

Moodle Administrator Training Structure

Training Journey — 2 Years

01

6 Months
Core Training

02

1.5 Years
Supervised
Internship

03

Live Projects
Assignment

04

Ready to
Be Hired

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Basics

1.1 Moodle Administration Fundamentals

Get started

Covers: Platform features, teacher & admin quick guides, installation basics

Details: Learning the basics of the Moodle interface and fundamental installation methods.

Managing courses

Covers: Setup, enrolling students, tracking progress, uploading files

Details: Creating courses, enrolling students, and managing file upload limits.

Activities

Covers: Assignments, forums, quizzes, and workshops for peer assessment

Details: Setting up online assignments, discussion forums, quizzes, and workshops.

Staying current

Covers: What's new for teachers, admins, and the platform overall

Details: Keeping up-to-date with new Moodle version features and system updates.

Site management

Covers: User and course administration, look & feel, plugin installation

Details: Managing users, applying custom themes, and installing new plugins.

Moodle app

Covers: Features, notifications, and building mobile-friendly courses

Details: Configuring mobile app settings and designing mobile-friendly courses.

1.2 Infrastructure & Implementation (DigCompLMSAdmin)

1.1 Installation

Covers: Set up an LMS on a suitable hosting environment

Thematic area: Infrastructure · **Area of competence:** Implementation

1.2 Security

Covers: Incorporate good practice in embedding security in the LMS

Thematic area: Infrastructure · **Area of competence:** Implementation

1.3 Privacy

Covers: Enable agreed privacy procedures appropriate to the institution and location

Thematic area: Infrastructure · **Area of competence:** Implementation

1.4 Site policy

Covers: Enable agreed site policies appropriate to the institution and location

Thematic area: Infrastructure · **Area of competence:** Implementation

Intermediate

2.1 cPanel

Domain and file management

Covers: Setting up domains and uploading or editing Moodle files

Details: Setting up domains and uploading or editing Moodle files using File Manager.

Backups and restore points

Covers: Website and database backups via cPanel

Details: Taking website and database backups through cPanel and restoring them when necessary.

Email account setup and management

Covers: Domain-based email accounts and SMTP configuration

Details: Creating official domain-based email accounts and configuring SMTP settings for Moodle.

2.2 Windows Server + IIS

Windows Server basics for hosting

Covers: OS management and user permissions

Details: Managing the Windows Server operating system and configuring user permissions.

Managing the Moodle server

Covers: Performance monitoring and updates

Details: Monitoring server performance (CPU/RAM usage) and running system updates.

Web server configuration (IIS)

Covers: PHP and FastCGI settings for Windows-based deployments

Details: Configuring PHP and FastCGI settings on IIS to ensure Moodle runs efficiently.

Site bindings, application pools & permissions

Covers: SSL bindings, application pools, directory permissions

Details: Configuring SSL bindings, creating application pools, and setting directory permissions.

2.3 Database Management

Database management through a GUI

Covers: Managing databases and DB users via graphical tools

Details: Managing databases and database users using graphical tools like phpMyAdmin.

Running queries and managing tables

Covers: SQL queries and table maintenance

Details: Running SQL queries and maintaining database tables for optimization.

Database backups

Covers: Exporting/importing .sql backups

Details: Exporting or importing database backups in .sql format.

2.4 Maintenance & Support (DigCompLMSAdmin)

2.1 Performance

Covers: Use recommended performance measures for optimisation and scalability

Thematic area: Infrastructure · **Area of competence:** Maintenance and support

2.2 Upgrading

Covers: Implement an agreed policy of regular upgrades

Thematic area: Infrastructure · **Area of competence:** Maintenance and support

2.3 Year end / Rollover

Covers: Incorporate regular backups and resets in line with institutional requirements

Thematic area: Infrastructure · **Area of competence:** Maintenance and support

2.4 Support structures

Covers: Support learners and staff to use the LMS

Thematic area: Infrastructure · **Area of competence:** Maintenance and support

2.5 Site Structure & User Management (DigCompLMSAdmin)

3.1 Site / Course defaults

Covers: Enable and record the most suitable site settings for the institution; consider course templates and site admin presets

Thematic area: Operation · **Area of competence:** Site structure

3.2 Course / Category management

Covers: Organise the LMS learning pathways in line with the needs of the institution

Thematic area: Operation · **Area of competence:** Site structure

3.3 Repositories / Portfolios

Covers: Select the appropriate standard repositories and portfolios for learning and teaching

Thematic area: Operation · **Area of competence:** Site structure

4.1 Authentication

Covers: Identify, enable and monitor authentication methods relevant to the institution

Thematic area: Operation · **Area of competence:** User management

4.2 Enrolment

Covers: Identify, enable and monitor enrolment methods relevant to the institution

Thematic area: Operation · **Area of competence:** User management

4.3 Roles

Covers: Assign, adapt and create roles appropriately

Thematic area: Operation · **Area of competence:** User management

4.4 Capabilities and Permissions

Covers: Make thoughtful use of permissions to extend or restrict capabilities

Thematic area: Operation · **Area of competence:** User management

2.6 Site Appearance, UX & Monitoring (DigCompLMSAdmin)

5.1 Navigation

Covers: Use appropriate settings and features to ensure users can easily locate everything in the LMS

Thematic area: Operation · **Area of competence:** Site appearance/Functionality/UX

5.2 Customisation

Covers: Brand or personalise the LMS with standard or contributed options

Thematic area: Operation · **Area of competence:** Site appearance/Functionality/UX

5.3 Accessibility

Covers: Ensure the LMS meets official accessibility standards

Thematic area: Operation · **Area of competence:** Site appearance/Functionality/UX

5.4 Inclusion

Covers: Ensure access on mobile devices, via mobile browsers and the mobile app, and mobile-friendly courses

Thematic area: Operation · **Area of competence:** Site appearance/Functionality/UX

6.1 Site reports

Covers: Run, create and, where appropriate, share relevant site reports with appropriate stakeholders

Thematic area: Operation · **Area of competence:** Monitoring

6.2 Course reports

Covers: Understand and promote the use of course reports

Thematic area: Operation · **Area of competence:** Monitoring

6.3 Analytics

Covers: Critically evaluate and implement where appropriate learning analytics

Thematic area: Operation · **Area of competence:** Monitoring

6.4 Event monitoring

Covers: Critically evaluate and implement where appropriate event monitoring

Thematic area: Operation · **Area of competence:** Monitoring

Advanced

3.1 PHP Variables & Settings

Configuring php.ini

Covers: Memory limits, upload size, execution time, etc.

Details: Adjusting variables in the PHP configuration file (php.ini) such as memory_limit, upload_max_filesize, and max_execution_time to meet Moodle's requirements.

Tuning PHP settings for Moodle performance

Covers: OPcache configuration

Details: Enabling and optimizing OPcache settings to ensure faster PHP script execution and reduce server load.

3.2 SQL Database Improvement Settings

Database performance tuning

Covers: my.cnf / my.ini parameters

Details: Adjusting database parameters (such as innodb_buffer_pool_size) in the configuration file (my.cnf or my.ini) for optimized system memory utilization.

Indexing and query optimization

Covers: Table indexes and slow-query monitoring

Details: Analyzing table indexes, monitoring slow queries, and optimizing SQL operations to minimize data loading times.

3.3 Plugins, Integrations & Professional Practice (DigCompLMSAdmin)

7.1 Integration policy

Covers: Implement and update plugins and other integrations in line with an institutional policy

Thematic area: Integration · **Area of competence:** Plugins and extensions

7.2 Community contributions

Covers: Install agreed useful plugins from the Moodle Plugins directory

Thematic area: Integration · **Area of competence:** Plugins and extensions

7.3 Commercial add-ons

Covers: Connect to agreed purchased integrations such as Student Management systems or LMS integrations

Thematic area: Integration · **Area of competence:** Plugins and extensions

7.4 LTI

Covers: Evaluate and implement requested external tools, mindful of appropriate security and privacy settings

Thematic area: Integration · **Area of competence:** Plugins and extensions

7.5 Web services

Covers: Understand and, where appropriate, enable and use relevant web services

Thematic area: Integration · **Area of competence:** Plugins and extensions

7.6 Open Educational Resources (OER)

Covers: Enable and promote the sharing of open content

Thematic area: Integration · **Area of competence:** Plugins and extensions

8.1 Community troubleshooting and collaboration

Covers: Report bugs and raise queries in the Moodle community via the Tracker and Moodle.org; contribute to the Moodle docs and local/regional communities

Thematic area: Practice · **Area of competence:** Professional practice

8.2 Reflective practice

Covers: Engage in post-upgrade reviews, discussions with other admins, personal journals/blogging and participation in digital professional development

Thematic area: Practice · **Area of competence:** Professional practice