

Course Title: Moodle Administrator Qualification

Course Description: The MAQ is based on the DigCompLMSAdmin framework, which articulates 31 competences across four thematic areas and eight competence areas: **Infrastructure**, covering the implementation and maintenance of an LMS; **Operation**, covering the configuration of the LMS for learning and teaching along with routine administrative tasks; **Integration**, covering enhancements to the functionality of the LMS and **Practice**, covering administrators' professional development and experience sharing.

The **eight MAQ courses**, matching the eight competence areas, are online, asynchronous and facilitated. In each course there are formative questions to evaluate each competence, along with a summative knowledge quiz and short written assignment giving candidates the opportunity to demonstrate their understanding and share their experiences of managing their own Moodle site.



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MAQ competences	Duration
<p>1. Implementation An appropriate LMS is installed on an agreed OS with appropriate institutional safeguards in place.</p> <p>1.1. Installation - Set up an LMS on a suitable hosting environment.</p> <p>1.2. Security - Incorporate good practice in embedding security in the LMS.</p> <p>1.3. Privacy - Enable agreed privacy procedures appropriate to the institution and location.</p> <p>1.4. Site policy - Enable agreed site policies appropriate to the institution and location.</p>	10 hrs
<p>2. Maintenance and support The LMS is regularly maintained and upgraded according to agreed deadlines.</p> <p>2.1. Performance - Use recommended performance measures for optimisation and scalability.</p> <p>2.2. Upgrading - Implement an agreed policy of regular upgrades.</p> <p>2.3. Year end / Rollover - Incorporate regular backups and resets in line with institutional requirements.</p> <p>2.4. Support structures - Support learners and staff to use the LMS.</p>	10 hrs
<p>3. Site structure The LMS is organised in line with institutional requirements</p> <p>3.1. Site / course defaults - Enable and record the most suitable site settings for the institution. Consider the use of course templates and site admin presets.</p> <p>3.2. Course / Category management - Organise the LMS learning pathways in line with the needs of the institution.</p> <p>3.3. Repositories / portfolios - Select the appropriate standard</p>	10 hrs

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<p>repositories and portfolios for learning and teaching.</p>	
<p>4. User management Access to the LMS meets requirements and can adapt to changing needs</p> <p>4.1. Authentication - Identify, enable and monitor authentication methods relevant to the institution.</p> <p>4.2. Enrolment - Identify, enable and monitor enrolment methods relevant to the institution.</p> <p>4.3. Roles - Assign, adapt and create roles appropriately.</p> <p>4.4. Capabilities and Permissions - Make thoughtful use of permissions to extend or restrict capabilities.</p>	<p>10 hrs</p>
<p>5. Site appearance and functionality (UX) The LMS is appropriately branded and offers an accessible, inclusive user experience</p> <p>5.1. Navigation - Use appropriate settings and features to ensure users can easily locate everything in the LMS</p> <p>5.2. Customisation - Brand or personalise the LMS with standard or contributed options</p> <p>5.3. Accessibility - Ensure the LMS meets official accessibility standards.</p> <p>5.4. Inclusion - Ensure access on mobile devices, via mobile browsers and the mobile app, and mobile-friendly courses.</p>	<p>10 hrs</p>
<p>6. Monitoring Relevant reporting and analytics processes optimise the LMS for learning</p> <p>6.1. Site reports - Run, create and, where appropriate share, relevant site reports with appropriate stakeholders.</p> <p>6.2. Course reports - Understand and promote the use of course reports.</p> <p>6.3. Analytics - Critically evaluate and implement, where appropriate, learning analytics.</p> <p>6.4. Event monitoring - Critically evaluate and implement</p>	<p>10 hrs</p>

<p>where appropriate event monitoring.</p>	
<p>7. Plugins and Extensions Plugins and external services extend the LMS.</p> <p>7.1. Integration policy - Implement and update plugins and other integrations in line with an institutional policy.</p> <p>7.2. Community contributions - Install agreed useful plugins from the Moodle Plugin directory.</p> <p>7.3. Commercial add-ons - Connect to agreed purchased integrations such as Student Management systems or LMS integrations.</p> <p>7.4. LTI - Evaluate and implement requested External tools, mindful of appropriate security and privacy settings</p> <p>7.5. Web services - Understand and, where appropriate, enable and use relevant web services.</p> <p>7.6. Open Educational Resources (OER)- Enable and promote the sharing of open content via Moodle.Net.</p>	<p>10 hrs</p>
<p>8. Professional practice Experience is shared with appropriate personal, institutional and community connections</p> <p>8.1. Community troubleshooting and collaboration - Report bugs and raise queries in the Moodle community via the Tracker and Moodle.org and contribute to the Moodle docs. Contribute within the organisation's local or regional communities.</p> <p>8.2. Reflective practice - Engage in post-upgrade reviews, discussions with other admins, personal journals / blogging</p>	<p>5 hrs</p>
<p style="text-align: right;">Total hours:</p>	<p>75 hours</p>

Guidelines

- The MAQ program is a 75-hour, fully online, self-paced training course that includes a weekly webinar (approximately 45 minutes per session) and runs for a total of eight (8) weeks
- All MAQ candidates are required to first take a 20-item pre-qualification quiz, which requires a passing grade of 70%, with a maximum of two attempts.
- Candidates who meet the required score may proceed directly to the MAQ program.
- The program duration is eight (8) weeks, with an estimated total of 75 hours needed to complete the course.
- Participants are enrolled for six months, which allows approximately 8 to 10 hours per week to complete lessons, assessments, and other related activities necessary to acquire a certificate of completion.
- Participants will receive a calendar invitation prior to the scheduled webinars.
- Upon completion of the course, participants will be able to download their certificate.

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