

# Moodle administrator

– course syllabus –

This is a software system engineer training program accredited by the Ministry of Labour and Social Solidarity and Ministry of Education and Research (cod COR 251205).

**Course duration:** 80 hours.

**Minimum studies for enrollment in the course:** The students must have higher education in a relevant specialization (examples: computer science, telecommunications, energy).

**Prior knowledge:** The students must have basic knowledge of using a computer, editing texts, using multimedia materials and using a web browser.

**Requirements:** Before starting the course, the students must have the latest version of a web browser installed on the device they will use (computer, laptop). Access to the Internet is essential since the Moodle training platform is web-based.

The course comprises twelve modules, which are presented below. The course includes presentations and demonstrations by the trainer, as well as practical activities performed by students under the guidance of the trainer.

Each student will have a practice space, where they will practice to develop the competencies needed to manage a Moodle platform and create an online course. A Moodle platform will be used, which will be updated to the last stable version.

This training program is accompanied by an online course that includes presentations and video tutorials, practical activities and self-assessment quizzes. To carry out the practical activities, the students will receive guidance and feedback. They will have access to the materials after paying the participation fee.

Because it is an ANC-accredited training program, the students must meet a number of requirements in order to obtain the certification:

- to be present at all training sessions (attendance of at least 80% is a condition to enter the final evaluation);
- to carry out the practical activities and to create an online course with 2-3 modules (practical evaluation);
- to participate in the theoretical evaluation;
- to take passing grades to the theoretical and practical evaluation (presentation of the online course they created).

## 1. Installing the Moodle platform

- Configuring the necessary permissions on the server (Linux).
- Moodle source code transfer.
- Database management.
- The installation process.

## 2. Configuring the Moodle platform

- Security policies.
- Configuring the layout (interface) of the platform.
- Configuring user authentication.
- Defining enrolment methods.

## 3. Platform administration

- Migrating to another server.
- Platform update.
- Backing up.
- Installation of new modules: blocks, activities, resources, filters, themes.

## 4. User management

- Adding new users.
- Deleting users.
- Suspension of users.
- Changing the user profile.
- Granting access rights and roles.

## 5. Online course creation

- Online learning and its advantages.
- Types of online learning.
- Resources suitable for eLearning.
- The role of interactivity in an online course.
- Steps of developing an online course.
- How to make a presentation for eLearning.

## 6. The first contact with a Moodle course

- Getting familiar with a Moodle course.
- Customizable elements of a Moodle course.

## 7. Setting up a course in Moodle

The settings for a Moodle course.  
The sections of a Moodle course.

## 8. Learners management

Enrolling learners.  
Creating groups.

## 9. Types of resources (learning materials) in a Moodle course

File resources.  
Folder resources.  
Page resources.  
Label resources.  
URL resources.  
Audio-video resources.  
Book resources.

## 10. Communication in Moodle

The news forum.  
The discussion forum.  
The questions and answers forum.

## 11. Learning and assessments activities in Moodle

Assignment.  
Glossary.  
Questionnaire.  
Lesson.  
Quiz. Types of questions and the management of the question bank.  
Wiki.  
Database.

## 12. The management of a Moodle course

Useful reports for the teacher.  
Grading assignments.  
Grade book management.  
Restricting access to activities and resources.  
Activity completion.