

COURSE OUTLINE

OLA ADMINISTRATIVE SKILLS COURSE

COURSE DESCRIPTION

In this course, you will learn how to use a Moodle site as an administrator or manager.

WHO IS THIS COURSE DESIGNED FOR?

This course is for Moodle site administrators.

PRE-REQUISITES: WHAT ARE THE REQUIRED CRITERIA FOR ATTENDING THIS COURSE?

- A good understanding of the English Language
- Site administration access to the Moodle platform which you will be using for this course

COURSE DURATION, NUMBER OF SESSIONS AND MODE OF DELIVERY

Duration determined by the participant as this is a self-paced course.
It will take 1 – 2 hours to complete the course.
Mode of Delivery: Fully Online

WHAT WILL YOU LEARN?

At the end of the course, you will be able to:

- Manage courses
- Manage users
- Create a course
- Manage a Moodle site
- View site reports on the Moodle site

SESSION OVERVIEW

SESSION TITLE	ONLINE LEARNING MODE	DESCRIPTION AND TOPICS	DURATION (minutes)
Introduce yourself	Self-learning activities on the IFWEA Online Labour Academy	Participants introduce themselves on the platform	5
Admin basics tutorial videos	Self-learning activities on the IFWEA Online Labour Academy	A series of tutorial videos which participants can follow and implement step-by-step	60
Learn Moodle basics	Self-learning activities on the IFWEA Online Labour Academy	Explore more of Moodle and learn how to design your own online course with Moodle's tutorial videos	
Unit 4: Participant evaluation	Participants evaluate the course		
Unit 5: Certificate	Participants receives certificates for the course		



For more information, contact us at secretariat@ifwea.org