

ESSENTIAL MOODLE TRAINING FOR IT MANAGERS

TRAINING COURSE

By

Aza Hani Shukri



Training Outcomes

After a successful completion of this training the participants will be able to:

- Manage course pages on Moodle including adding resources and activities using best practices and time—saving procedures.
- Manage categories and courses.

How this course will be delivered

This course will be delivered via a combination of hands-on training and open discussions.

- Each participant will have their own courses to edit and manage.
- Each participant will have their own institute or college 'category' to edit and manage.

1. Introduction to Moodle

- Logging into the system, overviewing the user dashboard and controlling the user profile.
- Navigating the categories and finding relevant courses.

1.1. Logging into the System

- Go to <http://moodle.dpu.edu.krd/> and use the username and password provided to you on the card you received.



1.2. Navigation and finding relevant courses

The screenshot shows a web browser window displaying a Moodle user dashboard. The browser's address bar shows the URL `moodle.dpu.edu.krd/my/`. The page header includes the Moodle logo and the user's name, "User T20", with a "Customise this page" button. On the left, a vertical navigation menu lists various options: Dashboard, Site home, Calendar, Private files, My courses, P20, TC20, T01, MLT1102, CS13, It1103, tc1001, and lc1002. The main content area is titled "User T20" and features a "COURSE OVERVIEW" section with tabs for "Timeline" and "Courses". Below these tabs are buttons for "Sort by dates" and "Sort by courses". A central graphic shows a list icon with the text "No upcoming activities due". To the right of the main content are three sidebars: "PRIVATE FILES" (No files available, Manage private files...), "ONLINE USERS" (last 5 minutes: 2, listing User T20 and Aza Hani), and "LATEST BADGES" (You have no badges to display).

2. Using the system as a student

In order to be able to manage the system, we will explore the system from the point of view of the student. Here we will:

- Learn about how the student will use the system and the capabilities available to them.
- Exploring the course page, downloading course material and other resources.
- Learn to use the interactive modules such as assignments and quizzes.
- View grades.

3. Introduction to the course page

In this section the course page will be explored. We will:

- Learn about the sections of a course page and how to edit each section.
- Learn about controlling the course settings.

4. Adding content and resources to the course page

- Adding and editing content of the course sections.
- Adding and controlling the resources to the course page.
- Best practices in adding course content.
- Explore other available resources modules.

5. Best practices and tips

- Working around limitations of the system (file size... etc).
- Examples of effective course pages.

6. Adding activities to the course page

- Adding assignments to the course page, dealing with the submissions and grading.
- Adding quizzes to the course page and control the grading.

7. Communications on moodle

- Messaging with students and other users.
- Controlling notifications from different courses and modules.
- Using the calendar.

8. Management of moodle for a college or institute

- Overview of the duties of a manager.
- Overview of the capabilities of the manager.

9. Managing categories

- Edit the main category, add/remove and edit subcategories.

10. Manage courses

- Create, edit and remove courses.
- Enroll users into courses.
- Manage courses within a category.

11. Extra Topics

- Accounts issues
- More interactive items (Activities)
- Courses content backup
- Grading schemes

Participants List

Online Platform for Academic Teaching and Learning in Iraq and Iran
(OPATEL) Project : 573915-EPP-1-2016-1-DE-EPPK2-CBHE-JP
DPU E_Learning Training Workshop (26-27, March, 2018)
"The Moodle training for IT managers"

OPATEL

Participants Names: 2nd Day Monday, 2nd April

No.	Name	Degree	Organization	Mobil	Email	Sign
1.	aidel Junia bapir	Bsc	AKTc Acti	0750462100	aidelmirras@gmail.com	
2.	Sarbasat Hussain Ali	MSc	DPU	0750475797	sarbasat.ali@dpu.edu.krd	
3.	Farhad Mohindden Khalifa	M.Sc.	BTI	0750515799	farhad.khalifa@dpu.edu.krd	
4.	Abdul Salam Mohammed Jarjis	M.Sc.	BTI	0750739988	Salam_mja62@gmail.com	
5.	Auf Abdulminan	BSc	B.T.Sh	0750387304	aufabdulminan@gmail.com	
6.	Abbas Ali Kheder	BSc	sh.college	07507321756	abbasalikheder@yahoo.com	
7.	Nashwan m. salih	M.Sc.	ZII	0750459336	nashwanm.khedar@gmail.com	
8.	Abdulrahman Jamil	M.Sc.	ZTI	0750814072	masterit88@gmail.com	
9.	ayman nashwan	M.Sc.	DTI	0750425131	ayman.nashwan@dpu.edu.krd	
10.	Ali Hikmat Ibrahim	M.Sc.	IT	0750437688	alikhmat800@gmail.com	
11.	Sarkaf Ibrahim	M.Sc.	IT	0750469693	sarkafibrahim80@gmail.com	
12.	Sulaiman Muhammad	M.Sc.	IT	0750930288	sulaimanmuhammad@gmail.com	
13.	Dr. Firas Mahmood	Phd	PCE	0750187888	dr.firas.mahmood@gmail.com	
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						

Online Platform for Academic Teaching and Learning in Iraq and Iran
(OPATEL) Project : 573915-EPP-1-2016-1-DE-EPPK2-CBHE-JP
DPU E_Learning Training Workshop (26-27, March, 2018)
"The Moodle training for IT managers"

OPATEL

Participants Names: 1st Day Sunday, 1st April

No.	Name	Degree	Organization	Mobil	Email	Sign
1.	Dr. Firas Mahmood	phd	PCE	0750187888	dr.firas.mahmood@gmail.com	
2.	Sarbasat Hussain Ali	MSc	DPU	0750475797	sarbasat.ali@dpu.edu.krd	
3.	Sulaiman Muhammad	MSc	DTI	0750930288	sulaimanmuhammad@gmail.com	
4.	Ayman Nashwan	MSc	DPU	0750425131	ayman.nashwan@dpu.edu.krd	
5.	aidel Junia bapir	BSc	AKTc Acti	0750462100	aidelmirras@gmail.com	
6.	Nashwan m. salih	m.sc	Zakho	0750459336	nashwanm.khedar@gmail.com	
7.	Abdulrahman Jamil	M.Sc.	ZTI	0750814072	masterit88@gmail.com	
8.	Farhad Mohindden Khalifa	M.Sc.	BTI	0750515799	farhad.khalifa@dpu.edu.krd	
9.	Abdul Salam Mohammed Jarjis	M.Sc.	BTI	0750739988	Salam_mja62@gmail.com	
10.	Auf Abdulminan	BSc	Sh.T.L	0750387304	aufabdulminan@gmail.com	
11.	abbas ali kheder	BSc	sh.T.C	07507321756	abbasalikheder@yahoo.com	
12.	Hala Nazar Abdulhal	DBlog	PCE	0761719732	halanazar@gmail.com	
13.	Sarkaf Ibrahim	M.Sc.	IT	0750469693	sarkafibrahim80@gmail.com	
14.	Ali Hikmat Ibrahim	M.Sc.	IT	0750437688	alikhmat800@gmail.com	
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						

References

- Official documentation of moodle: <https://docs.moodle.org/>