

The Using Moodle tutorial will cover how to:

- * Create a course in Moodle and add content, such as worksheets or links to websites
- * Use forums, chats and messaging for communication and collaboration
- * Set up assessment activities, with the option of students receiving instant feedback
- * Manage students and monitor their participation
- * Give students additional roles, such as forum moderator or, if necessary to restrict access

There will be opportunities throughout the tutorial for delegates to ask questions, and you'll need to pay attention as questions may be asked too!

Delegates will be given a copy of the book "Using Moodle" plus supplementary materials describing how to make use of Moodle's roles and permissions system.

Tutor Biography: Helen Foster is a Moodle administrator for the site with the most users (over 400,000 with more than 500 new users daily) - moodle.org - and is a facilitator for the Using Moodle course, which provides free 24-hour support for Moodle users worldwide. Helen now works full-time for Moodle as the Community Manager.

Helen is joint author (with Jason Cole) of the second edition of the book "Using Moodle".

Prior to relocating to Belgium, Helen was the Information Learning Technology Manager at Alton College in the UK, where she implemented Moodle and encouraged and supported teachers in developing resources and activities in Moodle.

Helen has a BSc. in Mathematics from the University of London and a Post Graduate Certificate in Education from the University of Cambridge.
Moodle - the open-source software for collaborative learning Free software, community, information: <http://moodle.org> Commercial support and other services: <http://moodle.com>

**VENUE: *The Caesar Room, Imperial Hotel
Russell Square, London WC1B 5BB***

The nearest underground station is Russell Square. A car park is available at the hotel (parking fee £10 for the day - pre-booking is not necessary).

Starting at **09:15** for registration and refreshments, the tutorial will start proper at **09:45** and will finish at approximately **17:00**. Further refreshments will be available am and pm and a hot/cold buffet lunch provided.

Costs – early bird rates apply up to 13th June:

Non-members:	£175 + VAT (£205.62 inc. VAT)
UKUUG members – discounted rate:	£140 + VAT (£164.50 inc. VAT)

Standard rates – after 13th June

Non-members:	£225 + VAT (£264.37 inc. VAT)
UKUUG members – discounted rate:	£190 + VAT (£223.25 inc. VAT)

*The above prices include FULL day tutorial, notes, refreshments and lunch.
Use the booking overleaf or go to the web site below to book on line.*

www.ukuug.org/events/moodle

BOOKING DEADLINE: THURSDAY 24th June

If you are a non-member and wish to join UKUUG the following membership fees are applicable:

***Institutional £199.75 inc. VAT Individual £41.13 inc. VAT
Concessionary £23.50 inc. VAT (proof of status req.)***

PAYMENT: Payment must be included with the booking form. Please use the form enclosed. Acknowledgement letters and VAT receipted invoices will be sent.

CANCELLATIONS: Refunds on any cancellation will be subjected to a £30 fee (inc. VAT). Refunds will not be made on delegate places cancelled after 20th June

LIABILITY: UKUUG does not accept any responsibility for damage to, or loss of property or injury to person during the entire event..

BOOKING FORM - Moodle Tutorial – Monday 30th June 2008

Name:

Organisation:

Badge Name/Org: (if different from above):

Address:

.....

Post Code: Tel:

Fax: Email:

Please book place(s) at the Moodle Tutorial on Monday 30th June

EARLY BIRD RATES UP TO 13th June - @ £164.50 (members inc. vat) £.....
@ £205.62 (non-members inc. vat) £.....

STANDARD RATES AFTER 13th June - @ £223.25 (members inc. vat) £.....
@ £264.37 (non-members inc. vat) £.....

MEMBERSHIP: Institutional £199.75 Individual £41.13
Concessionary £23.50 £.....

TOTAL £.....

I require vegan / vegetarian / special diet (please indicate)

(PAYMENT - NOTE: Places MUST be paid for in full prior to the event).

For payments by VISA/ACCESS/MASTERCARD/UK Debit Card:

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Please make cheques (drawn on a UK bank) payable to UKUUG Ltd. Or via **paypal** to paypal@ukuug.org Or supply Purchase Order No:

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**Please return this form to: Jane Morrison, UKUUG Ltd., PO BOX 37,
Buntingford, Herts SG9 9UQ – Fax: + 44 1763 273255**



'USING MOODLE'

SUMMER TUTORIAL - organised by UKUUG & O'Reilly

Monday 30th June 2008

**The Caesar Room,
Imperial Hotel, Russell Square, London WC1B 5BB**

(registration 09:15 – tutorial starts at 09:45)

Who should attend? Academics, System Administrators working in Universities and anyone wanting to learn more about Moodle

www.ukuug.org/events/moodle

Early bird rates apply up to 13th June!

This event is organised by: UKUUG Ltd., UKUUG is the UK's Open Systems User Group, for people who care about open IT standards and the systems that implement them. UKUUG promotes education and understanding through its newsletter, regular briefings and conferences. It is independent of any industry groupings and not-for-profit. It values intelligence, thoughtfulness and long-term thinking rather than immediacy and froth.

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