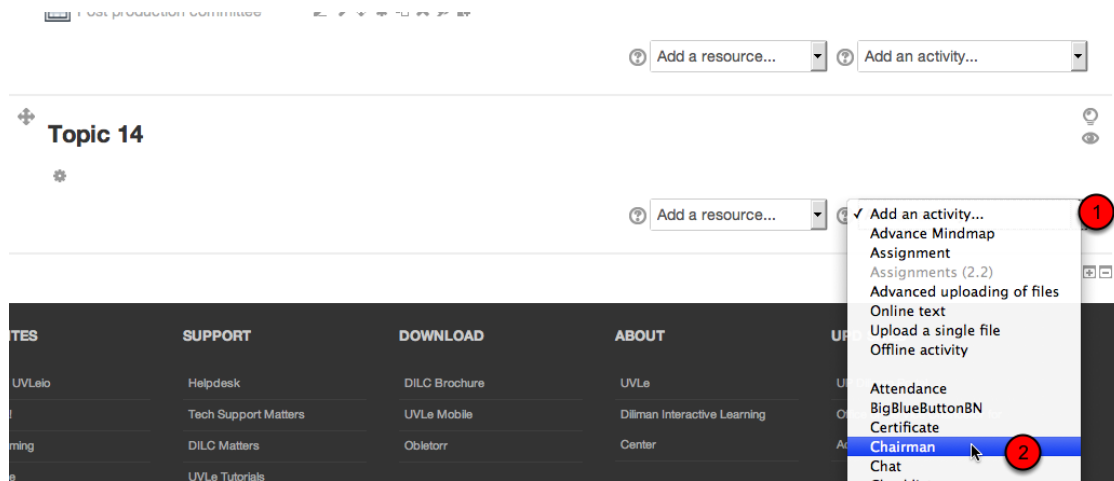


Activity: Chairman

A **Chairman** activity allows the management of a committee with the participation of current committee members, the creation and viewing of agendas, scheduling and organizing of meetings, a central file storage for the committee, and much more

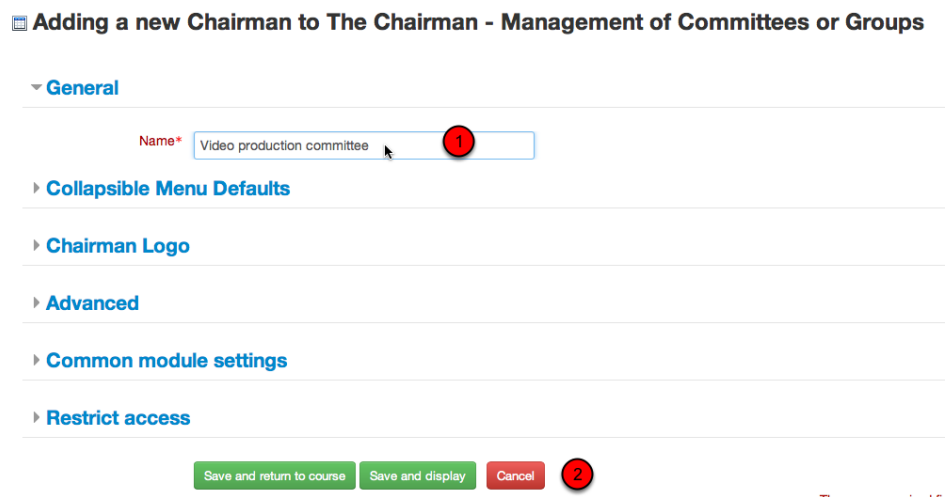
STEP 1: Add an activity



Open the course and click on **Turn editing on** located at the upper right side of your page. Choose the topic where you want the Chairman activity inserted.

- 1) select **Add an activity**
- 2) select **Chairman**

STEP 2: Committee / Group name



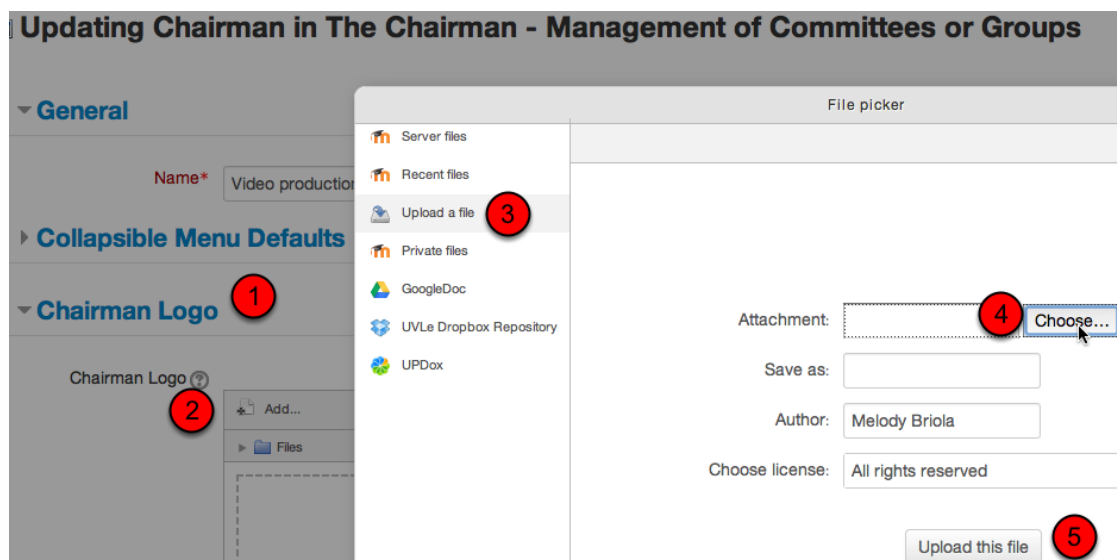
- 1) Enter the name of your committee or group
- 2) Save your work

Note: Those with red text near boxes are required fields.

Save and return to course - will save your work and display your course

Save and display - save your work and will display the activity

STEP 3: Adding logo



1) click the *Chairman Logo* section

2) click *Add* and the file picker dialogue box will appear

3) click *Upload a file* and

4) click *Choose* to locate the file you want


5) click *Upload this file*


Note: A logo that is used for the current chairman module. The optimal size is about 500 X 100 (can be wider or thinner width wise), and needs to be in an image format supported by UVLe. ex: .jpeg, .png, etc


STEP 4: Advance section

▼ Advanced

First Month of Year:

Make this committee secure 

Add forum 

Add wiki 

▶ Common module settings

▶ Restrict access

Save and return to course

Save and display

Cancel

First Month of the Year refers to start of school calendar

Make this committee 1) *secure* - If true, only members of the committee will be allowed to view committee information. If you prefer a more transparent committee, where anyone who has access to the course, can view committee information, then uncheck this box.

2) *Add forum* - If you would like to have a discussion forum associated to this committee, click on the checkbox

3) *Add wiki* - If you would like to have a wiki associated to this committee, click on the checkbox

Always **SAVE** your work

STEP 5: Hide/Show activity

▼ Common module settings

Visible

▶ Restrict access

Save and return to course

Save and display

Cancel

You may choose to make this activity available to its members by selecting *Hide* or *Show*
Always **SAVE** your work

STEP 6: Adding Restrictions

▼ **Restrict access**

Allow access from Enable

Allow access until Enable

Grade condition must be at least % and less than %

User field contains

While access is prevented

There are required

Access from/to dates determine when students can access the activity via a link on the course page. The difference between access from/to dates and availability settings for the activity is that outside the set dates, access from/to prevents access completely, while availability allows students to view the activity description.

Always **SAVE** your work

STEP 7: How to add members

The Chairman - Management of Committees or Groups

A Chairman activity allows the management of committees through the the control of current members, creation and viewing of agendas, scheduling and organizing of meetings, central file storage for the committee, and much more

- Multimedia Services Committee
- Post production committee
- Video production committee

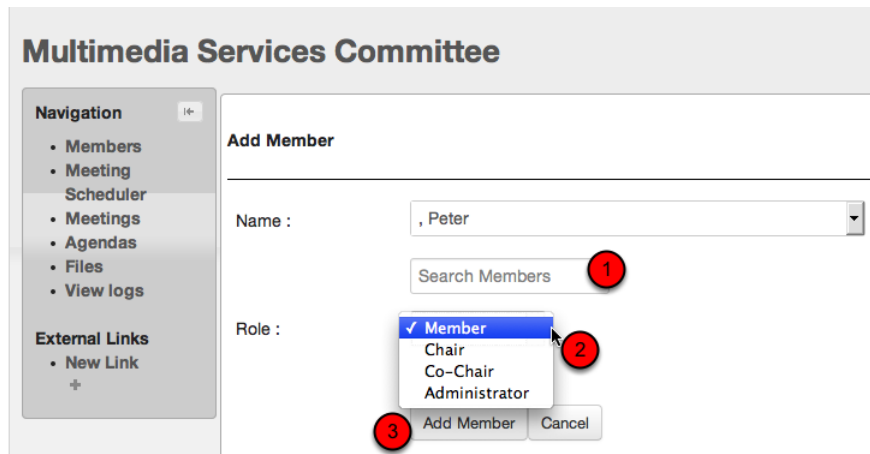
While Turn editing is on. Select the committee or group you want to add member

Multimedia Services Committee

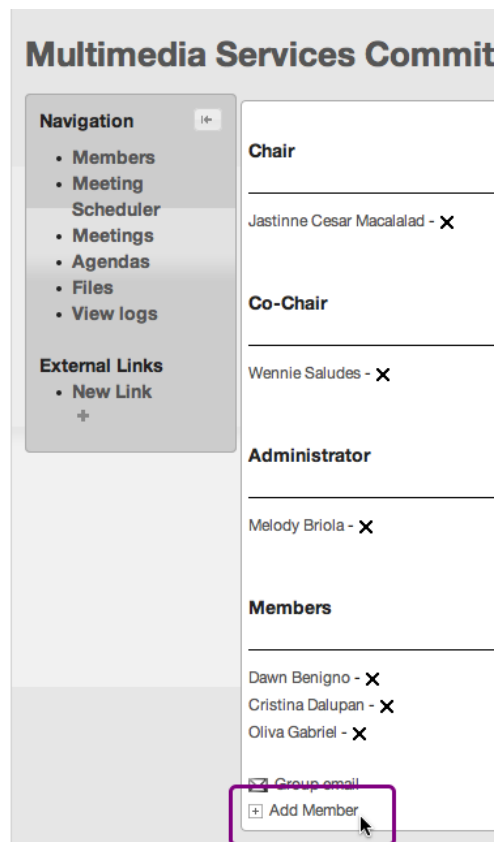
Navigation

- Members
- Meeting Scheduler
- Meetings
- Agendas
- Files
- View logs

Click 1) members then 2) Add member

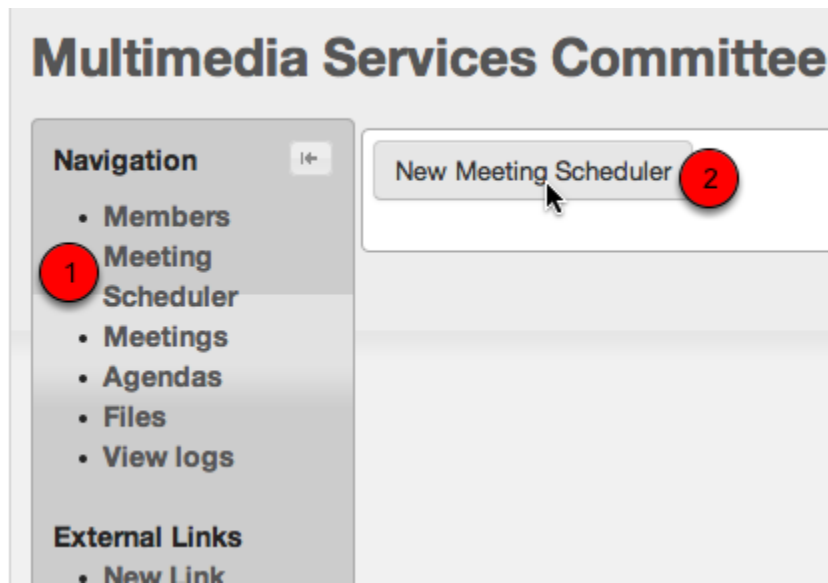


- 1) Enter name in search member box
- 2) choose the member role
- 3) click Add



To add more member click *Add Member*

STEP 8: Meeting Scheduler



Use this to get a poll on the availability of members
From the navigation box, select 1) Meeting Scheduler then 2) New meeting scheduler

New Meeting Scheduler

Name: (1)

Details: (2)

Members:

Required Members: 2	Optional Members: 4
Cristina Dalupan	Jastinne Cesar Macalalad
Oliva Gabriel	Melody Briola
	Wennie Saludes
	Dawn Beniano

Timezone for meeting: (5)

Dates:

Day: (6)

From: 10:00
To: 12:00

Oct 11, 2013 10:00 - 12:00

Send immediate email notification? : (7)

Submit Back (8)

Buttons: Add (green arrow), Delete (trash icon)

- 1) Enter name of event
- 2) enter brief description
- 3) click the names under **Optional Members** who are required to attend

- 4) click the names under **Required Members** if you wish to remove them
- 5) set the Timezone. *We suggest you use*
- 6) select the date & time then click the green arrow to add or trash can to delete
- 7) to send immediate notification tick mark the box
- 8) click **Submit** to save

The screenshot shows a meeting scheduler interface. At the top, there is a button labeled "New Meeting Scheduler" with a red circle containing the number 1. Below it, the word "Hackathon" is displayed with three icons: a trash can, a lightbulb, and an 'X'. Red circles with numbers 2, 3, and 4 are placed above these icons, with arrows pointing to them. Below the "Hackathon" section, there is a text area containing "Timezone used for meeting: Asia/Manila" and "The dates and times are being displayed in your timezone". To the right, the date "Fri 11 October, 2013" and time "10:00 - 12:00" are shown. Below this, the text "brainstorming on media services & deliverables" is displayed. A red bar with "0%" is visible. Below the text area, there is a red notification "You have not responded yet" and a "Respond" button with a red circle containing the number 4 and an arrow pointing to it.

- 1) Edit details
- 2) Show / Hide
- 3) Delete
- 4) Respond to confirm

STEP 8: Add Meetings

Add a meeting

Timezone for meeting: Asia/Manila 1

Date : 2

October 2013						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Start Time : 08 : 30 3

End Time : 10 : 00 3

Summary : 4 Hackathon

Description : 5 brainstorming on media services & deliverables

Send email notification (1 week before meeting)? : Send email notification (1 day before meeting)? :

7 Add a meeting Cancel 6

- 1) Choose timezone
- 2) Choose dates
- 3) Enter Start & End time
- 4) Enter summary and
- 5) description
- 6) put tick marks to send notification
- 7) Add to save meeting

Meetings Meeting Archive

Add a meeting Search

▶ October 2014

▼ October 2013

Summary : Hackathon - X4

Date : 04 October, 2013

Start Time : 08:30

End Time : 10:00

Description : brainstorming on media services & deliverables

Add meeting to your Moodle calendar

Add to Calendar

Agenda

Add a meeting

- 1) Delete
- 2) Edit
- 3) Add to Moodle calendar
- 4) Add to Calendar
- 5) Agenda
- 6) Add meeting

STEP 9: Adding Agenda

Agenda Minutes Business Arising List Agenda Archives

1 2 3 4

Expand all

General

▶ Topic 1

▶ Topic 2

▶ Topic 3

Add Topic

Save changes Save & Return

Remove Agenda

Save to Chairman Files:

Export PDF as: Download

There are required fields in this form marked *.

This dialogue box will appear when you click on the **Agenda** option right after you create a meeting. This has four tabs, 1) Agenda 2) Minutes 3) Business Arising List and 4) Agenda Archives

Agenda Tab

Agenda

Minutes

Business Arising List

Agenda Archives

General

Committee: Multimedia Services Committee

Date: October 4, 2013

Time: 8:30-10:00

Duration: 01:30 Hours

Location: Conference Room 1

Summary: Hackathon

Description: brainstorming on media services & deliverables

Message:

Font family Font size Paragraph

B *I* U ABC x x' [List Icons]

[List Icons] [List Icons] [List Icons] [List Icons] [List Icons]

sample message

Path: p

Footer: sample footer

Change/Edit

▶ Topic 1

▶ Topic 2

In the Agenda tab. fill out all the following information

- 1) Committee
- 2) Date
- 3) Time
- 4) Duration
- 5) Location
- 6) Summary
- 7) Description
- 8) Message

Add topic to the Agenda

Topic 1

Name: * Accept Current Agenda

Duration: 5 Minutes

Presented By: -----

Consecutive Topic Header: Standard Topics -----

Description: Approval of agenda for the current meeting.

Attachments: Maximum size for new files: Unlimited, maximum attachments: 10 - drag and drop not supported

Add... Files

Remove Topic

Click each Topic and supply the following information

- 1) Name of Topic
- 2) Duration for each topic to be discussed
- 3) Who is the presenter
- 4) Consecutive Topic Header
- 5) Description
- 4) Click Add to attach files

Those in red text are required fields. Always SAVE your work.

Minutes Tab

Agenda **Minutes** Business Arising List Agenda Archives

AGENDA TOPICS

- 1. Accept Current Agenda
- 2. Accept Previous Minutes

PREVIOUS AGENDAS

- General
- Participants
- Topic 1
- Topic 2

Save changes Cancel

Save to Chairman Files:

Export PDF as: Download

▼ **General**

Committee: Multimedia Services Committee
Date: October 4, 2013
Time: 8:30-10:00
Duration: 01:30 Hours
Location: Conference Room 1
Summary: Hackathon
Description: brainstorming on media services & deliverables
[Change/Edit](#)

▼ **Participants**

Present
__BLANK__
Jastinne Cesar Macalala
Melody Briola

Moodle Users:

Guests:

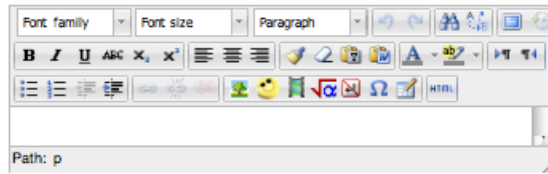
Add New Guest

First Name: Last Name:
Email:

▼ **Topic 1**

- Click the arrow-down icons to expand
- 1) General
 - 2) Participants
 - 3) Topics

Accept Current Agenda



Path: p

Topic Status:

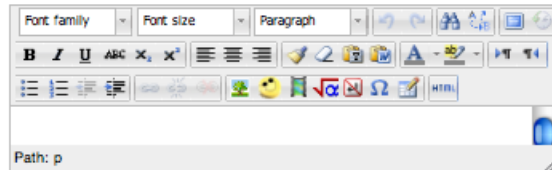
Description brainstorming on media services & deliverables

Attachments: Ma

Add...

Files

New Motion



Path: p

Support: Proposed By Supported By


Votes: Aye: Nay: Abs: Unanimous

Outcome:

Add/Update Motion(s)

Fill out all fields with the required information

Accept Previous Minutes




Path: p


Topic Status:

Description brainstorming on media services & deliverables

Attachments:



New Motion



Path: p

Support: Proposed By Supported By

Votes: Aye: Nay: Abs: Unanimous

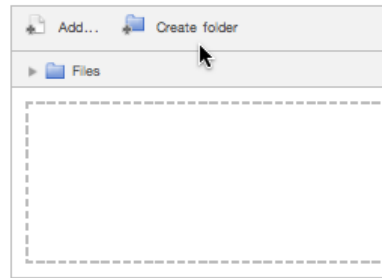
Outcome:

Add/Update Motion(s)

Always SAVE your work

STEP 10: Adding Files

▼ Private Files

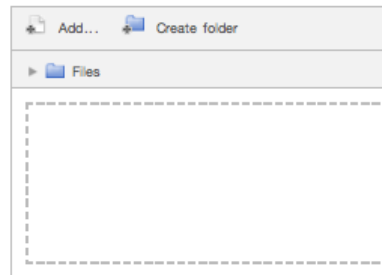


File manager interface for Private Files. It includes buttons for 'Add...' and 'Create folder', a 'Files' folder, and a large dashed box for file uploads.

Save changes

Cancel

▼ Public Files

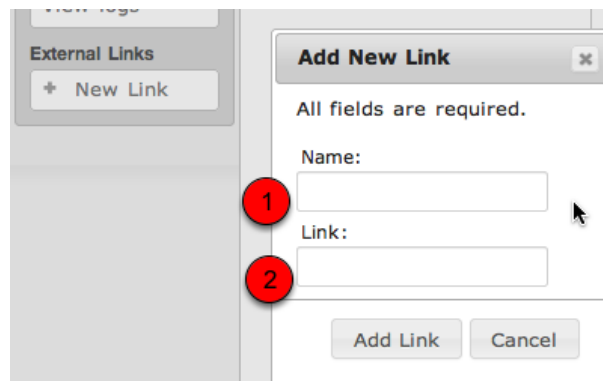


File manager interface for Public Files. It includes buttons for 'Add...' and 'Create folder', a 'Files' folder, and a large dashed box for file uploads.

Save changes

Cancel

STEP 11: Add External Link



External Links

+ New Link

Add New Link

All fields are required.

Name:

Link:

Add Link Cancel

To add an external Link, (1) Add a name and then (2) paste in the link box the URL