



Introduction to Moodle Administration BTSD Training

June 23, 2022



CATALYSEUR
DE DÉVELOPPEMENT

CATALYST
TO DEVELOPMENT

www.c2dservices.com

SUMMARY

- Introduction to Moodle
 - What is Moodle
 - LMS vs CMS
 - Hosting moodle
 - Key fonctionalities
- Introduction to Moodle administration
 - Administration dashboard
 - Administration presets
 - File management

WHAT IS MOODLE

● Moodle is an

- Open-source
- Learning management System (LMS)

Moodle is a learning platform used to augment and move existing learning environments online.



WHAT IS AN OPEN SOURCE SOFTWARE

- Open source software allows you to
 - download the software for free
 - change how it works by writing new code
 - add features to it
 - resolve faults



LMS VS. CMS



● Learning management system (LMS)

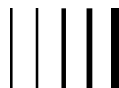
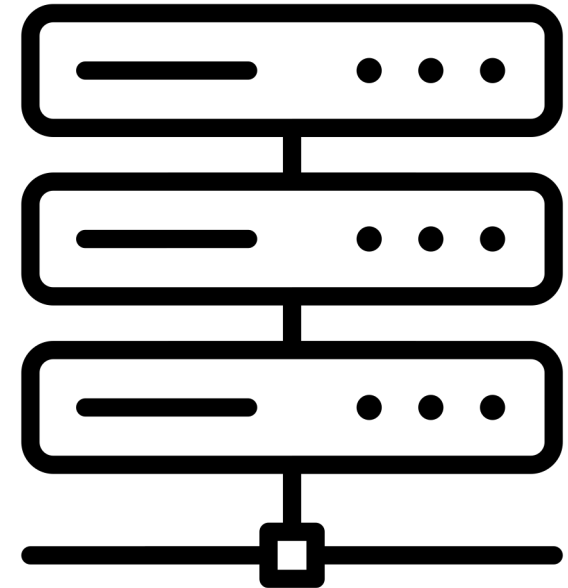
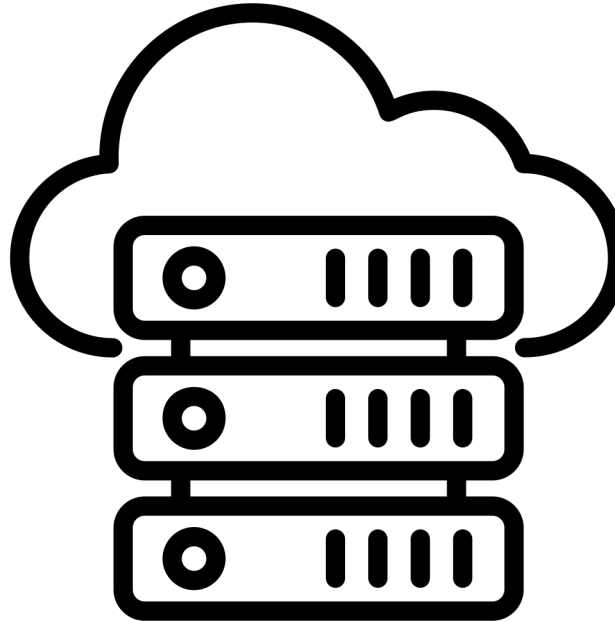
- Storage for learning content
- Content delivery
- Learner and events management
- Process and results tracking

● Content management system (CMS)

- Data repositories and centralized storage
- Retrieval, revision, and distribution of small pieces of information
- Authoring, sequencing, and content aggregation tools

HOSTING A MOODLE PLATFORM

- Local Server
- Cloud Server
- Moodle Cloud



KEY MOODLE FEATURES

- **Accessibility**

- Web Content Accessibility Guidelines (WCAG) 2.1 AA

- **Security**

- Control over your data

- **Flexibility**

- Open design format

- **Customizability**

- Customisable appearances and plugins




Courses



SECTIONS

- Weekly
- Topics
- Social
- Single



 Username or email

.....

[Forgotten your username or password?](#)

Log in

Some courses may allow guest access

Log in as a guest



ACTIVITIES AND RESOURCES

Add an activity or resource

Search

All

Activities

Resources

Assignment

☆

ⓘ

Chat

☆

ⓘ

Choice

☆

ⓘ

Database

☆

ⓘ

External tool

☆

ⓘ

Feedback

☆

ⓘ

Forum

☆

ⓘ

Glossary

☆

ⓘ

H5P

☆

ⓘ

Lesson

☆

ⓘ

Quiz

☆

ⓘ

SCORM package

☆

ⓘ

Survey

☆

ⓘ

Wiki

☆

ⓘ

Workshop

☆

ⓘ

Or browse for content on moodleNet

Add an activity or resource

Search

All

Activities

Resources

Book

☆

ⓘ

File

☆

ⓘ

Folder

☆

ⓘ

IMS content package

☆

ⓘ

Label

☆

ⓘ

Page

☆

ⓘ

URL

☆

ⓘ

Or browse for content on moodleNet

ACTIVITY COMPLETION

My Courses3

Site home

Dashboard

Private files

Calendar

Content bank

COURSE NAVIGATION (TODO)

Participants

Badges

Competencies

Grades

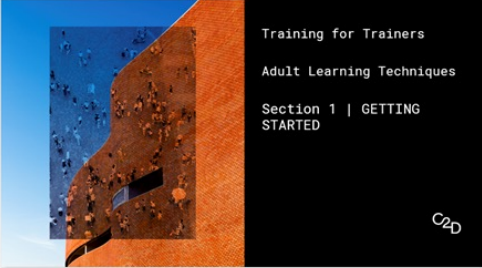
Site administration

Edit mode

Help

SA

Section 1 - Getting Started



Training for Trainers
Adult Learning Techniques
Section 1 | GETTING STARTED

Page

Introduction

URL

Getting Started - Video Tutorial

File

Getting Started - PowerPoint Presentation

To do: View


To do: Receive a grade

To do: Receive a passing grade

Quiz

Pop Quiz

Section 2 - Andragogy



Training for Trainers

BLOCKS

My Courses3

Site home

Dashboard

Private files

Calendar

Content bank

COURSE NAVIGATION (TODO)

Participants

Badges

Competencies

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Site administration

Edit mode

Help

Dashboard - My courses - Adult Learning Techniques

Adult Learning Techniques


General

Forum

Course Annoucements

Welcome to the course!

Say hello in the [Introduce yourself!](#) forum so we can get to know each other.



Collapse all

COURSE COMPLETION STATUS

Status: *In progress*

All criteria below are required:

Required criteria	Status
Activity completion	2 of 25

More details

View course report

UPCOMING EVENTS

There are no upcoming events

Go to calendar

COMMENTS

Add a comment...

Save comment

https://lms2.education.gov.au/course/view.php?id=2#coursecontentblock1

GRADEBOOK

C2D

Adult Learning Techniques

Participants

Badges

Competencies

Grades

General

Welcome to the course!

Section 1 - Getting Started

Section 2 - Andragogy

Section 3 - Learning Styles and Personalities

Section 4 - Components of Learning

Section 5 - Tips for Participatory Learning

Homework Assignment

Final Evaluation

Training and Trainer Evaluation

Dashboard

Calendar

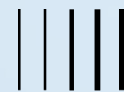
Adult Learning Techniques

Turn editing on

First name / Surname	Email address	Pop Quiz	Pop Quiz	Pop Quiz	Pop Quiz	Complete a Training...
		B- (80.00 %)	A (100.00 %)	A (100.00 %)	A (100.00 %)	A (100.00 %)
		A (100.00 %)	A (100.00 %)	A (100.00 %)	C+ (77.78 %)	A (100.00 %)
		A (100.00 %)	A (100.00 %)	A (100.00 %)	C+ (77.78 %)	A (95.00 %)
		A (95.00 %)	A (100.00 %)	A (100.00 %)	A (100.00 %)	A- (90.00 %)
		A (100.00 %)	A (100.00 %)	A (100.00 %)	A (100.00 %)	A- (90.00 %)
		A (95.00 %)	A (100.00 %)	A (100.00 %)	A (100.00 %)	A- (90.00 %)
		A (100.00 %)	A (100.00 %)	A (100.00 %)	C+ (77.78 %)	A- (90.00 %)
		A (95.00 %)	A (100.00 %)	A (100.00 %)	C+ (77.78 %)	A- (90.00 %)
		A (100.00 %)	A (100.00 %)	A (100.00 %)	A (100.00 %)	A- (90.00 %)
		A (95.00 %)	A (100.00 %)	B- (80.00 %)	A (100.00 %)	A- (90.00 %)
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		C- (70.00 %)	A- (90.00 %)	-	-	-
Overall average		A- (92.08 %)	A (97.08 %)	A (98.18 %)	B+ (89.90 %)	A- (92.50 %)

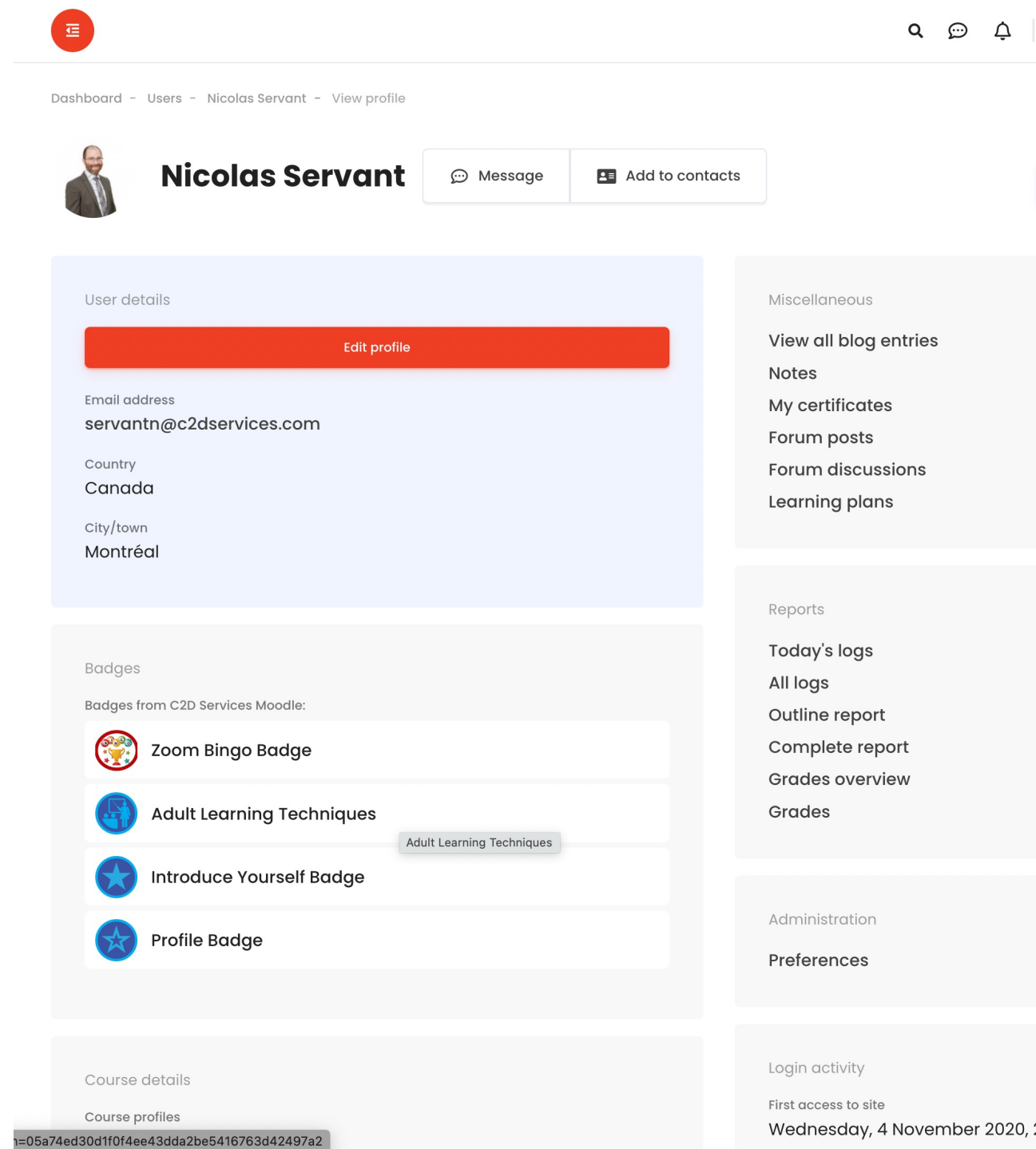


Users



USERS

- Roles and enrolments
- Messaging and notifications
- Grouping users
- Competencies and badges



The screenshot shows a user profile for Nicolas Servant. At the top, there's a navigation bar with a search icon, a chat icon, and a bell icon. Below the navigation bar, the breadcrumb trail reads: Dashboard - Users - Nicolas Servant - View profile. The profile header includes a profile picture of Nicolas Servant, his name, and two buttons: 'Message' and 'Add to contacts'. The main content area is divided into several sections: 'User details' (with an 'Edit profile' button), 'Email address' (servantn@c2dservices.com), 'Country' (Canada), and 'City/town' (Montréal). Below this is the 'Badges' section, which lists four badges from C2D Services Moodle: 'Zoom Bingo Badge', 'Adult Learning Techniques' (with a tooltip), 'Introduce Yourself Badge', and 'Profile Badge'. To the right of the main content, there are three sidebars: 'Miscellaneous' (with links like 'View all blog entries', 'Notes', 'My certificates', 'Forum posts', 'Forum discussions', and 'Learning plans'), 'Reports' (with links like 'Today's logs', 'All logs', 'Outline report', 'Complete report', 'Grades overview', and 'Grades'), and 'Administration' (with a link to 'Preferences'). At the bottom right, there's a 'Login activity' section showing the first access to the site on Wednesday, 4 November 2020.

Moodle Administration dashboard



MOODLE ADMINISTRATION DASHBOARD

My Courses3

Site home

Dashboard

Private files

Calendar

Content bank

Site administration

Edit mode

Help

Dashboard - Site administration - Search

Site administration

Your site is not yet registered. Register your site

Site administration

Users

Courses

Grades

Plugins

Appearance

Server

Reports

Development

Notifications

Registration

Moodle services

Feedback settings

Advanced features

Site admin presets

Analytics

Site information

Analytics settings

Analytics models

Competencies

Competencies settings

Migrate frameworks

Import competency framework

Export competency framework

Competency frameworks

Learning plan templates

Badges

Badges settings

Manage badges

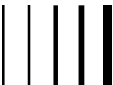
Add a new badge

Manage badges

Search

ADMIN BOOKMARKS

alpha

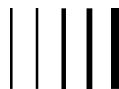


Moodle Administration procedures



USERS

- **Creating user accounts** https://docs.moodle.org/400/en/Upload_users
- **Creating cohorts** <https://docs.moodle.org/400/en/Cohorts>
- **Defining user roles** https://docs.moodle.org/400/en/Roles_and_permissions
- **Assign system roles** https://docs.moodle.org/400/en/Roles_and_permissions
- **Managing accounts** https://docs.moodle.org/400/en/Managing_accounts



COURSES

- **Creating course categories**

https://docs.moodle.org/400/en/Course_categories

- **Creating a course**

https://docs.moodle.org/400/en/Adding_a_new_course

- **Backing up a course**

<https://docs.moodle.org/400/en/Backup>

- **Restoring a course**

<https://docs.moodle.org/400/en/Backup>

- **Enrolling users**

<https://docs.moodle.org/400/en/Enrolments>



PLUGINS

- **Where to find plugins**

https://docs.moodle.org/400/en/Installing_plugins

- **How to upload new plugins**

https://docs.moodle.org/400/en/Installing_plugins





THANK
YOU

