

**Course Title:** Moodle Training for Site Administrators

**Course Description:** This course is intended for aspiring and current LMS Administrators with a background in Computer Science, Computer Engineering, ICT, Educational Technology, and other related studies. The lessons covered in this course will provide learners with adequate skills and knowledge of LMS so that they would be able to maintain LMS in their organization. Some tips and best practices in LMS administration will be discussed and applied during the training in order for the learners to maximize their time and effort, and instill in their minds the proper way of LMS management and administration.

**General Objectives:**

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

1. Manage categories and courses in the LMS such as adding categories, sub-categories, deleting course categories, organizing courses and categories, creating courses, and managing courses in bulk.
2. Enroll users or cohorts into the course. Discuss forms of internal enrolment such as manual enrolment, self enrolment, guest access, bulk user enrolment, cohort enrolment, and synchronization.
3. Manage users. Discuss user profiles and user-defined profile fields, standard user actions, manual accounts, user authentication, and username best practices.
4. Manage permissions. Discuss roles and capabilities, and create custom roles in the LMS.
5. Explore the Moodle look and feel. Discuss an overview of the Moodle look and feel, differentiation of site versus dashboard navigations, customize navigation, explore the frontpage settings, the Moodle themes, and the accessibility tool.
6. Discuss the Moodle plugins. Discuss plugins overview, repositories, installing third-party plugins, and keeping plugins up to date. Determine good and bad add-ons.

7. Configure Moodle settings. Distinguish between educational configurations and technical configurations.
8. Discuss the Moodle logging framework and reporting.
9. Discuss Moodle security and privacy.
10. Monitor the performance and optimize the LMS on the site level.

<b>MODULE</b>	<b>TOPICS</b>	<b>LEARNING OUTCOMES</b>	<b>METHODOLOGIES</b>	<b>DURATION</b>
Module 1	<ol style="list-style-type: none"> <li>1. Overview of Courses, Users, and Roles</li> <li>2. Course Management</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide a high-level overview of courses, users, and roles.</li> <li>2. Organize courses into categories and sub-categories.</li> <li>3. Create and manage courses, individually and in bulk.</li> <li>4. Manage enrollment of users in a course.</li> </ol>	<ul style="list-style-type: none"> <li>● Presentation</li> <li>● Discussion</li> <li>● Online Demonstrations</li> </ul>	5 hours
Module 2	<ol style="list-style-type: none"> <li>1. User Management</li> </ol>	<ol style="list-style-type: none"> <li>1. Browse the user profiles in Moodle.</li> <li>2. Perform standard user actions, either manual or bulk upload.</li> <li>3. Create cohorts and assign cohort members.</li> <li>4. Manage Cohorts.</li> <li>5. Authenticate users in the system.</li> </ol>	<ul style="list-style-type: none"> <li>● Presentation</li> <li>● Discussion</li> <li>● Online Demonstrations</li> </ul>	5 hours
Module 3	<ol style="list-style-type: none"> <li>1. Managing Permissions - Roles and Capabilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Understand how permissions work and how they fit into different contexts.</li> <li>2. Assign roles to different users in different contexts.</li> <li>3. Modify roles and create new ones, including a role for parents or mentors.</li> <li>4. Manage a range of administrative role-related settings.</li> </ol>	<ul style="list-style-type: none"> <li>● Presentation</li> <li>● Discussion</li> <li>● Online Demonstrations</li> </ul>	5 hours

Module 4	<ol style="list-style-type: none"> <li>1. Site Appearance</li> <li>2. Moodle Plugins</li> <li>3. Repositories</li> <li>4. Integrations</li> </ol>	<ol style="list-style-type: none"> <li>1. Customize the front page and navigation.</li> <li>2. Understanding appearance customization and Moodle themes.</li> <li>3. Assess Moodle plugins before installation.</li> <li>4. Incorporate data in the LMS through internal or external repositories.</li> <li>5. Understand how Safe Exam Browser works and how to set it up in a quiz activity.</li> <li>6. Manage H5P content types.</li> <li>7. Provide an overview of site administration presets.</li> </ol>	<ul style="list-style-type: none"> <li>● Presentation</li> <li>● Discussion</li> <li>● Online Demonstrations</li> </ul>	5 hours
Module 5	<ol style="list-style-type: none"> <li>1. Moodle Configurations</li> <li>2. Educational Configurations</li> <li>3. Technical Configurations</li> </ol>	<ol style="list-style-type: none"> <li>1. Discuss relevant settings and system configurations of the LMS for your organization.</li> <li>2. Distinguish between educational and technical configurations.</li> </ol>	<ul style="list-style-type: none"> <li>● Presentation</li> <li>● Discussion</li> <li>● Online Demonstrations</li> </ul>	5 hours
Module 6	<ol style="list-style-type: none"> <li>1. Moodle Logging and Reporting</li> <li>2. Custom Reports</li> </ol>	<ol style="list-style-type: none"> <li>1. Track users and view activity reporting in Moodle.</li> <li>2. Generate reports and analytics in Moodle.</li> <li>3. Discuss the different reporting tools of Moodle.</li> <li>4. Create and generate custom reports.</li> </ol>	<ul style="list-style-type: none"> <li>● Presentation</li> <li>● Discussion</li> <li>● Online Demonstrations</li> </ul>	5 hours
Module 7	<ol style="list-style-type: none"> <li>1. Moodle Security and Privacy</li> </ol>	<ol style="list-style-type: none"> <li>1. Learn how to set up a number of notification mechanisms that warn you about potential security issues and look at the built-in security report.</li> </ol>	<ul style="list-style-type: none"> <li>● Presentation</li> <li>● Discussion</li> <li>● Online</li> </ul>	5 hours

	2. Moodle Support Contact	<ol style="list-style-type: none"><li>2. Learn how to set up a site policy and configure the antivirus scanner.</li><li>3. Review access to Moodle (self-registration, guest access, protection of user details, and course contacts), Moodle passwords, security in roles, and spam prevention.</li><li>4. Set up a support contact person or page for your user profiles.</li></ol>	Demonstrations	
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