

## DLE workshop agenda

This workshop will enable administrators to make full use of the various features of the DLE.

Designed to be a practical hands on course, no preparatory work is required and a administrator manual is available to download from our website.

## Workshop objectives

- Overview of the DLE
- Name the different course types available
- Define what a course is in the DLE
- Create a create course in the DLE
- Identify how the DLE can be used in blended approach
- List the different resources and activities
- Create quizzes and questionnaires
- Extract reports

## Agenda

09:30 – 10:00	Arrive
10:00 – 11:30	<b>Workshop session 1</b> A brief overview of the DLE and what it is. Delegates will create a course and start to add resources, link to a file and links to a website. Course editing and testing.
11:30 – 11:45	Break
11:45 – 13:00	<b>Workshop session 2</b> Use the chat and forum capabilities. Create a course glossary and wiki.
13:00 – 13:30	Lunch
13:30 – 15:00	<b>Workshop session 3</b> Create quizzes to assess learner knowledge.
15:00 – 15:15	Break
15:15 – 16:30	<b>Workshop session 4</b> Gather feedback from students using the questionnaire module. Extract reports from the DLE to gain usage information. Summary of the day.
16:30	<b>Close</b>

## Enquiries

For any questions or queries about our DLE workshops please call our help desk on 0845 174 1101.