

## Administrator guide

For **Moodle site administrators** at customer organisations operating the ZSK course content health check (release **1.0.0**).

### ## Access and navigation

| Target                 | Path                                                                         |
|------------------------|------------------------------------------------------------------------------|
|                        |                                                                              |
| <b>Dashboard</b>       | Site administration → Server → <b>Course content health check</b>            |
| <b>Direct URL</b>      | `/admin/tool/zsk_healthdashboard/index.php`                                  |
| <b>Settings</b>        | Site administration → Server → Course content health check → <b>Settings</b> |
| <b>Navigation link</b> | Optional <b>Course health</b> in the top bar (when enabled)                  |

### ## Permissions

| Role               | Access                                                                       |
|--------------------|------------------------------------------------------------------------------|
|                    |                                                                              |
| Site administrator | Full access (dashboard, scan, settings)                                      |
| Configured users   | Dashboard + trigger scan (when listed in settings)                           |
| Course managers    | Course report in their course ( <b>Reports → ZSK course content health</b> ) |

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### ## Settings (overview)

**Site administration → Server → Course content health check → Settings**

#### ### License and scan configuration

| Setting | Default | Description |
|---------|---------|-------------|
|         |         |             |

| **License server URL** | empty | **Provided by ZSK** verify endpoint address (included in your license documents) |

| **Offline tolerance (days)** | 7 | Premium remains active for this many days if the server is temporarily unreachable — only after a previous successful online verification |

| **Premium license key** | empty | Key with prefix `ZSK-HD-...`; leave empty for free version (10 courses per scan) |

> **Order:** Save license server URL first, then key — otherwise online verification fails.

### ### Dashboard access

| Setting | Default | Description |

|-----|-----|-----|

| **Authorized users** | empty | Additional users without admin role (multi-select with Ctrl/Cmd) |

| **Show “Course health” link in top navigation** | Yes | Quick access in the top bar for authorized users |

### ### Scan thresholds

| Setting | Default | Effect |

|-----|-----|-----|

| **Days since last content change (hint)** | 365 | Courses with older module changes → Hint tab |

| **Max. activities per section** | 15 | Mega-scroll warning → Optimization tab |

| **Max. file size (MB)** | 100 | Large files → Optimization tab |

| **Trainer inactivity (days)** | 365 | Orphan trainers → Critical tab |

| **Zombie inactivity (days)** | 365 | Inactive courses → Critical tab; also controls the detail view |

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### ## License and environments (PROD / TEST / INT)

### ### Free version

- Maximum **\*\*10 courses\*\*** per scan
- No license key required

### ### Premium

- **\*\*Unlimited\*\*** courses per scan
- One key for up to **\*\*3 Moodle instances\*\*** (URLs)

#### **\*\*Customer activation:\*\***

> Activate PROD, then TEST, then INT in sequence — after that, all three URLs are fixed.

1. Save license key in the **\*\*production\*\*** Moodle instance
2. Save the same key in **\*\*TEST\*\***
3. Save the same key in **\*\*INT\*\***

The dashboard shows e.g.: `Premium (2/3 environments bound, unlimited course scanning)`

### ### Offline tolerance

If the license server is temporarily unreachable, Premium remains active for the configured number of days (default: 7) — **\*\*only\*\*** if a valid online verification succeeded previously.

**\*\*Expired licenses\*\*** immediately fall back to the free version (no grace period).

### ### Common license statuses

| Display | Meaning |

|-----|-----|

| Free version (10 courses) | No or invalid key |

| Premium (x/3 environments bound) | All good |  
| Premium (Offline tolerance ...) | Server unreachable, grace period active |  
| All 3 environment slots used | 4th instance — contact ZSK support |  
| License expired | Contact ZSK for renewal |

### ### License issues — contact ZSK support

The following situations **\*\*cannot be resolved in Moodle alone\*\*** — please contact your **\*\*ZSK representative\*\***:

- License key expired or needs renewal
- Message **\*\*“All 3 environment slots used”\*\*** (fourth instance or domain move)
- Key should be moved to a different Moodle URL
- Unclear license status despite correct settings

### **\*\*Please provide:\*\***

- License key (first and last characters are enough)
- Affected Moodle URL ( `wwwroot` , e.g. `https://moodle.your-organisation.com` )
- Desired environment (PROD / TEST / INT)
- Brief error description or screenshot of the dashboard message

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### ## Running scans

| Action | When to use |

|-----|-----|

| **\*\*Run scan now\*\*** | Few courses, quick result (page waits until complete) |

| **\*\*Queue scan for cron\*\*** | Many courses, avoids browser timeout |

- Scheduled scan: daily via Moodle cron (default **\*\*02:00\*\***)

- License verification: daily (default **\*\*03:30\*\***)
- Displayed results always come from the **\*\*last completed scan\*\***

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## ## Reading the dashboard

### ### Overall status (gauge)

- Share of **\*\*healthy courses\*\*** (no critical findings)
- Counts of **\*\*critical errors\*\***, **\*\*optimization hints\*\***, and **\*\*hints\*\***
- Traffic-light colours: green ( $\geq 80\%$ ), yellow ( $\geq 50\%$ ), red ( $< 50\%$ )

### ### Finding tabs

| Tab | Meaning |

|-----|-----|

| **\*\*Critical\*\*** | Must be fixed |

| **\*\*Optimization\*\*** | Should be fixed |

| **\*\*Hint\*\*** | May be fixed |

Each row shows: **\*\*Course\*\***, **\*\*Issue type\*\***, **\*\*Detail\*\***, **\*\*Actions\*\*** (View course report).

### #### All 17 checks by tab

| Tab | Check |

|-----|-----|

| **\*\*Critical\*\*** | Dead links, PDF without searchable text layer, zombie course, outdated H5P library, orphan media, HTTP embed, empty section, course without content, orphan trainer |

| **\*\*Optimization\*\*** | Missing alt text, mega-scroll section, generic activity name, guest access enabled, large file, no course image, no course summary |

| **\*\*Hint\*\*** | Stale content (threshold configurable) |

## **\*\*Coverage notes:\*\***

- HTML checks: mainly **\*\*pages, labels, and books\*\***
- H5P: only via **\*\*`h5pactivity`\*\*** module
- PDF text: requires **\*\*Global search\*\***
- Zombie / trainer: requires **\*\*`logstore\_standard\_log`\*\***

## **### Inactive courses detail view (Critical tab)**

When inactive (“zombie”) courses are found, the **\*\*Critical\*\*** tab additionally shows:

1. **\*\*Link above the table:\*\*** e.g. “2 inactive courses — show detail view”
2. **\*\*Per-row link\*\*** for issue type “Zombie course”: **\*\*Show detail view\*\***
3. **\*\*Collapsible section\*\*** below: **\*\*Inactive courses detail view (X)\*\***

The detail table contains:

| Column   Content                                |
|-------------------------------------------------|
| ----- -----                                     |
| Course   Name and short name (link to course)   |
| Last student activity   Date or “None recorded” |
| Days inactive   Days without student activity   |
| Actions   Open course \  View course report     |

Sorted by longest inactivity first. Threshold: **\*\*Zombie inactivity (days)\*\*** setting.

## **### Course report**

Via **\*\*View course report\*\*** or in the course: **\*\*Reports → ZSK course content health\*\***

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## ## When is a course considered “empty”?

A course is **\*\*not\*\*** empty if at least one applies:

- Course summary with text
- Section summary with text
- Visible content activity (file, page, label, ...)
- Announcements forum **\*\*with\*\*** at least one post

A course **\*\*is\*\*** empty if only an empty announcements forum exists and there are no texts/activities.

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## ## Maintenance and updates

1. Copy the new **\*\*plugin package from ZSK\*\*** to the Moodle server (admin tool + report)
2. **\*\*Site administration → Notifications\*\*** → upgrade
3. **\*\*Purge all caches\*\***
4. Run a test scan and verify the dashboard

Installation: [installation.md]([installation.md](#))

User guide: [user-guide.md]([user-guide.md](#))