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TECHNICAL SUPPORT TEAM

Mr. Farid Uddin Masud

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Spoken Tutorial, IIT Bombay - NMEICT, MHRD, GoI

ABOUT THE COLLEGE

PRABHAT KUMAR COLLEGE, CONTAI is the oldest College of Purba Medinipur District, West Bengal, India. It was established on **July 15, 1926** as an Arts College under the University of Calcutta. In 1985, the College got affiliated to Vidyasagar University. The Institution has been accredited and re-accredited by the NAAC in 2007 and in 2015, respectively. The college has also been awarded the status of "**College with Potential for Excellence (CPE)**" by the UGC in 2016. Presently, more than seven thousand students are studying in UG, PG and B.Ed. Sections. The College has established two Research Centres under the aegis of Vidyasagar University with an object to undertake and promote sound and original research activities in the disciplines of '*Humanities and Social Sciences*' and '*Natural Sciences*', leading to award of Ph.D. Degree. The prime objective of the College is to ensure academic excellence, and shine in research activities as well.

ABOUT SPOKEN TUTORIAL (IIT BOMBAY)

IIT Bombay has started many initiatives under the NMEICT Scheme of MHRD, Govt. of India (GoI) to provide ICT enabled computer-based learning. One of the leading initiatives taken by IIT Bombay is Spoken Tutorial (ST) Project which is a part of "Talk to A Teacher" Project. Through this ST Project, IIT Bombay has trained lakhs of students and faculties on various ICT based topics, courses and programmes across the Country. The Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT) is another most effective initiative of MHRD, GoI, and it combines both T10KT and ST Project to provide training to students and faculties in blended mode on a large-scale.

ABOUT THE FDP

The objective of the FDP is to train and enlighten all the participants about online teaching, learning and evaluation methodology of MOODLE, a popular Open Source Learning Management System (LSM) tool that provides seamless transition of teaching-learning process of the traditional classroom from offline to the online platform, effectively accessible through the internet. With the help of MOODLE, faculty members could develop online course and run their classes very effectively in blended mode. The FDP would be a self-paced program where the participants will have the freedom to easily access the course materials, and learn in their own time, place and space.

Two Weeks National Level

Faculty Development Program (FDP)

On

MOODLE

Empowering Educators with a Flexible, Open Source Learning Management System

Organized by

Internal Quality Assurance Cell

Prabhat Kumar College, Contai

In Association with

Spoken Tutorial, IIT Bombay

NMEICT, MHRD, Govt. of India

Under the aegis of The Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching Scheme (PMMMNMTT)

From 1st September to 15th September 2020



Spoken Tutorials

IMPORTANT DATES

Registration Starts	: 17 August, 2020
Registration Ends	: 27 August, 2020
Program Start Date	: 1 September, 2020
Program End Date	: 15 September, 2020

FOR MORE DETAILS

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COURSE CONTENTS

Lec 1. Overview of Moodle

- Learning Management System (LMS)
- Moodle as an LMS
- Features of Moodle
- Who can use Moodle?
- Websites built using Moodle
- Software requirements for Moodle
- Hardware requirements for Moodle
- Moodle site administrator roles and responsibility
- Teachers roles and responsibility
- Glimpse of ST available on Moodle series

Lec 2. Getting ready for Moodle Installation

- System requirements for installing Moodle
- Check for XAMPP installation
- PHP version check
- MySQL(MariaDB) version check
- Create a user and database for Moodle
- Success confirmation message

Lec 3. Installing Moodle on Local Server

- Prerequisites for installing Moodle
- Download Moodle from moodle.org
- Go to the downloaded folder and extract the zip file
- Give read, write and execute permissions to the owner and group members
- Understand the concept of Web Address
- Understand the Moodle directory and Data directory
- Creation of Data directory
- Install Moodle
- Administrator Configuration

Lec 4. Admin's dashboard

- Understanding Admin's dashboard
- Understanding Blocks in Moodle
- Default blocks in Admin's dashboard
- Moodle site default header
- Quick access user menu
- Profile page in Moodle
- Editing profile
- Preferences page in Moodle
- Editing calendar preferences
- Breadcrumbs in Moodle

Lec 5. Blocks in Admin's Dashboard

- Understanding blocks in Moodle
- Add a message block on Admin's dashboard
- Add an HTML block on Admin's dashboard
- Configure HTML block
- Re-position block in Moodle
- Delete a block in Moodle
- Front page settings in Moodle
- Front page settings for all users and logged-in users

Lec 6. Categories in Moodle

- Understanding categories in Moodle
- Organizing categories in Moodle
- Manage categories page layout
- Changing the view of the manage categories page
- Creating a new category in Moodle
- Adding subcategory to a category
- Editing a category in Moodle
- How to sort categories in Moodle
- Moving a subcategory under a different category in Moodle

Lec 7. Courses in Moodle

- Manage courses and categories
- Creating courses in Moodle
- Understanding important fields in course creation
- Course visibility
- Course summary files
- Understanding course formats
- Editing a course in Moodle
- Deleting a course in Moodle
- Hiding a course
- Various icons to perform actions on courses
- Moving courses to different category in Moodle

Lec 8. Users in Moodle

- Add a user
- Edit a user's profile
- Upload users in bulk
- Assign admin role to a user
- Assign a teacher to a course
- Enrol a student in a course

Lec 9. User Roles in Moodle

- Assign admin role to a user
- Assign a teacher to a course manually

- Enrol a student in a course manually
- View all the users that are created
- How to use "Edit profile" link
- Role of Main administrator
- Demonstration of assigning a teacher to a course
- Demonstration of assigning a student to a course
- How to un-enrol a user from a course
- Suspend the user with enrolment start and end dates

Lec 10. Plugins in Moodle

- Understanding plugins in Moodle
- Moodle plugins directory
- How to search for a plugin on Moodle website
- Factors to consider when installing a plugin
- How to install a plugin using zip upload
- Possible error during Moodle plugin install
- Appropriate permissions to Moodle directory for plugin upload
- Plugins overview
- How to create attendance sessions in Moodle.

Lec 11. Teacher's Dashboard in Moodle

- Uses of Moodle for a teacher
- Teacher's dashboard in Moodle
- Blocks on teacher's dashboard
- Preparing course overview in Moodle
- Course overview of Calculus course as an example
- Structuring of a course based on course overview
- Editing and updating profile in Moodle
- Preferences page in Moodle
- Calendar preferences
- Adding course details in Moodle

Lec 12. Course Administration in Moodle

- Course category, full name and short name
- Setting the course description and summary
- Course summary files
- Uploading a file in Moodle
- Course start and end date in Moodle
- Types of course formats in Moodle
- Course layout
- Announcements in Moodle
- Activities and Resources in a course
- Adding a page in Moodle

COURSE CONTENTS

Lec 13. **Formatting Course Material in Moodle**

- Resources in Moodle
- How to add a resource in Moodle
- Add a page resource
- Default text editor in Moodle
- Add image using text editor
- Add media from local system or external URL
- Manage files in Moodle
- Equation editor
- Accessibility options in Moodle editor
- HTML code viewer

Lec 14. **Uploading and Editing Resources in Moodle**

- URL Resource in Moodle
- Adding URL resource in Moodle
- Activity Completion in Moodle
- Book Resource in Moodle
- Adding a book in Moodle
- Chapters and subchapters in a Moodle book
- Access restriction in resources
- Ordering chapters and subchapters in book
- Available actions on a Moodle book resource
- Available actions on any Moodle resource

Lec 15. **Forums and Assignments in Moodle**

- Types of forums in Moodle
- How to add a forum
- Replying to a topic in a Moodle forum
- How to split a forum discussion
- Assignments in Moodle
- How to add an assignment to Moodle
- Submission types in Moodle
- Feedback types in Moodle
- Useful settings in Moodle

Lec 16. **Question Bank in Moodle**

- Overview of question bank
- Question bank section
- Create a new question
- Various question types
- How to add question to the question bank?
- How to preview the question?
- How to set answers, error, grade and feedback?

- MCQ with single answer / multiple answers
- Short answer question
- Numerical question

Lec 17. **Quiz in Moodle**

- Quiz in Moodle
- Create a new quiz
- How to set grades and grading methods in quiz?
- Question behaviour in Moodle quiz
- Feedback in quiz
- Activity completion section in quiz
- How to add a new question in Moodle quiz?
- Add questions from a question bank
- How to add random questions in quiz?
- Edit quiz questions in Moodle
- Preview quiz questions

Lec 18. **Enrol Students and Communicate**

- How to check enrolled users in a course?
- Check user roles in a course
- Enrol users in a Moodle course
- How to make groups in a course?
- Add students to a course
- Remove students from a course
- Send a message to course participants
- Send a common note to all participants
- Send a private note to selected course participants
- Context of a note in Moodle

Lec 19. **Grading Quiz in Moodle**

- How to attempt a quiz in Moodle?
- How to flag a question in Moodle quiz
- How to review my quiz attempts in Moodle
- Review quiz attempts submitted by students in Moodle
- How to add feedback for a particular quiz question
- How can a teacher override quiz marks
- How to edit questions in a quiz after student submission
- Regrade quiz attempts
- Delete quiz attempts in Moodle
- Download quiz results of students in Moodle

WHY MOODLE ?

Moodle is a software for e-learning platform and also known as a Course Management System (CMS), or Learning Management System (LMS), or Virtual Learning Environment (VLE). It is a web application that educators can use to create pedagogically effective online learning courses. In Moodle, students can access contents of courses in different formats (text, image, sound, video), as well as interact with teachers and/or colleagues, via message boards, forums, chats, video-conference or other types of communication tools. These platforms provide a set of configurable features in order to allow the creation of online courses, pages of subjects, work groups and learning communities. In addition to the pedagogical dimension, Moodle has a set of features for registering, monitoring and evaluating the activities of students and teachers, enabling the management of contents via Internet. Moodle provides integrated support for six different activities: creation, organization, delivery, communication, collaboration and assessment. There are strong and effective advantages of using e-learning platforms. Experts have identified the Moodle as the most used platform by Universities, Colleges, Schools, Research Institutes, Online Instructors, Special Educators, Communities, and even Industries worldwide. It is the easiest tool to develop, apply and manage online courses in any discipline. It enables the creation of a course website, ensuring their access only to enrolled students. This platform allows the exchange of information among users geographically dispersed, through mechanisms of synchronous (chats) and asynchronous communication (discussion forums). In a functional perspective, it has easily configurable features, allowing the creation of student assessment processes as well as managing their tasks with their timetable, besides offering a wide variety of complementary tools to support the teaching and learning process.

MODE OF CONDUCTION

It is a completely MOOC based self- spaced learning programme. The programme will be managed and controlled by Spoken Tutorial, IIT Bombay.

This FDP will be applicable for CAS of Faculties from Universities and Colleges, as per UGC & AICTE guidelines.

REQUIREMENTS

- Participants should upload the proof of payment while registering through Google forms.
- Number of seats are limited and the selection criteria strictly depend on "first come, first served" basis.
- Participants must have a Computer or Laptop (preferred) or Smart-phone with stable internet connection.

FEE DETAILS

Please note that this Faculty Development Program is free for Faculties of Associated Institutes, Colleges and Universities with Spoken Tutorial (IIT, Bombay), and for the Faculties from other Colleges, Universities and Academic Institutions, Professionals and Individuals there is a Registration Fee of Rs.500 (for each participant).

No Registration Fee is required for the Faculties of Prabhat Kumar College, Contai.

TARGET PARTICIPANTS

MOODLE is a very advanced and useful tool for Online Teaching, Learning, Training and Research. MOODLE is used world-wide by a variety of institutions including Schools, Colleges, Universities, Government Departments, Healthcare Organizations, Home Schoolers, Corporate Sectors and alike. This FDP will be very useful for Faculties from all Disciplines, Academicians, Administrators, Independent Online Educators, Online Instructors, Researchers, Corporate Trainers, Special Educators and other similar professionals.

BANK DETAILS

A/C Beneficiary Name	Registrar IIT Bombay
A/C Number	2724101113370
Bank Name	Canara Bank
Branch	IIT Powai
IFSC Code	CNRB0002724

FOR FURTHER DETAILS CONTACT

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REGISTRATION LINK

<https://forms.gle/4MnswGd27MtgYse77>

OFFICIAL COMMUNICATION

After registration please join the following Telegram Group for Official Communication. No other way of communication will be encouraged by the Organizer.

Link to Join Official Telegram Group

<https://t.me/joinchat/OMWnIFWFGKtosALRIHCC5g>

CERTIFICATE

Two types of **E-certificate** will be provided by the Spoken Tutorial Project, IIT Bombay for this programme.

Certificate of Participation

All the participants will be provided **E-certificate of Participation** on completion of the programme (after 30 days from the date of completion of the programme).

Completion Certificate

All the participants will be awarded the **E-certificate of Completion** only after qualifying the Online Assessment to be conducted by Spoken Tutorial, IIT Bombay at the end of the programme. Date of Online Assessment will be intimated later.