



Introduction to Moodle Administration BTSD Training

June 23, 2022

SUMMARY

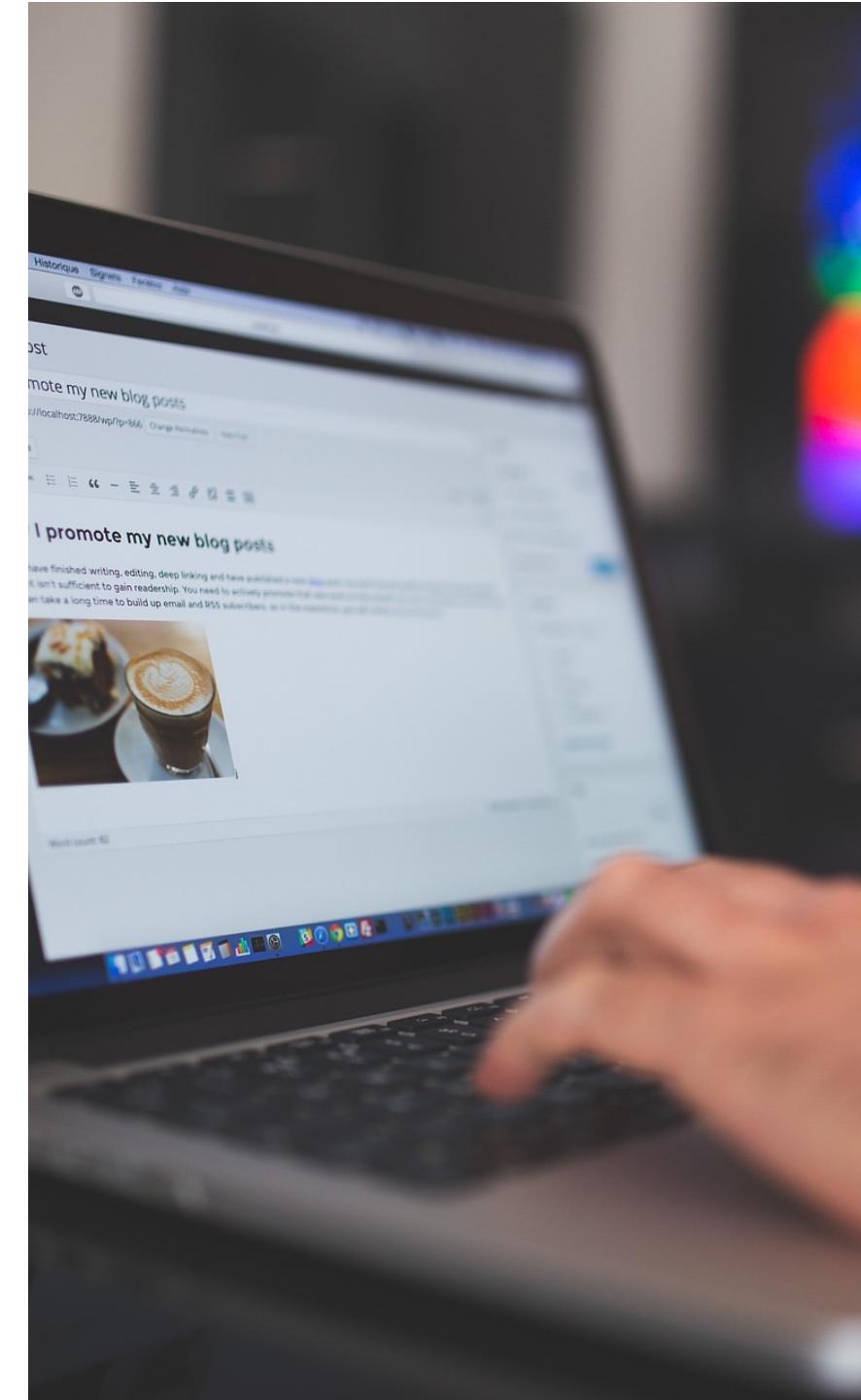
- Introduction to Moodle
 - What is Moodle
 - LMS vs CMS
 - Hosting moodle
 - Key functionalities
- Introduction to Moodle administration
 - Administration dashboard
 - Administration presets
 - File management

WHAT IS MOODLE

- Moodle is an

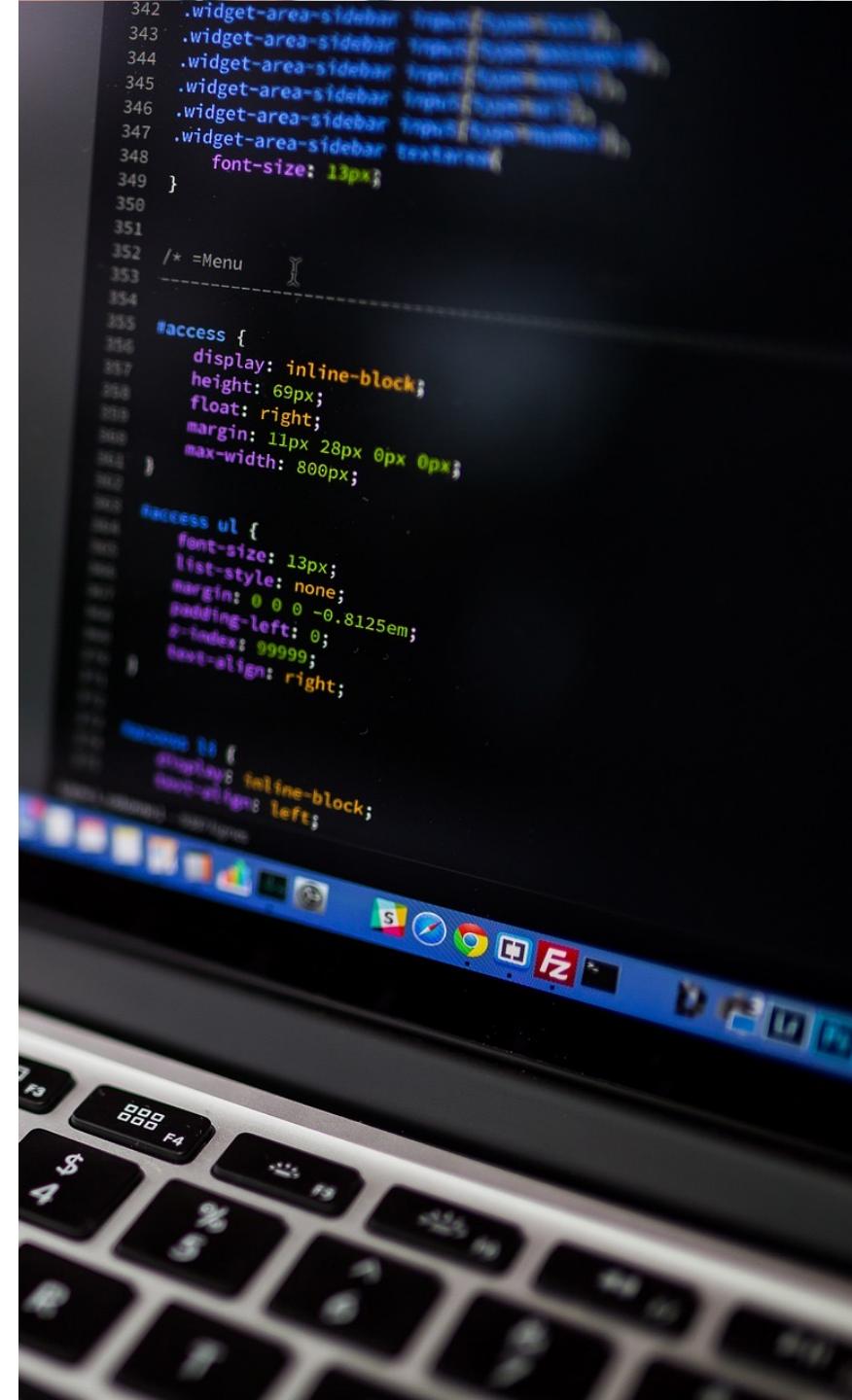
- Open-source
- Learning management System (LMS)

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

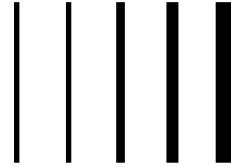


WHAT IS AN OPEN SOURCE SOFTWARE

- 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)**

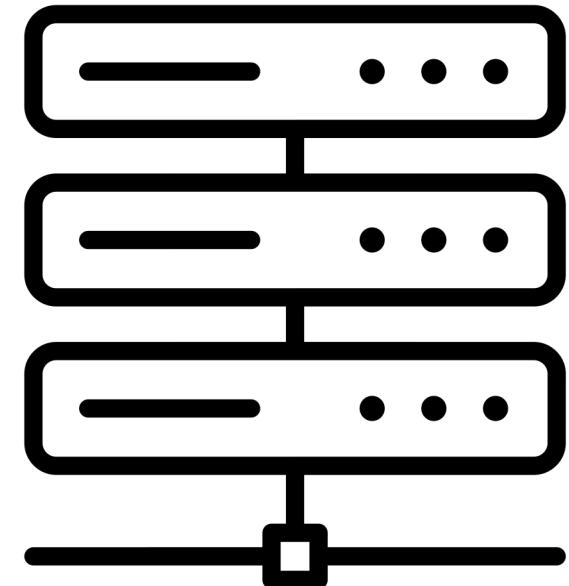
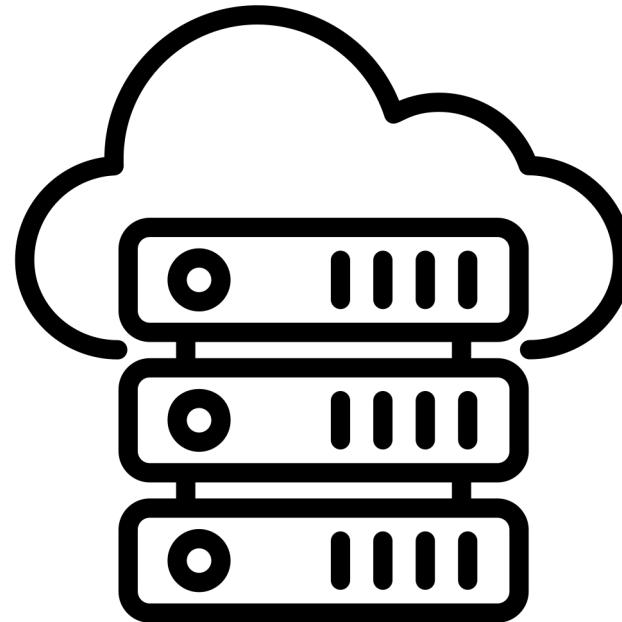
- Storage for learning content
- Content delivery
- Learner and events management
- Process and results tracking

- **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

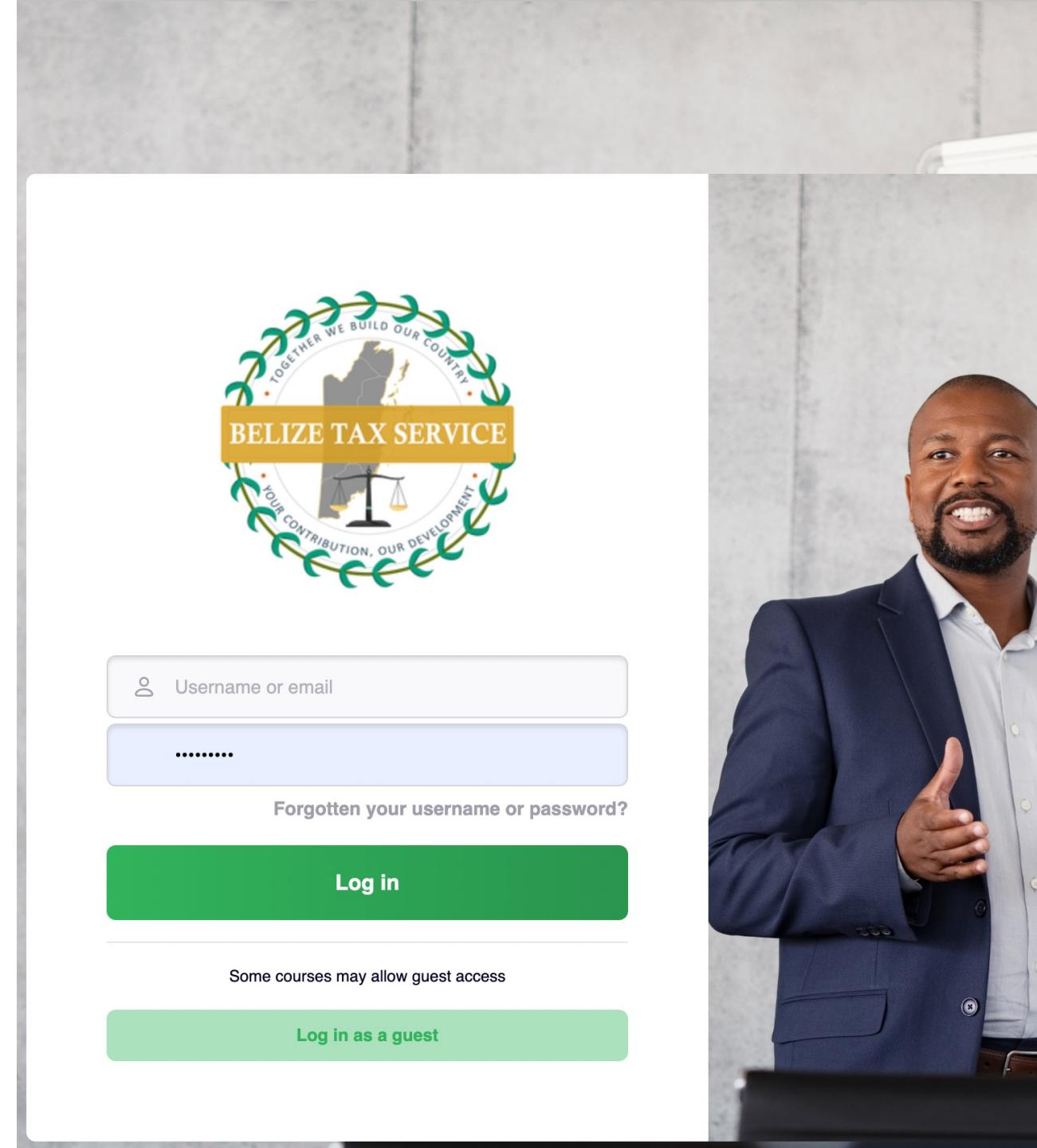


Courses



SECTIONS

- Weekly
- Topics
- Social
- Single



ACTIVITIES AND RESOURCES

Add an activity or resource X

Search X

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 X

Search X

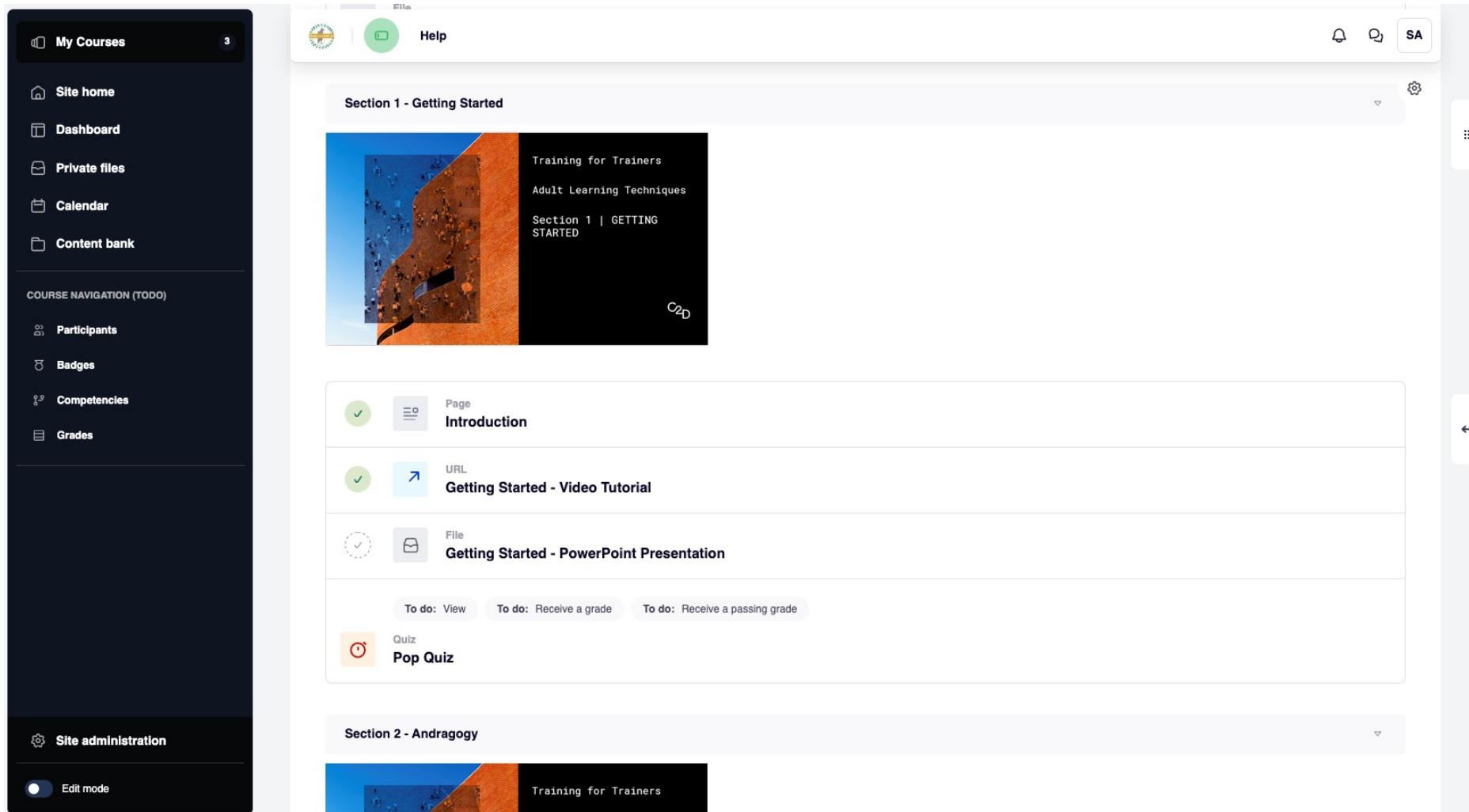
All Activities Resources

 Book	 File	 Folder
 IMS content package	 Label	 Page
 URL		

Or browse for content on [moodleNet](#)



ACTIVITY COMPLETION



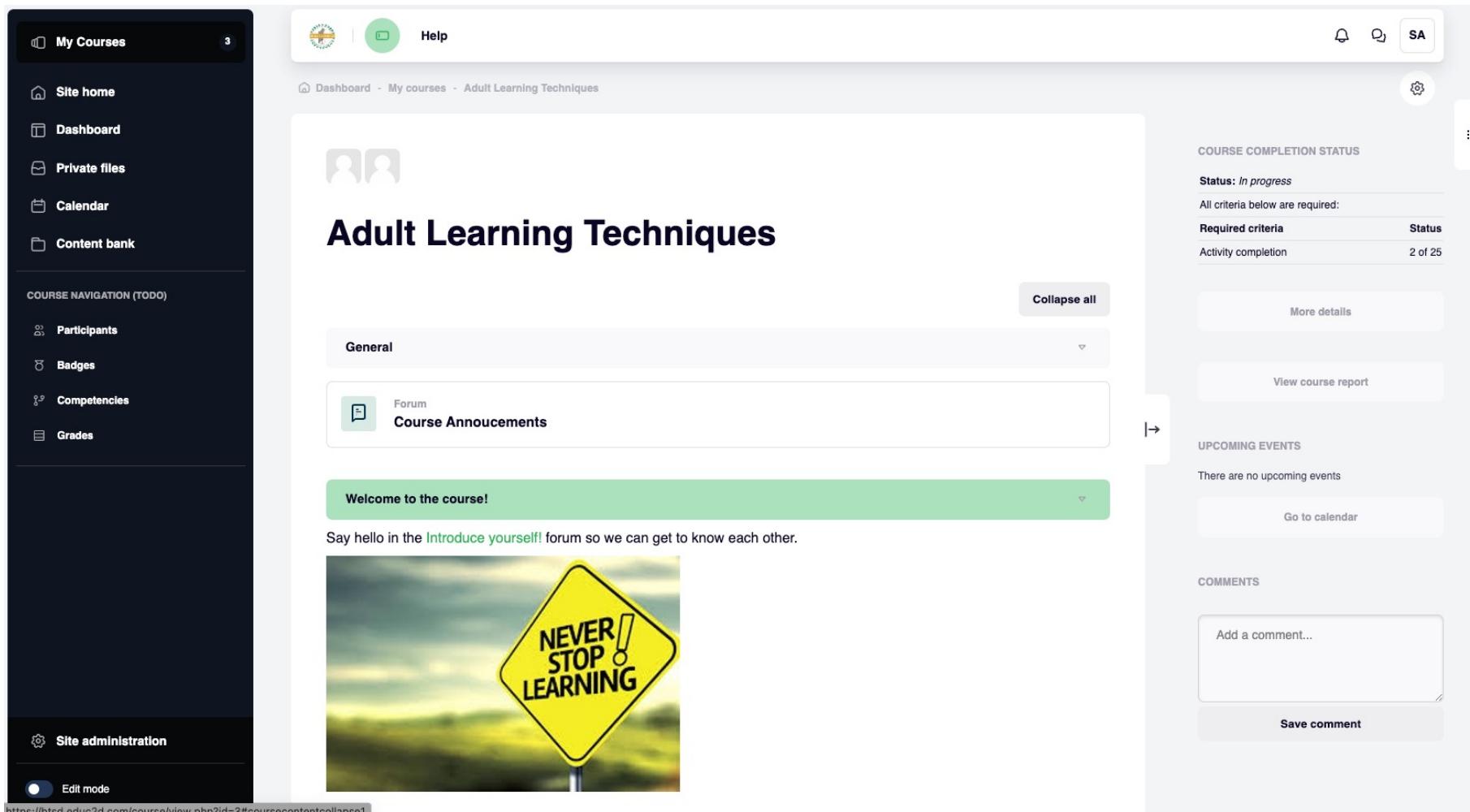
The screenshot shows a Moodle course interface. The left sidebar contains navigation links: My Courses (3), Site home, Dashboard, Private files, Calendar, Content bank, COURSE NAVIGATION (TODO), Participants, Badges, Competencies, and Grades. The bottom of the sidebar includes Site administration and Edit mode buttons. The main content area displays 'Section 1 - Getting Started' with a thumbnail image of a group of people. The section title is 'Training for Trainers' and the sub-section is 'Adult Learning Techniques' under 'Section 1 | GETTING STARTED'. Below the thumbnail, the text 'C2D' is visible. The activity list for this section includes:

- Page **Introduction** (status: completed)
- URL **Getting Started - Video Tutorial** (status: completed)
- File **Getting Started - PowerPoint Presentation** (status: in progress)

Below the activity list, there are three 'To do' items: View, Receive a grade, and Receive a passing grade. A 'Quiz' section titled 'Pop Quiz' is also present. The bottom of the page shows 'Section 2 - Andragogy' with a thumbnail image and the text 'Training for Trainers'.



BLOCKS



The screenshot shows a Moodle course page for 'Adult Learning Techniques'. The page includes a sidebar with 'My Courses' (3), 'Site home', 'Dashboard', 'Private files', 'Calendar', 'Content bank', 'Course Navigation (TODO)', 'Participants', 'Badges', 'Competencies', and 'Grades'. The main content area features a 'General' section with a 'Course Announcements' forum and a 'Welcome to the course!' message. A yellow diamond sign with the text 'NEVER STOP LEARNING' is displayed. The right sidebar shows 'COURSE COMPLETION STATUS' (Status: In progress, 2 of 25 required criteria met), 'UPCOMING EVENTS' (none), and a 'COMMENTS' section with a text input field and 'Save comment' button.

My Courses 3

Site home

Dashboard

Private files

Calendar

Content bank

COURSE NAVIGATION (TODO)

Participants

Badges

Competencies

Grades

Site administration

Edit mode

Help

Dashboard - My courses - Adult Learning Techniques

Adult Learning Techniques

General

Forum Course Announcements

Welcome to the course!

NEVER STOP LEARNING

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

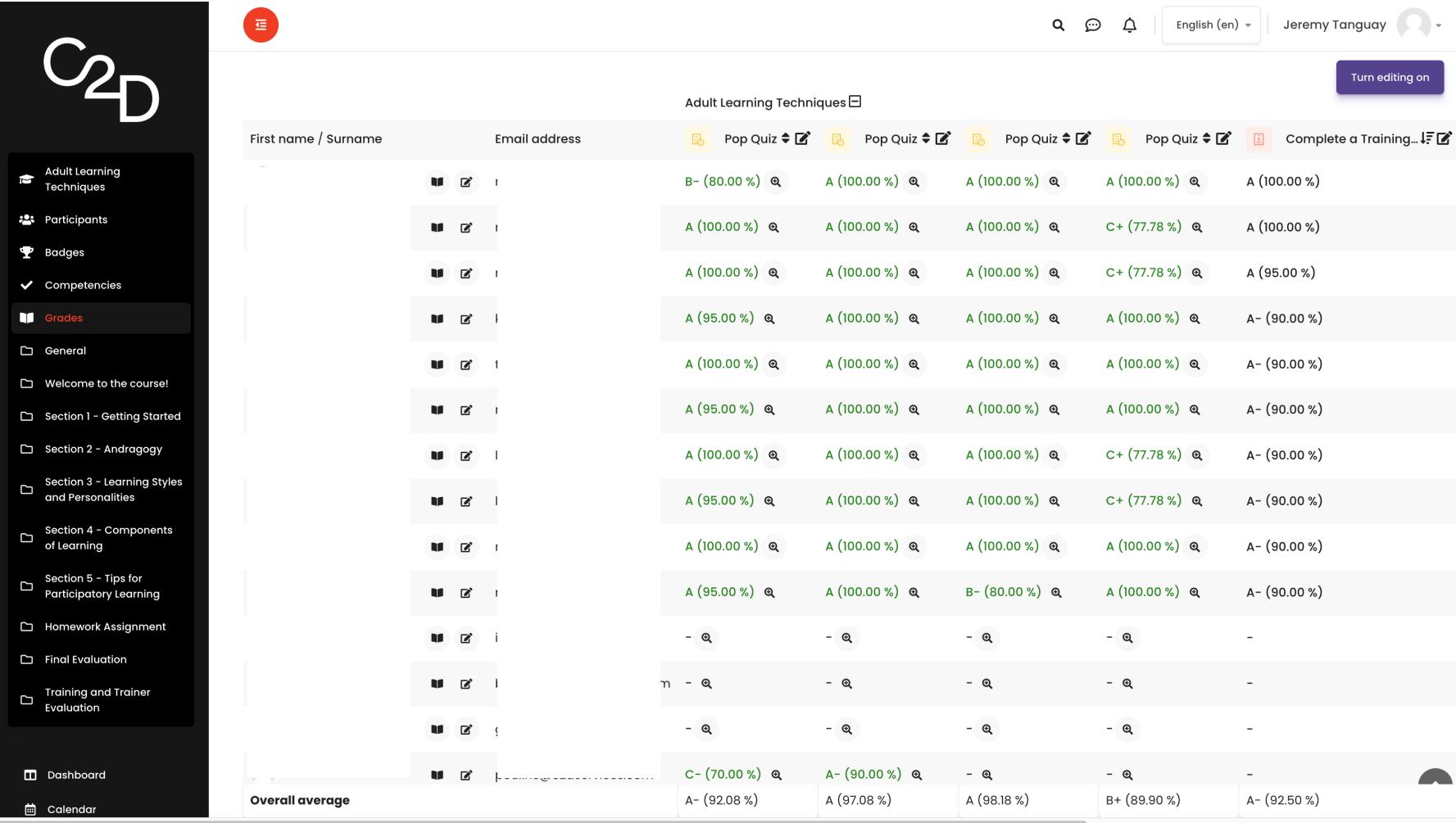
COMMENTS

Add a comment...

Save comment

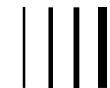


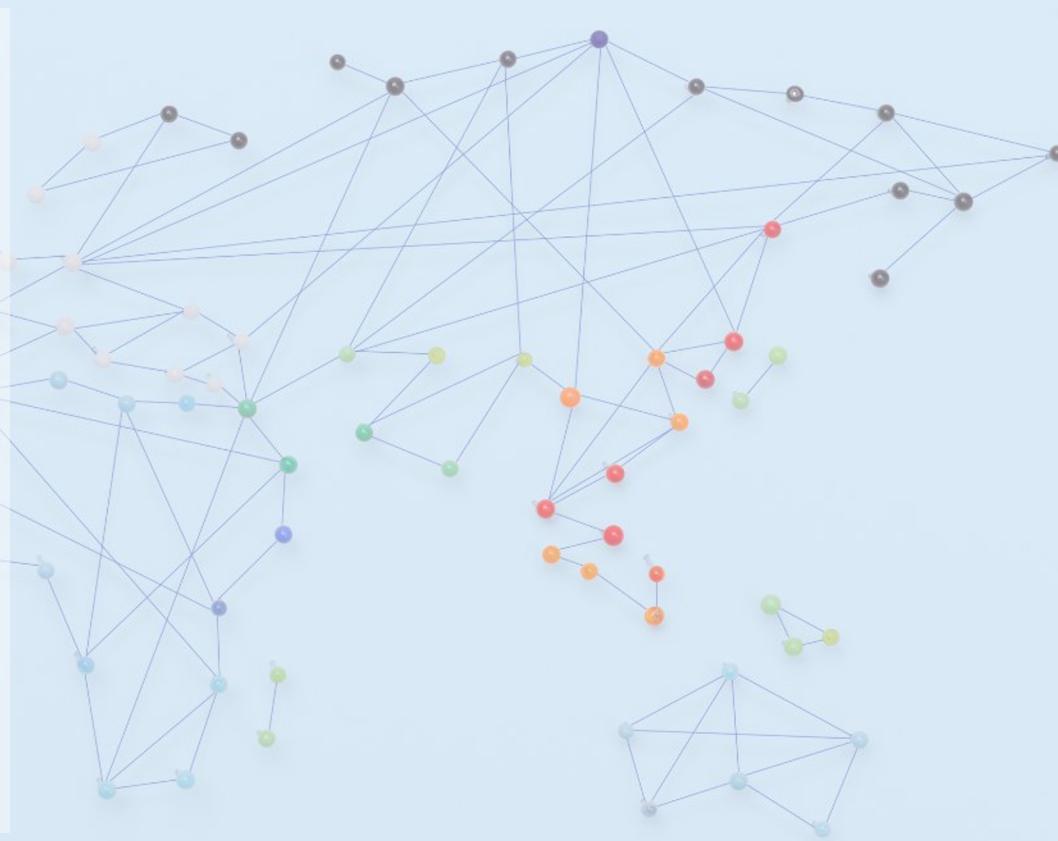
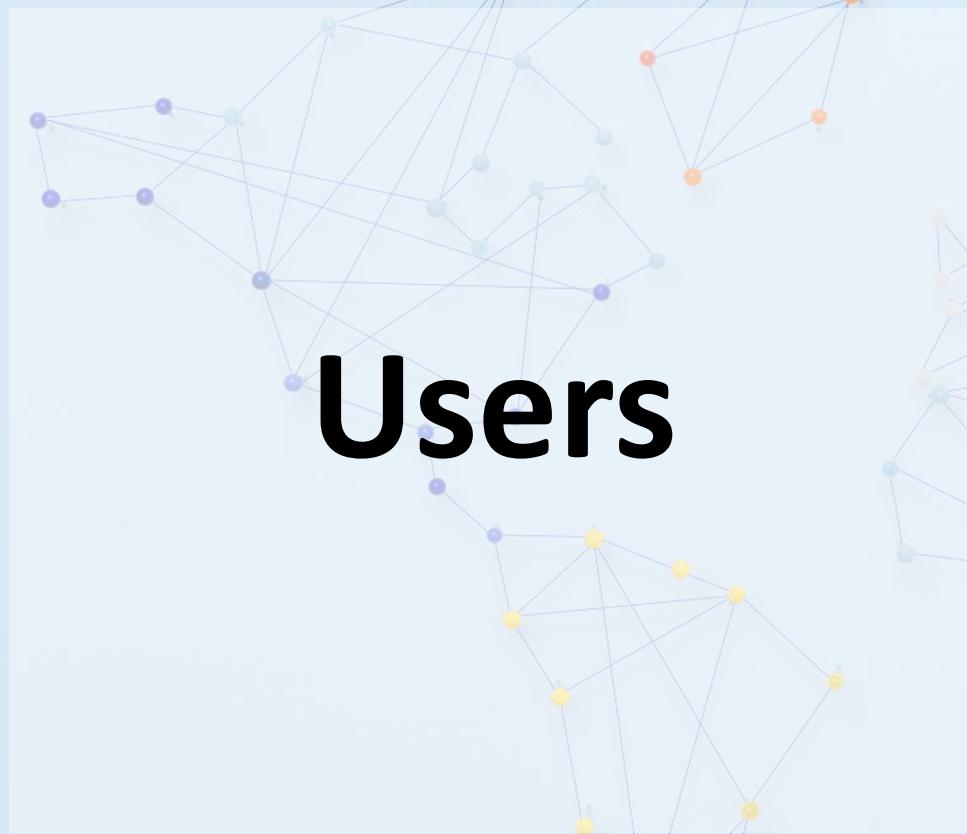
GRADEBOOK



The screenshot shows a Moodle Gradebook interface. The left sidebar, titled 'C2D', contains a navigation menu with 'Competencies' selected. The main table is titled 'Adult Learning Techniques' and includes columns for 'First name / Surname', 'Email address', and five 'Pop Quiz' columns, followed by a 'Complete a Training...' column.

First name / Surname	Email address	Pop Quiz 1	Pop Quiz 2	Pop Quiz 3	Pop Quiz 4	Pop Quiz 5	Complete a Training...
		B- (80.00 %)	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 %)	
		-	-	-	-	-	
		-	-	-	-	-	
		-	-	-	-	-	
	Overall average	C- (70.00 %)	A- (90.00 %)	-	-	-	
		A- (92.08 %)	A (97.08 %)	A (98.18 %)	B+ (89.90 %)	A- (92.50 %)	





USERS

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

The screenshot shows a user profile for 'Nicolas Servant' on a Moodle-like platform. The top navigation bar includes a search icon, a message icon, and a notifications icon. The breadcrumb navigation shows 'Dashboard - Users - Nicolas Servant - View profile'. The user's profile picture is a portrait of a man in a suit. Below the profile picture, the user's name 'Nicolas Servant' is displayed in bold. To the right of the name are two buttons: 'Message' and 'Add to contacts'. The main content area is divided into sections: 'User details' (Email address: servantn@c2dservices.com, Country: Canada, City/town: Montréal), 'Badges' (Badges from C2D Services Moodle: Zoom Bingo Badge, Adult Learning Techniques, Introduce Yourself Badge, Profile Badge), and 'Course details' (Course profiles). A red 'Edit profile' button is located in the 'User details' section. The right sidebar contains links for 'Miscellaneous' (View all blog entries, Notes, My certificates, Forum posts, Forum discussions, Learning plans), 'Reports' (Today's logs, All logs, Outline report, Complete report, Grades overview, Grades), 'Administration' (Preferences), and 'Login activity' (First access to site, Wednesday, 4 November 2020, 2020).

Dashboard - Users - Nicolas Servant - View profile

Nicolas Servant

Message Add to contacts

User details

Email address
servantn@c2dservices.com

Country
Canada

City/town
Montréal

Edit profile

Badges

Badges from C2D Services Moodle:

- Zoom Bingo Badge
- Adult Learning Techniques
- Introduce Yourself Badge
- Profile Badge

Adult Learning Techniques

Course details

Course profiles

05a74ed30d1f0f4ee43dda2be5416763d42497a2

Miscellaneous

View all blog entries

Notes

My certificates

Forum posts

Forum discussions

Learning plans

Reports

Today's logs

All logs

Outline report

Complete report

Grades overview

Grades

Administration

Preferences

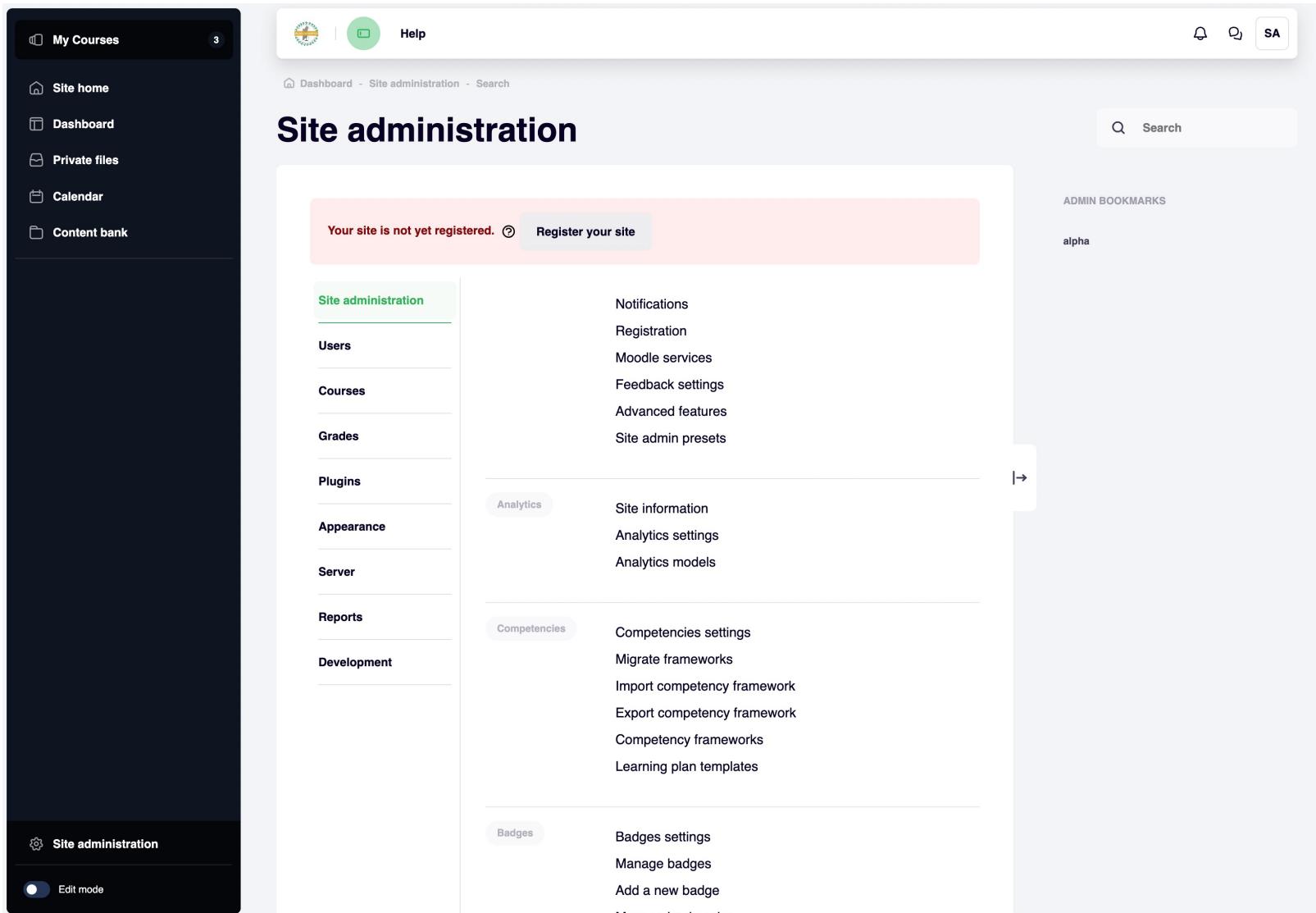
Login activity

First access to site

Wednesday, 4 November 2020, 2020

Moodle Administration dashboard

MOODLE ADMINISTRATION DASHBOARD



The image shows the Moodle Administration Dashboard. On the left is a dark sidebar with a navigation menu:

- My Courses (3)
- Site home
- Dashboard
- Private files
- Calendar
- Content bank

At the bottom of the sidebar are two buttons: "Site administration" and "Edit mode".

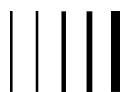
The main content area has a header with a user icon, a "Help" button, and a search bar. The title "Site administration" is displayed. A message box says "Your site is not yet registered." with a "Register your site" button. The left sidebar under "Site administration" includes:

- Users
- Courses
- Grades
- Plugins
- Appearance
- Server
- Reports
- Development

The main content area is organized into sections:

- 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.

On the right, there is a "Search" bar and a "SA" button. Below the search bar is a "ADMIN BOOKMARKS" section with a link to "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**
- **How to upload new plugins**

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

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



THANK
YOU

