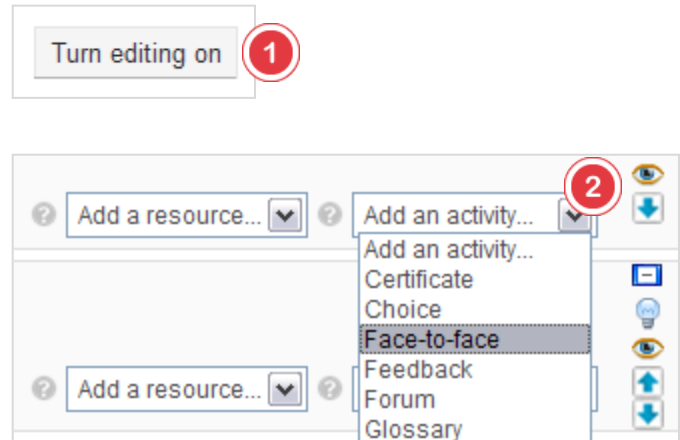


# Adding a Face-to-Face Activity to a Course

## Add the Face-to-Face Activity

1. Start at the main course page, and then click the **Turn editing on** button.
2. Click the **Add an activity** dropdown menu, and then select **Face-to-face**.
3. Enter the name of the Face-to-face session and a meaningful description.



**General**

Name\*

Description\*

3

The image shows the 'General' section of the activity configuration form. It has a title 'General'. Below it are two text input fields: 'Name\*' with the value 'Management Fundamentals Workshop' and 'Description\*' with the value 'In this hands-on session, participants will get hands-on experience responding to HR challenges.'. Below the description field is a rich text editor toolbar with various icons for text formatting and alignment. A red circle with the number '3' is positioned to the left of the description field, with a red line pointing to it.

4. Check the **Approval required** checkbox to require attendance approval from the learner's manager. Otherwise, leave this box unchecked.

Approval required

4

The image shows a checkbox labeled 'Approval required' with a question mark icon to its right. The checkbox is checked, indicated by a green checkmark. A red circle with the number '4' is next to the checkbox.

## Message Section

If the **Approval required** box is checked, you can edit the pre-populated messages that are sent to learners and managers.

5. The pre-populated messages include LDC data that appears within brackets. This LDC data is automatically inserted into the message. For example, **[firstname]** inserts the first name of

**Request message** ?

Subject

Message

5

The image shows the 'Request message' section of the activity configuration form. It has a title 'Request message' with a question mark icon. Below it are two text input fields: 'Subject' with the value 'Course booking request: [facetoface]' and 'Message' with the value 'Your request to book into the follow manager: [5] Participant: [firstname] [lastname] Course: [facetofacename] Cost: [cost]'. A red circle with the number '5' is next to the message field.

The **Confirmation message** is sent when a participant signs up for a session. The **Reminder message** is sent a few days before a session's start date. The **Wait-listed message** is sent when a learner signs up for a wait-listed session. The **Cancellation message** is sent when a registered course participant cancels their booking for a session, or when a Manager declines approval of a learner's request to attend a session.

6. The **Restrict access** section allows you to specify when the activity should be visible.

**Restrict access** 6

Allow access from ? 26 February 2013 00 00  Enable

Allow access until 26 February 2013 00 00  Enable

Grade condition ? (none) must be at least % and less than %

[Add grade conditions to form](#)

7. The **Activity completion** section allows you to define what must happen before this activity is considered complete. The **Completion tracking** dropdown menu allows you to specify these settings. You can choose to:

- Disable activity completion,
- Give the learner the ability to mark the activity complete, or
- Show the activity as complete when certain conditions are met.

**Activity completion** 7

Completion tracking ? Students can manually mark the activity as completed  
Do not indicate activity completion  
Students can manually mark the activity as completed  
Show activity as complete when conditions are met  
Student must receive a grade to complete this activity

Require view

Require grade ?

Expect completed on ? 25 February 2013  Enable