

'Moodle for Teachers' – onsite workshop

Prerequisites: None – although any previous experience of **Moodle** or e-learning is useful.

Duration: One day.

Course fee: \$495+GST (maximum of six delegates).

Target audience: This course is ideal for teachers and tutors starting to work within a **Moodle** CMS environment. It will enable delegates to effectively design, create, support and manage courses.

Workshop outline

Course settings

Logging in
Profiles
Enrolment keys
Course formats - Topic, Weekly, Social
WYSIWYG editor
Composing and formatting within the WYSIWYG editor
Inserting hyperlinks and images
Themes
Searching courses

Block management

Adding, deleting, positioning and hiding
The People block
The Activities block
The Calendar block
Adding and managing course events, group events, and user events
The Upcoming events block
The Search block
The Online Users block
The Latest News block
The Recent Activity block
Overview of the Administration block

Resources

Text pages
Web pages
Formatting options
Linking to files and web pages
Displaying a directory
Using labels

Activities

Assignment

- specifying due dates
- maximum grades
- allowing resubmissions
- adding tutor feedback
- grading

Chat
Choice
Forum
Forum types

- teacher only
- course news
- open-to-all
- one thread per user
- timed forums and other

Glossary
Creating a learning journal
Quiz

- Multiple choice
- True/False
- Short answer
- Matching

Media

Images

- .jpg
- .gif
- .png
- other

Audio

- .mp3
- .mp4
- .wav
- other

Introduction to using movies

Student management

Enrolling students
Student specific settings
Scales
Gradebook basics

Course management

Structuring courses
Hiding and revealing content

Other

<http://docs.moodle.com>
Moodle Teacher Certificate
Using <http://moodle.org>

