Learning Management Systems (LMS's)

Sample Course 2: Administration of Learning Management Systems (LMS)

The participants will get an introduction on how to install and administrate Learning Management Systems (LMSs). This includes technical aspects, such as hard- and software installation, administration of courses, troubleshooting, role management and user support.

- **Content, elements, format and duration can be customised to the respective needs**

Learning outcomes

On completion of the training, participants

- design a LMS (Moodle or other) for a TVET institution
- select and manage necessary hard- or software
- administrate an LMS
- solve occurring technical problems
- communicate with users

Contents

- Learning Management Systems (e.g. Moodle)
- Setting up and running courses in an LMS
- Modifications and plugins
- Connecting with other relevant digital tools
- Course administration and management
- Role management
- Troubleshooting
- Data security and copyright

Formats

Virtual format implemented with following main digital media (e-learning) elements:

- Learning Management Systems (Moodle etc.)
- Lectures/presentations via video stream (live or on demand)
- Collaboration and productivity software like MS 365 (Teams, Office) or Google Apps
- Group and one-on-one video calls for mentoring and discussion
- Text-based communication chat, group chat, e-mail and message boards (e.g. MS Teams channels)

The participant-centred and practical approach includes group and project work.

Language

- English
- German
- Upon request: other languages with interpreters

Target groups

- TVET teachers
- TVET experts
- In-company trainers

from all occupational fields and business sectors

Participation requirements

- Basic ICT / computer skills
- recommended 3 years of professional experience

Duration

- 40 hrs recommended
- Additional 20 hrs implementation of a transfer project after training

Equipment

- Notebook / PC
- Stable internet connection
- Integrated or external microphone
- Optional: webcam

Certificate

The participants will receive a certificate of participation after successful completion of the course.

Your contact

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