Course Request Manager Block for Moodle
Administration Guide

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1 Introduction

This guide is aimed at a Moodle administrator who would like to start using the Course Request Manager(CRM) block for Moodle to automate their course request process. Before the CRM can be used, a number of different configuration options need to be set and forms created to allow users to input the required data.

2 Configuring your CRM

To get started, add the CRM block to your homepage as you would any other Moodle block. Once the block has been added, you can select who the block should be viewable by based upon the roles that you have set up on your Moodle installation for that block. Typically, teachers can view the block and students should not be able to see the block.

Once you have selected the roles, it is time to move onto CRM specific configuration.

From the main block, you will see a "Configuration" link at the bottom. This link will bring you to the admin configuration settings for the block. On this page, three subsections of configurations are available:

- **Configure CRM Settings** - Here you can add the email addresses of administrators and outline the text that will be sent in various different emails that are used throughout the CRM. Course start dates and default reply addresses can be added here.

- **Page 1** - This page contains generic information that is collected from a teacher during the request process such as "*Course Code*" and "*Course Title*". Here you can specify the format and text for the layout of this generic information.

- **Page 2** - This page contains the form builder that allows you to build a custom form to allow teachers to enter additional information that you will find useful during the request process such as department information and staff names etc.

Process Outline

From the block, a teacher can place a request for a course. The first page that they will see is the page to collect standard information about the course. This information includes course codes and titles. After the teacher has entered this information, they are then passed onto the second page.

The second page is setup to allow you to add additional fields for the teacher to enter information that will be helpful to you when dealing with the course requests. This second page can contain Text Fields, Text Areas and Radio Button selections.

3 Dealing with requests

As an administrator it is your duty to manage each of the requests that are made by the staff of your institution.

Once a request has been one of two paths are usually selected:

1. **The administrator can approve the course** - The information that was entered by the user is then used to create a new course on the Moodle installation in the format that was previously selected. The request is then marked as “COMPLETE”.

2. **The administrator can deny a course** - The request is marked as “DENIED” and the administrator can add some information to the request in the form of a comment. This information will be used to tell the teacher why exactly their request was denied.

If a clear path cannot be seen for the request, the comment feature can be used by both the administrator and the teacher who made the request to converse about the request. Once a final decision has been made by the administrator, they may then *approve* or *deny* the course request.

Course Request Manager Development

This block is currently under development at the Institute of Technology Blanchardstown, Dublin, Ireland and any feedback or bug reports would be greatly appreciated!

For more information check out http://www.moodleprojects.com