

Guide to complete Moodle Training to obtain a Credit Card.

Please note that this guidance applies to both Purchasing and Corporate Cards

Please see the instructions below when undertaking the Moodle training courses to obtain a credit card.

Good Use of a P Card

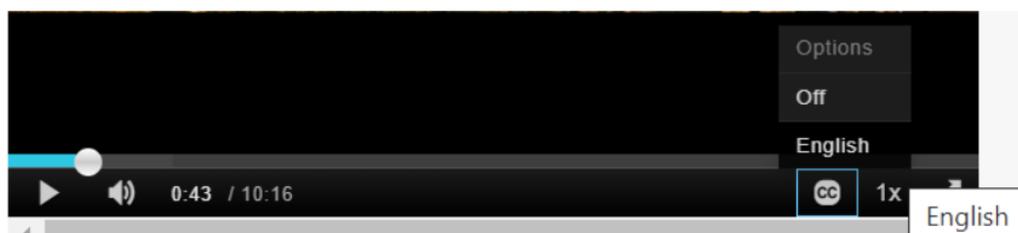
<https://moodle.gla.ac.uk/course/view.php?id=36660>

1. Click on the title below to watch the video.

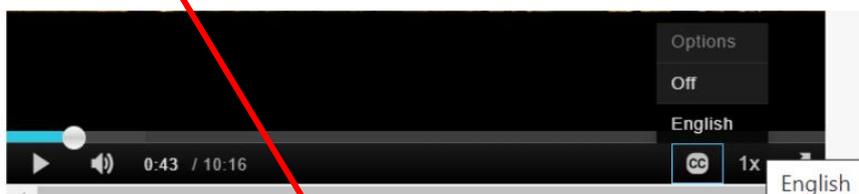


Watch the video then confirm that you have watched it by completing the questions below.

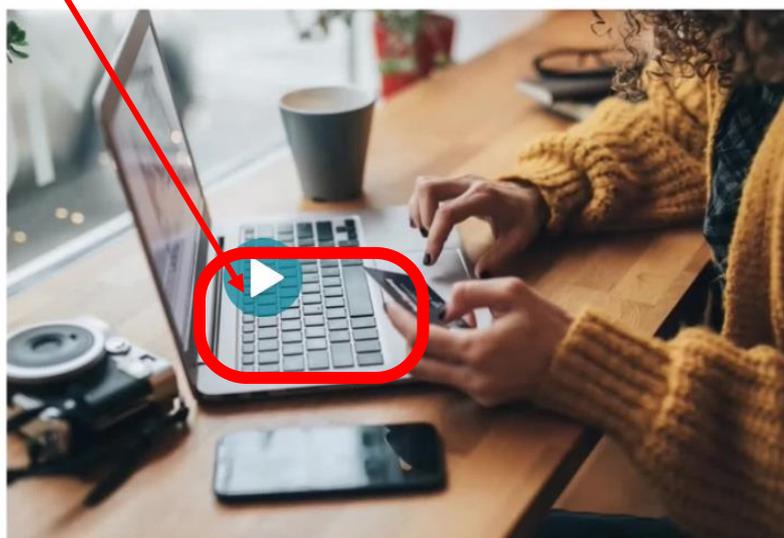
Closed captions can be enabled from the CC button shown below



2. Press Play on the video on the next screen.



**GOOD USE OF
A PURCHASING
CARD
TRAINING**



3. After having watched the video, click on the sentence under the screen to access the questions.



Announcements

Jump to...

Good Use of a Purchasing Card Questions ▶

4. Answer the 2 questions.

i If you have been ill or had other adverse circumstances which you believe have affected any of your exams or other assessments, this can be considered a Good Cause claim. Good Cause claims are submitted via MyCampus and further information on the process is explained in our **'Key FAQs for students'**.

Question 1

Not yet answered

Marked out of 1

Flag question

Edit question

I confirm I have watched the video on Good Use of Purchasing Cards

Select one:

- True
 False

Question 2

Not yet answered

Marked out of 1

Flag question

Edit question

I fully understand the policies and procedures relating to the use of a Purchasing Card.

Select one:

- True
 False

5. Please ensure to **click on Submit All and Finish** – this will mark the course as “Completed” on the Moodle completion report. We use the report to check all training has been completed before issuing a credit card and it is also used for audit purposes.

Good Use of a Purchasing Card Questions

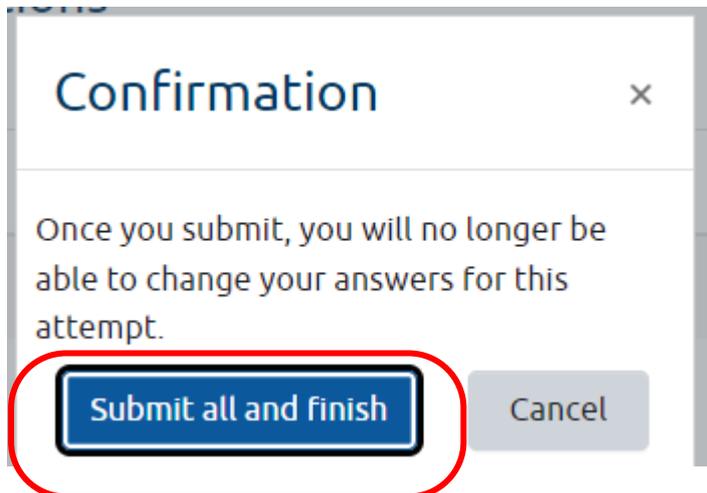
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved

Return to attempt

Submit all and finish

6. Click again on the **Confirmation** box which opens.



7. You will then be directed to a page with your **grade**. You will also receive an email confirmation from Moodle.

Attempts allowed: 2

Grading method: Highest grade

Grade to pass: 2 out of 2

Your final grade for this quiz is 2/2.

Purchasing Cards - MiVision Transaction Coding Training

<https://moodle.gla.ac.uk/course/view.php?id=36374>

1. Click on the title below to watch the video.

Purchasing Card - MiVision Transaction Coding - Training

Purchasing Cards - MiVision Transaction Coding - Training

** To switch off captions please click on the language icon on the bottom right of the video.

[Purchasing Cards Training Video](#) (opens in new window)

2. Press Play to **watch the video** on the next screen.



Purchasing Card Training

♥ 0 ▶ 604 ●

3. After having watched the video, return to the home tab and **answer the questions**.

Purchasing Card Training Multiple Choice

Purchasing Cards System Questions (Please click 'mark as done' on completion)

Please answer these questions to ensure that you are aware of how to use the Purchasing Cards system.

1 I confirm that I have watched the Purchasing Card training video.

True False

4. At the end of questions, click on Finish.



Purchasing Cards System Questions (Please click 'mark as done' on completion)

Please answer these questions to ensure that you are aware of how to use the Purchasing Cards system.

Your result:

 11/11

Mark as done

5. Click on **“Mark as Done”**, on the bottom left corner of the results page, the icon will change to **“Done”**. You will receive an email from Moodle confirming completion of training and you will also be listed on the Moodle report as “completed”.

