Activity: Chairman
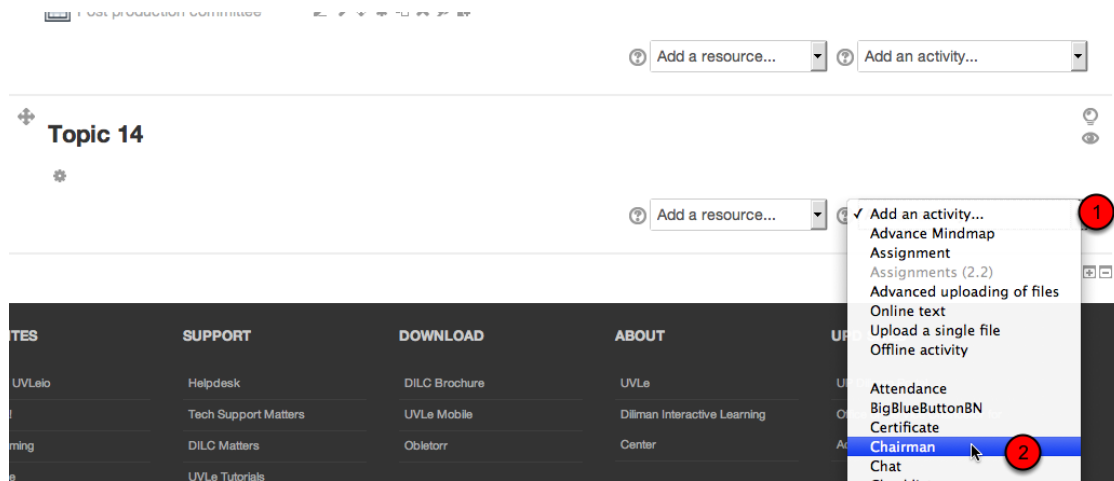
A *Chairman* activity allows the management of a committee with the participation of current committee members, the creation and viewing of agendas, scheduling and organizing of meetings, a central file storage for the committee, and much more
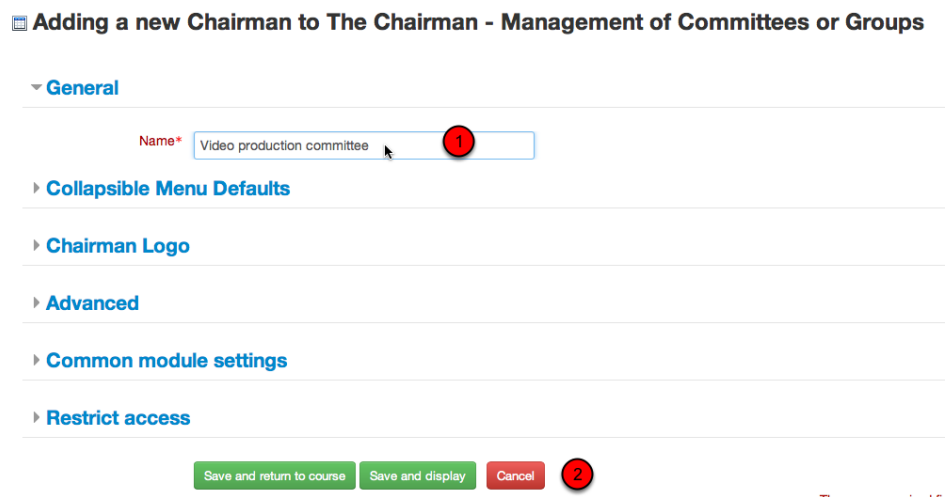
STEP 1: Add an activity

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*

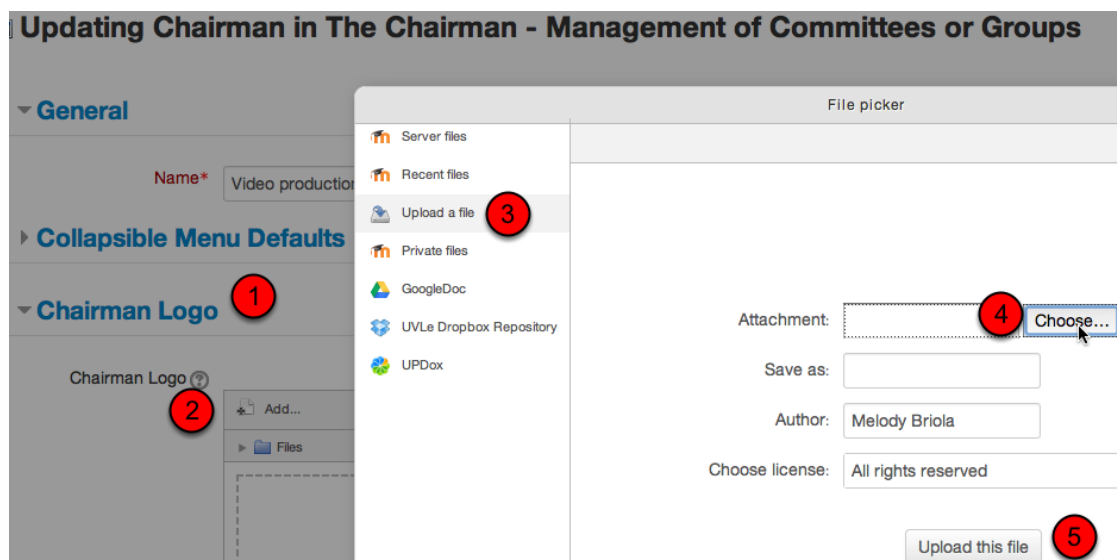## STEP 2: Committee / Group name

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 C*hairman 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: [October ▼]

Make this committee secure ⑦ ☑

Add forum ⑦ ☐

Add wiki ⑦ ☐

▸ 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 trasparent committee, were 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 [Hide ▼]

▸ 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

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

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

Click 1) members then 2) Add member

Multimedia Services Committee

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

External Links
- New Link

Add Member

Name :   , Peter

Search Members ①

Role :   ✓ Member ②
          Chair
          Co–Chair
          Administrator

③ Add Member   Cancel

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

Multimedia Services Commit

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

External Links
- New Link

Chair

Jastinne Cesar Macalalad - ✕

Co-Chair

Wennie Saludes - ✕

Administrator

Melody Briola - ✕

Members

Dawn Benigno - ✕
Cristina Dalupan - ✕
Oliva Gabriel - ✕

✉ Group email
⊞ Add Member

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

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

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:

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		

②

Start Time: 08 : 30 ③

End Time: 10 : 00

Summary: ④ Hackathon

Description: ⑤ brainstorming on media services & deliverables

Send email notification (1 week before meeting)? : ☐ Send email notification (1 day before meeting)? : ☐ ⑥

⑦ Add a meeting   Cancel

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

⊞ Add a meeting

▸ October 2014

▾ October 2013

Summary : Hackathon - ✕ ✎
Date : 04 October, 2013
Start Time : 08:30
End Time : 10:00
Description : brainstorming on media services & deliverables

Add meeting to your Moodle calender
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

▸ Expand all

▸ **General**

▸ **Topic 1**

▸ **Topic 2**

▸ **Topic 3**

Add Topic

Save changes   Save & Return

Remove Agenda

There are required fields in this form marked *.

Save to Chairman Files: ☐

Export PDF as: Download ⌄

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

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

Click each Topic and supply the following information
1) Name of Topic
2) Duration for each topic to be discussed
3) Who is the presentor
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

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 Macalalad
Melody Briola
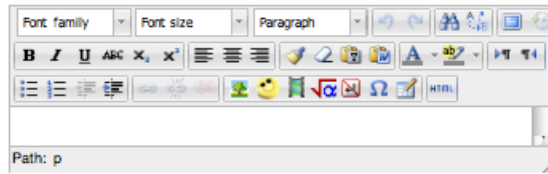
Moodle Users: Search Moodle

Guests:

Add New Guest

First Name: [   ]   Last Name: [   ]

Email: [   ]

[Add]

Topic 1

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

Topic 1

Accept Current Agenda
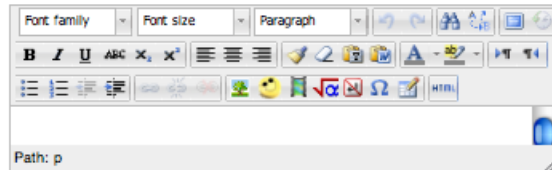
Font family | Font size | Paragraph

B *I* U ABC x₂ x²

Path: p

Topic Status: Closed

Description brainstorming on media services & deliverables

Attachments:

Add...

▶ Files

New Motion

Font family | Font size | Paragraph

B *I* U ABC x₂ x²

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

Font family	Font size	Paragraph

Path: p

Topic Status: Closed

Description: brainstorming on media services & deliverables

Attachments:

Add...

Files

New Motion

Font family	Font size	Paragraph

Path: p

Support: Proposed By / Supported By

Votes: Aye: ___ Nay: ___ Abs: ___ ☐ Unanimous

Outcome: -----
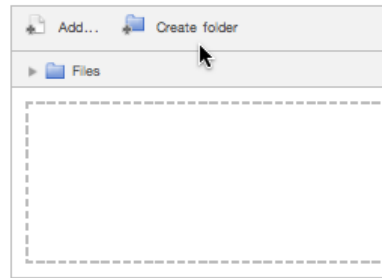
Add/Update Motion(s)

Save changes   Cancel

Always SAVE your work

STEP 10: Adding Files

▾ **Private Files**
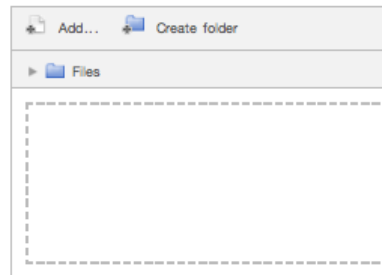
> Add...   Create folder
>
> ▸ 📁 Files

Save changes   Cancel

▾ **Public Files**
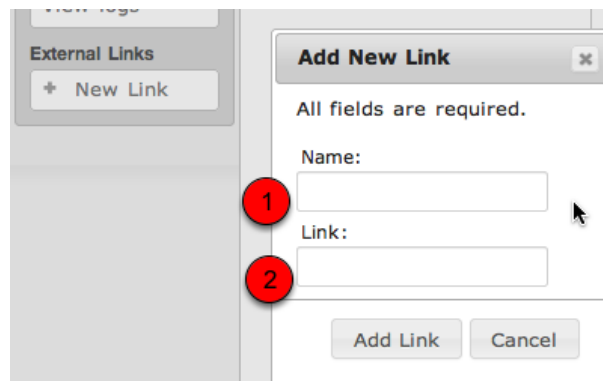
> Add...   Create folder
>
> ▸ 📁 Files

Save changes   Cancel

STEP 11: Add External Link

External Links

＋ New Link

Add New Link   ✕

All fields are required.

Name:

(1)

Link:

(2)

Add Link   Cancel

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