

How to set a Welcome Course alert and force Syllabus Review

Site: [LaneOnline](#)
Course: Moodle Support for Faculty
Book: How to set a Welcome Course alert and force Syllabus Review
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Overview

Have you ever wanted to make sure your students reviewed the syllabus - and have a record of it? Now you can!

This guide will walk you through how to enable a rule within "Personalized Learning Designer" that will display a welcome alert to your students when they enter the course the first time. They will then be redirected to your syllabus ensuring you that they have seen and read the resource! You will have a record of all of these actions incase there is ever a question if the student accessed the syllabus!

Follow these easy steps within this guide to add this feature to your course!

If you need any help along the way please [contact the ATC](#)!

More on "Personalized Learning Designer" (PLD):

- We also have a PLD demo course created that you can enroll yourself into and experience PLD as a student - [access this course here](#).
- you can do with "Personalized Learning Designer" (PLD) you can read more on the [PLD manual here](#).

If you would like further in person or online training of PLD please contact Kevin Steeves - steevesk@lanecc.edu

ENJOY!

You may also [view this tutorial as a single page by clicking here!](#)

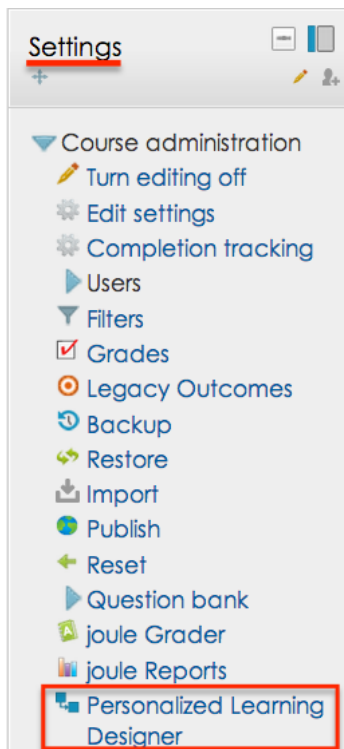
Before you Begin: Completion Tracking

In order to use this feature you must enable "Completion Tracking" on your course. Otherwise the student will get an alert and be forced to view the syllabus EVERY TIME they enter the course 😊

Completion tracking is very simple to enable and configure - [Here is a guide on how to enable completion tracking.](#)

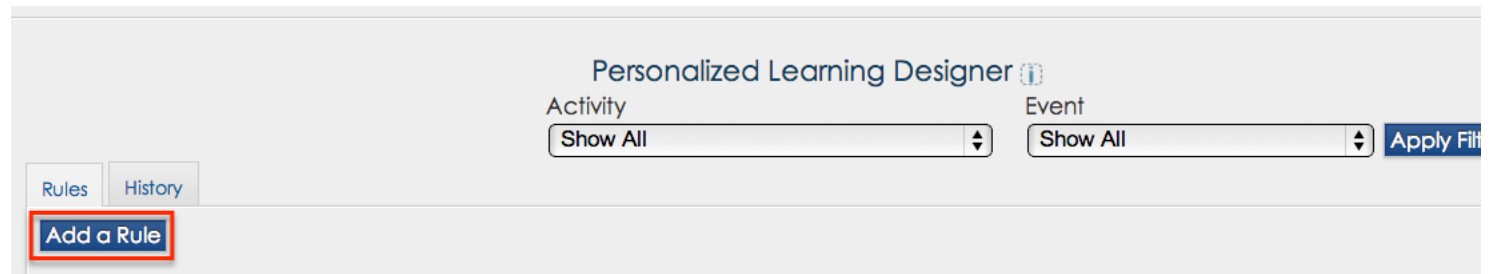
Step 1: Settings Block

Step 1: Find your settings block on your course page. Click on the link for "Personalized Learning Designer"



Step 2: Add a Rule

Step 2: Click on the "Add a Rule" button.



The screenshot displays the 'Personalized Learning Designer' interface. At the top right, the title 'Personalized Learning Designer' is followed by a help icon. Below this, there are two dropdown menus: 'Activity' and 'Event', both currently set to 'Show All'. To the right of these is an 'Apply Filter' button. On the left side, there are two tabs: 'Rules' and 'History'. Below the 'Rules' tab, the 'Add a Rule' button is highlighted with a red rectangular border. The 'Add a Rule' button is a blue rectangle with white text.

Step 3: Event

Step 3: We need to add an "Event"!

Events determine when this rule will run. When users trigger any of the specified events, actions will fire if the conditions are fulfilled.

3a - Make sure you are within the "Event" tab

3b - Name your Rule - for this example we have named ours "Welcome to the Course" - names should help you identify what the specific rule does.

3c - Select "Course Entered" from the event types.

3d - Click "Add"

3b

Rule name: * Welcome to the Course

3a

Events Conditions Actions

Event

- ✓ Select event type
 - Activity completed
 - Activity graded
 - Activity viewed
 - Quiz or assignment submitted
 - Forum reply
 - Forum topic post
 - User added to group
 - User removed from group
 - Course entered**
 - Course grade change
 - Specific date and time
 - Recurring event

3c

Add

3d

his rule. At least one event is required.

ts, scheduled/recurring events and events th

have differently, and can have different type

s of events.

Step 4: Conditions

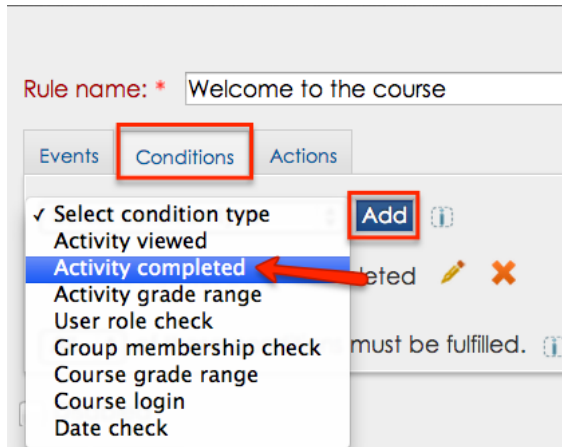
Step 4: We now need to define our "Conditions"!

Conditions determine if actions will fire when an event occurs. If no conditions are specified, actions will always fire when an event occurs.

4a: Make sure you are within the Conditions tab

4b: Select "Activity Completed" from the conditions types menu

4c: Click "Add"



Step 5: Configure Condition

Step 5: We need to configure the condition.

5a: Select "has not" from the first menu option within the text "User ____ completed the following activity:"

5b: Choose: "Select an activity"

5c: Choose "File"

Note: For this example our syllabus is a file we have uploaded to our course. If your syllabus is a page, book, or other type of activity/resource make sure to select the needed type from the available options.

5d: Select your syllabus

5e: Click SAVE

Configure condition: Activity completed

User **has not** completed the following activity:

☐ Use the activity which triggered this rule

☒ Select an activity

File **Syllabus**

Save **Cancel**

Step 6: Action

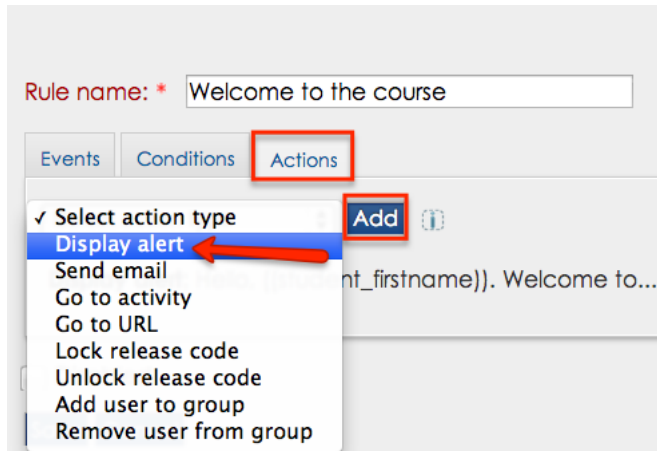
Step 6: In this step we define the action!

Actions fire when an event occurs if conditions are fulfilled.

6a: Make sure you are within the "Actions" tab of your rule.

6b: Select "Display Alert"

6c: Click "Add"



Step 7: Write your alert

Step 7: We need to write the alert you would like to have displayed when the student enters the course.

In the image below you can see the area you can write your alert. You can see by the use of "tokens" that you can personalize the message towards each individual student. For example in this instance the alert will read"

"Hello, Kevin. - " for what we have written as "Hello, ((student_firstname)). You can find many tokens to use as you write your message.

Make sure to click "Save" when you have completed your message.

The screenshot shows the 'Alert Editor' interface. On the left, there is a text area for writing the alert message. The message currently contains: "Hello, ((student_firstname)). Welcome to...". Below this, there is a section for 'Alert text:' with a red asterisk, followed by a larger text area containing: "Welcome to ((course_name))! I am pleased to...", "Start your experience by reading the course syllabus. You will no longer see this message.", and "Have a great term! I look forward to working with you.".

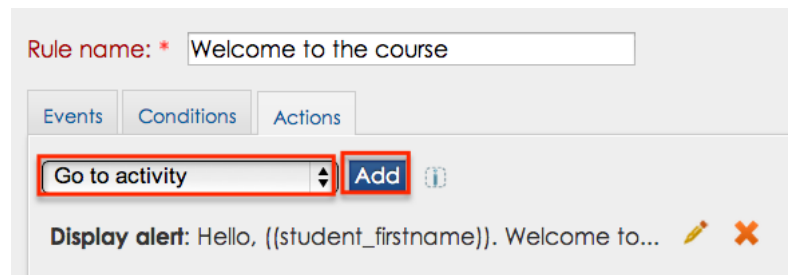
On the right side, a 'Token Selection' menu is open, listing various tokens categorized into: User Tokens (First Name, Last Name, Email, Enroll Start Date, Enroll End Date), Course Tokens (Name, Start Date, Number of topics/weeks, Hyperlink), Activity Tokens (Name, Hyperlink), Activity Grade Tokens (Points Earned (current event), Grade Percent (current event), Letter Grade (current event), Points Earned (all submissions), Grade Percent (all submissions), Grade Letter (all submissions), Minimum Grade, Maximum Grade), and Course Grade Tokens (Grade letter, Grade percent). An 'Insert token' button is located at the bottom right of the menu.

At the bottom of the editor, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

Step 8: Make them view the Syllabus

Step 8: We want to force the student to view/download the syllabus!

Make sure you are still within your "Actions" tab. From the menu select "Go to Activity" and then click "Add"



Rule name: * Welcome to the course

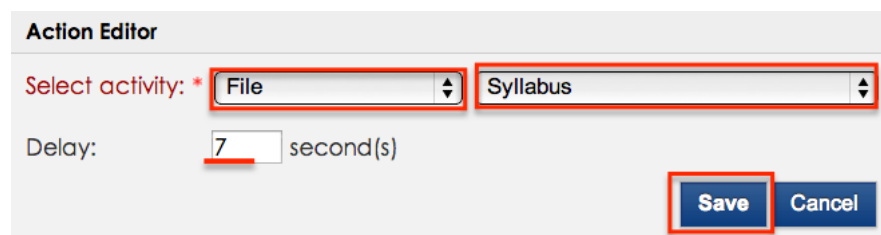
Events Conditions Actions

Go to activity Add

Display alert: Hello, ((student_firstname)). Welcome to... ✎ ✕

In the pop-up select "File" (choose the activity type where your syllabus is posted. i.e. Page) and "Syllabus". The alert will display when the student enters the course for the first time. The delay will display for the amount of time you set your "delay" for.

Note: In this example I have set it for 7 seconds - so the alert will display for 7 seconds then the page will redirect the student directly to the syllabus.



Action Editor

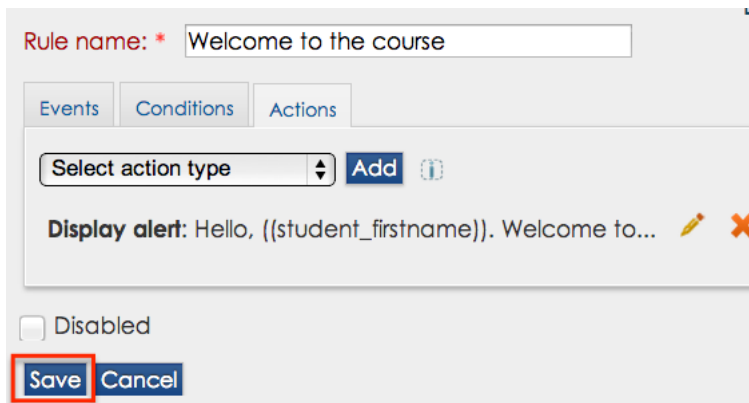
Select activity: * File Syllabus

Delay: 7 second(s)

Save Cancel

Step 9 - SAVE YOUR RULE

Step 9 - the most important step - SAVE!!



Rule name: * Welcome to the course

Events Conditions Actions

Select action type Add ⓘ

Display alert: Hello, ((student_firstname)). Welcome to... ✎ ✕

☐ Disabled

Save Cancel

After you have saved your rule - add Joe Test as a student to your course and login as them. Make sure the rule is working!