

## What is the Role of Multipliers?

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Technical and Vocational Education and Training (TVET) teacher multipliers act as catalysts for educational transformation, empowering their colleagues and students to embrace the opportunities offered by e-learning and achieve their full potential.

### Train Fellow Teachers on Moodle

Teacher Multipliers will conduct training sessions for other technical and theoretical teachers within their schools on the **Moodle platform**.

This initiative is designed to empower teachers with the necessary skills for navigating Moodle, effective delivery of e-lessons, and utilization of its features to enhance teaching experiences.

The training will cover many aspects, including logging into Moodle, monitoring student engagement, tracking last access to lessons, reviewing attempts and grades, and downloading grader reports.

These skills will be demonstrated on both the **Moodle Website** and the **Moodle Application**.



## Organize e-Lab Workshops for Students —

Teacher Focal Points will take on the responsibility of guiding students on the **effective use of tablets for educational purposes**. This includes demonstrating how to use relevant applications, access and download e-lessons, and optimize tablets as valuable tools for learning.

Ensuring students are well-prepared to navigate the Moodle platform is crucial for successful e-learning adoption.

Teacher Focal Points will play an essential role in guiding and training students to **use the Moodle application**.

Therefore, part of their responsibilities is to organize **e-lab workshops for their BT and/or TS students** in their respective schools.

These workshops aim to familiarize students with the platform's interface, provide guidance on accessing and downloading lessons, navigating all sections and interactive blocks of the lessons, and facilitating communication with teachers through messages on Moodle.



## Provide Technical Support —

Teacher Multipliers will be responsible for promptly addressing technical challenges faced by students and teachers within their institutes. If any **technical issues arise while accessing the Moodle platform for students or teachers**, a dedicated WhatsApp group will be established for the 13 Teacher Multipliers from each institute. This group will serve as a communication channel between the Teacher Multipliers and the short-term expert, Maria.

Maria will assist the multipliers in resolving issues and, if necessary, escalate problems to the QuA-VET team. Efficient communication through this **WhatsApp group** is crucial for addressing and resolving Moodle-related technical issues effectively, ensuring a seamless e-learning experience for both teachers and students.

Teacher Focal Points will engage in **regular follow-ups with both teachers and students** throughout the academic year.

This ongoing communication aims to assess the level of engagement, address any challenges faced, and provide additional support as needed, fostering a dynamic and supportive e-learning environment.



المديرية العامة للتعليم المهني والتقني  
General Directorate of Vocational  
and Technical Education

Invalid login, please try again

sarahaboutacca

Password

Log in

[Lost password?](#)

Some courses may allow guest access

[Access as a guest](#)

English (en) ▾

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**The Multiplier's Guide**

As Teacher Multipliers embark on their crucial role of guiding colleagues and students through e-learning training sessions, let's explore the key steps of a well-defined plan that they will undertake.

## Step 1

### Obtain Director's Approval



- Inform the school director about contacting teachers and students.
- Ensure their agreement and support for the training session.

## Step 2

### Coordinate with QuA-VET

العام الدراسي 2024/2023

School Institute Name

اسم المعهد/المدرسة

طلاب السنة الأولى BT1 المسجلين في اختصاص الميكانيك الصناعي

العام الدراسي 2023/2024 BT1 Industrial Mechanics - school year

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- Collaborate with the QuA-VET team to confirm the date and time of the training.
- Cross-check the list of participants provided by the team.

## Step 3

# Prepare the Agenda

### Agenda

QuA-VET

#### Training tutors on monitoring students' learning progress in Moodle

Friday April 28<sup>th</sup>, 2023  
12:00 till 17:00  
Dynagraph - Hazmieh

The workshop aims at

- Introducing tutors to the features of Moodle website and Moodle application
- Training tutors on monitoring students' learning progress and downloading e-lessons and reports in Moodle

Time	Topic	Who
12.00 – 12.15	<b>Welcome and objectives</b>	QuA-VET team
12.15 – 12.45	<b>Introduction to Moodle Website</b> <ul style="list-style-type: none"> <li>• Login &amp; introduce Moodle homepage icons (Dashboard, Courses, Participants, etc.)</li> <li>• Overview of tutors' assigned courses, lessons and students enrolled</li> </ul>	Nour El Saify
12.45 – 14.30	<b>Access &amp; download grader report</b> <ul style="list-style-type: none"> <li>• Access the demo course and complete a lesson</li> <li>• Check and download objectives report of a lesson</li> <li>• <b>Check, download and share grader report of the course</b></li> <li>• Send and receive messages to students via Moodle web</li> </ul> <b>Logout from Moodle Website</b>	Nour El Saify
14.30 – 15.00	<b>Coffee break</b>	
15.00 – 16.00	<b>Introduction to Moodle Application</b> <ul style="list-style-type: none"> <li>• Login &amp; introduce Moodle App features (Dashboard, Courses, Participants, etc.)</li> <li>• Access courses assigned and check participants</li> <li>• <b>Download and complete offline courses and lessons from App</b></li> <li>• Check, download and share grader report of the course</li> <li>• Send and receive messages to students via Moodle App</li> </ul> <b>Logout from Moodle Application</b>	Nour El Saify
16.00 – 16.30	<b>What is your role in the e-learning?</b> <ul style="list-style-type: none"> <li>• Assign e-lessons to students on weekly basis</li> <li>• <b>Download and share reports with QuA-VET team every week</b></li> <li>• Support students in case of challenges and request assistance</li> </ul>	QuA-VET team STE Maria Frangieh
16.30 – 17.00	<b>Q&amp;A – Next steps</b>	QuA-VET team

- Develop a detailed agenda outlining the session's date, time, and key discussion points.
- Include specific topics related to Moodle navigation, course management, and reporting.



## Step 4

### Create a PowerPoint Presentation



Implemented by  
**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

- Develop a comprehensive presentation covering essential information, such as logging in to Moodle, checking courses, managing participants, changing roles, and accessing and sending reports.
- Ensure clarity and simplicity in the presentation for effective understanding.

## Step 5

# Invite Participants

### قائمة المشاركين Sign in sheet

Event title: **Training on monitoring students in e-Learning using Moodle 22-23**

Date: -

Location:



consent on photography الموافقة على التصوير الفوتوغرافي	التوقيع Signature	جهة العمل\ المنشأة Organization	اسم المشترك Participant name	الرقم #
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				5

- Send invitations to participants, emphasizing the importance of bringing their tablets to the session.
- Fill an attendance sheet for each session.

## Step 6

### Set Up the Session Room



- Arrange the physical setup of the training room, ensuring that tables and chairs are strategically positioned for optimal engagement.
- Verify that all necessary equipment and tools, such as the projector is functioning properly, download a demo lesson in advance to familiarize both teachers and students with the e-learning platform, setting the stage for a successful and informative session.

## Step 7

### Conduct the Training Session



- Begin the session with an introductory segment led by QuA-VET team.
- Delve into detailed explanations of the Moodle website and app functionalities.
- Address questions and concerns from participants.

**CONTINUE**