Course : Moodle, administration

Synthesis course - 2d - 14h00 - Ref. MOZ
Price : 2020 CHF E.T.

★★★★☆   4,6 / 5

This course will teach you the basics of Moodle Learning Content Management System administration, enabling you to manage training courses in a variety of formats (classroom, distance or hybrid). You'll learn how to configure, create and modify interfaces, search for and set up plug-ins.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Installing and configuring Moodle
- ✓ Search for and configure plug-ins and extensions
- ✓ Manage categories and courses
- ✓ Manage accounts and registrations
- ✓ Optimize security and enhance confidentiality

Intended audience

Moodle platform administrators, IT managers, project managers.

Prerequisites

Basic knowledge of Windows, OS/X or GNU/Linux computer environments and web hosting.

Practical details

Hands-on work

Alternating presentation of concepts and application.

Course schedule

PARTICIPANTS

Moodle platform administrators, IT managers, project managers.

PREREQUISITES

Basic knowledge of Windows, OS/X or GNU/Linux computer environments and web hosting.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1. Installing a Moodle platform

- Get to grips with the Moodle Learning Content Management System.
- Discover the features: course space, training support.
- Identify technical installation constraints.
- Know different installation methods.
- Solve the display problem depending on the browser.

Hands-on work
Install a Moodle package locally.

2. Creating initial configurations

- Know the different elements to configure.
- Set up the server for e-mail (outgoing and incoming mail).
- Modify script parameters (size of files to be downloaded).
- Discover the default settings for course formats.
- Organize the structure of categories and course spaces (metacourses).
- Configure automatic backups. Download and restore a course.
- Schedule and execute tasks (online cron).

Hands-on work
Use the application window, change language, move blocks... Create a course space. Set up automatic course backups with a Windows scheduled task.

3. Adding and configuring extensions or plug-ins

- Add and use themes: download, install, activate a plug-in (theme) and modify the default template.
- Discover and install extensions.
- Download a block plug-in (progress bar).
- Check extensions and themes.

Hands-on work
Install a plug-in: general settings, footer, homepage banner, marketing and main boxes. Modify site appearance; display and navigation.

4. Manage accounts and users

- Register and authenticate users (different methods: manual, import, batch management).
- Understand and assign roles: add and remove new administrators.
- Search for, edit and add an avatar to a user's profile.
- Manage user cohorts: create, add members, register, assign to a group...
- Enrolling a user in a course: methods (example: self-registration).

Hands-on work
Créer un utilisateur et lui attribuer un rôle puis un cours. Ajouter un fichier CSV pour enregistrer tous les utilisateurs d'une cohorte. Ajouter ou supprimer des permissions aux utilisateurs.

5   **Optimize security and enhance confidentiality**

- Know the safety rules (IP blocking).
- Identify site strategy parameters.
- Create passwords.
- Use a registration key.
- Hide user fields.
- Edit site reports (security, backup, etc.).

Hands-on work

Définir des méthodes d'attaque de hackers et attribuer des mots de passe forts. Masquer des champs utilisateur. Éditer des rapports de sécurité et de sauvegarde.

Dates and locations

REMOTE CLASS

2026 : 22 June