

Course Title: Moodle Training for Advanced Users

Course Description: This 30-hour full online training/ workshop is intended for educators, trainers, LMS Administrators, and Managers who have some experience teaching using Moodle LMS. The lessons covered in this course will provide learners with a high-level overview of the features of what concepts and what “more” they can do with Moodle LMS.

General Objectives:

At the end of this course, participants should be able to;

1. Explore more of what Moodle can offer; Provide a high-level overview of the Moodle LMS features.
2. Manage categories and courses in the LMS such as adding categories, and sub-categories, deleting course categories, organizing courses, creating courses, and managing courses in bulk.
3. Develop a dynamic and effective course using the key resources and activities in Moodle.
4. Enabling enrollment methods that suit the organization; self enrolment, guest access, manual enrolment, cohort enrollment.
5. Manage grader reports and settings.
6. Setting up competency and learning plans to ensure that the users are active beyond their individual roles.

MODULES	TOPICS	LEARNING OUTCOMES	METHODOLOGIES	DURATION
Module 1: Moodle LMS Features	<ol style="list-style-type: none"> 1. Moodle LMS features <ul style="list-style-type: none"> ● LMS Features ● Moodle Navigation (Overview) 2. User profile features <ul style="list-style-type: none"> ● Blogs ● Notes ● Comment ● Report 	<ol style="list-style-type: none"> 1. Explore more of what you can do with Moodle LMS 2. Discuss the Moodle LMS features, administrative, course development, and management features. 3. Explore the Moodle navigation in different users and roles. 4. Manage user profiles and Available functionalities (Preference settings, Blogs, Notes, 	<ul style="list-style-type: none"> ● Presentation ● Online Demonstration ● Assessment 	5 hours
Module 2: Moodle Activities, Resources and Default Settings	<ol style="list-style-type: none"> 1. Activities and Resources <ul style="list-style-type: none"> ● Moodle resources ● Assessment tools ● Communication tool ● Collaboration tool ● Evaluation tool ● Lesson activity ● H5P Integration 2. Settings <ul style="list-style-type: none"> ● Grade ● Ratings ● Common Module Settings ● Restrict access 	<ol style="list-style-type: none"> 1. Review on what you currently know Enumerate and discuss the activities or resources in Moodle. 2. Know what more you can make use of the different activities or resources and when to use them. 3. Definition and adding of H5P Interactive content using the Content Bank 4. Understand the use of different and general settings of activities and resources 	<ul style="list-style-type: none"> ● Presentation ● Online Demonstration ● Assessment 	5 hours

	<ul style="list-style-type: none"> ● Activity Completion ● Tags 			
Module 3: Management of Course Categories and Courses	1. Manage Categories	<ol style="list-style-type: none"> 1. Understand the category and how it is organized in descriptive categories. 2. Management of categories such as; adding categories/subcategories, editing or moving, hiding, and sorting. 3. Assign a category admin or a manager in a course category 4. Identify what can a category admin do 	<ul style="list-style-type: none"> ● Presentation ● Online Demonstration ● Assessment 	5 hours
	<ol style="list-style-type: none"> 1. Manage Courses <ul style="list-style-type: none"> ● Template for uploading courses and enrolling users ● Course Completion ● Enrolment Methods ● Reports Available 2. Course Life Cycle <ol style="list-style-type: none"> a. Backup b. Restore c. Reset 	<ol style="list-style-type: none"> 3. Create, set up courses, and know when to use a course format. 4. Uploading bulk courses 5. Identify different enrollment methods you can enable in your courses 6. Set up Course Completion Conditions 7. Set up your process for a course life cycle 8. Learn to process backup, restore, and reset to courses 		
Module 4: Manage users with Cohorts	<ol style="list-style-type: none"> 1. Cohort <ul style="list-style-type: none"> ● Template for uploading cohort 	<ol style="list-style-type: none"> 1. Understand the cohorts and how it is organized in the categories and user-context roles. 2. Managing category cohorts, such as; add/upload, delete, move, and configure cohort themes. 3. Assigning user-context roles to all cohort members. 4. Add a custom profile field. 	<ul style="list-style-type: none"> ● Presentation ● Online Demonstration ● Assessment 	5 hours

Module 5: Gradebook	1. Gradebook	<ol style="list-style-type: none"> 1. Define and learn the overview of the gradebook 2. Learn and understand the grade settings. 3. Management of the grader report. 	<ul style="list-style-type: none"> ● Presentation ● Online Demonstration ● Assessment 	5 hours
Module 6: Competency and Learning Plans	1. Competency and Learning Plans	<ol style="list-style-type: none"> 1. Define and explain the difference between competency and learning plans. 2. Describe the level of understanding or proficiency of a learner. 3. Create and set up competencies; Course and activity levels 4. Adding competencies to a learning plan template. 5. Assigning learning plans to users or cohorts. 	<ul style="list-style-type: none"> ● Presentation ● Online Demonstration ● Assessment 	5 hours