



Training
on
Learning Management System (Moodle)

13 -15 May, 2022

Prepared by:
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Organizers:
Commonwealth Educational Media Center for Asia
&
City University, Bangladesh

Introduction

Using a learning management system (LMS) has some benefits over the old fashioned way of learning. Delivering a course through an LMS keeps the content centralized so all the students have a single source of content, instructions and questions. It has tremendous capacity of engaging students in courses of studies. In line with this, City University organized a 3-day extended workshop on “Training on Learning Management System (Moodle)” from 13 to 15 May 2022 in association of Commonwealth Educational Media Centre for Asia (CEMCA), Delhi, a counterpart of the Commonwealth of Learning (COL), Canada. The workshop focused on building skills and knowledge in developing courses in a digital format. The focus of the workshop was on not only teaching the practical skills of using the Moodle learning management system platform but on the use of eLearning, its benefits, its barriers, and its application. Over the course of the 3 days, faculty members were immersed in discussion around practical application of eLearning in their university, including opportunities for specific input on individual course materials and activities. Moodle platform instruction is followed by practical, hands-on opportunities to explore and apply skills learned. The workshop concludes with all participants having access to a Moodle platform for ongoing practice and to build out their specific online course resources and activities. Mr. Md. Masum Billah, Director, ICT and E-learning Centre, Bangladesh Open University has been the resource person of the workshop. Professor Dr. Md. Shah-E-Alam, Vice Chancellor, City University inaugurated the workshop.

Objectives

The main aim of this workshop was to orient the technical aspects of the Learning Management System (Moodle). It also achieves the following specific objectives:

- i) to advocacy for implementing blended programme using the available technology;
- ii) to create Technology-Enabled Learning (TEL) environment at the City University so that faculties become motivated for using LMS for courses delivery;
- iii) to run Massive Online Open Courses (MOOCs) along with the formal blended courses using the LMS;
- iv) to help students through increase in access to the digital tools and media-rich resources.

Modus Operandi

- i) Face to face (F2F);
- ii) Hand on exposure;
- iii) Focus on theoretical aspects and uploading sample materials as practicum;

(pl see the programme schedule: attachment 1)

The Participants

50 faculties enthusiastically participated in this workshop (pl see attachment 2).

Orientation session

In this session, Mr. Md. Masum Billah, Director, ICT and eLearning centre, Bangladesh Open University was the facilitators, and Mohammad Asfaq Tamim, System Engineer of the same university provided him the technical support. At the outset of this session, Mr. Billah reported that Moodle is not yet downloaded through the City University system. He also made alternative arrangement for the participants' Moodle practice. Initially, he delivered his lecture on theoretical aspects of Learning Management System (LMS), and key points of his lecture are given bellow:



- Any university is a knowledge organization (KO) and creates knowledge which needs to be managed which is referred to Knowledge Management. The primary use of a learning management system is for knowledge management (KM). KM refers to the gathering, organizing, sharing and analysis of an organization's knowledge in terms of resources, documents and people skills.
- Some popular LMSes used by educational institutions include Moodle, Blackboard Learn and Schoology;
- A learning management system can be thought of as a large repository that allows users to store and track information in one place. Any user with a secure login and password can access the system and its online learning resources. Or, if the system is self-hosted, the user must either install the software on their hard drive or access it through their company's server.
- The different types of LMS deployment options are: Cloud-based, Self-hosted, Desktop application, and Mobile application. Cloud-based LMSes are hosted on the cloud and often follow software as a service (SaaS) business model. Cloud-based LMS vendors take care of maintaining the system and performing any technical updates or upgrades. Online users can access the system from anywhere, at any time, using a username and password.
- LMSes allow users to complete the coursework at a time that is best for them;
- It allows an organization to safely organize and store all big data in one location. This allows instructors and admins to more easily update and maintain learning materials.

Working session

LMS a software application that provides the framework that handles all aspects of the learning process – it's where teachers house, deliver, and track their content. In line with this, participants were asked to create a sample course and taught how to upload in the LMS. In addition, uploading video and audio file in the system for the students and simulation technique was also adopted. Some of participants were in the role of students. In this ways, assignment setup, quiz setup and feedback systems were also practiced by the participants.

Closing session

A closing session of the workshop was organized to provide participants to reflect, synthesize, and consolidate what they have learned. Professor Dr. Md. Shah-E-Alam, Vice Chancellor, City University, in his closing remark, said, "I would like to thank the resource persons for sharing important knowledge on teaching through learning management system (LMS), and also thank all the participants who have attended the training, raised pertinent questions and shared experiences on technology-enabled learning". He congratulated all participants for your dedication and active engagement in the learning experience, and finally, distributed certificates.



Training on Learning Management System (Moodle)
Programme Schedule
(13 – 15 May 2022)

Days	Module	Topic Details	Status
Day 1 13 May	Moodle Basics	# Moodle Basics <ul style="list-style-type: none"> ▪ Welcome To Moodle LMS ▪ Login to Moodle ▪ Introduction to Moodle Layout ▪ Configure your Profile ▪ Preference settings ▪ Introduction to roles ▪ How to create Categories (Admin) ▪ How to add a new course to Moodle (Admin) ▪ How to turn editing on ▪ Introduction to Course formats ▪ Introduction to Course Completion Tracking ▪ How to enroll participants in a course # Student Management <ul style="list-style-type: none"> ▪ Learner Enrollment - Manual Method ▪ Learner self-registration Method ▪ Batch Enrollment Method # Resource Management <ul style="list-style-type: none"> ▪ File example ▪ Page example ▪ Book example ▪ Folder example ▪ URL example ▪ Content bank 	
Day 2	Activities	# Activities Management <ul style="list-style-type: none"> ▪ Introduction to content and activities examples ▪ Assignment example ▪ Quiz example ▪ Choice example ▪ Question Bank # Grades <ul style="list-style-type: none"> ▪ Grades overview ▪ Setting up the activities ▪ Gradebook setup 	
Day 3	Lab 1: Exercise	# Exercise: <ul style="list-style-type: none"> ▪ Introduction ▪ Create a course 	

		<ul style="list-style-type: none">▪ Topic structure▪ Adding a block▪ Assignments setup▪ Quiz Setup▪ Gradebook Setup <p># Themes & Plugins</p> <ul style="list-style-type: none">▪ Theme & Plugins introduction▪ Introduction to H5P▪ Zoom Plugin <p># Goodbye & Q&A</p> <ul style="list-style-type: none">▪ Q&A▪ Feedback	
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List of Participants

SL	Participants
01	Mr. Md. Zakaria, Assistant Professor
02	Mr. Abdullah Al Mamun, Assistant Professor
03	Arnob Basak, Assistant Professor
04	Wahidur Rahman Baizid, Assistant Professor
05	JarinYasmin, Assistant Professor
06	Dr. Mohammad Mohidur Rahman, Assistant Professor
07	Ayesha Siddika, Assistant Professor
08	Md. Emran Hossain, Assistant Professor
09	Salma Afrin, Lecturer
10	Sumaiya Ahmed, Lecurer
11	Arjina Akter Ankhi, Lecturer
12	Sabera Rahman, Lecturer
13	Md. Ashrafujjaman Rubel, Lecturer
14	Farjana Sharmin Tania, Lecturer
15	Rabbi Imam Zibon, Lecturer
16	Mosrrat Sultana Mumu, Lecturer
17	Sk. Nasir Uddin Lecturer
18	Mahmuda Akter Bonnya, Lecturer
19	Udoy Shankar Sarkar, Lecturer
20	Saiful Islam , Lecturer
21	Md. Lutfor Rahman Talukder, Lecturer
22	Md. Ashnaim Bari, Lecturer
23	Mehedi Hasan Khan Rupok, Lecturer
24	A.B.M. Nousad Bhiuyan, Lecturer
25	Md. Shayan Rana, Lecturer
26	Mainul Haque, Lecturer
27	Sumaiya Nazmi, Lecturer
28	Tareq Mohammad Faruqi, Lecturer
29	Md. Ziaul Islam, Lecturer
30	Shams Ul Islam, Lecturer

31	Samrat Ali Abu Kaiser, Lecturer
32	Shahadat Hossain, Lecturer
33	Nazneen Islam, Lecturer
34	Tanzina Ferdous, Lecturer
35	Md. Abdullah Bhuiyan, Lecturer
36	Md. Touhidul Islam, Lecturer
37	Md. Sohel Rana, Lecturer
38	Md. Shamim Rayhan, Lecturer
39	Md. Masud Rana, Lecturer
40	Subrata Saha, Lecturer
41	Muhammad Tahara Galib, Lecturer
42	Md. Tofazzal Haider Chow, Deputy Contr. of Accounts
43	Md. Masud Howlader, Deputy Contr. of Exam
44	Md. Mofiz Uddin, Sr. Accounts Officer
45	Md. Rakib Uddin, Networking In-charge
46	Md. Shah Masud Karim, Officer,
47	Md. Kamal Pasha, Officer (Academic Affairs)
48	Sabrina Afrin, Admission Officer
49	Md. Anisur Rahman, Academic Officer
50	Mohammad Maruf, Academic Officer