



Gippsland Learn & Connect Project background

The Gippsland Learn and Connect project will work in partnership with a range of educational providers in Gippsland to develop an online blended delivery model which will offer training to smaller and often isolated Gippsland communities. The project team will develop a targeted professional development program for nominated participating Learn Local Organisations who have been involved in the ACFE funded e-mentor project. Traditionally the e-mentor project staff have worked with managers and coordinators in terms of getting their knowledge, skills and e-business planning and processes well established. This project will focus specifically on training teachers on the latest delivery techniques and technology available to them, and provide them with the tools, knowledge and skills they need to introduce new technologies and new pedagogies into their predominantly online classrooms. The team will also conduct action research in how blended learning might better support high needs learners in regional and rural settings throughout Gippsland, as well as a report on the infrastructure requirements for Learn Locals in successfully supporting this initiative. They will also produce a report outlining potential pathways into a range of accredited learning opportunities the learners will be able to access in their communities connecting through technology.



Moodle Administrator Guidelines

<p>Moodle Administrator Duties</p>	<ul style="list-style-type: none"> ▪ Manage day-to-day site user authentication and course enrolment processes ▪ User creation and logins and assigning of passwords ▪ Backups and set up of course shells ▪ Provide a first point of call for Help Desk Services for participating Learn Locals in supporting the roll-out and providing quality user experiences. ▪ Train and support Learn Local staff and students in the use of Moodle. ▪ Assist / Mentor Learn Local staff with the uploading of materials to Moodle and to manage these materials and check for content consistency. ▪ Provide technical support for the use of the online virtual classroom software.
<p>Hours of Availability</p>	<p>Methods of communication will be negotiated between the Moodle Administrator and Learn Local Organisation.</p> <p>Moodle Administrator available by email week days: Katt Matthews – Email: katt@ramblinkatt.com</p>
<p>Online Professional Development</p>	<p>Gippsland Learn and Connect Teachers and consultants will provide online professional development sessions ;</p> <ul style="list-style-type: none"> ▪ Use of Moodle. ▪ Uploading & management of materials to Moodle. ▪ Online virtual classroom software training.
<p>Email</p>	<p>Unlimited email between sessions. Emails will be answered within 24 business hours unless further assistance required in which case emails will be answered within 48 business hours.</p> <p>Contact details: Your Moodle Administrator is: Katt Matthews email: katt@ramblinkatt.com</p>
<p>Planning & Development</p>	<p>You will be provided with relevant templates and information designed to help you enter data / documentation requirements in preparation for uploading course materials and student enrolment.</p>
<p>Ethics</p>	<p>Gippsland Learn and Connect Moodle Administrator will operate at all times within the parameters of the Guidelines and will abide by organisational and legislative OHS, privacy and confidentiality policies.</p>



Reporting	During and at the completion of the project it is expected that Learn Local organisation participants fill in a short questionnaire to measure the performance, support and relevance of materials provided throughout the project.
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Documentation Requirements Procedure

Document requirements when enrolling students into Moodle:

When you are ready to start enrolling learners into your Moodle course you will be required to supply the relevant information to the Moodle Administrator.

For this purpose we have devised a template for you to use to send the learner enrolment information to the Moodle Administrator for processing. The Moodle Administrator will process your enrolments within a 24hr turn around and send back to you the usernames and passwords for your learner cohort.

The template for use to enrol learners can be found in the Teacher Training Area of the Moodle:

Navigate to the Teacher Training Area – Click on **“Katt-Junita-Josie”** – Click on the **“Teacher Training Resources Folder”** then click on the **“Learner-Enrolment-Template.xlsx”** document. You will be prompted to save the template to your computer.

Fill in the relevant fields and email to the Moodle Administrator, Katt Matthews; katt@ramblinkatt.com

Learner Enrolment Template		
FIRST NAME	SURNAME	EMAIL ADDRESS

Document requirements when setting up Moodle Courses:

Please contact and consult with the Moodle Administrator, Katt Matthews; katt@ramblinkatt.com for specific instruction of required documentation depending on whether you are setting up a course from scratch or unpacking a course currently in a Moodle approved format.