



## **INTRODUCTORY LEVEL**

### **So You Want to Moodle?**

Used as a preparation course for Moodle training, this three day active learning course, introduces participants to the Moodle environment. The course content includes: Elluminate training, to allow for participation in real time discussions with the Moodle facilitators; Developing Moodle confidence, by learning and creating basic information in Moodle such as: posting in forums, creating a profile, uploading pictures, using the WYSIWYG editor; and general familiarity with moving around in Moodle.

**Course Length:** Three days online

**Course Fee:** 195.00

**Questions? We're Here!** [knowoffice@knowplace.ca](mailto:knowoffice@knowplace.ca)

### **Discover Moodle**

This course allows participants to work their way through a series of structured tasks in student-mode and instructor-mode to use Moodle Blocks, Resources. Participants will be introduced to the range of Moodle activities. Special attention is given to the reasons for wanting to use Moodle and the tools which will help with course design strategies. Our approach combines problem-centred and collaborative learning. Three synchronous sessions are held in Elluminate (beginning, middle and end of the course) which assist participants with understanding, usage and application of the various Moodle Tools.

**Length:** Two weeks online

**Fee:** 795.00

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## INTERMEDIATE LEVEL

### Intermediate Moodle

This in-depth course includes a brief consideration of the pedagogy – social constructivism, and the support Moodle provides for this approach. Course management is included with a particular focus on Roles & Permissions and Groups. Participants will be given a workspace to demonstrate mastery of Moodle Activities. An in depth review of Interactive Moodle course activities include:

- Assignments, Quizzes, Choices, Questionnaire, quiz and gradebook
- Focus on when & why to use

Moodle Activities that further the constructivism philosophy about Moodle will include:

- Forum, Glossary, WIKI, Database, Chat
- Focus working to increase learner interactivity
- Demonstration of mastery in Sandbox

**Length:** Two Weeks

**Fee:** 795.00

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### Assignments & Quizzes

This course takes a look into the uses of how and why you could use Assignment & Quiz. In your sandbox you'll learn how to set up exam bank with categories or outcomes to allow accuracy in creating quizzes. Demonstrate strategies that use Assignments, Quizzes.

**Length:** Three days

**Fee:** 195.00

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### Forum & Glossary



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This course looks at strategies for interaction with other learners & facilitators - research instructionally effective use of Forum, Chat, and Glossary. There is a demonstration of strategies that use Forum (moderated and student generated), Get your fingers dirty in the sandbox.

**Length:** Three days

**Fee:** 195.00

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### **Wiki, Database, and Gradebook**

This workshop focuses on the strategies for interaction with other learners & facilitators to use the Wiki, database and gradebook.

**Length:** Three days

**Fee:** 195.00

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### **Quizzes, Assignments & Gradebook**

This two week course focuses on assignments, quizzes and the use of the gradebook. Special attention is given to the reasons that participants want to use Moodle and which tools will help with course design strategies.

**Length:** Two weeks

**Fee:** 795.00

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## **ADVANCED LEVEL**

### **Manage Your Moodle Site: Site Administrators Training**

This course gives special attention to the reasons and the type of Moodle site that participants will manage and which tools will help their organization achieve success. Topics include but are not limited to:

- Managing your online users



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- Enrolment plugins (different ways to manage enrolment)
- Statistics, reports and gradebooks for each member
- Clear understanding of permissions and roles and contexts
- Professional way to handle bug reports (and put yourself in the shoes of those who fix them)
- Intro to Cron and backup issues
- Identification of Third Party module issues
- Typical Administrative Tasks
- Purpose of the maintenance web page
- Setting up course categories
- Time zone settings for site
- Purpose and setting up of RSS feeds
- Using Groups for Multilevel courses
- Customizing strings, CSS, header, footer, incl. content of automated emails
- Setting up the Front page: Front page roles, settings, topic, news etc.
- How to maximize usage of resources such as: moodle.org and moodledocs.org and bug tracker
- How to research support contracts for Moodle sites
- Understanding the open source culture

**Length:** Two weeks online

**Fee:** 795.00

**Questions? We're Here!** [knowoffice@knowplace.ca](mailto:knowoffice@knowplace.ca)

### **Digging Deeply into Moodle**

With this course special attention is given to the reasons and the type of Moodle site that participants want to manage and which tools will help their organization achieve success. Topics include but are not limited to:

- ftp access (eg: filezilla)
- Dealing with cron, backup and offsite back up issues
- Customizing strings
- Dealing with spammers and security issues
- Third party source code issues and setup
- Setting up Moodle site on own computer for practice and safe experimentation
- Theme customisation
- phpmyadmin and fft and searchall
- Creating a block



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- Three Step Admin Procedure
- 15 minutes a Day Moodle Admin
- Using the plug ins database
- Source Code customization
- Roles & Permissions

**Length:** Two weeks online

**Fee:** 995.00

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### **Groups & Groupings**

Groups and groupings help you to teach large classes with different intakes. This short workshop will help you to understand the differences between groups and groupings and how they can be used to your advantage in the online classroom.

**Length:** 3 days

**Fee:** 195.00

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### **Roles and Permissions**

Are you struggling with how to assign various roles and permissions to your participants? How do you assign new roles site-wide or in your course? This workshop will help you learn how to create roles and add or take away permissions.

**Length:** 3 days

**Fee:** 195.00

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## **CERTIFICATE PROGRAMS**

### **Moodle Course Certificate Completion (MCCC: Challenge Situation)**



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Frances Long, Founder and Chief Executive Officer of the knowplace Family of Sites is the only person trained in Canada as a mentor-assessor for the MCCC. In fact, she helped to design the MCCC which is used by Moodle Partners and their clients throughout the world.

The MCCC is a challenge situation that requires the demonstration of ones skills in using Moodle as a teacher. The certification involves creating a project/course that demonstrates your Moodle skills, completing a short narrative document, and taking an online exam. If you are new to Moodle we recommend that you also enroll in the MCCC Preparation course.

**Length:** Two months

**Fee:** 400.00

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### MCCC Prep Course

Our unique MCCC preparation course lasts for two months (you have two months to finish your MCCC) but we work out a rather complex approach with you:

- One week our facilitators will be available to assist
- One week you will work on your own in your project area without our facilitators

In addition to our discussions that occur in the forums, you will also participate in real-time meetings to answer your questions and concerns once every two weeks. It is sometimes difficult to learn to use tools without the opportunity to ask questions in real-time. You must be familiar with Elluminate to participate fully in these synchronous meetings. We believe that this approach and methods will assist you to prepare your project and study for the narratives and the exam. In fact... we know it does!!!

**Length:** Two months

**Fee:** 795.00

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