

Create Cohorts & Assign Users in EtechRU

Cohorts are site wide groups that allow bulk enrollment into courses.



PREREQUISITES

- You have user management permissions.
- Users are already created in LMS (via bulk upload or individually).
- You know the courses where cohorts will be applied.



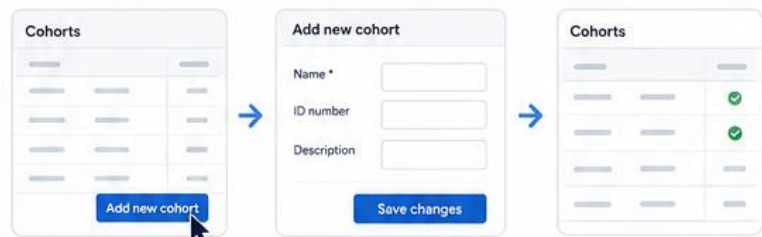
BEST PRACTICES

- Use clear and meaningful cohort names
- Keep cohorts organized and up to date
- Review cohort assignments regularly
- Use cohort sync for easy course enrollment

STEP-BY-STEP PROCESS

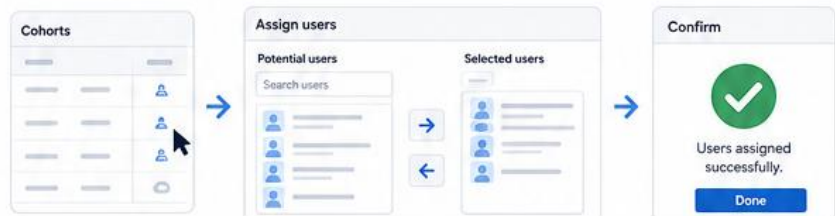
1 Create a Cohort

1. Go to: [Site administration](#) → [Users](#) → [Cohorts](#).
2. Click [Add new cohort](#).
3. Fill in details:
 - Name (required)
 - ID number (optional, useful for syncing)
 - Description (optional, for clarity)
4. Save changes.



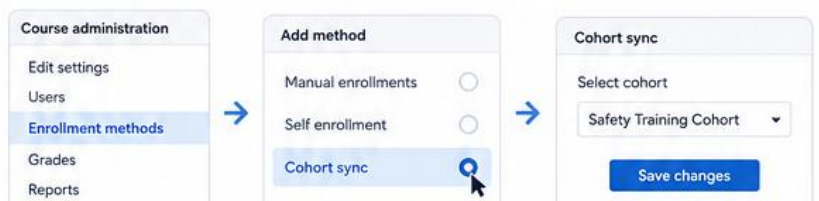
2 Assign Users to a Cohort

1. From the Cohorts list, click the [Assign users](#) icon next to the cohort.
2. Search for users in the left panel.
3. Select and add them to the cohort.
4. Confirm assignments.



3 Use Cohorts in Courses

1. Go to the desired course.
2. Navigate to [Course administration](#) → [Users](#) → [Enrollment methods](#).
3. Add [Cohort sync](#) as an enrollment method.
4. Select the cohort you created.
5. Save — all users in that cohort are now enrolled in the course.



COMMON MISTAKES



Forgetting to create users first before assigning them to cohorts.



Assigning users to the wrong cohort due to unclear naming.



Deleting a cohort without checking which courses depend on it.



NEED A TIP?

Use clear names and descriptions for cohorts. This makes it easier to manage and track users across courses.



Cohort created and users assigned successfully!



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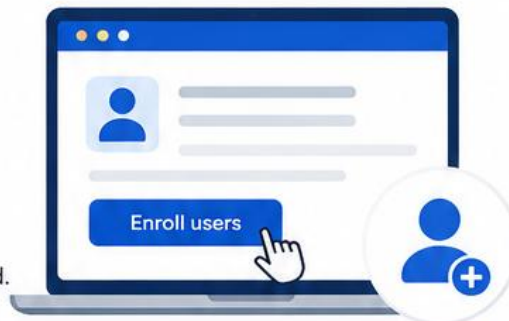
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Support Time
24/7

Manual Enrollment in Courses

Enroll individual users directly into a course without cohorts or bulk upload.



PREREQUISITES

- You have course management permissions (Teacher or Manager role).
- The users you want to enroll are already created in EtechRU.
- You know which course(s) they should be added to.



BEST PRACTICES

- Double-check the correct user before enrolling.
- Assign the right role for the user's needs.
- Review the enrolled users list after enrollment.
- Keep course access tidy—remove users who no longer need access.

STEP-BY-STEP PROCESS

<p>1</p>	<p>Open the Course</p> <ul style="list-style-type: none"> • Navigate to the course where you want to enroll users. 	
<p>2</p>	<p>Access Enrollment Settings</p> <ul style="list-style-type: none"> • Go to Course administration → Participants → Enroll users. • Click Enroll users. 	
<p>3</p>	<p>Search for Users</p> <ul style="list-style-type: none"> • Use the search box to find the user(s) by name or email. • Select the correct user. 	
<p>4</p>	<p>Assign Role</p> <ul style="list-style-type: none"> • Choose the appropriate role (e.g., Student, Teacher, Non editing Teacher). • Confirm selection. 	
<p>5</p>	<p>Finalize Enrollment</p> <ul style="list-style-type: none"> • Click Enroll users to complete the process. • The user will now appear in the enrolled users list. 	



COMMON MISTAKES

- Forgetting to assign a role (user won't have permissions in the course).
- Trying to enroll users who haven't been created yet.
- Confusing site level roles with course level roles.



NEED A TIP?

Always verify the user's role and course access after enrollment to ensure the best learning experience.



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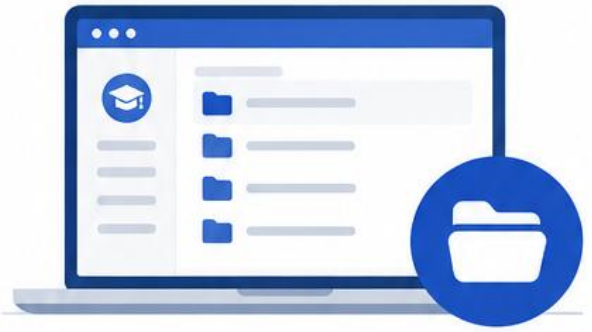
Email
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Create & Configure Categories in EtechRU

Categories help organize courses into logical groups for easier navigation and management.



PREREQUISITES

- You have site administration permissions.
- Courses are already created or will be created under these categories.



BEST PRACTICES

- Use clear and meaningful category names.
- Keep categories organized and up to date.
- Plan your category structure before adding courses.

STEP-BY-STEP PROCESS

1



Create a New Category

1. Go to:

Site administration → Courses → Manage courses and categories.

2. Click **Create new category**.

3. Fill in details:

- Category name (required).
- Parent category (optional, for sub categories).
- Description (optional, useful for clarity).

4. **Save changes**.

2



Configure Category Settings

- Visibility:** Decide if the category is visible to all users or hidden.



COMMON MISTAKES



Creating too many categories without a clear structure (leads to confusion).



Forgetting to set parent categories when building a hierarchy.

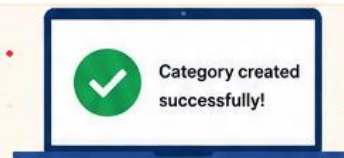


Hiding a category unintentionally, making courses invisible to students.



NEED A TIP?

Plan your category structure like a roadmap. A good structure makes course management and discovery easier for everyone!



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Create & Configure Courses

Courses are the core learning spaces where students access content, activities, and assessments.



PREREQUISITES

- You have course creation permissions (Manager or Admin role).
- Categories are already set up to organize courses.
- You know the course details (name, summary, format, enrollment methods).



BEST PRACTICES

- Use clear, meaningful course names.
- Choose the right course format for your content.
- Set completion criteria to track learner progress.

STEP-BY-STEP PROCESS

1



Create a New Course

1. Go to:

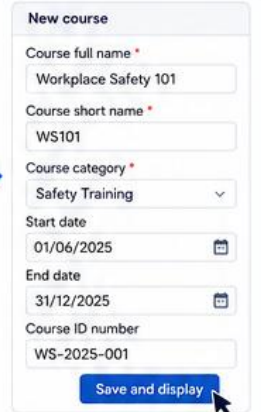
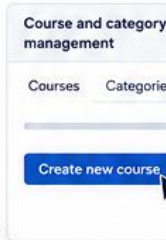
Site administration → Courses → Manage courses and categories.

2. Select the category where the course should be placed.

3. Click Create new course.

4. Fill in required fields:

- Course full name (visible to students).
- Course short name (used internally).
- Course category (select from dropdown).
- Course start date & end date (optional)
- Course ID number (optional, useful for integrations).

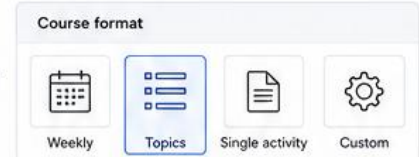
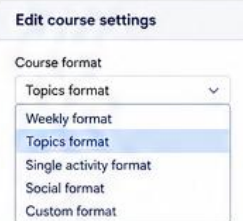


2



Configure Course Settings

- Course format: Choose weekly, topics, single activity, or custom format.

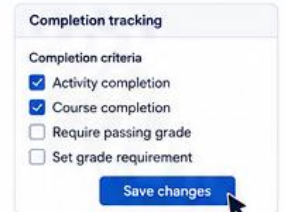
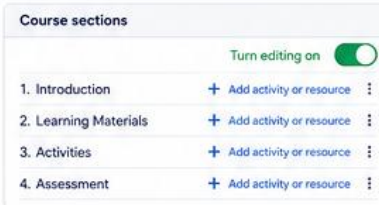


3



Add Content & Activities

- Turn editing on.
- Add sections, resources (files, pages, URLs), and activities (assignments, quizzes, forums).
- Configure activity and course completion criteria.



COMMON MISTAKES



Forgetting to assign the course to the correct category.



Overlooking completion tracking, making progress harder to monitor.



Using unclear course names that confuse learners.



NEED A TIP?

Plan your course structure and settings before adding content. A well-structured course improves the learning experience!



Course created successfully!



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Upload SCORM Activity

SCORM packages allow interactive, trackable learning modules to be delivered inside courses.



PREREQUISITES

- You have editing rights in the course (Teacher or Manager role).
- The SCORM package is prepared as a .zip file (exported from an authoring tool like Articulate, Captivate, etc.).
- The course is already created and accessible.



BEST PRACTICES

- Test the SCORM package before publishing.
- Use clear titles and descriptions.
- Enable completion tracking for accurate reporting.
- Keep SCORM files optimized for smooth performance.

STEP-BY-STEP PROCESS

1

Turn Editing On

- Enter the course.
- Click **Turn editing on**.

2

Add SCORM Activity

- In the section where you want the SCORM, click **Add an activity or resource**.
- Select **SCORM package** from the activity list.

3

Upload the SCORM File

- In the SCORM settings, go to the **Package file** area.
- Upload your **.zip** SCORM package.
- Save changes.

4

Configure SCORM Settings

- **Display package:** Choose how it opens (new window, window size, etc.).
- **Attempts:** Allow single or multiple attempts.
- **Completion tracking:** Enable if you want progress monitoring.

5

Save & Test

- Click **Save and return to course**.
- Test the SCORM activity to ensure it loads correctly and tracks completion.



COMMON MISTAKES



Uploading an uncompressed folder instead of a .zip package.



Forgetting to configure grading and completion tracking (students' progress won't be recorded).



Not testing the SCORM after upload (some packages may have compatibility issues).



Placing the SCORM in the wrong course section, confusing learners.



NEED A TIP?

Always preview your SCORM package in a test course before assigning it to learners.



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Upload PDFs / PPTs

Add learning resources directly into your course for students to access.



PREREQUISITES

- You have editing rights in the course (Teacher or Manager role).
- The PDF or PPT file is ready and saved locally.
- The course is already created and accessible.



BEST PRACTICES

- Use clear and meaningful file names.
- Organize files in the right section for easy access.
- Preview files after upload to ensure they open correctly.

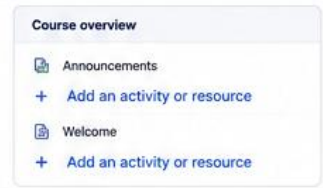
STEP-BY-STEP PROCESS

1



Turn Editing On

- Enter the course.
- Click **Turn editing on**.

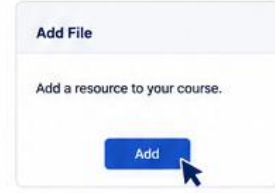
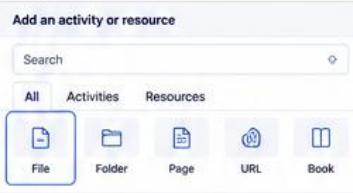


2



Add a Resource

- In the section where you want the file, click **Add an activity or resource**.
- Select **File** (for a single PDF/PPT).
- Click **Add**.

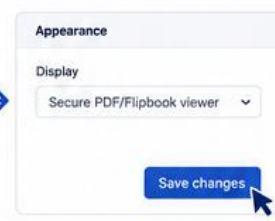
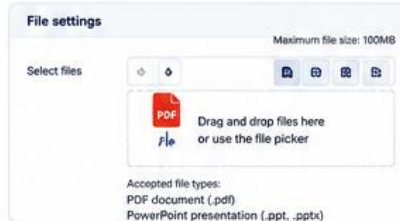


3



Upload the File

- In the **Select files** area, drag and drop your PDF/PPT or use the file picker.
- **Appearance** -> **display** -> **secure pdf/Flipbook viewer**
- **Save changes**.

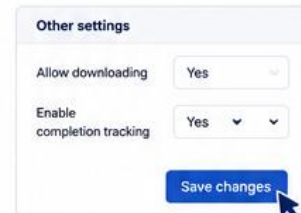
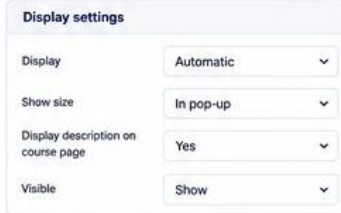


4



Configure Display Settings

- Choose how the file will open:
 - Automatic (default).
 - Embed (shows inside page).
 - Force download (students must download).
- **Adjust visibility** (show/hide from students).



5



Save & Test

- Click **Save and return to course**.
- Test the resource to ensure it opens correctly.



COMMON MISTAKES



Uploading files without clear names (students get confused).

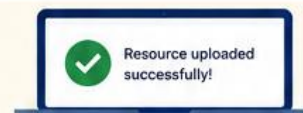


Uploading very large PPTs without compressing (may cause slow load times).



NEED A TIP?

Organize your resources in topics/sections so learners can find them easily.



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Upload Video in Moodle

Videos can be added as resources or embedded into activities for richer learning experiences.



PREREQUISITES

- You have editing rights in the course (Teacher or Manager role).
- The video file is ready (MP4 recommended) or hosted externally (YouTube/Vimeo).
- The course is already created and accessible.




BEST PRACTICES

- Use compressed videos for faster loading.
- Provide a clear title and instructions.
- Test the video for smooth playback.
- Add captions or transcripts for accessibility.

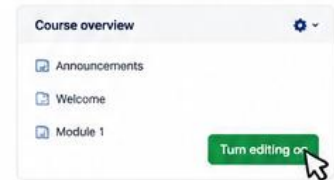
STEP-BY-STEP PROCESS


1




Turn Editing On

- Enter the course.
- Click **Turn editing on** (top right).





2

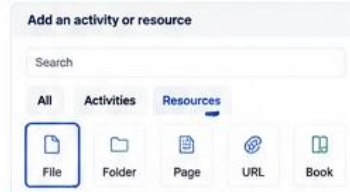


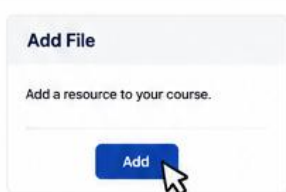
Add a Resource or Activity

- In the section where you want the video, click **Add an activity or resource**.


Options:

- **File** → Upload a video file directly.



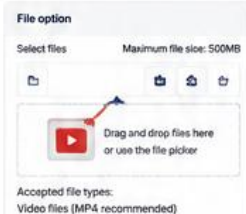

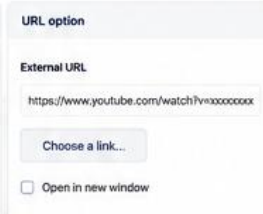


3




Upload or Embed the Video

- **File option:** Drag and drop the video file or use the file picker.
- **Embed option:** Paste the embed code (from YouTube/Vimeo) into the HTML editor.
- **URL option:** Copy the video link and paste it into the URL field.

4

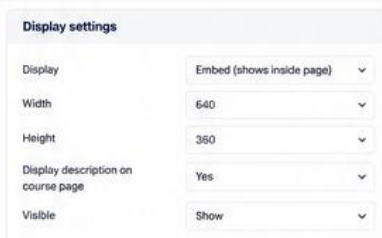


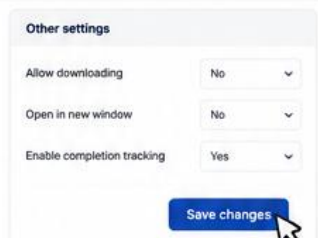
Configure Display Settings

Choose how the video opens:


- Automatic (default).
- Embed (shows inside Moodle page).
- New window (opens separately).

Adjust visibility (show/hide from students).



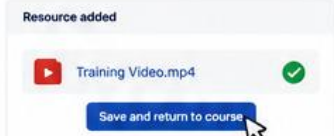



5



Save & Test

- Click **Save and return to course**.
- Test the video to ensure it plays correctly.







COMMON MISTAKES



Uploading very large video files without compressing (causes slow load times).



Forgetting to check file size limits set by the site admin.



Using unsupported formats (stick to MP4 for best compatibility).



Not testing embedded videos (sometimes embed codes break).



NEED A TIP?

Host videos externally (YouTube/Vimeo) for better streaming performance and smaller course sizes.



Video uploaded successfully!



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Support Time
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Upload Video in Moodle (SuperVideo vs Interactive Video)

Choose the correct method based on scroll bar needs and completion requirements.



PREREQUISITES

- ✓ You have editing rights in the course.
- ✓ The video file is ready (MP4 recommended).
- ✓ You know whether the activity requires:
 - Mandatory watch percentage (e.g., 100%), or
 - Allowing learners to use the scroll bar.



BEST PRACTICES

- Use SuperVideo for strict tracking and completion.
- Use Interactive Video when learners can navigate freely.
- Test the video after upload to ensure it works and tracks properly.

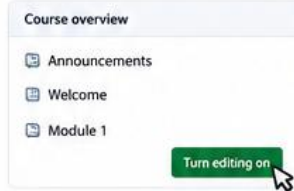
STEP-BY-STEP PROCESS

1



Turn Editing On

- Enter the course.
- Click **Turn editing on**.



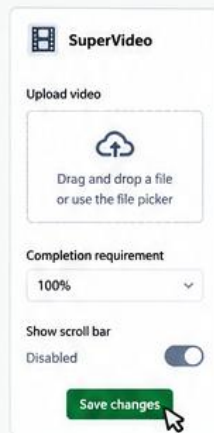
OPTION 1: SUPERVIDEO MODULE

Use this when:

- ✓ You do NOT want to show the scroll bar.
- ✓ You require learners to watch 100% or a specific percentage to complete the activity.
- ✓ You need strict tracking and completion control.

How to Upload Using SuperVideo

- 1 Click Add an activity or resource.
- 2 Select SuperVideo.
- 3 Upload your video file.
- 4 Configure:
 - Disable scroll bar (default behavior).
 - Set completion requirement (100% or any percentage).
- 5 Save and test.



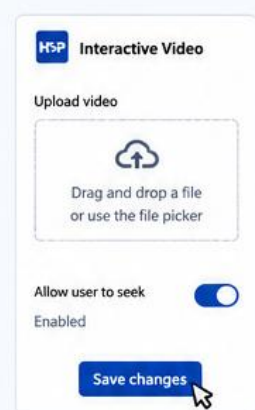
OPTION 2: INTERACTIVE CONTENT → INTERACTIVE VIDEO

Use this when:

- ✓ You allow learners to use the scroll bar.
- ✓ You do NOT require 100% or percentage based completion.

How to Upload Using Interactive Video

- 1 Click Add an activity or resource.
- 2 Select Interactive Content (H5P).
- 3 Choose Interactive Video.
- 4 Upload your video.
- 5 Save and test.



COMMON MISTAKES



Choosing Interactive Video when you need mandatory 100% watch (it allows scrolling).



Using SuperVideo when you want learners to freely navigate the video.



Forgetting to test the video after upload.



Uploading very large files without compression.



QUICK DECISION GUIDE

Requirement	Choose
No scroll bar	SuperVideo
Must watch 100% or set percentage	SuperVideo
Scroll bar allowed	Interactive Video
Strict completion tracking	SuperVideo



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Feedback Activity in EtechRU LMS

The Feedback activity allows instructors to collect opinions, suggestions, and evaluations from learners using customizable questionnaires.



PREREQUISITES

- You have editing rights in the course (Teacher or Manager role).
- The course is already created and accessible in EtechRU LMS.
- You have prepared the questions you want to ask (optional but recommended).



BEST PRACTICES

- Keep questions clear, short, and relevant.
- Use a mix of question types for better insights.
- Enable anonymous responses for honest feedback.
- Review feedback results regularly and act on them.

STEP-BY-STEP PROCESS

<p>1</p> <p>Turn Editing On</p>	<ul style="list-style-type: none"> Enter the course in EtechRU LMS. Click Turn editing on (top right). 		
<p>2</p> <p>Add the Feedback Activity</p>	<ul style="list-style-type: none"> In the section where you want the feedback, click Add an activity or resource. Select Feedback → Click Add. 		
<p>3</p> <p>Configure General Settings</p>	<ul style="list-style-type: none"> Name: Enter a clear title (e.g., Course Feedback – Week 1). Description: Explain the purpose of the feedback (optional). Enable Display description on course page on course page if needed. 		
<p>4</p> <p>Set Availability and Options</p>	<ul style="list-style-type: none"> Anonymous responses: Yes → Learner identity is not recorded. No → Responses include user details. Allow multiple submissions: Enable if learners can submit more than once. Question numbering: Choose automatic or manual. 		
<p>5</p> <p>Add Questions</p>	<ul style="list-style-type: none"> Click Save and display → Edit questions. Choose a question type and add each question. Save changes. 		
<p>6</p> <p>Preview and Adjust</p>	<ul style="list-style-type: none"> Use Preview to view the feedback form as a learner. Edit, reorder, or refine questions if required. 		
<p>7</p> <p>Save & Test</p>	<ul style="list-style-type: none"> Return to the course page in the LMS. Submit a test response to ensure everything works correctly. 		



COMMON MISTAKES



Forgetting to add questions after creating the feedback activity.



Accidentally disabling anonymous responses when confidentiality is required.



Making all questions mandatory when optional feedback is preferred.

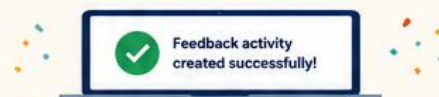


Not testing the feedback before publishing it to learners.



NEED A TIP?

Keep feedback forms short and focused to encourage more learners to respond.



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Add Interactive Quiz from Interactive Content in EtechRU LMS

Interactive content allows instructors to create engaging quizzes (such as MCQs, true/false, fill in the blanks) that improve learner interaction and understanding.



✓ PREREQUISITES


- ✓ You have editing rights in the course (Teacher or Manager role).
- ✓ Interactive content (e.g., quiz-based content) is enabled in the LMS.
- ✓ The course is already created and accessible in EtechRU LMS.

★ BEST PRACTICES

- Keep questions clear, concise and relevant to the learning objective.
- Use a mix of question types to keep learners engaged.
- Add meaningful feedback for correct and incorrect answers.
- Preview and test before publishing to learners.



STEP-BY-STEP PROCESS

1




Turn Editing On

- Enter the course in EtechRU LMS.
- Click **Turn editing on** (top right).






2




Add Interactive Content Activity

- In the desired course section, click **Add an activity or resource**.
- Select **Interactive Content (HSP)** → Click **Add**.

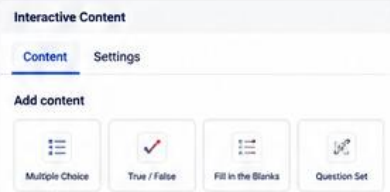
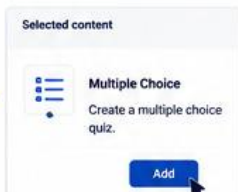



3




Choose Quiz Type

- Click **Add content**.
- Select an interactive quiz type, such as:
 - **Multiple Choice**
 - **True / False**
 - **Fill in the Blanks**
 - **Question Set** (multiple questions in one quiz)


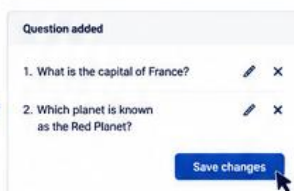



4




Create Quiz Questions

- Enter the question text and answer options.
- Mark the correct answer(s).
- Add feedback for correct and incorrect responses (optional).
- Set score points for each question.






5




Configure Behavior Settings

- Enable or disable:
 - ✓ **Retry attempts**
 - ✓ **Show solutions**
 - ✓ **Show score after submission**
- Adjust grading and completion tracking if required.






6




Save & Preview

- Click **Save and return to course** or **Save and display**.
- Preview the quiz to ensure questions and interactions work properly.






7



Test the Quiz

- Attempt the interactive quiz as a learner.
- Verify scoring, feedback, and completion status.

✗ COMMON MISTAKES

✗ Forgetting to mark the correct answer, resulting in zero scores.

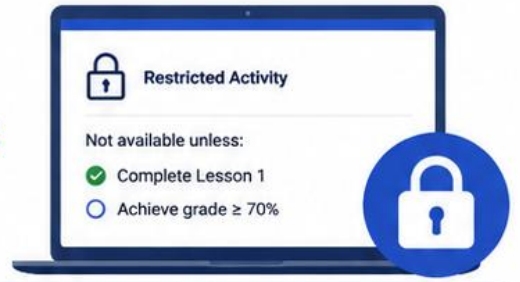
👁️ Not previewing the quiz before making it available to learners.

📄 Overloading the quiz with too many questions in one interaction.

☑️ Not enabling completion tracking when quiz completion is required.

Add Activity Restriction in EtechRU LMS

Activity restrictions allow instructors to control when and how learners access course activities based on conditions such as dates, completion status, grades, or user profile fields.



PREREQUISITES


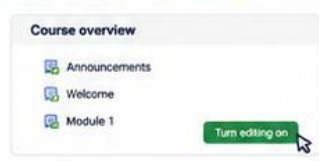
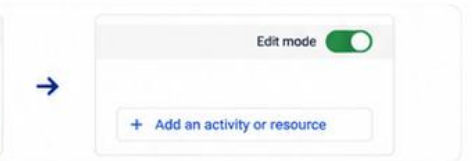




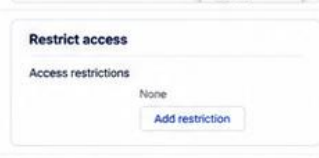
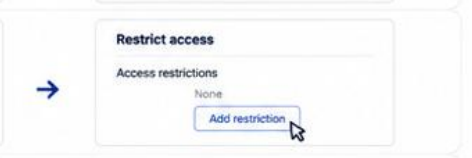


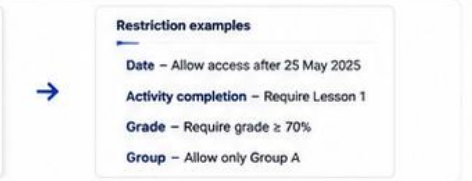

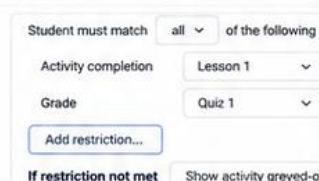
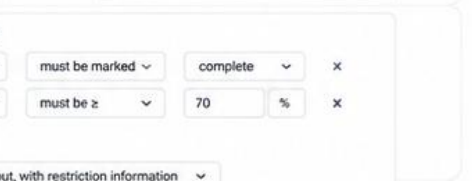

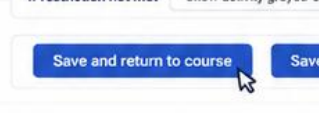
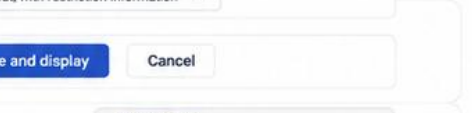



- ✓ You have editing rights in the course (Teacher or Manager role).
- ✓ The course and activities are already created in EtechRU LMS.
- ✓ You know the rule or condition you want to apply (date, completion, grade, etc.).



BEST PRACTICES

- Use clear and logical conditions learners can easily follow.
- Enable activity completion on prerequisite activities.
- Test restrictions before publishing to learners.
- Provide messages or descriptions to avoid confusion.

STEP-BY-STEP PROCESS

<p>1</p>  <p>Turn Editing On</p>	<ul style="list-style-type: none"> • Enter the course. • Click Turn editing on (top right). 		
<p>2</p>  <p>Open Activity Settings</p>	<ul style="list-style-type: none"> • Locate the activity or resource you want to restrict. • Click Edit → Edit settings. 		
<p>3</p>  <p>Go to Restrict Access Section</p>	<ul style="list-style-type: none"> • Scroll down to the Restrict access section. • Click Add restriction. 		
<p>4</p>  <p>Choose Restriction Type</p>	<ul style="list-style-type: none"> • Select one or more restriction conditions, such as: <ul style="list-style-type: none"> ✓ Date ✓ Activity completion ✓ Grade ✓ User profile ✓ Group 		
<p>5</p>  <p>Configure the Restriction</p>	<ul style="list-style-type: none"> • Set the condition values. • Use AND / OR logic to combine multiple restrictions. • Choose whether the activity is: <ul style="list-style-type: none"> • Hidden entirely, or • Shown but locked. 		
<p>6</p>  <p>Save Changes</p>	<ul style="list-style-type: none"> • Click Save and return to course. • The restriction will now apply automatically. 		
<p>7</p>  <p>Test the Restriction</p>	<ul style="list-style-type: none"> • Use Switch role to learner or review completion conditions. • Ensure the activity appears and unlocks as expected. 		



COMMON MISTAKES



Applying multiple restrictions without checking **AND/OR** logic.



Forgetting to enable activity completion for prerequisite activities.



Setting incorrect dates that block learner access **unintentionally**.



Hiding restricted activities with no explanation, causing confusion.



NEED A TIP?

Always test your restrictions as a learner before publishing the course.



Restrictions set correctly help guide learners and maintain course flow!



WE'RE HERE TO HELP
Our support team is available 24/7 to assist you.



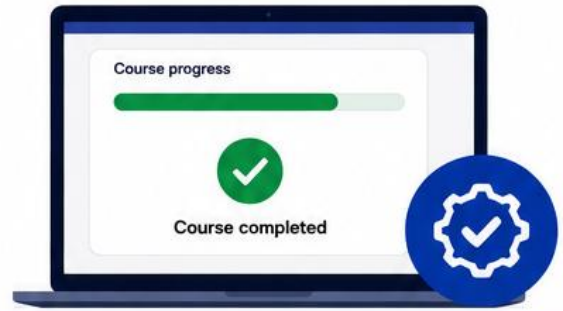
Email
support@etechtexas.com



Support Time
24/7

Course Completion Settings in EtechRU LMS

Course completion settings allow instructors to define clear criteria that learners must meet to successfully complete a course, helping track progress and ensure learning outcomes are achieved.



PREREQUISITES

- ✓ You have editing rights in the course (Teacher or Manager role).
- ✓ The course is already created and accessible in EtechRU LMS.
- ✓ Activities/resources are added to the course (recommended).



BEST PRACTICES

- Use a combination of activity completion and pass grade.
- Keep criteria realistic and achievable for learners.
- Review completion reports regularly.
- Communicate completion requirements to learners.

STEP-BY-STEP PROCESS

1

Turn Editing On

- Enter the course.
- Click **Turn editing on** (top right).

Course overview

Announcements

Welcome

Module 1

Turn editing on

Edit mode 🟢

+ Add an activity or resource

2

Open Course Settings

- From the course page, click **Edit settings** (usually from the course menu or settings option).

Course administration

Edit settings

Course completion

Users

Reports

Grades

Edit course settings

General

Description

Course format

Appearance

...

3

Enable Course Completion Tracking

- Locate the **Completion tracking** section.
- Set **Enable completion tracking** to **Yes**.
- Click **Save and display** to activate completion options.

Completion tracking

Enable completion tracking Yes

Completion tracking on

Save and display Cancel

Course settings

Completion tracking Yes

Course completion

Locking

Tags

Competencies

4

Configure Course Completion Criteria

- Go to **Course completion** from the course settings or administration menu.
- Choose one or more completion conditions.

Course completion

Course completion Students can complete the course

Require students to complete all of the following

Activity completion
Require students to complete activities

Grade
Require students to achieve a grade

Activity completion
Require students to complete another activity

Date
Require students to reach a specific date

User profile
Require students to match the following

Add condition

Minimum grade to pass %

Choose an activity Final Quiz

Date

Profile field Value

Department Sales

Condition logic

All conditions must be met (AND)

Any condition can be met (OR)

Show completion requirements Yes

Save changes

5

Save & Test

- Switch role to learner or use a test account.
- Complete required activities to ensure the course marks as completed correctly.

Switch role to...

Student

Switch role

Student view

Course progress

100%

✓

Congratulations!

You have completed this course.

COMMON MISTAKES

Forgetting to enable completion tracking at the course level.

Setting course completion criteria without configuring activity completion rules.

Applying too many mandatory conditions, making completion difficult.

Not reviewing the completion report to confirm progress tracking works.

NEED A TIP?

Always test the course as a learner to verify completion settings work as expected.

Clear completion settings lead to better learner experience and accurate progress tracking!

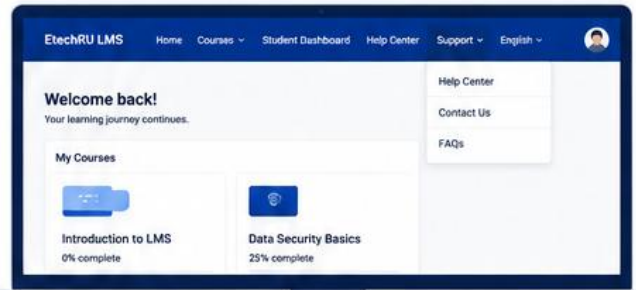
WE'RE HERE TO HELP
Our support team is available 24/7 to assist you.

Email
support@etechtexas.com

Support Time
24/7

Add a Custom Menu in EtechRU LMS

A custom menu allows administrators to add quick-access links (such as course links, support pages, or external websites) to the top navigation bar for easy user access.



PREREQUISITES

- ✓ You have administrative access in EtechRU LMS.
- ✓ You are familiar with the links or pages you want to add to the menu.
- ✓ The LMS site settings are accessible to you.



BEST PRACTICES

- Keep menu names clear and user-friendly.
- Link to important and frequently used pages.
- Organize menus logically with sub menus when needed.
- Test all links after saving to ensure they work.

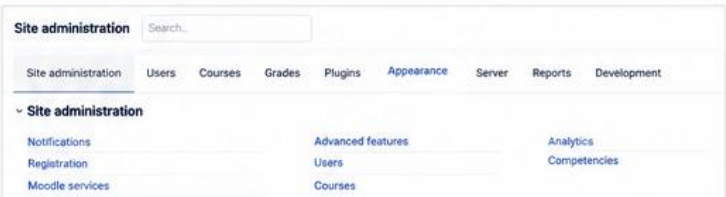
STEP-BY-STEP PROCESS

1



Access Site Administration

- Log in to EtechRU LMS with admin or manager credentials.
- Navigate to **Site administration**.



2



Open Appearance Settings

- Go to **Appearance** → **Theme settings** (or **Appearance** → **Navigation**, depending on configuration).
- Locate the **Custom menu items** field.



3



Add Menu Items

- Enter menu items using the following format:

Menu Name | URL

- Example:
 - ✓ Student Dashboard | <https://yourlmsurl/dashboard>
 - ✓ Help Center | <https://yourlmsurl/help>



4



Create Sub Menus (Optional)

- Use indentation (hyphens) to create sub menu items:

```
Courses | #
- All Courses | https://yourlmsurl/course
- My Courses | https://yourlmsurl/my
Support | https://yourlmsurl/support
- FAQs | https://yourlmsurl/faqs
```

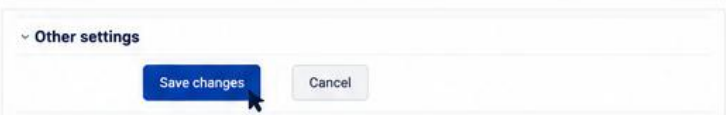


5



Save Changes

- Scroll down and click **Save changes**.
- The custom menu will appear in the top navigation bar.

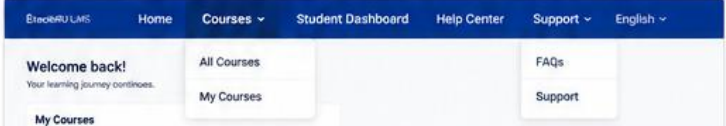


6



Verify Menu Display

- Return to the LMS homepage.
- Confirm that the menu items and links display correctly.



7



Test User Access

- Log in as a different user role if required.
- Ensure links open correctly and permissions are respected.



8



Done!

- Your custom menu is now active and ready for users.



COMMON MISTAKES



Incorrect URL format causing broken links.



Missing separators (|) between menu name and URL.



Adding links to pages users don't have permission to access.



Forgetting to save changes after editing the menu.



NEED A TIP?

Always test your menu after saving and keep it simple for the best user experience.



A well-structured menu improves navigation and user satisfaction!



WE'RE HERE TO HELP
Our support team is available 24/7 to assist you.



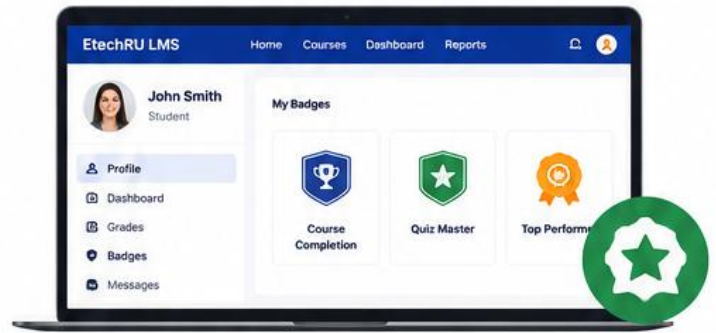
Email
support@etechtexas.com



Support Time
24/7

Badges in EtechRU LMS

Badges are digital achievements awarded to learners for completing courses, activities, or meeting specific criteria. They help motivate learners and recognize accomplishments visually.



✓ PREREQUISITES

- ✓ You have Teacher, Manager, or Administrator access in EtechRU LMS.
- ✓ Course completion and/or activity completion tracking is enabled.
- ✓ The course is already created and accessible.

★ BEST PRACTICES

- Use meaningful badge names and clear descriptions.
- Keep the criteria achievable and motivating.
- Use high quality images for better visual impact.
- Review badge recipients regularly.

STEP-BY-STEP PROCESS

1

Badging On

Turn Editing On

- Enter the course.
- Click **Turn editing on** (top right).

2

Access Badges Settings

Access Badges Settings

- From the Site administration.
- Select **Badges** -> **Manage Badges**.

3

Add a New Badge

Add a New Badge

- Click **Add a new badge**.
- Enter the **Badge name** and **Description**.
- Upload a **Badge image**.

4

Set Badge Criteria

Set Badge Criteria

- Choose the criteria learners must meet to earn the badge:
 - ✓ Course completion
 - ✓ Activity completion
 - ✓ Manual issue by role
- Configure the required conditions and save.

5

Enable and Issue the Badge

Enable and Issue the Badge

- Once criteria are set, click **Enable access**.
- The badge becomes active.
- Badges are issued automatically when learners meet the criteria (or manually, if configured).

6

Review Issued Badges

Review Issued Badges

- Go to **Badges** -> **Recipients**.
- View the list of learners who have earned the badge.

Recipient	Email	Awarded on	Status
John Smith	john.smith@email.com	15/05/2025	Awarded
Mary Johnson	mary.j@email.com	15/05/2025	Awarded
Robert Brown	robert.b@email.com	16/05/2025	Awarded

7

Display Badges to Learners

Display Badges to Learners

- Learners can view earned badges in their **Profile** or **Dashboard**.
- Badges can be downloaded or shared externally if enabled.

✗ COMMON MISTAKES

Forgetting to enable the badge after adding criteria.

Not enabling course or activity completion before setting badge rules.

Uploading low resolution images that appear unclear.

Setting overly strict criteria, resulting in no badges being awarded.



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Our support team is available 24/7 to assist you.



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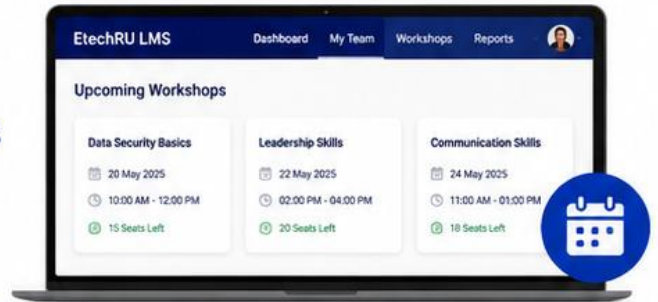


Support Time
24/7



Workshop Registration in EtechRU LMS

Workshop registration allows administrators to create workshop time slots and enables leaders to register their team members for available workshops using predefined categories and dates.



PREREQUISITES

- ✓ You have **Administrator** or **Manager** access in EtechRU LMS.
- ✓ Workshop categories are defined or planned.
- ✓ Leaders have access to the workshop registration feature.



BEST PRACTICES

- Plan workshop categories and time slots in advance.
- Ensure time slots are active and visible.
- Communicate workshop details to leaders clearly.
- Review registrations and participant lists regularly.

STEP-BY-STEP PROCESS

- ### 1 Access Site Administration

 - Log in to EtechRU LMS with **administrative credentials**.
 - Navigate to **Site administration**.

Site administration

 - Notifications
 - Users
 - Courses
 - Grades
 - Plugins
 - Appearance

Administration

Search settings

Course Time Slot settings
- ### 2 Create Workshop Time Slots

 - Go to **Site administration** → **Course Time Slot settings**.
 - Select the required Workshop Category.
 - Add a new **Time Slot**, including:
 - Workshop name
 - Start date
 - End date
 - Save the time slot details.

Add Time Slot

Workshop Category: Leadership & Development

Workshop Name: Leadership Skills

Start Date: 22/05/2025

End Date: 22/05/2025

Status: Active

Save Time Slot

Time Slots List

Workshop	Start Date	End Date	Status
Data Security Basics	20/05/2025	20/05/2025	Active
Leadership Skills	22/05/2025	22/05/2025	Active
Communication Skills	24/05/2025	24/05/2025	Active
- ### 3 Verify Workshop Availability

 - Ensure the workshop and time slots are marked as **Active**.
 - Confirm they are visible for leader registration.

Workshop Availability

All selected workshops and time slots are Active and available for registration.

Status: **Active**
- ### 4 Access Workshop Registration (Leader View)

 - Leaders log in to EtechRU LMS.
 - Navigate to **Workshop Registration** from the dashboard or menu.

EtechRU LMS Dashboard My Team **Workshops** Reports

Welcome, Team Leader!

My Team Workshop Registration My Registrations Calendar

Workshop Registration

Register your team for available workshops.

Add Team / Register Team
- ### 5 Register Team Members

 - Click **Add Team / Register Team**.
 - Select the **Workshop Name** from the drop-down list.
 - Select the available **Time Slot** for registration.

Register Team

Workshop Name: Leadership Skills

Time Slot: 22/05/2025 (02:00 PM - 04:00 PM)

Team Members

John Smith x Mary Johnson x Robert Brown x

Add Team
- ### 6 Submit Registration

 - Review workshop and team details.
 - Click **Submit / Register** to confirm the workshop booking.

Review & Submit

Workshop: Leadership Skills

Time Slot: 22/05/2025 (02:00 PM - 04:00 PM)

Team Members

John Smith, Mary Johnson, Robert Brown

Submit / Register Cancel
- ### 7 Confirmation & Tracking

 - Registration is saved successfully.
 - Leaders and administrators can view **registered workshops** and participants.

Registration Confirmation

Your team has been successfully registered for the workshop.

You will receive a confirmation email shortly.

My Registrations

Workshop	Date & Time	Members	Status
Leadership Skills	22/05/2025 02:00 PM - 04:00 PM	3 Members	Registered

[View Details](#)



COMMON MISTAKES

Not adding time slots before enabling workshop registration.



Incorrect date selection causing workshop to appear unavailable.



Failing to save time slot details after creation.



Leaders selecting the wrong workshop or time slot from the drop-down.



NEED A TIP?

Regularly review time slots and registrations to avoid conflicts and ensure smooth workshop management.



Well-planned workshops lead to better learning outcomes and engaged teams!



WE'RE HERE TO HELP
Our support team is available 24/7 to assist you.



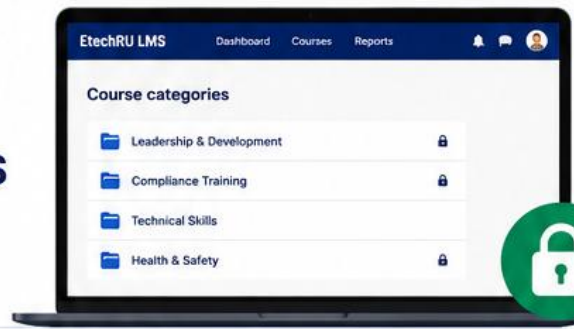
Email
support@etechtexas.com



Support Time
24/7

Category Login Password (Category Login CRUD) in EtechRU LMS

The Category Login feature allows administrators to protect an entire course category with a single password. Once the password is entered, users can access all courses under that category without being prompted again.



PREREQUISITES

- ✓ You have Administrator access in EtechRU LMS.
- ✓ The Category Login CRUD local plugin is enabled.
- ✓ Course categories are already created in the system.
- ✓ You have decided on a secure password for the category.



BEST PRACTICES

- Use strong passwords and change them periodically.
- Share the password only with authorized learners.
- Use this feature only when all courses in the category should be protected.
- Inform learners that access is controlled at the category level.

STEP-BY-STEP PROCESS

1



Access Site Administration

- Log in to EtechRU LMS with admin credentials.
- Navigate to Site administration.

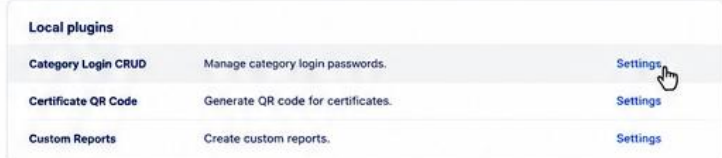


2



Open Category Login CRUD Plugin

- Go to Plugins → Local plugins.
- Click on Category Login CRUD.



3



Select the Course Category

- From the available list or dropdown, select the course category you want to protect.



4



Set Category Password

- Enter the password for the selected category.
- Ensure the password is strong and shared only with authorized users.

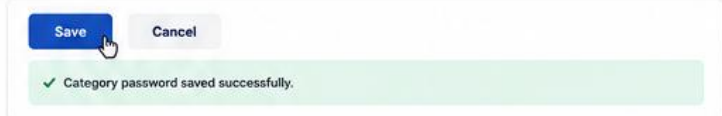


5



Save the Configuration

- Click Save or Submit.
- The category password is now activated.

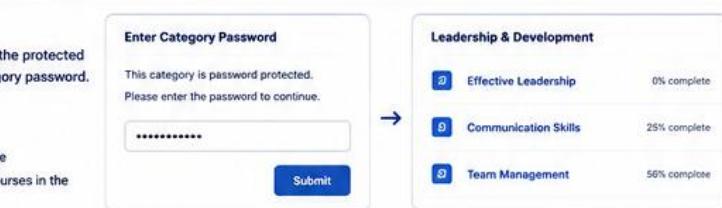


6



User Access Experience

- When a learner tries to access any course under the protected category, they will be prompted to enter the category password.
- Once the correct password is entered:
 - ✓ Access is granted
 - ✓ All courses under that category become available
 - ✓ The password is not requested again for other courses in the same category (for that session/access).



7



Manage or Update Category Password

- Admins can return to Category Login CRUD anytime.
- Update, change, or remove the password as needed.



COMMON MISTAKES



Forgetting to save after setting the category password.



Sharing the password with unintended users.



Applying a category password when individual course restriction is more suitable.



Not informing users that access is controlled at the category level, causing confusion.



NEED A TIP?

Use category login for groups of courses that should be accessed by a specific audience, such as internal teams or partners.



Secure categories lead to better content control and improved learner experience!



WE'RE HERE TO HELP
Our support team is available 24/7 to assist you.



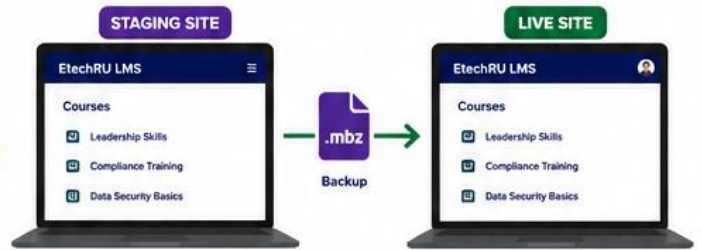
Email
support@etechtexas.com



Support Time
24/7

Backup and Restore (Staging to Live) in EtechRU LMS

The Backup and Restore process allows administrators to safely copy courses from the Staging site, download the backup file, and restore it into the Live site without recreating content manually.



PREREQUISITES

- ✓ You have Administrator or Manager access on both Staging and Live EtechRU LMS sites.
- ✓ The course to be migrated already exists on the Staging site.
- ✓ Sufficient storage and upload size limits are configured on the Live site.



BEST PRACTICES

- Always exclude enrolled users while taking backup.
- Test the restored course thoroughly on the Live site.
- Keep backup files secure and delete after successful restore.
- Ensure the Live site has enough upload size and disk space.

PART A: TAKE BACKUP FROM STAGING SITE

1



Access the Course on Staging Site

- Log in to the Staging EtechRU LMS.
- Enter the course you want to migrate.



2



Open Course Backup Option

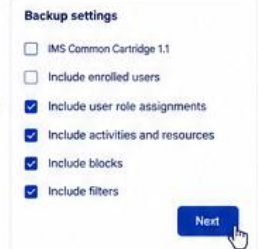
- From the course menu, select **Backup**.

3



Configure Backup Settings

- Select what to include in the backup.
- ✓ Deselect the enrolled users
- Click **Next**.

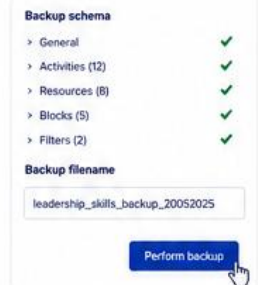


4



Review Backup Schema

- Verify selected course components.
- Rename the backup file if required.
- Click **Perform backup**.

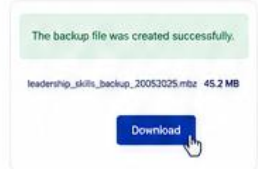


5



Download Backup File

- Once backup completes, click **Download**.
- The file is saved in **.mbz** format on your system.



PART B: RESTORE COURSE INTO LIVE SITE

1



Log in to Live Site

- Sign in to the Live EtechRU LMS with admin credentials.

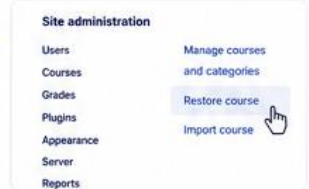


2



Start Restore Process

- Navigate to **Site administration** or **My courses**.
- Click **Restore course** (or enter the target course shell).

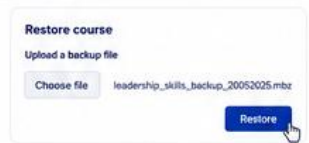


3



Upload Backup File

- Upload the downloaded **.mbz** file from the Staging site.
- Click **Restore**.



4



Select Restore Destination

- Choose one option:
 - ✓ Restore as a new course
 - ✓ Restore into an existing course
- Select the appropriate category and course.

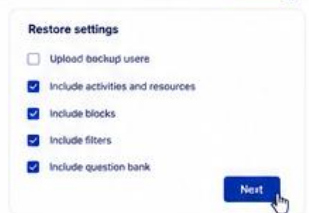


5



Configure Restore Settings

- Review included content and settings.
- Adjust enrollment methods or user data as required.
- Click **Next** until restore begins.



6



Complete Restore

- Click **Perform restore**.
- Wait for the confirmation message indicating successful restore.



7



Verify the Course

- Open the restored course on the Live site.
- Check activities, resources, completion tracking, and settings.



COMMON MISTAKES



Including user data when migrating from Staging to Live unintentionally.



Upload size limits blocking **.mbz** file upload on the Live site.



Restoring over an existing course without selecting the correct option.



Not testing activities and completion rules after restore.



NEED A TIP?

Always backup before restore and test the course on Live site thoroughly to ensure data integrity.



Backup smartly. Restore confidently. Deliver learning without disruption!



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Our support team is available 24/7 to assist you.



Email
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Support Time
24/7

Calendar and Event Creation in EtechRU LMS

The Calendar feature helps instructors and administrators schedule important events such as classes, deadlines, workshops, and exams, ensuring learners and teams stay informed with timely reminders.










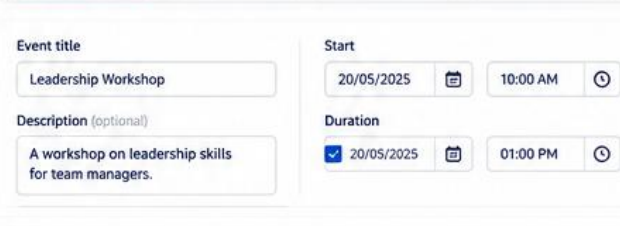



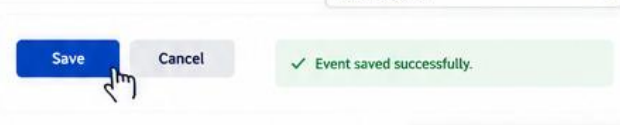


✓ PREREQUISITES

- ✓ You have Teacher, Manager, or Administrator access in EtechRU LMS.
- ✓ You have details ready for the event (title, date, time, description).

★ BEST PRACTICES

- Create events in advance to provide enough notice.
- Use clear titles and descriptions for better communication.
- Choose the correct event type to control visibility.
- Review events regularly and update if needed.

STEP-BY-STEP PROCESS

<p>1</p>  <p>Access the Calendar</p> <ul style="list-style-type: none"> • Log in to EtechRU LMS. • From the Dashboard or navigation menu, click Calendar. 	
<p>2</p>  <p>Add a New Event</p> <ul style="list-style-type: none"> • Click New event (usually at the top right of the calendar page). 	
<p>3</p>  <p>Select Event Type</p> <ul style="list-style-type: none"> • Choose the appropriate event type: <ul style="list-style-type: none"> ✓ Site event (Visible to all users) ✓ Course event (Course participants) ✓ Group event (Selected group) ✓ User event (Personal event) 	
<p>4</p>  <p>Enter Event Details</p> <ul style="list-style-type: none"> • Event title: Enter a clear name. • Description: Add event details (optional). • Date and time: <ul style="list-style-type: none"> ✓ Set the start date and time. ✓ Enable duration and set end date/time if required. 	
<p>5</p>  <p>Configure Additional Settings</p> <ul style="list-style-type: none"> • Enable or disable Repeat event if the event occurs multiple times. • Select the relevant course or group (for course/group events). 	
<p>6</p>  <p>Save the Event</p> <ul style="list-style-type: none"> • Click Save. • The event now appears in the calendar view. 	
<p>7</p>  <p>View and Manage Events</p> <ul style="list-style-type: none"> • Events are visible in: <ul style="list-style-type: none"> ✓ Calendar view ✓ Dashboard timeline • Click an event to edit or delete if changes are needed. 	

✗ COMMON MISTAKES

 <p>Selecting the wrong event type, causing visibility issues.</p>	 <p>Entering incorrect dates or times.</p>	 <p>Failing to assign the event to the correct course or group.</p>	 <p>Not using descriptions for important instructions or context.</p>
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💡 NEED A TIP?

Plan and schedule events early to improve communication, engagement, and time management.

✓ Well-planned events keep your learners informed and connected!

Announcement Banner and URL in EtechRU LMS

The **Announcement Banner** feature allows administrators to display important messages with clickable URLs across the LMS. This is commonly used for system announcements, updates, events, or redirection to important pages.



✓ PREREQUISITES

- ✓ You have Site Administrator access in EtechRU LMS.
- ✓ Announcement Banner feature is enabled in the LMS.
- ✓ Banner image and target URL are ready.

★ BEST PRACTICES

- Use clear, concise messages with a strong call to action.
- Use high-quality banner images for better visibility.
- Link to relevant and important pages only.
- Regularly review and update announcements.

STEP-BY-STEP PROCESS

1



Access Site Administration

- Log in to EtechRU LMS with Site Admin credentials.
- From the left navigation panel, click **Site administration**.



2



Open Announcement Banner Settings

- In Site administration, navigate to **Announcement Banner**.



3



Upload Banner Content

- Upload the banner image or enter the announcement text, depending on configuration.
- Ensure the banner content is clear and readable.



4



Add Redirect URL

- Enter the URL that users should be redirected to when they click the banner.
- This can be an internal LMS page, course link, or external website.

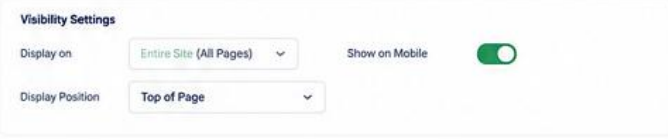


5



Configure Visibility Settings

- Choose where the banner should appear (site wide).
- Enable or activate the banner display option if available.



6



Save Changes

- Click **Save** or **Apply** changes.
- The announcement banner becomes active immediately.



7



Verify Banner Display

- Navigate to the LMS home page or dashboard.
- Confirm the banner is visible and the URL opens correctly when clicked.



✗ COMMON MISTAKES



Uploading oversized or unclear banner images.



Entering incorrect or broken URLs.



Forgetting to activate the banner after configuration.



Displaying outdated announcements without removal or update.



NEED A TIP?

Keep announcements short, relevant, and updated. Use banners responsibly to avoid desensitizing learners to important messages.



A well-crafted announcement banner ensures your messages are seen, clicked, and acted upon!



WE'RE HERE TO HELP
Our support team is available
24/7 to assist you.



Email
support@etehtexas.com



Support Time
24/7