



Transportation and Economic Corridors



Alberta Class 1 - Driving Schools Guide



Date	Author	Version
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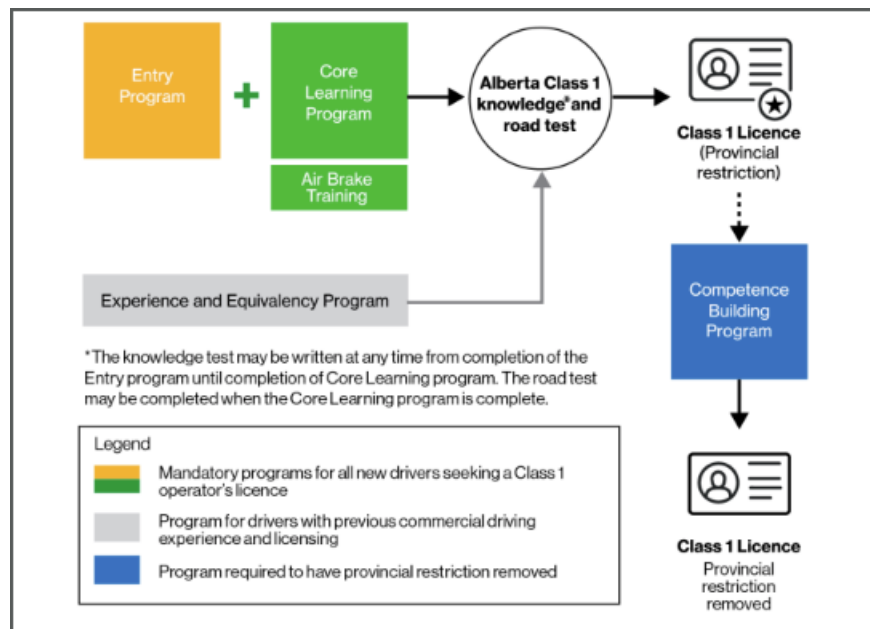
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Moodle Guide – For Driving Schools

Introduction

This guide assists you in your role with driving schools to manage learners and their results in a learning management system (LMS).



Training Objectives

- Sign into the learning management system
- Add learners to your class
- Submit learner course completion results to MOVES
- View competency assessment
- Print a student certificate

Moodle User Roles Overview

What are user roles?

In Moodle, user roles define what a user can and cannot do within the system. Each role consists of permissions that control access to different features and activities.

Individuals from licensed driver training schools may be granted access to the LMS using one of the following roles:

- School Owner – role given to driving school owners who are not instructors.
- School Instructor – role given to licensed driving instructors.
- School Administrator – role given to administrators who are not instructors, but provide support by managing enrollment, student records, etc.

Note: to gain access to the LMS as an owner or administrator, the driving school must send an LMS Authorization form to tec.licensingtraining@gov.ab.ca.

Understanding permissions and access

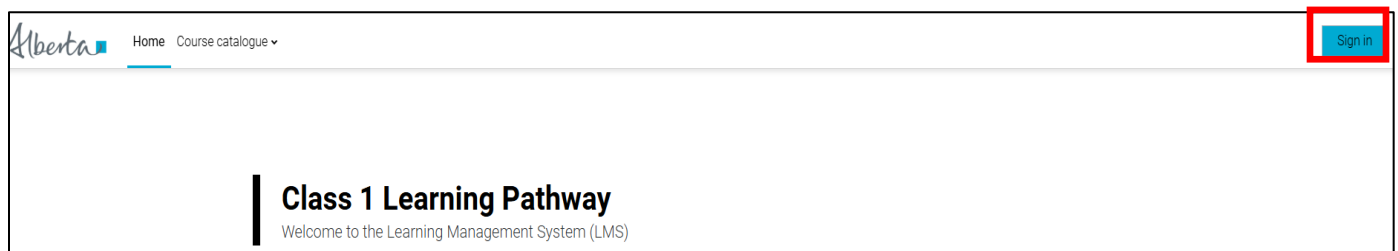
School Instructor/Administrator/Owner: Enrol learners, update outcomes, milestones and view certificates.

Instructors/Administrators/Owners can only see students enrolled in the same driving school that these users belong to.

Student/Learner: Take e-learning and quizzes where enrolled as part of their learning pathway. View grades, transcripts and certificates.

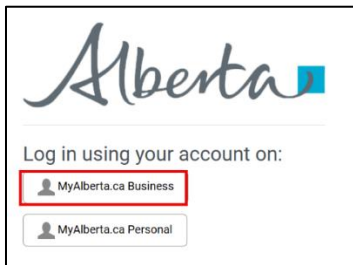
Login to your Learning Management System

Use the link driver.training.alberta.ca to sign into the LMS.

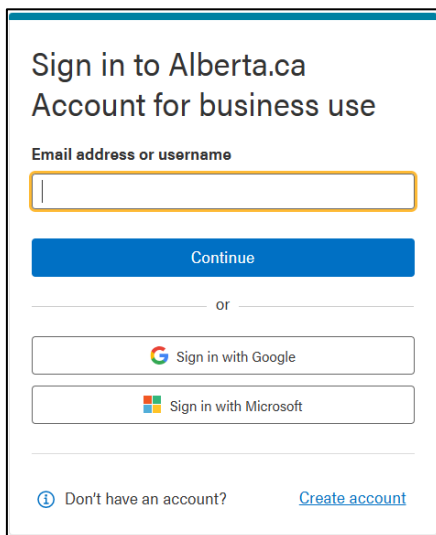


The Alberta.ca login

1. When directed to the Alberta.ca website, click **MyAlberta.ca.Business**.



2. If you have an existing account, sign into your account.

A screenshot of the 'Sign in to Alberta.ca Account for business use' form. The form has a title 'Sign in to Alberta.ca Account for business use'. Below the title is a label 'Email address or username' followed by a text input field. Below the input field is a blue 'Continue' button. Below the button is the word 'or'. Below 'or' are two buttons: 'Sign in with Google' and 'Sign in with Microsoft'. At the bottom of the form are two links: 'Don't have an account?' and 'Create account'.

3. If you do not have an account, click the **Create account link**.

Resources:

[Alberta.ca Reference Guide](#) (includes contact information)

[Alberta.ca Frequently Asked Questions](#)

[Create a Business Organization account](#)

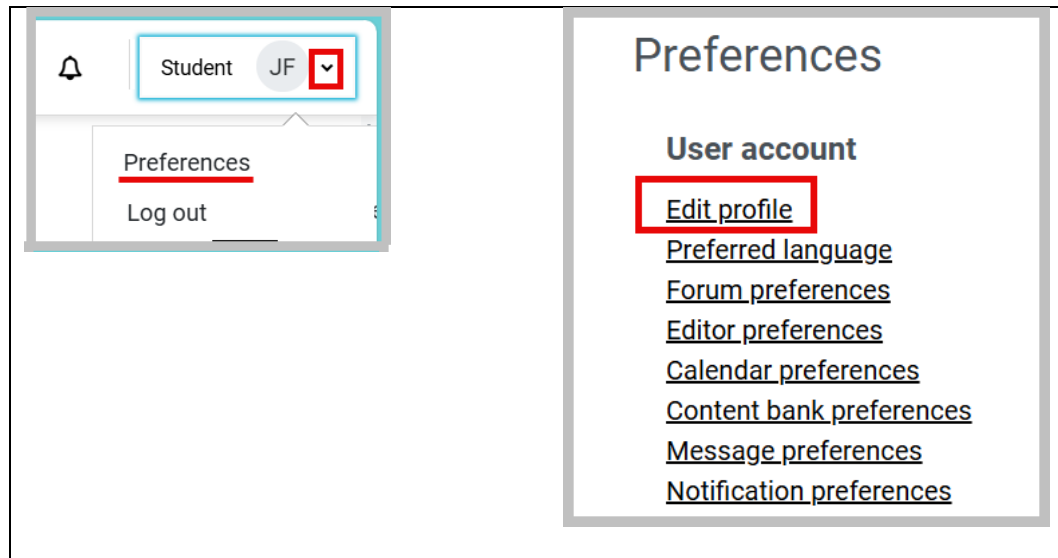
[Alberta.ca Link](#)

Note: Selecting a "Remember me" prompt is based on your browser settings and not part of the LMS. Checking this in Chrome, will not remember your password in Edge.

View your profile

Learners and school instructors/administrators/owners can view their profile information but not make changes.

1. Navigate to the drop-down next to your profile name > Preferences > Edit Profile.
2. View your profile.



Note: All email messages and notifications go to the email address set in a user's profile. Changes made to your email in Alberta.ca will display in your LMS profile.

Log out


1. **Navigate to the drop-down next to your profile name and log out.**

Note: The learning management system will timeout at 4 hours of inactivity.

Overall Layout

Home page

The landing page is your Home page. Read the overview and information. Then navigate across the links in the top banner.


[Home](#) [Dashboard](#) [Course catalogue](#) [My training](#) [Create a student](#) [Help](#)

Class 1 Learning Pathway

Welcome to the Learning Management System (LMS)

Alberta is leading the way in Class 1 driver training and licensing with the Class 1 Learning Pathway for commercial truck drivers. The pathway offers a flexible, apprentice-style approach to support experienced drivers in their ongoing career development.

If you wish to find out more about the curriculum, you can view the following document that provides complete details about the Class 1 Learning Pathway.

 [Class 1 Learning Pathway Curriculum Framework](#)

Instructions for Sign-Up

Follow these steps to enrol in training.

For more information, refer to:

[Home](#)

[Dashboard](#)


[Course catalogue](#)

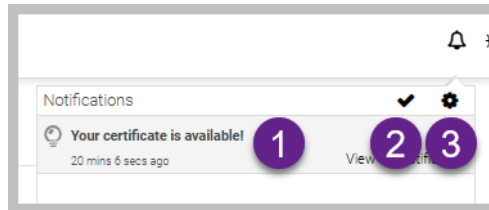
[My training](#)

[Notifications](#)

[Profile](#)

Notifications

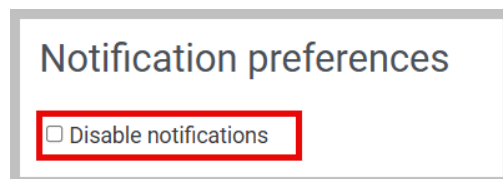
At the top right you see a notification icon. When you see a number next to it,  click the icon to view updates or announcements related to your enrolled courses.



1. Once you click the notification icon, the notification list appears. View the message by selecting it. This will also mark the item as read.
2. The checkmark will mark all notifications as read.
3. Change your notification preferences with the gear icon.

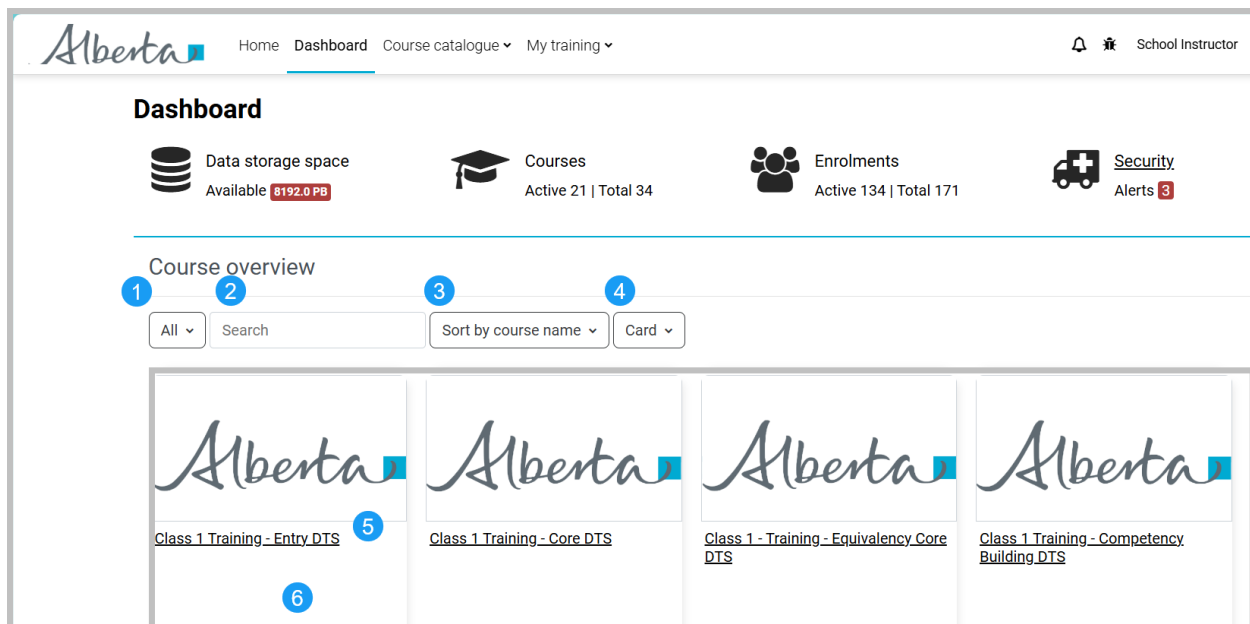


- a. Example. Turn off notifications by checking **Disable notifications**.



Dashboard

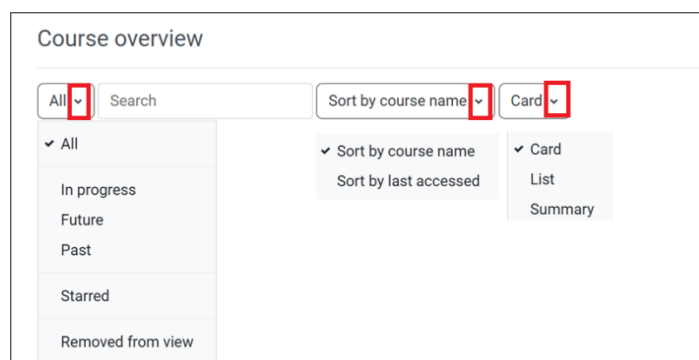
The dashboard is like the home page but focuses on courses.



1. Filter which courses you see on the dashboard. When you have completed many courses, you may want to remove some from the view.
2. Search for a course
3. Sort the courses by name
4. Change how the courses are displayed.
5. Course names.
6. View the completion progress in a course

Filtering the dashboard view


1. Filter which courses appear on the dashboard using the drop-down arrow next to All.
2. Search and sort courses.
3. View the courses by card, list or summary.



Course catalogue

The course catalogue lists all the courses and may be structured into categories. When you pick Class 1, you see how courses are organized by online courses and those offered through the driving schools.

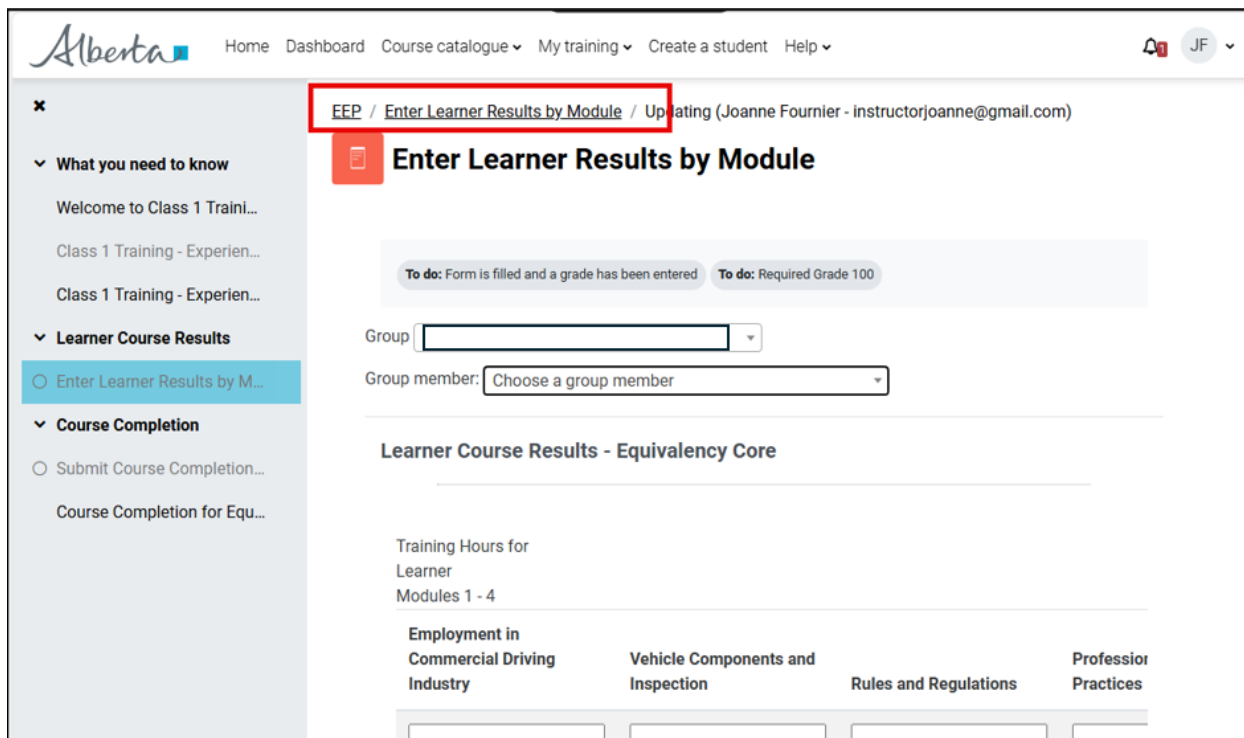


You may expand each section by clicking on the expand  symbol or Expand all. A click on either Online or Driving School displays the courses in each.

Safe ways to navigate

Here are ways you may direct the screens and your learning experience. Use the:

- Left panel in the course
- Breadcrumb trail
- Links at the top of the system (Home, Dashboard, etc...)



Enrol a learner to your course

You will need their driver's license number, date of birth and MVID.

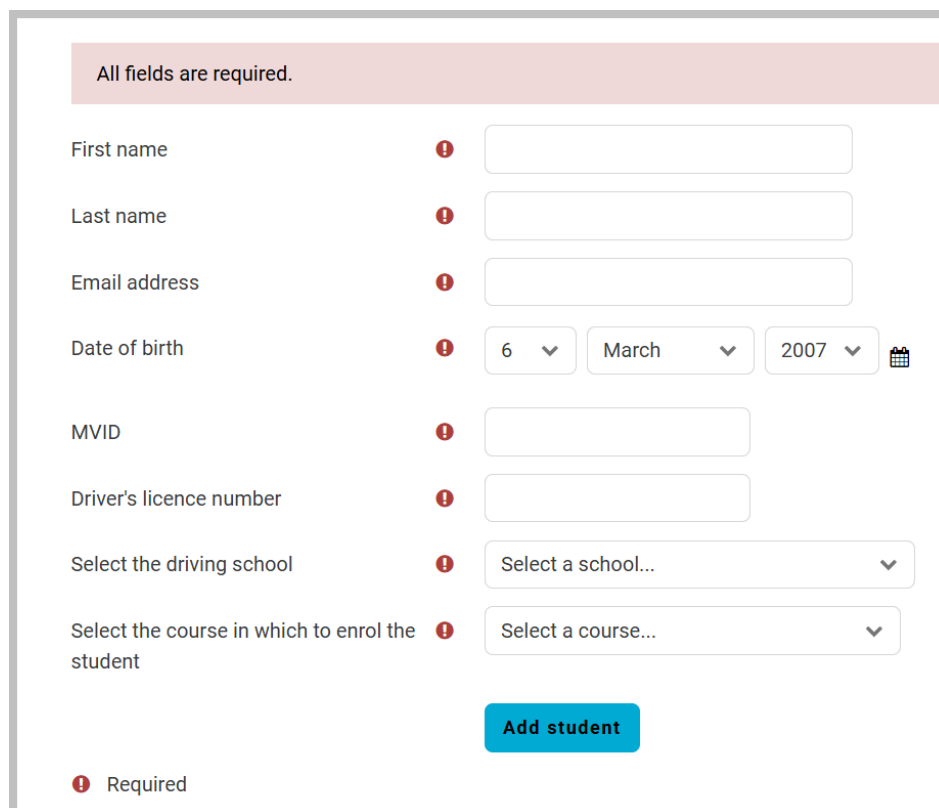
1. Click **Create a student**. The link appears at the top of the system. *A form appears.*



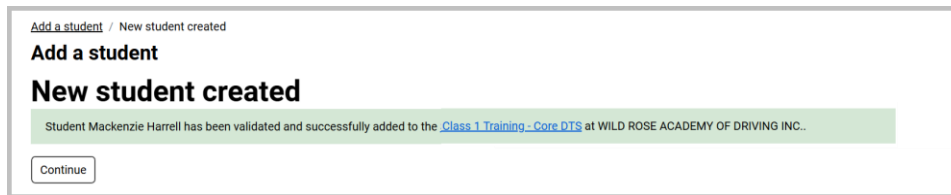
All fields are mandatory. Ensure all information is entered accurately. You will receive an error message and be unable to create the student if the name, date of birth, MVID, or driver's licence number does not match the learner's information as it exists in the Alberta Registries system.

Check with the learner that you are using the same email address they already use to access Alberta.ca/the LMS, or that they intend to use if they have not already created an Alberta.ca account.

This information is used to create a user profile, and the name appears on certificates. If you have entered a different name here, when the user logs into Alberta.ca, the name from Alberta.ca would update the student's profile in the learning system.

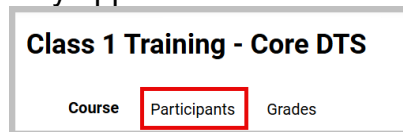
A screenshot of a web form titled 'Create a student'. At the top, a pink banner states 'All fields are required.' Below this, the form contains several input fields, each preceded by a red exclamation mark icon indicating it is required. The fields are: 'First name', 'Last name', 'Email address', 'Date of birth' (with dropdowns for day, month, and year, and a calendar icon), 'MVID', 'Driver's licence number', 'Select the driving school' (a dropdown menu), and 'Select the course in which to enrol the student' (a dropdown menu). At the bottom right is a blue 'Add student' button. At the bottom left is a legend: a red exclamation mark icon followed by the text 'Required'.

2. Enter the information and click **Add student**. If the information matches what is found in MOVES, you will see a success message.



- Want to add another person? If yes, click Continue. If not, click the Alberta logo or one of the links along the top.

Tip: Once a person is added, they appear in the course under the participants link.



Note: You can only enrol a student, view and manage their progress in schools that identify you as an instructor and in the course as an instructor. Administrators and owners have the same privileges and restrictions as instructors.

If you are unable to create a student at a particular driving school, contact licensingimprovements@gov.ab.ca.

Course and Activities

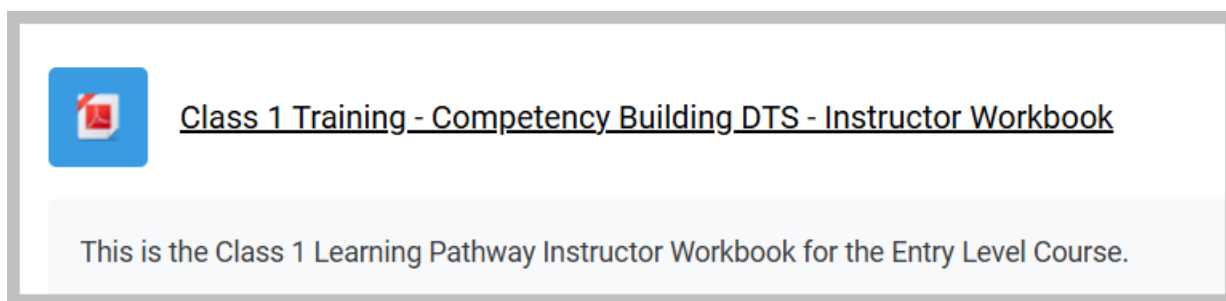
Welcome messages

Open to read general information welcoming you to the course. Once you navigate back to the main course screen, the activity will be marked as Done.

Instructor Workbooks

The workbook will appear within the course either as a single file or within a folder. Depending on how it was setup in the course, when you click it, the file may open within the same window, open another window tab, or begin to download to your system.

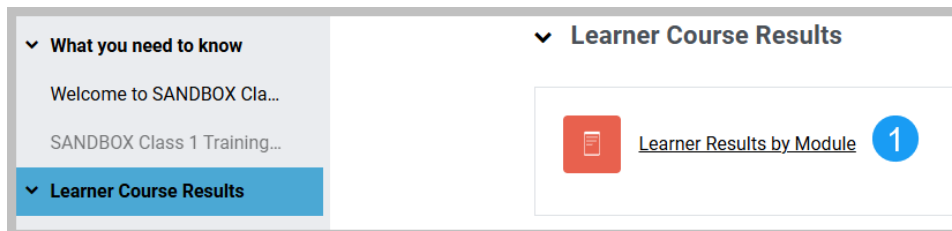
This activity is found in the Competency Building DTS course..



Enter course results

Instructors are required to enter grades and details which will determine if the learner was successful. *Administrators and owners have the same permissions as instructors.*

1. Navigate to the course, the learner course results section and click **Learner Results by Module**.



2. Choose the learner to update from the group member drop-down.
3. Enter the hours taken in each module.

4. Modules completed successfully: Check the module the learner completed
5. Comments: Add in any comments related to how they did in a module or the course overall. **Comments are mandatory. The course will not be completed without a comment included.**
6. Course Grade. When all the modules are checked and completed, enter 100 for the grade. Anything else and the course will not be completed.

7. Save.

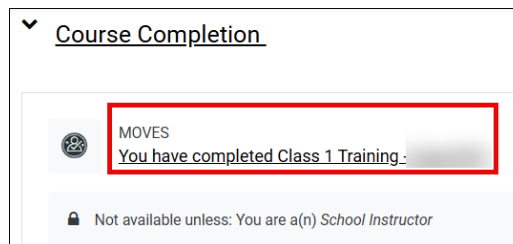
An instructor should update the learner course results following the completion of each module (one total for each module, which includes all in-class, in-yard and in-vehicle hours completed by the student for that module). See your Instructor Guide for the minimum hours required for each module.

Note: At all times you should be mindful of which learner's record you are updating so that you do not enter the wrong information for the wrong learner. You are able to remove information from this form if you have entered it in error.

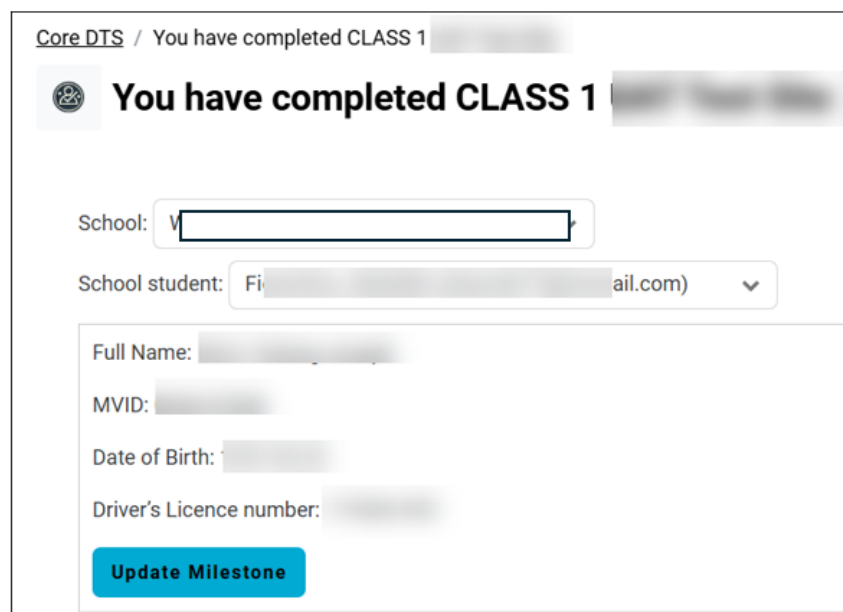
Milestone Update

The instructor needs to send Alberta Registries the milestone information when a learner completes a DTS course. *Administrators and owners have the same permissions as instructors.*

1. Open the course and click on You have completed Class 1 Training – [followed by the course name]. A form will appear.



2. Choose your driving school. *This will populate the learners enrolled in the class at the school.*
3. Choose the learner name. *Their name, MVID and other verified information will appear.*
4. Click the **Update Milestone** button.



Core DTS / You have completed CLASS 1

You have completed CLASS 1

School:

School student: (ail.com) ▼

Full Name:

MVID:

Date of Birth:

Driver's Licence number:

Update Milestone

A congratulations message in the window appears and confirms the completion status for the person.

Note: At all times you should be mindful of which learner actual's record you are updating. Updating a milestone in error may have serious consequences.

Congratulations! The completion status for [REDACTED] on this course has been confirmed.

Full Name: [REDACTED]

MVID: [REDACTED]

Competency assessment for learners

The instructor will:

1. Open the course Class 1 Training – Competency Building DTS.
2. Open the activity **View Learner Competency Assessment(s)**.

Competence / View Learner Competency Assessment(s)

EXTERNAL FILES

View Learner Competency Assessment(s)

External Files Settings More ▾

View Learner Competency Assessment(s)

School: CLASS 1 DRIVING SCHOOL LTD ▾

School student: Learner's name will appear here once chosen ▾

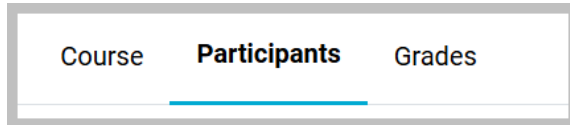
Test Type	Description	Status
Class1	[Class1]. [Skills Test]. [2025-02-27]	FAIL
Class1	[Class1]. [Skills Test]. [2025-03-13]	FAIL
Class1	[Class1]. [Skills Test]. [2025-03-18]	PASS

3. Pick the school and the learner.
4. Choose a document from the list and a pdf opens and displays the competency assessment for the learner.

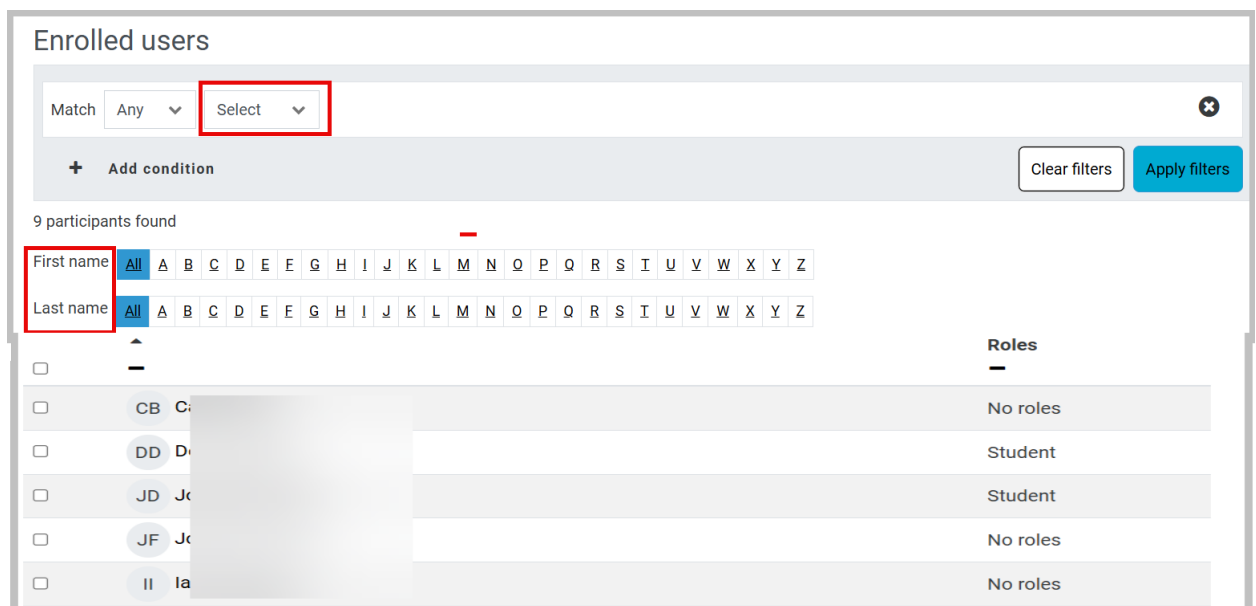
The Competency Assessment is used to inform training during the Competence Building phase. See your Instructor Guide for details. *Administrators and owners have the same permissions as instructors.*

Display learners in a course

1. To see the learners enrolled in your course, open the course and click **Participants**.



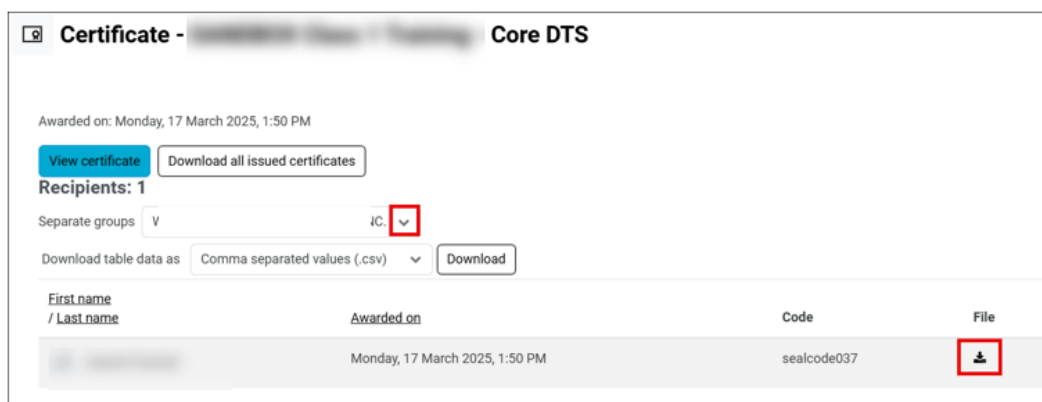
2. If the list is very long, you may want to filter on a key word or just the letters on the First and Last name lines.




Certificates

Instructors/administrators/owners can view and print certificates for learners who took a course at their school and were in their class. Learners can also print their certificate.

1. Open the course and click on the **Certificate** activity link.
2. Choose the School from the drop-down list on Separate groups.
3. Find the learner's name and click the download arrow. The certificate will open as a pdf.

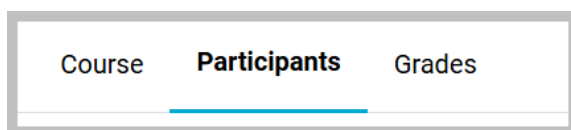


4. Click the print icon in the upper right corner  and decide on the printer or paper tray your organizations uses for certificates.

Tip: When you are done printing, click the back arrow in your browser.

Unenrol a student

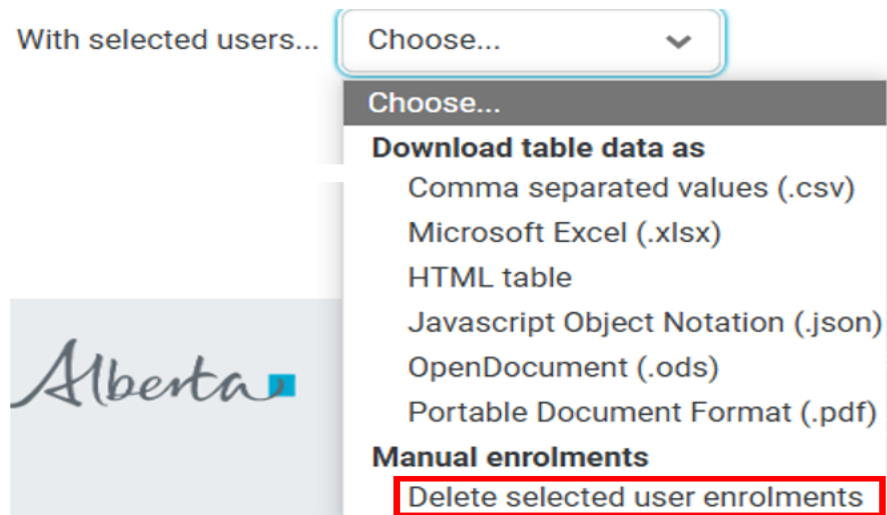
1. You may have a student who you enrolled in a course in error, or who has dropped out/withdrew from the course. In this case, the LMS allows you the option to unenrol.
2. Open the course and click **Participants**.



3. Check the checkbox beside the name of the student you wish to unenrol.

<input type="checkbox"/>	AC	Student
<input type="checkbox"/>	KE	School Instructor
<input checked="" type="checkbox"/>	JJ	Student
<input type="checkbox"/>	ST	Student

- Near the bottom of the screen on the “With selected users...” menu, choose “Delete selected user enrolments”.



- The next screen will ask if you are sure you would like to delete the user enrolment. Review the details before proceeding and click “Unenrol users”.

Bulk user operation

Delete selected user enrolments

Name	Status	Enrolment starts	Enrolment ends
JJ	Active	Thursday, 20 March 2025, 12:00 AM	

▼ **Delete selected user enrolments**

Are you sure you want to delete these user enrolments?

Unenrol users Cancel

- If you find you have unenrolled a learner in error, simply re-enrol them in your course using “Create a student”. Their previous history, such as completed modules and module hours, should reappear in the “Participants” tab.

Conclusion

The system is designed to be intuitive for driving schools and their instructors. Now it is just a matter of logging in and navigating to get comfortable with it.

Contacts

- Alberta.ca login support 1-844-643-2789 alberta-ca.account@gov.ab.ca
- Technical support (such as error messages) safetysystemssupport@gov.ab.ca
- Procedural/licensing questions (for questions about how to perform functions or policy questions) licensingimprovements@gov.ab.ca

Appendix A – Troubleshooting

1. I have updated a milestone for the wrong learner.

What to do:

Contact licensingimprovements@gov.ab.ca as soon as possible with the name of the learner whose milestone was updated in error.

2. I want to add a learner into a class, but the driving school does not appear in the "select a school drop down" list.

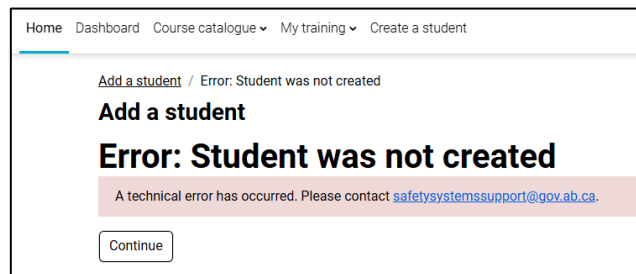
What to do: Contact licensingimprovements@gov.ab.ca and request you be added as Class 1 instructor to the courses you instruct at the driving school.

3. I want to add a learner into a class, but the system says they are not eligible to take the course.

What to do:

- First, check with the learner that they are in fact eligible for the course. For example, their licence may be suspended.
- Have the learner check if their Alberta.ca account is verified. Direct them to:
 - i. Open their browser and go to <https://account.alberta.ca>
 - ii. Sign in with the same email address the driving school has on record
 - iii. Enter the password
 - iv. On Welcome screen, a green message must display it is a verified account. If not, have them click the link Verify your account.
 - v. Complete the screen steps and enter information on their driver's licence.

4. I am trying to add a learner in my course and get an error "Student was not created".



What to do: Click Continue and take an image of the student information. Email this image to the contact in the error message.

5. **I am trying to update a milestone or view/print a certificate for a learner, but I am receiving an error message.**

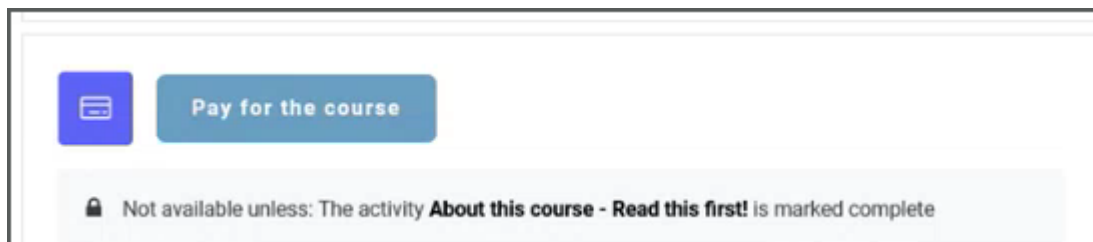
What to do: This is likely because the learner signed in with an Alberta.ca basic account after you created them as a student, which removed their MVID from the LMS.

- Have the learner check if their Alberta.ca account is verified. Direct them to:
 - i. Open their browser and go to <https://account.alberta.ca>
 - ii. Sign in with the same email address the driving school has on record
 - iii. Enter the password
 - iv. On Welcome screen, a green message must display it is a verified account. If not, have them click the link Verify your account.
 - v. Complete the screen steps and enter information on their driver's licence. The learner should log into the LMS after completing these steps to ensure the MVID is added again.

6. **My learner needs help to pay for the online course.**


What to do: In the course, the learner must follow the following steps:

1. Click **the Pay for the course** button. The order details appear with the course name, your name and its cost.



2. Proceed with Secure Checkout. Otherwise, use Return to [course name].

Order Details


Success:
 "Class 1 Training - Entry Online Course Fee" has been added to your cart.

Item	Price	Quantity	Subtotal
Class 1 Training - Entry Online Course Fee	\$250.00	1	\$250.00

Order Details
 Fee Payment ID: 78-112-153
 First Name:
 Last Name:
 Course ID: 112

Order Summary
 Subtotal \$250.00
 Order Total \$250.00
[Secure Checkout](#)

[Return to Class 1 training](#)

- At the Secure Checkout login with your Alberta.ca account.
- Enter in your card and billing information.
- Click Place Order. *A thank you for the order will appear that allows the receipt to be viewed and printed.*

Thank you, your order has been received.

Order #200005441


You will receive an order confirmation email with the details of your order.


[View Receipt](#) | [Print Receipt](#)

[Return to Class 1 Training](#)


[Back to the Homepage](#)

- Back at the course home page proceed with Get Started.


[Pay for the course](#)


Done: Student must complete the payment to complete this activity.

You have been enrolled in the Class 1 Entry course. Use the following button to access your course.

[Get started](#)


Note: It may take 1-2 minutes for your enrolment to be processed successfully. If you cannot access the course, please wait a minute or two and try again.