

Phase 1: Multimedia Content Design In E-Learning

Day 1:

Sessions	Time	Duration	Title	Outline
1.	8.30 am	30 min	Arrival & Registration	<ul style="list-style-type: none"> • Introductions
2.	9.00 am	45 min	Introduction	<ul style="list-style-type: none"> • Welcome, Survey and Discussion
3.	9.45 am	45min	Part 1: Instructional Strategies	<ul style="list-style-type: none"> • Universal Design for Learning (UDL) • Instructional Design Models • Understanding the Target Audience and Learning Objectives
TEA BREAK				
4.	11.00 am	30 min	Part 2: Structuring Courses	<ul style="list-style-type: none"> • Breaking down the course content into modules or units • Sequencing the modules to ensure logical progression of learning • Incorporating university guidelines and syllabus requirements • Organizing content with clear headings and subheadings for easy navigation
5.	11.30 am	1 hr 30 min	Part 3: Designing Engaging Learning Activities	<ul style="list-style-type: none"> • Mind Mapping • Selecting appropriate assessments and quizzes for self-assessment • Creating interactive exercises and simulations • Promoting critical thinking through case studies and real-world examples • Facilitating peer collaboration and discussions through online platforms
LUNCH BREAK				
6.	2.00pm	45min	Part 4: Integrating Multimedia and Technology in Courses	<ul style="list-style-type: none"> • Ways to use Multimedia • Incorporating multimedia elements such as videos, images, and audio (Principles of Multimedia)

7.	2.45 pm	1 hr	Part 4: Integrating Multimedia and Technology in Self-Paced Courses	<ul style="list-style-type: none"> Utilizing OBS tool for enhanced learning experiences
8.	3.45pm	30min	Part 5: Integrating Multimedia and Technology in Self-Paced Courses	<ul style="list-style-type: none"> Hands-on Exercise on OBS
9.	4.15 pm	15 min	Q&A	<ul style="list-style-type: none"> Recap

Day 2:

Sessions	Time	Duration	Title	Outline
1.	8.30 am	30 min	Summary	<ul style="list-style-type: none"> Knowledge Check
2.	9.00 am	1 hr 15 min	Part 5: Integrating Multimedia and Technology in Self-Paced Courses Introduction	<ul style="list-style-type: none"> PowerPoint
3.	10.15 am	15 min	Q&A	<ul style="list-style-type: none"> Q&A
TEA BREAK				
4.	11.00 am	1hr	Part 5: Integrating Multimedia and Technology	<ul style="list-style-type: none"> Canva
5.	12.00	1hr	Part 5: Integrating Multimedia and Technology	<ul style="list-style-type: none"> Hands-on exercise on Canva

LUNCH BREAK				
6.	2.00pm	45min	Part 5: Integrating Multimedia and Technology	<ul style="list-style-type: none"> Handbrake
7.	2.45 pm	45min	Part 5: Integrating Multimedia and Technology	<ul style="list-style-type: none"> Bonus Tools for images and videos
8.	3.30pm	30min	Part 5: Integrating Multimedia and Technology	<ul style="list-style-type: none"> Ensuring accessibility and compatibility of multimedia resources
9.	4.00 pm	30 min	Q&A	<ul style="list-style-type: none"> Recap

Day 3:

Sessions	Time	Duration	Title	Outline
1.	8.30 am	30 min	Summary	Knowledge Check
2.	9.00 am	30 min	Part 5: Gamification	<ul style="list-style-type: none"> Gamification Principles and Techniques
3.	9.30 am	15 min	Activity	<ul style="list-style-type: none"> Log in to Moodle LMS
4.	9.45 am	45 min	Part 5: Gamification	<ul style="list-style-type: none"> Moodle Resources
TEA BREAK				
5.	11.00 am	1hr	Part 5: Gamification	<ul style="list-style-type: none"> Moodle Activities
6.	12.00	1hr	Part 5: Gamification	<ul style="list-style-type: none"> H5P
LUNCH BREAK				
7.	2.00 pm	30 min	Part 5: Gamification	<ul style="list-style-type: none"> H5P

8.	2.30 pm	30 min	Part 6: Providing Learner Support and Resources	<ul style="list-style-type: none"> Offering clear instructions and guidelines throughout the self-paced course Providing supplementary materials, references, and resources for further learning Establishing communication channels for students to seek help and clarification
9.	3.00 pm	30 min	Part 7: Continuous Improvement and Evaluation of Courses	<ul style="list-style-type: none"> Incorporating iterative improvements based on learner feedback Monitoring course reports and analytics Implementing ongoing evaluation and enhancement strategies
10.	3.30 pm	30 min	Q&A	<ul style="list-style-type: none"> Recap

Phase 2: Moodle System Administration & Management Training Outline

Day 4:

Sessions	Time	Duration	Title	Outline	Trainers
1.	8.30 am	30 min	Summary	Knowledge Check	
2.	9.00AM	30 min	Part 1: Introduction	<ul style="list-style-type: none"> Recap 	
3.	9.30 AM	1hr 30 min	Part 1: Introduction to Linux & Shell	<ul style="list-style-type: none"> Why Linux Kernel and Shell Terminal Basics 	
BREAK					
4.	11:30 AM	30 min	Command Line Navigation and Environmen t	<ul style="list-style-type: none"> Directory Structure Basic Navigation Command Structure 	
5.	12:00 NOON	1 hr	File Directory and Management	<ul style="list-style-type: none"> Creating and Viewing Files Copying, Moving, and Deleting Searching and Locating Archiving and Compression 	
LUNCH BREAK					

Training Timetable

6.	2:00 PM	30 min	Permissions & Ownership	<ul style="list-style-type: none"> User, Group, Other Read, Write, Execute Changing Permissions and Ownership 	
7.	2:30 PM	30 min	Text Processing and Redirection	<ul style="list-style-type: none"> I/O Redirection Pipelines Basic Editor Usage 	
8.	3:00 PM	1 hr	System Administration and Processes	<ul style="list-style-type: none"> User Management System Processes Networking Basics Package Management 	
9.	4:00 PM	30 min	Discussions	<ul style="list-style-type: none"> Q&A 	

Day 5:

Sessions	Time	Duration	Title	Outline	Trainers
1.	9:00 AM	1hr	Part 2: Server & Security Audit	<ul style="list-style-type: none"> OS version and kernel check OS Update and patching of the kernel Update of Moodle Software Update of SSL Certificate Firewall-iptables 	
2.	10:00 AM	1hr	Part 2: System Access Controls: Theory	<ul style="list-style-type: none"> Password Policies User Permissions 	

TEA BREAK					
3.	11.30 PM	30 min	Part 2 Application Versions, paths and directories	<ul style="list-style-type: none"> • Apache • Moodle data, site files and database • PHP • MySQL 	
4.	12:00 NOON	1hr	Perform Backups	<ul style="list-style-type: none"> • Moodle software • Moodle data • Database 	
LUNCH BREAK					
5.	2.00 PM	1hr	Part 3: Optimization Techniques	<ul style="list-style-type: none"> • Apache Multiprocessing Modules • Setting Optimum Apache MPM directives • Database Optimization • PHP – FPM Optimization Techniques /Switching to PHP-fpm • Cron Performance 	
6.	3.00 PM	15 min	Part 4 Monitoring Tools	<ul style="list-style-type: none"> • Top & Htop – Linux Process Monitoring 	
7.	3.30 PM	15 MIN	Training Survey and Closing Ceremony	<ul style="list-style-type: none"> • Key take Aways 	