

System overview

moodle



Moodle is the scalable, cost-effective and flexible system that supports the training needs of any type of organisation. It's the world's most popular LMS used with over 100,000 unique site registrations across a wide range of industries.

With a Hubken solution, you get a functionally rich, open source learning management system that can be implemented quickly and at a fraction of the investment required for equivalent proprietary solutions.

Learning Content

Deliver engaging, mobile-optimised content with interactive video, branching scenarios, multi-media, web pages and eBooks. Import learning content using SCORM 1.2 and LTI support. Assess comprehension with automated tests using multiple question types or formally assess work with assignment submissions.

Collaboration and Communication

Promote collaboration and sharing user-generated content via wikis, forums and blog. Support learner networks with group chat and one-to-one messaging. Complete your blended learning solution with a dedicated web conferencing tool for online learning.

Mobile and Offline

Reach learners wherever they are with native mobile and desktop apps. Easily access course content with, or without, an internet connection. Check upcoming deadlines, connect with other learners and keep up to date with instant notifications of messages, forum posts and reminders.

Configuration

Customise the user experience with our tailored, mobile-ready branding of your LMS. Streamline the log-in process with Single Sign-On (SSO). Reach a global audience with over 30 customisable languages and extend beyond core functionality with access to over 1,000 third-party plugins.

Powerful Reporting

Gain insights into users' learning with quiz statistics, grade monitoring and progress tracking. Extend reporting and analytics further with site-wide progress reports, scheduled reporting and visual dashboards with our dedicated Moodle reporting solution.

Key Features

✔ Easy course building

Create engaging courses with tools for collaboration, assessment, communication and interactive learning content.

✔ Live online training

Integrated web conferencing designed for online learning. Chat, screen-share, whiteboard, polling and more.

✔ Badges and certificates

Recognise achievement, motivate and engage learners by issuing certificates and Open Badges.

✔ Competency-based training

Build competency frameworks, link to course completion and assign to a user's personal learning plan.

✔ Compliance tracking

Native applications for iOS, Android and Windows Desktop, giving offline access to course content and instant notifications for messages and reminders.

✔ Mobile and offline

Save time on admin tasks with automated, rule-based allocation of learning.

✔ Customised branding

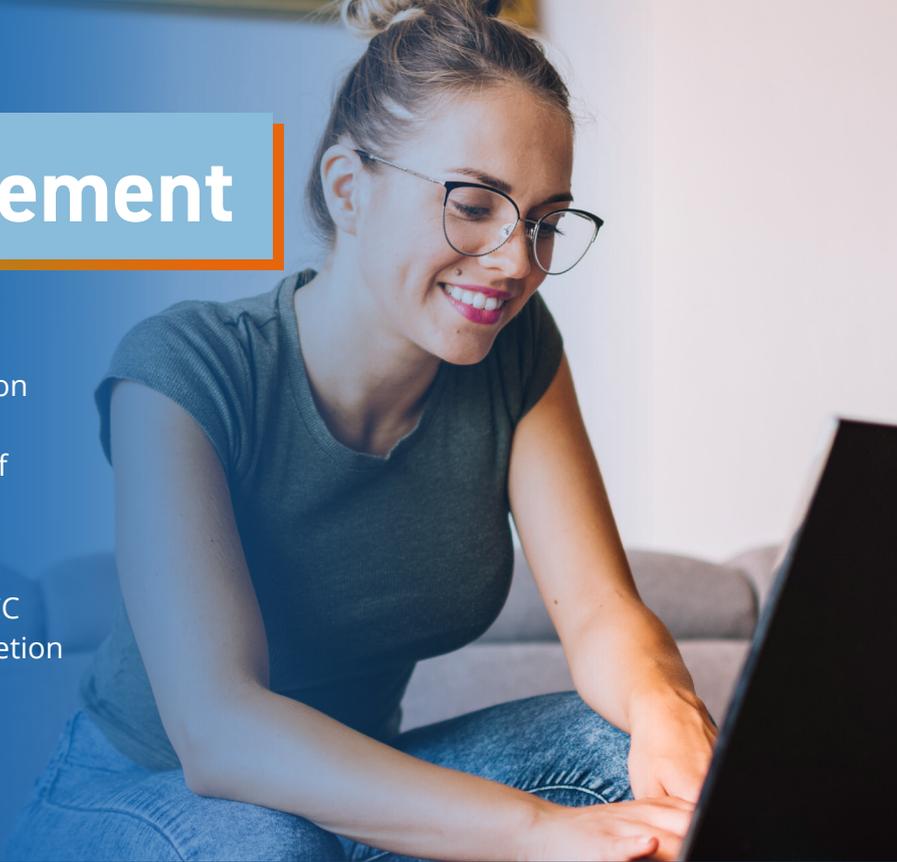
Customise the look-and-feel to match your unique branding.



Content Management

Moodle has a wide range of content creation and management features, enabling you to populate online courses with a variety of customised learning content and activities.

Externally authored e-learning content can be uploaded directly as SCORM, IMS or AICC packages with progress, scores and completion tracked and reported upon within Moodle.



Key Benefits

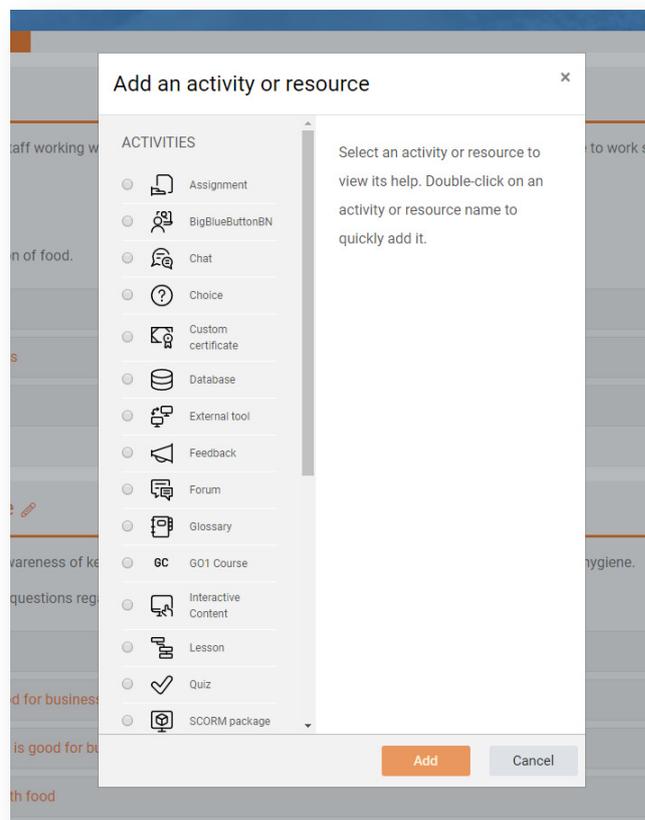
- ✔ Prove learning transfer with interactive quizzes, question banks and automated feedback
- ✔ Automate the learning journey with completion tracking and access restrictions
- ✔ Streamline course creation with drag-and-drop and an intuitive editing tool
- ✔ Develop mobile-optimised, interactive content from within the system

Create engaging content and interactive activities

Course builders can quickly create online areas to host a range of learning resources and activities. Moodle offers drag-and-drop functionality to upload file resources such as documents, images, audio and video, and supports user-generated content including blogs, wikis and forum discussions.

Web pages, links and course instructions can be quickly and easily added using the fully featured editing tool. Learners can express themselves with video and audio directly into forum posts or assignment submissions with the integrated webcam and microphone recorder. Trainers can create adapting and branching lesson activities and build searchable glossaries and databases, and quizzes, polls and assignments can be added to a course for assessment of existing knowledge or evaluation of new skills.

With a solution from Hubken Group, you'll get access to a wide range of rich and interactive HTML5 content tools such as interactive video, presentations, games, image hotspots, branching video and 360 virtual tours.



Content Management

Food Hygiene Awareness

Dashboard Courses Food Hygiene Awareness Reports Activity completion

Visible groups All participants

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	Food Safety Wordsearch	eBook: Good hygiene is good...	Presentation: Good hygiene ...	Exercise: Before working ...
Malcolm Arnold	marnold@demo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sarah Cohen	scohen@demo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Colleen Ellis	cellis@example.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shannon Rogers	srogers@demo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Track and report on learner progress

With the ability to set custom completion criteria for activities and entire courses, Moodle enables you to automate the learning journey for all participants. Course managers may set activity completion criteria for all learning items including self-completion by the learner. Course completion status can be based on completion of specific activities or prerequisite courses, achievement of a certain grade, manual completion by assessors and time-based criteria - or combinations of any of these options. Course managers and administrators can generate course activity and participation reports to review learner progress and proactively manage learner engagement.

Design custom learning journeys

Course managers can use the restrict access functionality to build customised and personalised learning journeys. Learning items within a course can be set as unavailable to learners until certain conditions have been met, such as the completion of other course activities, achievement of a certain grade, based on the learner's group or profile information.

Complex restriction sets can be built to create adaptive courses and support learners working at a variety of levels and abilities or belonging to different audiences.

Food Hygiene Awareness

Dashboard My courses Food Hygiene Awareness

Food Hygiene Awareness

28%

Course outline

Here at ABC, we take safety seriously. All staff working with food must have an understanding of food hygiene to ensure they are able to work safely.

- Maintaining good personal hygiene.
- Keeping the workplace clean and tidy.
- How to reduce any potential contamination of food.

Demo Wiki page

Glossary: Food Safety Terms

Weekly Q&A

Introduction to Food Hygiene

60%

This course has been developed to raise awareness of key food safety issues and to provide employees with an introduction to food hygiene. Please contact your trainer if you have any questions regarding the content.



Assessment and Achievement

Assessing the progress and understanding of your learners is critical in ensuring your training material and events are not only informative but effective.

Moodle has a range of assessment options from a powerful inbuilt quiz engine to more formal assignment submissions. You can load assessments developed with popular third-party authoring tools and send scores and completion information to a central course gradebook.

Key Benefits

- ✔ Boost learner engagement with a range of question types
- ✔ Increase efficiencies with sharable question banks
- ✔ Automate the assessment and evaluation process with response-tailored feedback
- ✔ Assess learner tasks in greater depth with a customisable assignment tool
- ✔ Recognise achievement with digital badges and customisable certificates

Manage formal assignments with custom marking workflows

For submission-based assessments, online and offline assignments are managed and graded through Moodle.

With customisable submission requirements including word or file limits, deadlines and number of attempts alongside workflows and guidelines around marking and final grades, the assignment tool provides course managers with an automated and distributed grading system.

▼ Set marking workflow state for 4 selected user(s).

Selected users

-  Colleen Ellis (cellis@example.com)
-  Sarah Cohen (scohen@demo.com)
-  Shannon Rogers (srogers@demo.com)
-  Malcolm Arnold (marnold@demo.com)

Marking workflow state

Notify students



Assessment and Achievement

Started on Tuesday, 18 February 2020, 12:55 PM
 State Finished
 Completed on Tuesday, 18 February 2020, 12:56 PM
 Time taken 58 secs
 Grade 4.00 out of 10.00 (40%)
 Feedback **You haven't passed this time. Try again!**

Question 1
 Incorrect
 Mark 0.00 out of 1.00
 Flag question

True or false: Burgers can be served rare (pink in the middle)?



Select one:
 True
 False ✘

Quiz navigation

1 2 3 4 5 6 7 8 9
 10
 Show one page at a time
 Finish review

Build course quizzes

Moodle features a sophisticated quiz builder where course managers create predefined or randomly generated quizzes pulled from question banks, with automated grading.

The quiz tool offers a range of question types including multiple-choice, free-text answer, true/false and drag-and-drop as well as different question behaviours such as deferred or instant feedback and certainty-based marking.

Quizzes feature a variety of automated workflows including customisable feedback based on responses, time and attempt limits and pass/fail tracking.

Alongside the quiz builder, detailed reporting offers course and training managers an insight into learner scores and answers, allowing trend analysis across individuals, groups or entire quizzes.

Issue branded certificates and Open Badges

With Open Badges integration, Moodle enables you to issue and display your own custom digital credentials. Whether you want to reward a user for completing an activity, a course or a group of courses, the automated issuing system makes it simple to engage and motivate learners with visible, shareable badges.

The certificate generator allows you to upload your organisation's own assets and colours to design and create on-brand certificates. If required, learners receive automated emails with the certificate attached for easy access.

Badges

Badges from Hubken Demo:



Till Operating Customer Service Hygiene Awareness Fire Safety

Food Hygiene Awareness: Manage badges
 Number of badges available: 1

Add a new badge

Name	Badge status	Criteria
 Food Hygiene Awareness	Available to users	Complete ALL of: <ul style="list-style-type: none"> Complete ALL of: "Quiz - Quiz: Food Hygiene Assessment", "Assig" Complete the course "Food Hygiene Awareness"



Web Conferencing

Web conferencing adds an engaging, real-time dimension to your learning environment.

Whether it's live web-cam video streaming, sharing of presentations and polls or live desktop sharing, web conferencing enables you to conduct up-to-the-minute sessions without the hassle and costs associated with face-to-face training.

Key Benefits

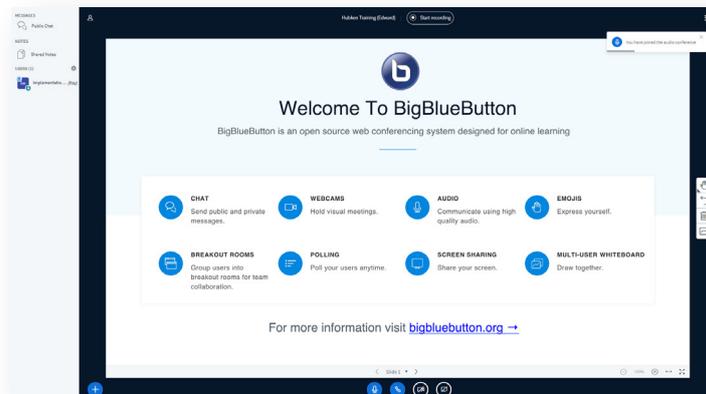
- ✔ Boost learner engagement with a range of question types
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Engage learners wherever they are

Integrated web conferencing (BigBlueButton) provides real-time sharing of audio, video, slides, chat, and screen. Built-in polling makes it easy to engage learners and recording sessions means they are available for later review.

When using the whiteboard tool in BigBlueButton, annotations are automatically displayed back to the students in real-time. Presenters have the ability to zoom, highlight, draw and write on presentations to emphasise points to remote learners.

BigBlueButton is a fully responsive, web-based virtual classroom, enabling learners to access from anywhere and any device, and enabling trainers to provide a high-quality online learning experience for all.



Web Conferencing

Communicate clearly with high-quality audio and video

BigBlueButton uses web real-time communications (WebRTC) capabilities in modern browsers for high-quality audio and video communication.

Combined with the responsive, mobile-optimised display, learners join meetings wherever they are, on any device, with just an internet connection and a web browser.

Learners can easily join the audio conference and choose to share their webcam (desktop, laptop or mobile camera). There are no limits to how many users can share their webcam, with the display adapting as more users join with webcam sharing.

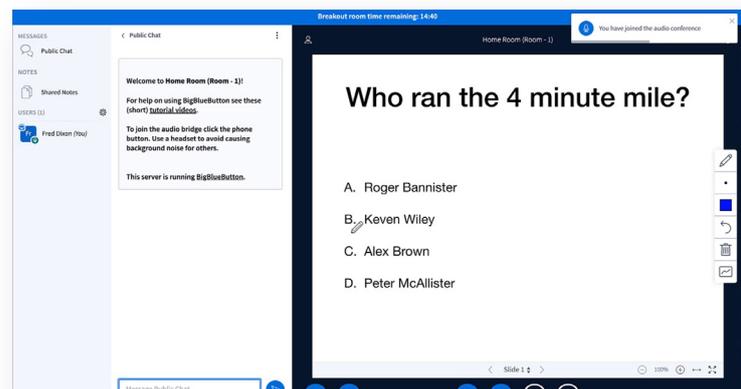
Encourage collaboration and team-work

Step up from broadcast-only webinars to participative, engaging virtual classrooms. BigBlueButton enables moderators to organise learners into multiple breakout rooms for collaborative working, whilst monitoring interaction and applying a restricted time-period.

Breakout rooms are brilliant for encouraging collaboration amongst the group and giving a dedicated area for each groups task or project discussions. In BigBlueButton, all breakout rooms are full sessions with all standard features. Learners are given the moderator role in their room so they may upload and share their own presentations.

Learners can always switch back to the main room where they can talk with the instructor and ask questions, before returning to their designated room.

The breakout rooms have a countdown timer to inform the learners of the remaining time. When the time runs out, all learners are returned to the main room.



Cohort and Group Management

Effective learner management and administration can be a significant time and resource investment for an organisation committed to staff development.

Cohorts and groups in Moodle enable you to balance quick and efficient administration of learners with personalisation of an individual's training requirements.

Key Benefits

- ✓ Reduce administration tasks with cohort-controlled learning assignment
- ✓ Personalise the learning experience with custom branding per cohort
- ✓ Encourage collaboration with group projects and group chat
- ✓ Simplify the administration with group filterable reports

Enrol users into relevant courses

Individual training needs vary from one person to the next and can be complex with a range of different needs to balance.

Administrators can synchronise a cohort to multiple courses, then control the enrolment across these courses by the membership of the single cohort. Cohort membership can be controlled individually or via bulk CSV upload.

This level of user organisation results in saving valuable administration time, simplifying a complex enrolment process into a single cohort membership.

The screenshot displays the Moodle 'Enrolment methods' interface. A table lists existing methods: 'Manual enrolments' (2 users), 'Guest access' (0 users), and 'Cohort sync'. A modal form for adding a new 'Cohort sync' method is open, showing fields for 'Custom instance name', 'Active' (Yes), 'Cohort' (No selection), 'Assign role' (Student), and 'Add to group' (None). Buttons for 'Add method' and 'Cancel' are at the bottom.

Name	Users	Up/Down	Edit
Manual enrolments	2	↓	🗑️ 👁️ 👤 ⚙️
Guest access	0	↑ ↓	🗑️ 🚫 ⚙️
Sell			🗑️ 🚫 ⚙️

▼ Cohort sync

Custom instance name:

Active: Yes

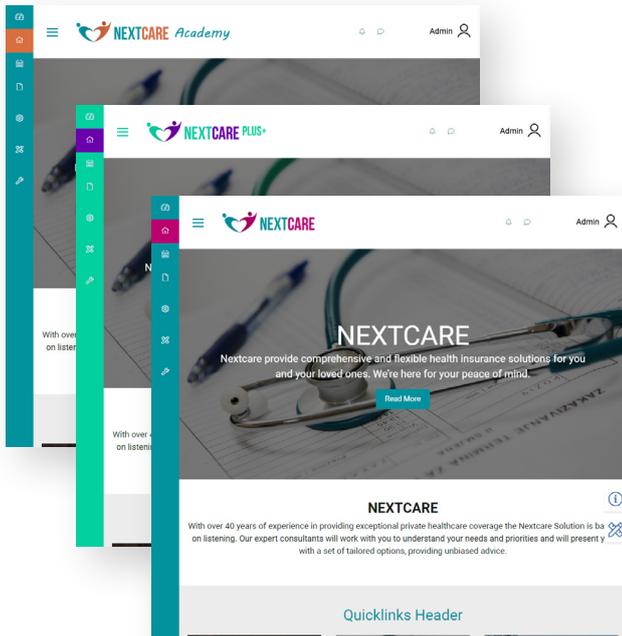
Cohort: ⓘ No selection
Search:

Assign role: Student

Add to group: None



Cohort and Group Management



Create a custom brand for each cohort

Hubken Group offer a customised brand experience for the whole Moodle system. With cohorts, this can be extended to display different branding depending on the cohort the user belongs to.

This enables administrators to create a multi-tenanted effect whereby different groups of users have their own customised look-and-feel of the site, further enhancing the personalisation of the system.

Work collaboratively in groups

Whilst cohorts assist with the enrolment into courses, groups work within a course to further organise your learners. Groups enable you to organise learners so that they can work together in group projects and assignments or discuss and collaborate in forums.

Course managers can choose whether groups only interact with their own group or interact with others. When reporting on progress or grades, all course reports may be filtered per group for easy tracking.

As well as working together, groups provide learners with a space for a persistent group chat so they can keep on top of their work, group responsibilities or just catch up with their peers.

Forum: Food Safety Discussion

Use this forum to ask questions, swap stories, and give advice to your colleagues on food safety. We learn a lot from our peers, and you probably have experience that can help somebody, so get talking!

Visible groups February 2020

Add a new discussion topic

Discussion	Group	Started by	Last post	Replies	Subscribe
★ What colour chopping board?		Colleen E... 25 Oct 2019	Colleen EL... 10 Jan 2020	2	<input type="checkbox"/>

Return to course

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Visible groups February 2020

February 2020
All participants
February 2020
January 2020

First name	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Surname	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Food Hygiene Awareness —
First name / Surname Email address Assignment: Food Safety... Quiz: Food Hygiene Asses...



Competency Management

Competencies in Moodle enable you to set up any number of frameworks that reflect the skills, knowledge and proficiencies required across your organisation. This enables you to create the specific structures and relationships between your competencies and online learning.

Take full control with Moodle competencies: building the frameworks, adding the competency hierarchy, creating custom proficiency scales and mapping these to courses and activities, whilst assigning to users via a personalised learning plan.

Key Benefits

- ✓ Reflect your organisational competency structure with multiple frameworks and scales
- ✓ Reduce administration by assigning competencies to cohorts in learning plans
- ✓ Empower learners to monitor their progress, request reviews and upload evidence
- ✓ Automate competency achievement by mapping to activity and course completion

Build multiple frameworks and custom scales

With support for multiple competency frameworks within Moodle, you can build skills, knowledge and competency structures across all sections within your organisation.

Competencies can be added to your frameworks by the simple interface or via a bulk CSV upload, helping to keep your frameworks in sync with your organisation. Custom scales can be built and assigned to different frameworks, giving you ultimate flexibility in how you assess each competency.

With a hierarchical structure of competencies, you can build rules to mark a top-level competency as complete when all or some of its subcompetencies have been achieved.

Competencies



- ▼ Food hygiene
 - ▼ General
 - Personal hygiene
 - Food preparation areas and tools
 - Washing facilities
 - ▼ Cooking
 - Cooking duration
 - Storing
 - Reheating
 - ▼ Cross-contamination
 - Cross-contamination



Competency Management

Learning plans

Select users to create learning plans for

× Sarah Cohen scohen@demo.com

× Colleen Ellis cellis@example.com

× Lillian Mckenzie lmckenzie@demo.com

× Shannon Rogers srogers@demo.com

mal

Malcolm Arnold marnold@demo.com

Assign personalised learning plans to users

With multiple competency frameworks, it is important to assign the right competencies to the right learners. Building a learning plan template enables you to define a set of competencies for you to assign to a group of users in a cohort, saving you time in managing multiple plans for multiple users. Learners monitor their progress, request manual sign-off and upload evidence from their personalised dashboard.

Map competencies to courses and activities

Course managers and tutors can utilise the competency structure by assigning individual activities or entire courses to existing competencies.

Competencies can be automatically achieved upon completion of an activity or course, or manually reviewed for sign-off by a competency reviewer.

Trainers can easily access reports from within the course to review progress against each learner's assigned competencies; and can also manually rate learners against the course competencies.



Quiz: Food Hygiene Assessment

Competencies

Course competencies

× Personal hygiene FH001.1

Search

Upon activity completion:

Complete the competency

Do nothing

Attach evidence

Send for review

Complete the competency

Save and display

There are required fields in this form marked ⓘ



Reporting

Moodle reporting enables you to track compliance, activity and course completion and competency achievement within courses to ensure you have a complete picture of usage, progress and achievement in each course.

A Moodle solution with Hubken Group can include access to over 120 reports on site-wide course completion and participation, usage statistics and analytics for a tangible insight into your learning effectiveness.

Key Benefits

- ✔ Ensure you have the complete picture with completion and participation reports
- ✔ Increase engagement and reduce drop-out rate by notifying disengaged learners
- ✔ Improve online course design with participation reports
- ✔ Boost reporting and analytics with access to 120+ reports, visual dashboards and impactful graphs

Monitor progress with completion reports

Moodle features a range of in-course reports to help trainers proactively track learner activity and progress.

Course and activity completion reports show which learners have completed the various activities and resources within the course, as well as the course itself, allowing course managers and facilitators to identify and support learners where needed.

The screenshot shows the Moodle reporting interface for a course titled 'Food Hygiene Awareness'. The breadcrumb trail is: Dashboard > Courses > Food Hygiene Awareness > Reports > Activity completion. The interface includes filters for 'Visible groups' (set to 'All participants') and dropdown menus for 'First name' and 'Surname'. A table displays the following data:

First name / Surname	Email address	Food Safety Waressearch	eBook: Good hygiene is good...	Presenter: Good hygiene...	Exercise: Before working...	Forum: Food Safety Discussion	Hazard Analysis	Multiple files	eBook: Before you start	Cards: When to wash your hands
Malcolm Arnold	marnold@demo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Cohen	scohen@demo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colleen Ellis	celis@example.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shannon Rogers	stogers@demo.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the table, there are links to 'Download in spreadsheet format (UTF-8 .csv)' and 'Download in Excel-compatible format (.csv)'. The footer of the interface includes the Hubken Group logo and a navigation menu with 'Products', 'Services', and 'Navigation' sections, each containing 'Menu Item' entries.



Reporting

Food Hygiene Awareness		
Filter		
Computed from logs since Monday, 30 September 2019, 1:58 PM.		
Course Introduction Wiki	28 views by 2 users	Monday, 17 February 2020, 1:46 PM (1 day)
Glossary: Food Safety Terms	7 views by 2 users	Friday, 17 January 2020, 10:18 AM (22 days 8 hours)
Weekly Q&A	7 views by 4 users	Friday, 17 January 2020, 1:37 PM (32 days)
Introduction to Food Hygiene		
Food Safety Wordsearch	20 views by 3 users	Wednesday, 15 January 2020, 9:27 PM (33 days 16 hours)
eBook: Good hygiene is good for business	32 views by 3 users	Tuesday, 21 January 2020, 11:59 AM (23 days 1 hour)
Presentation: Good hygiene is good for business	6 views by 4 users	Friday, 17 January 2020, 10:12 AM (22 days 8 hours)
Exercise: Before working with food	9 views by 6 users	Friday, 17 January 2020, 12:51 PM (37 days 1 hour)
Forum: Food Safety Discussion	25 views by 4 users	Tuesday, 10 February 2020, 9:00 AM (4 hours 20 mins)
Hazard Analysis	2 views by 1 users	Tuesday, 21 January 2020, 1:41 PM (28 days)
Multiple files	-	-
Hygiene Essentials		
eBook: Before you start	2 views by 1 users	Tuesday, 21 January 2020, 11:31 AM (28 days 7 hours)
Cards: When to wash your hands	3 views by 3 users	Friday, 17 January 2020, 12:51 PM (22 days 1 hour)
Video: Hand-washing	5 views by 5 users	Friday, 17 January 2020, 12:47 PM (22 days 1 hour)
Food Safety and You		

Inform your learning design with participation reports

Activity and course participation reports reveal how learners are interacting with the course material and provides valuable information around user navigation and activity trends.

Easily monitor what learners and trainers have been doing, and when, using the course logs. View who has been participating with course activities and spot trends of participation to help inform course design.

If you need to boost engagement or want to encourage more learners to participate, the course participation report can reveal those learners disengaged from activities and enables you to send reminders to keep them on track.



Mobile and Offline

Connecting to your learners, wherever they are, is of paramount importance for your learning solution to stay relevant and accessible. A Moodle solution from Hubken Group is fully responsive to any mobile device, via the web or a mobile app.

Moodle's mobile and desktop app empowers learners to engage in their training from anywhere and on any device. Once in the app, learners can easily access course content, check upcoming deadlines, keep up to date with messages and notifications, submit assignments and track their progress. Trainers can use the app for grading and providing feedback on learner submissions.

Key Benefits

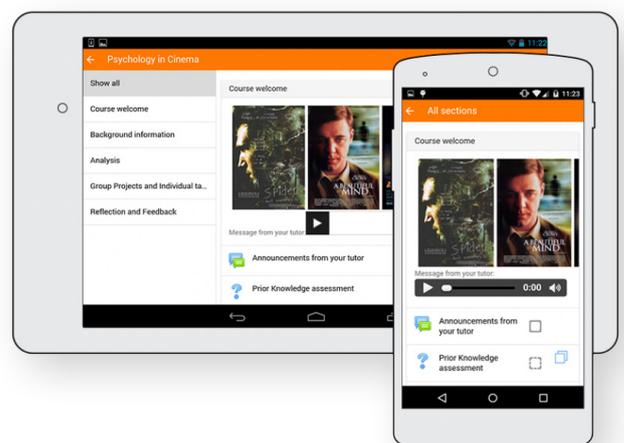
- ✔ Widen your reach with offline access to your courses
- ✔ Improve the user-experience with dedicated mobile design of course activities
- ✔ Easily access learning activities and materials
- ✔ Increase engagement with direct notifications of message

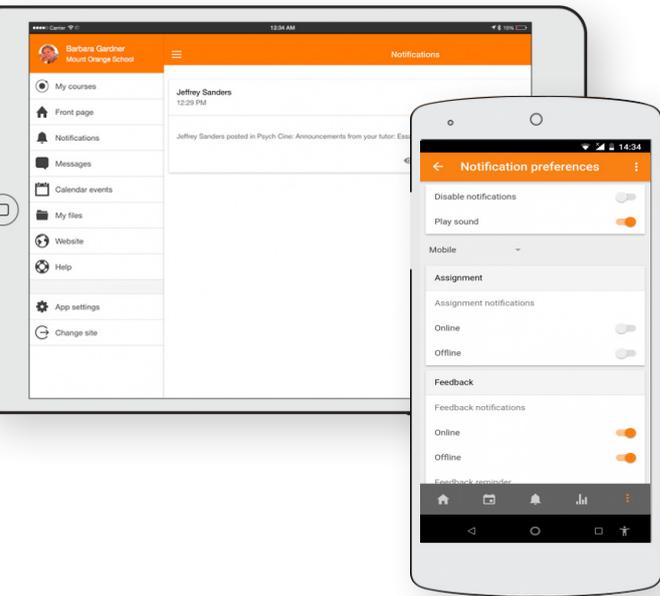
Easily access course content

Once connected, learners have access to all course activities and materials for use online and offline – perfect for reaching remote or commuting learners.

All course activities are re-designed for mobile use so that learners benefit from an improved user-experience when using the app, enabling them to easily engage in forums, attempt quizzes, SCORM packages, submitting assignments and more.

When posting to forums or submitting assignments, learners can easily upload images, video and audio directly from their mobile device and camera. This greatly eases the process of obtaining media and content directly from learners.





Keep up-to-date

With push notifications enabled, learners benefit from receiving key reminders of deadlines direct to their device. Their personalised dashboard presents items sortable by due date or course name.

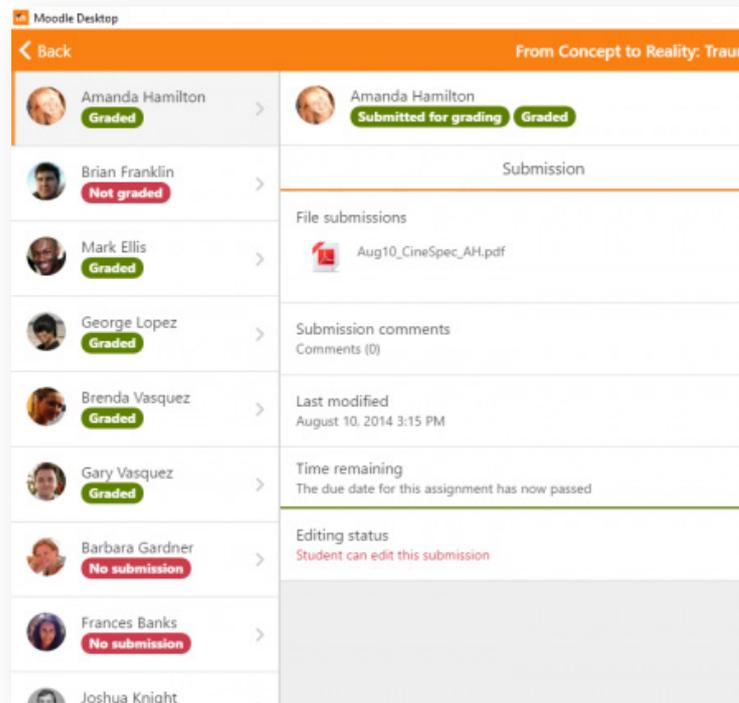
When learners are on-the-go and spend more time on their mobile devices than at their computers, receiving notifications is a real asset. Learners receive instant notifications of private messages, forum posts, calendar events and assignment submissions, ensuring they're always connected.

Track learner progress

With the Moodle app, learners and trainers keep up to date with progress within each course. Learners have access to a personalised dashboard with visual indicators of progress and areas for due activities and starred courses.

Learners benefit from viewing their grades and checking their completion progress from within a course. From here they can monitor their latest badge achievements and check up on their competency and learning plan status.

Trainers have access to a grading interface within the assignment activity, enabling them to grade learner work and check up on progress on-the-go. Competency ratings, completion progress and badges earned by learners can be monitored by trainers via the app.





Ready to start your project?

Contact our team today to kick-start your project, or if you're not quite sure where to start and need some advice, we can help with that too!

 **0330 660 1111**

 [hubkengroup.com](https://www.hubkengroup.com)

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