



## A Teachers guide to Moodle – Online

Welcome to A teachers guide to Moodle. We have designed a number of specifically tailored sessions to assist you in developing and extending your skills in Moodle course creation and management. Sessions will be delivered using online webinars in WizIQ and a repository of resources to be stored in the Gippsland Learn & Connect Moodle as well as one on one mentoring sessions to help you through the process of putting the theory into practice.

The Webinars will be delivered using WizIQ. Wiz IQ is a virtual classroom that allows us to interact online using audio, video and media tools. Interactive webinars will be delivered on a Tuesday from 12-1pm on fortnightly basis giving you all the basic skills you need to develop your Moodle courses. We also offer 1:1 mentoring again delivered using WizIQ to assist you with guidance relevant to your specific goals and plans. Mentoring sessions will be held on the alternate Tuesday evenings 7.30-8.30pm and will be on a rotating basis to be determined at our Orientation Webinar on 25 / 02 / 2014. You will have already been provided with a user name and password so you can access the Moodle:

<http://gippslandlearnlocal.trainingvc.com.au/>

It is in here that you will find the link to your webinars and an overview of online PD sessions. Recordings of sessions will also be stored in the Moodle for future reference and catch up in the case that you miss a webinar.

You will need access to a computer connected to the Internet and a headset with microphone capabilities to participate in the webinars.

***Thank you for joining us and we hope you enjoy the journey!***

**Session Overview** - Amendments may be made to this document depending on learner preferences / needs.

If amendments are made to this document we will notify you via email and in the Moodle Discussion Forum where we will supply you with an updated document version.

Session Dates	Learning Activity	Content
<p style="text-align: center;"><b>Tuesday</b> <b>25 / 02 / 2014</b></p>	<p style="text-align: center;"><b>Webinar</b> <b>12noon – 1pm</b></p> <p style="text-align: center;">Introduction to Moodle and WizIQ</p>	<p><b><i>An Introduction to the PD sessions Including:</i></b></p> <ul style="list-style-type: none"> <li>• Wiz IQ The online classroom Orientation <i>- Handout of basic features</i></li> <li>• Overview of the Moodle Environment as a Teacher</li> <li>• Getting familiar with the Teacher Training area</li> <li>• An overview of Moodle Courses:               <ul style="list-style-type: none"> <li><i>- What they can be used for</i></li> <li><i>- The different types of activities and resources</i></li> <li><i>- Types of files that can be used</i></li> <li><i>- Types of assessing options and when to use them</i></li> <li><i>- Organising course content</i></li> </ul> </li> <li>• Using the HTML Editor</li> <li>• Discussion and program for 1:1 Organisation specific Mentoring Sessions and how it all fits together</li> </ul>
<p style="text-align: center;"><b>Tuesday</b> <b>04 / 03 / 2014</b></p>	<p style="text-align: center;"><b>Webinar</b> <b>7.30pm – 8.30pm</b></p>	<p><b><i>1:1 Mentoring session</i></b></p> <p>Organisation: TBA</p> <p>Specific Theme: TBA</p>
<p style="text-align: center;"><b>Tuesday</b> <b>11 / 03 / 2014</b></p>	<p style="text-align: center;"><b>Webinar</b> <b>12noon – 1pm</b></p>	<p><b><i>Courses:</i></b></p> <ul style="list-style-type: none"> <li>• Customising course settings – an overview</li> <li>• Managing Files &amp; Folders – My Private files.</li> <li>• Creating a repository.</li> <li>• Linking to an outside repository.</li> <li>• Using Media.               <ul style="list-style-type: none"> <li><i>- Images</i></li> <li><i>- Photo Galleries</i></li> <li><i>- Audio Files</i></li> </ul> </li> <li>• Wiki – creating inside Moodle and linking to an outside wiki.</li> <li>• Glossaries- how to create and / or import.</li> <li>• Question &amp; Answers – What’s working, what’s not</li> </ul>
<p style="text-align: center;"><b>Tuesday</b> <b>18 / 03 / 2014</b></p>	<p style="text-align: center;"><b>Webinar</b> <b>7.30pm – 8.30pm</b></p>	<p><b><i>1:1 Mentoring session</i></b></p> <p>Organisation: TBA</p> <p>Specific Theme: TBA</p>

Session Dates	Learning Activity	Content
Tuesday 25 / 03 / 2014	Webinar 12noon – 1pm	<ul style="list-style-type: none"> <li>• Quizzes , Feedback, choice and survey activities – when and where to use them – main focus – developing a short Quiz</li> <li>• Creating an assignment</li> <li>• Setting grades, auto completion &amp; manual completion settings</li> </ul>
Tuesday 01 / 04 / 2014	Webinar 7.30pm – 8.30pm	<p><b>1:1 Mentoring session</b></p> <p>Organisation: TBA</p> <p>Specific Theme: TBA</p>
Tuesday 08 / 04 / 2014	Webinar 12noon – 1pm	<ul style="list-style-type: none"> <li>• An overview of the remaining Activities &amp; resources – how they can be used to make creative learning materials</li> <li>• A closer look at books, lessons and certificates</li> </ul>
Tuesday 15 / 04 / 2014	Webinar 7.30pm – 8.30pm	<p><b>1:1 Mentoring session</b></p> <p>Organisation: TBA</p> <p>Specific Theme: TBA</p>
Tuesday 22 / 04 / 2014	Webinar 12noon – 1pm	<p><b>Discussion Session</b></p> <ul style="list-style-type: none"> <li>• A reflection and Review <ul style="list-style-type: none"> <li>- what have we learned so far</li> <li>- how are we travelling</li> </ul> </li> <li>• What do you need to know, planning the next three sessions to be learner centric – looking at how you will create your Moodle course environment?</li> </ul>
Tuesday 29 / 04 / 2014	Webinar 7.30pm – 8.30pm	<p><b>1:1 Mentoring session</b></p> <p>Organisation: TBA</p> <p>Specific Theme: TBA</p>
Tuesday 06 / 05 / 2014	Webinar 12noon – 1pm	<p><b>TBA</b></p> <p>Depending on the Discussion from 22 / 04 / 2014 Webinar</p>
Tuesday 13 / 05 / 2014	Webinar 7.30pm – 8.30pm	<p><b>1:1 Mentoring session</b></p> <p>Organisation: TBA</p> <p>Specific Theme: TBA</p>

Session Dates	Learning Activity	Content
<p>Tuesday 20 / 05 / 2014</p>	<p>Webinar 12noon – 1pm</p>	<p><b>TBA</b> Depending on the Discussion from 22 / 04 / 2014 Webinar</p>
<p>Tuesday 27 / 05 / 2014</p>	<p>Webinar 7.30pm – 8.30pm</p>	<p><b>1:1 Mentoring session</b> Organisation: TBA Specific Theme: TBA</p>
<p>Tuesday 03 / 06 / 2014</p>	<p>Webinar 12noon – 1pm</p>	<p><b>TBA</b> Depending on the Discussion from 22 / 04 / 2014 Webinar</p>
<p>Tuesday 10 / 06 / 2014</p>	<p>Webinar 7.30pm – 8.30pm</p>	<p><b>1:1 Mentoring session</b> Organisation: TBA Specific Theme: TBA</p>
<p>Tuesday 17 / 06 / 2014</p>	<p>Webinar 12noon – 1pm</p>	<p><b>Final Webinar</b> <i>Reflect &amp; Review</i> <i>Showcase and share your new skills with each other</i> <i>Preparing for the next level</i></p>
<p>Tuesday 24 / 06 / 2014</p>	<p>Webinar 7.30pm – 8.30pm</p>	<p><b>Final Webinar</b> <i>Reflect &amp; Review</i> <i>Showcase and share your new skills with each other</i> <i>Preparing for the next level</i></p>