LEARNING MANAGEMENT SYSTEM TRAINING

Moodle at an administration level

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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

- https://docs.moodle.org/37/en/Features

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!

- https://docs.moodle.org/37/en/Moodle_site_-_basic_structure

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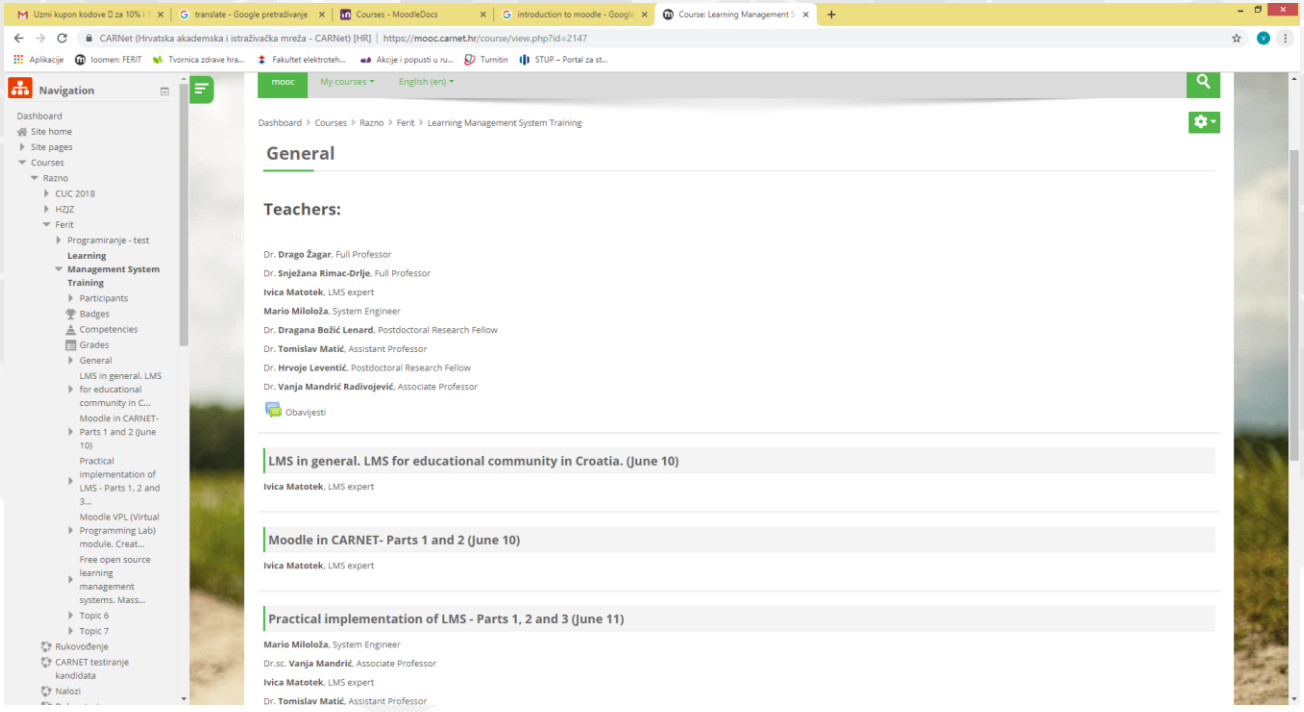
MOODLE COURSES

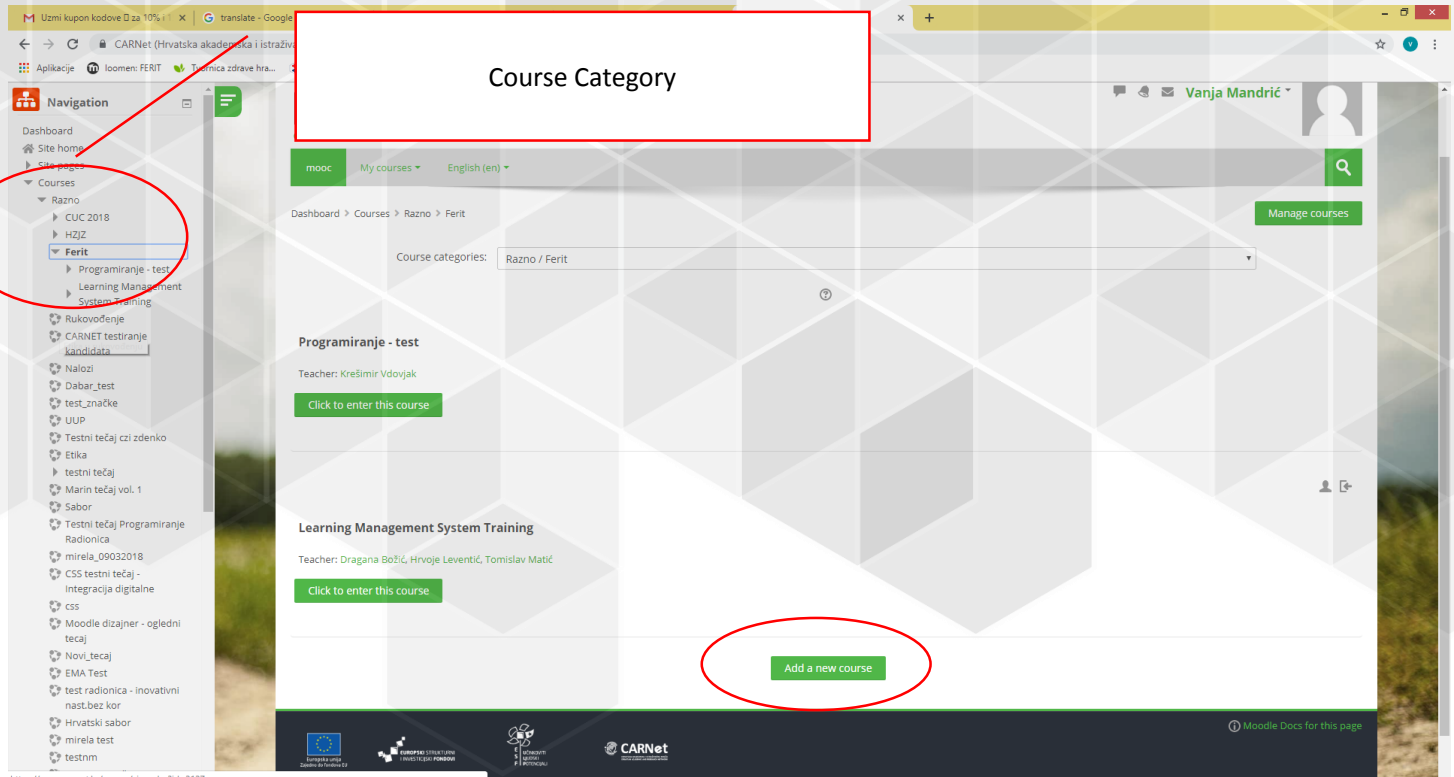
MOODLE COURSES

- 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.



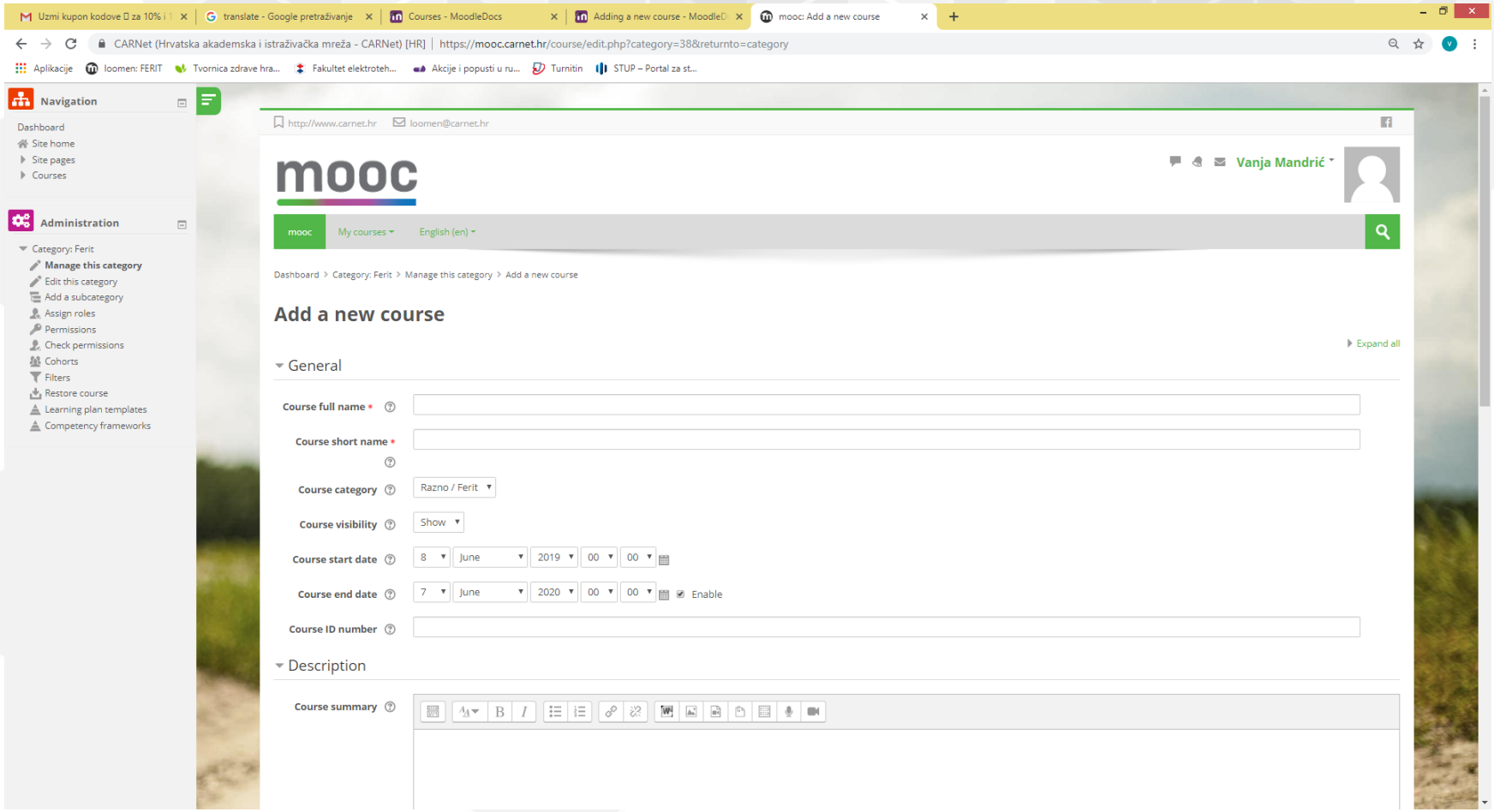
ADDING A NEW COURSE

- 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.

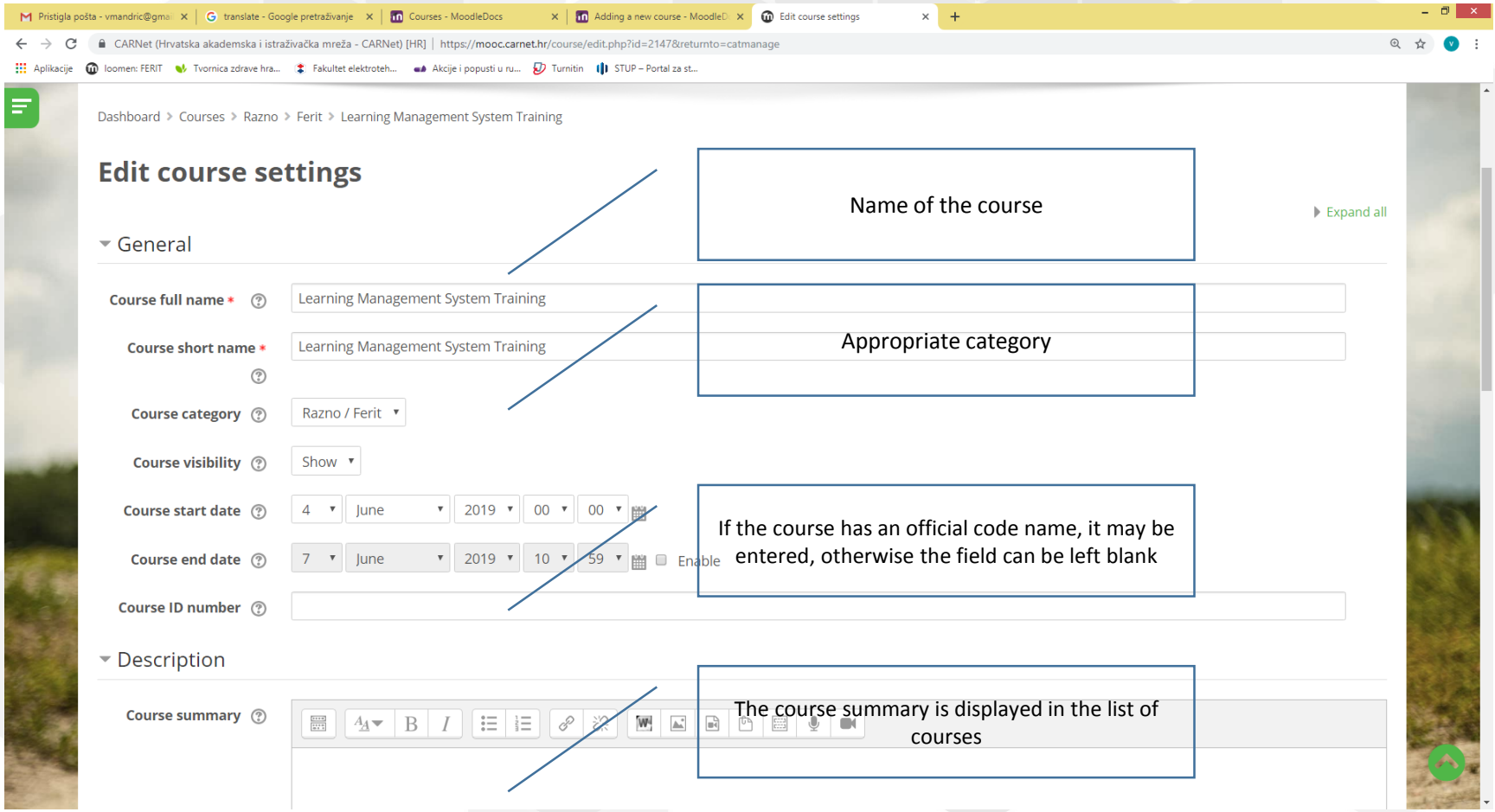


ADDING A NEW COURSE

- Now you can set up the course:



ADDING A NEW COURSE - EDIT COURSE SETTINGS



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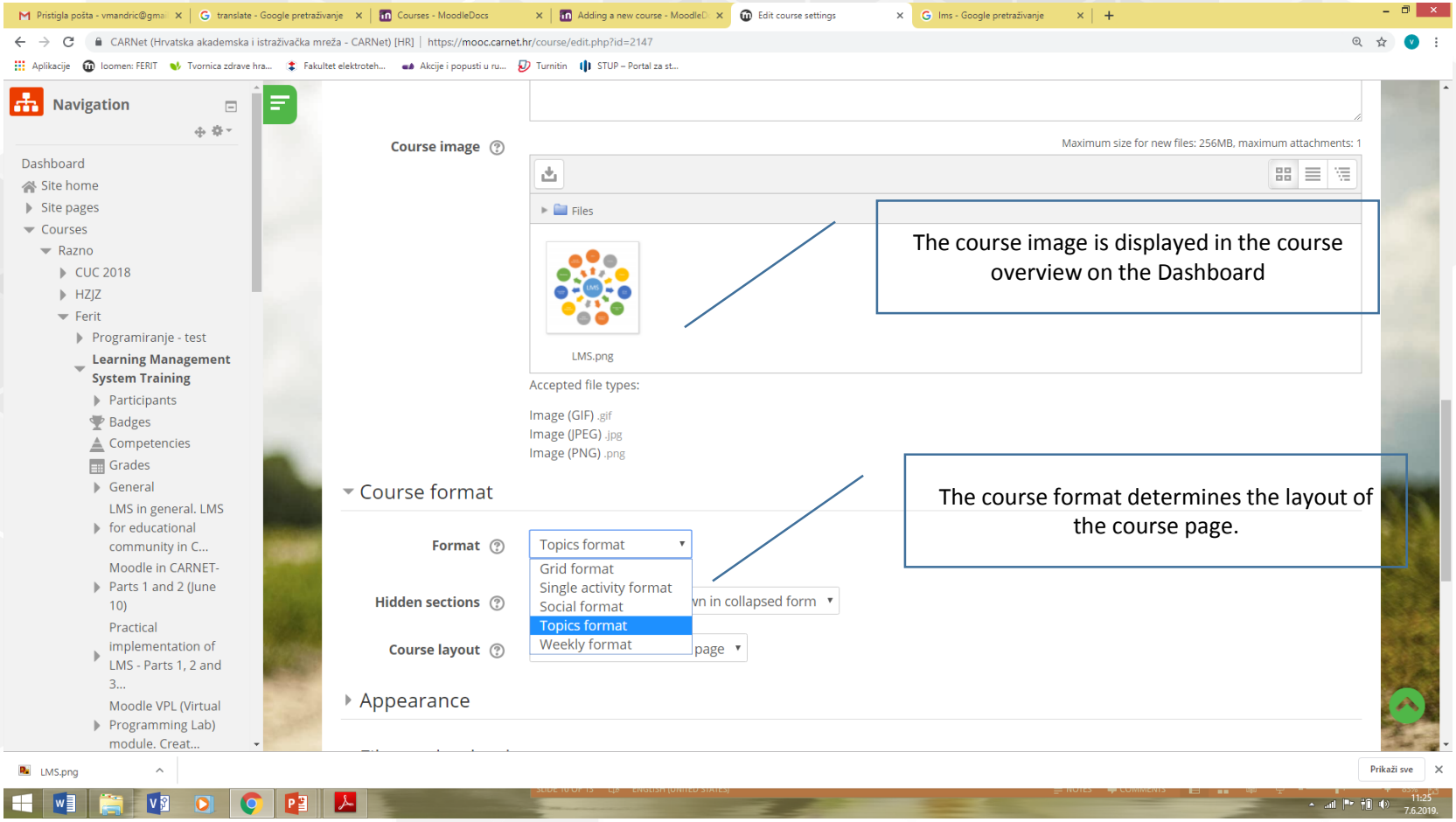

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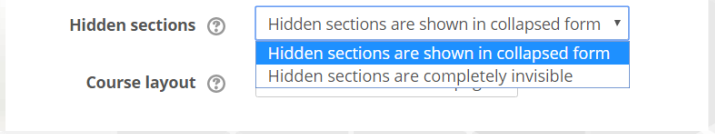
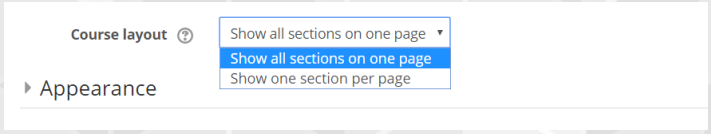
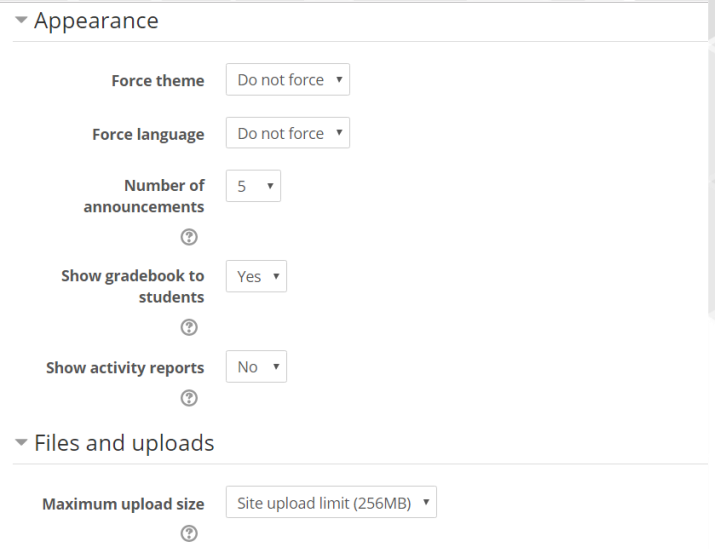


This setting determines whether hidden sections are displayed to students in a collapsed form.

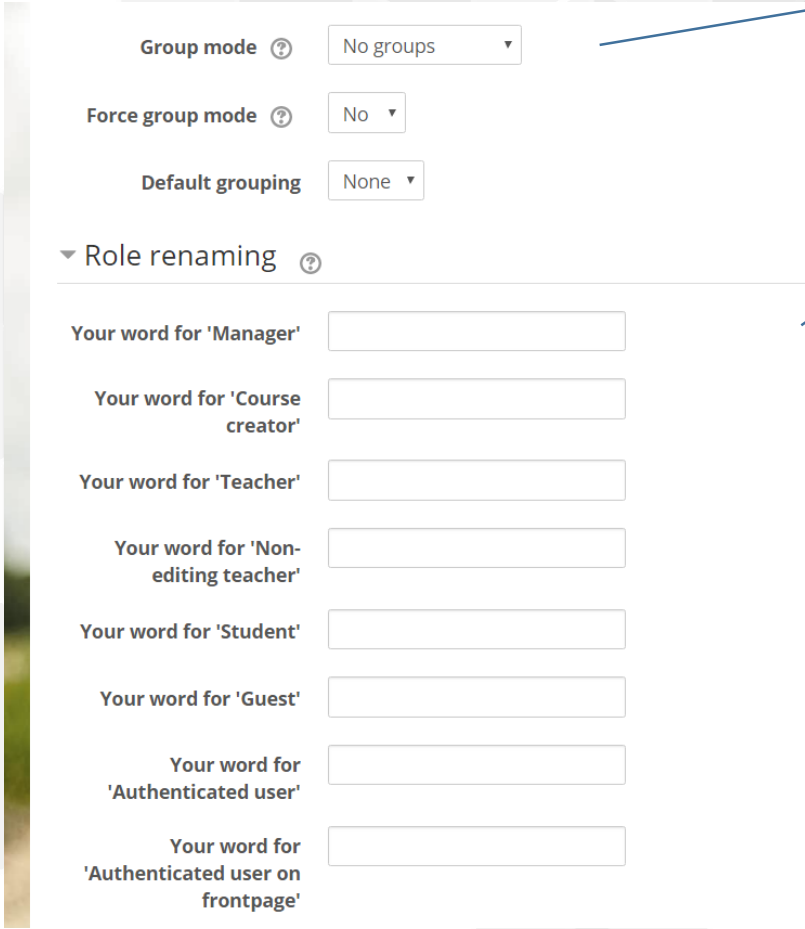


This setting determines whether the whole course is displayed on one page or split over several pages.



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

ADDING A NEW COURSE - EDIT COURSE SETTINGS

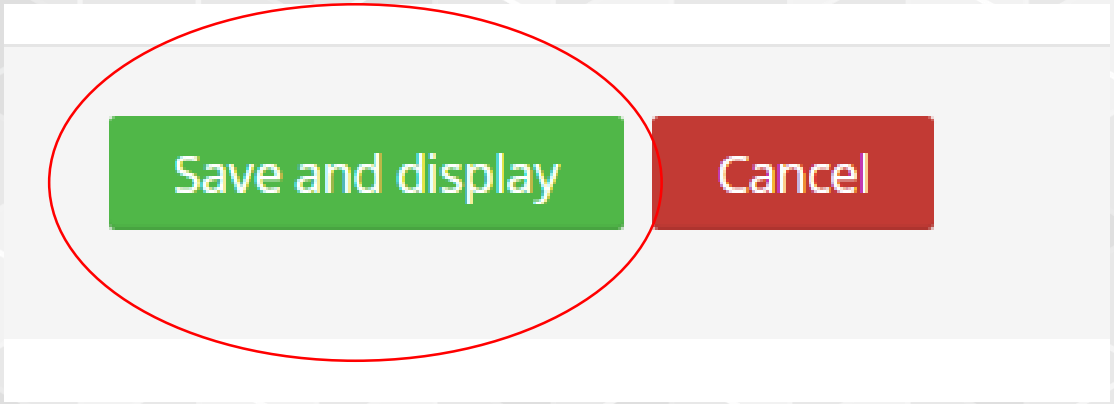


The group mode defined at a course level is the default mode for all activities within the course

It is possible to give other names for all roles.

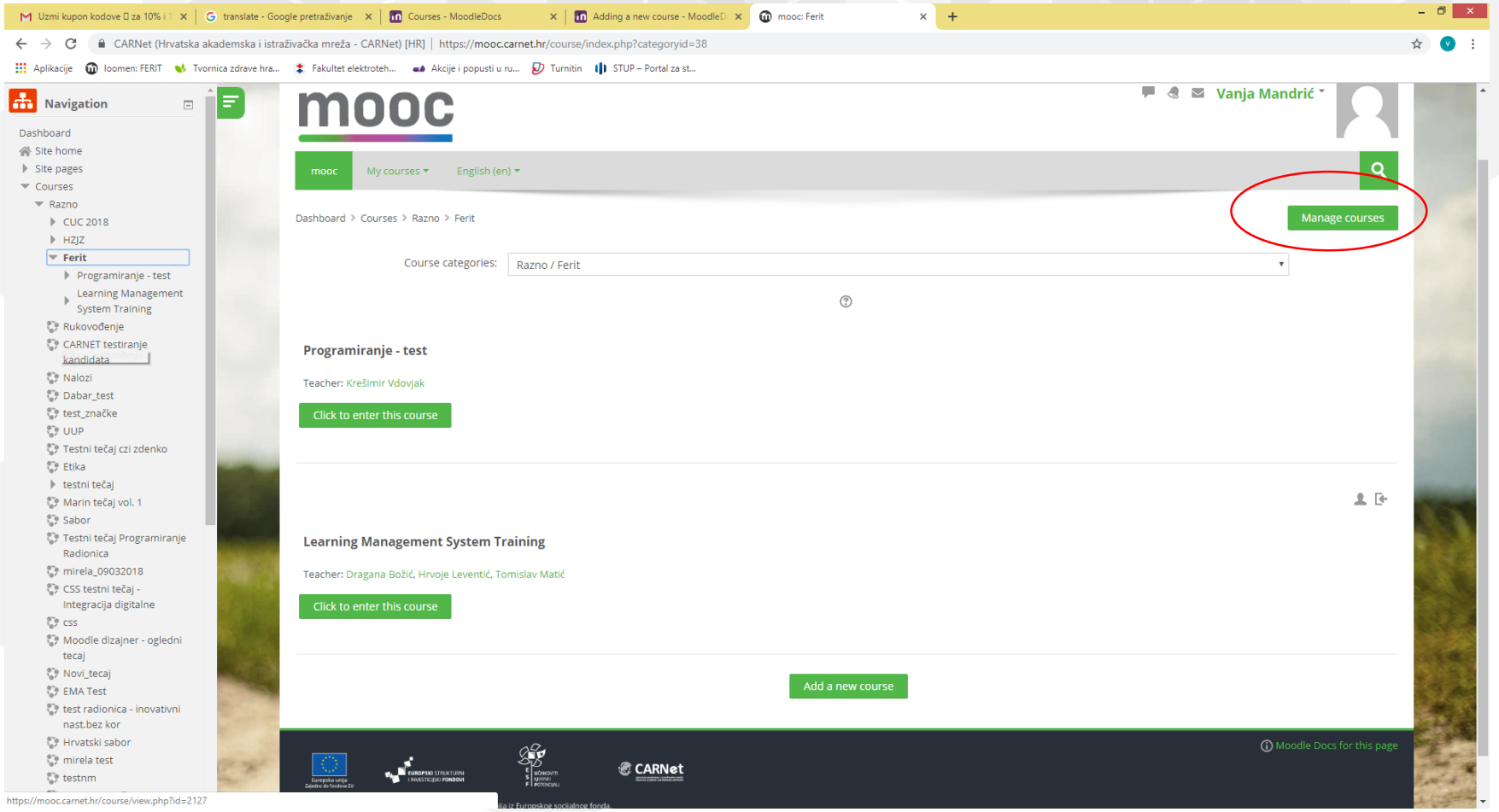
ADDING A NEW COURSE - EDIT COURSE SETTINGS

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



ADDING (OR DELETING) A NEW COURSE

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



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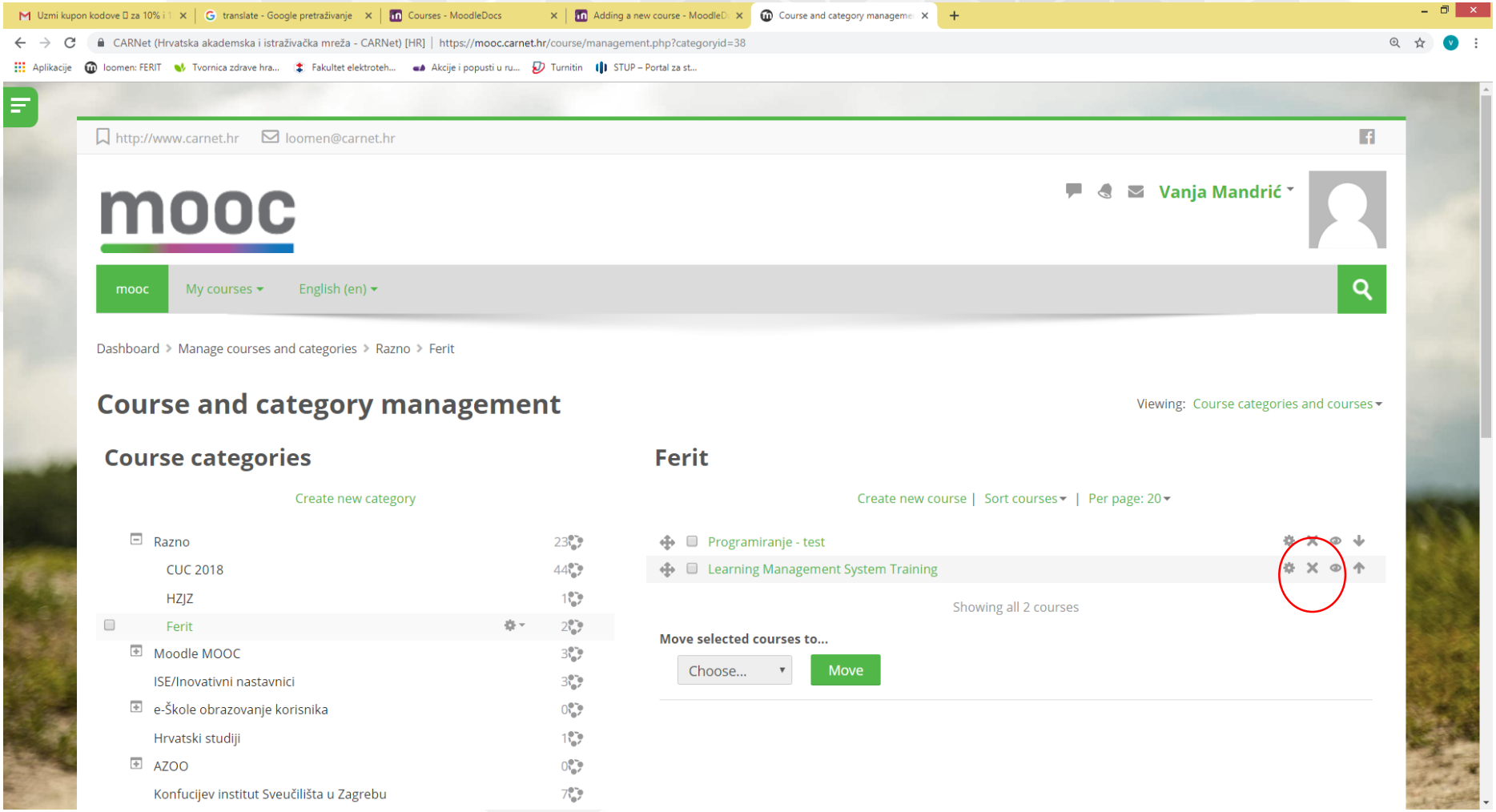
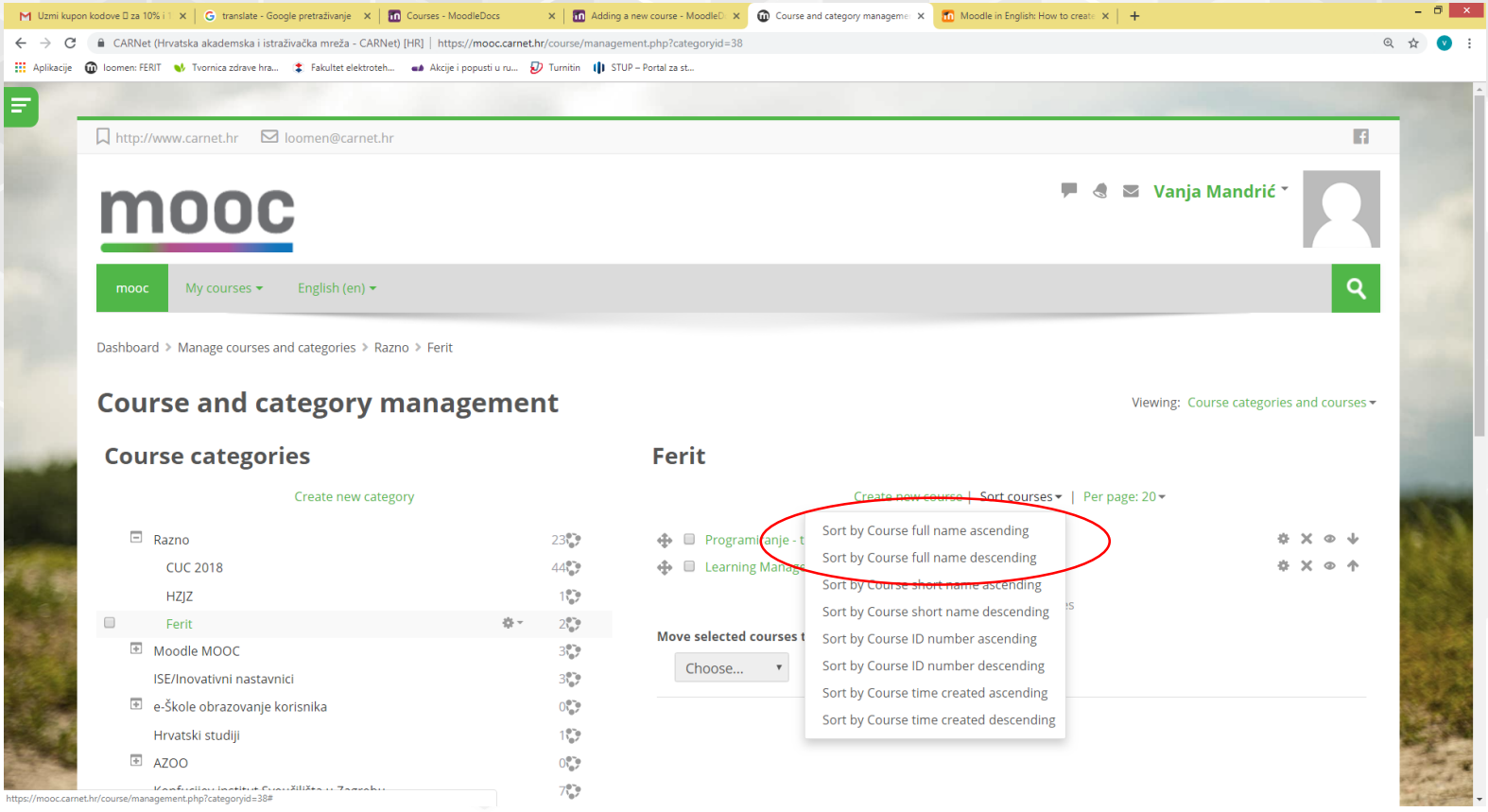


ADDING A NEW COURSE - Sorting

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



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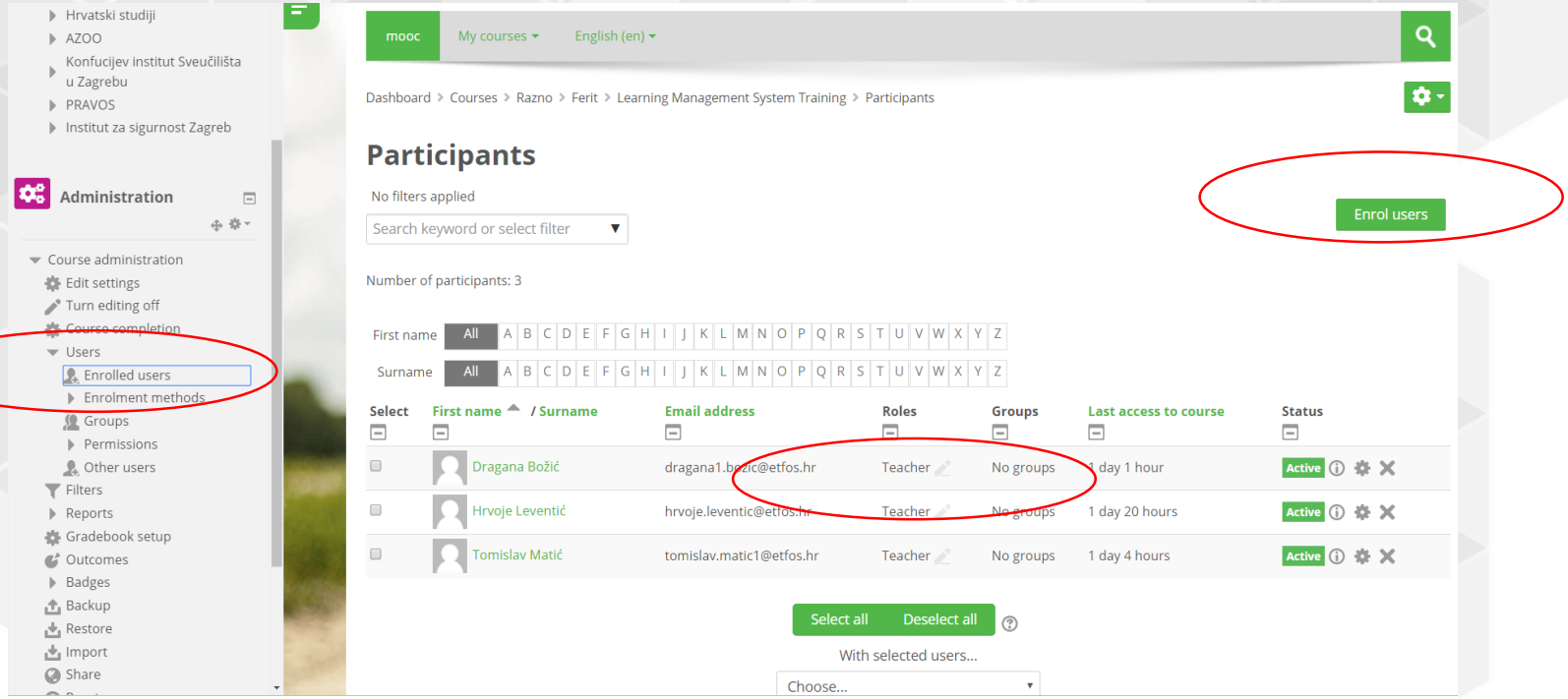
USER LOG IN

USER LOG IN

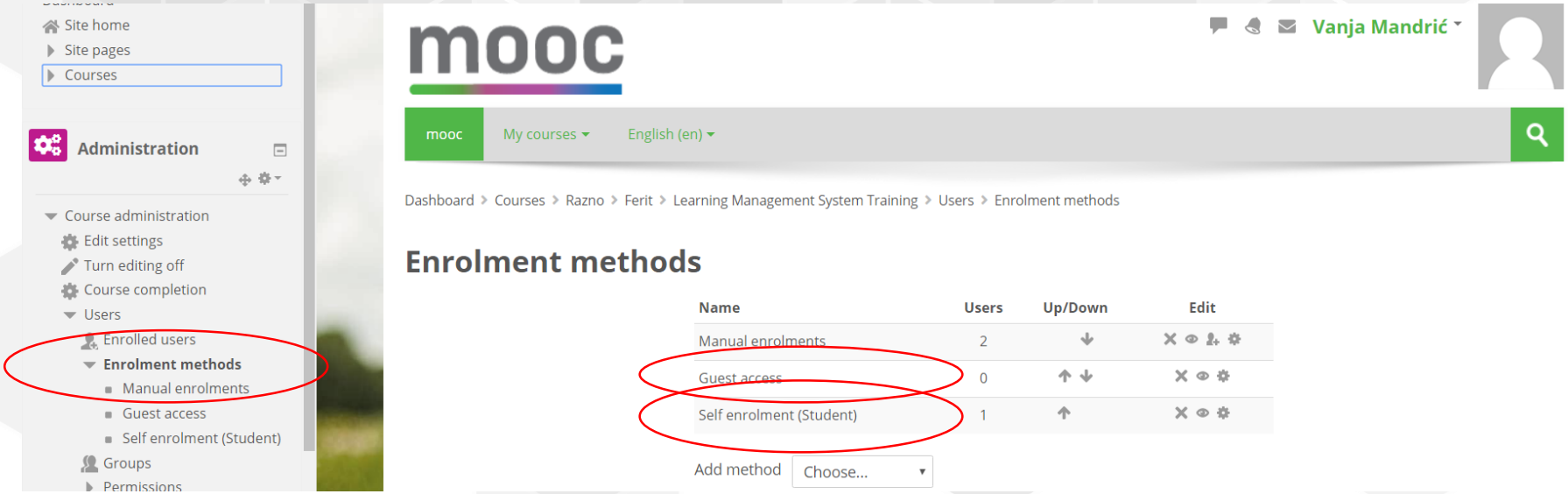
- Admins can add participants to his/her course by choosing *Users* in Administration block and *Enrol users*:



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

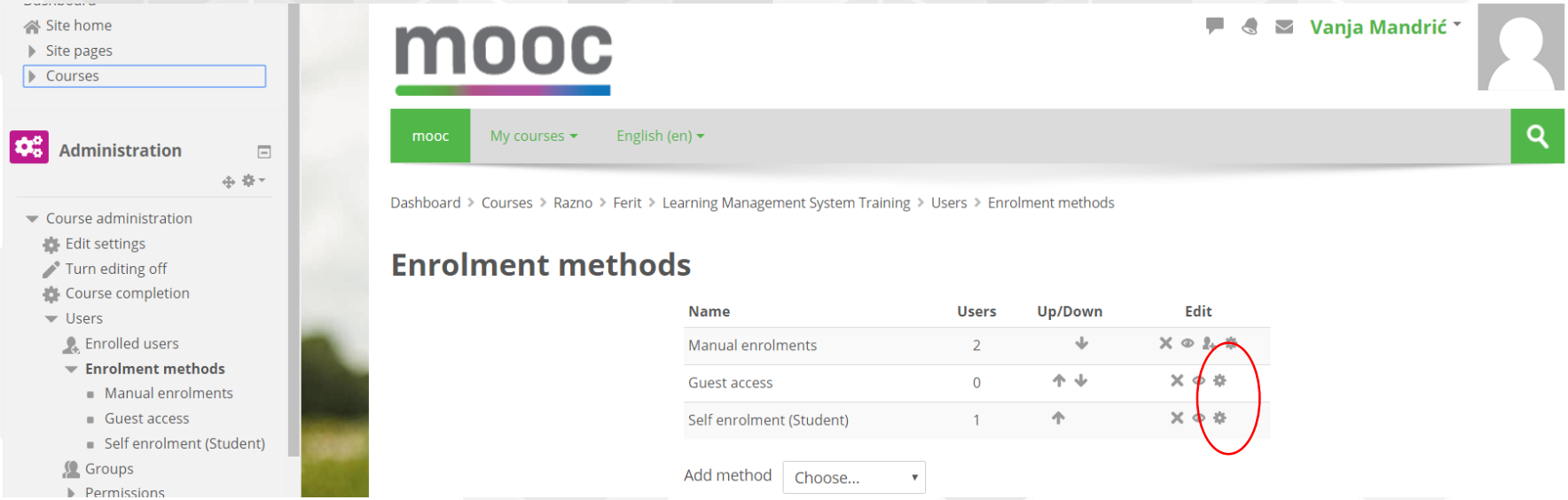
USER LOG IN

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



USER LOG IN

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



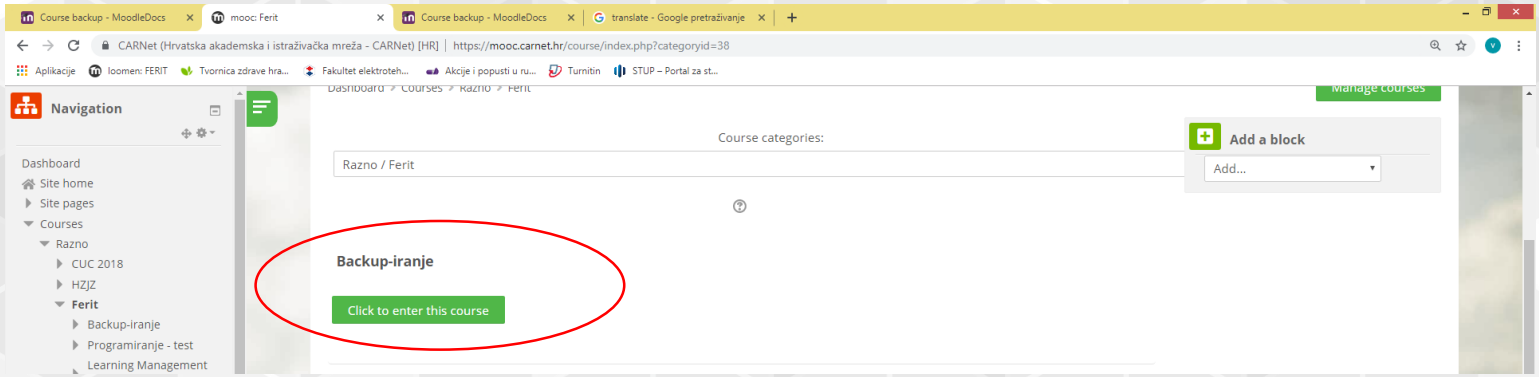
BACKING UP A COURSE

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.

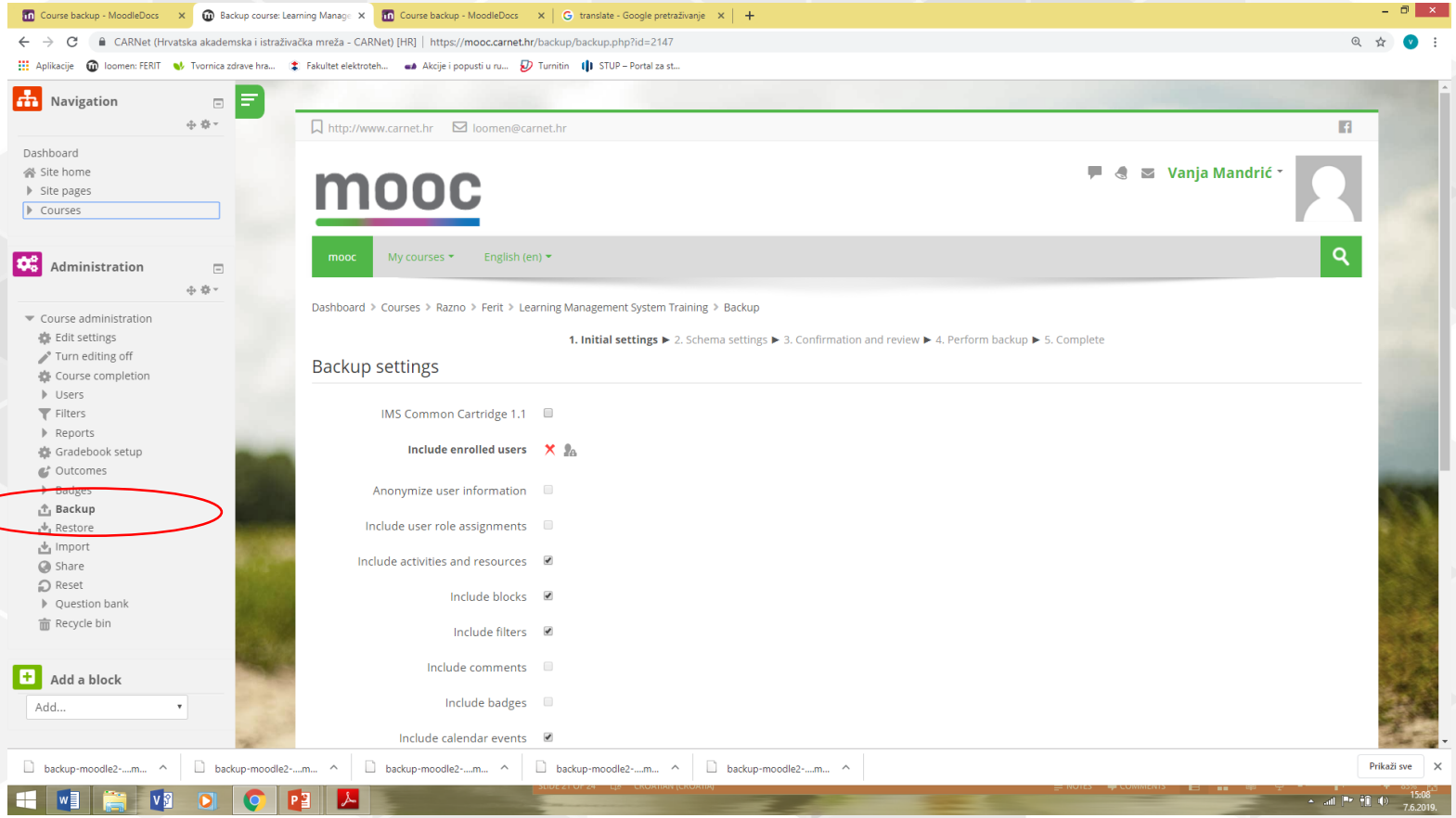
BACKING UP A COURSE – steps

1. Create a new course:

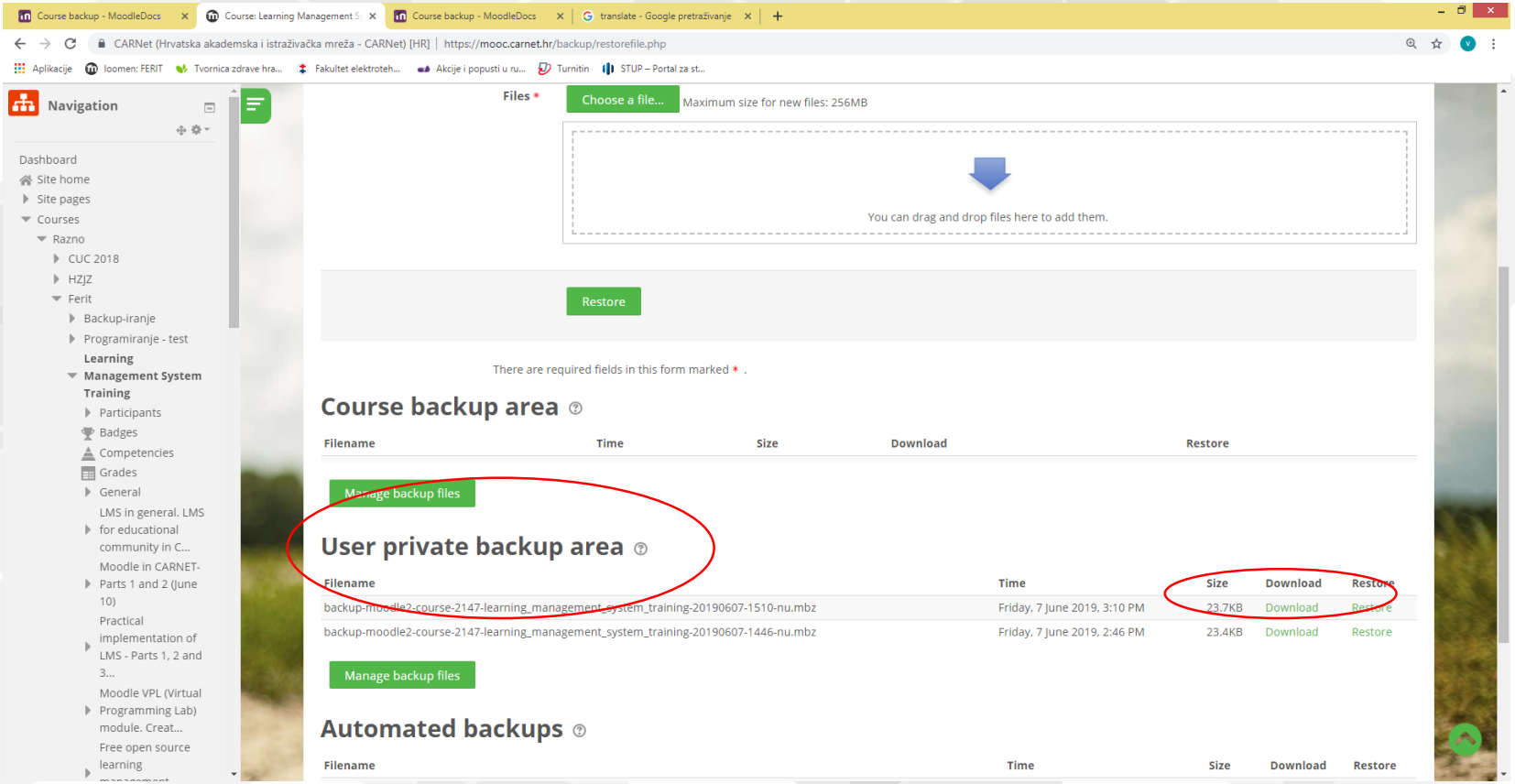


2. Open the course you want to save. In the Administration block, choose **Backup** and after that, choose all settings you want or you are able to choose (desired in the new course). Come to the final step and **Continue**. In the part **User private backup area,** the copy of the course can be seen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

BACKING UP A COURSE – steps:

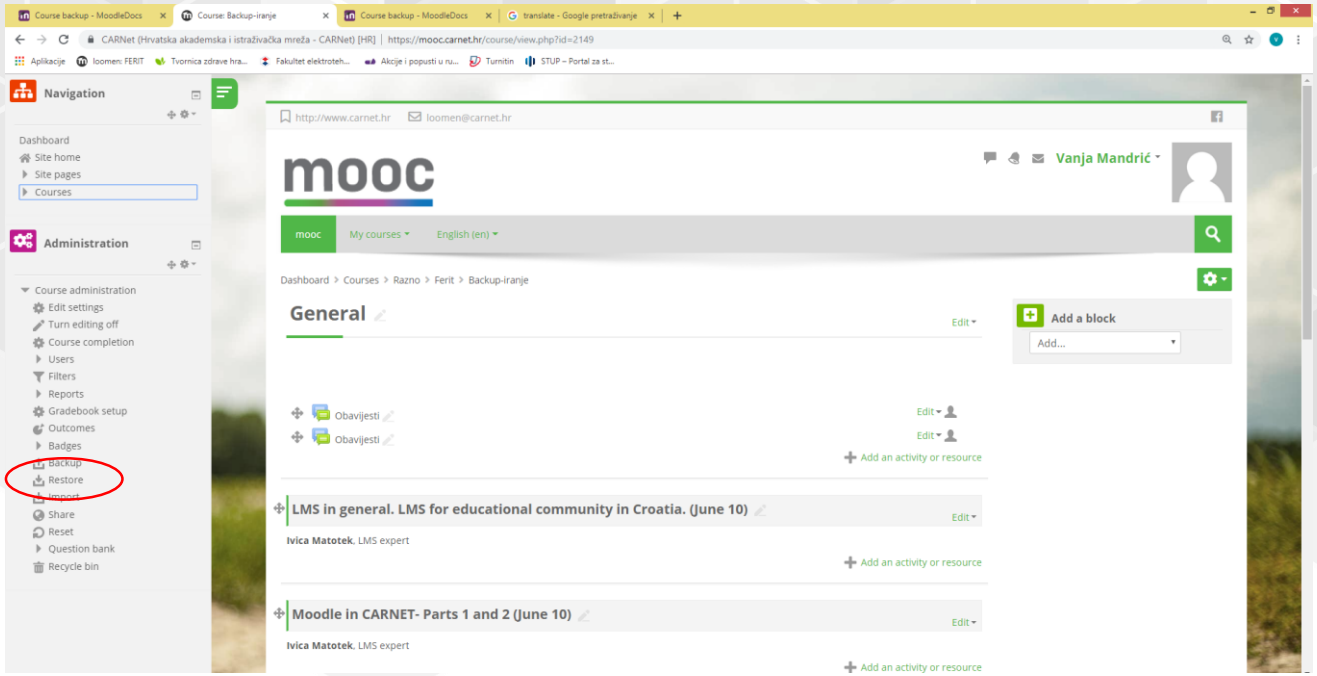


BACKING UP A COURSE – steps:



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**.**



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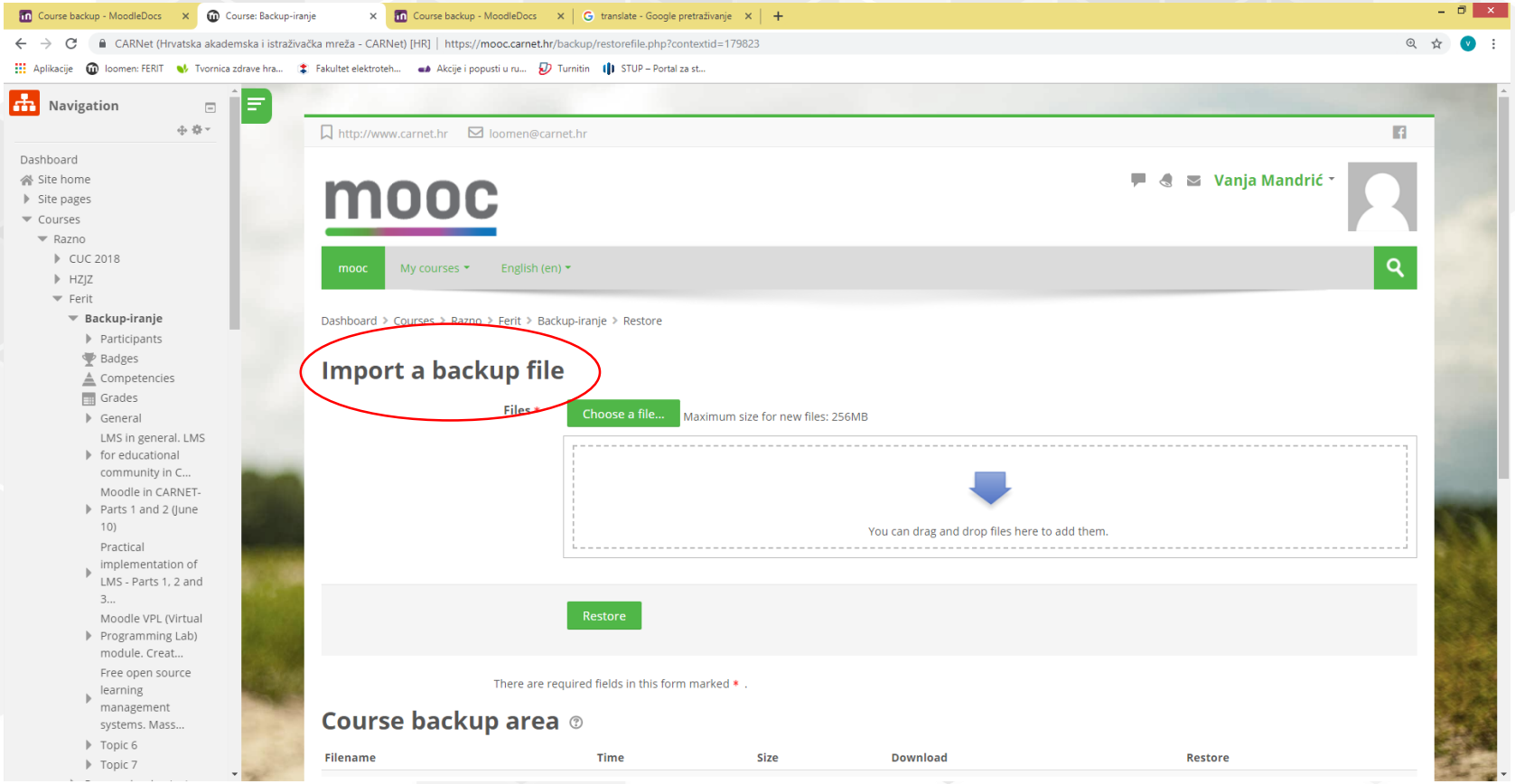
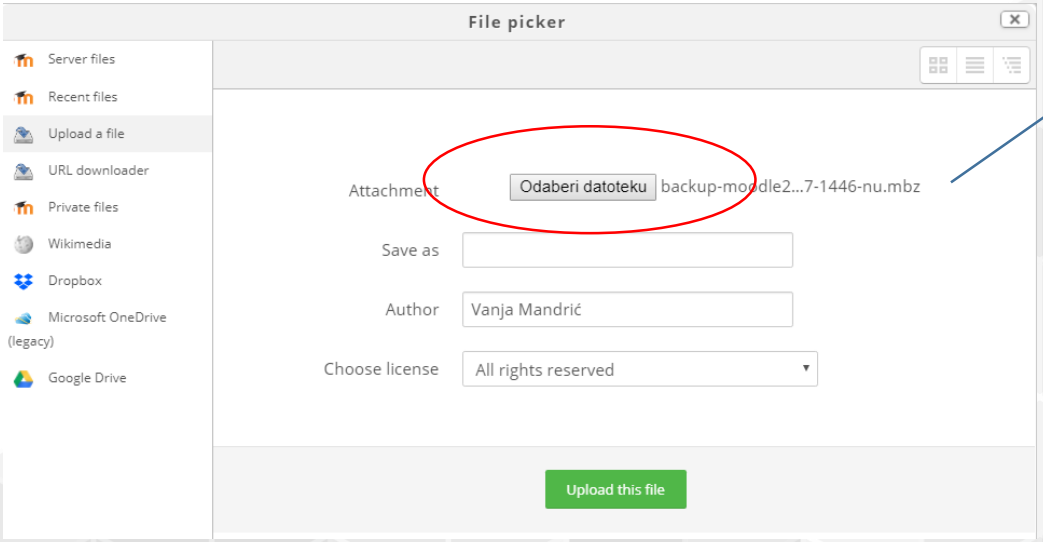
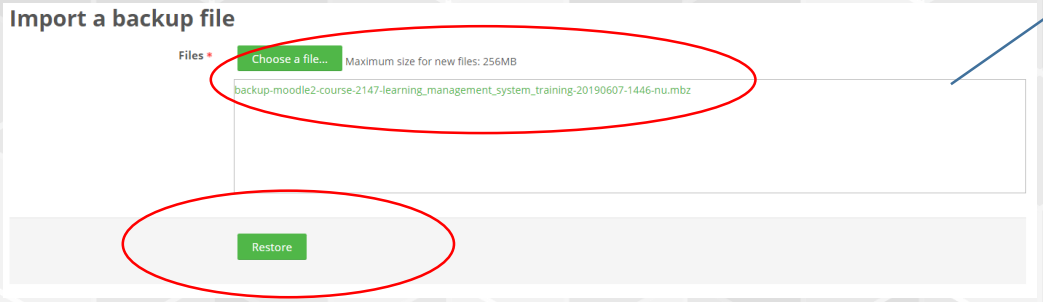
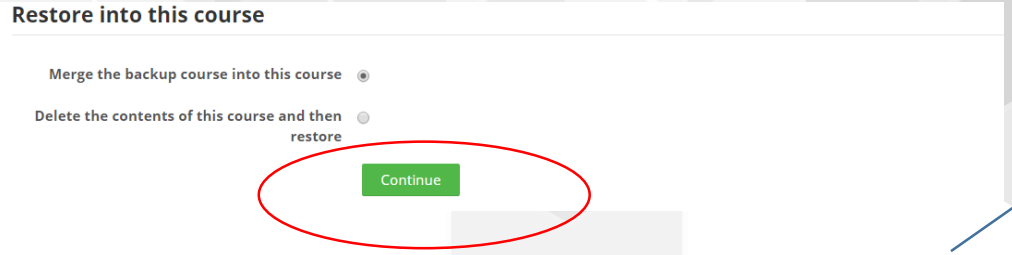




Choose the copy from the hard disk.



Name of the file.



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