



# Gamification for Corporate and Professional Training

## Account Admin User Guide

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## LMS User-Role Guide

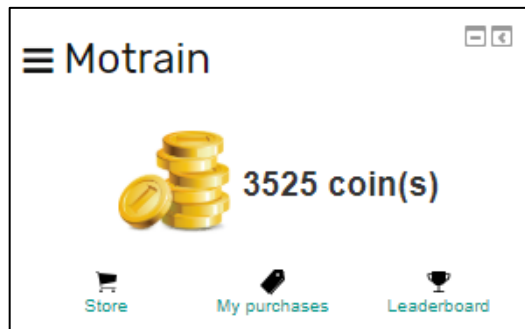
If you are an employee/professional using Motrain in your training, this guide will help you understand how virtual coins are earned and what you can do with them.

### **1. Coin Rewards**

There are three ways virtual coins are earned depending on how your organization has decided to set this up.





1. **Event Based** - Coins are earned when you interact with course material based on **CRUD** (**C**reate = 3 coins, **R**ead = 1 coin, **U**ppdate = 1 coin, and **D**elete = 0 coins) and not on grades. This system encourages students to keep coming back into Moodle regardless of their abilities. Examples of CRUD rewards are: Create a forum post (3 coins), Read a PDF file (1 coin), Update a file submission for an assignment (1 coin), Delete a Database entry (0 coins). There is a cheat guard that comes with the plugin, so the frequency of coin rewards will be limited during a session.
2. **Completion-based** - if completion rewards are turned on, you will earn coins when you meet certain criteria. For example, you might need to post to a Forum a minimum of 3 times, or you might need to achieve a minimum grade on a Quiz.
3. **Course Completion** - earn coins when a course is marked complete.

Look for the block in your course or on your dashboard.



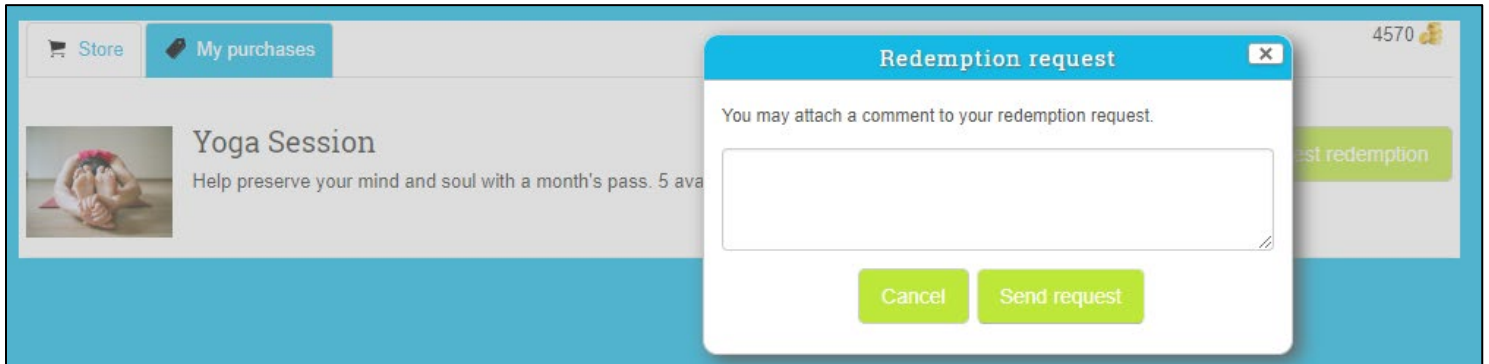
## 2. Store

In the Store, you can see the items listed by your organization. You can either buy items directly, buy entries to a raffle draw and increase your chance of winning the item, or bid on items in an auction.

Store		My purchases	Leaderboard				3525 🍌
	<b>Vacation Choice</b> When do you want to take your holidays this year? You choose. 52d left	Raffle	1 to win	2 entries	22% win chance	400 🍌 <a href="#">Buy</a>	
	<b>Charity Donation</b> We'll make a \$20 donation to the Red Cross in your name. 38d left				4 remaining	250 🍌 <a href="#">Buy</a>	
	<b>Gift Card</b> Win a \$20 gift card from Amazon! 43d left	Raffle	3 to win	2 entries	90% win chance	30 🍌 <a href="#">Buy</a>	
	<b>Yoga Session</b> Preserve your mind and body with a month's pass. 73d left	Raffle	2 to win	2 entries	70% win chance	15 🍌 <a href="#">Buy</a>	

### 3. My Purchases and Item Redemptions

You can buy items directly with your coins or buy entries to a raffle draw. Once you buy an item, it will be placed in My Purchases. When you would like to redeem an item, select the "Request Redemption" button and leave a message for your manager.



The winner of a raffle draw will have the item automatically placed in My Purchases.

Once the redemption request has been accepted, you will receive a notification with a message describing how and when the item can be redeemed.



NOTE: It can take up to an hour or more to receive this notification after it has been redeemed due to the synchronising schedules of the LMS.

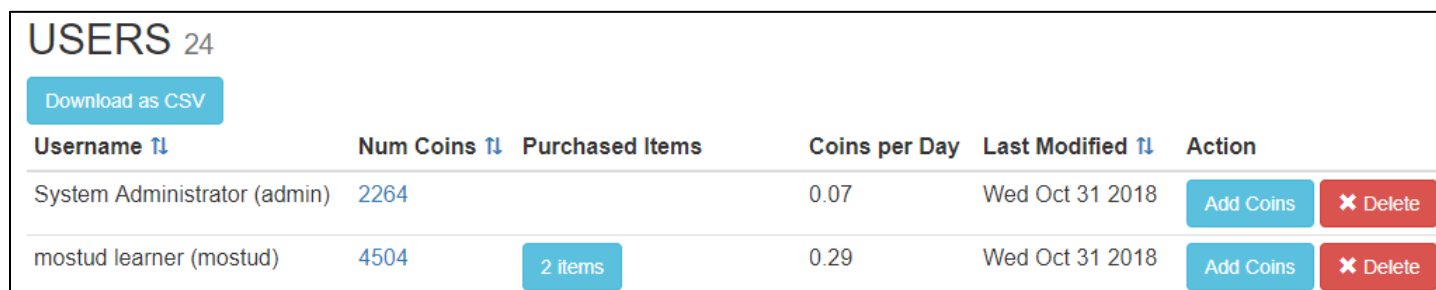
## Motrain **Section Admin** Dashboard Guide:



Welcome to the Motrain dashboard as a Section Administrator. From here, you can manage the platform for the users assigned to this section. If you manage multiple sections, **be sure to select the desired section from the top right drop down menu before performing any actions.**

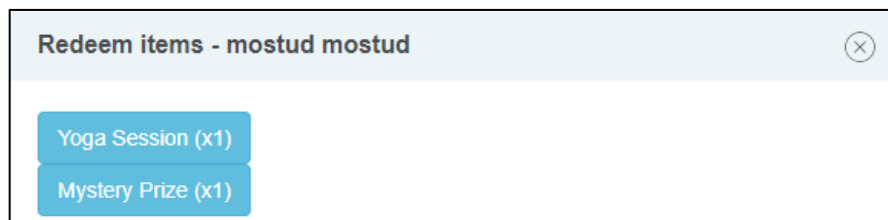
### Users:

The USERS page allows you to see individual coin analytics, manually add coins to users, and redeem items. Deleting a user will soft delete the user from the dashboard and they will no longer be displayed in any part of the platform, then every two weeks, our server will hard delete the user and all of their data. By clicking on the number of coins the user has, you can see their coin collecting history over the last two weeks.



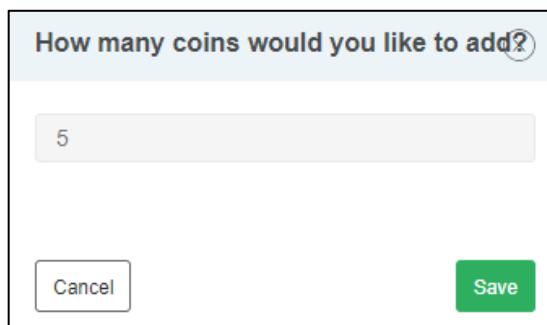
Username ↑	Num Coins ↑	Purchased Items	Coins per Day	Last Modified ↑	Action
System Administrator (admin)	2264		0.07	Wed Oct 31 2018	<a href="#">Add Coins</a> <a href="#">Delete</a>
mostud learner (mostud)	4504	<a href="#">2 items</a>	0.29	Wed Oct 31 2018	<a href="#">Add Coins</a> <a href="#">Delete</a>

Under Purchased Items, you can redeem items from users whenever you wish by simply selecting the item. This will remove the item from the user's cart, so be sure to have a redemption mechanism in place.



### Add Coins:

Manually add coins to a user for any reason you choose. Coins can take a few hours to show up in the user's block due to the synchronising schedules of the LMS.

A dialog box titled "How many coins would you like to add?" with a help icon (question mark) in the top right corner. It features a text input field containing the number "5". At the bottom, there are two buttons: "Cancel" and "Save".

## Redemption Requests:

The dashboard administrators that are given Redemption Request permissions can see these requests and redeem items accordingly with a congratulatory return message that can include specifics on how to claim the item. These return messages appear as notifications for the user in their LMS.

REDEMPTION REQUESTS			
User	Item	Message	Requested at
mostud learner (mostud)	Yoga Session	I would like to work on my flexibility. Where/when can I get my pass? Thx.	Mon Jun 25 2018

### REDEMPTION REQUESTS

User	Item	Requested at
mostud learner (mostud)	Yoga Session	Mon Jun 27 2018

**Accept redemption request**

Please provide a message for the beneficiary, for instance to include instructions or to congratulate them.

Great job on your progress! Please stop by HR to claim your item.

Cancel Accept

## Leaderboard:

You can enable/disable a leaderboard for your section with an anonymous option.

### User leaderboard

Leaderboard

Anonymous

Save

## Transactions:

This page keeps track of all the user transactions.

TRANSACTIONS <span>52</span>			
<a href="#">Download as CSV</a>			
Name	Type	Timestamp	Details
modevs1 tryhard (modevs1)	ItemPurchase	Sat Sep 08 2018	<b>Name:</b> Green Fees <b>Cost:</b> 25
modevs tester (modevs)	CoinsGained	Mon Jun 18 2018	<b>Coins gained:</b> 1

## Store – Add Section Item:

The STORE page is where you add items to the mobile app or block. Enter the **Name** of the item and its **Description**.

Next, enter the **Cost** per entry which is either the number of coins to directly purchase an item or the number of coins it costs per raffle entry. To help determine the price of an item, click on the graph to see the section’s average coin collecting history.


Under **Type**, a direct Purchase is where every user can purchase this item, and a Raffle is where users purchase entries to a raffle draw for this item. An item can also be placed in an Auction (more details below).

Under **Num Items**, you can set the number of items that are available for Purchase. For Raffles, this will be the number of winners drawn. If you want the item to have unlimited availability, check the unlimited box (available for direct purchases only). Only one item can be placed in an Auction.

**Self redemption** can be used for items or opportunities you allow users to redeem at their own time. Be sure to include a **Message after redemption** to congratulate users and provide guidance on how they can redeem this item.

The **Start** and **End Time** sets when this item is available to the users. You can add an **Image** for the item by choosing a file that will be displayed. We recommend 500x500 image sizes to avoid cropping.


### Add Section Item

Type	<input type="text" value="Type"/>
Name	<input type="text" value="Name"/>
Description	<input type="text" value="Enter a description here..."/>
Num Items	<input type="text" value="1"/> <input type="checkbox"/> Unlimited
Cost 	<input type="text" value="0"/>
Self redemption	<input type="text" value="Disabled"/>
Start Time	<input type="text"/>
End Time	<input type="text"/>
Image	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>	



Note: Raffle draws winners are automatically drawn once per day or can be manually drawn on the dashboard. The winner will have the item placed in their My Purchases as a regular item waiting for redemption.


Vacation Time



**Description:** Be among the first to choose your holiday schedule.  
**Cost:** 10  
**Type:** Raffle  
**Num Raffle Items:** 5  
**Start Time:** Wed, 07 Mar 2018 04:30:19 GMT  
**End Time:** Fri, 01 Jun 2018 16:30:00 GMT  
**Raffle Status:** Open  
**Time Left:** 0

### Auctions:

When creating an Auction Item, enter the cost for the **Opening bid**. The bar graph beside it shows the same coin analytics to help price the item. The **Bid increment** is the amount the item increases in price after each new bid and is automatically added. The **Handling fee** is the charge for making a bid. A losing bidder will have their coins returned except for the Handling fee. The winner will have the item placed in their My Purchases as a regular item waiting for redemption.

<b>Opening bid</b> 	<input type="text" value="50"/>
<b>Bid increment</b>	<input type="text" value="5"/>
<b>Handling fee</b>	<input type="text" value="2"/>

## Motrain **Account Admin** Dashboard Guide:



If you are an Account Admin, you have all the permissions of a Section Admin plus a few more. **The most important thing to keep in mind as an Account Admin is to be sure you select the desired Account and Section in the top right corner when working on the dashboard.**



### Sections:

SECTIONS are used to separate Moodle cohorts or Totara audiences into their own unique Motrain experience. We recommend naming a Section with the same name as the matching cohort or audience name in the LMS (see our bulk uploading system on the following page). Once a Section has been created, you can copy and paste the Private Key into the plugin for the matching cohort/audience. You can suspend/activate a Section in the Action column. If suspended, the users in the Section will not be able to access the platform and will not occupy active user spaces provided they haven't already logged in during that month.

### Create Section

Section Name

---

### Sections 4

Section Name	Email	Status	Action	Private Key
Globex Finance		Active	<input type="button" value="Suspend"/>	<input type="text" value="Copy/Paste Private Key in Plugin"/>
Globex R&D		Active	<input type="button" value="Suspend"/>	

### Leaderboards:

You can enable/disable a Section vs. Section leaderboard in your account with an anonymous option.

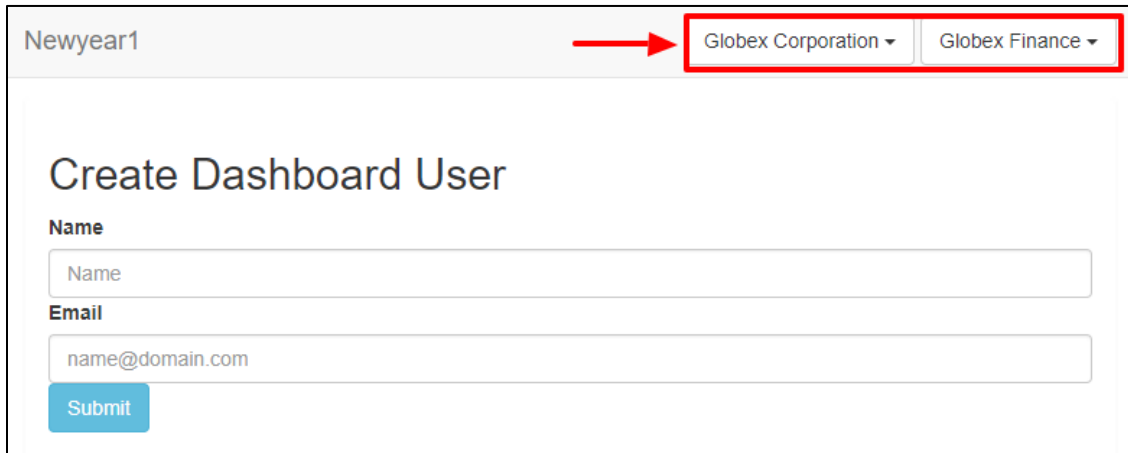
### Section vs. section leaderboard

Leaderboard

Anonymous

## Dashboard Users:

Before creating dashboard users, **ensure you have selected the correct account and section in the top right corner**. To invite a dashboard user to help manage an account and/or section, simply enter their name and email address. Once submitted, this user will receive a welcome email with login credentials and instructions.



Newyear1

Globex Corporation ▾ Globex Finance ▾

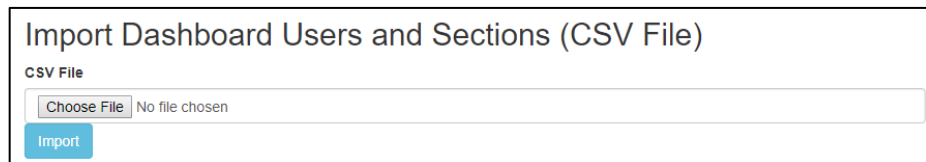
### Create Dashboard User

**Name**

**Email**

Submit

If you would like to create multiple sections, assign dashboard users, and set permissions **all at once**, you can use our bulk upload feature “Import Dashboard Users and Sections” with a CSV file.



Import Dashboard Users and Sections (CSV File)

CSV File

Choose File No file chosen

Import

The file formatting for columns are: firstname, lastname, email, cohort1, permission. By default, permissions are set to Section Admin, so you only need to include “accountadmin” in the column for users that need Account Admin permissions set. A sample csv list is below:

firstname	lastname	email	cohort1	permission
Josiah	Melledy	<a href="mailto:jmelledy0@globex.com">jmelledy0@globex.com</a>	Globex HR	
Adele	Tierney	<a href="mailto:atierney1@globex.com">atierney1@globex.com</a>	Globex Marketing	
Merwyn	Swindin	<a href="mailto:mwindin2@globex.com">mwindin2@globex.com</a>	Globex R&D	accountadmin
Ryon	Reddell	<a href="mailto:rreddell3@globex.com">rreddell3@globex.com</a>	Globex Finance	
Cleve	Ramiro	<a href="mailto:cramiro4@globex.com">cramiro4@globex.com</a>	Globex Industries	

Once a dashboard user has been created, you can set their User Role (Account Admin, Section Admin, or Custom). You can choose the accounts and sections they’ll have access to. To add a dashboard user to an account, **choose the account name in the dropdown menu** and click “add account” in the Accounts column. To add this user to a Section, **be sure to have the Account and Section chosen from the top menus**, then click the “Add Section” button in the Sections column. You can add multiple account and section permissions to a user, and if a user would like to receive our welcome email again, click the “resend email button”.

## Custom User Role

When selecting Custom User Role, choose Edit to assign specific permissions to a dashboard user.

Create Account	<input type="checkbox"/>
View Accounts	<input type="checkbox"/>
Set Permission	<input type="checkbox"/>
Create Dashboard User	<input type="checkbox"/>
Create Section	<input type="checkbox"/>
View Dashboard Users	<input type="checkbox"/>
View Sections	<input type="checkbox"/>
Create Store Item	<input checked="" type="checkbox"/>
Redeem Store Item	<input checked="" type="checkbox"/>
Receive redemption requests	<input checked="" type="checkbox"/>
Add Coins	<input checked="" type="checkbox"/>

## Store – Add Account Item:

The STORE page is where you add items to the mobile app or block. An Account Item is available to every user in all Sections within an Account. Think of these items as “Organization-wide items”. Choose All Sections highlighted in the drop down, then add the item.

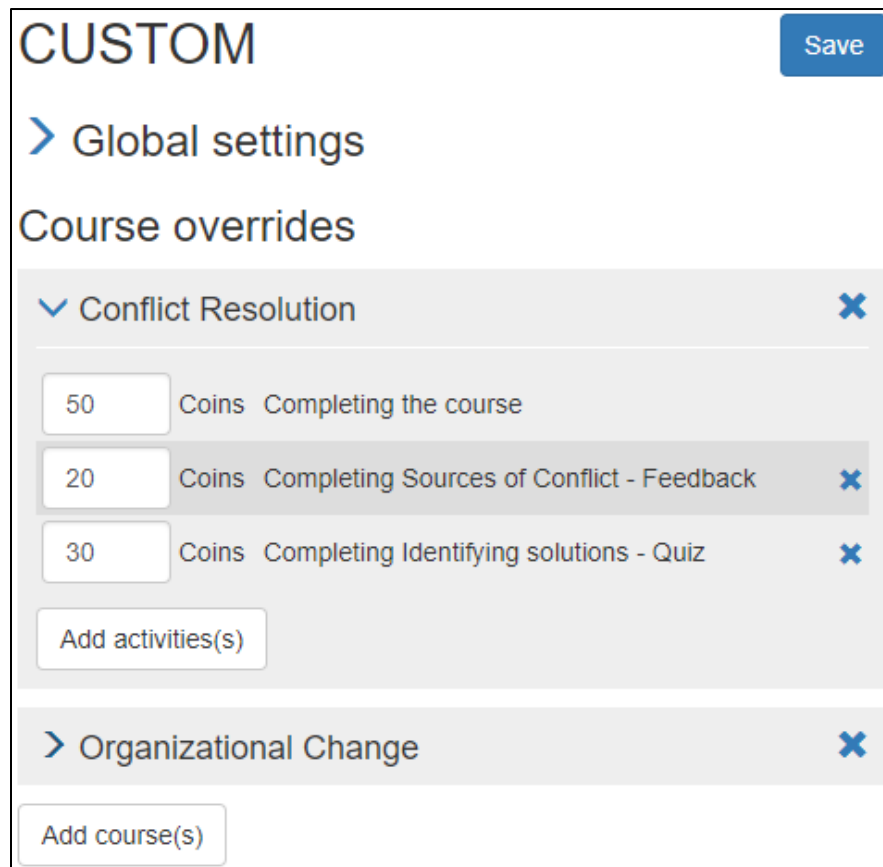


Notice the title changes to: **Add Account Item**. Section Admins cannot edit this item.

Note: If you'd like to add an item to a specific section, choose the Section in the drop down and add the item.

## Custom:

Customize the coin values for the platform. Under **Global settings**, set the default coin values for all course completion and activity type completion on your Moodle or Totara site. Your Moodle/Totara site must be linked for this feature to work (contact us or our Partner for help).

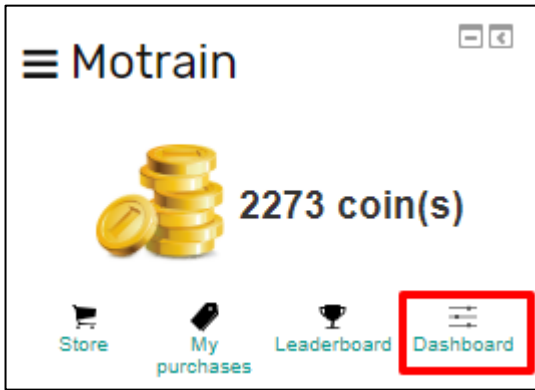


The screenshot shows a web interface titled "CUSTOM" with a "Save" button in the top right corner. Below the title is a navigation link "> Global settings". The main section is titled "Course overrides" and contains two expandable sections. The first section, "Conflict Resolution", is expanded and shows three rows of settings. Each row has a text input field for a coin value, the word "Coins", and a description of the activity. The first row has a value of 50 for "Completing the course". The second row has a value of 20 for "Completing Sources of Conflict - Feedback". The third row has a value of 30 for "Completing Identifying solutions - Quiz". Each row has a blue "X" icon to its right. Below these rows is a button labeled "Add activities(s)". The second section, "Organizational Change", is collapsed and shows a blue ">" icon and a blue "X" icon. Below this section is a button labeled "Add course(s)".

Value	Activity
50	Completing the course
20	Completing Sources of Conflict - Feedback
30	Completing Identifying solutions - Quiz

Under **Course overrides**, set the coin values specific to a course. You can add a course and customize the coin value for completing it and customize the coin values for specific activity completion within the course. These coin values override the Global settings.

## Linking a Moodle site for Single Sign-On and Custom Coin Values



Setting up automatic authentication from Moodle to the Motrain dashboard.

### **Set-up prerequisites**

- Moodle plugin `block_mootivated` v1.4.0 or greater
- Moodle plugin `local_mootivated` v1.7.0 or greater
- Moodle web services enabled
- Moodle REST protocol enabled

### **SSO prerequisites**

- A Moodle account with the permission `local/mootivated:ssodashboard`.
- A dashboard account with the same email address as in Moodle.
- The dashboard user's account must be linked to the Moodle site.
- The Moodle site must be publicly accessible.

## Moodle set-up

Create an API token for the dashboard

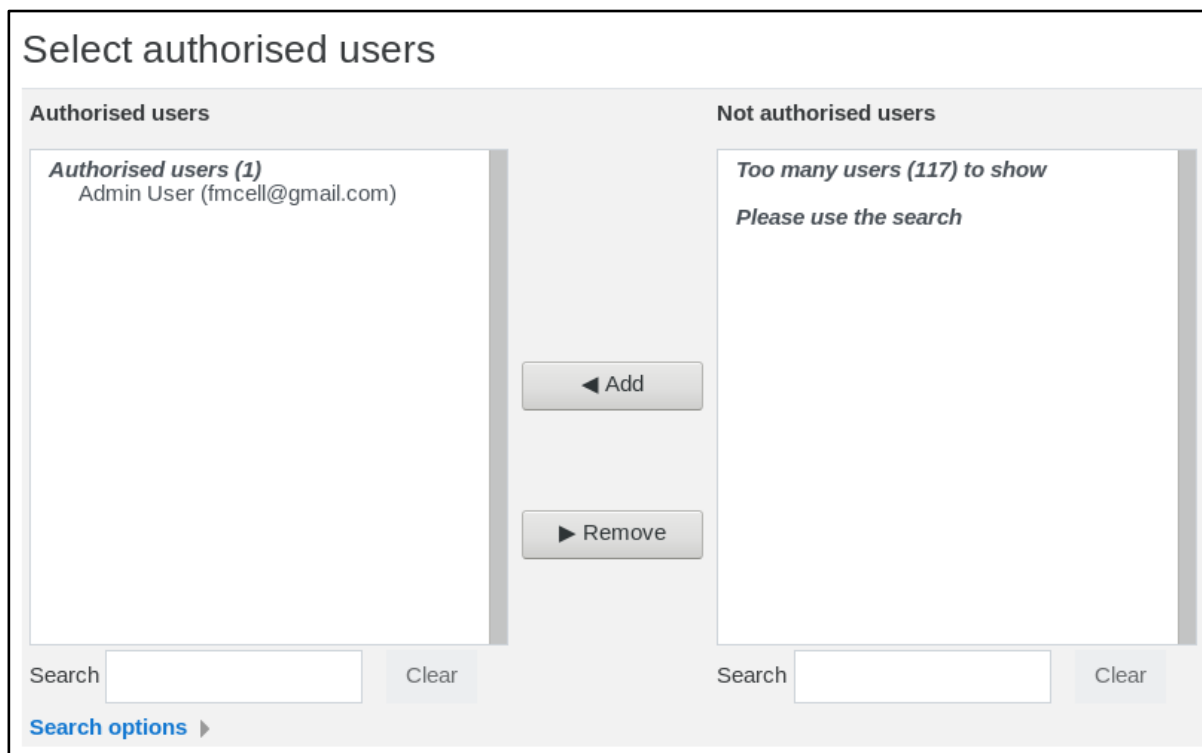
Navigate to the external services.

[Dashboard](#) / [Site administration](#) / [Plugins](#) / [Web services](#) / [External services](#)

Locate the the *Mootivated dashboard service*, and follow "Authorised users".

Mootivated dashboard service    local\_mootivated    [Functions](#)    [Authorised users](#)    [Edit](#)

Select the *Admin User*.



The screenshot shows the 'Select authorised users' interface. It is divided into two main sections: 'Authorised users' and 'Not authorised users'. The 'Authorised users' section on the left shows one user: 'Admin User (fmc@cell@gmail.com)'. The 'Not authorised users' section on the right shows a message: 'Too many users (117) to show. Please use the search'. Between the two sections are two buttons: 'Add' (with a left-pointing arrow) and 'Remove' (with a right-pointing arrow). At the bottom of each section, there is a search input field and a 'Clear' button. A 'Search options' link is located at the bottom left of the interface.

Navigate to the external tokens

[Dashboard](#) / [Site administration](#) / [Plugins](#) / [Web services](#) / [Manage tokens](#)

At **bottom** of the **page**, click the link "**Add**" to create a new token.

Select the *Admin User*, and select the “Mootivated dashboard service”. See below:


## Create token

▼ **Token**

User ! Admin User

Service ! Mootivated dashboard service

IP restriction

Valid until 16 August 2018   Enable

Save changes Cancel

Validate your changes, and make **note** (copy/paste) of the generated **token**. It will be displayed on the previous screen listing all tokens, probably on the last page if there is more than one. Here is an example:

2259555cba9777f019210bbacc2a9399	<a href="#">Admin User</a>	Mootivated dashboard service	<a href="#">Admin User</a>	<a href="#">Delete</a>
----------------------------------	----------------------------	------------------------------	----------------------------	------------------------



## Authorize users to SSO to the dashboard

Navigate to the “Roles” page, and click “Add a role”.

[Dashboard](#) / [Site administration](#) / [Users](#) / [Permissions](#) / [Define roles](#)

Do not use any archetype or role as base for this new role.

Use role or archetype

No role

Enter the following details:

Short name ?	<input type="text" value="mootivated_sso"/>
Custom full name ?	<input type="text" value="Mootivated SSO"/>
Custom description ?	<input type="text" value="A user with this role will be allowed to SSO to the Mootivated dashboard from Moodle."/>
Role archetype ?	<input type="text" value="None"/>
Context types where this role may be assigned	<input checked="" type="checkbox"/> System <input type="checkbox"/> User <input type="checkbox"/> Category <input type="checkbox"/> Course <input type="checkbox"/> Activity module <input type="checkbox"/> Block

Only allow the one permission ***local/mootivated:ssodashboard***.

Filter	<input type="text" value="ssodashboard"/>	<input type="button" value="Clear"/>
<b>Capability</b>	<b>Permission ?</b>	<b>Risks</b>
<b>Mootivated</b>		
<a href="#">Single Sign-On to dashboard</a>	<input type="radio"/>	<input checked="" type="radio"/>
local/mootivated:ssodashboard	Not set	Allow Prevent Prohibit

Finalise by clicking “Create role”.

Now **assign the role** to the users who will be allowed to SSO to the dashboard. Navigate to “Assign system roles”.

[Dashboard](#) / [Site administration](#) / [Users](#) / [Permissions](#) / [Assign system roles](#)

Select the “Mootivated SSO” role and select the relevant users.


The screenshot shows the 'Assign role 'Mootivated SSO' in System' interface. It is divided into two main sections: 'Existing users' and 'Potential users'. The 'Existing users' section lists three users: Lucy Mccoy (m1@example.com), Shawn Rhodes (m3@example.com), and Deann Soto (m2@example.com). The 'Potential users' section indicates that there are too many users (115) to show and suggests using the search function. Between the two sections are 'Add' and 'Remove' buttons. At the bottom of each section are search input fields and 'Clear' buttons. A 'Search options' link is also present at the bottom left.

The selected users will be allowed SSO to the dashboard from the block, provided they are registered with the same email address that exists on the dashboard, and they belong to an account linked to this Moodle site.

## Dashboard set-up

### Linking the Moodle site

Login to the dashboard, and navigate to the accounts, and locate your account.

Demo Account 	motrain	Payment Type: Annual Expiration Date: Fri Apr 05 2019 Users: / 30	Not linked	<a href="#">Set Payment Type</a> <a href="#">Moodle</a>
--	---------	---	------------	--

Click the “Moodle” button, and set your Moodle details.

### Demo Account

**URL**

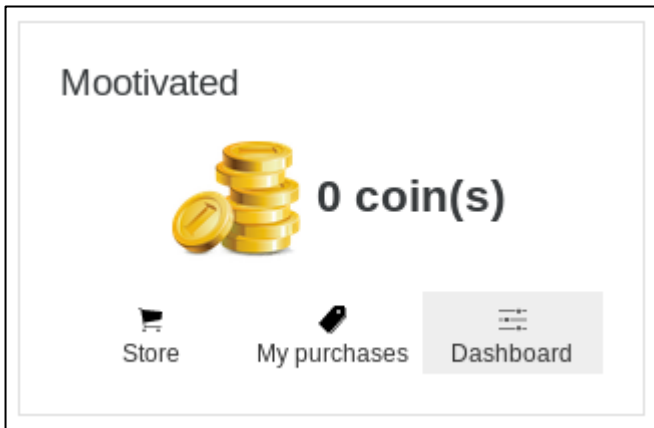
**Token**

[Cancel](#) [Save](#)

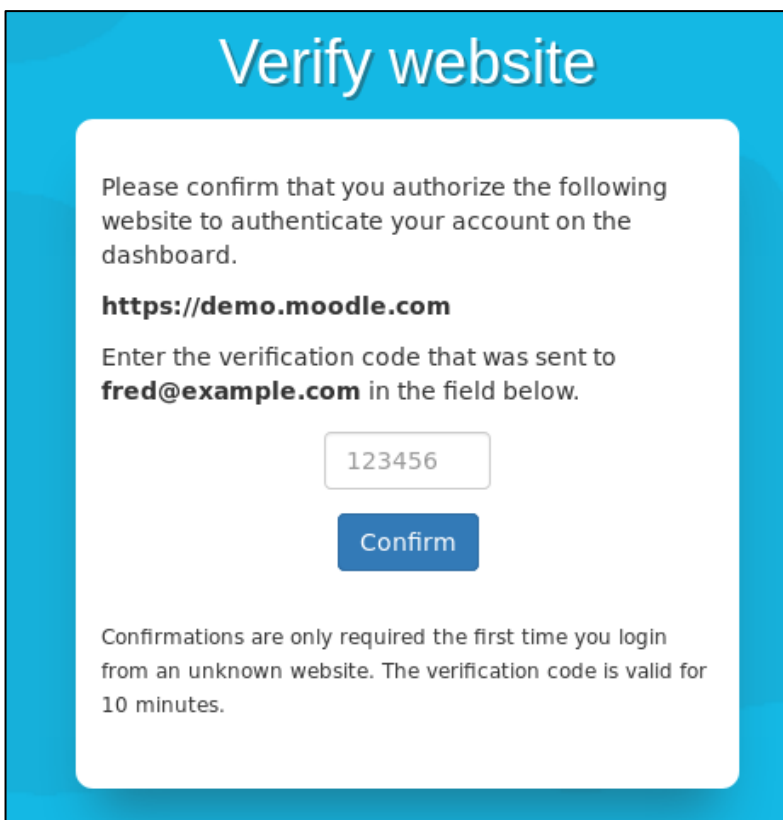
The “URL” must be the **exact** URL of your Moodle site. The **token** is the one we generated from Moodle. Note that two accounts may not share the same Moodle site. Once connected, the account status will change to “Linked”.

## SSO to the dashboard

Provided the dashboard and Moodle have been set-up, after logging in Moodle as a user who has the permission to SSO to the dashboard, the Mootivated block should display a link to the dashboard.



The first time an account connects to the dashboard from Moodle, they will have to confirm that the Moodle site is allowed to authenticate them. A verification code is sent to the person's email address.



Once confirmed, a Moodle site will no longer require verification.

# Mootivated/Motrain Plugin Guide

## Overview

The Mootivated/Motrain plugin for Moodle and Totara is used for:

- connecting the mobile app and server components to the Moodle/Totara server
- allows students to earn coins in Moodle/Totara and login to the mobile app
- allows teachers to login to the mobile app to redeem student items.

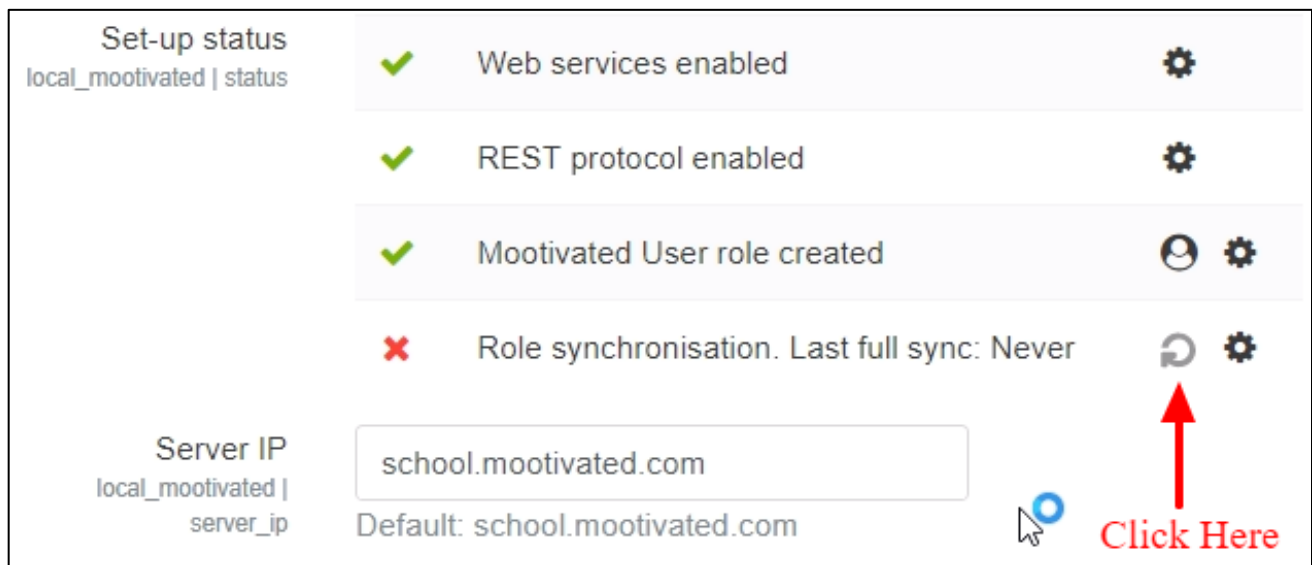
## Step 1: Plugin Installation

The first step to using the mobile app is installing the Moodle plugin. You can find the latest version of the block and plugin in the [Moodle Plugin Directory](#).

1. A video of the complete install and setup can be found [here](#).
2. Sign into Moodle using an administrator account.
3. In the administrator panel go to Site Administration >> Plugins >> Install Plugins.
4. Drag the ZIP file from your computer and drop it into the specific location on the web page.
5. Click "Install plugin from the ZIP file" and continue as prompted.

## Step 2: User Roles and Permissions

1. Now that the plugin is installed and the web services are set up, you will need to allow our platform to communicate with the plugin. The Mootivated User role has been created to do this. To auto-assign this role to existing users, run the Role Synchronisation. This will be a scheduled task that will run every 24hrs by default, and any new users will automatically be assigned the Mootivated User role.



The screenshot displays the 'Set-up status' for the Mootivated plugin. It shows four items: 'Web services enabled', 'REST protocol enabled', 'Mootivated User role created', and 'Role synchronisation. Last full sync: Never'. The first three items have green checkmarks, while the last one has a red 'X'. Below the status list is a text input field for 'Server IP' containing 'school.mootivated.com'. A red arrow points to a refresh icon next to the 'Role synchronisation' status, with the text 'Click Here' below it.

Set-up status	Icon	Status	Action
local_mootivated   status	✓	Web services enabled	⚙️
	✓	REST protocol enabled	⚙️
	✓	Mootivated User role created	👤 ⚙️
	✗	Role synchronisation. Last full sync: Never	🔄 ⚙️

Server IP:  Default: school.mootivated.com

Click Here

- If you would like to remove the Mootivated User role permissions and prevent users from accessing the platform, you can do this by clicking on the Assign Roles circled in red:



### 3. Important:

If you chose a Global subscription, use our server: dashboard.motrain.com

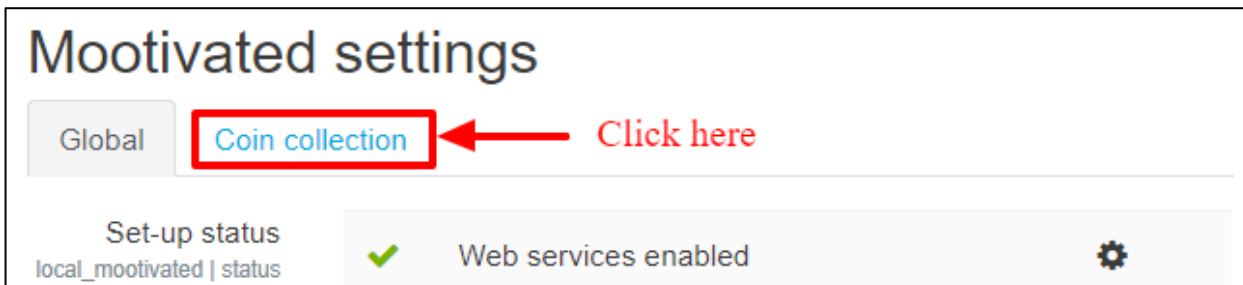
A form field for "Server IP" with the value "dashboard.motrain.com" entered. To the right, it says "Default: school.mootivated.com". Below the input field, there is a label "Mootivated server IP" and some smaller text "local\_mootivated | server\_ip".

If you chose an E.U. subscription, use our E.U. server: dashboard-de.motrain.com

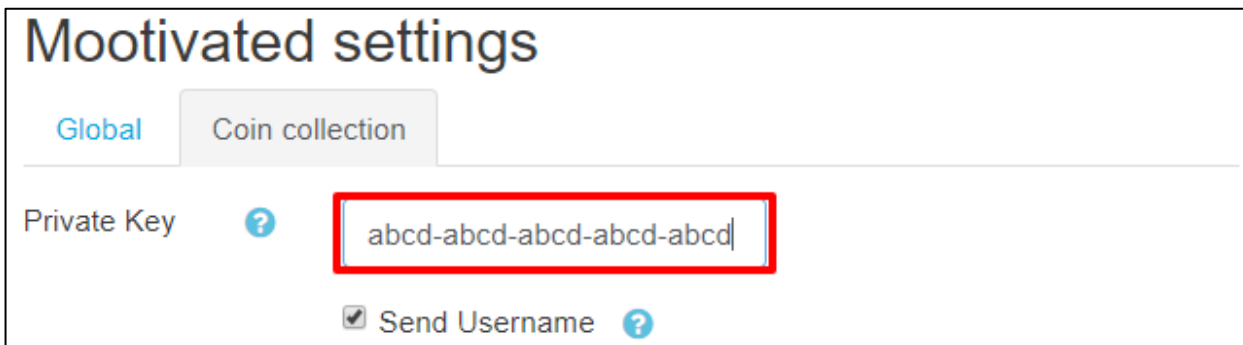
A form field for "Server IP" with the value "dashboard-de.motrain.com" entered. To the right, it says "Default: school.mootivated.com". Below the input field, there is a label "Mootivated server IP" and some smaller text "local\_mootivated | server\_ip".

## Step 3: Single Site Setup

If your Moodle server hosts only one site, you may now configure the Coin Collection:



Create a section on the web-dashboard, which creates an associated private key. Copy/paste the private key from the web-dashboard:

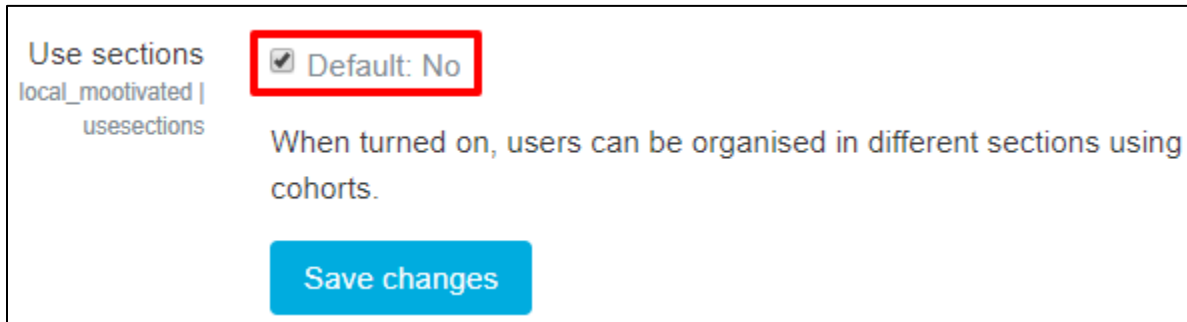


Reward settings: see Step 5

## Step 4: Multi-Tenancy Site Setup

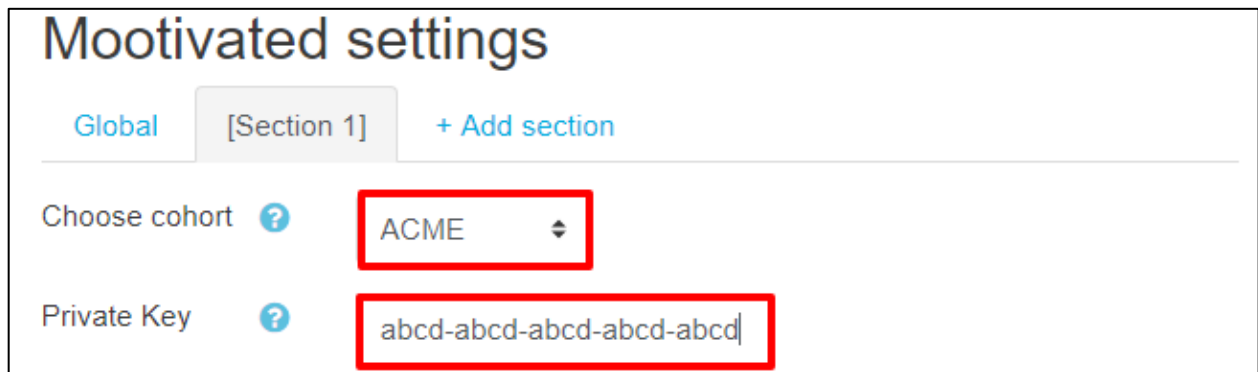
If a single Moodle IP is shared between multiple organizations, use sections. First, you must [create cohorts](#) (for screenshots on how to create cohorts, see step 6) and assign users to each cohort.

1. Turn on sections by checking the box:



The screenshot shows the 'Use sections' setting in Moodle. The setting is currently set to 'Default: No', which is highlighted with a red box. Below the setting, there is a description: 'When turned on, users can be organised in different sections using cohorts.' At the bottom of the form, there is a blue 'Save changes' button.

2. Choose the cohort. Create a corresponding section on the web-dashboard with the same name, which creates an associated private key. Copy/paste the private key from the web-dashboard:



The screenshot shows the 'Mootivated settings' page for a section. The page has tabs for 'Global' and '[Section 1]', with '+ Add section' next to it. Under the '[Section 1]' tab, there are two fields: 'Choose cohort' with a dropdown menu set to 'ACME' (highlighted with a red box), and 'Private Key' with a text input field containing 'abcd-abcd-abcd-abcd-abcd' (highlighted with a red box).

3. Continue adding sections in the same way, then run the Role Synchronisation when you're done.

## Step 5: Coin Rewards

There are four ways coins can be earned within the LMS.

1. [Event Based](#) - This is the easiest reward option as coins are awarded simply for users interacting with course material based on CRUD (Create = 3 coins, Read = 1 coin, Uppdate = 1 coin, and Delete = 0 coins).

If you would like to Test the event based rewards, be mindful of the cheat guard. The cheat guard restricts a user's ability to earn coins for the set time intervals and are fully customizable. **FOR TESTING PURPOSES ONLY**, please use the following set up:

Reward method	?	Event-based	⌵
Max. actions in time frame	?	1000	
Time frame for max. actions	?	1	seconds ⌵
Time between identical actions	?	1	seconds ⌵

**BE SURE TO CHANGE THESE SETTINGS BEFORE GOING LIVE WITH USERS. Default values are 10 actions/1 minute/1 hour, but you may adjust them accordingly.**



2. Completion-based, else event based - choose this option if users are required to have an activity marked as complete before coins are rewarded. This requires teachers to assign completion-based criteria for activities, and once an activity is marked complete, no further rewards can be earned for that activity. If an activity has completion turned off, then the activity will still award coins using the event-based system. You may configure the completion-based coin rewards as you see fit. These are global settings for the section, so all activity/resource types within the courses will be rewarded with these values.

Reward method ? **Completion-based, else event-based** ▾

Max. actions in time frame ?

Time frame for max. actions ?  

Time between identical actions ?  

▼ **Completion rewards** ?

Use recommended settings 

Assignment

Book

3. Completion-based - no coins are earned for events. Users will only earn coins when activities are marked complete, and the coin values are customized in the Completion rewards setting.
4. Dashboard Rules - set up specific course and activity completion rules on the dashboard. This requires the Moodle/Totara site to be linked to the dashboard via the token.
5. Course Completion - coins are earned only when a course is marked complete.

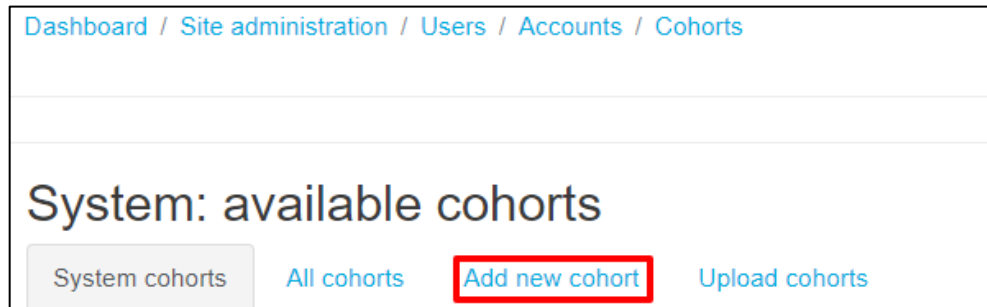
**Course completion reward** ?

Disabled

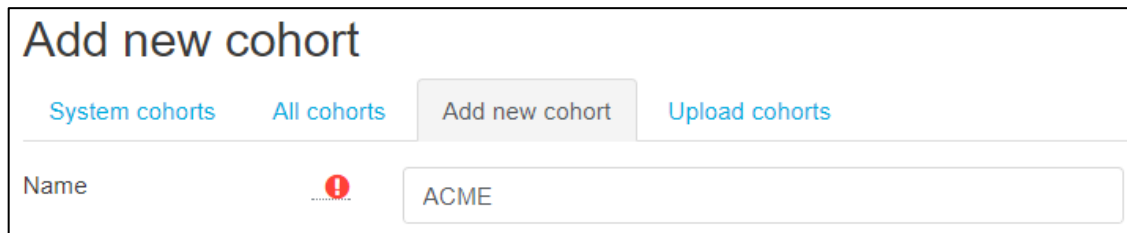
## Step 6: Add/Manage Sections With Cohorts/Audiences

If your Moodle or Totara server hosts multiple sites (multi-tenancy), or if you would like to create different sections within your account (Examples: for separate companies or schools, for different divisions within a company, for different grade levels within a school, for different faculties etc.) you can organize sections this way. Create a section by creating a cohort and assigning users to it. Each section has its own unique Mootivated/Motrain platform (users can only be assigned to one section).






1. Create cohort:



2. Create a name for the section and save:



3. Assign users to the section. A user can only belong to one cohort:

Name	Cohort ID	Description	Cohort size	Source	Edit
ACME			0	Created manually	   

4. Create corresponding Sections on the dashboard and assign their Private Key in the plugin.

Users will now earn coins for their online learning and can spend them as they wish. Use the web dashboard to customize the platform specifically for your users.

Thank you for choosing a Mootivation Technologies persuasive design platform!



# Gamification for Corporate and Professional Training

Domain Admin User Guide

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Moodle Administrator .....	22

## LMS User-Role Guide

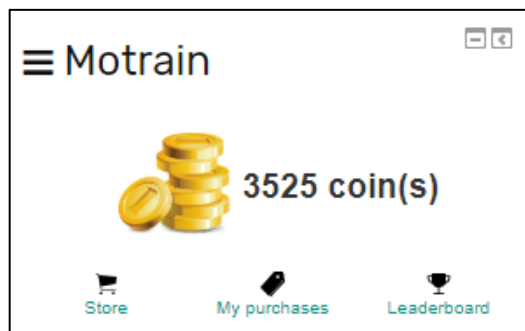
If you are an employee/professional using Motrain in your training, this guide will help you understand how virtual coins are earned and what you can do with them.

### **1. Coin Rewards**

There are three ways virtual coins are earned depending on how your organization has decided to set this up.





1. **Event Based** - Coins are earned when you interact with course material based on **CRUD** (**C**reate = 3 coins, **R**ead = 1 coin, **U**ppdate = 1 coin, and **D**elete = 0 coins) and not on grades. This system encourages students to keep coming back into Moodle regardless of their abilities. Examples of CRUD rewards are: Create a forum post (3 coins), Read a PDF file (1 coin), Update a file submission for an assignment (1 coin), Delete a Database entry (0 coins). There is a cheat guard that comes with the plugin, so the frequency of coin rewards will be limited during a session.
2. **Completion-based** - if completion rewards are turned on, you will earn coins when you meet certain criteria. For example, you might need to post to a Forum a minimum of 3 times, or you might need to achieve a minimum grade on a Quiz.
3. **Course Completion** - earn coins when a course is marked complete.

Look for the block in your course or on your dashboard.



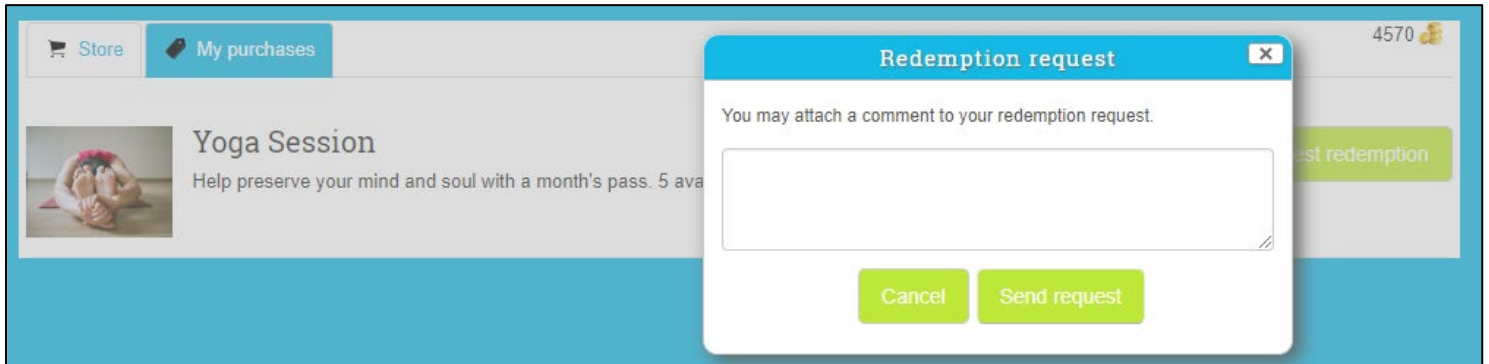
## 2. Store

In the Store, you can see the items listed by your organization. You can either buy items directly, buy entries to a raffle draw and increase your chance of winning the item, or bid on items in an auction.

Store		My purchases	Leaderboard				3525 🍌
	<b>Vacation Choice</b> When do you want to take your holidays this year? You choose. 52d left	Raffle	1 to win	2 entries	22% win chance	400 🍌 <a href="#">Buy</a>	
	<b>Charity Donation</b> We'll make a \$20 donation to the Red Cross in your name. 38d left				4 remaining	250 🍌 <a href="#">Buy</a>	
	<b>Gift Card</b> Win a \$20 gift card from Amazon! 43d left	Raffle	3 to win	2 entries	90% win chance	30 🍌 <a href="#">Buy</a>	
	<b>Yoga Session</b> Preserve your mind and body with a month's pass. 73d left	Raffle	2 to win	2 entries	70% win chance	15 🍌 <a href="#">Buy</a>	

### 3. My Purchases and Item Redemptions

You can buy items directly with your coins or buy entries to a raffle draw. Once you buy an item, it will be placed in My Purchases. When you would like to redeem an item, select the "Request Redemption" button and leave a message for your manager.



The winner of a raffle draw will have the item automatically placed in My Purchases.

Once the redemption request has been accepted, you will receive a notification with a message describing how and when the item can be redeemed.



NOTE: It can take up to an hour or more to receive this notification after it has been redeemed due to the synchronising schedules of the LMS.

## Motrain **Section Admin** Dashboard Guide:



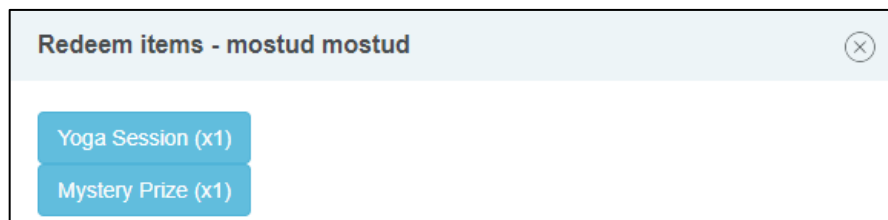
Welcome to the Motrain dashboard as a Section Administrator. From here, you can manage the platform for the users assigned to this section. If you manage multiple sections, **be sure to select the desired section from the top right drop down menu before performing any actions.**

### Users:

The USERS page allows you to see individual coin analytics, manually add coins to users, and redeem items. Deleting a user will soft delete the user from the dashboard and they will no longer be displayed in any part of the platform, then every two weeks, our server will hard delete the user and all of their data. By clicking on the number of coins the user has, you can see their coin collecting history over the last two weeks.

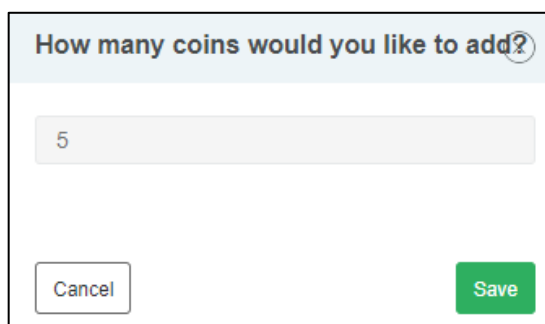
USERS 24						
Download as CSV						
Username ↑	Num Coins ↑	Purchased Items	Coins per Day	Last Modified ↑	Action	
System Administrator (admin)	2264		0.07	Wed Oct 31 2018	<a href="#">Add Coins</a>	<a href="#">Delete</a>
mostud learner (mostud)	4504	<a href="#">2 items</a>	0.29	Wed Oct 31 2018	<a href="#">Add Coins</a>	<a href="#">Delete</a>

Under Purchased Items, you can redeem items from users whenever you wish by simply selecting the item. This will remove the item from the user's cart, so be sure to have a redemption mechanism in place.



### Add Coins:

Manually add coins to a user for any reason you choose. Coins can take a few hours to show up in the user's block due to the synchronising schedules of the LMS.

A dialog box titled 'How many coins would you like to add?' with a help icon. It features a text input field containing the number '5'. At the bottom, there are two buttons: 'Cancel' and 'Save'.



## Redemption Requests:

The dashboard administrators that are given Redemption Request permissions can see these requests and redeem items accordingly with a congratulatory return message that can include specifics on how to claim the item. These return messages appear as notifications for the user in their LMS.

REDEMPTION REQUESTS			
User	Item	Message	Requested at
mostud learner (mostud)	Yoga Session	I would like to work on my flexibility. Where/when can I get my pass? Thx.	Mon Jun 25 2018

### REDEMPTION REQUESTS

User	Item	Requested at
mostud learner (mostud)	Yoga Session	Jun 27 2018

**Accept redemption request**

Please provide a message for the beneficiary, for instance to include instructions or to congratulate them.

Great job on your progress! Please stop by HR to claim your item.

Cancel Accept

## Leaderboard:

You can enable/disable a leaderboard for your section with an anonymous option.

### User leaderboard

Leaderboard

Anonymous

Save

## Transactions:

This page keeps track of all the user transactions.

TRANSACTIONS <span>52</span>			
<a href="#">Download as CSV</a>			
Name	Type	Timestamp	Details
modevs1 tryhard (modevs1)	ItemPurchase	Sat Sep 08 2018	<b>Name:</b> Green Fees <b>Cost:</b> 25
modevs tester (modevs)	CoinsGained	Mon Jun 18 2018	<b>Coins gained:</b> 1

## Store – Add Section Item:

The STORE page is where you add items to the mobile app or block. Enter the **Name** of the item and its **Description**.

Next, enter the **Cost** per entry which is either the number of coins to directly purchase an item or the number of coins it costs per raffle entry. To help determine the price of an item, click on the graph to see the section’s average coin collecting history.


Under **Type**, a direct Purchase is where every user can purchase this item, and a Raffle is where users purchase entries to a raffle draw for this item. An item can also be placed in an Auction (more details below).

Under **Num Items**, you can set the number of items that are available for Purchase. For Raffles, this will be the number of winners drawn. If you want the item to have unlimited availability, check the unlimited box (available for direct purchases only). Only one item can be placed in an Auction.

**Self redemption** can be used for items or opportunities you allow users to redeem at their own time. Be sure to include a **Message after redemption** to congratulate users and provide guidance on how they can redeem this item.


The **Start** and **End Time** sets when this item is available to the users. You can add an **Image** for the item by choosing a file that will be displayed. We recommend 500x500 image sizes to avoid cropping.

### Add Section Item

Type	<input type="text" value="Type"/>
Name	<input type="text" value="Name"/>
Description	<input type="text" value="Enter a description here..."/>
Num Items	<input type="text" value="1"/> <input type="checkbox"/> Unlimited
Cost 	<input type="text" value="0"/>
Self redemption	<input type="text" value="Disabled"/>
Start Time	<input type="text"/>
End Time	<input type="text"/>
Image	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>	

Note: Raffle draws winners are automatically drawn once per day or can be manually drawn on the dashboard. The winner will have the item placed in their My Purchases as a regular item waiting for redemption.


Vacation Time



**Description:** Be among the first to choose your holiday schedule.  
**Cost:** 10  
**Type:** Raffle  
**Num Raffle Items:** 5  
**Start Time:** Wed, 07 Mar 2018 04:30:19 GMT  
**End Time:** Fri, 01 Jun 2018 16:30:00 GMT  
**Raffle Status:** Open  
**Time Left:** 0

### Auctions:

When creating an Auction Item, enter the cost for the **Opening bid**. The bar graph beside it shows the same coin analytics to help price the item. The **Bid increment** is the amount the item increases in price after each new bid and is automatically added. The **Handling fee** is the charge for making a bid. A losing bidder will have their coins returned except for the Handling fee. The winner will have the item placed in their My Purchases as a regular item waiting for redemption.

<b>Opening bid</b> 	<input type="text" value="50"/>
<b>Bid increment</b>	<input type="text" value="5"/>
<b>Handling fee</b>	<input type="text" value="2"/>

## Motrain **Account Admin** Dashboard Guide:

Motrain USERS STORE SECTIONS CUSTOM DASHBOARD USERS

If you are an Account Admin, you have all the permissions of a Section Admin plus a few more. **The most important thing to keep in mind as an Account Admin is to be sure you select the desired Account and Section in the top right corner when working on the dashboard.**

Globex Corporation All Sections

### Sections:

SECTIONS are used to separate Moodle cohorts or Totara audiences into their own unique Motrain experience. We recommend naming a Section with the same name as the matching cohort or audience name in the LMS (see our bulk uploading system on the following page). Once a Section has been created, you can copy and paste the Private Key into the plugin for the matching cohort/audience. You can suspend/activate a Section in the Action column. If suspended, the users in the Section will not be able to access the platform and will not occupy active user spaces provided they haven't already logged in during that month.

### Create Section

Section Name

Section Name

Create Section

### Sections 4

Download as CSV

Section Name ↑	Email ↑	Status ↑	Action	Private Key
Globex Finance ✎		Active	Suspend	Copy/Paste Private Key in Plugin
Globex R&D ✎		Active	Suspend	

### Leaderboards:

You can enable/disable a Section vs. Section leaderboard in your account with an anonymous option.

### Section vs. section leaderboard

Save

Leaderboard

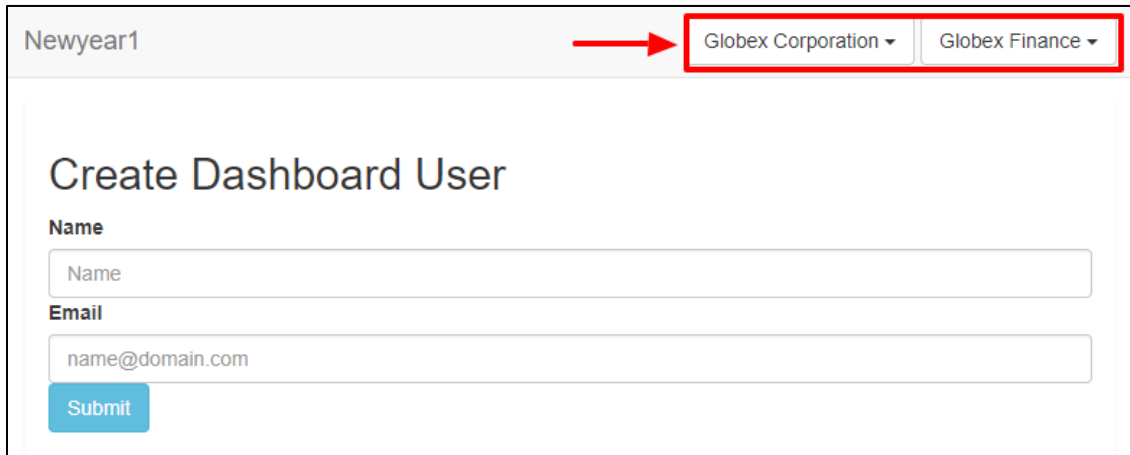
Enabled

Anonymous

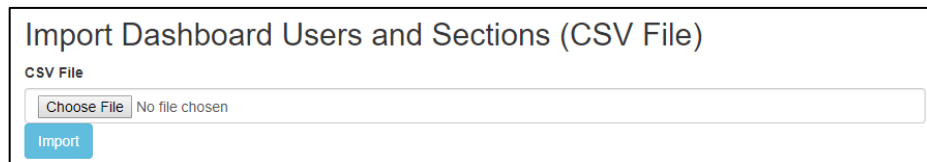
No

## Dashboard Users:

Before creating dashboard users, **ensure you have selected the correct account and section in the top right corner**. To invite a dashboard user to help manage an account and/or section, simply enter their name and email address. Once submitted, this user will receive a welcome email with login credentials and instructions.



If you would like to create multiple sections, assign dashboard users, and set permissions **all at once**, you can use our bulk upload feature “Import Dashboard Users and Sections” with a CSV file.



The file formatting for columns are: firstname, lastname, email, cohort1, permission. By default, permissions are set to Section Admin, so you only need to include “accountadmin” in the column for users that need Account Admin permissions set. A sample csv list is below:

firstname	lastname	email	cohort1	permission
Josiah	Melledy	<a href="mailto:jmelledy0@globex.com">jmelledy0@globex.com</a>	Globex HR	
Adele	Tierney	<a href="mailto:atierney1@globex.com">atierney1@globex.com</a>	Globex Marketing	
Merwyn	Swindin	<a href="mailto:mwindin2@globex.com">mwindin2@globex.com</a>	Globex R&D	accountadmin
Ryon	Reddell	<a href="mailto:rreddell3@globex.com">rreddell3@globex.com</a>	Globex Finance	
Cleve	Ramiro	<a href="mailto:cramiro4@globex.com">cramiro4@globex.com</a>	Globex Industries	

Once a dashboard user has been created, you can set their User Role (Account Admin, Section Admin, or Custom). You can choose the accounts and sections they’ll have access to. To add a dashboard user to an account, **choose the account name in the dropdown menu** and click “add account” in the Accounts column. To add this user to a Section, **be sure to have the Account and Section chosen from the top menus**, then click the “Add Section” button in the Sections column. You can add multiple account and section permissions to a user, and if a user would like to receive our welcome email again, click the “resend email button”.

## Custom User Role

When selecting Custom User Role, choose Edit to assign specific permissions to a dashboard user.

Create Account	<input type="checkbox"/>
View Accounts	<input type="checkbox"/>
Set Permission	<input type="checkbox"/>
Create Dashboard User	<input type="checkbox"/>
Create Section	<input type="checkbox"/>
View Dashboard Users	<input type="checkbox"/>
View Sections	<input type="checkbox"/>
Create Store Item	<input checked="" type="checkbox"/>
Redeem Store Item	<input checked="" type="checkbox"/>
Receive redemption requests	<input checked="" type="checkbox"/>
Add Coins	<input checked="" type="checkbox"/>

## Store – Add Account Item:

The STORE page is where you add items to the mobile app or block. An Account Item is available to every user in all Sections within an Account. Think of these items as “Organization-wide items”. Choose All Sections highlighted in the drop down, then add the item.



Notice the title changes to: **Add Account Item**. Section Admins cannot edit this item.

Note: If you'd like to add an item to a specific section, choose the Section in the drop down and add the item.

## Custom:

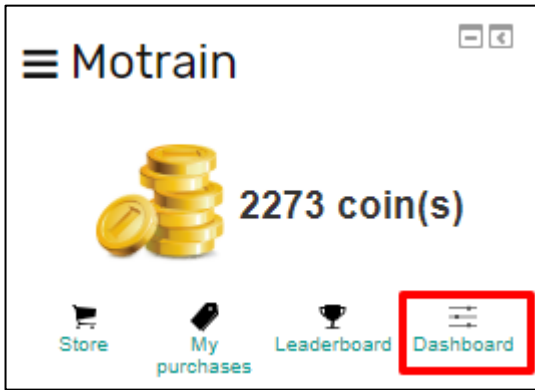
Customize the coin values for the platform. Under **Global settings**, set the default coin values for all course completion and activity type completion on your Moodle or Totara site. Your Moodle/Totara site must be linked for this feature to work (contact us or our Partner for help).

The screenshot shows a settings page titled 'CUSTOM' with a 'Save' button in the top right corner. Below the title is a link for 'Global settings'. The main section is 'Course overrides', which is currently expanded to show 'Conflict Resolution'. Under 'Conflict Resolution', there are three rows, each with a text input field for a coin value, the text 'Coins', and the activity name. The first row has '50' coins for 'Completing the course'. The second row has '20' coins for 'Completing Sources of Conflict - Feedback'. The third row has '30' coins for 'Completing Identifying solutions - Quiz'. Each row has a blue 'X' icon to its right. Below these rows is a button labeled 'Add activities(s)'. Below the 'Conflict Resolution' section is a link for 'Organizational Change' with a blue 'X' icon to its right. At the bottom of the 'Organizational Change' section is a button labeled 'Add course(s)'.

Coins	Activity
50	Completing the course
20	Completing Sources of Conflict - Feedback
30	Completing Identifying solutions - Quiz

Under **Course overrides**, set the coin values specific to a course. You can add a course and customize the coin value for completing it and customize the coin values for specific activity completion within the course. These coin values override the Global settings.

## Linking a Moodle site for Single Sign-On and Custom Coin Values



Setting up automatic authentication from Moodle to the Motrain dashboard.

### **Set-up prerequisites**

- Moodle plugin `block_mootivated` v1.4.0 or greater
- Moodle plugin `local_mootivated` v1.7.0 or greater
- Moodle web services enabled
- Moodle REST protocol enabled

### **SSO prerequisites**

- A Moodle account with the permission `local/mootivated:ssodashboard`.
- A dashboard account with the same email address as in Moodle.
- The dashboard user's account must be linked to the Moodle site.
- The Moodle site must be publicly accessible.



## Moodle set-up

Create an API token for the dashboard

Navigate to the external services.

[Dashboard](#) / [Site administration](#) / [Plugins](#) / [Web services](#) / [External services](#)

Locate the the *Mootivated dashboard service*, and follow "Authorised users".

Mootivated dashboard service    local\_mootivated    [Functions](#)    [Authorised users](#)    [Edit](#)

Select the *Admin User*.

### Select authorised users

Authorised users	Not authorised users
<p><i>Authorised users (1)</i> Admin User (fmc@cell@gmail.com)</p>	<p><i>Too many users (117) to show</i> <i>Please use the search</i></p>
	<p>◀ Add</p>
	<p>▶ Remove</p>
Search <input type="text"/> <input type="button" value="Clear"/>	Search <input type="text"/> <input type="button" value="Clear"/>
<a href="#">Search options</a> ▶	

Navigate to the external tokens

[Dashboard](#) / [Site administration](#) / [Plugins](#) / [Web services](#) / [Manage tokens](#)

At **bottom** of the **page**, click the link "**Add**" to create a new token.

Select the *Admin User*, and select the “Mootivated dashboard service”. See below:

## Create token


▼ **Token**

User ! Admin User

Search ▼

Service ! Mootivated dashboard service ▼

IP restriction

Valid until 16 August 2018   Enable

---

Save changes Cancel

Validate your changes, and make **note** (copy/paste) of the generated **token**. It will be displayed on the previous screen listing all tokens, probably on the last page if there is more than one. Here is an example:

2259555cba9777f019210bbacc2a9399	<a href="#">Admin User</a>	Mootivated dashboard service	<a href="#">Admin User</a>	<a href="#">Delete</a>
----------------------------------	----------------------------	------------------------------	----------------------------	------------------------

## Authorize users to SSO to the dashboard

Navigate to the “Roles” page, and click “Add a role”.

[Dashboard](#) / [Site administration](#) / [Users](#) / [Permissions](#) / [Define roles](#)

Do not use any archetype or role as base for this new role.

Use role or archetype

No role

Enter the following details:

Short name ?	<input type="text" value="mootivated_sso"/>
Custom full name ?	<input type="text" value="Mootivated SSO"/>
Custom description ?	<input type="text" value="A user with this role will be allowed to &lt;u&gt;SSO&lt;/u&gt; to the &lt;u&gt;Mootivated&lt;/u&gt; dashboard from &lt;u&gt;Moodle&lt;/u&gt;."/>
Role archetype ?	<input type="text" value="None"/>
Context types where this role may be assigned	<input checked="" type="checkbox"/> System <input type="checkbox"/> User <input type="checkbox"/> Category <input type="checkbox"/> Course <input type="checkbox"/> Activity module <input type="checkbox"/> Block

Only allow the one permission ***local/mootivated:ssodashboard***.

Filter	<input type="text" value="ssodashboard"/>	<input type="button" value="Clear"/>
<b>Capability</b>	<b>Permission ?</b>	<b>Risks</b>
<b>Mootivated</b>		
<a href="#">Single Sign-On to dashboard</a>	<input type="radio"/>	<input checked="" type="radio"/>
local/mootivated:ssodashboard	Not set	Allow Prevent Prohibit

Finalise by clicking “Create role”.

Now **assign the role** to the users who will be allowed to SSO to the dashboard. Navigate to “Assign system roles”.

[Dashboard](#) / [Site administration](#) / [Users](#) / [Permissions](#) / [Assign system roles](#)

Select the “Mootivated SSO” role and select the relevant users.


The screenshot shows the 'Assign role 'Mootivated SSO' in System' interface. It is divided into two main sections: 'Existing users' and 'Potential users'. The 'Existing users' section lists three users: Lucy Mccoy (m1@example.com), Shawn Rhodes (m3@example.com), and Deann Soto (m2@example.com). The 'Potential users' section indicates that there are too many users (115) to show and suggests using the search function. Between the two sections are 'Add' and 'Remove' buttons. At the bottom of each section, there is a search input field and a 'Clear' button. A 'Search options' link is also present at the bottom left.

The selected users will be allowed SSO to the dashboard from the block, provided they are registered with the same email address that exists on the dashboard, and they belong to an account linked to this Moodle site.

## Dashboard set-up

### Linking the Moodle site

Login to the dashboard, and navigate to the accounts, and locate your account.

Demo Account 	motrain	Payment Type: Annual Expiration Date: Fri Apr 05 2019 Users: / 30	Not linked	<a href="#">Set Payment Type</a> <a href="#">Moodle</a>
--	---------	---	------------	--

Click the “Moodle” button, and set your Moodle details.

### Demo Account

**URL**

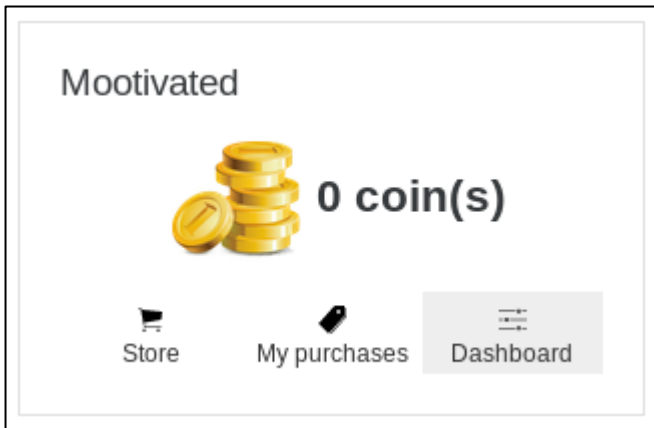
**Token**

[Cancel](#) [Save](#)

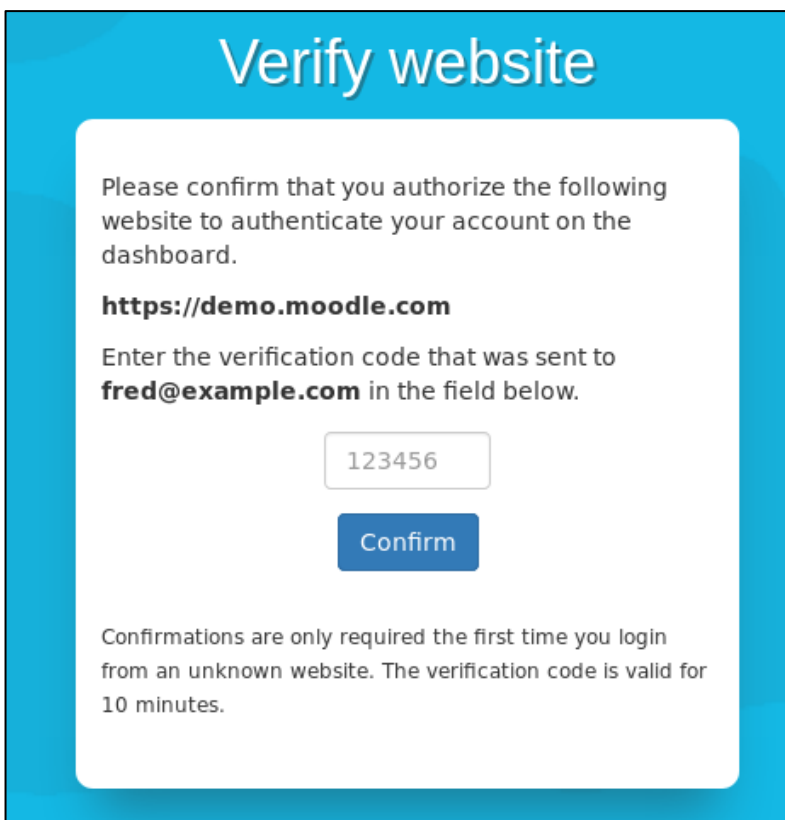
The “URL” must be the **exact** URL of your Moodle site. The **token** is the one we generated from Moodle. Note that two accounts may not share the same Moodle site. Once connected, the account status will change to “Linked”.

## SSO to the dashboard

Provided the dashboard and Moodle have been set-up, after logging in Moodle as a user who has the permission to SSO to the dashboard, the Mootivated block should display a link to the dashboard.



The first time an account connects to the dashboard from Moodle, they will have to confirm that the Moodle site is allowed to authenticate them. A verification code is sent to the person's email address.



Once confirmed, a Moodle site will no longer require verification.

## Motrain **Domain Admin** Dashboard Guide:

Motrain USERS ▾ STORE ▾ SECTIONS DASHBOARD USERS ACCOUNTS

With Admin permission, you have full control over the Motrain platform. In addition to having the same permissions as a Section and Account Admin, you can also create and manage accounts.

### Create Account:

The ACCOUNTS page is where you create accounts for clients. Enter the NAME of the organization, and the TYPE of account they'd like (Motrain or Mootivated).

Next, choose the PAYMENT TYPE for this account.

An Annual account is an upfront payment type based on the number of users.

A Monthly account is automatically billed for the number of active users (an active user logs into the mobile app or accesses the block one or more times in a month). Please contact us to discuss this.

A Trial account gives access to the account for the set number of users. Both Annual and Trial accounts require an end date to be set, and we recommend Trial accounts be limited to 3 weeks with 20 users. Trial accounts are to be set up on a client's Moodle or Totara site and can easily be changed to an Annual or Monthly account by clicking Set Payment Type.

### Create Account

<b>Name</b> <input type="text" value="Name"/>	<b>End Time</b> <table border="1"><thead><tr><th colspan="7">August 2018</th></tr><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>29</td><td>30</td><td>31</td><td>01</td><td>02</td><td>03</td><td>04</td></tr><tr><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>01</td></tr></tbody></table>	August 2018							Su	Mo	Tu	We	Th	Fr	Sa	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01
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12	13	14	15	16	17	18																																												
19	20	21	22	23	24	25																																												
26	27	28	29	30	31	01																																												
<b>Type</b> <input type="text" value="Motrain"/>																																																		
<b>Payment Type</b> <input type="text" value="Annual"/>																																																		
<b>Num Users</b> <input type="text" value="20"/>																																																		

Create Account

All account types, user numbers, and end dates can be modified after account creation by selecting the Set Payment Type button beside each account:

Set Payment Type

**\*IMPORTANT: An Account = a Moodle or Totara instance. Accounts cannot share the same Moodle or Totara site.**

# Mootivated/Motrain Plugin Guide

## Overview

The Mootivated/Motrain plugin for Moodle and Totara is used for:

- connecting the mobile app and server components to the Moodle/Totara server
- allows students to earn coins in Moodle/Totara and login to the mobile app
- allows teachers to login to the mobile app to redeem student items.

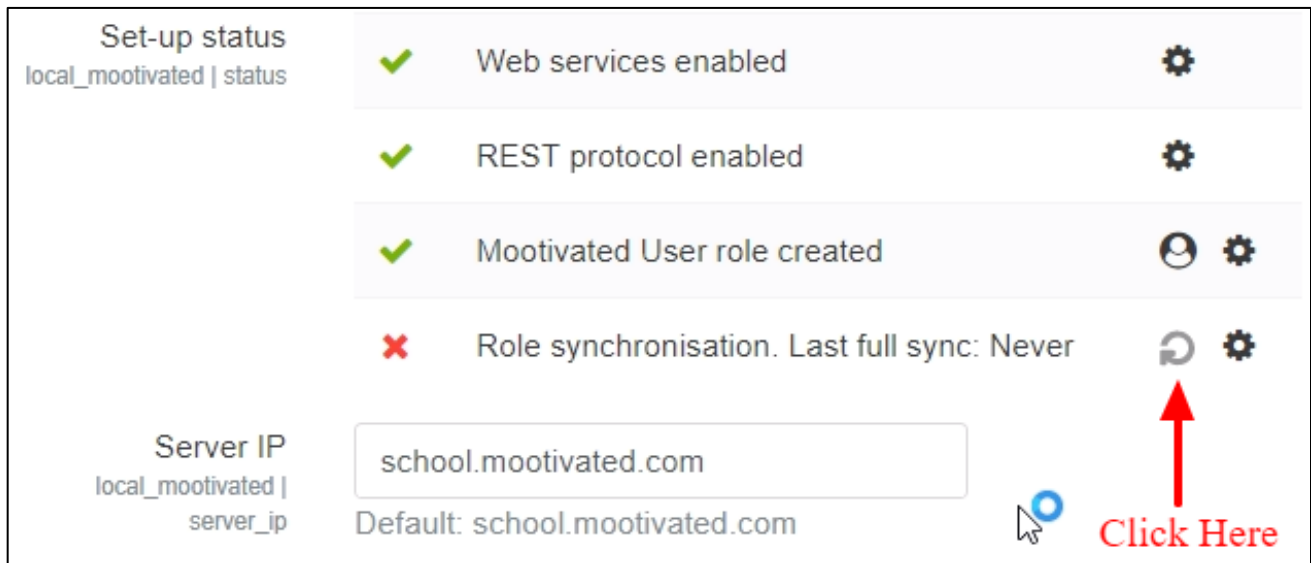
## Step 1: Plugin Installation

The first step to using the mobile app is installing the Moodle plugin. You can find the latest version of the block and plugin in the [Moodle Plugin Directory](#).

1. A video of the complete install and setup can be found [here](#).
2. Sign into Moodle using an administrator account.
3. In the administrator panel go to Site Administration >> Plugins >> Install Plugins.
4. Drag the ZIP file from your computer and drop it into the specific location on the web page.
5. Click "Install plugin from the ZIP file" and continue as prompted.

## Step 2: User Roles and Permissions

1. Now that the plugin is installed and the web services are set up, you will need to allow our platform to communicate with the plugin. The Mootivated User role has been created to do this. To auto-assign this role to existing users, run the Role Synchronisation. This will be a scheduled task that will run every 24hrs by default, and any new users will automatically be assigned the Mootivated User role.



The screenshot displays the Moodle plugin configuration page. It features a 'Set-up status' section with four items: 'Web services enabled' (green checkmark), 'REST protocol enabled' (green checkmark), 'Mootivated User role created' (green checkmark), and 'Role synchronisation. Last full sync: Never' (red X). Below this is a 'Server IP' field with the value 'school.mootivated.com' and a default value of 'school.mootivated.com'. A red arrow points to a refresh icon next to the 'Role synchronisation' status, with the text 'Click Here' below it.

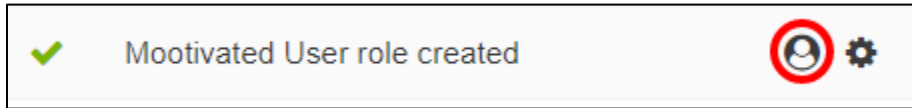
Set-up status	Status	Configuration	Actions
local_mootivated   status	✓	Web services enabled	⚙️
	✓	REST protocol enabled	⚙️
	✓	Mootivated User role created	👤 ⚙️
	✗	Role synchronisation. Last full sync: Never	🔄 ⚙️

Server IP:  Default: school.mootivated.com

[Click Here](#)

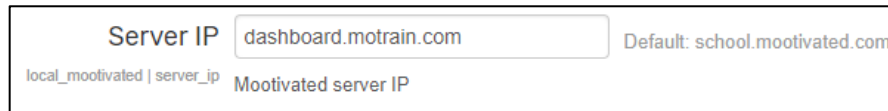


- If you would like to remove the Mootivated User role permissions and prevent users from accessing the platform, you can do this by clicking on the Assign Roles circled in red:

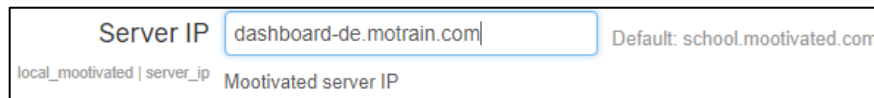


### 3. Important:

If you chose a Global subscription, use our server: [dashboard.motrain.com](https://dashboard.motrain.com)

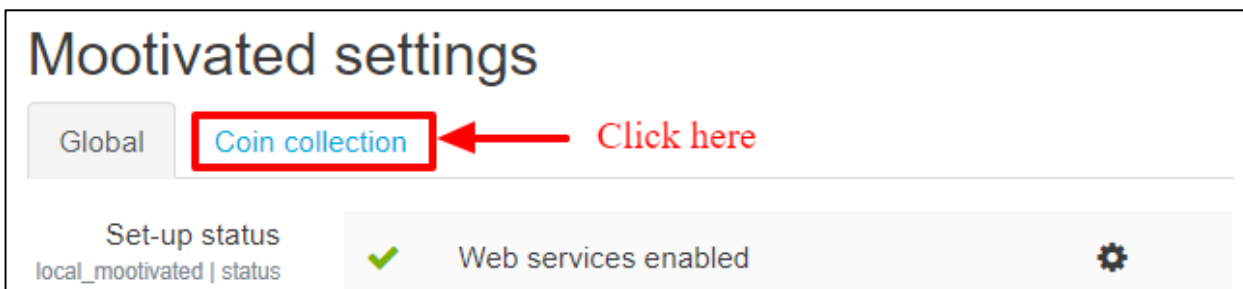


If you chose an E.U. subscription, use our E.U. server: [dashboard-de.motrain.com](https://dashboard-de.motrain.com)

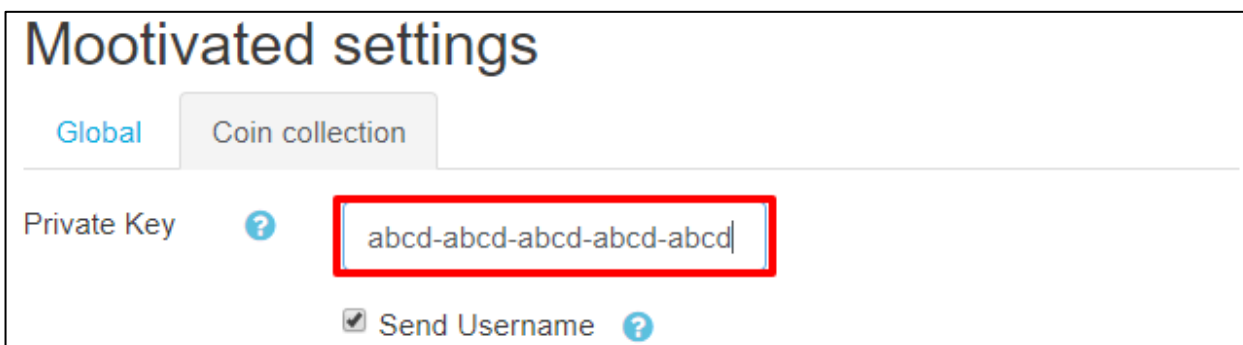


## Step 3: Single Site Setup

If your Moodle server hosts only one site, you may now configure the Coin Collection:



Create a section on the web-dashboard, which creates an associated private key. Copy/paste the private key from the web-dashboard:

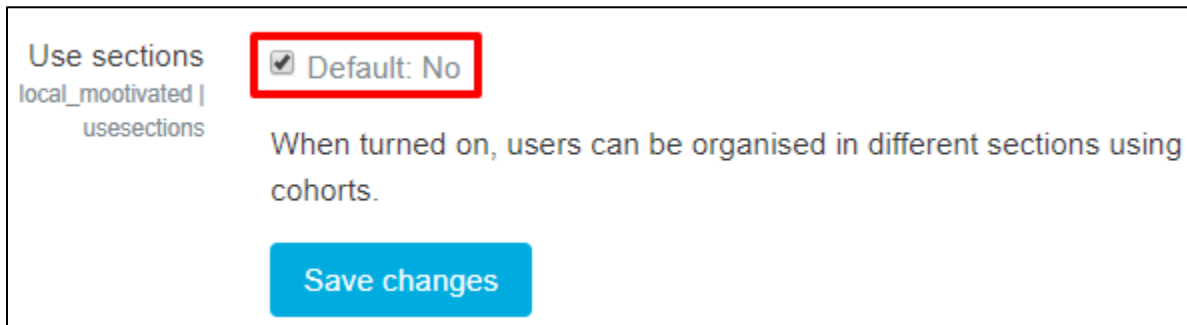


Reward settings: see Step 5

## Step 4: Multi-Tenancy Site Setup

If a single Moodle IP is shared between multiple organizations, use sections. First, you must [create cohorts](#) (for screenshots on how to create cohorts, see step 6) and assign users to each cohort.

1. Turn on sections by checking the box:



The screenshot shows the 'Use sections' settings in Moodle. The 'Default: No' checkbox is checked and highlighted with a red box. Below the checkbox is a blue 'Save changes' button.

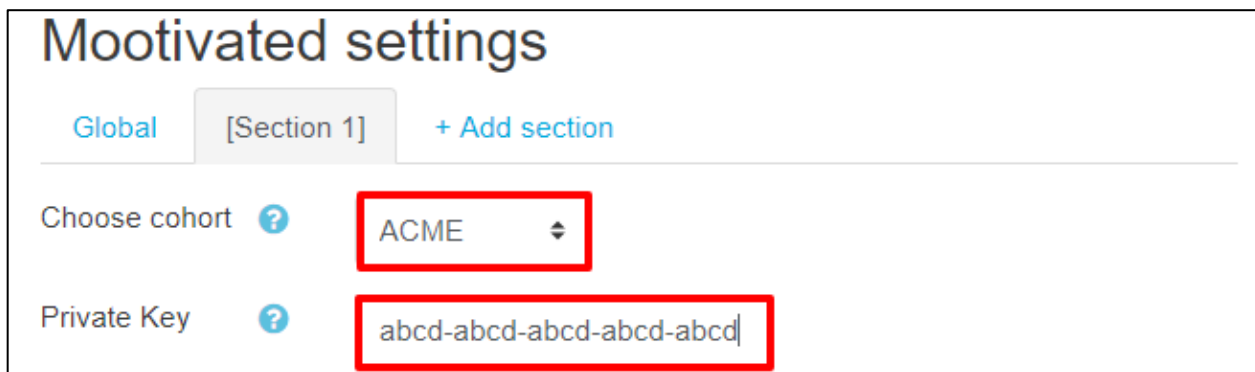
Use sections  Default: No

local\_mootivated | usesections

When turned on, users can be organised in different sections using cohorts.

Save changes

2. Choose the cohort. Create a corresponding section on the web-dashboard with the same name, which creates an associated private key. Copy/paste the private key from the web-dashboard:



The screenshot shows the 'Mootivated settings' page for a section. The 'Choose cohort' dropdown is set to 'ACME' and the 'Private Key' field contains 'abcd-abcd-abcd-abcd-abcd'. Both are highlighted with red boxes.

### Mootivated settings

Global [Section 1] + Add section

Choose cohort ? ACME

Private Key ? abcd-abcd-abcd-abcd-abcd

3. Continue adding sections in the same way, then run the Role Synchronisation when you're done.

## Step 5: Coin Rewards

There are four ways coins can be earned within the LMS.

1. [Event Based](#) - This is the easiest reward option as coins are awarded simply for users interacting with course material based on CRUD (Create = 3 coins, Read = 1 coin, Uppdate = 1 coin, and Delete = 0 coins).

If you would like to Test the event based rewards, be mindful of the cheat guard. The cheat guard restricts a user's ability to earn coins for the set time intervals and are fully customizable. **FOR TESTING PURPOSES ONLY**, please use the following set up:

Reward method	<input type="text" value="Event-based"/>
Max. actions in time frame	<input type="text" value="1000"/>
Time frame for max. actions	<input type="text" value="1"/> <input type="text" value="seconds"/>
Time between identical actions	<input type="text" value="1"/> <input type="text" value="seconds"/>

**BE SURE TO CHANGE THESE SETTINGS BEFORE GOING LIVE WITH USERS. Default values are 10 actions/1 minute/1 hour, but you may adjust them accordingly.**

2. Completion-based, else event based - choose this option if users are required to have an activity marked as complete before coins are rewarded. This requires teachers to assign completion-based criteria for activities, and once an activity is marked complete, no further rewards can be earned for that activity. If an activity has completion turned off, then the activity will still award coins using the event-based system. You may configure the completion-based coin rewards as you see fit. These are global settings for the section, so all activity/resource types within the courses will be rewarded with these values.

Reward method ? **Completion-based, else event-based**

Max. actions in time frame ? 10

Time frame for max. actions ? 1 minutes

Time between identical actions ? 1 minutes

**Completion rewards** ?

Use recommended settings Yes

Assignment 15

Book 2

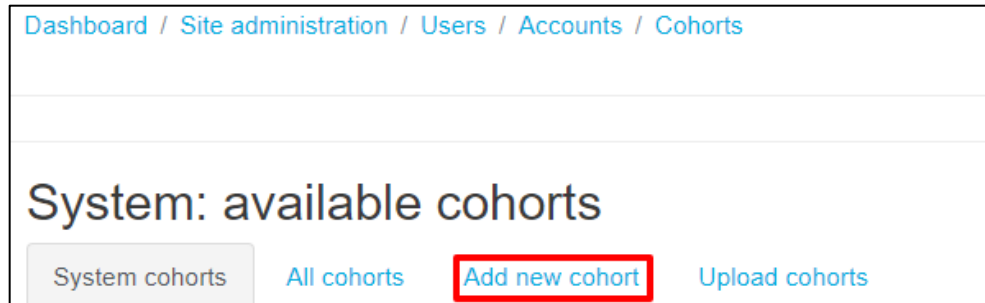
3. Completion-based - no coins are earned for events. Users will only earn coins when activities are marked complete, and the coin values are customized in the Completion rewards setting.
4. Dashboard Rules - set up specific course and activity completion rules on the dashboard. This requires the Moodle/Totara site to be linked to the dashboard via the token.
5. Course Completion - coins are earned only when a course is marked complete.

Course completion reward ? 30  Disabled

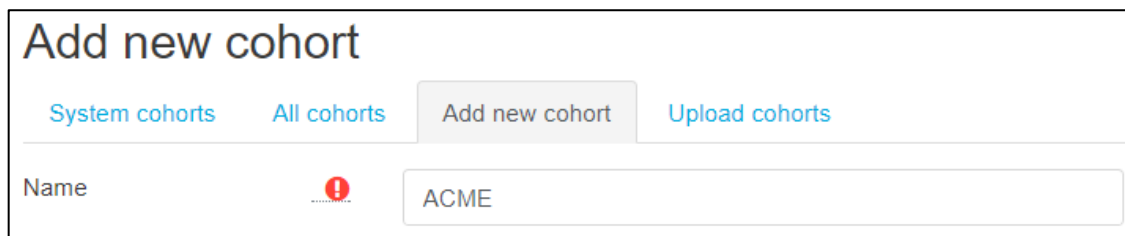
## Step 6: Add/Manage Sections With Cohorts/Audiences

If your Moodle or Totara server hosts multiple sites (multi-tenancy), or if you would like to create different sections within your account (Examples: for separate companies or schools, for different divisions within a company, for different grade levels within a school, for different faculties etc.) you can organize sections this way. Create a section by creating a cohort and assigning users to it. Each section has its own unique Mootivated/Motrain platform (users can only be assigned to one section).

1. Create cohort:



2. Create a name for the section and save:



3. Assign users to the section. A user can only belong to one cohort:

Name	Cohort ID	Description	Cohort size	Source	Edit
ACME			0	Created manually	

4. Create corresponding Sections on the dashboard and assign their Private Key in the plugin.

Users will now earn coins for their online learning and can spend them as they wish. Use the web dashboard to customize the platform specifically for your users.

Thank you for choosing a Mootivation Technologies persuasive design platform!



# Gamification for Corporate and Professional Training

## Section Admin User Guide

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LMS User-Role Guide.....	3
Dashboard Section Admin .....	6

## LMS User-Role Guide

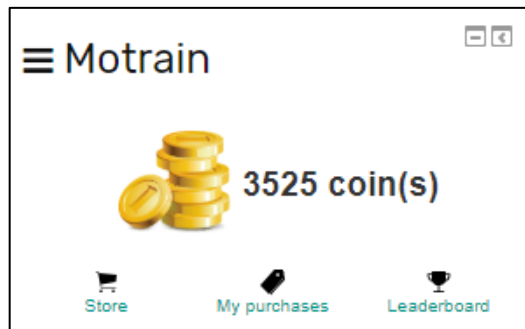
If you are an employee/professional using Motrain in your training, this guide will help you understand how virtual coins are earned and what you can do with them.

### **1. Coin Rewards**

There are three ways virtual coins are earned depending on how your organization has decided to set this up.

1. Event Based - Coins are earned when you interact with course material based on CRUD (Create = 3 coins, Read = 1 coin, Uppdate = 1 coin, and Delete = 0 coins) and not on grades. This system encourages students to keep coming back into Moodle regardless of their abilities. Examples of CRUD rewards are: Create a forum post (3 coins), Read a PDF file (1 coin), Update a file submission for an assignment (1 coin), Delete a Database entry (0 coins). There is a cheat guard that comes with the plugin, so the frequency of coin rewards will be limited during a session.
2. Completion-based, else event based - if completion rewards are turned on, you will earn coins when you meet certain criteria. For example, you might need to post to a Forum a minimum of 3 times, or you might need to achieve a minimum grade on a Quiz.
3. Course Completion - earn coins when a course is marked complete.













Look for the block in your course or on your dashboard.





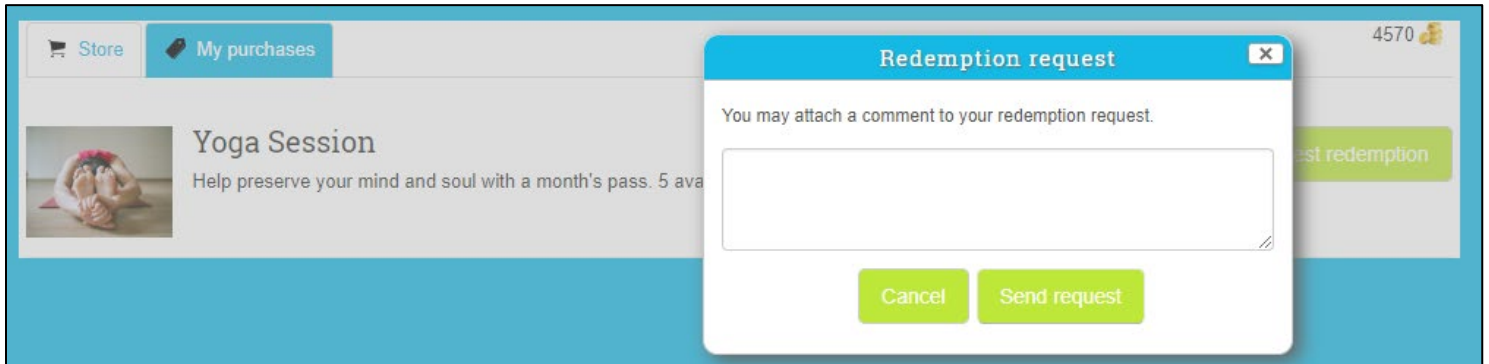
## 2. Store

In the Store, you can see the items listed by your organization. You can either buy items directly, buy entries to a raffle draw and increase your chance of winning the item, or bid on items in an auction.

 Store	 My purchases	 Leaderboard					3525 
	<h3>Vacation Choice</h3> <p>When do you want to take your holidays this year? You choose.</p> <p>52d left</p>	Raffle	1 to win	2 entries	22% win chance	400  <a href="#">Buy</a>	
	<h3>Charity Donation</h3> <p>We'll make a \$20 donation to the Red Cross in your name.</p> <p>38d left</p>				4 remaining	250  <a href="#">Buy</a>	
	<h3>Gift Card</h3> <p>Win a \$20 gift card from Amazon!</p> <p>43d left</p>	Raffle	3 to win	2 entries	90% win chance	30  <a href="#">Buy</a>	
	<h3>Yoga Session</h3> <p>Preserve your mind and body with a month's pass.</p> <p>73d left</p>	Raffle	2 to win	2 entries	70% win chance	15  <a href="#">Buy</a>	

### 3. My Purchases and Item Redemptions

You can buy items directly with your coins or buy entries to a raffle draw. Once you buy an item, it will be placed in My Purchases. When you would like to redeem an item, select the "Request Redemption" button and leave a message for your manager.



The winner of a raffle draw will have the item automatically placed in My Purchases.

Once the redemption request has been accepted, you will receive a notification with a message describing how and when the item can be redeemed.



NOTE: It can take up to an hour or more to receive this notification after it has been redeemed due to the synchronising schedules of the LMS.

## Motrain **Section Admin** Dashboard Guide:



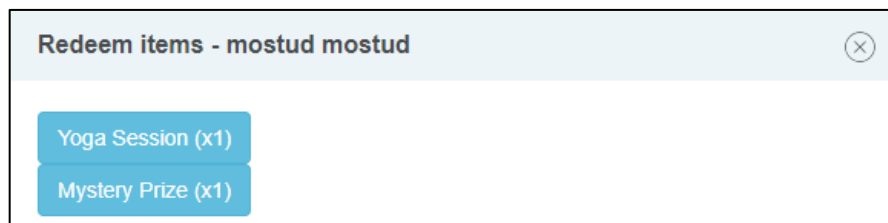
Welcome to the Motrain dashboard as a Section Administrator. From here, you can manage the platform for the users assigned to this section. If you manage multiple sections, **be sure to select the desired section from the top right drop down menu before performing any actions.**

### Users:

The USERS page allows you to see individual coin analytics, manually add coins to users, and redeem items. Deleting a user will soft delete the user from the dashboard and they will no longer be displayed in any part of the platform, then every two weeks, our server will hard delete the user and all of their data. By clicking on the number of coins the user has, you can see their coin collecting history over the last two weeks.

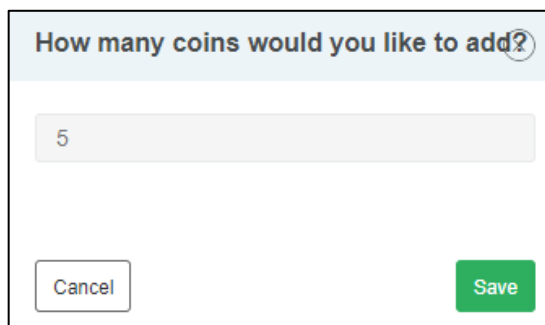
USERS 24					
<a href="#">Download as CSV</a>					
Username	Num Coins	Purchased Items	Coins per Day	Last Modified	Action
System Administrator (admin)	2264		0.07	Wed Oct 31 2018	<a href="#">Add Coins</a> <a href="#">Delete</a>
mostud learner (mostud)	4504	<a href="#">2 items</a>	0.29	Wed Oct 31 2018	<a href="#">Add Coins</a> <a href="#">Delete</a>

Under Purchased Items, you can redeem items from users whenever you wish by simply selecting the item. This will remove the item from the user's cart, so be sure to have a redemption mechanism in place.



### Add Coins:

Manually add coins to a user for any reason you choose. Coins can take a few hours to show up in the user's block due to the synchronising schedules of the LMS.

A dialog box titled 'How many coins would you like to add?' with a help icon in the top right. It features a text input field containing the number '5'. At the bottom, there are two buttons: 'Cancel' and 'Save'.

## Redemption Requests:

The dashboard administrators that are given Redemption Request permissions can see these requests and redeem items accordingly with a congratulatory return message that can include specifics on how to claim the item. These return messages appear as notifications for the user in their LMS.

REDEMPTION REQUESTS			
User	Item	Message	Requested at
mostud learner (mostud)	Yoga Session	I would like to work on my flexibility. Where/when can I get my pass? Thx.	Mon Jun 25 2018

### REDEMPTION REQUESTS

User	Item	Requested at
mostud learner (mostud)	Yoga Session	Mon Jun 27 2018

**Accept redemption request**

Please provide a message for the beneficiary, for instance to include instructions or to congratulate them.

Great job on your progress! Please stop by HR to claim your item.

Cancel Accept

Accept Remove

## Leaderboard:

You can enable/disable a leaderboard for your section with an anonymous option.

### User leaderboard

Leaderboard

Anonymous

Save

## Transactions:

This page keeps track of all the user transactions.

TRANSACTIONS <span>52</span>			
<a href="#">Download as CSV</a>			
Name	Type	Timestamp	Details
modevs1 tryhard (modevs1)	ItemPurchase	Sat Sep 08 2018	<b>Name:</b> Green Fees <b>Cost:</b> 25
modevs tester (modevs)	CoinsGained	Mon Jun 18 2018	<b>Coins gained:</b> 1

## Store – Add Section Item:

The STORE page is where you add items to the mobile app or block. Enter the **Name** of the item and its **Description**.

Next, enter the **Cost** per entry which is either the number of coins to directly purchase an item or the number of coins it costs per raffle entry. To help determine the price of an item, click on the graph to see the section's average coin collecting history.


Under **Type**, a direct Purchase is where every user can purchase this item, and a Raffle is where users purchase entries to a raffle draw for this item. An item can also be placed in an Auction (more details below).

Under **Num Items**, you can set the number of items that are available for Purchase. For Raffles, this will be the number of winners drawn. If you want the item to have unlimited availability, check the unlimited box (available for direct purchases only). Only one item can be placed in an Auction.

**Self redemption** can be used for items or opportunities you allow users to redeem at their own time. Be sure to include a **Message after redemption** to congratulate users and provide guidance on how they can redeem this item.


The **Start** and **End Time** sets when this item is available to the users. You can add an **Image** for the item by choosing a file that will be displayed. We recommend 500x500 image sizes to avoid cropping.

### Add Section Item

Type	<input type="text" value="Type"/>
Name	<input type="text" value="Name"/>
Description	<input type="text" value="Enter a description here..."/>
Num Items	<input type="text" value="1"/> <input type="checkbox"/> Unlimited
Cost 	<input type="text" value="0"/>
Self redemption	<input type="text" value="Disabled"/>
Start Time	<input type="text"/>
End Time	<input type="text"/>
Image	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>	

Note: Raffle draws winners are automatically drawn once per day or can be manually drawn on the dashboard. The winner will have the item placed in their My Purchases as a regular item waiting for redemption.

Vacation Time




**Description:** Be among the first to choose your holiday schedule.  
**Cost:** 10  
**Type:** Raffle  
**Num Raffle Items:** 5  
**Start Time:** Wed, 07 Mar 2018 04:30:19 GMT  
**End Time:** Fri, 01 Jun 2018 16:30:00 GMT  
**Raffle Status:** Open  
**Time Left:** 0

**Pick Winner**

Delete Edit

### Auctions:

When creating an Auction Item, enter the cost for the **Opening bid**. The bar graph beside it shows the same coin analytics to help price the item. The **Bid increment** is the amount the item increases in price after each new bid and is automatically added. The **Handling fee** is the charge for making a bid. A losing bidder will have their coins returned except for the Handling fee. The winner will have the item placed in their My Purchases as a regular item waiting for redemption.

<b>Opening bid</b> 	<input type="text" value="50"/>
<b>Bid increment</b>	<input type="text" value="5"/>
<b>Handling fee</b>	<input type="text" value="2"/>