Alex B. Criswell

Project Design Document

Includes the following sections.
- Outline
- Blueprint
- Learning Outcomes
- Script
- Research
- Case Study
- Time Log

Note
- Storyboard is separate.
- *Case Study template courtesy of IDOL courses.*

Adding a New User as a Site Administrator in Moodle

Overview

- **Purpose**: To teach an LMS administrator how to enroll a user as a Site Administrator in the Moodle LMS. This process also shows how to create a new user.

- **Description**: This process demonstrates to the LMS Administrator how to create a user within the Site Administration area and add that user as a Site Administrator.

Project Information

Project Title	Adding a New User as a Site Administrator in Moodle
Tools used in Development	Microsoft Word, SnagIt, Camtasia, Moodle LMS, YouTube
Time in Development	1 day (5 h video; 3 h guide)
Client	Tech Eddies
Collaborators	Alex Criswell, Instructional Designer, System Administrator, and Subject-matter Expert

Topic Analysis

Audience	Instructional Technologists and System Administrators
Problem	The company needs more System Administrators to be able to create users and enroll them with administrative rights based on business needs.
Solution	An instructional guide and video was created to demonstrate the process to create a new user and enroll them as a Site Administrator.
Resources	- Add new users - Moodle Guides - Administrator role - Moodle Guides - Personal experience and technical skills

Outline

1. Welcome
    a. Overview
    b. Course Outcomes and Objectives
2. Site Administration
3. Users
4. Add a New User
5. Permissions
6. Manage Site Administrators
7. Disclaimer
8. Course Design and Copyright

Goal Strategy Blueprint

Lesson Strategy - Course Planning

Starting Point	Milestone 1	Milestone 2	Milestone 3	Goal
Someone at this stage is:	Someone at this stage is:	Someone at this stage is:	Someone at this stage is:	Someone at this stage is:
Learner is unfamiliar with adding a user or enrolling a Site Administrator.	Learner will be able to access the Site Administration area.	Learner will be able to navigate to the User Management area of the Site Administration.	Learner will have created a new user.	Learner will have enrolled a user as a Site Administrator.

To get to the next stage:	To get to the next stage:	To get to the next stage:	To get to the next stage:	Assessment
Learner will be shown how to access the Site Administration area.	Learner will be shown where to go to create a new user, as well as shown the user creation process.	Learner will be shown how to create a new user within the system.	Learner shown the Site Administrator management area and how to enroll an admin.	User will
Content Ideas	**Content Ideas**	**Content Ideas**	**Content Ideas**	**Overall Goal**
			Instructional Guide and Video	The Learner will navigate to the Site Administration area and enroll the new user as a Site Administrator.

Learning Outcomes

Terminal Course Outcome(s)

1. Given access to the Site Administration area, the Learner will navigate to the user management area and create a new user account.
2. Given creation of a new user, the Learner will navigate to the Site Administrator management area and enroll the new user as a Site Administrator.
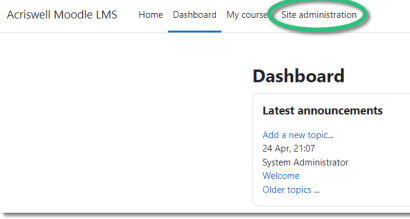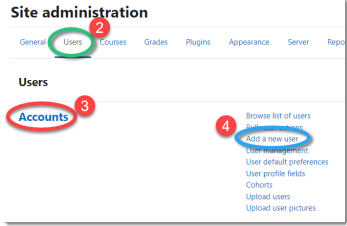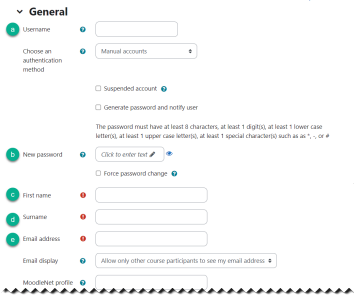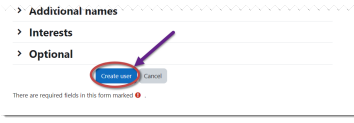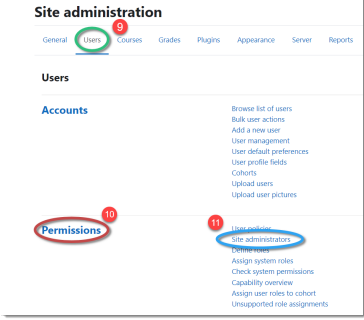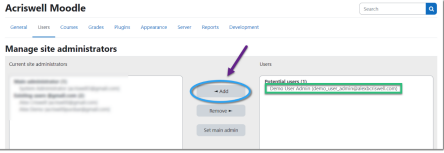
Learning Objectives

1. Learner is able to access the Site Administration area.
2. Given access to the Site Administration area, the Learner will navigate to the user management area.
3. Given successful navigation to the user management area of Site Administration, the Learner will have created a new user.
4. Given access to the Site Administration area, the Learner will locate the Site Administrator management area.
5. Given creation of a new user, the Learner will enroll the new user as a Site Administrator.

Script

Course Script

Topic (Section)	Transcript (Say)	On-screen Text (Show)	Design Notes (Do)
Title	Adding a New User as a Site Administrator in Moodle	Adding a New User as a Site Administrator in Moodle	
Objectives	By the end of this instructional video, learners will be able to do the following: 3. Given access to the Site Administration area, navigate to the user management area and create a new user account. 4. Given creation of a new user, navigate to the Site Administrator management area and enroll the new user as a Site Administrator.	Learning Outcomes 5. Given access to the Site Administration area, navigate to the user management area and create a new user account. 6. Given creation of a new user, navigate to the Site Administrator management area and enroll the new user as a Site Administrator.	
Prerequisite	It is important to note before beginning this process, an existing Site Administrator will need to authenticate into the Moodle Site to create a new user and add the site administrator.	Note: An existing Site Administrator will need to authenticate into the Moodle Site to create a new user and add the site administrator.	Show Moodle Login Screen

Step 1	Once the user has authenticated into the system, click the **Site administration** tab.		Site Administration
Steps 2-4	Within the *Site administration* area, select the **Users** tab. Locate the *Accounts* section. Choose the **Add a new user** option within that section.		Users>Accounts>Add a New User
Step 5	On the Add a new user page, enter the following information. a. Username b. Password c. First name d. Surname e. Email address		Highlight/emphasize the important information. Show the Create User button.
Steps 6-7	Other options and preferences can be entered, as desired. When all desired and required fields are completed, click the Create user button at the bottom of the page.		
Step 8	When the user has been successfully created, navigate back to the **Site administration** area.		Site Admin Area
Steps 9-11	Within the *Site administration* area, select the **Users** tab. Locate the *Permissions* section. Choose the **Site administrators** option within that section.		Users>Permissions>Site Administrators

Steps 12-13	On the Manage site administrators page, search or locate the user to be added as an administrator. Select that user and click the Add button between the two lists to add the user as a Site Administrator.		Highlight Demo User and Add Button
Steps 14-15	A confirmation will appear asking to confirm adding the user as a SIte Administrator. Click the **Continue** button to proceed.	Confirmation	Circle Continue Button
Step 15	The page should refresh and the user should now be listed as a Site Administrator.	Admin Page	Show admin page. Highlight new user.
Conclusion	This has been Adding a New User as a Site Administrator in Moodle.	Adding a New User as a Site Administrator in Moodle	
Disclaimer	This content was created by Alex B Criswell. This was created for educational purposes. Any names, companies, and logos represented within this content are fictitious and are not meant to represent actual people, businesses, or their associated localities.	Disclaimer: This content was created by Alex B Criswell. This was created for educational purposes. Any names, companies, and logos represented within this content are fictitious and are not meant to represent actual people, businesses, or their associated localities.	Include Alex B Criswell Logo

Case Study

Background – Context

Tech Eddies is a group who designs training and teaching courses for various clients. The business utilizes Moodle for their own internal training and course storage needs. Given an expanding team, the LMS administrator requested learning material be created for new team members. An instructional guide for enrolling new administrators to the LMS was decided as a way to sample the skills of Alex Criswell, prospective Instructional Designer.

Challenge

Tech Eddies is a company that offers course design services for various corporate and education clients and is based out of Los Angeles, California, USA. The company primarily consists of software engineers, instructional designers, academic technologists, graphic designers, and project managers. The company is of startup size, but is expanding rapidly and the team needs training materials for some of the new team members joining the company. Tech Eddies contacted Alex Criswell to create sample Instructional Materials to determine if Alex would be a worthy candidate to work on all of their training materials. In response to the request from Tech Eddies, Alex was assigned a topic and provided appropriate access to their systems to create the learning material.

Solution

Given the variety of roles within the company, Alex knew one learning material would not be enough for all of the personalities and mixed learning styles. He decided to create an Instructional Guide as well as an Instructional Video. This would cover most of the learning styles in the learning audience, given that most learners prefer a text, audio, or video format for learning materials.

Alex was assigned the topic of "Adding a New User as a Site Administrator in Moodle" which is not an overly complex task to do; however, it requires two major steps in the system versus just one. In summary, it requires a user to be created and then to be enrolled as an administrator, which are in separate areas of the system.

Results – Reflection

After the instructional guide and video were created and shared with the Tech Eddies team, the team assembled and discussed the design, subject-matter, and management of the assignment by Alex. They felt Alex managed the assignment in very good timing and that both the instructional guide and video were professional-looking and satisfactory for their needs.

The Tech Eddies team felt Alex would likely return as a future contractor for their training and development needs when the instructional content was ready to be built.

Time Log

- Research
  - 0 h
- Objectives - Blueprint
  - 0.5h
- Script
  - 1h
- Storyboard
  - 1h
- Case Study
  - 0.5h

- Guide
  - 2h
- Video
  - 2h