Abstract
Moodle is a learning management system on line. It is of a great benefit and international recognition. This system is used at the University of Informatic Sciences for the teaching-learning process. This university offers services of personalization of Moodle, performing its work in different national and international facilities. Searching on the topic, it was found that there is no standard guide in which the coordinators could plan a line of work of personalization. To base the current investigation some concepts related to the issue were contextualized. A study related to the guide of personalization of the world updated existing tools was also done as well as the standards procedures in different personalizations already accomplished at the University of Informatic Sciences. As part of the process of the organization to carry out a procedure of personalization, the structure of the guide is defined into three specific classifications; basic, middle and advanced, according to the complexity of the work to develop a personalization. The proposal of the guide of personalization developed was evaluated. Feasibility and utility of the result of the investigation was shown using techniques from Delphi method and by means of the assessment of a panel of experts.

Keywords
E-Learning, LMS (learning Management System), guide, personalization, Moodle.