

# Learning Management Systems (LMS's)

## Course 1: Introduction into Learning Management Systems (LMS)

### TOPICAL AREA: TVET and Digitalization

The participants will get a basic overview on Learning Management Systems (LMSs) and how to use them for TVET. This includes technical aspects, such as setting up and administrating courses as well as pedagogical topics, such as e-didactics, planning, conducting and evaluating courses.

- **Content, elements, format and duration can be customized to the respective needs**

#### LEARNING OUTCOMES

On completion of the training, participants

- apply relevant pedagogical and technical principles of LMS-integrated teaching and learning
- create awareness of different possible teaching-learning scenarios using LMSs
- use a LMS for their own teaching and learning activities

#### CONTENTS

- Learning Management Systems and their functions (e.g. Moodle)
- Setting up and running courses in a LMS
- Course administration and management
- Additional software, plugins etc.
- Installation and hardware
- Media design and production: text based, presentations, images and video
- Online communication techniques
- Data security and copyright

#### FORMATS

Virtual Format implemented with following main digital media (e-learning) elements:

- Learning Management Systems (Moodle etc.)
- Lectures/presentations via video stream (live or on demand)
- Collaboration and productivity software like MS 365 (Teams, Office) or Google Apps
- Group and one-on-one video calls for mentoring and discussion
- Text-based communication chat, group chat, e-mail and message boards (e.g. MS Teams channels)

The student-centered and practical approach includes at least 50 % group and project work.

#### LANGUAGE

- English
- German
- Upon request: other languages with interpreters

#### TARGET GROUPS

- TVET teachers
- TVET experts

from all occupational fields and business sectors

#### PARTICIPATION REQUIREMENTS

- Basic ICT / computer skills
- At least 3 years of professional experience

#### DURATION

- 40 h in 1 week (recommended)
- Additional 20 h preparation/follow-up

#### EQUIPMENT

- Notebook / PC
- Stable internet connection
- Integrated or external microphone
- Optional: webcam

#### CERTIFICATE

The participants will receive a certificate of participation after successful completion of the course.

#### YOUR CONTACT

##### TVET Academy

Academy for International Cooperation  
Deutsche Gesellschaft für Internationale  
Zusammenarbeit (GIZ) GmbH

E [tvvet-academy@giz.de](mailto:tvvet-academy@giz.de)

I [www.giz.de/tvet-academy](http://www.giz.de/tvet-academy)