

**UNIVERSITY OF PETROLEUM & ENERGY STUDIES
DEHRADUN**

Learning Management System Usage Guide

Introduction:

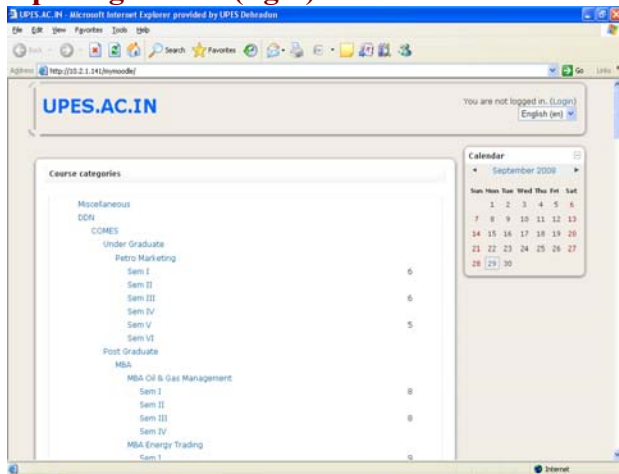
A Learning Management System (LMS) enables the delivery, management, and administration of enterprise-wide training and blended learning solutions (a combination of online and traditional classroom training). An LMS allows a University to administer and track the progress of students throughout the entire training cycle as well as manage compliance with industry standards and regulations. An LMS allows an academic institution to centralize content, student management, and reporting in one convenient interface and technology package. Tertiary benefits include content accessibility to students anytime 24x7, ability to communicate beyond organizational boundaries. Additionally, the system would move students and faculty into a more collaborative way of studying. Students can also view announcements (announcements will be posted throughout the semester and will contain important information about the subject, such as reminders about an upcoming assignment due date etc.); students can also perform online tasks (such as submitting an assignment).

In the current context, Moodle is being used, which is a learning/course management system (L/CMS). It is a free, Open Source software package designed using sound pedagogical principles, to help educators create effective online learning communities.

The following is a step by guide to facilitate the usage:

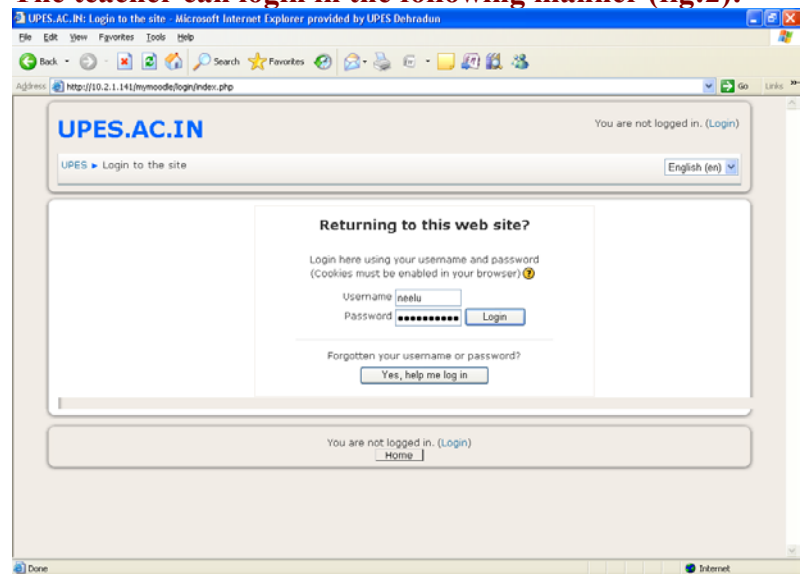
The user is required to type **http://10.2.1.141/mymoodle** in the address bar in the browser (Internet Explorer or Mozilla Firefox). The following opening screen appears (**fig:1**).

Opening Screen (fig:1):



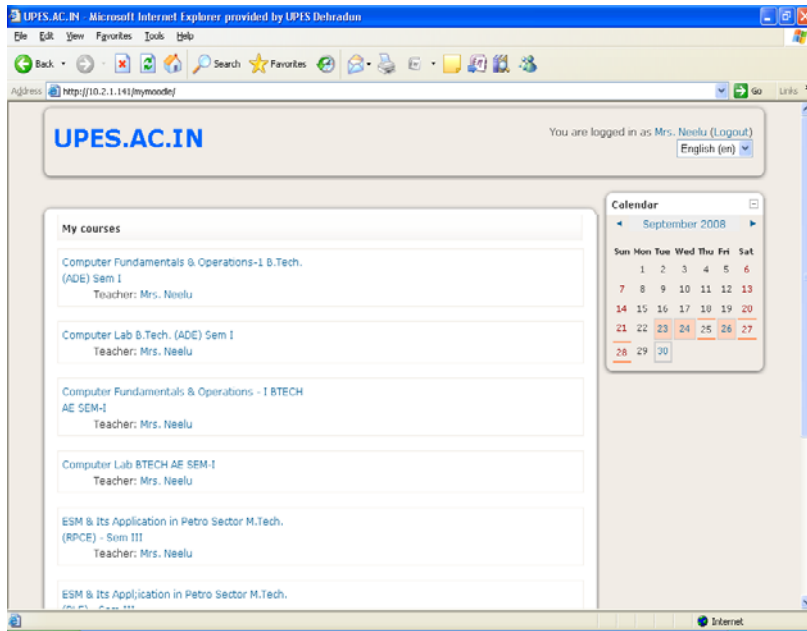
The right side of the screen, provides the option for login. The login button pressed, shows the login screen. The teacher as well as the student, may use this screen to login.

The teacher can login in the following manner (fig:2):



The courses allotted to the logged in teacher are displayed. The teacher can choose the course, in which he/she wants to provide material to the students. (see fig:3)

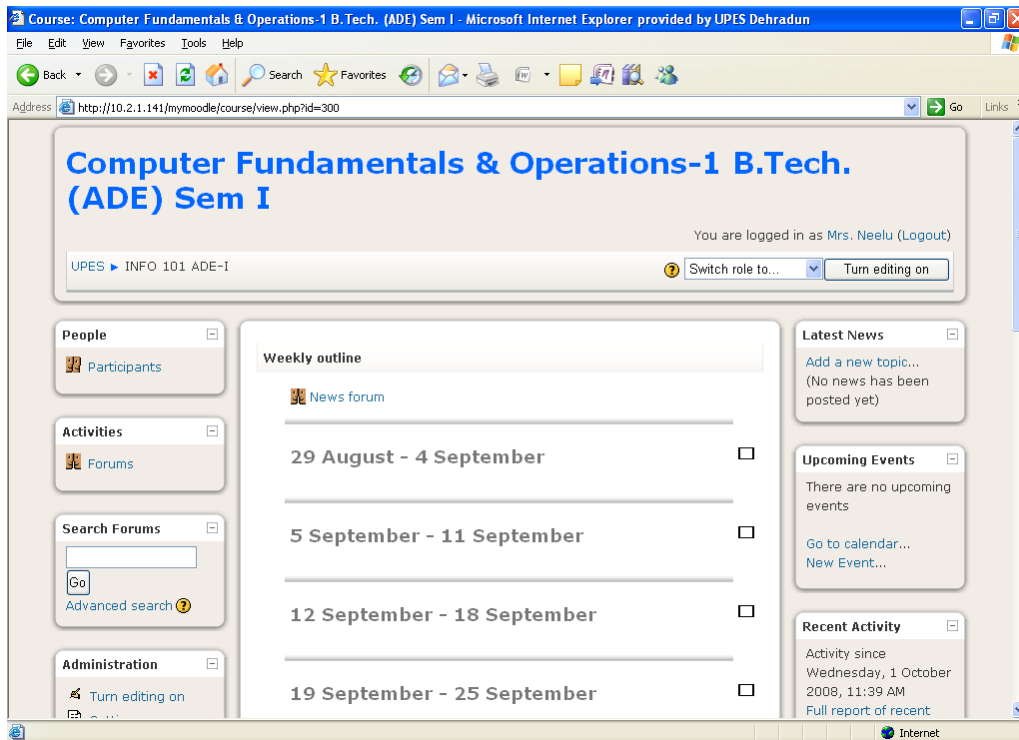
Fig:3 The list shows all the courses allotted to the teacher.



For the course chosen by the teacher, the weekly schedule is shown, as indicated in the fig:4.

The weekly schedule can be used by teachers to pass on the teaching material/assignments/quizzes etc in a weekwise manner.

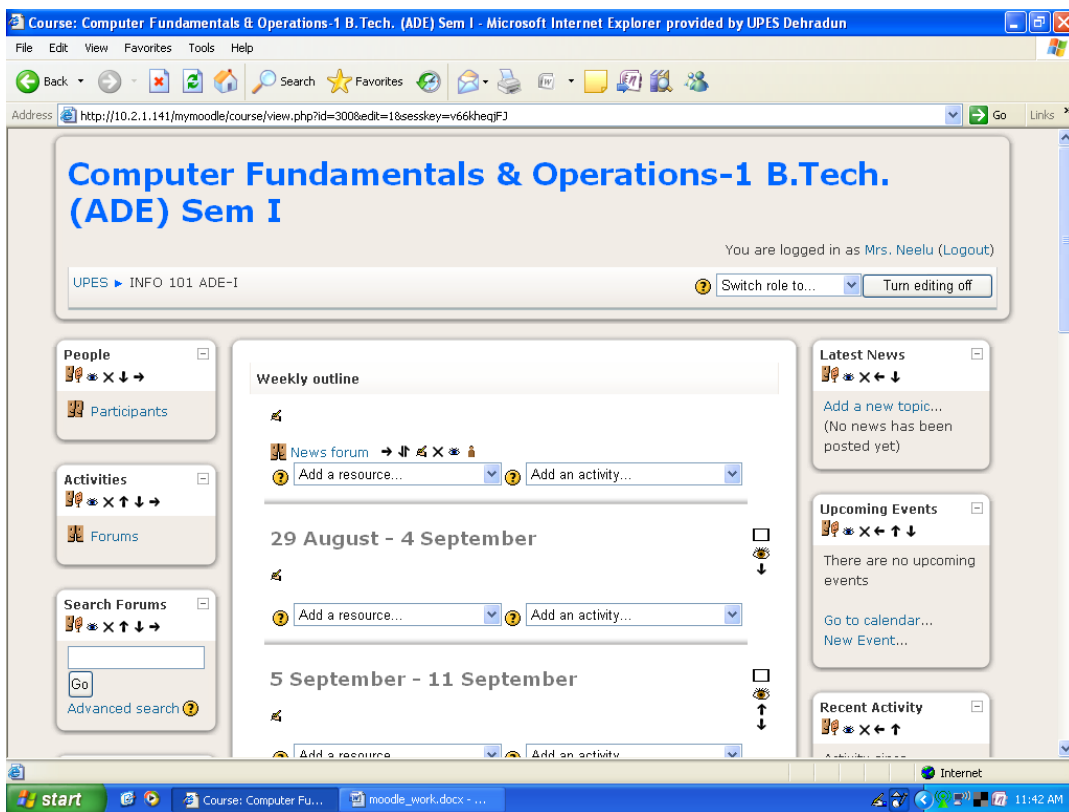
Fig: 4 indicates, the chosen course with weekly schedule.



The teacher is required to click on “**Turn editing on**” button, which is available in the right side of the screen. (see Fig:4)

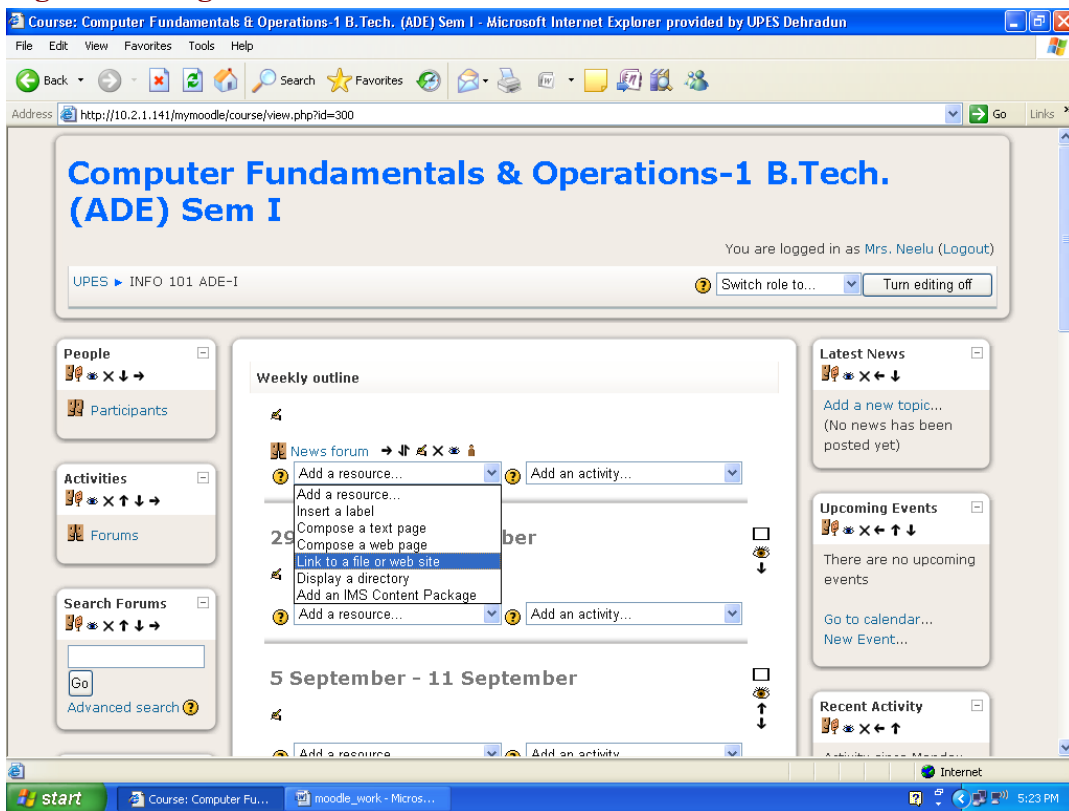
Clicking this button activates the screen and the list boxes with “**add a resource**” and “**add an activity**” appear along with the weekly schedule. (as shown in the fig:5)

Fig:5 shows activated weekly outline, with “add a resource” and “add an activity”



If the teacher wishes to pass on the teaching material/resource to the student, the teacher may choose one of the items from the “add a resource” list box (as shown in fig:6).

Fig:6 Choosing from the “add a resource” list box.

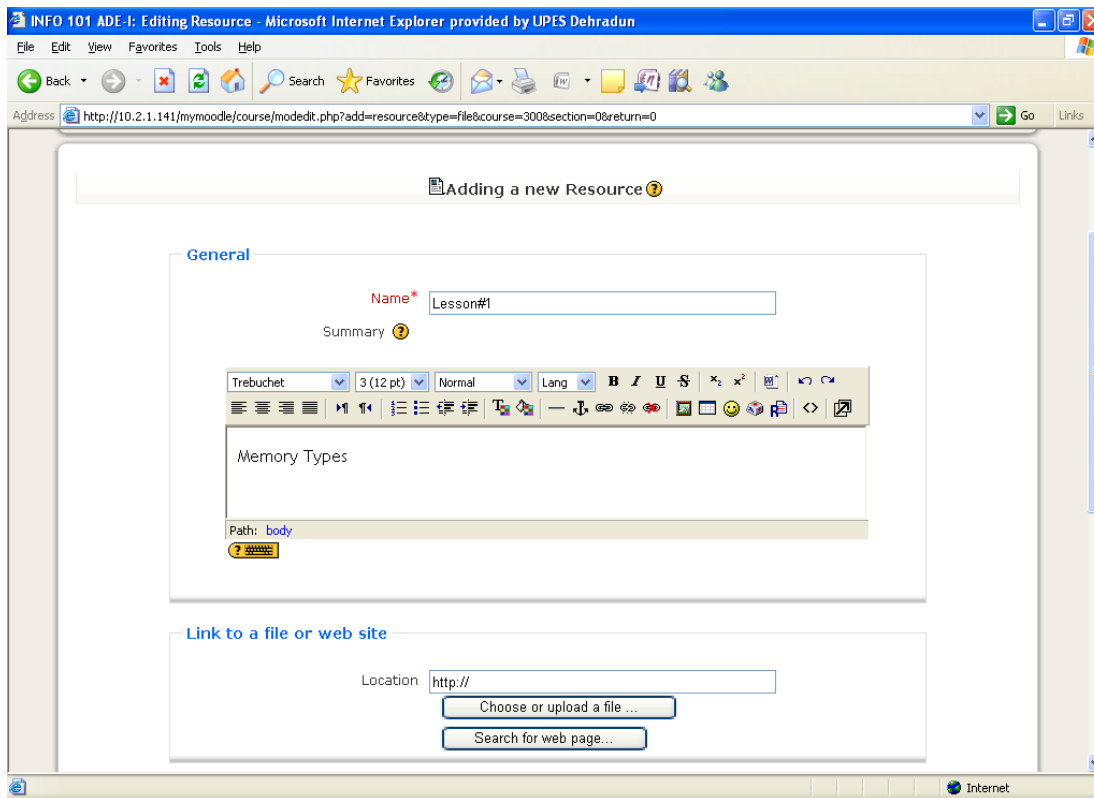


The material may be passed as a power-point presentation/pdf/word document file.

The material can also be directly written using compose a text/web page item in the list box.

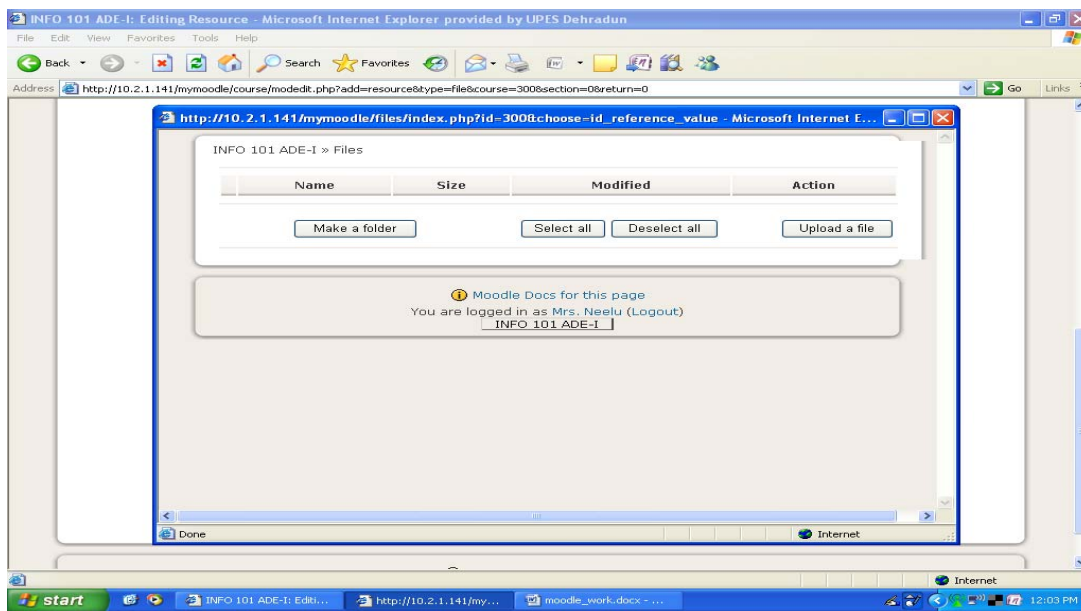
The teacher may choose, “**link to a file or web link**” item from as shown in **fig 6**). This opens a screen, where the user can enter a name for the resource, such as lesson#1, then give a brief summary in the ‘Summary’ box. Then the teacher is required to click on ‘**choose or upload a file**’ button. (see **fig:7**)

Fig:7 Adding resource



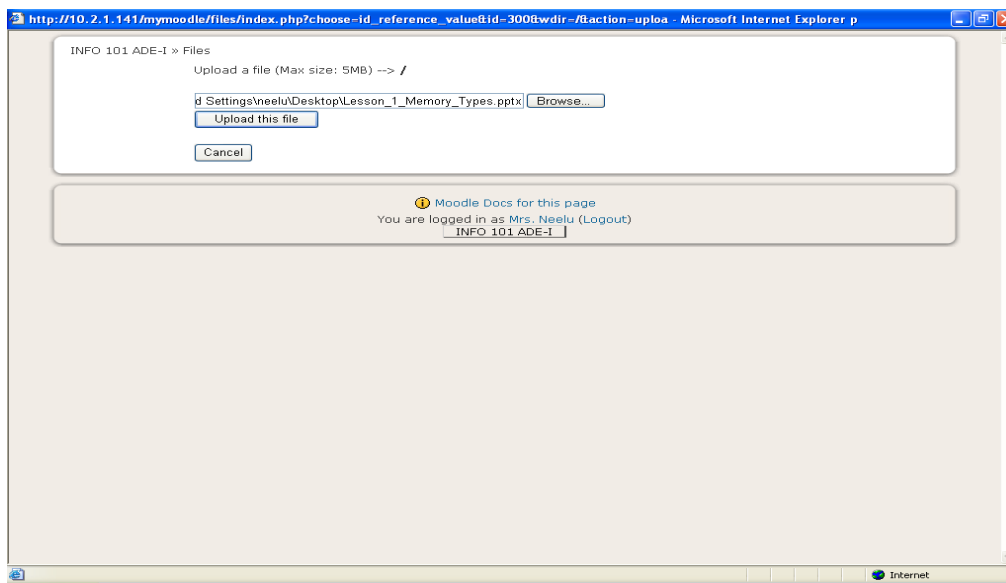
The screen shown in **fig:8** appears. The teacher is required to click on ‘**upload a file**’ button.

Fig:8 The file upload



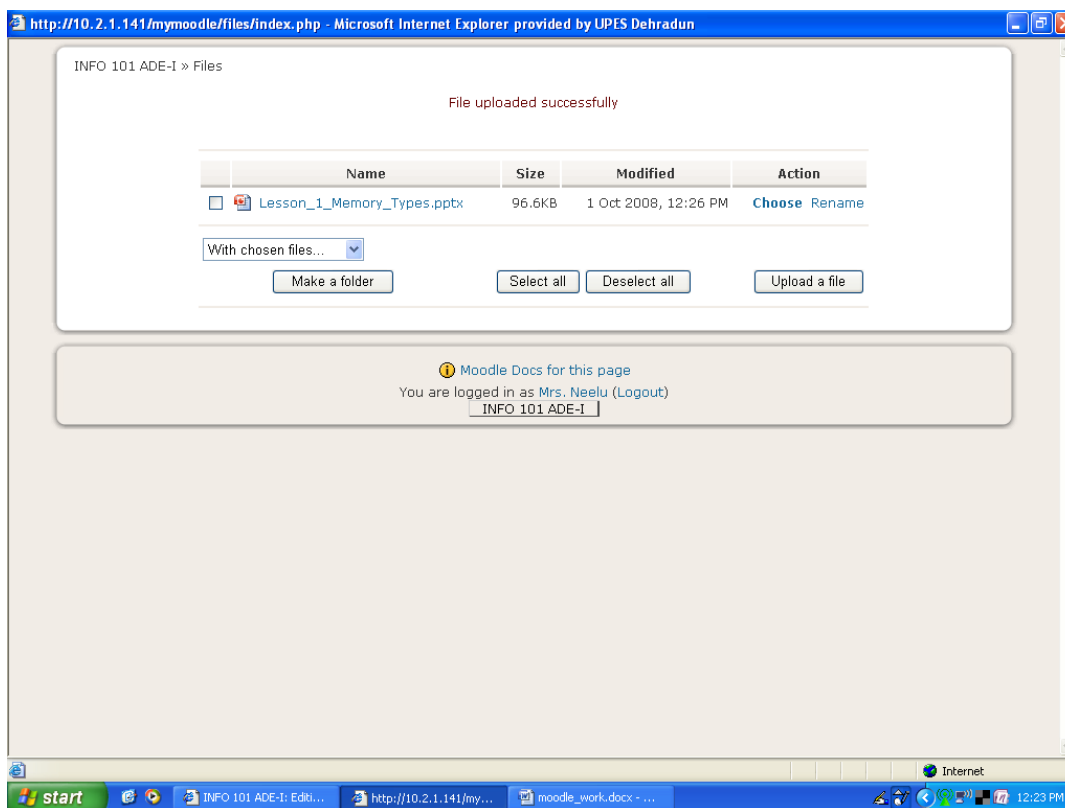
The desired file can be chosen by clicking on ‘**browse**’ button, and then “**upload this file**” button must be clicked. (see **fig:9**)

Fig:9 Browsing and choosing to upload the file.



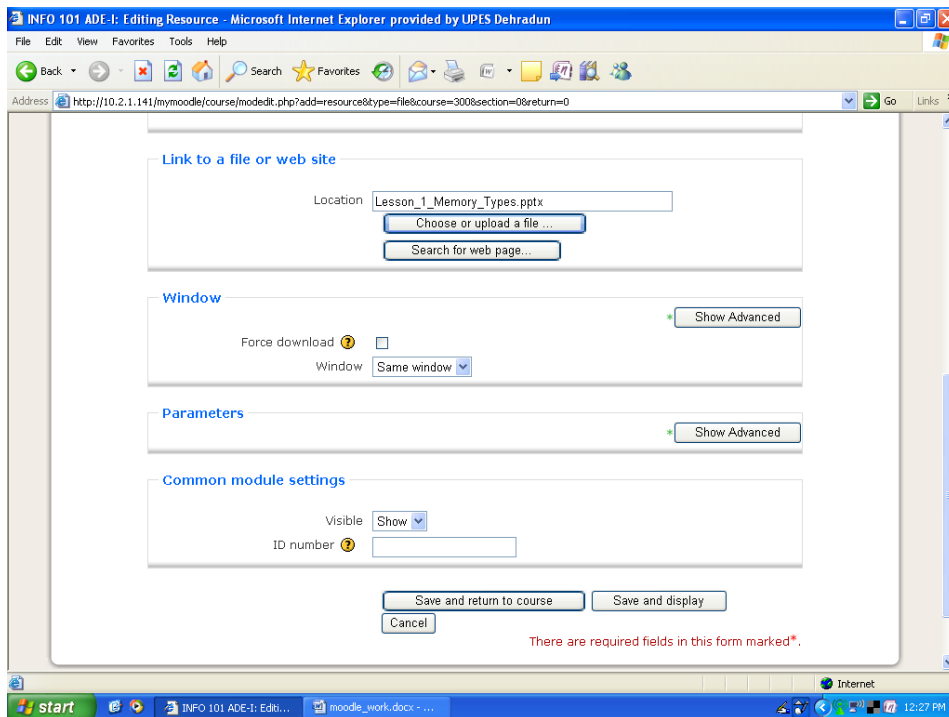
The screen as shown in **fig: 10** appears. The ‘**choose**’ button (beside the desired filename) should be clicked.

Fig:10 Click “choose” button beside file name.



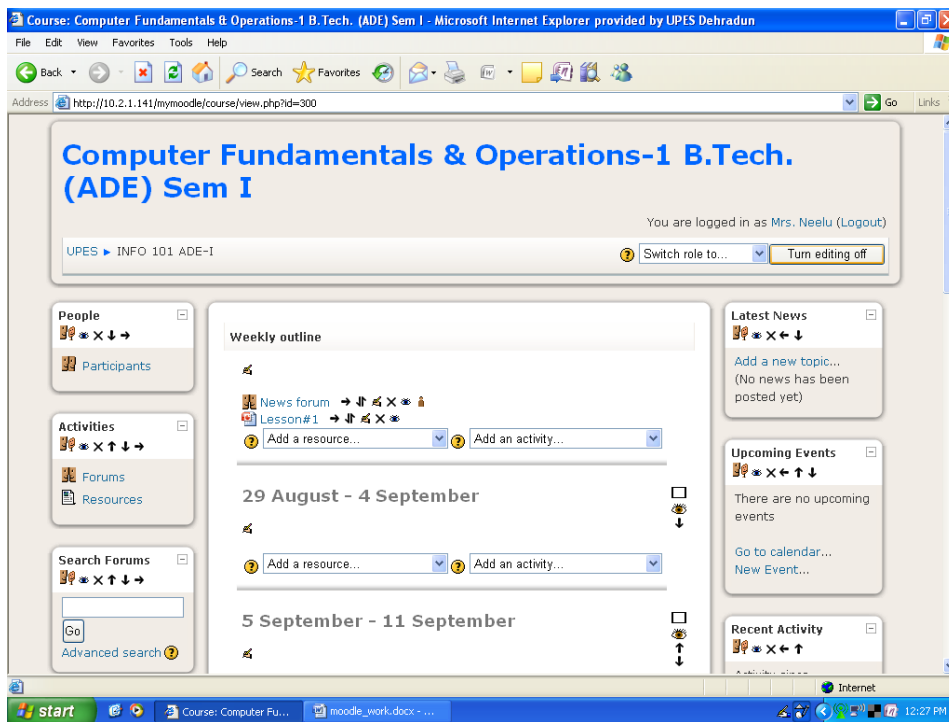
The screen as shown in **fig:11** is seen. The “**save and return to course**” button should be clicked.

Fig:11. Click “Save and return to course”.



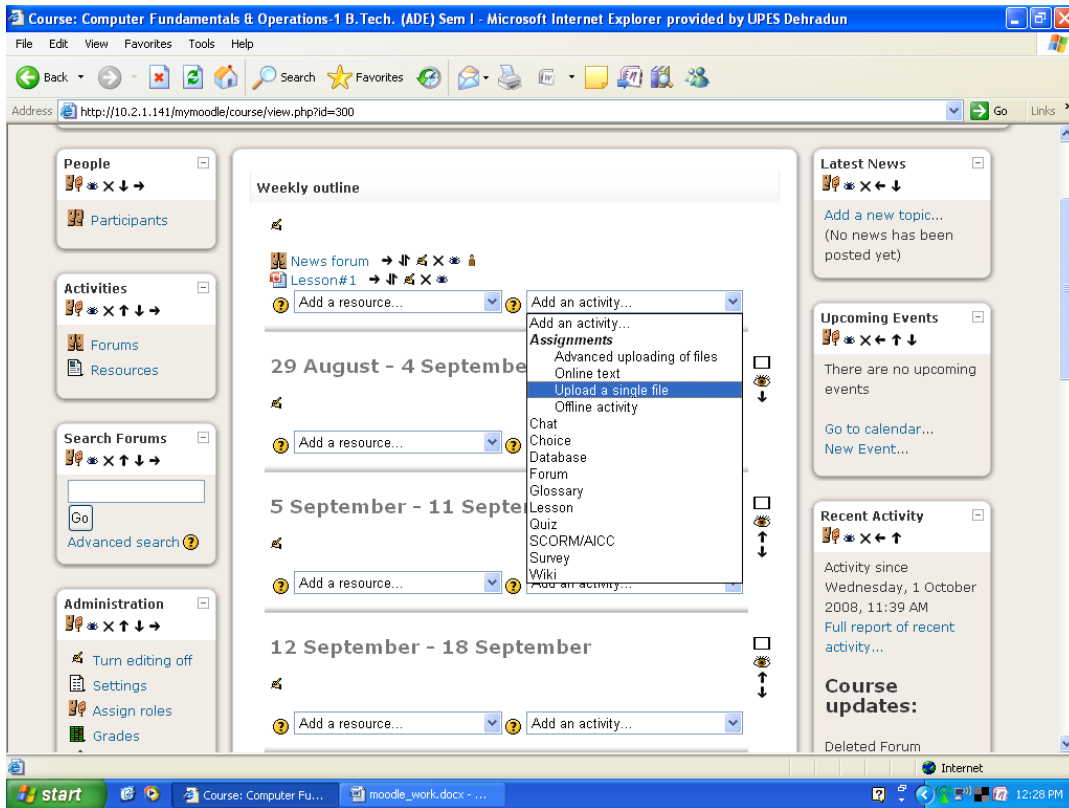
The screen that appears indicates the material, being added to the weekly schedule for the student to view. (see fig:12). The set of icons beside the file name, can be used to update ,view or delete the resource.

Fig:12 The resource Lesson#1 added in week 29 August-4 September



The teacher may give assignments/quizzes/chat sessions etc, by choosing an activity from “add an activity” list box.(see fig:13)

Fig:13 “Add an Activity” list box.



Assignments allow the teacher to specify a task that requires students to prepare digital content (any format) and submit it by uploading it to the server. Typical assignments include essays, projects, reports and so on. This module includes grading facilities.

To give an assignment, choose ‘upload a single file’ from ‘add an activity’ list box. The Fig:14, Fig:15 indicate the procedure, where an assignment name is given. The assignment can be pasted into the ‘description’ box. Further, the information, regarding grade, availability of assignment, submission date, re-submission etc can be supplied in the place provided.

Fig 14: Assignment being entered

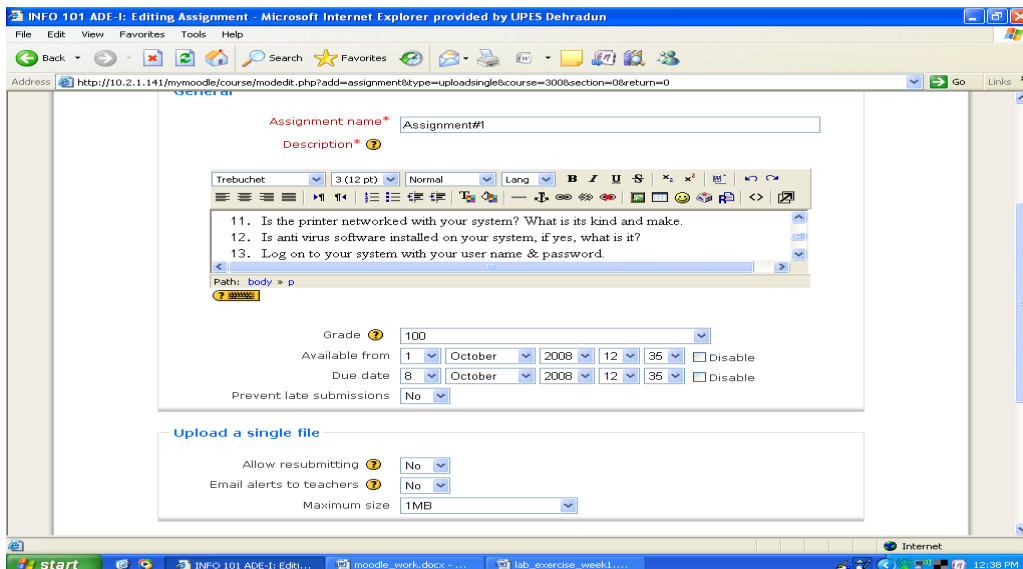
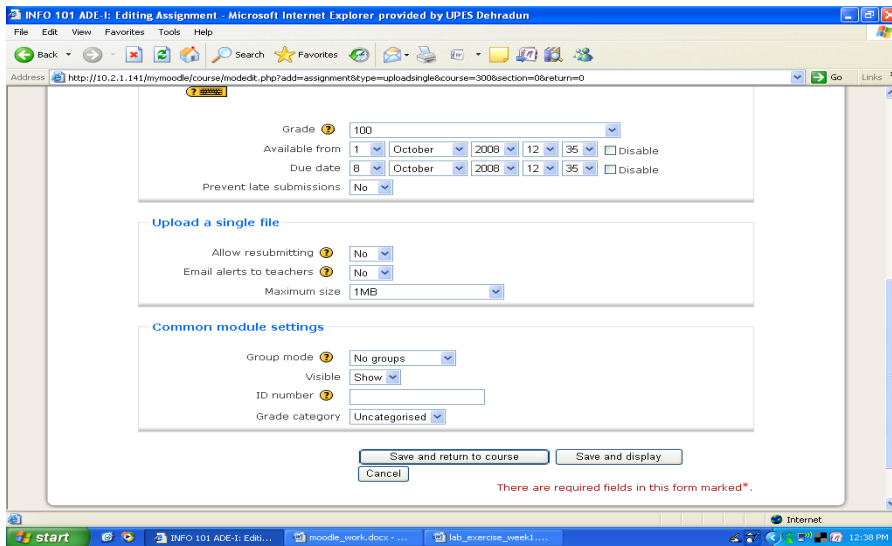


Fig 15: Grading and other settings.



Choose “save and return to course” button. Clicking this button, makes the assignment available to the student.

Another item, “Advanced uploading of files” (fig:16) allows for providing the assignment in the similar manner as ‘upload a single file’, but provides many advanced features as shown in the fig:17.

Fig:16 Advanced Upload of files

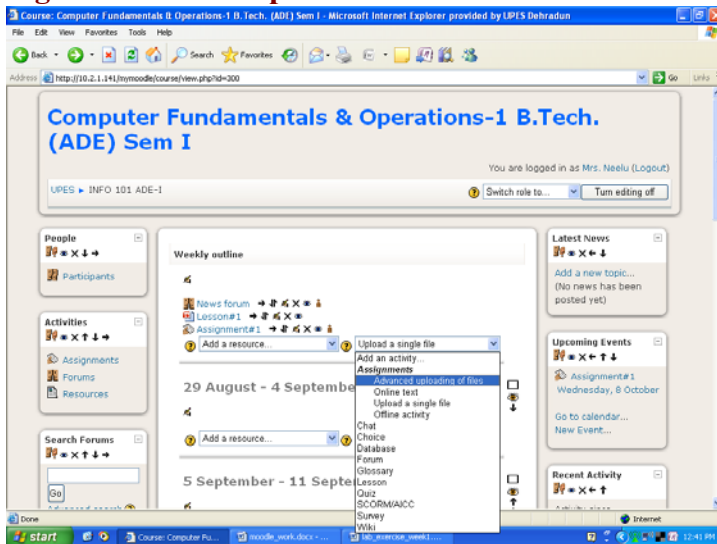
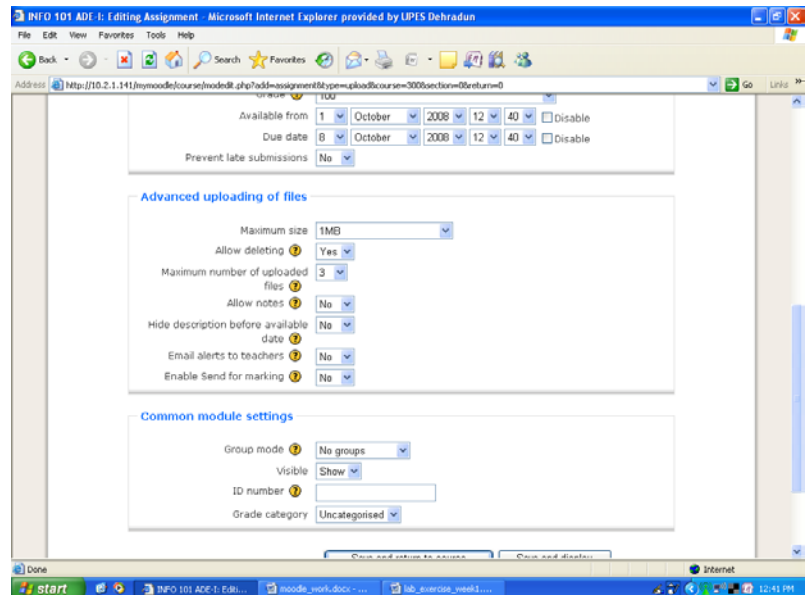
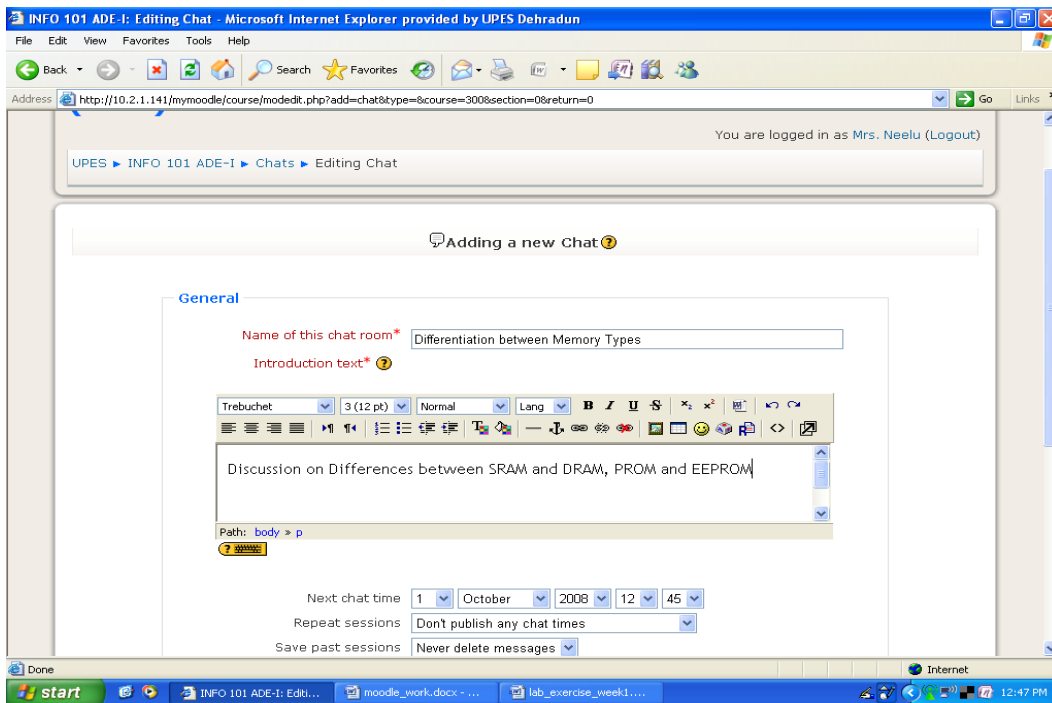


Fig 17: Advanced Settings



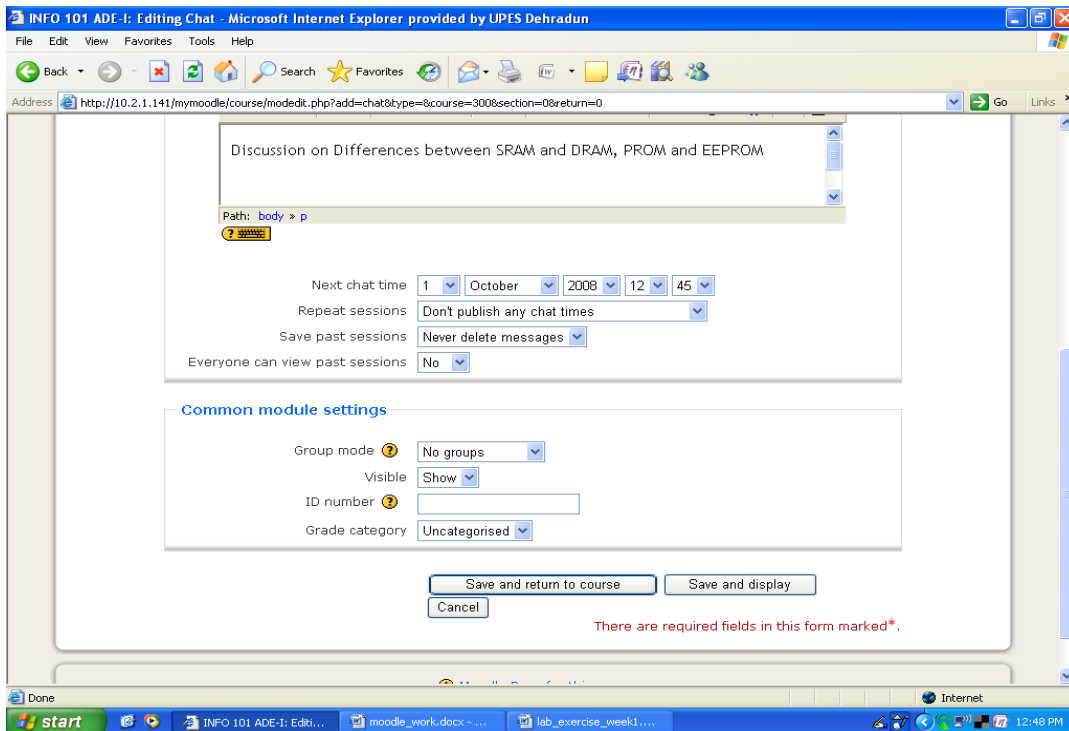
‘Chat’ option chosen, allows for providing a chat session. (see fig: 18).

Fig:18 shows addition of chat, with name of chat room and ‘introduction text’ provided for the chat.



Chat timings and other details can be supplied by the teacher as shown in **Fig:19** which shows the lower part of the screen, when scrolled down.

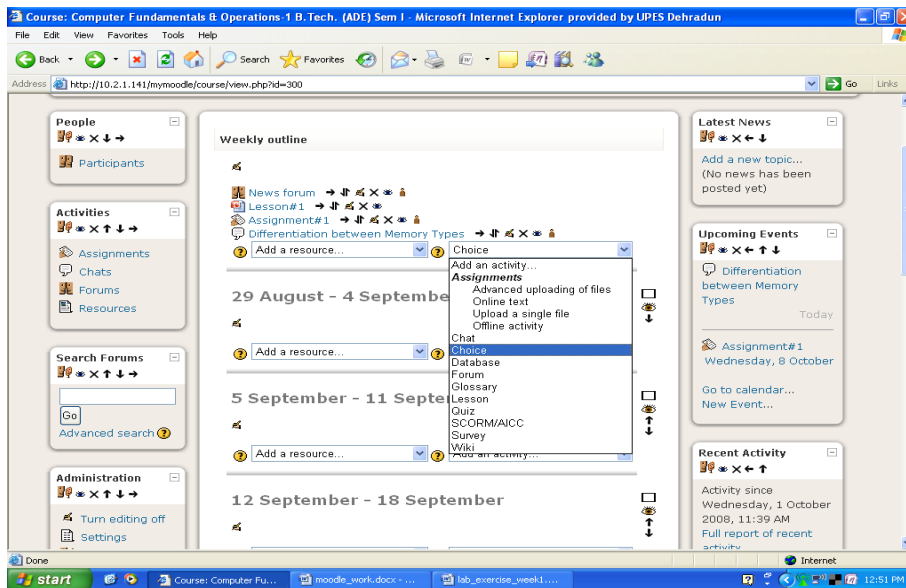
Fig:19 Chat details added



After supplying the necessary details ‘save and return to course’ button is to be pressed.

As seen in **fig:20**, the resource and activities, added have been made available in the weekly outline for the student to see.

Fig:20 Choosing an activity “Choice”



Another activity, ‘choice’ can be selected from the list (see **Fig:20**). A choice activity is very simple - the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.

Fig:21, 22, 23 indicate entering a question, providing the choices and then pressing ‘save and return to course’ button.

Fig:21 Making Choice question

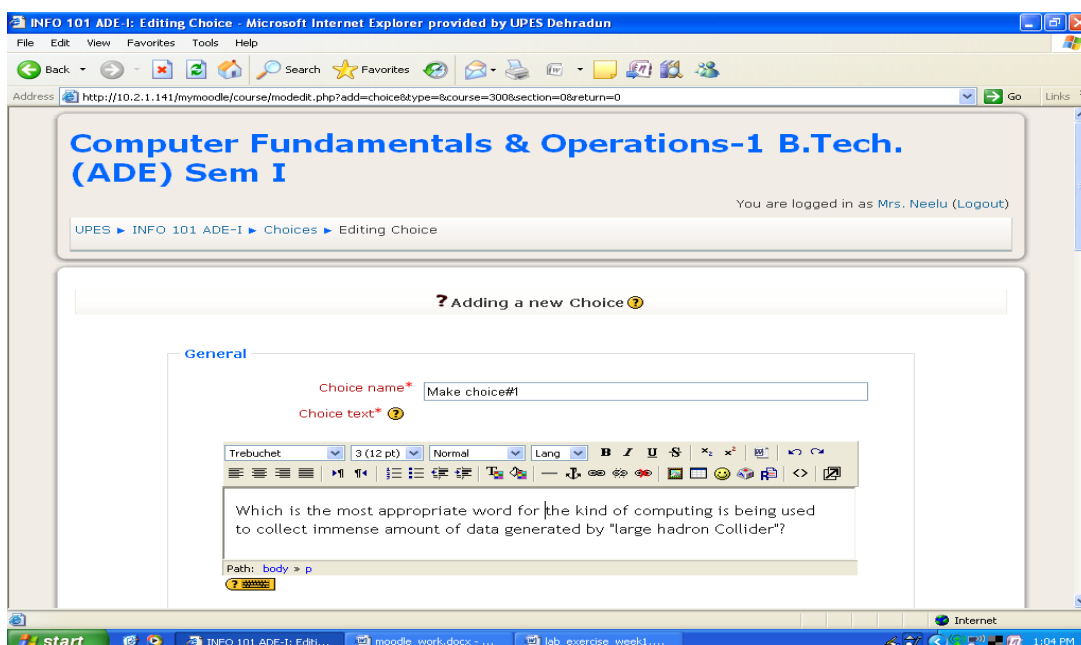


Fig:22 Providing multiple responses

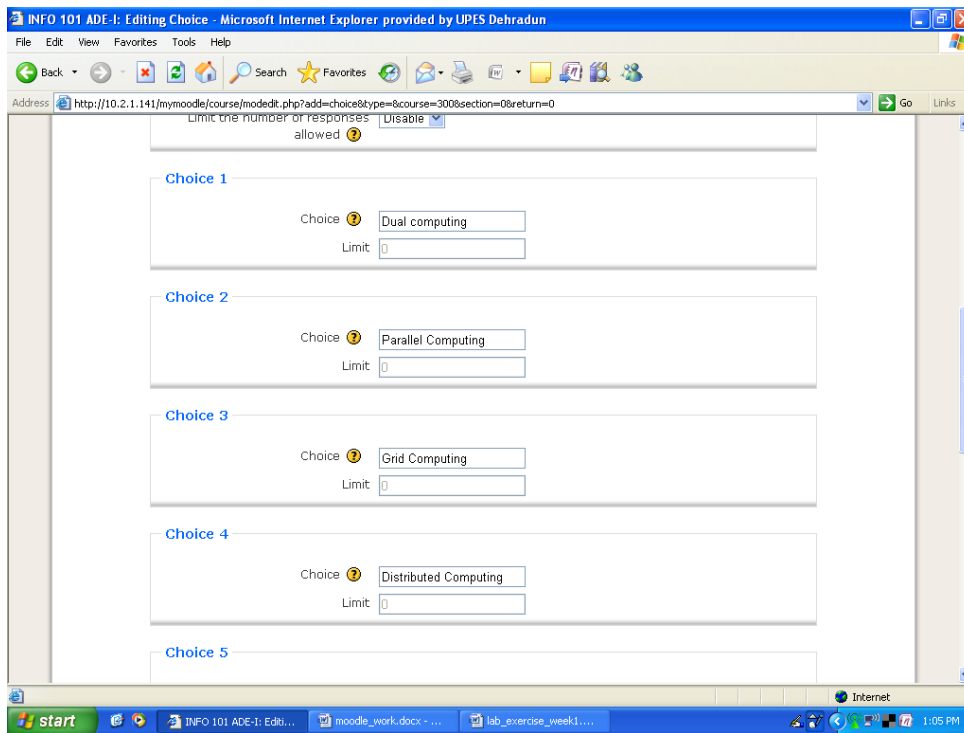
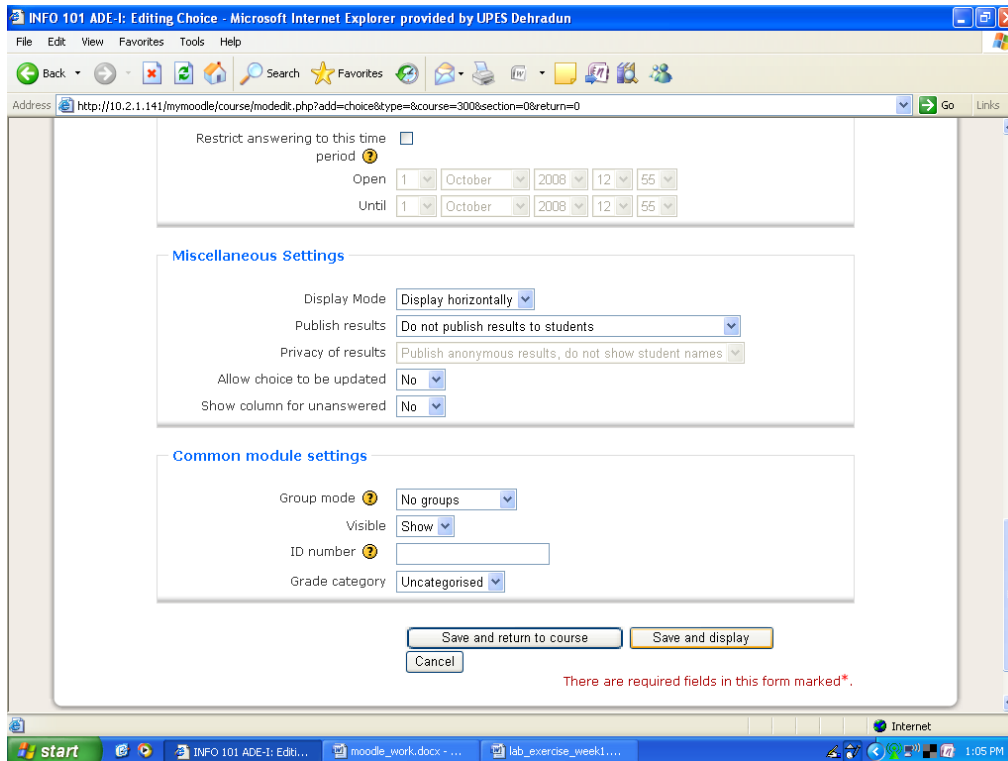


Fig:23 Providing information for choice question



Quiz too can be added in the similar manner by choosing “quiz” from the “add an activity” list box.

This module allows the teacher to design and set quiz tests, consisting of multiple choice, true-false, and short answer questions. These questions are kept in a categorised database, and can be re-used within courses and even between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback or to show correct answers. This module includes grading facilities.

Fig:24 Quiz Setting

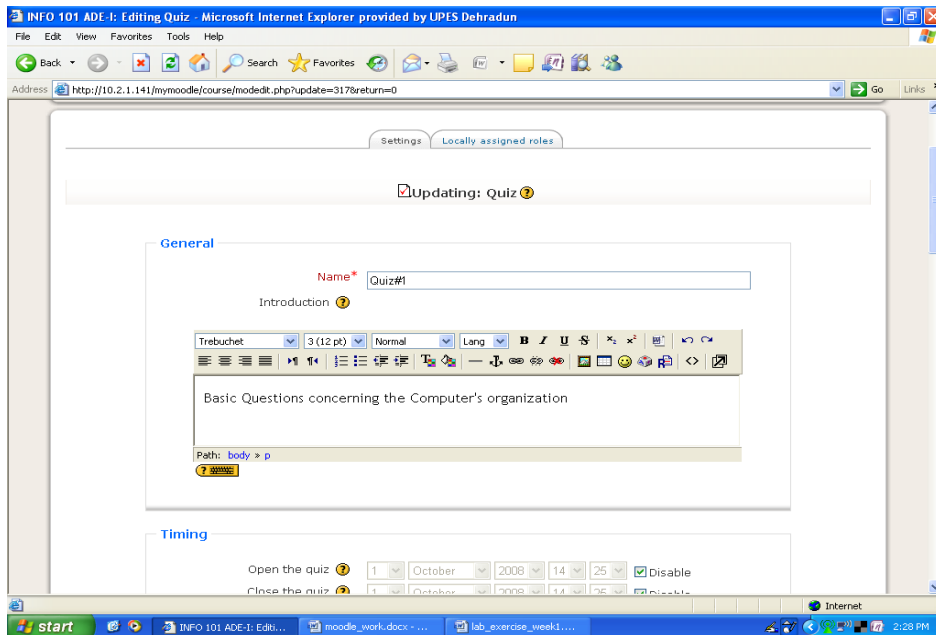


Fig 24, indicate making a quiz by putting in the quiz name, and its basic introduction.

Fig:25 shows choosing the kind of questions by clicking on “create new question”

Fig:25 Choosing question category

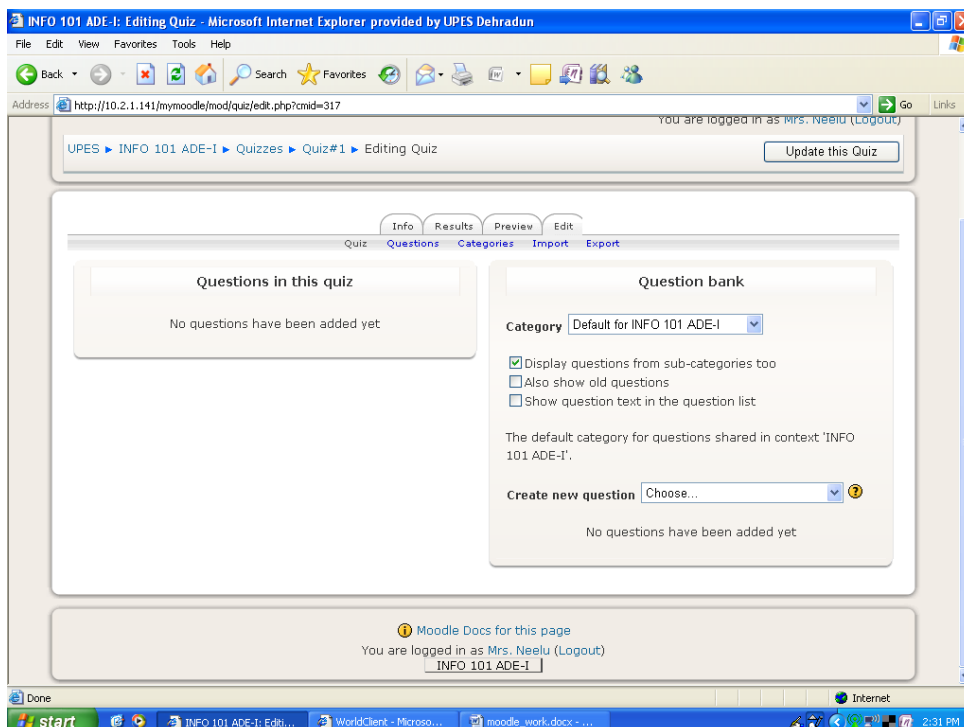


Fig:26 indicates, the various types of questions that can be chosen. Here **short answer type** has been chosen from the provided list.

Fig:26 Question categories

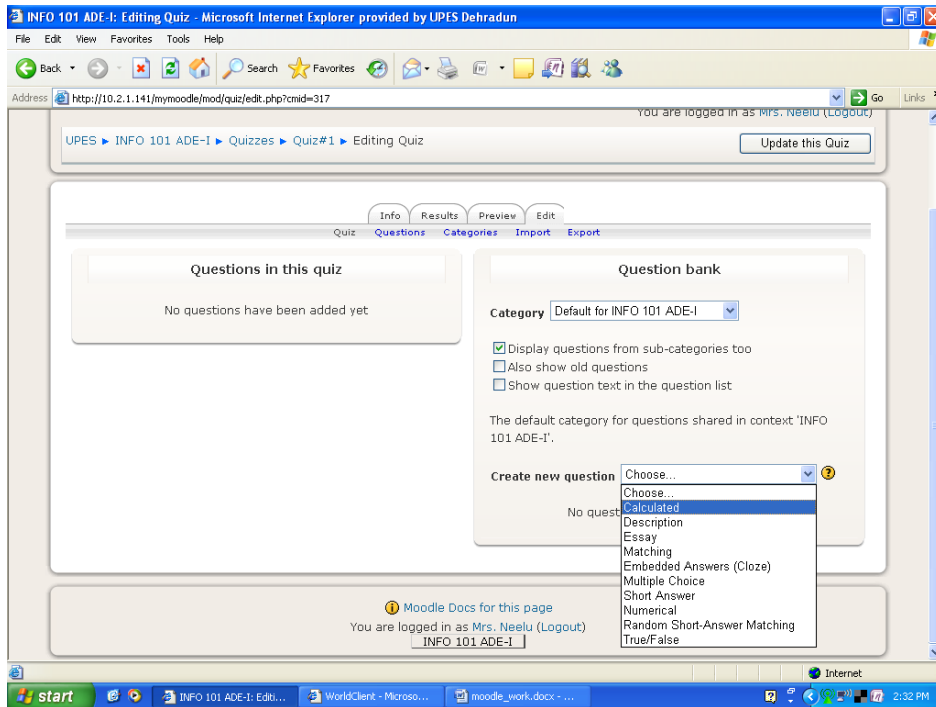


Fig:27, 28, 29 show adding the question, providing the answers, fixing penalty factor (negative marks for wrong answer), providing feedback.

Fig:27 Adding Quiz Question

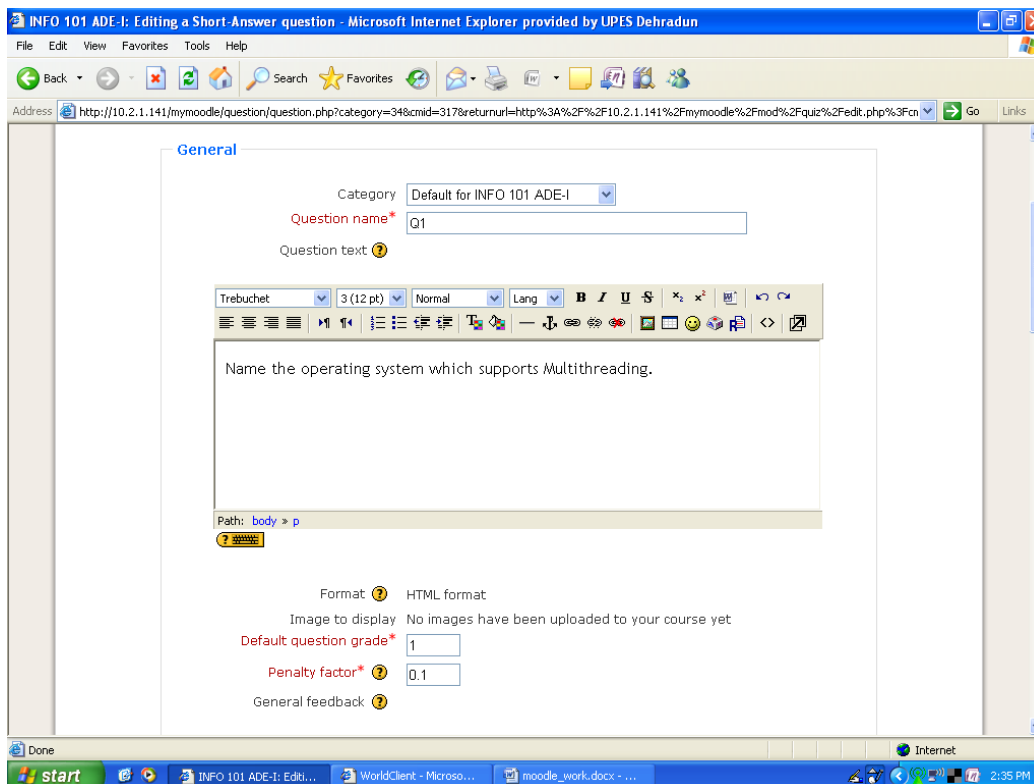


Fig:28 Providing Answer

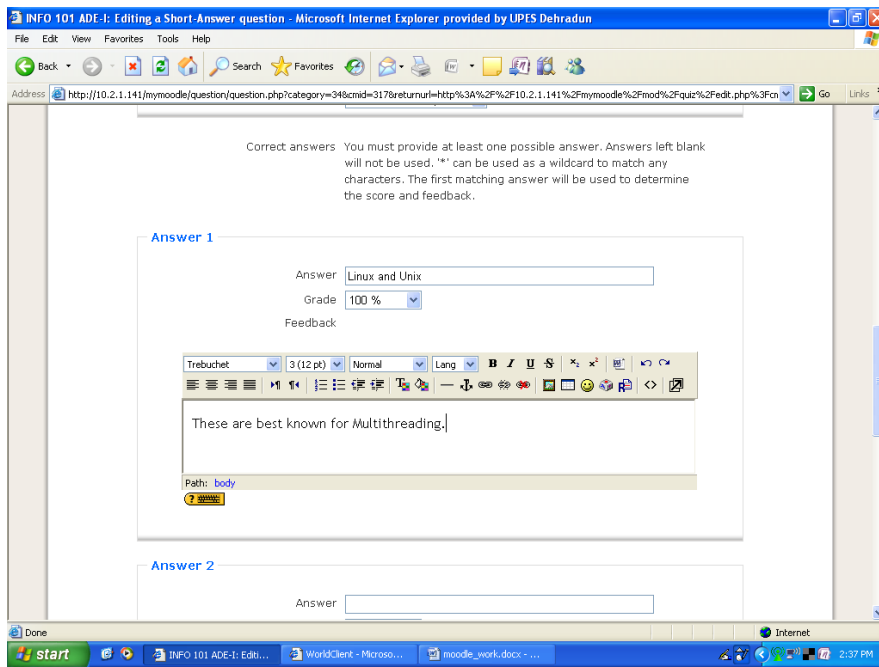
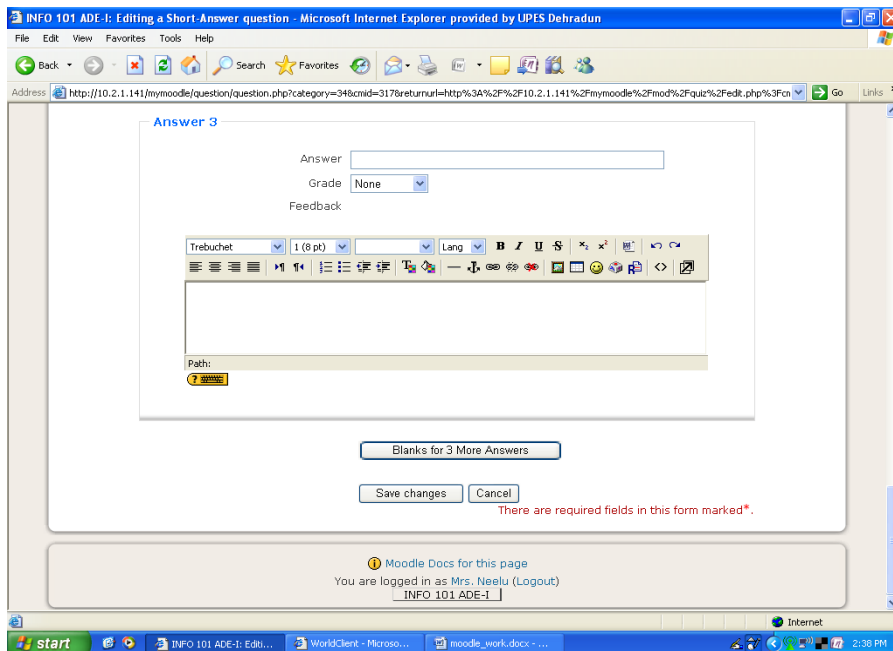


Fig: 29 Clicking on “Save Changes”



Clicking, on ‘save changes’ button provides the next screen. This newly created question can be added to the quiz. (see fig:30).

Fig:30 Question is added by clicking “Add to Quiz”.

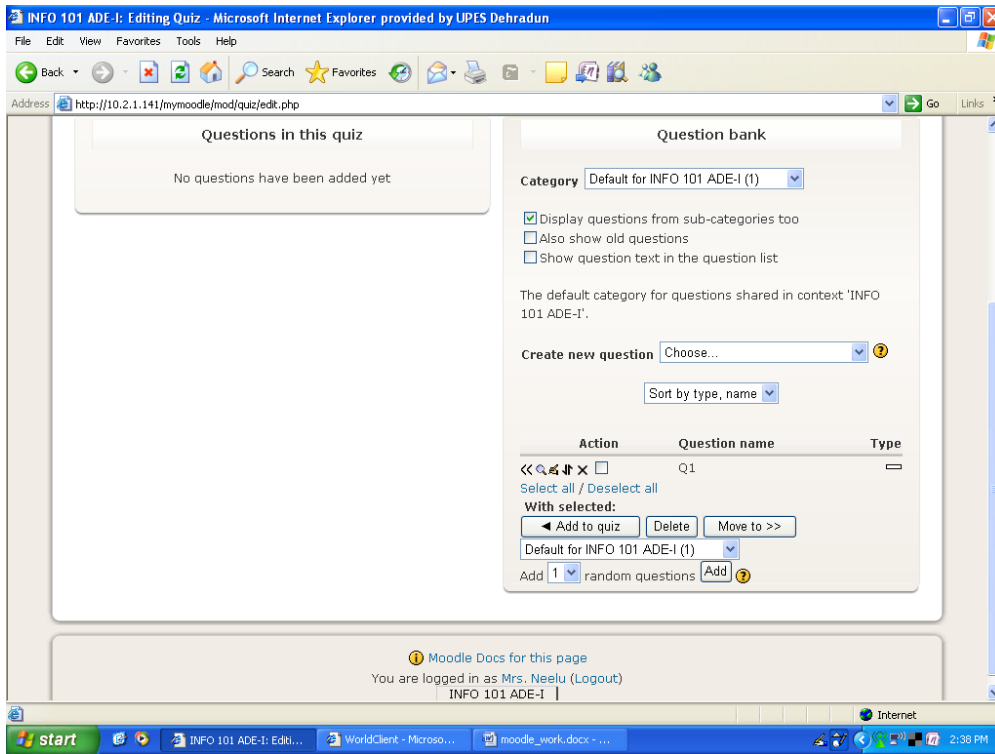
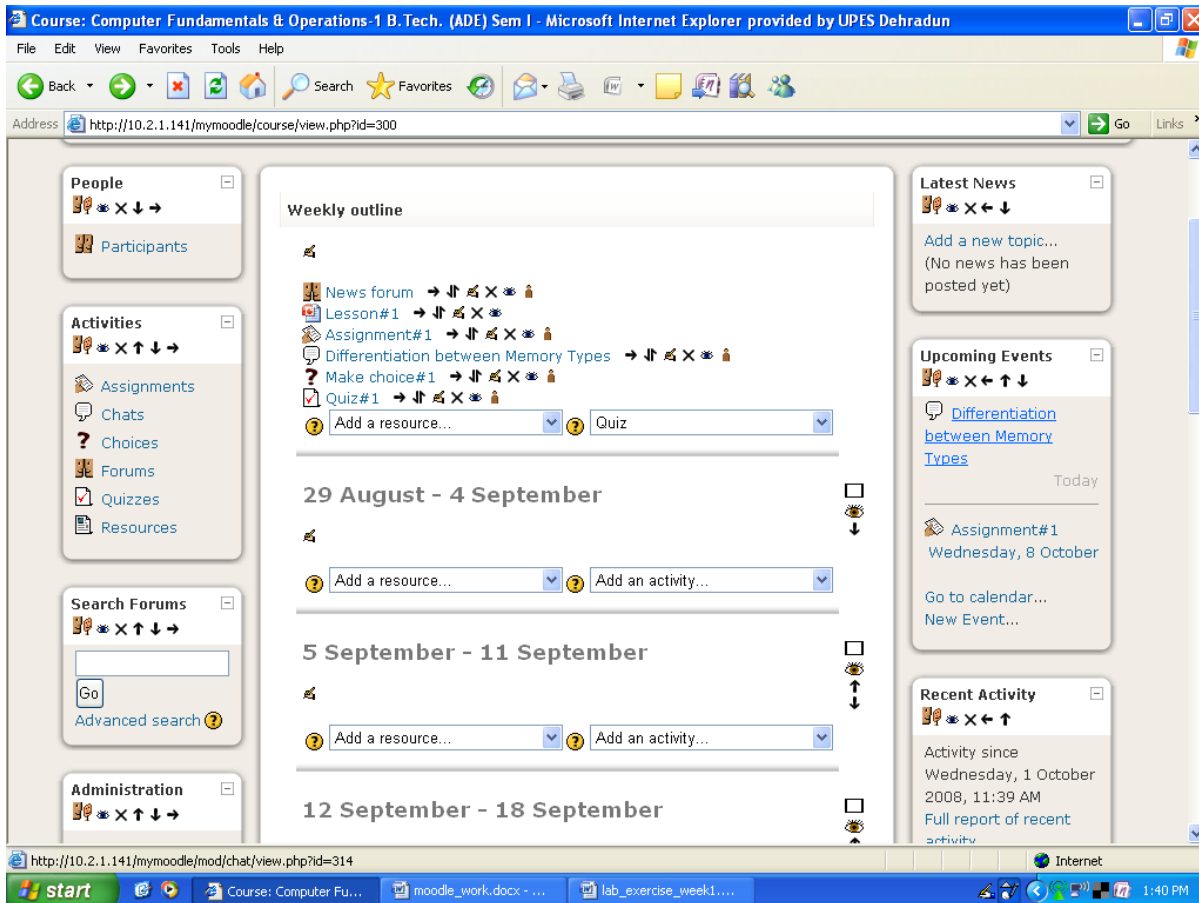


Fig:31 shows the week schedule with all the activities added up (assignment, chat, choice, quiz).

Fig:31 The Weekly schedule, with resource “Lesson#1”, and activities, assignment, chat, choice and Quiz.



'Latest News' button provided on right side in **fig:31** allows for entering a new topic to be posted as news for discussion.

Fig:32 shows adding a news topic

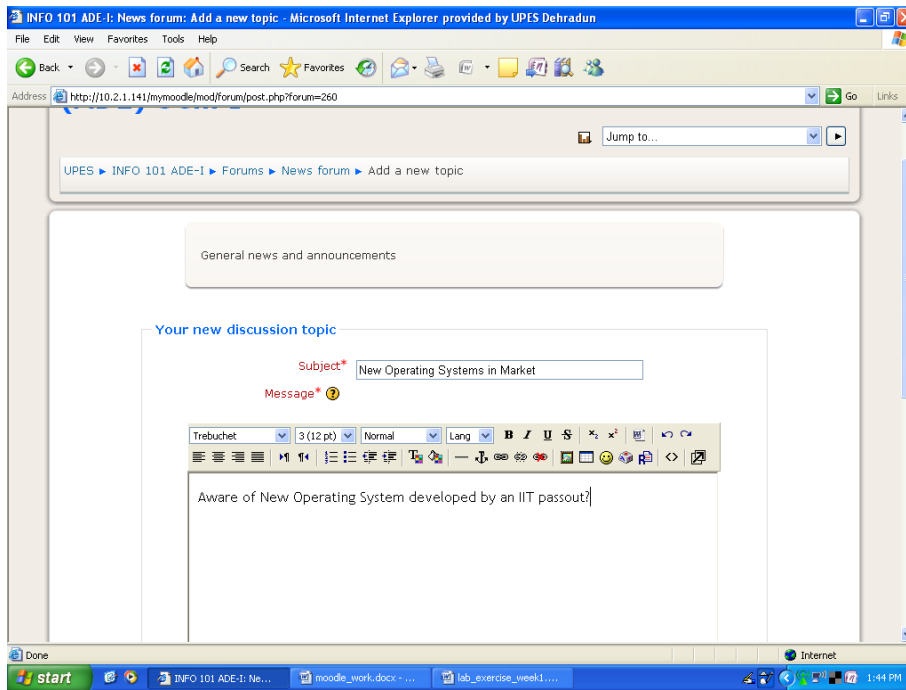


Fig:33 shows the news topic added (in the right side of the screen) under Latest news column.

Fig:33 Latest News (right side of the screen) added.

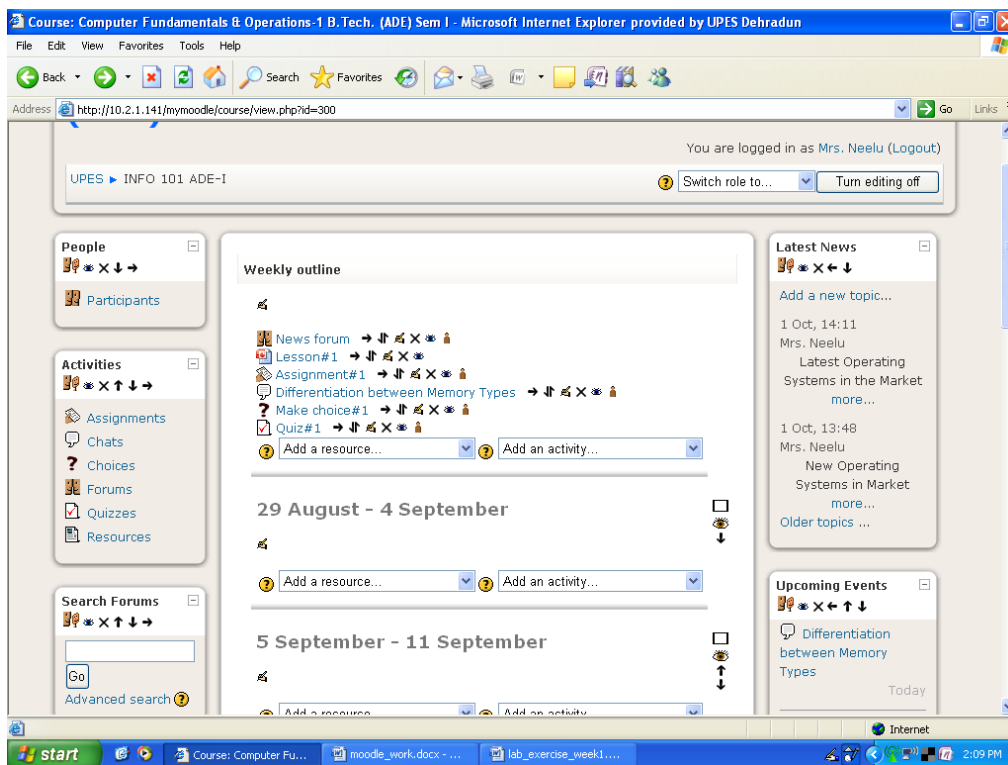


Fig:34 News topic opened for discussion

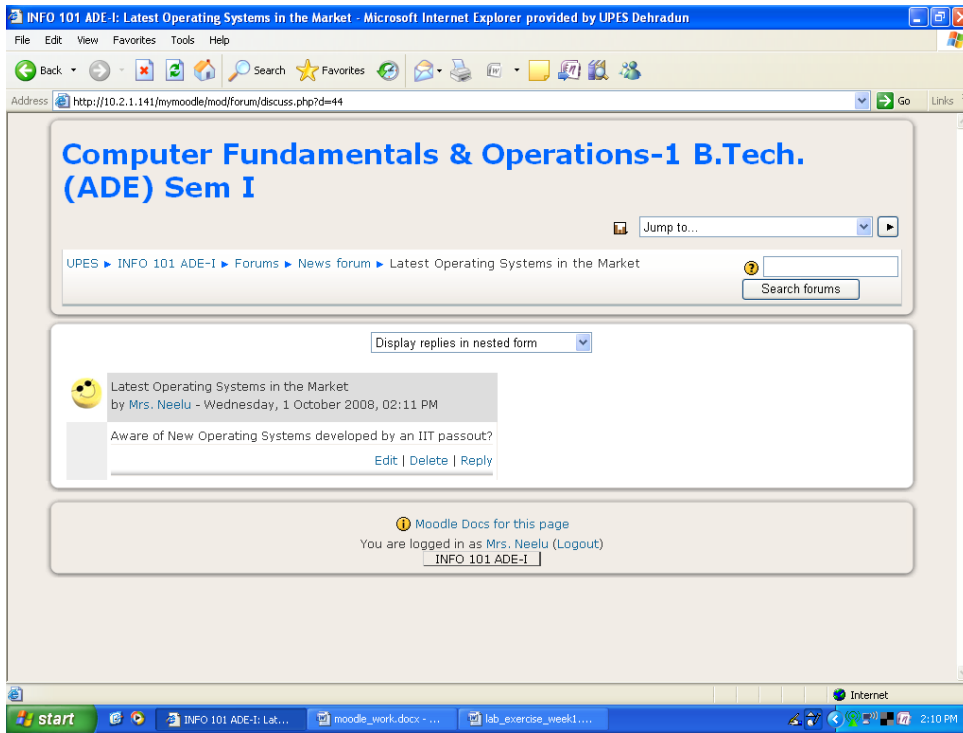
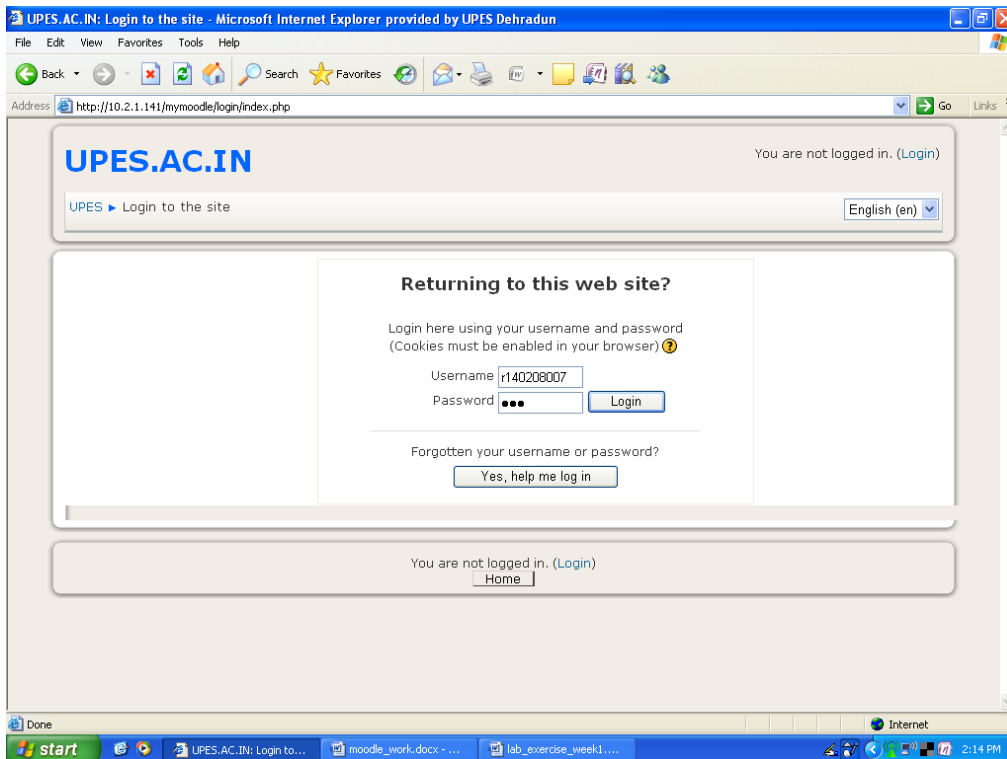


Fig:34 shows the topic as seen by the student. **‘Reply’** button can be clicked to respond and add further information.

Student Interaction with LMS:

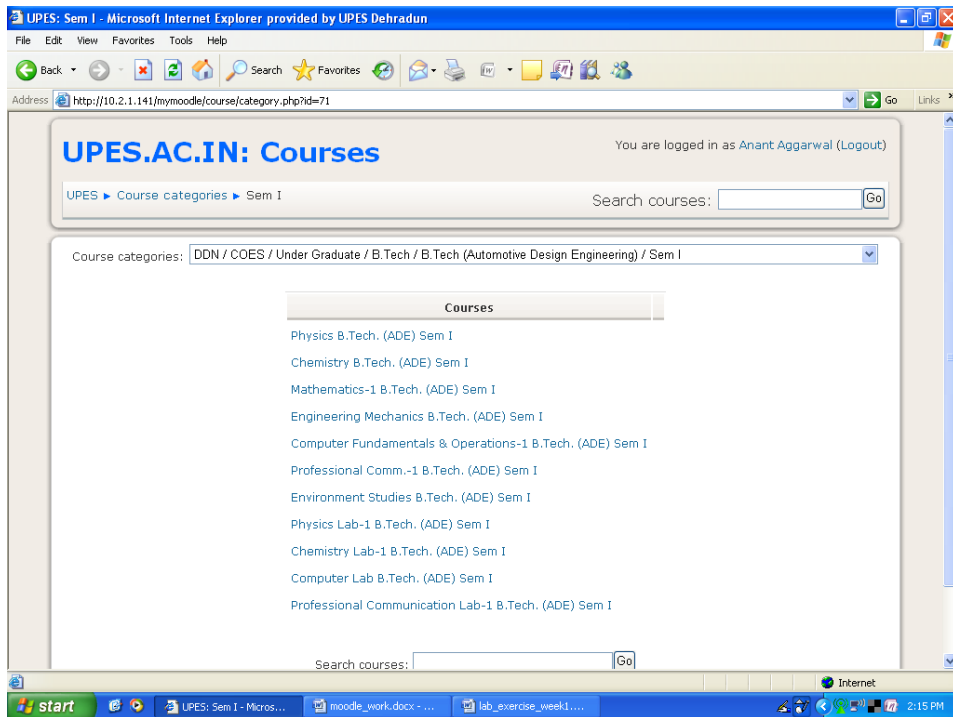
Fig:35 shows the student logging in with the username and password, in the same manner as the teacher.

Fig:35 Student Login



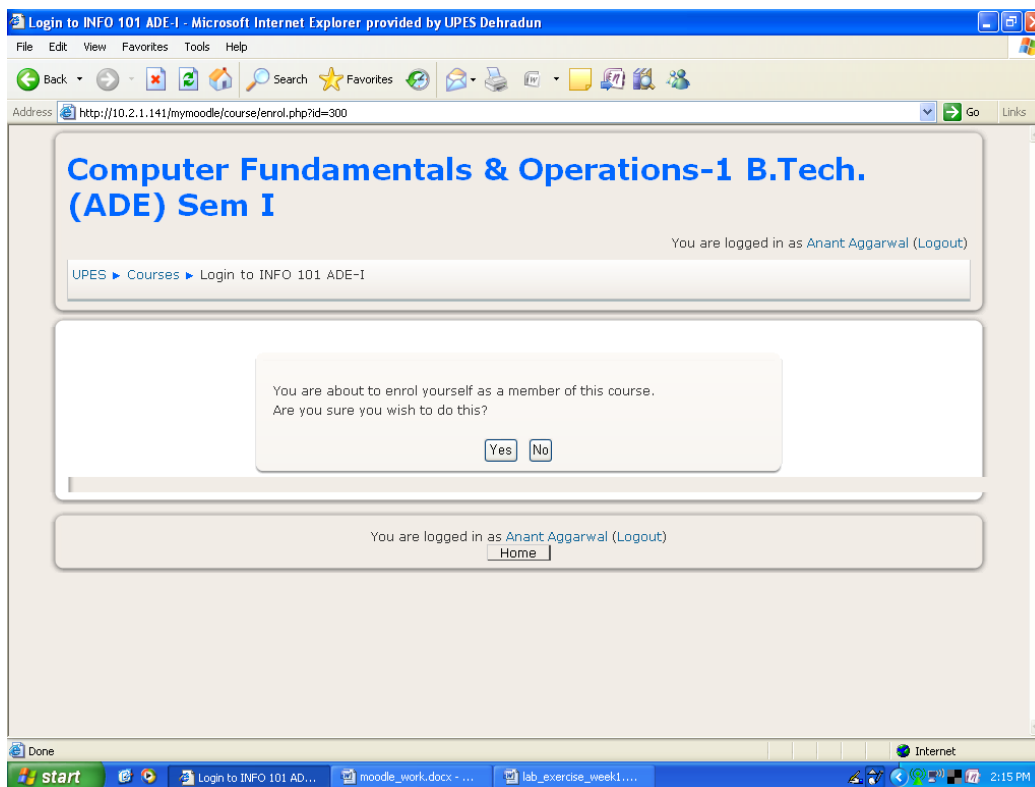
The student is offered a screen, with all the courses as in his/her current semester. (as shown in the fig: 36).

Fig:36 All courses in student's current semester are shown.



The student is supposed to explicitly enroll for the courses, before he/she can begin to view the resources/activities outlined for the particular course. Hence, when the student chooses a particular course, he is asked to enroll. (as shown in fig:37)

Fig:37 Enrolling for the course



Once the student enrolls, he is shown the weekly schedule, with the resources and activities added by the course teacher. The news items are also provided.

The student may click his assignment, and sees it in the following manner (as seen in fig:38).

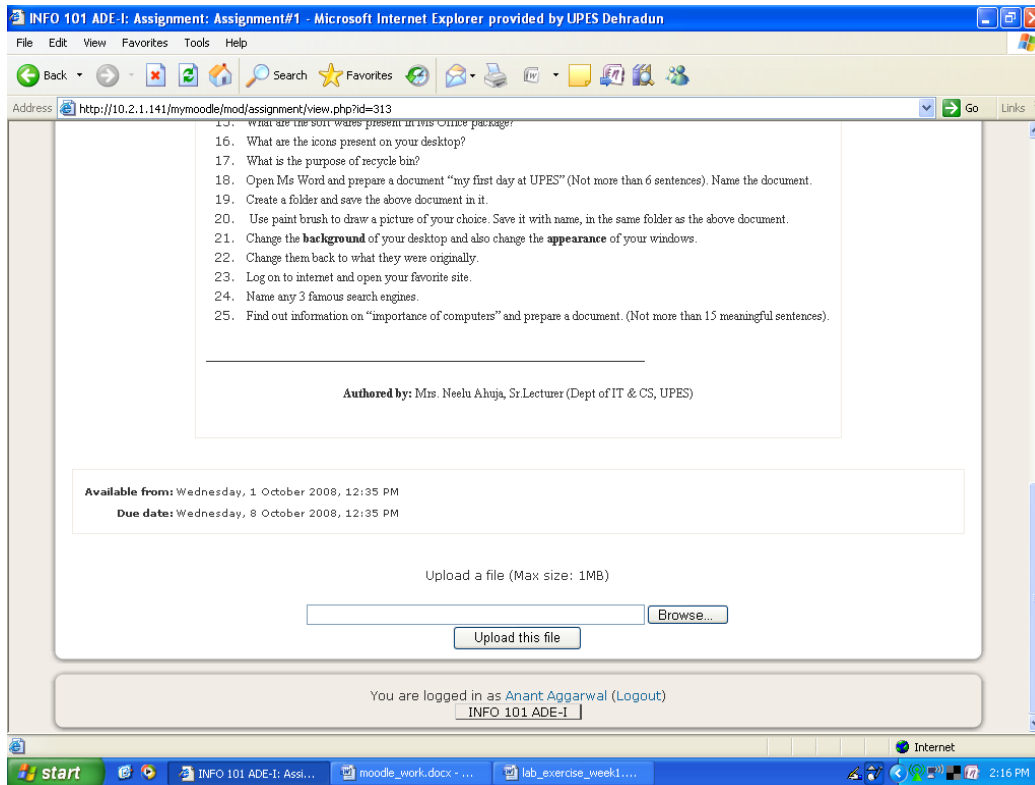


Fig:38 Assignment seen by student

The student can answer the assignment, and upload it as a file. The uploaded file along with the student details is made available to the teacher.

Fig:39 shows the student opening a chat session.

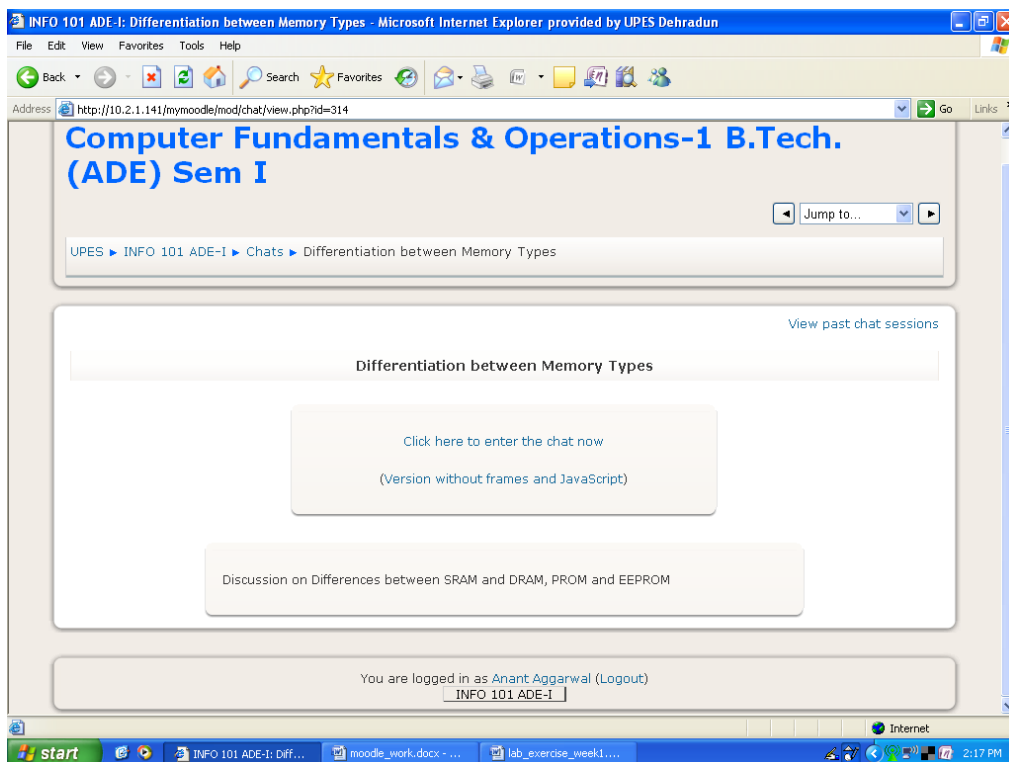
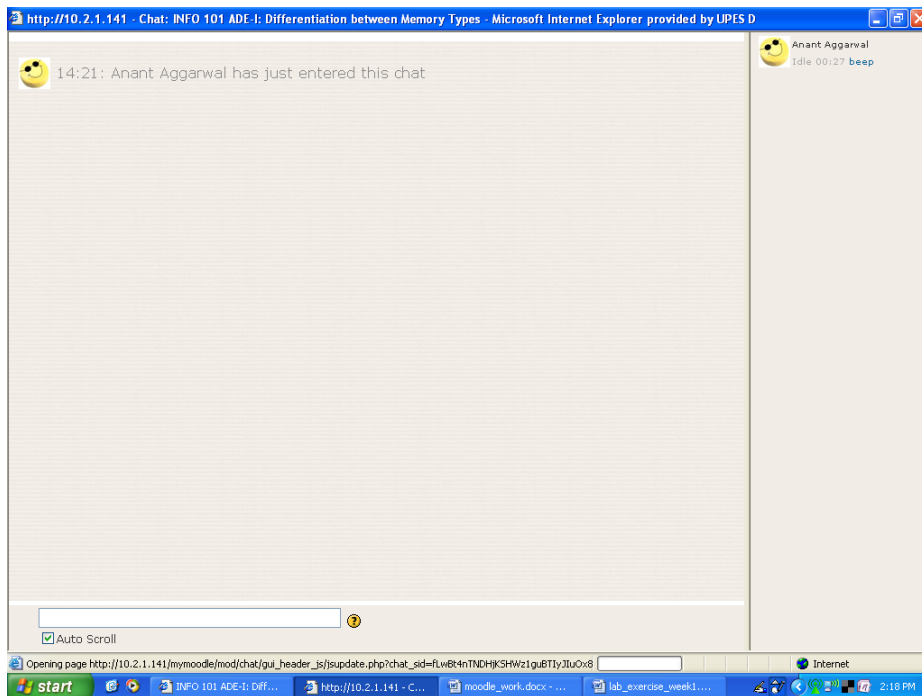
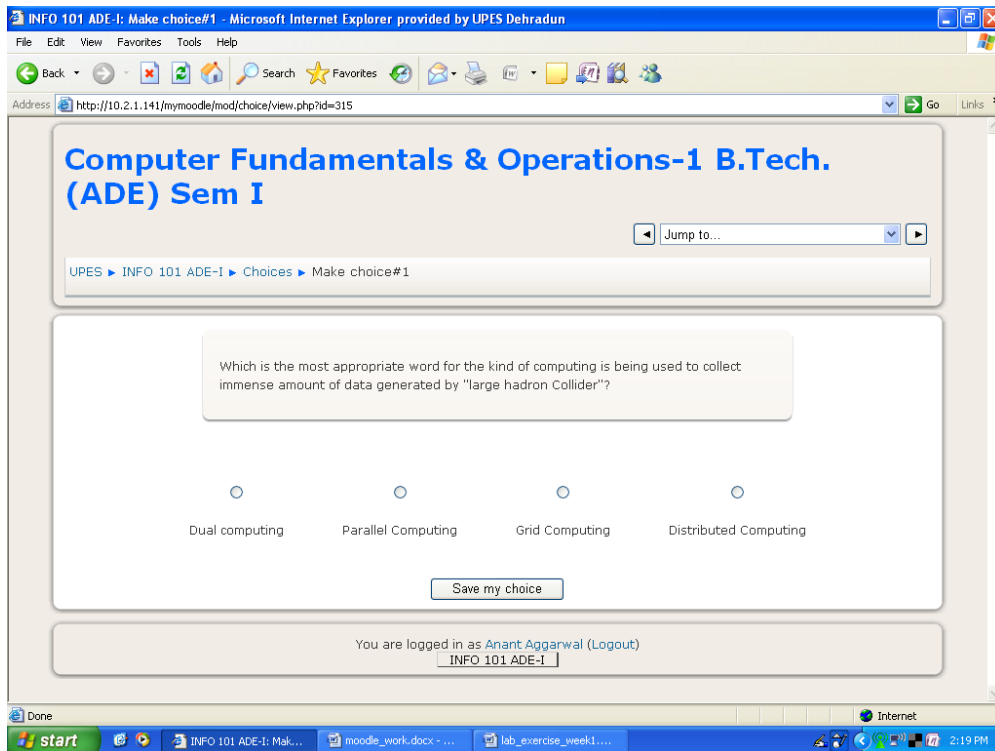


Fig:40 shows the chat session with student logged in.



The text box provided at the lower part of the screen allows entry of messages.

Fig:41 shows the choice question.



Note: The above package, in almost every screen, with every option, provides a **question mark symbol**. This symbol, when clicked provides a popup window, with explanation/description of the item. This serves as an excellent learning tool for first time users.