



PDF acknowledgement

V.1

****** DRAFT ******

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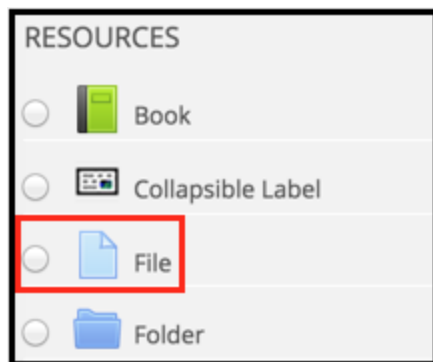
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Summary

The PDF Acknowledgement enables course administrators to ensure that users have read important course files in PDF format, and acknowledge comprehension of the form.

Set up

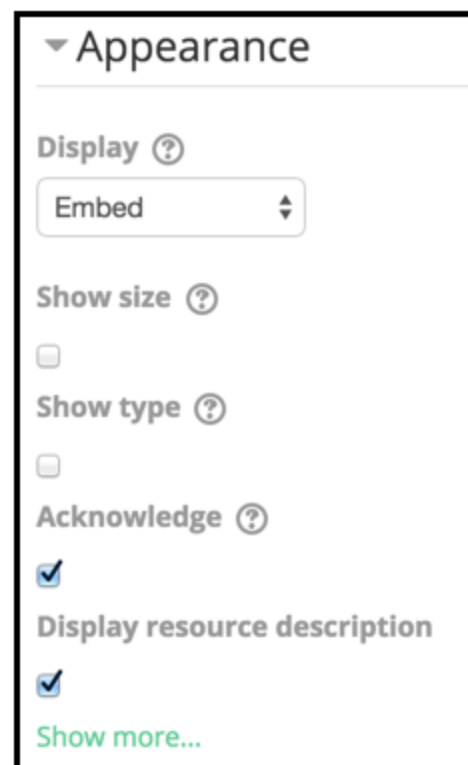
Within a course topic, navigate to **add an activity or resource >>> resources >>> file**.



Enter the name of the file and add its description in the designated areas. Add the external file to the content section. These files can be selected from the file picker or uploaded as an external PDF.

In the **appearance** section, set display to **embed** and enable **acknowledge**.

In the **activity completion** section select **show activity as complete when conditions are met**. Check the box for **require view** which enables the feature that students must view this activity to complete it.



▼ Activity completion

Completion tracking ?

Show activity as complete when conditions are met ⌵

Require view

Student must view this activity to complete it

Expect completed on ?

9 ⌵ June ⌵ 2015 ⌵ Enable

RT TIP: For the **activity completion** section to appear on the course page, **completion tracking** must be enabled. To enable this feature navigate to **site administration >>>> advanced features >>>>** scroll to bottom of the page >>>> select to **enable completion tracking and enable conditional access.**

Default completion tracking
completiondefault

Use activity default ⌵ Default: Use activity default

The default setting for completion tracking when creating new activities.

Enable conditional access
enableavailability

Default: No

When enabled, this lets you set conditions (based on date, grade, or completion) that control whether an activity or resource can be accessed.

To ensure that **conditional access** is enabled within the course, navigate to **course administration >>>> course completion >>>>** and select any number of completion conditions.

When the user clicks on the file link in the course, the PDF form will display. At the bottom of the page appears the statement: **please read completely, then enter your name exactly as shown to acknowledge: [[name]].** The user must type their name exactly as displayed and click **acknowledge & return.**

Please read completely, then enter your name exactly as shown to acknowledge: Melissa Gold

When the user has acknowledged the PDF form a red check mark displays next to the file name and informs the user they have successfully acknowledged the PDF form. A teacher or administrator will not see the red check mark.



Teachers can use the completion of the acknowledgement to give users access to Connect activities, LMS activities, certificates, or other sections. Use the **restrict access** options within the activity, LMS activity, certificate, or section settings to restrict access to the activity or topic.

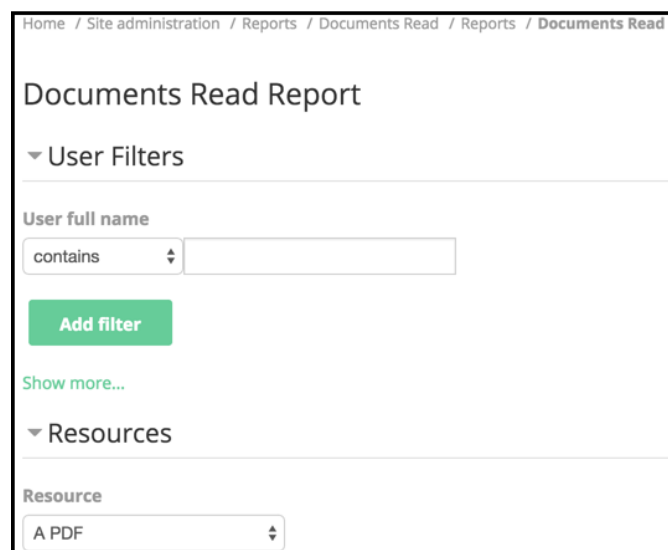
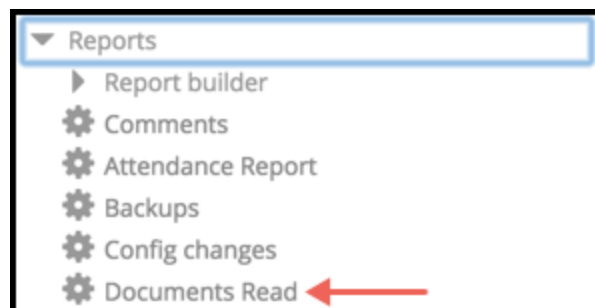


In the **activity completion section** drop down menu, select the name of the PDF form and choose **must be marked complete** in the corresponding drop down menu to the right. Site administrators can add another activity completion condition like requiring the user to read two or three PDFs.

Documents read report

The documents read report displays data of PDFs that have been acknowledged on the site or within a course. To access this report navigate to **site administration >>> reports >>> documents read**.

Use the filters to search by the name of the PDF resource or filter by user criteria.



For user criteria, filter by a user's name or select the **show more** to filter for users by system role, location, etc.

For resource filtering, select the name of the resource from the drop down menu. A listing will appear displaying resources that have been set to be acknowledged with completion criteria.

Select **display** to show the report.

Name	Manager	Signed	Date	Province	E-Mail	Emp#	Pay Status	Hire Date	Employee Status
t student2		No			[redacted]@smitton.info				
Margaret Hennessey	Kalie Tenenbaum	Yes	10-02-2014	ON	[redacted]@refineddata.com				
Grace Bradford	Melissa Gold	No		ON	[redacted]@refineddata.com				
Céline Menière		No		QC	[redacted]@refineddata.com				
Roman Normandi		No		ON	[redacted]@refineddata.com				
Fred Tangier		Yes	10-02-2014	ON	[redacted]@refineddata.com				
Phillip Christis		No		QC	[redacted]@refineddata.com				
Jean-Pierre Dumont		No		QC	[redacted]@refineddata.com				
Princy Willam		No		QC	[redacted]@refineddata.com				
Marie Charles		No		QC	[redacted]@refineddata.com				
Ashley Alison	Melissa Gold	No		ON	[redacted]@refineddata.com				

The report displays the

user's name, manager names, a yes/no confirmation of acknowledgement, date stamp of acknowledgement, state/province, user email, and any additional custom profile fields. This report can be downloaded as an Excel file.