Help for Category Admin and School Support

Moodle Administrators training dates: September 2016

There are three types of session.
Staff are encouraged to attend the combination of sessions that is appropriate to their role.

**Moodle Front of House**
For those who will have a role that allows them to see everything in Moodle but will have no need to edit, e.g., Front of House and Welfare staff or anyone who might fill in at front of house.
A one-hour session with opportunities to ask questions.

**Dates**
Tuesday 13th September 2-3 pm A25 Law & Social Sciences, Univ. Park
Friday 16th September 10-11am A24 Pope Building, University Park

**Key Moodle Basics (with School Support Training)**
For anyone who will have a role across a whole school or a number of schools and may be asked to add materials to modules, edit, send out announcements etc. This will include some School-based staff, some Programme staff. If you will need to carry out tasks across multiple modules in Moodle (more than about 4) you will need the School Support role and this training.
A two-hour session with practical activities: those who have previously attended a Key Moodle Basics can attend for the last half hour to get an understanding of School Support role.
If you are not sure what you may be asked to do, please attend this session as it’s a good grounding in Moodle.

**Dates**
Thursday 8th September 2-4 pm A37 Dearing Building, Jubilee Campus
Tuesday 13th September 10 am - noon Hallward 101, University Park
Tuesday 20th September 10 am - noon Hallward 101, University Park

**Moodle Assignments**
This is for staff in Assessment teams, and possibly Schools, who will be setting up and administering online Assignments.
This is a 90-minute session which will cover Moodle Assignments and Turnitin.
Even if you are experienced with Assignments, we would ask you to attend as there have been changes to Assignments for the academic year 16-17.

**Dates**
Friday 9th September 10-11.30 am A37 Dearing Building, Jubilee Campus
Friday 16th September 2-3.30 pm B16, Trent Building, University Park

Additional dates are available in Sutton Bonington and as an online webinar: please contact us for details: learning-technologies@nottingham.ac.uk