



Moodle Course Creator Certificate (MCCC)

Candidate Guide and Skill Sets

Moodle 3.1

From 1st January 2017

1.0 About the Moodle Course Creator Certificate (MCCC)

1.1 Introduction

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

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

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

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

1.2 What is the MCCC?

MCCC is not **just** a course to teach you how to use Moodle, you must already be familiar with Moodle, although it will almost certainly motivate you to learn more. MCCC is a benchmark built around a specific level of competency in a given Moodle version e.g. v2.9 or v3.1. Moodle Partners provide different options for supporting MCCC – some may provide an online course, others may provide training onsite, or a blended solution.

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

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

MCCC graduates will...

Demonstrate competence in using the Moodle Course Management System to design, create, facilitate, and manage courses.

2.0 MCCC application

2.1 Am I prepared?

To prepare for the MCCC it is recommended that you:

- Become familiar with the *Moodle Docs* area <http://docs.moodle.org> – this is a primary location for referencing aspects of Moodle
- Join the *Moodle Certification* Course on www.moodle.org
- Consider subscribing to specific Forums on www.moodle.org, or one of the Community discussions in languages other than English, and almost certainly join the *Using Moodle* course

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

2.2 Registration process

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

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

2.3 Fees

The MCCC fee is between AU\$200-AU\$600 Australian dollars, or the equivalent in your country, plus local tax as appropriate. **Please contact your Moodle Partner for further details regarding payment of registration fees.**

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

2.4 Withdrawal

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

3.0 MCCC process

3.1 Mentor-assessors

Once you have completed the registration process a mentor-assessor will be assigned to you by your registering Moodle Partner. In situations where there is no Moodle Partner, or your local Moodle Partner is not providing a mentor-assessor, a mentor-assessor may be assigned by central administration.

The role of the mentor-assessor is to guide you through your course, to grade your course and narratives, and assist as you prepare for the exam.

3.2 Duration

MCCC candidates have eight weeks from the start date to the date that the course and narrative must be completed. You can maximise your time during the eight weeks by familiarising yourself with MCCC documentation **prior** to your registration.

A mentor-assessor may grant a maximum four week extension in *exceptional circumstances* (you must negotiate this with your mentor-assessor). Candidates should ensure they are able to work to this timescale before commencing.

If you do not complete the course and narrative within the specified period, including any extension, you would have to re-enroll in the scheme at a later date - this would be treated as a new enrollment for fee purposes.

As a guide, previous candidates indicate that 5-10 hours a week for the eight weeks is an average amount of time required to complete the requirements. This will vary based on your existing knowledge and experience.

3.3 Recommended process

When you are taking an MCCC approved course with a Moodle Partner they will explain the course sequence and requirements.

The Narrative questions may be presented as a single document, or integrated within your MCCC course, this is decided by the Moodle Partner delivering the course.

Note that the exam can be taken at any time after successful completion of the course and narrative, although no direct support is available for candidates after the eight week period (or negotiated extension). The exam attempts must be taken within twelve weeks of start date.

4.0 MCCC components

4.1 Skill Sets

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

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

Please review Moodle Certification Skill Sets for more information.

4.2 MCCC components

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

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

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

4.2.1 MCCC Course

Only Moodle Partners provide MCCC approved courses.

These are delivered in a standard Moodle environment.

The approved MCCC course covers a minimum of 80% of the Skill Sets.

4.2.2 Narrative

The narrative is a collection of questions that require you to reflect upon your use of Moodle.

This element of MCCC evaluates your ability to demonstrate that not only do you know how to use the Moodle technically, but that you understand various situations and scenarios to appropriately select the correct tools and functions.

4.2.3 MCCC Exam

Taking the online exam is the final part of the MCCC process. The exam can only be taken once the course and narrative have been assessed as successfully complete. The exam must be completed within four weeks of the course end.

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

The exam is taken online via a Moodle quiz activity. The exam is timed, and administered in a secure environment. Your mentor will supply you with a secure key after you have completed (passed) the course and narrative. You are allowed three attempts (see below).

4.2.4 Certificate

You will see your result at the end of the exam, and if successful you will receive a security key.

This key can be used to view and print your online certificate (.pdf) at <http://certificates.moodle.com>

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

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

The security key also appears on the certificate itself.

4.2.5 Re-taking the MCCC exam

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

You are allowed three attempts at the exam.

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

5.0 MCCC completion

5.1 Lifetime of certificate

The MCCC does not 'time out'. The certificate will indicate the version you worked with. Individuals may wish to update their certification when major version releases are available e.g. 2.9 to 3.1. An update will only require existing MCCC's to pass an updated exam. There may be a small administrative fee for this.

Check the Certificates area of Moodle.org for information regarding updating your certificate.

5.3 Data protection

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

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

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

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

5.4 Material removal

If you have created content as part of your assessment note that Moodle Partners will delete this after your course is complete.

6.0 Disputes

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

- Services provided by the registering Moodle Partner
 - The support of the mentor-assessor
 - The assessment during your course
 - The exam
 - Other
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- If you have an issue relating to your mentor-assessor please try to resolve with them first, email is best. If unsatisfactory you may then contact your registering Moodle Partner via email. Your Moodle Partner will offer a resolution.
 - If you have an issue relating to your registering Moodle Partner please try to resolve with them first, email is best as this is documented. If unsatisfactory you may then contact MCCC Central Administration via email. Central Administration will review your complaint or dispute in *conjunction* with the Moodle Partner, and offer a resolution.
 - If no resolution can be agreed, as a final stage a review can be made by the Moodle Certification Manager, who's findings will be final, and binding on all parties.
 - Refunds are not an option for resolution.

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

- Moodle Partners and central administration have a central location for discussion of the MCCC, with various documentation and processes. Coordination between Moodle Partners and central administration is close.
- All candidates complete an evaluation form on their mentor-assessors at the end of their certification. These are reviewed by central administration for consistency, and the results made available to the appropriate Moodle Partner(s). All mentor-assessors have themselves completed the MCCC, an additional MCCC mentor-assessor course, and are actively involved in professional development activities regarding the MCCC.
- The MCCC exam is subject to continual review, and has been tested and piloted. Individual questions are reviewed and updated on an ongoing basis to ensure they are clear and accurate.

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

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

Appendix 1

MCCC candidate checklist

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

The amount of work required by candidates to gain certification may vary based on your prior knowledge and experience.

You should have AT LEAST one year experience using Moodle extensively before considering registering. MCCC is not a basic or introduction certificate. If you do not have at least one year creating and facilitating courses with Moodle you are highly unlikely to pass MCCC.

You should satisfy yourself that you can answer yes to all points for the specific version of Moodle on the following checklist before you register.

- I have created at least one varied Moodle course previously
- I have actively supported learners online using Moodle for at least a year
- I am familiar with Moodle Docs
- I know how to review the forums on www.moodle.org for contributions and feedback, in particular those areas I am less familiar with
- I can set aside at least 40 hours to complete my course, answer the narrative questions, and take the exam
- I have tried the orientation exam
- I have reviewed the MCCC Skill Sets in detail
- I have reviewed the FAQ's and other content in the *Moodle Certification* area

Appendix 2

MCCC Skill Sets

Please note: that the “Assessment location” column is intentionally blank in this Candidate Guide and Skills Set document because each Moodle Partner will use this in a different way.

Skill Set 1 – Environmental technology (Moodle 3.1.x)			
<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
1.1.1	Browsers	Can demonstrate that the browser has an impact on how Moodle courses will appear to Participants, and the differences encountered while creating and editing courses: range: Explorer, Firefox, Chrome, Safari.	
1.2.1	Speed of access	Can demonstrate knowledge of the impacts of access speed across a range of situations (e.g. broadband, WiFi, corporate network) and strategies to accommodate these	
1.3.1	Java and JavaScript	Can enable / disable JavaScript in browsers, and identify uses of JavaScript	
1.3.2		Can identify security issues	
1.4.1	Plug-ins	Can identify and install common plugins (e.g. movie players, pdf. vlc)	
1.5.1	Cookies	Can control options such as enable/disable session cookies and site cookies	
1.6.1	Flash	Can demonstrate knowledge of installation issues and use of Flash content REMOVED	
1.7.1	Mobile	Can demonstrate knowledge of using Moodle on mobile devices – tablets and smartphones	
1.7.2		Can use the Moodle Mobile app	
1.7.3		Understands the concept and operation of responsive Themes	

Skill Set 2 – Generic Moodle skills (Moodle 3.1.x)			
<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
2.1.1	Course settings	Can add a Summary description	
2.1.2		Can set the course Start date	
2.1.3		REMOVED	
2.1.4		Can set number of weeks or topics	
2.1.5		Can set Group mode	
2.1.6		Can set course availability	
2.1.7		Reset a Course	
2.1.8		REMOVED	
2.1.9		Can hide and unhide sections	
2.1.10		Can eliminate the news forum	
2.1.11		Can set the number news items	
2.1.12		Can view Grades	
2.1.13		Can view activity reports	
2.1.14		Can control maximum upload size	
2.1.15		Can set term used for Teachers	
2.1.16		Can set term used for Students	
2.1.17		Apply language options	
2.1.18		Apply appropriate Theme options	
2.1.19		Can understand meta-course options	
2.1.20		Can set completion tracking	
2.2.1	Course formats	REMOVED	
2.2.2		Can use Topics format appropriately	

Skill Set 2 – Generic Moodle skills (Moodle 3.1.x)			
<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
2.2.3		Can use Weekly format appropriately	
2.2.4		Can identify other course formats (e.g. Single activity)	
2.3.1	Editor	Can add images	
2.3.3		Can select paragraph styles	
2.3.4		Can select font size-	
2.3.5		Can select font styles e.g. Bold, Italic	
2.3.7		Can use Cut, Copy and Paste	
2.3.8		Can discard autosaved text	
2.3.9		Can use Undo and Redo	
2.3.10		Can control alignment and direction	
2.3.11		Can insert ordered and unordered lists	
2.3.12		Can indent and outdent	
2.3.13		Can apply a text colour-	
2.3.14		Can apply a fill colour-	
2.3.15		Knows about the equation editor	
2.3.16		Links	Can insert links
2.3.17	Can set URL		
2.3.18	Can set title		
2.3.19	Can set target		
2.3.20	Can prevent auto linking		
2.3.21	Can remove a link		
2.3.22	Images	Can add an image	

Skill Set 2 – Generic Moodle skills (Moodle 3.1.x)				
<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>	
2.3.23		Can use an image as a hyperlink		
2.3.24		MOVED		
2.3.25		Can upload an image		
2.3.26		Can choose and display an image from a folder		
2.3.27		Can set appropriate image appearance properties		
2.3.28		Can set the border thickness of images REMOVED		
2.3.29		Can set Alt tags for images, and identify how and where the Alt text is used		
2.3.30		Can set the image-spacing REMOVED		
2.3.31		Can set size and width properties		
2.3.32		Can delete images		
2.3.33		Editor (other)	Can create a table	
2.3.34			Can delete a table	
2.3.35			Can expand and collapse the editor	
2.3.36			Can insert Emoticons	
2.3.37	Can insert special characters			
2.3.38	Can use the Search and Replace function REMOVED			
2.3.39	Can use the Spell Check function			
2.3.40	Can identify the HTML icon, and explain its use			
2.3.41	Can identify use of Clear formatting			
2.3.42	Can paste unformatted text			
2.3.43	Can insert media – e.g. audio or video file			
2.3.44	Can use Accessibility checker and Screenreader helper			
2.3.45	Can use the non-breaking space REMOVED			

Skill Set 2 – Generic Moodle skills (Moodle 3.1.x)			
<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
2.3.46		Can identify right-click functionality in table	
2.4.1	Tags	Can use Tag system	

Skill Set 3 – Moodle Blocks (Moodle 3.1.x)			
<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
3.1.1	Managing Blocks	Can edit Blocks	
3.1.2		Can add a Block	
3.1.3		Can identify which blocks can be used multiple times in a course	
3.1.4		Can collapse or expand block display	
3.1.5		Can use hide icon	
3.1.6		Can use delete icon	
3.1.7		Can move Block position	
3.1.8		Can add a block to a resource or activity page	
3.1.9		REMOVED	
3.1.10		REMOVED	
3.2.1	Calendar block	Can demonstrate understanding of all courses view	
3.2.2		Can demonstrate understanding of separate courses view	
3.2.3		Can insert a new course event (not automatically generated such as Assignment or Quiz)	
3.2.4		Can insert a new personal event	
3.2.5		Can show and hide course, group, and user events	
3.2.6		Can set time display preferences	
3.2.7		Can set first day of week	
3.2.8		Can alter the maximum number of Upcoming Events	
3.2.9		Can demonstrate understanding of Events look ahead setting	
3.2.10		Can demonstrate understanding of remembered filter settings	

Skill Set 3 – Moodle Blocks (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
3.2.11		Can change months	
3.2.12		Can add external (.ical) calendar events	
3.3.1	Course / Site description	Can describe purpose of course summary	
3.4.1	Courses	Can identify what content is displayed by the Courses block	
3.4.2		Can use all courses link to search for other courses	
3.5.1	HTML block	Add an HTML block, customise the title, and add content	
3.6.1	Latest news	Understand operation of Latest News Block	
3.7.1	Messages	Can read messages	
3.7.2		Can reply to messages	
3.7.3		Can send a message	
3.7.4		Can identify online / offline status	
3.7.5		Can search for contacts	
3.7.6		Can search for contacts only in courses	
3.7.7		Can search for keywords	
3.7.8		Can search include blocked users	
3.7.9		Can search only message to me	
3.7.10		Can search only messages from me	
3.7.11		Can search all messages	
3.7.12		Can select a contact	
3.7.13		Can add a contact	
3.7.14		Can block a contact	
3.7.15		Can read message history from a contact	
3.7.16		Can set popup window option	

Skill Set 3 – Moodle Blocks (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
3.7.17		Can block messages not on contact list	
3.7.18		Can delete messages	
3.7.19		REMOVED	
3.7.20		Can set email preferences	
3.7.21		Can select plain text or HTML format	
3.8.1	Online users	Can use online user link	
3.8.2		Can identify how long ago the online user entered the course	
3.9.1	People	Can view Participants details	
3.9.2		Can list Participants - Teachers	
3.9.3		Can list Participants - Students	
3.9.4		Can sort list by various options	
3.9.5		MERGED	
3.9.6		MERGED	
3.9.7		MERGED	
3.9.8		MERGED	
3.9.9		Can access profile via link	
3.9.10		Can switch between more detailed view and less detailed view	
3.9.11		MERGED	
3.9.12		MERGED	
3.10.1	Activity Results	Can configure Activity Results Block to show results from Quiz, Assignment, Lesson, Forum, Glossary, or Database.	
3.10.2		Can identify how many results are displayed	
3.10.3		Can alter number of highest grades	

Skill Set 3 – Moodle Blocks (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
3.10.4		Can alter number of lowest grades	
3.10.5		Can show Groups instead of Students	
3.10.6		Can select display options	
3.10.7		MERGED	
3.10.8		MERGED	
3.11.1	Random Glossary	Can set title	
3.11.2		Can select Glossary	
3.11.3		Can set time for new entries to be displayed	
3.11.4		Can select how the entry is chosen	
3.11.5		MERGED	
3.11.6		MERGED	
3.11.7		Can show the concept / heading for each entry (Y/N)	
3.11.8		Can prompt for users who can add entries to the glossary	
3.11.9		Can prompt for users who can view but not add entries	
3.11.10		Can prompt for users who cannot view or edit the glossary	
3.12.1	Recent Activity	Can view length of time activity is displayed (since last login)	
3.12.2		Can set maximum length of time activities are kept in the list	
3.12.3		Can access full activity report	
3.12.4		Can set filters	
3.12.5		MERGED	
3.12.6		MERGED	
3.12.7		MERGED	
3.12.8		MERGED	

Skill Set 3 – Moodle Blocks (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
3.12.9		MERGED	
3.12.10		Can use the returned information: link to each type of activity	
3.12.11		Can use the returned information: grades returned	
3.12.12		Can identify privacy issues	
3.13.1	RSS feeds	Can enable a feed	
3.13.2		Can display link descriptions	
3.13.3		Can set maximum number of entries to show per block	
3.13.4		Can select from a list of available feeds	
3.13.5		Can control the title of block / feed	
3.13.6		Can display channel link	
3.13.7		Can display channel image	
3.13.8		Can validate a feed	
3.14.1	Search Forums	Can use simple search	
3.14.2		Can use advanced search	
3.15.1	Upcoming events	Can set number of upcoming events	
3.15.2		Can add new events in the calendar sections	
3.15.3		Can demonstrate knowledge of using upcoming events block	
3.16.1	Blogs	Can add a new entry	
3.16.2		Can set preferences	
3.16.3		Can view entries, course entries, site entries	
3.16.4		Can use Official tags	
3.16.5		Can create User defined tags	
3.16.6		Can set Blog tags	

Skill Set 3 – Moodle Blocks (Moodle 3.1.x)			
<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
3.16.7		Can set number of recent items	
3.17.1		Unused	
3.18.4	Global Search	Not enabled as standard – still 'experimental'	
3.19.1	Tags	Can add a tag	
3.19.2		Can set Tags block title	
3.19.3		Can set number of tags to display	
3.20.1	Comments	Can add and delete comments	
3.21.4	Community finder	Excluded	
3.22.1	Course completion	Can view course report	
3.23.4	Feedback	Excluded – (site wide feature)	
3.24.4	Mentees	Excluded	
3.25.1	My private files	Can use private files functionality	
3.26.1	Navigation	Can use Navigation Block effectively	
3.27.4	Personal profile- REMOVED	Can identify personal profile information REMOVED	
3.28.1	Self completion	Can set self completion parameters	

Skill Set 4 – Using Resources (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment method</i>
4.1.1	Resources	Can move files to a different folder	
4.1.2		Can delete files	
4.1.3		Can create and upload a compressed file (.zip) and unpack	
4.1.4		Can download and save files	
4.1.5		Can set window resize options	
4.1.6		Can create an Alias	
4.1.7		REMOVED	
4.1.8		REMOVED	
4.1.9		REMOVED	
4.1.10		REMOVED	
4.1.11		REMOVED	
4.1.12		Can set the default window width	
4.1.13		Can set the default window height	
4.1.14		Can set initial invisibility	
4.1.15		Can use summary information	
4.2.1	Compose a Page	Can create a page resource	
4.2.2		REMOVED	
4.2.4		REMOVED	
4.2.5		REMOVED	
4.2.6		REMOVED	
4.3.1	Duplication	Can Duplicate an Activity	
4.4.1	Add URL resource	Can create a link to a website URL as a resource (from Add resource)	

Skill Set 4 – Using Resources (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment method</i>
4.4.2		Can use the webpage search button	
4.4.3		REMOVED	
4.4.4		Can use the Force download option	
4.5.1	Folders	Can select or create appropriate folder to display	
4.5.2		Can create sub folders	
4.5.3		Can publish folder content to course page	
4.5.4		Can allow bulk download of files	
4.6.1	Labels	Can demonstrate appropriate use of labels	
4.6.2	Title	Can set a title for the menu block	
4.7.1	File	Can select and add files	
4.7.2		Can set course page information display options	
4.8.1	IMS content package	Can demonstrate knowledge of what an IMS content package is	

Skill Set 5 – Using Activities (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
5.1.1	Assignment	Can identify the different assignment options	
5.1.2		Can add a file to a students assignment as a template	
5.1.3		Can set prevention of late submission	
5.1.4		Can set allow resubmission	
5.1.5		Can specify information for students uploading a file	
5.1.6		Can use inline comments	
5.1.7		Can use quick grading from the assignment attempt link	
5.1.8		Can setup and use Rubrics	
5.1.9		Can setup and use Marking Guide	
5.1.10		Can setup group Assignment	
5.1.11		Can grant extensions	
5.1.12		Can annotate pdf submissions	
5.1.13		Can set a word limit	
5.1.14		Comment on online Assignments	
5.1.15		Can download submissions	
5.2.1	Chat	Can set chat date and times	
5.2.2		Can set save chat options	
5.2.3		Can add repeat sessions	
5.2.4		Can use chat discussions for groups	
5.2.5		Can set Everyone can view past sessions	
5.3.1	Choice	Can identify difference to Survey	
5.3.2		Can set display mode	
5.3.3		Can set column for unanswered	

Skill Set 5 – Using Activities (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>	
5.3.4		Can set limits on answers		
5.3.5		Can set publish results		
5.3.6		Can set privacy of results		
5.3.7		Can set update option		
5.3.8		Can set timing options		
5.3.9		Can set single or multiple choice options		
5.3.10		Can identify export formats		
5.3.11		Can set preview of Choice options before open		
5.4.1		Forum	Can identify the types of a forum	
5.4.2			Can set maximum attachment size and number	
5.4.3			Can set forced subscription	
5.4.4	Can set tracking options			
5.4.5	Can set and use rating options			
5.4.6	Can set appropriate group setting			
5.4.7	Can post to all Forum groups			
5.4.8	Can attach multiple files to a forum post			
5.4.9	Can start a single simple discussion			
5.4.10	Can change the display of discussions			
5.4.11	Can move, split, and delete discussions			
5.4.12	Can identify how long students can edit postings			
5.4.13	Can effectively stop a discussion			
5.4.14	Can use Word Count			
5.4.15	Can show/edit subscribers			

Skill Set 5 – Using Activities (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
5.4.16		Can Reply to forum posts received by email, and include attachments	
5.4.17		Can Subscribe to get email copies of individual discussions	
5.4.18		Can create timed posts	
5.4.19		Can pin Forum posts	
5.4.20		Can use Permalinks	
5.5.1	Glossary	Can create glossary allowing student entries	
5.5.2		Can control display format	
5.5.3		Can auto-link glossary entries	
5.5.4		Can identify who can comment on entries	
5.5.5		Can identify how to add keywords correctly	
5.5.6		Can create a category, and add an entry to an existing category	
5.6.1	Survey	Can create a survey	
5.6.2		Can identify survey types	
5.6.3		Can use the response reports	
5.7.1	Quiz	Can control quiz open and close times	
5.7.2		Can use 'secure' window option	
5.7.3		Can set grading method	
5.7.4		Can identify the function of adaptive mode	
5.7.5		Can create categories and assign questions to categories	
5.7.6		Can identify the differences between the types of question and how to edit them	
5.7.7		Can grade essay questions and add comments	
5.7.8		Can identify the difference between the grades of question answers and	

Skill Set 5 – Using Activities (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
		points	
5.7.9		Can add appropriate feedback for correct and incorrect responses	
5.7.10		Can use reports	
5.7.11		Can control amount of time for quiz	
5.7.12		Can add overall feedback	
5.7.13		Can set shuffle questions and shuffle within questions	
5.7.14		Can set number of attempts allowed	
5.7.15		Can set delay options	
5.7.16		Can use Certainty Based Marking	
5.7.17		Can set a password	
5.7.18		Can use the regrade function	
5.7.19		Can export a category of questions and place in a shared area	
5.7.20		Can identify question import options	
5.7.21		Can duplicate questions	
5.7.22		Can drag-and drop to re-order questions	
5.7.23		Can force unique/unseen questions in retakes	
5.7.24		Can use quiz question reports	
5.8.1	Wiki	Can understand the concept of a wiki	
5.8.2		Can identify wiki modes	
5.8.3		Can identify format options	
5.8.4		Can identify forced format	
5.8.5		Can setup a wiki for groups	

Skill Set 5 – Using Activities (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
5.8.6		Can add new pages	
5.8.7		Can add comments to pages	
5.8.8		Can identify how to use the history of wiki pages	
5.8.9		Can find orphaned pages	
5.8.10		Can access printer friendly version	
5.9.1	Workshop	Can identify that a Workshop can be used as peer assessment	
5.9.2		Can identify phases of Workshop	
5.9.3		Can set the function of the specific form of grading in Workshop	
5.10.1	SCORM	Can identify what a SCORM activity is	
5.10.2		Can identify that Moodle must unpack a SCORM.zip file	
5.10.3		Can identify that a SCORM/AICC activity cannot be edited in Moodle	
5.10.4		Removed	
5.11.1	Lesson	Can construct short lessons	
5.11.2		Can setup practice lessons	
5.11.3		Can use lesson paths and unseen pages	
5.11.4		Can identify what the slide show format is	
5.11.5		Can control access	
5.11.6		Can set score display options	
5.11.7		Can set password	
5.11.8		Can create content pages	
5.11.9		Can identify types of questions	
5.11.10		Can identify essay questions and how to grade	
5.11.11		Can sort pages	

Skill Set 5 – Using Activities (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
5.11.12		Can identify a lesson cluster	
5.11.13		Can check navigation	
5.11.14		REMOVED	
5.12.1	Database	Can create a new database	
5.12.2		Can set required and maximum settings	
5.12.3		Can create a variety of fields	
5.12.4		Can add entries	
5.12.5		Can create a Template	
5.12.6		Can use Presets	
5.12.7		Can set required fields	
5.12.8		Can manage approval settings	
5.13.1	LTI	Understands main concepts of LTI	
5.13.2		Can add an LTI activity	
5.14.1	Book	Can add a new Book	
5.14.2		Can create Chapters	
5.14.3		Can create Sub-chapters	
5.14.4		Can identify Chapter numbering options	
5.14.5		Can change navigation style	
5.15.1	Description	Can add an activity description	
5.16.1	Chooser	Can enable / disable Activity chooser	
5.17.1	Feedback	Can add a Feedback activity	
5.17.2		Can create anonymous feedback activity	
5.17.3		Can enable Teacher notifications	

Skill Set 5 – Using Activities (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
5.17.4		Can add completion message	
5.17.5		Can publish results to Students	

Skill Set 6 – Multimedia and resources (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
6.1.1	Images	Can understand compression of images	
6.1.2		Can identify sources of creative commons licensed images	
6.1.3		Can identify the advantages and drawbacks between different image formats such as .jpg, .gif, .bmp, and .png	
6.1.4		Can identify other common formats e.g. .bmp and .wmf	
6.1.5		Can optimise images for web display	
6.2.1	Audio and Video	Can identify common audio formats such as .mp3, .mp4, .wav, .ogg	
6.2.2		Can identify common video formats such as .mpg, .mp4, .wmv, .rm, .swf, .flv	
6.3.1	Documents and resources	Can identify common editable document formats such as Word / Writer / .rtf	
6.3.2		Can identify common presentation formats such as PowerPoint / Impress / etc.	
6.3.3		Can identify and use .pdf documents	
6.4.1	Flash	Can add a shockwave flash (.swf) file OPTIONAL	
6.5.1	HTML5 video	Can identify use and advantages of HTML video	
6.6.1	Other multimedia	Can identify and use other multimedia format types	
6.7.4	REMOVED	REMOVED	

Skill Set 7 - Participant management (Moodle 3.1.x)			
<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
7.1.1	Enrollment	Can enrol Students	
7.1.2		Can add enrollment key	
7.1.3		Can use duration and expiry settings	
7.1.4		Can enrol other roles	
7.1.5		Can setup Guest access	
7.2.1	Profiles	Can view profiles	
7.2.2		Can edit profile information	
7.2.3		Can view Forum discussions and posts	
7.2.5	Notes	Can add notes to Student profile	
7.3.1	Dashboard	Understands Dashboard functionality	
7.3.2	Preferences	Is aware of Preferences page and functions	
7.4.1	Grades	Can view Grades	
7.4.2		Can download Grades	
7.4.3		Can set preferences (for example: create categories, or add assignment to category, or exclude an assignment from grades)	
7.4.4		Can grade Assignments using custom Scale	
7.4.5		Can create a custom Scale	
7.4.6		Can Filter Gradebook by Student name	
7.4.7		Can view all the grades of an individual student in Single view	
7.4.8		Can view a single grade item for all students Single view	
7.4.9		Grades page listing all 'my courses', and 'all courses I am teaching'	

7.5.1	Local roles	Can identify and assign local roles	
7.5.2		Can override roles	
7.5.3		Can identify Permissions: Inherit, Allow, Prevent, and Prohibit capabilities	
7.5.4		Can assign students a non-editing teacher role to an individual activity	
7.5.5		Can assign a Student a Non-editing Teacher role to a page or folder resource	

Skill Set 8 - Course management (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
8.1.1	Groups, Groupings, and Cohorts	Can create groups	
8.1.2		Can edit group settings – e.g. group icon and/or description	
8.1.3		Can add members to group	
8.1.4		Can set-up group activities	
8.1.5		Can create Groupings	
8.1.6		Can add Groups to Groupings	
8.1.7		Can set activities to use Groupings	
8.1.8		Can enrol Cohorts	
8.2.1	Hiding	Can hide and reveal content	
8.3.1	Using Reports	Can view by Participant	
8.3.2		Can control dates	
8.3.3		Can select Activities	
8.3.4		Can view live Logs	
8.4.1	Files	Can create a Folder for Students to use	
8.4.2		Can upload files	
8.4.3		REMOVED	
8.4.4		Can edit files	
8.4.5		Can unzip a file	
8.4.6		Can list archives	
8.4.7		Can rename files	
8.4.8		Can delete files	
8.4.9		Can create a .zip archive	

Skill Set 8 - Course management (Moodle 3.1.x)			
<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
8.4.10		Can download files	
8.5.1	Help	Can use Help effectively in Moodle	
8.6.1	Backup	Can backup a course, and choose backup options	
8.7.1	Restore	Can restore a course, and choose restore options	
8.8.1	Import	Can import existing course elements	
8.9.1	Teacher only forum	Can setup a teacher only (hidden) forum	
8.10.1	Reset	Can Reset a Course or parts of a Course	
8.11.1	Section visibility	Can set Sections with conditional visibility	
8.11.2		Understand settings and conditions for visibility of activities	
8.11.3		REMOVED	
8.12.1	Page view	Can set one section per page view	
8.12.2		Can add / remove sections from page view	
8.13.1	Badges	Can create a Badge for a Course	
8.13.2		Can setup and issue a Course Badge	
8.13.3		Can delete a badge	
8.14.1	Completion	Understand manual completion	
8.14.2		Understand specific criteria for course completion	
8.14.3		Can use various conditional activity criteria	
8.15.1	Events	Can create and name a rule	
8.15.2		Can choose area to monitor and event	
8.15.3		Can add rule description	
8.15.4		Can set notification threshold	
8.15.5		Can customise notification message (using placeholders optional)	

Skill Set 8 - Course management (Moodle 3.1.x)

<i>Indicator</i>	<i>Feature</i>	<i>Knowledge statement</i>	<i>Assessment location</i>
8.15.6		Can subscribe and unsubscribe to a rule	
8.15.7		Can delete a rule	
8.16.1		Can use Recycle bin	
8.17.1		Can understand Competencies	