



LEARNING MANAGEMENT SYSTEM TRAINING

Moodle at an administration level

Vanja Mandrić Radivojević

vanja.mandric@ferit.hr

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THE GOALS OF THIS CHAPTER

- What is Moodle?
- Inside Moodle
- Moodle courses
- Adding a new course
- User log in
- Backing up a course



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WHAT IS MOODLE?

- **Moodle** is a free, online Learning Management System enabling educators to create their own private website filled with dynamic courses that extend learning, any time, anywhere.
- Whether you're a teacher, student or an administrator, Moodle can meet your needs. Moodle's extremely customisable core comes with many standard features.



- <https://docs.moodle.org>
- <https://www.udemy.com/learn-moodle/>



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WHAT IS THE MOODLE?

- **Moodle** interface is designed to be responsive and accessible
- Moodle interface is easy to navigate on both a desktop and mobile device





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INSIDE MOODLE

- Moodle's basic structure is organised around courses where teachers can present their materials to students.
- Courses can contain any studies variants depending on the teacher or establishment.
- Pages with materials can have different layouts but they usually include a number of central sections where materials are displayed and side blocks offering extra features or information.
- How students enrol in courses depends on the establishment; for example, they can self-enrol, be enrolled manually by their teacher or automatically by the admin.
- Everyone who logs into Moodle has no special privileges until they are allocated roles by the administrator according to their needs in individual courses or contexts.

Further content is related to administrator of category level!



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MOODLE COURSES



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MOODLE COURSES

- Courses are the spaces on Moodle where teachers add learning materials and activities for their students.
- Courses may be created by admins, course creators or managers. Teachers can then add the content and re-organise them according to their own needs.

The screenshot shows a Moodle course page for 'Learning Management System Training'. The left sidebar contains a navigation menu with options like Dashboard, Site home, Site pages, Courses, and various sub-courses. The main content area is titled 'General' and lists the following teachers:

- Dr. Drago Žagar, Full Professor
- Dr. Snježana Rimac-Drilje, Full Professor
- Ivica Matotek, LMS expert
- Mario Miloloža, System Engineer
- Dr. Dragana Božić Lenard, Postdoctoral Research Fellow
- Dr. Tomislav Matić, Assistant Professor
- Dr. Hrvoje Leventić, Postdoctoral Research Fellow
- Dr. Vanja Mandrić Radivojević, Associate Professor

Below the list, there are three course sections:

- LMS in general. LMS for educational community in Croatia. (June 10)**
Ivica Matotek, LMS expert
- Moodle in CARNET- Parts 1 and 2 (June 10)**
Ivica Matotek, LMS expert
- Practical implementation of LMS - Parts 1, 2 and 3 (June 11)**
Mario Miloloža, System Engineer
Dr.sc. Vanja Mandrić, Associate Professor
Ivica Matotek, LMS expert
Dr. Tomislav Matić, Assistant Professor



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ADDING A NEW COURSE

- By default, a regular teacher can't add a new course. To add a new course to Moodle, you need to have either administrator, course creator or manager rights.
- Someone, for example, with administrator rights, select a CATEGORY in Moodle and there he/she can create a new course.

The screenshot shows the Moodle course management interface. A red box highlights the 'Course Category' dropdown menu, which is currently set to 'Razno / Ferit'. A red circle highlights the 'Add a new course' button at the bottom of the page. The interface includes a navigation menu on the left, a search bar, and a list of courses with their respective teachers and 'Click to enter this course' buttons.



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ADDING A NEW COURSE

- Now you can set up the course:

The screenshot shows a web browser window with several tabs open, including 'Uzmi kupon kodove', 'translate - Google pretraživanje', 'Courses - MoodleDocs', 'Adding a new course - MoodleL...', and 'mooc: Add a new course'. The browser address bar shows the URL: <https://mooc.carnet.hr/course/edit.php?category=38&returnto=category>. The page content is the Moodle LMS interface for adding a new course. On the left is a navigation sidebar with 'Navigation' (Dashboard, Site home, Site pages, Courses) and 'Administration' (Category: Ferit, Manage this category, Edit this category, Add a subcategory, Assign roles, Permissions, Check permissions, Cohorts, Filters, Restore course, Learning plan templates, Competency frameworks). The main content area is titled 'mooc' and shows the user 'Vanja Mandrić'. The breadcrumb trail is 'Dashboard > Category: Ferit > Manage this category > Add a new course'. The main heading is 'Add a new course' with an 'Expand all' link. The form is divided into two sections: 'General' and 'Description'. The 'General' section includes fields for 'Course full name', 'Course short name', 'Course category' (set to 'Razno / Ferit'), 'Course visibility' (set to 'Show'), 'Course start date' (8 June 2019, 00:00), 'Course end date' (7 June 2020, 00:00, with an 'Enable' checkbox), and 'Course ID number'. The 'Description' section includes a 'Course summary' field with a rich text editor toolbar.



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ADDING A NEW COURSE - EDIT COURSE SETTINGS

The screenshot shows the 'Edit course settings' page in Moodle. The browser tabs include 'Pristigla pošta - vmandric@gmail.com', 'translate - Google pretraživanje', 'Courses - MoodleDocs', 'Adding a new course - MoodleL...', and 'Edit course settings'. The URL is 'https://mooc.carnet.hr/course/edit.php?id=2147&returnto=catmanage'. The page content includes a breadcrumb trail: 'Dashboard > Courses > Razno > Ferit > Learning Management System Training'. The main heading is 'Edit course settings' with an 'Expand all' link. The 'General' section contains the following fields: 'Course full name' (Learning Management System Training), 'Course short name' (Learning Management System Training), 'Course category' (Razno / Ferit), 'Course visibility' (Show), 'Course start date' (4 June 2019 00:00), 'Course end date' (7 June 2019 10:59), and 'Course ID number'. The 'Description' section contains the 'Course summary' field with a rich text editor. Annotations with blue boxes and lines point to: 1) The 'Course full name' field, labeled 'Name of the course'. 2) The 'Course category' dropdown, labeled 'Appropriate category'. 3) The 'Course ID number' field, with a note: 'If the course has an official code name, it may be entered, otherwise the field can be left blank'. 4) The 'Course summary' field, with a note: 'The course summary is displayed in the list of courses'. A green arrow icon is visible in the bottom right corner of the page.



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ADDING A NEW COURSE - EDIT COURSE SETTINGS

The screenshot shows the Moodle course settings page for editing. The browser tabs include 'Pristigla pošta - vmandric@gma...', 'translate - Google pretraživanje', 'Courses - MoodleDocs', 'Adding a new course - MoodleL...', 'Edit course settings', and 'lms - Google pretraživanje'. The address bar shows 'CARNET (Hrvatska akademska i istraživačka mreža - CARNET) [HR] | https://mooc.carnet.hr/course/edit.php?id=2147'. The left navigation menu is expanded to 'Courses' > 'Ferit' > 'Learning Management System Training'. The main content area is titled 'Course image' and shows a file named 'LMS.png' with a circular logo. A text box with an arrow points to this image, stating: 'The course image is displayed in the course overview on the Dashboard'. Below the image, the 'Accepted file types:' section lists 'Image (GIF) .gif', 'Image (JPEG) .jpg', and 'Image (PNG) .png'. The 'Course format' section is expanded, showing a dropdown menu with 'Topics format' selected. A text box with an arrow points to this dropdown, stating: 'The course format determines the layout of the course page.' Other sections visible include 'Hidden sections', 'Course layout', and 'Appearance'. The Windows taskbar at the bottom shows various application icons and the system clock displaying '11:25 7.6.2019.'.



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ADDING A NEW COURSE - EDIT COURSE SETTINGS

Hidden sections ⓘ Hidden sections are shown in collapsed form ▾
Hidden sections are shown in collapsed form
Course layout ⓘ Hidden sections are completely invisible

Course layout ⓘ Show all sections on one page ▾
Show all sections on one page
Show one section per page

▶ Appearance

▼ Appearance

Force theme Do not force ▾

Force language Do not force ▾

Number of announcements 5 ▾ ⓘ

Show gradebook to students Yes ▾ ⓘ

Show activity reports No ▾ ⓘ

▼ Files and uploads

Maximum upload size Site upload limit (256MB) ▾ ⓘ

This setting determines whether hidden sections are displayed to students in a collapsed form.

This setting determines whether the whole course is displayed on one page or split over several pages.


- The theme of the course;
- Preferred language;
- Choose a number of announcements, etc.



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ADDING A NEW COURSE - EDIT COURSE SETTINGS

Group mode  No groups ▾

Force group mode  No ▾

Default grouping None ▾

▼ Role renaming

Your word for 'Manager'

Your word for 'Course creator'

Your word for 'Teacher'

Your word for 'Non-editing teacher'

Your word for 'Student'

Your word for 'Guest'

Your word for 'Authenticated user'

Your word for 'Authenticated user on frontpage'

The group mode defined at a course level is the default mode for all activities within the course

It is possible to give other names for all roles.



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ADDING A NEW COURSE - EDIT COURSE SETTINGS

- After all settings are done, the course can be saved:

A green rectangular button with the text "Save and display" in white. It is circled in red.

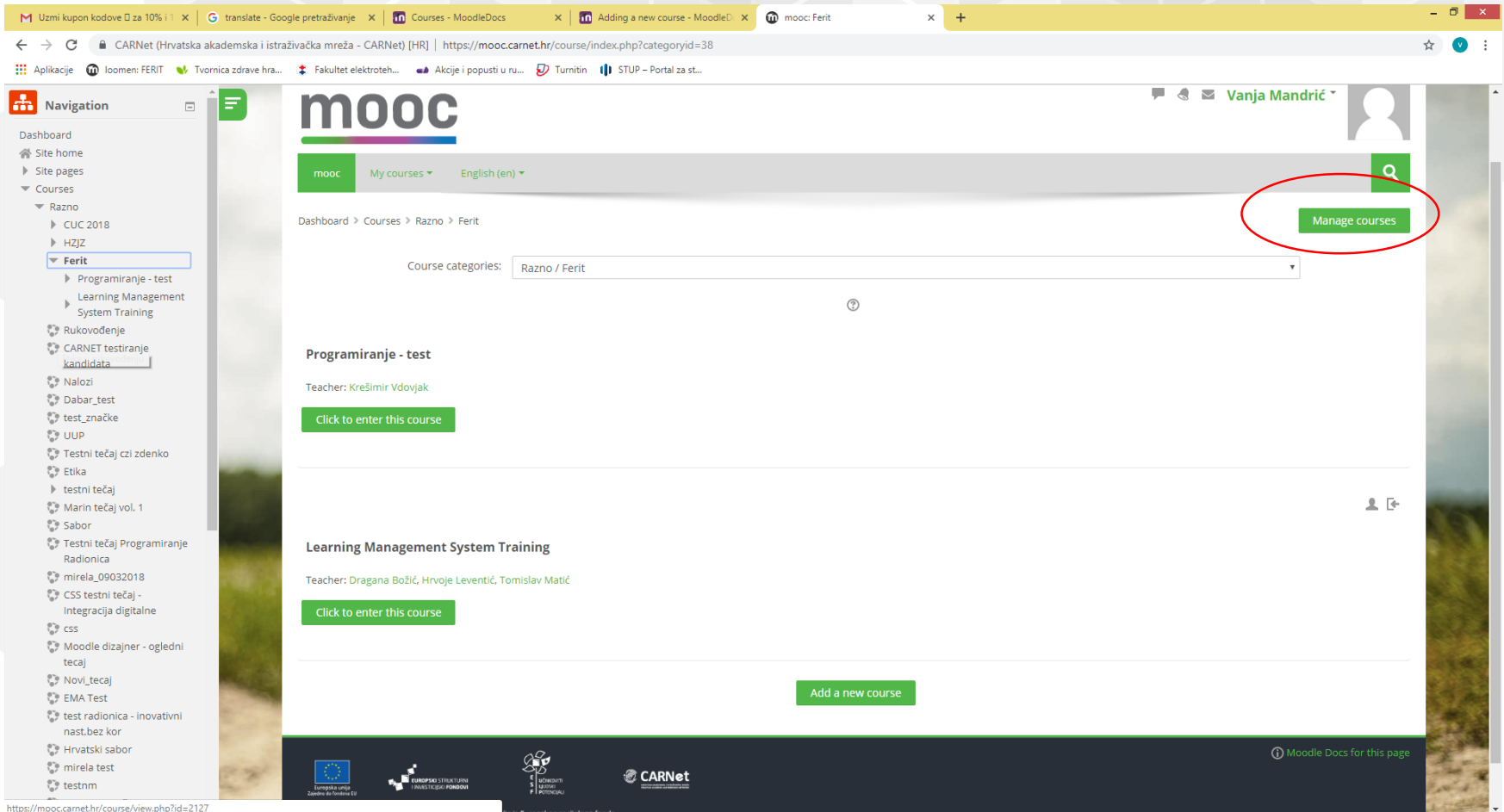
Save and display

A red rectangular button with the text "Cancel" in white.

Cancel

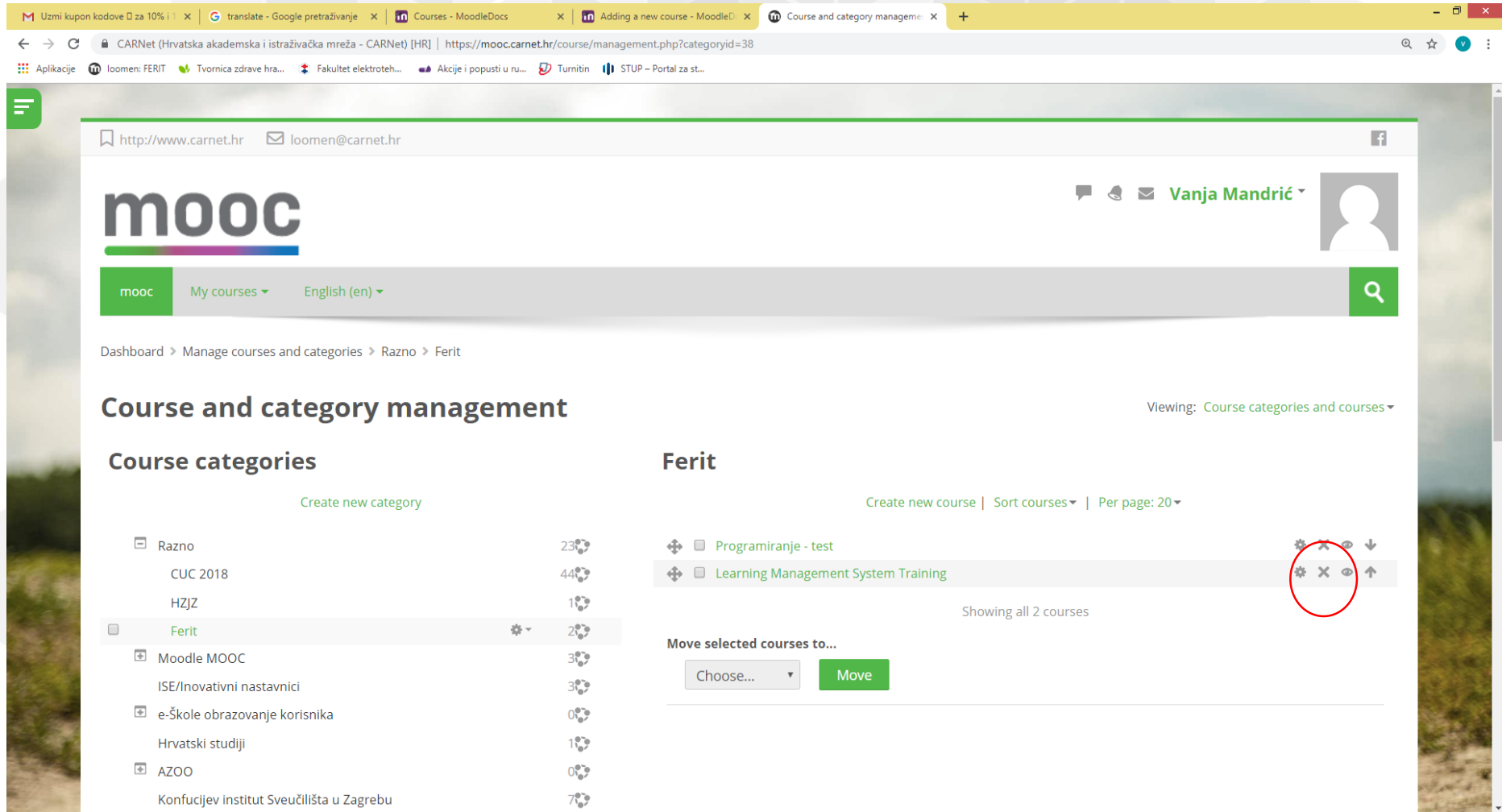
ADDING (OR DELETING) A NEW COURSE

- When the course is created (with set all needed parameters), it can easily be deleted:



The screenshot shows a web browser window displaying the Moodle LMS interface. The browser's address bar shows the URL: <https://mooc.camethr/course/index.php?categoryid=38>. The user is logged in as Vanja Mandrić. The navigation menu on the left includes options like Dashboard, Site home, Site pages, and Courses. The main content area shows the course management interface for the 'Razno / Ferit' category. A red circle highlights the 'Manage courses' button in the top right corner. Below the course list, there are buttons for 'Click to enter this course' and 'Add a new course'. The footer contains logos for the European Union, ERASMUS+ LEARNER, and CARNET.

ADDING (OR DELETING) A NEW COURSE



The screenshot shows a web browser window with multiple tabs. The active tab is titled "Course and category management" and displays the Moodle interface. The browser's address bar shows the URL: <https://mooc.carnet.hr/course/management.php?categoryid=38>. The page header includes the "mooc" logo, the user name "Vanja Mandrić", and navigation links for "My courses" and "English (en)". The main content area is titled "Course and category management" and is divided into two sections: "Course categories" and "Ferit".

Course categories

Category	Count
Razno	23
CUC 2018	44
HZJZ	1
Ferit	2
Moodle MOOC	3
ISE/Inovativni nastavnici	3
e-Škole obrazovanje korisnika	0
Hrvatski studiji	1
AZOO	0
Konfucijev institut Sveučilišta u Zagrebu	7

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Course	Actions
Programiranje - test	Settings, Delete, View, Add
Learning Management System Training	Settings, Delete, View, Add

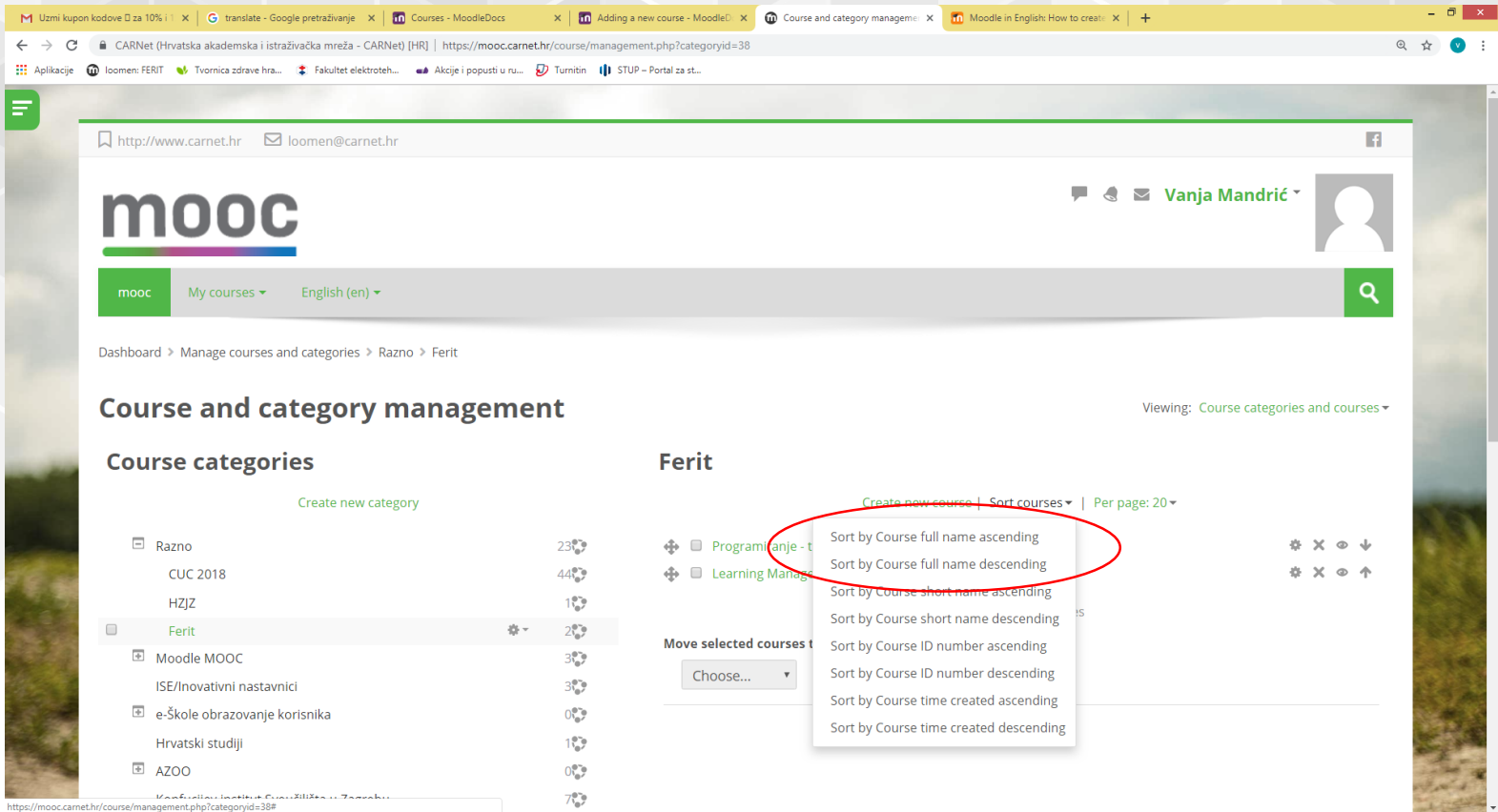
Showing all 2 courses

Move selected courses to...
Choose... Move

A red circle highlights the action icons (Settings, Delete, View, Add) for the "Learning Management System Training" course.

ADDING A NEW COURSE - Sorting

- Courses may be sorted by ascending/descending and by time created.



The screenshot shows the Moodle course management interface. The browser address bar indicates the URL: <https://mooc.carnet.hr/course/management.php?categoryid=38>. The user is logged in as Vanja Mandrić. The page title is "Course and category management". The "Course categories" section lists several categories, including "Ferit" which is selected. The "Ferit" section shows a list of courses with a "Sort courses" dropdown menu open. The dropdown menu is circled in red and contains the following options:

- Sort by Course full name ascending
- Sort by Course full name descending
- Sort by Course short name ascending
- Sort by Course short name descending
- Sort by Course ID number ascending
- Sort by Course ID number descending
- Sort by Course time created ascending
- Sort by Course time created descending



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USER LOG IN



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USER LOG IN

- Admins can add participants to his/her course by choosing *Users* in Administration block and *Enrol users*:

The screenshot displays the FERIT LMS Administration interface. On the left, the 'Administration' menu is visible, with 'Enrolled users' highlighted. In the main content area, the 'Participants' page is shown. A red circle highlights the 'Enrol users' button in the top right corner. Another red circle highlights the 'Email address' column in the participants table, specifically the email 'dragana1.bozic@etfos.hr'. The table lists three participants, all with the role of 'Teacher'.

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Dragana Božić	dragana1.bozic@etfos.hr	Teacher	No groups	1 day 1 hour	Active
<input type="checkbox"/>	Hrvoje Leventić	hrvoje.leventic@etfos.hr	Teacher	No groups	1 day 20 hours	Active
<input type="checkbox"/>	Tomislav Matić	tomislav.matic1@etfos.hr	Teacher	No groups	1 day 4 hours	Active

- Each of them can be assigned an appropriate role (teacher or student).



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USER LOG IN

- Administration block offers a few methods for enrolment and if the administrator preset the right one up, the participant can enrol as a *guest* or *student*:

The screenshot shows the mooc administration interface. On the left is a navigation menu with 'Administration' expanded to show 'Enrolment methods' circled in red. The main content area shows a table of enrolment methods, with 'Guest access' and 'Self enrolment (Student)' circled in red. The breadcrumb trail is 'Dashboard > Courses > Razno > Ferit > Learning Management System Training > Users > Enrolment methods'.

Name	Users	Up/Down	Edit
Manual enrolments	2	↓	✕ 👁 ⚙
Guest access	0	↑ ↓	✕ 👁 ⚙
Self enrolment (Student)	1	↑	✕ 👁 ⚙

Add method



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USER LOG IN

- Administrator can also set the password up for the participants by choosing the settings button:

The screenshot shows the mooc administration interface. On the left is a navigation menu with 'Administration' expanded to show 'Enrolment methods'. The main content area displays the 'Enrolment methods' page with a table of methods and their settings. The settings icon for 'Self enrolment (Student)' is circled in red.

Name	Users	Up/Down	Edit
Manual enrolments	2	↓	✕ 👁 ⚙️
Guest access	0	↑ ↓	✕ 👁 ⚙️
Self enrolment (Student)	1	↑	✕ 👁 ⚙️

Add method



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BACKING UP A COURSE



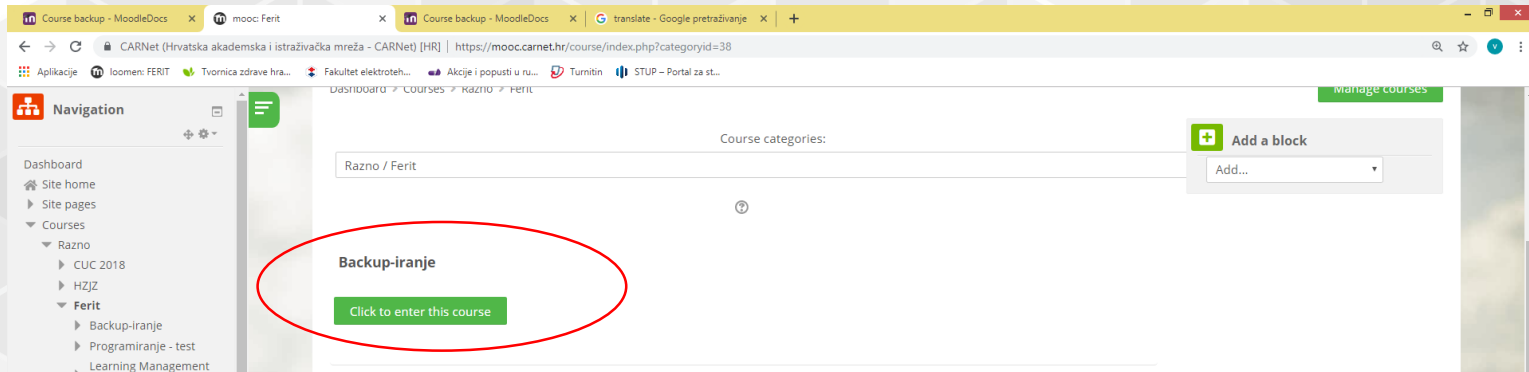
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BACKING UP A COURSE

- A course can be saved with some or all of its parts by using the course backup.
- A teacher can create a backup or download an existing backup for safe keeping, or for use on another Moodle site.

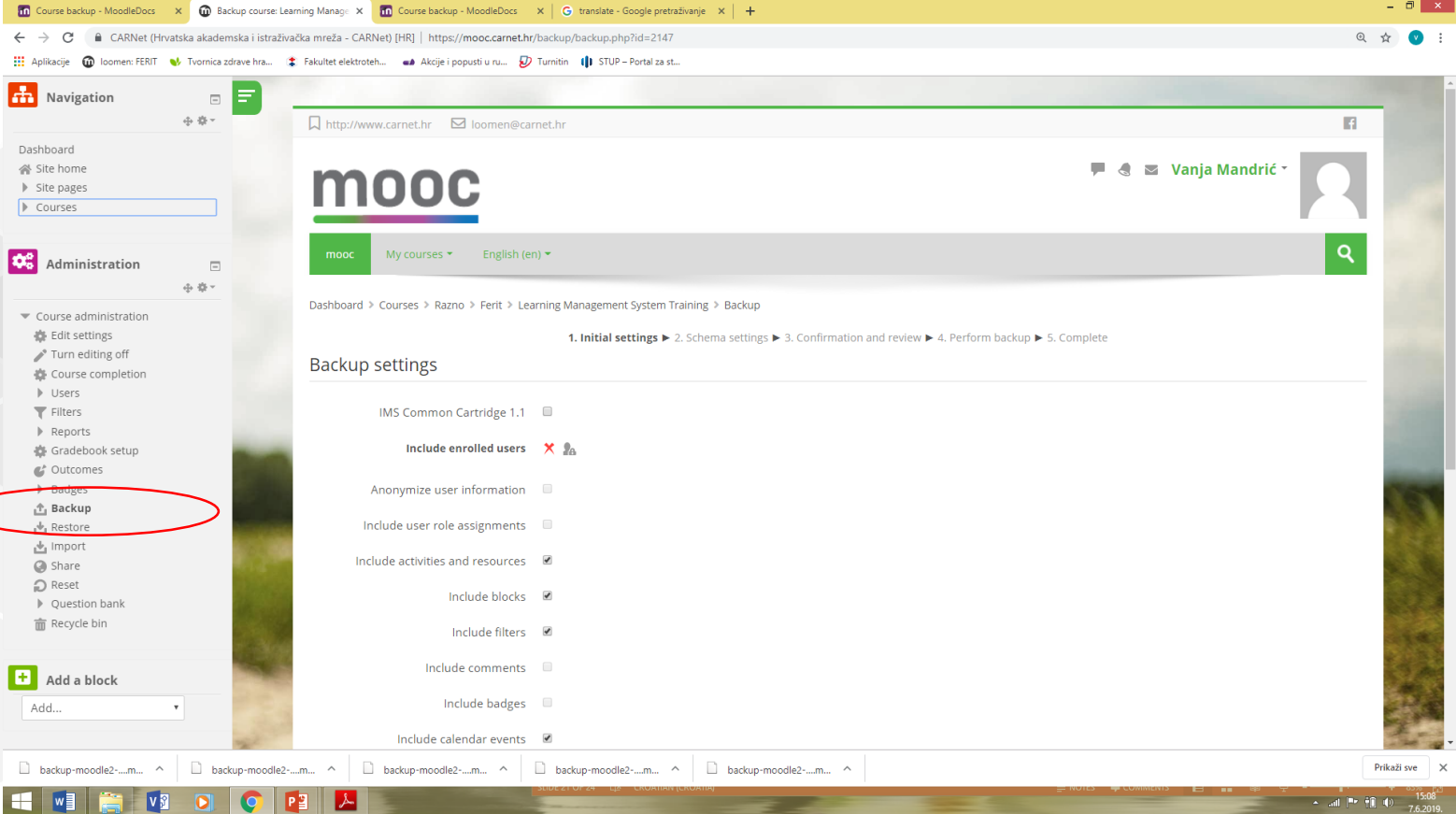
BACKING UP A COURSE – steps

1. Create a new course:



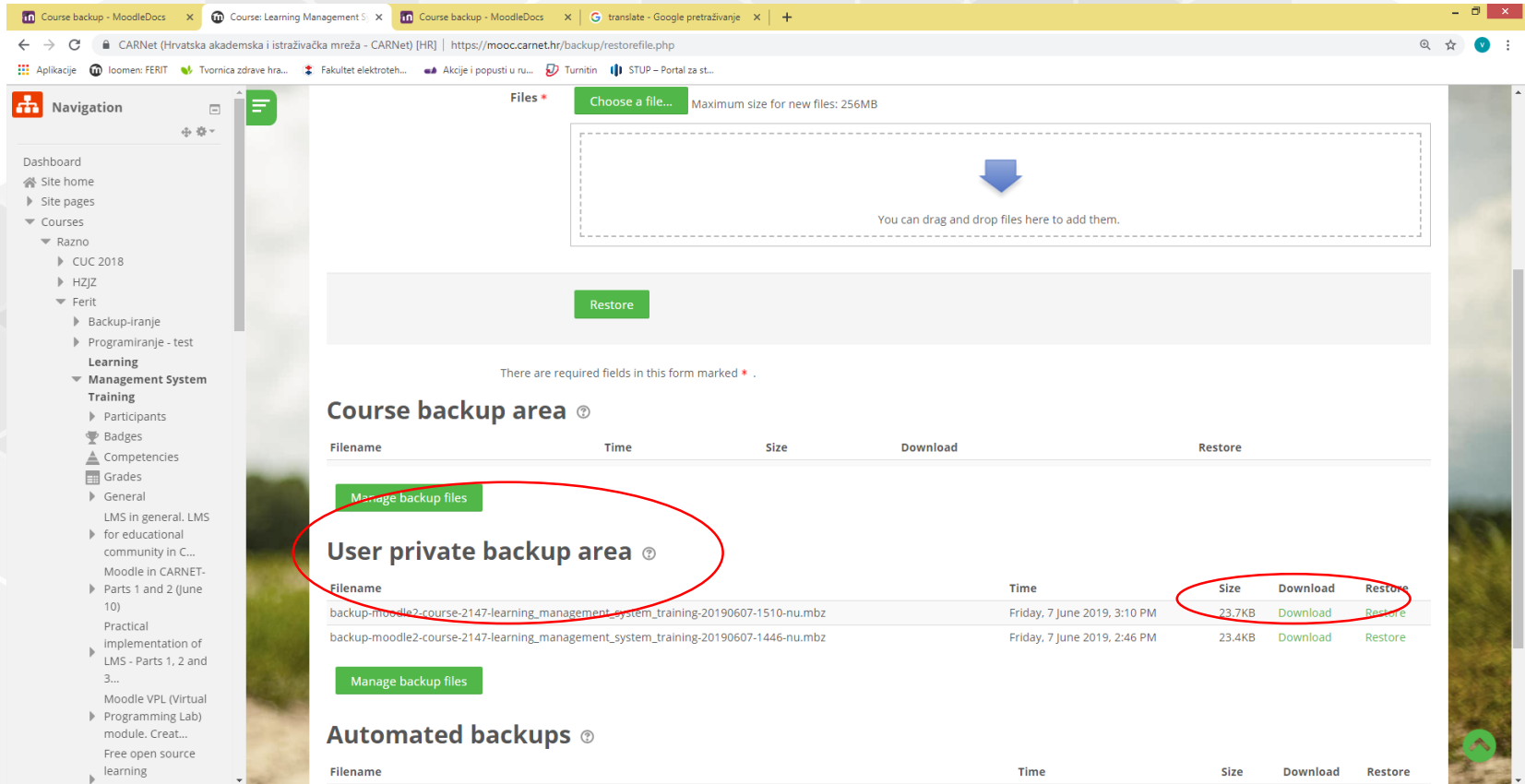
2. Open the course you want to save. In the Administration block, choose **Backup** and after that, choose all settings you want or you are able to choose (desired in the new course). Come to the final step and **Continue**. In the part **User private backup area**, the copy of the course can be seen – press **Download**. That is the procedure for saving the copy of the course to the disk, or dvd, etc.

BACKING UP A COURSE – steps:



The screenshot shows a web browser window displaying the Moodle backup settings page. The browser's address bar shows the URL <https://mooc.carnet.hr/backup/backup.php?id=2147>. The page header includes the 'mooc' logo, the user name 'Vanja Mandrić', and navigation options like 'My courses' and 'English (en)'. The breadcrumb trail is 'Dashboard > Courses > Razno > Ferit > Learning Management System Training > Backup'. The main heading is 'Backup settings', with a progress indicator: '1. Initial settings > 2. Schema settings > 3. Confirmation and review > 4. Perform backup > 5. Complete'. The settings list includes: 'IMS Common Cartridge 1.1' (unchecked), 'Include enrolled users' (checked with a red 'X' icon), 'Anonymize user information' (unchecked), 'Include user role assignments' (unchecked), 'Include activities and resources' (checked), 'Include blocks' (checked), 'Include filters' (checked), 'Include comments' (unchecked), 'Include badges' (unchecked), and 'Include calendar events' (checked). On the left sidebar, the 'Administration' menu is expanded, and the 'Backup' option is circled in red. The Windows taskbar at the bottom shows several open applications and the system clock indicating 15:06 on 7.6.2019.

BACKING UP A COURSE – steps:



The screenshot shows a Moodle backup interface. At the top, there's a 'Files' section with a 'Choose a file...' button and a note 'Maximum size for new files: 256MB'. Below this is a dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' A 'Restore' button is also present.

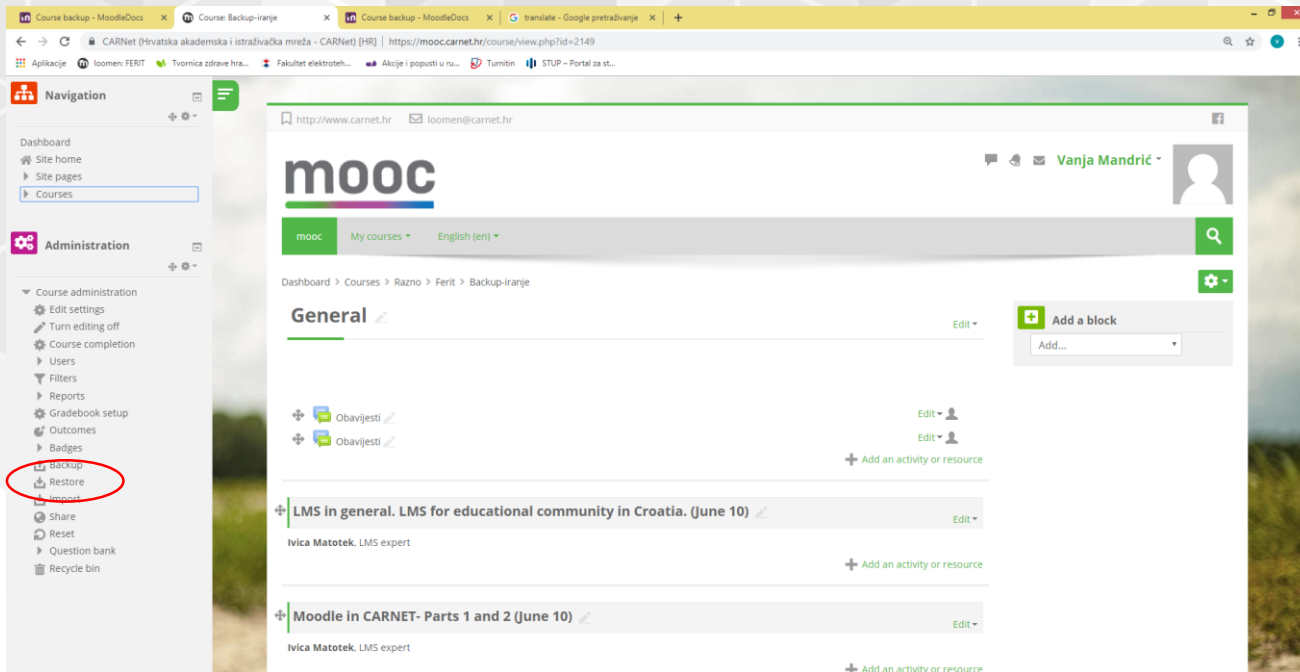
Below the 'Files' section, there's a message: 'There are required fields in this form marked *.' This is followed by three sections:

- Course backup area** (with a help icon): Contains a table with columns 'Filename', 'Time', 'Size', 'Download', and 'Restore'. A 'Manage backup files' button is located above the table.
- User private backup area** (with a help icon): Contains a table with columns 'Filename', 'Time', 'Size', 'Download', and 'Restore'. A 'Manage backup files' button is located above the table. The 'User private backup area' title and the 'Size', 'Download', and 'Restore' columns of the table are circled in red.
- Automated backups** (with a help icon): Contains a table with columns 'Filename', 'Time', 'Size', 'Download', and 'Restore'. A 'Manage backup files' button is located above the table.

The left sidebar shows a navigation menu with categories like 'Dashboard', 'Courses', 'Management System', 'Training', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'LMS in general', 'Moodle in CARNET', 'Moodle VPL', 'Programming Lab', and 'Free open source learning management'.

BACKING UP A COURSE – steps:

3. Go to a new course and in the Administration block choose **Restore**. Choosing **Import a backup file** you can upload the copy that you want and restore it. **Restore it into this course**. After restoring, the copy of the previous course can be seen in this one.



The screenshot shows a web browser window displaying the Moodle course administration interface. The browser tabs include 'Course backup - MoodleDocs', 'Course: Backup-iranje', and 'translate - Google pretraživanje'. The address bar shows the URL 'https://mooc.carnet.hr/course/view.php?id=2149'. The page header includes the 'mooc' logo, the user name 'Vanja Mandrić', and a search icon. The left sidebar contains a 'Navigation' menu with 'Dashboard', 'Site home', 'Site pages', and 'Courses'. Below it is an 'Administration' menu with 'Course administration' options: 'Edit settings', 'Turn editing off', 'Course completion', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Outcomes', 'Badges', 'Backup', 'Restore', 'Import', 'Share', 'Reset', 'Question bank', and 'Recycle bin'. The 'Restore' option is circled in red. The main content area shows the 'General' settings for the course, with a list of activities and resources, including 'LMS in general. LMS for educational community in Croatia. (June 10)' and 'Moodle in CARNET- Parts 1 and 2 (June 10)'. The user 'Ivica Matotek, LMS expert' is listed as the creator for these items.

File picker

- Server files
- Recent files
- Upload a file
- URL downloader
- Private files
- Wikimedia
- Dropbox
- Microsoft OneDrive (legacy)
- Google Drive

Attachment: **Odaberi datoteku** backup-moodle2...7-1446-nu.mbz

Save as:

Author:

Choose license:

Upload this file

Choose the copy from the hard disk.

Import a backup file

Files * **Choose a file...** Maximum size for new files: 256MB

backup-moodle2-course-2147-learning_management_system_training-20190607-1446-nu.mbz

Restore

Name of the file.

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

Copy file into this course.



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Assignment:

- Create an arbitrary name course that will always be active.
- The course should have 4 topics (rename at least one topic), the preferred English language and the picture.
- Set at least one user as a teacher and at least one user as a student (from a classroom).
- Create 2 groups, set up names and passwords for each group and request at least 3 users / students to enroll themselves in each group.
- Make a copy of this course and save it to the disk.



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For more details, visit:

[https://docs.moodle.org/37/en/Managing a Moodle course](https://docs.moodle.org/37/en/Managing_a_Moodle_course)