**PTI Proficiency Observation Component Documentation for Trainers**

The PTI In Person Moodle Module allows trainers to schedule the in-person training for their nominees. This can take place face-to-face in person or virtually.

The PTI In Person session is conducted outside of Moodle and completion is recorded inside of Moodle for documentation in the student’s record.

The following instructions provide information for trainers to use this feature.

**PTI Trainer: How to Set Up an In Person Session**

1) Log into Moodle.

2) Navigate to the main course from the Dashboard: PTI Proficiency Requirements

3) Click “PTI Proficiency Observation Component” under the Training heading.

4) Click the “Go to PTI Proficiency Observation Component” link.

5)Select “PTI In Person Sign-Up Request.”

6) To add a new session, click “Add a new session.”

7) Select “Yes” for “Session date/time known.”

8) Select the Date AND TIME (including minutes) for the new session in “Start time” and “Finish time”. If your session spans multiple days you can click “Add a new date” and complete the start/finish times for the subsequent days.

9) Input any limit on class size into “Capacity” if necessary. For example, if you can only handle 5 students, or if you know that only 5 students can attend, add “5” to the “Capacity.” Otherwise, leave as the default and click “Allow overbooking.”

10) In the details box add your name so your nominee(s) can find your session. You should also add information about your session. For example, if it’s virtual include the Zoom/Teams meeting information, or if you are conducting your session in person add the address and contact information.

11) Click the “Save changes” button.

12) Your session will now appear for all the nominees/students. NOTE: all students can register for your session. You should receive an email when any student signs up for your session. Be sure to verify that the students who have registered are in fact your nominees.

**PTI Trainer: How to Approve or Decline Students for In Person Session**

**You will receive an email notifying you that someone wants to join your course.**

1) Before you approve a nominee to attend a session, review their responses to the online component and give them a grade. 2) Log into Moodle.

3) Navigate to the main course from the Dashboard: PTI Proficiency Requirements

4) Click “PTI Proficiency Online Component” under the Training heading.

5) Select “Go to PTI Proficiency Online Component.”

6) In the Administration block, under Course Administration, click “Reports.”

7) Select “Activity completion.”

8) Click the name of an activity from the table header row (e.g. ASVAB History and Validity).

9) Click “Grade essays.”

10) Click the hyperlink text in the Essays column for each student to see that student’s response, read the response, and enter any feedback into the comments box.

11)In the box next to “Essay Score” select the number “1”. Select “Save changes.” Repeat this process for several essays to ensure the student understood the material.

12) You can approve or deny the student’s request by following the link sent to you in the *PTI In Person Sign-Up Request* email you received. Follow the link and go to Step 17 below. Otherwise, to approve requests from within Moodle, continue with Step 13.

13) Navigate to the main course from the Dashboard: PTI Proficiency Requirements

14) Click “PTI Proficiency Observation Component” under the Training heading. Select “Go to Proficiency Observation Component.”

15) Click the “PTI In Person Sign-Up Request” link.

16) Find the session you want to manage. Click on “Attendees” to see the list of those who registered.

17) Check nominee names and select “Approve” for the intended students. This step is important because students may unintentionally sign up for your session, in which case you would decline their participation (instead of approve).

18) If you do not wish to approve a student’s enrollment in your In Person Session, select “Decline.” If you are not ready to make the decision, select “Decide Later.”

19) Once you have selected an action(s) for student requests to enroll, click “Update requests.”

20) If users need to be added to your session but they, themselves, have not yet signed up, you can sign them up for a particular session. Access the PTI In Person sub-course/activity. Click “Attendees” of the session in question. Then click “Add/remove attendees” to enroll anyone to this session.

**PTI Trainer: How to Take Attendance and Upload Proof of Proficiency**

1) Log into Moodle.

2) Navigate to the main course from the Dashboard: PTI Proficiency Requirements

3) Click “PTI Proficiency Observation Component” under the Training heading. Select “Go to PTI Proficiency Observation Component.”

4) Click the “PTI In Person Sign-Up Request” link.

5) After the session is completed, find the session you wish to manage by scrolling through the list under Previous sessions.

6) Click “Attendees” on the row with the session date/time.

7) Click “Take attendance.”

8) Select “Fully attended” from the “Attended session” drop down for each student who completed the session or “No show” for students who did not participate.

9) Click “Save attendance.”

10) To upload the proof of proficiency, return to the “ptiiinperson” link after you have marked attendance and the in-person training has ended.

11) In the Administration block, under Course Administration, click “Gradebook setup.”

12) Click the “View” tab.

13) Click “Single view” tab.

14) Select your user in the “Select user” drop down box.

15) Click “PTI Proficiency Completion Documentation” grade item.

16) Click “View all submissions.”

17) Filter the list by selecting the first letter of the first and last name.

18) In the Grade column next to your student’s name, click “Grade.”

19) Enter the grade 100 in the “Grade out of 100” box if they completed the session.

20) In “Feedback files”, click the “Add” button (looks like a page/piece of paper).

21) Upload the proof of proficiency documentation.

22) Click “Save changes” or “Save and show next” depending upon how many nominees you are uploading the documentation for PTI In Person completion.