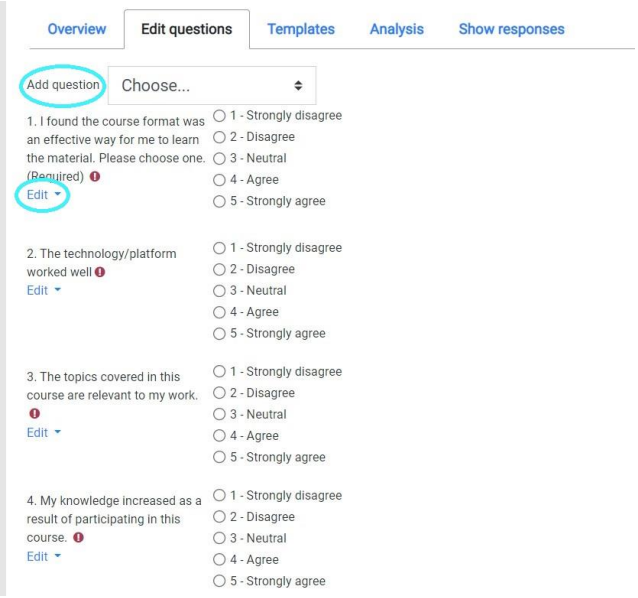
If you want to use an already existing template, there are already two public templates provided by atingi you can choose:



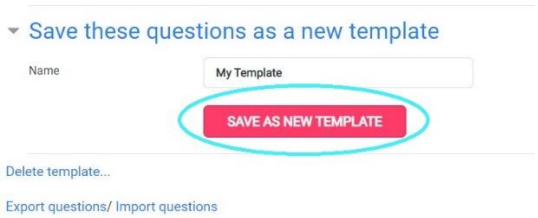
By clicking on it, you will be brought to the template and see the questions that have been already added to it. To this, you can add more questions by clicking “Append new items”. However, for obvious reasons, you cannot change the public template.



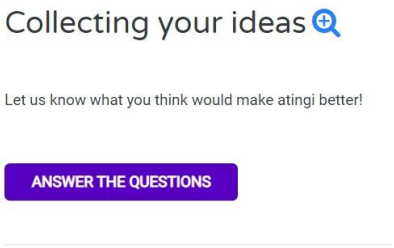
What you can do is saving the template by clicking on “Save changes”. Afterwards you will find it under “Edit questions”, where you can add or edit questions in a way that fits your needs.



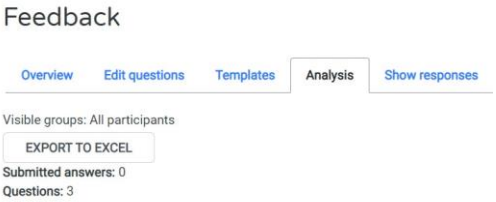
If you want to use your questions again later, just save it as a new template:



After having set up your Feedback Activity, learners can access it within a course by selecting the feedback symbol and on the next page clicking on “Answer the questions”.



Course administrators will be able to **monitor answers by choosing the feedback activity within their course and looking at "Analysis" or "Show responses"**:



Important info: Even though it is technically possible to enable feedback outside of courses, this is a site-wide setting that can be used to monitor opinions or thoughts about the whole platform. Surveys that are connected to specific courses or categories however can only be carried out from within a course.

4.2.6 Deep Dive: SCORM

SCORM stands for „Shareable Content Object Reference Model“ and facilitates the integration of individually created learning content to a Learning Management System (LMS) like atingi. In other words, it defines technical standards that create an interface between the actual e-learning content and the technical framework provided by the LMS.

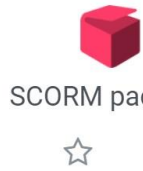
Of course, you can create all your courses directly on atingi, using the editing options, activities and resources provided here. But, **if you want to give your course a more individual design, and your learners even more options, SCORM can help you with that**. Additionally, it allows you to import already created content from ADAPT or other authoring tools.

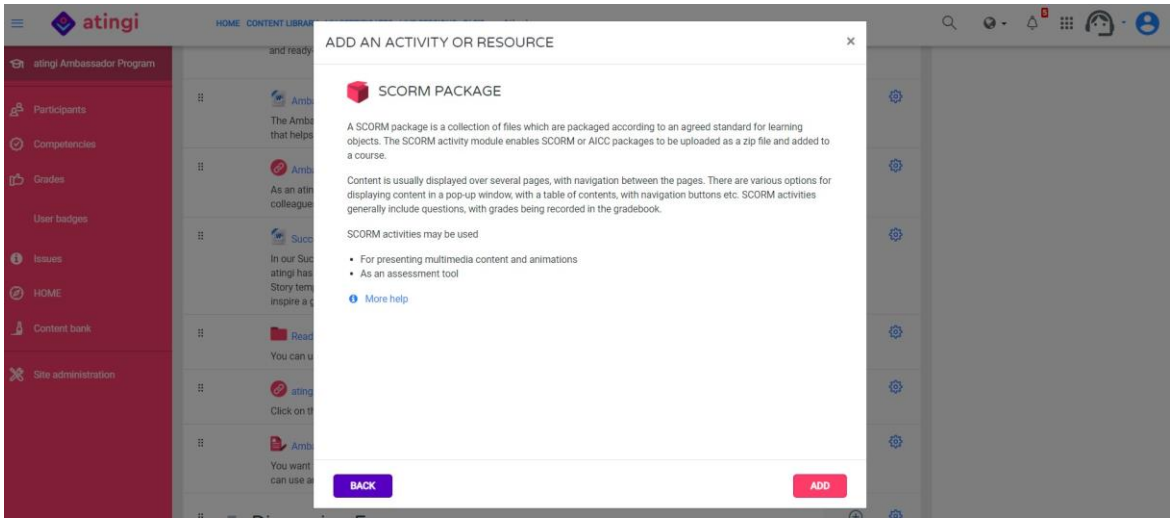
As a Moodle-based platform, atingi itself does not include the option generate SCORM content. The content must be created beforehand using at least SCORM version 1.2 or higher and can then be integrated to courses like any other learning activity.

There are several options to set up SCORM packages: technically well-versed people can hand-code SCORM objects using HTML or JavaScript, but there are of course other, easier, possibilities. For example, Moodle provides a selection of SCORM packages that can be reused. If you want to create your own content, you can use an authoring tool. We recommend using ADAPT (freeware) or articulate rise to create SCORM content. You can read more about the features of the different authoring tools used on atingi here.

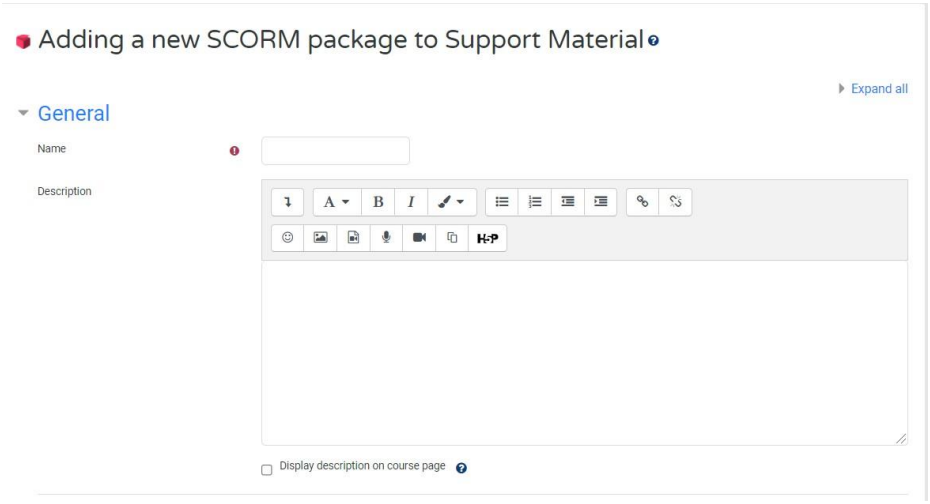
How can SCORM be used on atingi?

Like any other activity or resource on atingi, a SCORM package can be integrated into courses by turning editing on and clicking on the plus sign to “**Add an activity or resource**”.

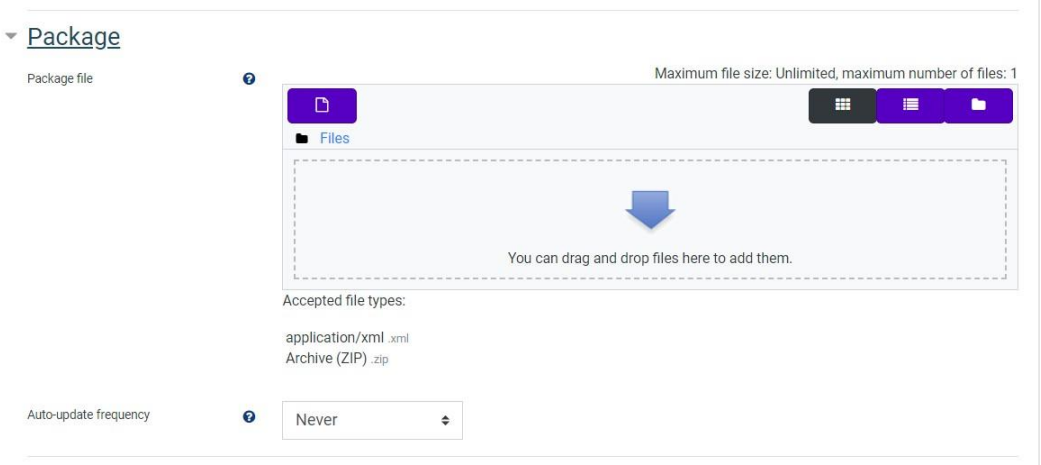




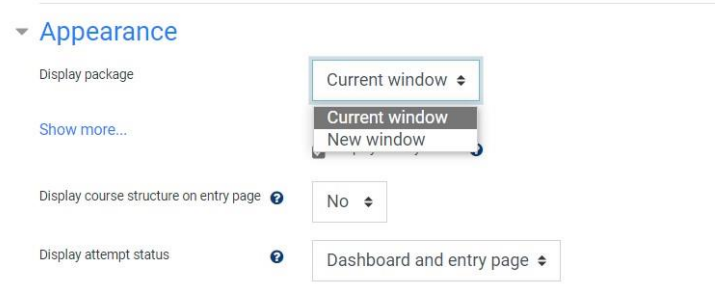
As always, you need to give your activity a **name**.



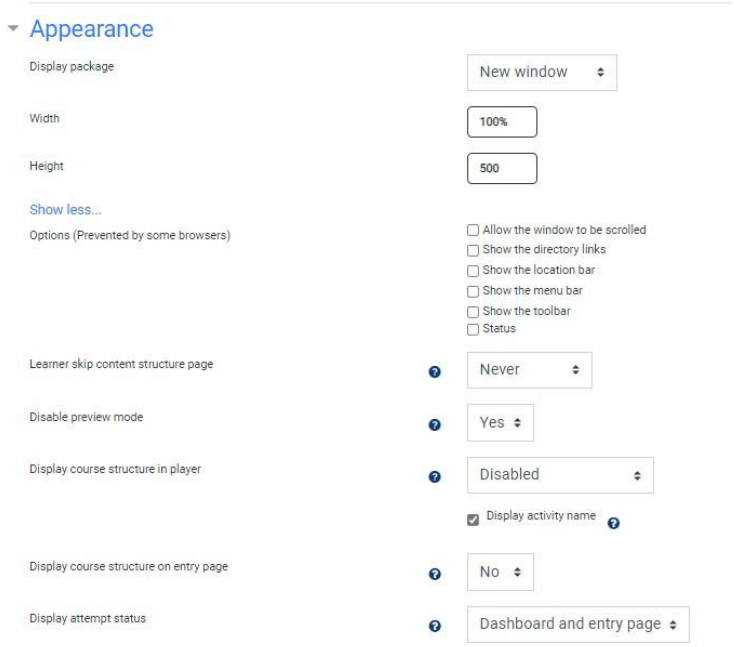
The SCORM activity module enables SCORM or AICC **packages** to be uploaded as a zip file and be added to the course.



You can choose to “Display package” in “New window” under “**Appearance**” so that learners can easily switch between the activity and the course on atingi. If you choose “current window”, the package will open in the same window that used to display the atingi course. However, in both cases, course progress is automatically being tracked and transferred to atingi.



Under “Appearance”, you can also click on “Show more” for additional settings:



You can define width and height as a css value, either in % or pixels. Default is 100% for width and 500 pixels for height. You can change to a different percentage by putting a % symbol after the number (ex. 80%). You can also set a pixels value by entering a number higher than 100 (ex. 800).

Additionally, you can define what is shown in the window with the different settings under “options”. If you disable preview mode, the Preview button in the view page of a SCORM/AICC Package activity will be hidden. The student can choose to preview (browse mode) the activity or attempt it in the normal mode.

You can choose between different **grading methods** for your SCORM content: Learning Objects, Highest Grade, Average Grade and Sum Grade.

- **Learning objects**: This mode shows the number of completed/passed Learning Objects for the activity. This is a formative approach, which is why there is no maximum grade.
- **Highest grade**: The grade page will display the highest score obtained by users in all passed Learning Objects.
- **Average grade**: If you choose this mode Moodle will calculate the average of all scores.
- **Sum grade**: With this mode all the scores will be added.
- **Maximum grade**: Is usually set to 100 but can also be adjusted.

The “**attempts management**” defines the number of attempts a learner has for the activity. You can give an unlimited number or one to six attempts. When you permit multiple attempts for students, you can choose how to record the result in gradebook by first, last, average or highest settings (“Attempts grading”).

If “Force new attempt“ is enabled, every time the student accesses the package, it will count as a new attempt. If “Lock after final attempt” is enabled then once a student has used up all their attempts, they can no longer access the SCORM package.

For “**Compatibility Settings**”, you can choose between “Yes” or “No” for four different settings.

- **Auto-continue**: For SCORM packages that contain multiple learning objects (or SCO's) and Auto-continue is set to Yes, when a Learning Object calls the "close communication" method the next available object is launched automatically.If it is set to No, the users must use the navigation provided to continue to the next object. Many SCORM packages only contain a single learning object (or SCO) so this setting does not apply.
- **Force completed**: If this is enabled then the status of the current attempt is set to "complete".
- **Auto commit**: Some SCORM packages don't explicitly save progress regularly for whatever reason so progress is not stored in the database. This patch will save the data from the SCORM package 60 seconds after the values are set.
- **Mastery score overrides status**: If this setting is enabled and a mastery score is provided within your package, when LMSFinish is called and a raw score has been set, if the raw score is lower than the mastery score, the lesson status will be overridden and set to "failed".

Other settings like **activity completion** or **access restriction** can be defined according to the individual needs of the course. But please make sure that SCORM (as well as H5P) tracks activity completion and grades. Therefore, for activity completion it makes sense to

require certain conditions to be met instead of learners having to only “view” the activity. When view is required, the activity will be marked as completed by simply clicking the link – “grade” or “completed” on the other hand requires learners to complete the package with all integrated features. If no passing grade is set, doing all parts of the activity is also enough for completing it. **To learn more about SCORM grading and completion settings, please have a look at the grading chapter in this guide**.

To conclude, here is an overview of the most important SCORM features:

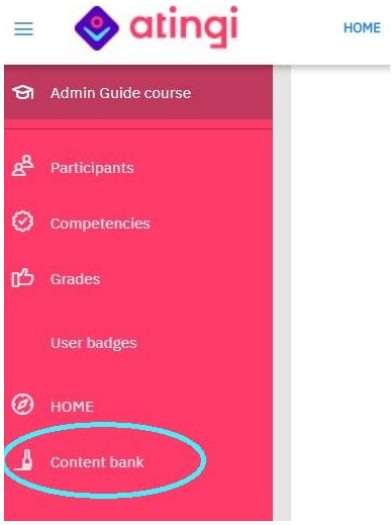
- ✓ Responsiveness on small screens (e.g. Smartphones)
- ✓ Activity completion settings can be activated – learners and Admins can track progress
- ✓ Admins can see reports on SCORM activities done by course participants
- ✓ SCORM content can be reused
- ✓ Standard for eLearning

4.2.7 Deep Dive: H5P

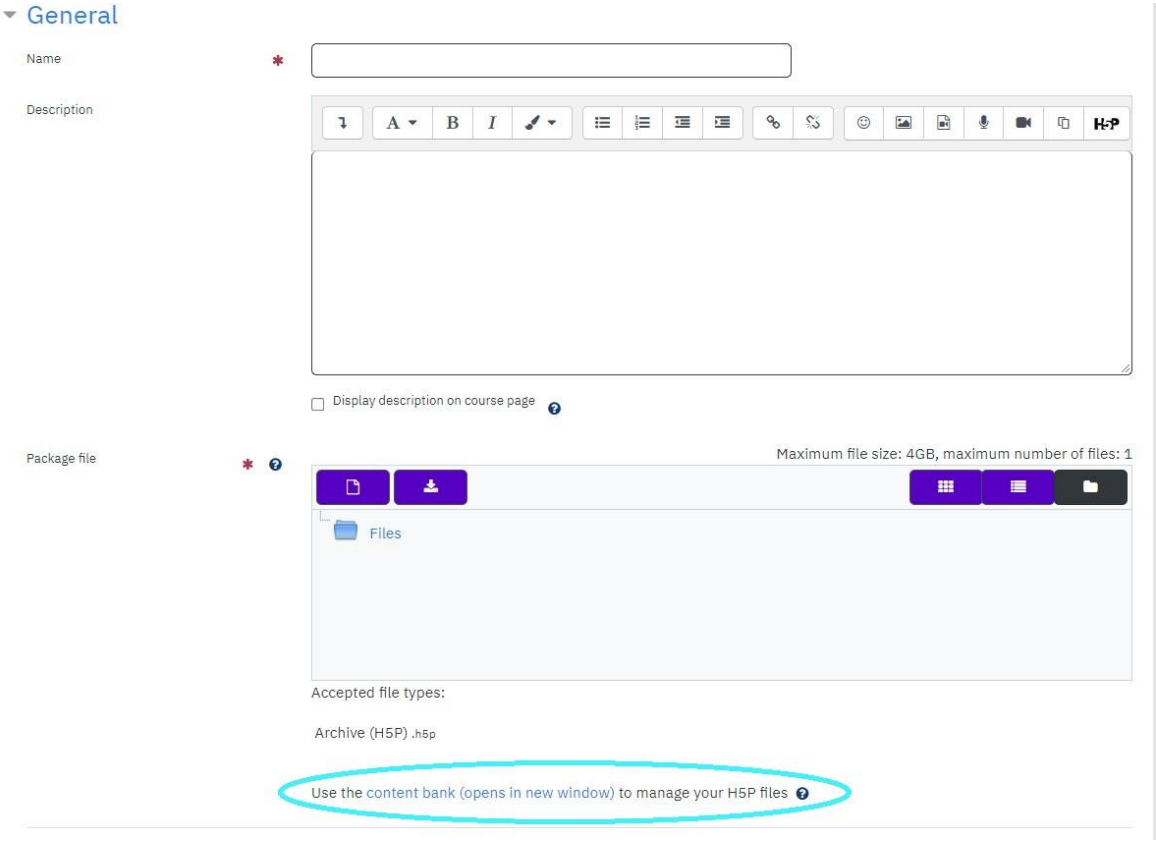
H5P is a free and open-source content production tool available here on atingi. H5P is an abbreviation for HTML5 Package and aims to make it easy for everyone to create, share and reuse interactive HTML5 content. Interactive videos, interactive presentations, quizzes, interactive timelines and more can be created. The atingi course lab offers some examples and use cases for H5P here.

Note: **H5P content can be created directly on atingi**, via the activities' menu and the "content bank" – you do not need to create an account on h5p.org. However, if you want to find out more about H5P tools and examples, looking at this page might be useful.

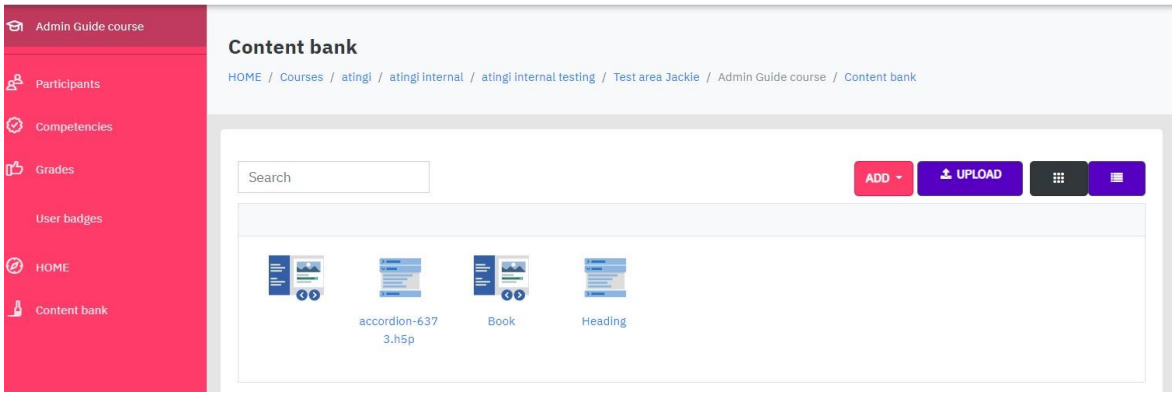
There are two ways of getting started on developing your H5P content. On the one hand, within your course and with your sidebar unfold, click on "**Content bank**".



On the other hand, you can also "turn editing on", click on the (+) to add an activity or resource, and choose H5P from the activities' menu. In the activity editing mode, you give your H5P activity a name and in the next step, you can choose your H5P file. If you still need to create an H5P activity, click on "Use the content bank (opens in new window) to manage your H5P files".

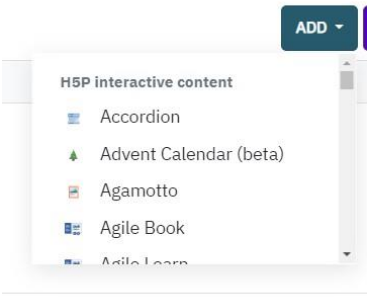


A new window will open, which is the same page you are being brought to when choosing the “content bank” via the sidebar menu:

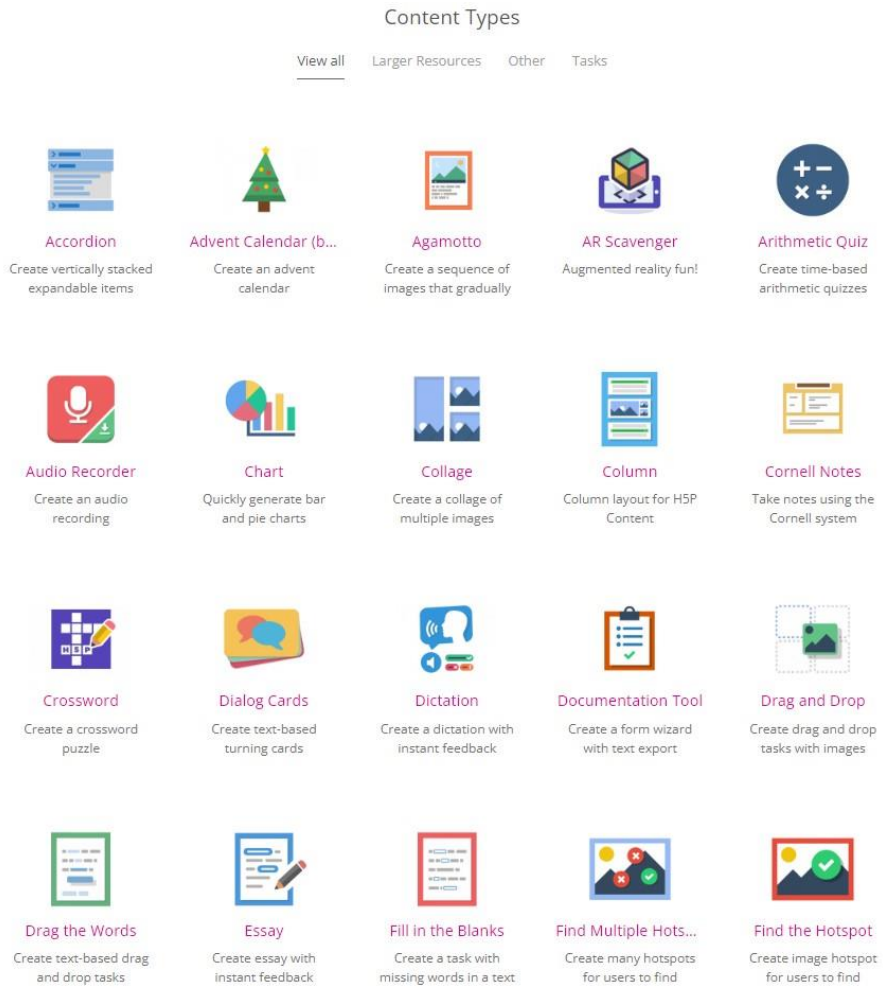


The content bank is connected to your category, which means that all H5P content created within your category will be displayed here. This is why in this example picture we can see four H5P files that were already created. When getting started on atingi, this area will likely be empty, because you need to add content first.

You can choose the type of content, by clicking on “**Add**” and going through the dropdown.



These are all content types available via H5P:



Find the words

Grid word search game

Flashcards

Create stylish and modern flashcards

Guess the Answer

Create an image with a question and answer

Iframe Embedder

Embed from a url or a set of files

Image Choice

Create a task were the alternatives are images

Image Hotspots

Create an image with multiple info hotspots

Image Juxtaposition

Create interactive images

Image pairing

Drag and drop image matching game

Image Sequencing

Place images in the correct order

Image Slider

Easily create an Image Slider

Impressive Present...

Create a slideshow with parallax effects

Interactive Book

Create courses, books or tests

KewAr Code

Create QR codes for different purposes

Mark the Words

Create a task where users highlight words

Memory Game

Create the classic image pairing game

Multiple Choice

Create flexible multiple choice questions

Personality Quiz

Create personality quizzes

Questionnaire

Create a questionnaire to receive feedback

Quiz (Question Set)

Create a sequence of various question types

Single Choice Set

Create questions with one correct answer

Sort the Paragraphs

Create a set of paragraphs to be sorted

Speak the Words

Answer a question using your voice

Speak the Words Set

A series of questions answered by speech

Structure Strip

Interactive structure strip

Summary

Create tasks with a list of statements

Timeline

Create a timeline of events with multimedia

True/False Question

Create True/False questions

Virtual Tour (360)

Create interactive 360 environments

Complex fill the bla...

Fill in the missing words

Interactive Video

Create videos enriched with interactions

Course Presentation

Create a presentation with interactive slides

Branching Scenario

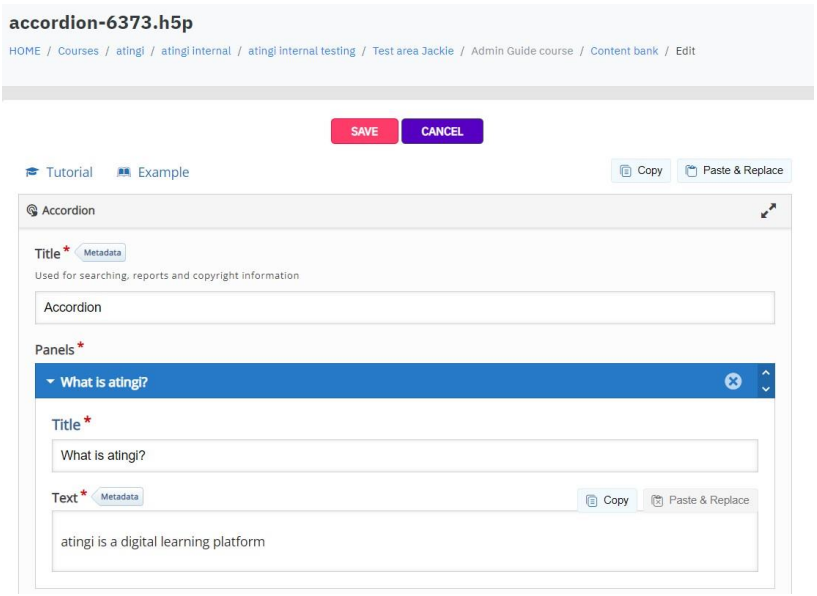
Create dilemmas and self paced learning

We are going to take a more thorough look at two useful H5P activities and show you how to upload them to your course: Accordion and Interactive Video.

Accordion

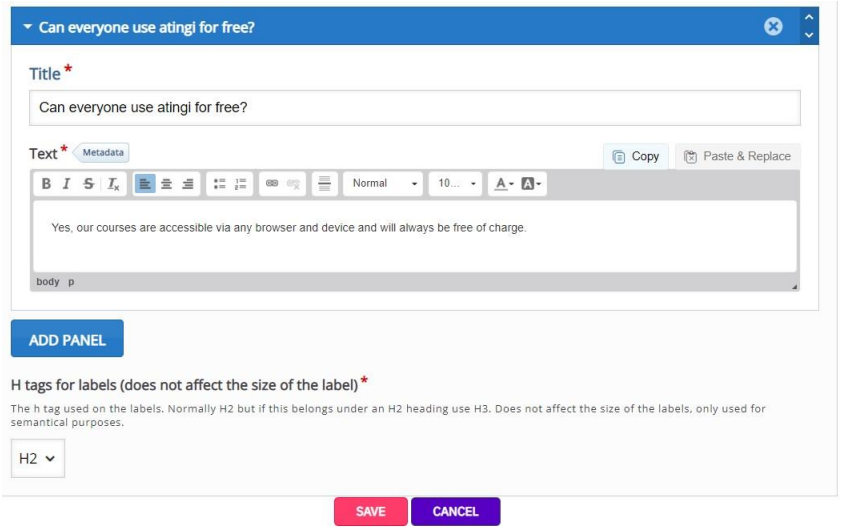
The accordion is a very simple tool that allows you to set headlines, keywords, or questions that unfold and reveal extra info when clicking on them.

To start, choose the “Accordion” from the “Add”-menu. You will be brought to the H5P activity settings:



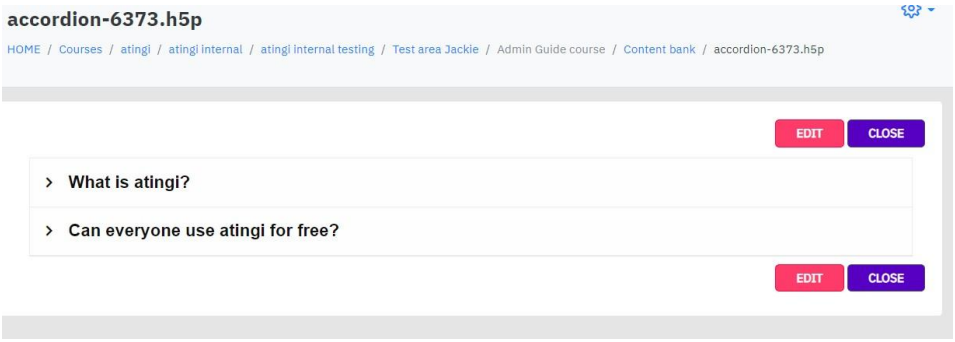
There needs to be one title for the whole Activity (here: “Accordion”) and one title per foldable panel (here: “What is atingi?”). In the text box you put the text according to the panel title (here: “atingi is a digital learning platform).

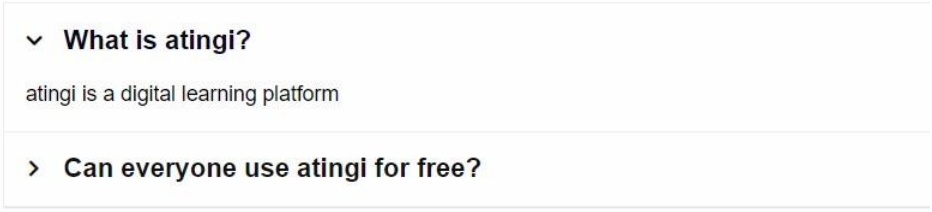
Usually, you want to add multiple panels by clicking “Add panel”:



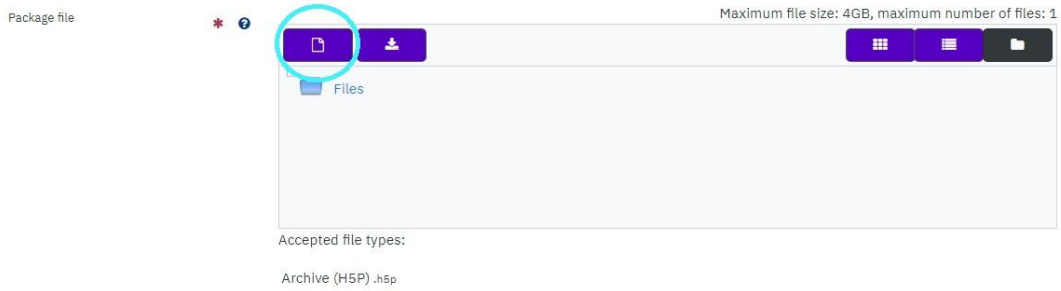
The text is also customizable in font, colour or size.

Whenever you are done, click “Save”. You will be brought to a preview of your H5P activity. Of course, you can always go back and edit it.

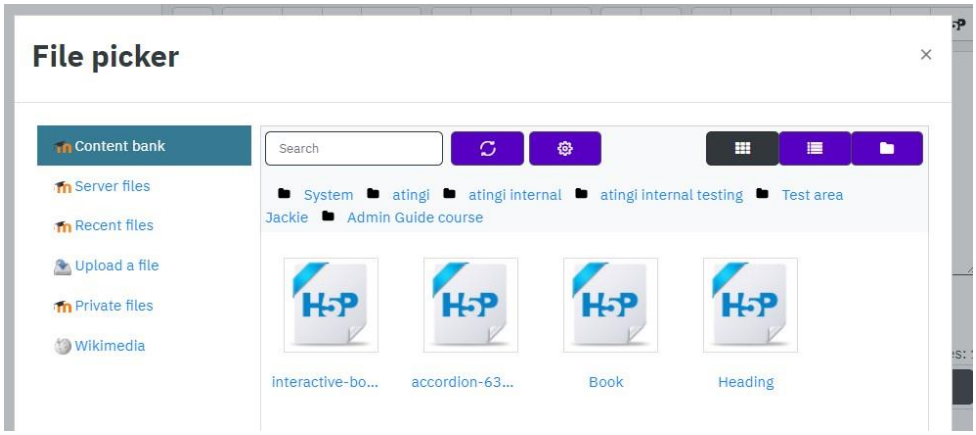




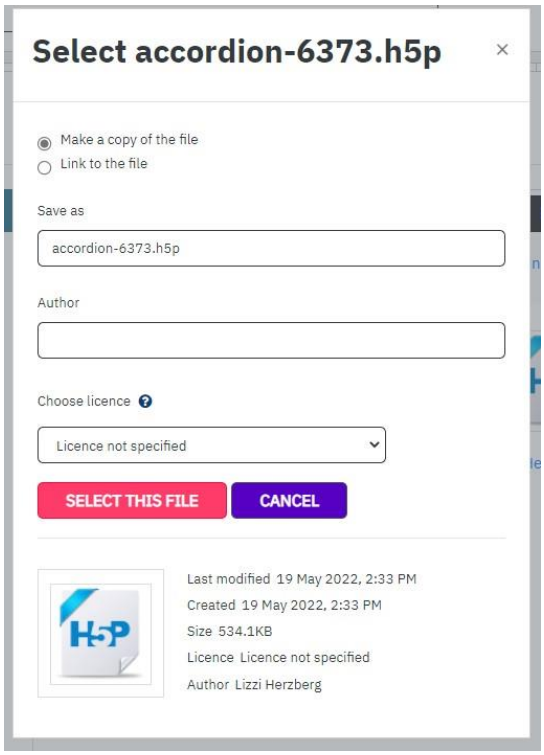
If you are happy with the way your content looks, go back to your atingi course and the H5P activity settings. You can now upload the H5P element that you have just created.



For this, click on the file icon and go to “content bank”:



The H5P we just created is the file “accordion-6373”, so we are going to choose this one.

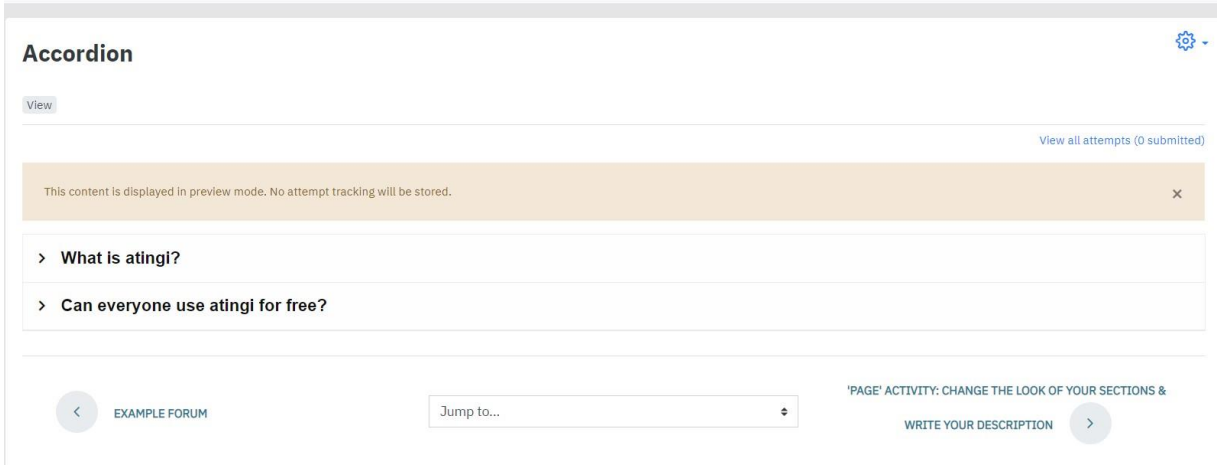


You can change the name of the file, enter a name of the editor and choose a content license. Additionally, you can either “Make a copy of the file” or “Link to file”.

The advantage of linking is that later changes in the H5P will be synchronized with the activity on atingi. However, if you for example have several categories on atingi and might plan to move your H5P at a later stage, you should make a copy, so the file doesn’t get lost in transition.

Afterwards, click on “select this file”. Complete the usual “access restriction” and “activity completion” settings. For the accordion, you should either choose “learners can manually mark the activity as complete” or “**require view**”, because it’s not an interactive task.

Click “Save and Display”.

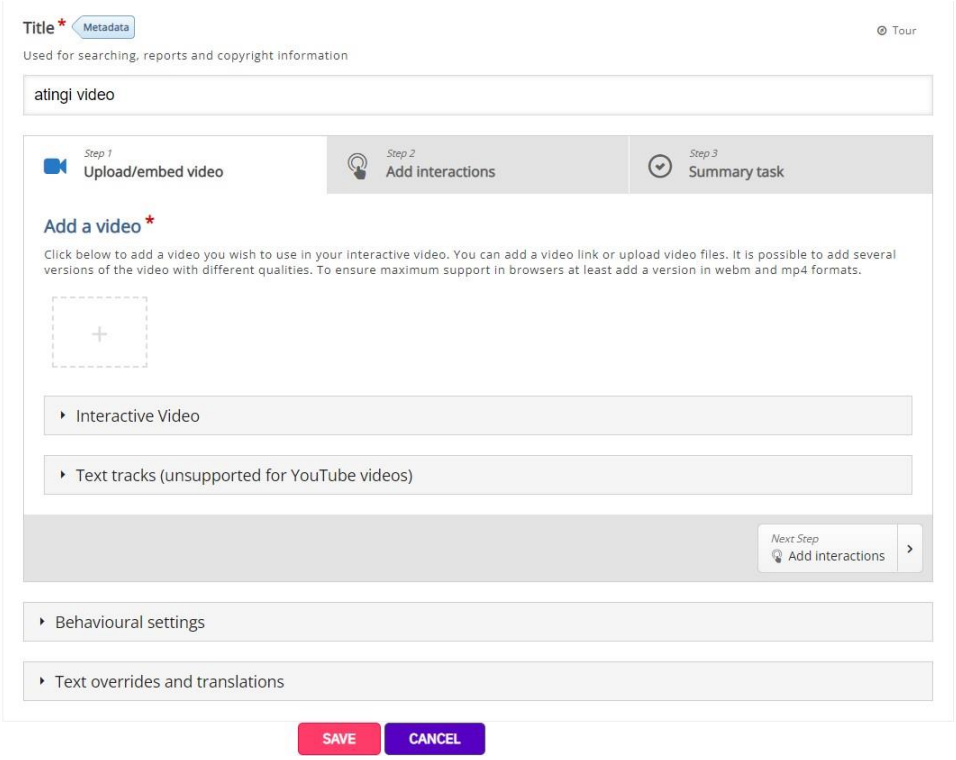


Your H5P Accordion is now being displayed as part of your atingi course!

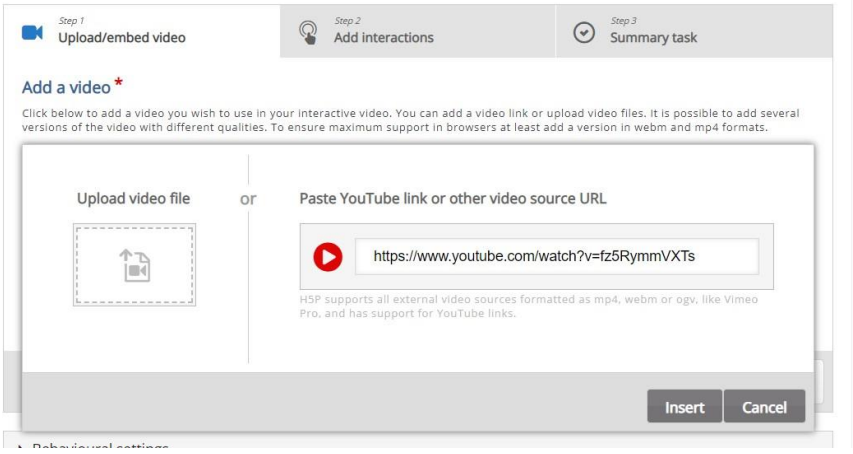
Interactive Video

Interactive videos are a great way to present information to your learners while at the same time involving them via small quizzes or additional information.

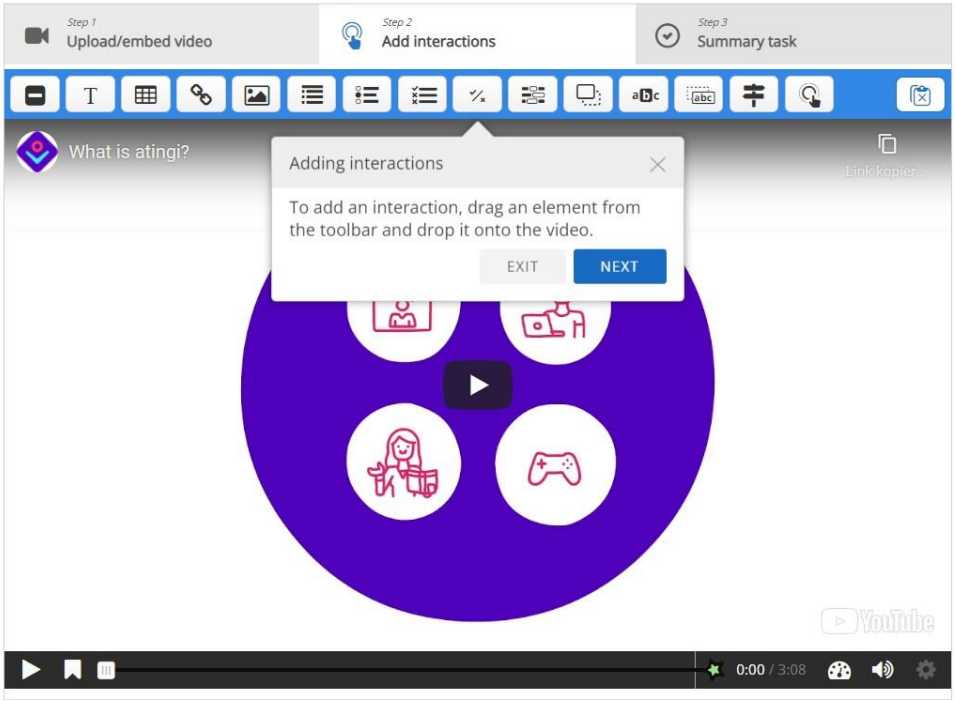
To choose the H5P activity, please enter the content bank and follow the steps described above. After having selected “Interactive video”, you have to give it a title and either upload a video or insert a YouTube URL.



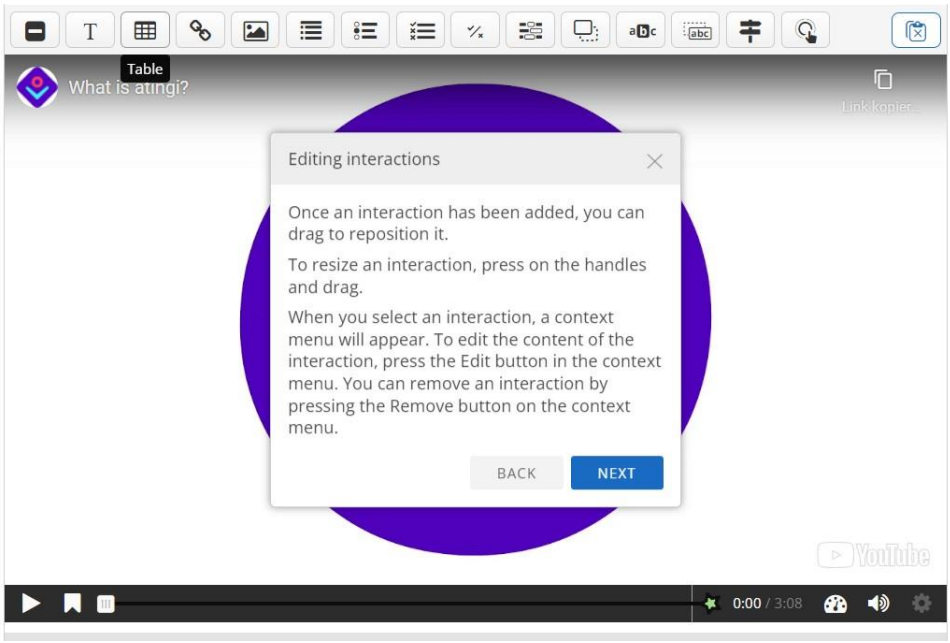
In this example we inserted a YouTube URL.



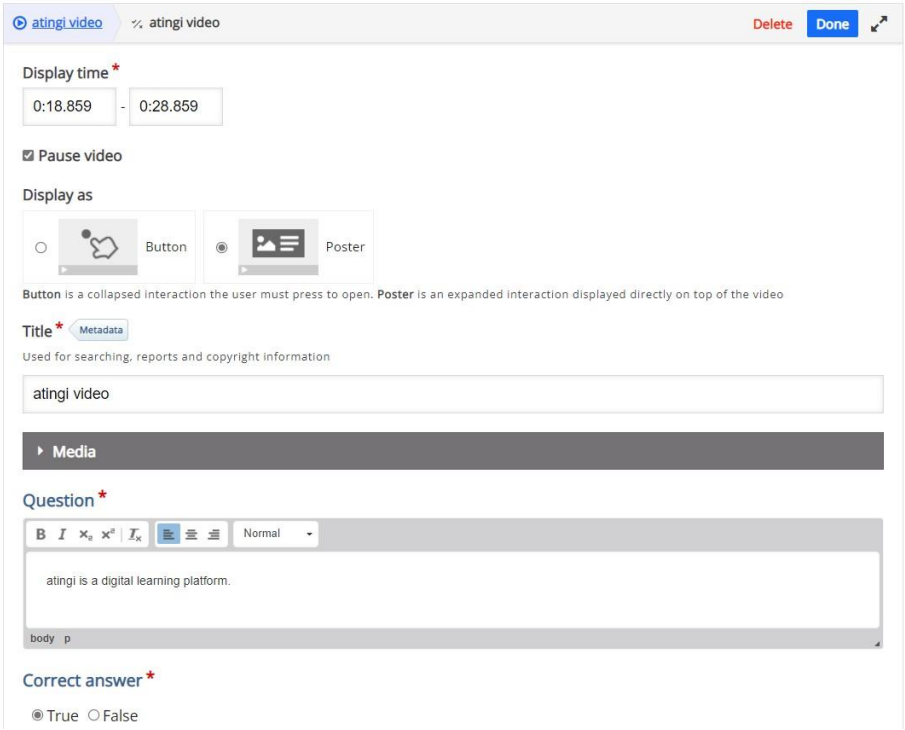
Next, you have to **add interactions**. There are several options to choose from.



You will also get a small tour through the editing options. Most importantly, if you choose an interaction, it will display in a new tab.

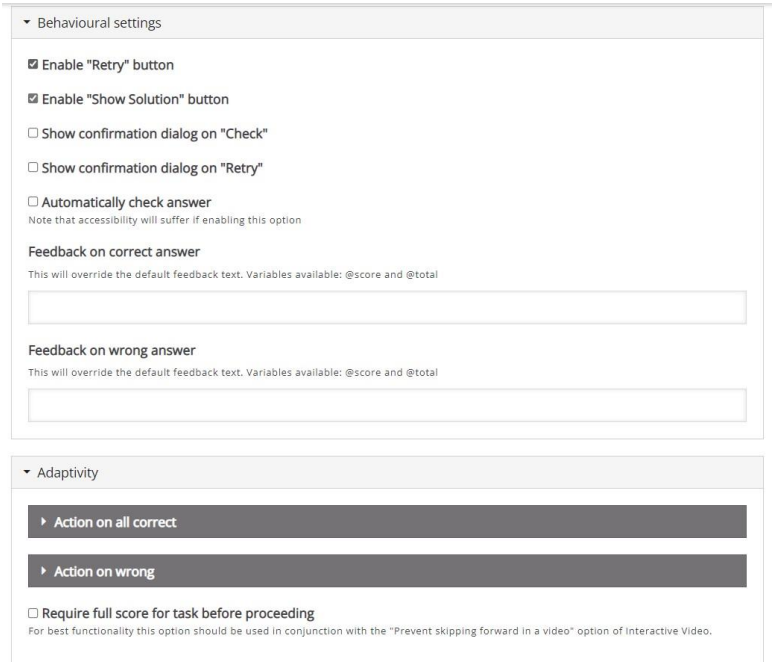


For this example, we chose to integrate a true/false question:

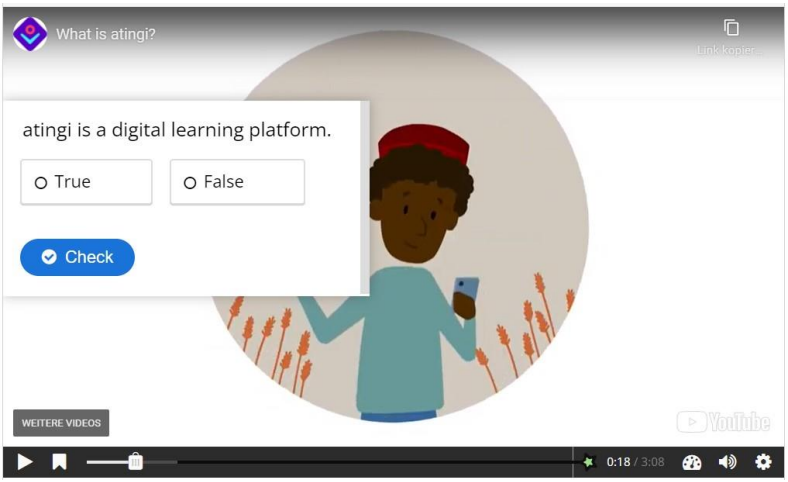


You can define for how long the question should be displayed, if the video should pause during the display of the question and if you want to see it as a button or a poster. Generally, we recommend using the **poster** option, because the text box can be adjusted and is clearly visible to learners, while the button is not as obvious and might cut of some of the text.

Next, type in your question and define if the statement is true or false. You can also define other **behavioural settings**, e.g., if you allow your learners to retry or see the solution:

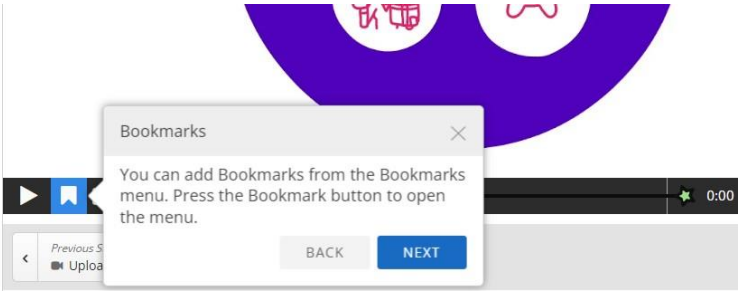


Click “**Done**” to return to your video (important note: do not click “Save” at the very bottom of the page yet as this saves and closes the whole activity). You now see the question displayed in the video and can adjust its size or change the position:

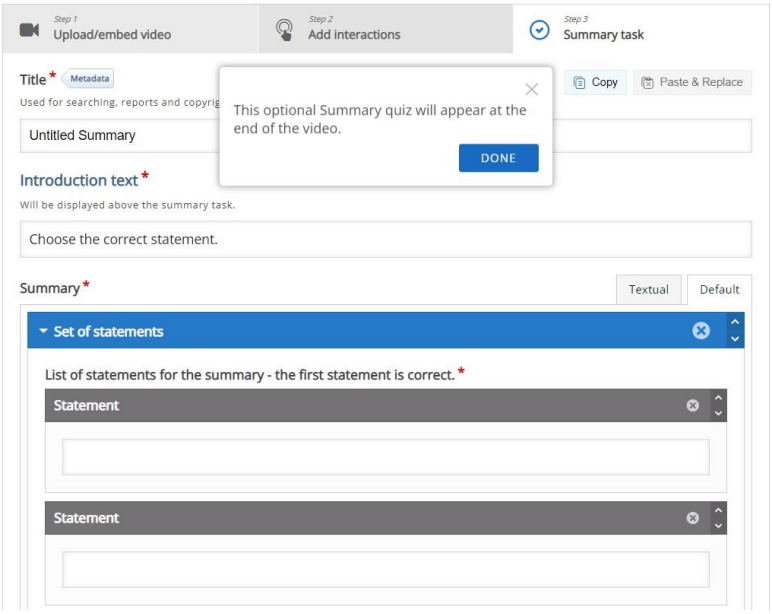


In addition to interactions, you can also add **Bookmarks** to enable your learners to find certain parts of the video faster.

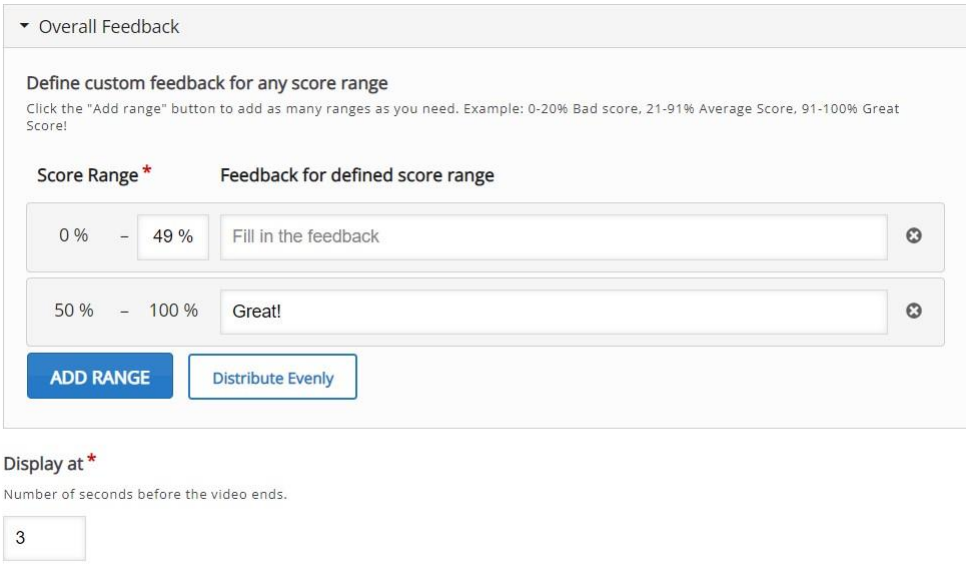
Note: If you have prevented skipping in your video, bookmarks won’t work.



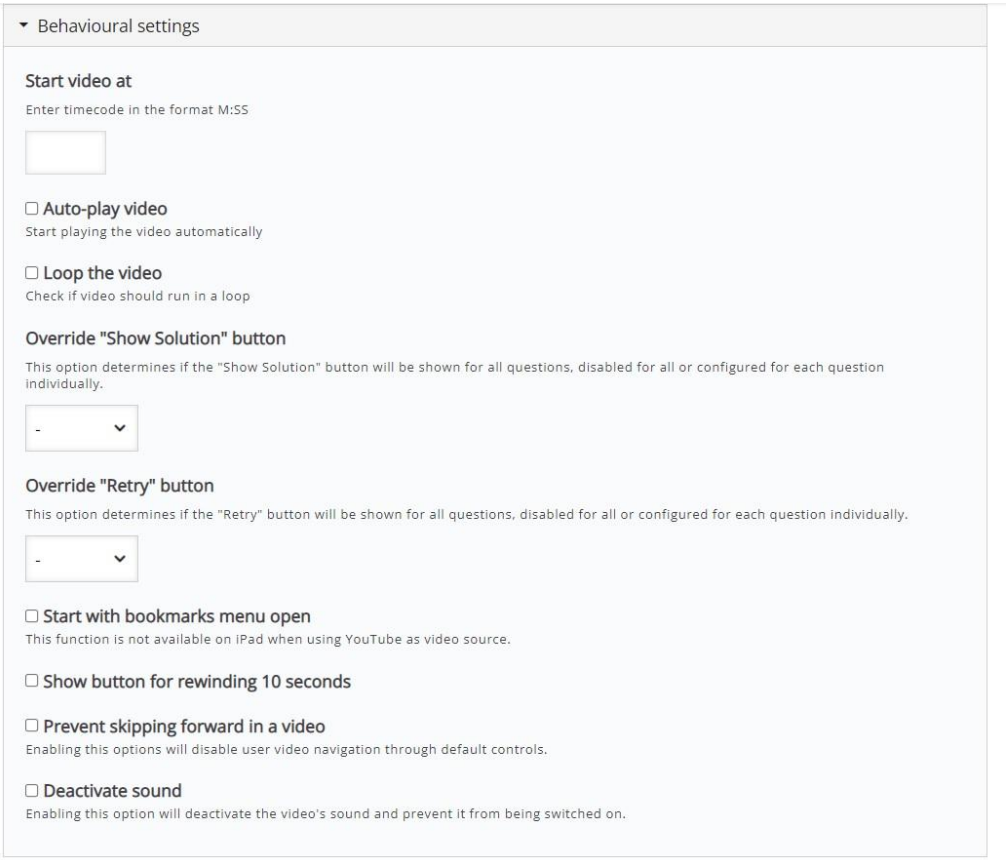
As a last step, you can choose to add a summary question to your interactive video. This contains two or more statements, of which one is true, and the others are false.



It’s also possible to define custom feedback according to the score reached in the summary:

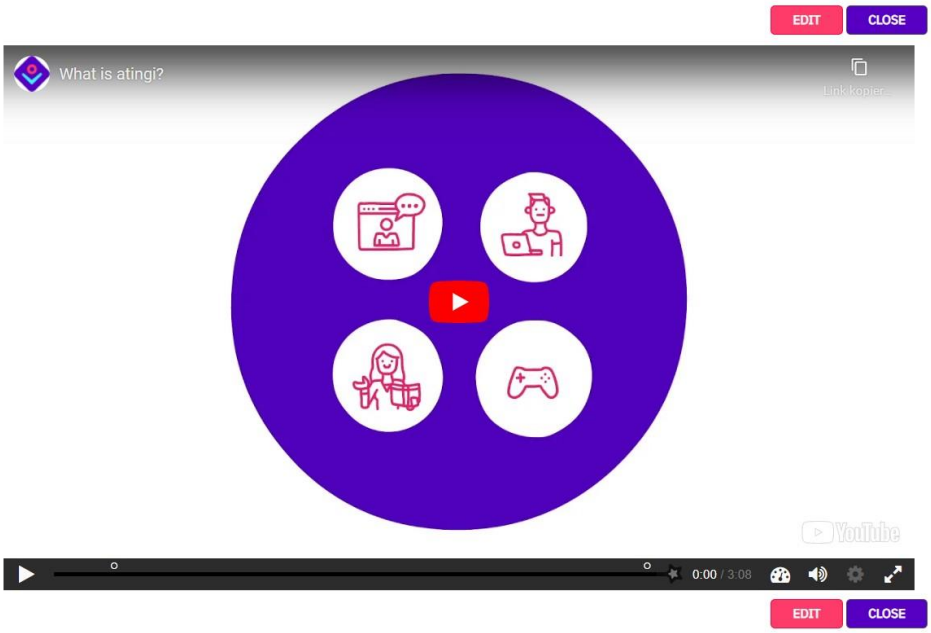


After having added the video, all interactions, and a summary, you should take a look at the **overall behavioural settings**:

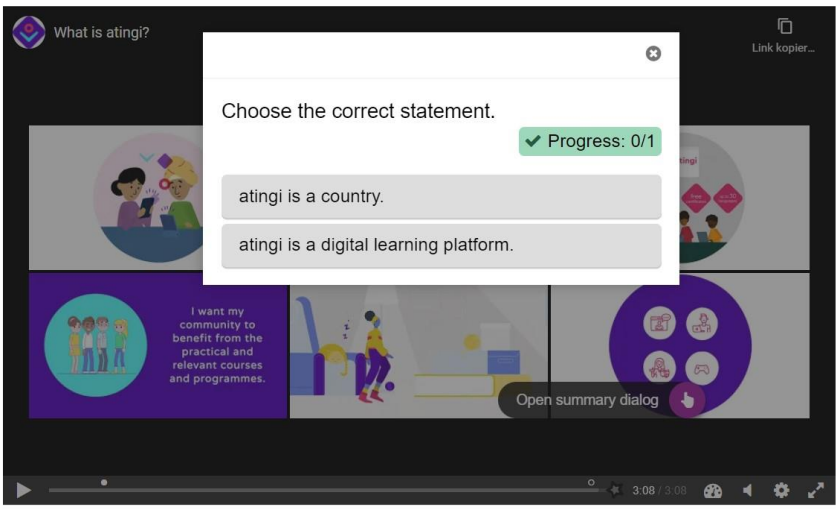


You can for example define if you want to auto-play the video, prevent skipping, show bookmarks, or start the video at a certain time.

Now, you can click on “Save”. As always, the video will be displayed as a preview in the content bank:



In this case, the little dots in the timeline indicate the different interactions, which will pop up once you reach them.



To add this to your course on atingi, please follow the same process as described above for the accordion – with one exception: For interactive videos that contain quizzes or other types of questions you can “**require grade**” in the atingi activity completion settings. This makes sure that your learners actually watched the whole video and answered all questions.

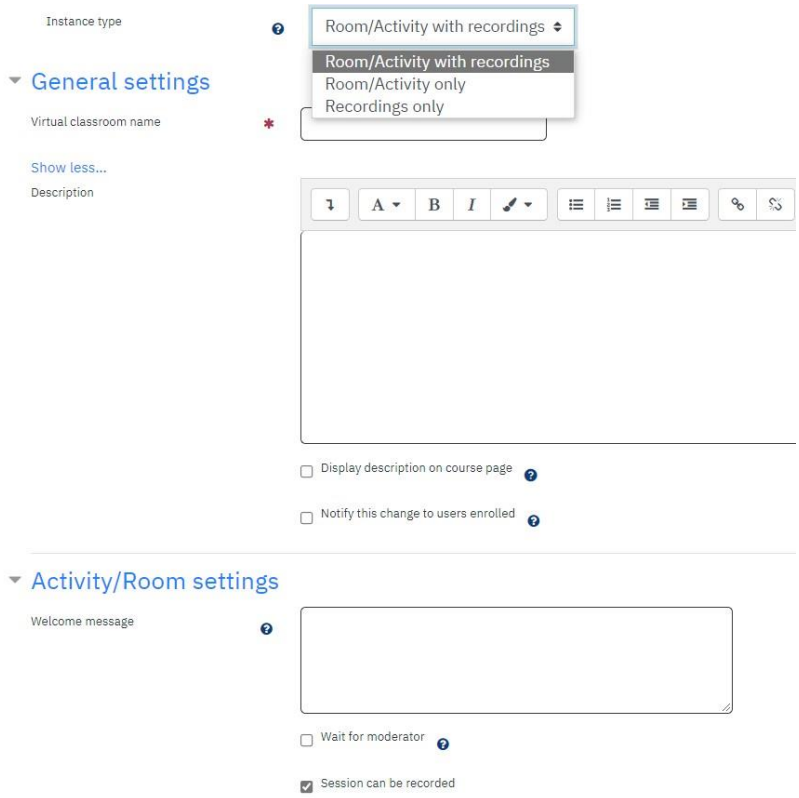
There are plenty of more options for H5P activities, but we hope that this chapter has helped you to understand how to create H5P content, choose the correct settings and integrate it into your atingi course.

4.2.8 Deep Dive: BigBlueButton

BigBlueButton (BBB) is an open-source web conferencing system readily available inside the atingi digital learning platform. You can use this feature inside any of the courses that you create and host on atingi without having to install additional software. In this chapter, we will give you an overview over the most important functionalities, BBB has to offer.

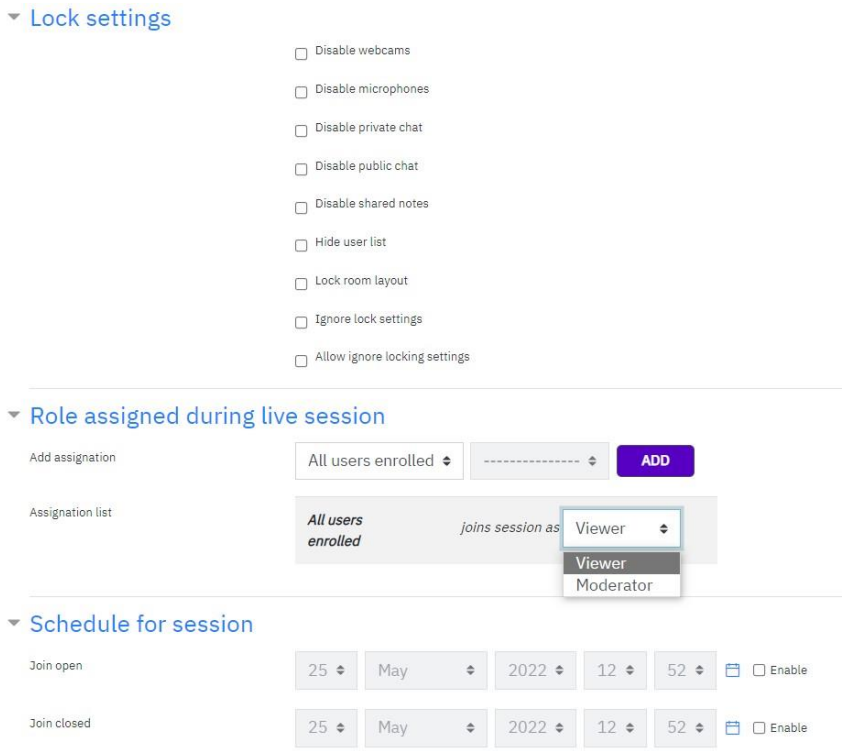
To set up a BBB room, go to your course, turn editing on and select “BigBlueButton” from the activities’ menu. In the settings you can already decide if you want to allow recordings of your session.

Additionally, you can give your virtual classroom a name, a description and welcome message. If you add a description and tick “Notify this change to users enrolled” your learners will get an automatic message that informs them about the session.



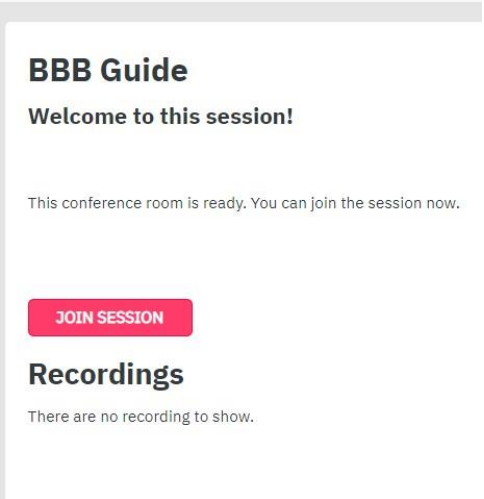
It is also possible to only start the session whenever a moderator enters the room.

The roles of “**moderator**” and “**viewer**” are not connected to platform roles on atingi – this means that you can also give all participants of the session “Moderator” rights so that they can share the screen, etc.

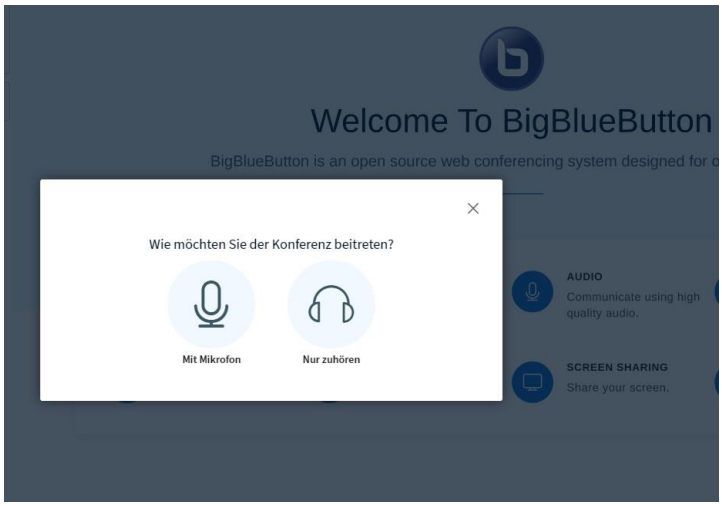


Usually, you want to schedule your session for a specific point in time. This means that the virtual classroom is only open for this time period. For the end time, we recommend planning with a little buffer to make sure that everyone is ready to leave the meeting.

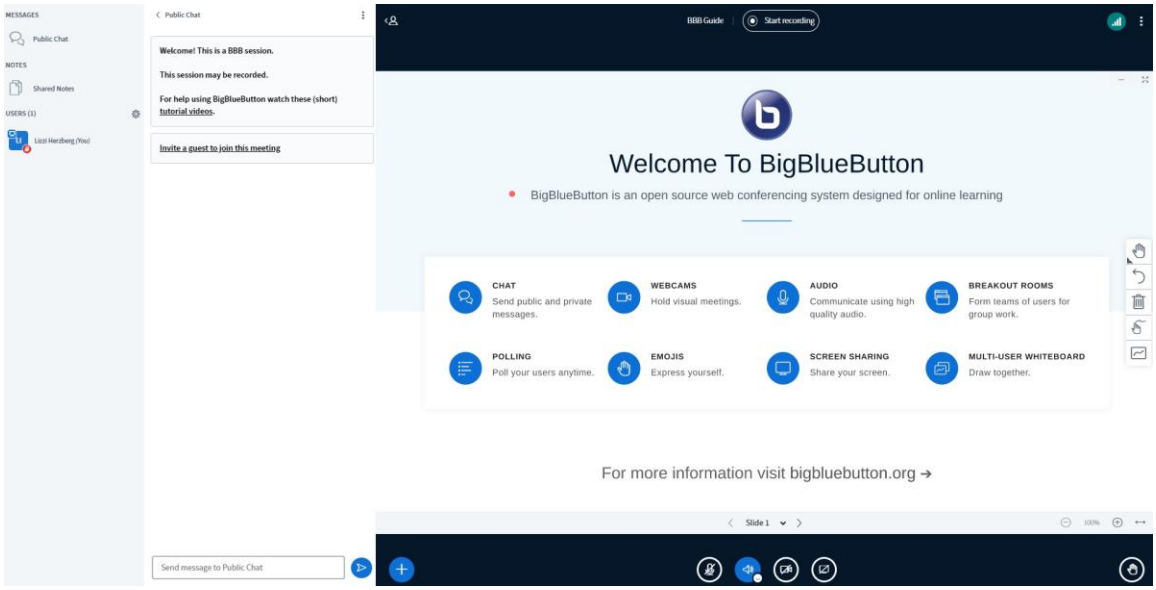
After being done with the basic settings, click “save and display”. The session is now available in your course. If the starting time has arrived all participants will see a “Join session” button to enter the BBB room.



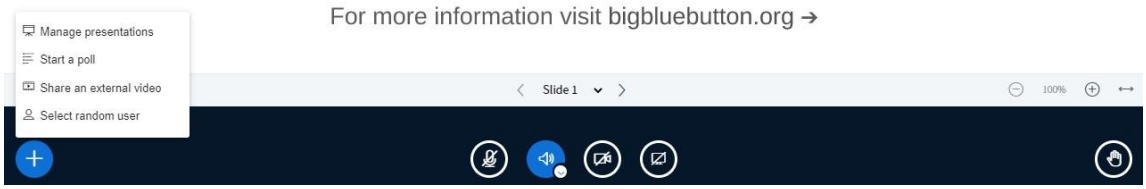
Before being able to participate, every user needs to **enable their microphone** and optionally their camera. For this, choose the left microphone symbol (when choosing the headphones, participants can only listen, not talk). Additionally, your browser might ask you to allow using the microphone (sometimes you need to change some privacy settings to enable this or use a different browser if it’s not working).



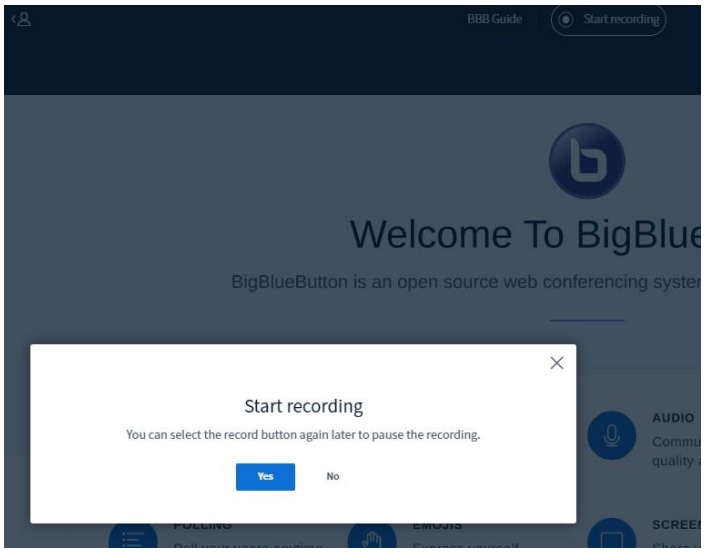
After having completed the soundcheck, you will find yourself in the BBB classroom.



If you are a moderator, the bottom navigation does not only allow you to turn off/on your camera and/or microphone but via the (**+**) sign it gives you also the option to **share your screen, start a poll or show a presentation**.

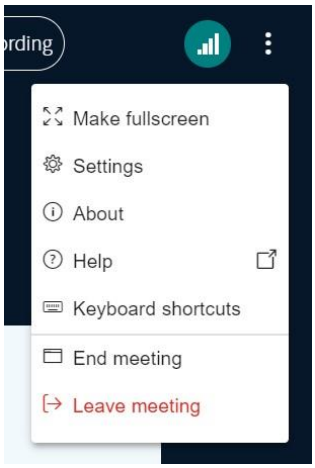


At the top of your screen, you can also see a "**start recording**" button if you have allowed recordings in the settings. When you press on it, you need to confirm one more time that you want to start recording. The recording can be ended the same way by clicking on "stop recording" at the top.

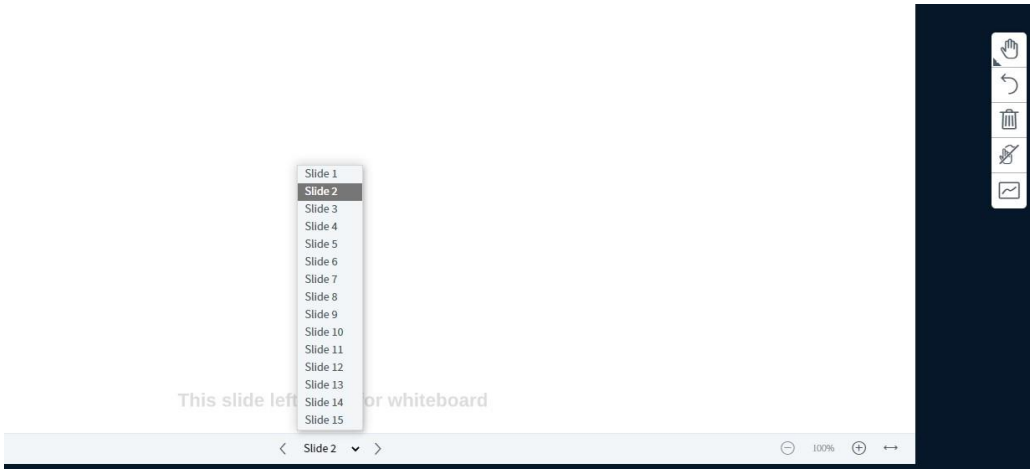


All recordings will be found in your BBB activity on atingi after the session has ended. Please note that it might takes some minutes before the recording appears.

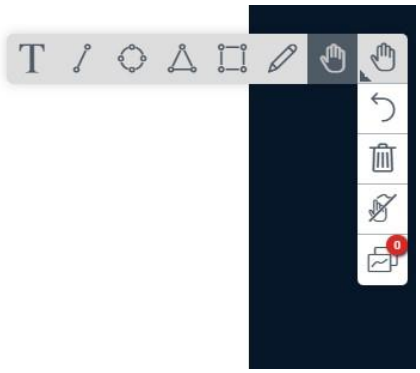
On the top right of your screen, you also have additional options. For example, via "**settings**" you can change the language interface if you want.



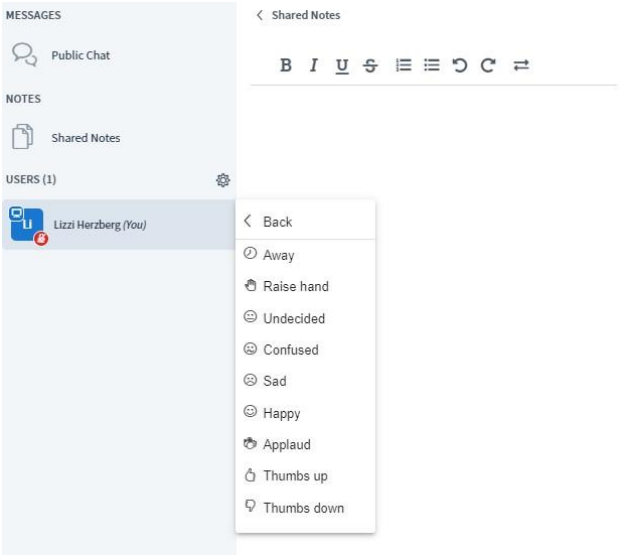
By switching to "Slide 2" (or one of the following) on the bottom navigation, you can start using the **shared whiteboard**.



On the **left side**, you have several options to make use of your whiteboard: you can draw on it, write, make shapes, etc. This board can be used to work together, make notes or just have a fun warm-up game.



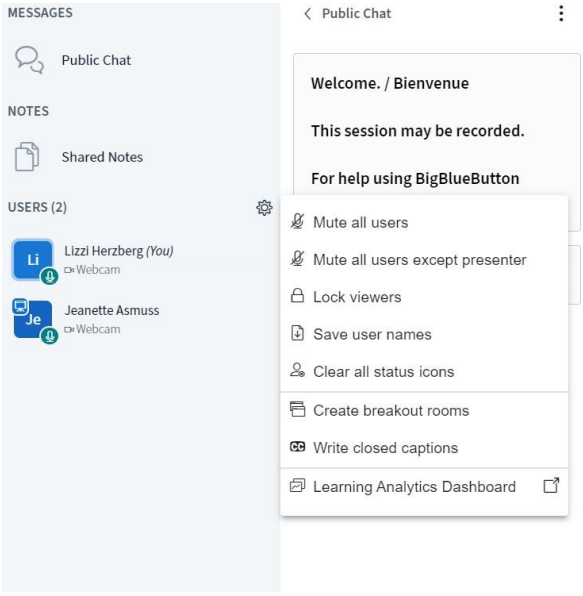
On the other side of your screen, you see the participants who are in the session, a public chat and an option for shared notes.



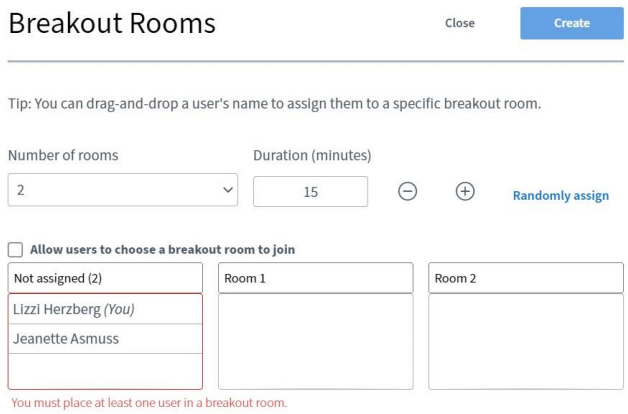
By clicking on your own username, you can for example set a **status**. If you click on another participants' name, you can send them a **private message**. All messages in the public chat can be seen by everyone but will not (!) be saved after the session. If you want your notes to be saved automatically, please use the "**Shared notes**" option.

If you are a moderator, there is also a small cog wheel next to the "Users" heading, which offers you additional options.

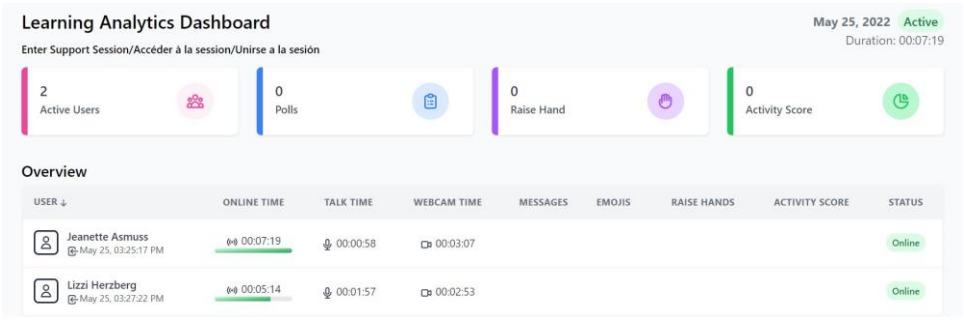
Especially when working with bigger groups, you might want to create breakout rooms to split up the participants into smaller group. To do so, click on "**create breakout rooms**" shortly before you want to start with the group session.



You can choose how many rooms you want to create, allow users to choose the room they want to join themselves or assign them to a room. You also need to schedule a time after that the room closes automatically, and all participants are being brought back to the main room. As the person who sets up the rooms, you can switch between all rooms or just stay in the main room.



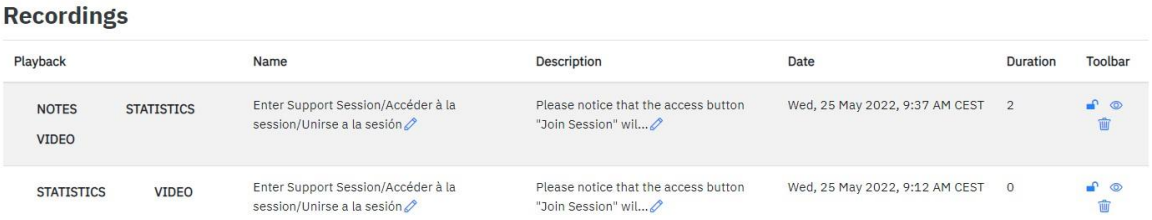
Another useful tool that can be accessed via the cog wheel is the "**Learning Analytics Dashboard**".



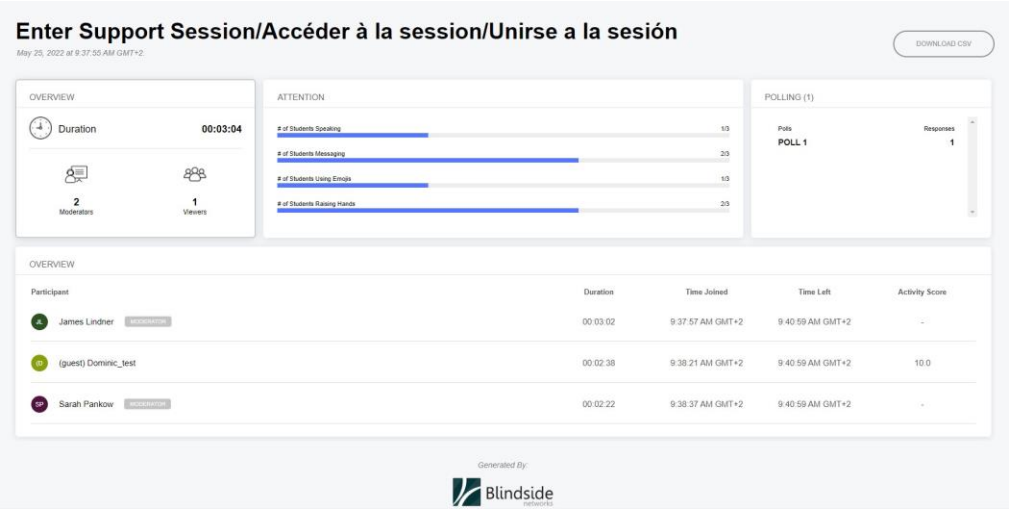
As a moderator, this shows you how active your participants have been in the session.

These analytics are a useful tool to evaluate your learner behaviour and interest.

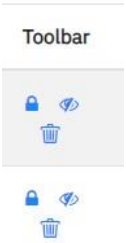
After you have ended your session, all recordings, shared notes and statistics will be made available within the BBB activity on atingi below the scheduled session.



The statistics look a bit different here, but the report covers the same data as the one within the session.



In the toolbar next to your Recordings in the course you can choose if you want to make them available to your learners as well or not. When the “eye” is closed and the “lock” locked, only course administrators will be able to access this content. By clicking on the bin, you can also delete recordings.

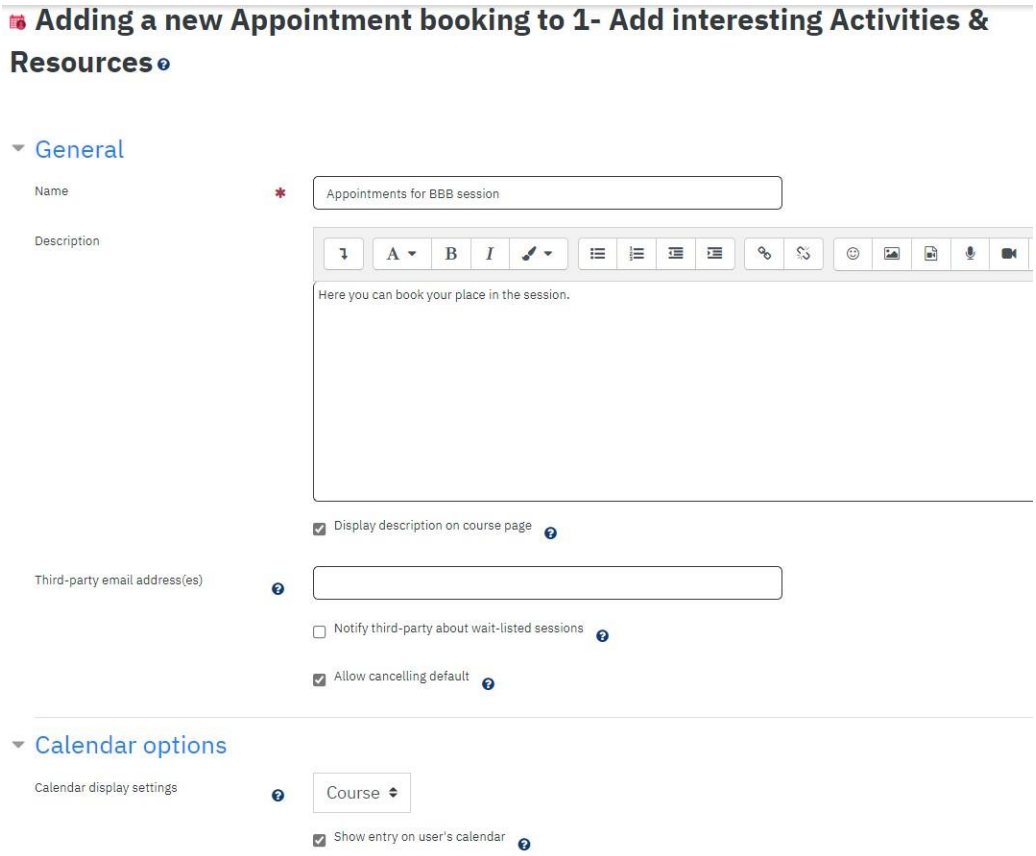


This was a quick insight into BigBlueButton.

Another feature that might be helpful for you if you want to organize BBB sessions based on a booking system is the appointment booking activity.

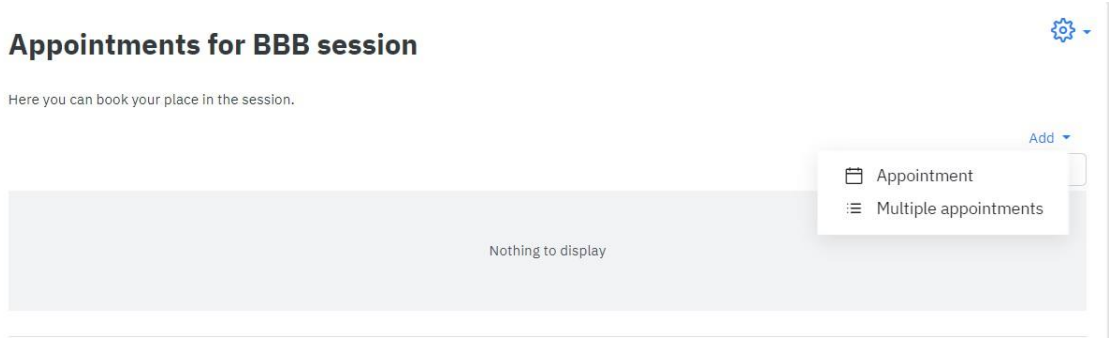
Appointment Booking

Go to you course, turn editing on and click the plus in the same section as your BBB room to add another activity or resource. Choose "**appointment booking**" from the activity menu.

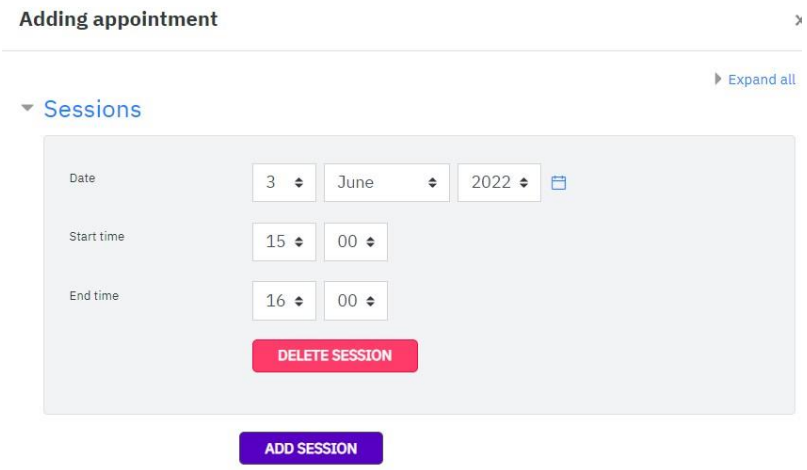


As always give your activity a name and a description. For "**Calendar options**" you should choose "Show entry on user's calendar". If you set up appointment bookings (and/or BBB sessions) it makes sense to add the calendar block to your course as well.

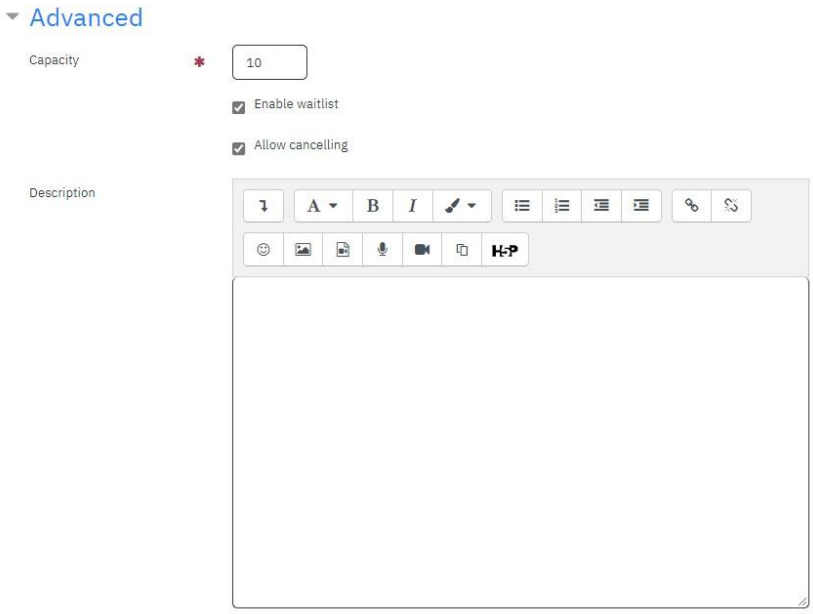
No other settings are needed – click "Save and Display". In the next step you can add appointments. You can either choose "**Appointment**" or "Multiple Appointments"; the difference between the two is that in "multiple appointments" you define a certain timeframe that can contain multiple appointment options with breaks in between. However, adding the "Appointment" option also enables you to set up multiple sessions – we will therefore only have a look at how to set this up.



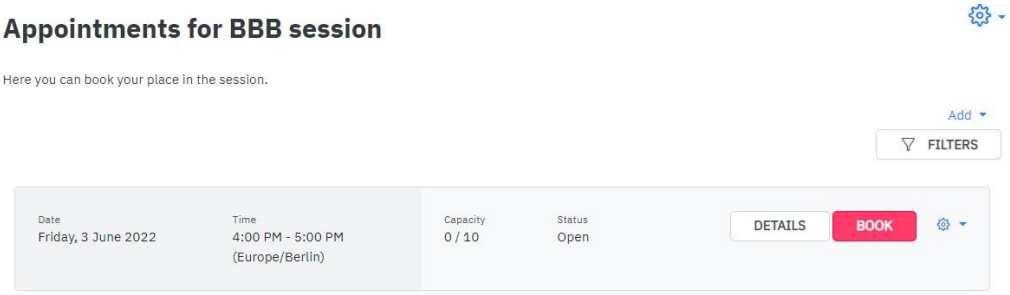
When you click on “Add” and “Appointment” a window with session settings will open:



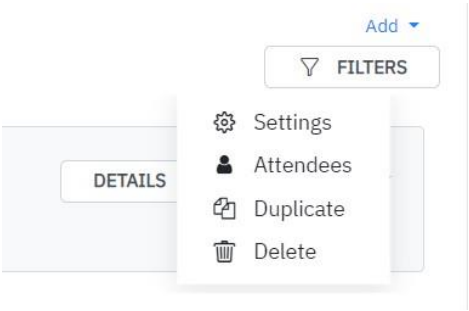
You can set a date and timeframe and if you like add another session (for example right after the first one).



Under “**Capacity**” you can define how many learners are able to book a place in the session. There is also the option to set up a waitlist and allow learners to cancel their booked session later.



After you saved it, the appointment will show up in your course. Learners can see the date, time and capacity and will be able to book a place via the “**book**” button. As a course administrator, you can also see who signed up for a session if you click on the cog wheel next to the button and select “**attendees**”:

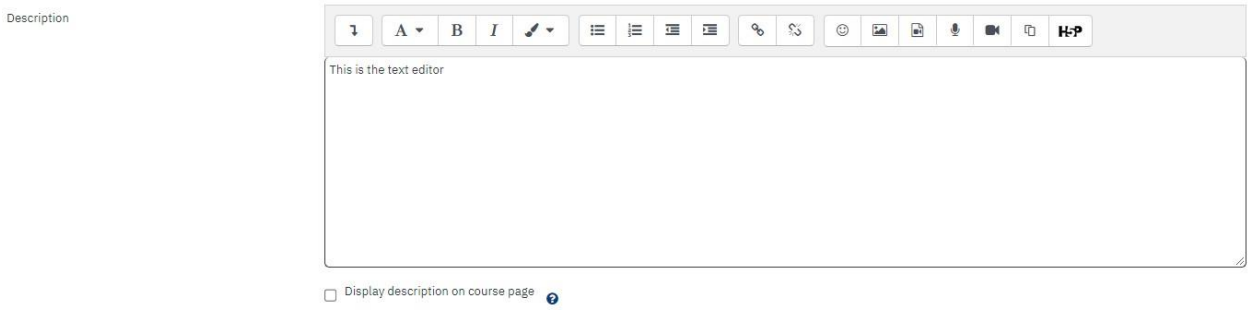


Your learners will receive an automatic e-mail once they have booked an appointment, cancelled an appointment and shortly before the booked appointment starts.

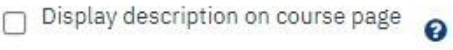
Please note that your appointments do not automatically create a BBB session! Therefore, you always need to coordinate date and time of your sessions with the appointments you provide for booking.

4.3 Text Editor

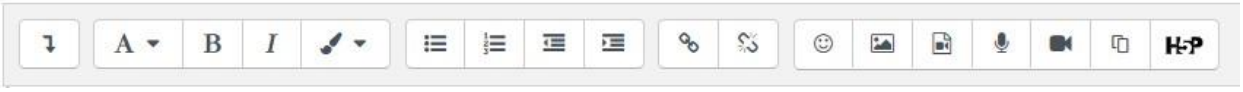
For every activity or resource that you set up, you will see a "**Description**" box where you can enter a text description to display in addition to your content.



You can also decide, if you want this description to be displayed on the course page directly or only when entering the activity.



Entering plain text is straightforward, but to make your content more interesting you can include much more:



Basic functions, from left to right:

- Arrow: Shows/hides advanced buttons (e.g., HTML coding options)
- "A": Text format (e.g., heading, paragraph, etc.)
- "B": Bold
- "I": Italic
- Paintbrush: Text colour
- Bullet points
- Numbers
- Move text to left
- Move text to right
- Embed link
- Unlink
- Insert emojis
- Insert image (via URL or upload)
- Insert video (via URL or upload)
- Record audio

- Record video
- Manage files
- Insert H5P

Advanced functions (click on the arrow), from left to right:

- Underline text
- Strike through
- Subscript
- Superscript
- Align text left
- Align text middle
- Align text right
- Equation editor
- Special characters
- Insert table
- Clear formatting
- Undo
- Redo
- Accessibility checker
- Screen reader helper
- **HTML**

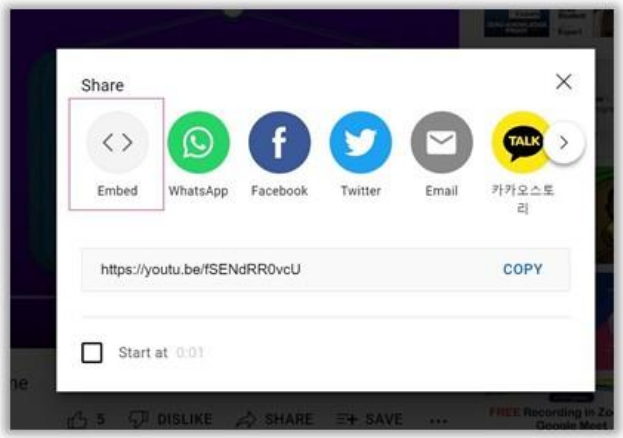
If you are experienced in HTML coding, you can customize the text/images displayed here even more. There is for example the option to have a **multilingual course description**: For example, to add English text, you need to add <span class="multilang"lang="en_wp"> before the start of the English text and at the end of the text close with . Now you do the same, e.g., for Portuguese text, where you add: <span

class="multilang"lang="pt_br_wp">before the start of the text and again close with .

Embedding a YouTube Video in the course description

To make your course description more interesting, you can not only embed pictures, but also videos by inserting their HTML code. First, you need to go to the video you wish to insert from YouTube.

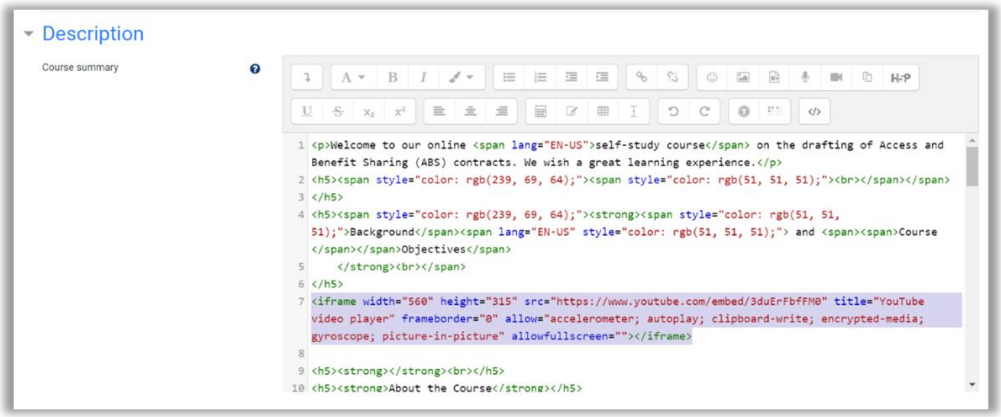
Click on the “Share” Button below the video. Next, choose “Embed” from the sharing options and copy the HTML code.



Then, go to your course on atingi, where you want to insert the video in the description.

With editing turned on, go to the text editor of your course description. Click on the little arrow to “show advanced buttons” and the on “</>” for HTML.

You now see your text in HTML. Paste the code where you want the video to appear:



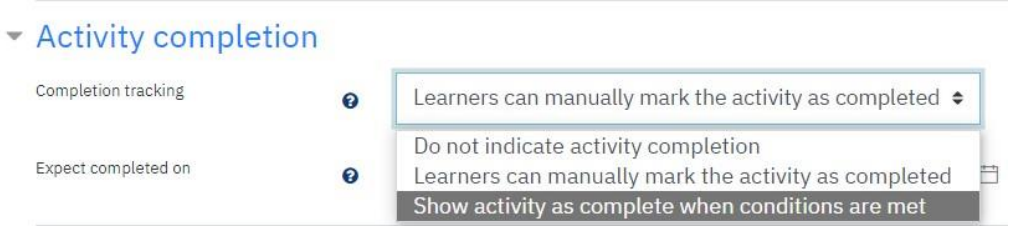
Click on “Save and Display” on the bottom of the page and you are done!

Comprehensive documentation on the full functionality of the text editor can be found here.

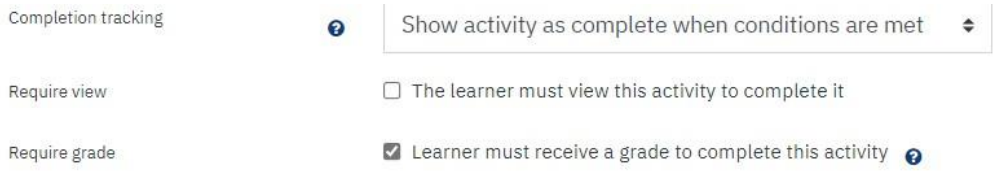
4.4 Activity Completion Settings

The Activity Completion settings give you the possibility to define under which conditions an activity will be defined as completed by learners. **You should define activity completion criteria for each activity or resource in your course.**

In general, there are four options – of which you should always only choose one (!) for each activity:



- **Do not indicate activity completion**: Learners won't see a "tick" next to the activities in their courses and it will not be possible to track if an activity has been completed or not. Use this only if progress doesn't matter for a certain activity (e.g., additional info materials).
- **Students can manually mark the activity as completed**: Learners can press the box (tick) next to a certain activity to indicate that they have done it. (Note: they can do this even without having entered the activity and without having actually done it.) This should be used as kind of a "self-check" for learners.
- **Show activity as complete when conditions are met**: The activity will be automatically marked as complete once certain specified criteria are satisfied. You can usually choose between two options:



  The learner must view this activity to complete it *or*

  The learner must receive a grade to complete this activity.

Please note that "view" only requires the learner to open the activity –as soon as this has happened the activity will be marked as completed. This might be acceptable for optional or additional resources, but whenever possible (e.g., for all kinds of assessment) you should require a grade. Also, because the "grade" setting doesn't require a specific passing grade (if you haven't set one) –in the simplest case it just needs the learner to click through all parts of an assessment activity/participate in all interactive elements.

For certain types of activities, like for example quizzes, there might be additional options to the "grade" condition, such as requiring a passing grade, or all attempts to be completed. In that case you would also need to define the passing grade under the "Grade" settings of the activity/set a number of maximum attempts.

Please note that for certificates you MUST choose either "do not indicate activity completion" or "must view".

Once you have set up activity completion, the built in Activity Completion report will be available to course administrators. This will list all learners on your course and show whether they have completed each activity or not.

Since all activities slightly vary in this regard, please consult the Moodle Documentation if you have further specific questions.

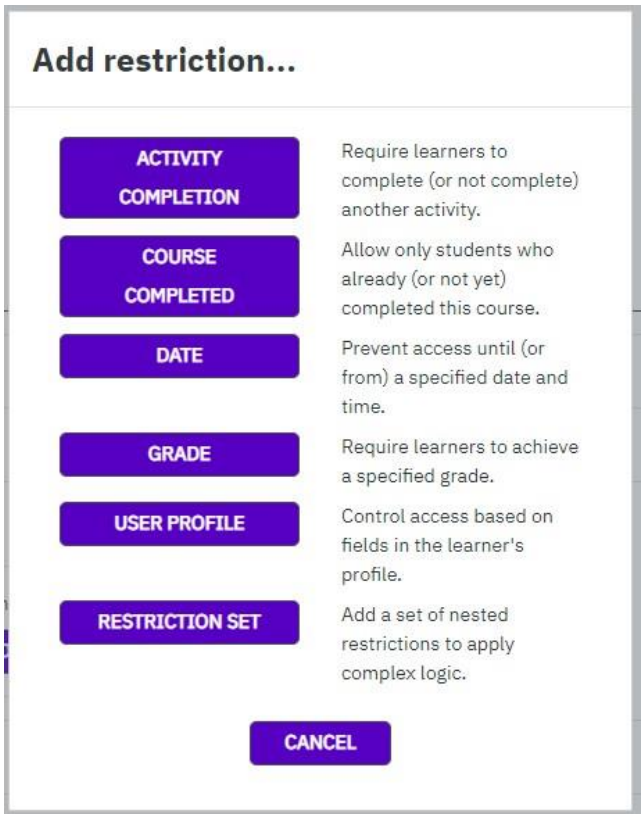
4.5 Access Restrictions

When adding an activity to your course, you can specify whether it is always available to the learner, or whether it is only available under certain circumstances.

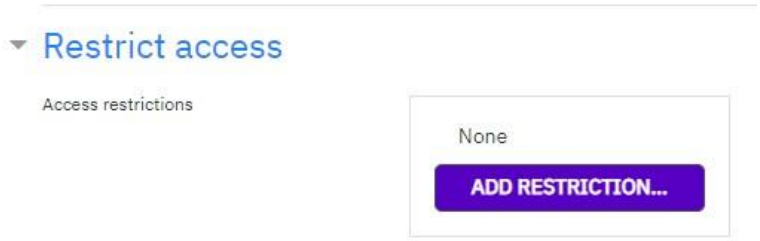
For example, you might make availability dependent on the learner having completed a previous activity thereby 'releasing' material in a controlled fashion as a learner moves through the course.

Restricting access is not a mandatory setting – except for the course certificate! Here, you must choose one or more activities or the whole course to be completed (see also the chapter on certificates). The reason for this is that the learners in your course should only receive their certificate at the very end after having done all necessary activities to pass it.

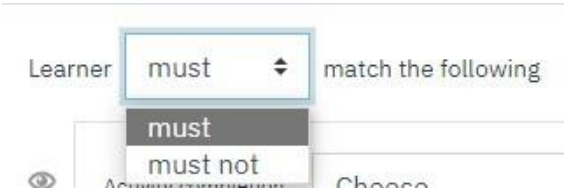
Restriction can be based upon "Activity completion" (see chapter activity completion), "Course completion" (see chapter course completion), "Date", "Grade", the "group" or grouping the students are in, or even user profile fields. The 'Restriction set' button also allows for more complex criteria requiring nested conditions.



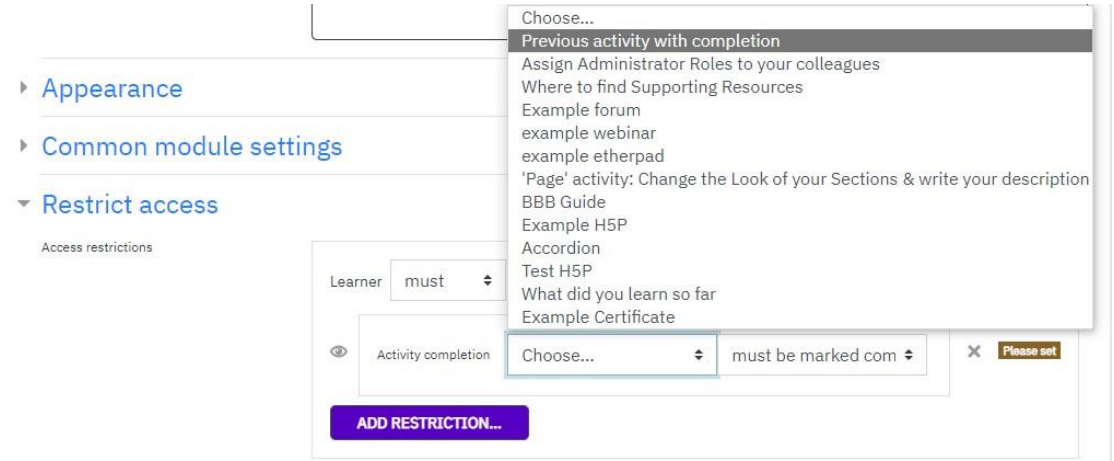
Usually, when setting up access restrictions, you want to require a certain activity to be completed before the next one can be initiated.



Start by going to your course, turn editing on and choose the activity you want to edit or add. Under "**Restrict Access**", you first choose "**Activity completion**" and define if the learner "must" or "must not" match the following –usually, you would go with "must", because you want the learner to do something before he or she can move on.

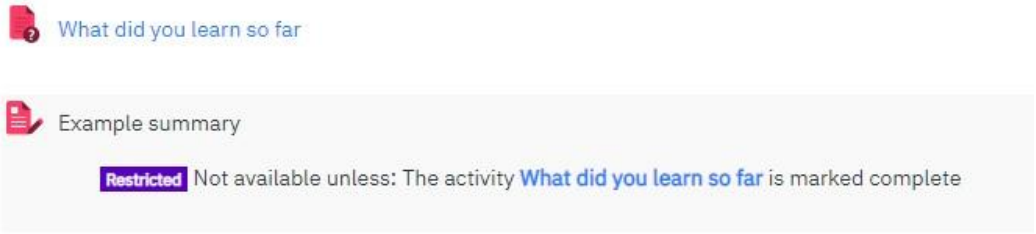


In the next step, you can choose which activities need to be completed beforehand. If your course is very linear, you can just set "Previous activity with completion" and then "**must be marked complete**".



However, you can also choose specific activities that need to be completed from the dropdown.

After you have set up your access restrictions, click safe and display and go back to your course. Your learners will now see a padlock icon displayed besides the item in your course informing the learner about the conditions under which the lock will be removed:



As always, there is also a broad documentation on access restriction available on Moodle Docs.

4.6 Course Completion Criteria Settings

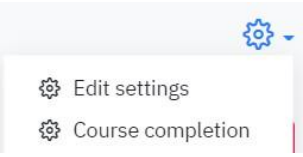
Course completion indicates if a course has been completed. It can show the progress a student is making towards finishing the course according to specific criteria. The criteria can include meeting an activity's grade level or a manual checking "complete" by either the student and/or teacher.

Therefore, course completion settings become relevant when

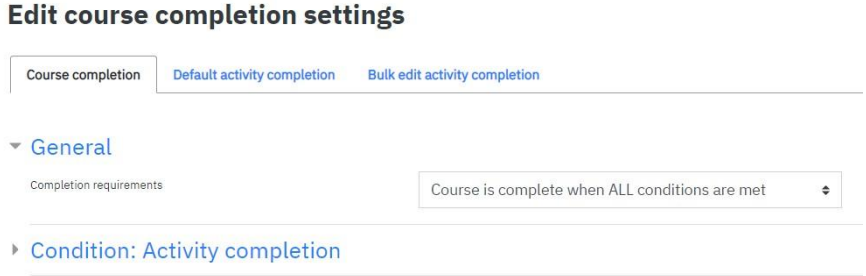
- you want to track your learners' progress
- you want the certificate to be issued once the course is completed
- you want to indicate on the learners' certificate that the whole course has been completed.

It's important to note that **course completion builds upon activity completion**. Therefore, you should **start configuring the course completion after you have all the activities in your course ready** with the correct activity completion settings.

Course completion settings can be accessed via the course page and the wheel on the top right.

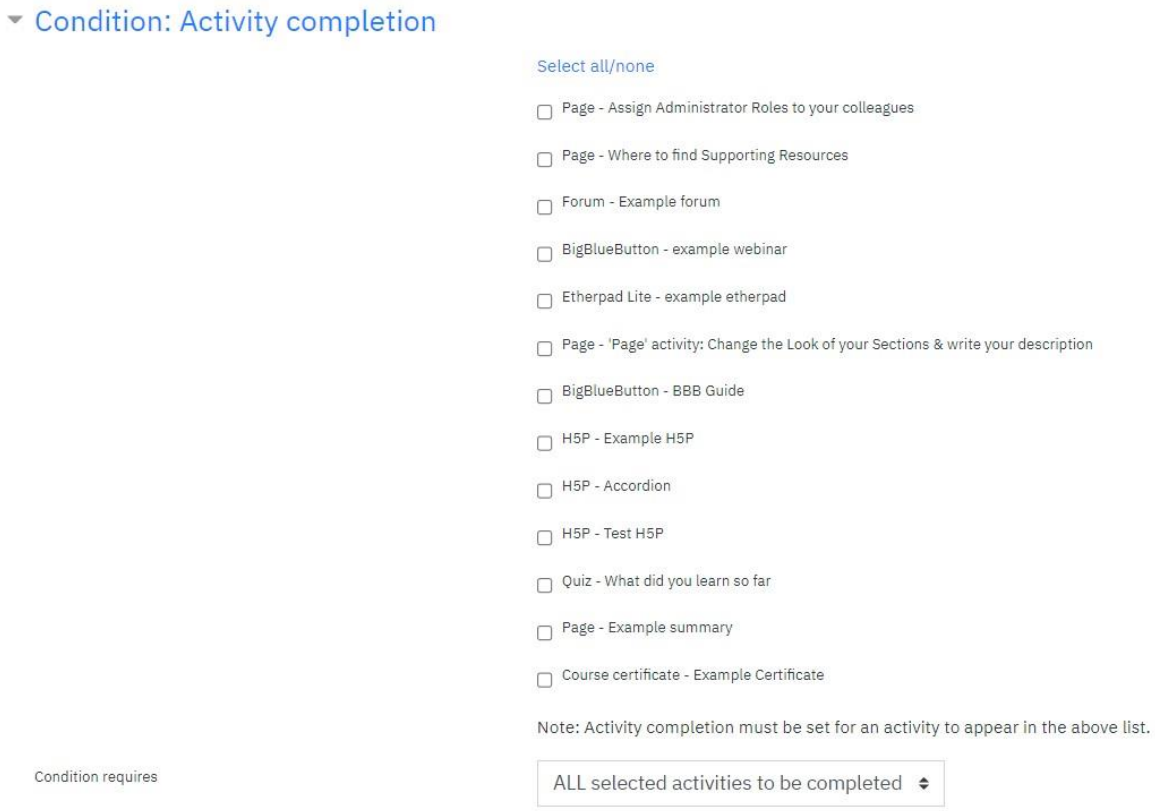


There are two conditions where you should always configure the settings: General completion settings and activity completion conditions.



Under "General", the default is "Course is complete when ALL conditions are met" – you can leave this as it is.

Under "Condition: Activity Completion", you can select all activities or resources from your course that should count towards the course completion.

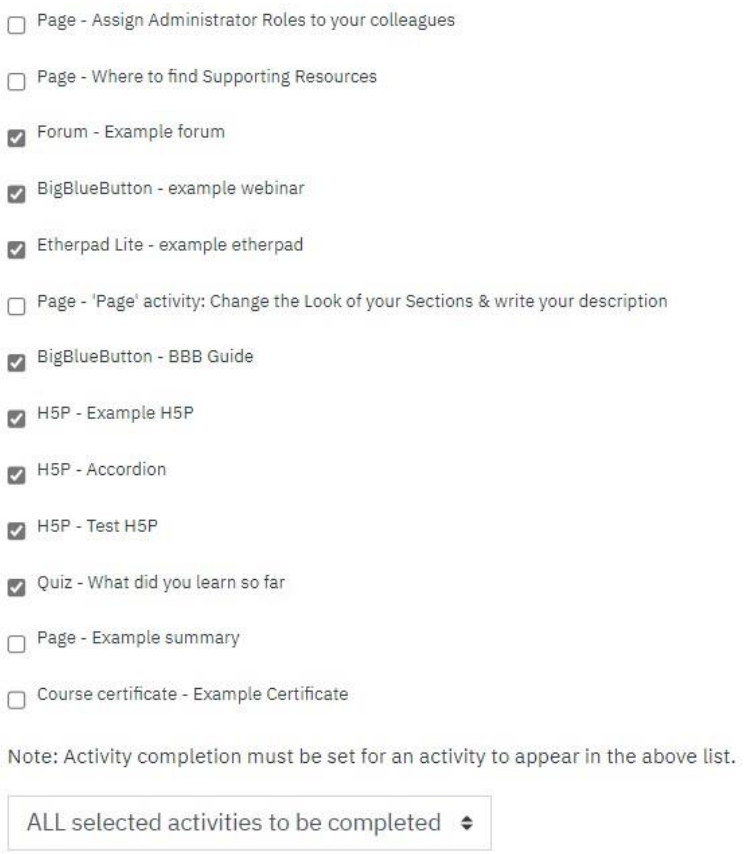


This gives you different options:

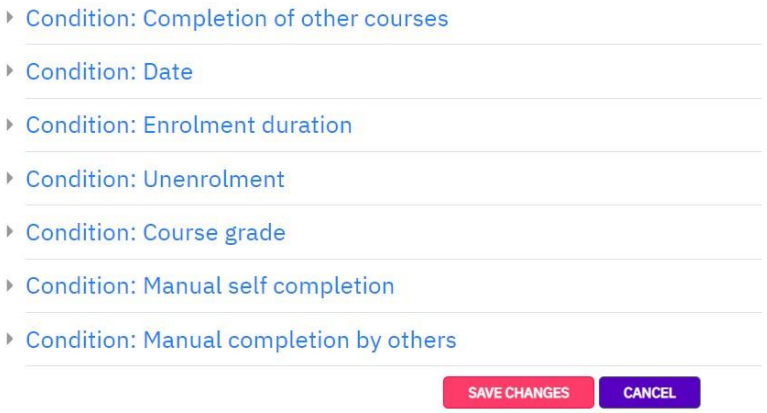
- You can just select all activities/resources from the list EXCEPT the course certificate*
- You select those activities that require active participation, a grade, etc. This way for example an additional resource such as a page doesn't count towards the overall completion

*The course certificate is displayed here if "view" has been selected as activity completion criterion. However, **you should never select the course certificate in the course completion settings**, because this creates a loop, and the certificate is never issued.

When you are done, your course completion settings could look somewhat like this:



There are also other conditions completion can be based on:



You can learn more about all conditions in the Moodle Documentation. However, in most cases those additional settings are not relevant, and you don't have to change anything.

After you are done with your activity completion conditions, click "save changes". Your learners' progress is now being tracked accordingly.

4.7 Technical Specifications and Recommendations

In the last chapters you have been introduced to all the settings you need to add activities to your course.

- **System**

atingi is a **moodle based** learning management system.

The current version is **Moodle Workplace 3.9**. You can find many useful resources on Moodle Docs.

atingi also has integrated almost **500 plug-ins**. Among them are standard moodle plugins, e.g., for certain activities and resources. Additionally, there are at the moment **77 extra plugins**, the most important ones being: BigBlueButtonBN, Attendance, Appointment, Course Certificate, Open Badges, Reports, Invitation Enrolment, Multifactor Authentication, Tiles Format.

atingi allows **Guest Access**, where learners can have a first look at the public course portfolio and the courses' landing pages. To start learning and taking part in courses, a registration is required.

- **atingi App**

atingi is available as an **App for Android**, which is **free of charge** and based on the moodle app.

Current version: 3.9.4

Required Android version: 4.4 or higher

Mama atingi shop is another app powered by atingi eLearning.

- **Upload size – recommendations and limits**

The general upload limit on atingi is 4GB. However, we don't recommend uploading such large images or videos.

For mobile-friendly use, the recommended **maximum file size** is at **2MB** for mobile data use and 20MB for Wifi connection.

For videos, it's recommended to host them on **YouTube** and link them to the course, because the video platform responds to individual internet speed (additionally, YouTube automatically creates subtitles).

Course images should be uploaded (not linked) in **size 16:9** (e.g., 447x252 pixels) and **not be bigger than 1 MB** - ideally less than 500KB.

Generally, we recommend uploading several small files/images/packages instead of a single large file.

- **Supported file formats**

atingi supports different file formats for importing content:

In the editing mode, **all standard file formats** can be uploaded to a course on atingi. Such as DOCX, PDF, JPG, PNG, GIF, MP4, MOV, MP3, M4A, CSS, XLSX.

It is also possible to integrate **HTML** code in a course.

Supported file formats that can be used within **H5P** are listed here.

For ready-made content **SCORM** packages from version **1.2**, **IMS** or **XML** files can be imported to atingi.

- **Recommended browsers for using atingi**

Google Chrome and **Microsoft Edge** are recommended for the use of atingi.

Other browsers might display course content incorrectly (especially Internet explorer) or not working together smoothly with all plug-ins (e.g., BBB).

- **Learning Certification Formats on atingi**

Course Certificate: auto-issued **PDF**, with course name, learner name, date, verification URL, and unique certification ID.

Open Badges: standard, verifiable, portable, and shareable digital **micro-credentials** with embedded information about the skills and achievements of their recipients provided by Open Badge Factory.

- **Recommended fonts for course certificates**

Especially for course certificates not all fonts work well with different languages and writing systems.

“Free serif” is confirmed to display a variety of languages correctly (e.g. Vietnamese, Arabic, German). For Mandarin, “STSong Light” should be used.

- **atingi languages**

At the moment there are **eight system languages**: English, French, German, Spanish, Portuguese, Arabic, Vietnamese and Ukrainian.

Moodle offers language packs for several other languages – some of them more comprehensive than others; atingi will constantly be adding more languages to its system.

Courses can be provided in any language, even if it might not be a system language. At the moment there are courses available in **English, French, German, Spanish, Portuguese, Arabic, Vietnamese, Mandarin, Kiswahili, Khmer, Bengali and Bahasa Indonesia.**

- **Opening external content**

External content or packages should be embedded, if possible.

However, if you want them to open in a new tab/new window this can be done via the course settings or via HTML by adding the target=”_blank” attribute.

- **Navigation**

For a smooth navigation within your course, you should find a balance between things you want to display within the activities and on your course page.

In general, it is recommended to **introduce each section with a short sentence**, display the descriptions on the course page as well as in the activities, use labels to make your course more visually appealing but not to display important information – labels are a

“placeholder” and are not being displayed in the navigation between activities and resources.

- **Low bandwidth friendliness**

There are different options to make courses more user-friendly when it comes to their usage of mobile data. However, one important aspect to consider is always the **learner target group**:

Does your learner group have no to little access to the internet and you want to use a **raspberry pi solution** (atingi in a box)? Then you should not add any external content or links to your course because they can’t be accessed via the raspberry pi image.

Does your learner group use the **atingi App** for offline learning? Same as above – only items directly embedded on atingi can be downloaded and finished offline.

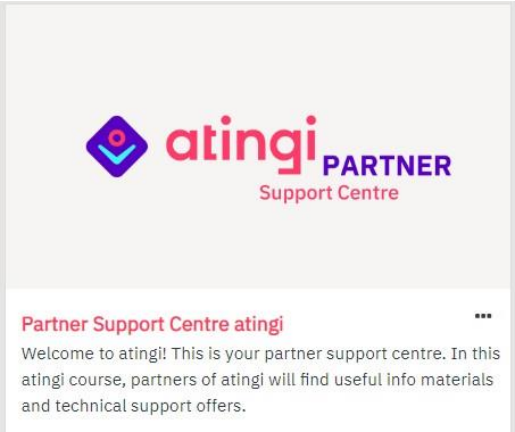
Does your learner group use atingi via **browser** but has connection issues? In this case you should consider embedding videos, e.g., via Youtube. This is because contrary to atingi YouTube can adjust the video size to the connection of the user.

In general, try not to upload too many big files.

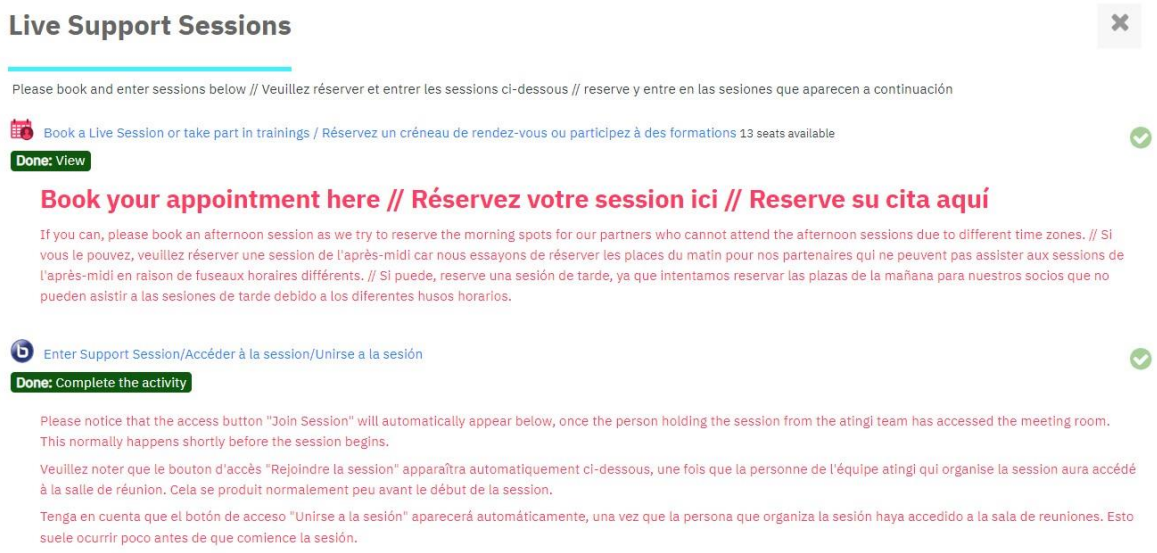
4.8 Use our Support Resources

What to do if you still have questions or need help?

1. Contact your **atingi Account Manager**.



2. Visit the **Partner Support Centre**. Here you can find technical **guides** (such as this one), infosheets and help videos. You can also always book a seat in our **Support Session**, **every Wednesday** from 3.30pm to 4pm. The session takes place on atingi, via BigBlueButton.



Do you have technical questions on how to set up your course or could your support requests not be answered via the atingi helpdesk?

Whatever it is, you are always invited to book one of our weekly **Support Wednesday Sessions** in the Partner Support Centre! To book a **10-minute-slot**, simply choose the appointment you would like to attend via "**Book Live Sessions**" and click on "Book". You will then receive an e-mail as confirmation of your booking.

The sessions are being held via **BigBlueButton** every Wednesday from **3.30pm to 4pm (CET) in English, French and Spanish**. Additionally, there is one "**early bird session" from 8.30am to 9am every last Wednesday of the month** - we would ask you to only book this appointment if your time zone doesn't allow for participation in the afternoon sessions. **If you have scheduled an appointment, you can join the session shortly after the starting time when the access button has appeared on the page**.

Si vous avez des questions techniques sur la configuration de votre cours ou vos demandes d'assistance ne trouvent pas de réponse auprès du service d'assistance atingi, vous pouvez toujours pour réserver l'une de nos **sessions de support hebdomadaires du mercredi** dans le Centre d'assistance aux partenaires ("Partner Support Centre").

Pour réserver un créneau de **10 minutes**, il suffit de choisir le rendez-vous auquel vous souhaitez assister via "**Réserver des sessions en direct**" ("Book Live Sessions") et de cliquer sur "**Réserver**" ("Book"). Vous recevrez ensuite un e-mail de confirmation de votre réservation.

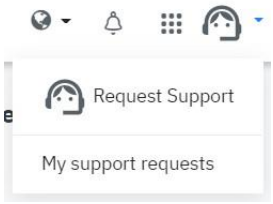
Les sessions sont organisées par **BigBlueButton** chaque **mercredi de 15h30 à 16h00 (CET) en anglais, français et espagnol**. En outre, il existe une **"early bird session" de 8h30 à 9h00 chaque dernier mercredi du mois**. Veuillez ne prendre ce rendez-vous que si votre fuseau horaire ne vous permet pas de participer aux sessions de l'après-midi. **Si vous avez pris rendez-vous, vous pourrez rejoindre la session peu après l'heure de début lorsque le bouton de connexion sera apparu sur la page**.

En caso de preguntas técnicas sobre cómo configurar sus cursos o de preguntas generales que no pueden ser respondidas a través del servicio de asistencia de atingi, por favor tome en cuenta que siempre están invitados a reservar una de nuestras **sesiones semanales abiertas** que se llevan a cabo todos los miércoles en el Centro de servicio de asistencia para Socios en atingi (atingi "Partner Support Centre").

Para reservar su **turno de 10 minutos**, sólo tiene que elegir la cita a la que desea asistir a través de **agendar una cita** ("Book Live Sessions") y haga clic en **reservar** ("Book"). Después de haber agendado una cita, recibirá un correo electrónico con la confirmación de su reserva.

Las sesiones se llevan a cabo en línea a través del sistema de comunicación virtual **BigBlueButton todos los miércoles de 15:30 a 16:00 (Hora de Europa Central)** y son ofrecidas **en inglés, francés y español**. También ofrecemos **citas en horario de 8:30 a 9:00 de la mañana (Hora de Europa Central) los últimos miércoles del mes**. Le rogamos que reserve una cita matutina sólo sí su hora local no le permite participar en las sesiones de la tarde. Una vez agendada una cita, usted podrá unirse a la sesión poco antes de la hora de inicio, haciendo clic sobre el botón "**unirse a la sesión**" ("Join session") **este botón aparecerá en la pantalla justo antes de la hora inicial de su cita**.

3. File a ticket in our **Helpdesk**: If you or your learners encounter difficulties on atingi, you can file a ticket via the helpdesk on the top right of the page:



   Our support team will get back to you as soon as possible. It is always helpful if you additionally provide screenshots and links.

4. Use **Moodle Docs**: Most features are based on the moodle standard. Moodle itself provides a great variety of documentation – therefore, sometimes it helps to just google "issue xy moodle" and you will be brought to the site that contains the solution.

5. Course Certificates

Preconditions: To start designing certificates, you must be assigned as a Category Manager or Category User Manager in your designated course room ("Category") in which you can create as many courses as you like. In addition to the Category Manager, the Course Manager can also choose between certificate templates within a course.

Offering your course participants a digital credential to have proof of their acquired knowledge and competencies is mandatory at atingi.

atingi Certificates are one of two digital credential options which atingi offers; the second option are so-called "Open Badges". Which of the two options you decide to use should be decided on the basis of which you think is more suited for your learners. For more information about Open Badges, ask your Account Manager or visit the Partner Support Center.

The atingi certificate is a simple, customisable, digital PDF, which is automatically issued to each learner who completes the course once it has been set up as an 'activity' into your course. The atingi certificate can be designed by the Category (User) Manager to fit your visual preference in terms of background image, logos, orientation (vertical/horizontal), shape (rectangular / square) and size, text font, dynamic text fields, etc. Of course, you can also use our atingi certificate template, which already has all automatic fields configured and is displayed in the atingi corporate design.

Learners can then download the certificate as a PDF and email or print it. It can also be verified by facilitators and admins of its authenticity via the ID number printed onto the certificate; the verification page lists all the details for the certificate so that you can manually verify the copy.

5.1 Designing the Custom Certificate Background Image

To create the background image of a custom certificate, you can use e.g., PowerPoint, Canva or Adobe Photoshop. For PowerPoint, make sure to first format the slide in a common format, e.g. A4 vertical, and then **export the slide as a JPG/PNG**, so that it is ready for upload.

The background image of your certificate should only contain all the elements that are not "dynamic". This means, it shouldn't include things like the participant's name or certificate issuing date, as those will vary every time the certificate is issued.

As the certificate editing process can be quite time consuming, to reduce the amount of text elements you need to add via the template editor later, we recommend that you already add all the "non-dynamic" elements onto your certificate background image (e.g. visuals, logos, course title, etc).

And please remember to add the **atingi logo** somewhere onto your template! (You can ask your atingi Account Manager for the PNG File). Other than that, you are free to add logos or customize the design.

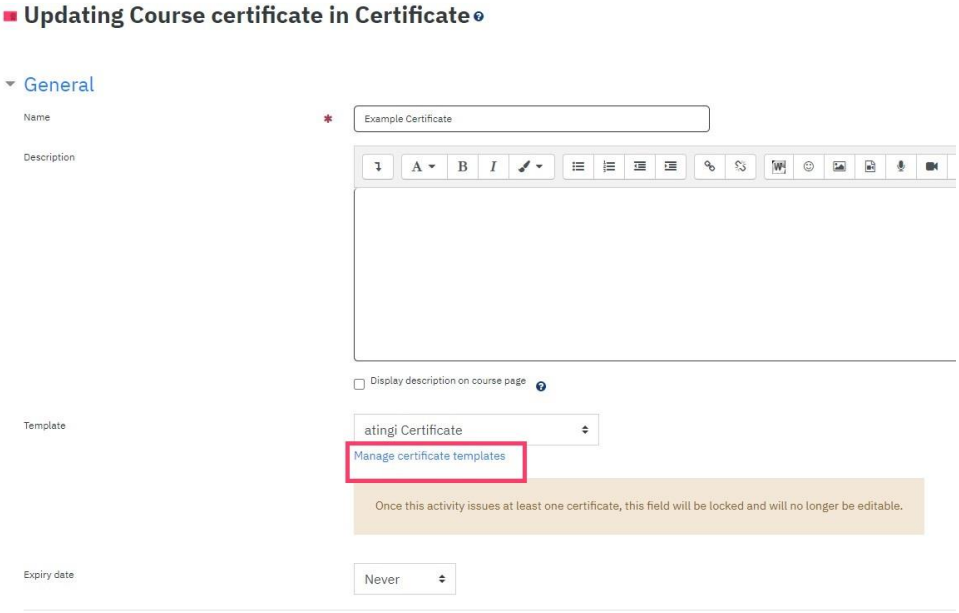
5.2 Creating the Custom Certificate Template

To start creating a custom certificate template,

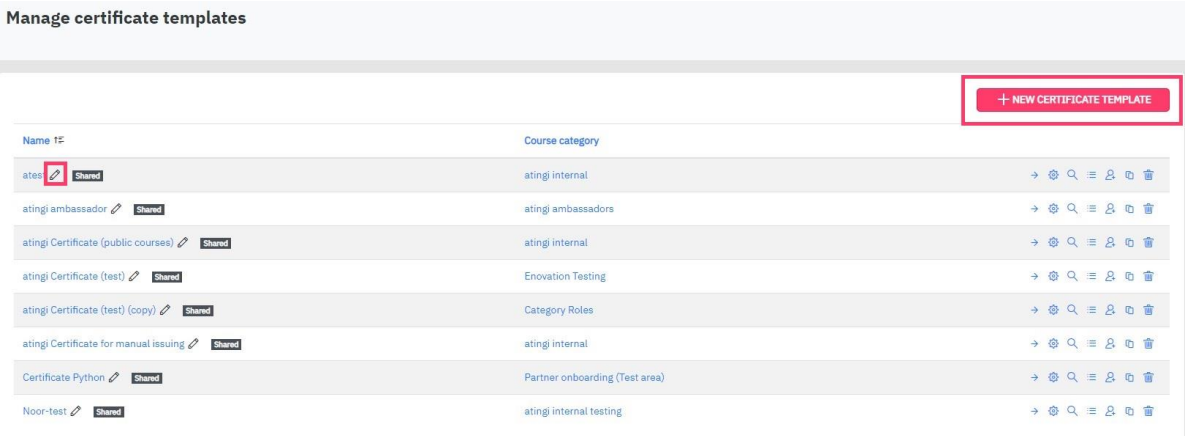
1. go to your course, turn editing on and select “Add an activity or resource”,

2. click on the activity “Course certificate”

3. click on “**Manage Certificate Templates**”

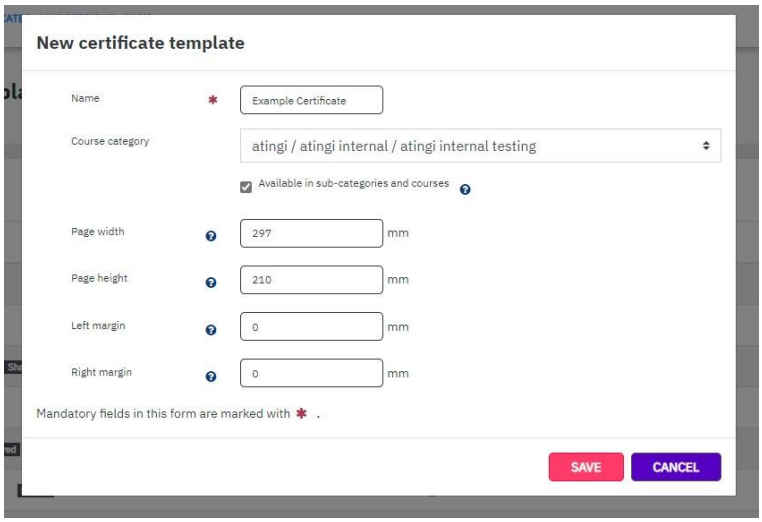


4. On the next page you see all available custom certificates from your category. You can choose and – if you like – edit those or set up a whole new template by clicking on “**+ New Certificate Template”.**

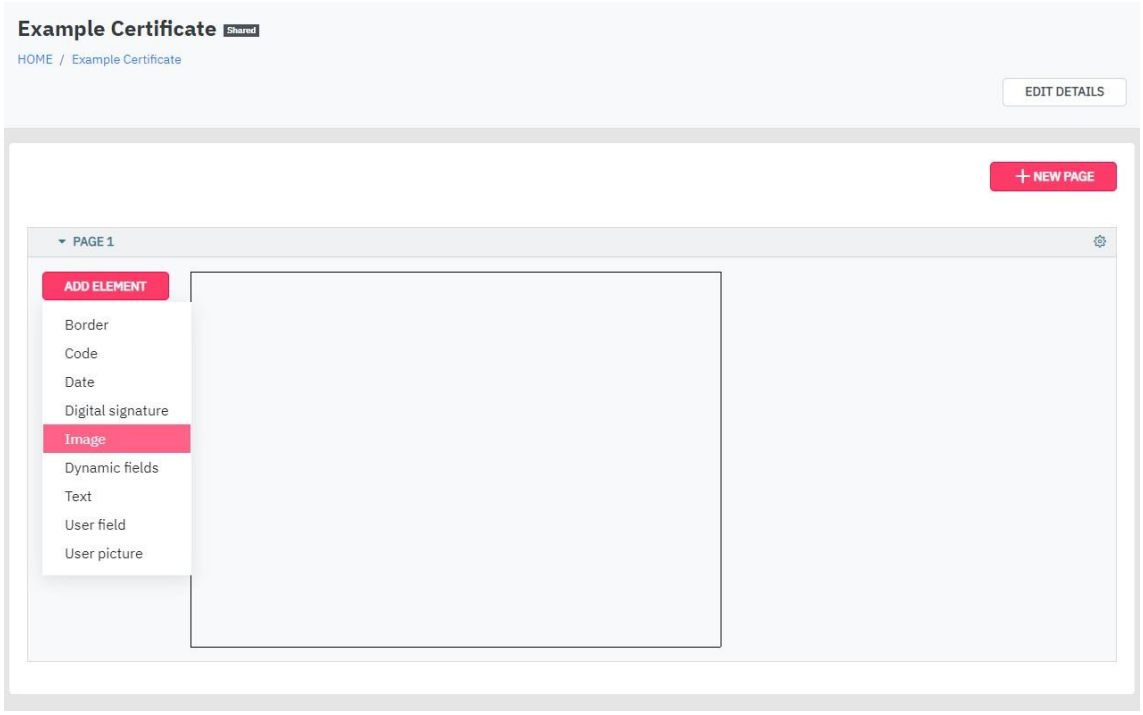


5. In the pop-up for the “New Certificate Template”, first enter the name you would like to give the certificate. Secondly, select your relevant Course category (if you assign “none”, the certificate won’t be linked to your course category).

6. Next, set the desired page width & height in millimetres (e.g. A4 vertical layout is 210x297mm) and click “Save”.



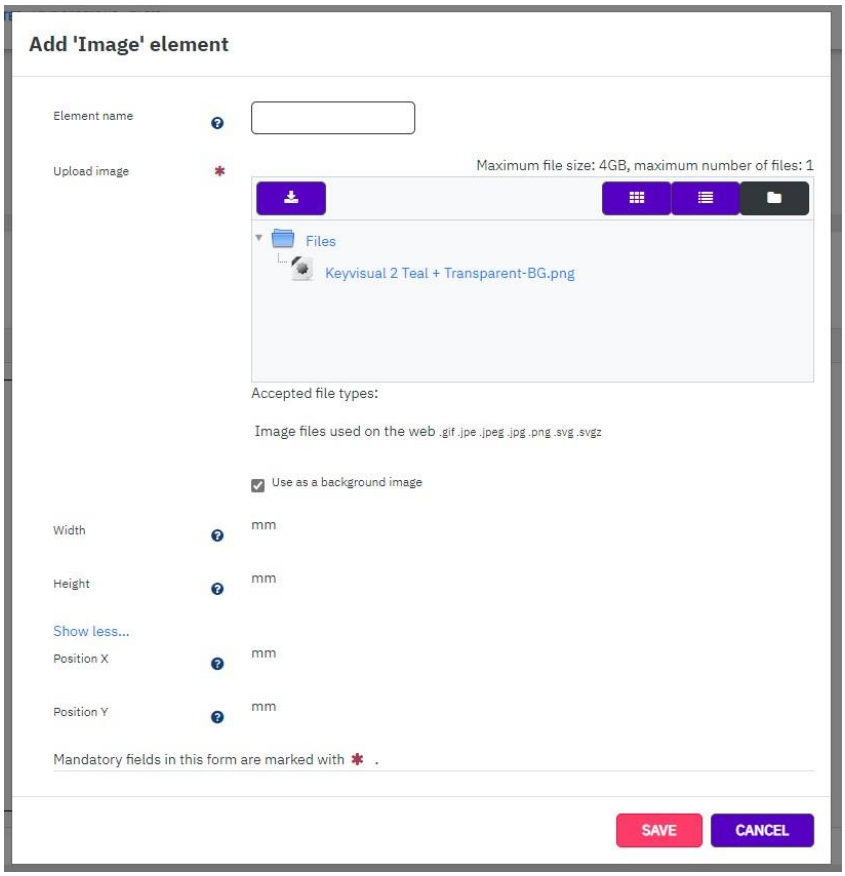
7. On the Template, to upload the background image, click on "**add element**" and select "**image**". Here you can insert your pre-designed custom certificate image (see previous chapter). The automatic fields will be configured afterwards.



Note: It is very important to first upload the background image for your template – and ideally you should be certain that this background image is your final version. This is because every time you upload a new background image, it overlays any text elements you placed on the template (there is no way to fix that issue in Moodle, sadly). This implies that every time you upload a new background image, you need delete all the hidden text elements and then create all those text elements again from scratch just so that they show on top of the background image.

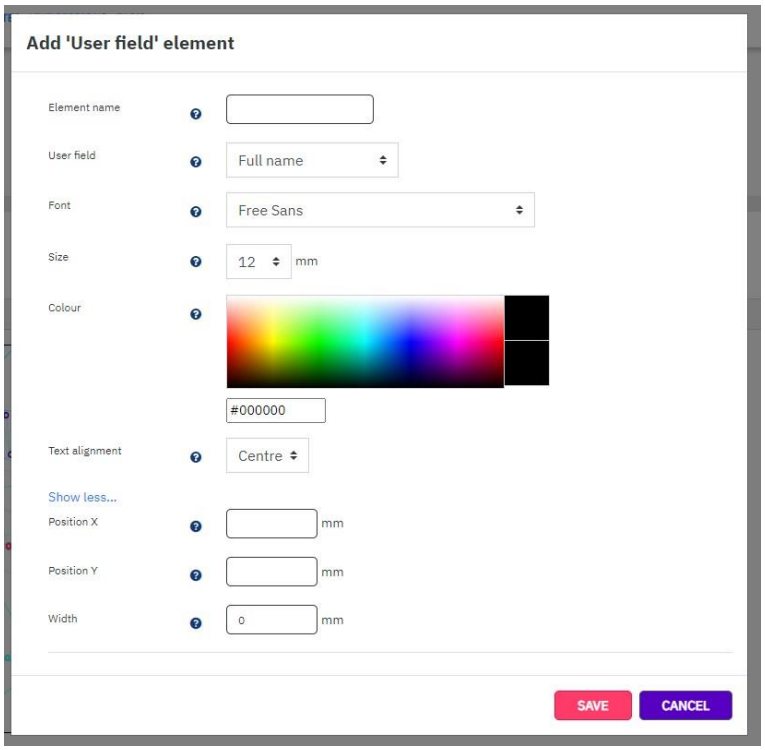
8. Upload your pre-designed background image via drag & drop, or by clicking on the purple folder icon ('add').

9. Tick the checkbox next to “**use as background image**” and click on “save”.



10. Now your background image will appear. Next, click again on “Add Element” and select “**User field**”.

11. The default selection for “User field” will be “**full name**”, but you can also select other user fields from the dropdown, if needed.

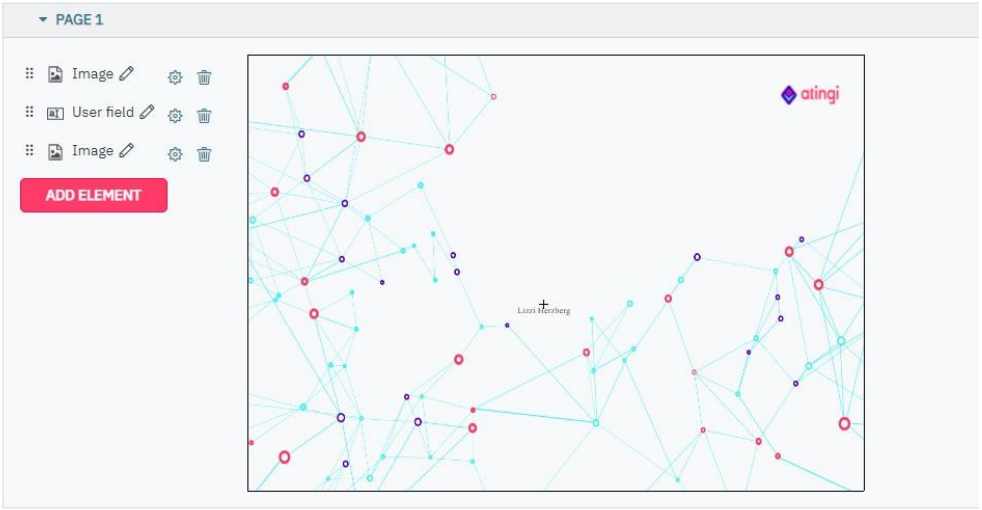


Select the “Font”, “Size”, “Colour” and “Text alignment”.

In “Element name”, feel free to enter ‘full name’ so that this element is clearly marked, because if you have other text elements later, that will help distinguish the different fields in your overview.

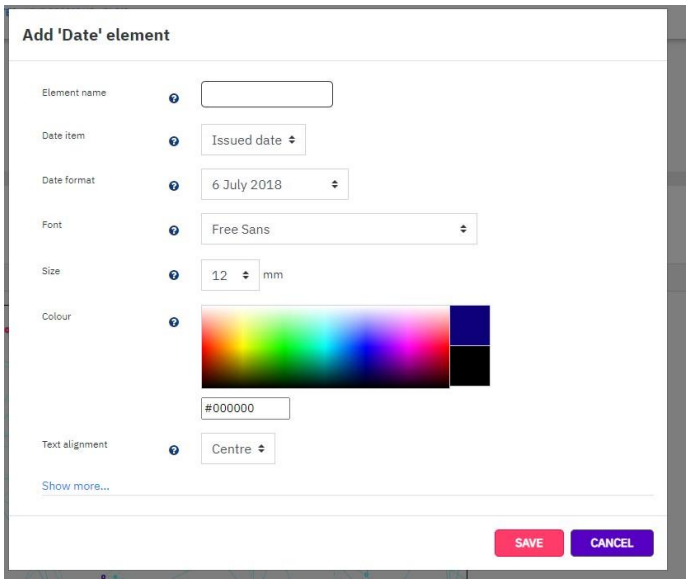
Click on “Save”.

Note: Especially if you are creating a certificate which is not in English language (aka with a different writing system or containing special characters), make sure to choose the **font** accordingly. For certificates in Vietnamese, German, Arabic, Chinese, Swedish, Hungarian, and Latvian the font “Free Serif” displays all characters correctly. For all other languages, if you notice that your font is not displayed as it should be, first try to change it to a different one and check if that solves the issue.

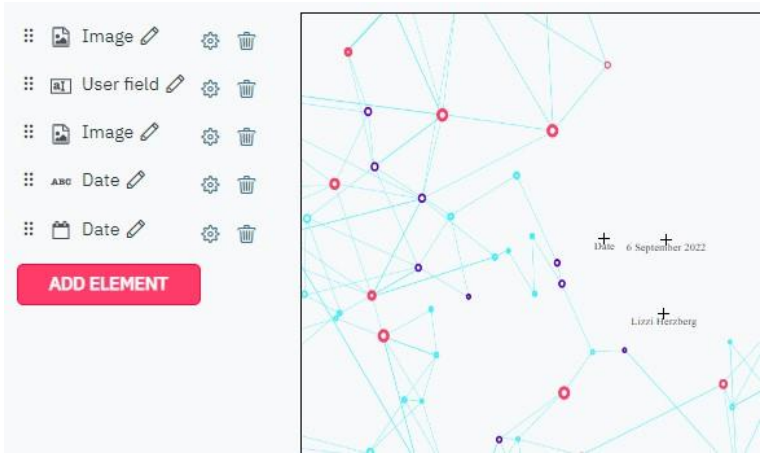


12. Your newly added field will appear somewhere at the top of the certificate with a little "**+**" sign above it. Simply drag the element into the desired location.

13. You can add a date to your certificate by going on "Add element", "**date**", choose date item "**issued date**". Then, choose date format, font, and colour, and click "Save".



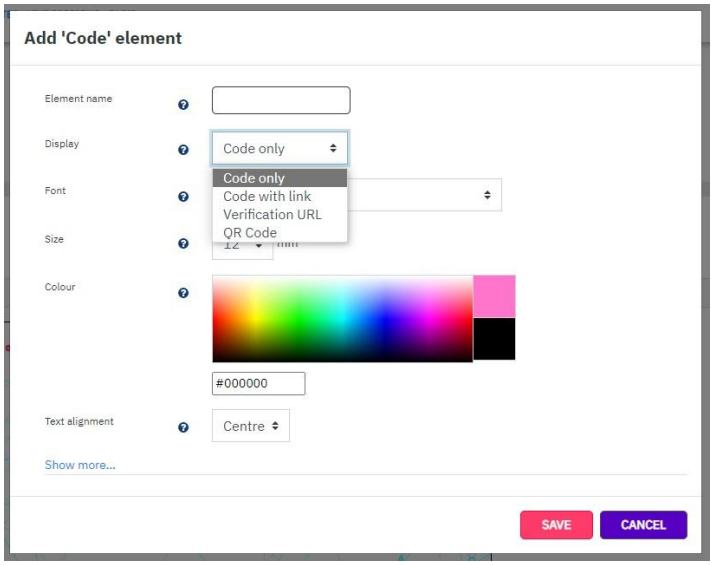
14. If you want to add "Date" as a text next to that dynamic date field click on "Add element", choose "**Text**" and enter 'Date' into text field. Then, select font and colour, click "Save".



15. Move all fields into the desired position.

16. The "certificate code" allows admins, students, and others to verify the validity of the certificate via the 'verify certificate' feature. To add it, click on: "Add element" and "**Code**":

17. Under “Display”, pick the way you would like to display the code. In this example, we are picking “**Code only**”. Pick the font and colour as usual and save.

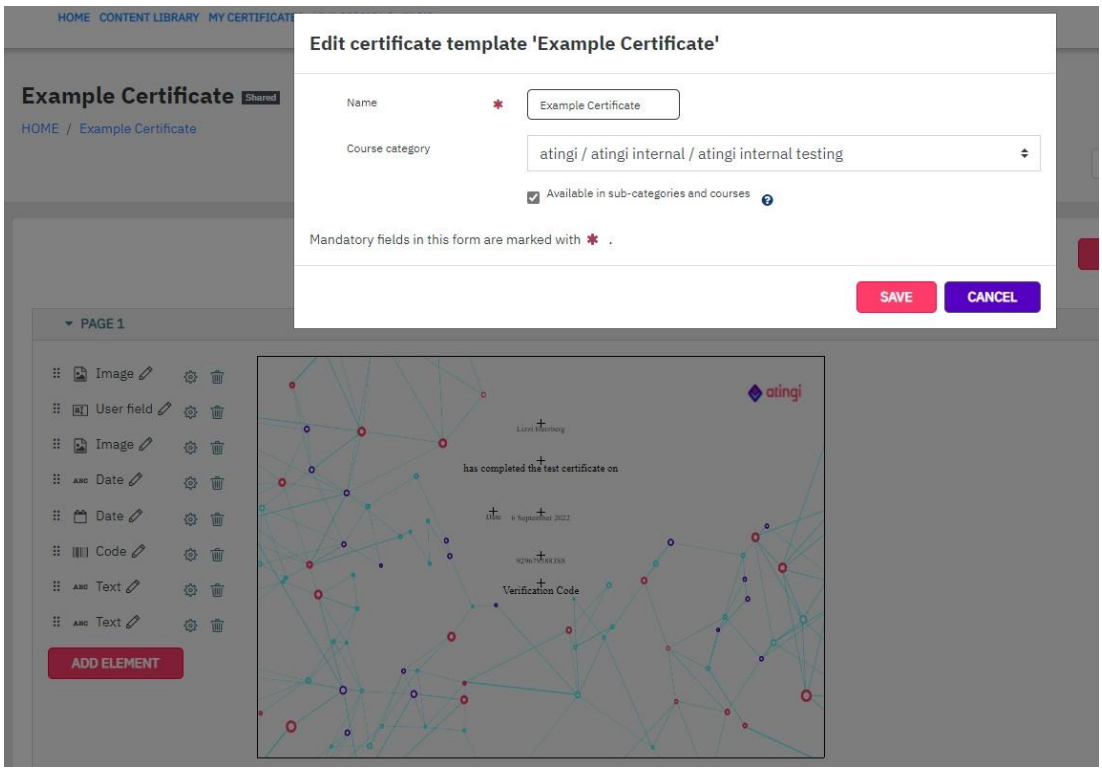


18. You can now see the ‘code’ element displayed on the certificate and can move it into the desired position. You can also add another text element next to it.

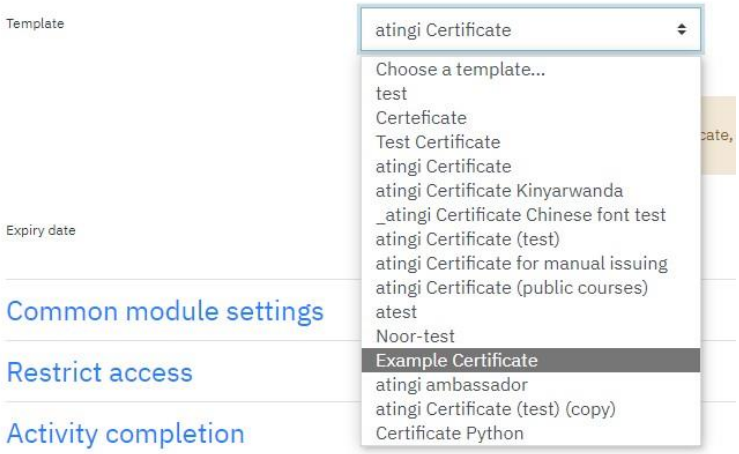
In this example, we added some more text fields.

The certificate template is now done!

If you want to change the title, you can click on “Edit details” and save the new name.



When you go back to your course, you will find your new template in the dropdown:



In chapter 5.4, you will learn about the most important settings of the certificate activity.

5.3 Multilingual certificate versions

If you want the same certificate to be given to a group of learners with different languages, it might be worth considering adding different languages to your ‘text fields’, instead of creating multiple certificates. You can add different languages to your static text element by integrating a small HTML code in the text field.

Write <span class=”multilang” to indicate that you want your text to appear in different languages; add lang=”en_wp”>This is to certify that>/span> to indicate the language you want to display – in this case ‘en’ for English – and note down the text you want to be displayed.

Here is an example of the text ‘This is to certify that’ given out in multiple languages:

This is to certify that

Ce certificat est délivré à

El presente certifica que

نشهد بأن

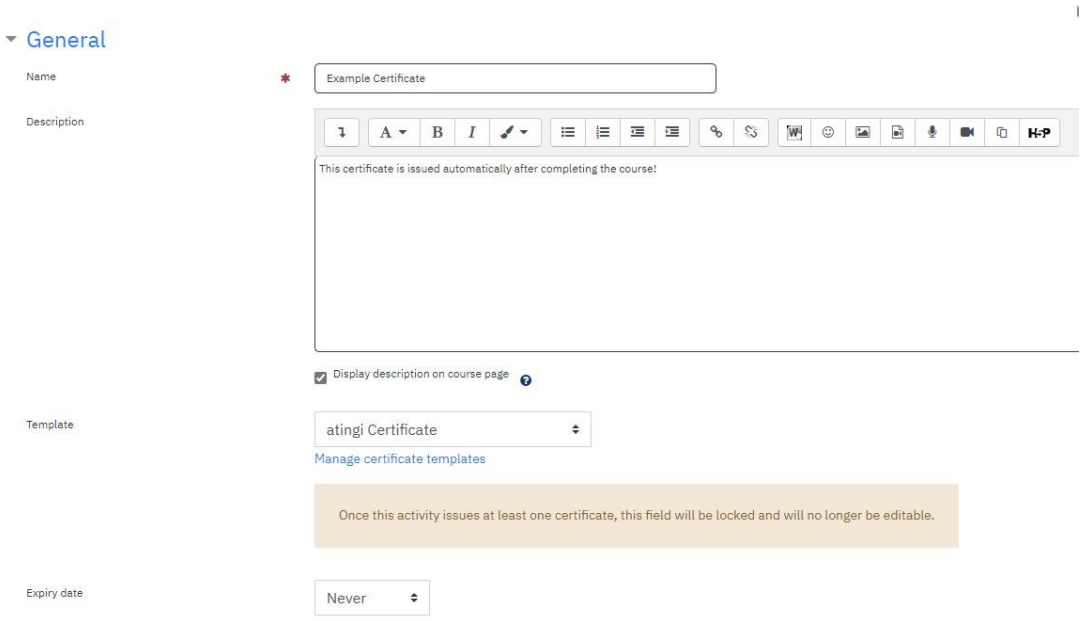
5.4 Adding the Certificate Activity to your Course

The certificate module is an ‘activity’ that can be added to your course, just like any other. Go to the relevant section of your course where you would like to add the certificate activity. Usually this is the last section/module and you can rename it by clicking on the pencil icon next to the title, giving it a name like “Certificate” and press enter to confirm. Then, click on the small plus in the section to choose the certificate activity.

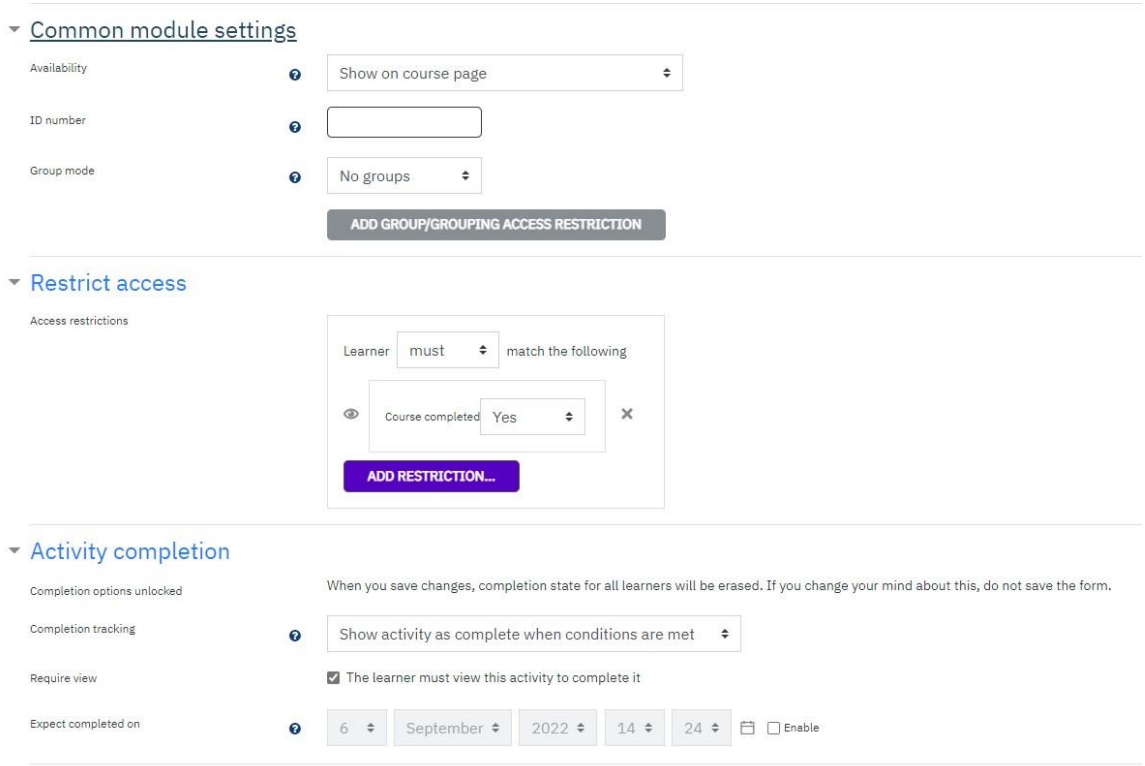
Note: The certificate should conclude your course and therefore only be issued after at least one final assessment has been passed (and/or the whole course has been passed).

In the previous chapters you already learned how to set up a custom certificate. If you are done with this or just chose to use the standard atingi certificate template, you now need to configure some more settings in the activity to make sure that the certificate is issued automatically after completing the course.

You should give the certificate activity a name, and if you like a description.

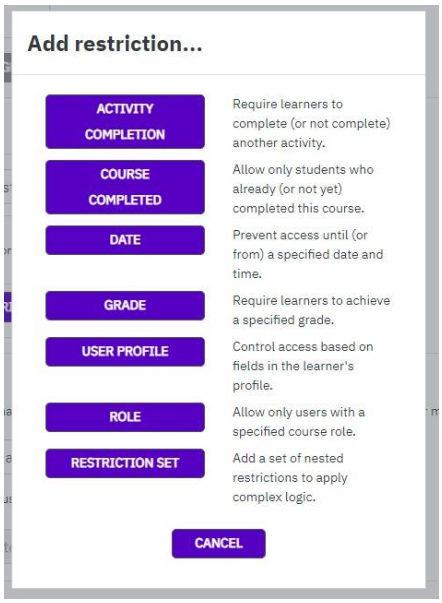


Unless you want to hide the certificate temporarily, set the availability to "**Show on course page**". Usually, you also do not need to define user groups.

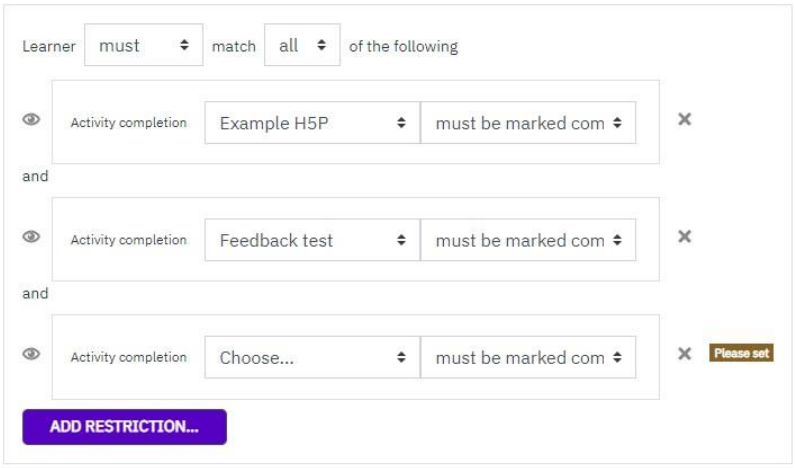


The most important setting is the **access restriction** because this determines under which conditions the certificate is issued. In general, we recommend using the "**Course completed**" access restriction. This means that all activities defined under "Course completion" must be completed before the access to the certificate is granted.

But **please note that for this to work you need to configure the "Course completion"** as well! Otherwise, no certificate will be issued at all.



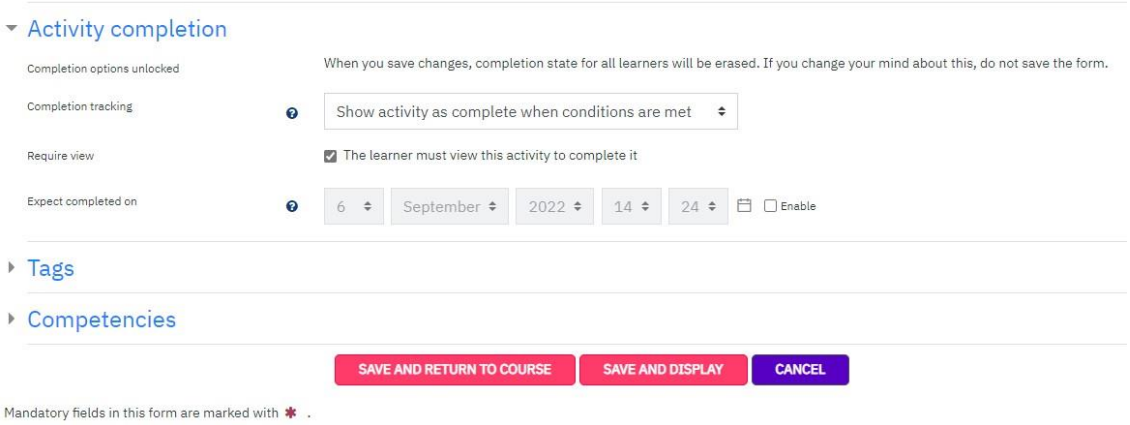
Alternatively, you can also select the “Activity completion” restriction. However, for this you need to set a new ‘rule’ for each activity that should be mandatory to complete before the certificate is issued.



The other restrictions available in the list usually do not make sense for most courses.

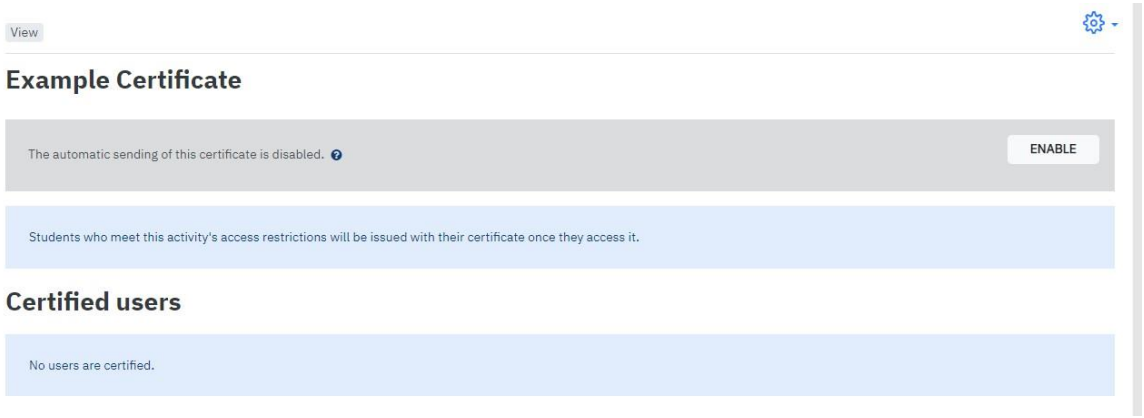
After having decided on an access restriction, you need to configure the **activity completion**. Here, you have two choices: either you select “**do not indicate activity completion**” or “Show activity when conditions are met” and “**view**”.

If you decided for the “view” condition, make sure not to select the certificate activity when configuring the “course completion”. If you choose “do not indicate completion”, the activity will not appear in the course completion activity list, but it will also not appear in your activity report.



You do not need to change anything in “Tags” or “Competencies”. Click “**Save and Display**” to return to your course.

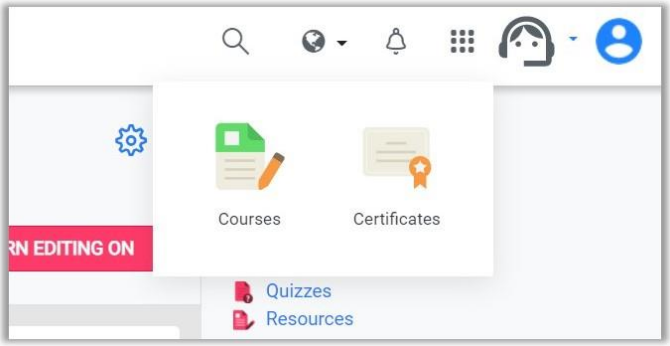
Please note that for the certificate it is especially important that everything is set up correctly when your course is being launched, because the template can not be changed after it has been issued one time. If you are sure that everything works fine, you can also enable the **automatic sending** of the certificate:



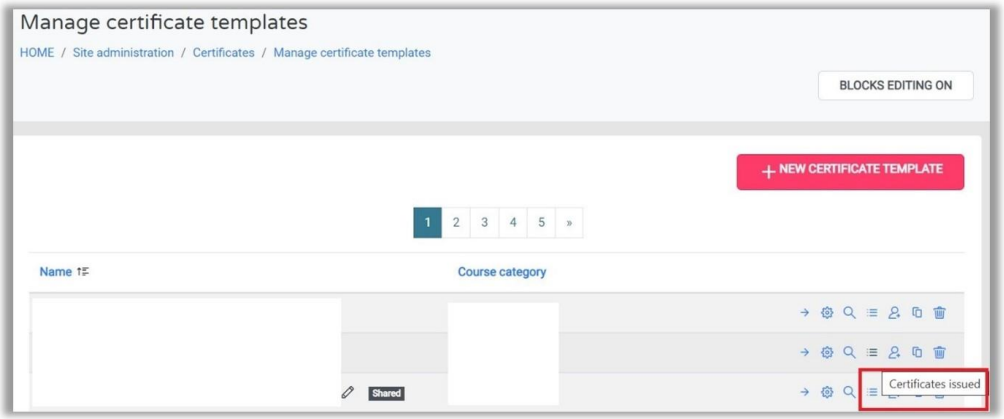
5.5 Re-issuing and Verification of Certificates

Preconditions: As a *Category User Manager* or *Category Manager*, you can manage course certificates. However, only *Category User Managers* can regenerate Certificates. Both roles can verify them.

To get to the certificate area, click on the dots at the top of your page and choose “Certificates”.



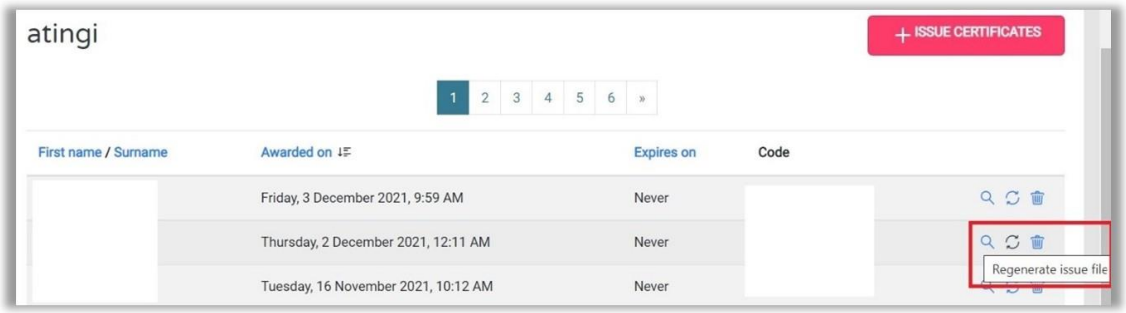
You will then be brought to the “Manage certificate templates” area.



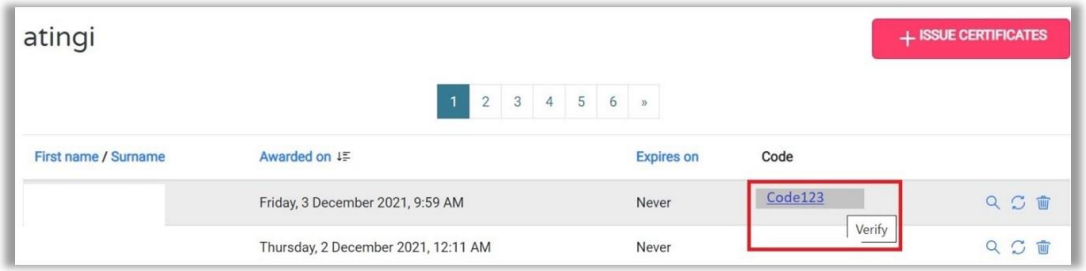
Here, you see a list of all the courses within your category. By clicking on the horizontal lines on the right you can see all the certificates issued for one course.

On the next page, you can see the name of the learner who obtained a certificate, the date it has been awarded and a verification code. As a Category User Manager, you can also

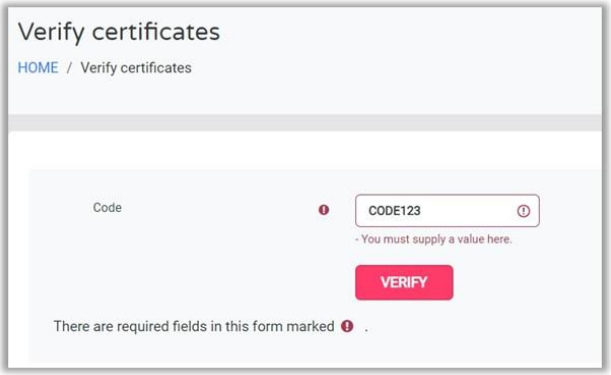
regenerate certificates by clicking on the “Regenerate issue file” icon. This might be necessary if the original certificate contains a mistake. However, in that case another option would be to just delete the original certificate and wait – the system will reissue the new certificate automatically.



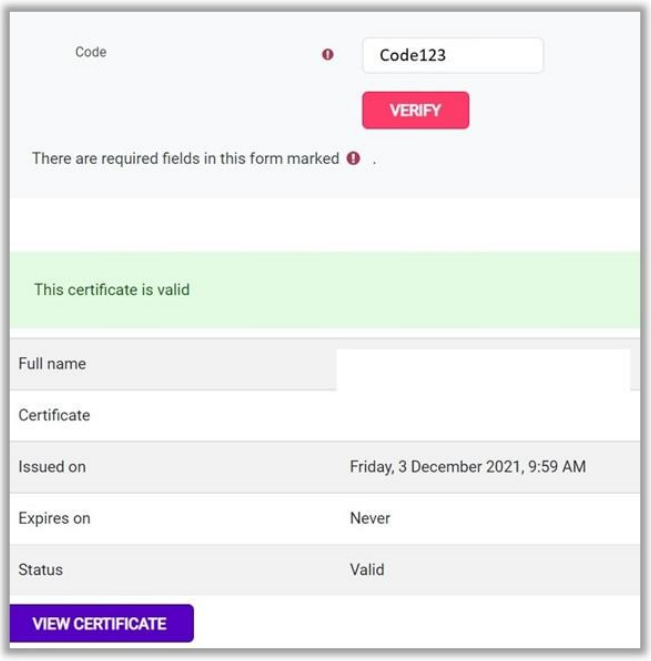
If you want to verify a certificate, just click on the number in the “Code” field.



The code you clicked on will automatically be added to the field on the next pages. However, you can also insert a different (existing) code here and verify it.



After having clicked on “Verify” the following window opens:



Your issued certificate is valid!

If you want, you can now view the certificate by selecting “View Certificate”.

6. Reports & Grades

6.1 Reports

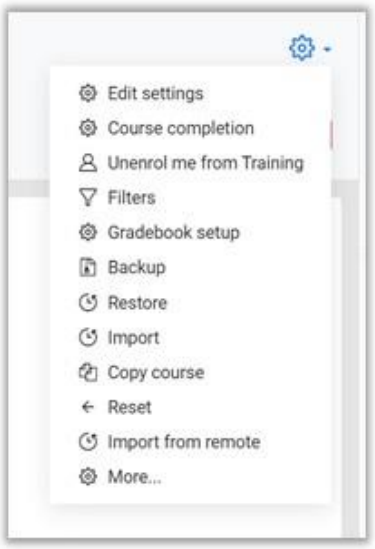
The activities of learners within courses are being monitored in different reports. Because reports also tell something about user behaviour, not all roles are able to see all reports. Below you can see the roles and permissions for each kind of report.

	Category User Manager	Category Manager	Course Creator	Course Manager	Course Designer	Course Instructor
Competency breakdown	✓	✓	☒	✓	✓	✓
Logs	✓	✓	☒	✓	☒	✓
Live logs	✓	✓	☒	✓	☒	✓
Activity report	✓	✓	☒	✓	☒	✓
Course participation	✓	✓	☒	✓	☒	✓
Activity completion	✓	✓	☒	✓	☒	✓
Statistics	✓	✓	☒	✓	☒	✓
Event monitoring rules	✓	✓	☒	✓	✓	✓
Grader report	✓	✓	☒	✓	☒	✓

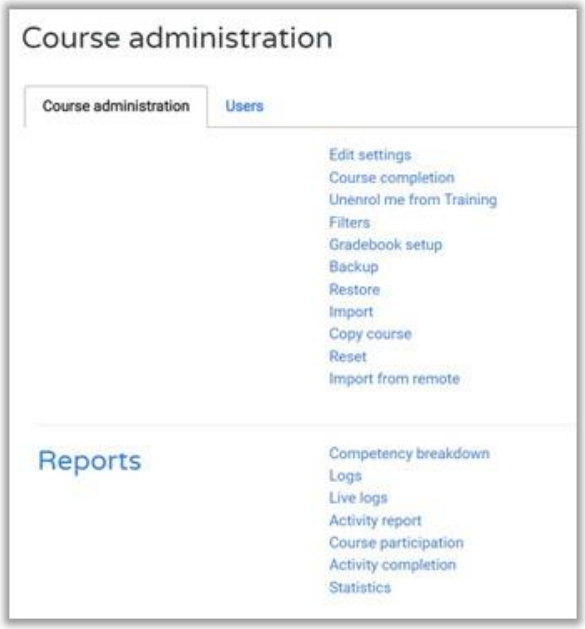
Most reports also automatically create an excel sheet to download.

The “Grader report” is connected to the gradebook settings of each course. In the following we will show you where to find all ‘regular’ reports as well as the Grader report from the perspective of a Category Manager.

To access different user reports, go to your course, click on the cog wheel on the top right and select “**More...**”



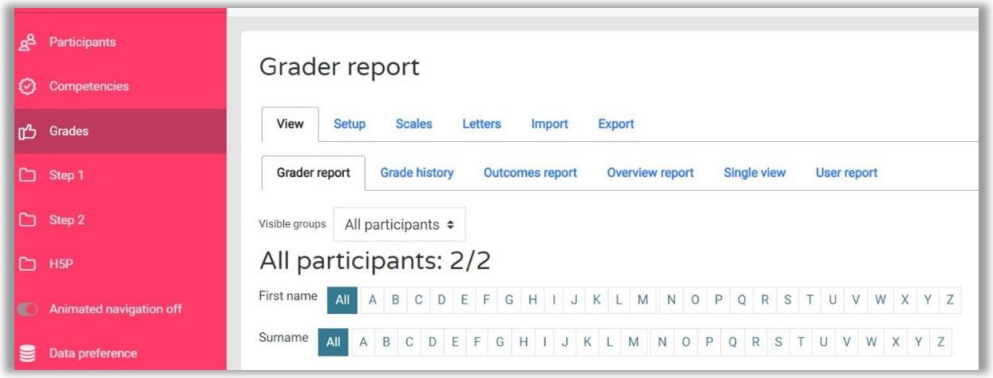
You will be brought to the **Course administration**. The second part of settings is called “Reports”. You can either click on “**Reports**” and in the next step select the report you wish to open from the dropdown, or directly click on one of the reports displayed here.



For example, in the picture below we selected “Activity completion”. This report will show you the activities and resources completed by all participants enrolled in the course. As you can see in the picture, there is also a dropdown menu to be found here, so you can switch to another report if you like.

To find your “**Grader report**”, please click on “Grades” at the site navigation of your course:

You will directly be brought to this report. There are different options for the grader report which you can explore – for example, it gives you the option to see a “Grade history”, look at the grades of single users (“Single view”) or all users (“User report).



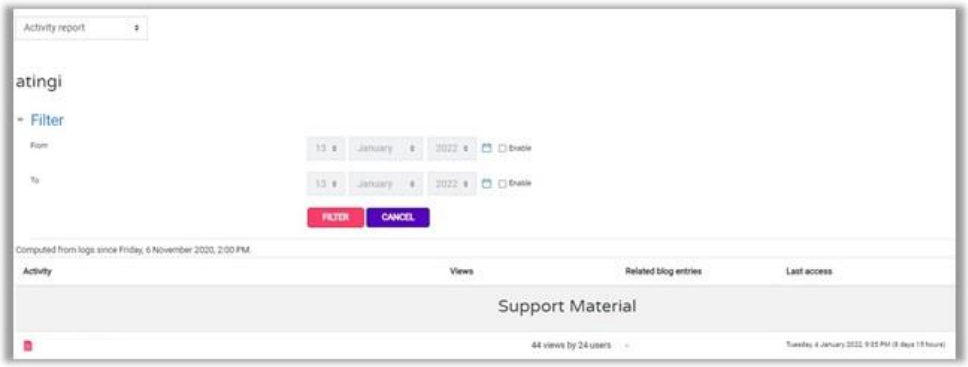
In the next section, we will look at the contents of all reports in detail.

- **Competency breakdown**: The competency breakdown report allows teachers to view the competencies of each student in their course, along with their ratings. This report is only available for courses where competencies have been defined.

- **Logs**: Logs show the activities or actions of users enroled in a course. To generate a log, select any combination of group, student, date, activity, actions and level, then click the "Get these logs" button. You can see what pages the student accessed, the time and date they accessed it, the IP address they came from, and their actions (view, add, update, delete).

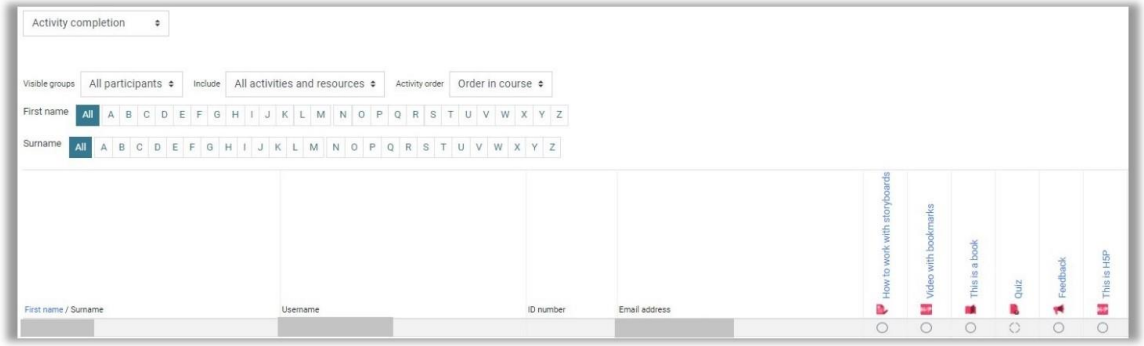
- **Live logs**: Live logs give you a live update of your learners’ activities.

- **Activity report**: A course activity report shows the number of views for each activity and resource (and any related blog entries). It is computed from the course's start date and activities can be filtered by date.



- **Course participation**: Participation reports generate a list of who has participated in a given activity, and how many times. They can be filtered by role, group, and action (View or Post).

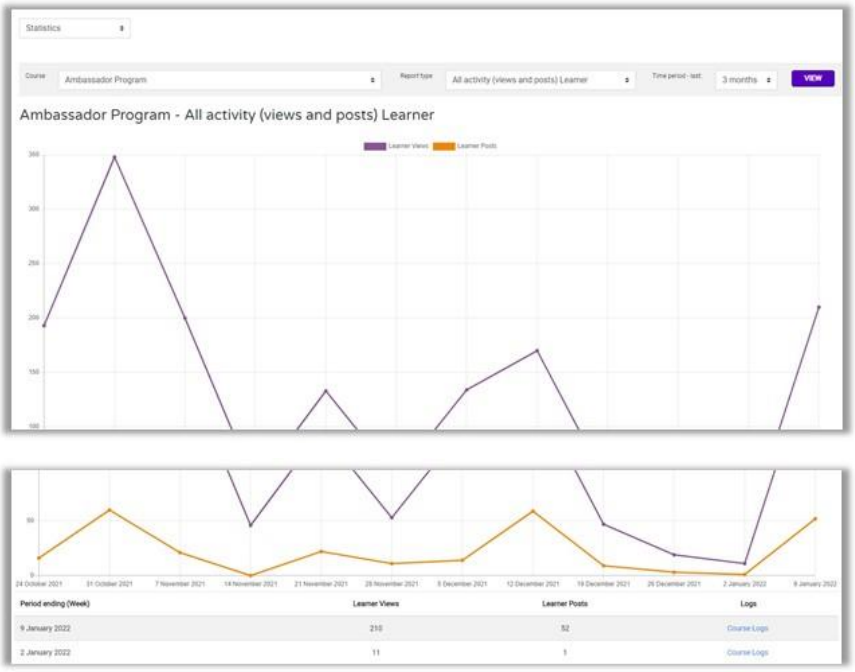
- **Activity completion**: Shows the completed activities for every learner. The activity completion report can be filtered by activity type and order in the course. There is also the possibility to "override completion status" of single activities, but this should only be used if really necessary (e.g., if a learner can prove they have completed the activity but it does not show in the system).



- **Event monitoring rules**: Event monitoring allows admins and teachers to receive notification when certain events happen in Moodle. To do this, a 'rule' needs to be created for the event to be monitored and then a user, such as the admin or teacher will need to

subscribe to it to be notified. The rule will specify what the event is and how often it must happen before notification is sent to the subscriber. The notification may be pop-up, email or other chosen methods. You can create a rule from Course administration > Reports > Event monitoring rules.

- **Statistics**: With statistics, graphs and tables of user activity may be generated. The statistics graphs and tables show how many hits there have been on various parts of your site during various time frames. They do not show how many distinct users there have been. They are processed daily at a time you specify.



- **Grader report**: The grader report collects items that have been graded from the various parts of atingi that are assessed and allows you to view and change them as well as sort them out into categories and calculate totals in various ways. When you add an assessed item in a course, the gradebook automatically creates space for the grades it will produce and also adds the grades themselves as they are generated, either by the system or by you. You can search or filter for learners' names in the report to look at their grades. It is also possible to alter these grades. In the next chapter, we will have a look on how grading works on atingi.

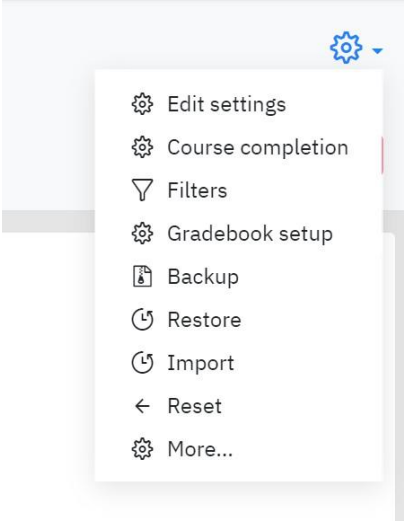
6.2 Gradebook

On atingi, some activities require a (passing) grade. If the learners pass those activities, they can move on and, after having completed all necessary components of your course, receive their certificate.

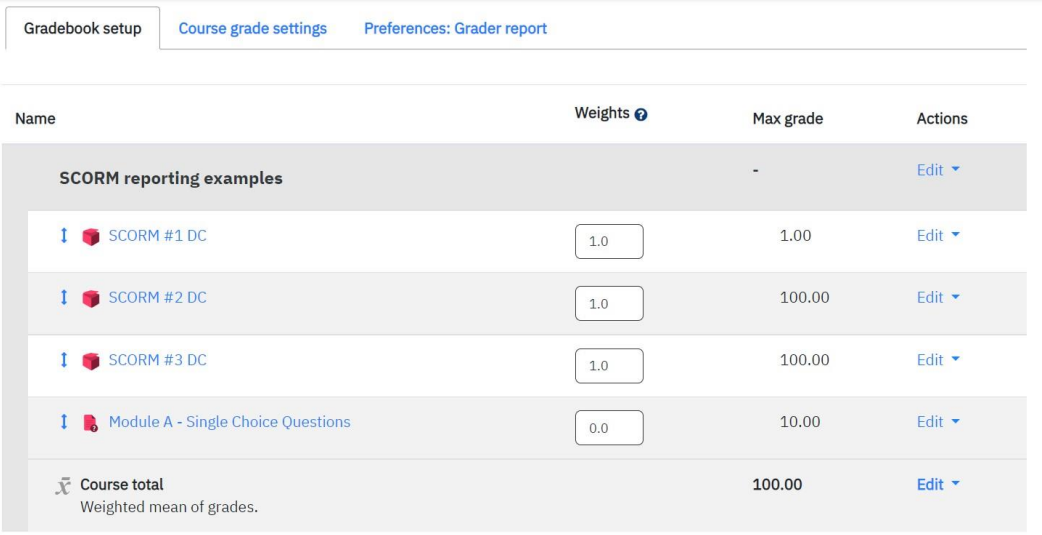
In some cases, you might want to display their final grade on this certificate – this is where the **gradebook** comes into play. The final grade is a combination of all grades the learner received throughout the course, which need to be weighted and recalculated to receive a standard grading format such as “80/100” points.

To ensure that the final grade is displayed correctly, the gradebook needs to be set up after all activities have been added to the course.

To configure the gradebook, go to your course page, click on the cog wheel on the top right and select “gradebook setup”.

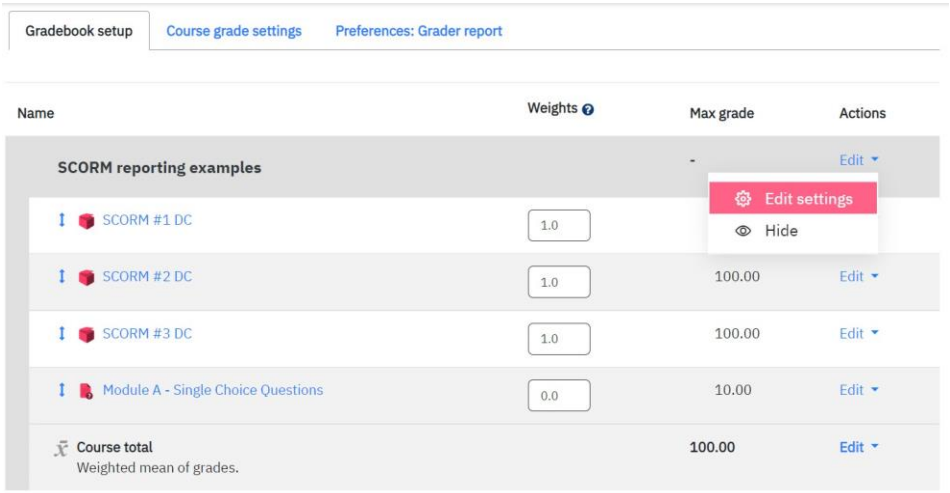


On the next page, you see an overview over all your graded activities and their weights:

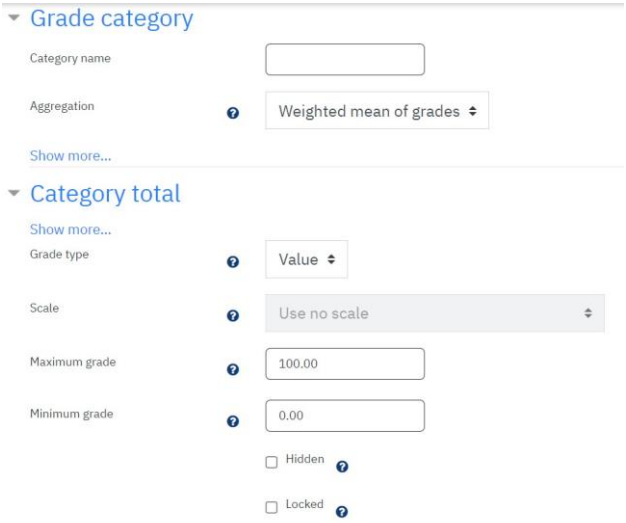


You can change the weights if you want to give a certain activity more value in the final grade or just leave everything at the default setting.

Sometimes, you might notice that the “Course Total” does not display “100”, but a different number. In this case you need to change some settings in your gradebook setup. For this, click on “Edit” right below the “Actions” heading and select “Edit settings”.



You will be brought to the general grading setup. Here, you always want to choose “Weighted mean of grades” as your aggregation method and set a maximum grade on 100 to ensure that the final grades will be x out of 100.



Afterwards, click on “Save changes” and you are done!

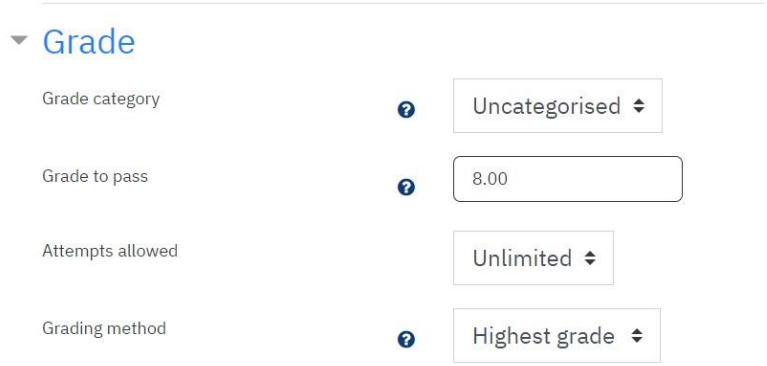
Please note that the gradebook set up does not affect maximum grades, passing grades, etc. that have been defined for single activities! We recommend to configure the gradebook if the grade is to be displayed in the certificate – otherwise there is no need to do it.

In the next chapters we will have a look at grade settings within different types of learning content on atingi.

6.3 Activity Grading

Activity grading is connected to activities that contain some kind of assessment and consists of two parts: **“Grade” settings** and **“Activity completion” settings** in the activity

editor. In most cases it makes sense to go with the following settings for the “grade” option:

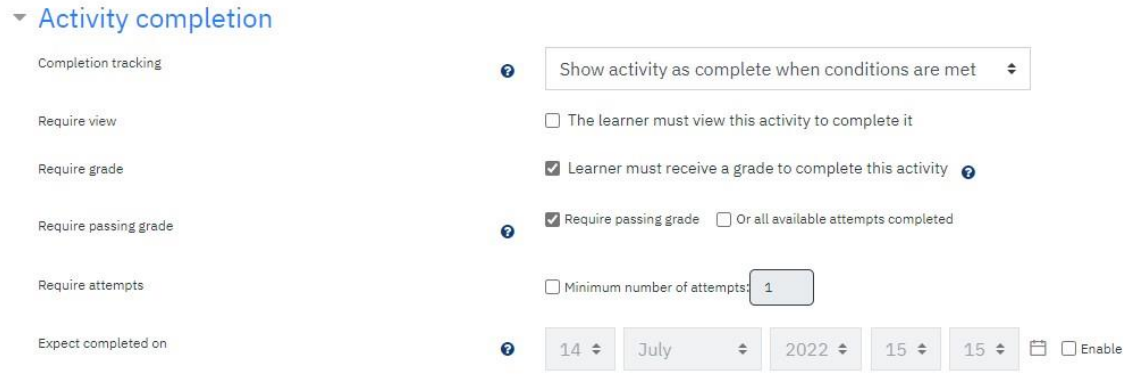


The **grade to pass** needs to be some number **out of 10.00**. You can also set it to “0.00” if you want all learners who complete the activity to pass. You can also limit the **number of maximum attempts** or allow for unlimited attempts. If a learner attempts the activity multiple times, in this example the “highest grade” would count at the end.

These settings are a prerequisite if you want the activity completion to be connected to a grade.

Example: Quiz Activity

A good example for a graded assessment is the **Quiz activity** (see also Deep Dive: Quiz in this guide). After having decided on the grade settings (see above), you can move on to the activity completion. As always, this offers you different options. As you know already, “Do not indicate activity completion” or “mark manually as complete” are not suited here. Instead, you should choose “Show activity as complete when conditions are met” and “**Learner must receive a grade to complete this activity**”:



You can additionally “**require passing grade**”, which would be the passing grade you have defined above. Another option would be to choose “all available attempts completed” as well. This might make sense if your passing grade is quite high but you want to allow learners to complete the activity without obtaining this grade if they have attempted it X times.

The minimum number of attempts is always set to “1” (even if you don’t tick the box), so you only tick this if you require your learners to do the activity more than one time.

Note: As you know already, you NEVER choose “require view” AND “require grade” because then viewing the activity is enough for passing it.

Example: H5P

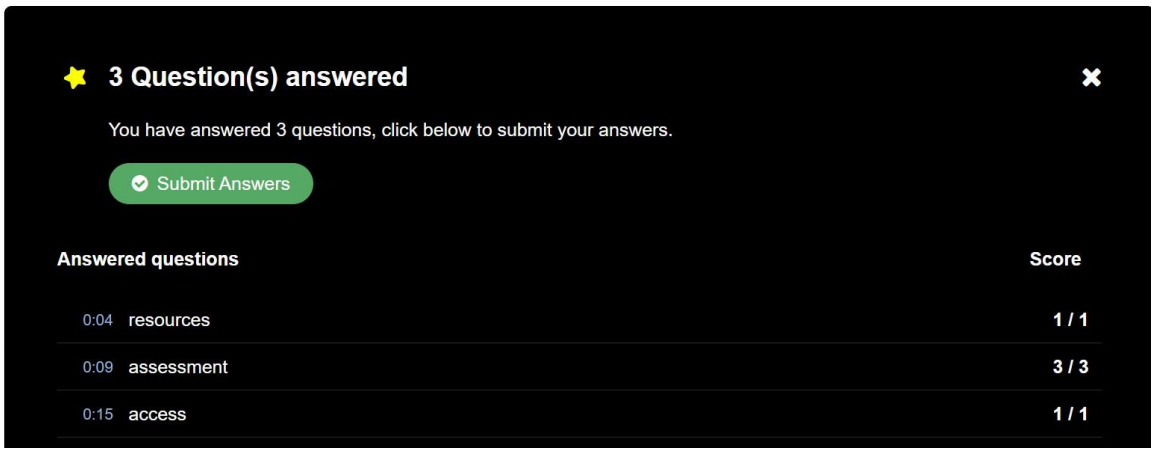
As you know already, H5P activities can be developed directly on atingi via the content bank. Originally, all the H5P HTML5 content available on atingi has been created by different developers. Therefore, the ***H5P Activity* on atingi always has the same options for grading and activity completion – however, not all original *H5P content options* are suited for all settings**.

For example: the **accordion activity** is not interactive, which is why the activity condition must be “**view**” or “manually mark as complete” – choosing “grade” doesn’t make sense here, because there is no progress or grade to track.

Furthermore, **even for interactive H5P content there are differences in how tracking is enabled**.

The **interactive H5P presentation** can have “**grade**” as activity completion condition if there are trackable elements such as multiple-choice questions or fill in the blanks incorporated. After having completed the presentation, **answers will be submitted automatically**, and the progress is being tracked on atingi.

In contrast, for example the **interactive video H5P activity** does not quite work like this. You can also make it interactive but in order to submit all answers and “require grade” on atingi, there needs to be a “**Summary**” window at the end of the H5P, where the learner manually **submits** his or her answers.



A difference between interactive H5P activities and for example the atingi quiz activity is that there are no passing grades for H5P – “require grade” in H5P always means “**require all questions to be answered and submitted**”. It is also not possible to define passing grades here.

Since there are more than 60 different H5P content options available, we cannot give guidance on all of them in this guide. However, these questions can serve as an orientation when deciding for H5P activity completion options:

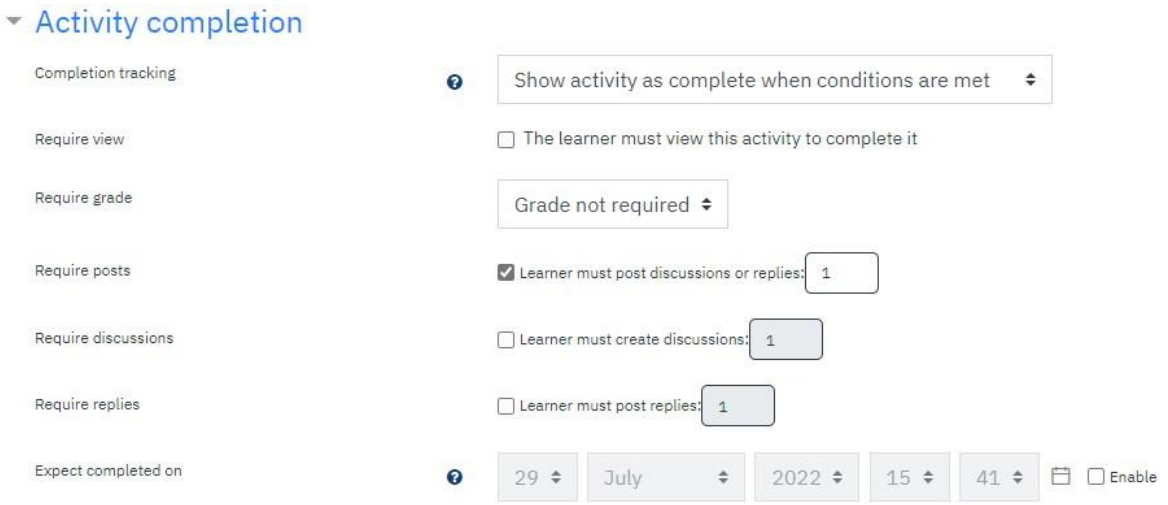
Does the H5P include interactive elements?

- If **yes**: is there a summary/submit window available at the end of the H5P activity?
    - If yes: enable this window in the **H5P settings** and choose "**grade**" as activity completion condition **on atingi**
    - If no: choose "**grade**" as activity completion condition on atingi
- If **no**: choose "**view**" as activity completion condition on atingi

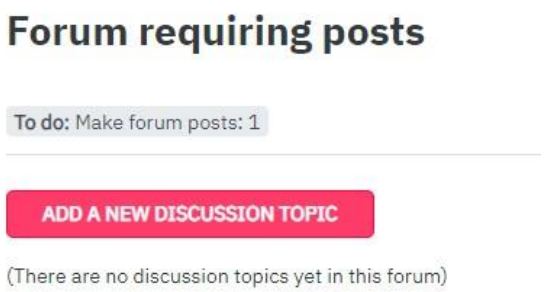
Example: Forum

Forums are a great way to exchange with your learners. They do not have to be mandatory but in some cases, you might want to **require your learners to make a post or even want to give them a grade for their post.**

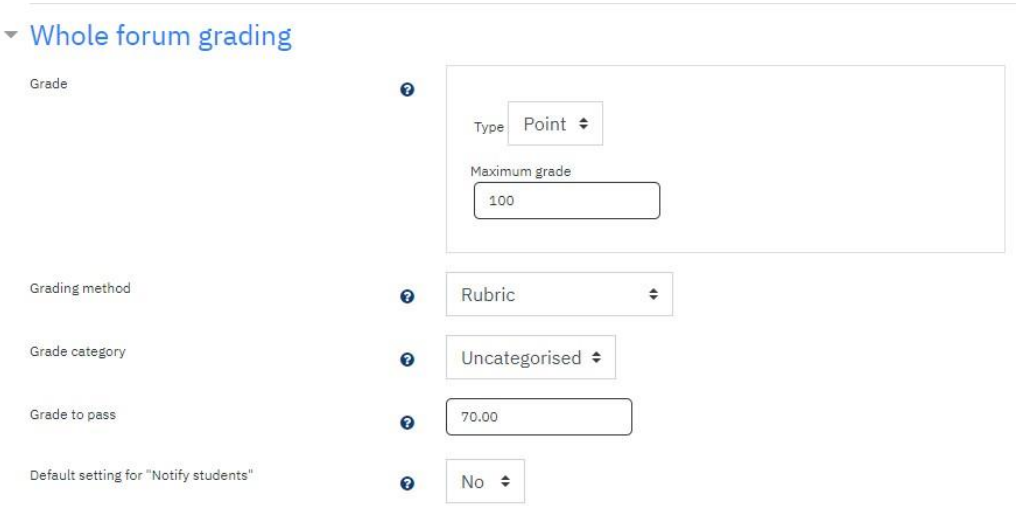
Below you can see the options if you want to **require your learners to post** something without receiving a grade for it. In this example only one post (or reply) needs to be posted but you can also require a post AND a reply to a post if you additionally choose "require replies".



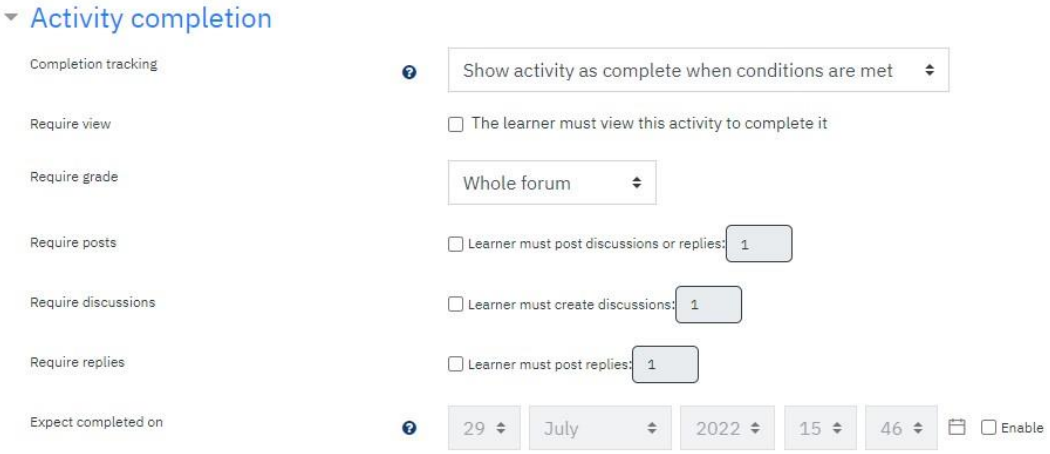
Your forum will then look like this:



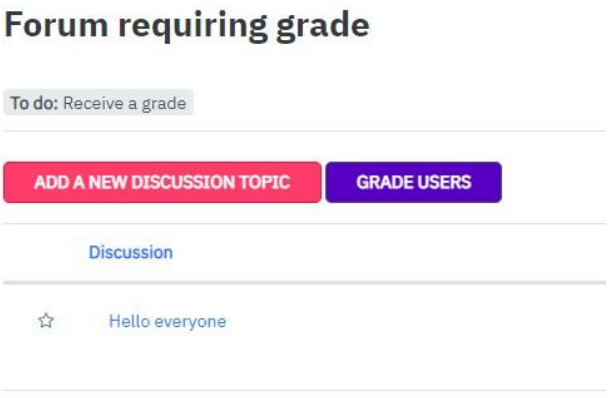
If you want to manually **grade your learners' posts in a forum**, you should select the following settings: under "**Whole forum grading**" choose "Type **point**" with a maximum grade of **100** and set a passing grade. The grading method "Rubric" is a bit more advanced – instead you can also choose "**Simple direct grading**".



In the Activity Completion, set "**Require grade**" for "**Whole forum**". You can additionally require posts or replies but you don't have to.



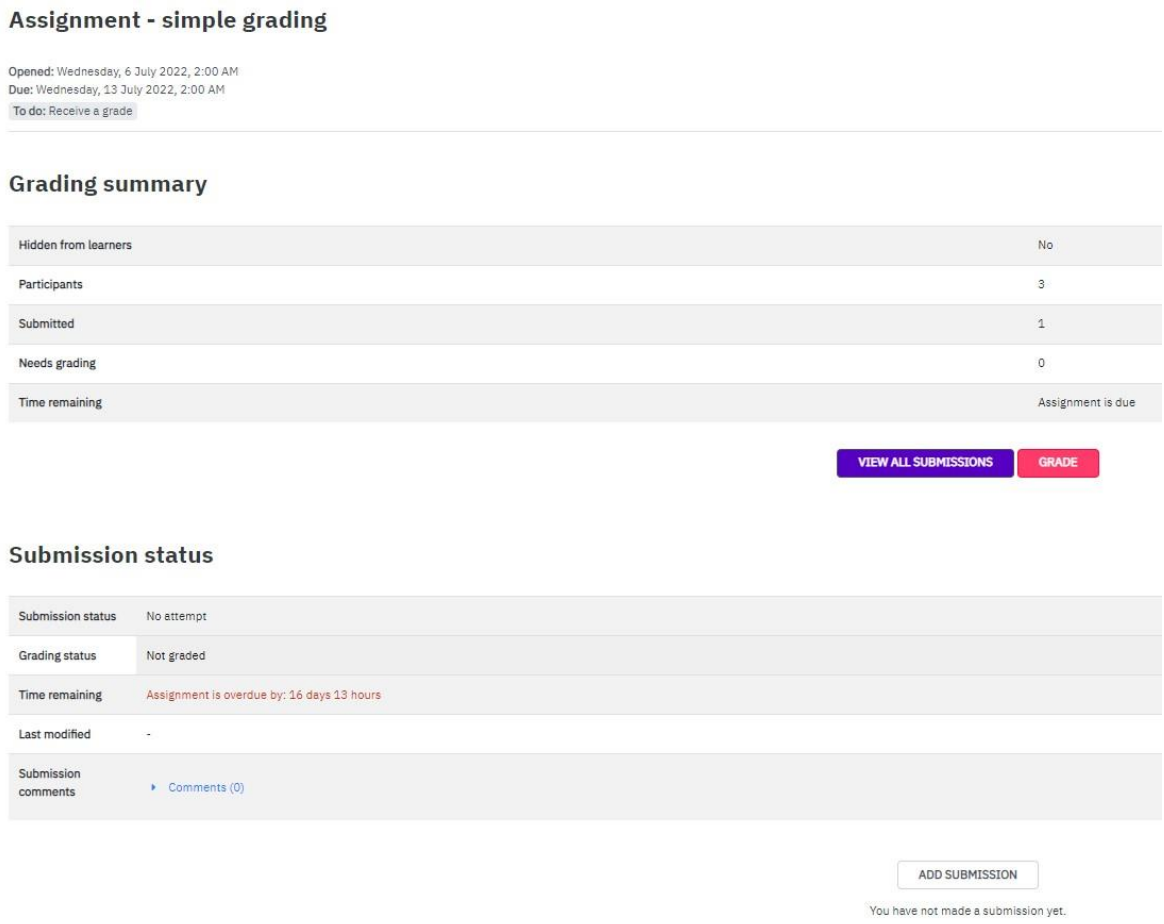
After saving those settings, you find the grading option in the activity if you have administrative rights:



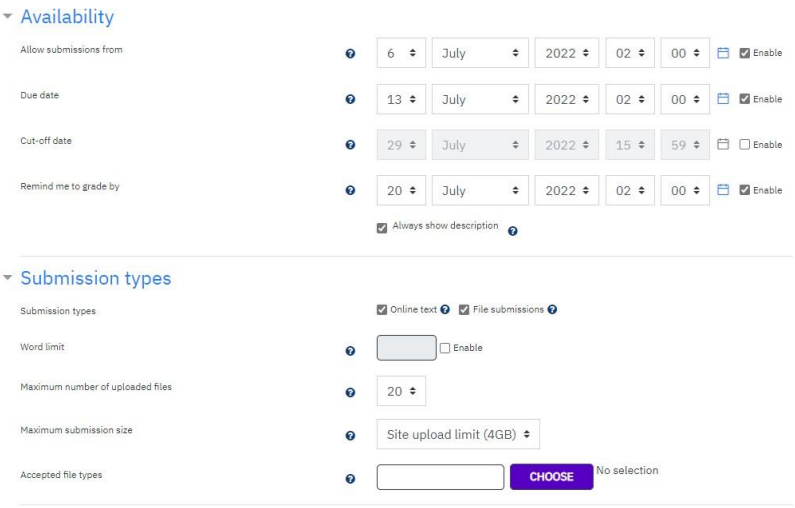
Example: Assignment

The Assignment options are somewhat similar to the graded forum settings.

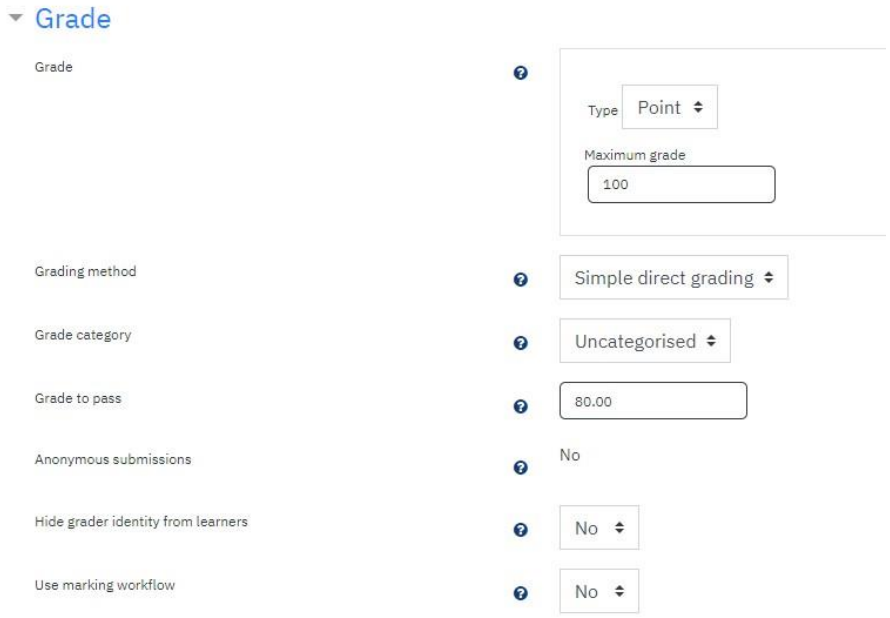
As an administrator you can **view the submissions, grade them and also add submissions** yourself:



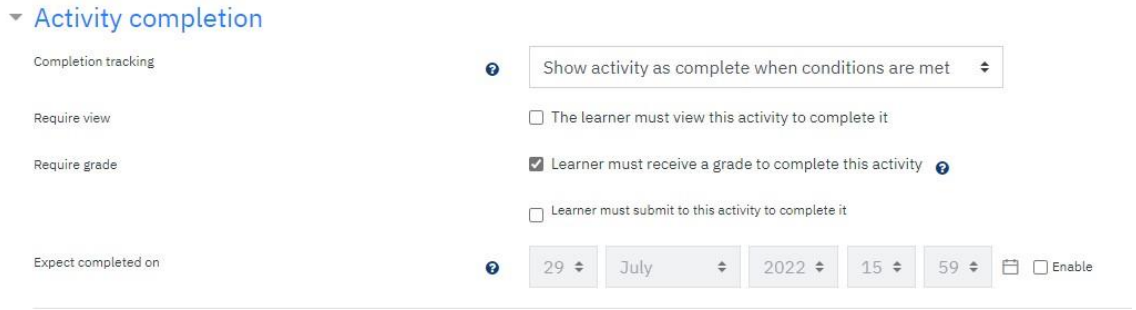
Usually, submissions for an assignment can only be made during a **specific time frame**. You have to define this in the “Availability” settings:



Under “Grade”, choose “**Point**” with **maximum grade 100** and grading method “**Simple direct grading**”. Then choose your **passing grade**.



Lastly, under “Activity Completion” choose “**Learner must receive grade to complete this activity**” – the passing grade is already defined above so this setting automatically requires reaching this passing grade.



After saving the activity settings, learners can make their submissions during the indicated time frame and administrators can grade all submissions that have been uplodaded.

6.4 SCORM Grading

As you know from the previous chapter about SCORM, SCORM stands for Shareable Content Object Reference Model. It is an internet standard for e-learning content authored in 3rd party tools be integrated and tracked in Learning Management Systems.

When a learner launches a SCORM learning session, it tracks and reports the following information back to the LMS:

- The status of the SCORM – e.g., complete, incomplete, passed, failed
- Which pages have been viewed
- Questions that were answered correct or incorrect
- Which answers were selected

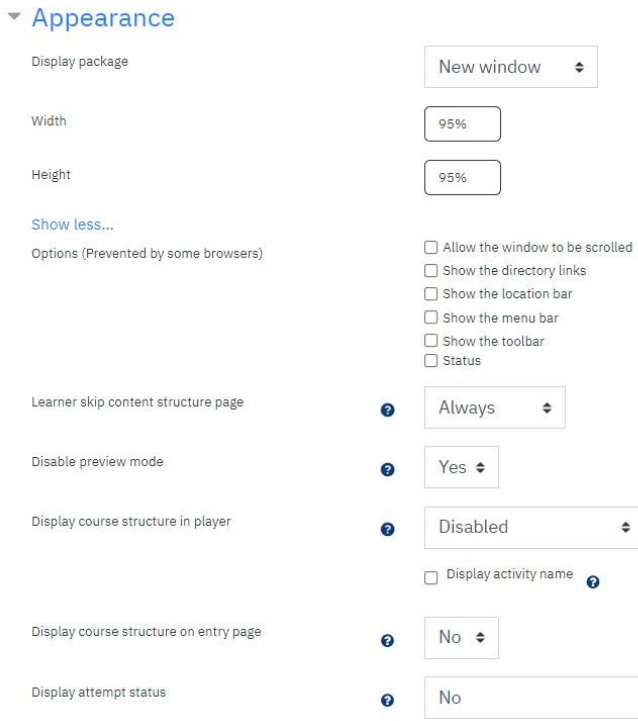
- Total time spent in the SCORM
- Score that has been achieved
- Bookmarking information - so that the learner can resume from where they left off

The SCORM standard version that atingi supports out-of-box is SCORM version 1.2. This means, when e-learning content has been developed it has to be published to a SCORM 1.2 format so it can be tracked on atingi.

There are different publishing options depending on the content itself and how you wish to record completions when it is loaded into the atingi platform. Following, have a look at the most common SCORM settings and how to harmonize them with settings on atingi:

Content-only SCORMS, without an assessment

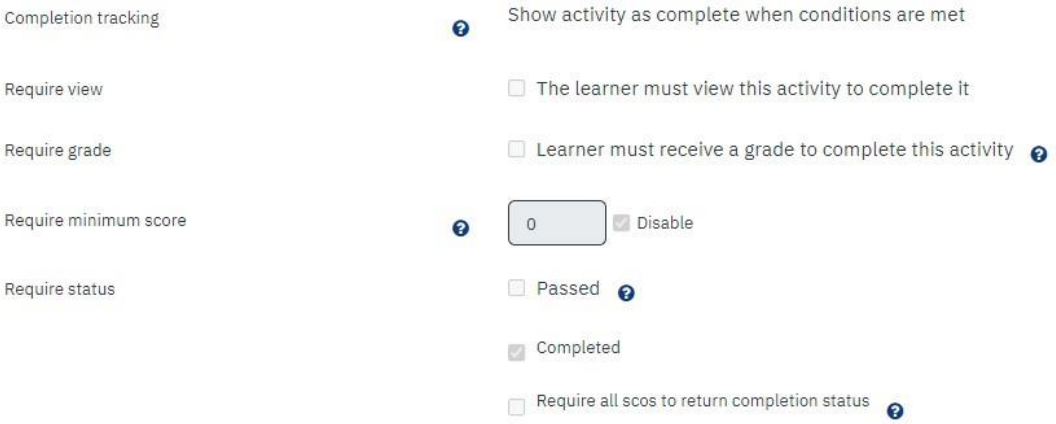
- SCORM is published as **complete\incomplete**.
- Each attempt overrides the previous until all slides are viewed, review mode once completed.
- Under **'appearance'** Learner skip content structure page is set to 'always' as the user does not need to see the 'start new attempt' tick-box.
- Under 'appearance' 'Display package' is set to 'New window' with width and height both set to 95%. Examples #2, and #3 are all set to 'Current window'.



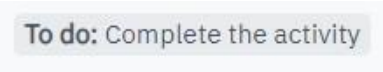
- Under '**Grade**', the grading method is '**learning objectives**'.

- Under '**attempts** management' the default settings are unchanged.

- Under **'activity completion**' 'require status' is ticked as '**Completed'** as this is the status the SCORM will return.

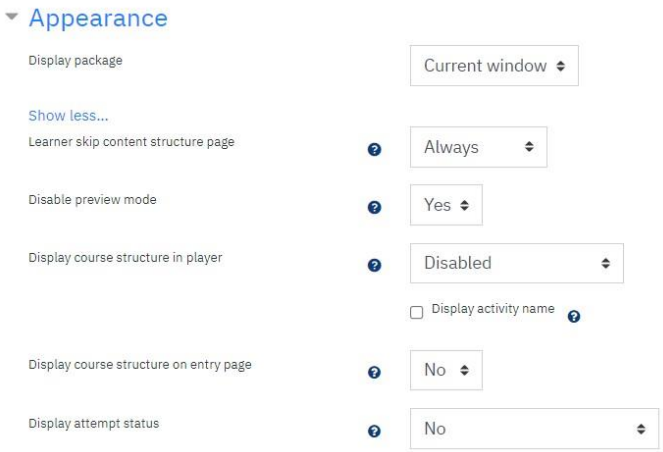


With these settings, you can upload your content based SCORM, learners can access it via atingi and it will count as completed once they have clicked through all pages of the SCORM:

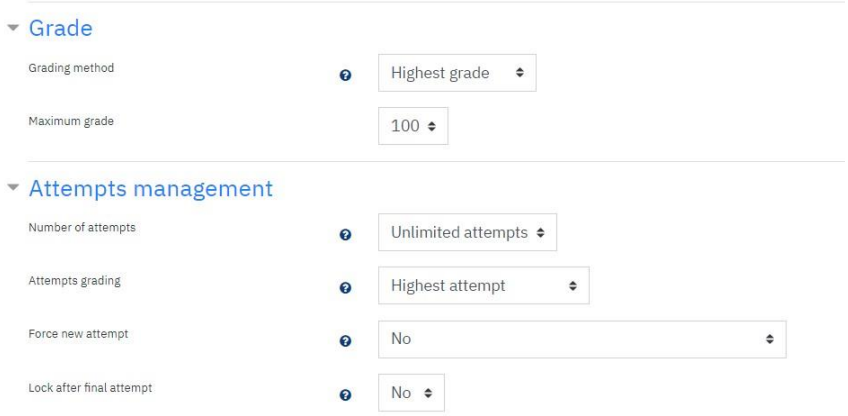


SCORM to present content AND assess learners' knowledge

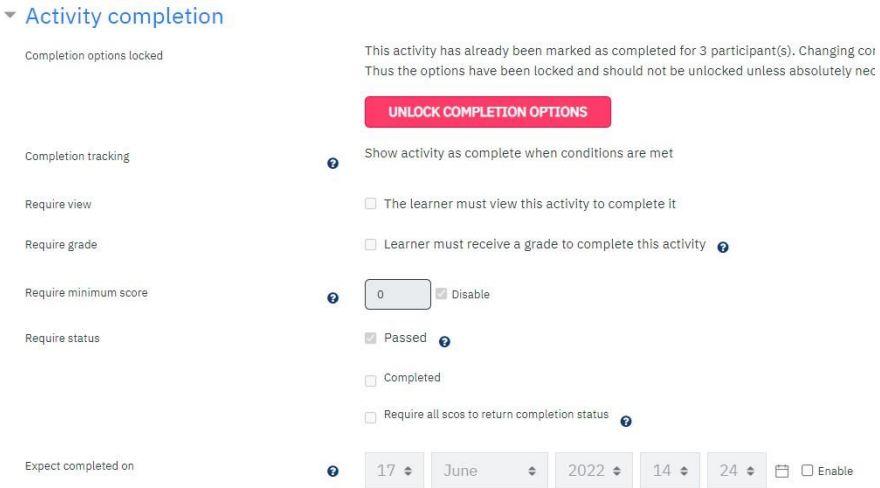
- SCORM is published as **passed\incomplete**.
- Under 'appearance' Learner skip content structure page is set to 'always' as the user does not need to see the 'start new attempt' tick-box.



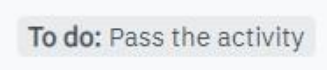
- Each attempt overrides the previous until passed with X% grade, review mode is activated once passed.
- Under 'attempts management' the default settings are unchanged.



- Under 'activity completion' 'require status' is ticked as **'Passed'** as this is the status the SCORM will return.

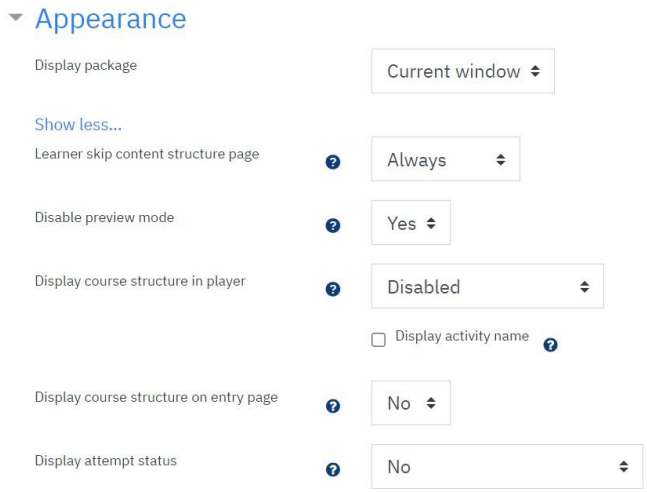


This is the most popular setting for SCORMs and most appropriate for use with SCORMs whose purpose is to present content and check knowledge. The learner can attempt it any number of times until they pass:

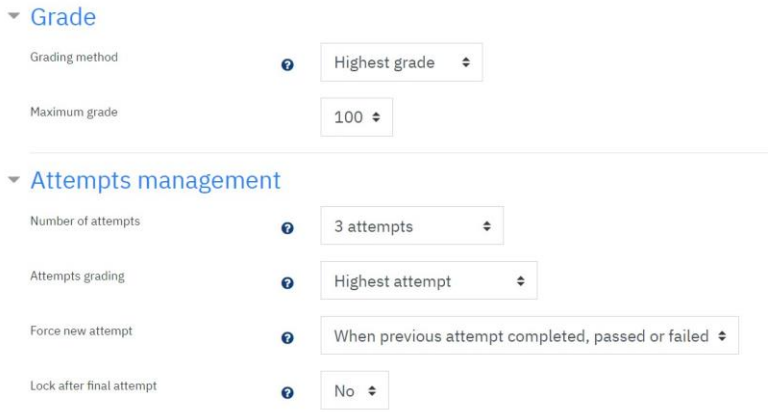


SCORM to be completed and assess learners' knowledge

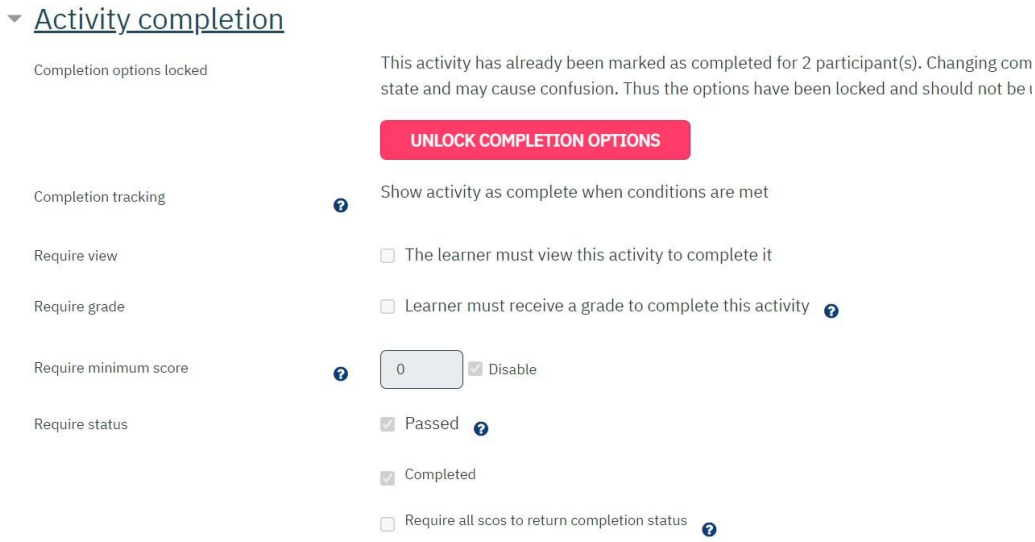
- SCORM is published as **passed\failed**
- Under 'appearance' **'Learner skip content structure page'** is set to 'always' as the 'start new attempt' tick-box is not present since a new attempt is forced



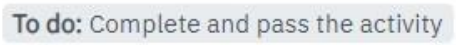
- Under **'attempts management'** 'Number of attempts' is set to 3 and 'Force new attempt' is set to 'when previous attempt completed, passed or failed'
- 3 attempts, new attempt started automatically if failed or passed, **review mode** after all attempts used



- Under **'activity completion' 'require status'** is ticked for both **passed** and **completed** meaning one of these must be achieved. This is best practice if you are unsure.



These SCORM settings are most appropriate for use where there is a limited number of attempts to complete the content and assessment:



7. User Management

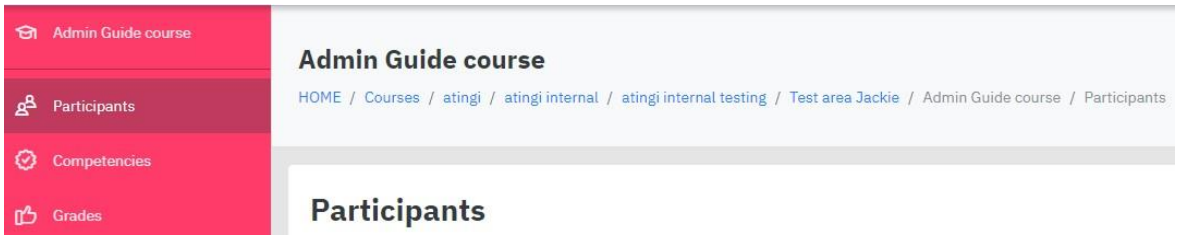
While creating a course on atingi, you might already want to add more colleagues to the course so that you can work collaboratively. Or you have a non-public course going live and would like to invite your learner group. The following chapters give an insight into different enrolment methods available on atingi and how to use them.

7.1 Enrolling Learners into Courses

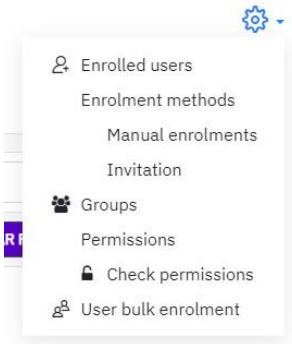
Preconditions: You must be assigned as *Category User Manager* to give roles (other than *Learner*) to other users. The *Category Manager* can also assign *Course Creators, Course Managers, Course Designers* and *Course Instructors*. Enrolment methods can be enabled by *Category User Manager* and *Category Manager* and afterwards are activated for all other course level roles to use.
Three methods are most commonly used for this purpose: **user bulk enrolment**, **invitation link**, and **self-enrolment**. In the following chapters, you will learn what the differences between those methods are.

7.2 Enabling enrolment methods

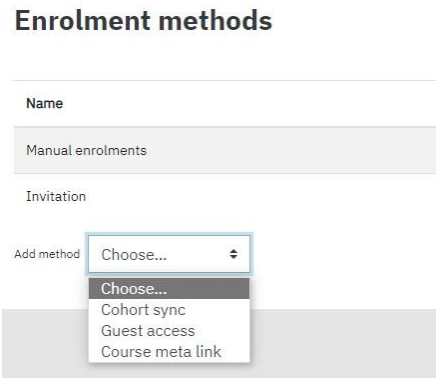
To use specific enrolment methods for courses, they need to be enabled first. Only *Category User Managers* and *Category Managers* can add new enrolment methods like **invitation link**, but once activated, these can also be used by other roles, like the *Course Manager*. The **user bulk enrolment** method is enabled by default while the **self-enrolment method** can only be activated by the atingi team once your course is ready to be launched in atingi's public content library.



To add an enrolment method, go to the course you want to add enrolment methods to and click on "**Participants**".



Via the cog wheel on the top right, click on "**Enrolment methods**". At the bottom of the new window, you are offered to "**Add method**". You can choose between all the methods currently enabled on the platform/available for your role.

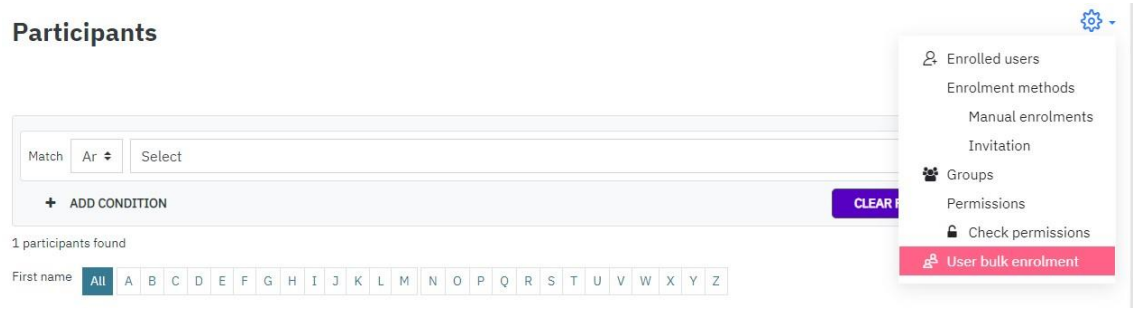


Once enabled, make sure that the "**eye**" symbol is open so that the method can be used by other roles.

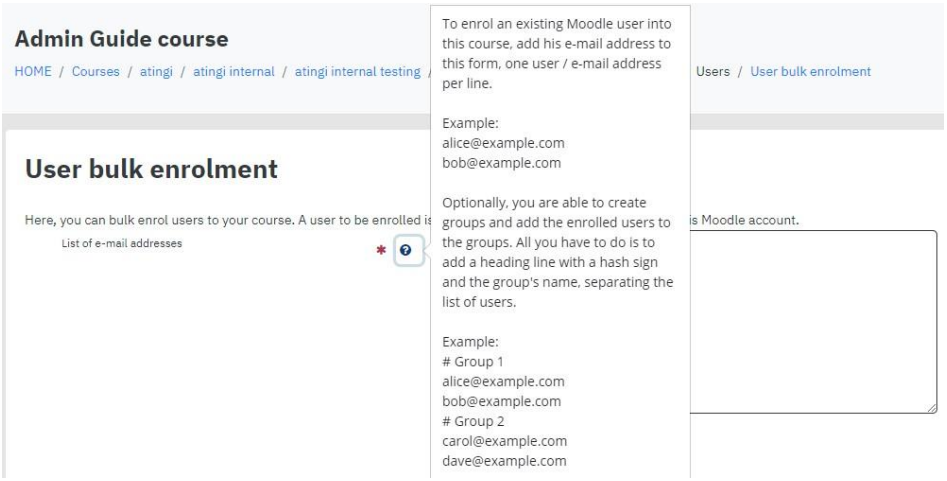
7.3 User bulk enrolment (for registered users)

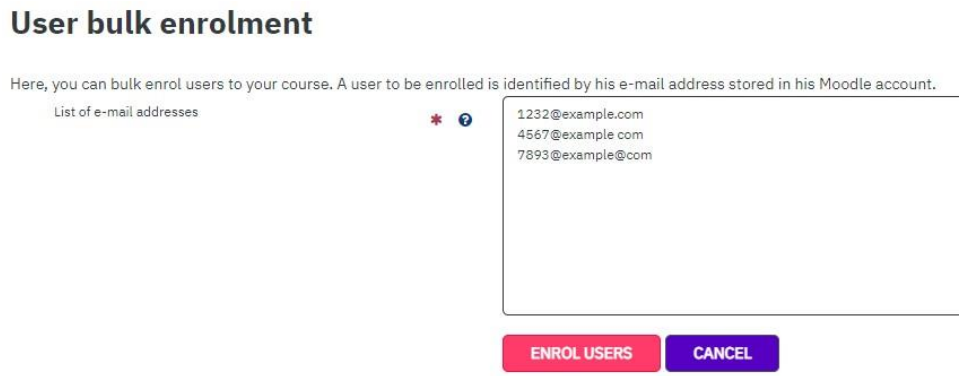
Non-public courses are not part of the public 'content library' on atingi and thus do not offer 'self-enrolment'. To bulk-enrol users to those courses, they must have self-registered on atingi beforehand. This is due to data privacy guidelines that do not allow for entering personal email addresses and personal information without the persons prior consent. The user bulk enrol is a Moodle plug-in which is based on having received prior contact information about the users which are being added to a course. This method is **enabled by default in every new course and can be used by all roles that have editing rights** to add learners to a course.

To add learners via bulk enrolment method, go to your course and then to "Participants". From here, click on the cog wheel and choose to enrol via user bulk enrol.

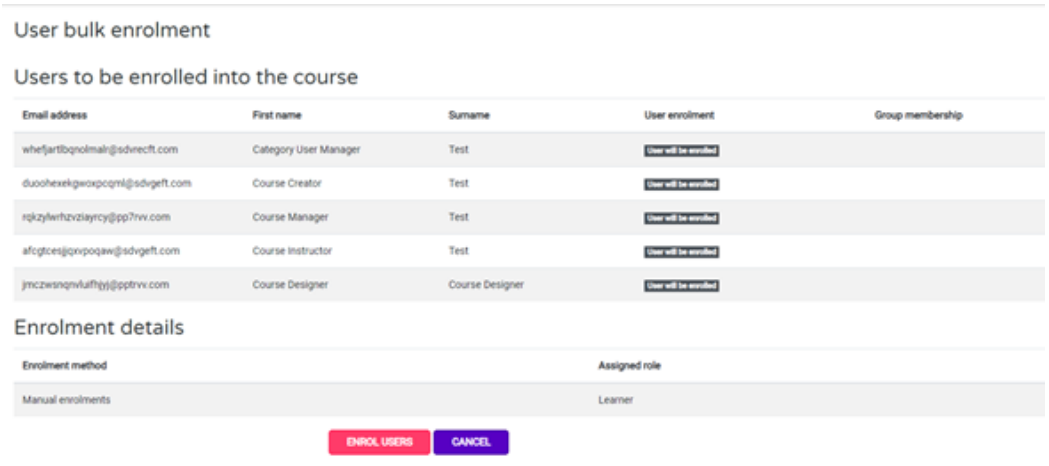


You can now enter a **list of already registered users** who are identified by their e-mail addresses into the text field.





After adding the addresses and having clicked on “Enrol Users”, you can check the enrolment details one more time and see the **assigned role** of the enrolled users (which is by default set to “Learner”).



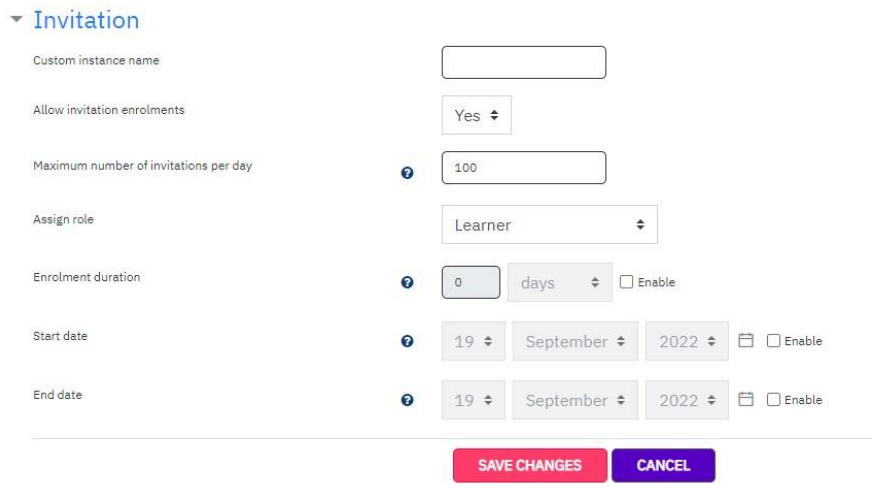
Your learners will now find the course under “**My courses**” on their “Home” page. Please note that **no notification is being send out** when enrolling learners using this method. If you want to send a message to all learners, please use the “Send a message to users” feature (for more details have a look at the following chapters).

7.4 'Invitation' enrolment (for non-registered users)

The advantage of the 'Invitation' feature is that it also allows to **enrol users who are not yet registered on atingi**, rather than only users who are already registered. In addition, this method can be used for both non-public and public courses. The *Category (User) Manager* must enable this method to enable other roles to use it.

The enrolment email sent out to learners contains **an invitation message including a unique link**. When the user clicks on the link, (s)he needs to login/create an atingi account, then (s)he is automatically enrolled into the course. Only a limited number of invitations can be sent per course/day; however, you can change the limitation to any number that suits your needs.

When adding the method via "Participants", "Enrolment methods" and "Add method": "Invitation" (for more details see the chapter about adding enrolment methods), you will be brought to the following page first:



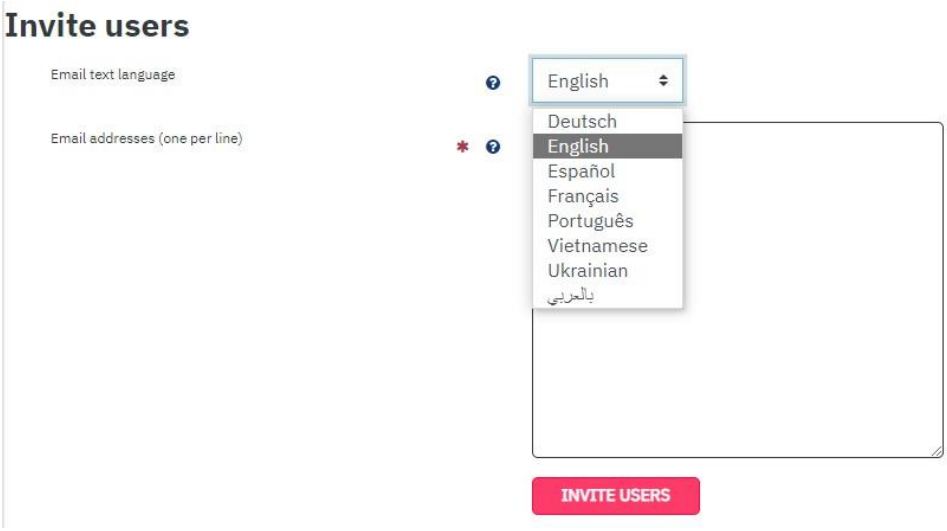
You can give your method a name and need to set "Allow invitation enrolments" to "Yes". The **most important field is the "maximum number of invitations per day"** field. You should **enter a number above zero** here – if you do not enter any number, you will be told upon trying to send out invitations that you have "0" invitations left for the day. Next, click on "Add method".

Once enabled there are two ways to send out course invitations: either via the enrolment methods overview and the small "enrol users" icon next to the invitation method or directly via your participants' page by clicking on the newly generated field "Invite users".

1.

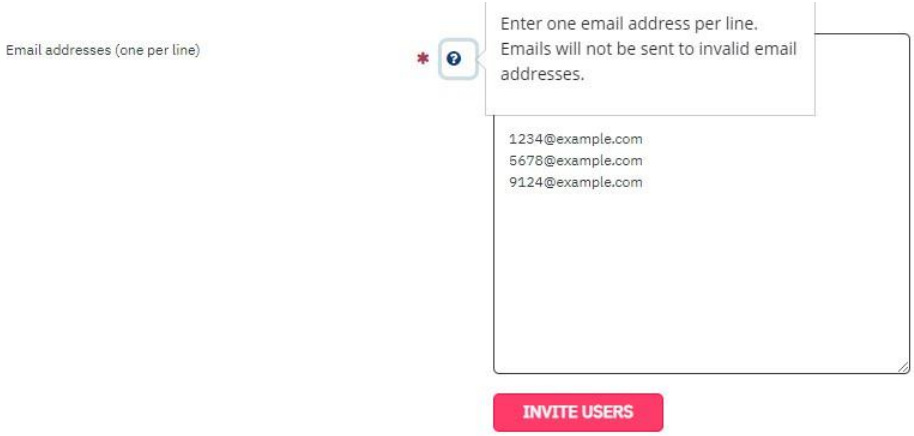
2.

Whatever way you choose, you will be brought to the following page next:



Unlike the user bulk enrolment method, there is an **automatic message** being send out to the users that are being enrolled via invitation method. Please choose the (system) **language** that suits your learners the most – this will be the language of the automatic message.

In the next step, just like in the user bulk enrolment, enter the **list of your learners' email addresses**.



Click on "Invite users" to complete the enrolment.

Your learners will now receive the invitation to register on atingi and join your course via the email address you entered. After having completed the registration, they will be directly brought to your course.

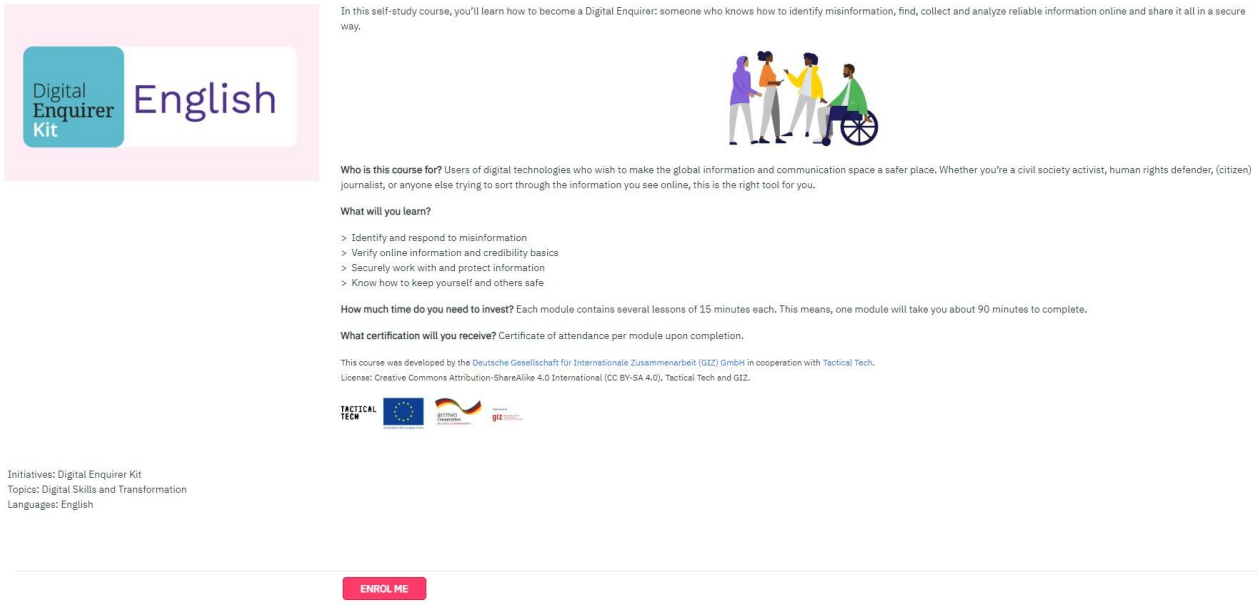
Note: Sometimes, after enrolling a list of not yet registered users, you will see their names greyed out and saying "tempfirstname templastname" in the participants' list of your course. This is because the learners haven't yet set up their profile on atingi. But don't worry, if they complete the registration within one week, you will see their names as usual.

7.5 Cohort Sync Enrolment

More information coming soon!

7.6 Public Courses: Self-enrolment

Self-enrolment can only be enabled by your atingi Account Manager after your course has passed the Quality Assurance and if it is being published in the public "Content Library". With this method enabled, all learners on atingi can find your course in the library and click on "**enrol me**" to participate in it.



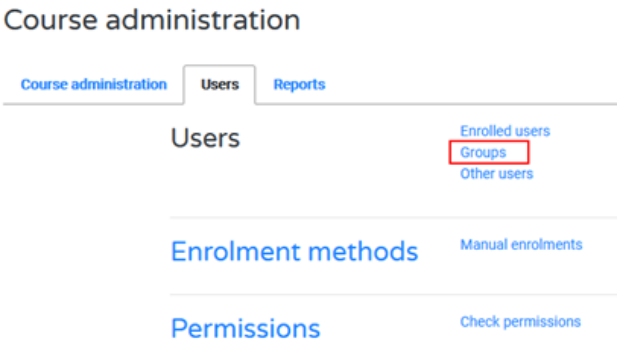
7.7 Public courses: Enrolment key

In public courses, you can also **restrict self-enrolment to certain users that have received an enrolment key** which allows them to enrol themselves into a specific course. Without the key, users can not access the course and its contents. Other than the invitation link method, the enrolment key only works for users already registered on atingi.
The enrolment method is part of the self-enrolment method and thus can only be enabled by your atingi Account Manager after your course has passed the Quality Assurance and if it is being published in the public "Content Library". If you would like to use this method, please ask your Account Manager.

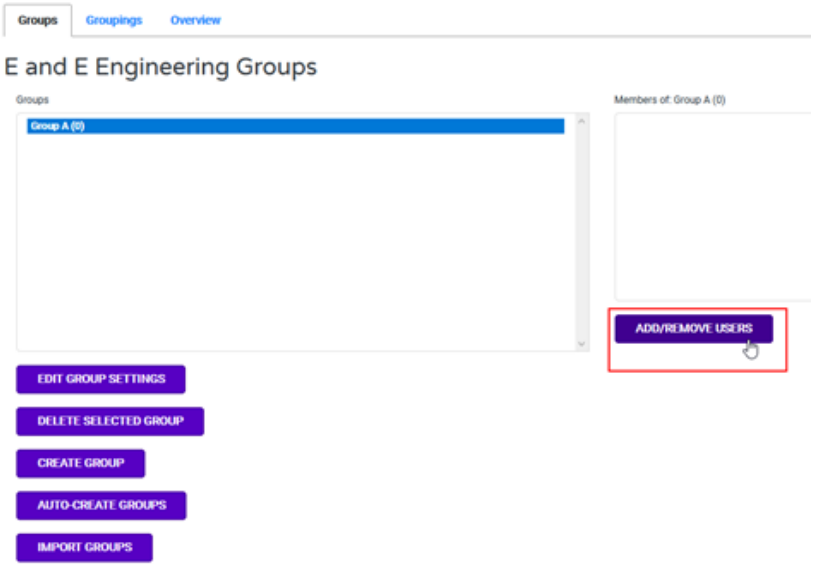
7.8 Creating Learner Groups

If you would like to **organise your learners into groups**, e. g. for project work or to give access to course material only to certain learners, this can be done by *the Category (User) Manager* or *Course Manager* via 'Groups' in the Course Administration.

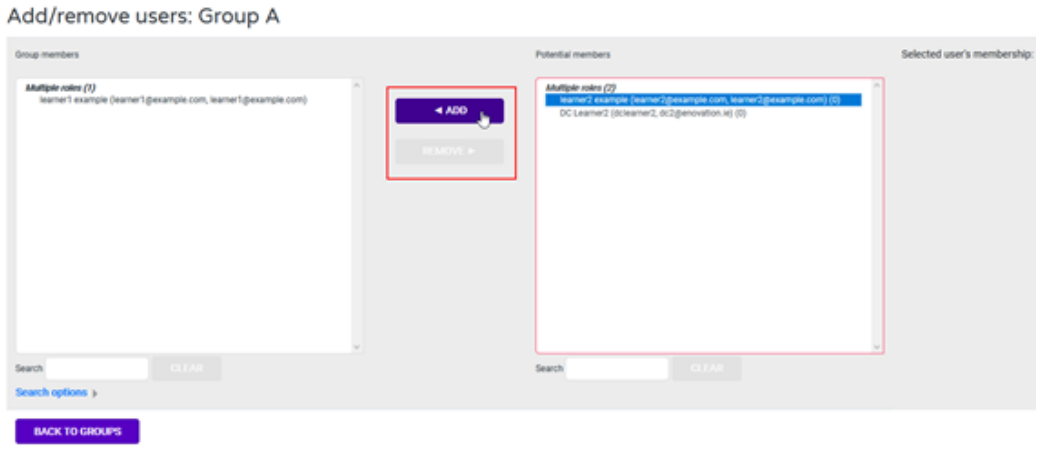
Within your course click on the cog wheel at the top right and click on 'More...' to open the full course administration menu. Now go to the 'Users' section and click on 'Groups'.



Click on ‘Create group’, give your group a name and save. Then click on ‘Add/Remove users’.



If you have a lot of learners in your course, you can search for the users you would like to add. Otherwise, you can simply select their names from the list on the right and then click the ‘Add’ button. To remove a group member, do the opposite; select their name from the list on the left and click ‘Remove’.



When you are finished click on the ‘Back to groups’ button.

Almost every activity that you can add to your course has a “Group” option in its settings. Here, you can now choose if only a certain group, all groups, or no groups (= all learners) should be able to access the activity.

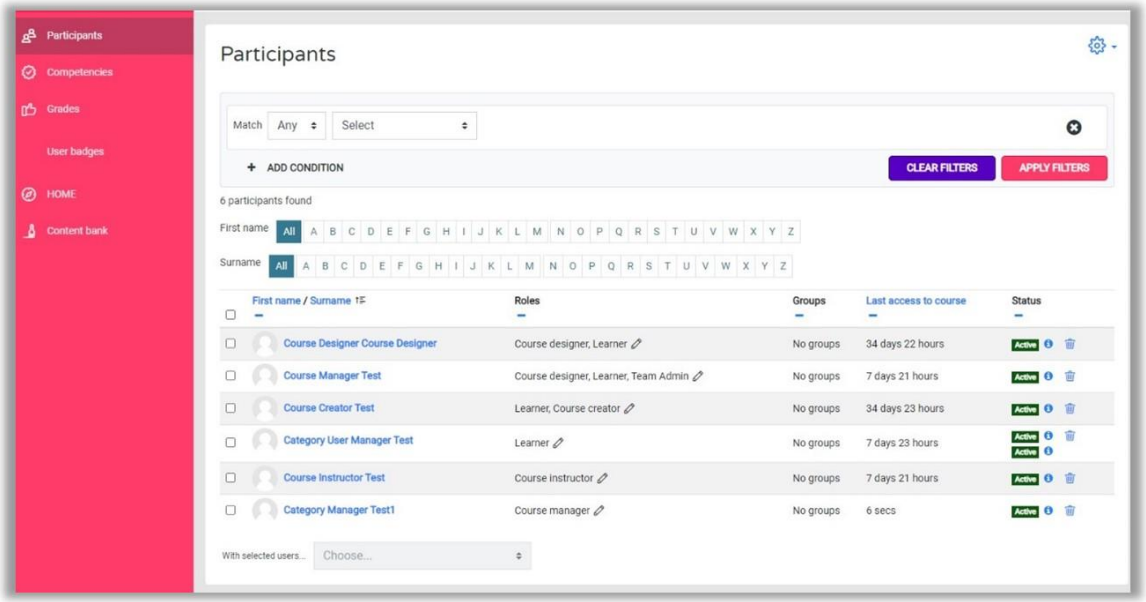
7.9 Communication with Users

No matter if your course is self-paced, tutored or blended – communicating with your learners is always an important topic if you want to make them aware of certain things in your course or hear their feedback. In addition to the activities that have already been described in the Activity Deep Dives, the following chapters offer a couple of tips and tricks on how to engage with your learners on atingi.

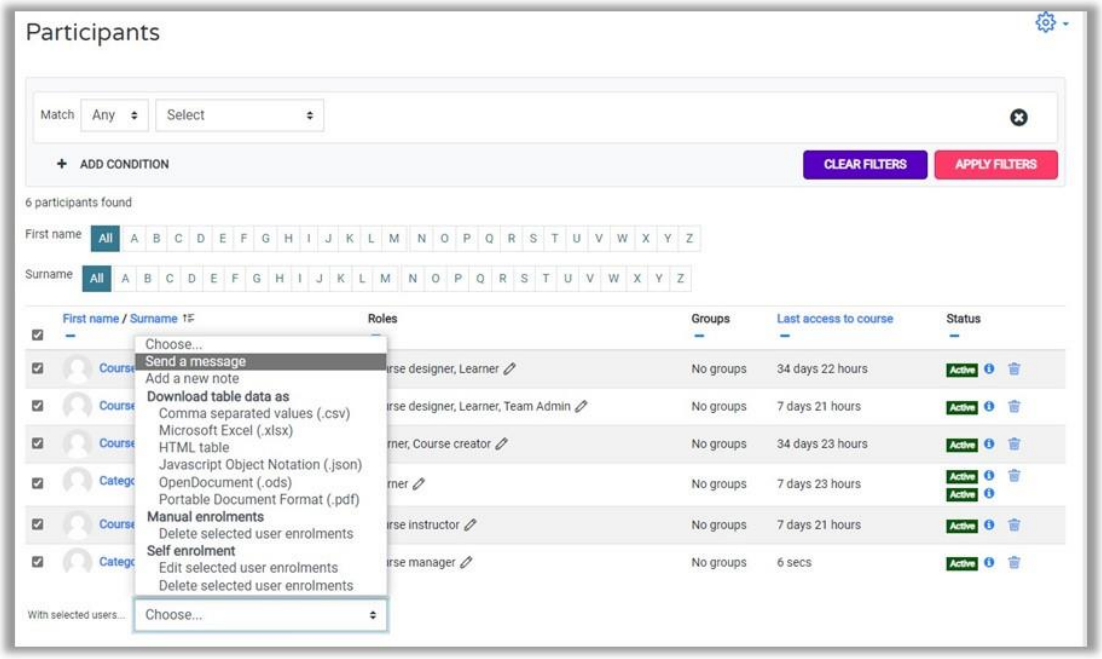
7.9.1 Send a Message to Users

On atingi, you have the possibility to send a message to users enrolled in your course(s). *Category (User) Managers* can use this feature for all courses within their category. *Course Creators* can only send a message to users of courses they have set up, and all roles on Course Level (*Course Manager, Course Designer, Course Instructor*) have access to it within the single course they have been assigned to.

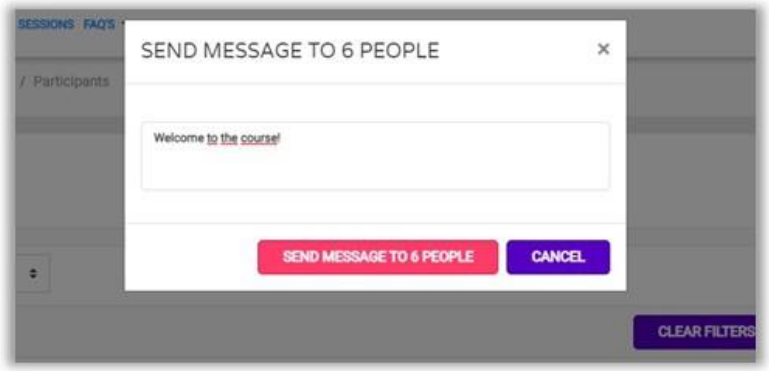
The advantages of this feature are that you do not need to send out messages to your learners from your e-mail account, you can write to multiple learners at once (or only select single learners) and the learners will get a notification about your message in their e-mail inbox as well.



To send a new message to learners, go to your course and on the sidebar on the left click on “Participants”. You will see an overview of all users enrolled in your course. To select learners, you need to tick the box next to their name – however, if you want to send out a message to all enrolled learners, just tick the box on the top left (next to “First name / Surname”) and they will all be selected.



Next, open the “With selected users...” menu at the bottom and select “Send a message” from the dropdown menu. A pop-up window will open, where you can type in your message and send it out.



Note, that with this feature you cannot attach documents or format your text. Its main purpose is to give course administrators the possibility to reach out to their learners in a quick and uncomplicated way.

7.9.2 Chat & Forum Activity

More information coming soon!

7.9.3 Re-Engagement Activity

More information coming soon!

7.9.4 Notify when Grading is due

More information coming soon!

8. Key Terms

Administrator: All platform roles with permissions higher than “Learner” can be called administrators because they administer courses, edit them, or add content. This is not an official platform role but merely a collective term.

atingi: atingi means ‘to achieve something’ in the language Esperanto. The digital learning platform provides free access to high-quality digital learning worldwide.

Authoring tool: Authoring tools allow to create responsive learning content that can be integrated to courses on atingi.

Activity: An activity can be added to your course and is any task that requires learners to interact somehow – e.g. choose an answer in a quiz, contribute by typing into a forum, etc.

Badge: Learners can receive bagdes that celebrate their progress based on pre-defined criteria. All badges are being send to the learners via e-mail.

Blocks: Blocks are elements which add extra information or content to your course. They are shown on the right or left side on your course and can be moved to different positions. For example, badges, activities, or a calendar can be added as a block.

Category: A category is the “room” – or better: “department” – where your courses can be found. The overarching categories are defined by the atingi team according to specific criteria. Within your category you can set up sub-categories and courses.

Certificate: Certificates offer personalised proof for the completion of a course on atingi. There are different certificate templates, but it’s also possible to build custom certificates.

Completion: Completion on atingi is not restricted to finishing a whole course but can be defined for each activity or resource. Whenever the learner receives a certificate, this means the whole course has been completed as well.

Course: Just like in an actual teaching environment, a course on atingi consists of a topic, as well as different learning materials and activities that are set up by the “teacher”.

Enrolment: There are different ways to allow learners access to your courses. Enrolment can for example be done by you or directly by the learners.

Learner: A learner is any person registered on atingi.

Module: Modules are different (mostly thematic) parts of a course.

Public: We call some courses on atingi “public” because they allow the self-enrolment of learners. Of course, the learners also need to be registered on atingi to enrol in public courses.

Report: Just like in a class, atingi offers you overviews on your learners’ activities, grades, and progress.

Resource: Can be added to your course and is typically contains information, like the ‘book’ and ‘file’ items, which learners consume without being active themselves

Role: Every user on atingi has a role, which equips the user-account with certain rights and permissions. When first entering atingi, everyone is assigned the role of “learner”. If you

are setting up a course, you will be assigned a different role according to the part you play in your project.

Section: Courses can be divided into sections to organize resources and activities for students. Each section can have a description and can contain many activities and resources.

Was this guide helpful?

If you have any more questions or feedback for this guide, please contact your Account Manager. If your Account Manager is not reachable, you can book a slot for our Support Wednesday on atingi or contact us via atingi@giz.de.

Also, have a look at our Partner support centre atingi, which contains how-to webinars and short how-to videos, FAQs, our info sheets, and more!

Formatting

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2.1. This is a sub-heading

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2.1.1 This is a sub-sub-heading

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In “Bildinhaltssteuerelemente”, pictures can be inserted. This allows you to just exchange pictures later (for example in a different language) within the frame.

[4] This is a footnote