**Moodle Workshop**

**Outline**

**Introduction**

* 1. Workshop outline
	2. Introduction to Moodle

(what is Moodle, why Moodle, what can we do with Moodle?)

* 1. Define Targeted users

**Topics**

1. Access to Moodle
	* 1. Log on instructions
		2. Users preferences
2. Messaging
	1. Exchange Messages
	2. Managing your Contact list
3. Events
	1. Create events and add to calendar
4. Share documents
	1. Upload and Download files (.pdf, .doc, .ppt, etc.)
5. Labels
	1. Posting a statement / Text
6. Adding / Enrolling users to a Course
7. Creating a Group of users within a Course
8. Forums
	1. Open / Start a public forum
	2. Open / Start a private forum (specific to a certain group of users)
9. Attendance
	1. Create an Attendance record
10. Questionnaire
	1. Create an assignment
11. Assignment
	1. Upload and manage an assignment
12. Quiz
	1. Create a Quiz
13. Book
	1. How to refer a book

**The End**