



**Note:** To implement the consent form it is necessary to activate 'completion tracking' for the entire course. 'Completion tracking' can be activated in the course settings. Step-by-step instructions for the activation can be found in the German cheat sheet 'Kursabschlussverfolgung nutzen' under [https://www.academic-mood-le-cooperation.org/fileadmin/user\\_upload/p\\_aec/CheatSheets/Kursabschlussverfolgung\\_nutzen-DE.pdf](https://www.academic-mood-le-cooperation.org/fileadmin/user_upload/p_aec/CheatSheets/Kursabschlussverfolgung_nutzen-DE.pdf).

**Purpose and approach**

5 Min.

- Making the availability of course contents for participants dependent on the agreement of a consentform.
- Display of agreement, refusal and revocation within the consentform.

**1 Editing mode**

Turn editing on

Add an activity or resource

**2 Add activity**

Consentform

**3 Edit settings**

Adding a new Consentform

Name: Consentform

Text fields:

3a Consentform text to agree to: I hereby confirm that I ...

Label Agreement Button: I agree

Label Refusal Button: I do not agree

Label Revocation Button: I revoke my consent

Configuration of this consentform instance:

3b Refusal:  Option to revoke:  Use grade:

Agreement in course overview:  No course module list:

Common module settings

Restrict access

Tags

Save and return to course | Save and display | Cancel

If a refusal of the consentform statement should be possible, the option 'Refusal' must be activated manually.

**Tip:** The activity can be integrated within the course grading. For an agreement with the consentform, participants receive the value 1, for refusal the value 0.

continue on page 2 ...



continue ... ↘

**4 Trainer view: course module list**

Consentform

All / None Course elements not visible without agreement

Nachrichtenforum

Assignment

Section 1 All / None

Workshop

Test

Feedback

All / None Course elements not visible without agreement

Assignment

Back to course overview

When a trainer opens a consentform, a list of all course modules appears. In this list, modules which should be dependent on this consentform should be selected now.

**5 Participant view: no agreement to consentform**

AMC Test Course

Dashboard / My courses / AMC - Test Course

Your progress ?

Nachrichtenforum

Topic 1

Consentform

Assignment

Restricted Not available unless: The activity Consentform is marked complete

If participants have not agreed to the consentform, dependent modules will not be available for them. A notification is displayed on the course page below the affected module.

**6 Participant view: reacting to consentform**

Consentform

I hereby confirm that I ...

I agree

When a participant opens a consentform the statement, which they should agree to, is displayed. Depending on the settings of the consentform, the participant can accept or reject the statement. If the settings allow it, participants are able revoke their former agreement.

**7 Participant view: after agreeing to consentform**

AMC Test Course

Dashboard / My courses / AMC - Test Course

You have successfully AGREED to this consentform statement.

Your progress ?

Nachrichtenforum

Topic 1

Consentform

Assignment



## Short description of the procedure

To implement the consent form it is necessary to activate 'completion tracking' for the entire course. 'Completion tracking' can be activated in the course settings. Step-by-step instructions for the activation can be found in the German cheat sheet 'Kursabschlussverfolgung nutzen' under [https://www.academic-moodle-cooperation.org/fileadmin/user\\_upload/p\\_aec/Cheat\\_Sheets/Kursabschlussverfolgung\\_nutzen-DE.pdf](https://www.academic-moodle-cooperation.org/fileadmin/user_upload/p_aec/Cheat_Sheets/Kursabschlussverfolgung_nutzen-DE.pdf).

1. To make the availability of course modules dependent on a consentform, add the activity 'consentform' to your course. Activate the 'edit mode' in the top right corner of your screen and click '+ add an activity or resource' in your desired course topic.
2. Select from the activity-list 'consentform'.
3. In the settings of the consentform add the statement [3a] which should be approved if the consentform is agreed to. In the settings you can also decide whether rejection and revocation should be possible and if the consentform should contribute to course grading [3b]. To activate the rejection button the option 'Rejection' must be selected manually. If the consentform is part of course grading, an agreement with the statement equals the value 1 and a rejection the value 0. This option must be selected manually as well. Subsequently, click 'save and display' [3c].
4. When a trainer opens a consentform, a list of all course modules appears. In this list, modules which should be dependent on the consentform can be selected. Subsequently, click 'Back to course overview'.
5. Participants who have rejected or not yet agreed to the consentform will see a notification below the dependent course modules which explains that they will be available as soon as the consentform is agreed to.
6. When a participant opens a consentform the statement, which they should agree to, is displayed. Depending on the settings of the consentform, the participant can also reject or revoke the agreement to the consentform.
7. After agreeing to the consentform, dependent modules will be available for the participant.

