



ICFAI University Tripura LMS -

Teacher User Manual

An Introductory User Guide for Teachers

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Moodle Course Management Work Flow by Indira Koneru is licensed under [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/).





About The ICFAI University Tripura

The ICFAI University, Tripura was established in 2004 through an Act of State Legislature (Tripura Act 8 of 2004). The University has been approved by the University Grants Commission, under Section 2(f) of the UGC Act, 1956. The University is a member of the Association of Commonwealth Universities, London, Association of Indian Universities, New Delhi, Institution of Engineers (India), Association of Management Development Institutions in South Asia, Department of scientific and Industrial Research, Ministry of Science and Technology, Govt. of India., Confederation of Indian Industry, Vijnana Bharati, Tripura state Yoga association, and academy of Hospital Administration, Govt. of India.

The University believes in creating and disseminating knowledge and skills in core and frontier areas through innovative educational programs, research, consulting and publishing.

About Centre for e-Learning

The ICFAI University Tripura integrates technology in the teaching-learning process. The University has moved to provide academic services to the students using virtual platforms during pandemic situation, COVID-19. In such scenario, to prevent students from losing academic year and blend the technology, ICFAI University Tripura has set up a center for e-learning, which can support maximum academic knowledge by using Learning Management Software (LMS), ICT tools & systems, and also to increase the interest of the students towards virtual platforms. The e-Learning Centre conducts training to the faculty members to design and blend the course effectively on IUT LMS-MOODLE, gather knowledge of the latest e-learning tools, associated web technologies, and become more familiar with the technology-based of the present decade.

About IUT LMS - MOODLE

IUT LMS – MOODLE (**M**odular **O**bject **O**riented **D**ynamic **L**earning **E**nvironment) is an Institutional Learning Management System (LMS) used for blended mode of learning to combine face-to-face and online learning. Promising the technological and pedagogical model for the present generation learners, ICFAI University Tripura initiated to blend the course on this platform to optimize the students learning experience and achieve their learning goals and outcomes. This platform enables the faculty members of ICFAI University Tripura, to design an interactive course, creating various resources and activities, that can be used according to each educational objective and engage the students in collaborative and constructive learning.





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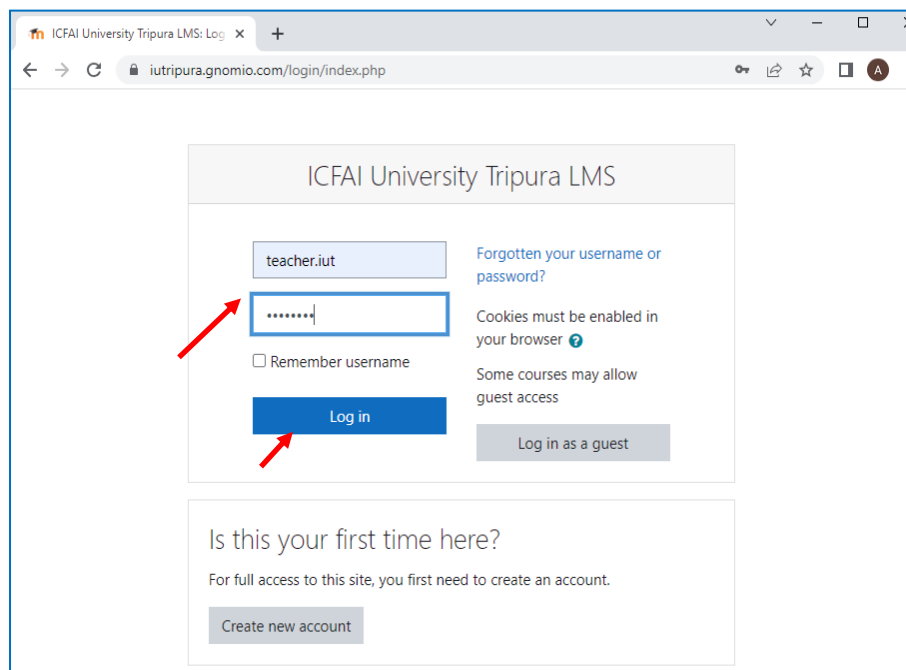
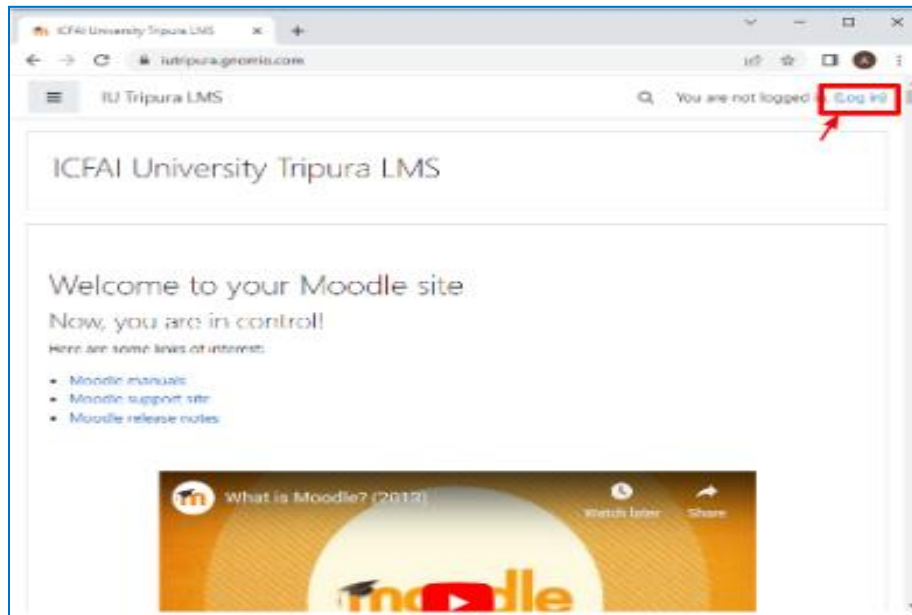
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1. Accessing IUT LMS

Type the link <https://iutripura.gnomio.com/>, and login with your login credentials.

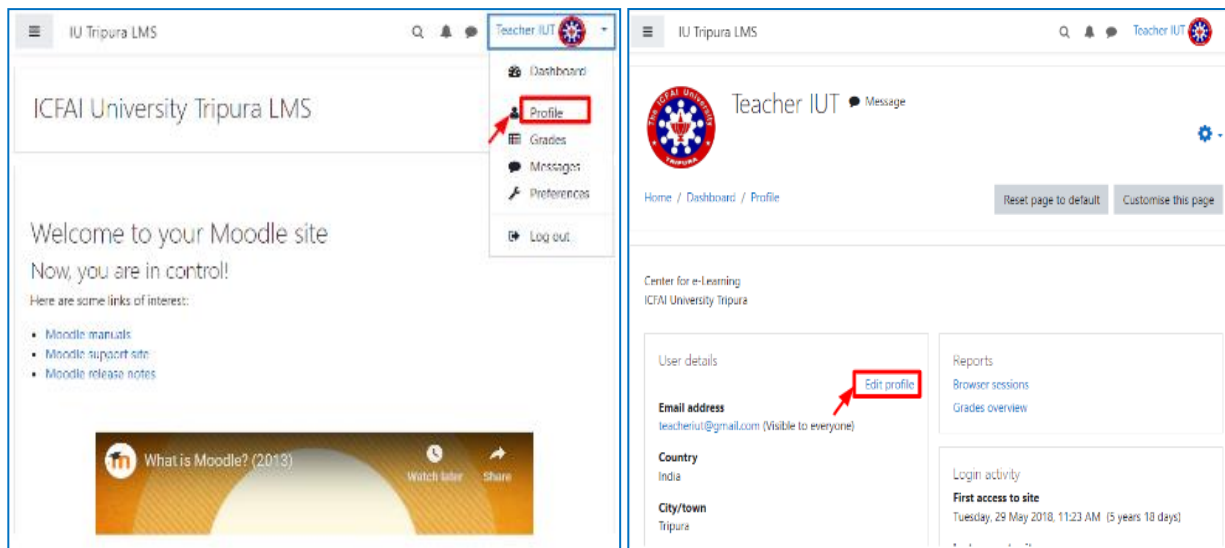


2. General Settings

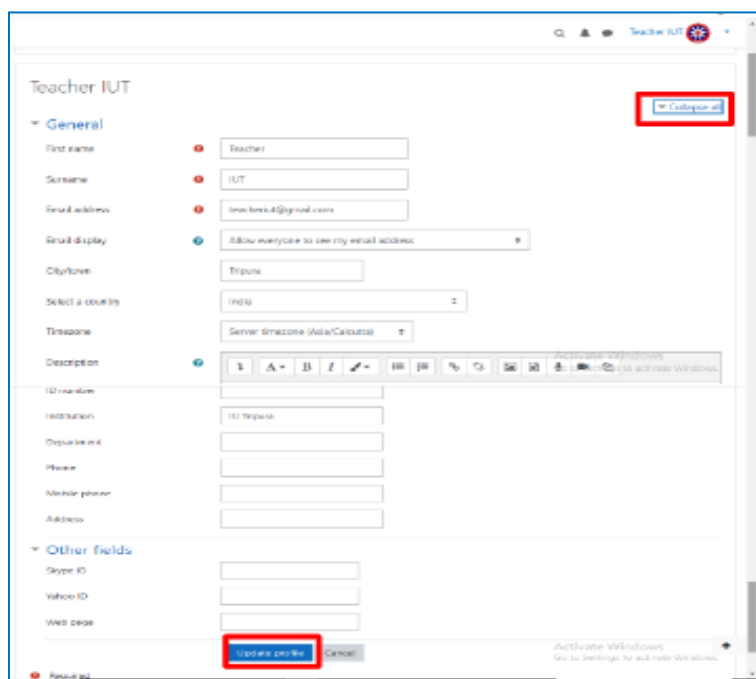
Before proceeding to design the course, the course designers must be aware of general settings of course page, to edit and set with appropriate course title & settings, course introduction, so on.

2.1 Edit Profile

Log in to your account in IUT LMS and click on your name (user menu) on the right top side of the screen to edit your **Profile**.



Click my **Profile** → click the **Edit profile** link as shown in the picture above.



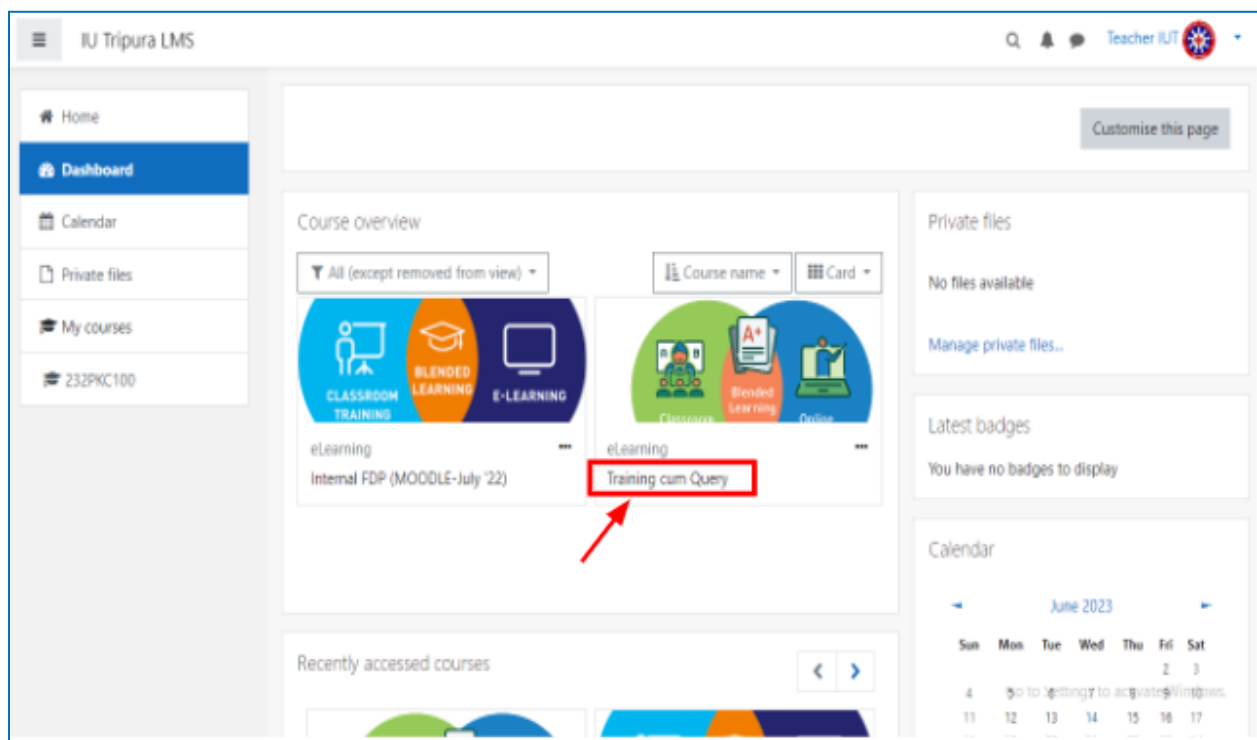
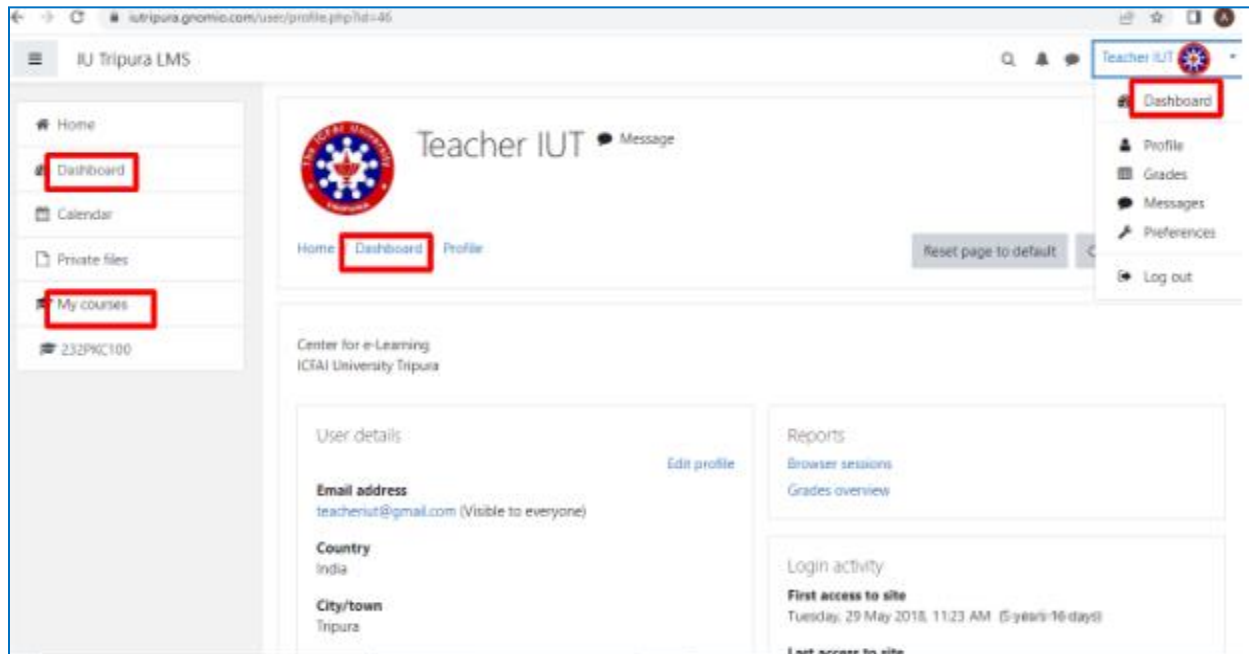
To Edit your profile:

- Click the **Expand all** link (top right) and all the add required details from General to Other fields, like Email ID, city, country, time zone, text your brief description in **Description** box, upload your photo in **User Picture**, etc.
- Once the details are edited, click the **Update profile** button.



2.2 About Course/Dashboard

You can locate your course from **My courses** on left side of the screen or from the **Dashboard** as seen in the pictures.




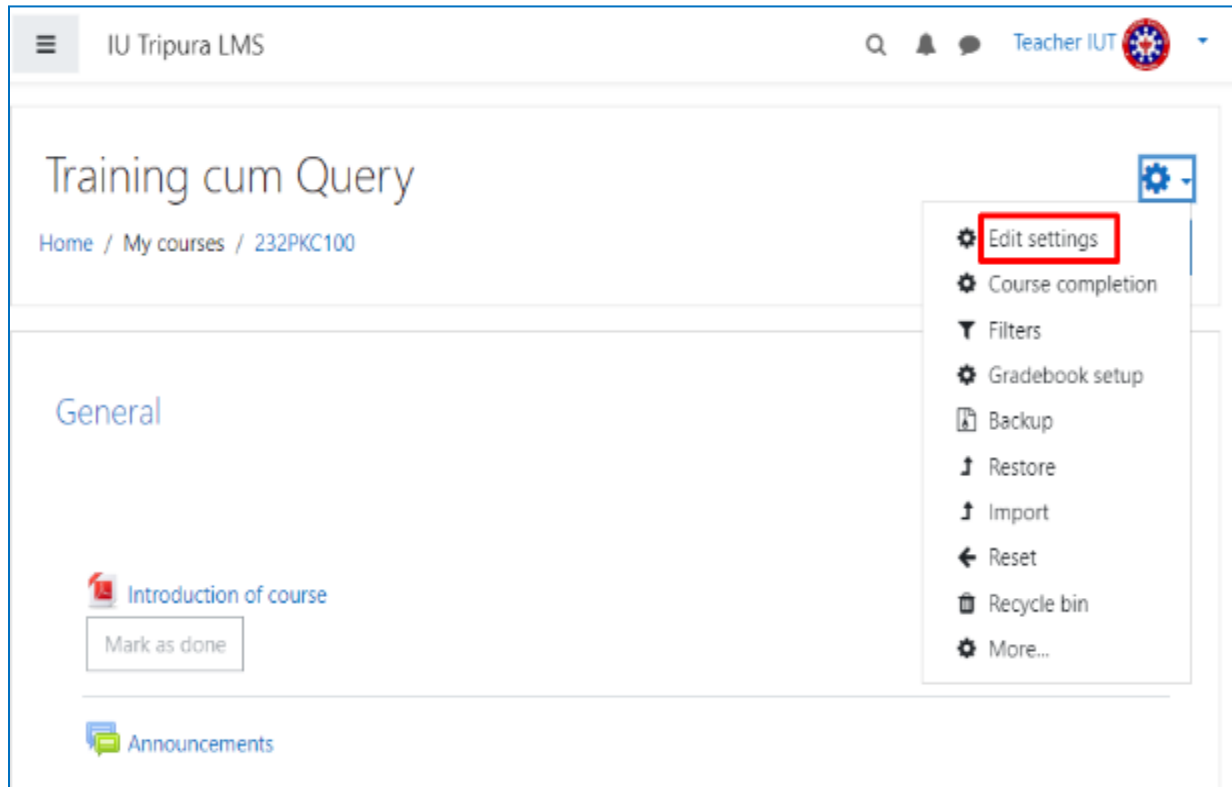
Locate your respective course from the **Dashboard**.





2.3 Edit Course Title & Settings

Click gear button () seen on right side of your course page, below user menu → click on **Edit settings**, to edit your course settings.



Once you are on **Edit course settings** screen, click **Expand all** link. In the **General** block, update required settings → Course full name (Course Title), short name (Year Sem Course Code), course start date and end date. If the course with course code PKC100 is designed for 3rd semester in the year 2023, then short name will be 233PKC100. In the **Description** block, add course description (2-3 lines) add course image. In the **Course format** block, choose a required format (Topics / Weekly format / Social format) → Specify Number of sections → Choose a Course layout → Show all sections on one page / one section per page. In the **Files and uploads** block, choose 1 MB- 2 MB, to avoid unnecessary/overload. In the **Completion tracking** block, it is advisable to **enable completion tracking** and **show activity completion conditions**, which is helpful to track the progress of the students. Once course settings updated, click **Save and display**.





IU Tripura LMS

Edit course settings

Teacher IUT

College of IT

General

Course full name: Training cum Query

Course short name: 252P6C100

Course category: e-Learning

Course visibility: Show

Course start date: 5 January 2023 00:00

Course end date: 26 July 2023 00:00 Enable

Course ID number: 252P6C100

Description

Accepted file types:
Image (GIF) .gif
Image (JPEG) .jpg
Image (PNG) .png

Course format

Format: Topics format

Hidden sections: Hidden sections are shown in collapsed form

Course layout: Show all sections on one page

Edit course settings screen

IU Tripura LMS

Teacher IUT

Appearance

Force language: Do not force

Force calendar: Do not force

Number of announcements: 5

Show gradebook to students: Yes

Show activity reports: No

Show activity dates: Yes

Files and uploads

Maximum upload size: 2MB

Completion tracking

Enable completion tracking: Yes

Show activity completion conditions: Yes

Your word for 'Authenticated user on frontpage'

Save and display Cancel

Required

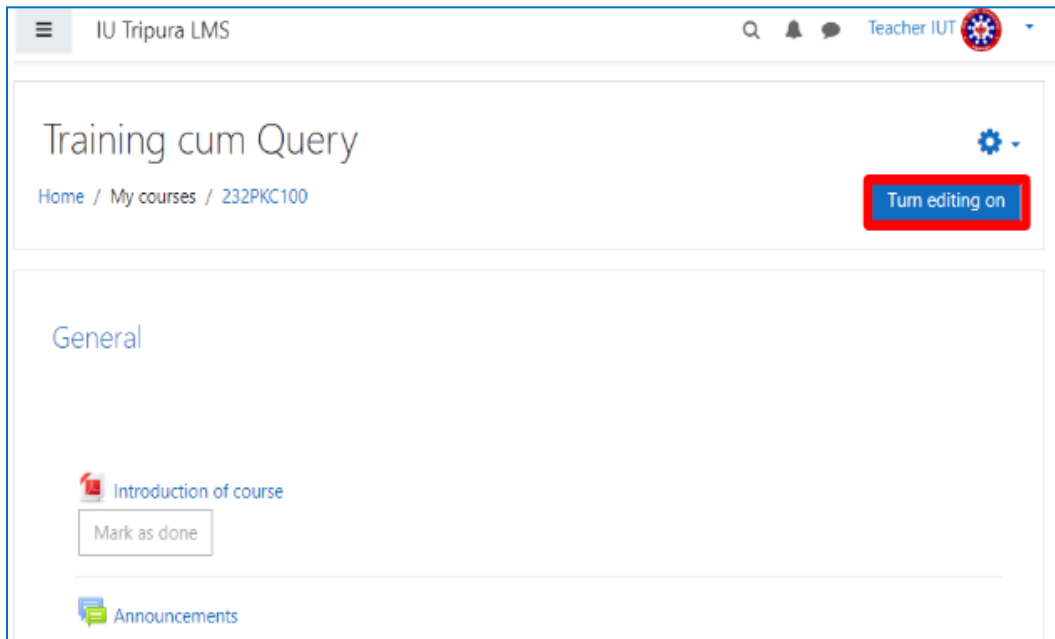
Click Save and display once course settings updated



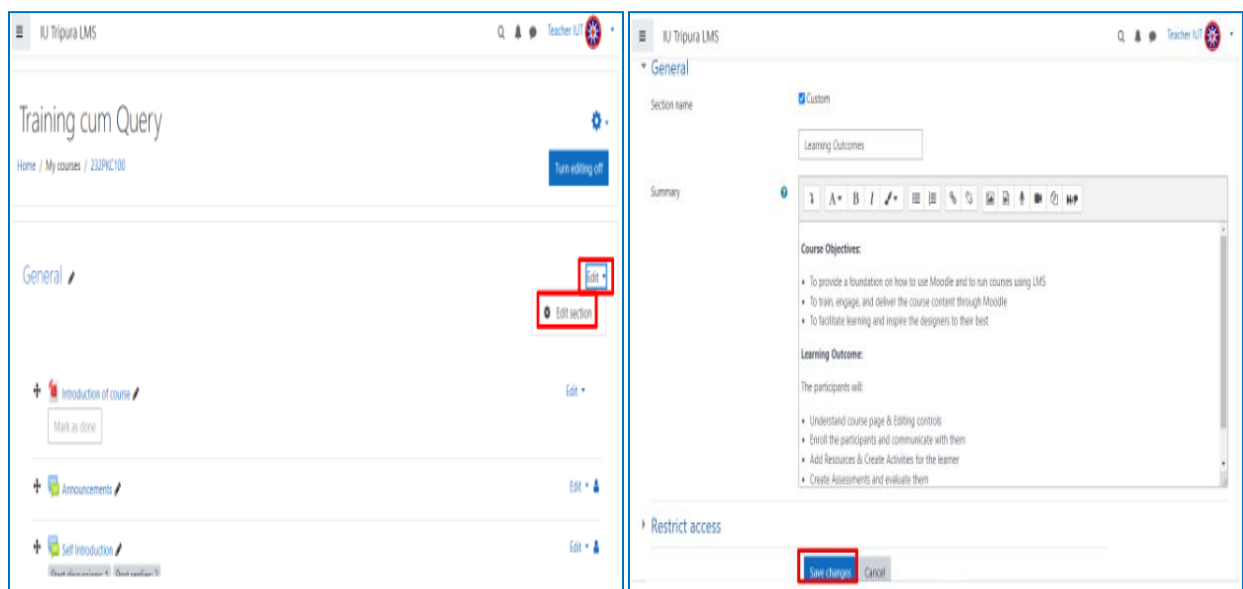


2.4 Edit Course Introduction

To edit Course Introduction, click **Turn editing on**, on your course page. It is possible to design the course with required resources/activities only after enabling Turn editing on.

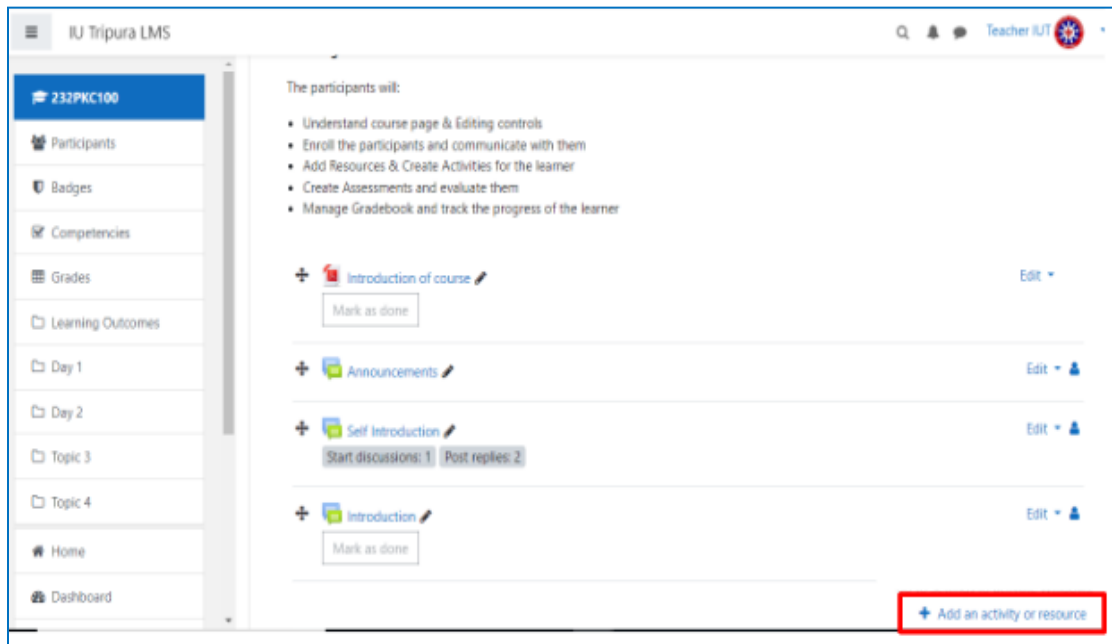


Now **Edit** icon is visible → click **Edit section** as shown in the picture below, to add course introduction/summary/outcomes/introductory video/ so on, as per the requirement and once edited → **Save changes**.



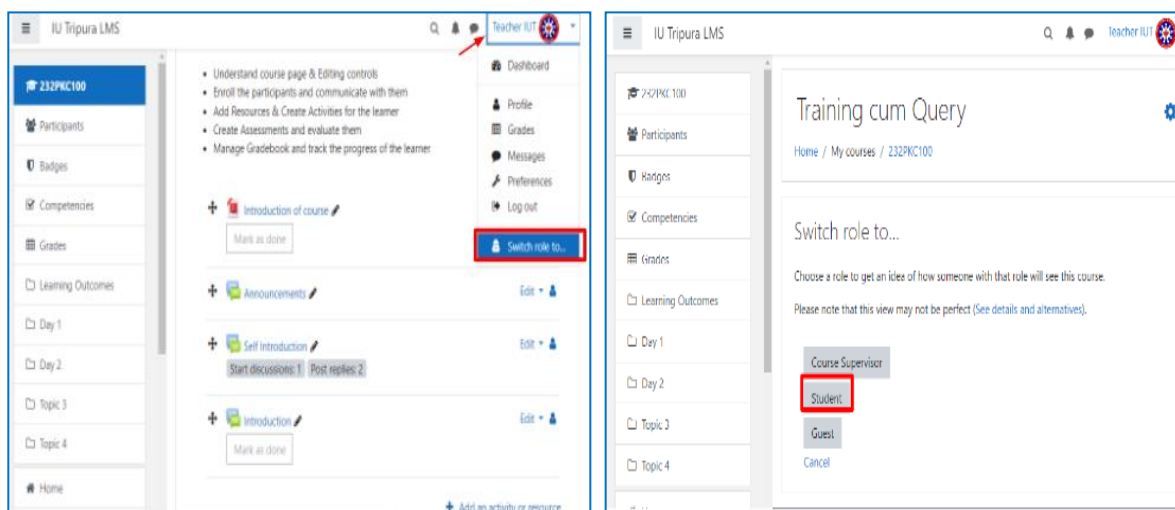
2.5 Adding Course related Resources/Activities

To add an activity or resource related to course/syllabus → click **Add an activity or resource**, choose and click required resource/activity → give a name & description → click on **Save and return to the course**.



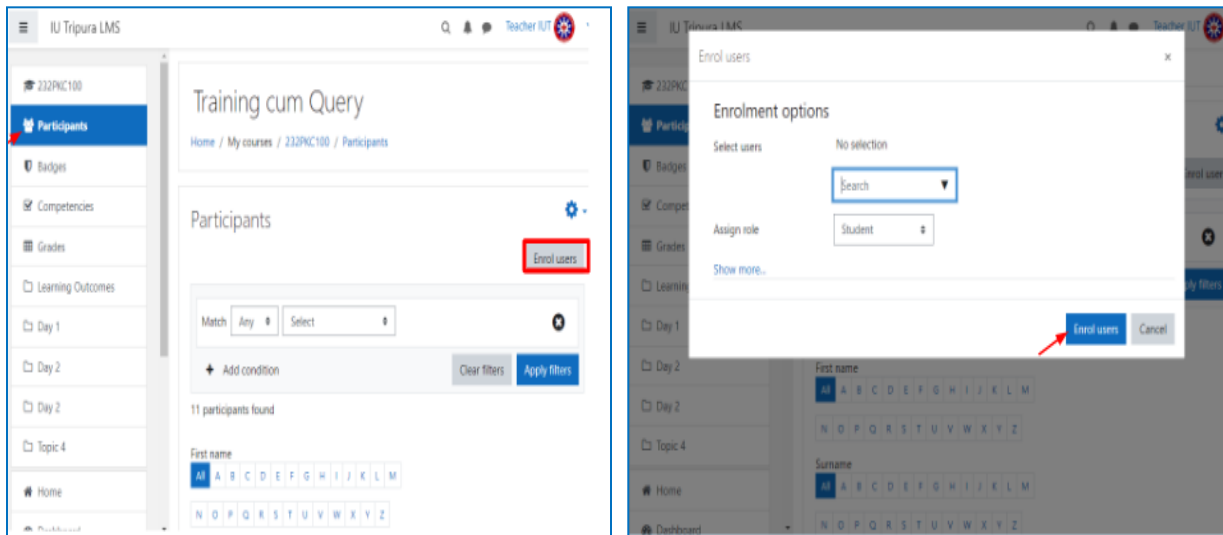
2.6 Switching to Student Role

It is always advisable to check the design of the course from student role. For this click user menu in your course page as shown in the picture below → **Switch role to..** → click on Student and view the course from student point/role.

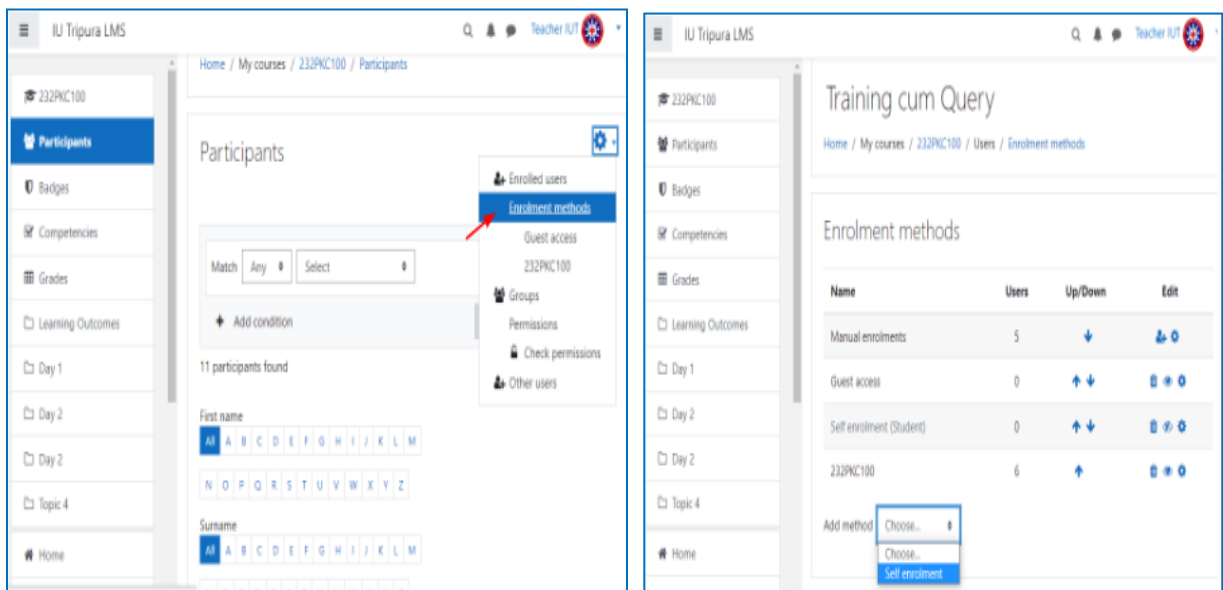


2.7 Enrolling Students

To enroll the student into your designed course, they must be an authenticated user on the IUT LMS site. There are different methods to enroll the students to access your course. One of the methods is to enroll the students manually by clicking **Participants** found on left side of the course page(below short name of the course) → **Enrol users** → text mailed of the student in the search field under **Select users** → **Enrol Users**.

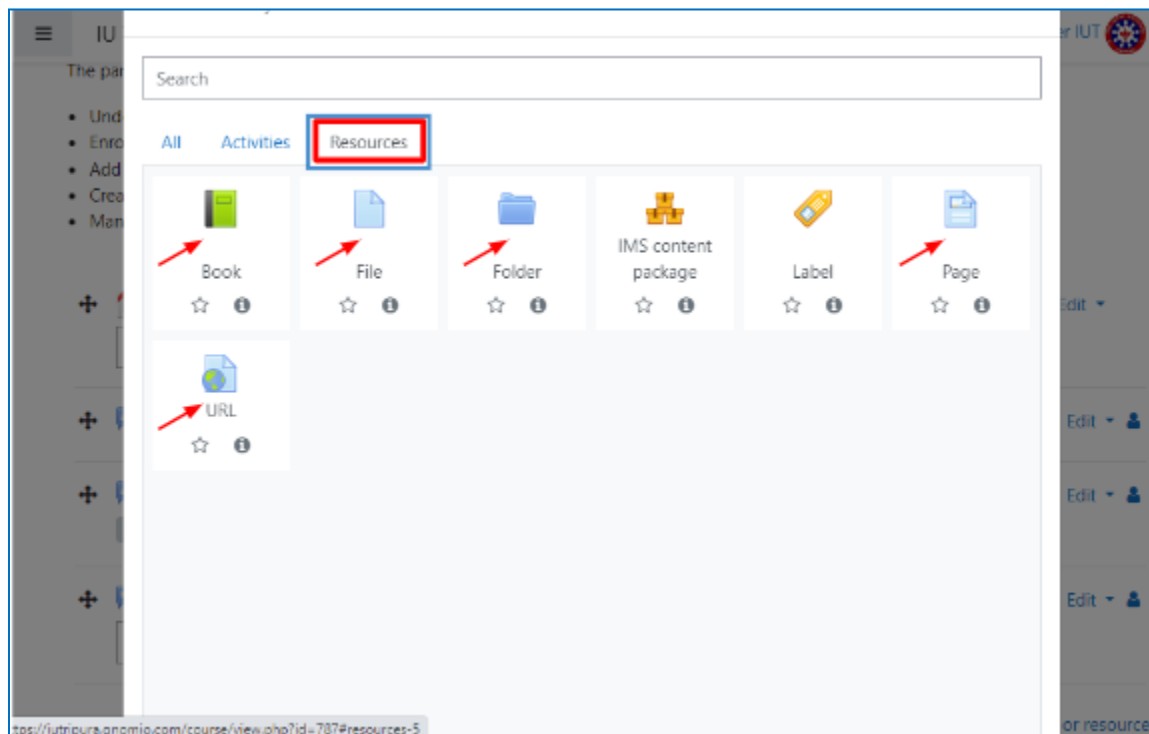
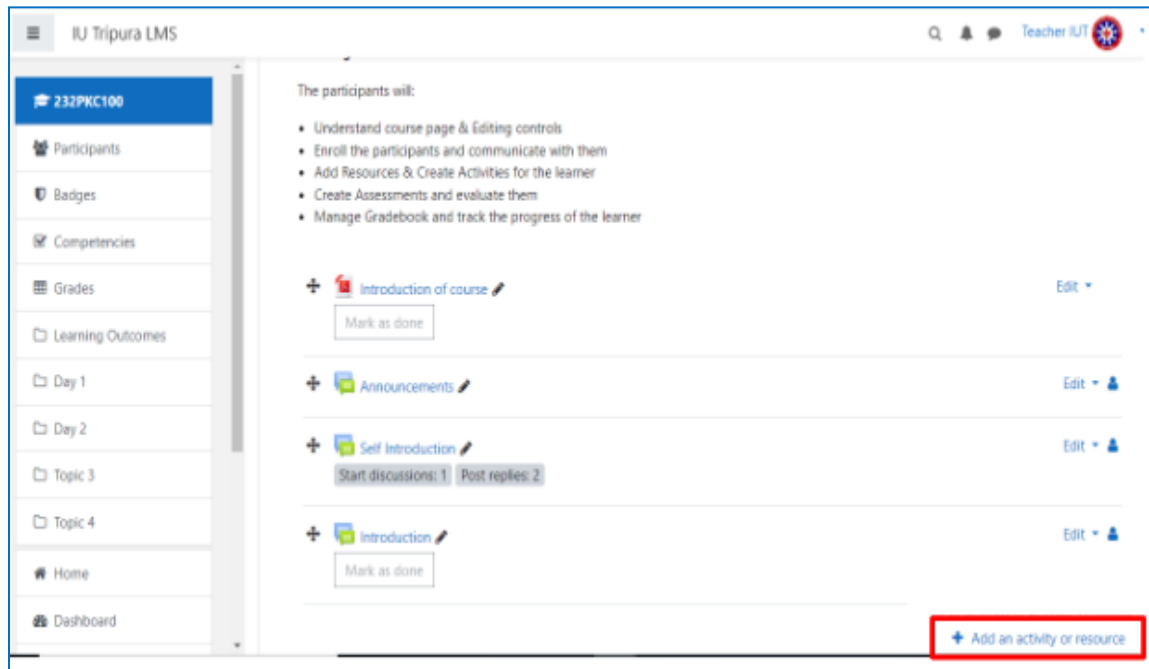


One more way is → click gear button (⚙️) seen on right side of **Participants** → **Enrolment methods**, and add **Self enrolment** method as shown in the picture below. The student will enroll himself/herself with the provided self enrolment key.




3. Adding Resources

To add resources to your course like word/pdf/PPT file(s) or links, go to your course page → Turn editing on → **Add an activity or resource** → choose the **Resources** to be added.






3.1 Adding a File

To add a file to your course say it is a word/pdf/PPT file, go to your course page→Turn editing on → **Add an activity or resource** → click **Resources**→ Select **File** → Click the Expand all link (top right) → text file **Name** and provide **Description** of the material → Select files or **drag and drop file** to be added. To add the file click Add tab () to upload the file using **File Picker**→Click on **Upload a file** link→ choose the file→ click on **Upload this file** button. After updating required fields → **Save and return** to the course.

3.2 Adding a Folder

The folder module enables a teacher to share a number of related files in a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.

From your course page→Turn editing on → **Add an activity or resource** → click **Resources** Select **Folder** → Click the Expand all link → Give a **Name** and provide **Description** for the provided files →Select files by clicking Add tab () to upload the file using **File Picker** or zip and **drag and drop** a folder to be added →Click the Upload button to add a folder →**Save and return** to the course.

3.3 Adding a Page

A page displays text, images, video, and web links. To add the **Page** from your course page, **Turn editing on** →**Add an activity or resource** → Select **Page**→Click the Expand all →Give a **Name** and provide **Description**→ Add Content (Text, image, video)→ Click on **Save and return** to the course.

3.4 Adding a URL

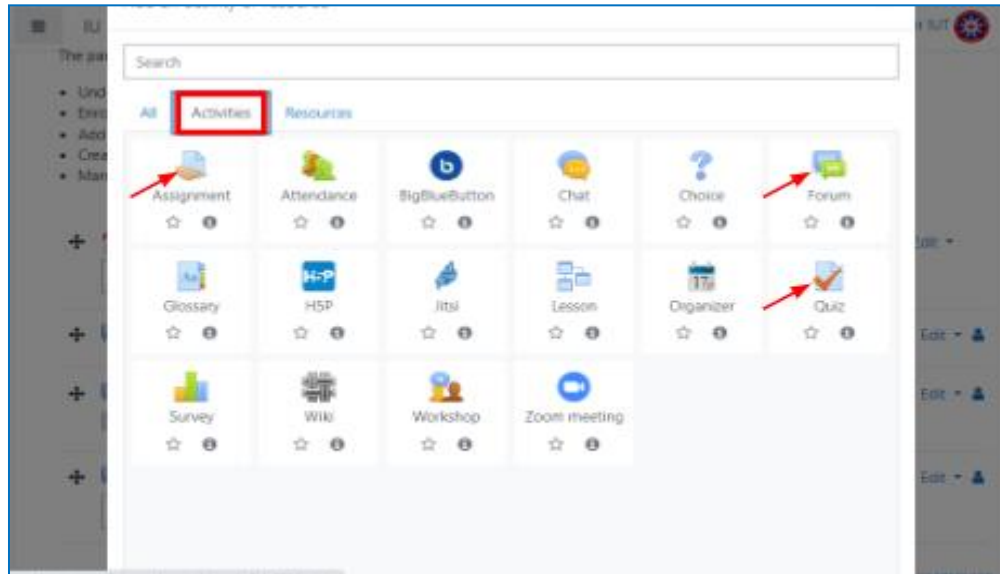
Course page→**Turn editing on** →**Add an activity or resource** → Select **URL**→Click the **Expand all** link→Give the Name & Description External link (Web resource)→ Copy & paste the URL→ Click on **Save and return** to the course.





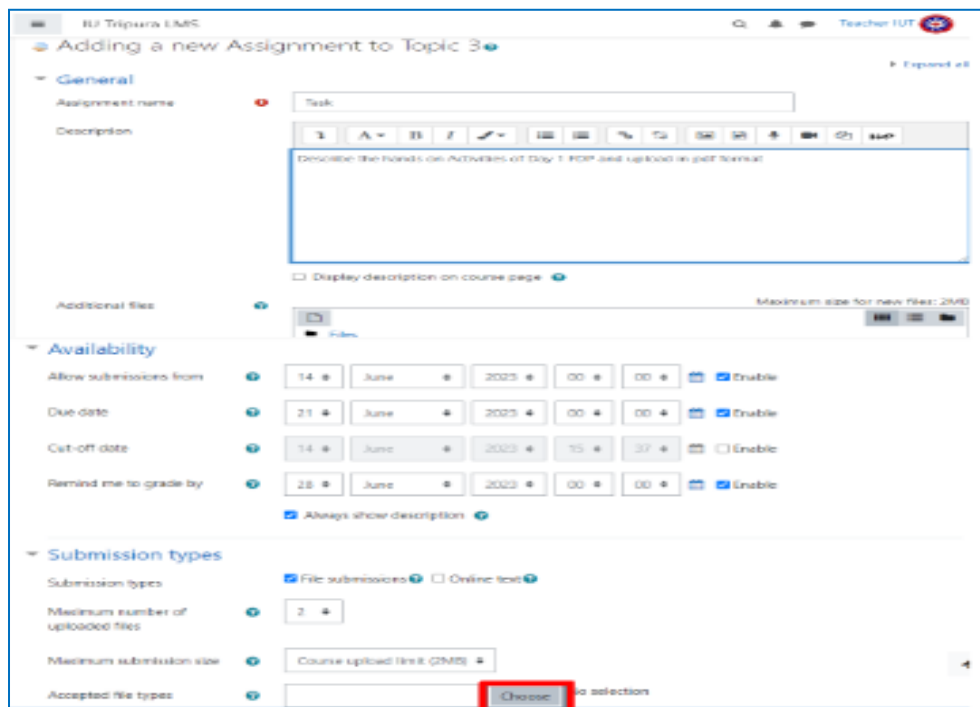
4. Creating Activities

To add and assign activities to your course like forum, quiz, assignment, and so on, Turn editing on → **Add an activity or resource**, on desired topic → choose the **Activities** to be added.



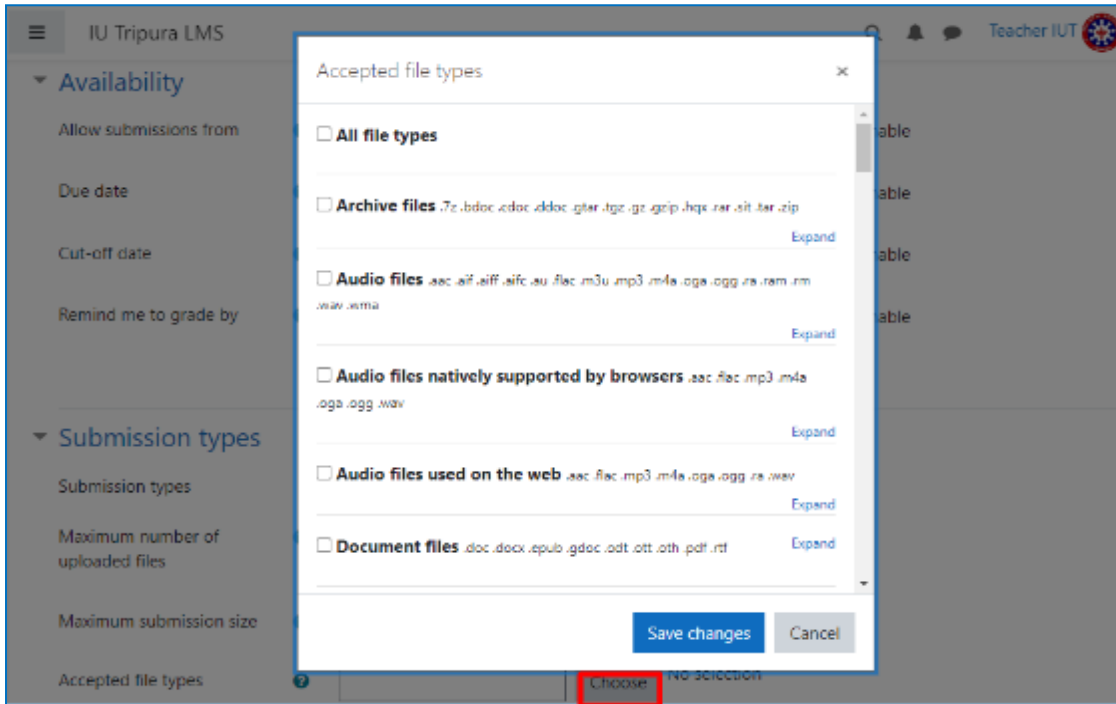
4.1 Assignment

To create an assignment, go to course page → **Turn editing on** → **Add an activity or resource** Choose **Assignment**.





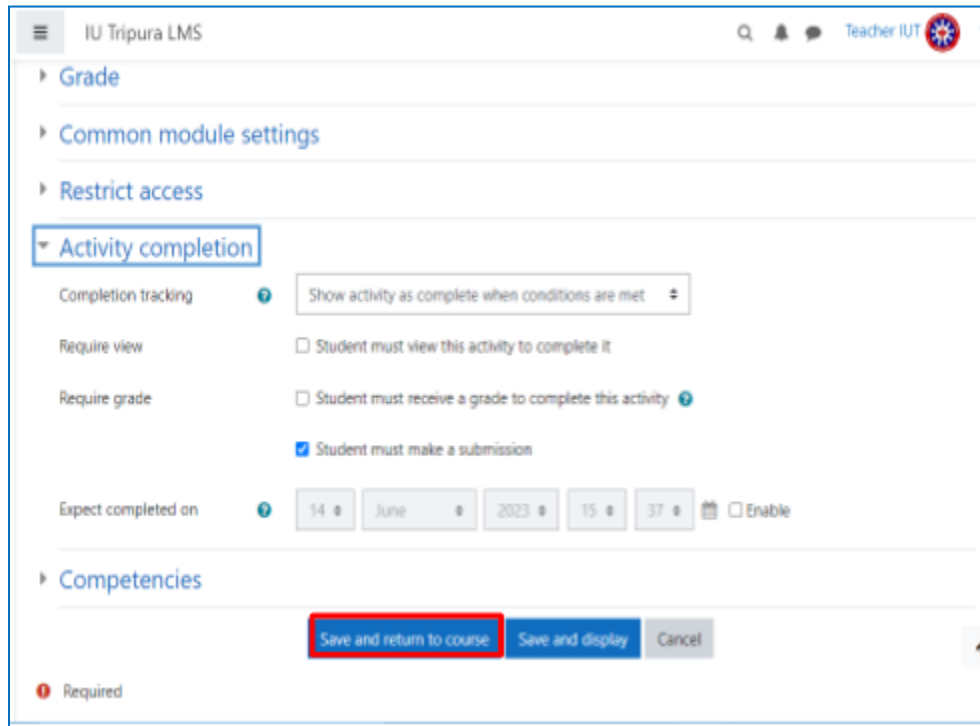
Click the **Expand all** link → **General** block → **Assignment Name** → **Description** give required instructions to students → add **Additional files** depending on requirement. In the **Availability** block, Enable and specify the dates to allow the submission, due date, cut-off date (grace period) and time.



Under **Submission types**, check **File submissions** → Specify **Maximum number** of uploaded files and Maximum file **submission size** (as less as possible) and you can also choose the **Accepted file types** to be submitted; and for **Online text**, enable Word limit which indicates maximum number of words that each student will be allowed to submit → Under **Feedback types**, choose Feedback comments (leave feedback comments for each submission) / Feedback files (to upload files with feedback when marking the assignments) and Offline grading worksheet (to download and upload a worksheet with student grades when marking the assignments) → Under **Submission settings**, enable **Require students click submit button** (students will have to click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system) → enable **Require students accept the submission statement** (students accept submissions are his/her original work). → Under **Notifications**, enable/disable Notify graders about submissions → Under **Grade** block, select **Type** – Point/Scale. For Point → specify **Maximum points** → **Grading method** – Simple direct grading → **Grade to pass** – specify minimum pass grades → Set **Use marking workflow** to Yes to go through a series of workflow stages before being released to students, which indicates - Not



marked (the marker has not yet started); In marking (the marker has started but not yet finished); Marking completed (marker has finished but might need to go back for checking/corrections); In review (the marking is now with the teacher in charge for quality checking); Ready for release (the teacher in charge is satisfied with the marking but wait before giving students access to the marking); Released (the student can access the grades/feedback) → Enable Use marking allocation to allocate markers to particular students → **Activity completion** block tracks the progress of the student. Choose the right completion tracking → Click on **Save and return to the course**.



4.1.1 Grading Assignment

On your Course page → click the created assignment → scroll to end of the page to **View/grade all submissions** → Scroll down to **Options** → **Filter** → **Requires grading** → Click on the download submissions → Click the Grade icon → grade, set marking workflow and provide feedback **Save changes**.

OR From the Grade action dropdown, click the Download all submissions and Download grading worksheet → Open and save the downloaded worksheet as .csv file → Add Grades and Feedback (optional) → Click the Upload grading worksheet in the Grade action dropdown. Check Allow updating records that have been modified more recently in Moodle than in the spreadsheet → Upload grading worksheet → Confirm → Continue

4.2 Creating a Forum

To create a Forum, go to course page → **Turn editing on** → **Add an activity or resource** Select **Activities** → Choose **Forum**.

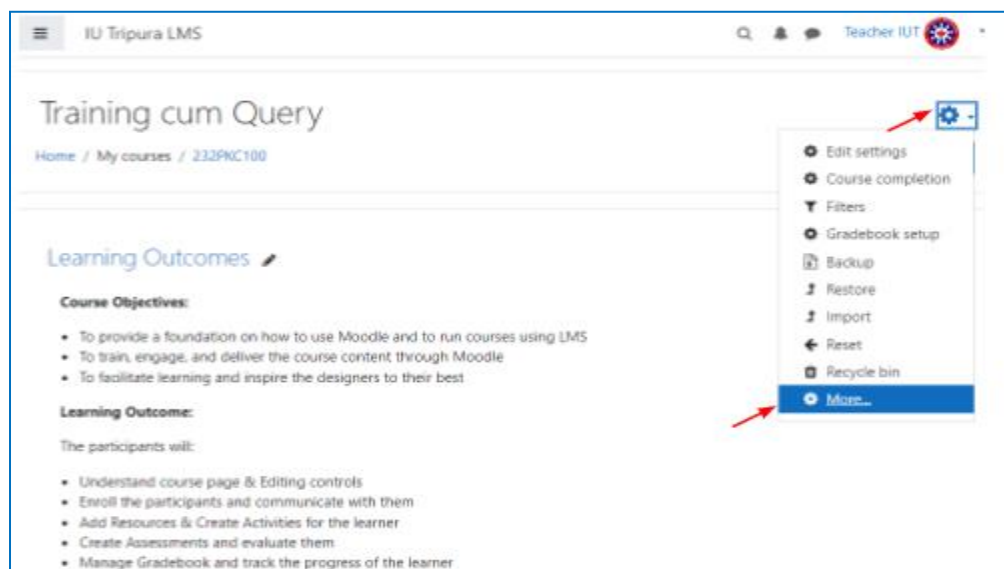
Click the Expand all link (top right) → **General** block, give a **Forum name** → **Description** (instructions for participation) → Choose a Forum type – A single simple discussion (A single discussion topic which everyone can reply to) / Each person posts one discussion (Each student can post exactly one new discussion topic, which everyone can then reply to) / Q and A forum (Students must first post their perspectives before viewing other students' posts) / Standard forum for general use (An open forum where anyone can start a new discussion at any time) → in the **Attachment and word count** block, specify Maximum attachment size; number of attachments (preferably 1); and enable/disable Display word count → In the **Subscription and tracking** block, set the Subscription mode to Forced (Everyone is subscribed and cannot unsubscribe), and Set Read tracking to Forced (students can track read and unread messages in the forum and in discussions) → In the **Ratings** block, choose Aggregate type (Optional) and Scale (grade) Type – Point to rate student's participation → Specify Maximum points and Grade to pass (under Grade area) → Specify dates to Restrict ratings particular students → Choose the right completion tracking in the **Activity completion** block → **Save and return to the course**.

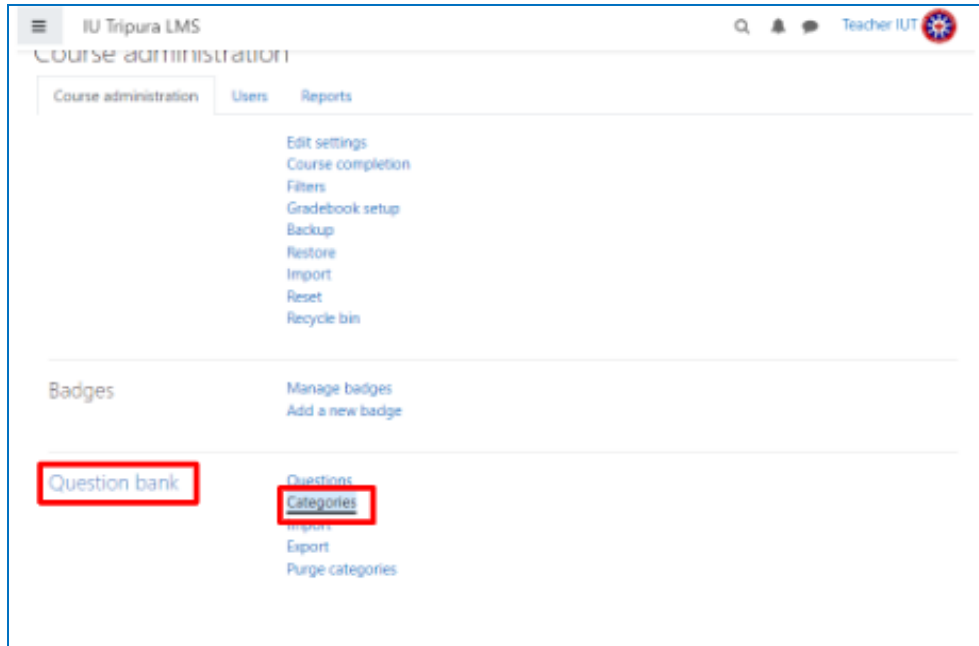
4.3 Creating Question Bank and Quiz

To assess the progress of students in form of questions, questions must be created in question bank categories. It can be done by importing questions or adding a new question.

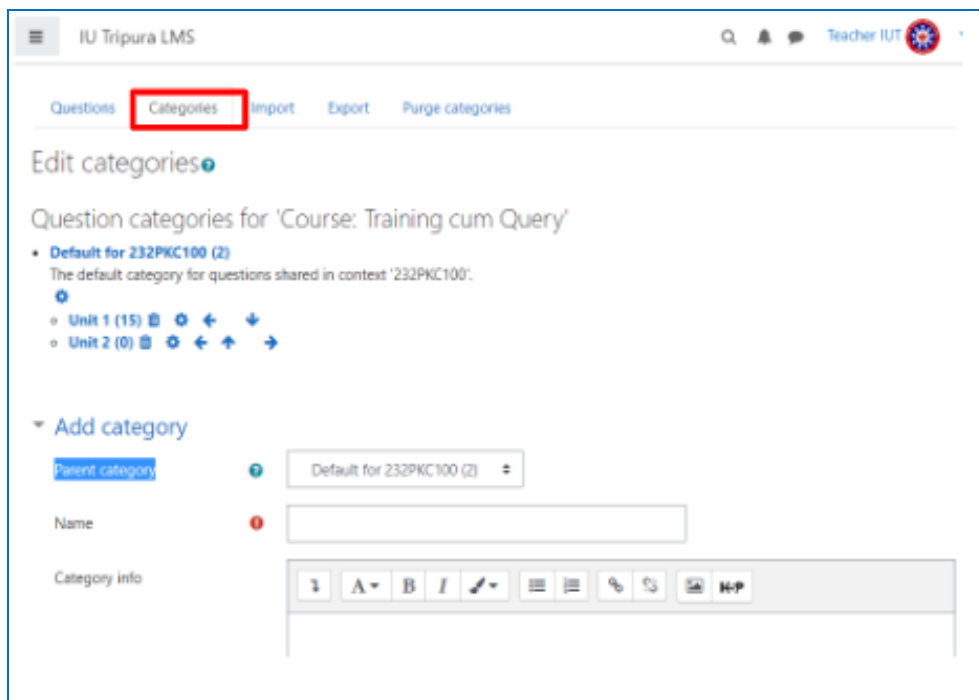
4.3.1 Creating Question Bank

To create a Question Bank, from Course Page → click gear icon → click **more...** link → **Question Bank** in the Administration Block





Click on **Categories**→ Choose the **Parent category** (Default for your course) – into which the new category will be placed / Top→Give a Name to the category and category info (optional) click on **Add category**→ Repeat the steps for creating the required number of categories and subcategories.



4.3.2 Importing Questions to Question Bank

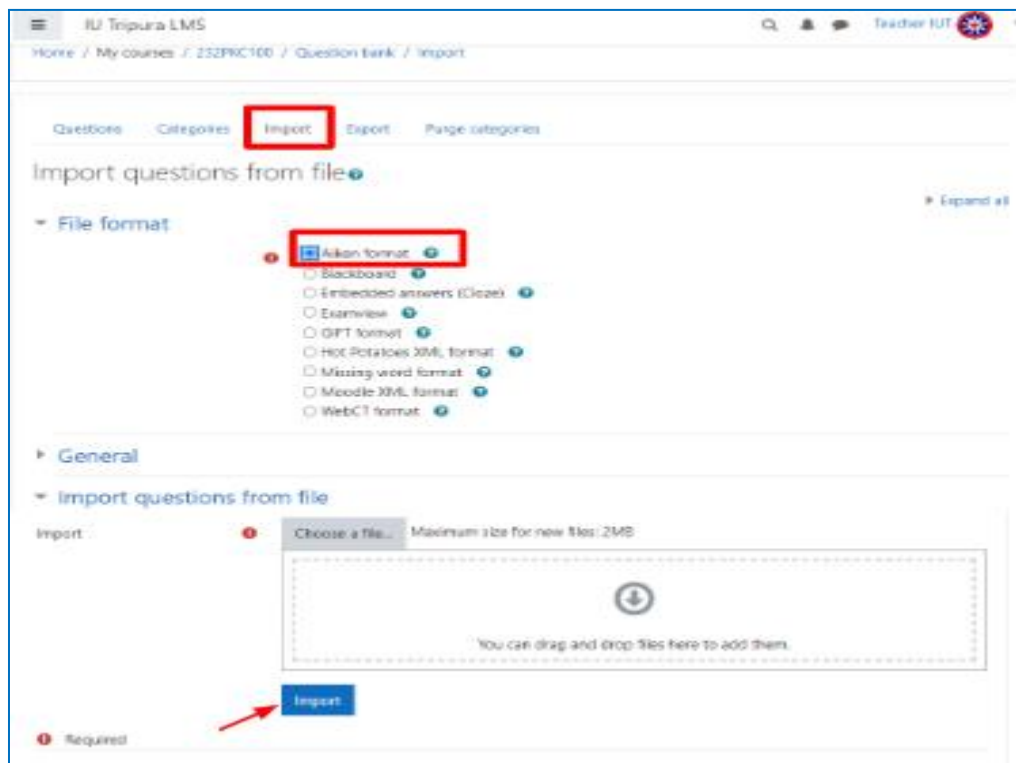
This enables us to import questions in a variety of formats, namely, GIFT, Aiken, Moodle XML.

Aiken Format is a simple format for importing multiple choice questions from a text file.

- The question must be all on one line. Each answer must start with a single uppercase letter, followed by a period '.', then one character space.
- The answer line must immediately follow, starting with "ANSWER: " (NOTE the space after the colon) and then giving the appropriate letter.

NOTE: The answer letters (A, B, C etc.) and the word "ANSWER" must be in uppercase as shown, otherwise the import will fail

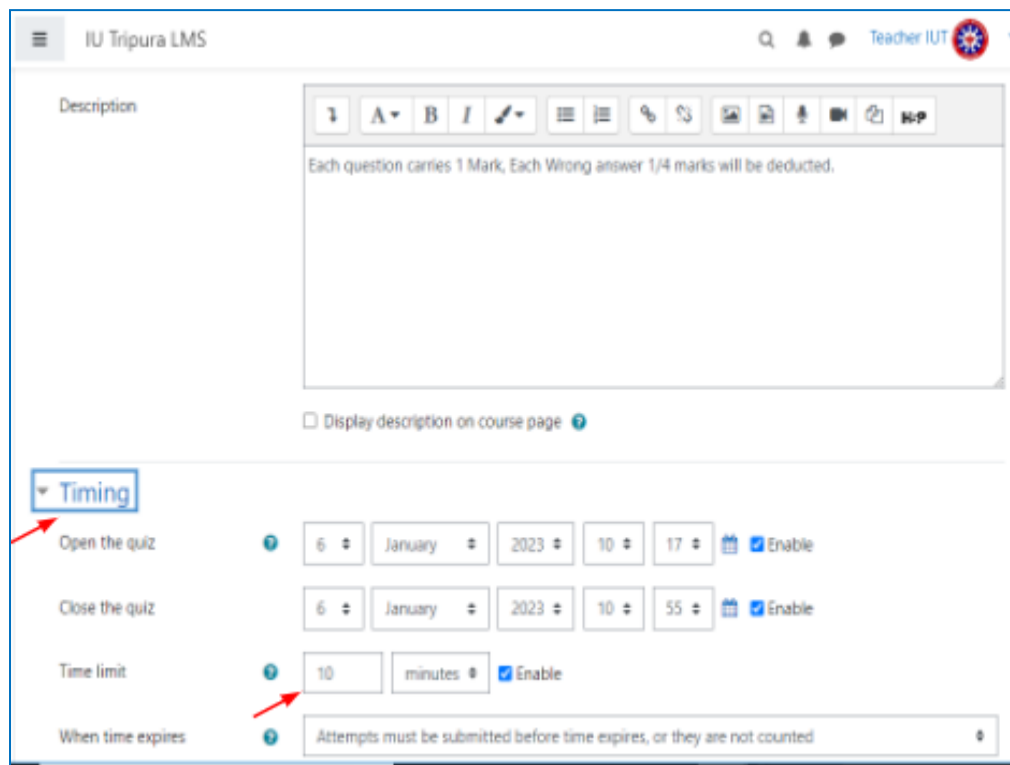
To import Questions into Question Bank, from Course Page → gear icon → **more...** → **Question Bank** in the Administration Block → click on **Import** link → Click the **Expand all** link → **File Format** section → choose **Aiken format** → **General** section choose a category (you have created) to import questions → In the **Import questions from file** section, click **Choose a File** / Drag and drop the file → Click on **Import** → Click on **Continue** to view the questions imported

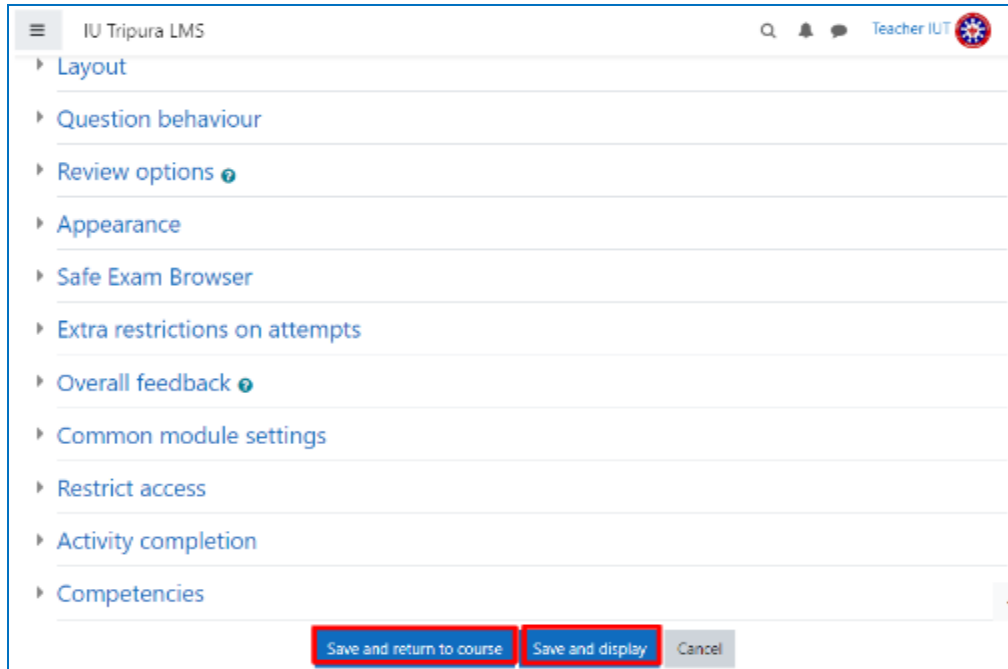




4.3.3 Creating a Quiz

On Course page, under required topic → **Add an activity or resource** → **Activity** → choose and click **Quiz** → **Expand all** link (top right) → In the **General** block, give a Name and Description (instructions to students) – you can also embed a video to be watched before answering quiz questions → In the **Timing** block, Enable and specify the date and time to open and close the quiz → Set Time limit (displays countdown timer to students in the quiz navigation block) → Set when time expires - to Open attempts are submitted automatically / There is a grace period when open attempts can be submitted, but no more questions answered (if selected, specify the Submission grace period in seconds, minutes, hours, days) → In the **Grade** block, set Grade to pass - the Attempts allowed (preferably 1) - Grading method (if more than 1 attempt) → In the **Layout** block, Specify the number of questions per page (to insert page break) or Never, all questions on one page → In the **Question behavior** block, enable Shuffle within questions (applies to multiple choice and matching questions) - choose Deferred feedback (students will see feedback only after submitting the quiz)/immediate feedback → choose preferred **Review options** (what information students can see when they review a quiz attempt) → click **Activity completion** to track the activity done by the student → click on **Save and display** → click **Edit quiz** to add questions → Add Maximum grade → Enable Shuffle (shuffles order of the questions) **Save** / or **Save and return to course**.



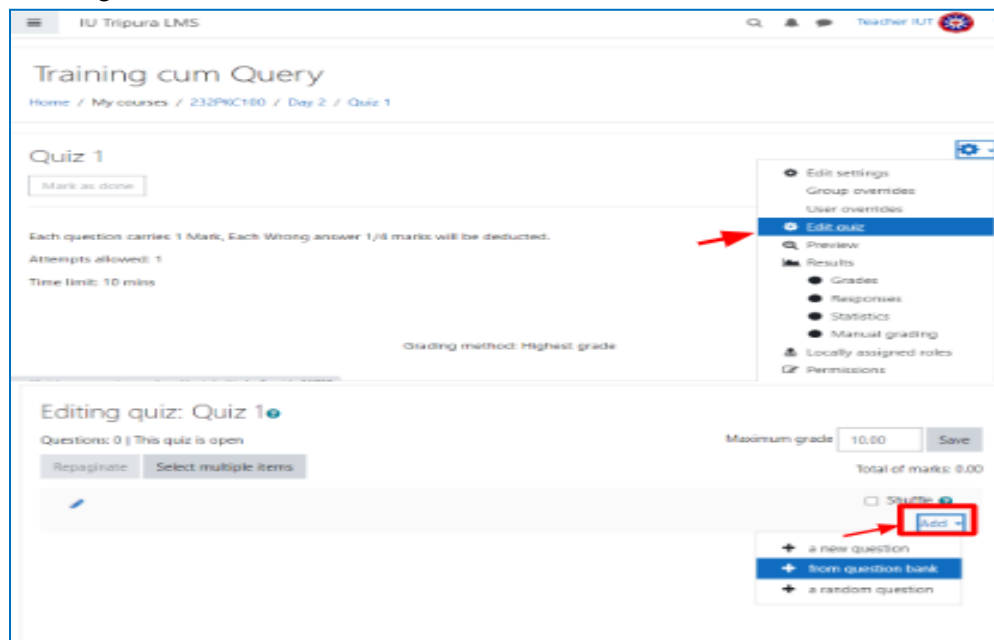


4.3.4 Adding Questions to the Quiz

After creating the quiz, questions can be added from question bank or add a new question.

(i) Adding Questions to the Quiz from Question Bank

You can also add questions by clicking on the created **Quiz** → gear button seen on right side → **Edit quiz** → Pull down the **Add** link and choose from **question bank** → select the category from which you wish to add questions to the quiz. Choose questions to be added and click on **Add selected questions** to the Quiz → Change Grade and click on **Save**.





(ii) Adding Random Questions to the Quiz

Edit quiz → click on **Add** link → choose a **random question** → Choose a question bank category to pick up questions → Specify the number of random questions to be picked up → Click the **Add random question** button view the questions added → set **maximum grade** and Save → Edit required mark for each question.

By Randomizing Quiz Questions, a student gets different questions each time they attempt the quiz and different students can get different questions. When a random question is added, it results in a randomly chosen question from the category being inserted into the quiz. This means that different students are likely to get a different selection of questions, and when a quiz allows multiple attempts then each attempt is likely to contain a new selection of questions.

(iii) Adding a New Question to the Quiz

To add a question manually to a quiz, click on the created **quiz** → **Edit quiz** → Pull down the **Add** link → choose a new question → add required type of question like: Multiple question / Matching / Short answer / True/False / so on.

➤ To add Multiple Choice Question

Edit quiz → **Add** link → choose a **new question** → scroll and choose **Multiple choice** → double click or / click on **Add** → Click the **Expand all** link → Type a Question name & text the Question - Give General feedback (to give students a fully worked answer and perhaps a link to more information they can use if they did not understand the questions) → Choose One answer only / Multiple answers allowed → Enable Shuffle the choices → Choose preferred numbering to choices Write answers in the boxes Choice 1, Choice 2, Choice 3, as many choices & Feedback in the Feedback box → Assign Grade 100% to the correct answer / 50% to two correct answers → Click on **Save changes**.

➤ Adding True/False Question

Edit quiz → **Add** link → choose a **new question** → scroll and choose **True/False** → click on **Add** Click the **Expand all** link → Type a Question name & text the Question → Choose the Correct answer (True or False) → Give Feedback for both True and False responses → Save changes

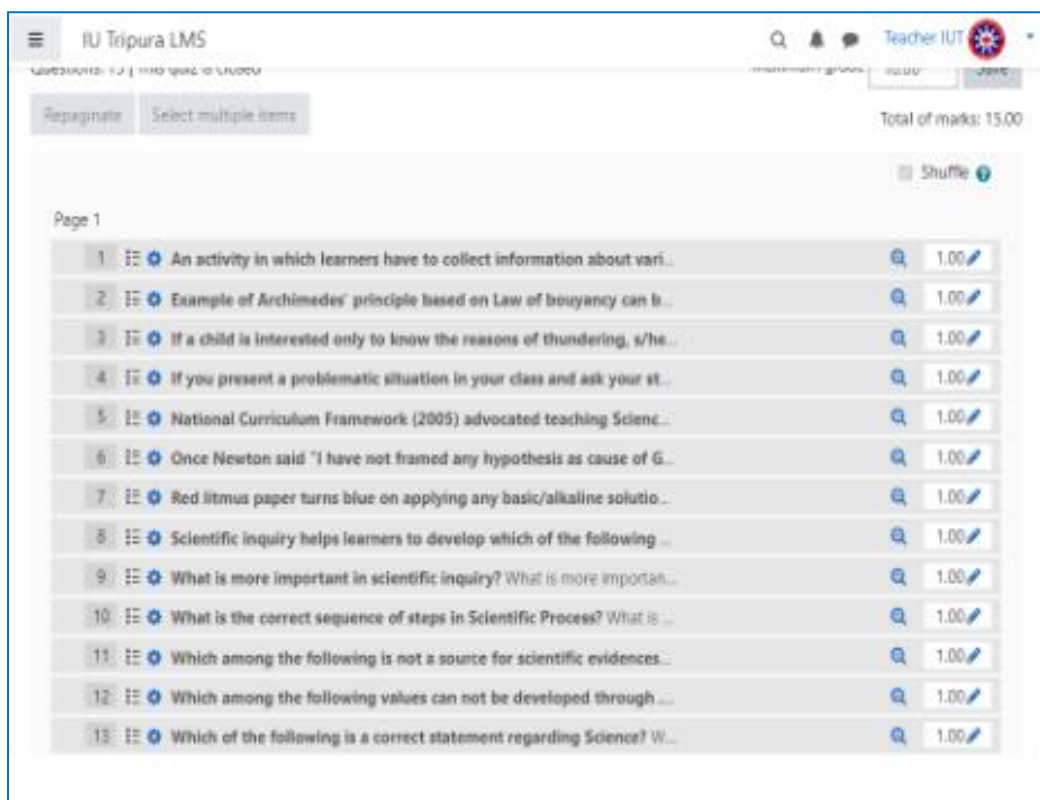





➤ Essay Question

Essay Question allows a response of a few sentences or paragraphs. **Edit quiz** → **Add** link choose **a new question** → scroll and choose **Essay** → click on **Add** → Click the **Expand all** link Type a Question name & text the Question Edit - set Default mark → In **Response options** specify the lines in Input box size (limited lines) - Set Allow attachments to 1 → Create a **Response template** (This template appears in the student's text editor to help them write their response) → Click on Save changes.

This must then be graded manually. Click on Quiz (created/attempted) → gear icon on the right side → Click on **Results** → **Manual Grading** → grade/ grade all.



4.3.5 Preview Quiz

Before opening the quiz for attempts, you can preview the quiz with help of lens () present on right side of the question.

Note: Make sure to check the questions well before publishing the created quiz. You cannot add or remove the questions once the quiz is attempted by even one participant.



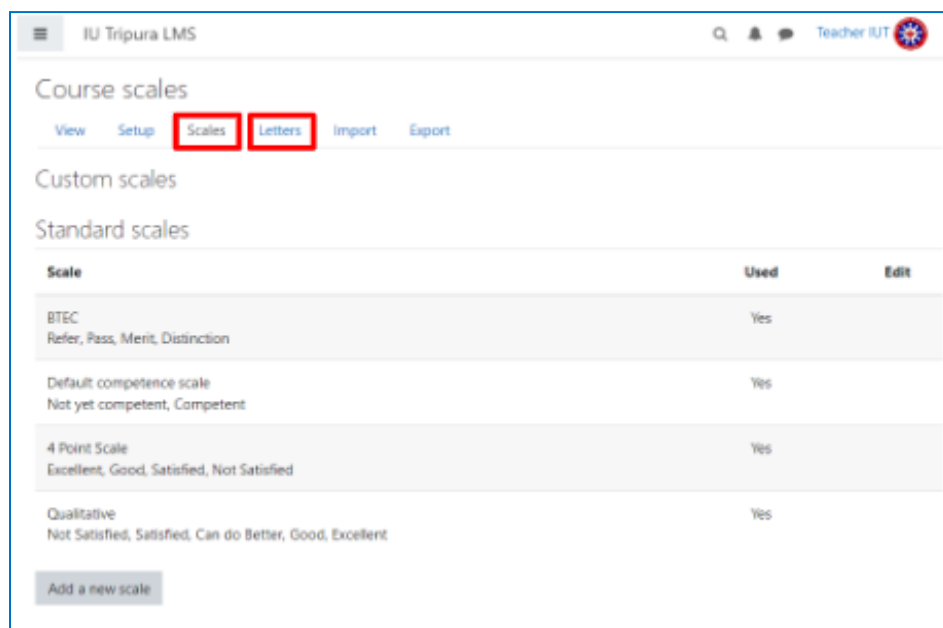
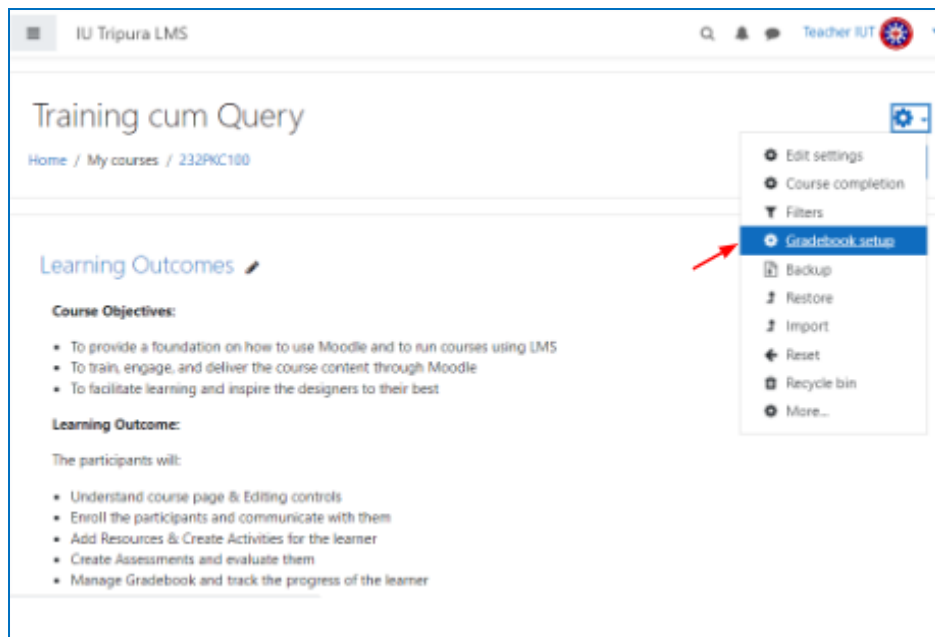


5. Grade Settings

Grade settings determine the appearance of grade book in the course. To make the settings, click the gear button, go to Gradebook link and select Course grade settings.

5.1 Editing Grade Scales/Letters

Course page → click gear button on the right side → click on **Gradebook** setup link → click on **Scales** → **Add a new scale** / For **Letters** → **Edit grade letters** → Check **Override site defaults** to edit grade letters & percent → Click **Save changes**. You can also move from student Grade report



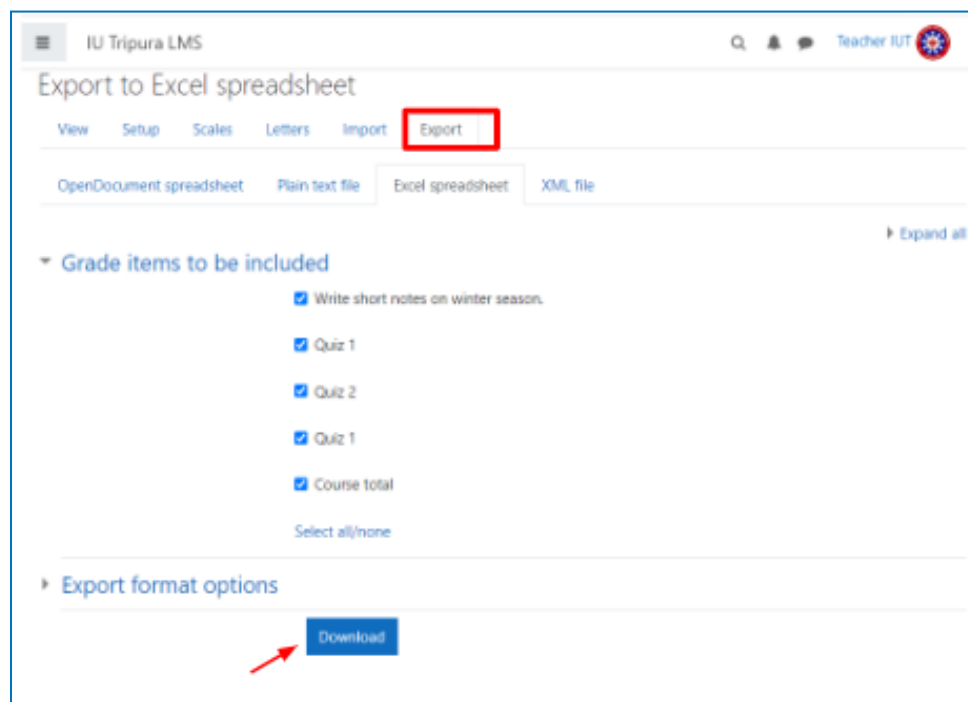


5.2 Importing Grades

Add or edit grades in the saved .csv file. Navigate to the course **Gradebook** → Click **Import** - Choose the .csv file from file picker or drag and drop → Click **Upload grades**. In the Import CSV screen, scroll down to Identify users by and choose Map from Email address and Map to Email address. In the Grade items mapping section, map the grade item(s) in which you added or updated the grade (Any field that is labeled as ignore will not cause changes to the gradebook) Click **Upload grades** → Click **Continue** to view the updated gradebook.

5.3 Exporting Grades

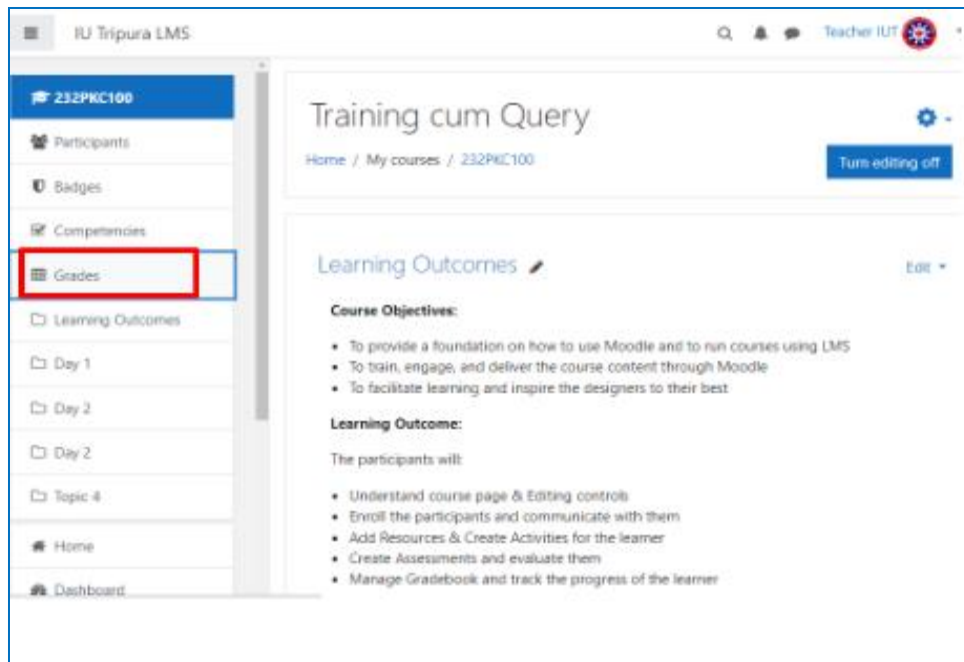
Navigate to the course **Gradebook** → Click on **Export** → Click on **Excel spreadsheet** → Select the Grade items to be included → In **Export format options** check Include feedback (Optional) - Select Grade export display type (letter/percentage) - Specify Grade export decimal points → Click on **Download** and Save the .csv file to import with added / updated grades




5.4 Student Grade Report

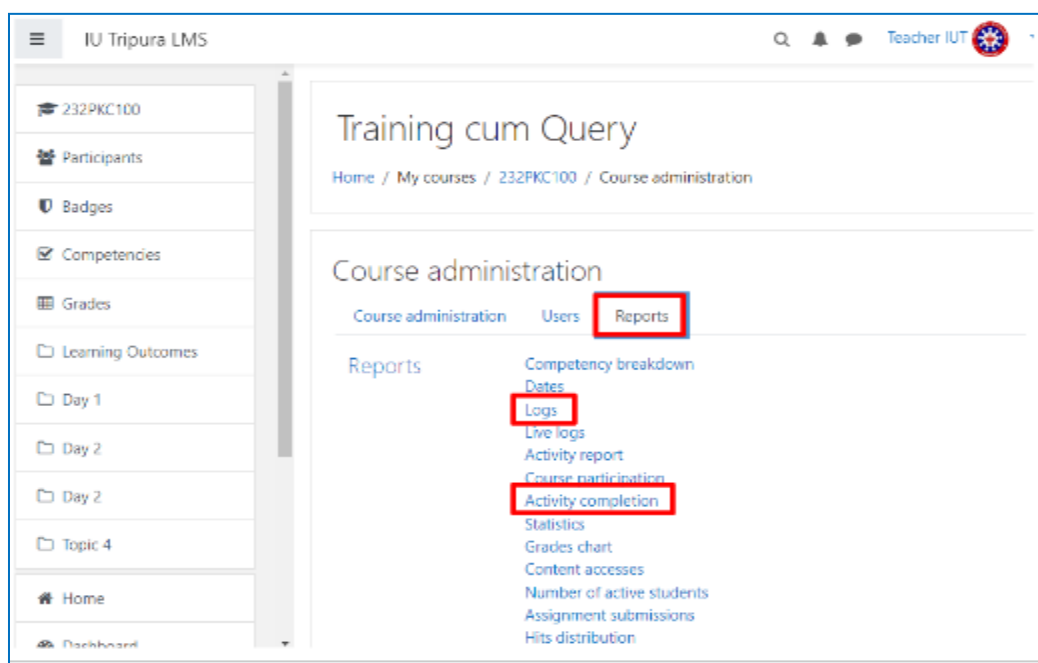
Click **Grades** found on left side of course page to view grade report of all users. To check an individual report, choose a student to see his/her grade report (User report displays a student's grades and feedback, if any, as s/he sees from the Grades area)





6. Tracking Students

Click gear button () seen on right side of your course page, → click on **more...** link → click on **Reports** found on course administration → click **Logs** to track the students activities with date and time → **Activity completion** gives the report of all the enrolled students participation in every resource/activity designed in the course. Student's individual report can also be tracked from their profile → click complete report / Outline report.







7. Course Backup & Restore

A course can be stored with required or all the fields with course backup for future use and can be restored by the course designer as a new course or within the existing course.

7.1 Backing up a course

To back the designed course for next semester, go to your **Course page** gear button () seen on right side of your course page, → click the **Backup** link. On the **Initial Settings** screen, select required activities, blocks, question bank and other items → click **Next** → on **Schema settings** screen, select/deselect specific items to include in backup → click **Next** → on **Confirmation and Review screen**, scroll down to the end of the page and click the **Perform Backup** button → on **Perform backup screen** → click the **Continue** button. On the **Course backup** area screen, click the **Download** link and save your course backup file (.mbz)

7.2 Restoring Course

To restore the course, go to a blank course page → gear button () → click the **Restore** link. On the **Import a backup file** screen, choose the backup file downloaded → Click the **Restore** button → on the **Confirm** screen, scroll down and click the **Continue** button → on **Destination** screen, select an appropriate option to choose the destination – Restore as a new course / Merge the backup course into this course / Delete the course contents of this course and then restore and click the **Continue** button → on the **Settings** screen, check Include activities and uncheck 'Include blocks' and 'Include filters' → click the **Next** button → on the **Schema** screen, change the course settings - Course name and short name, if required → click **Next** → on the **Review** screen, click the **Perform Restore** button → on the **Process** screen, click the **Continue** button to complete the course restoration process.

