

How to Coordinate Coaching Courses

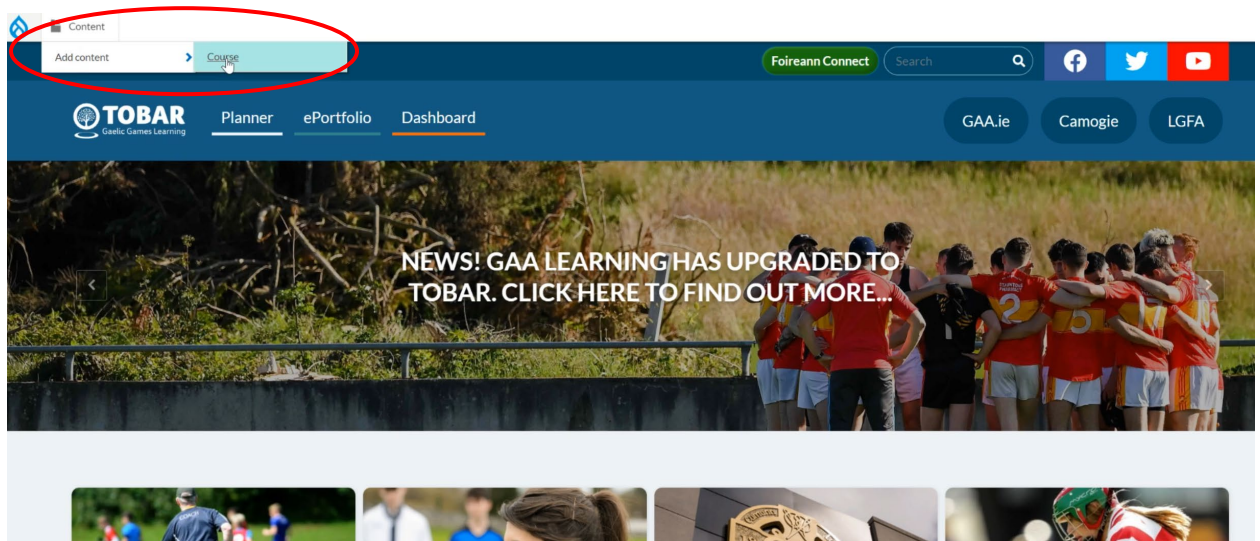
The following is a list of instructions for Coach Education Coordinators who need to schedule and process coaching courses on the new Gaelic Games learning platform – TOBAR.

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Schedule a Course:

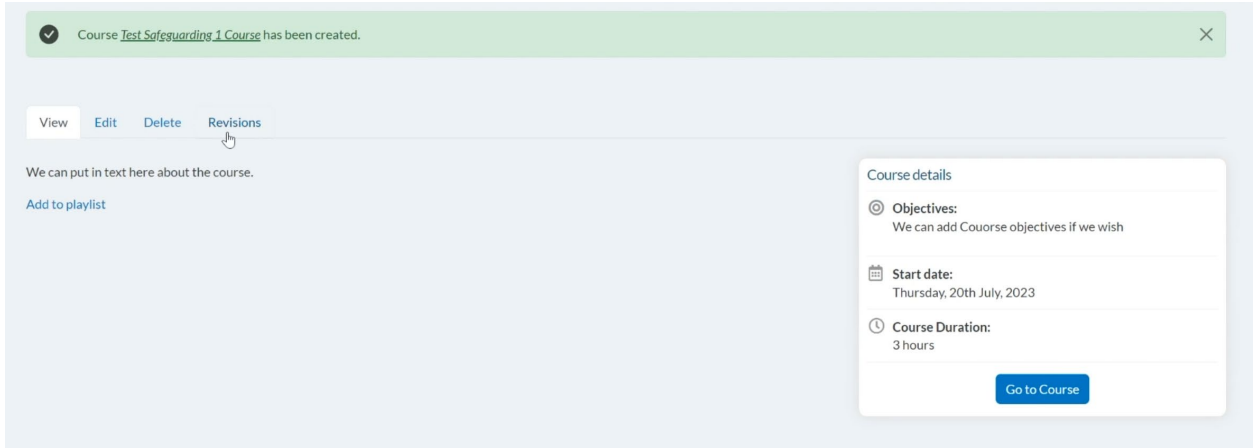
1. Any coach ed intending to schedule a course must first have an account on the platform and secondly must have the additional access rights applied to their account. Please contact the relevant County Games Manager for help with this.
2. Log in to learning.gaa.ie and on the home page on the top left, click *Content>Add Content> Course*.



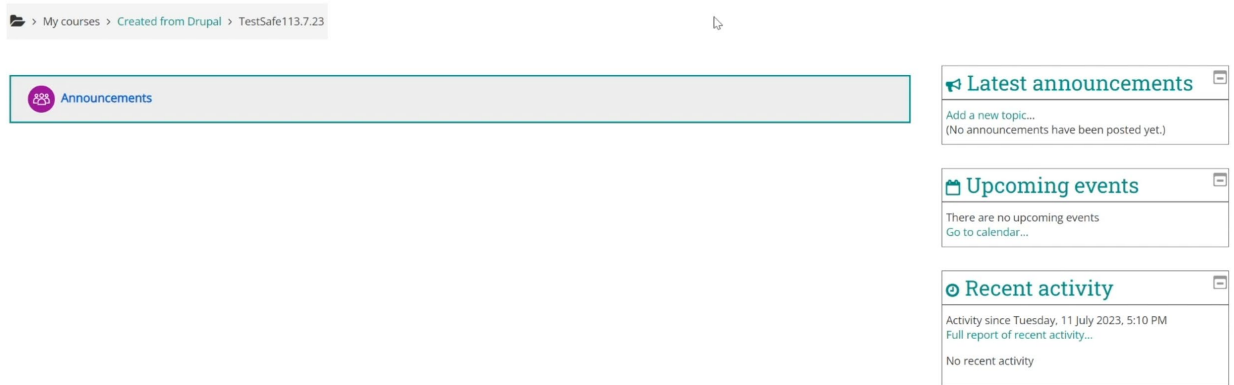
3. Input the following course details:
 - a. **Title** – this should tell the user, “What’s on, where it’s on and when it’s on” e.g., Midleton GAA Intro to Coaching Gaelic Games 25th July 2023
 - b. **Introduction** is optional but should be populated with something about the course. We should consider putting in the course venue and start time in here as well as what the ICGG is about.
 - c. **Short name** – this is required for Moodle and must be unique, e.g., MidletonICGG_Jul23
 - d. **Course type** – select “*Introduction to Coaching Gaelic Games*”.
 - e. **Coaching Ireland Course** – Tick this box for ICGG, Award 1 & Award 2.
 - f. **Start date** – Input when the course due to start, e.g., 25/07/2023.
 - g. **County** – Select from the dropdown the County where the course is taking place, e.g., Cork.
 - h. **Objectives** – this is optional, but we should put in course objectives.
 - i. **Duration** – How long will the course last, e.g., 8 hours

4. Under the Tagging tab select the following
 - a. **Category** – select Coach.
 - b. **Pathway** – e.g. select F1, F2, F3 as appropriate
 - c. **Code** – select a code if the course is not dual.

5. Click Save and you should see a page like this. This is the new user signpost to your course in Moodle.



6. Click Go to Course
7. You have created an empty Moodle course which we want to populate with a pre-made Coaching course template.



8. Scroll down and click “Schedule A Course” under Course Administration Block on Right Hand side.
9. Select the relevant template from the list provided, e.g. and click **Schedule a course** on right hand side.

ICGG Football 1 Session Template 2022.mbz	Tuesday, 29 March 2022, 5:16 PM	31.8MB	Download	Schedule a course
ICGG Football 2 Session Template 2022.mbz	Tuesday, 29 March 2022, 5:16 PM	31.8MB	Download	Schedule a course
ICGG Football 3 Session Template 2022.mbz	Tuesday, 29 March 2022, 5:16 PM	31.8MB	Download	Schedule a course
ICGG Football 4 Session Template 2022.mbz	Tuesday, 29 March 2022, 5:16 PM	31.8MB	Download	Schedule a course
ICGG Dual 2 Session Template 2022.mbz	Tuesday, 29 March 2022, 5:16 PM	31.7MB	Download	Schedule a course
ICGG Dual 3 Session Template 2022.mbz	Tuesday, 29 March 2022, 5:16 PM	31.7MB	Download	Schedule a course

10. Click **Continue** at the end of the next page.
11. NB. Select to “**Delete the contents of this course and then restore**”. Click Continue

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

12. Click Next on the screen that follows.
13. Change **Overwrite course configuration** dropdown option to **Yes** and then **untick the 3 blue ticked items** to keep the Course name, course short name and course start date you inserted earlier.

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

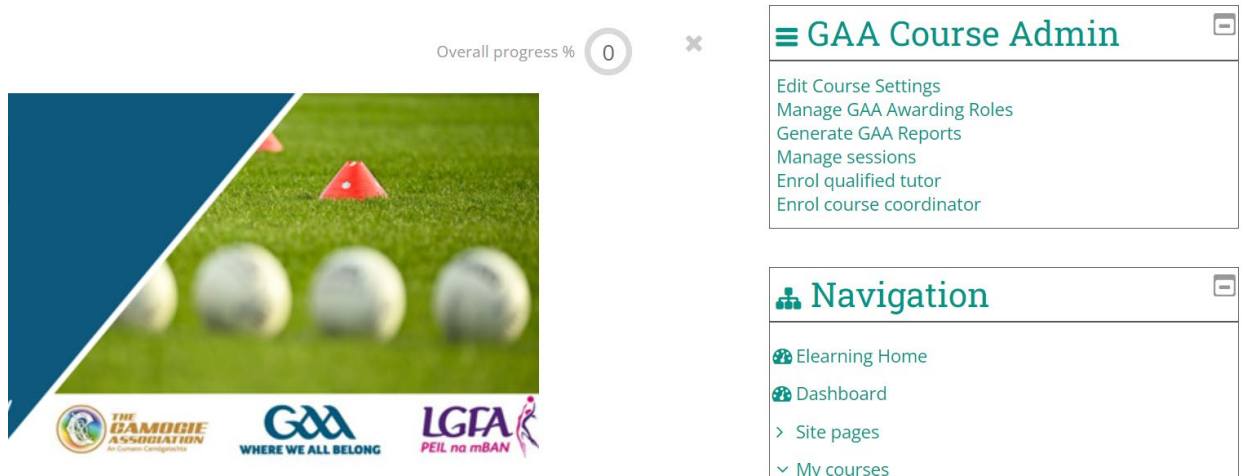
Course settings

Overwrite course configuration	<input type="text" value="Yes"/>	Course name	<input checked="" type="checkbox"/> Overwrite	<input type="text" value="Introduction to Coaching"/>
Course short name	<input checked="" type="checkbox"/> Overwrite	Course start date	<input checked="" type="checkbox"/> Overwrite	<input type="text" value="1"/> <input type="text" value="February"/> <input type="text" value="2021"/> <input type="text" value="00"/> <input type="text" value="00"/>
Keep current roles and enrolments	<input type="text" value="No"/>	Keep current groups and groupings	<input type="text" value="No"/>	

Select Select

14. Scroll down and click **Next**.
15. Scroll down and Click **Perform Restore** on the next page.
16. Click **Continue** after the course restores (can take a few seconds)
17. The course template will be restored into the blank course we created earlier.

18. The remaining edit are as per previous site version with the settings in the GAA Course Admin Block to be filled.



19. Click **Edit Course Settings** in Course Administration block on the right-hand side to make some final edits.

- a. **Course category** – move the course from “Created in Drupal” to the relevant category e.g., Coach Education/Munster/Cork/Cork Traditional Courses
- b. **GAA region** – e.g., select Munster.
- c. **Course Award** – Select “Safeguarding 1” from the dropdown menu.
- d. **Address 1** – fill in course practical location.
- e. **City** – e.g., Cork
- f. **Country Region** – e.g., select Cork.
- g. **Course End date** – set to a few days up to a week after the course started.



20. Click Save and display.

21. Click Manage sessions.

- a. For each practical set the Start time and End time for the practical. Remember to have the date the same start and end – it is just the time that changes.

Edit session date/time

Session 'Practical Session 1 date and time'

Start time	8	January	2025	06	38	
End time	8	January	2025	10	38	

22. Click Enrol qualified tutor.

- Search for the tutor on the right
- Click Add green button to add correct tutor to left hand side.
- Click the course short name in the breadcrumb to go back to the main course page.

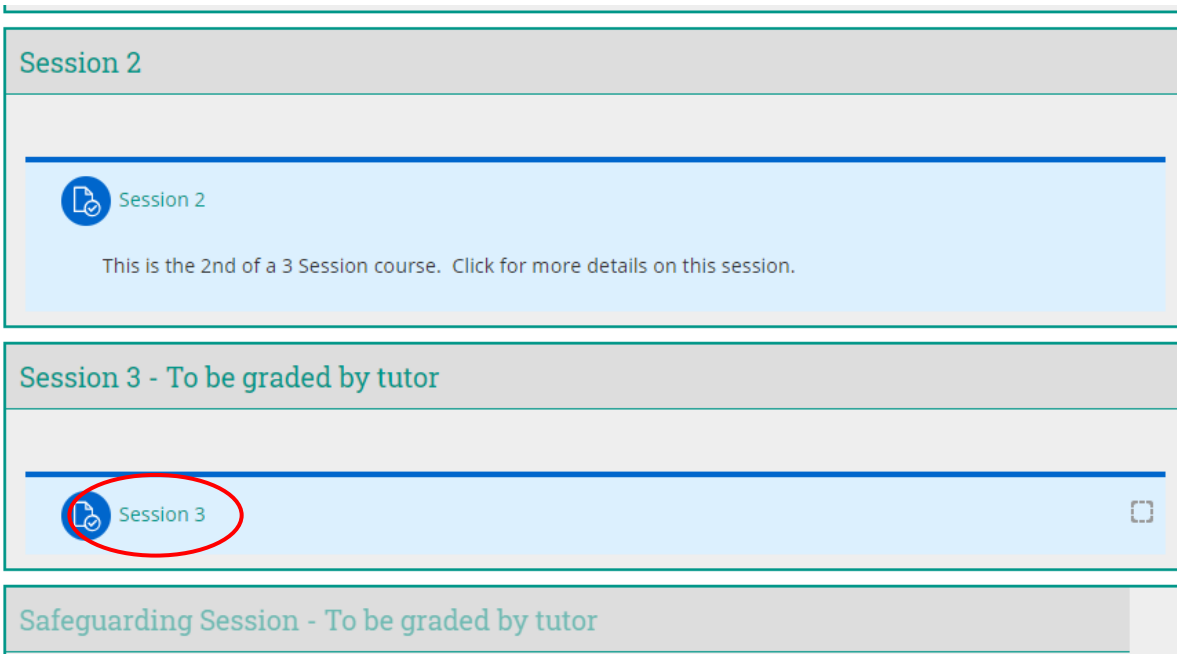
23. Click Enrol course coordinator.

- Select Correct County coordinator from the list and Add to the left panel.
- Click the course short name in the breadcrumb to go back to the main course page.

24. Click "Send for Internal Approval"

Grading Participants

- The tutor/coordinator will need to grade certain modules e.g., attendance at a practical in order for a student to be deemed complete. It is usually only the final session that the tutor needs to grade for attendance. Safeguarding must also be graded in the same way.



Session 2

Session 2

This is the 2nd of a 3 Session course. Click for more details on this session.

Session 3 - To be graded by tutor

Session 3

Safeguarding Session - To be graded by tutor







2. Click on the Session to be graded
3. Click “View all Submissions” button.
4. You should see a list of the participants names as per below with a drop-down menu under a Green grade button.

Grading action

First name

Surname

Page: 1

Select	User picture	First name / Surname	ID number	Email address	Status	Grade	Edit	Last modified (grade)
<input type="checkbox"/>		Michael Whelan		[Redacted]		Grade No grade ▾	Edit ▾	-
<input type="checkbox"/>		Shane Markham		[Redacted]		Grade No grade ▾	Edit ▾	-
<input type="checkbox"/>		Paudie Reale		[Redacted]		Grade No grade ▾	Edit ▾	-
<input type="checkbox"/>		Brian Mulcahy		[Redacted]		Grade No grade ▾	Edit ▾	-
<input type="checkbox"/>		ken Feen		[Redacted]		Grade No grade ▾	Edit ▾	-
<input type="checkbox"/>		christopher Oconnor		[Redacted]		Grade No grade ▾	Edit ▾	-

- If you do not see the Grade button with the drop-down option apposite every name, then scroll down to the bottom of the page and check the Quick grading box under Options.

With selected...

Lock submissions

▼ Options

Assignments per page

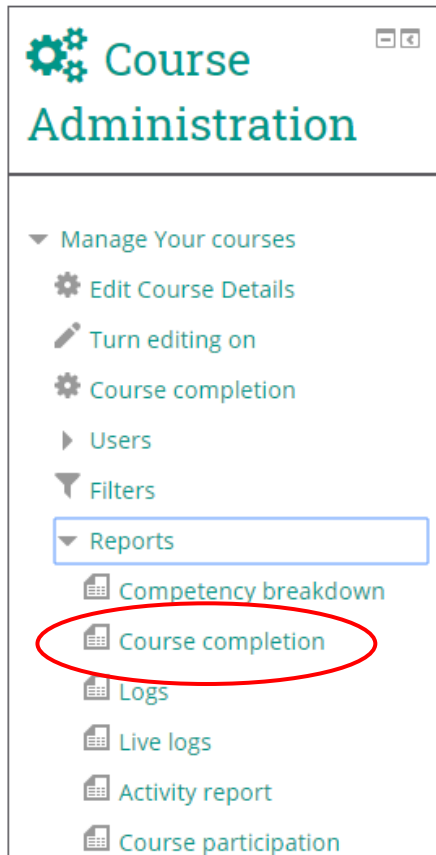
Quick grading

Show only active enrolments

6. Scroll back up and select Yes in the drop down for every participant who attended and leave it No Grade for those that did not. Do not select “No”
7. Click Save all quick grading changes.

Viewing Reports and Closing out the Course

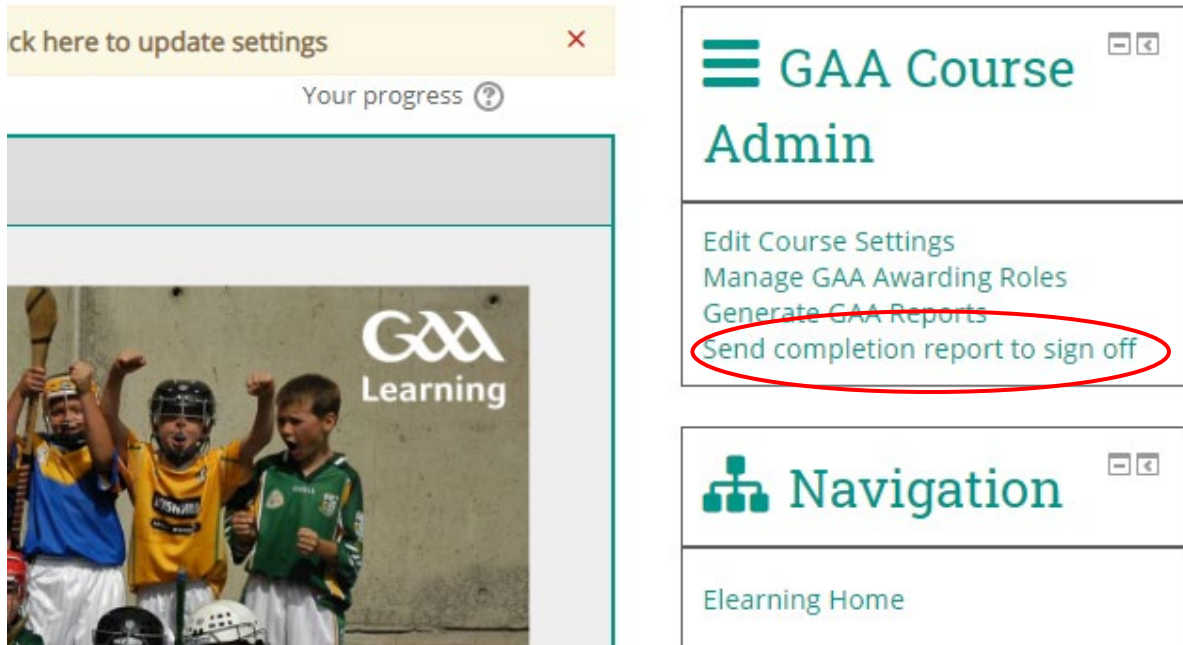
1. When the course is complete (and reached the closing date in the settings), graded and the tutor/coordinator is happy to close it out, they should see an option in the GAA Course Admin block to send a completion report to the regional coordinator.
2. Firstly, on the main course page and scroll down to the Course Admin block on the RHS.
3. Click Reports> Course completion to see a list of the students and what they need to do to complete the course.



4. You will need to wait for the system cron to run for the course to auto complete after you have graded all required activities. The final column “Course Complete” will auto-tick after about 15 mins.

Criteria group			Activities	Course	
Aggregation method			All	All	
Criteria			Session 3	Child Protection Awareness ...	Course complete
First name / Surname	ID number	Email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
christopher Oconnor		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Blackburn		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ken Feen		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shane Markham		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John McMahon		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Mulcahy		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin O Connor		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim O Sullivan		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diarmuid Quirke		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paudie Reale		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
jerry twomey		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Whelan		[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Once the final column is ticked you can send the course on for approval and processing.



Click here to update settings ✕

Your progress ?

GAA Course Admin ☰ ⌂

- Edit Course Settings
- Manage GAA Awarding Roles
- Generate GAA Reports
- Send completion report to sign off**

Navigation ☰ ⌂

Elearning Home

6. Click Send completion Report to sign off and this sends the course to the regional coordinator.