

Help Manual

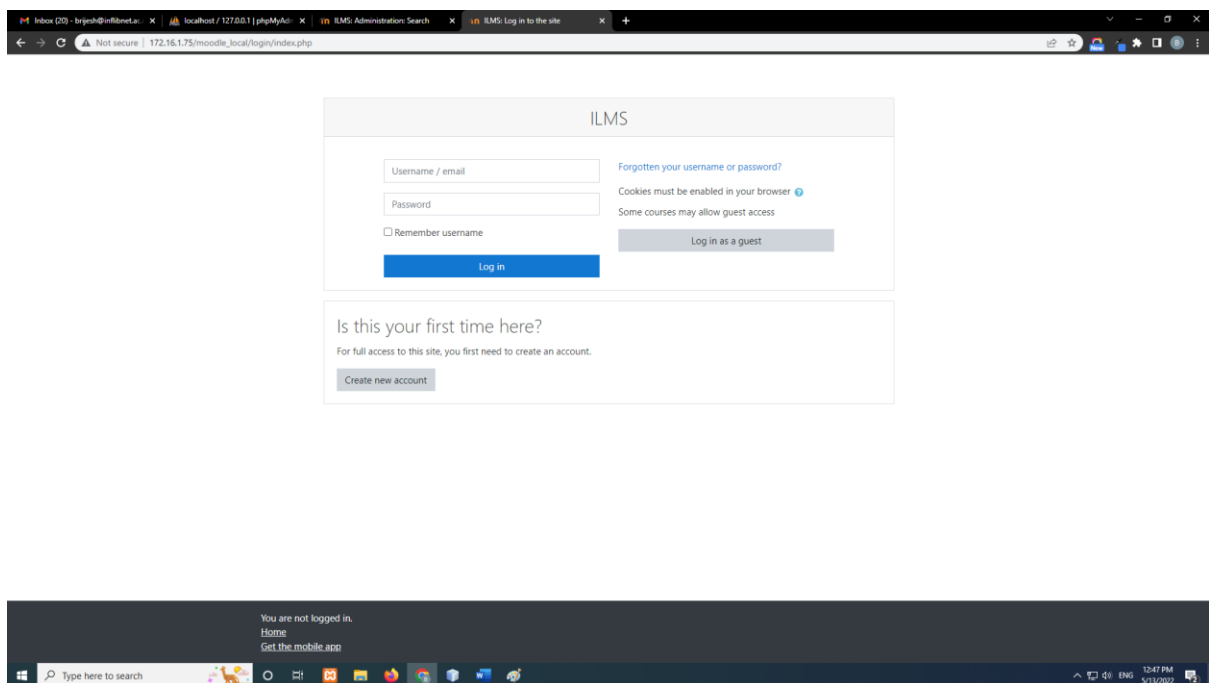
How to install new Theme and Customize Theme

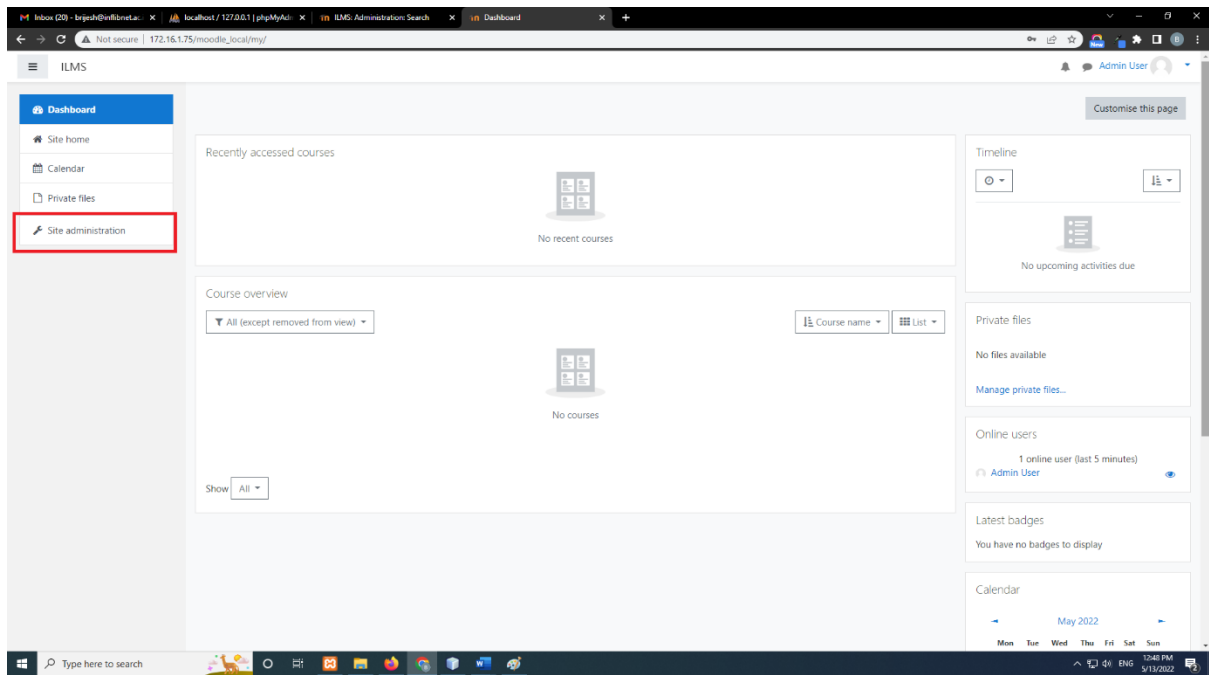
- Download themes same as your moodle version you are installed, example if your moodle version is 3.11 then download theme version 3.11

<https://moodle.org/plugins/browse.php?list=category&id=3>

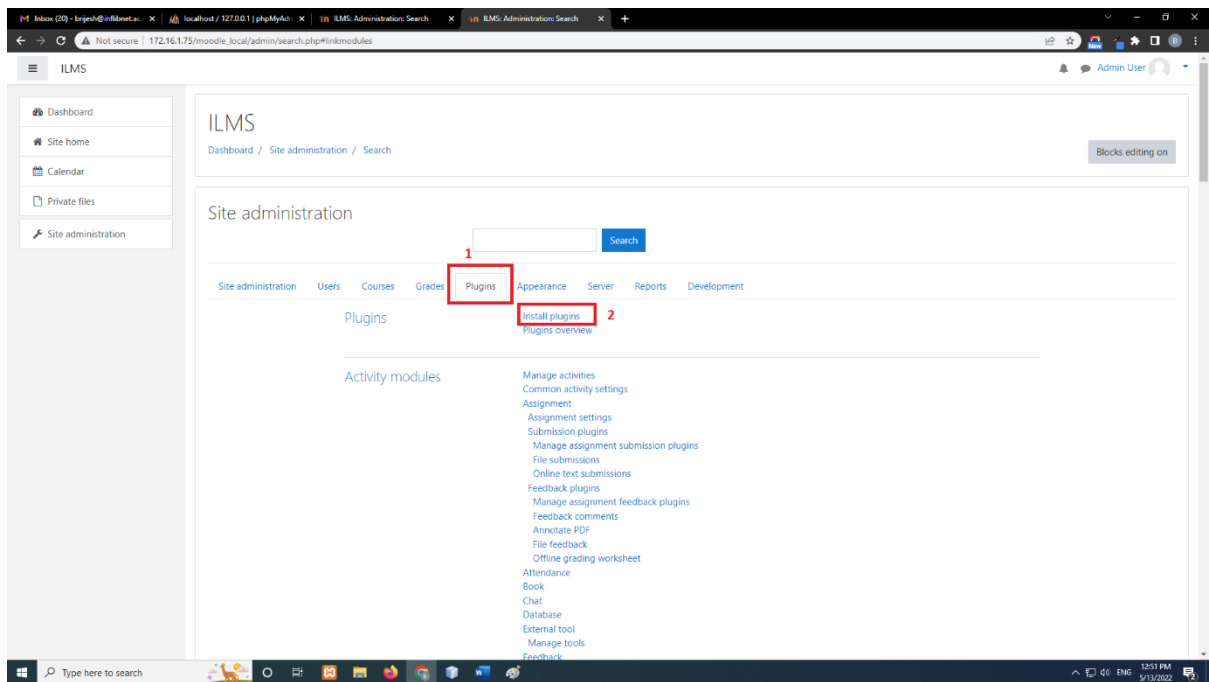
<https://moodle.org/plugins/?q=type:theme>

- After download the theme, login using admin credentials and click on “site administration” display in the below screen.

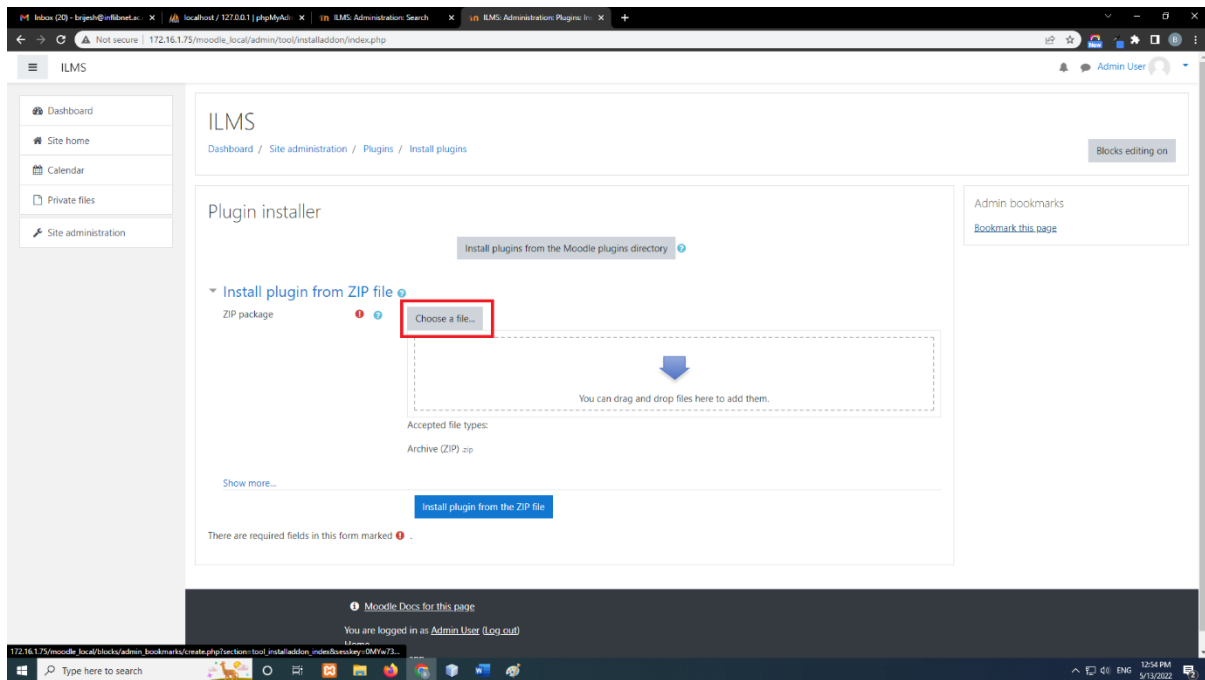




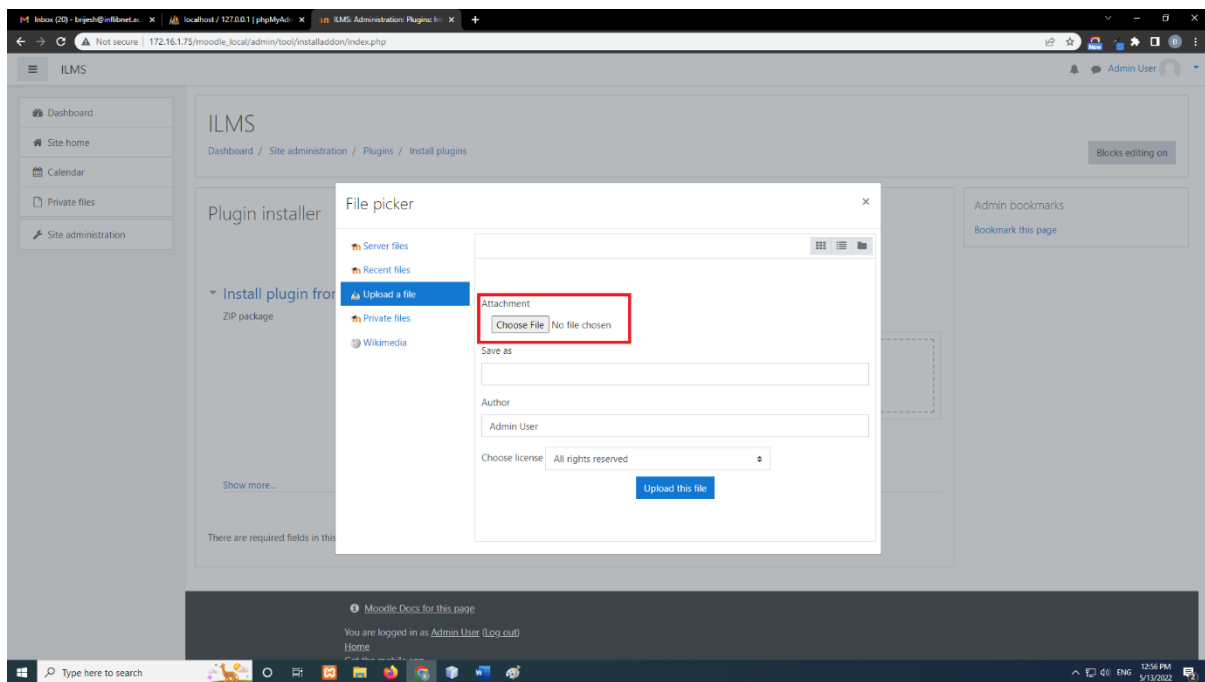
- After click on site Administration click on “plugin” tab and then click on “install plugin”.



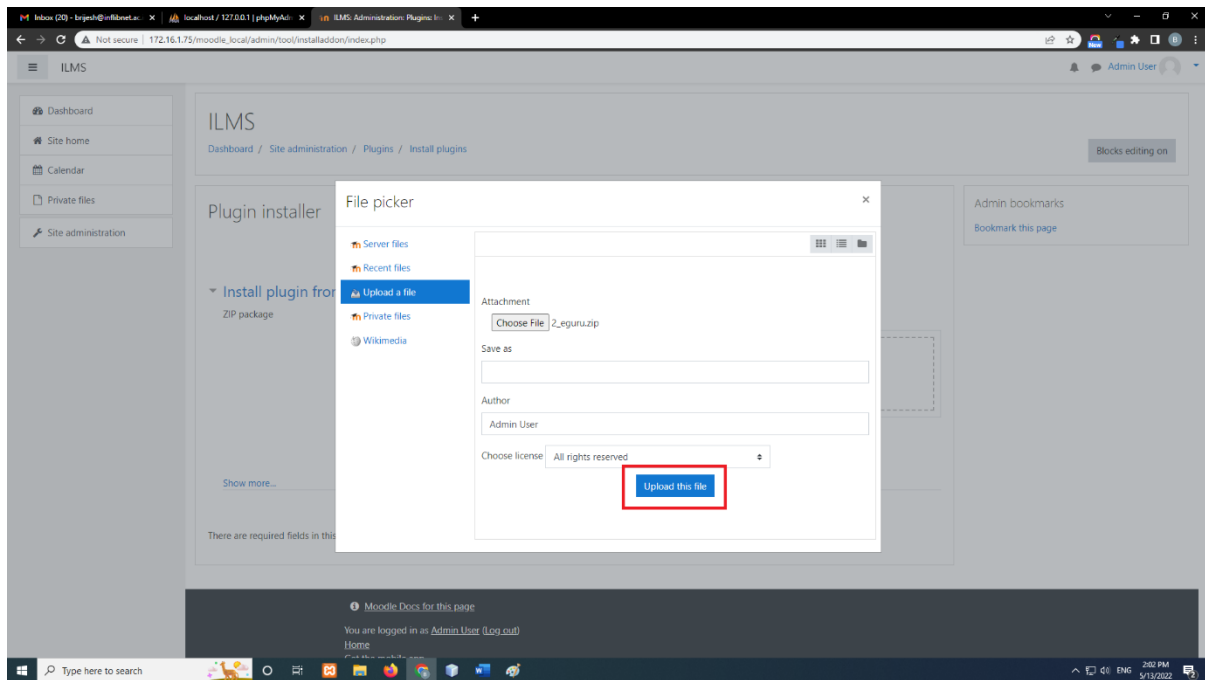
- You can see below screen and click on “Choose a file...” button.



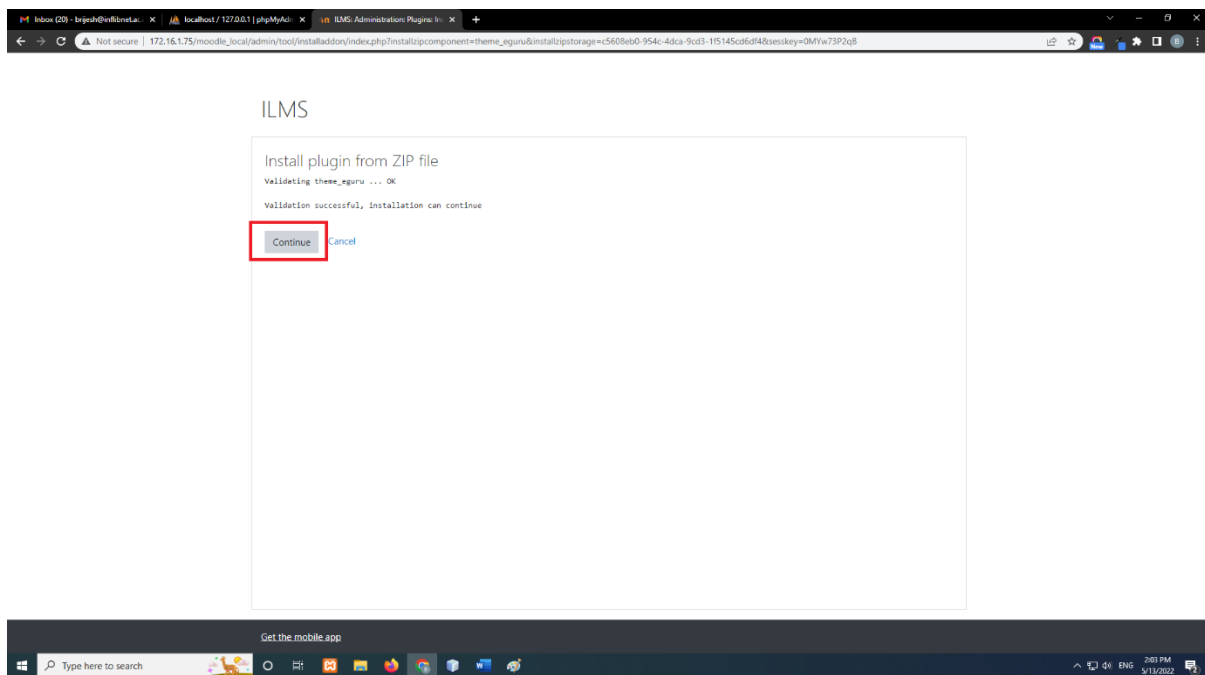
- Choose downloaded theme zip file from your computer.



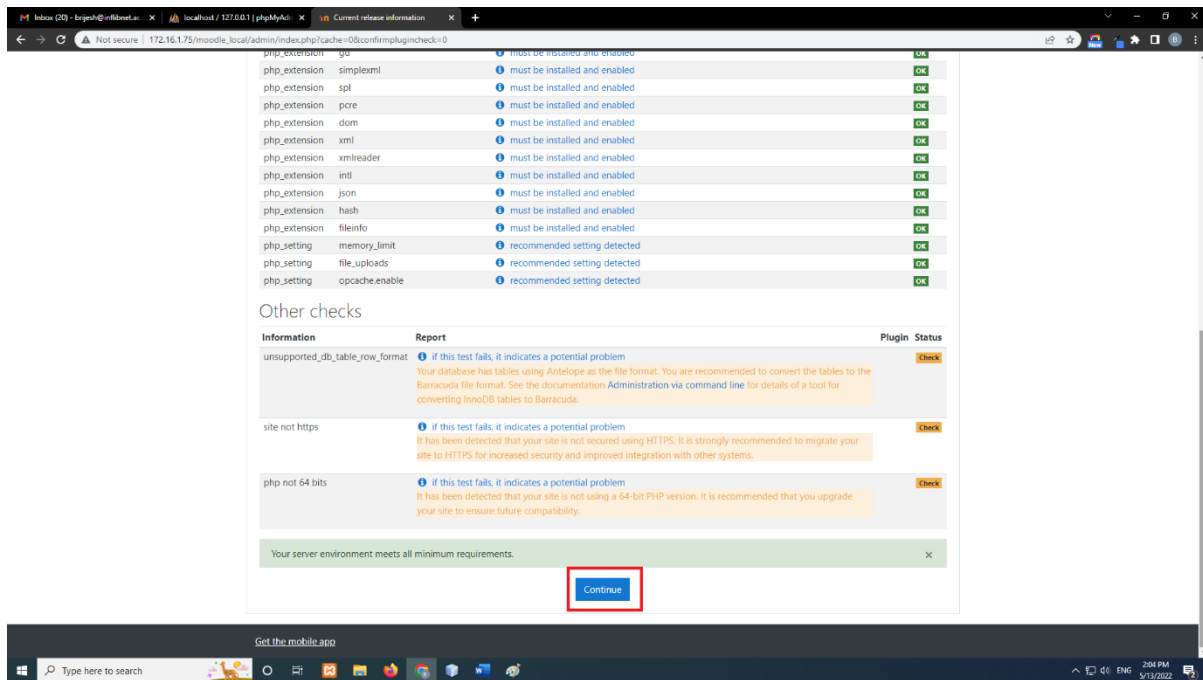
- Then click on "Upload this file" button.



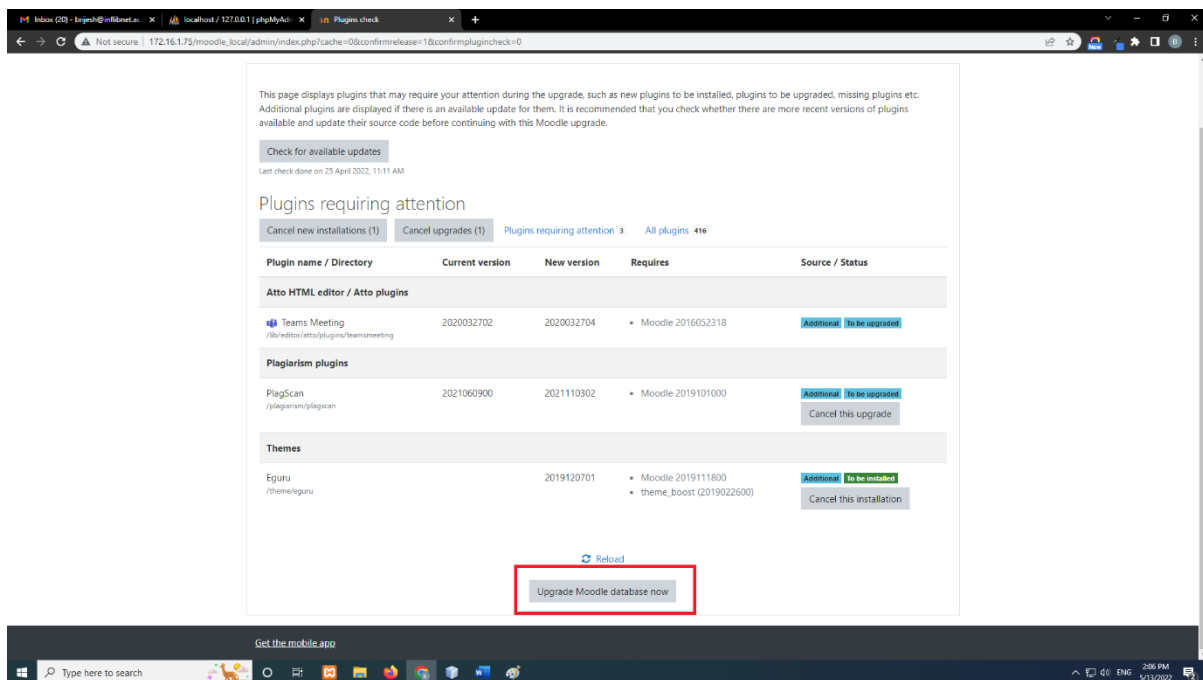
- Click on "Continue" button.



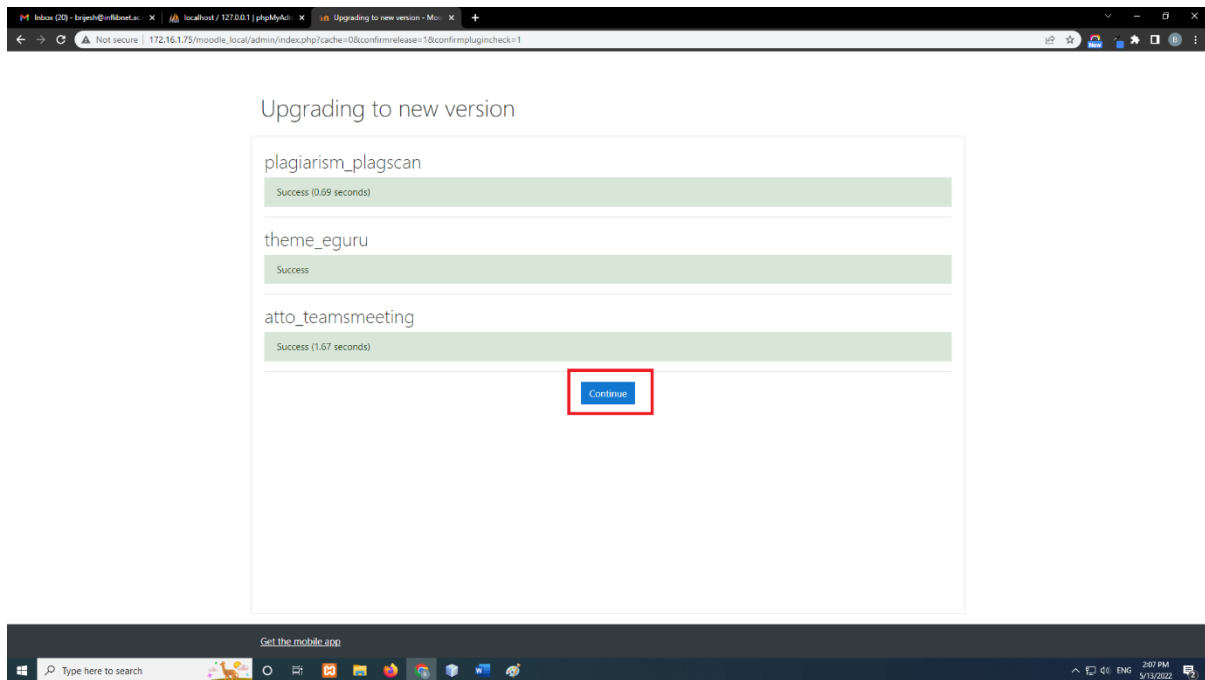
- Then again click on "Continue" button.



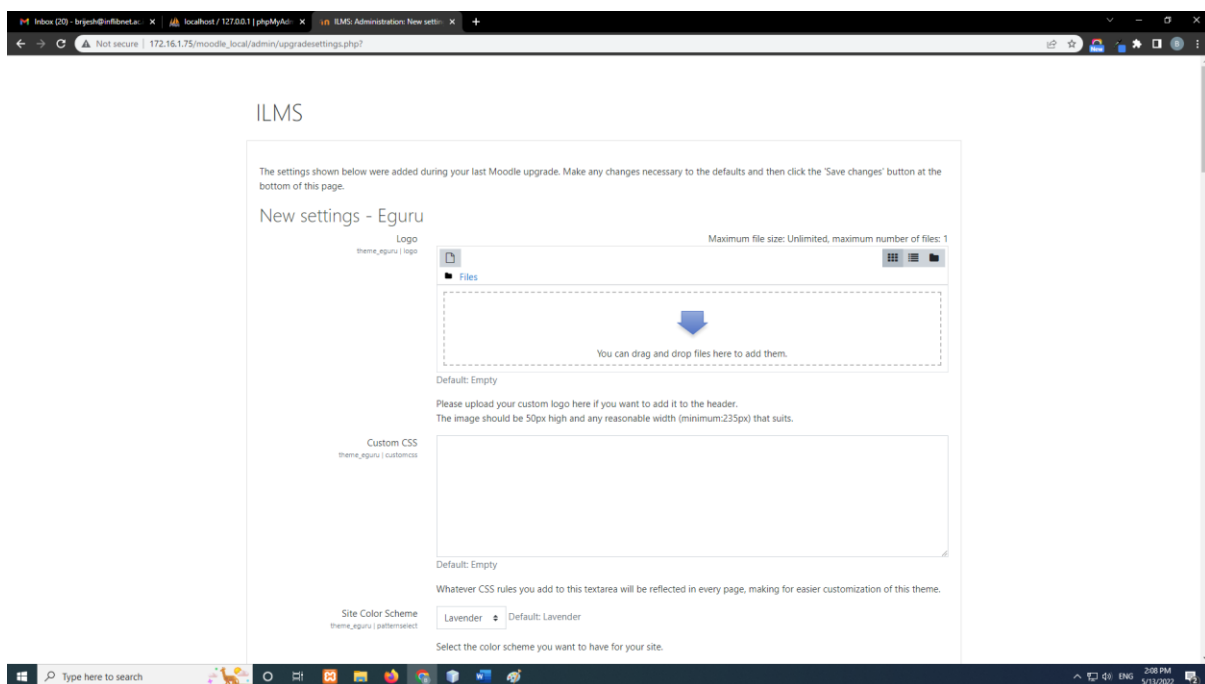
- Then click on “Upgrade Moodle database now” button.



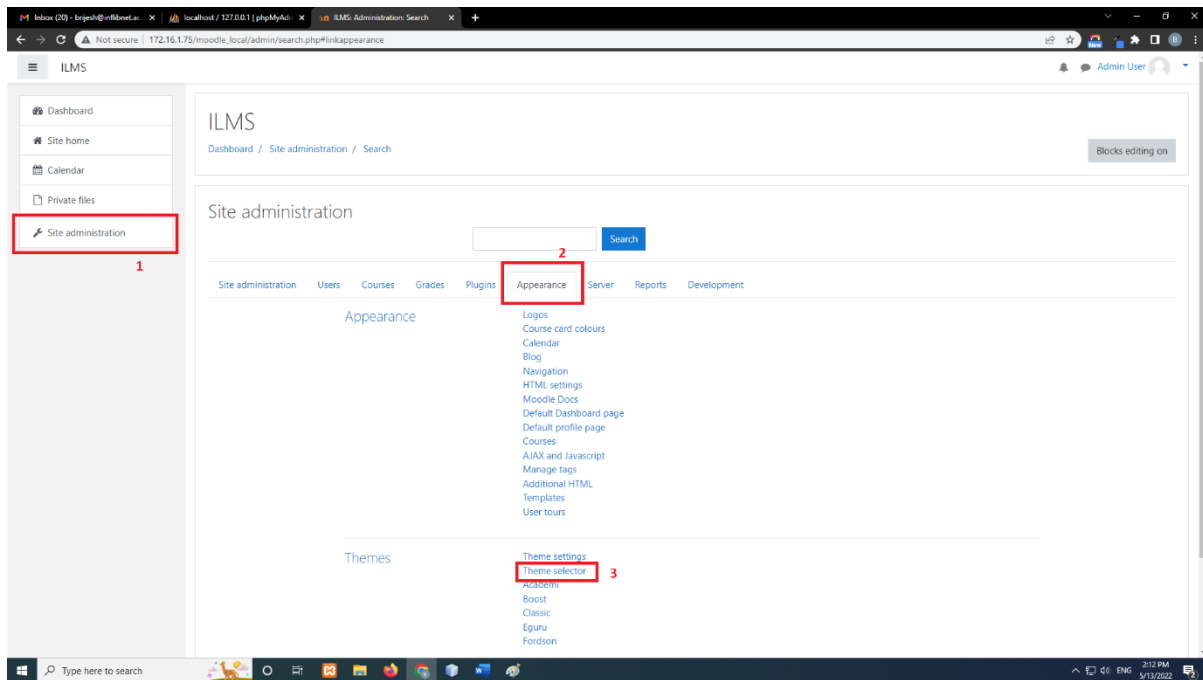
- Click on “Continue” button.



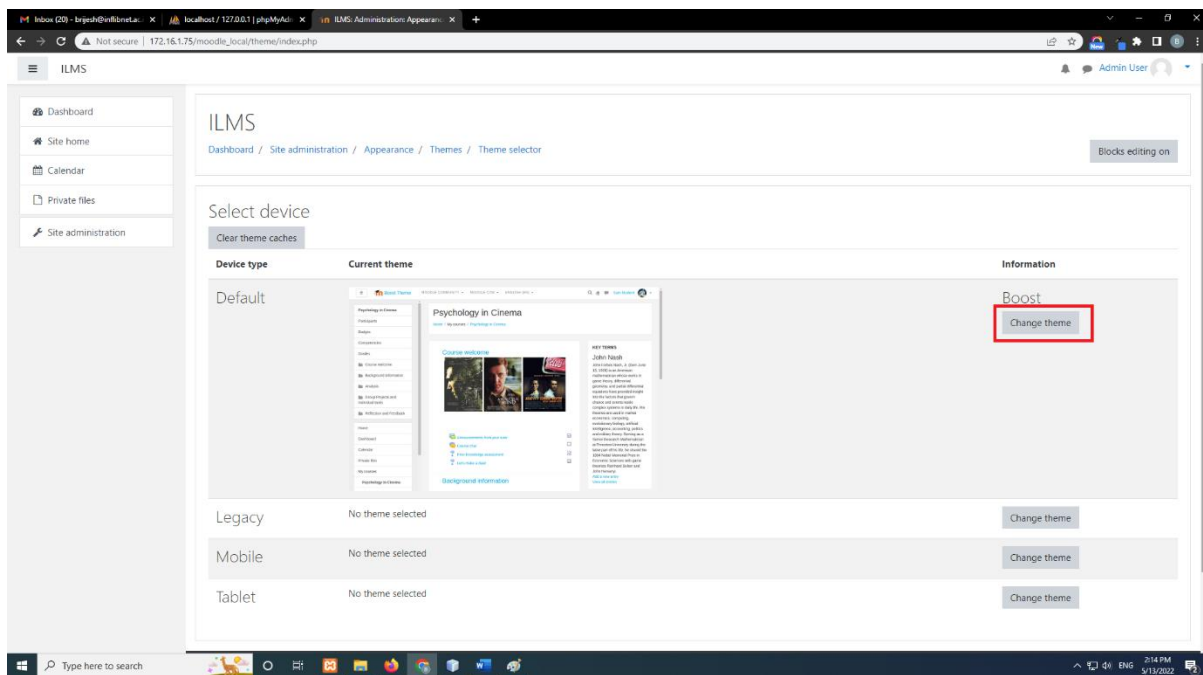
- Upload logo and enter other details display in below image. Then click on “Save changes” button.



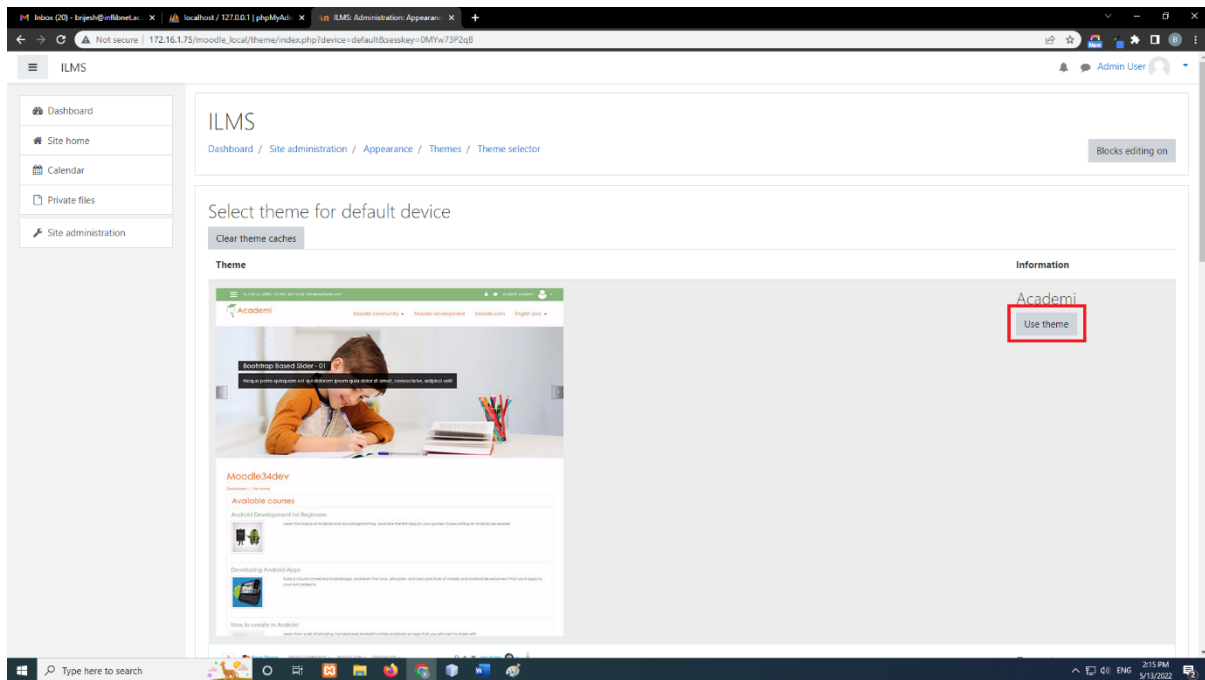
- Now your theme is installed and you are redirect to the dashboard page.
- Now go to site administration->Appearance->Themes->Theme selector.



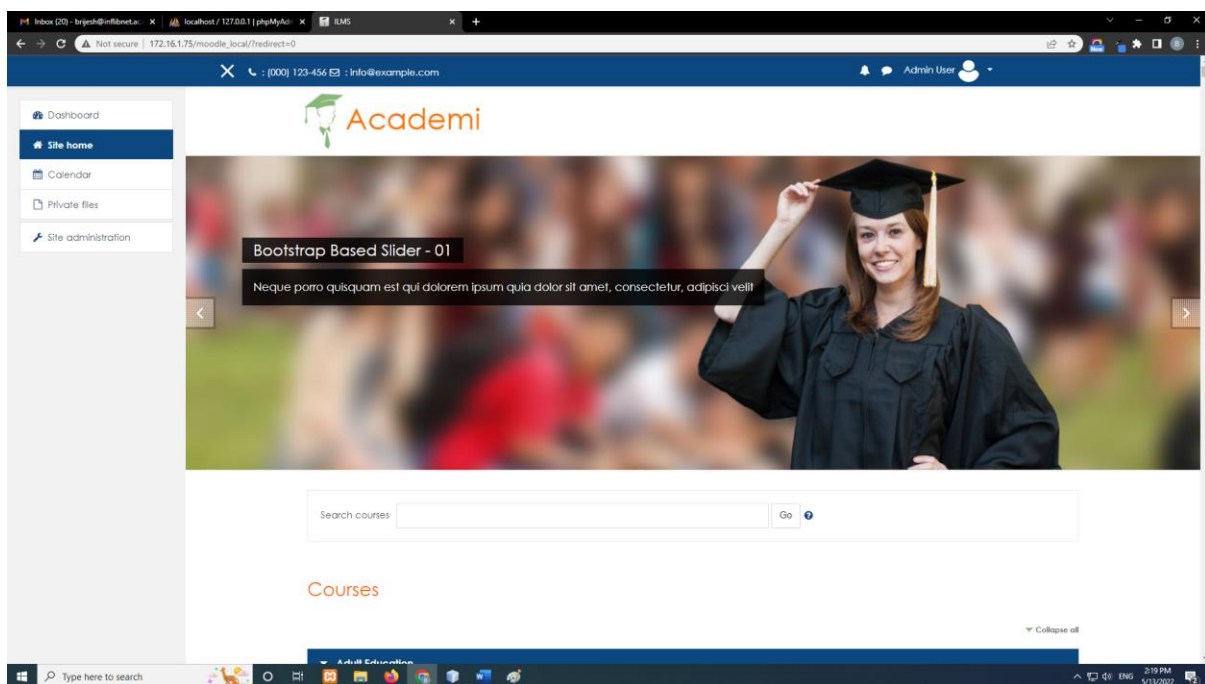
- Now click on “Change theme” button.



- Now click on “Use theme” from the installed theme.



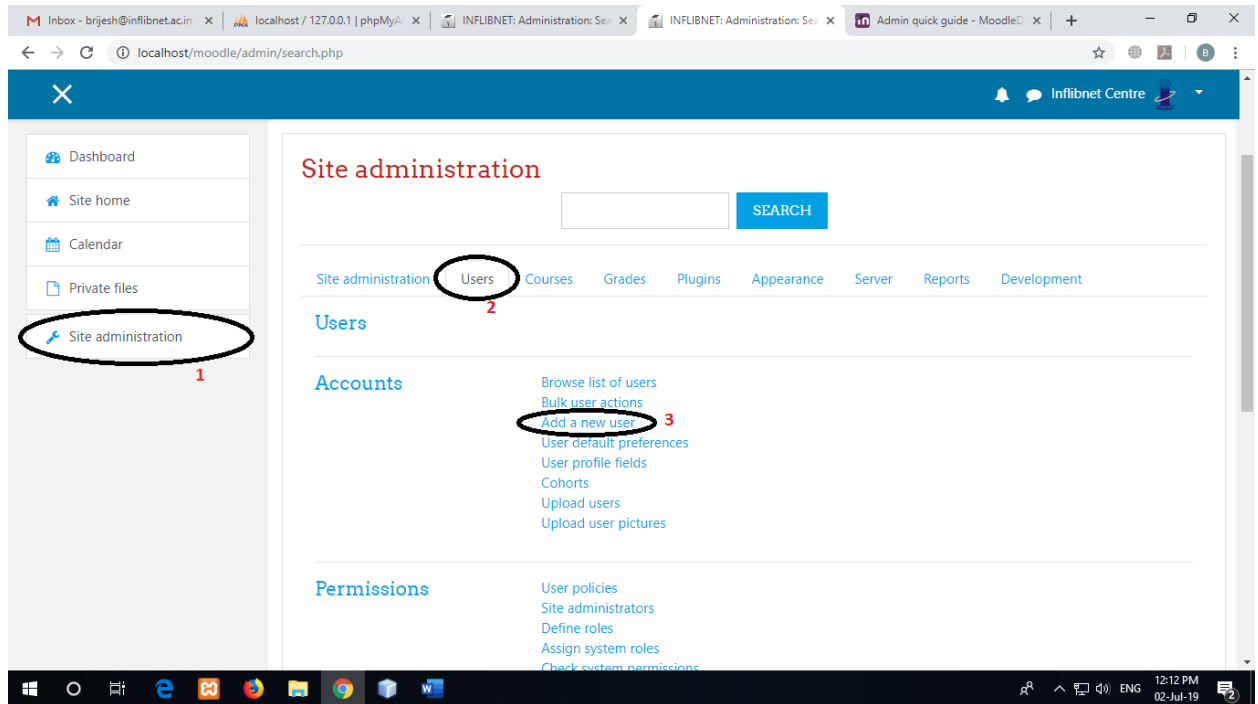
- Your theme will be applied after click on “Use theme” button. You can see in below image.



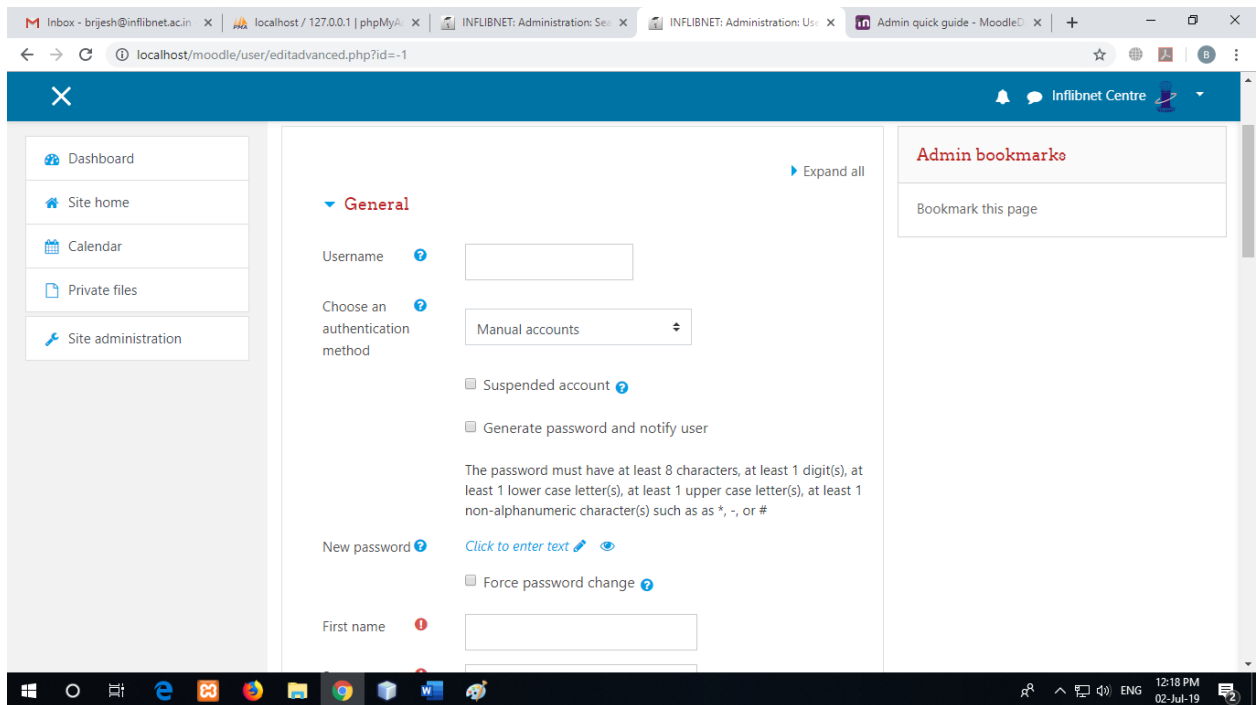
Users

How to add new users

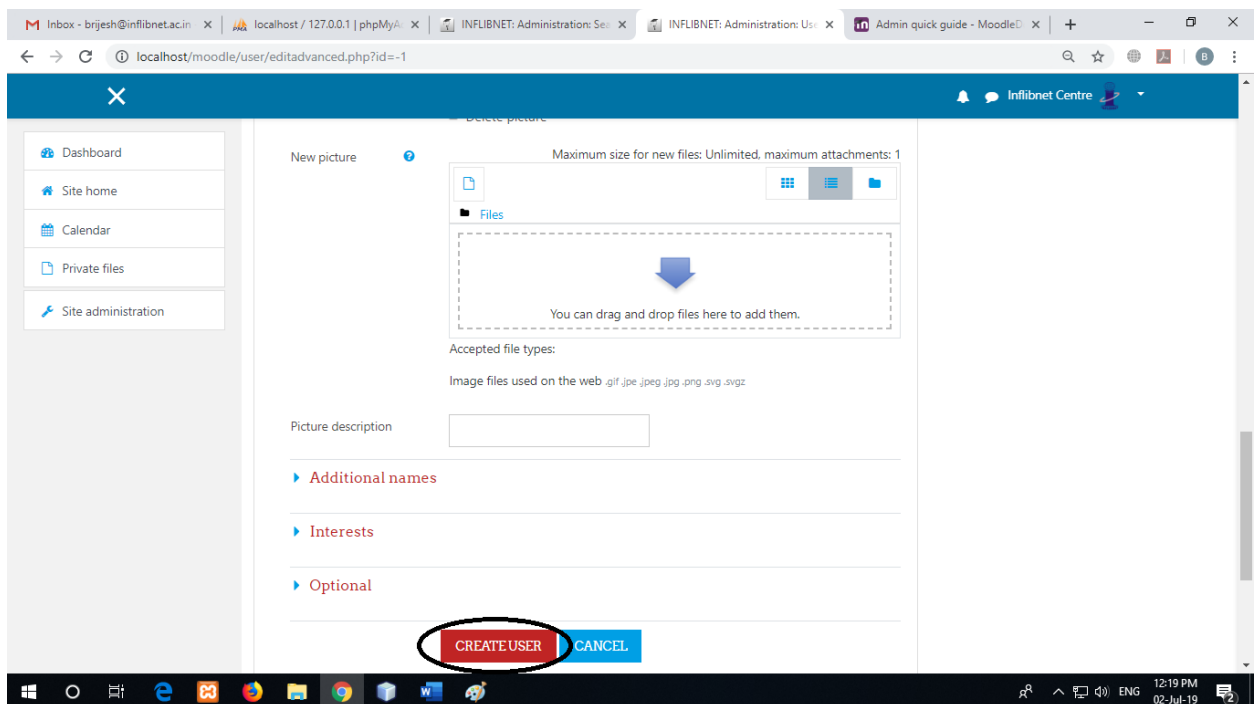
- An administrator or manager can create new user accounts in Site administration > Users > Accounts > Add a new user.



- Enter the user information like Username, Authentication method, Password, First Name, Surname, Email address, Email display, Email format, Email digest type, Forum auto-subscribe, Screen Reader, City/town, Country, Time zone, Description, User Picture, Interests, etc.

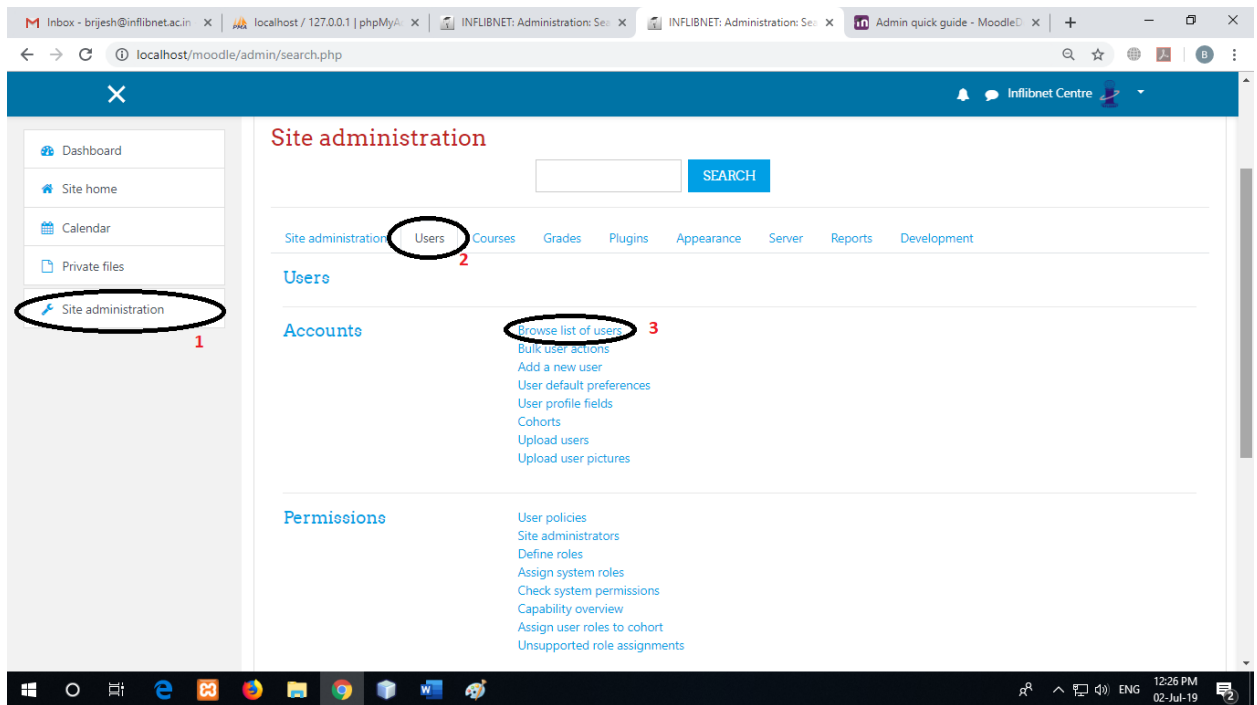


- After fill the details click on “Create User” button. User will be created.

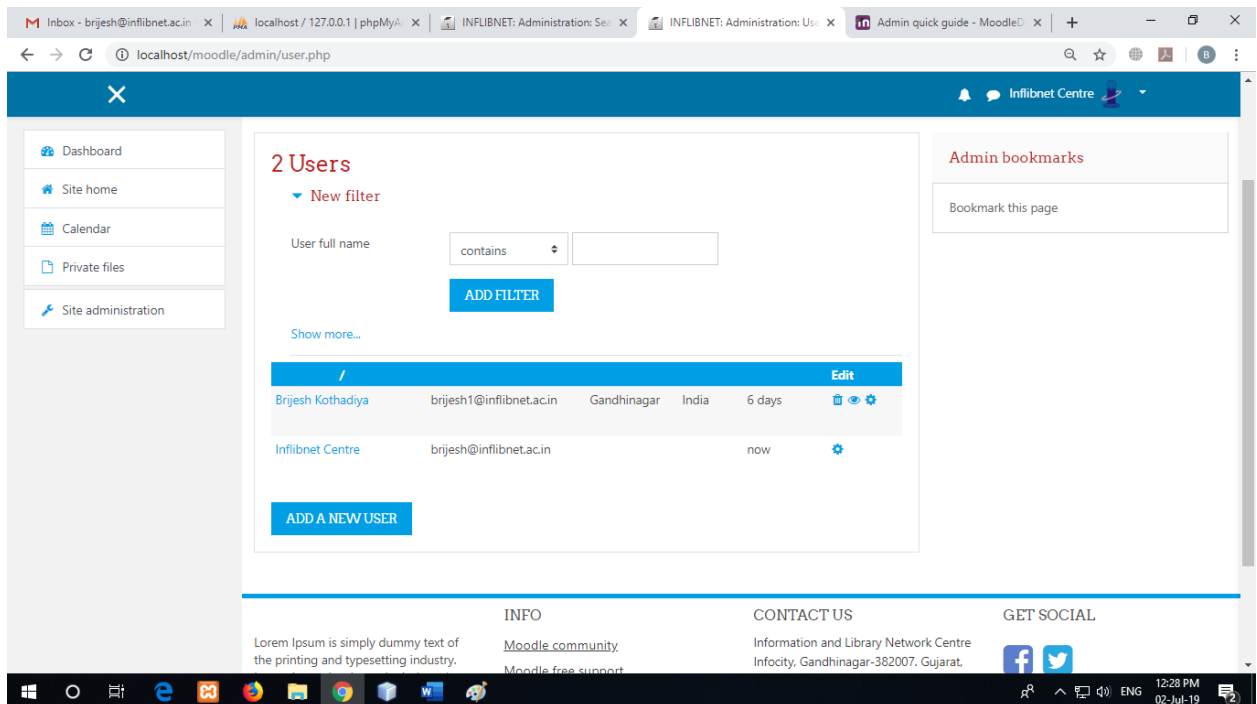


Browse list of Users

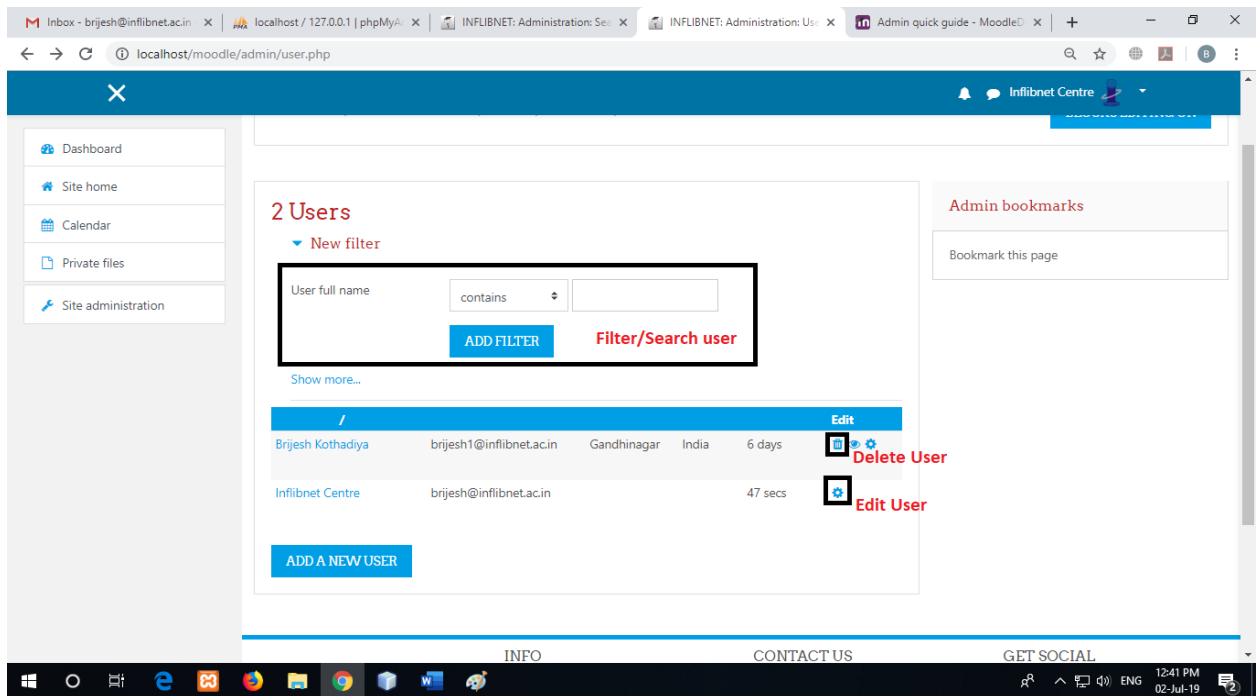
- Go to Site administration > Users > Accounts > Browse list of users.



- You can see the all-users list with Name, Email, City, Country, Last Access, etc.



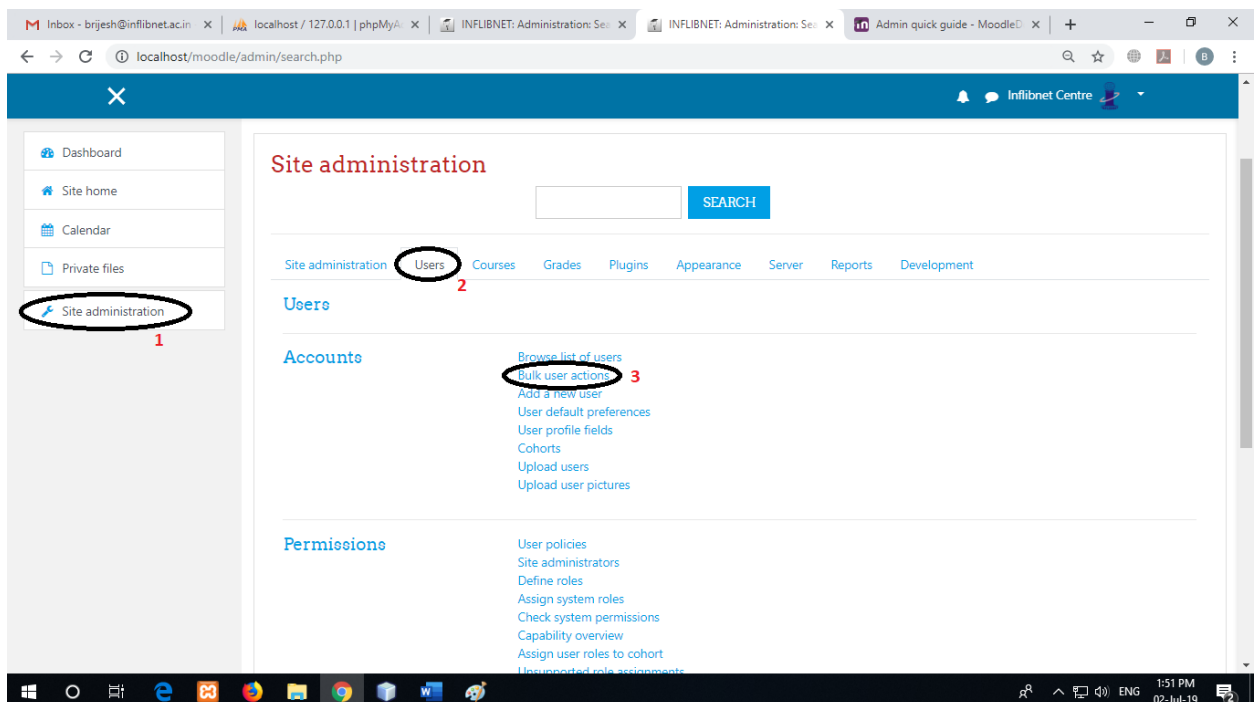
- You can search the user by different category like username, full name, email, etc. you can also apply filter on users by contains, doesn't contain, is equal to, starts with, ends with, is empty, etc.



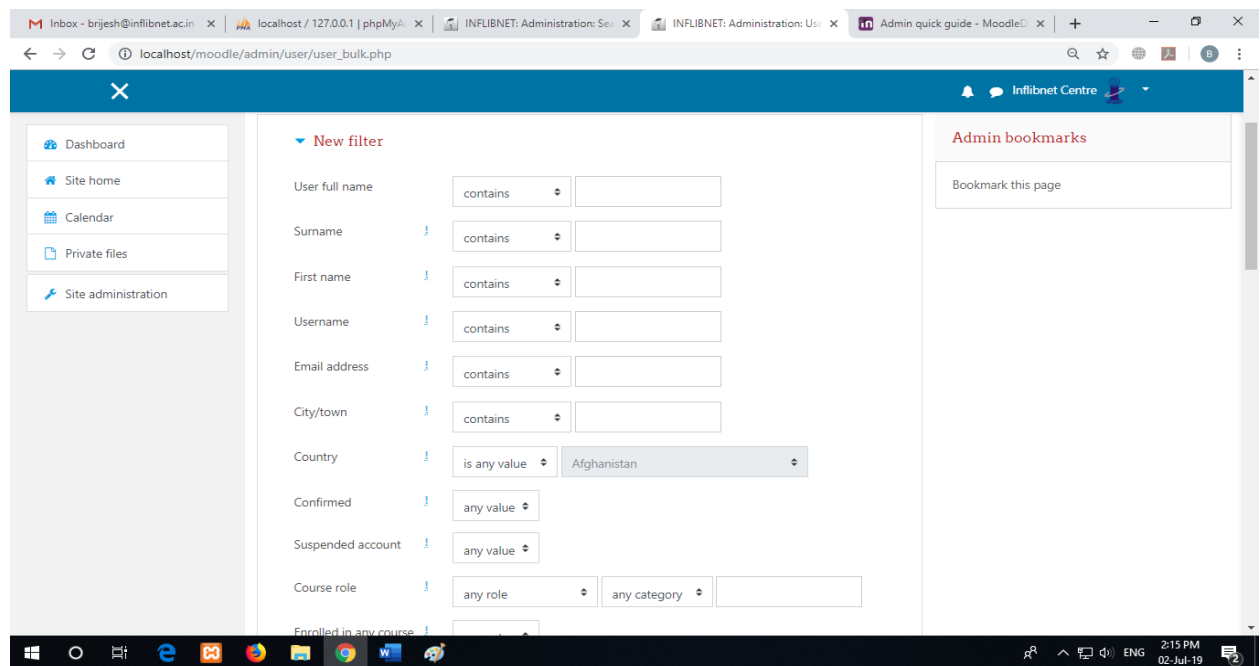
- As display in the above image, you can do edit, delete and see the user details of created user directly from the browse list of users.
- If you want to click on delete icon it will ask you **“Are you absolutely sure you want to completely delete the user”**, if you click on “Delete” button user will be deleted permanently.

How to bulk user actions

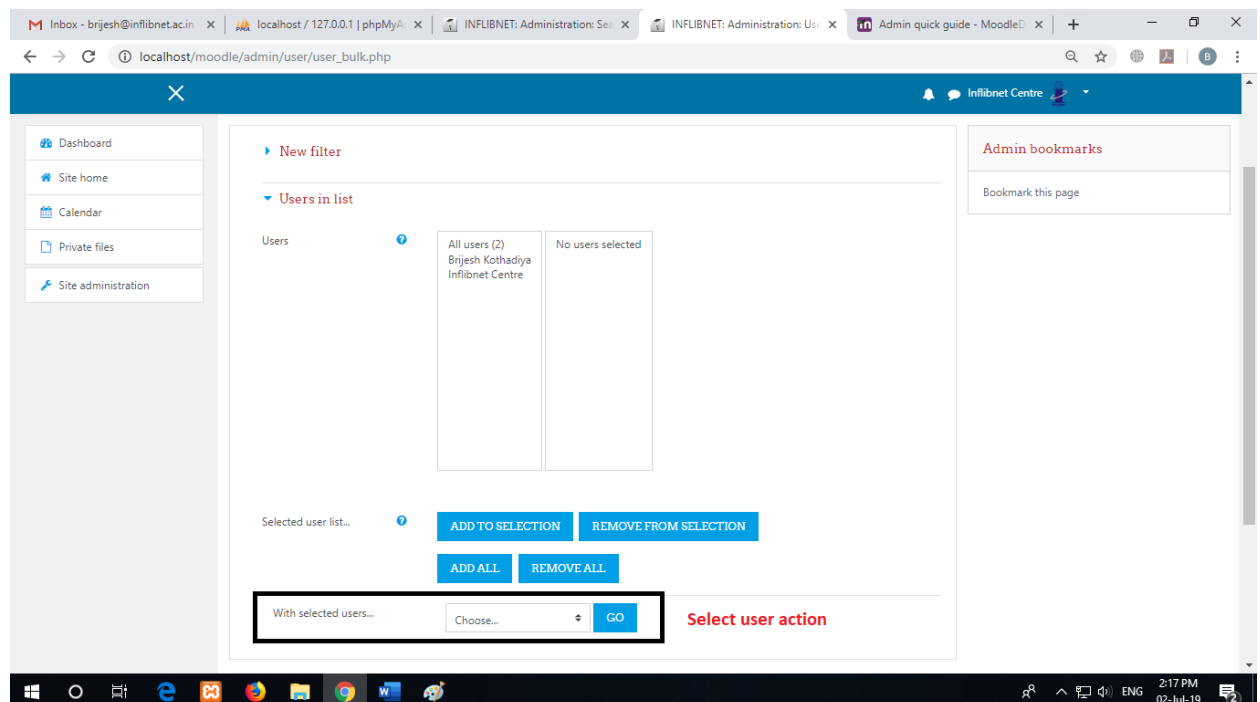
- Go to Site administration > Users > Accounts > Bulk user actions.



- You can apply filter for the display user. So many filters available as display in the below image.



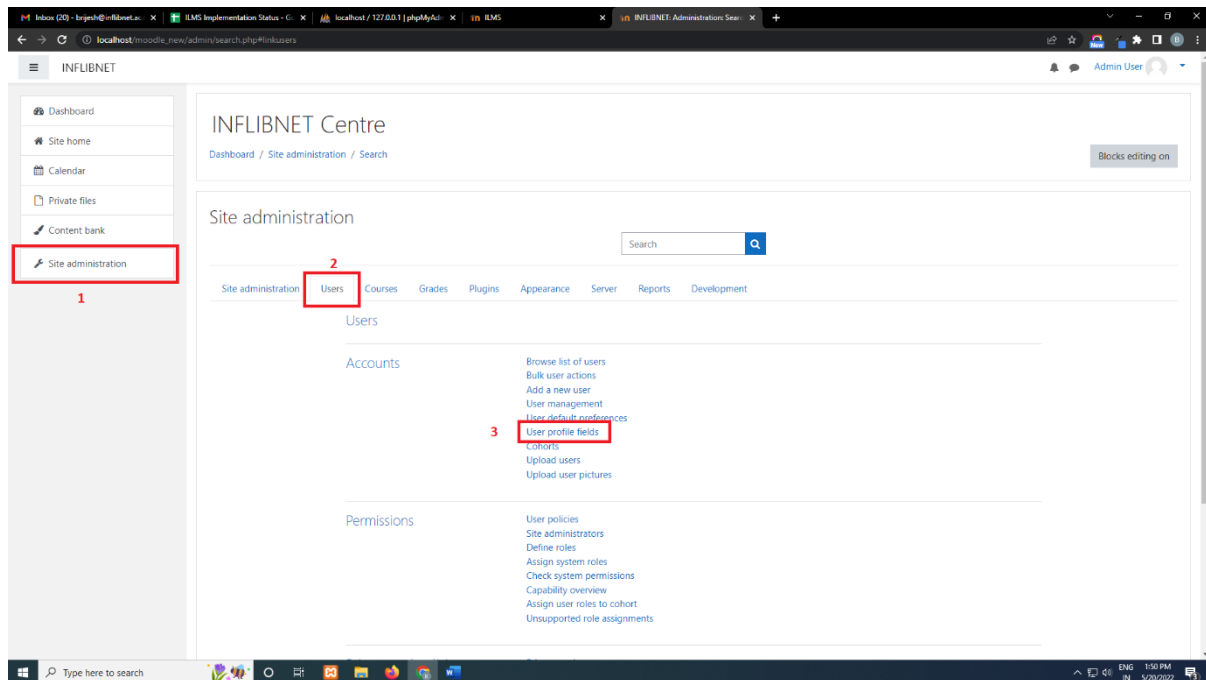
- You can see the all-user list in “users in list”.
- Select users for the user action; you can select single one by one user or add all user by click on the “Add to selection” or “Add all” button. Same as you can remove user from selection by the click on “Remove from selection” or “Remove all” button.
- After selection of user, select action from dropdown you want to give for user. action like, confirm (Which user is not activated or its registration confirmation is pending), send a message, Delete, display on page, Download, Force password change, Add to cohort.



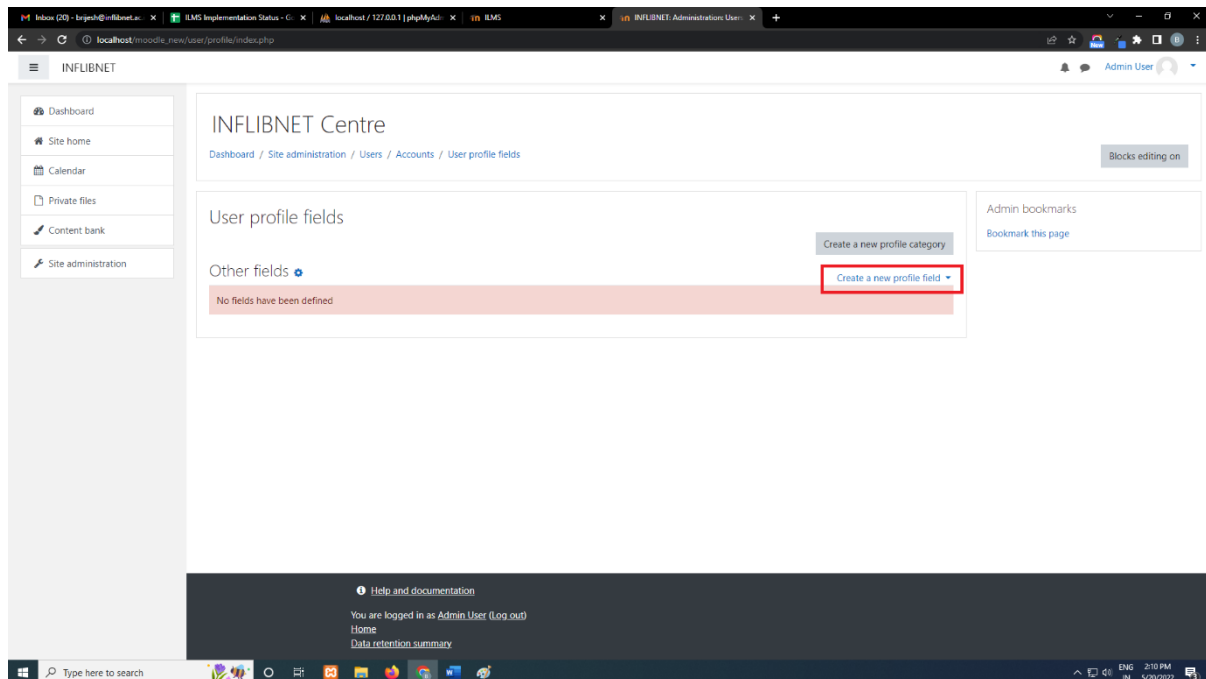
- After select action click on “Go” button for apply action.

How to Add User Profile Fields

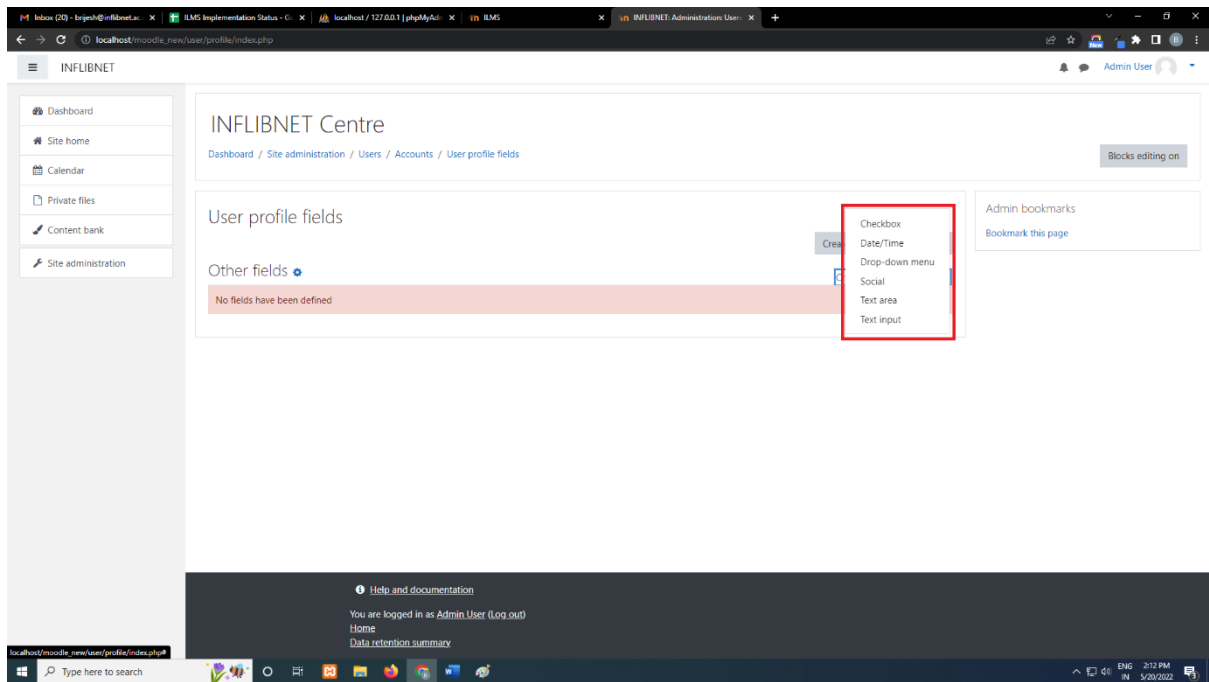
- Go to Site administration > Users > Accounts > User Profile Fields.



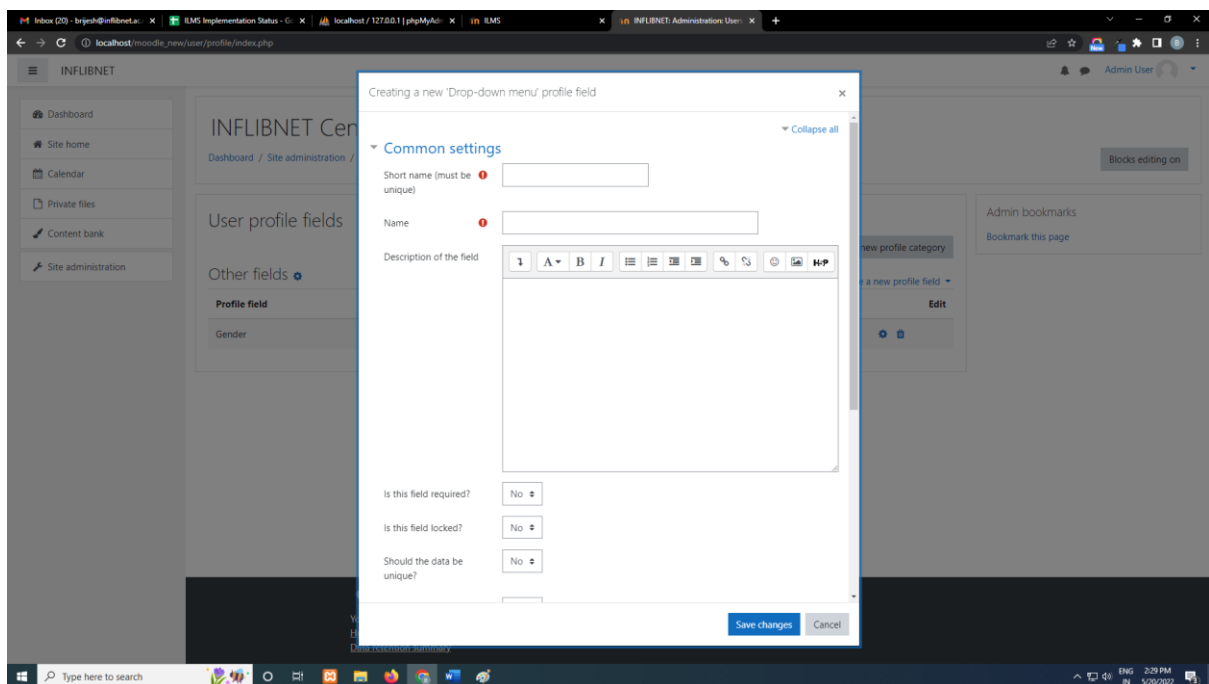
- The user profile fields are used for the registration form. When you create any type of the fields it will display on the registration form. For create fields follow the below steps.
- Click on the “Create a new profile field”.



- Select any type of the field you want to create.



- For example, I will select Drop-Down Menu field. After clicked on the Drop-Down Menu field one dialog box is open for the field configuration.
- After that fill all the details related to selected fields and then click on “Save Changes” button. Your field will be created.



- You can see the created field before and after as display in the below image.

Before create user profile field in registration form.

INFLIBNET Centre

New account [Collapse all](#)

▼ Choose your username and password

Username

Password

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

▼ More details

Email address

Email (again)

First name

Surname

City/town

Country

[Create my new account](#) [Cancel](#)

There are required fields in this form marked with a red dot

After created user profile field in registration form.

INFLIBNET Centre

New account [Collapse all](#)

▼ Choose your username and password

Username

Password

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

▼ More details

Email address

Email (again)

First name

Surname

City/town

Country

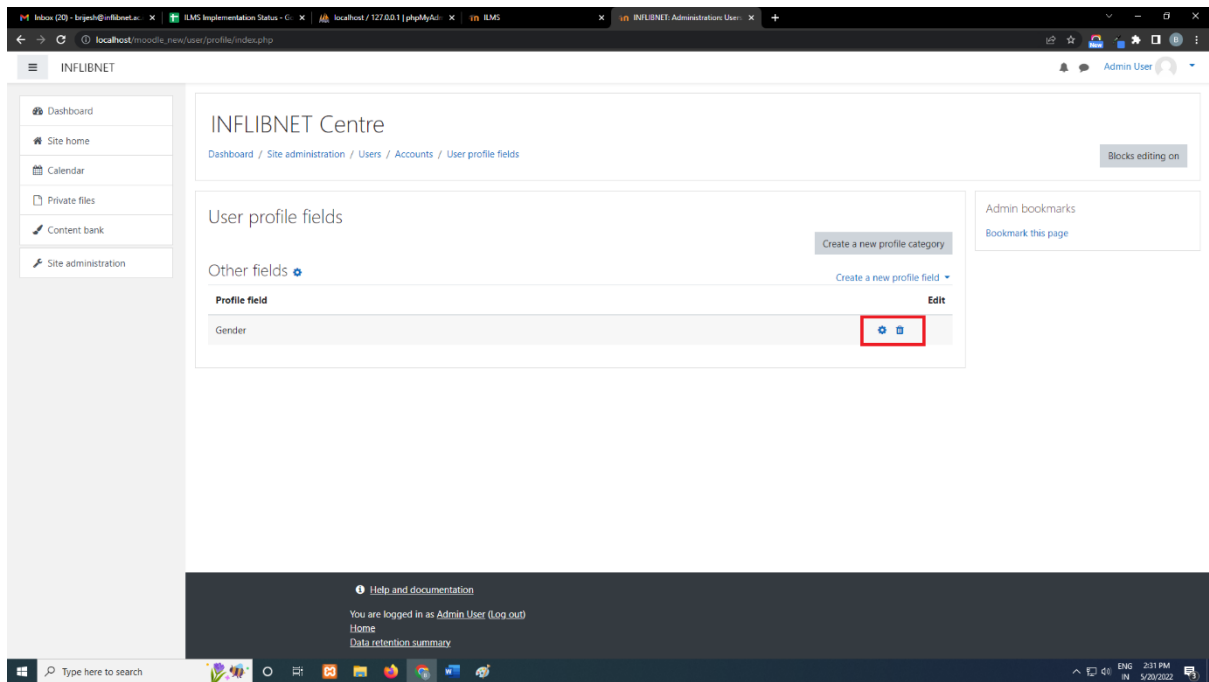
▼ Other fields

Gender

[Create my new account](#) [Cancel](#)

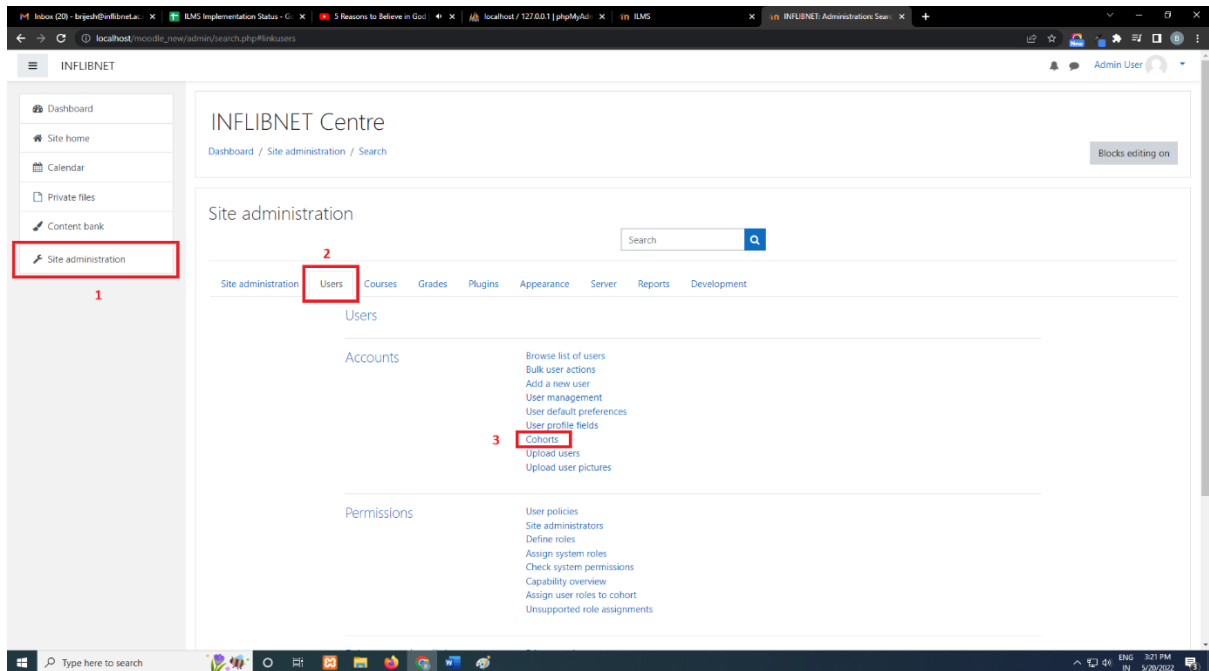
There are required fields in this form

- You can also edit and delete user profile field as display in the below image.



How to create Cohorts

- Go to Site administration > Users > Accounts > Cohorts.
- Cohorts is same as Group.



- Click on the “Add new cohort”.

INFLIBNET Centre

Dashboard / Site administration / Users / Accounts / Cohorts / Add new cohort

Add new cohort

System cohorts All cohorts **Add new cohort** Upload cohorts

Name

Context

Cohort ID

☒ Visible

Description

There are required fields in this form marked .

- Fill all the details like Cohort name, Cohorts ID, Description and then click on “Save Changes” button.

INFLIBNET Centre

Dashboard / Site administration / Users / Accounts / Cohorts / Add new cohort

Add new cohort

System cohorts All cohorts **Add new cohort** Upload cohorts

Name

Context

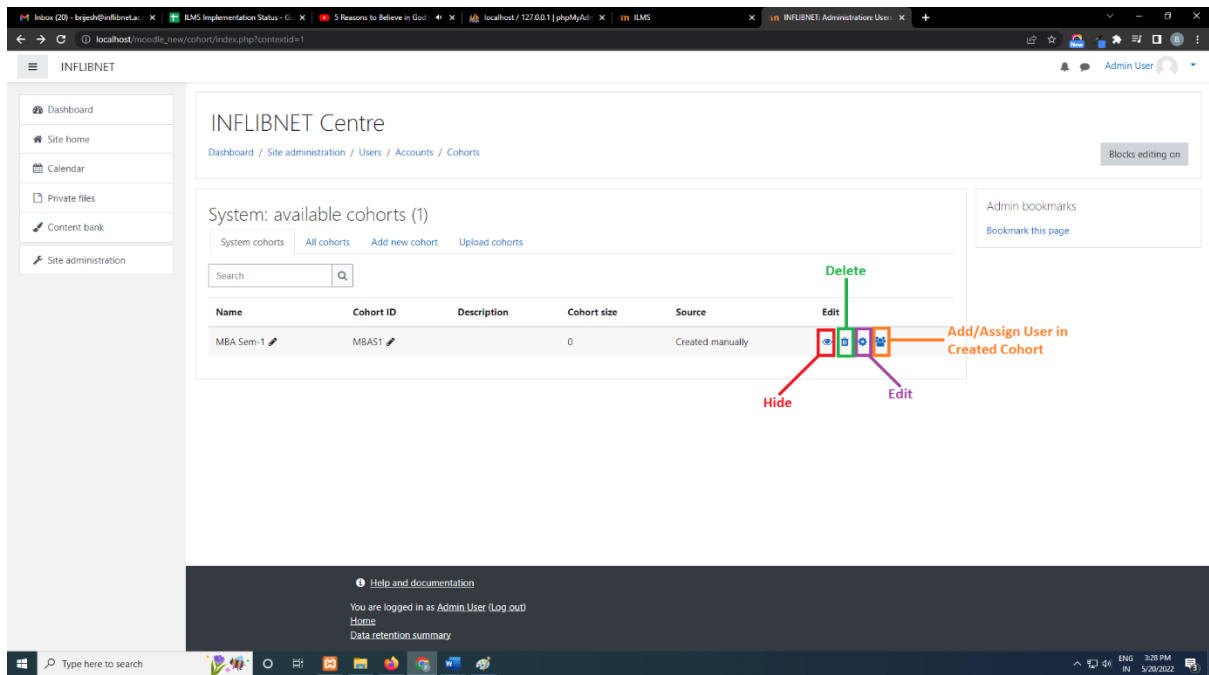
Cohort ID

☒ Visible

Description

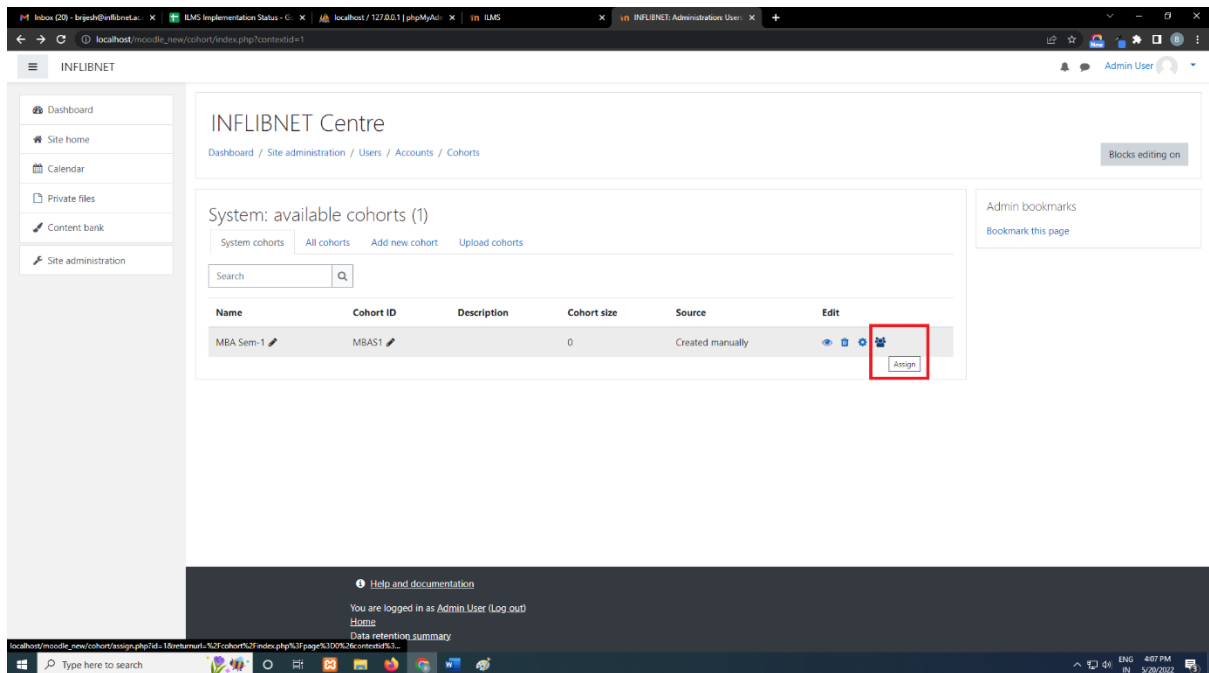
There are required fields in this form marked .

- You can edit, delete and hide (Hide means it is not visible anywhere and disappear from all places.) the cohort also.

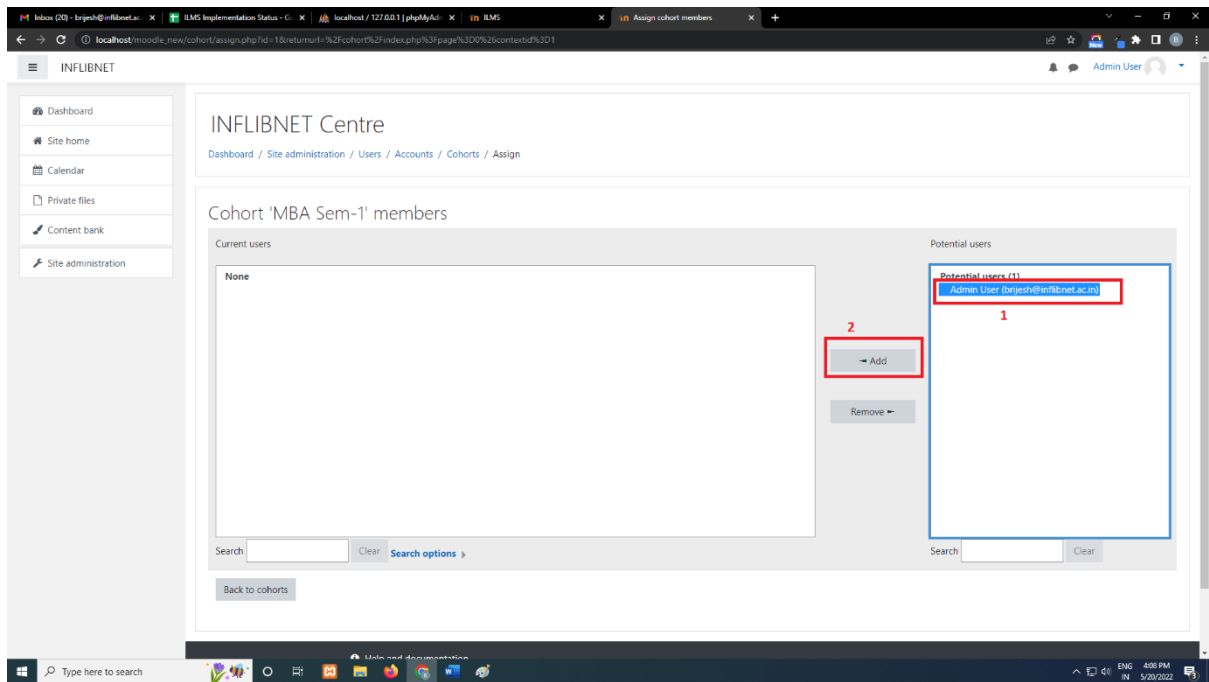


Assign User in the Created Cohort

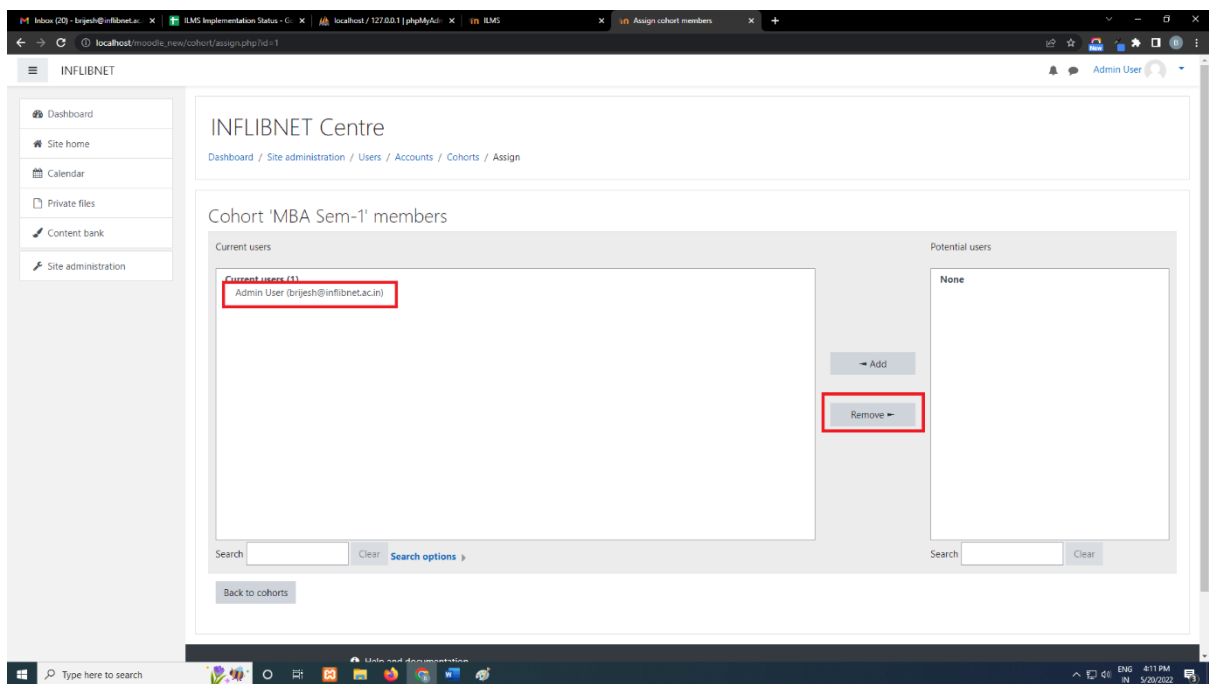
- Click on the Assign User icon as display in the below image.



- You can see all the user on the right side. Select user which you want to add in Cohort and the click on the “Add” button. User will add in the created Cohort. If you have more users then you can search by name and email.

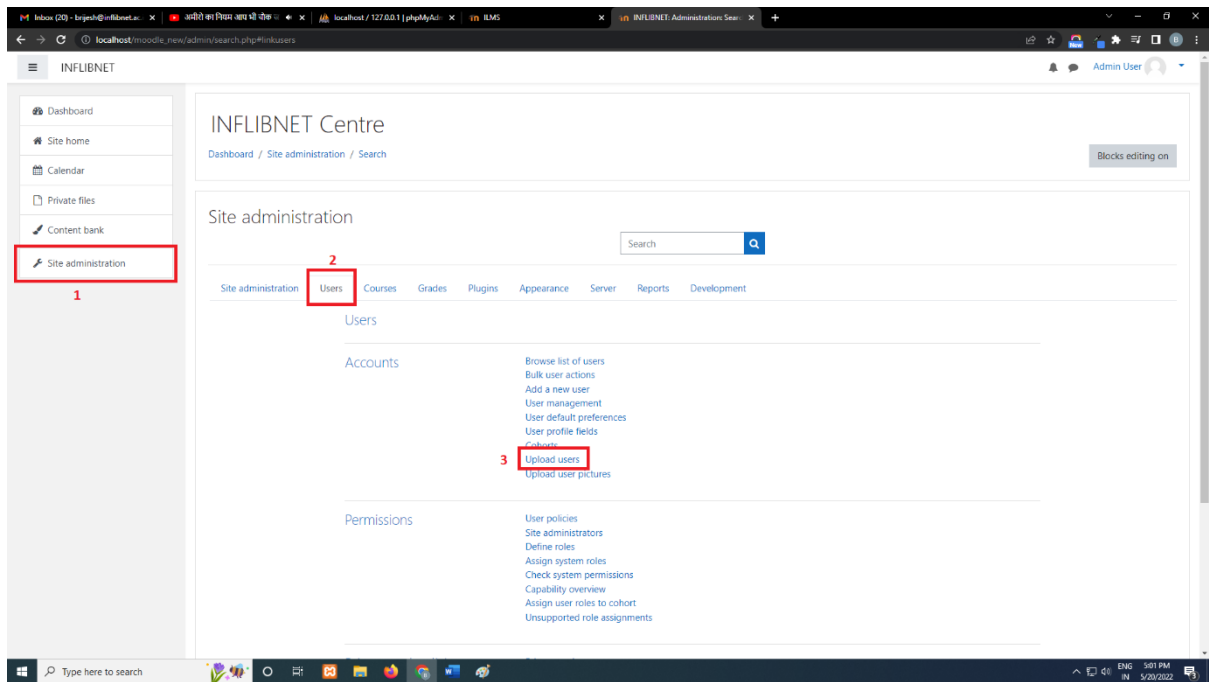


- You can see the selected user on the left side box. If you want to remove user from the selection then select user and then click on the “Remove” button. User will remove from the selection.

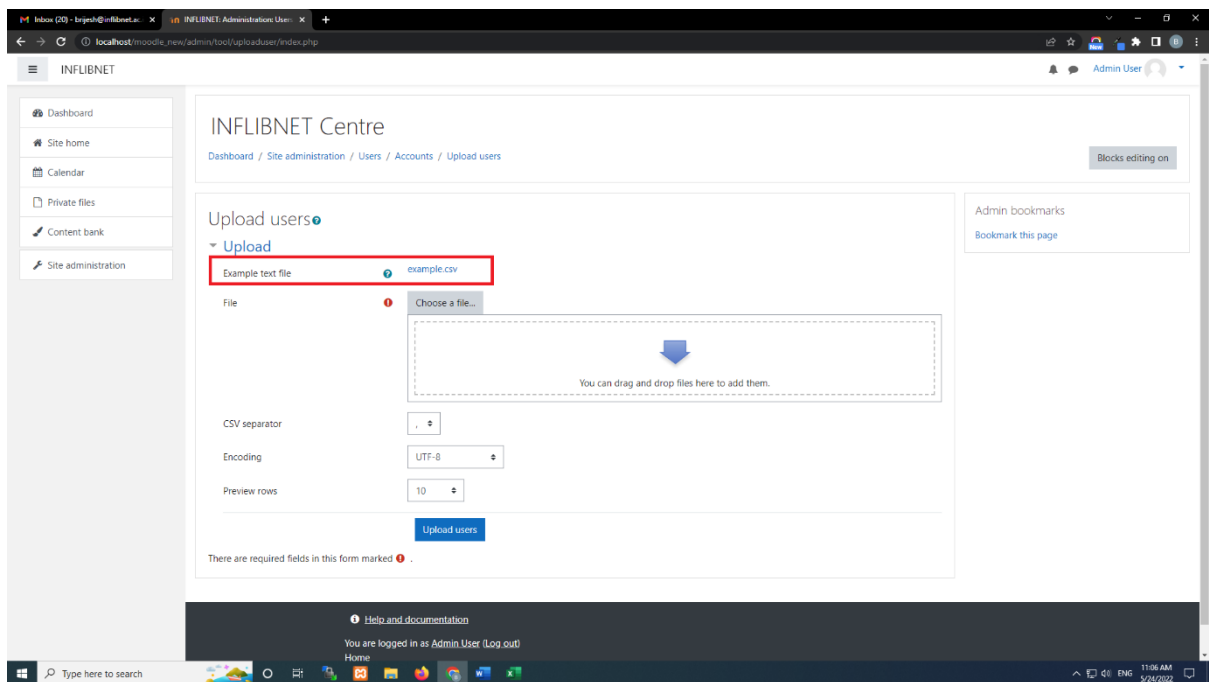


How to Upload User in Bulk

- Go to Site administration > Users > Accounts > Upload Users.



- You can see the example csv file for the generate data for upload user.



	username	firstname	lastname	email
1	student1	Student	One	s1@example.com
2	student2	Student	Two	s2@example.com
3	student3	Student	Three	s3@example.com
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

- Now click on the “Choose a file...” button or drag and drop file in the below button given area.

INFLIBNET Centre

Dashboard / Site administration / Users / Accounts / Upload users

Blocks editing on

Upload users

Example text file example.csv

File Choose a file...

You can drag and drop files here to add them.

CSV separator ,

Encoding UTF-8

Preview rows 10

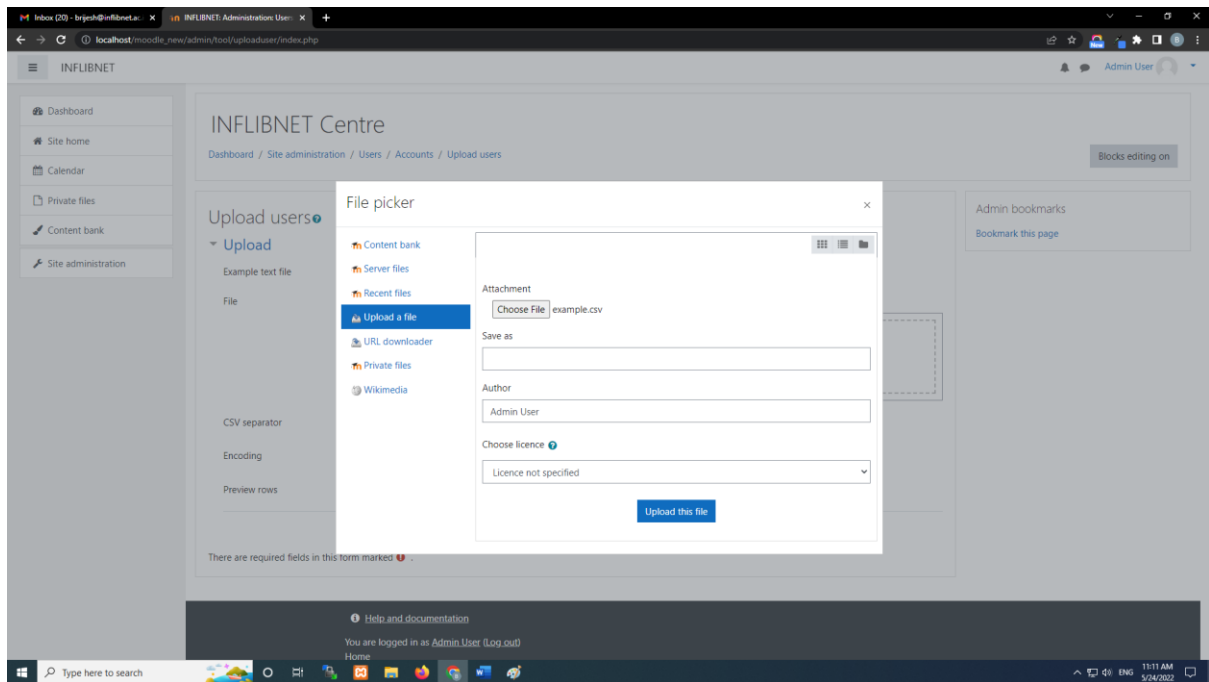
Upload users

There are required fields in this form marked .

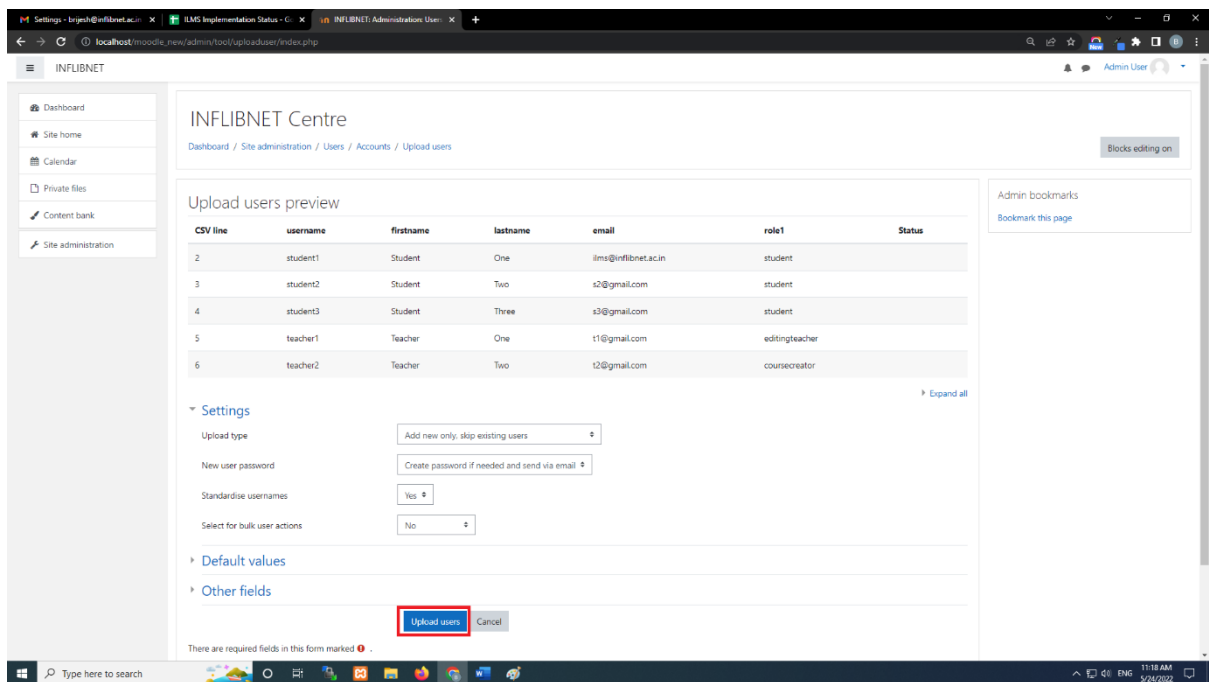
Help and documentation

You are logged in as Admin User (Log out)

- If you click on the “Choose a file...” button the below dialog box is open. Select your csv file and the click in the “Upload this file” button.



- Then click on the “Upload users” button. After that you can see the preview of the user’s data and its setting for the upload user. It also displays user status like duplicate username or email, error in data, etc.



- Then click on the continue button. User will be created which was available in the csv file. Also display the total number of counts for users created, error, users having weak password.

Settings - brjesh@infibnet.ac.in

ILMS Implementation Status - G

INFIBNET: Administration User

localhost:8080/infibnet/admin/Root/uploadusers/index.php

Admin User

INFIBNET

Dashboard

Site home

Calendar

Private files

Content bank

Site administration

INFIBNET Centre

Dashboard / Site administration / Users / Accounts / Upload users

Blocks editing on

Upload users results

Status	CSV line	ID	Username	First name	Surname	Email address	Password	Authentication	Enrolments	Suspended account	Theme	Delete
New user	2	3	student1	Student	One	ils@infibnet.ac.in	Generated in cron	manual		No		
New user	3	4	student2	Student	Two	s2@gmail.com	Generated in cron	manual		No		
New user	4	5	student3	Student	Three	s3@gmail.com	Generated in cron	manual		No		
New user	5	6	teacher1	Teacher	One	t1@gmail.com	Generated in cron	manual		No		
New user	6	7	teacher2	Teacher	Two	t2@gmail.com	Generated in cron	manual		No		

Users created: 5

Users having a weak password: 0

Errors: 0

Continue

Admin bookmarks

Bookmark this page

Help and documentation

You are logged in as Admin User (Log out)

Home

Data retention summary

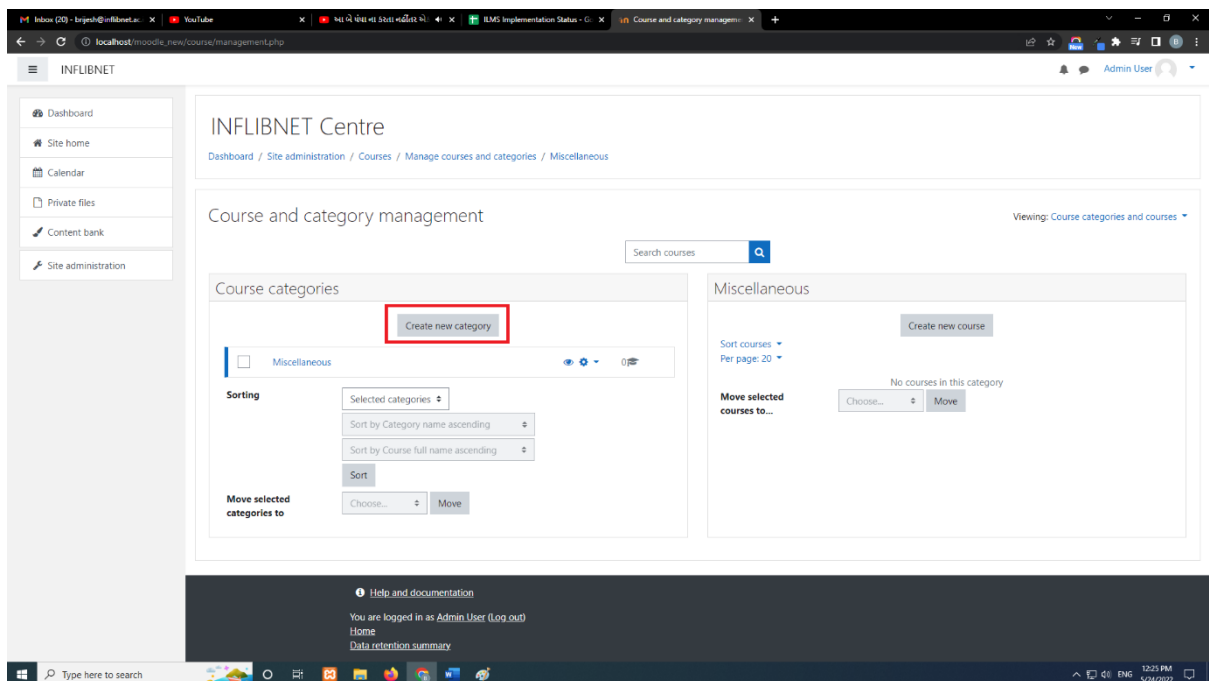
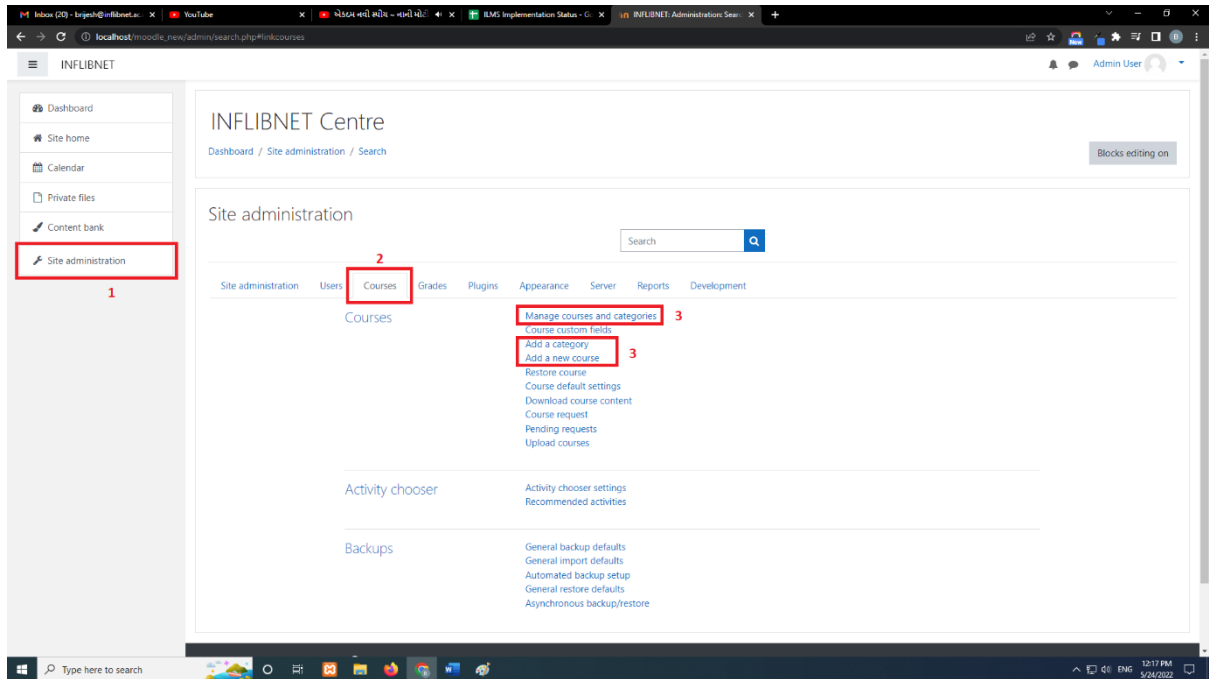
Type here to search

11:21 AM 5/24/2022

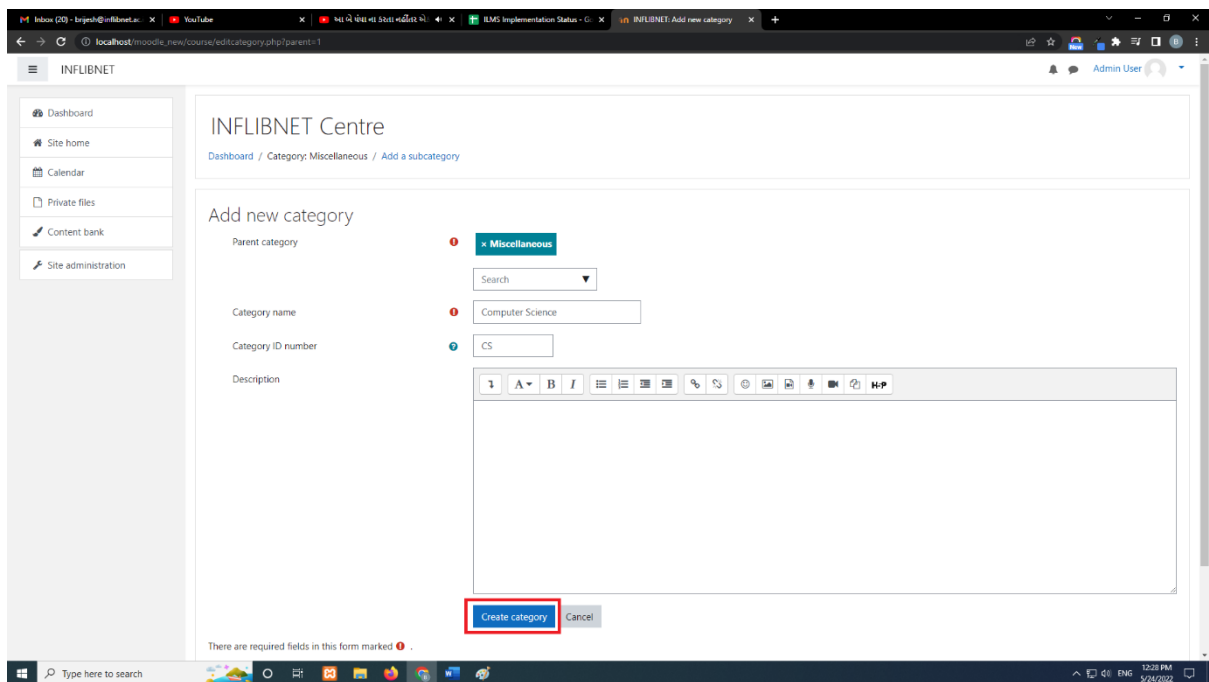
Course

How to Create Category

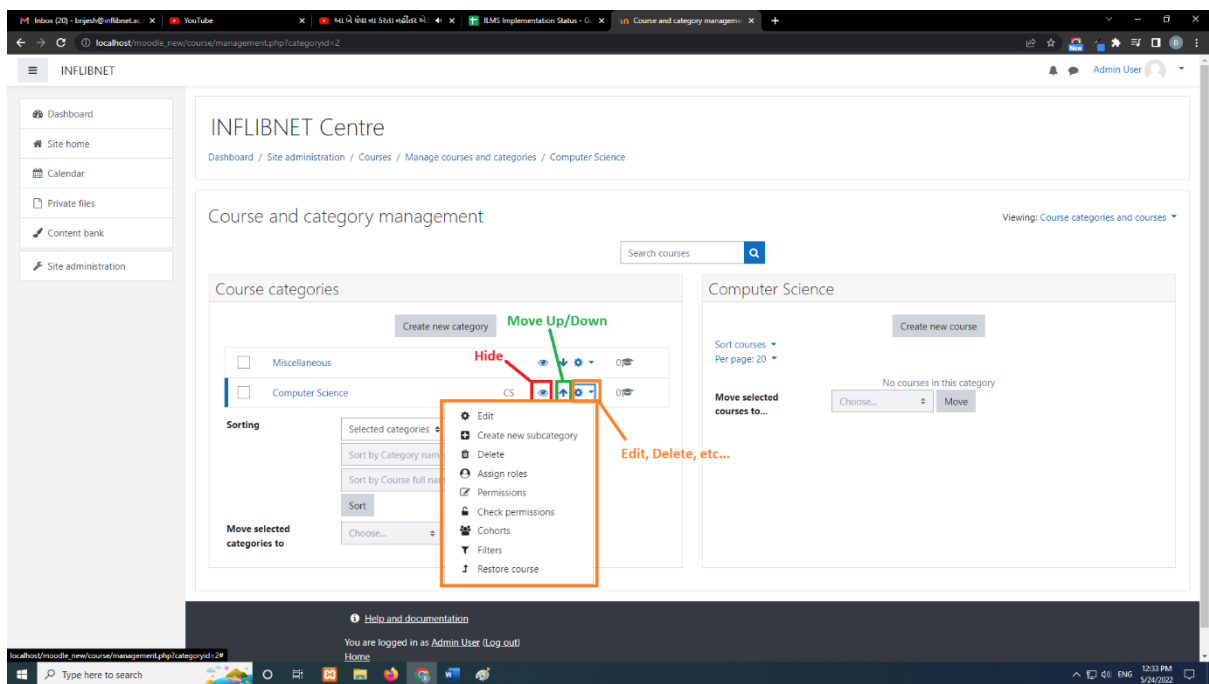
- Go to Site administration > Courses > Manage courses and categories/Add a category.



- After click on the “Add a category” link you can see the below category. Select parent category, category name, category ID, Description and the click on “Create category” button.

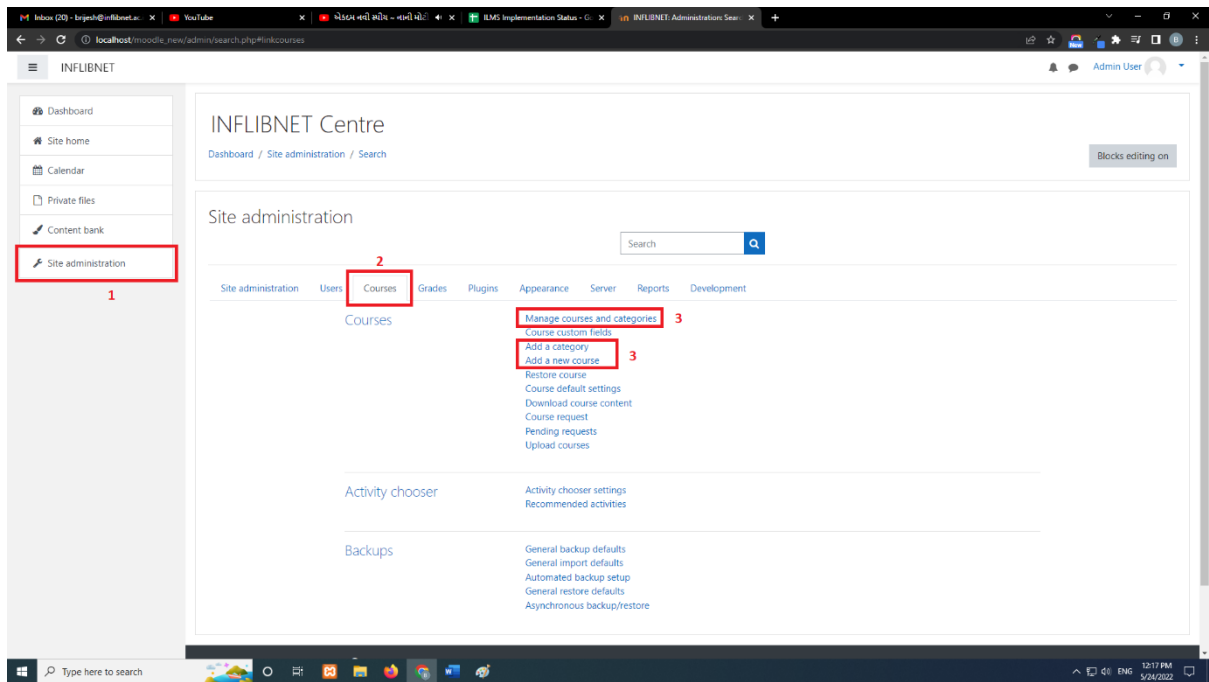


- After click on the “Create category” button you can see below screen for created category and sub category. You can also hide, move up/down, delete, edit, Create sub category, Cohorts, etc.

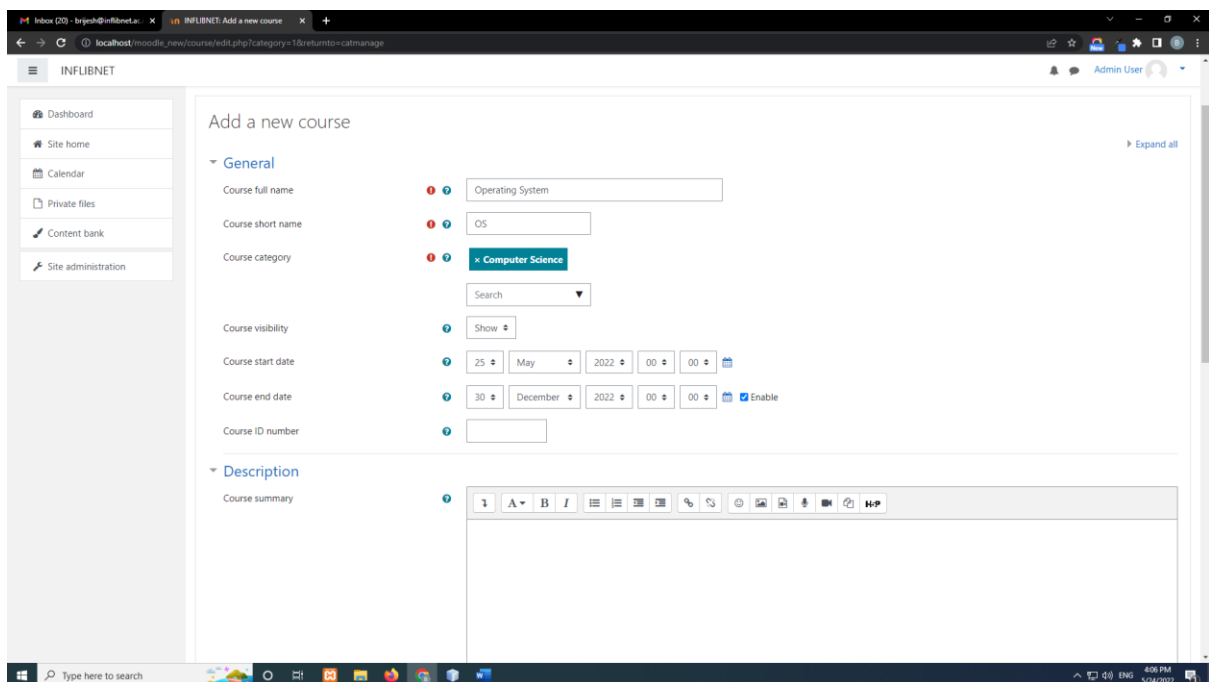


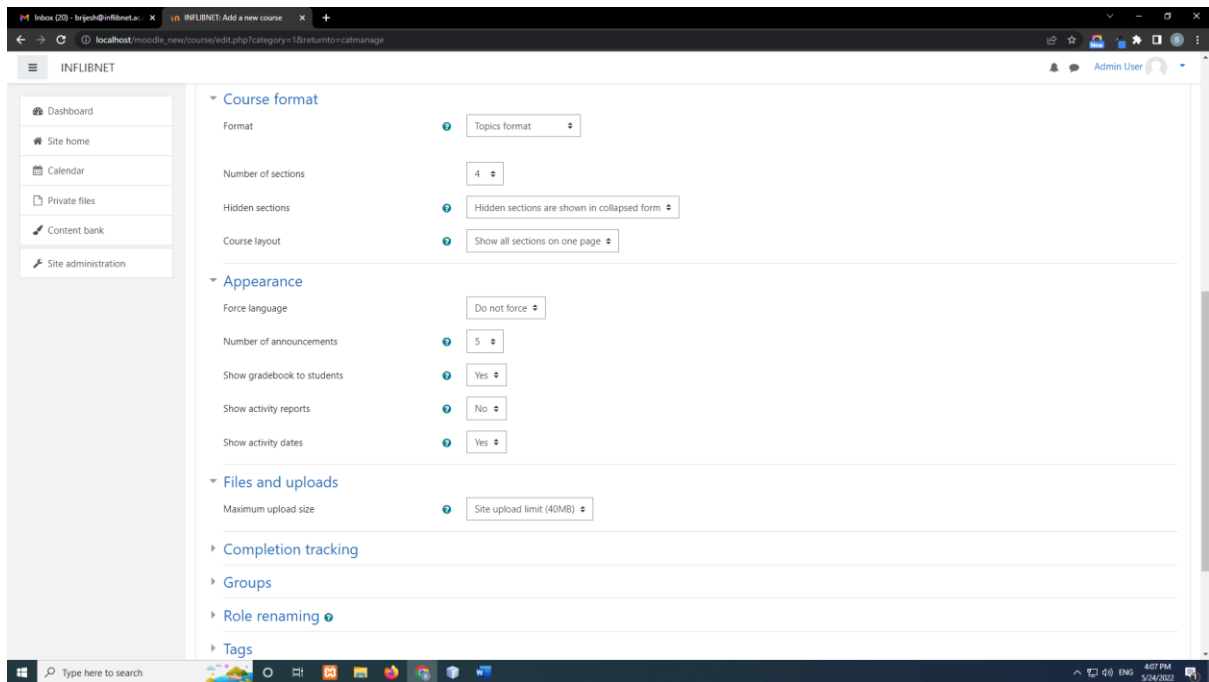
How to create course

- Go to Site administration > Courses > Manage courses and categories/Add a new course.

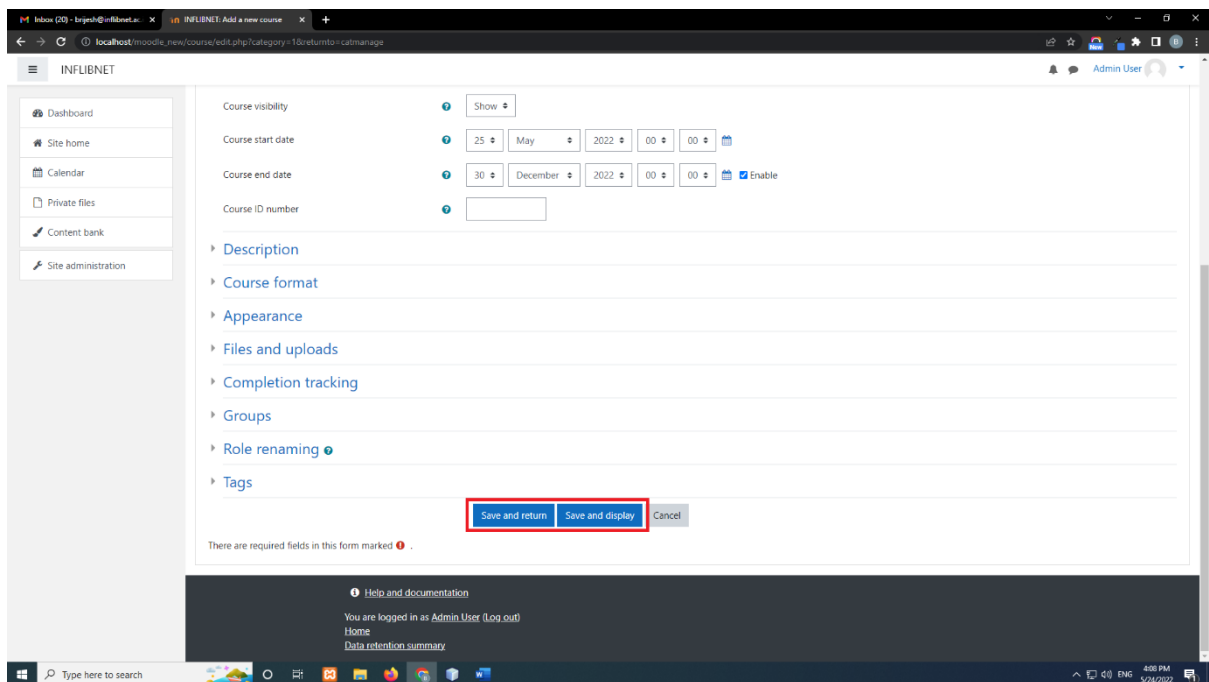


- Enter all course details like, Course full name, Course short name, course category (all category display in dropdown which you are created), Course visibility, Course start date, Course end date, Course id number, Description, course image, course format, appearance, files and upload limit, etc information.

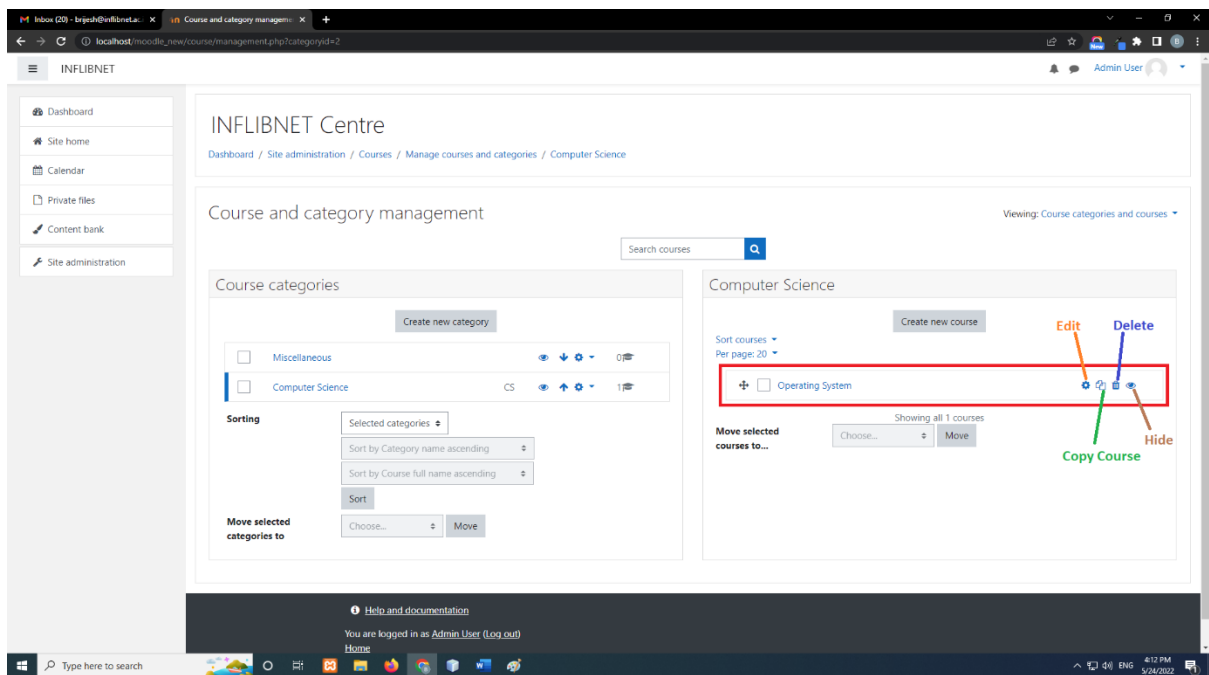




- Then click on the “Save and return” or “Save and display” button.

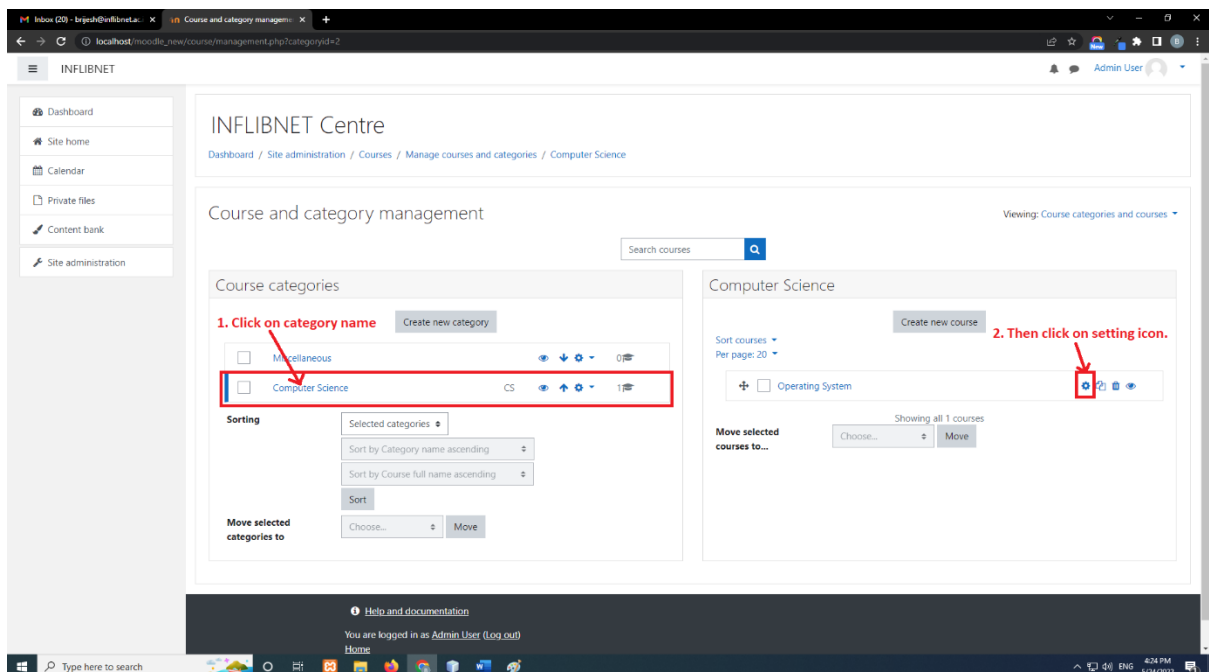


- You can edit, delete, copy course, hide after creating the course. Which is display in the below image.

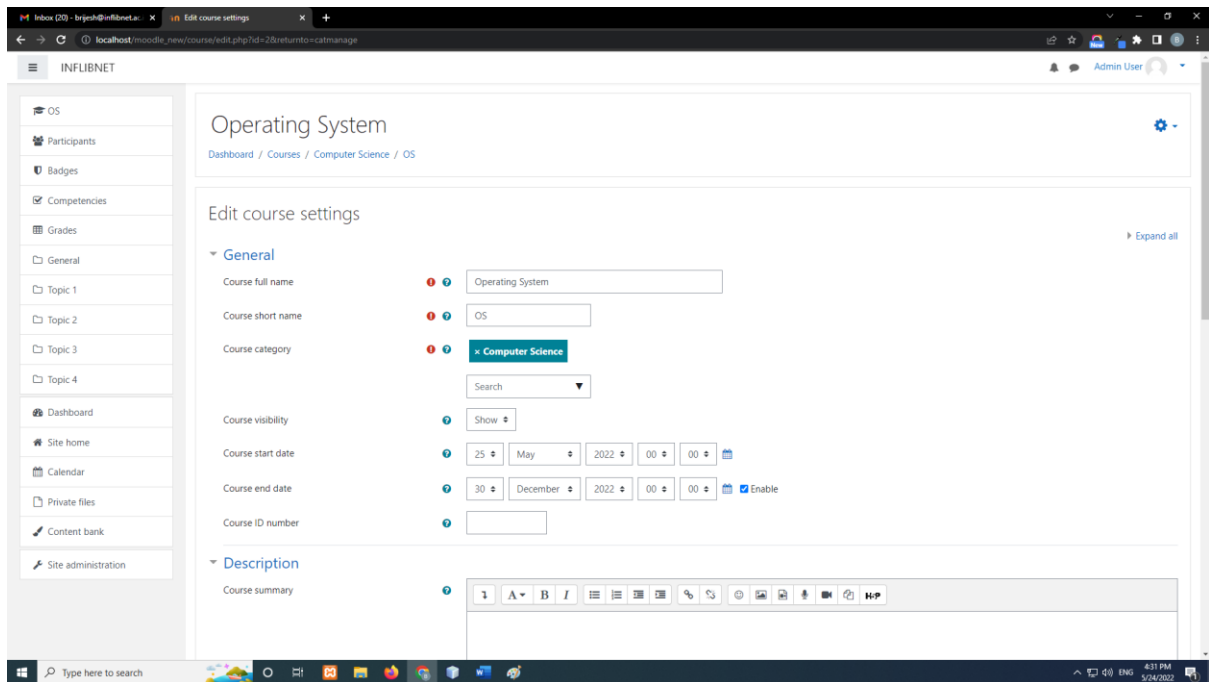


How to add/edit topic title

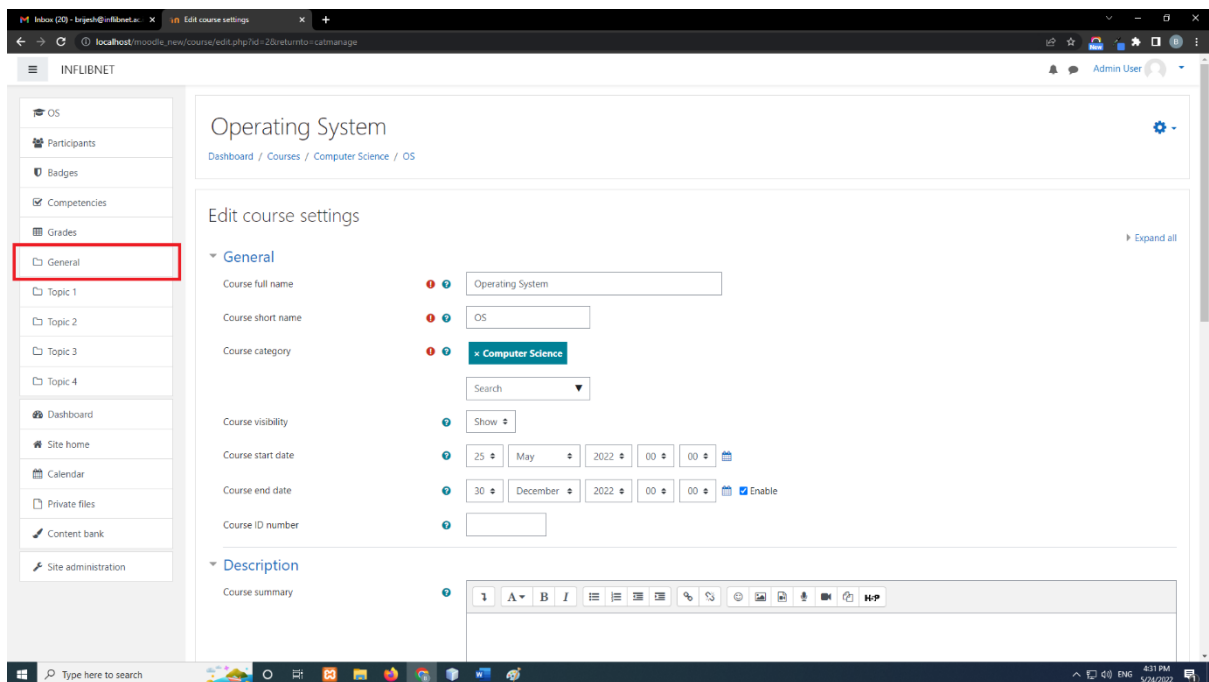
- Go to Site administration > Courses > Manage courses and categories.
- Click on the category name from category list, then click on the setting icon on the particular course name from course list. Which is display as below image.



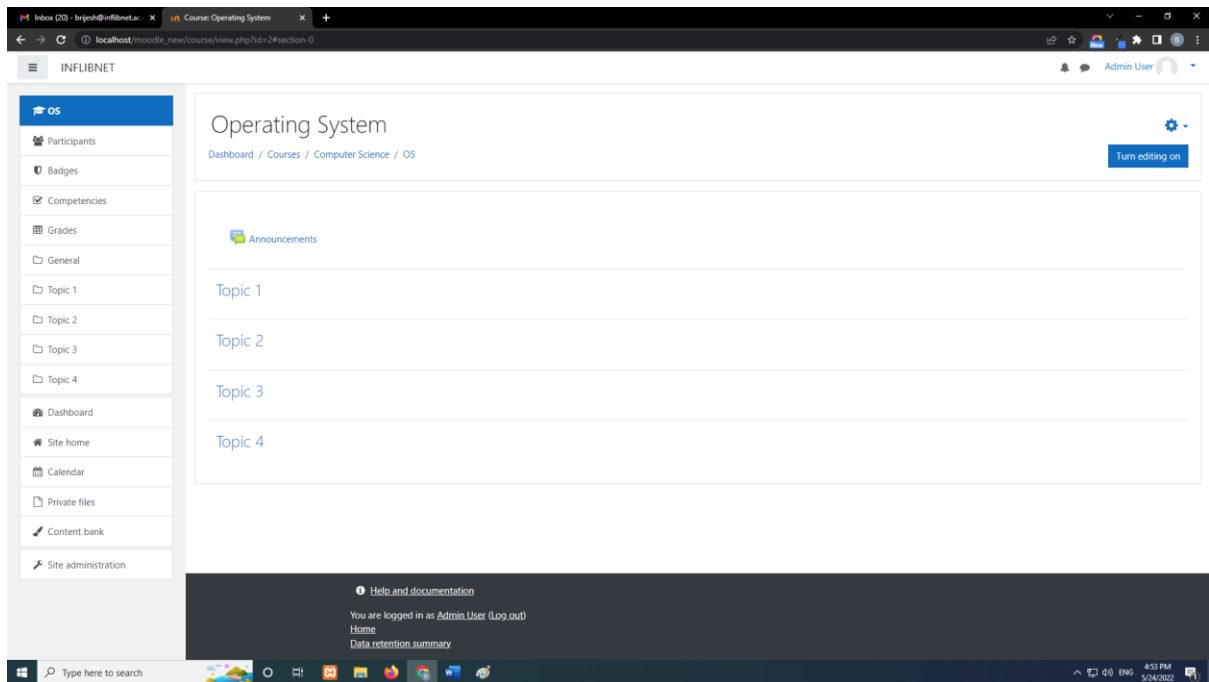
- You can see the below image after click on the setting icon. You can edit the course details from here.



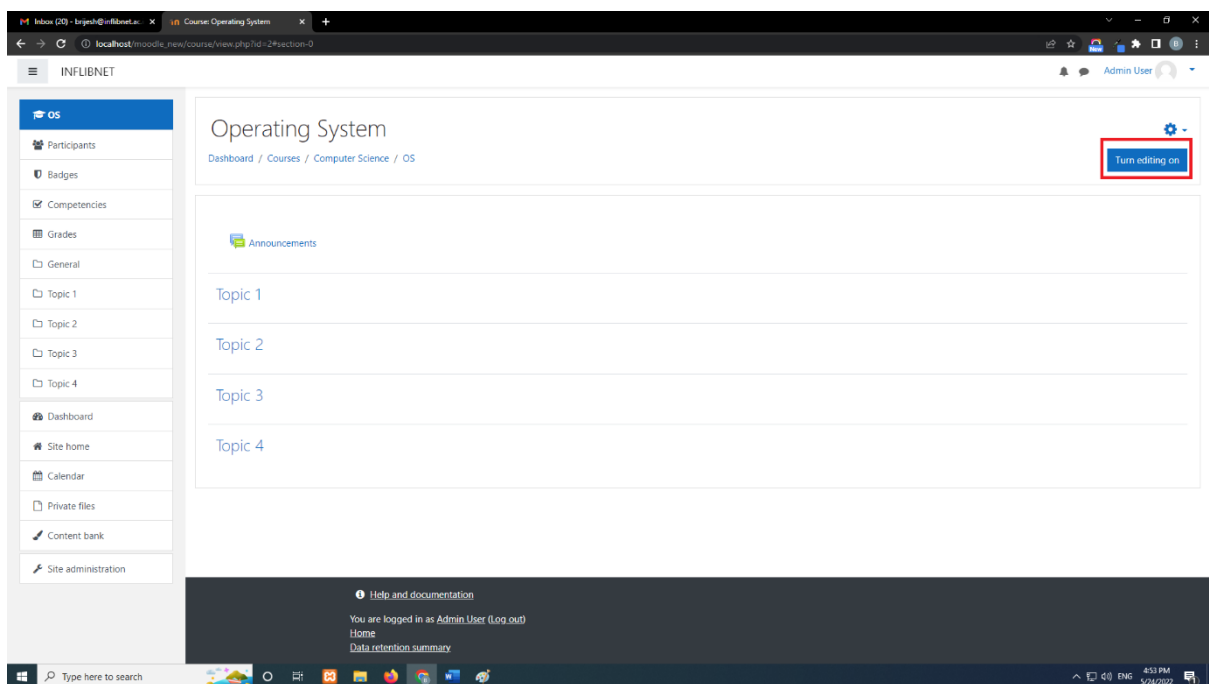
- Click on the “General” link from the left side panel.



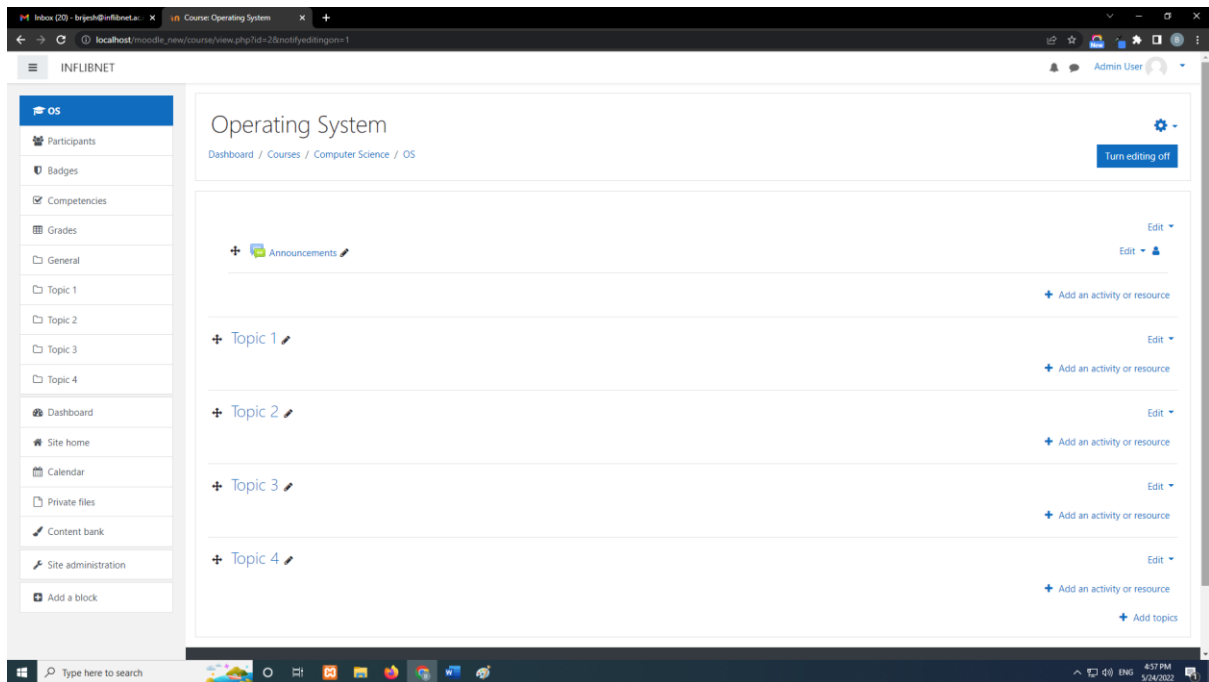
- You can see the default topics title. You can see that there is no any option for any kind of actions like edit, delete, etc...



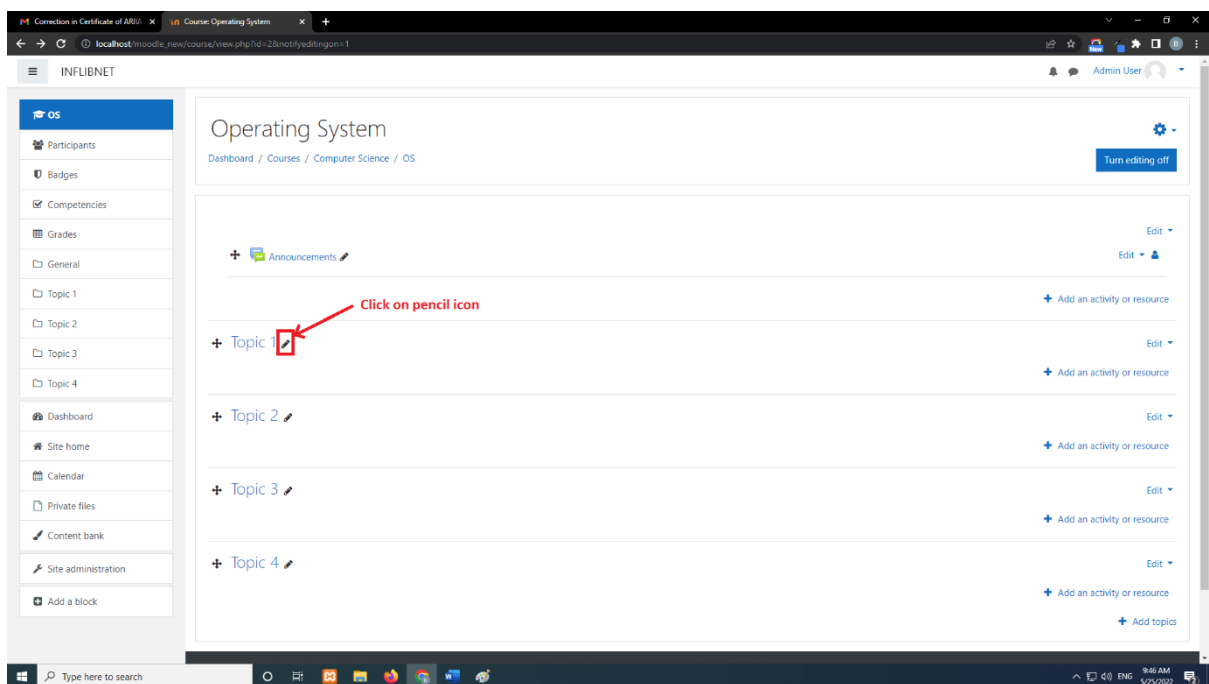
- For the edit topics title and perform any other action you must need to enable “Turn editing on” option. Which is display in the below image.



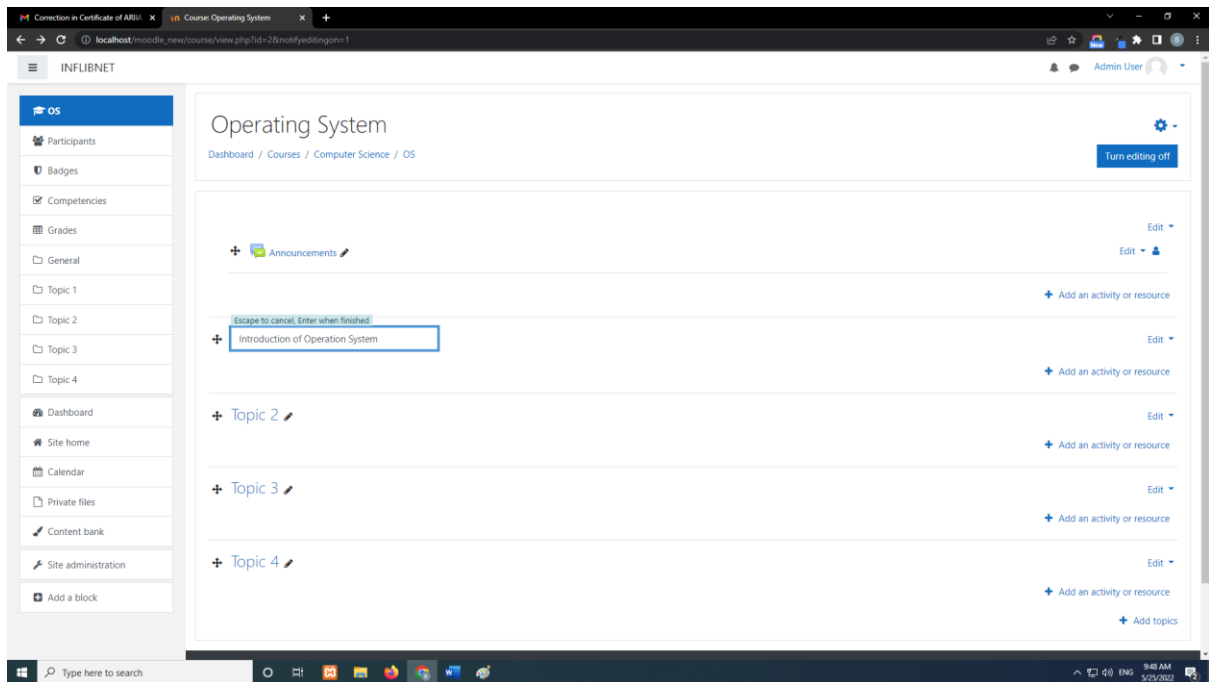
- After click on the “Turn editing on” button you can see the multiple option is visible/enable on the screen.



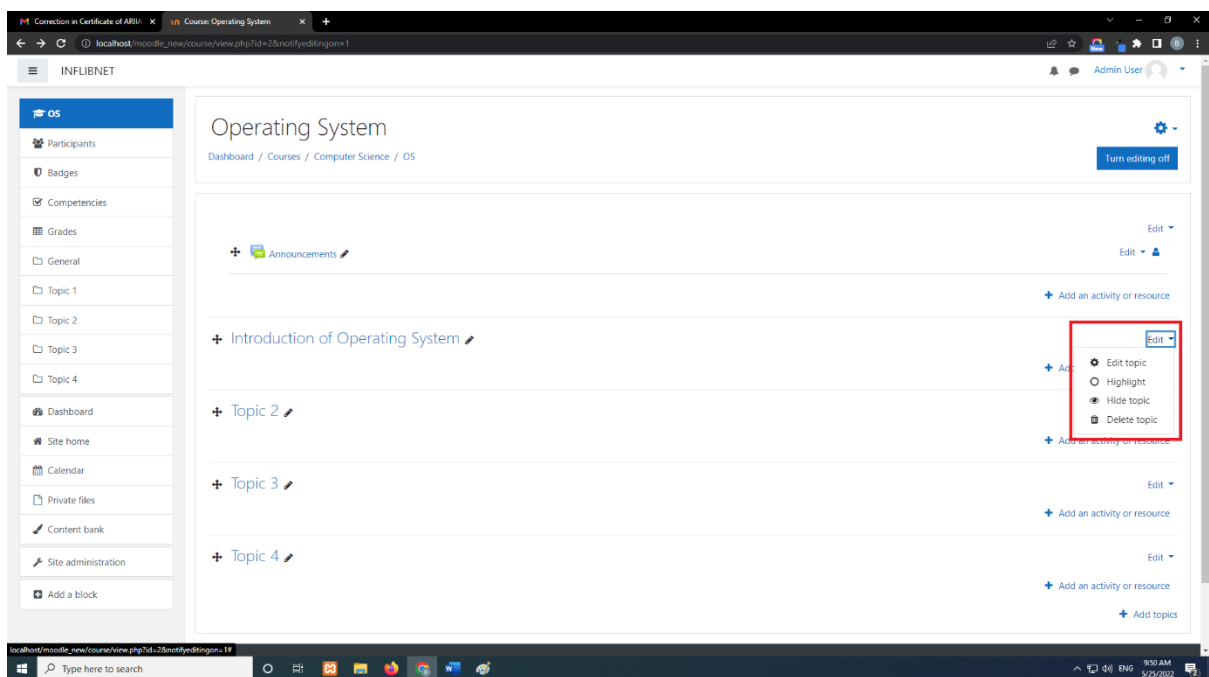
- For edit the topic name click on the pencil icon display in the below image.



- After that you can see the option of the change topic title, enter your topic name and press “Enter” key from the keyboard.

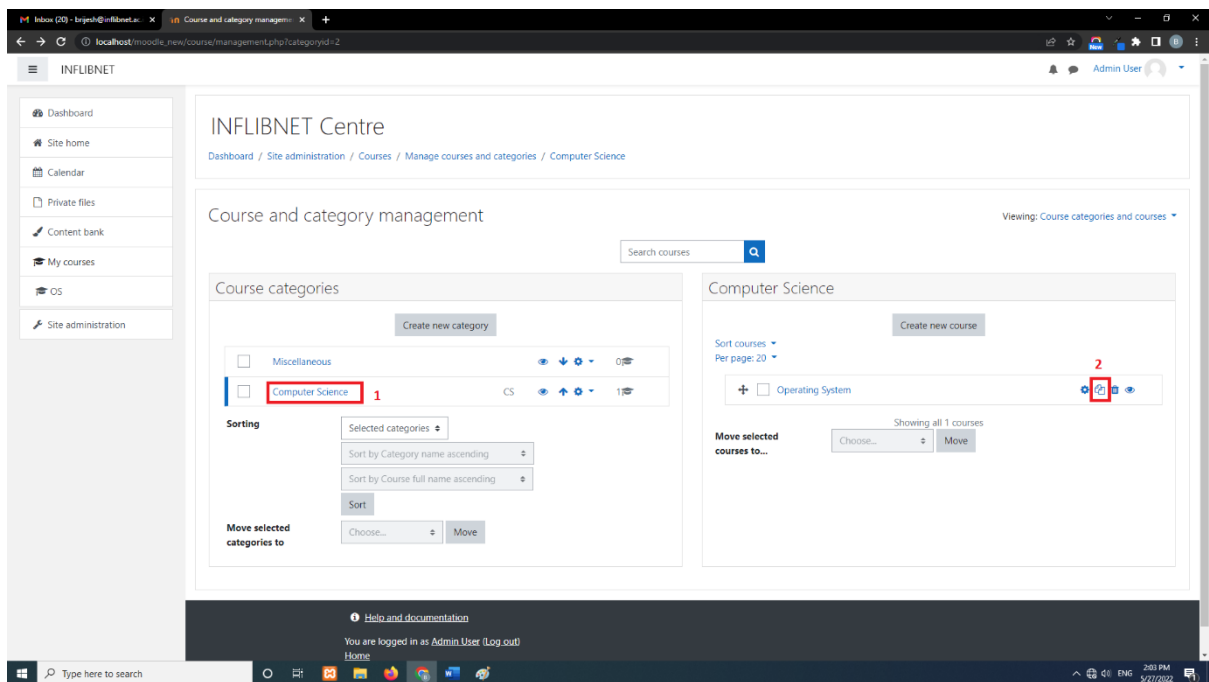


- You can also edit, Hide, delete topic as display in the below image.

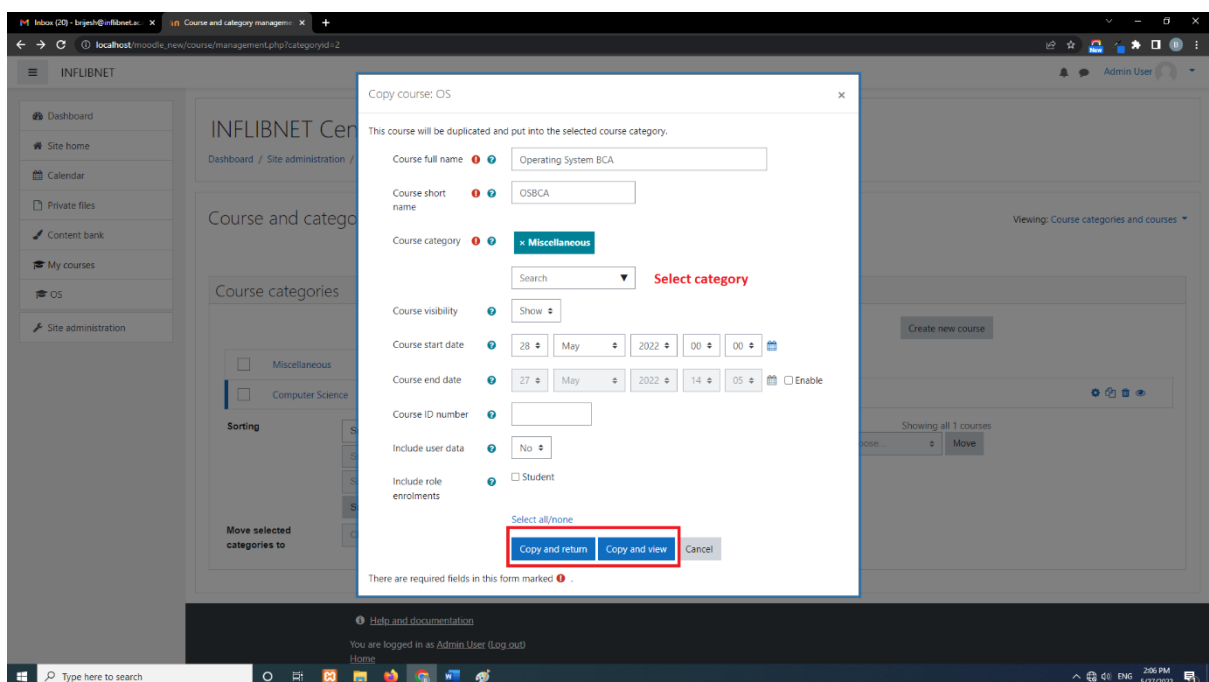


How to copy course

- Go to Site administration > Courses > Manage courses and categories.
- Click on the category name from category list, then click on the copy icon on the particular course name from course list. Which is display as below image.

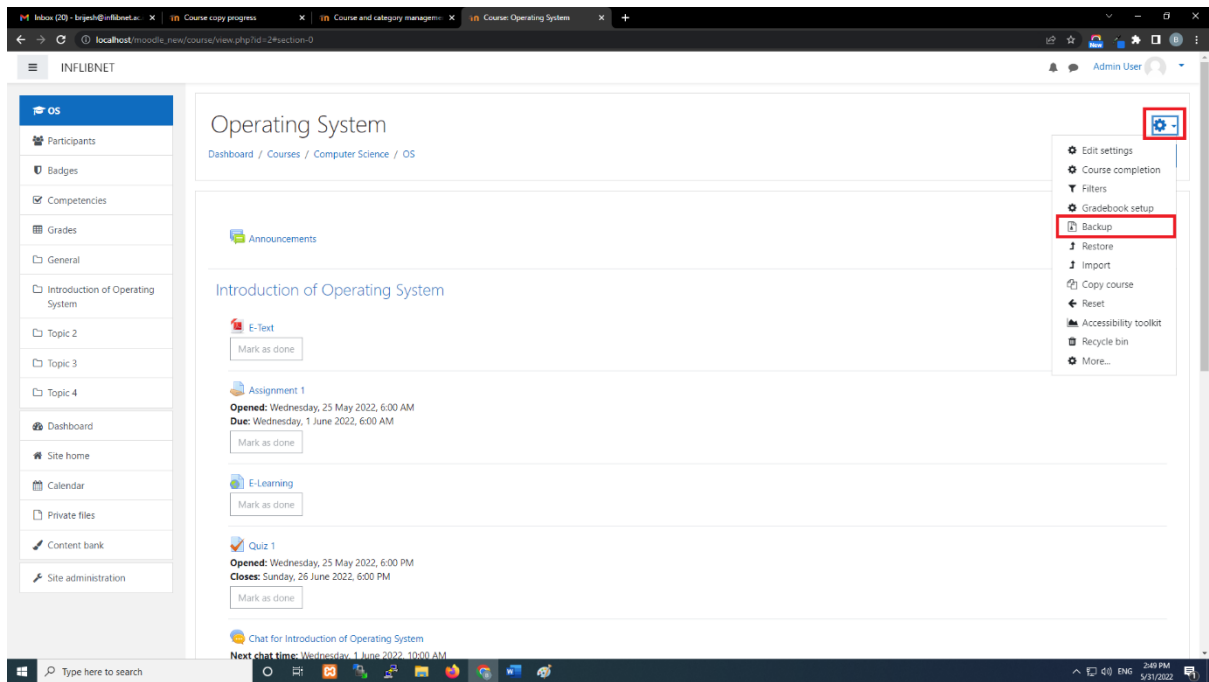


- Enter course full name, short name, category, course visibility, course start and end date, include user data if you want copy existing user data like assignment, feedback, quiz, etc and its grade, enrolment role.
- Then click on the “copy and return” or “Copy and view” button.

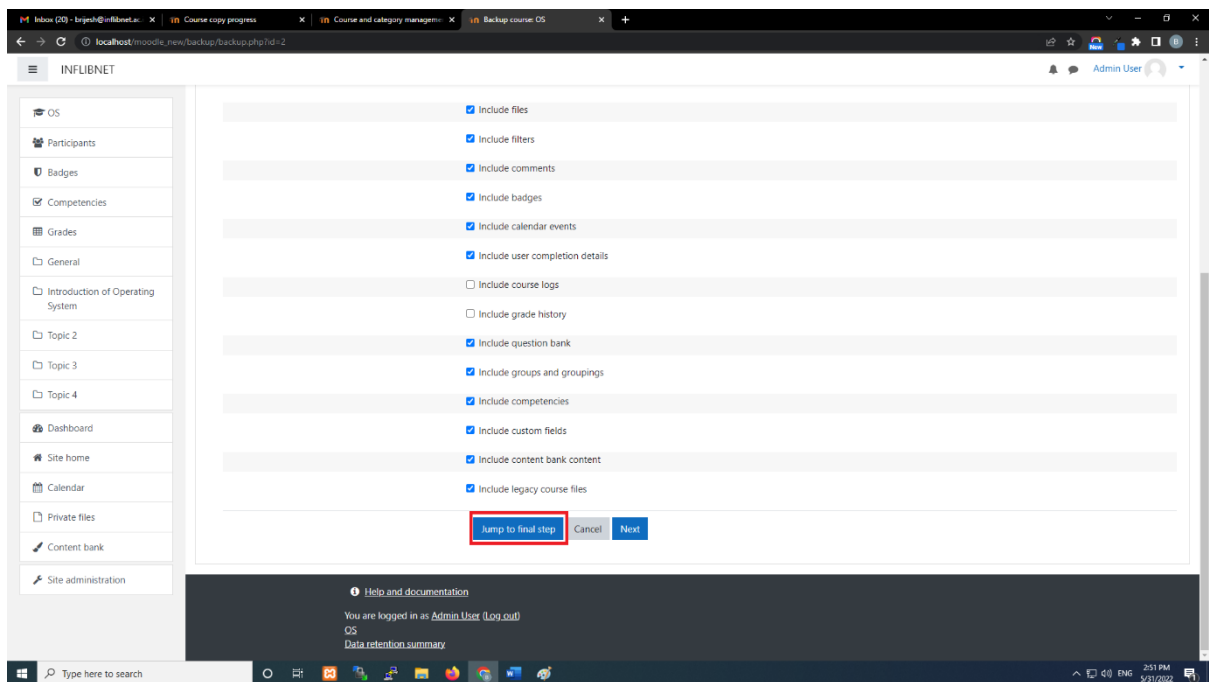


How to backup course

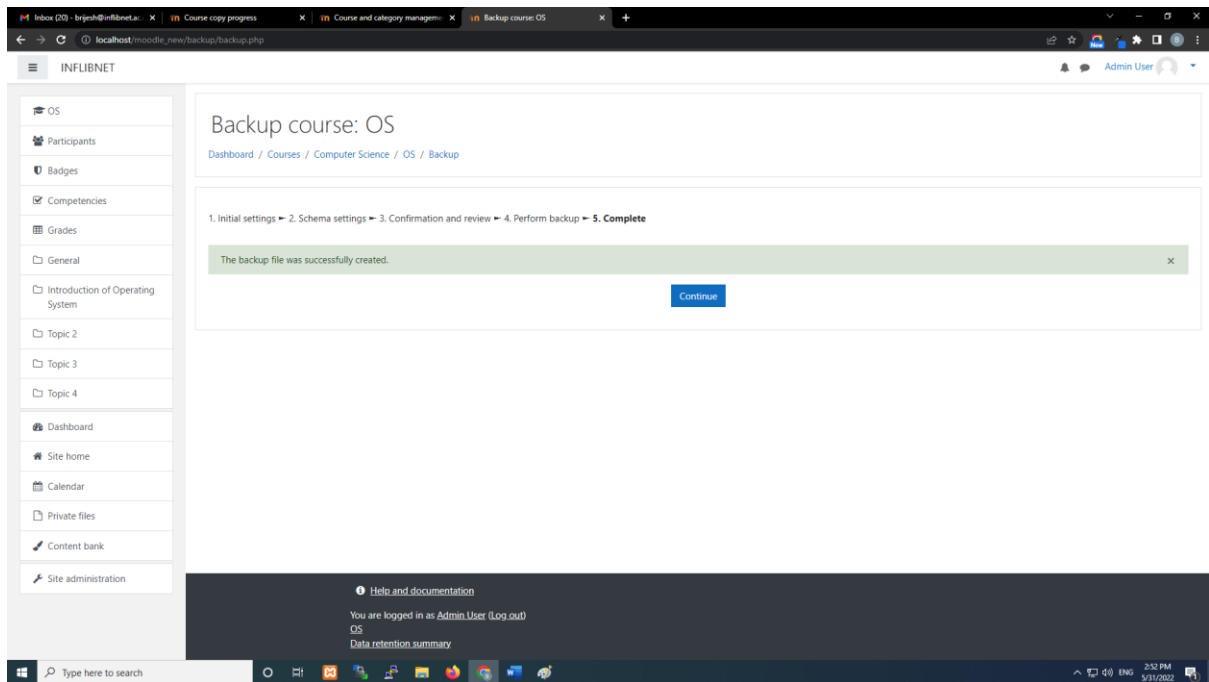
- Click on the “setting” icon from top right side and then click on the “Backup” option.



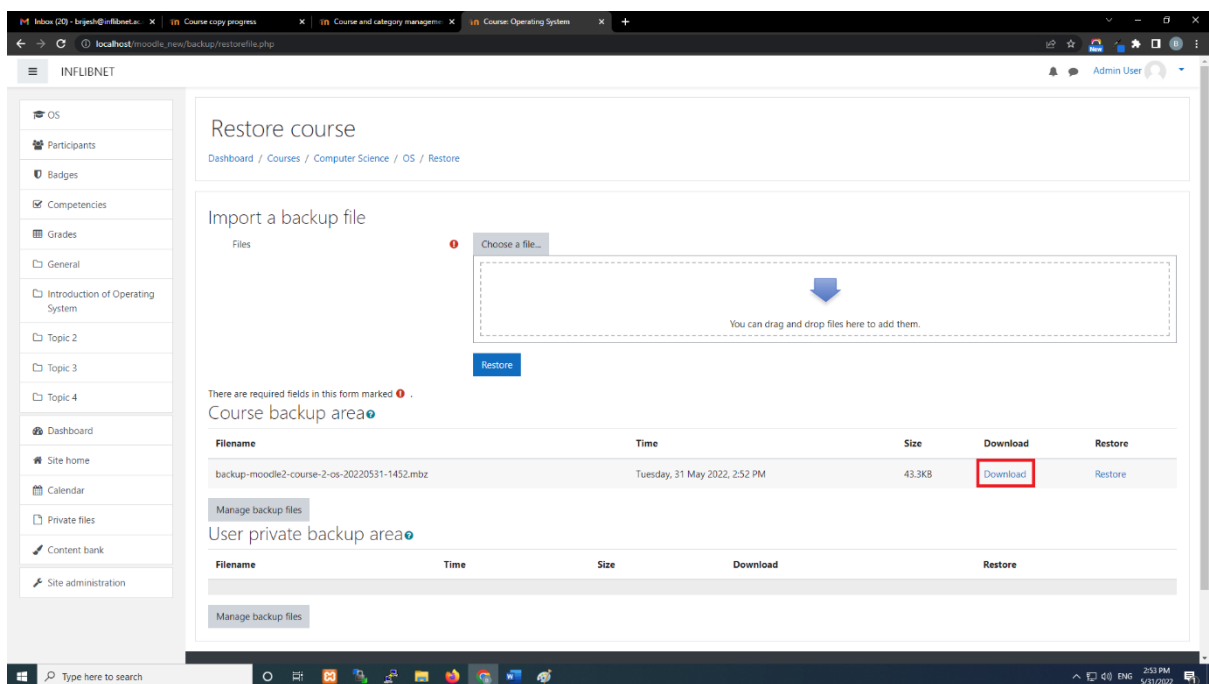
- Click on the “Jump to final step” button.



- Click on the “Continue” button.

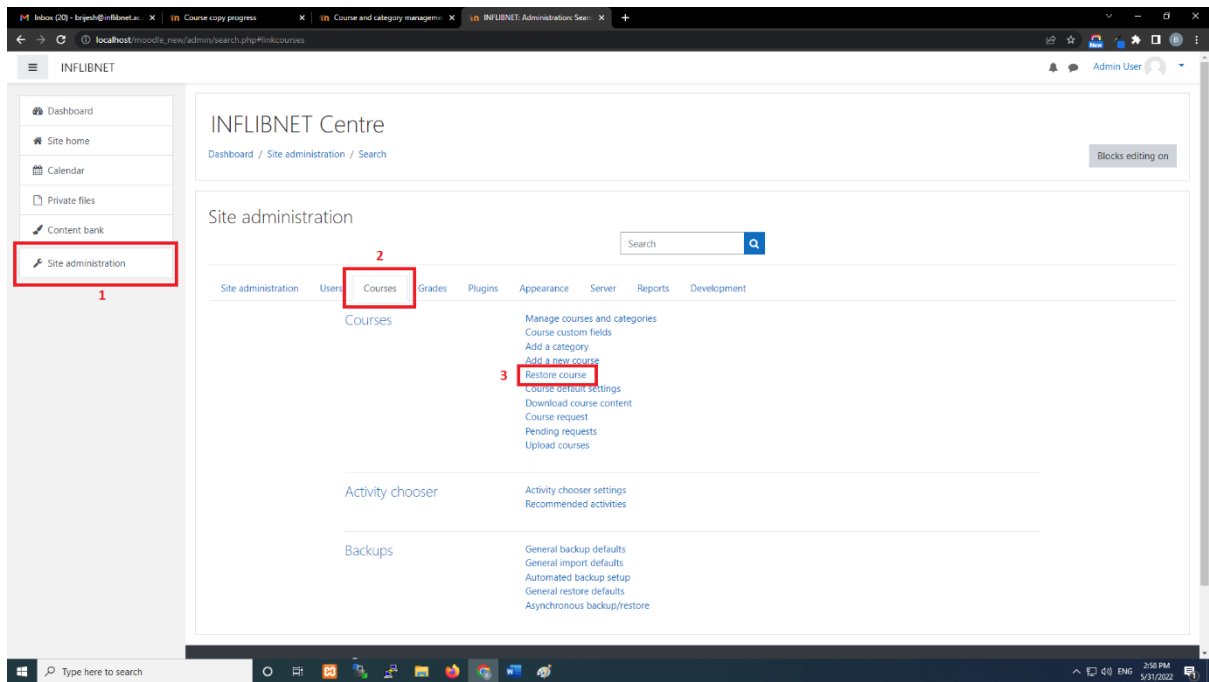


- Click on the “Download” link. You can restore course directly from click on the “Restore” link. (For restore follow the restore course steps.)

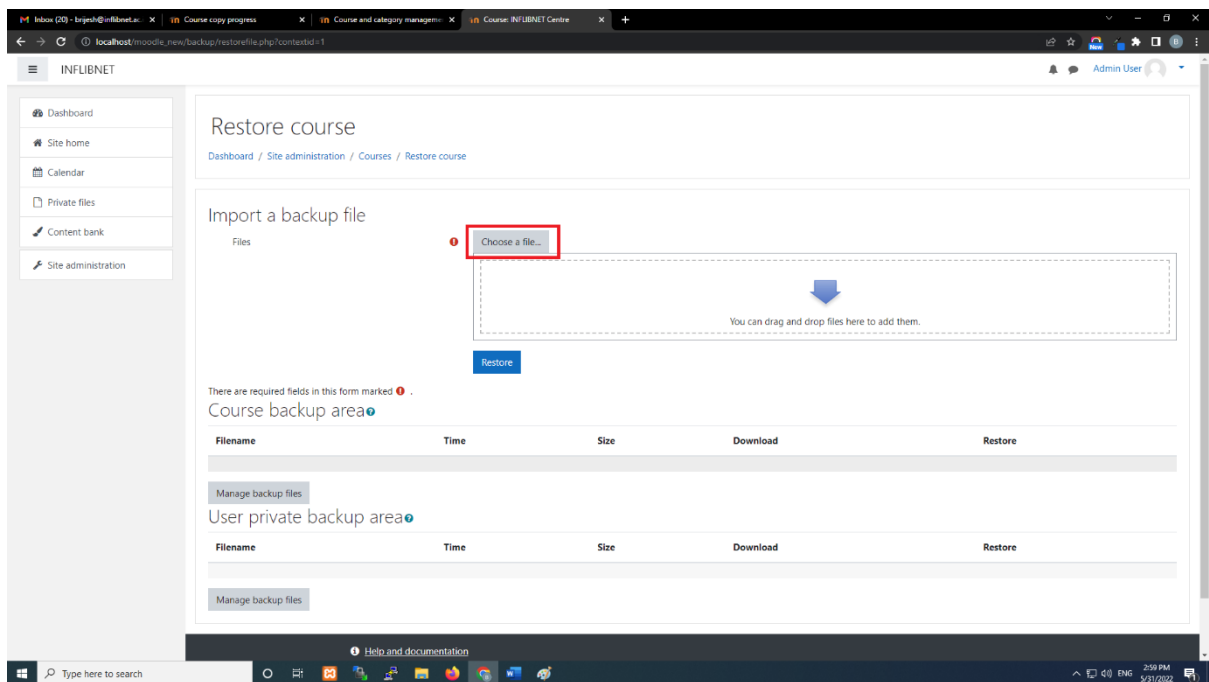


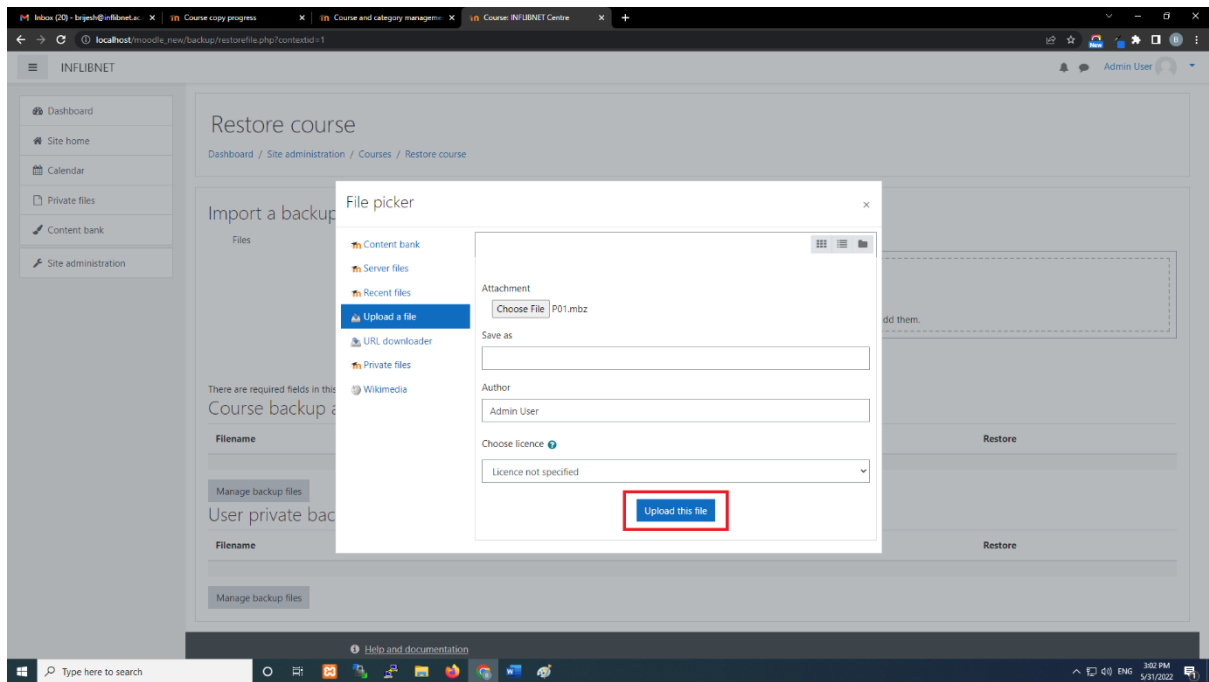
How to restore course

- Go to site administration > course > restore course

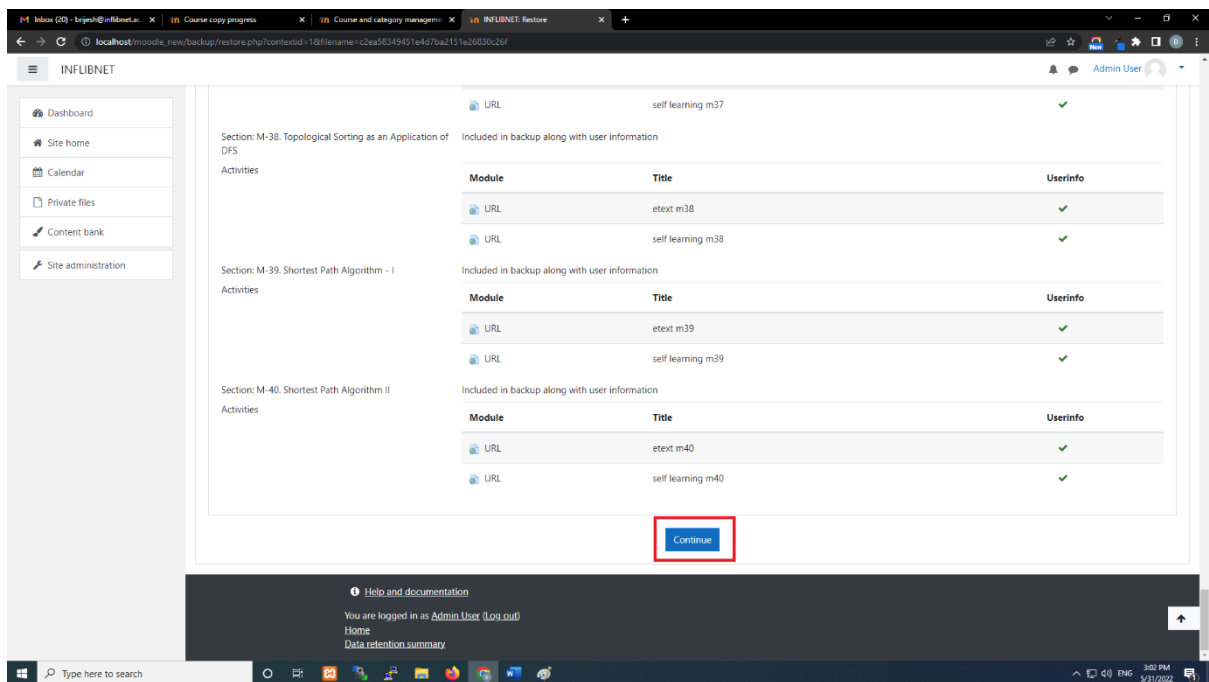


- Select file which you tacked backup and then click on the “Restore” button.

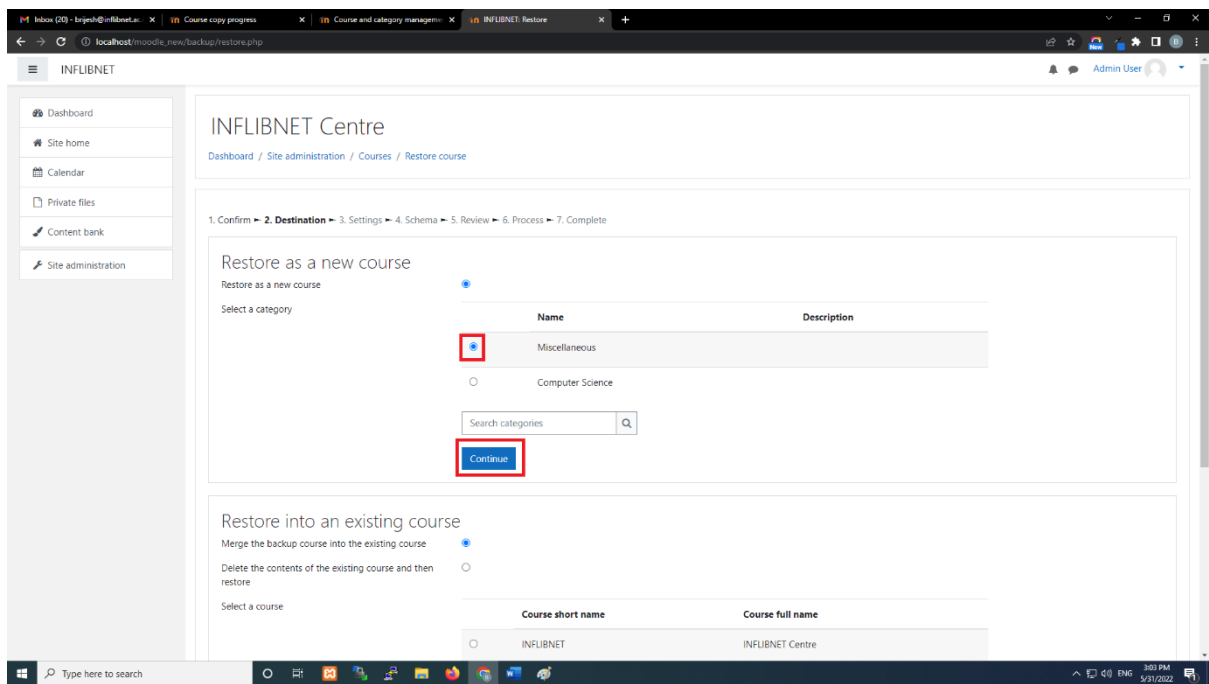




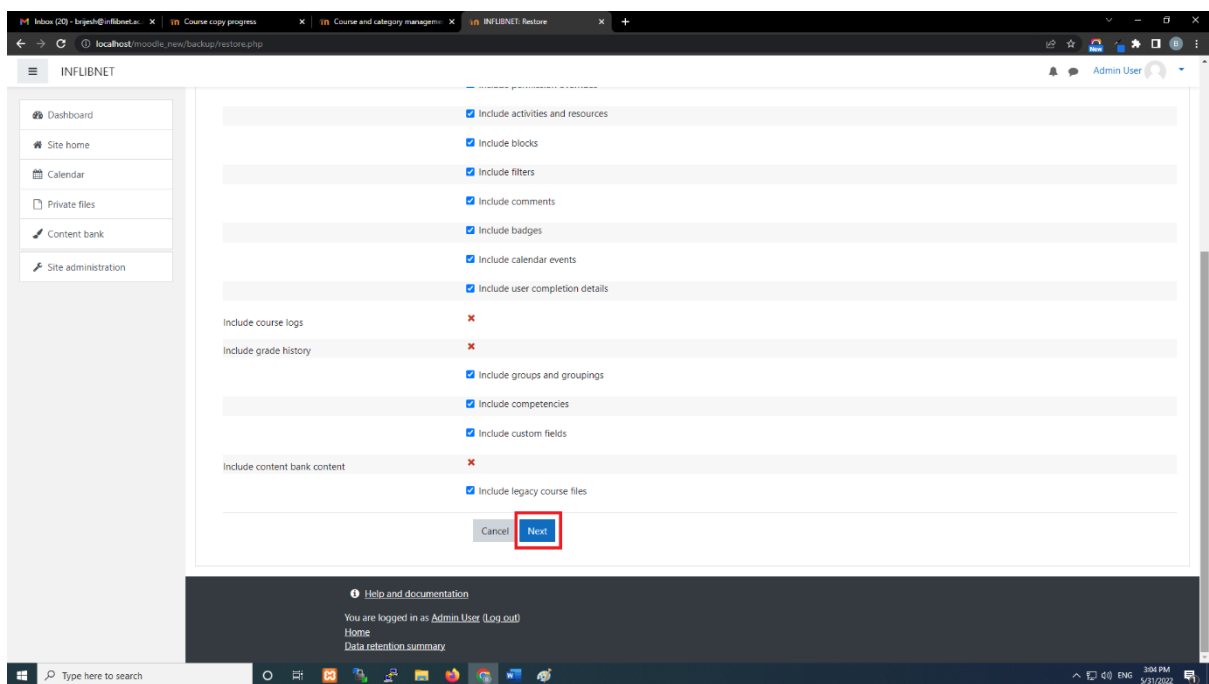
- Click on the “Continue” button.



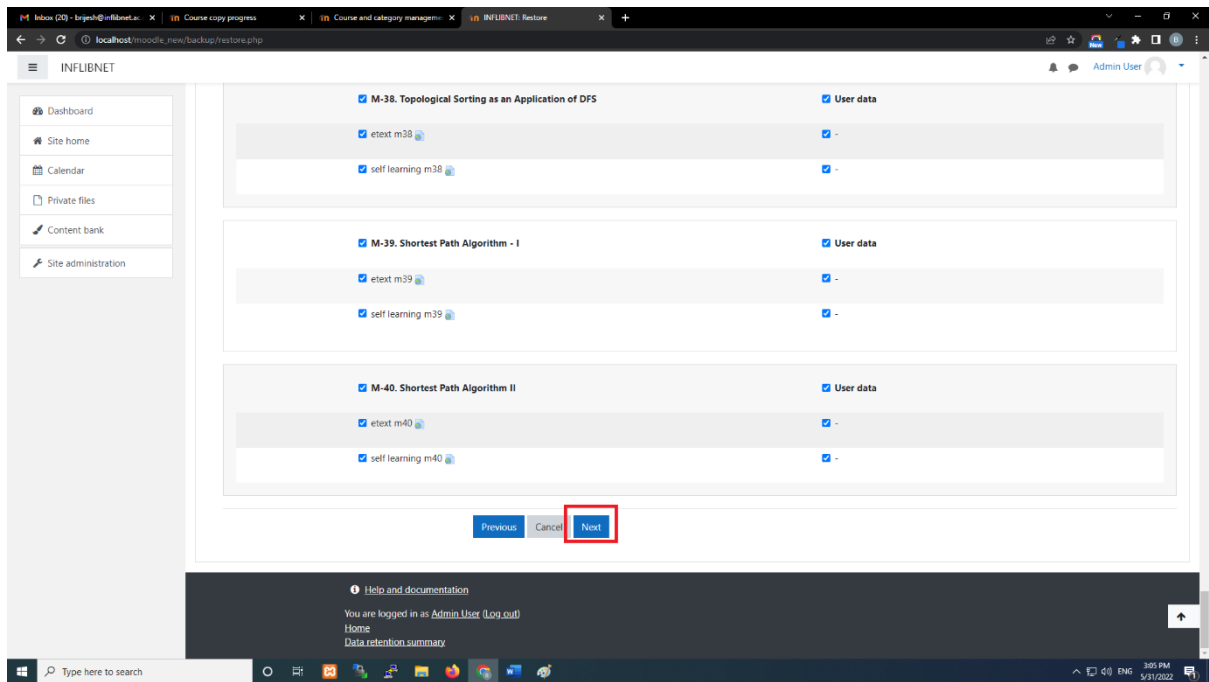
- Then select category for the restore course. And then click on the “Continue” button.



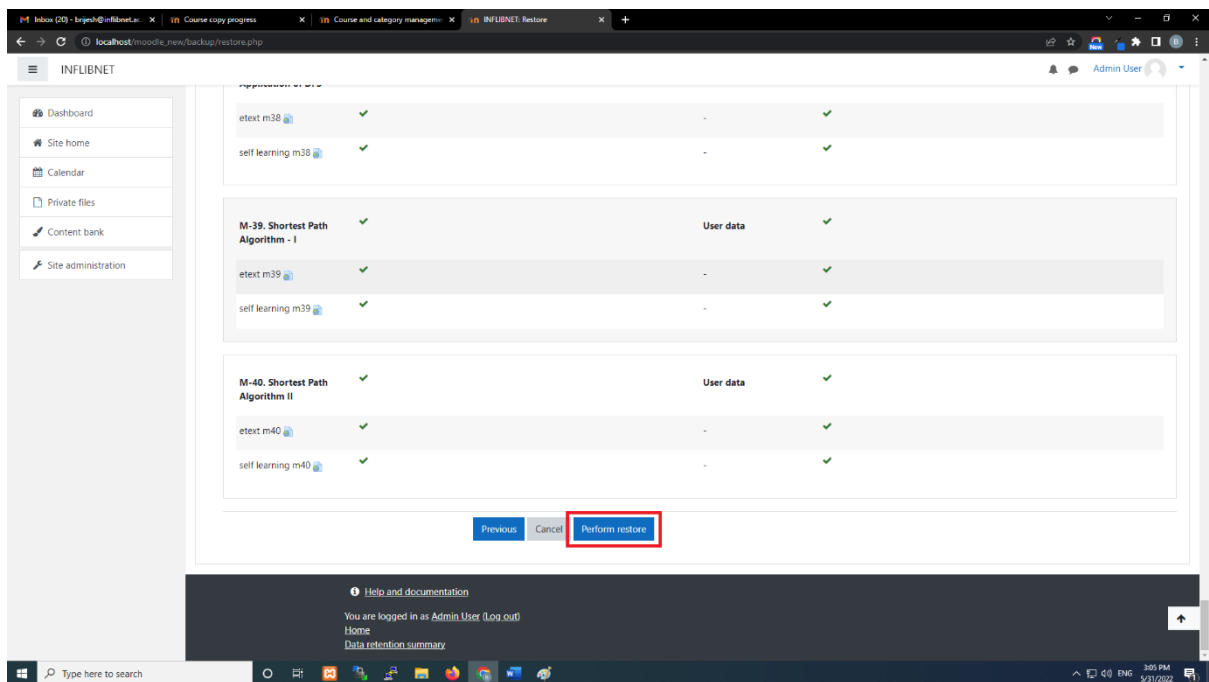
- Then click on the “Next” button.



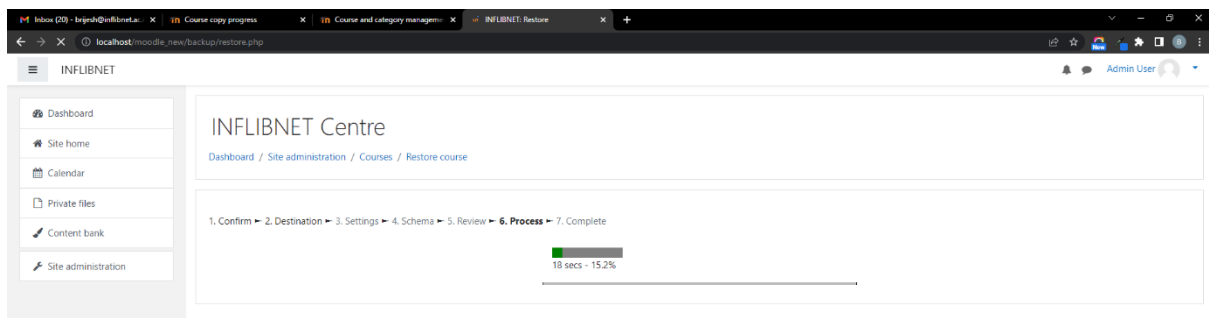
- Then click on the “Next” button.



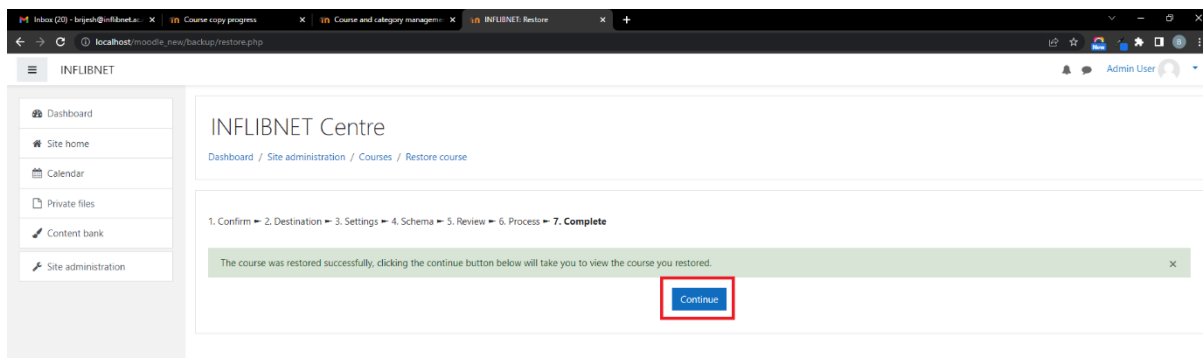
- Then click on the “Perform restore” button.



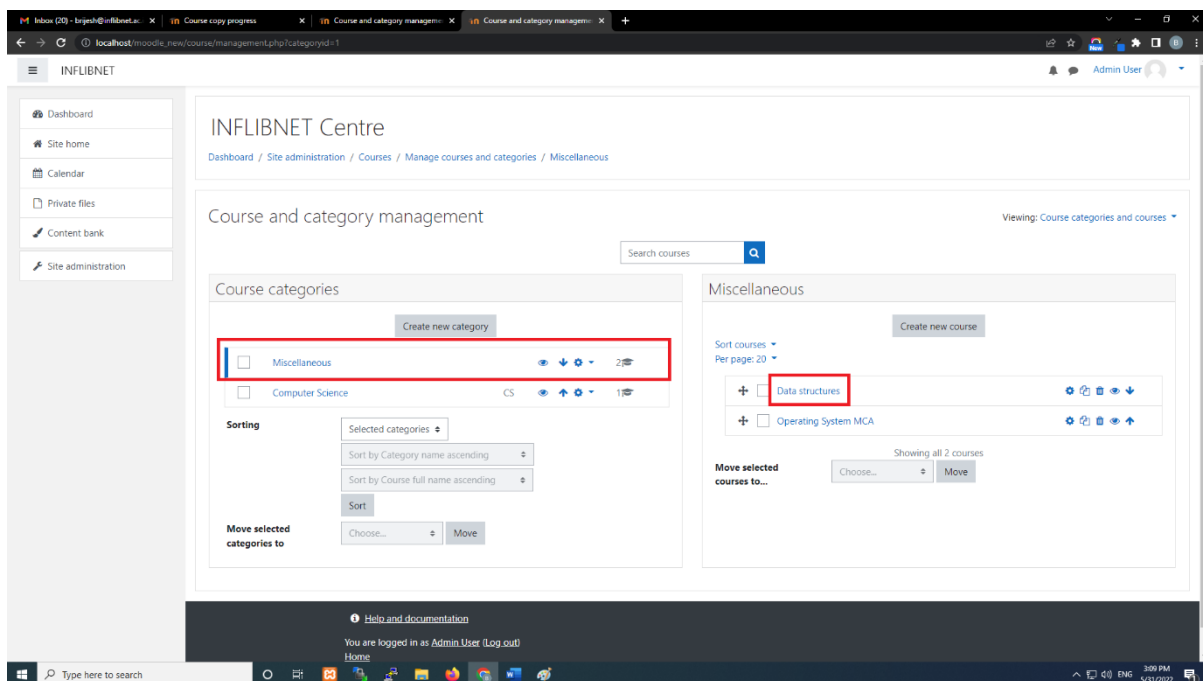
- Wait while process is complete.



- Then click on the “Continue” button.



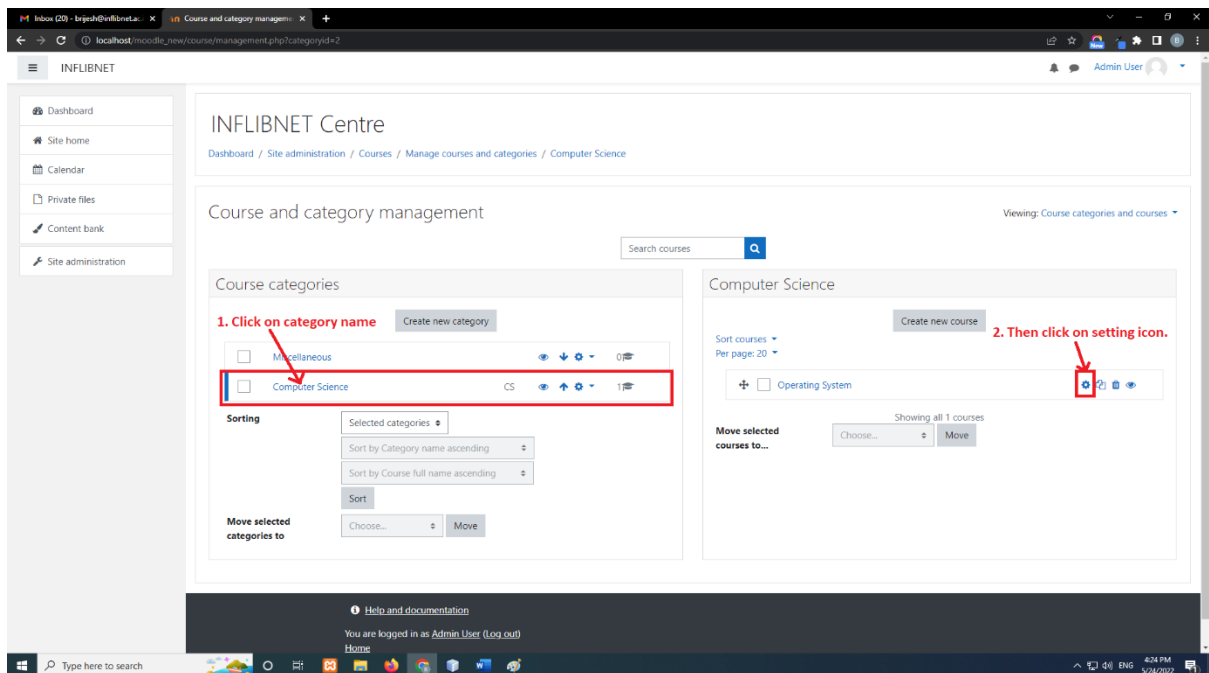
- You can see restored course under the selected category.



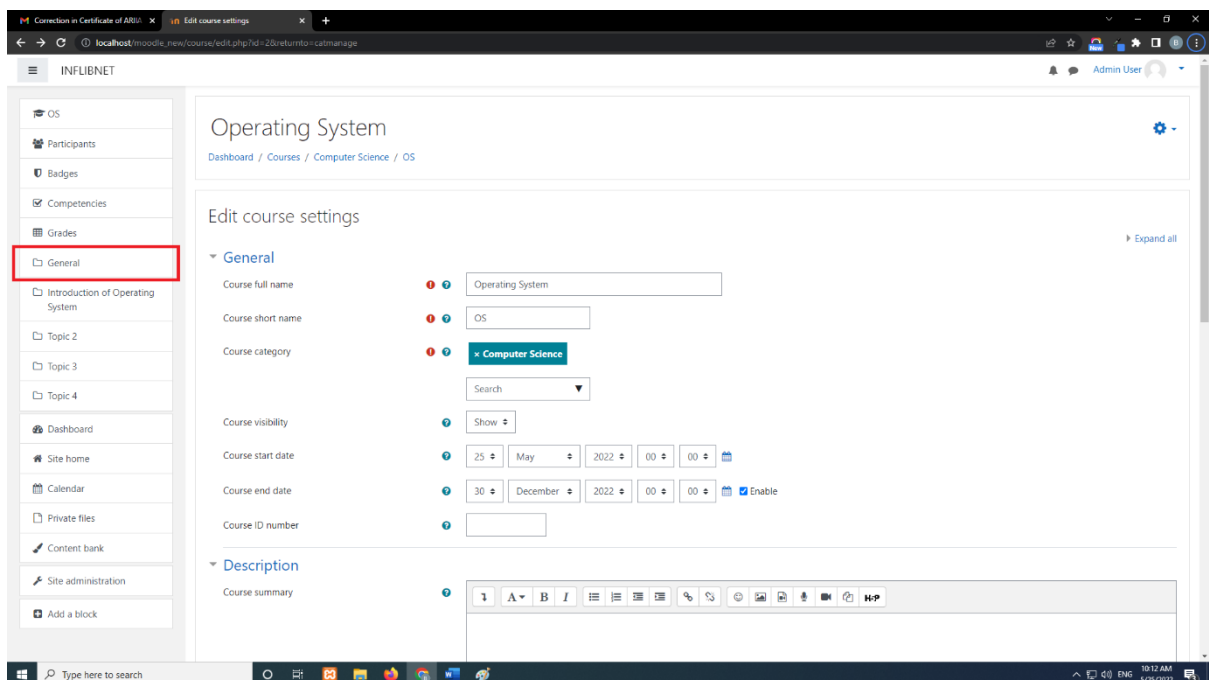
Course activity and resources

How to add Activity or resource

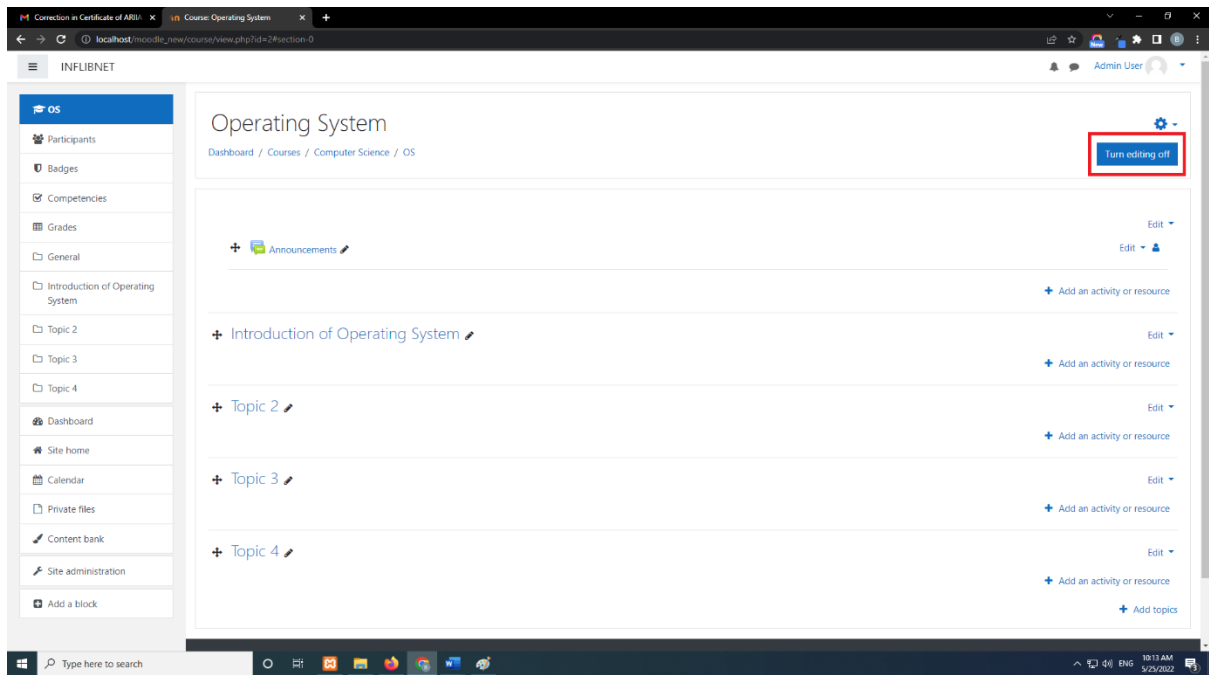
- Go to the Site administration > Course > Manage course and category+
- Select category and then select course.



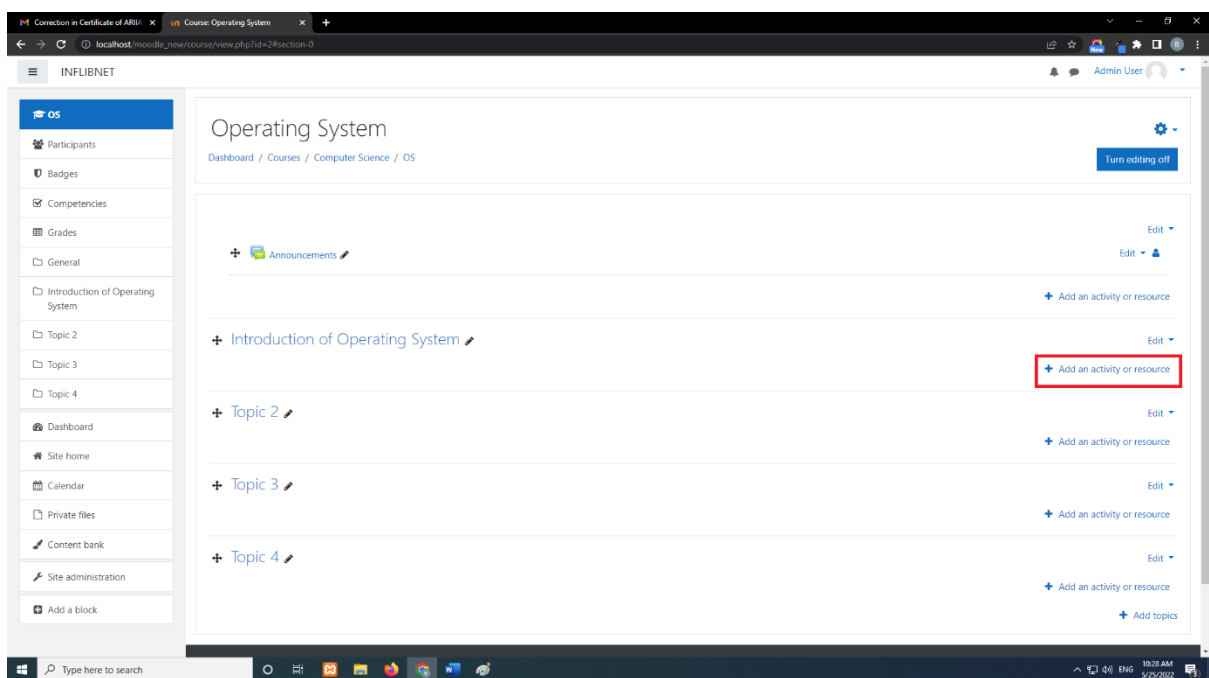
- Then click on the General from the left panel as display in the below image.

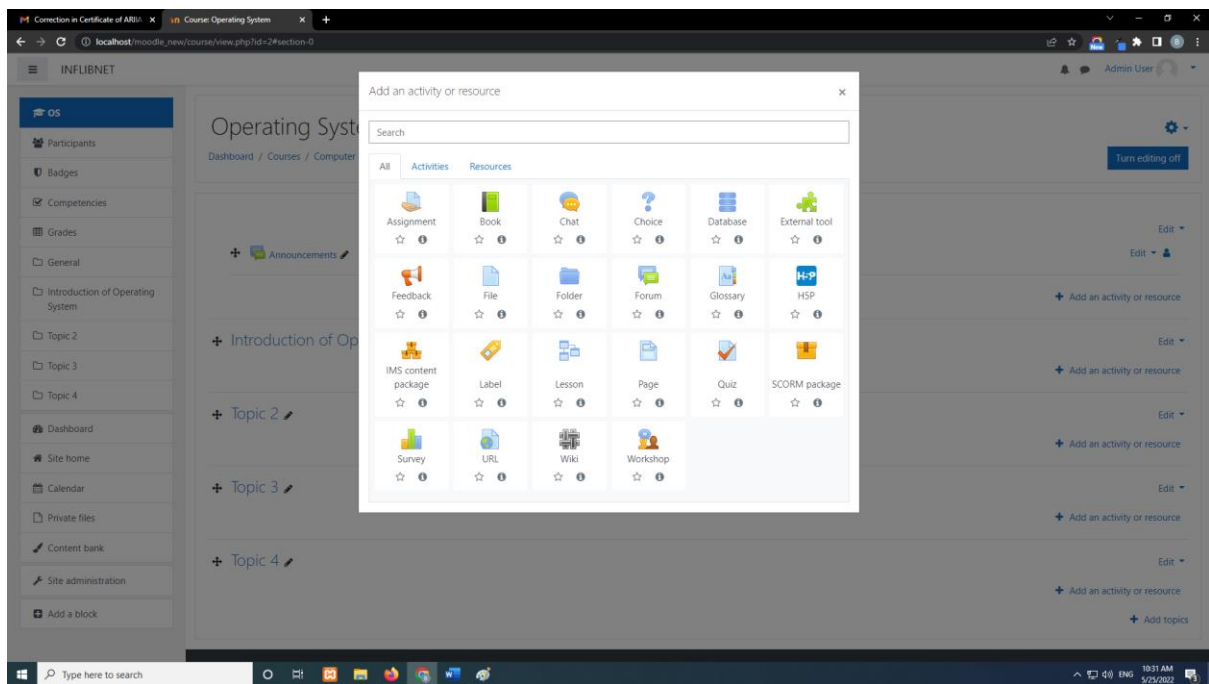


- Make sure the option “Turn editing on” is on. If it is off then all action is not visible/active.



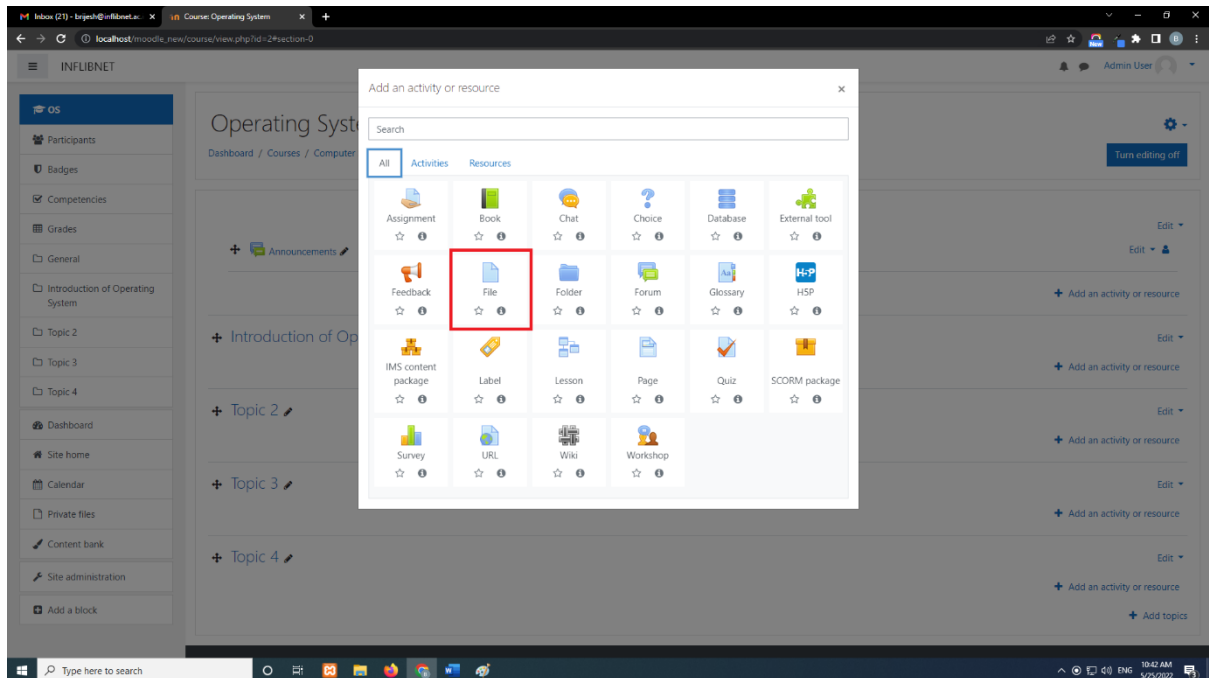
- Click on the “Add an activity resource” link. You can see after clicked one dialog box is open and all activity and resources is display under the dialog box.



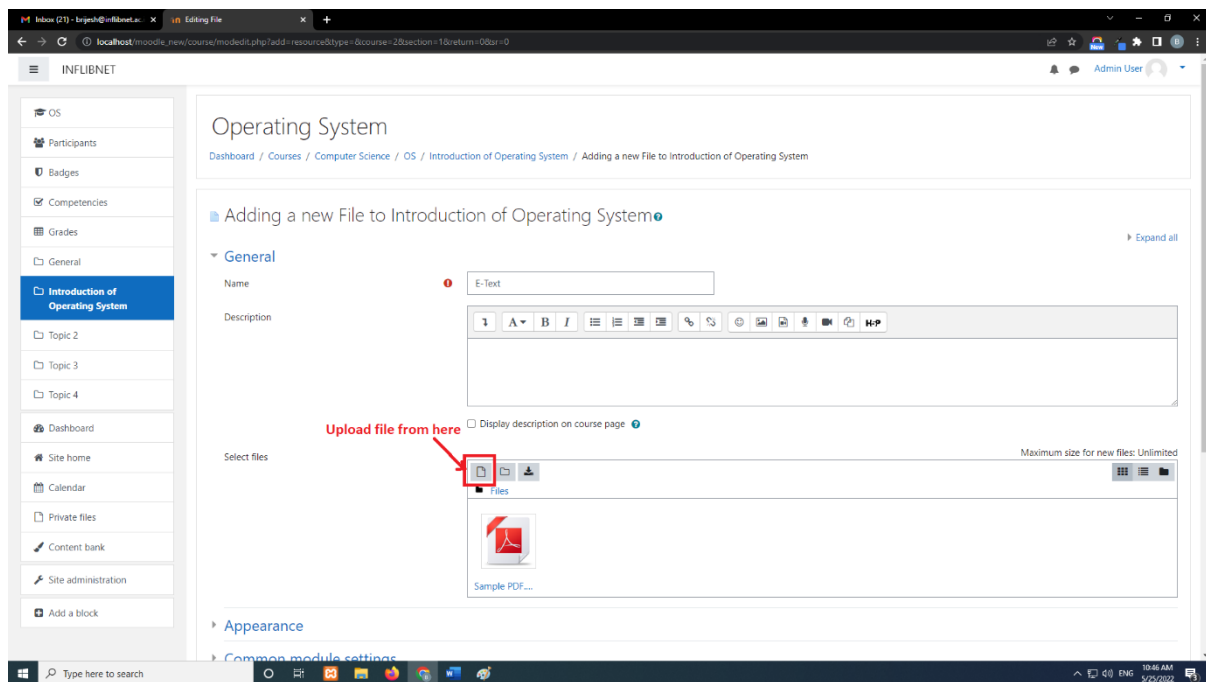


How to add file

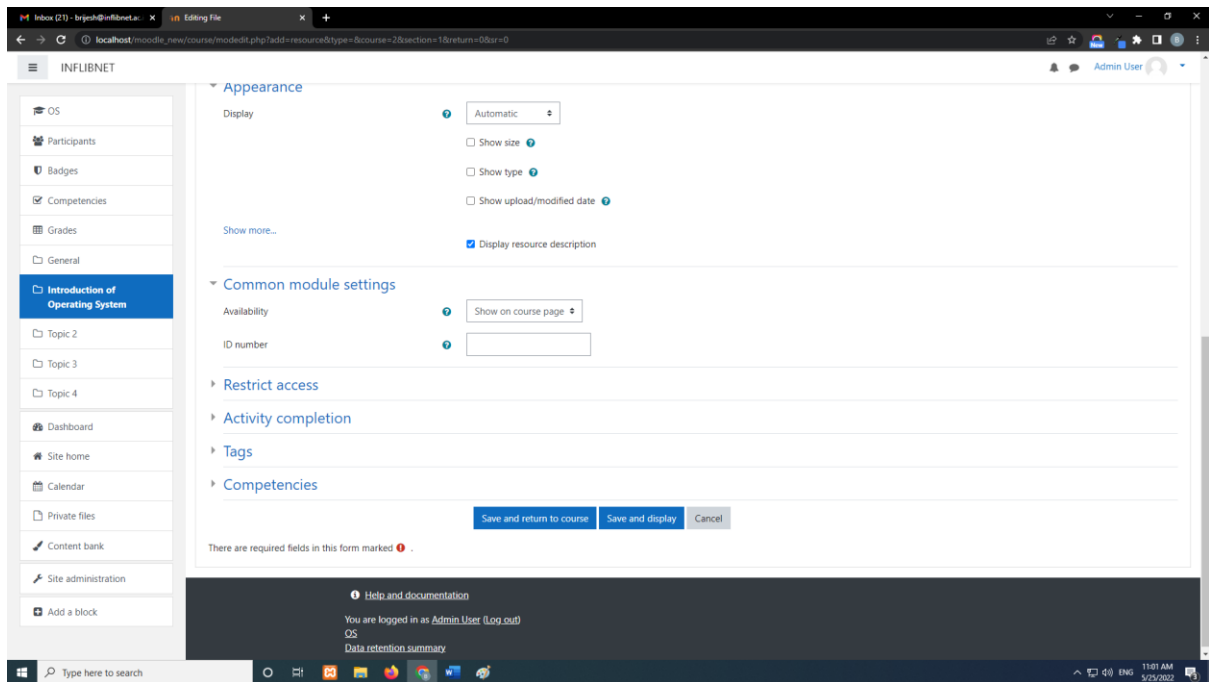
- Follow the how to Add an activity resources step.
- Now click on the “file” icon as display in the below image.



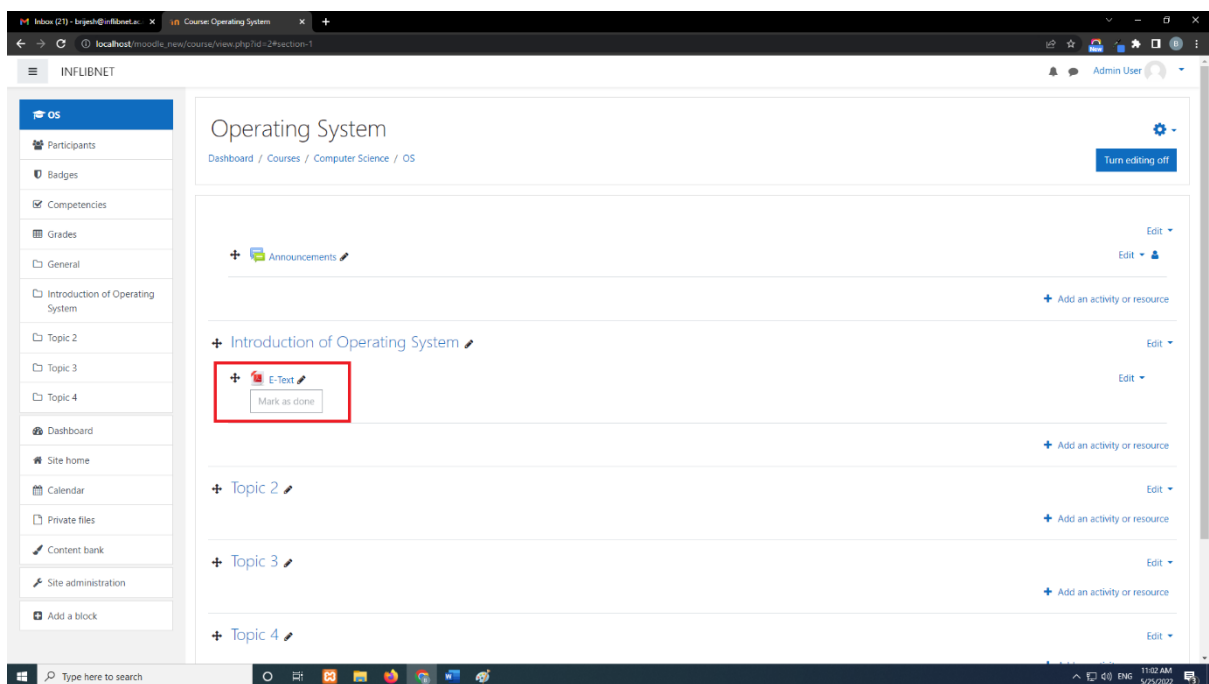
- You can see the below screen. Now under General tab enter file title, description, select file you want to upload.



- Under the Appearance tab you can specify how to open and display file details. Under the Display dropdown you can see multiple options like
 - Automatic:** File will be open in any mode from the below other mode,
 - Embed:** File will be open in page itself,
 - Force Download:** when click on the file then it will be download,
 - Open:** its open in the new tab of the browser,
 - In Pop-Up:** it will be open in the pop-up dialog box.
 - Show Size:** If you check the Show Size check box, it will display the size of the file.
 - Show Type:** If you check the Show Type check box, it will display the type of the file.
 - Show upload/modified date:** If you check the Show upload/modified date check box, it will display the upload/modified date of the file.
- Under the common module setting tab you can specify the availability of the file like
 - Show on course page:** It will display on the course page.
 - Hide from student:** if you select this option the file is not display on the student dashboard, but it is display on the admin, teacher, course creator dashboard.

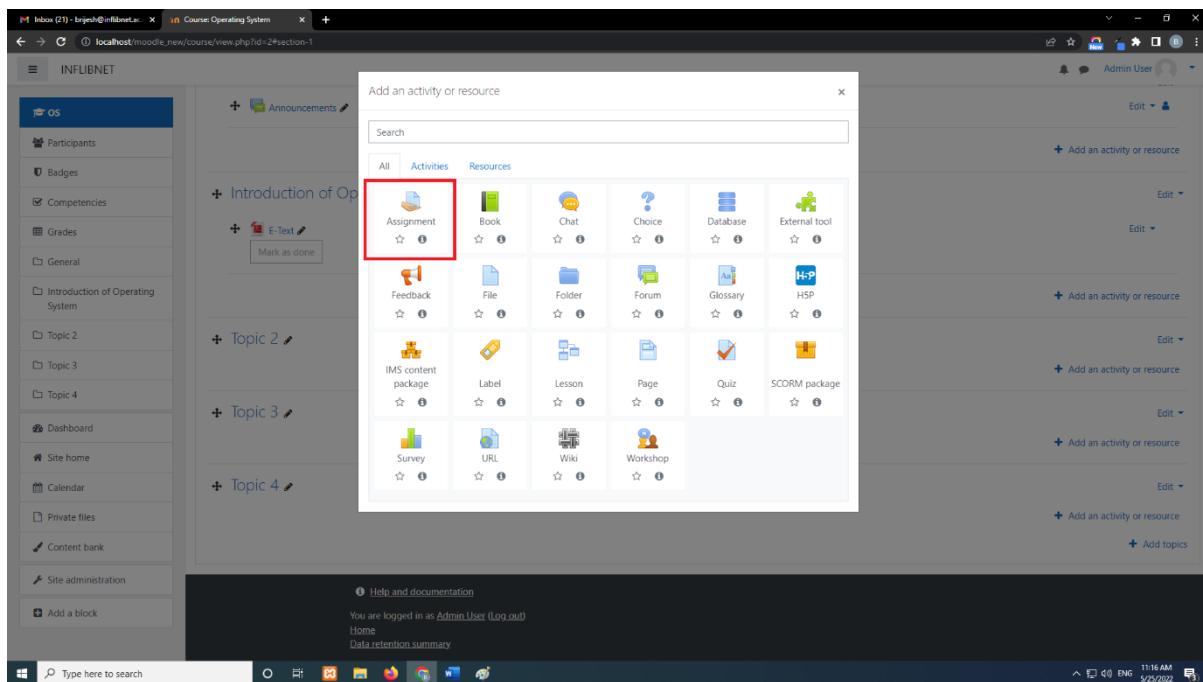


- Now click on the “Save and return to course” or “Save and display” button. Your file is uploaded under the course.

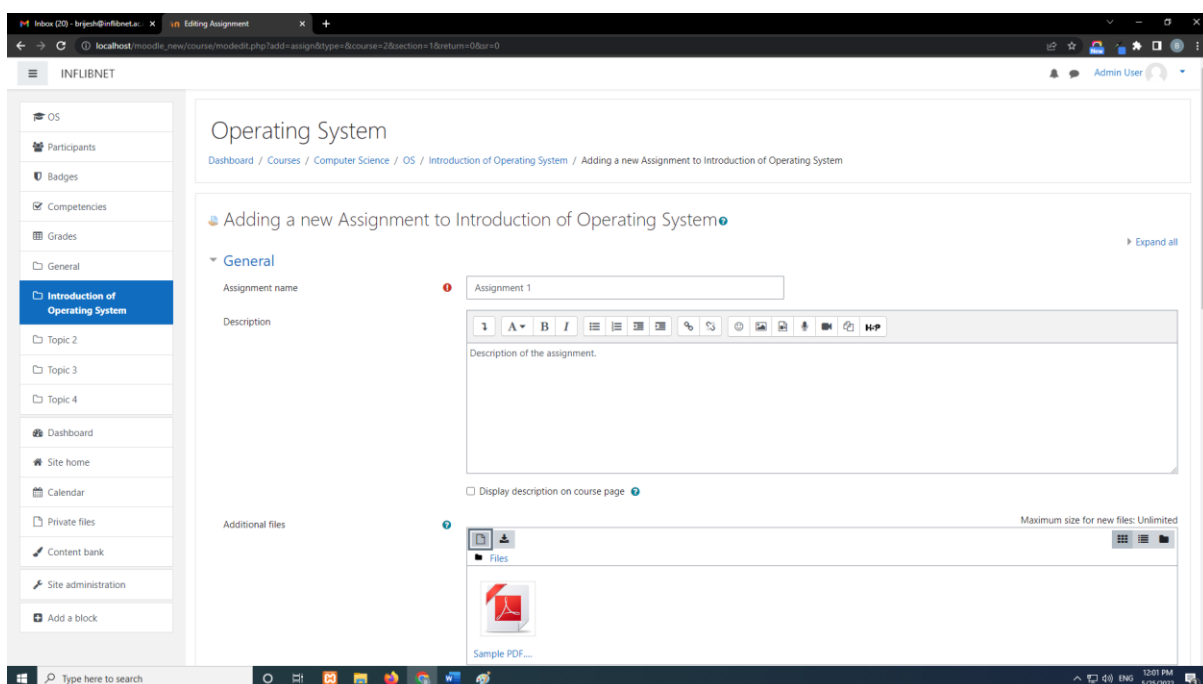


How to add Assignment

- Follow the how to Add an activity resources step.
- Now click on the “Assignment” icon as display in the below image.



- In the General tab enter the assignment title, description and upload assignment file if any.



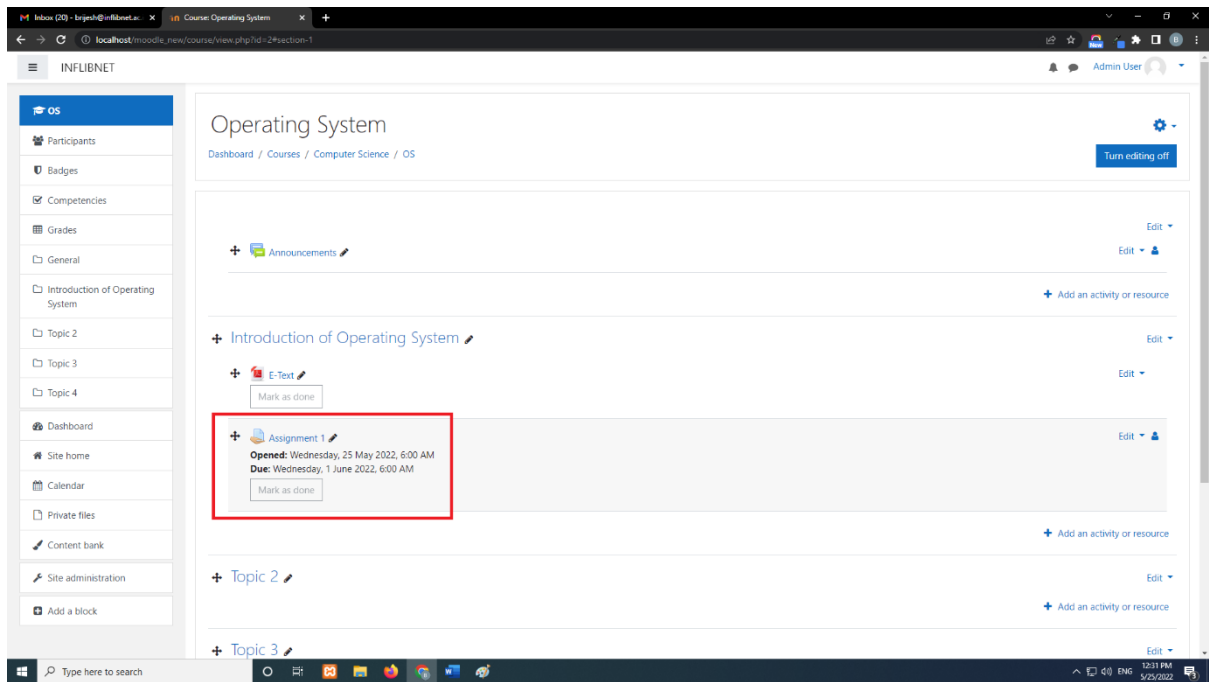
- In the Availability tab you can specify the Allow submission from, Due Date, Cut-off date, remind me to grade by date.
- In the Submission types tab, you can specify the type of the submission like
Online text: Student type assignment text in the system,
file submission: Student upload their assignment file in the system.
- Maximum number of uploaded files, Maximum submission size, Accepted file types
- You can also specify the feedback types like Feedback comment, offline grading worksheet, feedback file and comment inline.

The screenshot shows the 'Editing Assignment' page in Moodle. The left sidebar contains a menu with options like OS, Participants, Badges, Competencies, Grades, General, Introduction of Operating System, Topic 2, Topic 3, Topic 4, Dashboard, Site home, Calendar, Private files, Content bank, Site administration, and Add a block. The main content area is divided into sections: 'Availability' with settings for 'Allow submissions from', 'Due date', 'Cut-off date', and 'Remind me to grade by'; 'Submission types' with options for 'Online text' and 'File submissions', and settings for 'Maximum number of uploaded files', 'Maximum submission size', and 'Accepted file types'; 'Feedback types' with options for 'Feedback comments', 'Offline grading worksheet', and 'Feedback files'; and 'Submission settings' and 'Group submission settings'.

- You can also specify the submission setting like Require students to click the submit button, require that students accept the submission statement, Additional attempts.
- Group submission setting like Students submit in groups, Notifications settings like Notify graders about submissions, notify graders about late submissions Default for Notify student. Many other settings available so you can change based on your requirement.

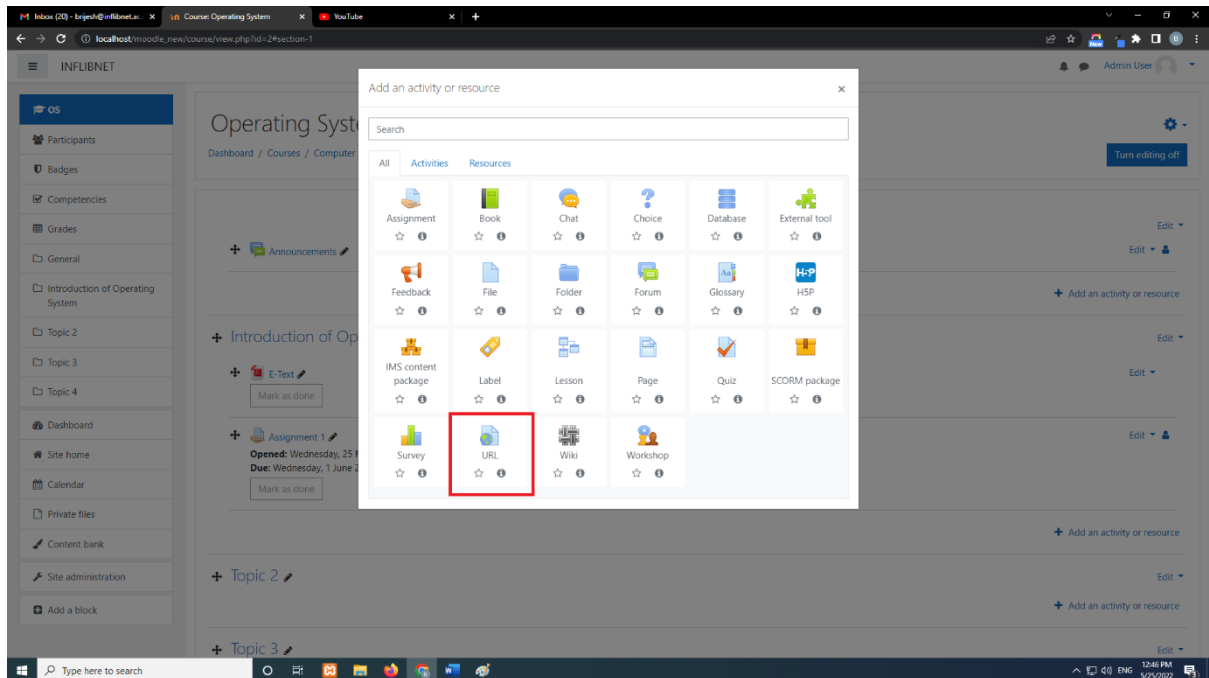
The screenshot shows the 'Editing Assignment' page in Moodle, specifically the 'Submission settings' and 'Group submission settings' sections. The 'Submission settings' section includes options for 'Require students to click the submit button', 'Require that students accept the submission statement', and 'Additional attempts'. The 'Group submission settings' section includes options for 'Students submit in groups', 'Require group to make submission', 'Require all group members submit', and 'Grouping for student groups'. The 'Notifications' section includes options for 'Notify graders about submissions', 'Notify graders about late submissions', and 'Default for Notify student'. The 'Grade' section includes options for 'Common module settings', 'Restrict access', and 'Activity completion'.

Now click on the “Save and return to course” or “Save and display” button. Your assignment is created.

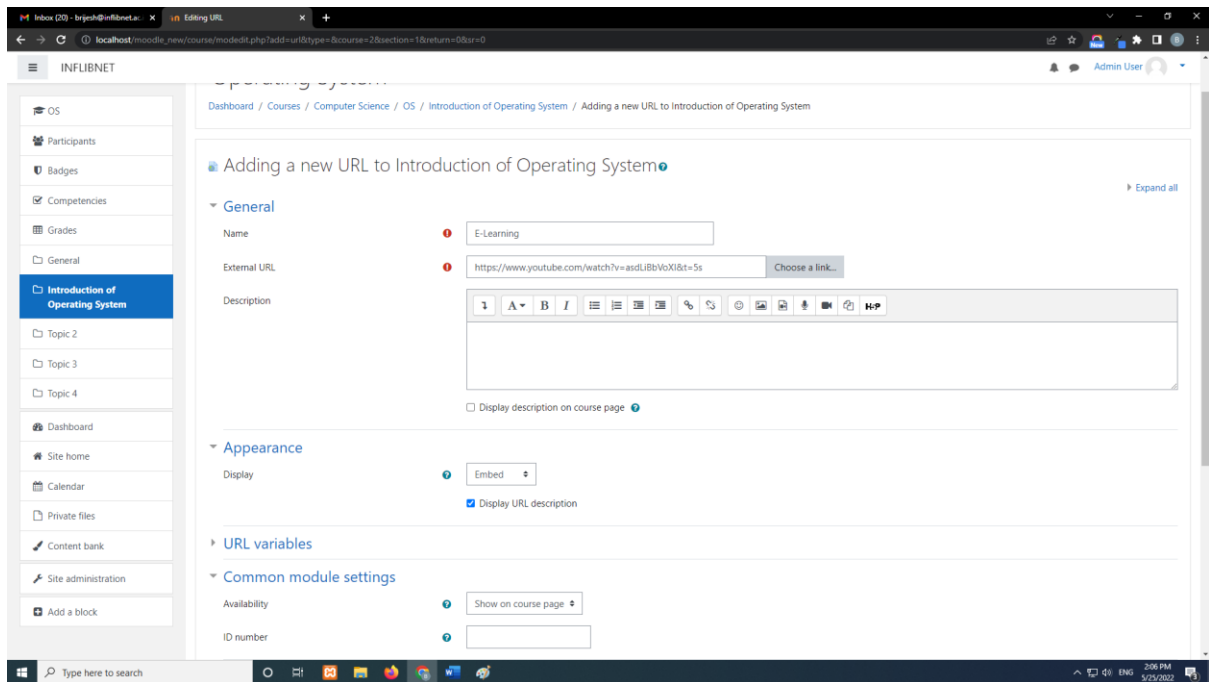


How to Add URL

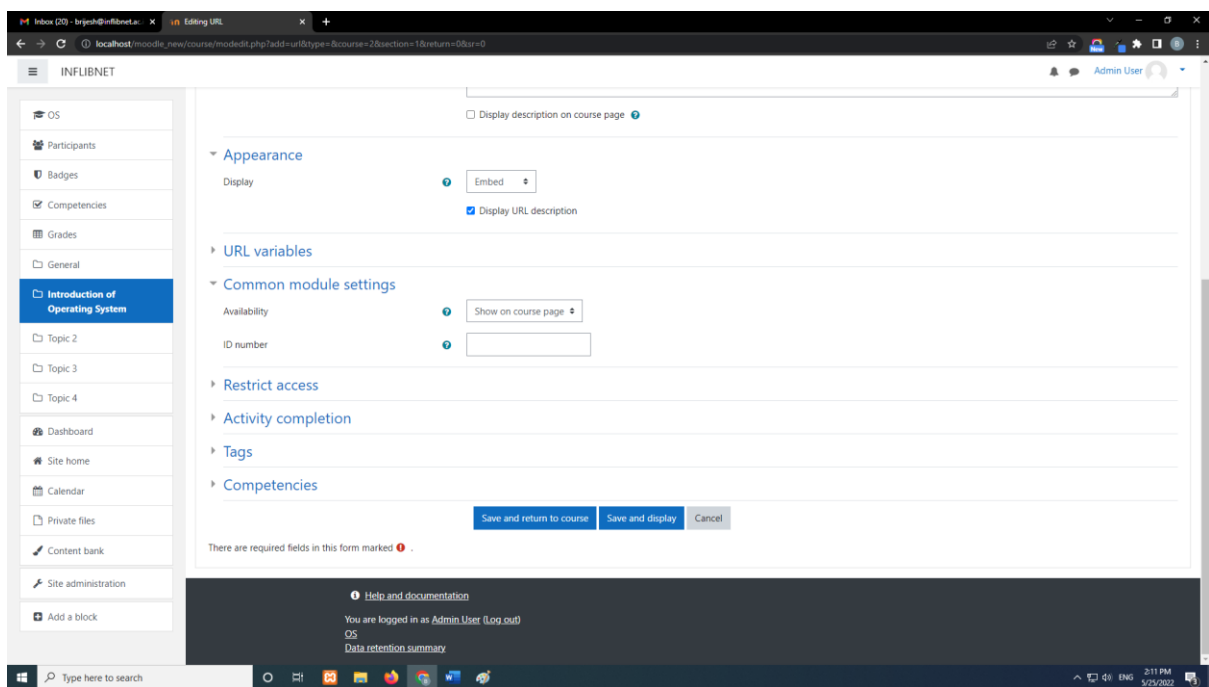
- Follow the how to Add an activity resources step.
- Now click on the “URL” icon as display in the below image.

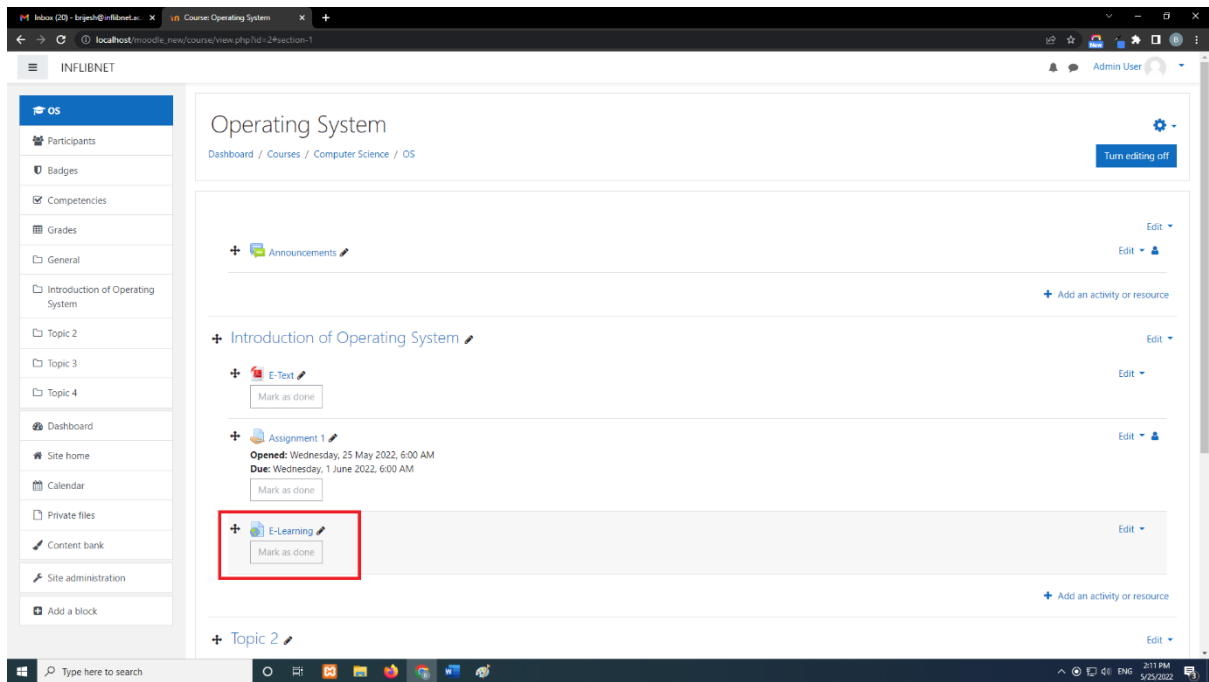


- Enter URL title, enter URL in the external URL, description under the General tab.
- In the appearance tab you can specify how to open video.
- In the common module settings, you can specify the availability like show on course page and hide from students



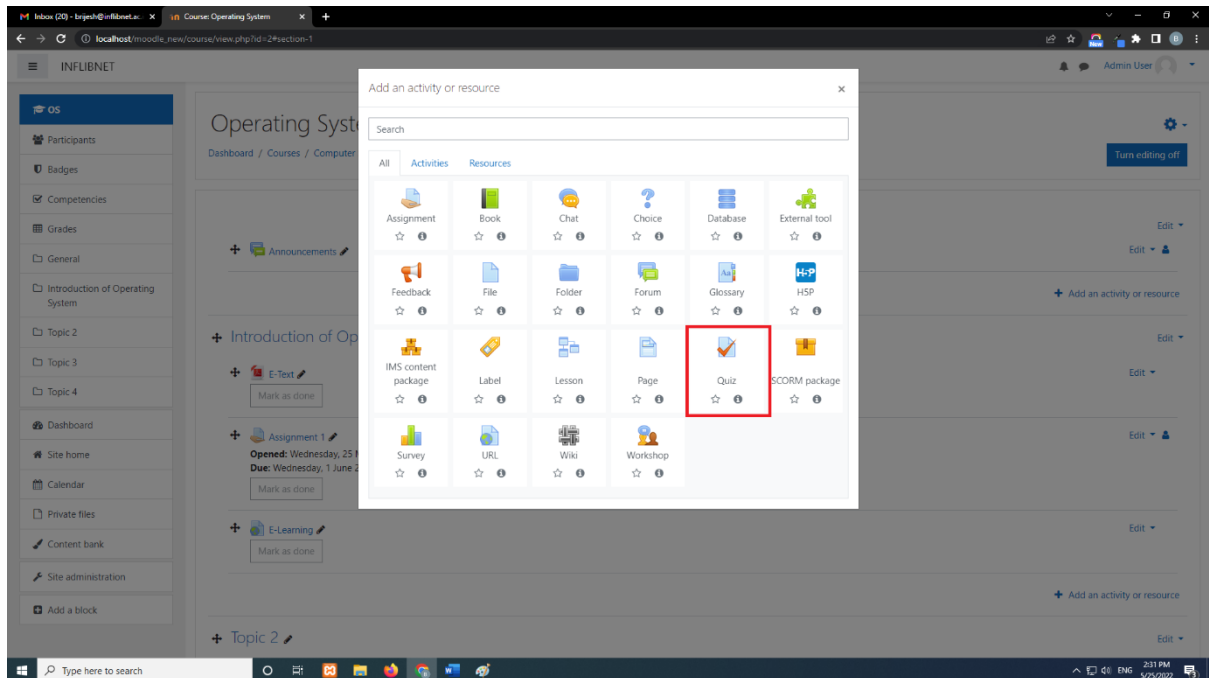
- Now click on the “Save and return to course” or “Save and display” button. Your URL is added.





How to Add Quiz

- Follow the how to Add an activity resources step.
- Now click on the “Quiz” icon as display in the below image.



- Enter Quiz title, description in the general tab. In the timing tab you can specify the Open quiz time, close quiz time, time limit of the quiz and when time limit expires what action will be perform like
 - Open attempts are submitted automatically,

-
- The screenshot displays the Moodle LMS interface for editing a quiz. The browser address bar shows the URL: `localhost/moodle_new/course/modedit.php?add=quiz&type=8&course=2§ion=1&return=0&sr=0`. The page title is "Operating System". The breadcrumb trail is: Dashboard / Courses / Computer Science / OS / Introduction of Operating System / Adding a new Quiz to Introduction of Operating System.
- The main content area is titled "Adding a new Quiz to Introduction of Operating System". It includes a sidebar on the left with navigation options: OS, Participants, Badges, Competencies, Grades, General, Introduction of Operating System (selected), Topic 2, Topic 3, Topic 4, Dashboard, Site home, Calendar, Private files, Content bank, Site administration, and Add a block.
- The quiz configuration section is titled "General". It includes a "Name" field with the value "Quiz 1" and a "Description" field with a rich text editor. Below the description field is a checkbox labeled "Display description on course page".
- The "Timing" section includes the following settings:
- Open the quiz: 25 May 2022 18:00 (Enable)
 - Close the quiz: 26 May 2022 18:00 (Enable)
 - Time limit: 30 minutes (Enable)
 - When time expires: Open attempts are submitted automatically

- INFLIBNET**

 - OS
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Introduction of Operating System**
 - Topic 2
 - Topic 3
 - Topic 4
 - Dashboard
 - Site home
 - Calendar
 - Private files
 - Content bank
 - Site administration
 - Add a block

Grade

Grade category: Uncategorised

Grade to pass: 10

Attempts allowed: Unlimited

Grading method: Highest grade

Layout

New page: Every question

Show less...

Navigation method: Free

Question behaviour

Shuffle within questions: Yes

How questions behave: Deferred feedback

Show more...

Review options

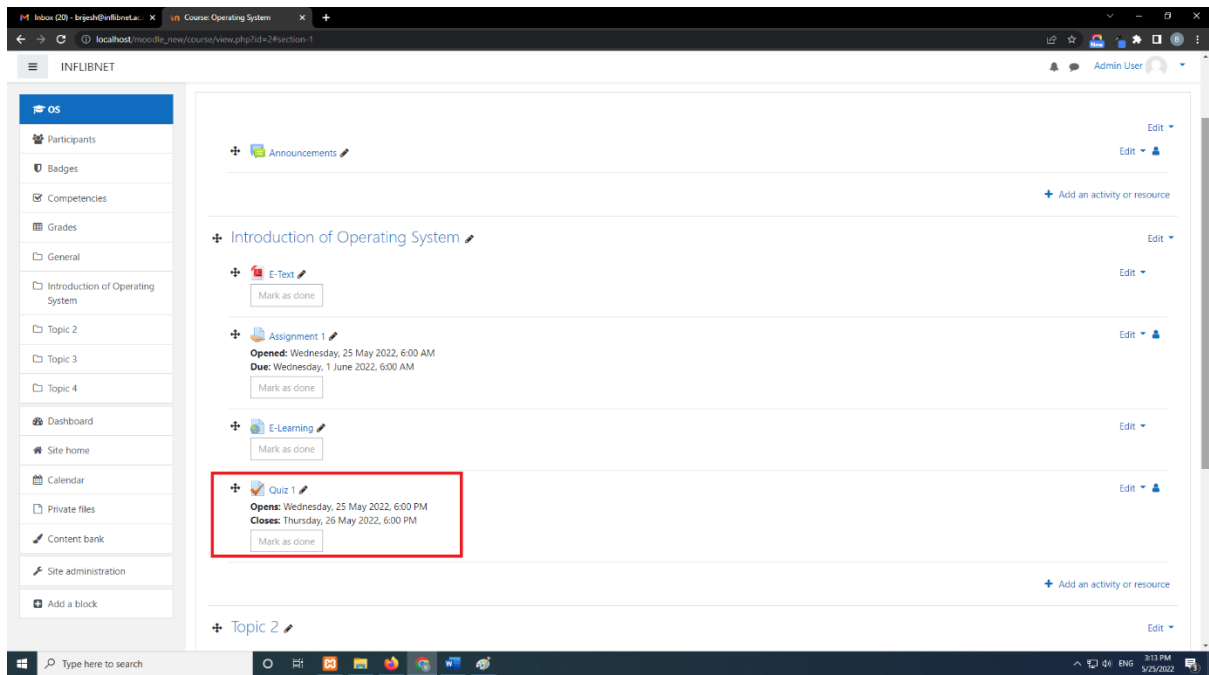
Appearance

Show the user's picture: No image

Decimal places in grades: 2

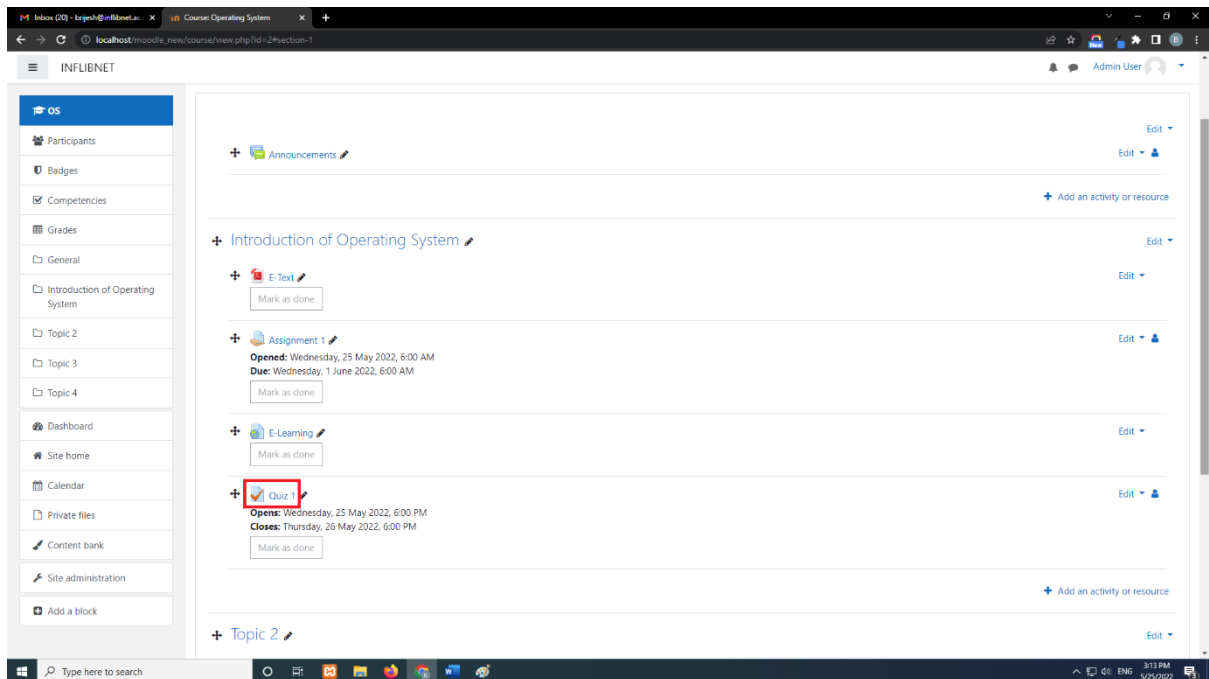
Decimal places in question grades: Same as for overall grades

Show more...

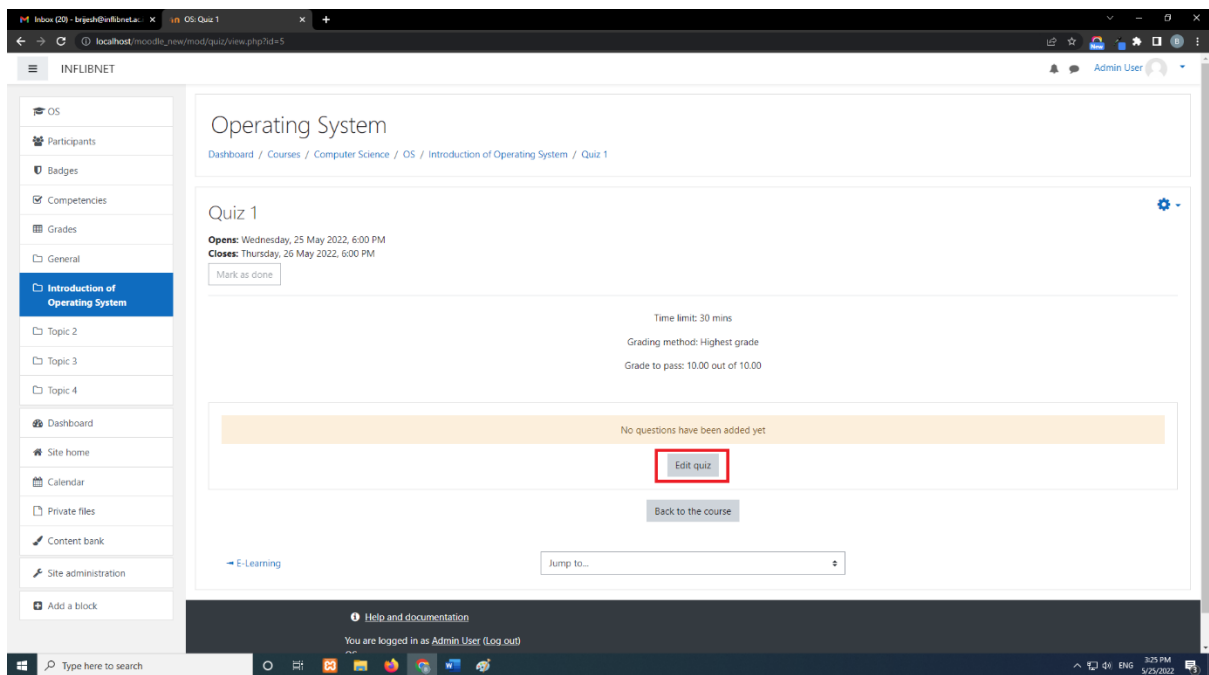


How to Add question in the Quiz

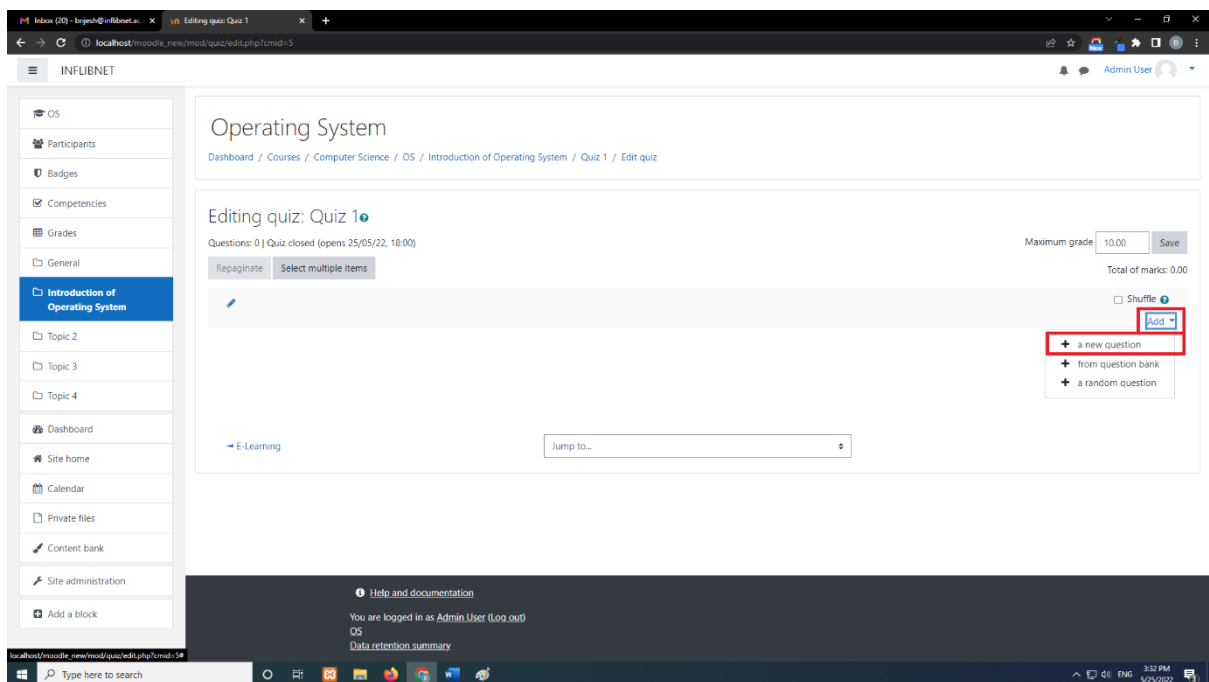
- Click on the quiz title which you were created.



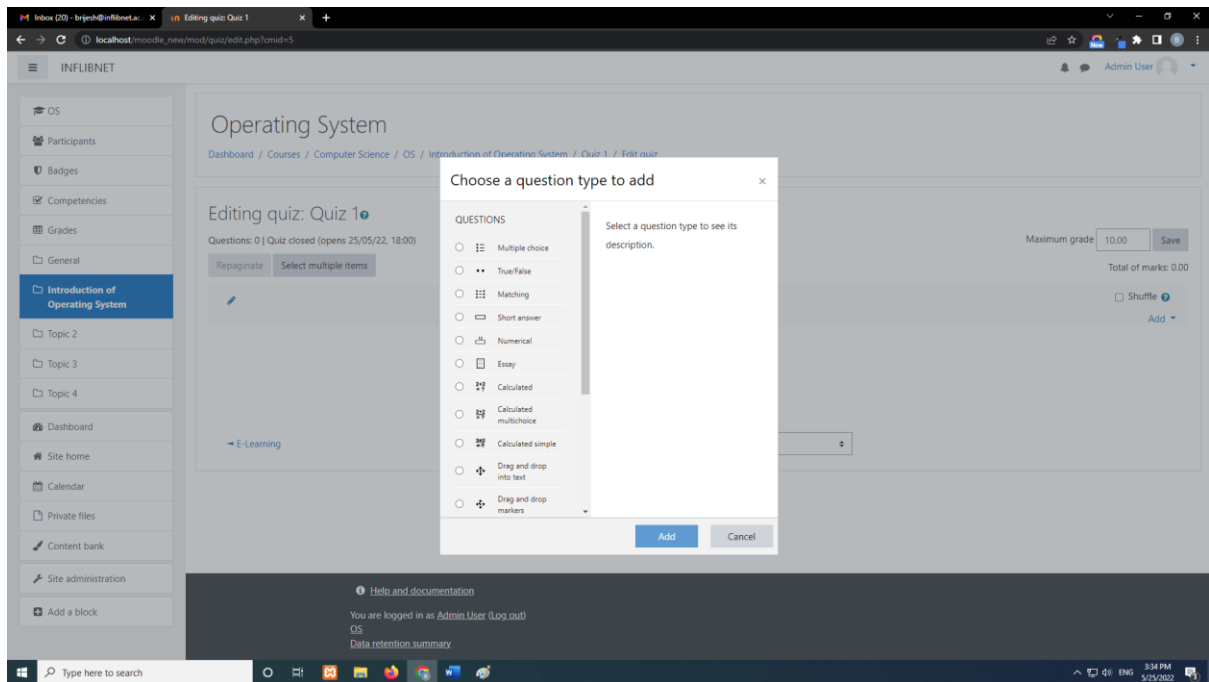
- Click on "Edit quiz" button.



- Click on “Add” link from right side and select “a new question” option from dropdown.

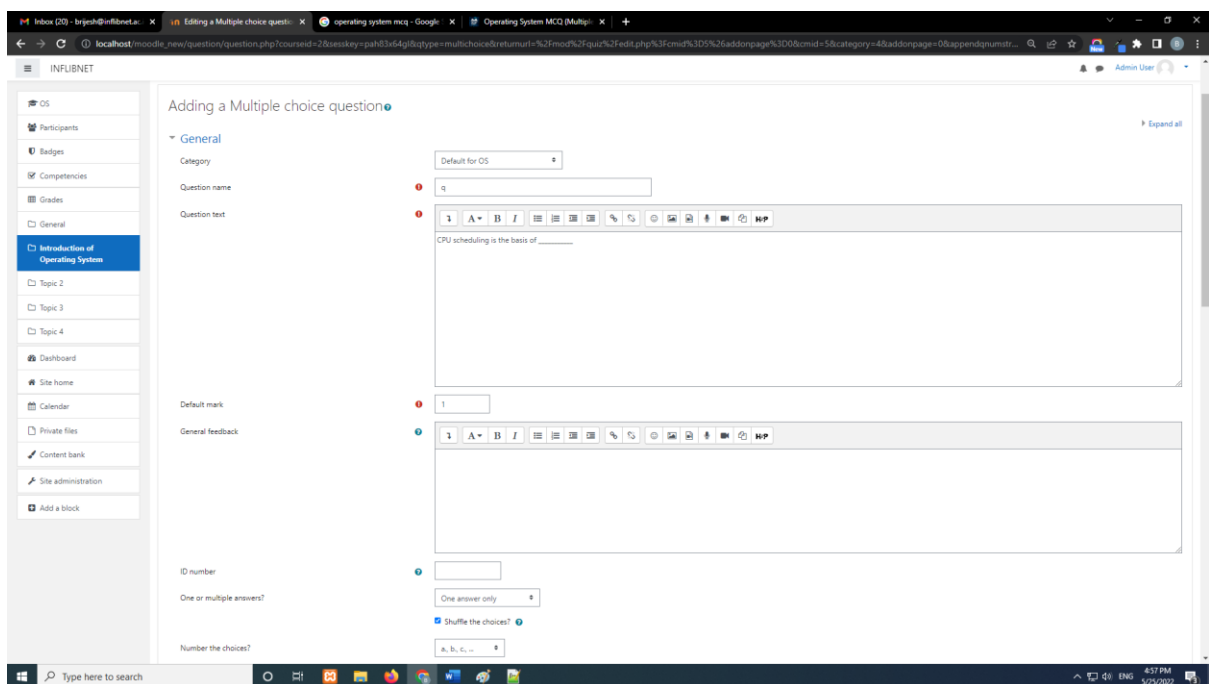


- After that you can see the dialog box which is display different type of questions. Select question type based on your requirement and click on the “Add” button.



For example, multiple choice

- Enter question name here question name is the serial number of the question
- Question text: means your actual question
- Default mark: when any student selects correct answer it will get specified mark
- One or multiple answer: if in your question only one answer is correct then select “One answer only” option, if in your question have more then one answer is correct than select “Multiple answer allowed” option.
- Number the choice: it means how to display your option like, small alphabet, digit, roman digit, etc.



- In the answer tab enter answers option and its marks as display in the below image. if in your question only one answer is correct then select grade 100%, if in your question has two answer is correct then select grade 50%.

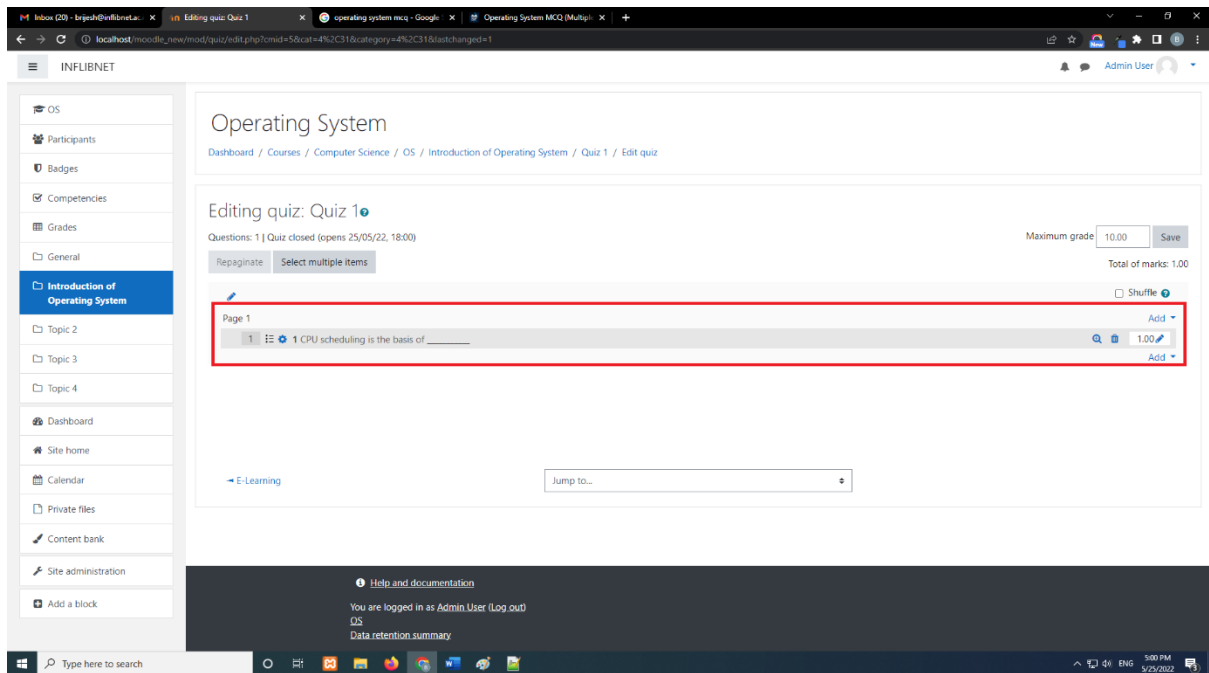
The screenshot shows the Moodle question editor interface. On the left is a sidebar with navigation links: OS, Participants, Badges, Competencies, Grades, General, Introduction of Operating System (highlighted), Topic 2, Topic 3, Topic 4, Dashboard, Site home, Calendar, Private files, Content bank, Site administration, and Add a block. The main area is titled 'Answers' and contains four choice entries:

- Choice 1:** The answer field contains 'multiprogramming operating systems'. The grade is set to '100%'. The feedback field is empty.
- Choice 2:** The answer field contains 'larger memory sized systems'. The grade is set to 'None'. The feedback field is empty.
- Choice 3:** The answer field contains 'multiprocessor systems'. The grade is set to 'None'. The feedback field is empty.
- Choice 4:** The answer field is empty. The grade is set to 'None'. The feedback field is empty.

Each choice has a rich text editor toolbar above the answer field. The bottom of the screen shows the Windows taskbar with the time 4:57 PM on 5/25/2022.

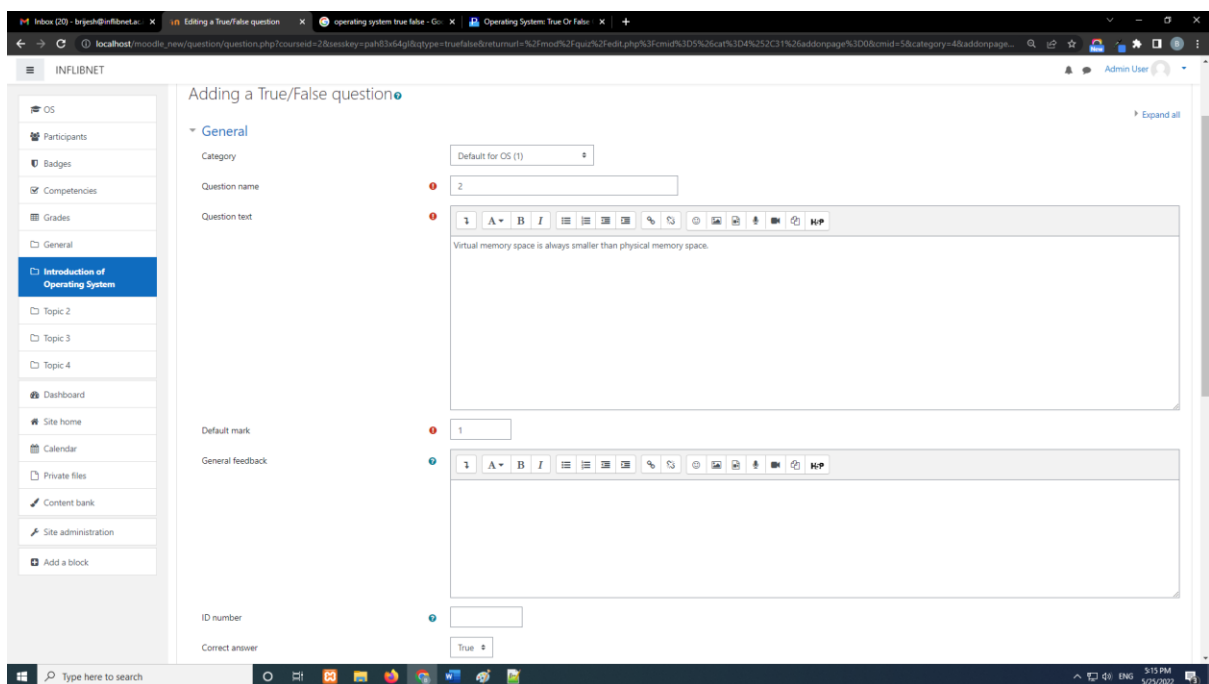
- Now click on the “Save changes” button. Your question and answer will be added.

This screenshot shows the same Moodle question editor, but now with a 'Choice 5' added. The 'Choice 5' section has an empty answer field, a grade of 'None', and an empty feedback field. Below the choices, there are links for 'Combined feedback', 'Multiple tries', and 'Tags'. At the bottom of the main content area, there are three buttons: 'Save changes and continue editing', 'Save changes' (which is highlighted with a red rectangle), and 'Cancel'. A message at the bottom states: 'There are required fields in this form marked with a red dot.' The footer of the page includes links for 'Help and documentation', 'You are logged in as Admin User (Log out)', 'OS', and 'Data retention summary'. The Windows taskbar at the bottom shows the time 4:58 PM on 5/25/2022.

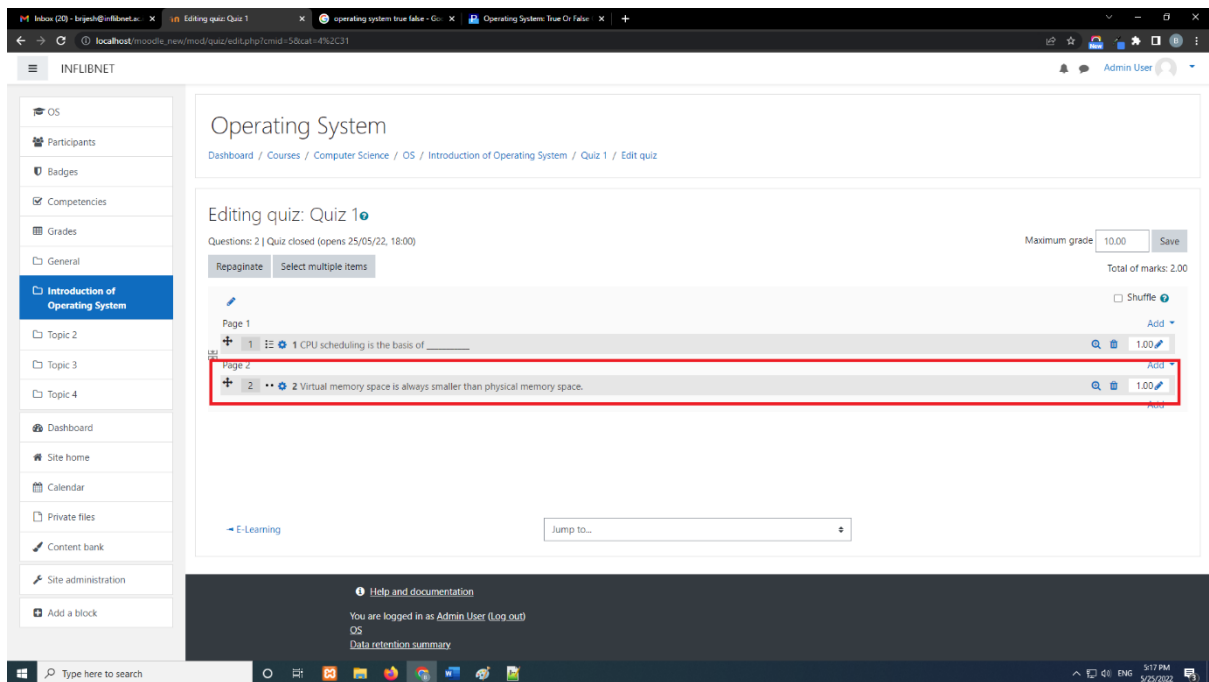
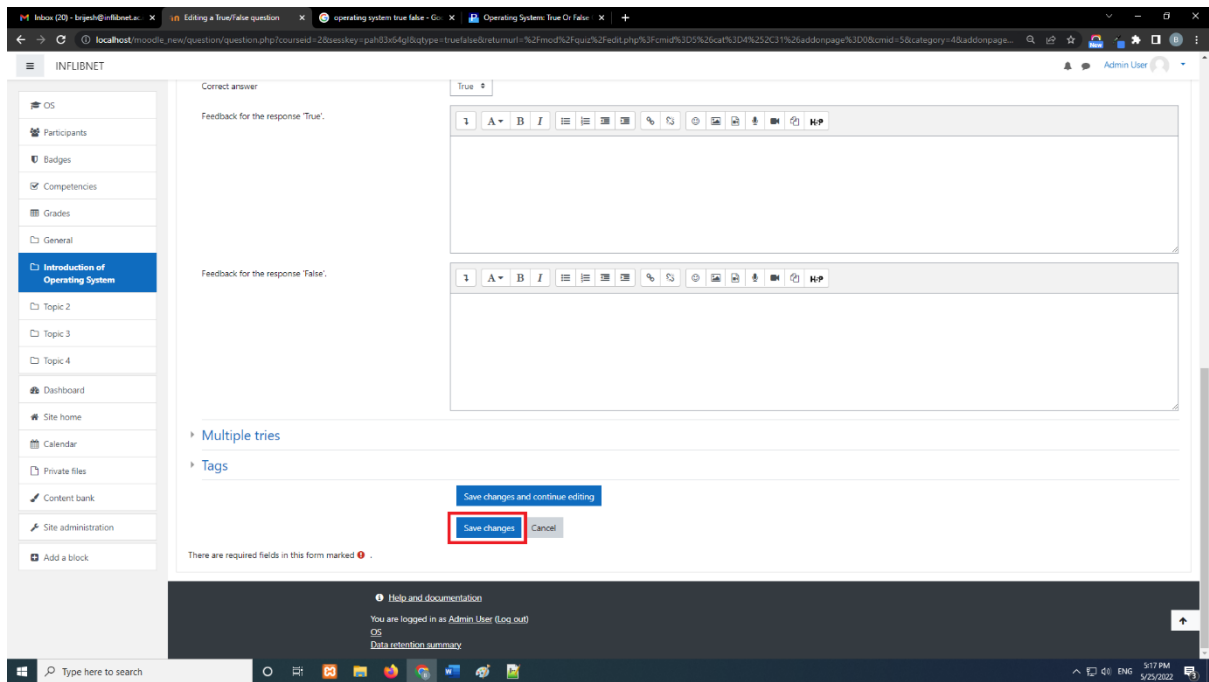


For Example, True/False

- Enter question name here question name is the serial number of the question
- Question text: means your actual question
- Default mark: when any student selects correct answer it will get specified mark
- Correct answer: select true or false from the dropdown
- If you want to give any feedback on the selected answer response then write in the text area.

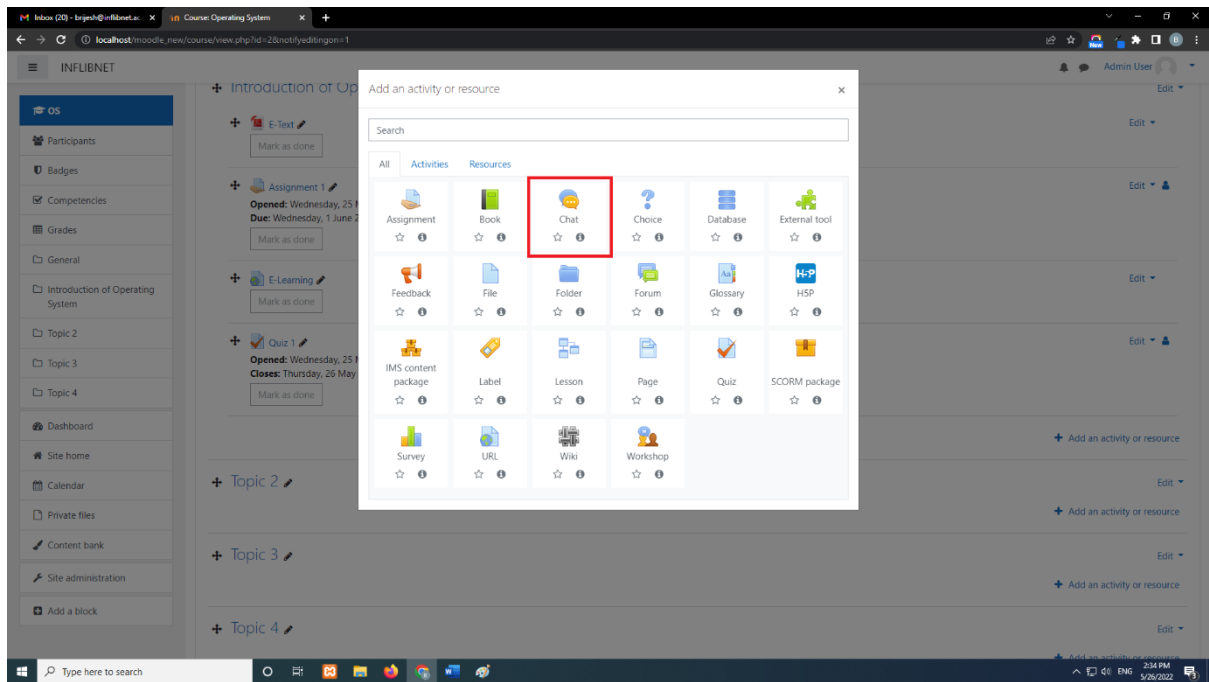


- Now click on the “Save changes” button. Your question and answer will be added.



How to add Chat

- Follow the how to Add an activity resources step.
- Now click on the “Chat” icon as display in the below image.



- Enter Name of this chat room, description in the General tab.
- Specify the below settings under the chat session tab

Next chat time: You can specify the date and time for the next session of the chat

Repeat/publish session times: you can set the next chat time in Don't publish any chat times, no repeats - publish the specified time only, At the same time every day, At the same time every week.

Save past sessions: In this option you can specify when your message will be deleted and how many days message will be saved.

Everyone can view past sessions: You can specify that who can see the past session using yes or no.

Operating System

Dashboard / Courses / Computer Science / OS / Introduction of Operating System / Adding a new Chat to Introduction of Operating System

Adding a new Chat to Introduction of Operating System

General

Name of this chat room: Chat for Introduction of Operating System

Description: [Empty text area]

☐ Display description on course page

Chat sessions

Next chat time: 27 May 2022 10:00

Repeat/publish session times: Don't publish any chat times

Save past sessions: Never delete messages

Everyone can view past sessions: No

- You can also specify the availability of the chat room in the course page or hide from student.
- Also, you can change the activity completion setting like completion tracking and except completed on date and time if you click on enable checkbox.
- Now click on the “Save and return to course” or “Save and display” button. Your chat room is created.

Common module settings

Availability: Show on course page

ID number: [Empty text field]

Group mode: No groups

Add group/grouping access restriction

Restrict access

Activity completion

Completion tracking: Students can manually mark the activity as completed

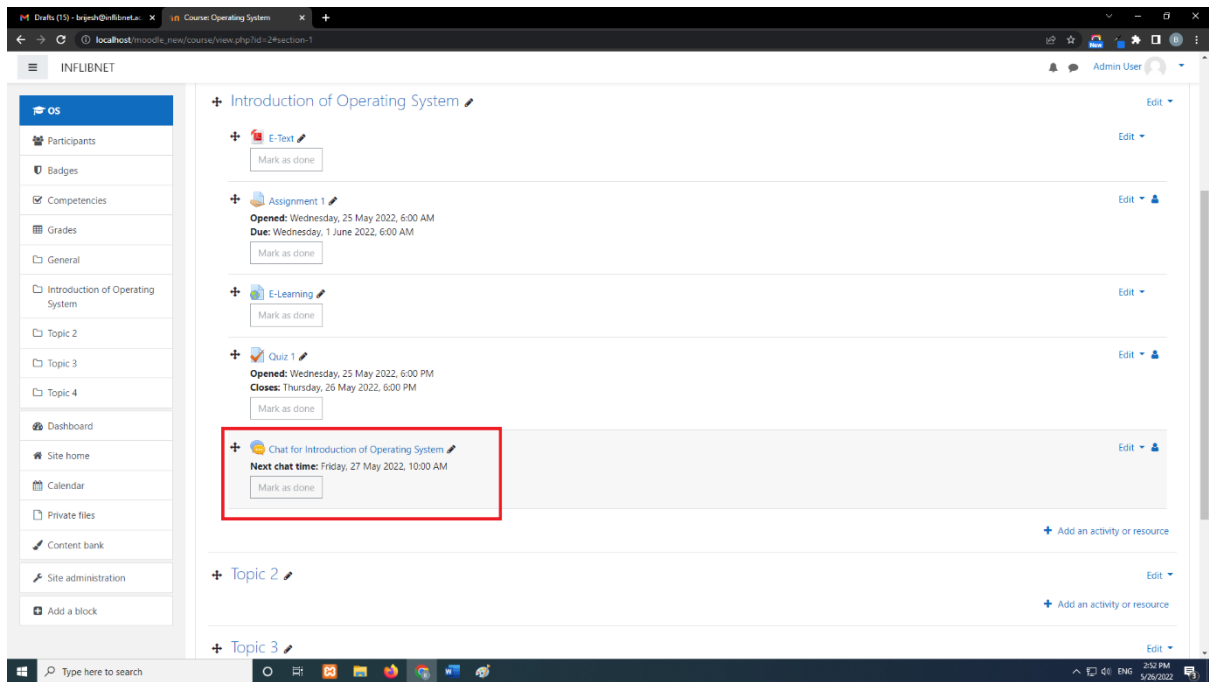
Expect completed on: 26 May 2022 14:36 ☒ Enable

Tags

Competencies

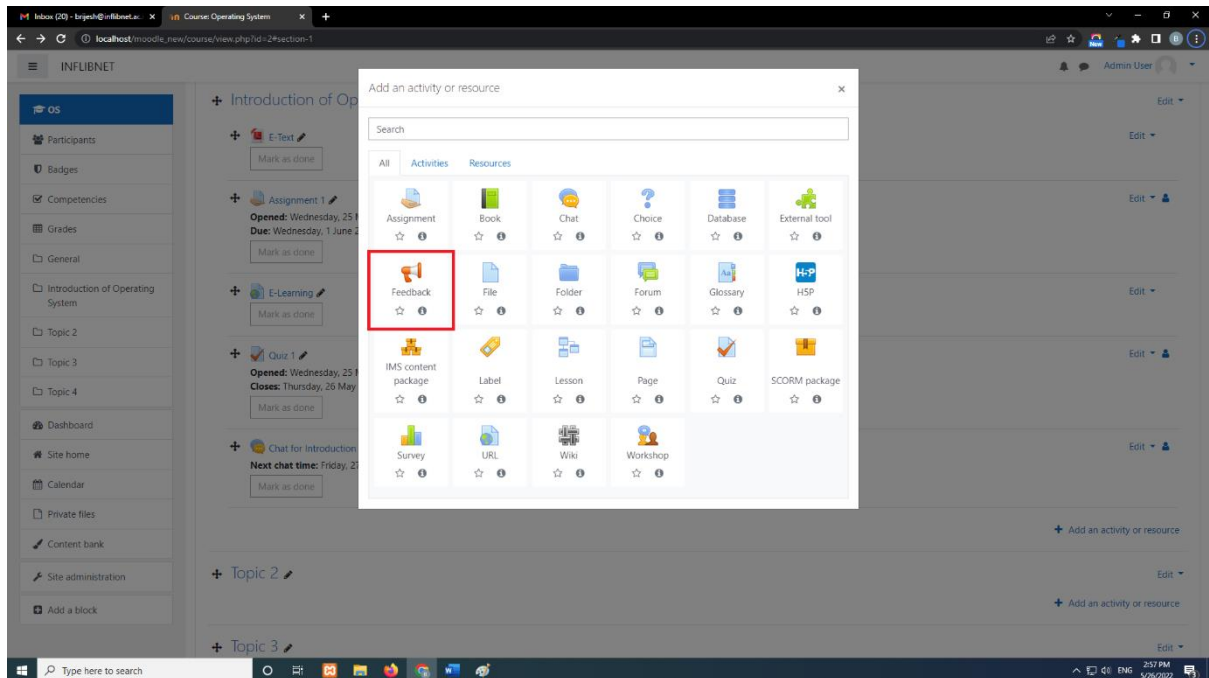
Save and return to course Save and display Cancel

There are required fields in this form marked .



How to add Feedback

- Follow the how to Add an activity resources step.
- Now click on the “Feedback” icon as display in the below image.



- Enter feedback name, description, set date and time for the student can submit their answer in between allow answer from and allow answer to option.
- Set Record user name option like Anonymous, user name will be logged and shown with answers when submit the feedback.

- Set yes or no for allow multiple submission option, Enable notification of submissions and Auto number questions.

The screenshot shows the 'Adding a new Feedback to Introduction of Operating System' form in Moodle. The left sidebar contains a navigation menu with options like OS, Participants, Badges, Competencies, Grades, General, Introduction of Operating System (selected), Topic 2, Topic 3, Topic 4, Dashboard, Site home, Calendar, Private files, Content bank, Site administration, and Add a block. The main form has three sections: 'General', 'Availability', and 'Question and submission settings'. In the 'General' section, the 'Name' field is 'Feedback 1' and the 'Description' field is empty. In the 'Availability' section, 'Allow answers from' is set to '26 May 2022 16:00' with an 'Enable' checkbox, and 'Allow answers to' is set to '28 May 2022 16:00' with an 'Enable' checkbox. In the 'Question and submission settings' section, 'Record user names' is set to 'User's name will be logged and shown with answers', 'Allow multiple submissions' is 'No', 'Enable notification of submissions' is 'No', and 'Auto number questions' is 'No'.

- Set yes/no show analysis page option, enter completion message after submission of feedback.
- Set availability of the feedback option like show on course page and hide from student.
- Also, you can change the activity completion setting like completion tracking and except completed on date and time if you click on enable checkbox.

The screenshot shows the 'After submission' form in Moodle. The left sidebar is the same as the previous screenshot. The main form has three sections: 'After submission', 'Common module settings', and 'Restrict access'. In the 'After submission' section, 'Show analysis page' is set to 'Yes' and the 'Completion message' field contains 'Thank you for the submitting the feedback.' In the 'Common module settings' section, 'Availability' is set to 'Show on course page', 'ID number' is empty, and 'Group mode' is 'No groups'. In the 'Restrict access' section, 'Completion tracking' is set to 'Students can manually mark the activity as completed'.

- Now click on the “Save and return to course” or “Save and display” button. Your feedback is created.

Link to next activity

Common module settings

Availability: Show on course page

ID number

Group mode: No groups

Add group/grouping access restriction

Restrict access

Activity completion

Completion tracking: Students can manually mark the activity as completed

Expect completed on: 26 May 2022 15:42

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked *

Introduction of Operating System

E-Text

Assignment 1

E-Learning

Quiz 1

Chat for Introduction of Operating System

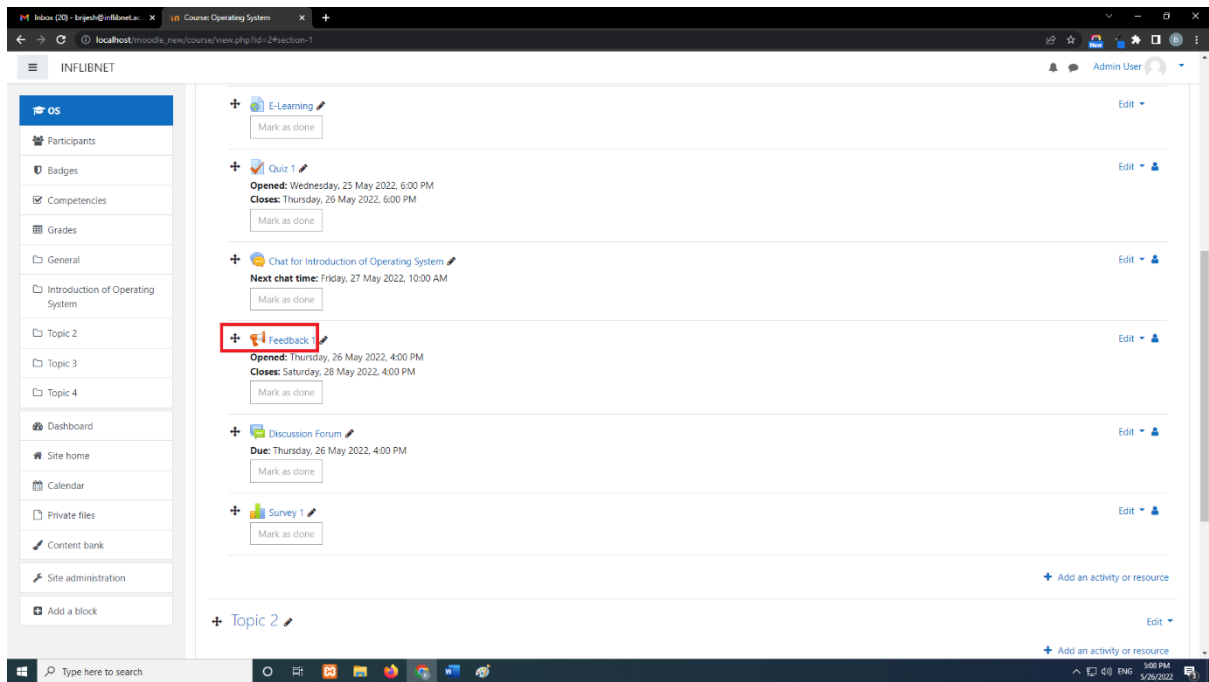
Feedback 1

Opens: Thursday, 26 May 2022, 4:00 PM

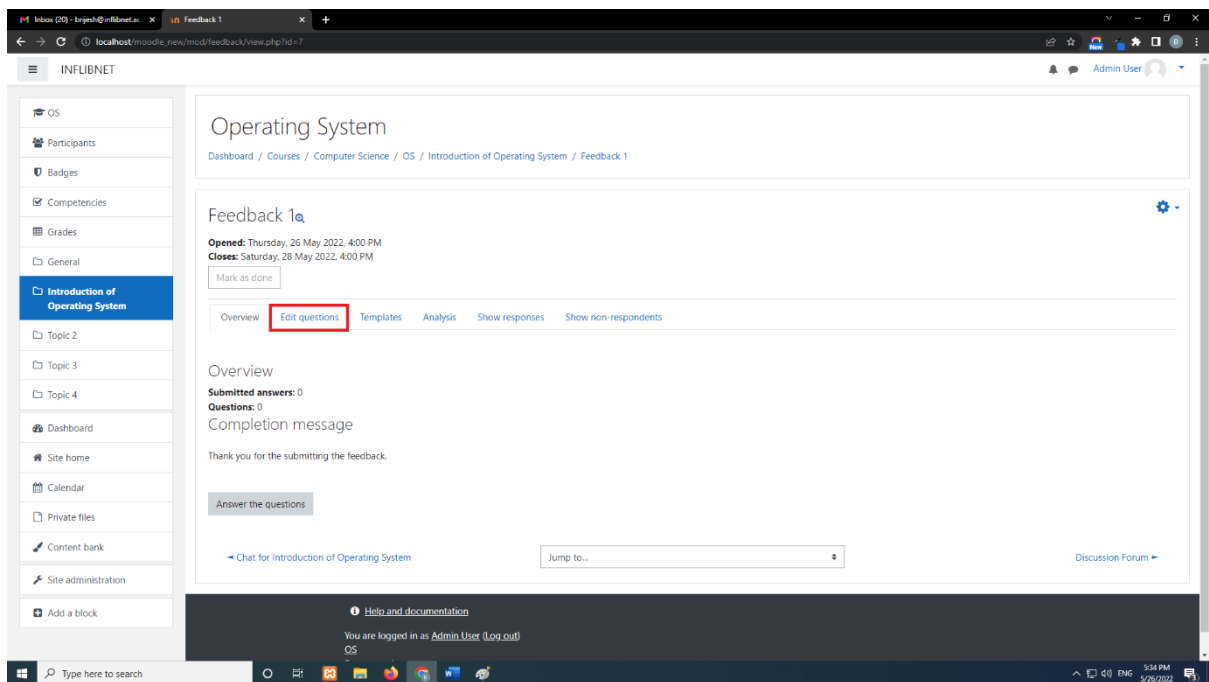
Closes: Saturday, 28 May 2022, 4:00 PM

Add question in the created Feedback

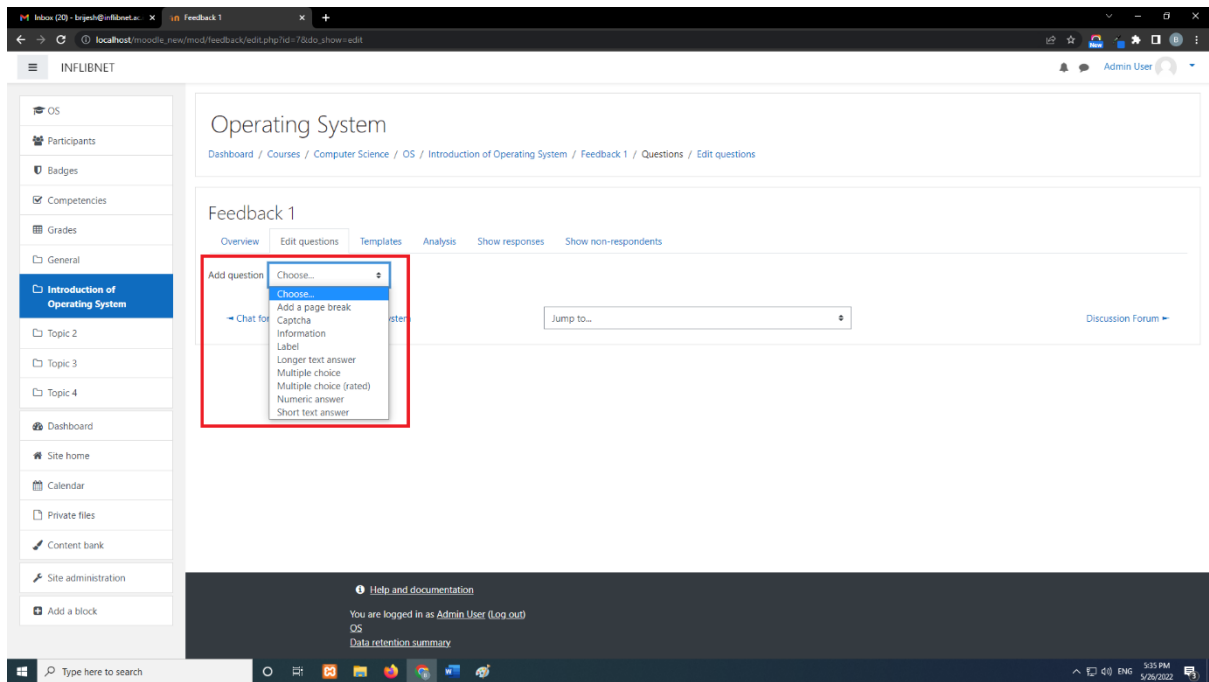
- Click on the title of the Created feedback.



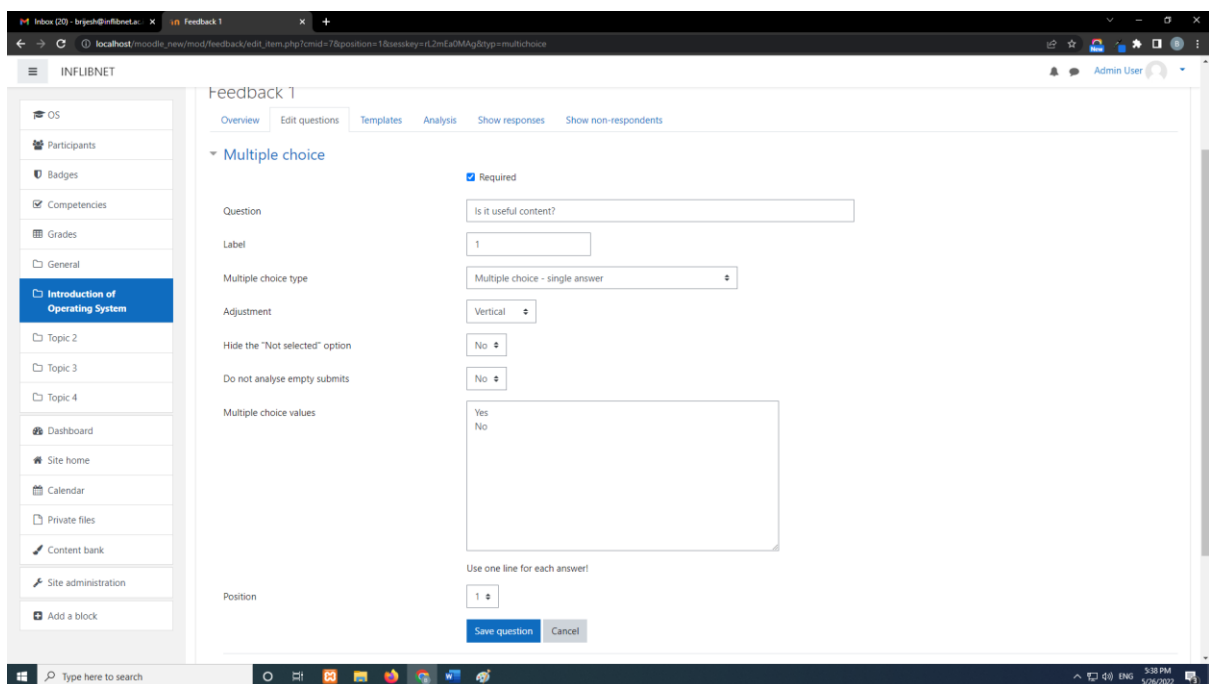
- Click on the “Edit questions” tab.



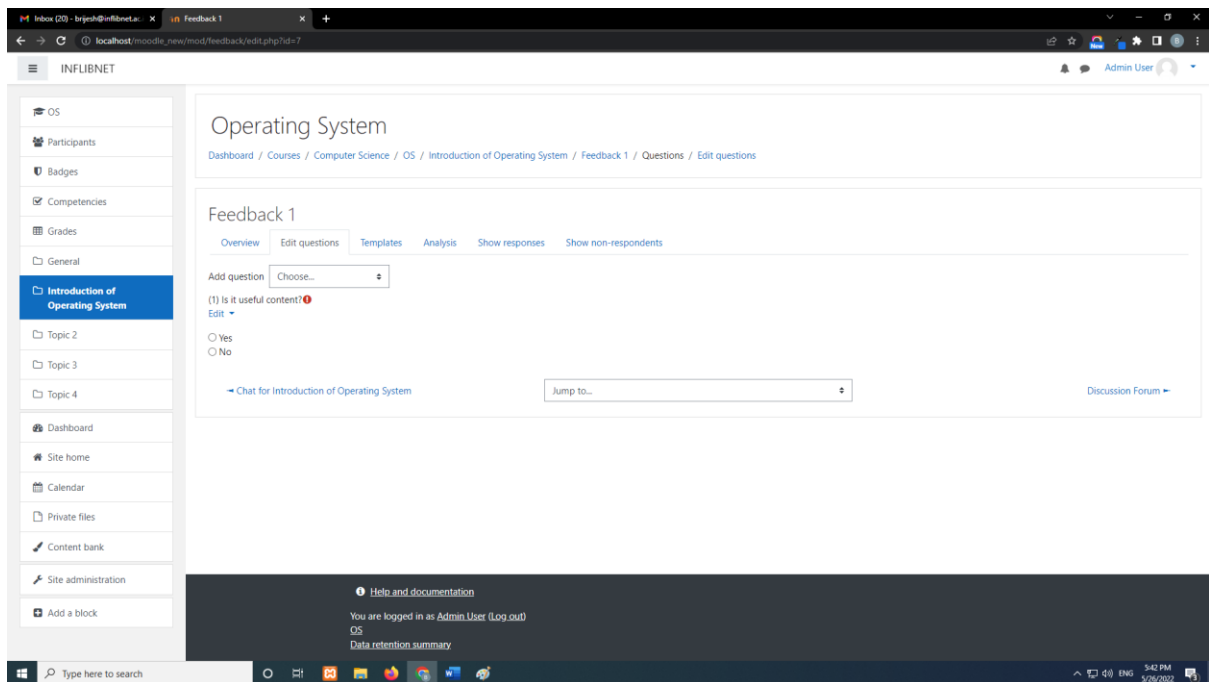
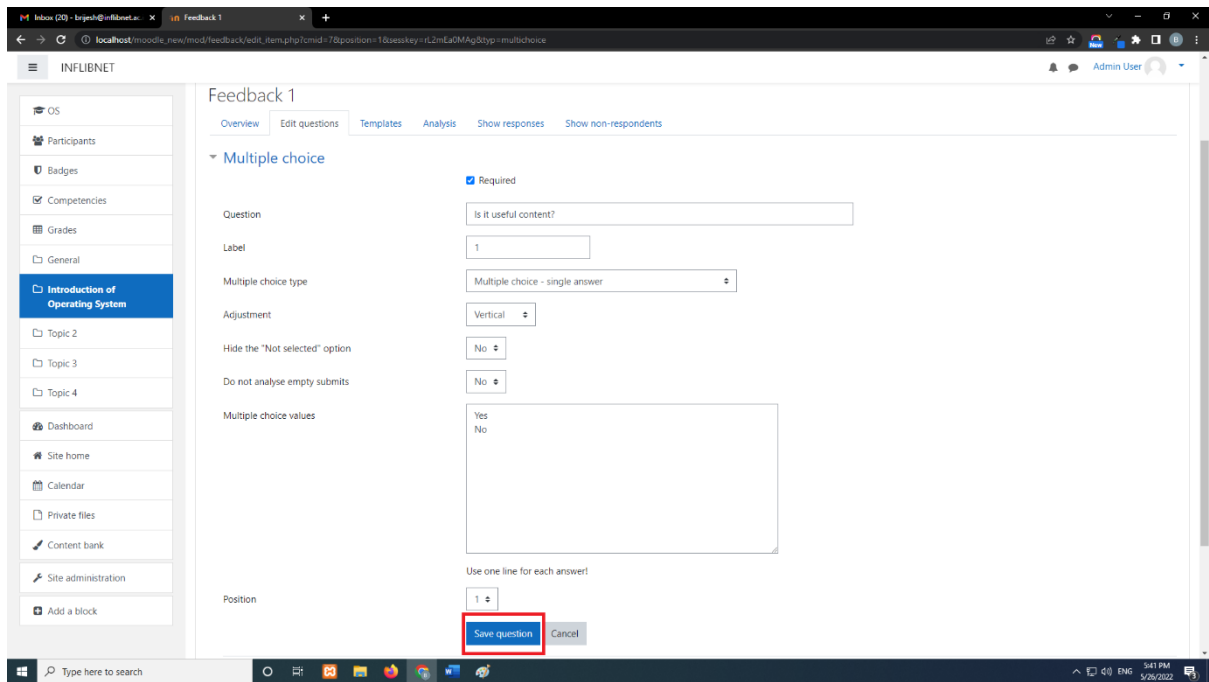
- Select the question type you want to add in the feedback.



- For example; select a multiple choice, after select multiple choice option you will see the below screen.

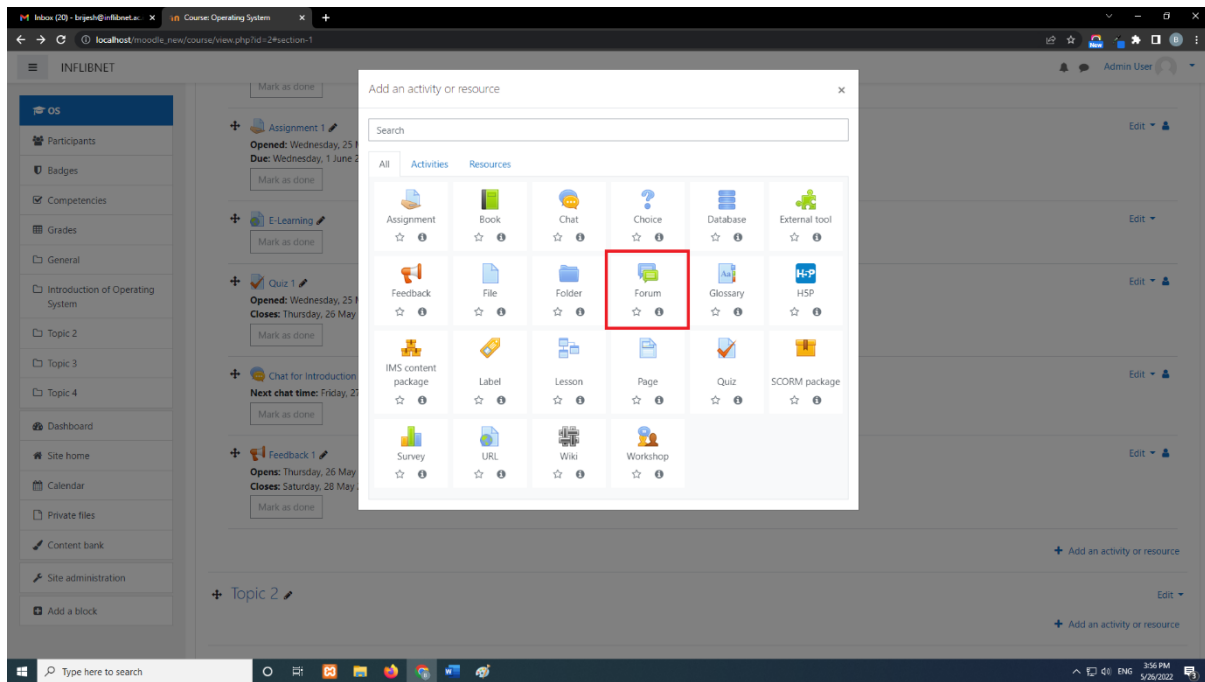


- Check required checkbox if you want to required field. Enter question text, label, multiple choice type answer like single answer, multiple answer, select Hide the "Not selected" option, select Do not analyse empty submits and enter answer choice enter in the text area (Use one line for each answer)
- Then click on the "Save question" button.
- Same as you can create other types of questions.

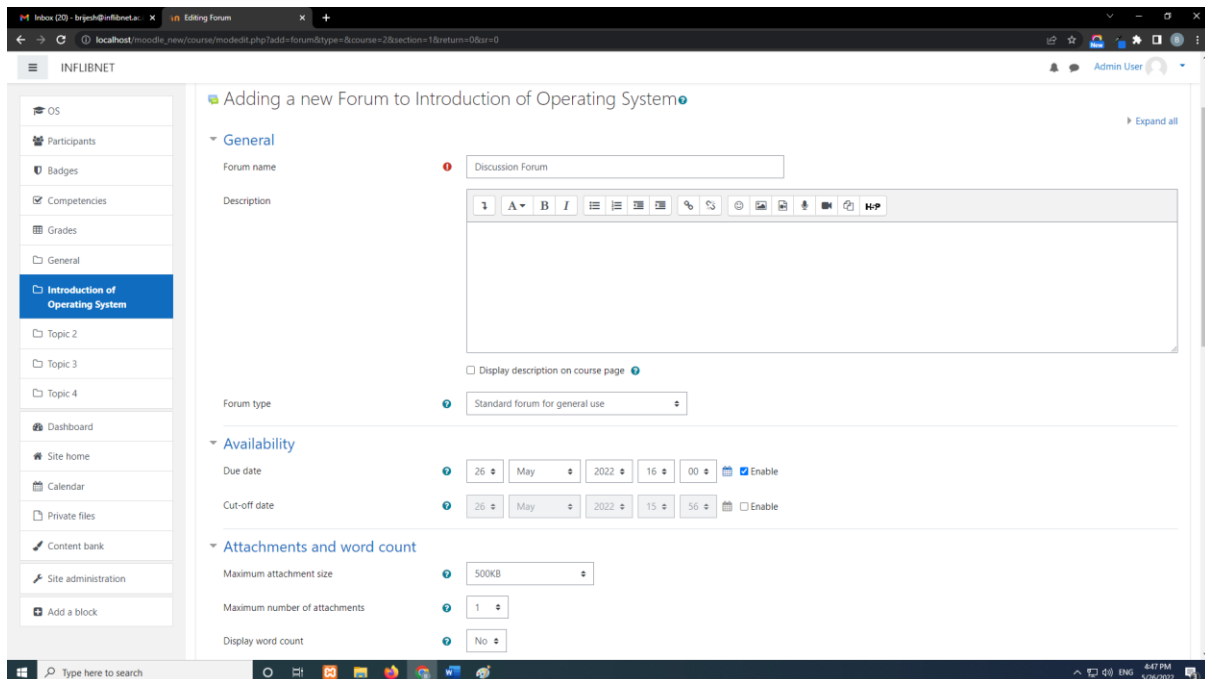


How to add Forum

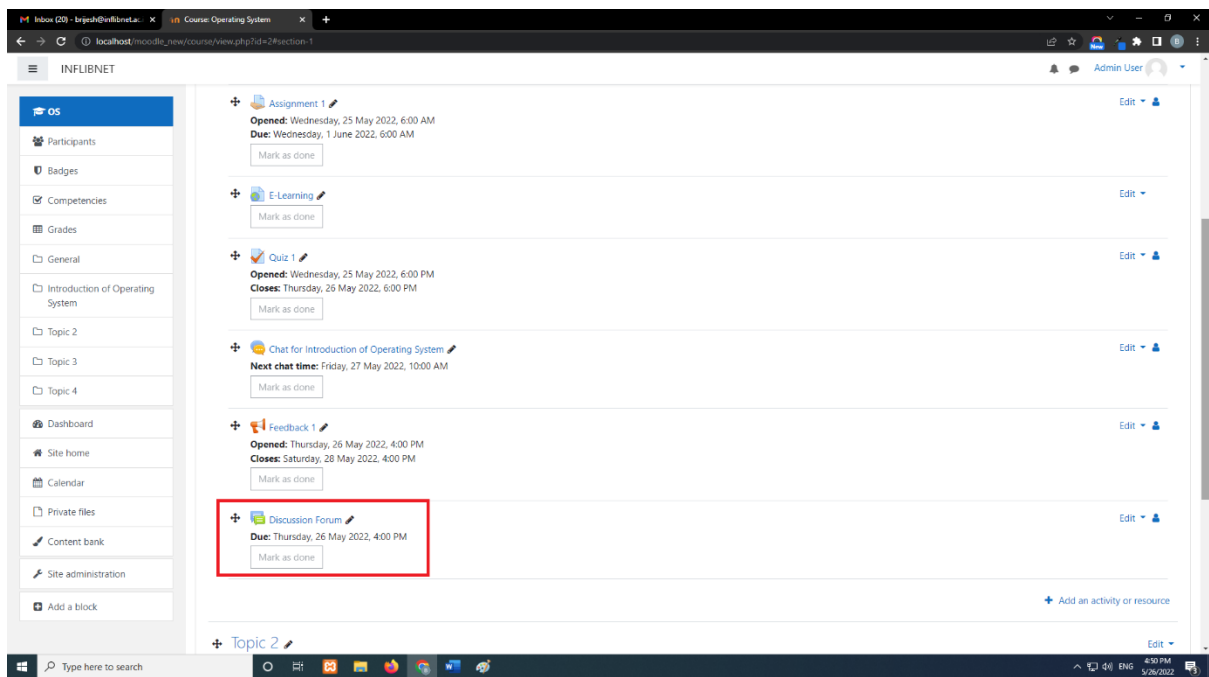
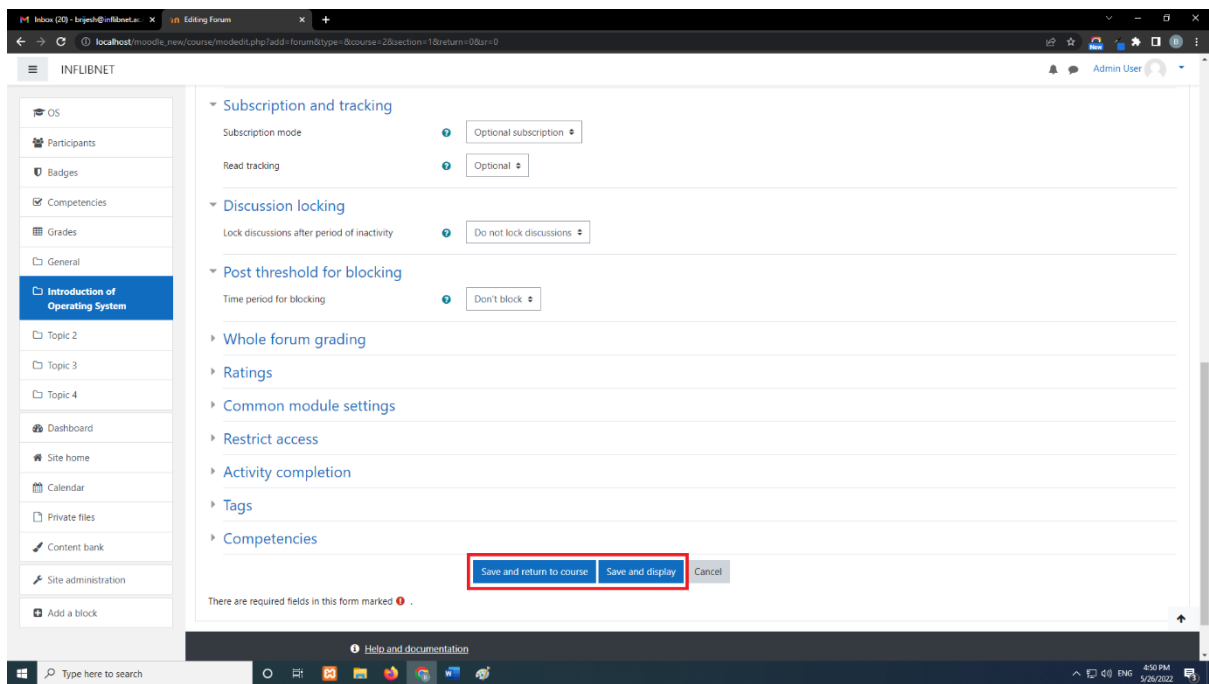
- Follow the how to Add an activity resources step.
- Now click on the "Forum" icon as display in the below image.



- Enter forum name, description, Forum type (A single simple discussion, Each person posts one discussion, Q and A forum, Standard forum displayed in a blog-like format, Standard forum for general use).
- Set date and time for due date and cut-off date of the forum.
- Set maximum size of the file attachment, maximum number of attachments allow and word count.

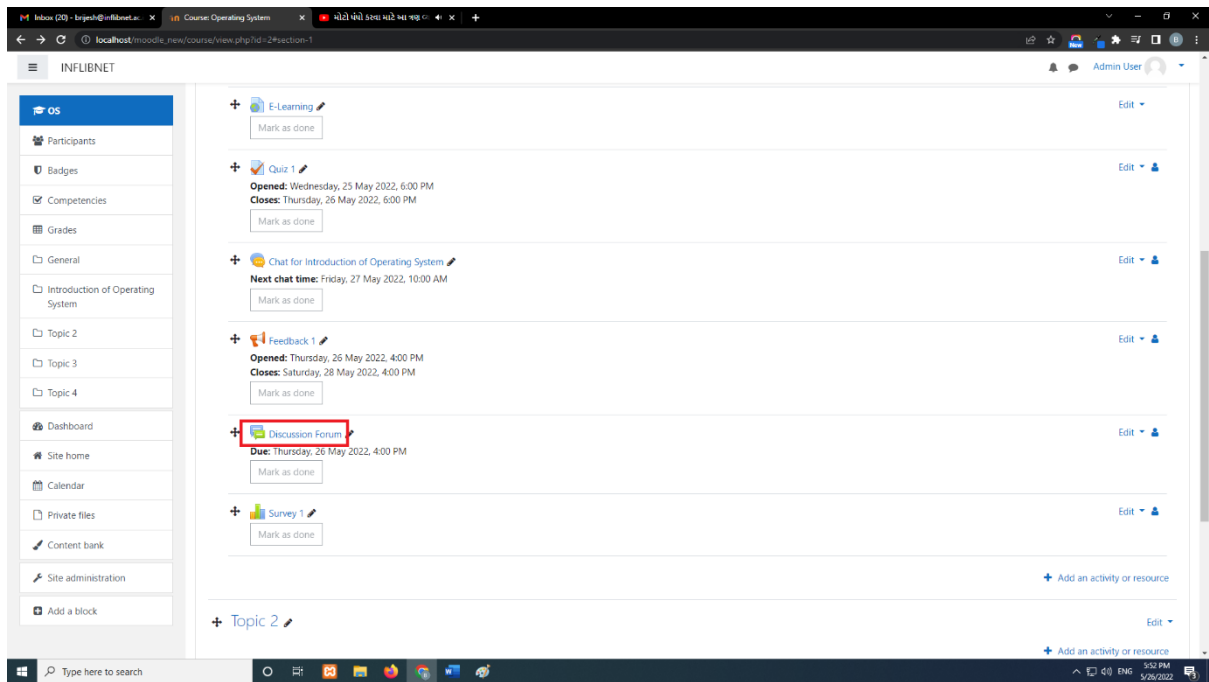


- You can also set the subscription and tracking, discussion locking, Post threshold tracking, grading, common module setting, etc.
- Now click on the “Save and return to course” or “Save and display” button. Your discussion forum is created.

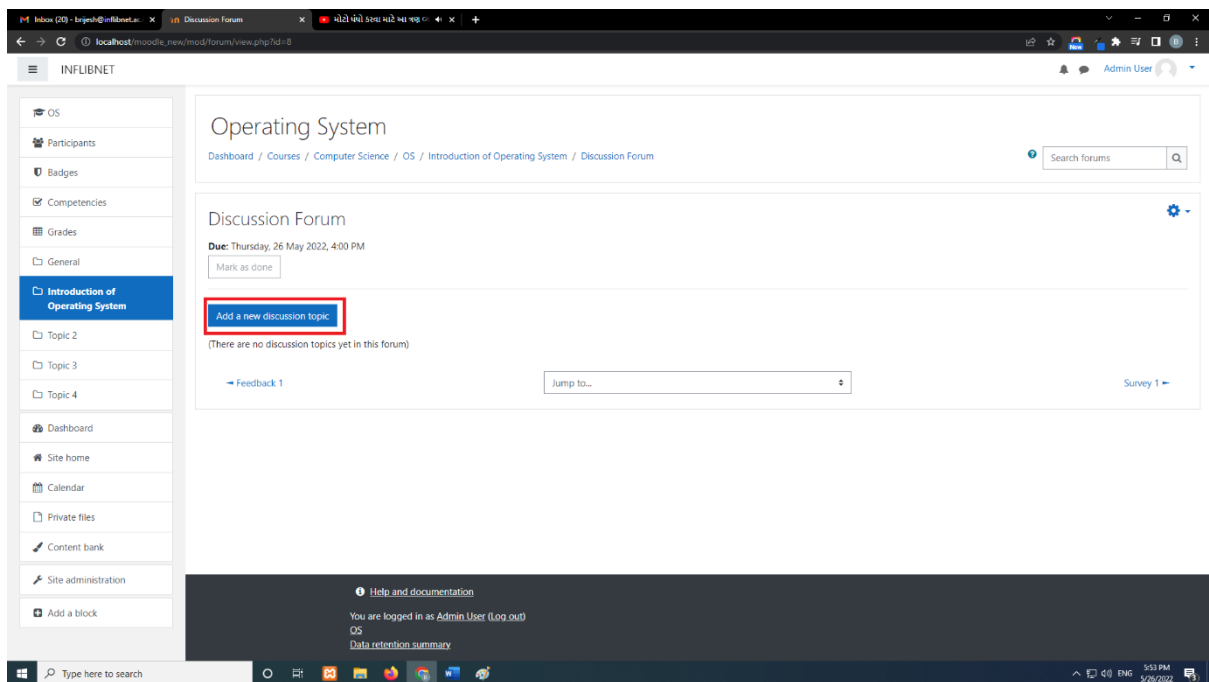


Add discussion topic in the created forum

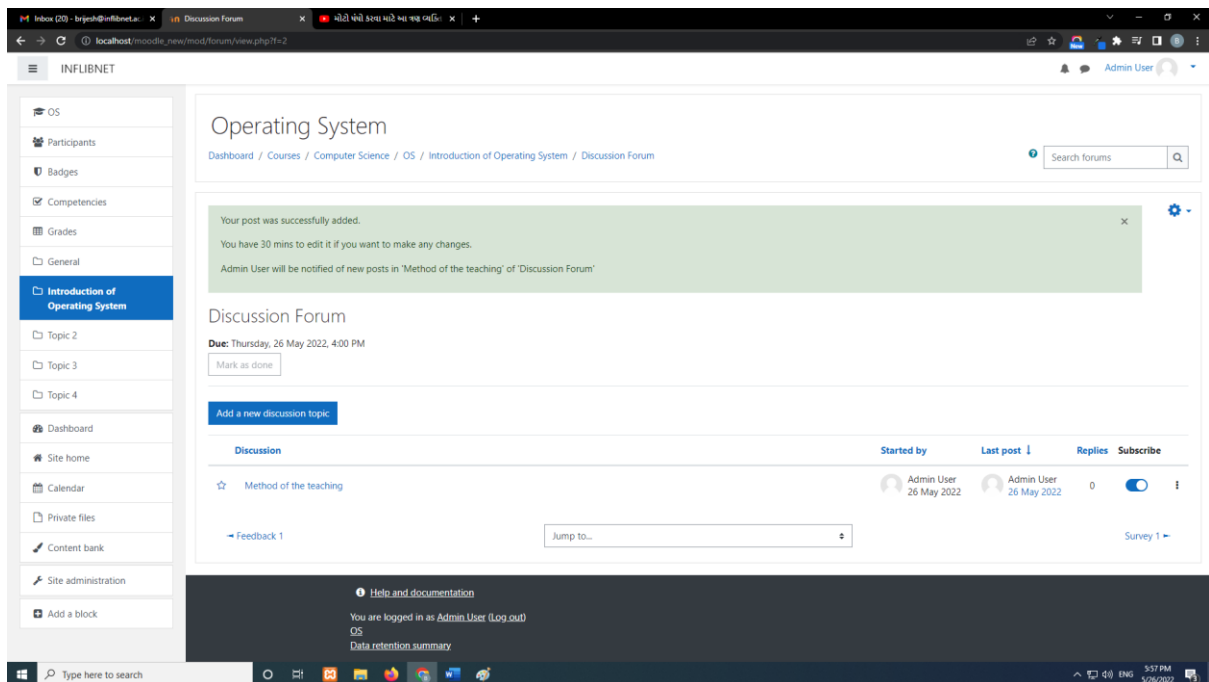
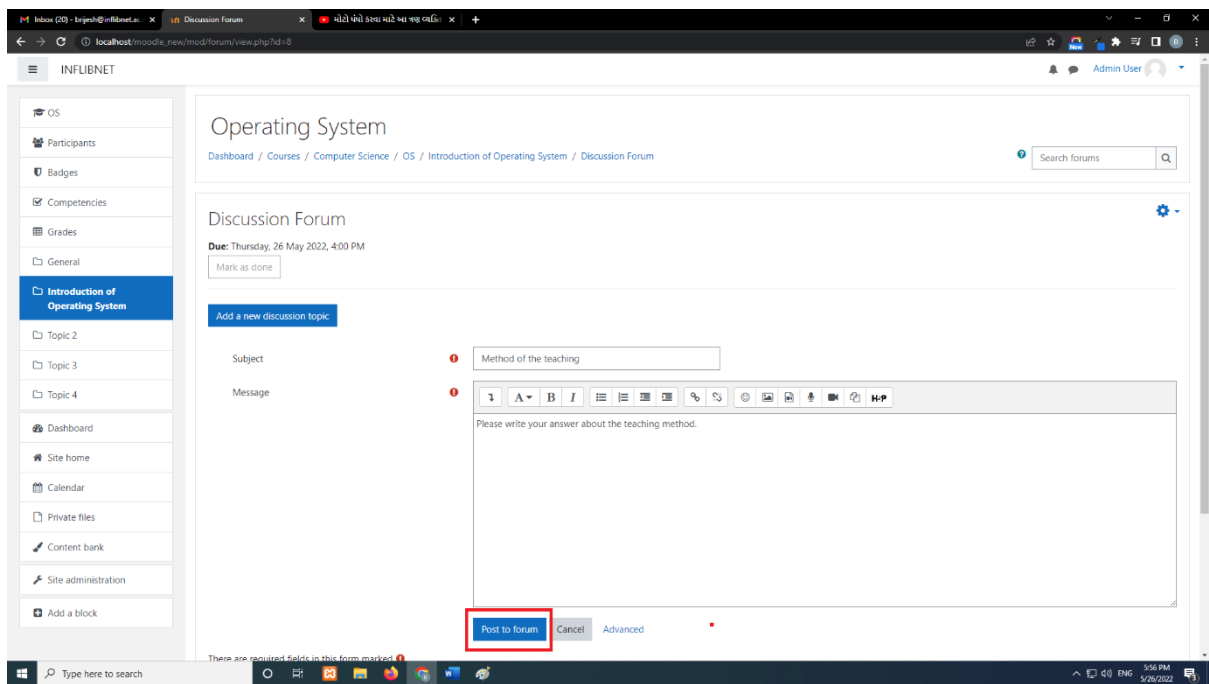
- Click on the created discussion forum.



- You can see the below screen. Click on the “Add a new discussion topic” button.

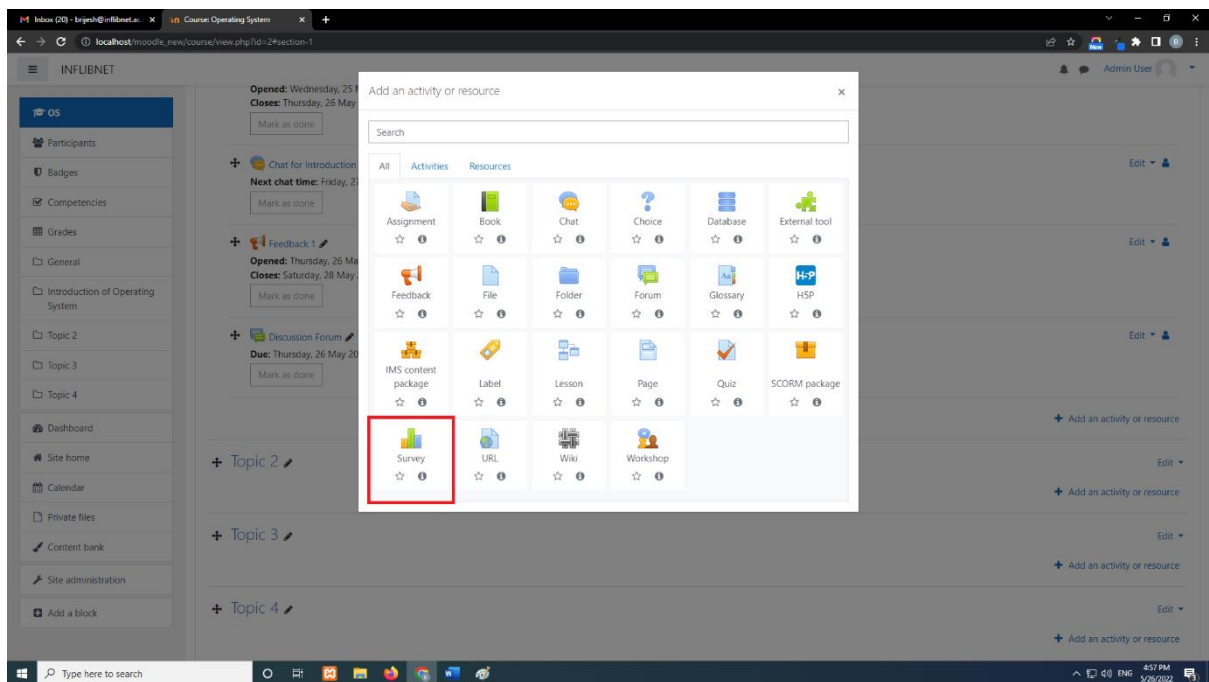


- Write subject and the message of the topic. And then click on the “Post to forum” button.

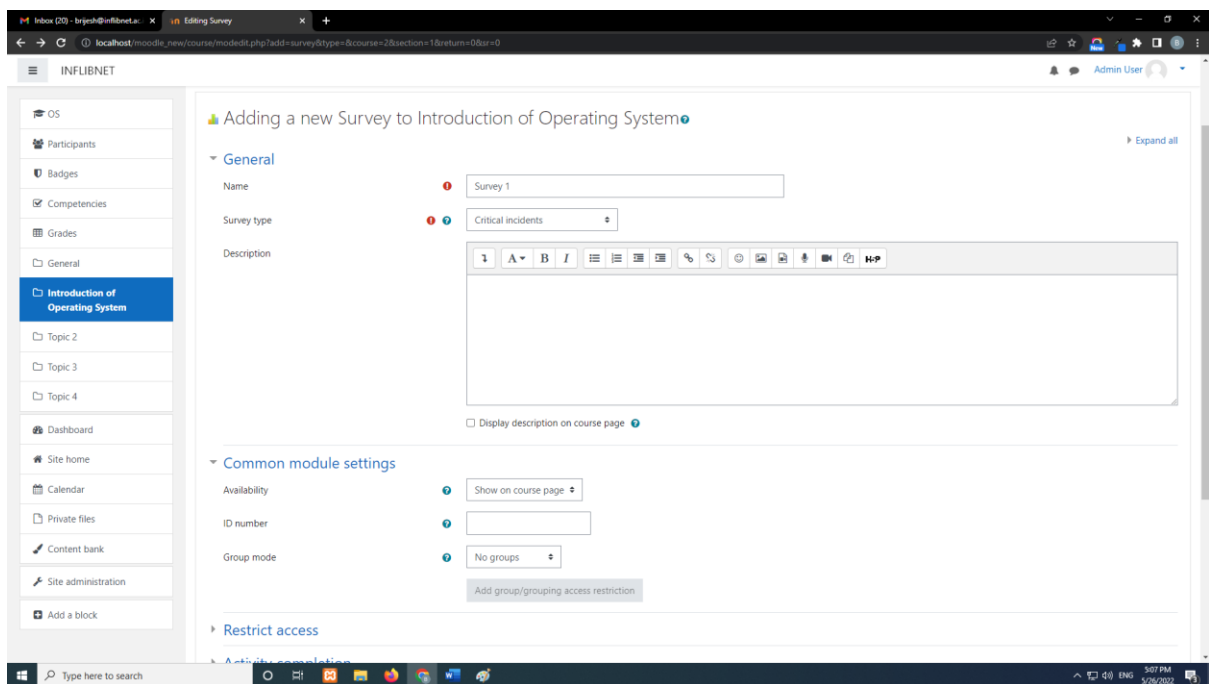


How to add Survey

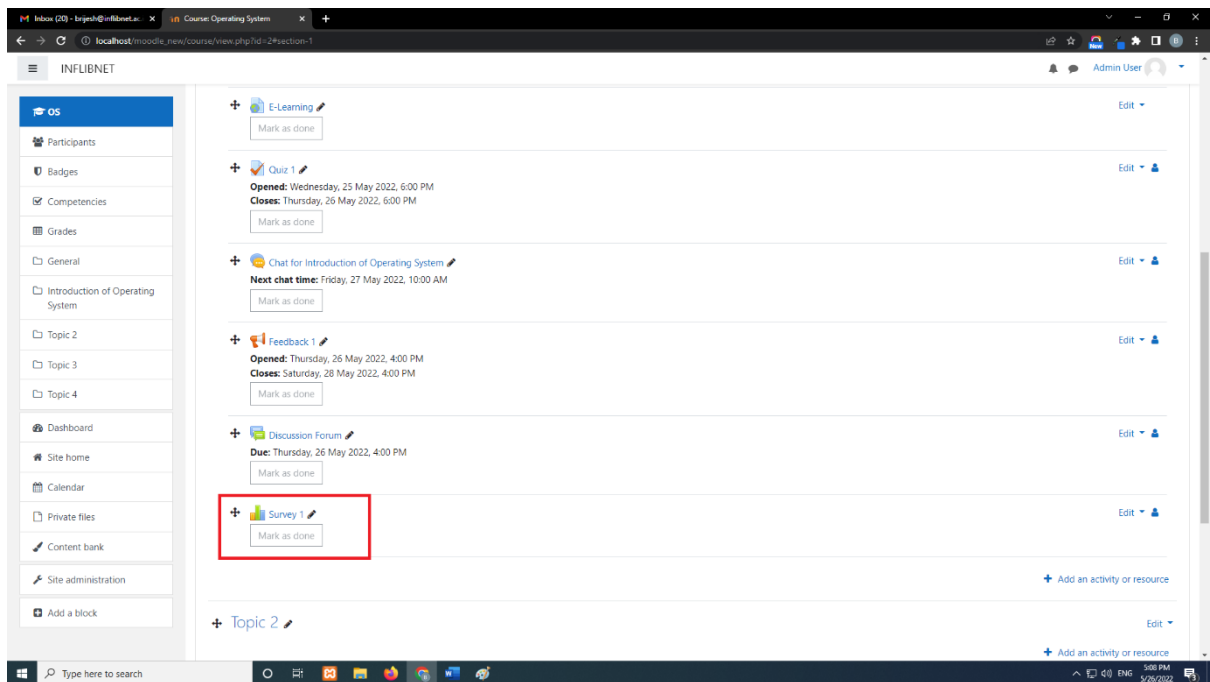
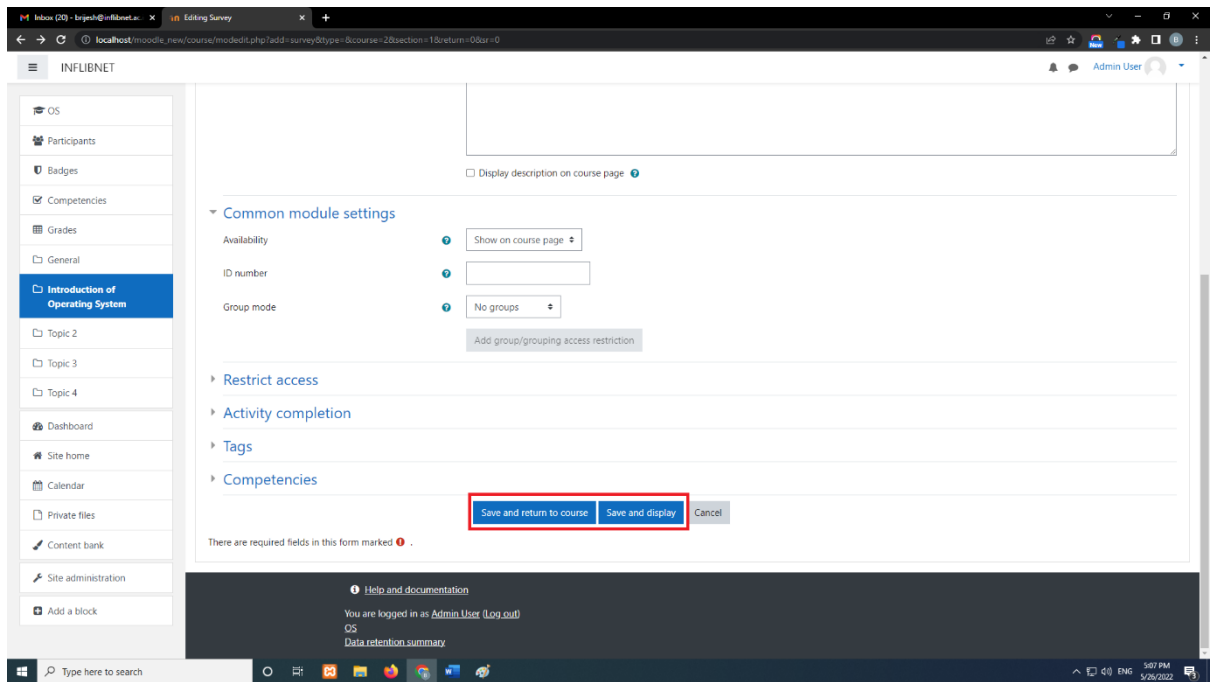
- Follow the how to Add an activity resources step.
- Now click on the “Forum” icon as display in the below image.



- Enter a survey name, survey type (For survey type visit the link for description - https://docs.moodle.org/311/en/Survey_settings), Description.
- Set common module settings availability show on course page or hide from student.



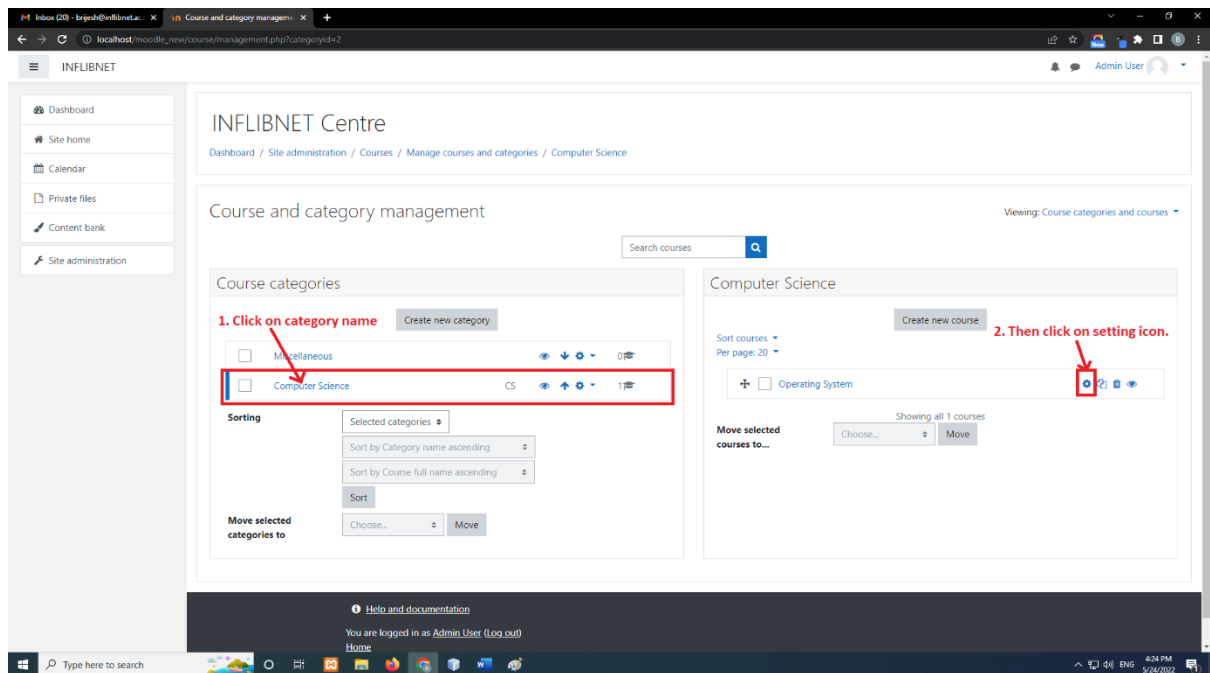
- Now click on the “Save and return to course” or “Save and display” button. Your survey is created.



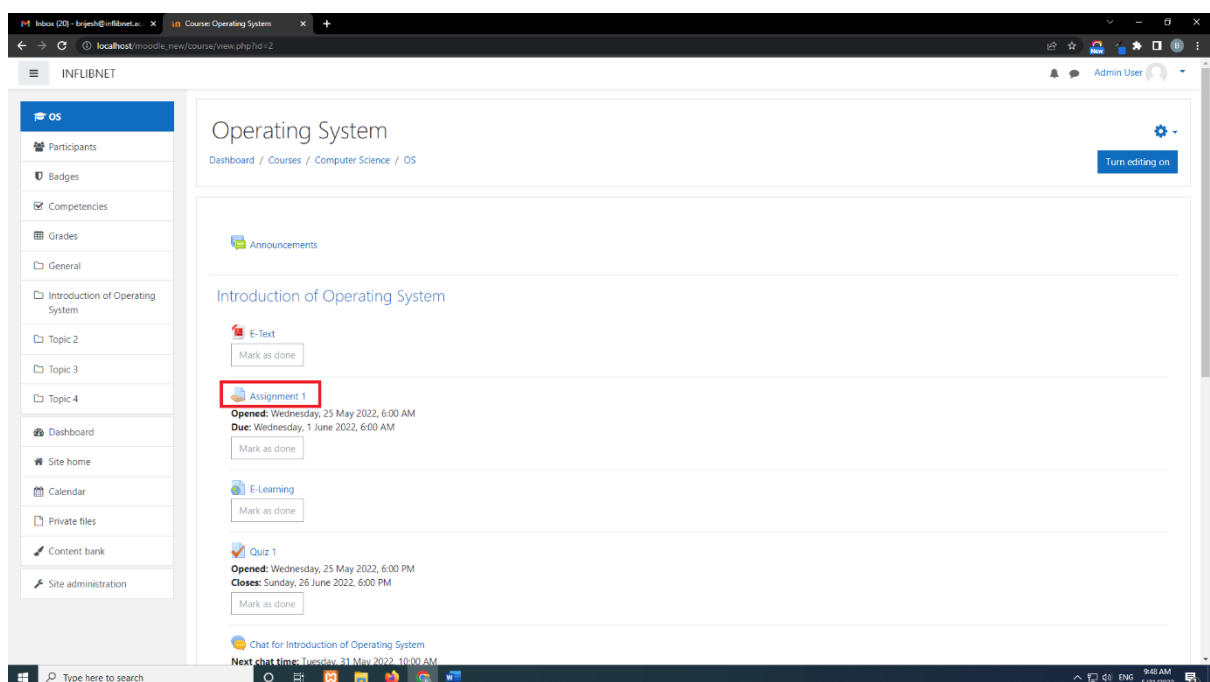
Analysis/Grading/Reports of the activity and resources

Check assignment submission and how to grading assignment

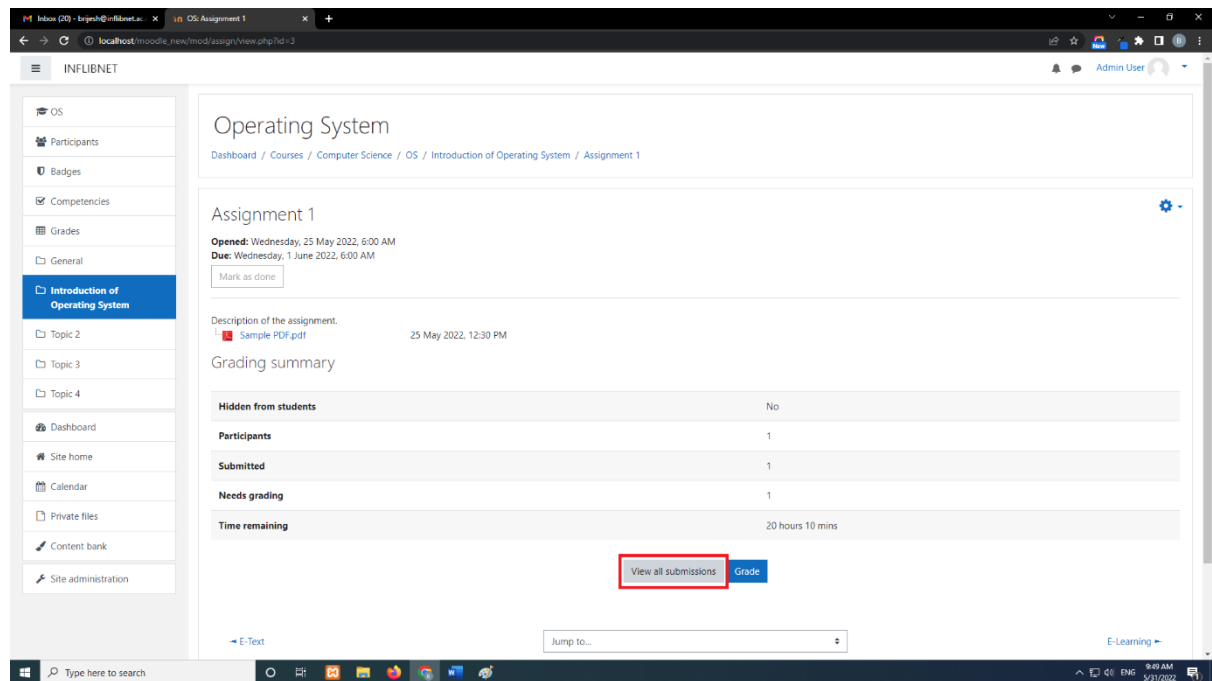
- Go to Site administration > Courses > Manage courses and categories.
- Click on the category name from category list, then click on the setting icon on the particular course name from course list. Which is display as below image.



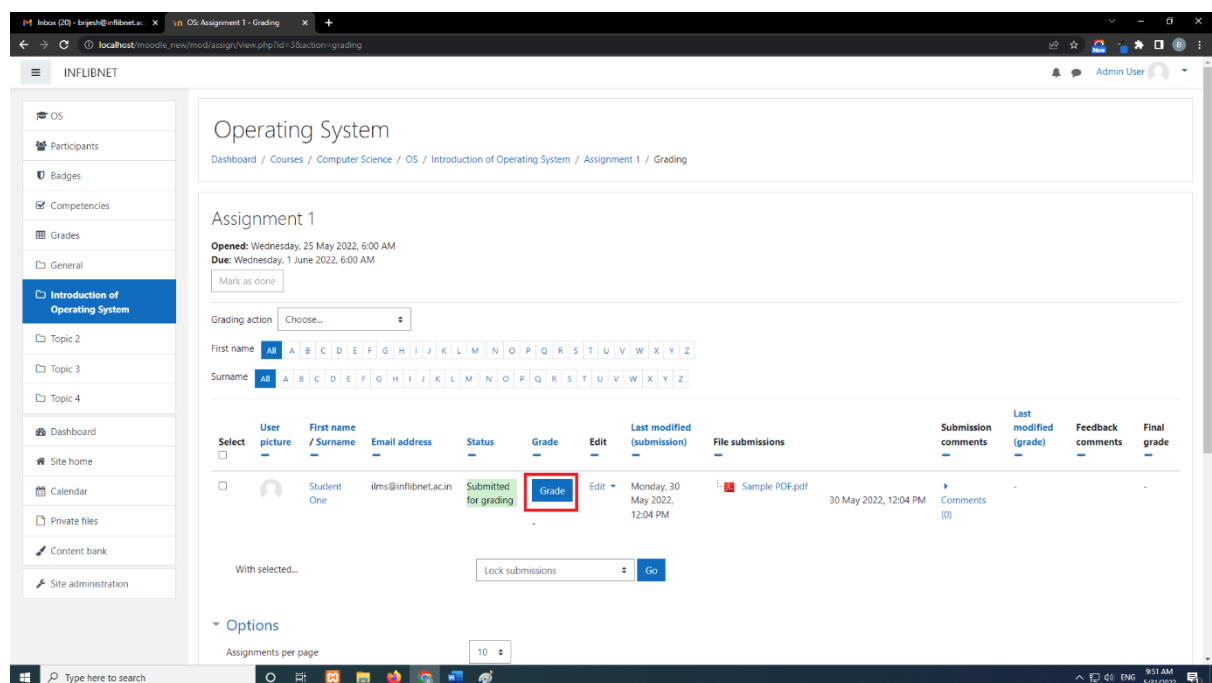
- You can see the below image after click on the setting icon.
- Click on the assignment title name.



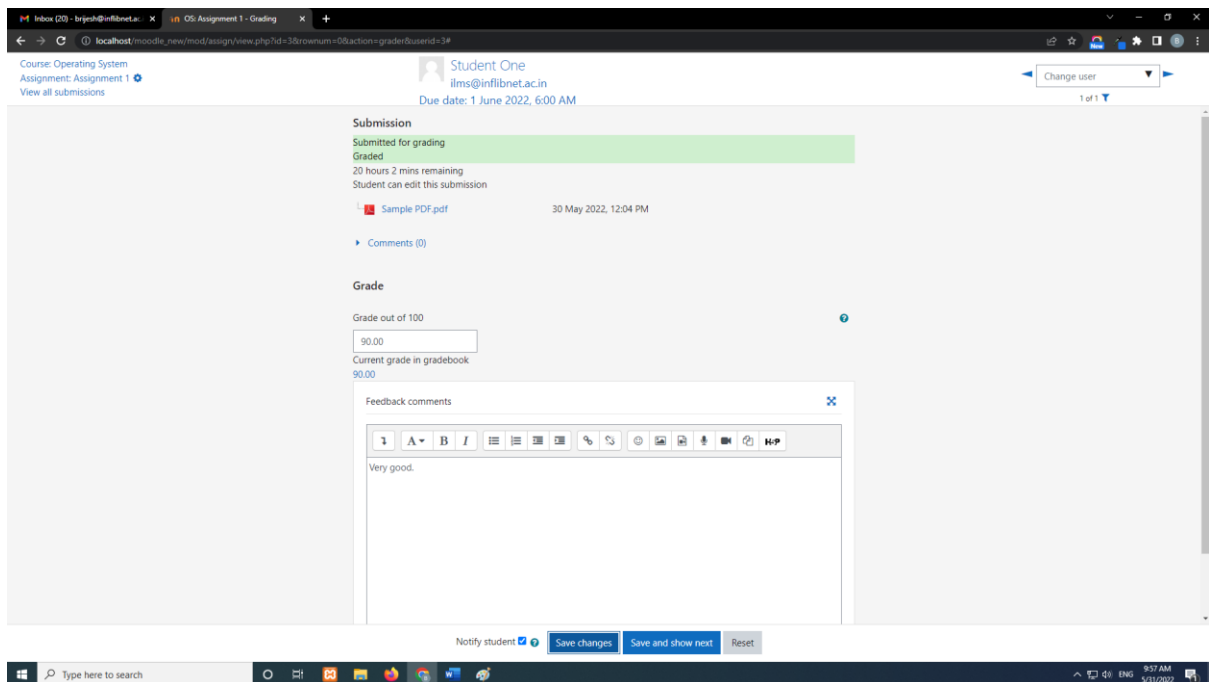
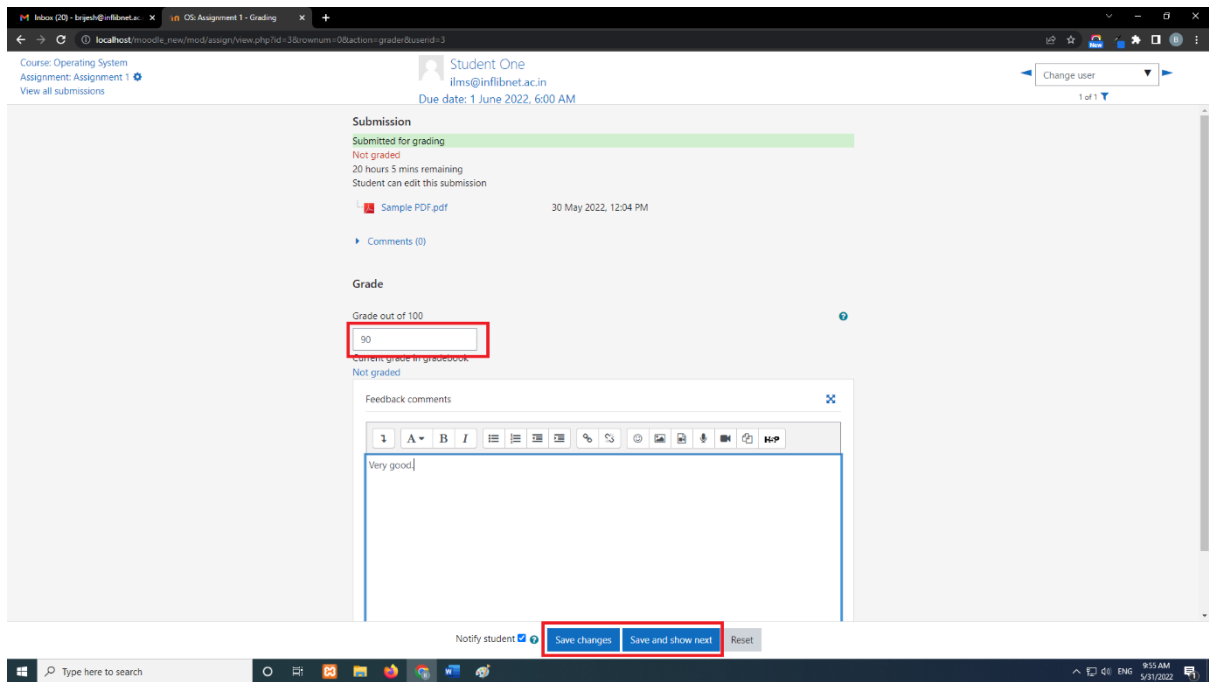
- You can see the status of the assignment like Hide from student, total number of participants, total number of submitted assignment, need for grading, time remaining, etc.
- Click on the “View all submission” button.



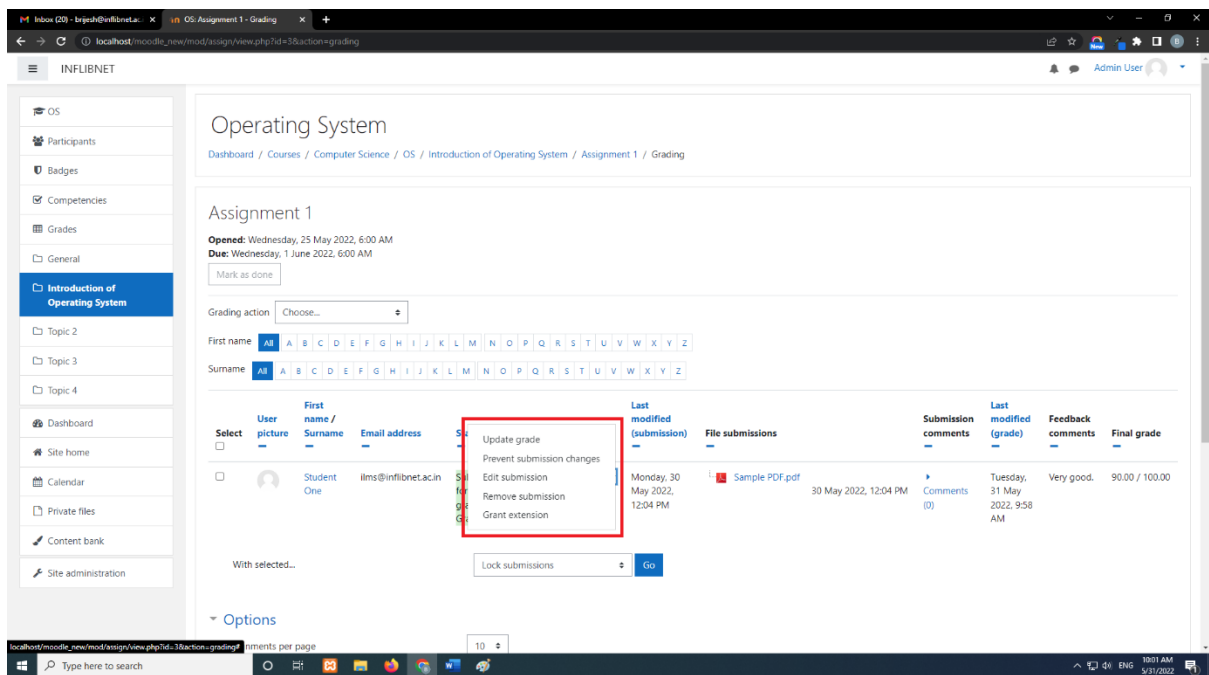
- You can see the all-student assignment with status and grade as display below. Click on the “Grade” button.



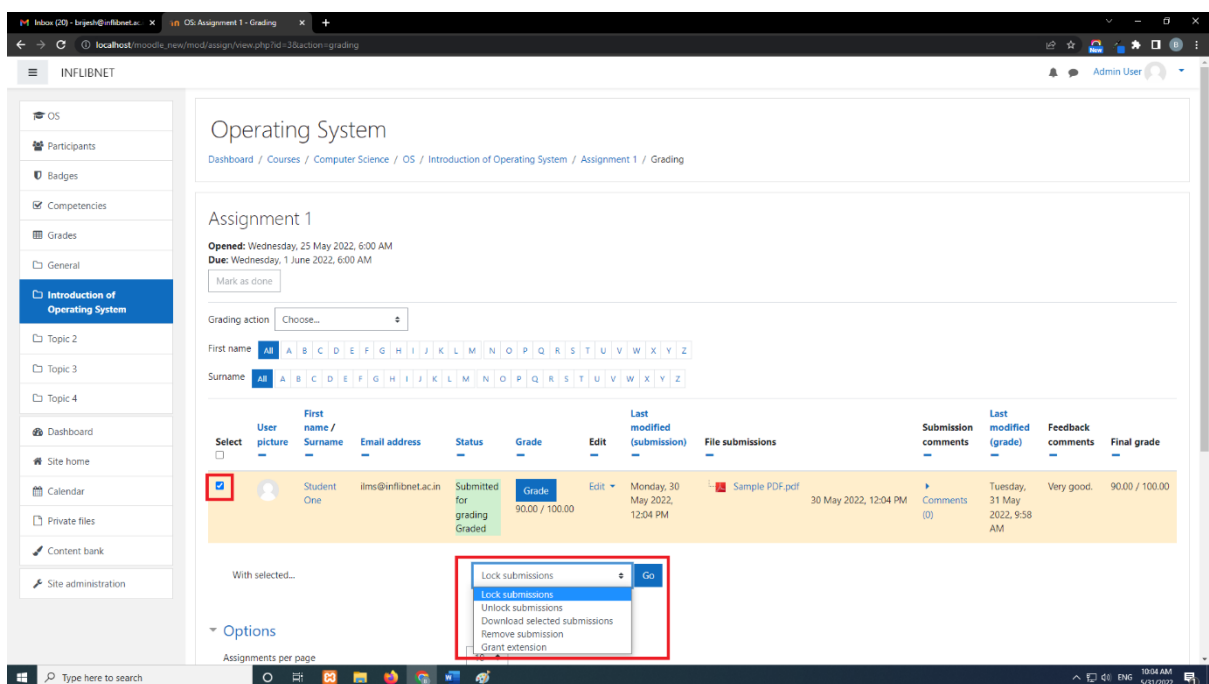
- After that you can see below screen. Enter grade out of 100, if you want to give feedback comment then type in the text area, then click on the “Save changes” or “Save and show next” button.



- If you want to edit the grade and submission then click on the “edit” link display in the below screen and select any action you want.



- If you want to perform any action regarding submission then first select user click by the check box and select action from the below dropdown and then click on the “Go” button.



- If you want to download all submitted file then select “Download all submission” option from dropdown. All files will be downloaded in the zip file.

Operating System
Dashboard / Courses / Computer Science / OS / Introduction of Operating System / Assignment 1 / Grading

Assignment 1
Opened: Wednesday, 25 May 2022, 6:00 AM
Due: Wednesday, 1 June 2022, 6:00 AM
Mark as done

Grading action: Choose...
First name: [Dropdown]
Surname: [Dropdown]

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Final grade
<input type="checkbox"/>		Student One	ilms@infibnet.ac.in	Submitted for grading Graded	90.00 / 100.00	Edit	Monday, 30 May 2022, 12:04 PM	Sample PDF.pdf 30 May 2022, 12:04 PM	Comments (0)	Tuesday, 31 May 2022, 9:58 AM	Very good.	90.00 / 100.00

With selected... Lock submissions Go

Options
Assignments per page: 10

- If you want to see the gradebook of the students then select “View gradebook” option.

Operating System: View: Preferences: Grader report
Dashboard / Courses / Computer Science / OS / Grades / Grade administration / Grader report

Grader report
View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

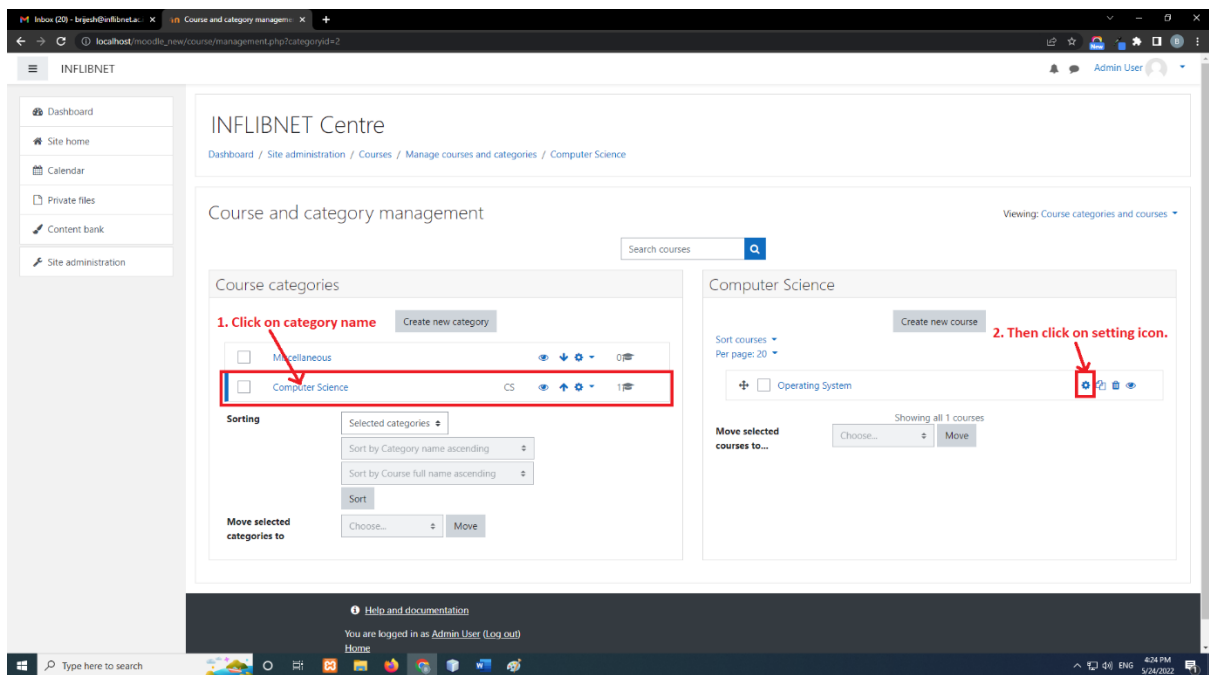
All participants: 1/1
First name: [Dropdown]
Surname: [Dropdown]

First name / Surname	Email address	Assignment 1	Quiz 1	Course total
Student One	ilms@infibnet.ac.in	90.00	✓ 10.00	100.00
Overall average	Overall average	90.00	10.00	100.00

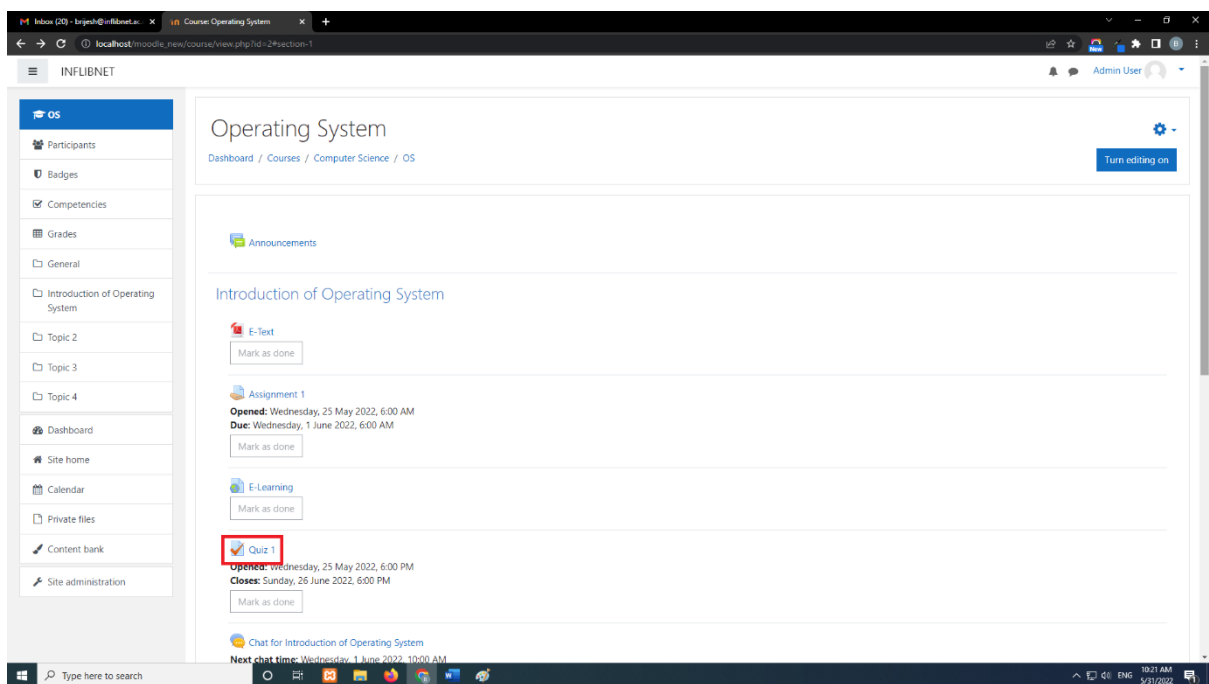
Help and documentation
You are logged in as Admin User (Log out)
OS
Data retention summary

Check quiz result and reports

- Go to Site administration > Courses > Manage courses and categories.
- Click on the category name from category list, then click on the setting icon on the particular course name from course list. Which is display as below image.



- You can see the below image after click on the setting icon.
- Click on the quiz title name.



- Click on the “Attempts” link as display in the below screen.

The screenshot shows the Moodle quiz interface for 'Operating System'. The left sidebar contains a menu with options like OS, Participants, Badges, Competencies, Grades, General, Introduction of Operating System (selected), Topic 2, Topic 3, Topic 4, Dashboard, Site home, Calendar, Private files, Content bank, and Site administration. The main content area displays the quiz details: 'Quiz 1', 'Opened: Wednesday, 25 May 2022, 6:00 PM', 'Closes: Sunday, 26 June 2022, 6:00 PM', and a 'Mark as done' button. Below this, it shows 'Attempts allowed: 1', 'Time limit: 30 mins', and 'Grade to pass: 10.00 out of 10.00'. A red box highlights the 'Attempts: 1' text, and a blue button labeled 'Attempt quiz now' is visible. At the bottom, there is a 'Jump to...' dropdown and a 'Chat for Introduction of Operating System' link.

- You can see the reports based on your requirements. As display in the below highlighted portion. Select option you want and then click on the “Show report” button.

The screenshot shows the Moodle quiz report interface for 'Quiz 1'. The left sidebar is the same as the previous screenshot. The main content area displays the quiz report options. A red box highlights the 'What to include in the report' section, which includes a dropdown for 'Attempts from' (set to 'enrolled users who have attempted the quiz'), checkboxes for 'In progress', 'Overdue', 'Finished', and 'Never submitted' (all checked), and a checkbox for 'Show only attempts that have been regraded / are marked as needing regrading' (unchecked). Below this, the 'Display options' section shows 'Page size' set to '30' and 'Marks for each question' set to 'Yes'. A blue button labeled 'Show report' is visible. Below the report options, there are buttons for 'Regrade all' and 'Dry run a full regrade'. A note states 'Only one attempt per user allowed on this quiz.' Below this, there are dropdowns for 'First name' and 'Surname' (both set to 'All'), and a 'Download' button. At the bottom, there is a table showing the quiz results for 'Student One'.

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /5.00	Q. 2 /5.00
	Student One	ilms@infibnet.ac.in	Finished	30 May 2022 12:51 PM	30 May 2022 12:54 PM	3 mins 41 secs	10.00	✓ 5.00	✓ 5.00
	Overall average						10.00 (1)	5.00 (1)	5.00 (1)

Below the table, there are buttons for 'Regrade selected attempts' and 'Delete selected attempts'. At the bottom, it says 'Overall number of students achieving grade ranges'.

- You can see all the users quiz result in the below of the report section.

Quiz 1 Attempts: 1

What to include in the report

Attempts from:

Attempts that are: ☒ In progress ☒ Overdue ☒ Finished ☒ Never submitted

Show only attempts: ☐ that have been regraded / are marked as needing regrading

Display options

Page size:

Marks for each question:

Show report

Regrade all Dry run a full regrade

Only one attempt per user allowed on this quiz.

First name:

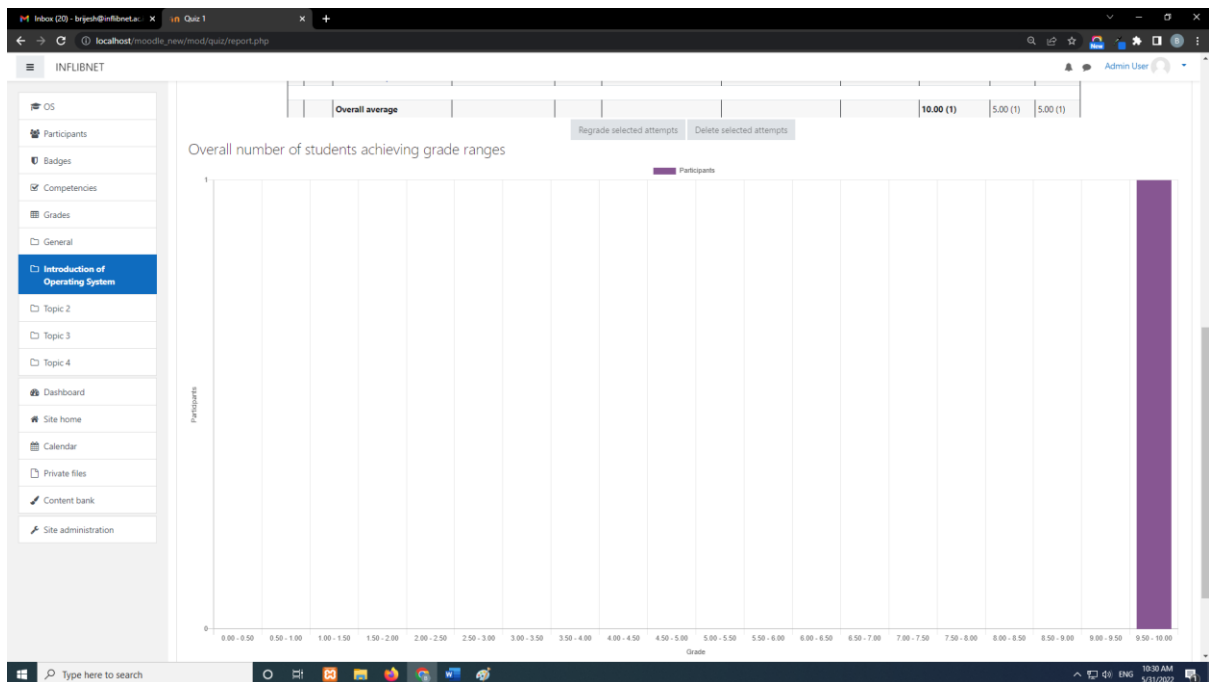
Surname:

Download table data as: Download

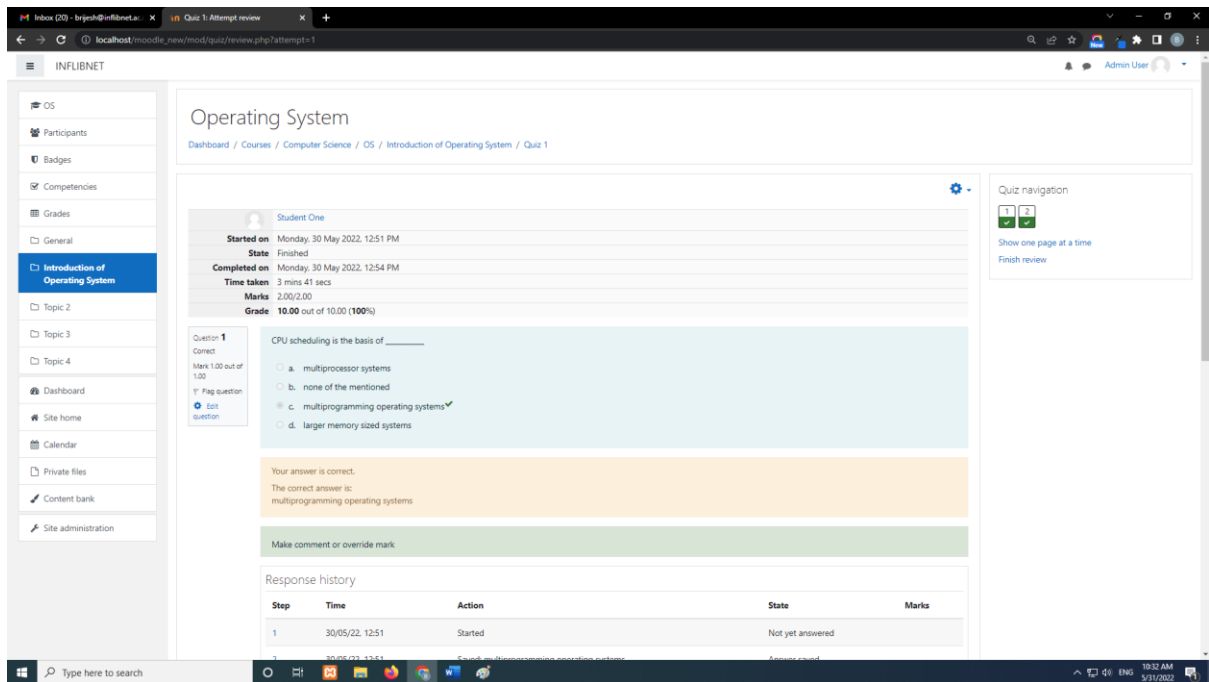
	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /5.00	Q. 2 /5.00
<input type="checkbox"/>	Student One	ims@infibnet.ac.in	Finished	30 May 2022 12:51 PM	30 May 2022 12:54 PM	3 mins 41 secs	10.00	✓ 5.00	✓ 5.00
	Overall average						10.00 (1)	5.00 (1)	5.00 (1)

Regrade selected attempts Delete selected attempts

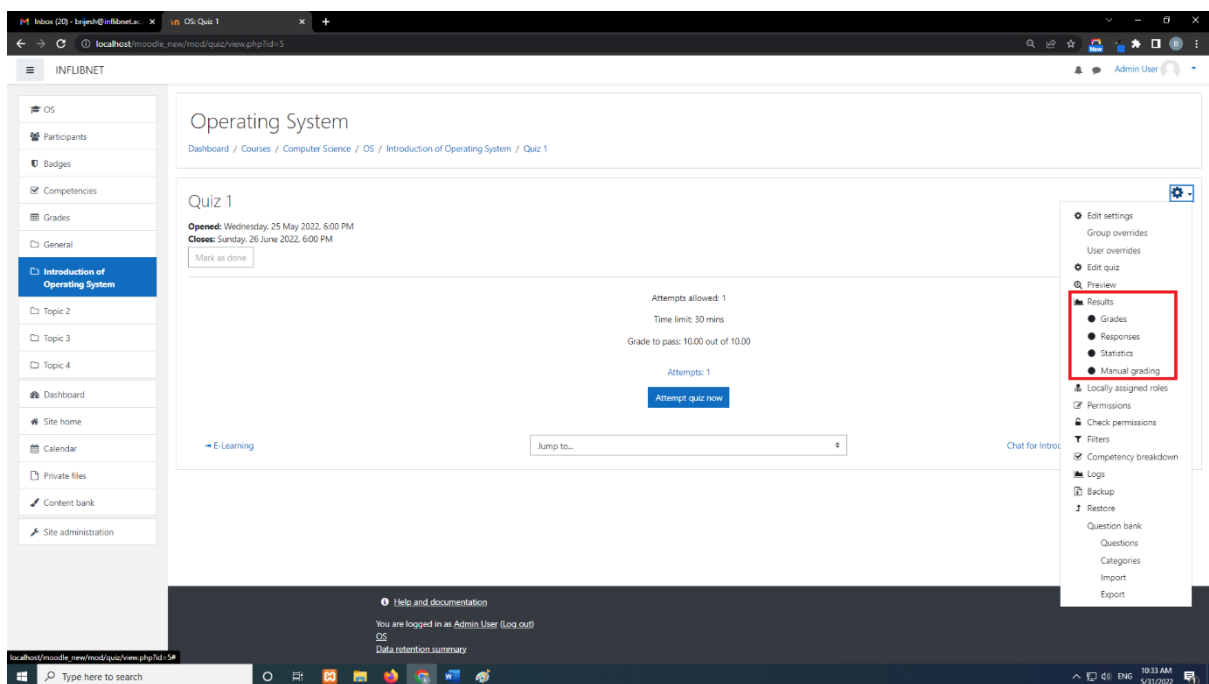
Overall number of students achieving grade ranges



- You can download result of all the student in different format as display in the below screen. Select any option and then click on the “Download” button.

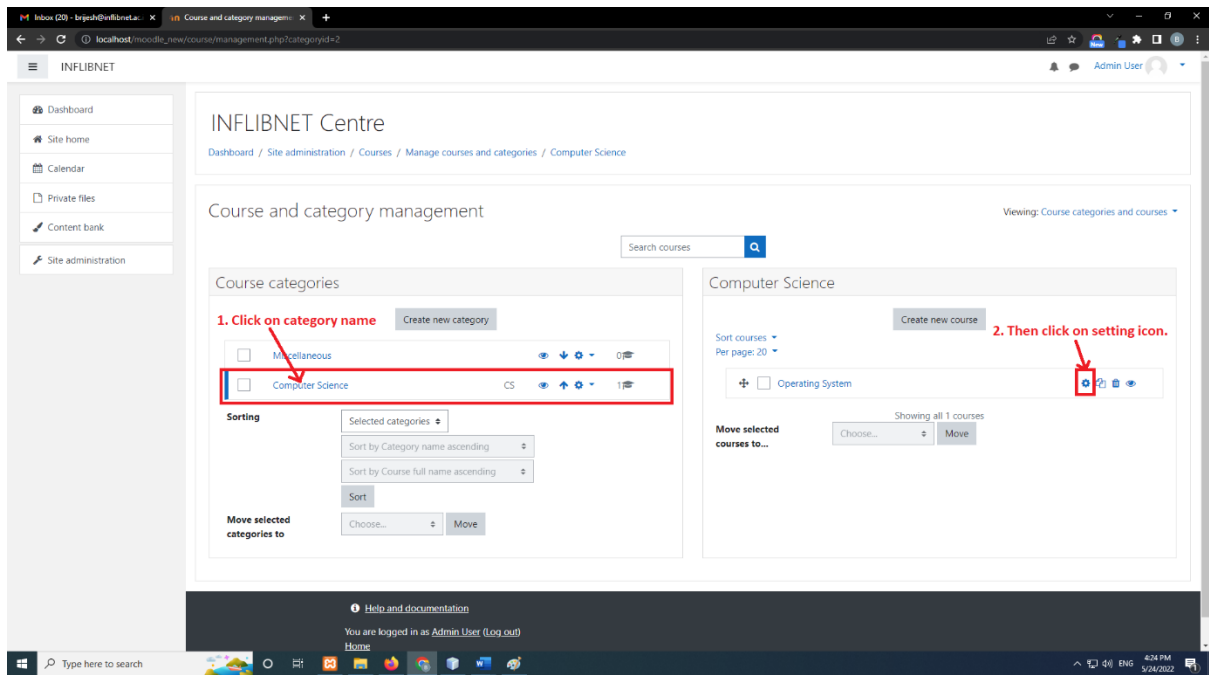


- You can see the quiz result in different format. Select option as display in the below screen.

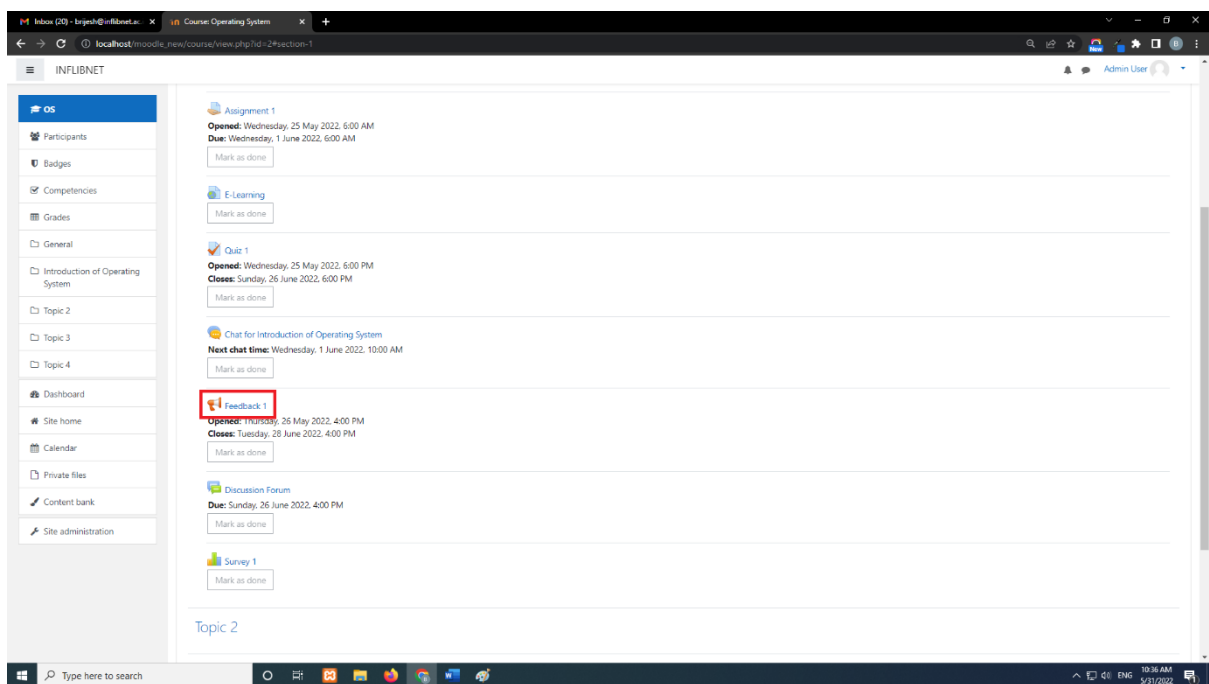


Check feedback response

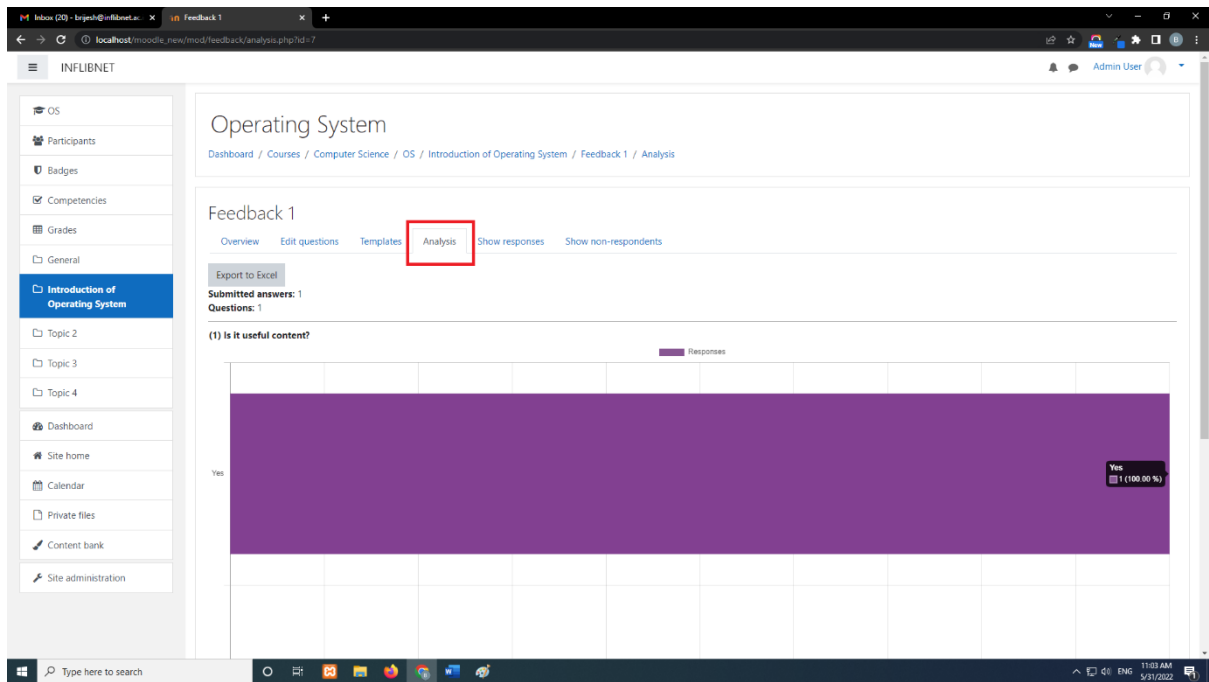
- Go to Site administration > Courses > Manage courses and categories.
- Click on the category name from category list, then click on the setting icon on the particular course name from course list. Which is display as below image.



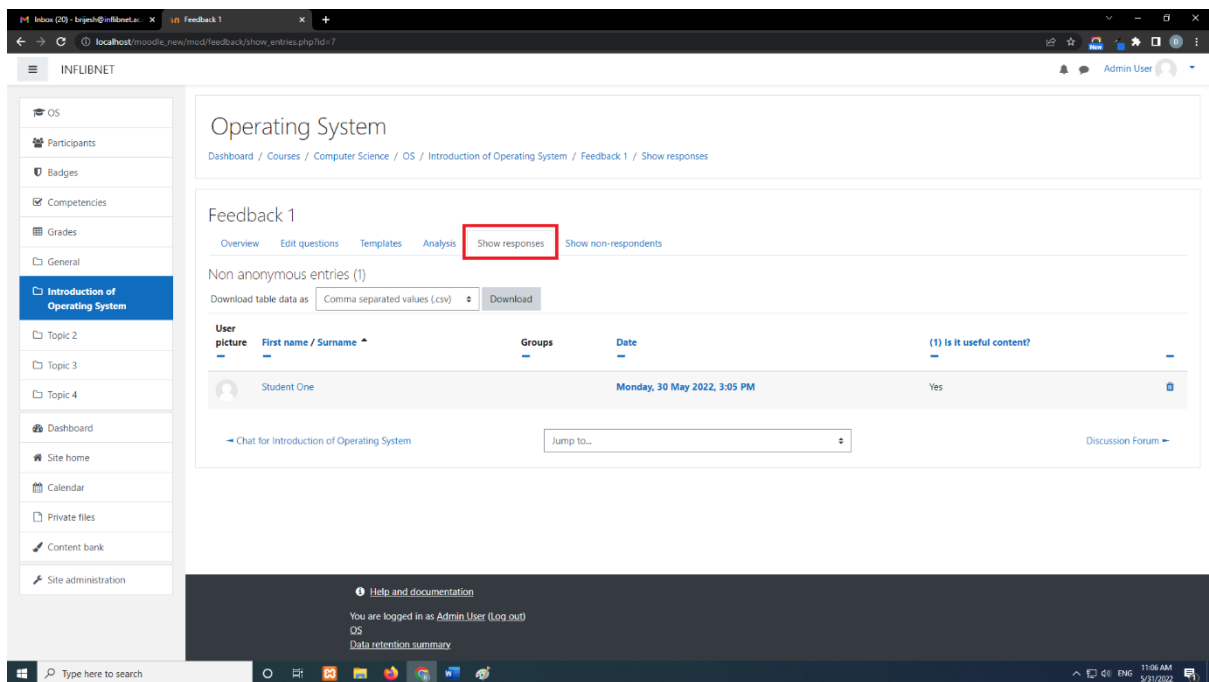
- You can see the below image after click on the setting icon.
- Click on the feedback title name.



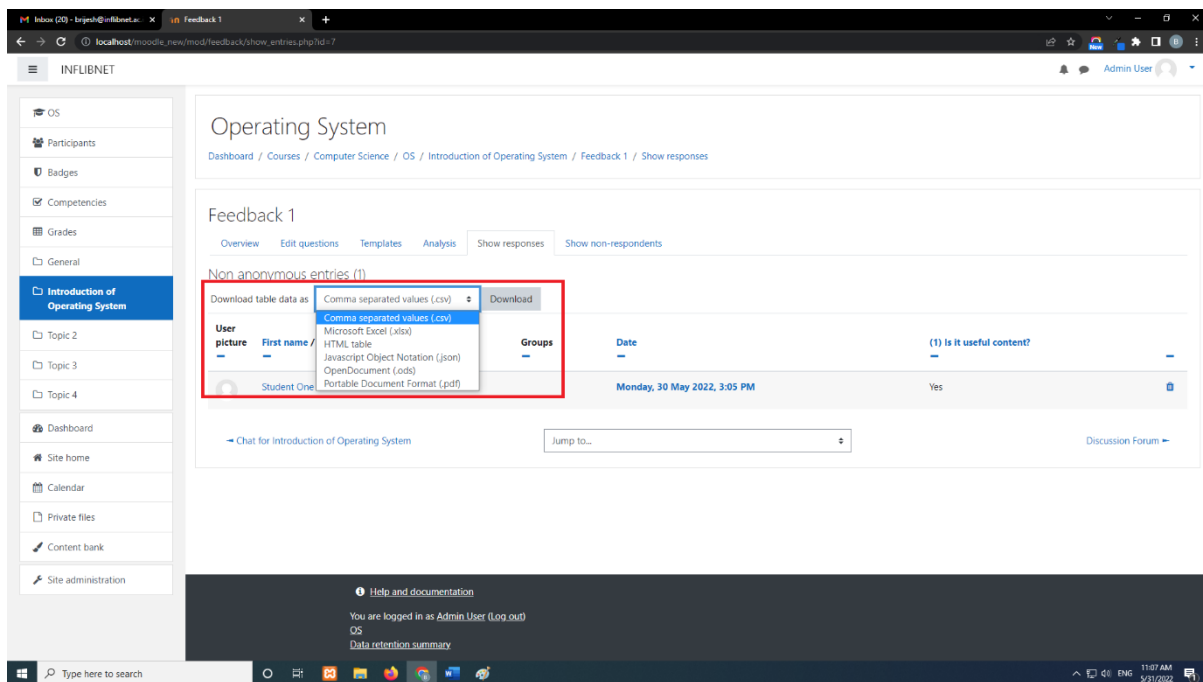
- Click on the “Analysis” tab. You can see the analysis graph of the responses.
- If you want to see the export the analysis then clicks on the “Export to excel” button.



- If you want to see the responses then click on the “Show responses’ tab.

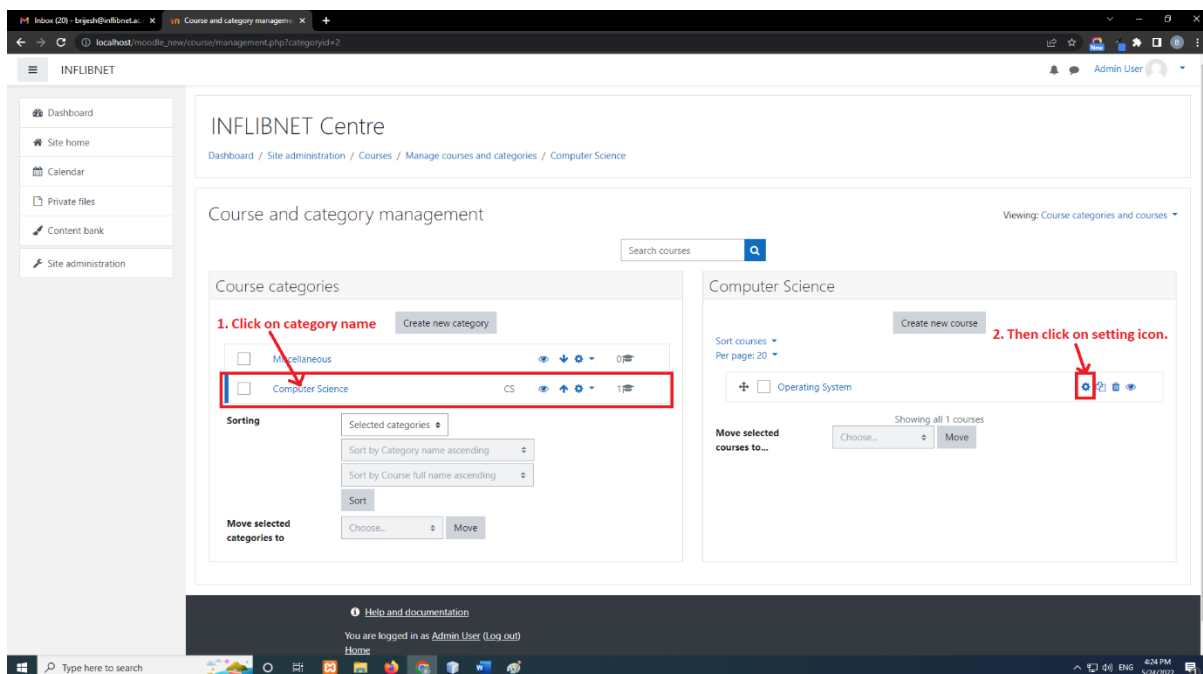


- You can download the responses in the different format. Select download format from the dropdown menu and then click on the “Download” button.

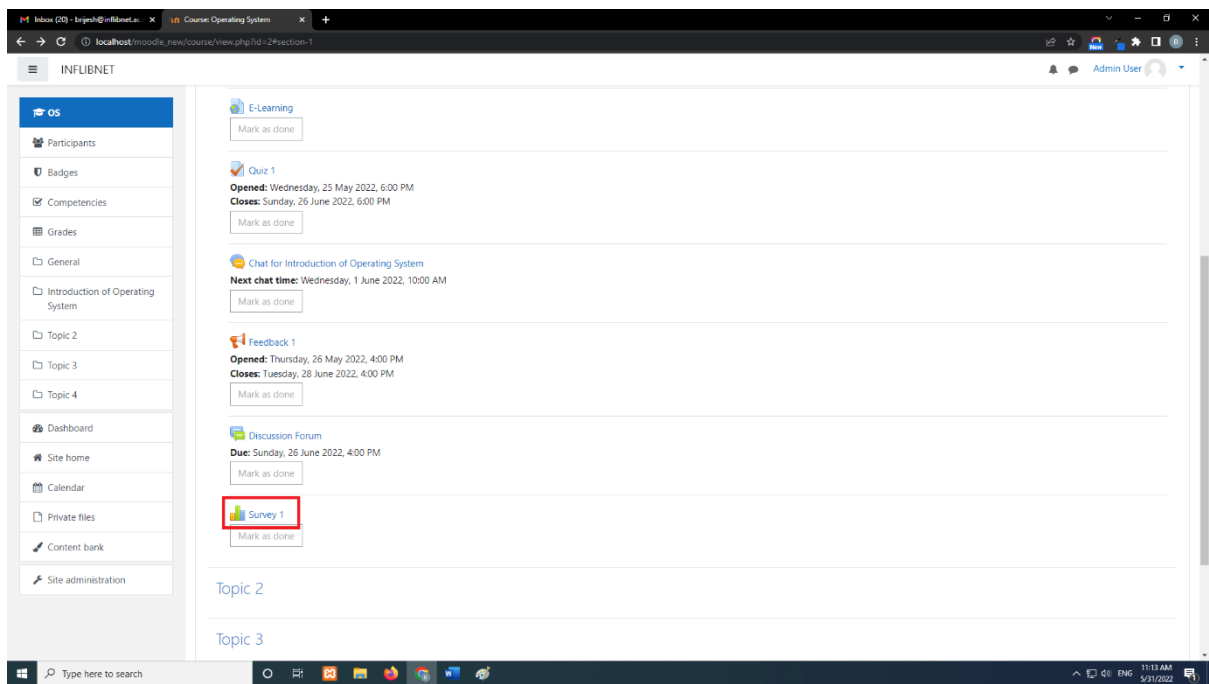


Check survey responses

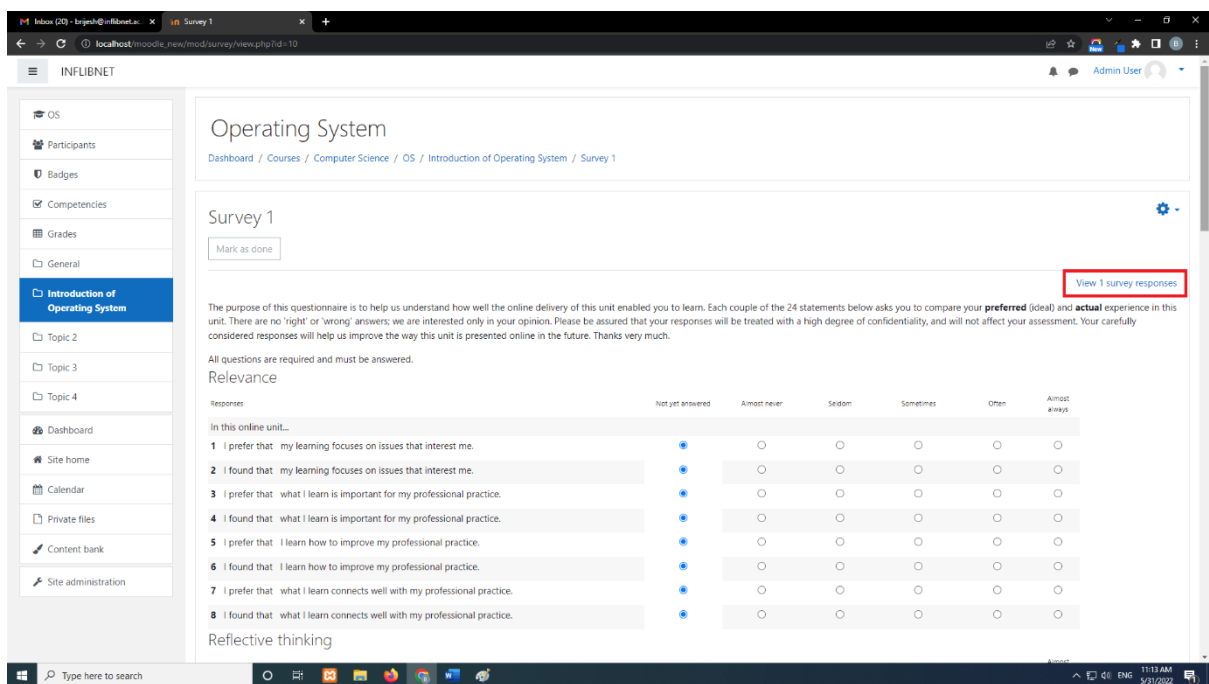
- Go to Site administration > Courses > Manage courses and categories.
- Click on the category name from category list, then click on the setting icon on the particular course name from course list. Which is display as below image.



- You can see the below image after click on the setting icon.
- Click on the survey title name.

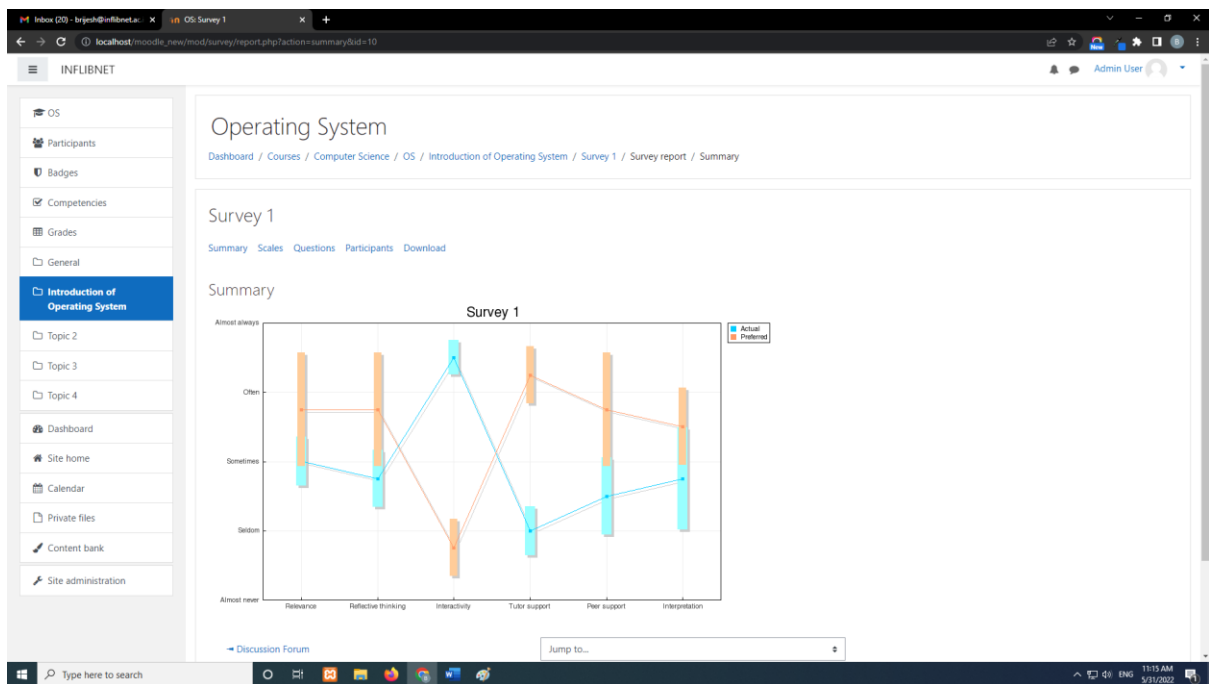


- Click on the “View survey responses”.

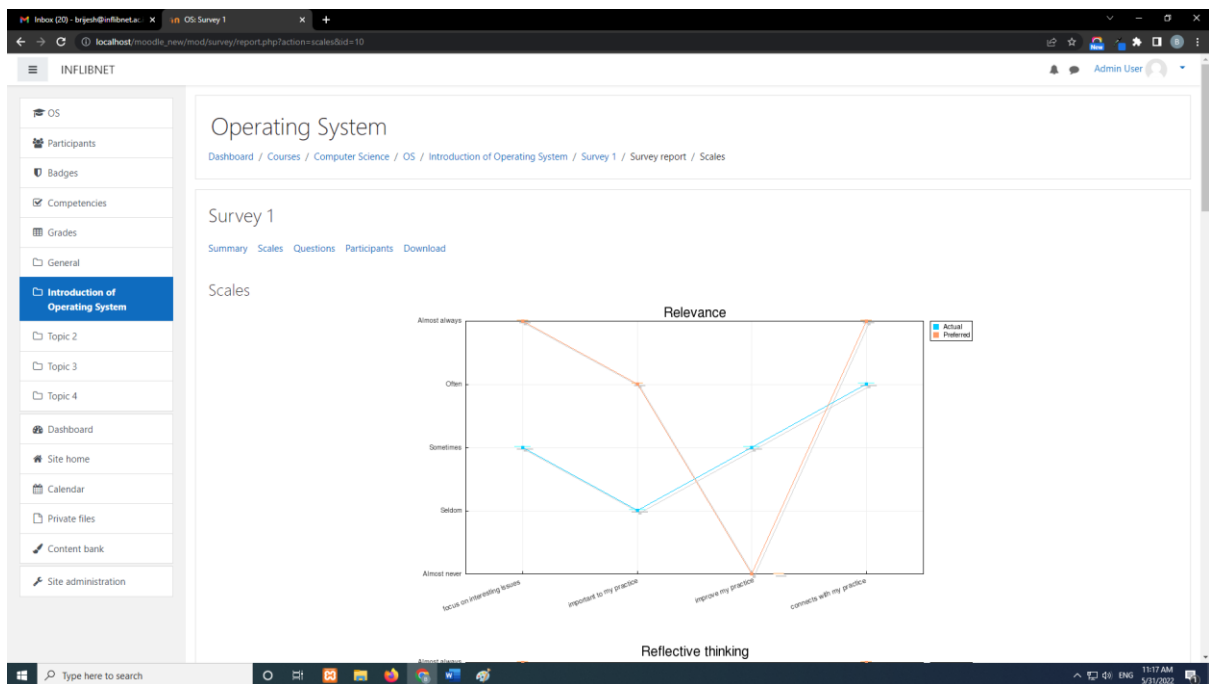


- You can see the different option is available of responses, select option which you want to display.

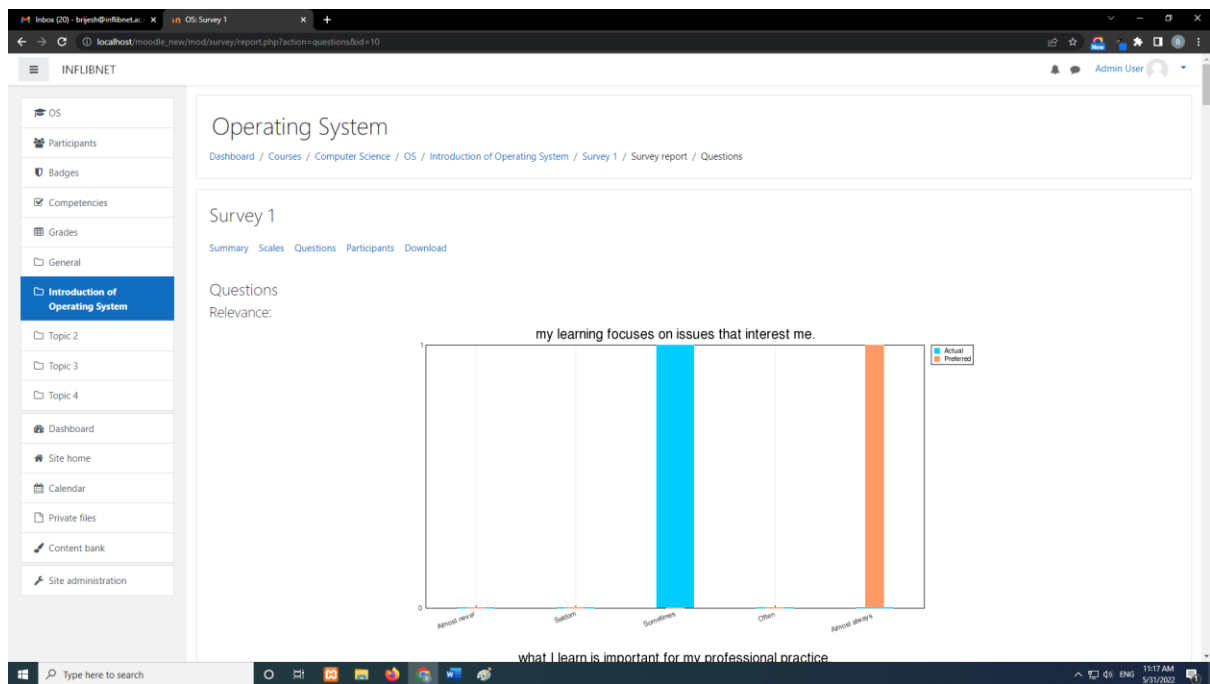
Summary



Scales



Questions



Participants

Operating System

Dashboard / Courses / Computer Science / OS / Introduction of Operating System / Survey 1 / Survey report / Participants

Survey 1

Summary Scales Questions Participants Download

Analysis of Participants

Name	Time
Student One	Monday, 30 May 2022, 3:39 PM

→ Discussion Forum

Jump to...

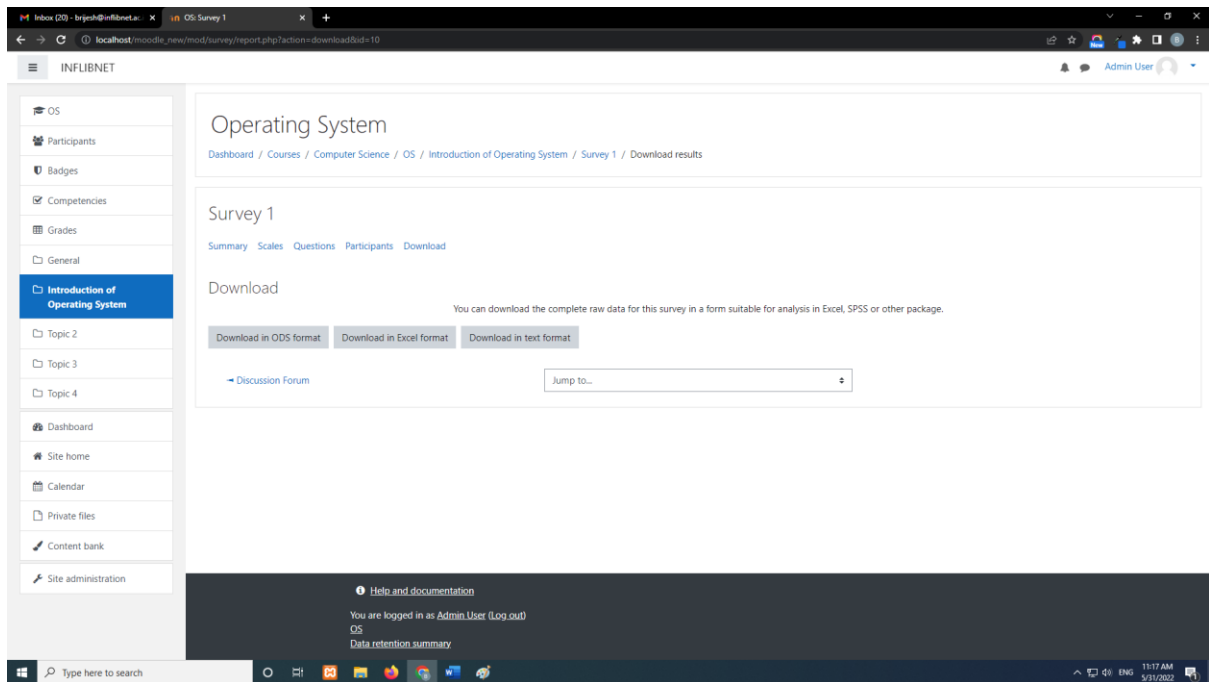
Help and documentation

You are logged in as Admin User (Log out)

OS

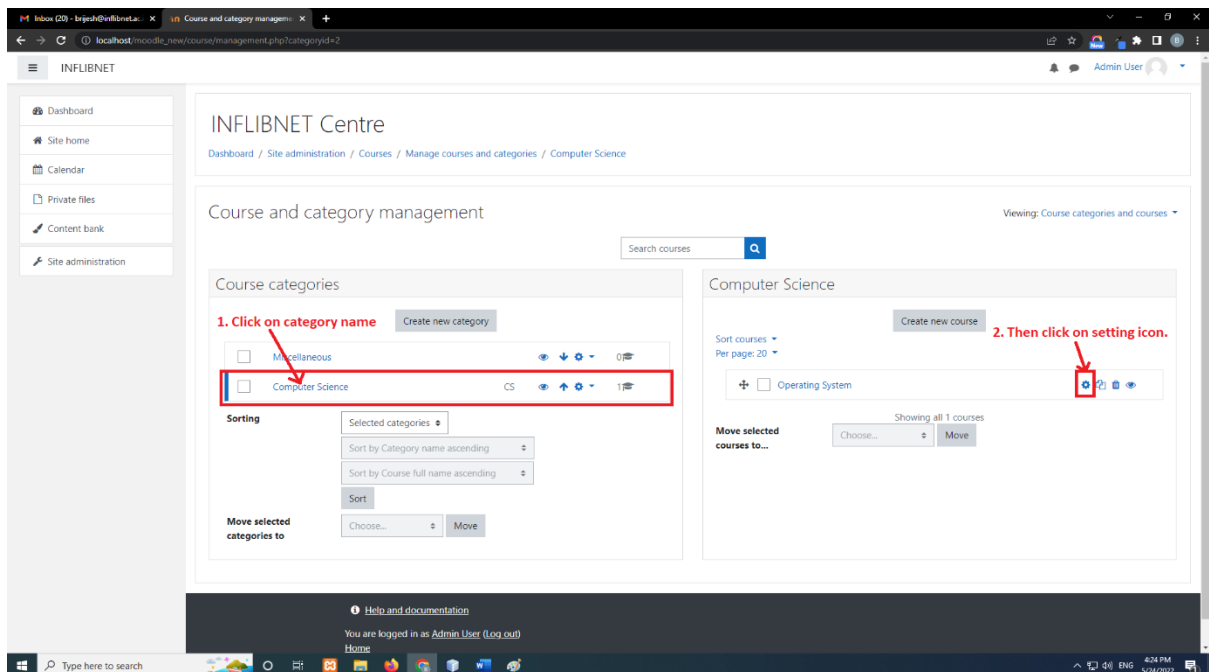
Data retention summary

- You can download responses in different format like ODS, Excel, text.

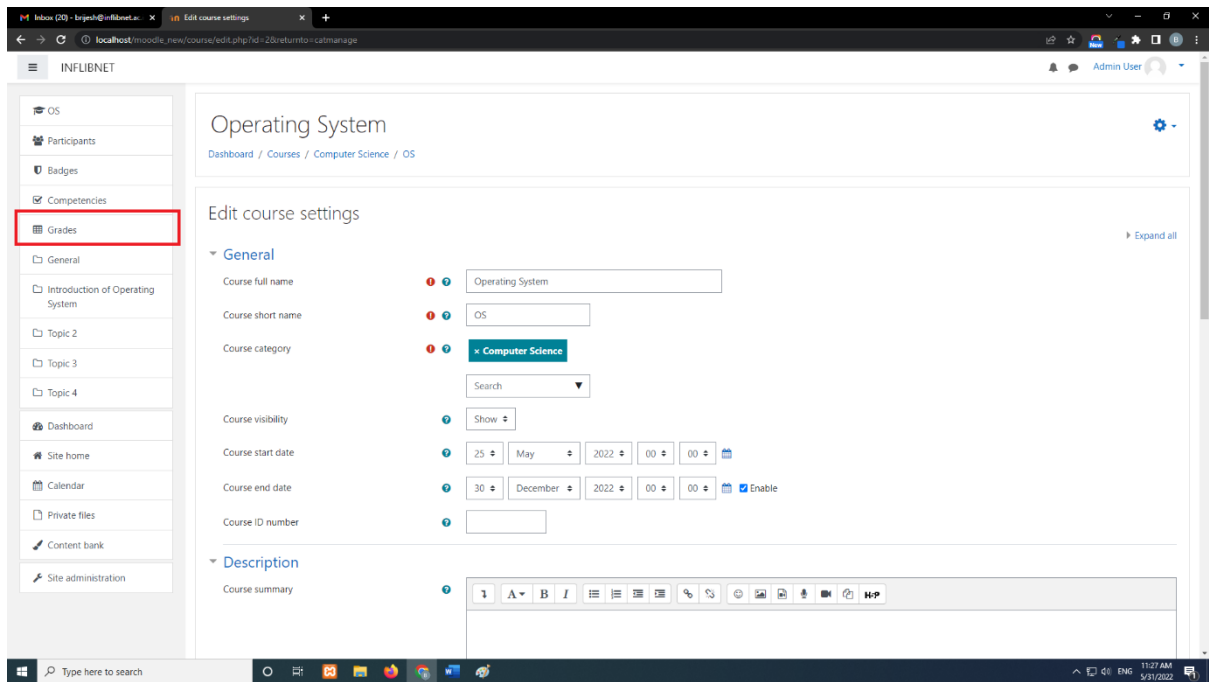


Grade and its setup/configuration

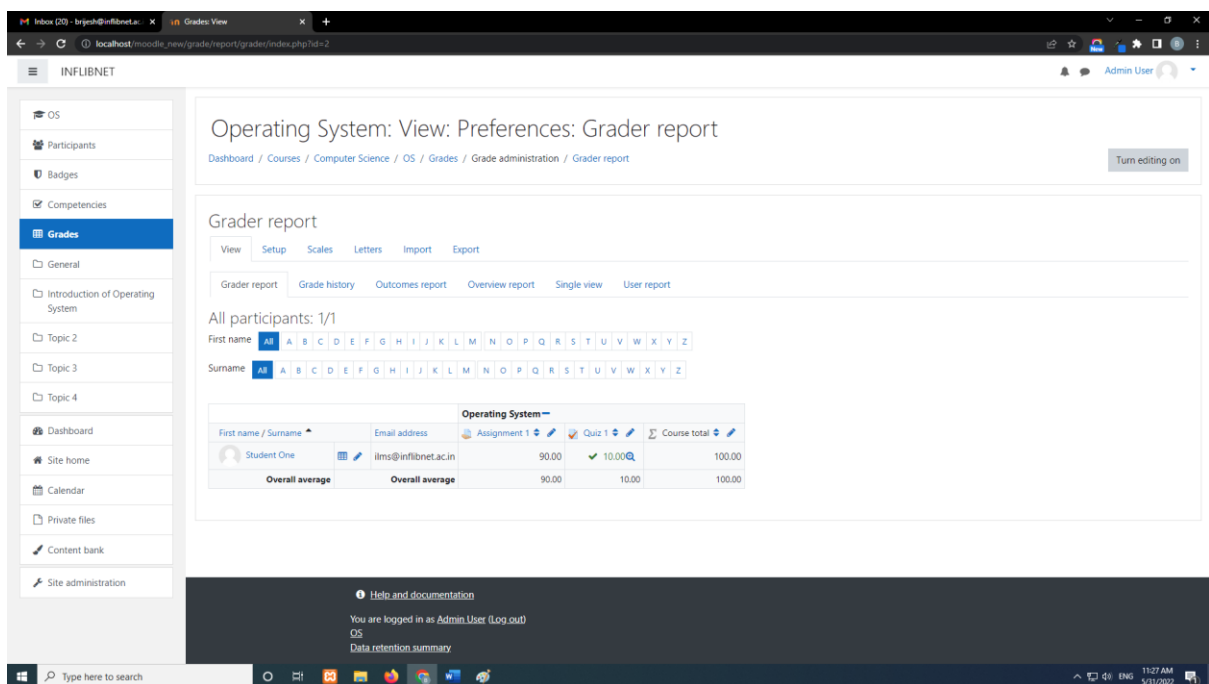
- Go to Site administration > Courses > Manage courses and categories.
- Click on the category name from category list, then click on the setting icon on the particular course name from course list. Which is display as below image.



- You can see the below image after click on the setting icon.
- Click on the "Grade" link from the left side panel.



- After that you can see the below screen which is display all the student's grade of the all activities and its totals.



- If you wan to view the grade history then click on the “Grade history” tab. Select option based on your requirements and then click on the “Submit” button.

Operating System: View: Grade history

Dashboard / Courses / Computer Science / OS / Grades / Grade history

Grade history

View Setup Scales Letters Import Export

Grader report **Grade history** Outcomes report Overview report Single view User report

Select users

Selected users

Grade item

Grader

Date from ☐ Enable

Date to ☐ Enable

☐ Revised grades only

Submit

Help and documentation

You are logged in as Admin User (Log out)

OS

Data retention summary

Grader report Grade history **Outcomes report** Overview report Single view User report

Select users

Selected users

Grade item

Grader

Date from ☒ Enable

Date to ☐ Enable

☐ Revised grades only

Submit

Download table data as

Date and time	First name / Surname	Email address	Grade item	Original grade	Revised grade	Grader	Source	Overridden	Locked	Excluded from calculations	Feedback text
Tuesday, 31 May 2022, 9:58 AM	Student One	ilms@inflibnet.ac.in	Assignment 1	90.00	90.00	Admin User	mod/assign	No	No	No	Very good.
Tuesday, 31 May 2022, 9:57 AM	Student One	ilms@inflibnet.ac.in	Course total	10.00	100.00		aggregation	No	No	No	
Tuesday, 31 May 2022, 9:57 AM	Student One	ilms@inflibnet.ac.in	Assignment 1		90.00	Admin User	mod/assign	No	No	No	Very good.

- Same as you can see the other types of reports like overview report, single view report, user report.
- If you want to change the gradebook and weight then click on the “Setup” tab.

Operating System: Setup: Gradebook setup

Dashboard / Courses / Computer Science / OS / Grades / Grade administration / Setup / Gradebook setup

Gradebook setup

View **Setup** Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions
Operating System		-	Edit
Assignment 1	<input type="checkbox"/> 90.909	100.00	Edit
Quiz 1	<input type="checkbox"/> 9.091	10.00	Edit
Course total		110.00	Edit

Save changes

Add grade item Add category

Help and documentation

You are logged in as Admin User (Log out)

OS

Data retention summary

- If you want to change weight then click on the checkbox, textbox will be editable, enter new digit and then click on the “Save changes” button.

Operating System: Setup: Gradebook setup

Dashboard / Courses / Computer Science / OS / Grades / Grade administration / Setup / Gradebook setup

Gradebook setup

View Setup **Scales** Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions
Operating System		-	Edit
Assignment 1	<input checked="" type="checkbox"/> 90.909	100.00	Edit
Quiz 1	<input type="checkbox"/> 9.091	10.00	Edit
Course total		110.00	Edit

Save changes

Add grade item Add category

Help and documentation

You are logged in as Admin User (Log out)

OS

Data retention summary

- If you want to edit weights in the advance then click on the edit link and then select “Edit settings” option as display in the below screen.

Operating System: Setup: Gradebook setup

Dashboard / Courses / Computer Science / OS / Grades / Grade administration / Setup / Gradebook setup

Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions
Operating System			Edit
Assignment 1	90.909	100.00	Edit Edit settings Hide
Quiz 1	9.091	10.00	
Course total		110.00	Edit

Save changes

Add grade item Add category

Help and documentation

You are logged in as Admin User (Log out)

OS

Data retention summary

- Change data based on the requirements and then click on the “Save changes” button.

Grade item

Item name: Assignment 1

Show less...

Item info

ID number

Grade to pass: 0.00

Multiplier: 1.0000

Offset: 0.0000

Grade display type: Default (Real)

Overall decimal places: Default (2)

Hidden until: 31 May 2022 14:18:00 Enable

Lock after: 31 May 2022 14:18:00 Enable

Grade type: Value

Maximum grade: 100.00

Minimum grade: 0.00

Hidden: ☐

Locked: ☐

Parent category

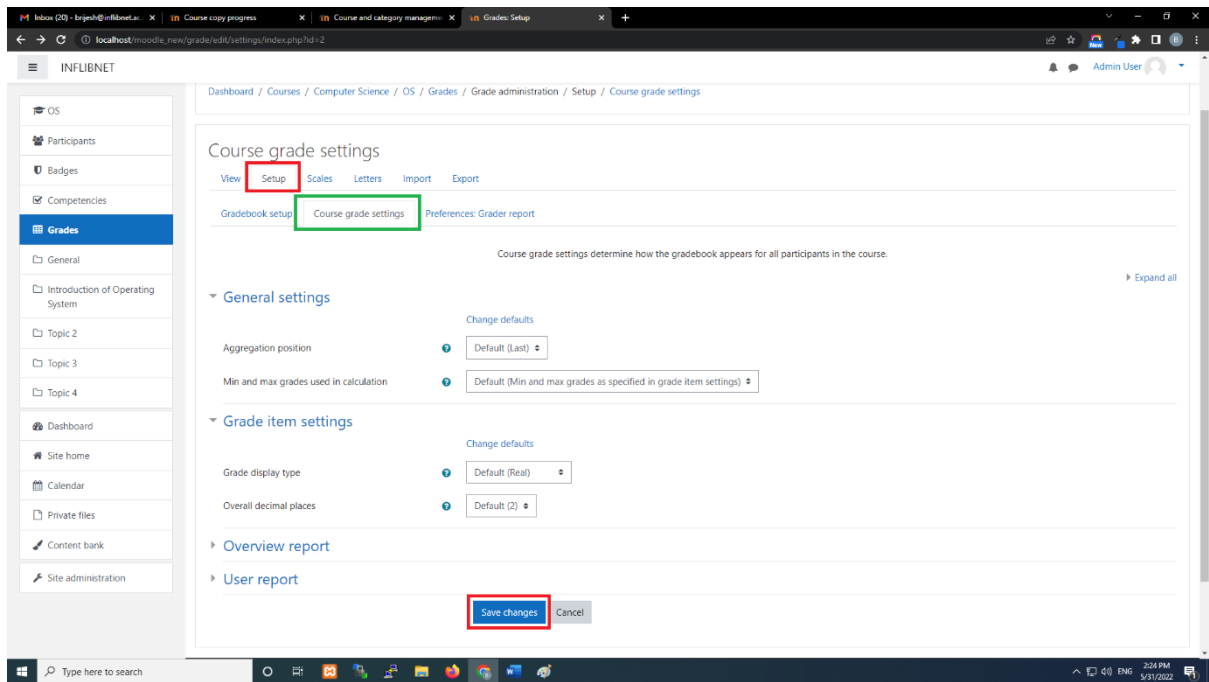
Weight: 90.9

Weight adjusted: ☐

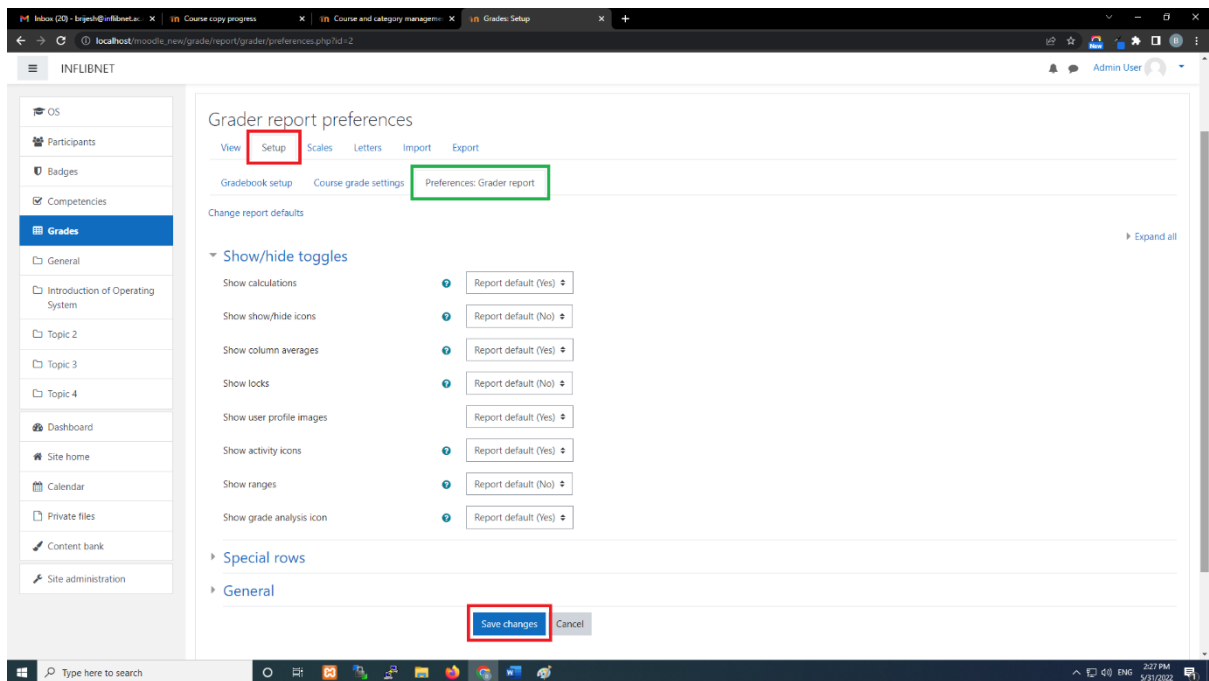
Extra credit: ☐

Save changes Cancel

- You can change course grade settings as display in the below screen. Select option as per your requirements and then click on the “Save changes” button.



- You can change preferences grade reports as display in the below screen. Select option as per your requirements and then click on the “Save changes” button.



- You can also change the grade based on the percentage. Click on the “Letters” tab and then click on the “Edit” button.

Operating System: Letters: View

Dashboard / Courses / Computer Science / OS / Grades / Grade administration / Letters

Grade letters

View Setup Scales **Letters** Import Export

View **Edit**

Edit grade letters

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

- Click on the checkbox, after that all textboxes are editable, enter your criteria and then click on the “Save changes button”.

Edit grade letters

View Setup Scales Letters Import Export

View Edit

☒ Override site defaults

Grade letter 1	A	≥ 93 %
Grade letter 2	A-	≥ 90 %
Grade letter 3	B+	≥ 87 %
Grade letter 4	B	≥ 83 %
Grade letter 5	B-	≥ 80 %
Grade letter 6	C+	≥ 77 %
Grade letter 7	C	≥ 73 %
Grade letter 8	C-	≥ 70 %
Grade letter 9	D+	≥ 67 %
Grade letter 10	D	≥ 60 %
Grade letter 11	F	≥ 0 %
Grade letter 12		≥ %

- You can also export all the grade data in different format as display in the below screen. Select export type and then select option available under the export type and then click on the “Download” button.

Operating System: Export: OpenDocument spreadsheet

Dashboard / Courses / Computer Science / OS / Grades / Grade administration / Export / OpenDocument spreadsheet

Export to OpenDocument spreadsheet

View Setup Scales Letters Import **Export**

OpenDocument spreadsheet Plain text file Excel spreadsheet XML file

Grade items to be included

- ☒ Assignment 1
- ☒ Quiz 1
- ☒ Course total
- Select all/none

Export format options

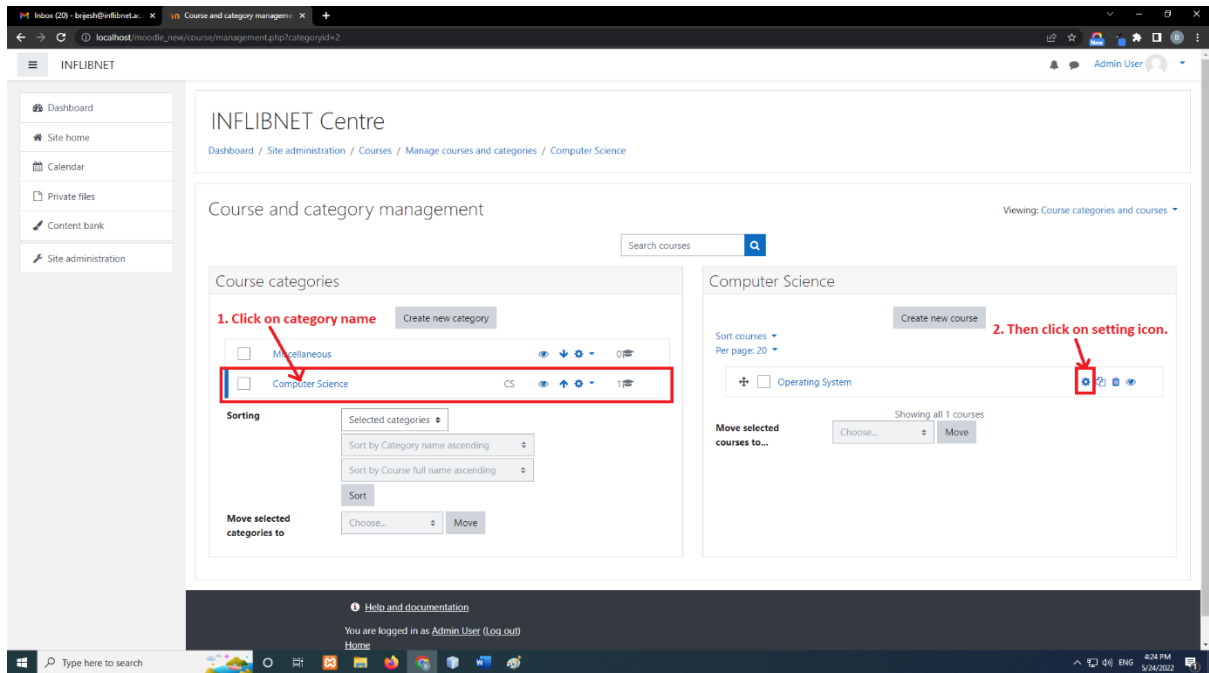
- ☐ Include feedback in export
- ☒ Exclude suspended users
- Grade export display types: ☒ Real ☐ Percentage ☐ Letter
- Grade export decimal places: 2

Download

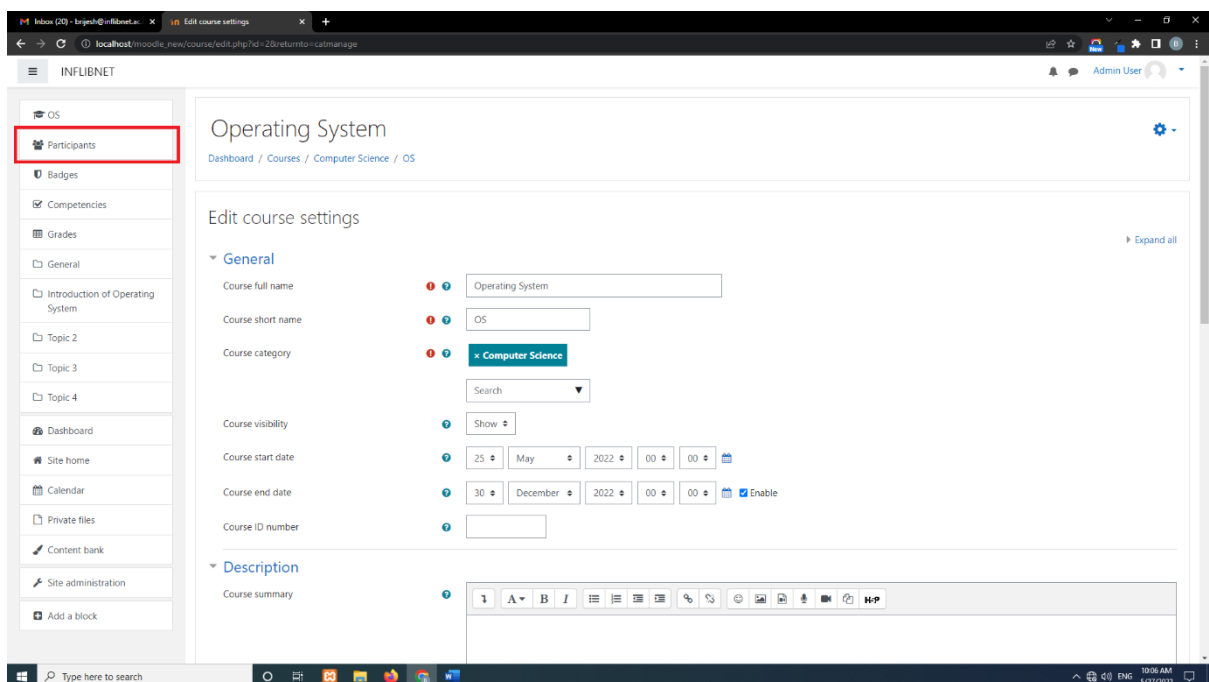
User enrolment

How to Enrol User

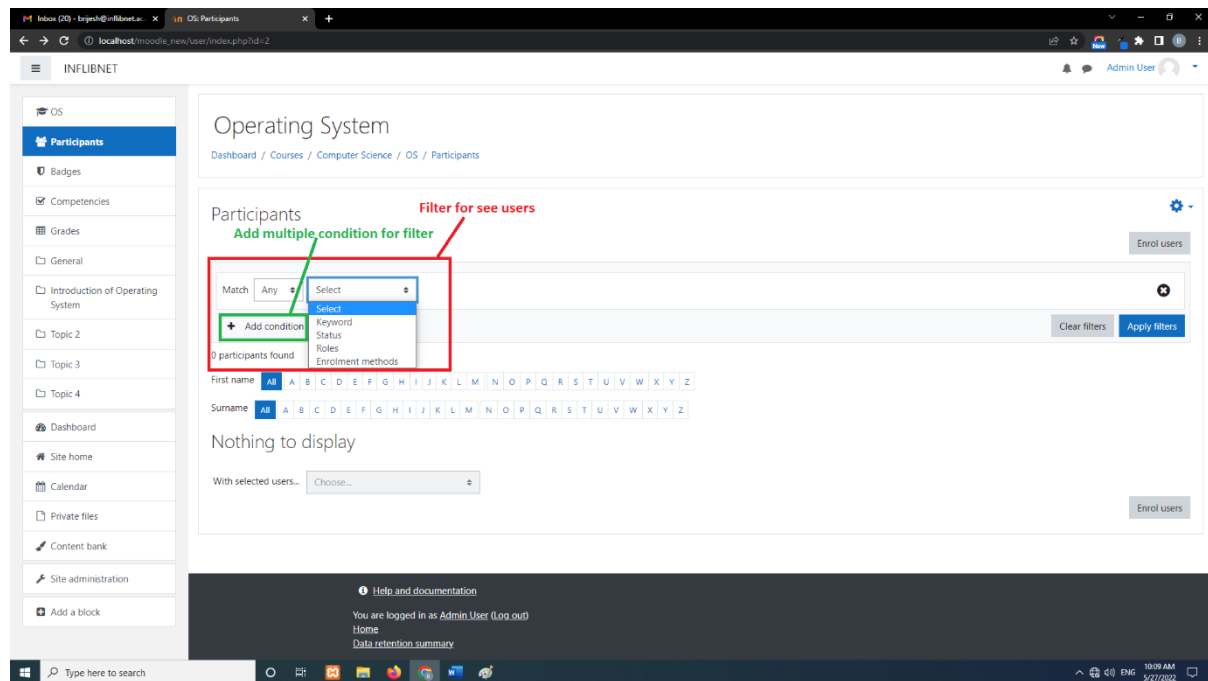
- Go to Site administration > Courses > Manage courses and categories.
- Click on the category name from category list, then click on the setting icon on the particular course name from course list. Which is display as below image.



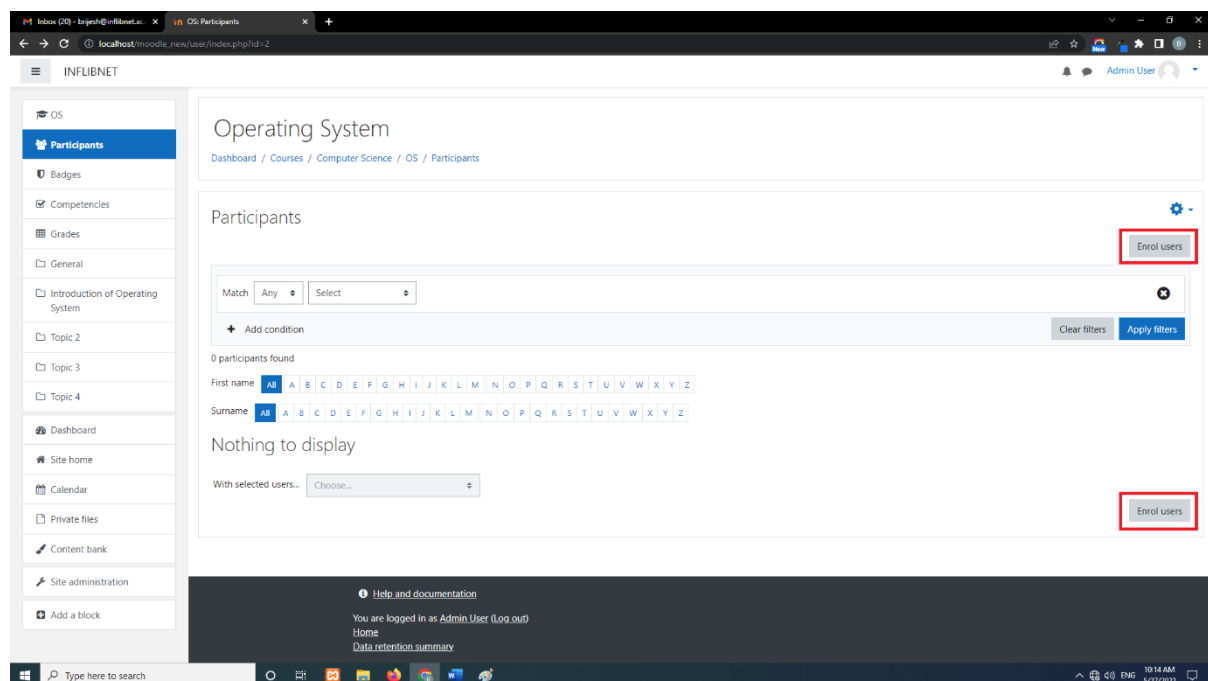
- You can see the below screen after click on the setting icon of the course. Then click on the “Participants” link from the left side panel.



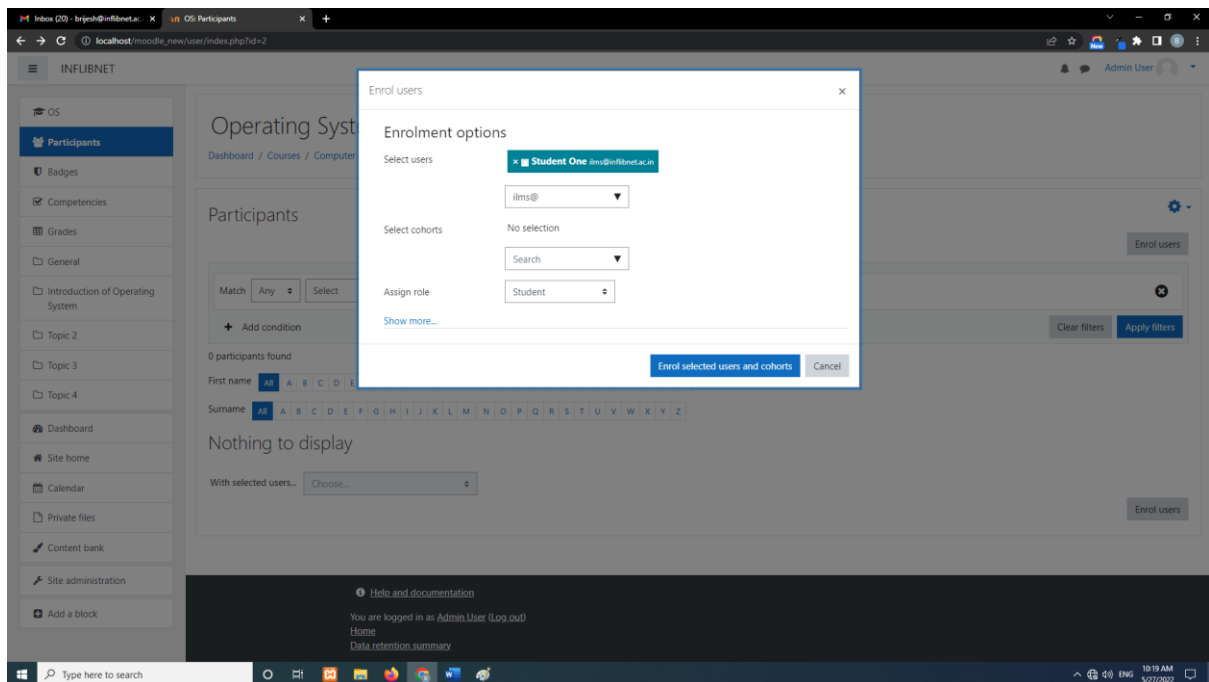
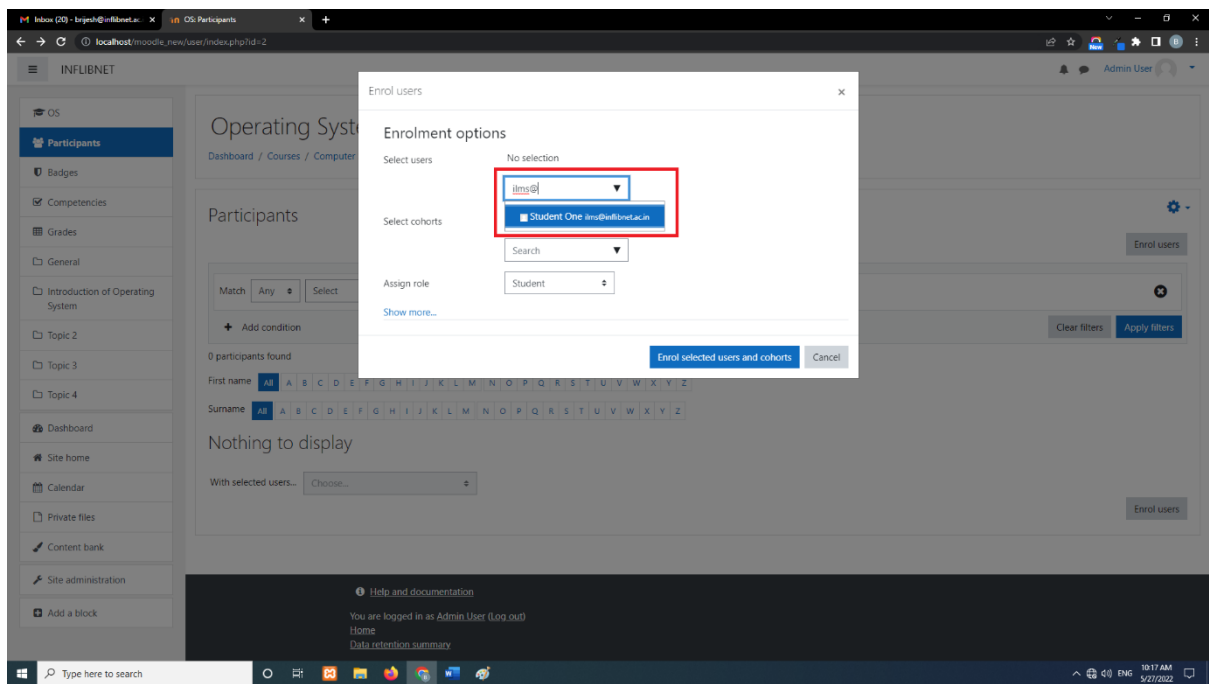
- After that you can see the whole list of users in the below screen. Here no any user is enrolled that why its display “Nothing to display” message.
- You can also apply multiple filters for the display particular type of the user. As display in the below screen.



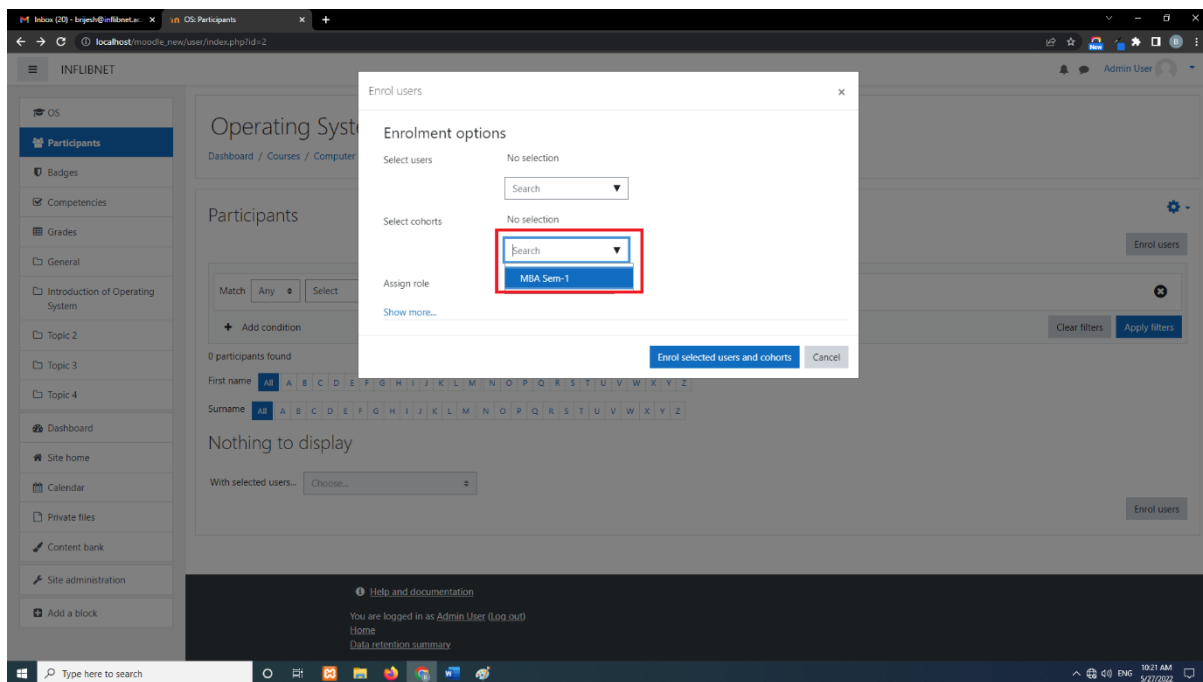
- For enrol the user click on the “Enrol users” button on the right side.



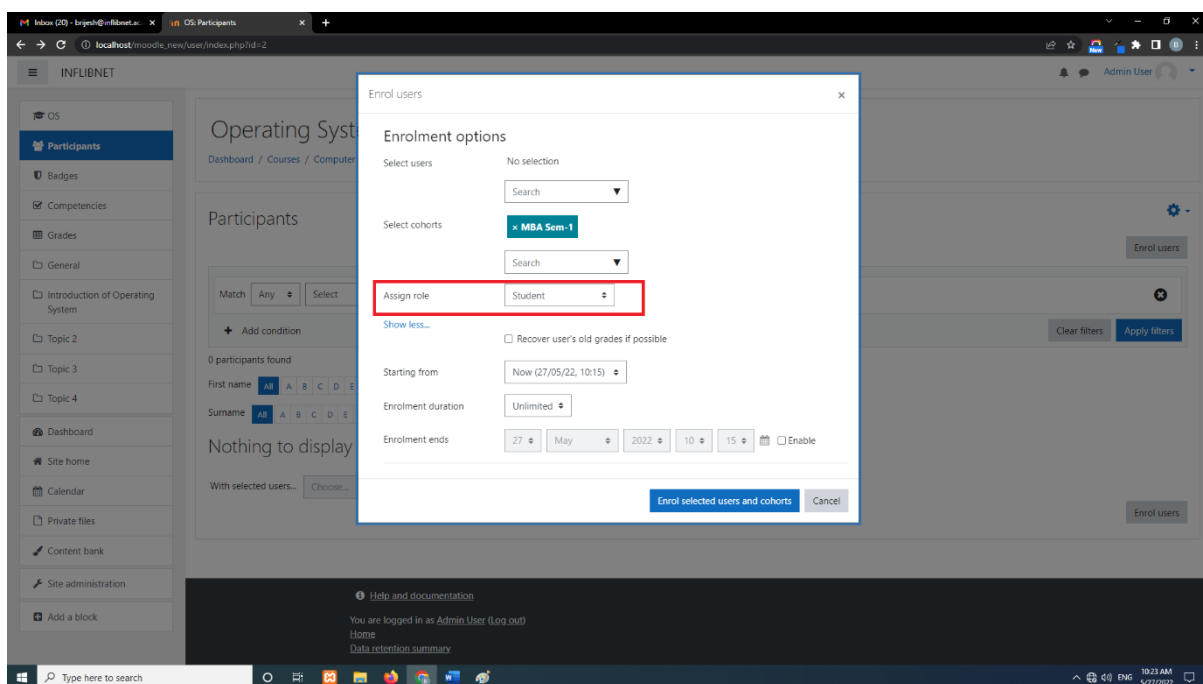
- After click on that you can see one dialog box. Type username or email in the “Select user’s” drop-down menu then clicks on the display user which is displayed after search.



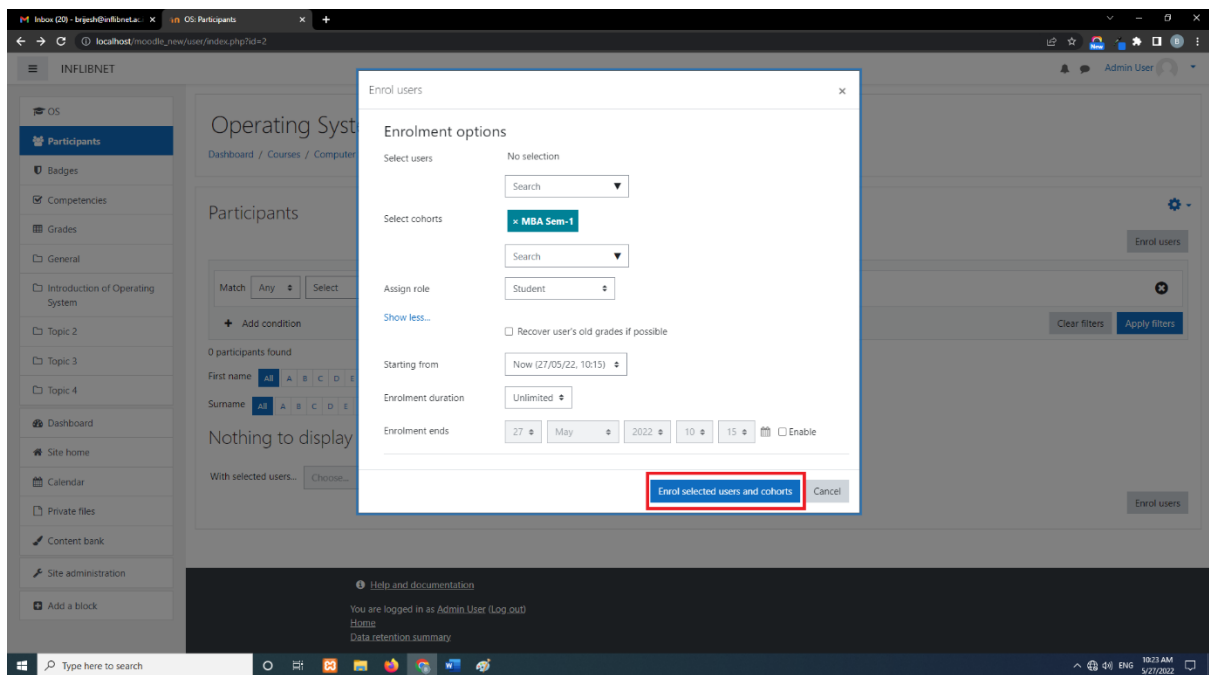
- If you already have cohorts and you want to enrol multiple users at a same time which is available in the cohort, then select cohort name in the “select cohorts” dropdown menu.



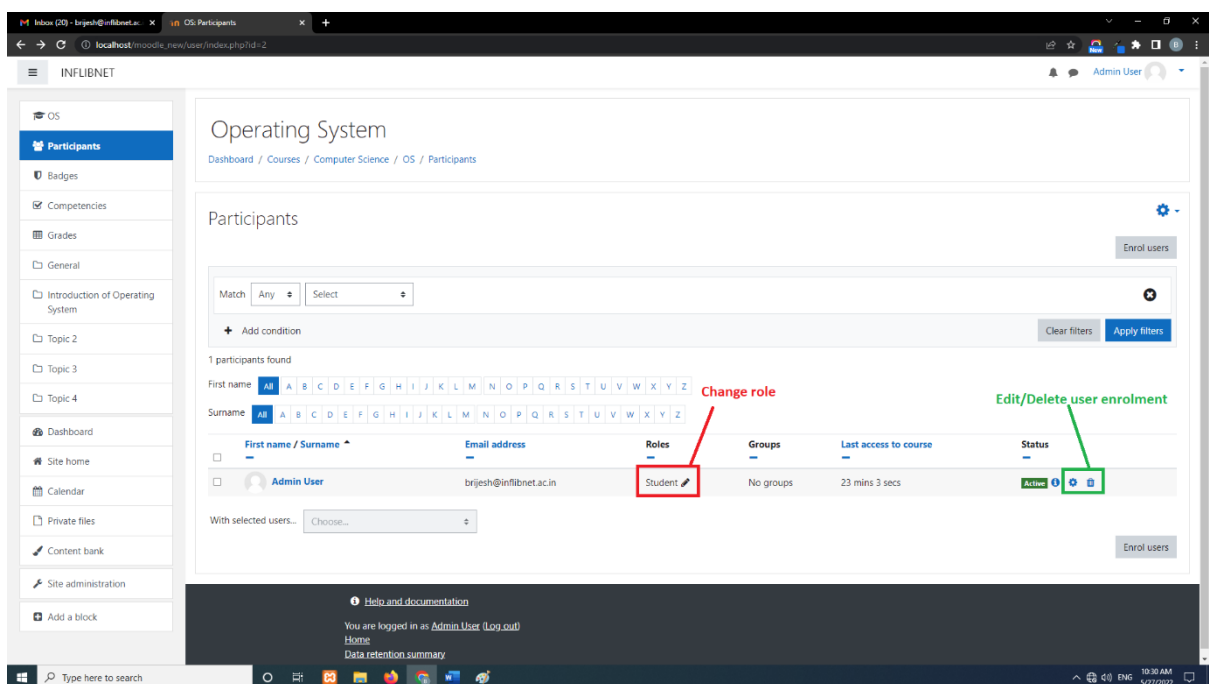
- Then select the default role of the users.
- Select start enrolment from option - course start, Today and Now.
- Select enrolment duration - unlimited to 365 days.
- Select date and time for the enrolment ends



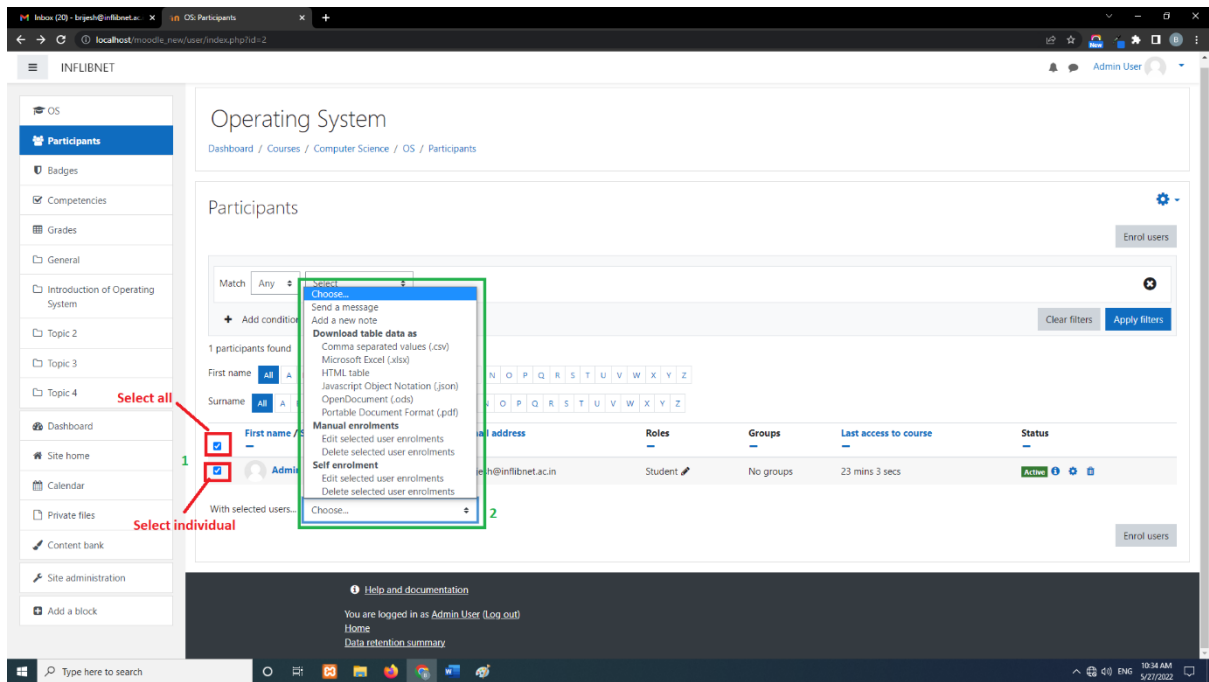
- Then click on the “Enrol selected users and cohorts” button.



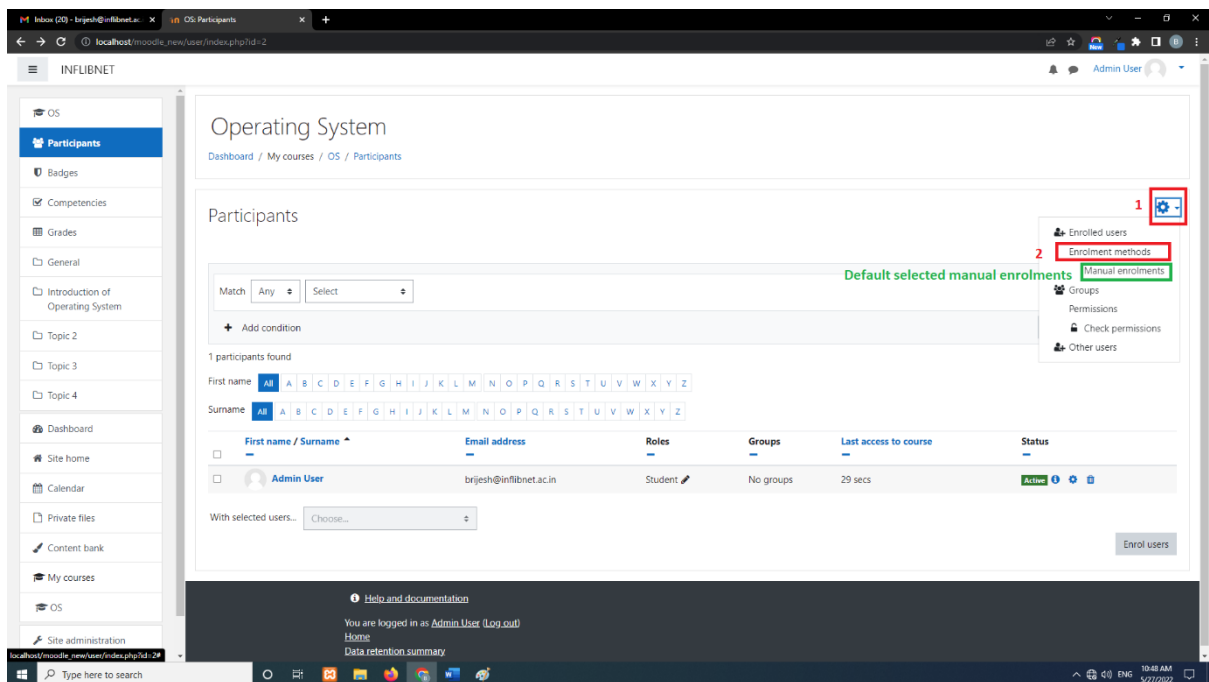
- You can see the user is enrolled in the course. You can also change the user role, edit and delete the user enrolment as display in the below screen.



- If you want perform any action to the particular selected user or all user then click on the checkbox display before user name and then select action (action like, send message, add note, download data in different format, manual and self-enrolment setting, etc) from the “With selected users” dropdown display after the user list.

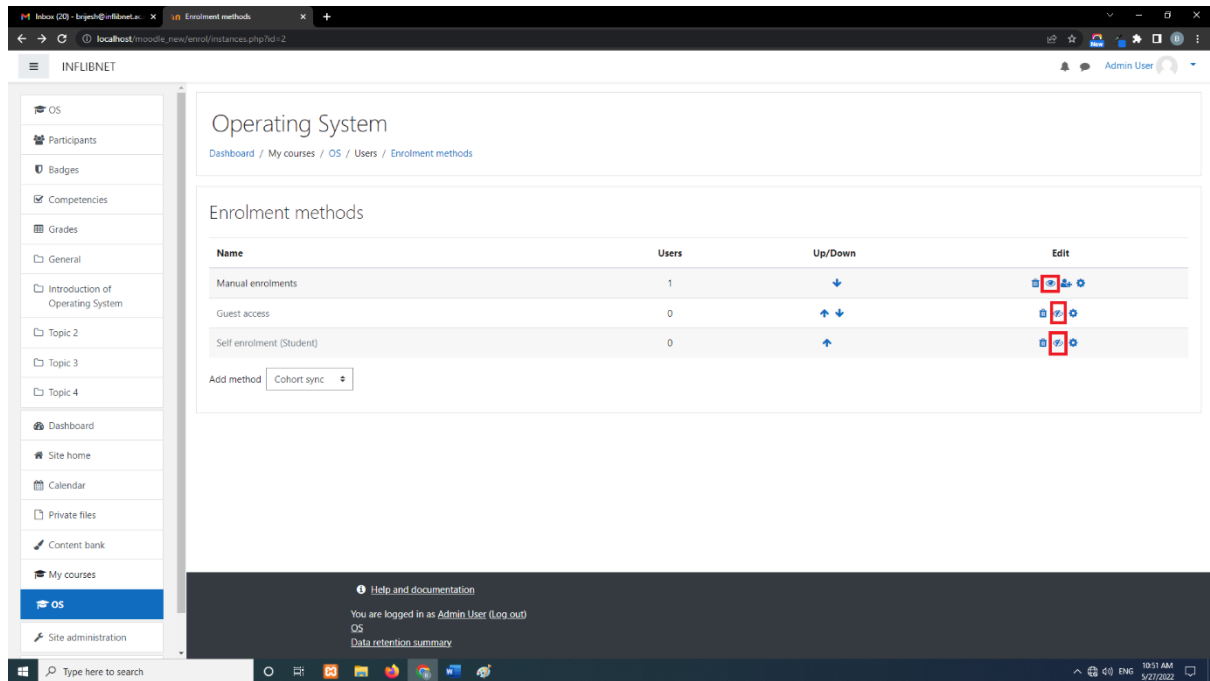


- If you want to change the enrolment method then click on the setting icon of the right side and then click on the “Enrolment methods” link.

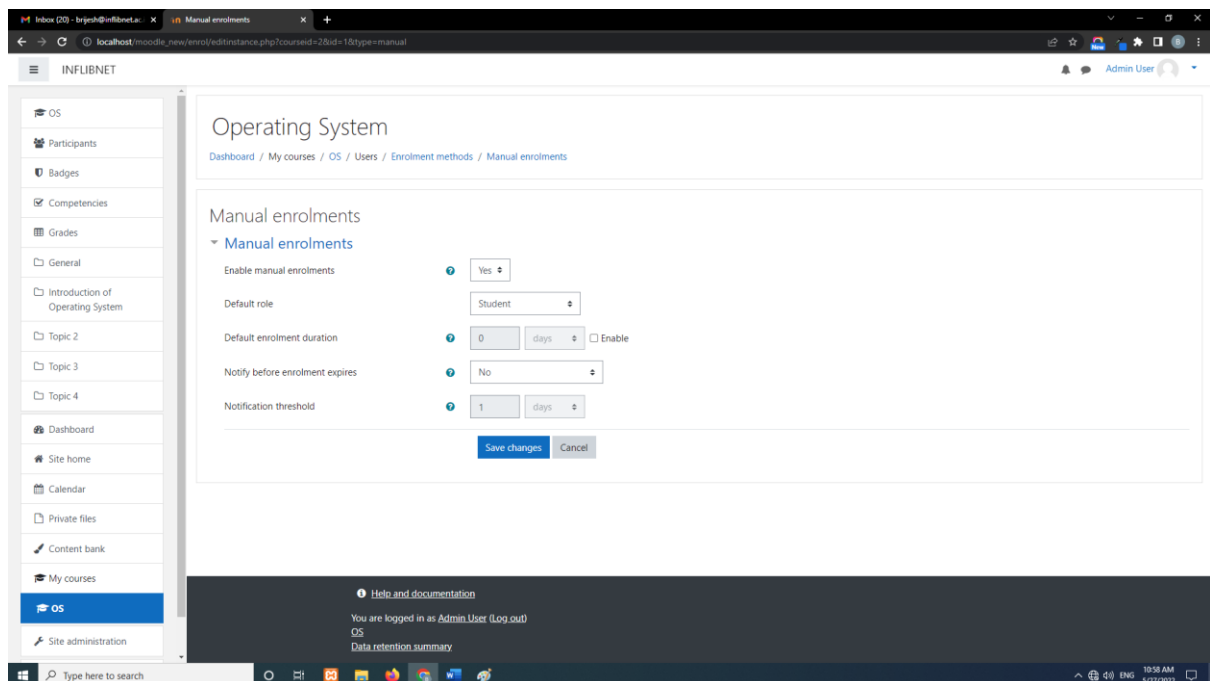


- You can see the below screen with three enrolment method option. If you want to enable other method then click on the “eye” icon.
 - Manual enrolments:** only admin, course creators, teacher’s user can enroll the users.
 - Guest access:** if you enable guest access then user will be seeing the courses.

- **Self-enrolment (Student):** only student users can enroll by its self, admin/teacher/course creators no need to enroll any users. If this method is enabled then student can see enrollment button in each course.
- You can also edit and delete the settings of the enrolment methods.



- Manual enrolment edits setting options.



- Self-enrolment edits options

The screenshot displays the 'Self enrolment' settings page in a Moodle environment. The left sidebar contains a menu with the following items: OS, Participants, Badges, Competencies, Grades, General, Introduction of Operating System, Topic 2, Topic 3, Topic 4, Dashboard, Site home, Calendar, Private files, Content bank, My courses, OS (highlighted), Site administration, and Add a block. The main content area is titled 'Self enrolment' and includes the following settings:

- Custom instance name:
- Allow existing enrolments:
- Allow new enrolments:
- Enrolment key:
- Use group enrolment keys:
- Default assigned role:
- Enrolment duration: days ☐ Enable
- Notify before enrolment expires:
- Notification threshold: days
- Start date: ☐ Enable
- End date: ☐ Enable
- Unenrol inactive after:
- Max enrolled users:
- Only cohort members:
- Send course welcome message:
- Custom welcome message:

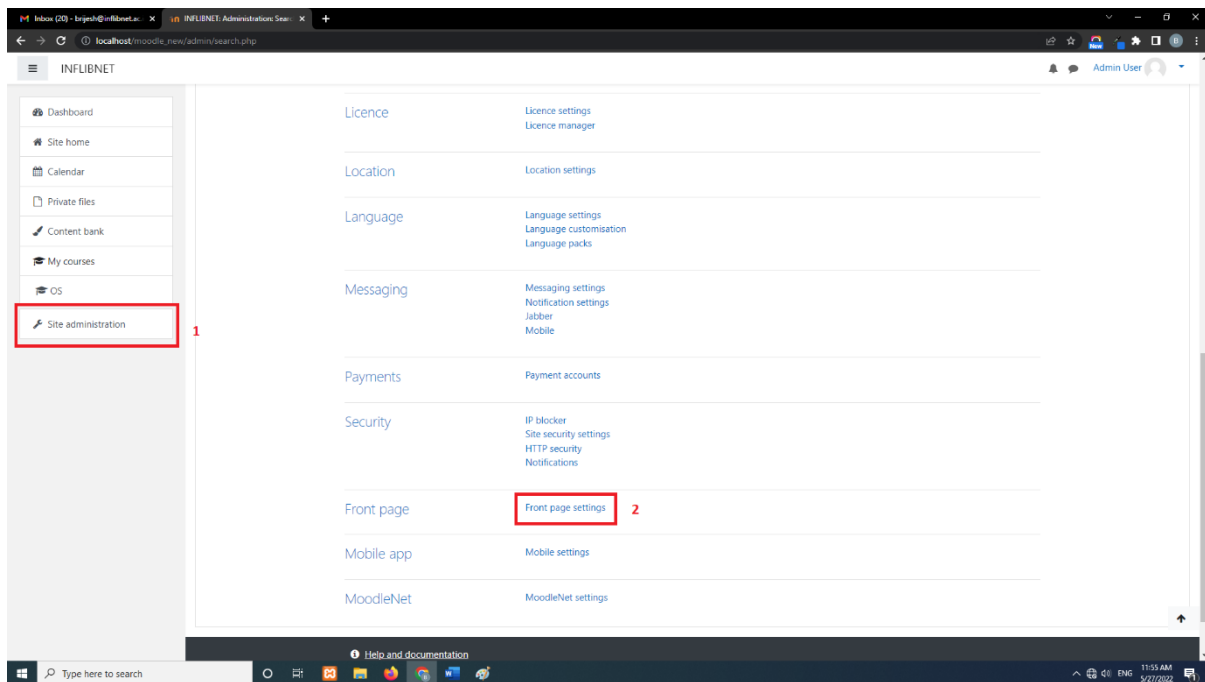
The bottom of the screen shows a Windows taskbar with the search bar and various application icons. The system clock indicates 10:59 AM on 5/27/2022.

Change this edit option as per your requirements.

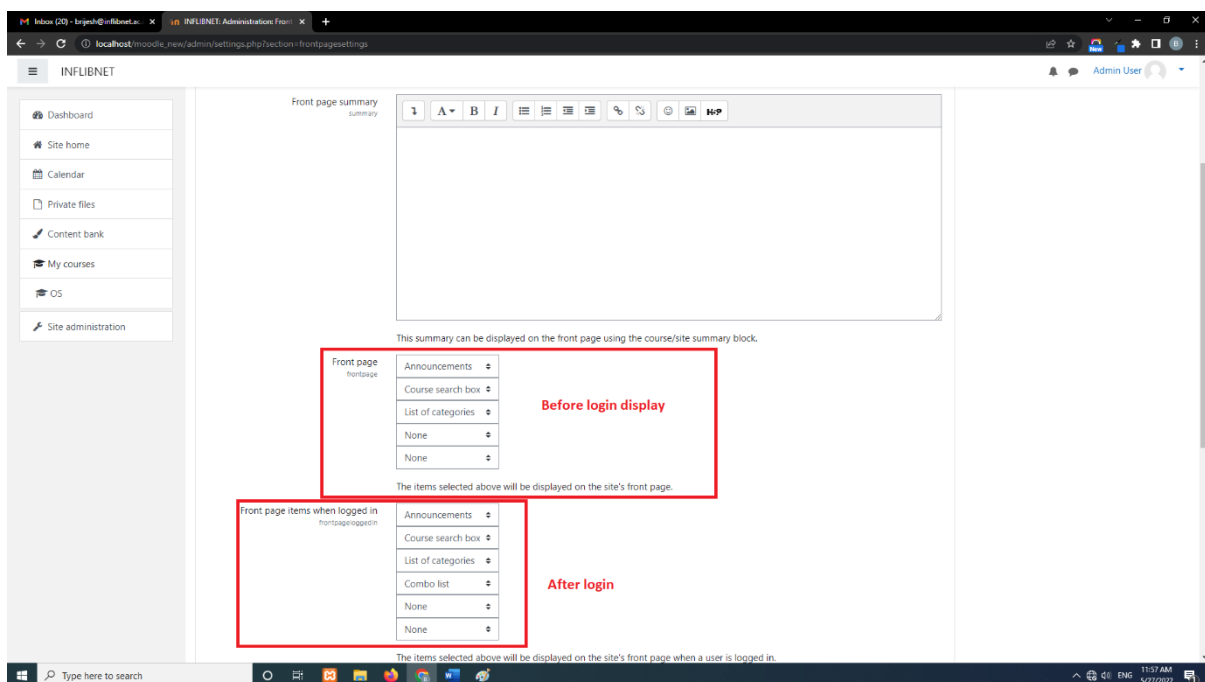
Home page and Dashboard layout

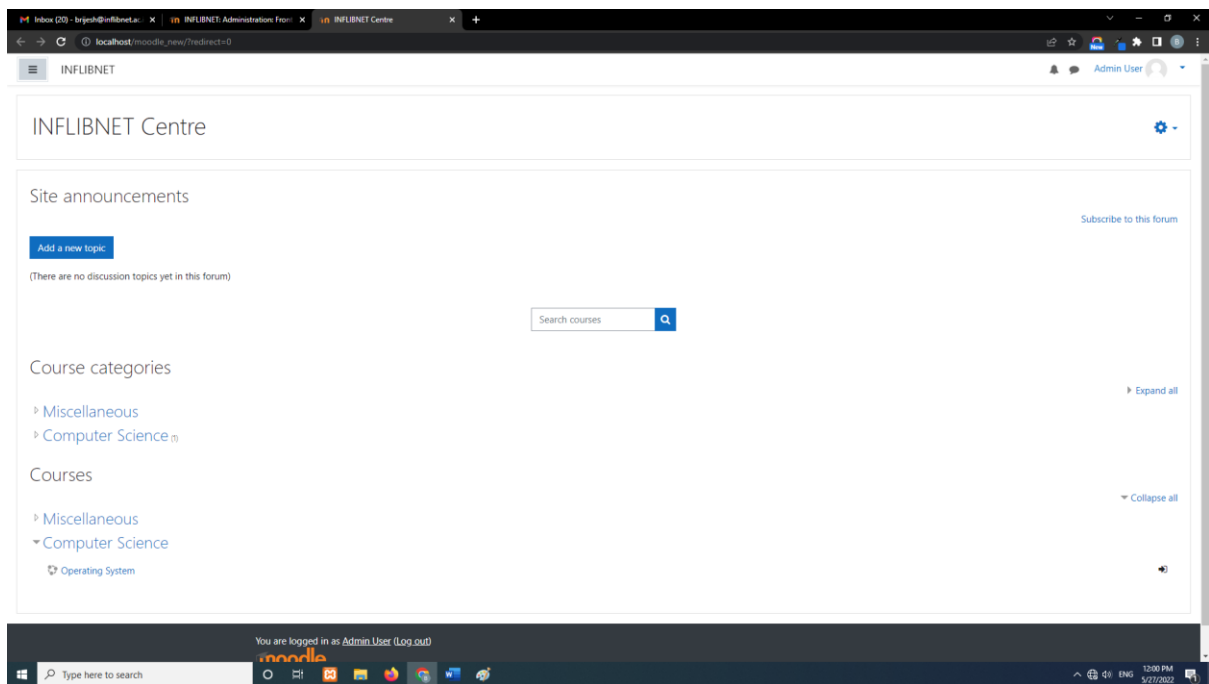
How to change home page layout for display courses

- Go to site administration > Site administration tab.
- Then click on the “Front page settings”.



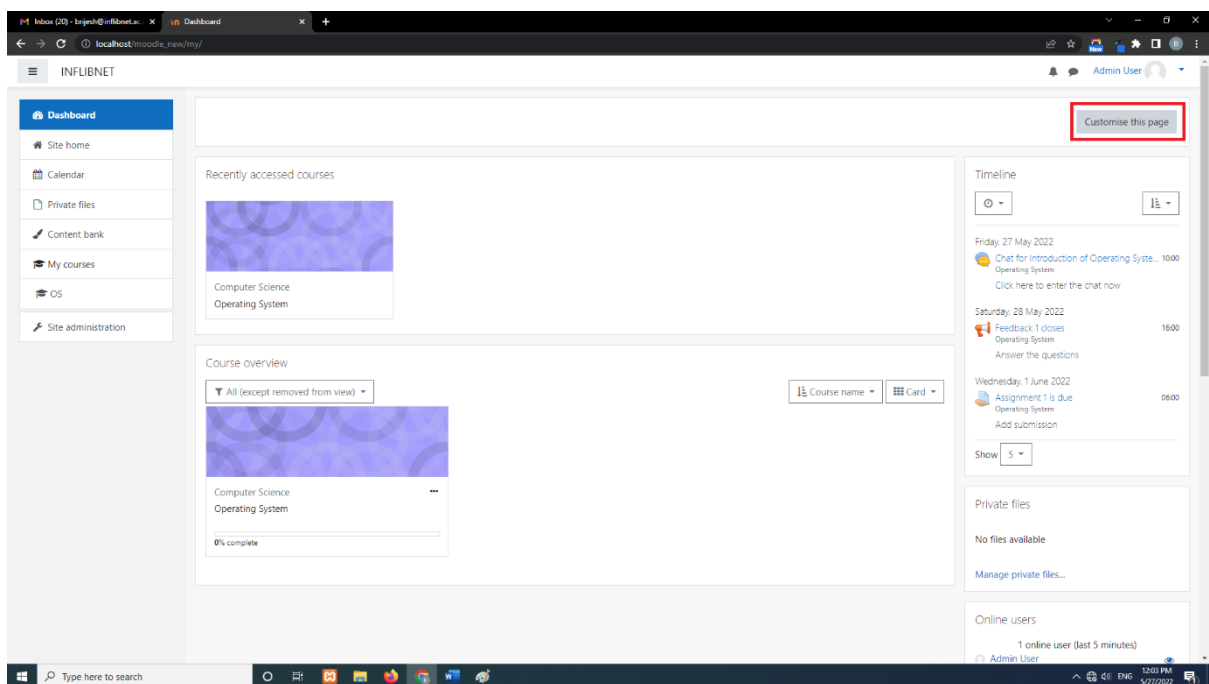
- Change front page setting before login and after login as per your requirements. And then click on the “Save changes” button.



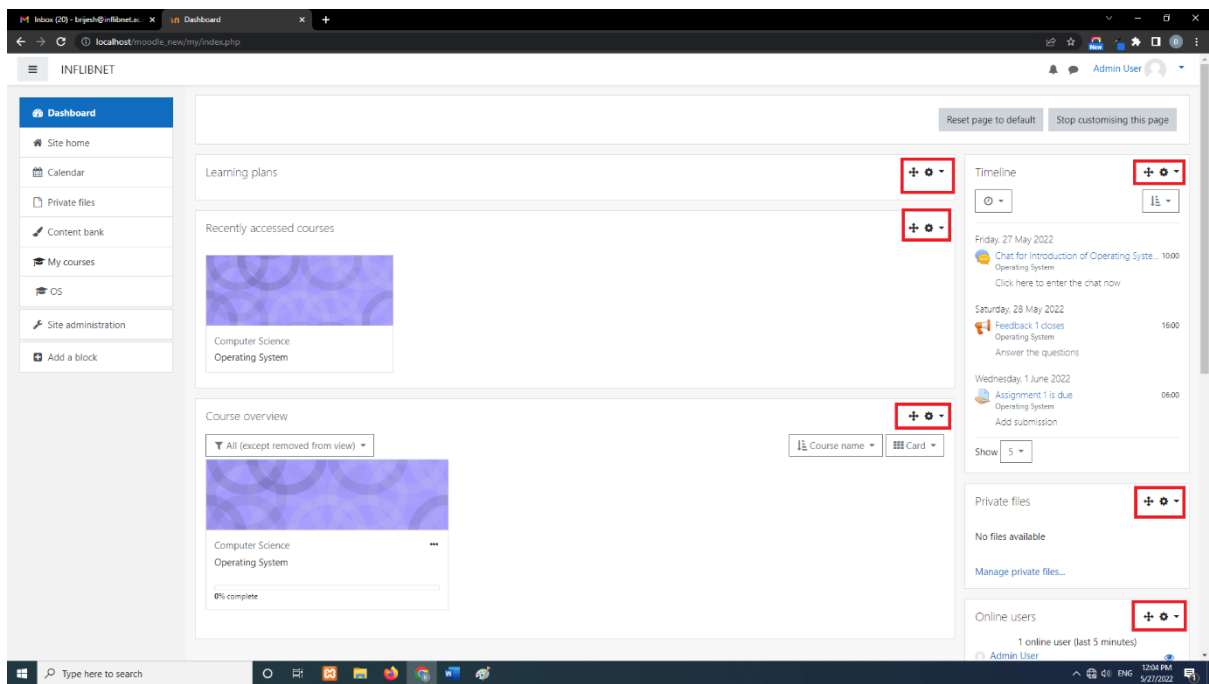


How to customize Dashboard page

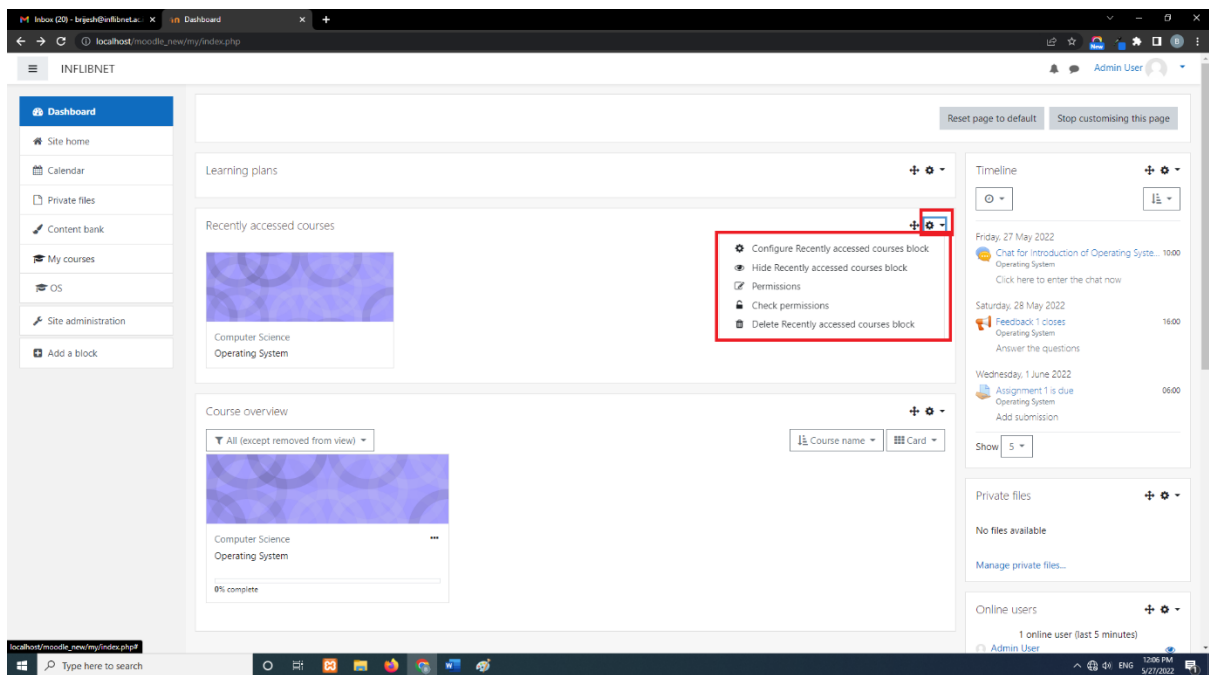
- Click on the “customize this page” button from the top right side.



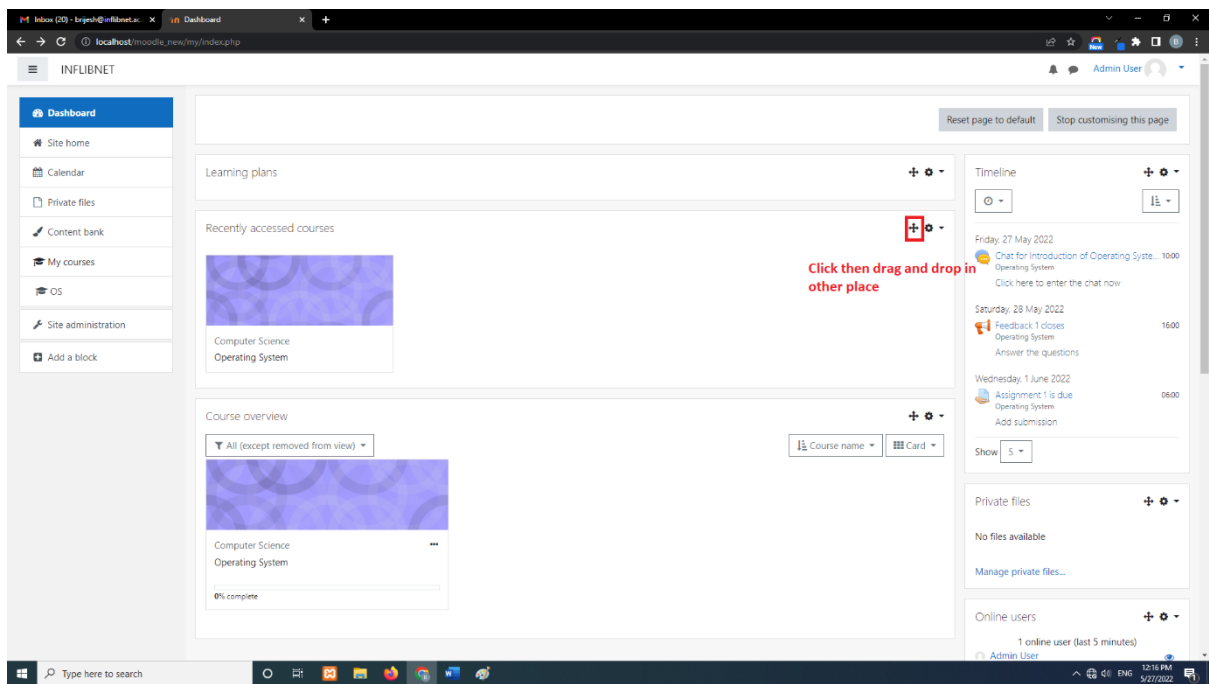
- You can see the many options is visible/enabled.



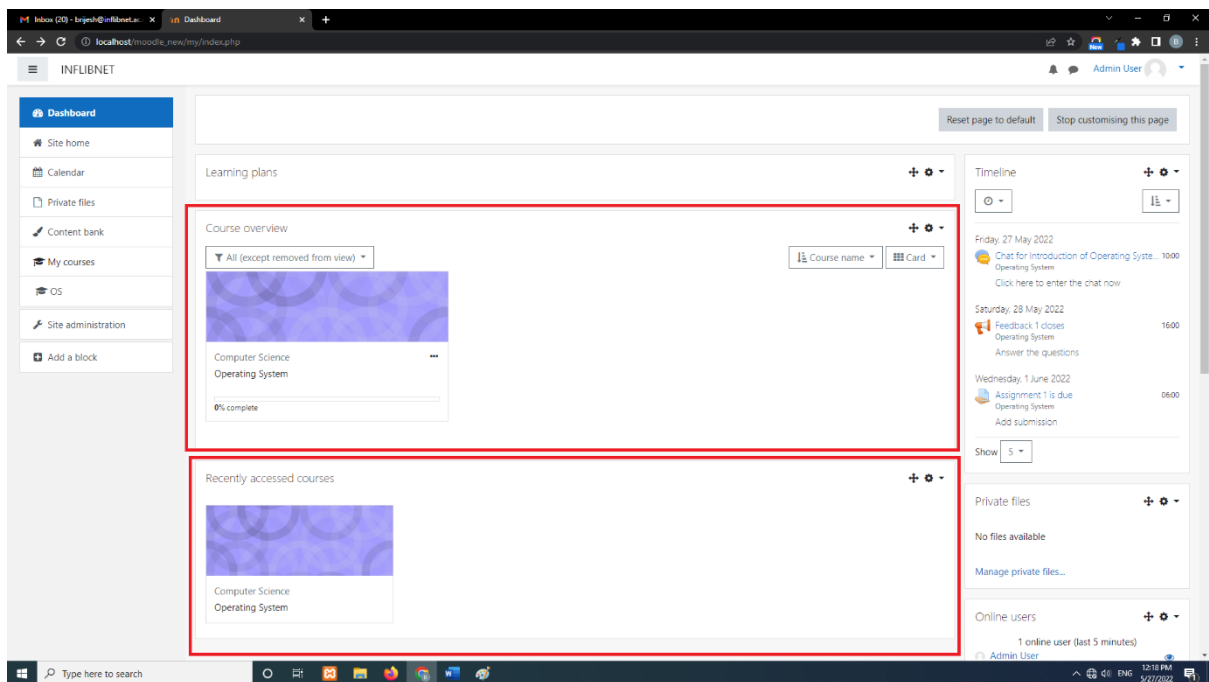
- You can change the block by click on the setting icons and perform given action.



- If you want to move any block in any other place then click on the plus arrow icon then drag and drop any other place where you want to set.



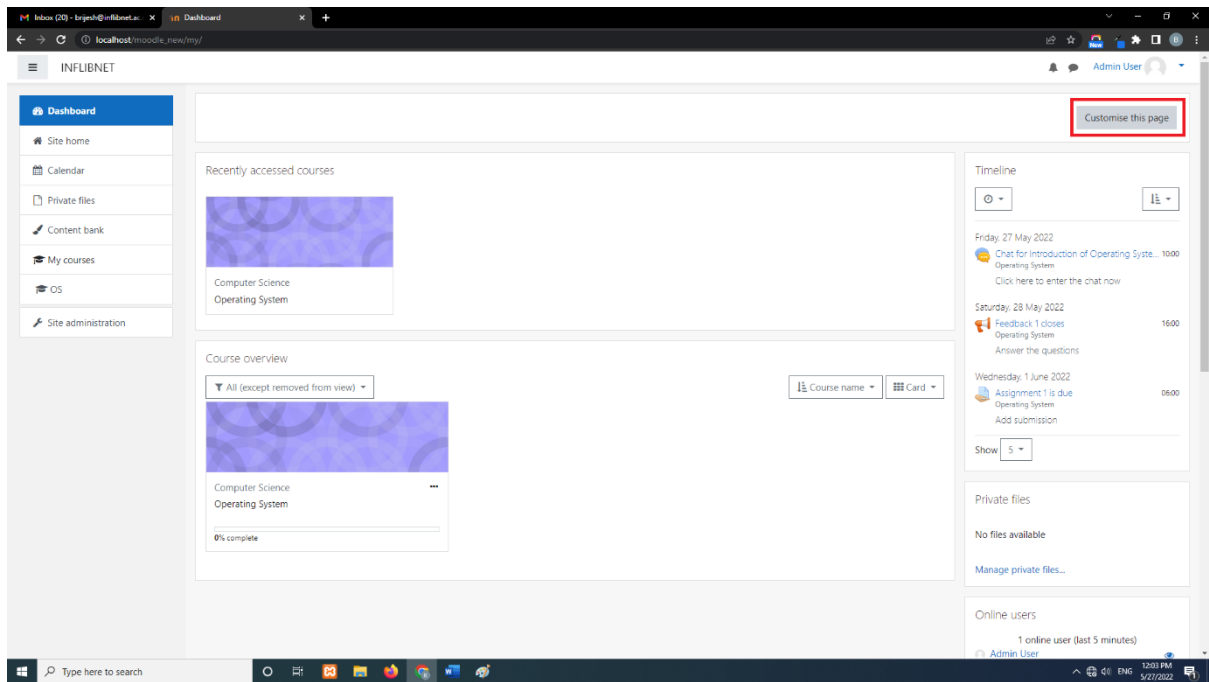
You can see the difference of the above and below place after changing the block place.



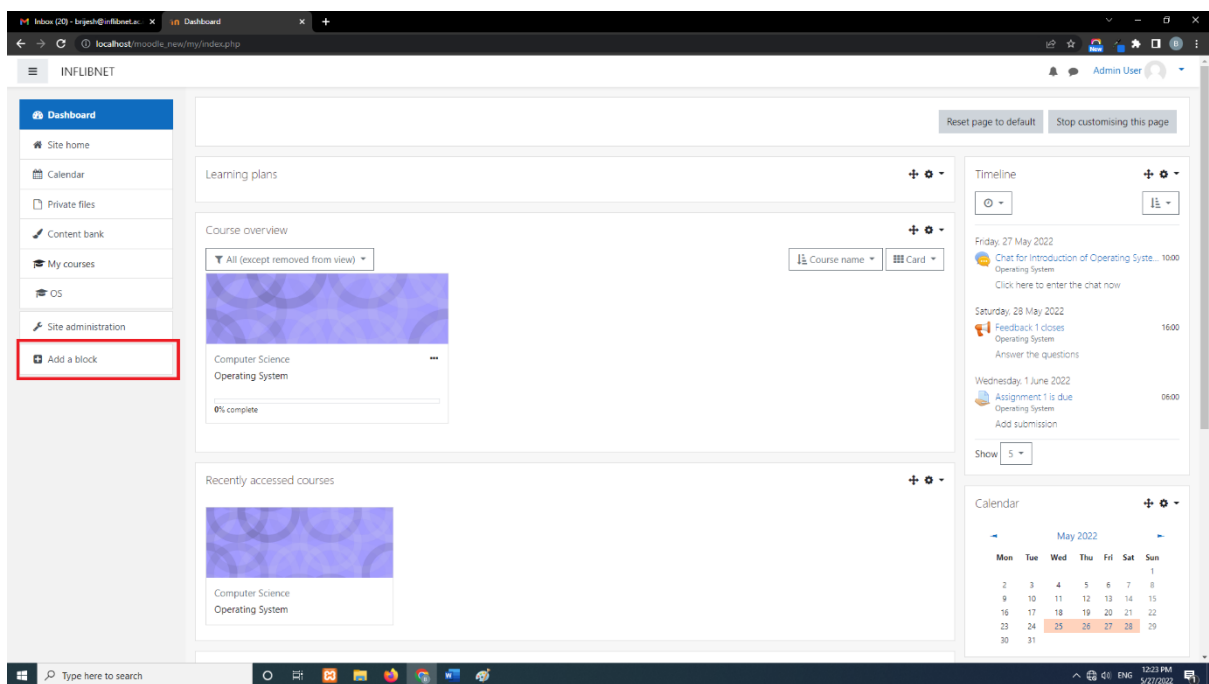
- Same as you can move other block as per your requirements.

How to add block in dashboard

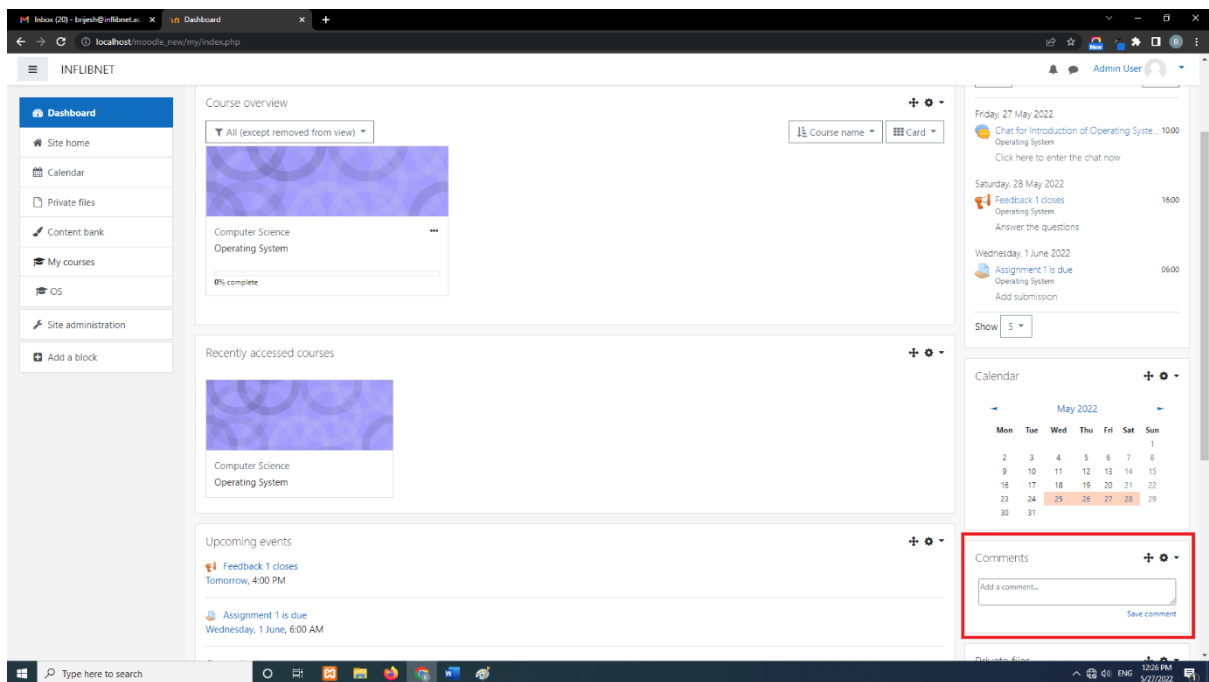
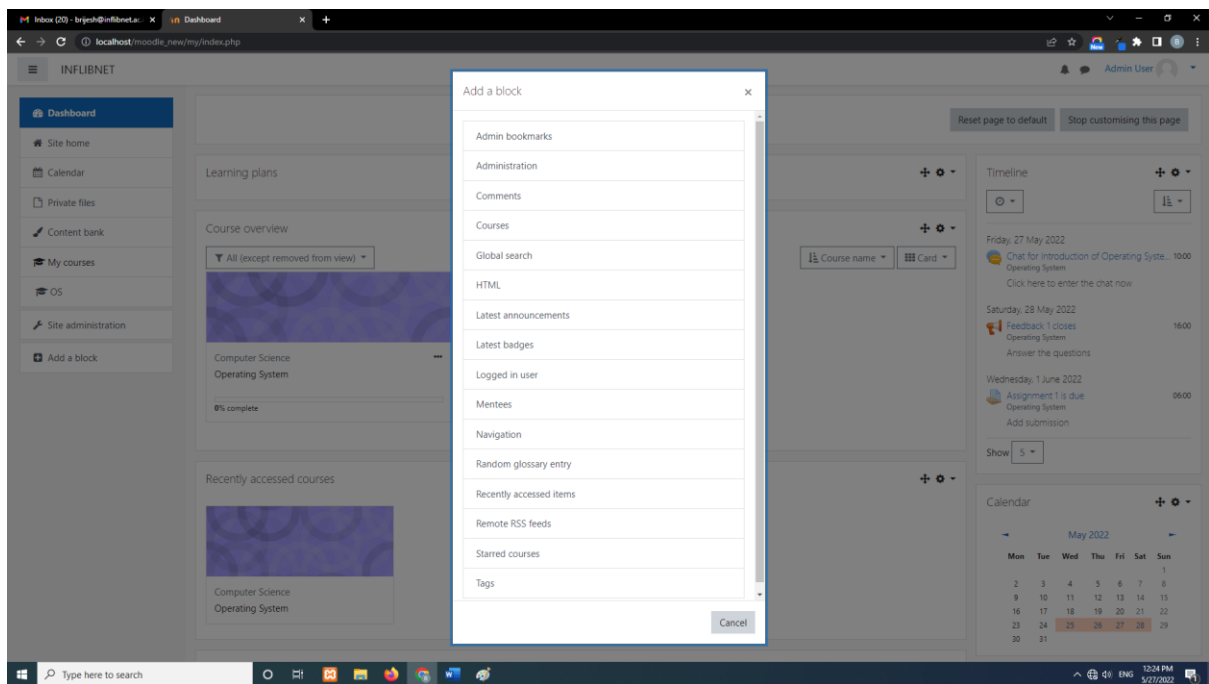
- Click on the “customize this page” button from the top right side.



- You can see the many options is visible/enable. Then click on the “Add a block” button from left panel.



- You can see dialog box is open, select block you want to add in the dashboard page. For example, select comments.

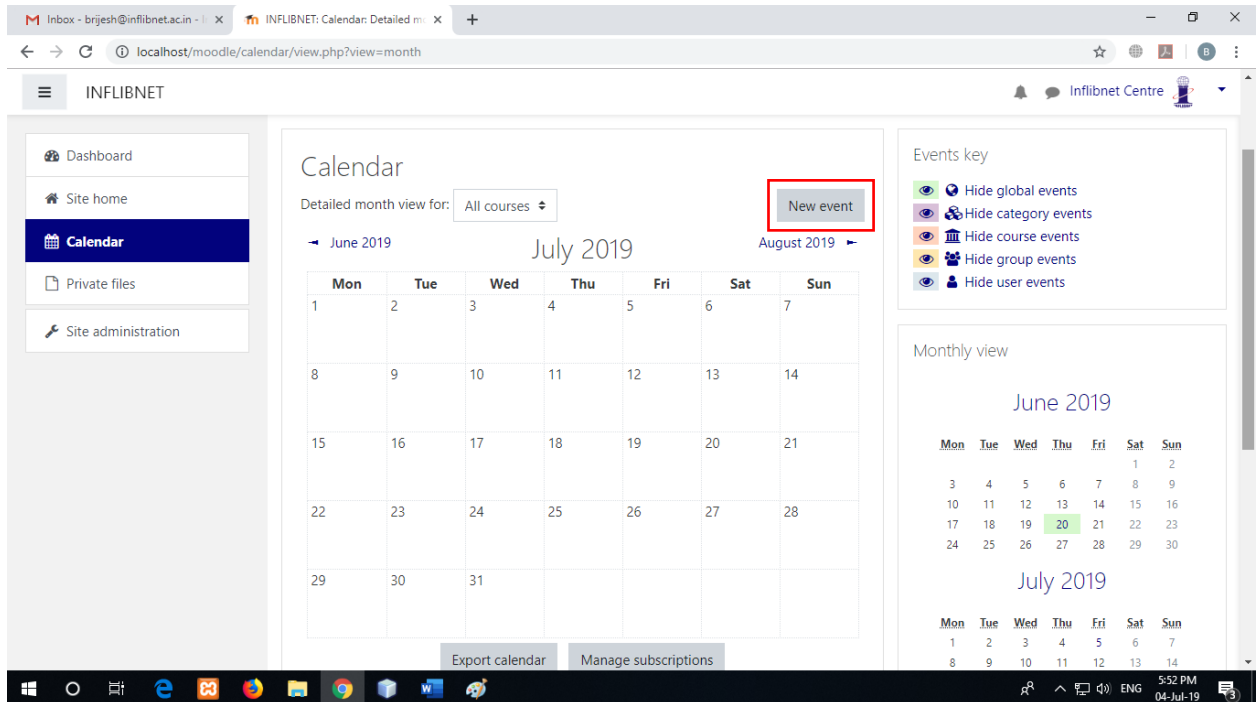


- You can change block place as per your requirement.

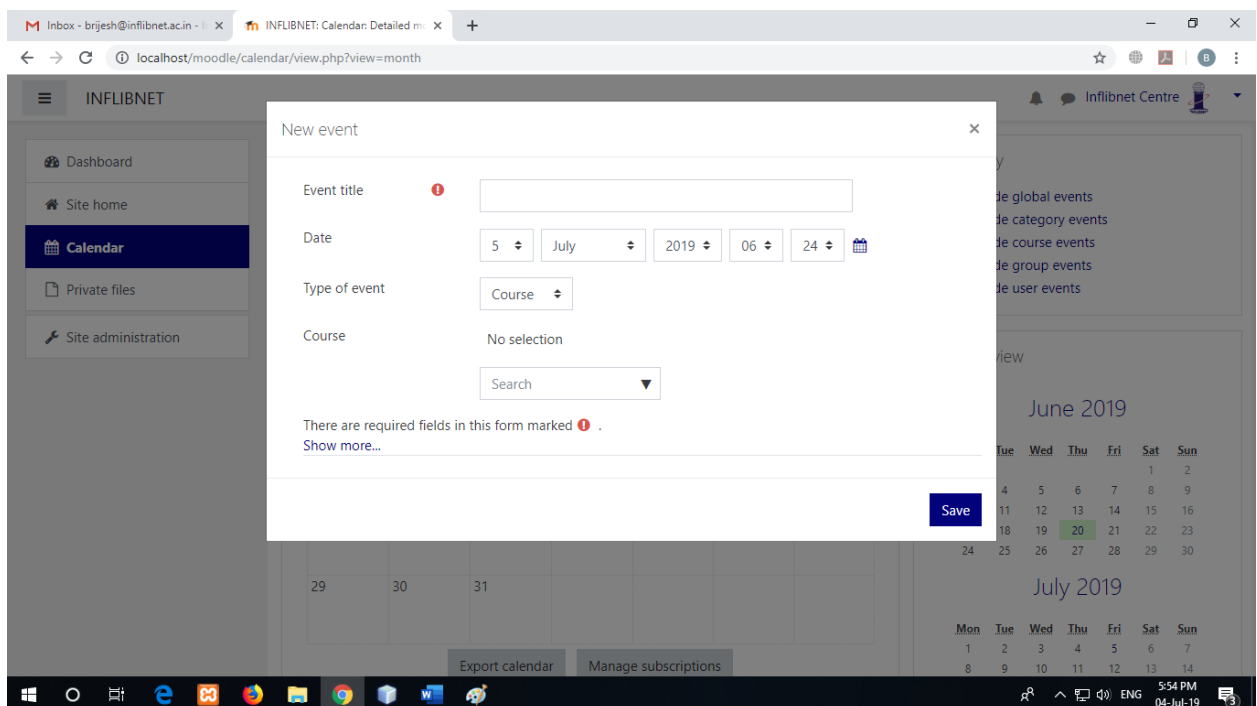
Events

How to create new event in calendar

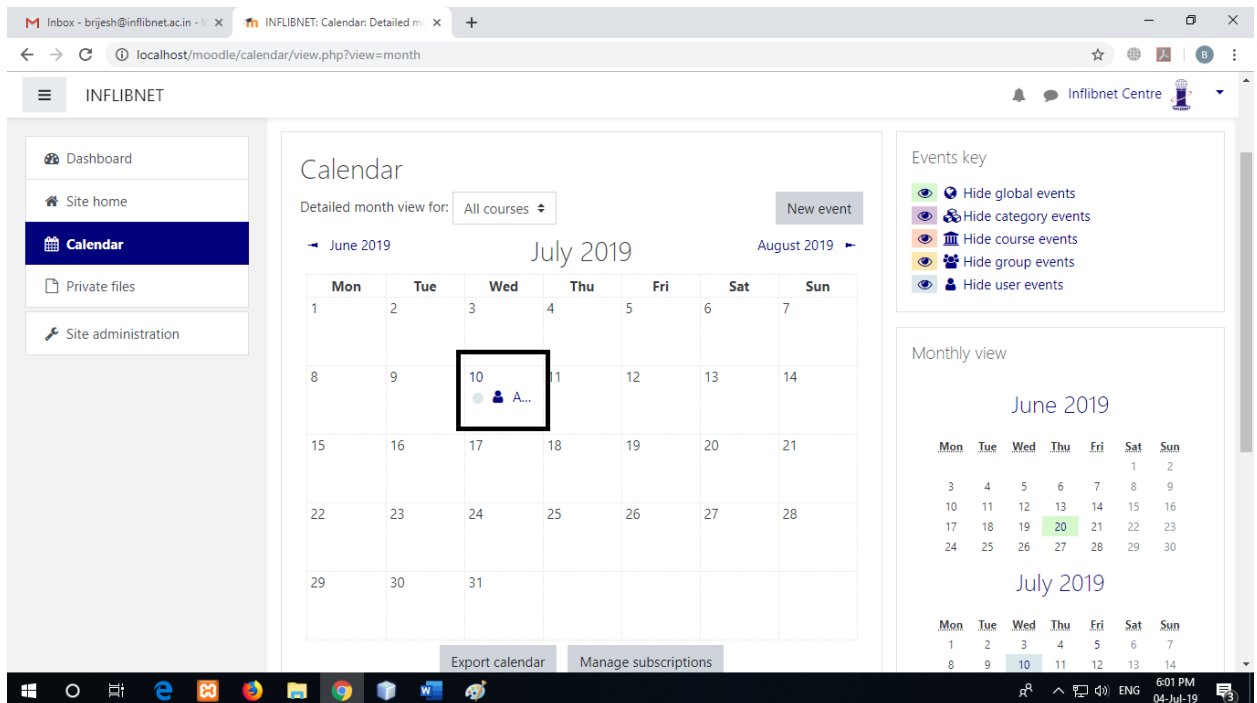
- Click on calendar link after click on you can see the below screen.



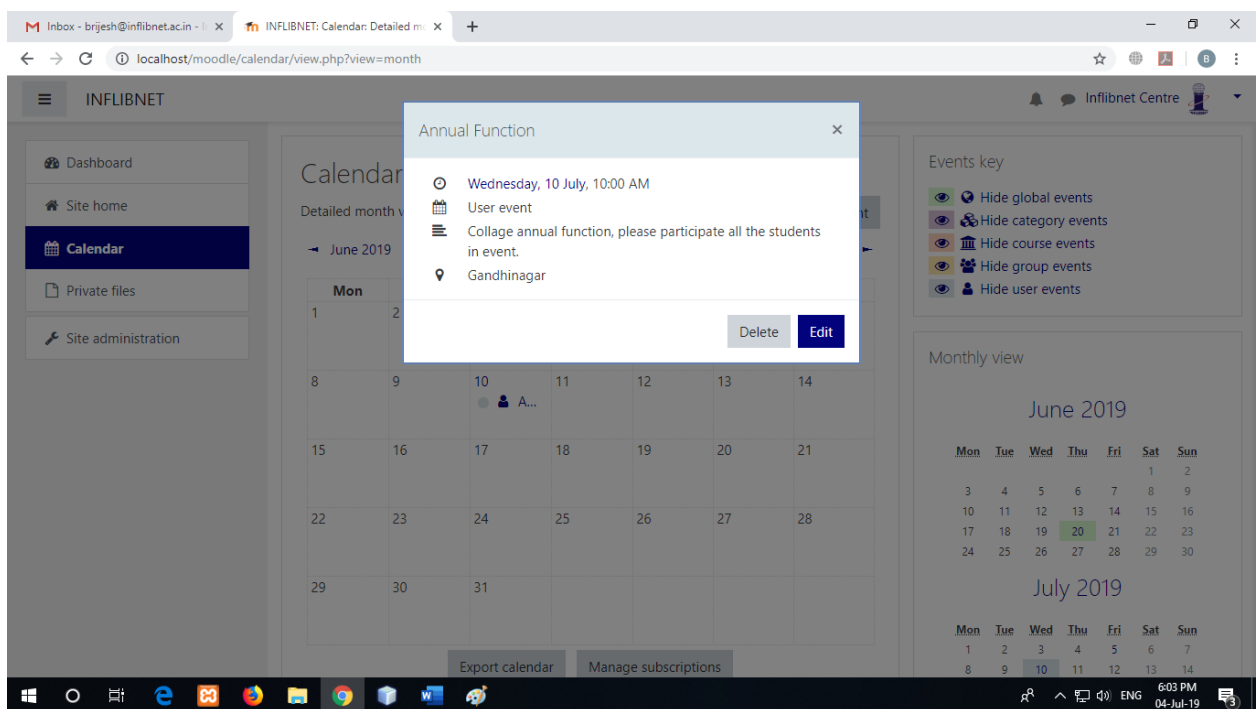
- Then click on “new event” button, it will be display popup.



- Enter event title, select date and time, select event type (like, User, course, category, site)
- If you click on “show more link” you can see more details fill for event.
- Enter description, duration, etc. after fill all the details click on “Save” button.
- You can see the created details in specific date.



- You can see the event details by click on date.



How to Edit events

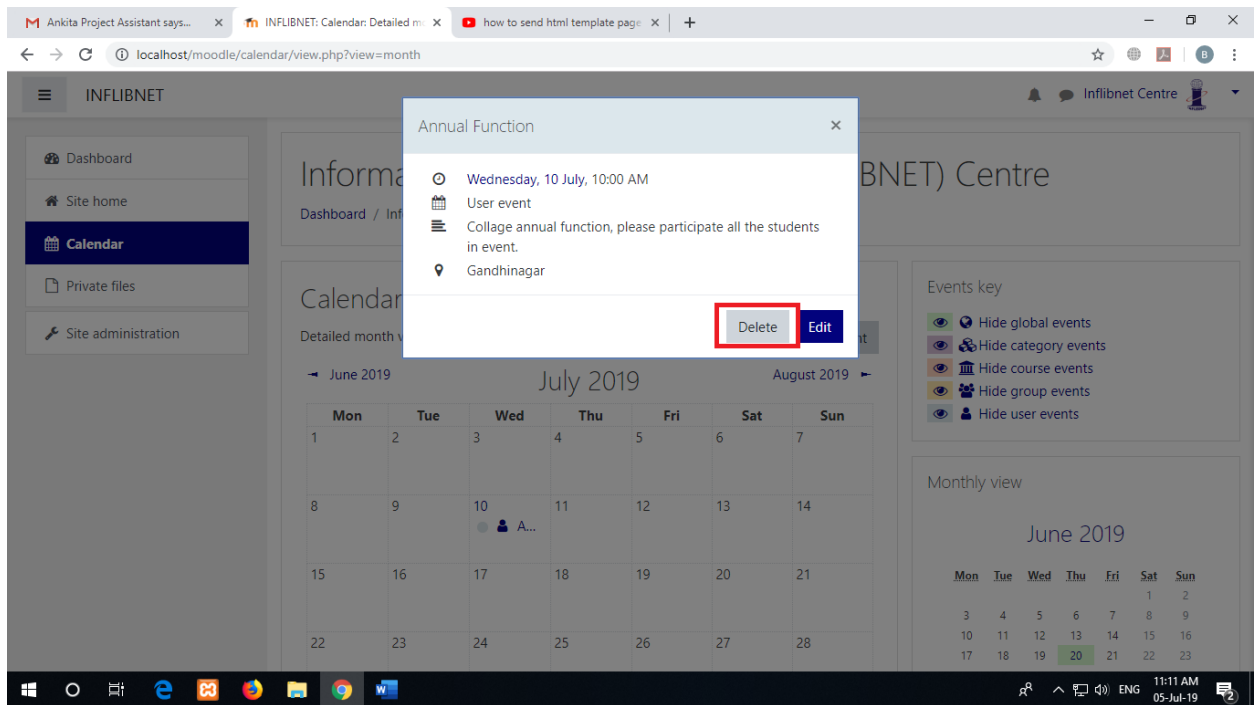
- If you want to edit created event then first click on date which have created event, it will be open popup dialog box.
- click on “edit” button display in above screen.
- After click on edit button, you can see the popup dialog box with event details.

The screenshot shows a web browser window with the URL `localhost/moodle/calendar/view.php?view=month`. The page displays the 'Editing event' dialog box for an event titled 'Annual Function'. The event is scheduled for July 10, 2019, at 10:00. The type of event is 'User'. The description is 'Collage annual function, please participate all the students in event.' The location is 'Gandhinagar'. The duration is set to 'Without duration'. The event is marked as required, indicated by a red exclamation mark icon. The dialog box also includes a 'Save' button and a 'Show less...' link. In the background, a calendar view for June and July 2019 is visible, showing the event on July 10.

- After edit new details click on “Save” button. Event will be updated.

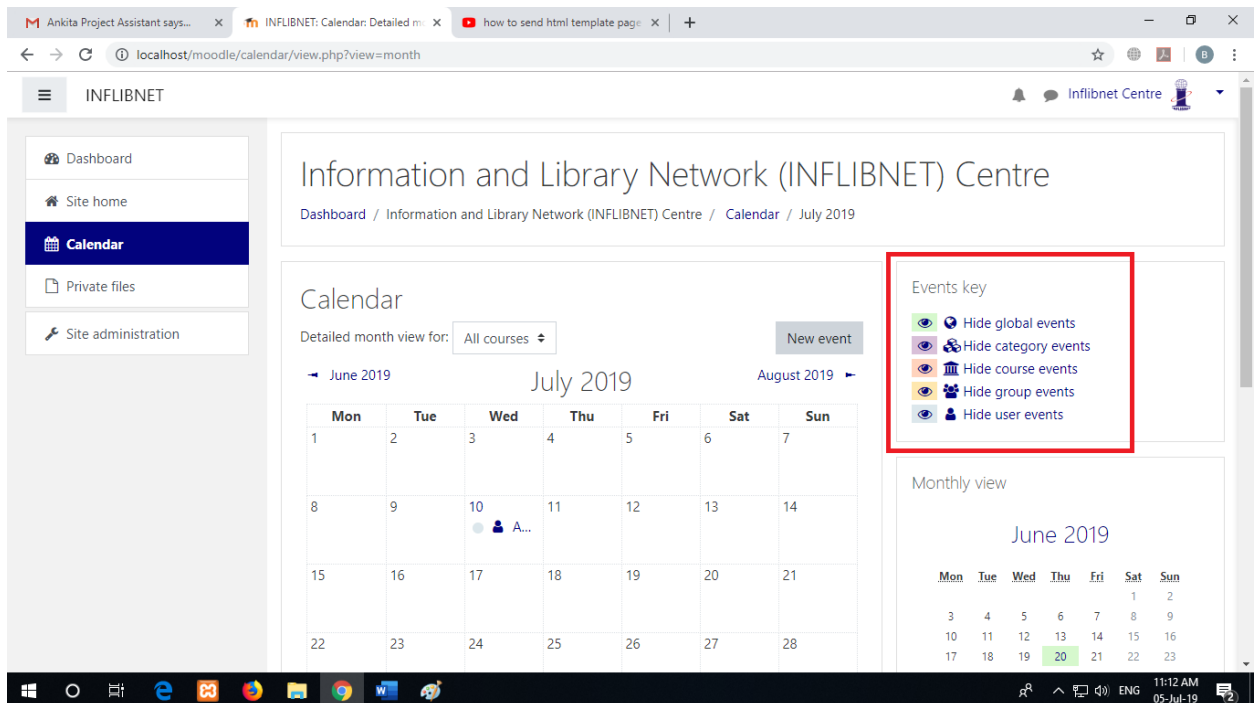
How to delete events

- If you want to delete created event then first click on date which have created event, it will be open popup dialog box.
- click on “delete” button display in popup dialog box.



How to show/hide events

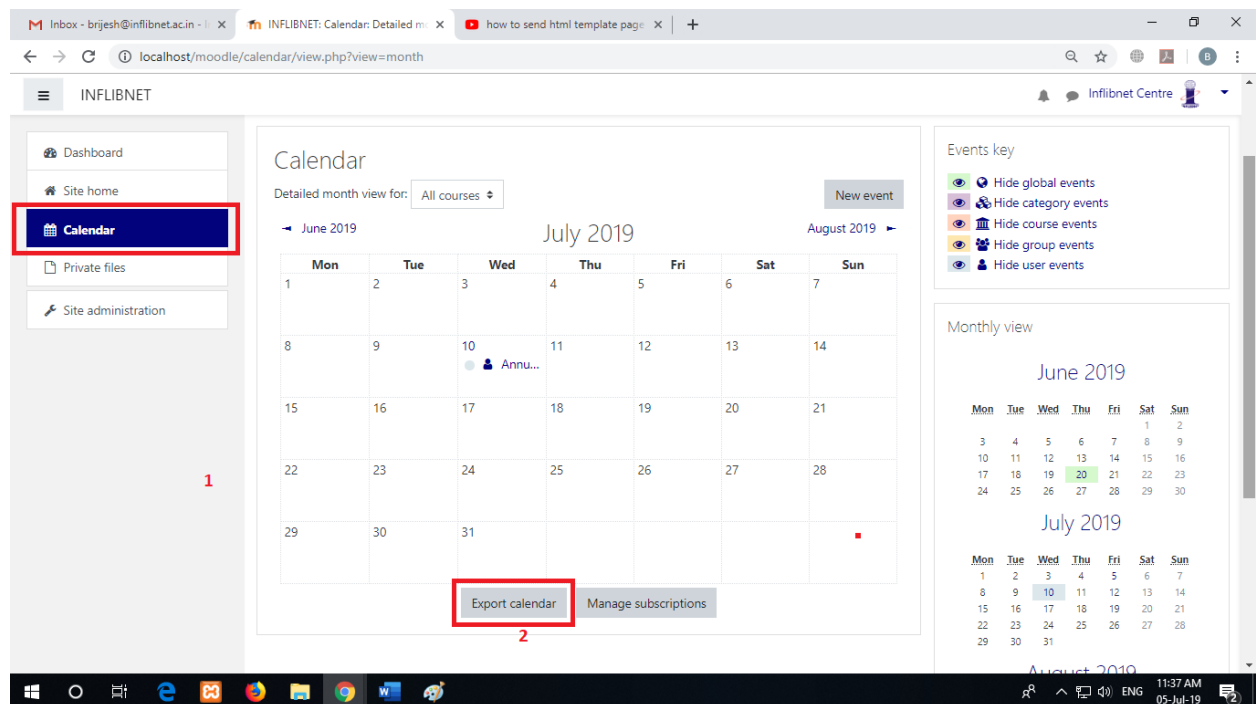
- You can also hide or show specific type of event, you can see in the below screen
- Click on eye icon for show / hide specific type of events.



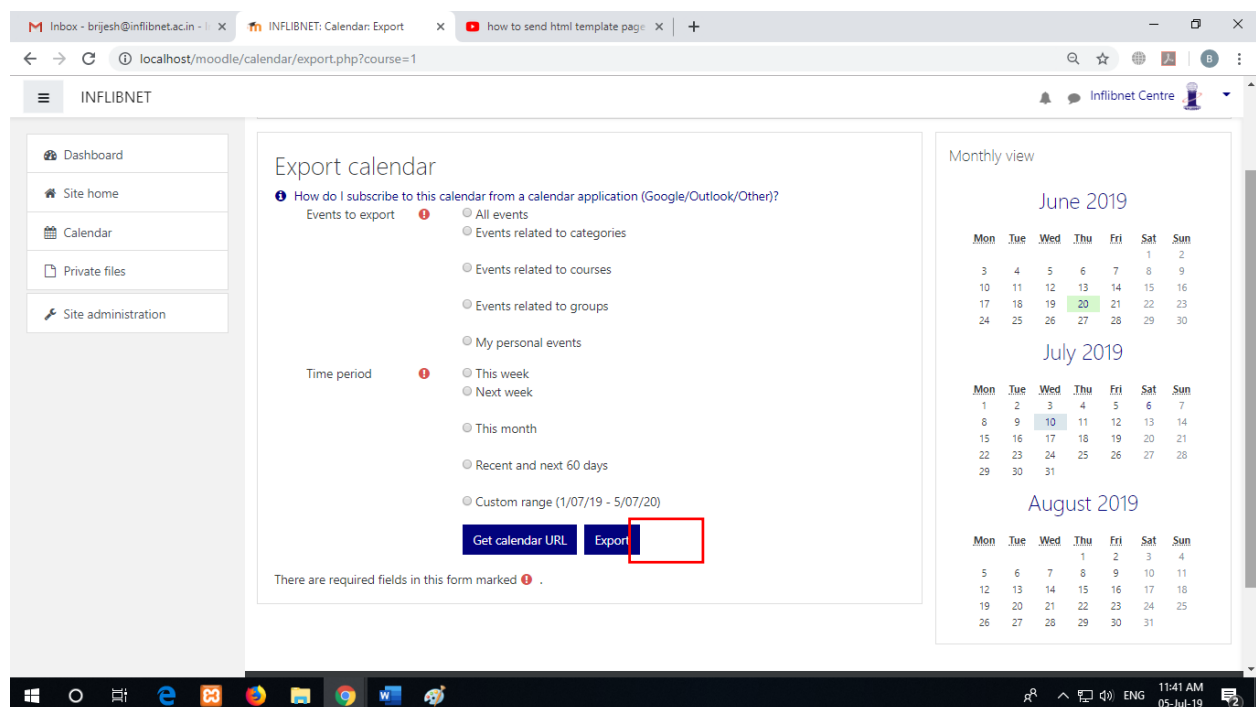
How to export Calendar's Events

- First go to calendar by click on calendar tab.

- Then click on “export calendar” button display below calendar.



- You can see the below screen for export calendar settings.



- Select the event to export and time period. Then click on “Export” button.
- If you want get calendar URL then click on “get calendar URL” button. You can see the URL below buttons.

The screenshot shows the InFLIBNET Moodle interface. The top navigation bar includes 'Inbox - brjesh@inflibnet.ac.in', 'InFLIBNET: Calendar: Export', and a '+' icon. The browser address bar shows 'localhost/moodle/calendar/export.php'. The left sidebar contains links to 'Dashboard', 'Site home', 'Calendar', 'Private files', and 'Site administration'. The main content area is titled 'Export calendar' and includes a help link, a list of events to export, a time period selector, and buttons for 'Get calendar URL' and 'Export'. A red box highlights an error message at the bottom of the form.

Export calendar

How do I subscribe to this calendar from a calendar application (Google/Outlook/Other?)

Events to export

- ☒ All events
- ☐ Events related to categories
- ☐ Events related to courses
- ☐ Events related to groups
- ☐ My personal events

Time period

- ☐ This week
- ☐ Next week
- ☒ This month
- ☐ Recent and next 60 days
- ☐ Custom range (1/07/19 - 5/07/20)

[Get calendar URL](#) [Export](#)

There are required fields in this form marked with a red dot .

Calendar URL: http://localhost/moodle/calendar/export_execute.php?userid=2&authToken=124db1dbcf0fb32221acaa2873cdc487dcd64c4f9&ipreset_what=all&ipreset_time=monthnow

Monthly view

June 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

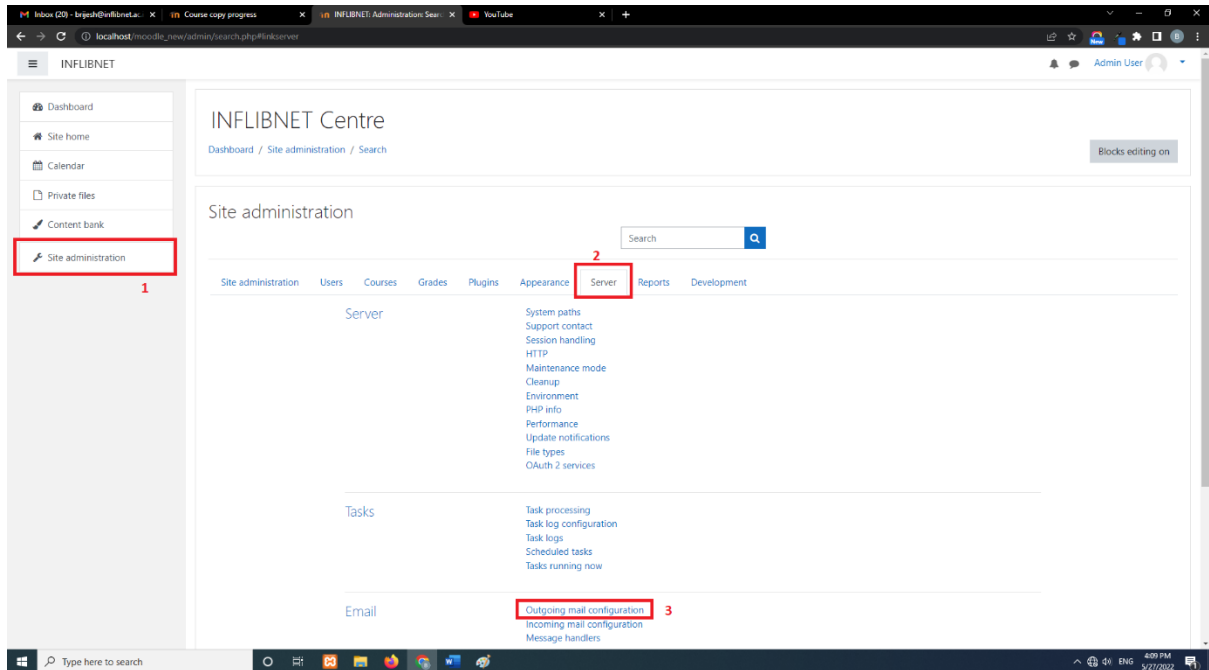
August 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

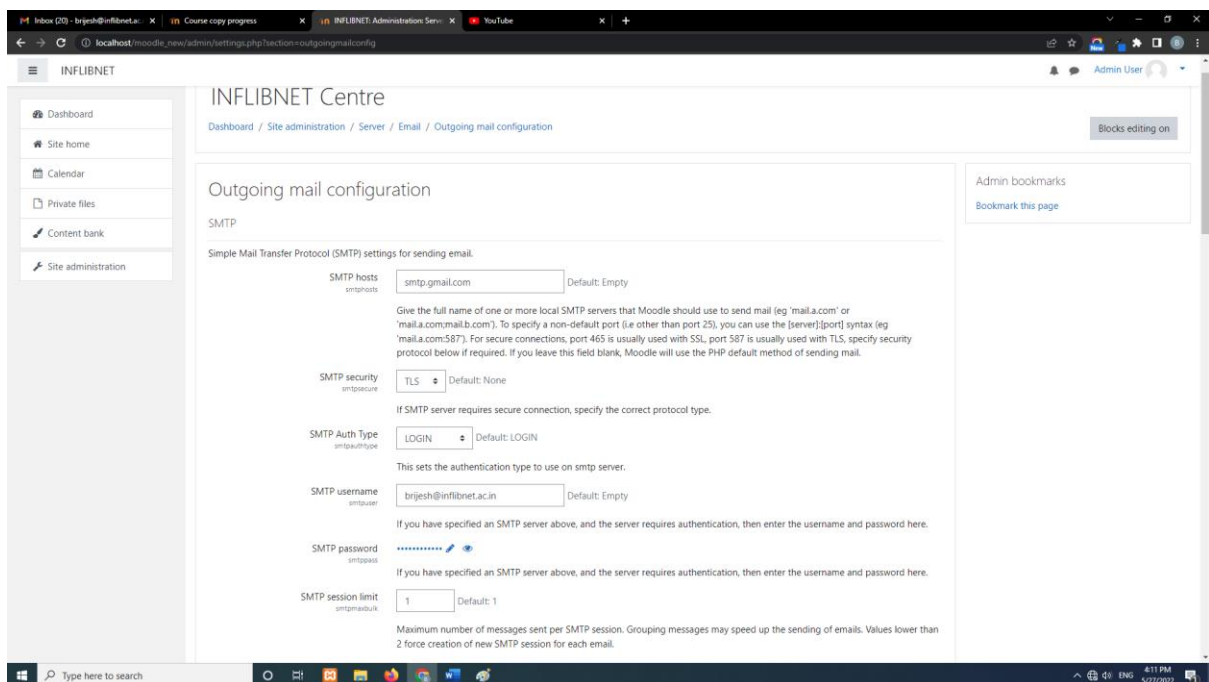
Email Configuration

How to configure email for the send email notification

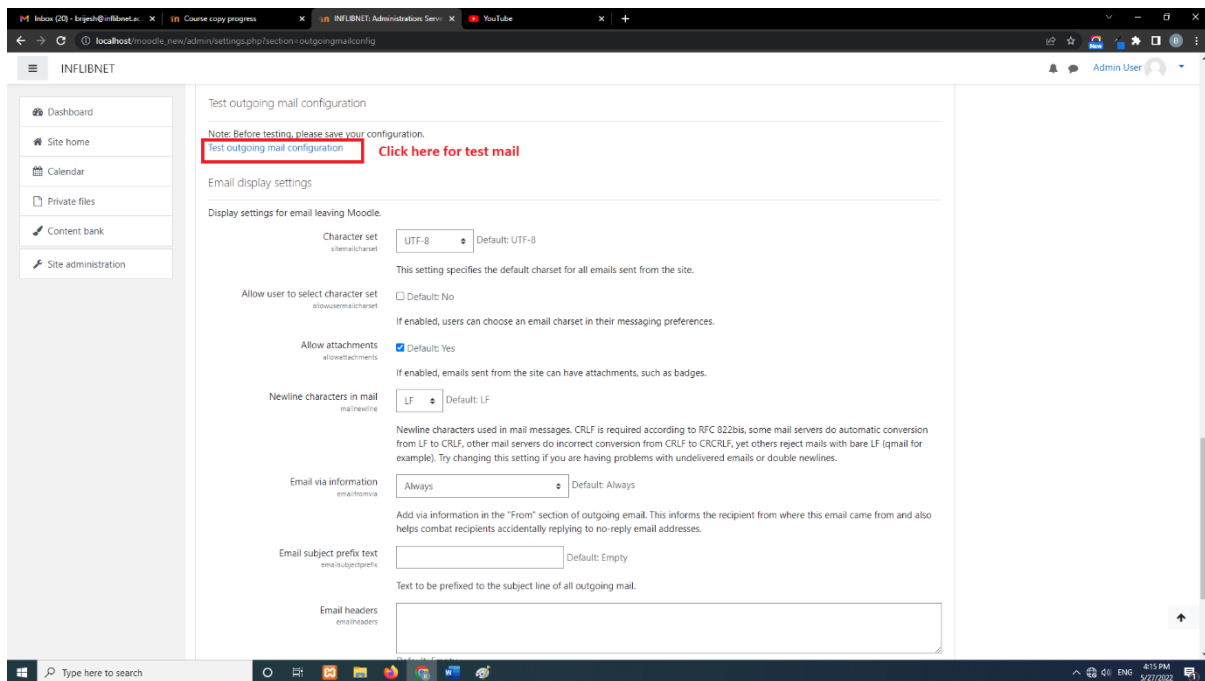
- Got to site administration > Server > outgoing mail configuration



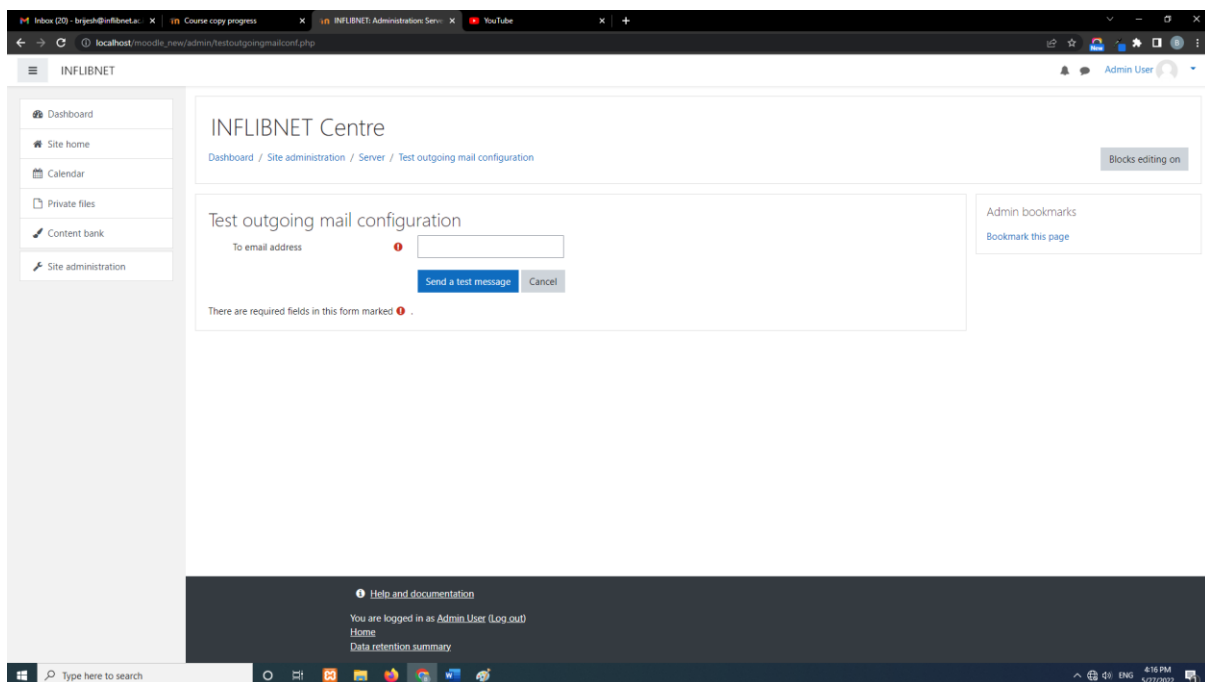
- Enter smtp port of the email service provider, select smtp security type, select auth type, enter smtp username and password. Enter no reply email address.



- After configuring email settings click on the “Save changes” button. you can test the outgoing mail as display in the below image.



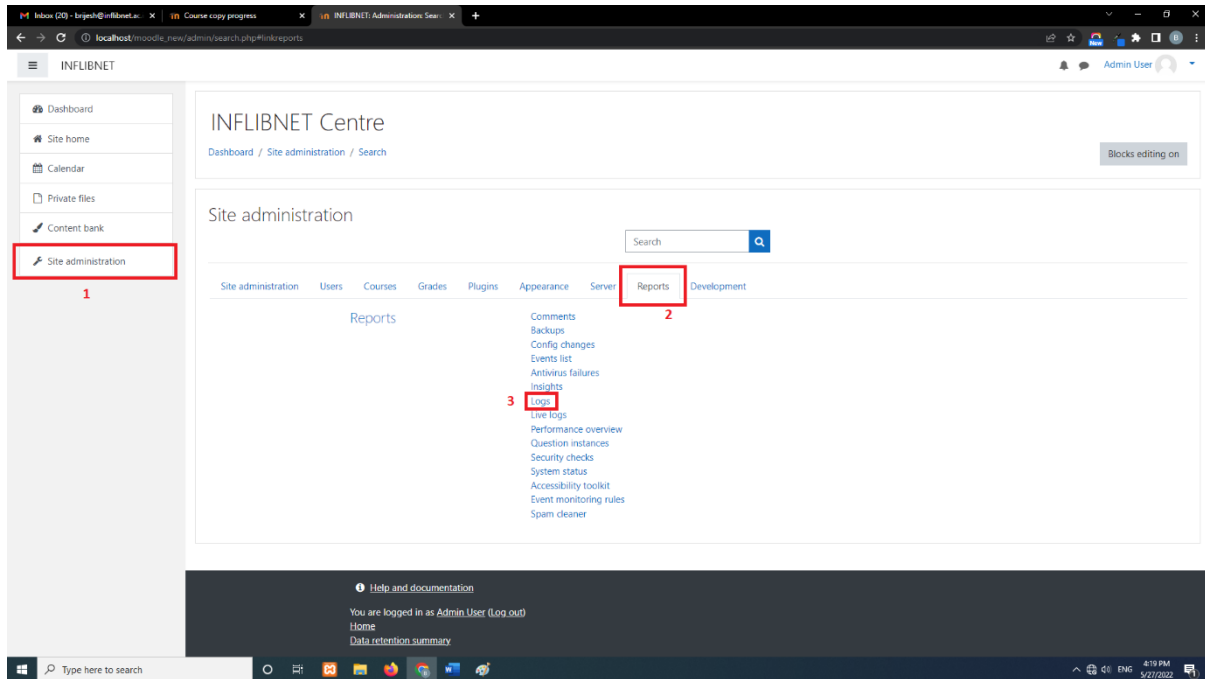
- Enter any other email id and click on the “Send a test message” button. You will received test email on the entered email address.



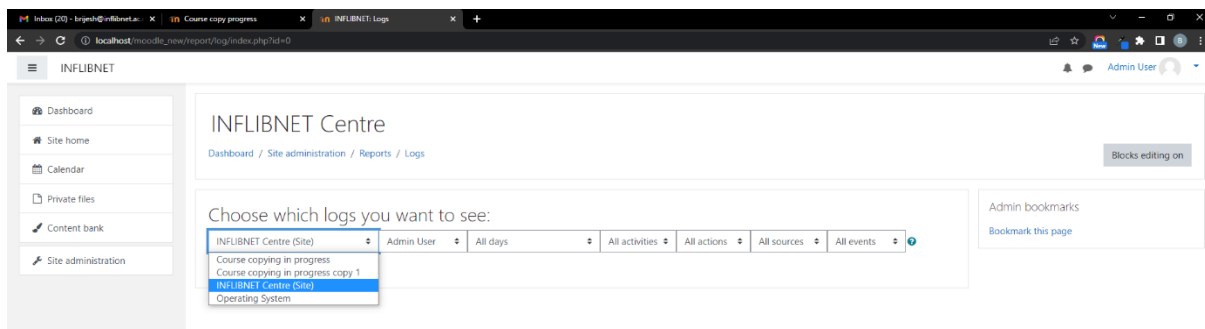
Logs

How to check Logs

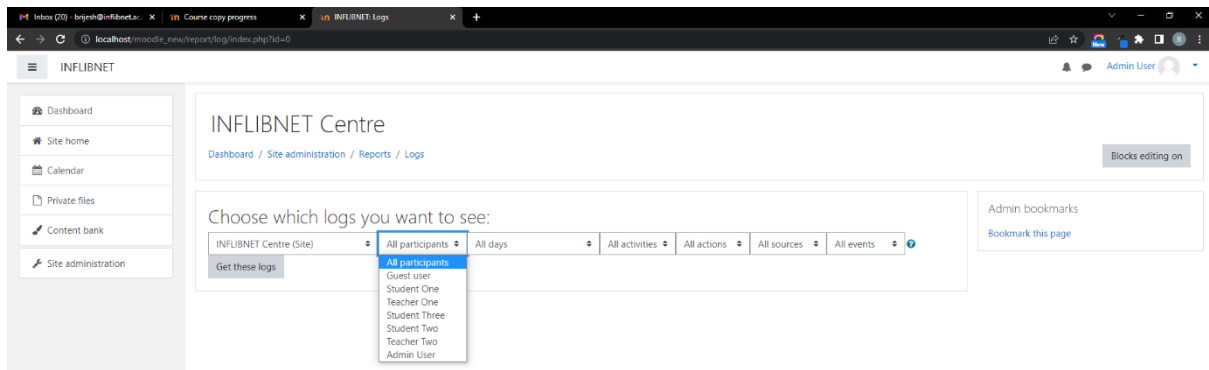
- Got to site administration > Reports > Logs



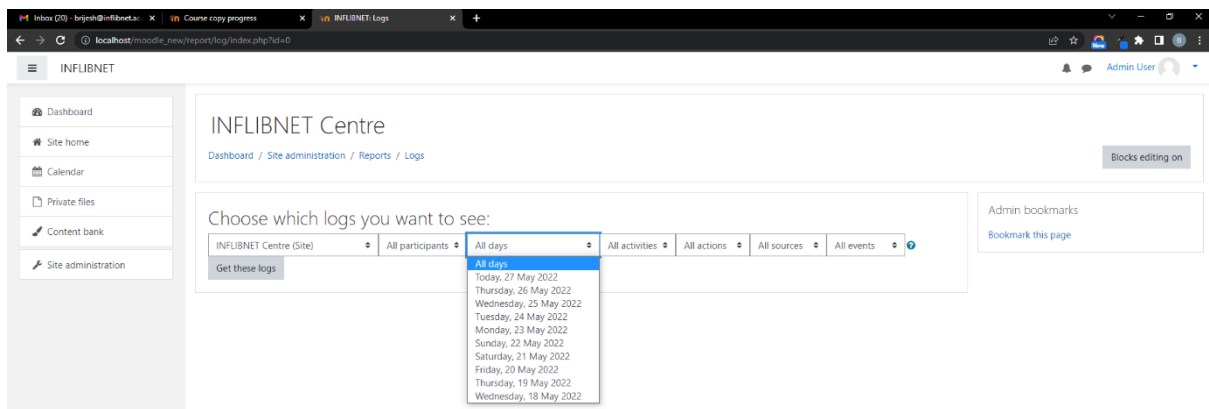
- In the first dropdown you can see all the courses list and whole site options. Select as per your requirement.



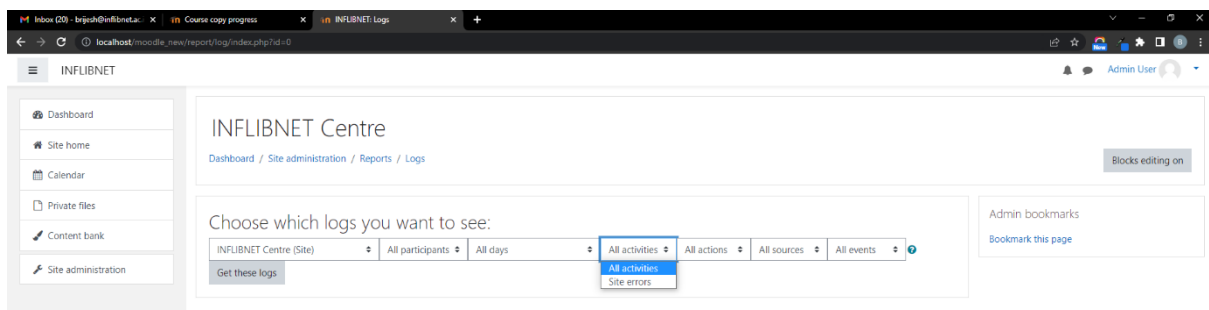
- In the second dropdown you can see all the user list. Select user as per your requirement.



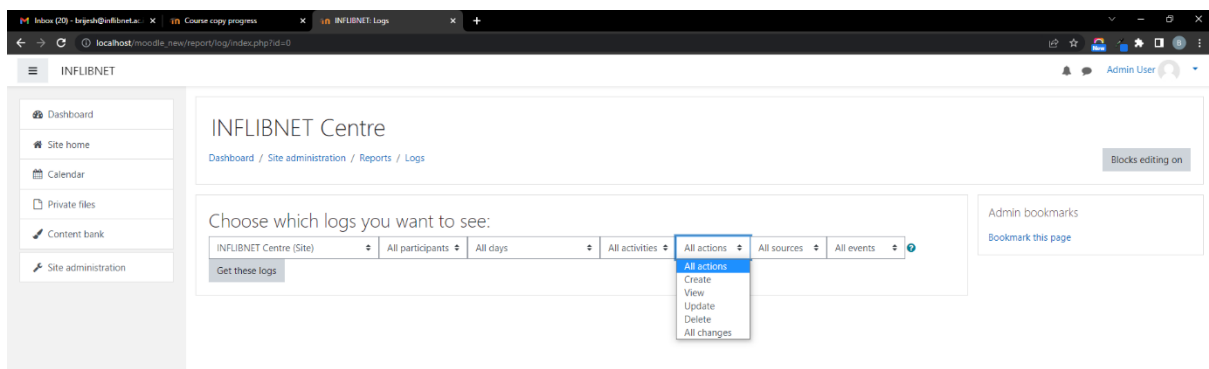
- In the third dropdown you can select day list option. Select day as per your requirement.



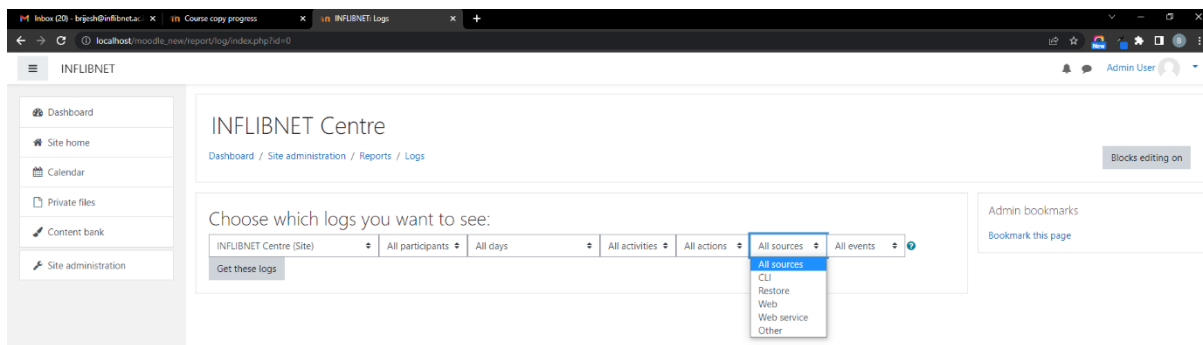
- In the fourth dropdown you can select the all activities or site error option.



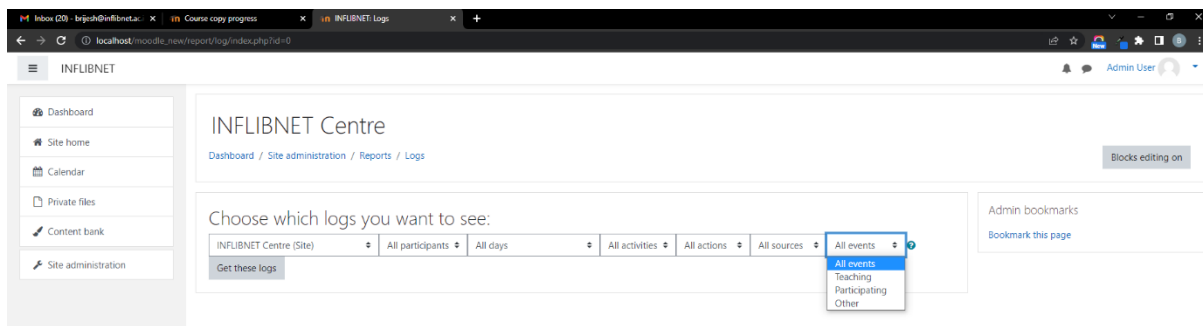
- In the fifth dropdown you can select different action like create, update, delete, view, all changes. Select option as per your requirements.



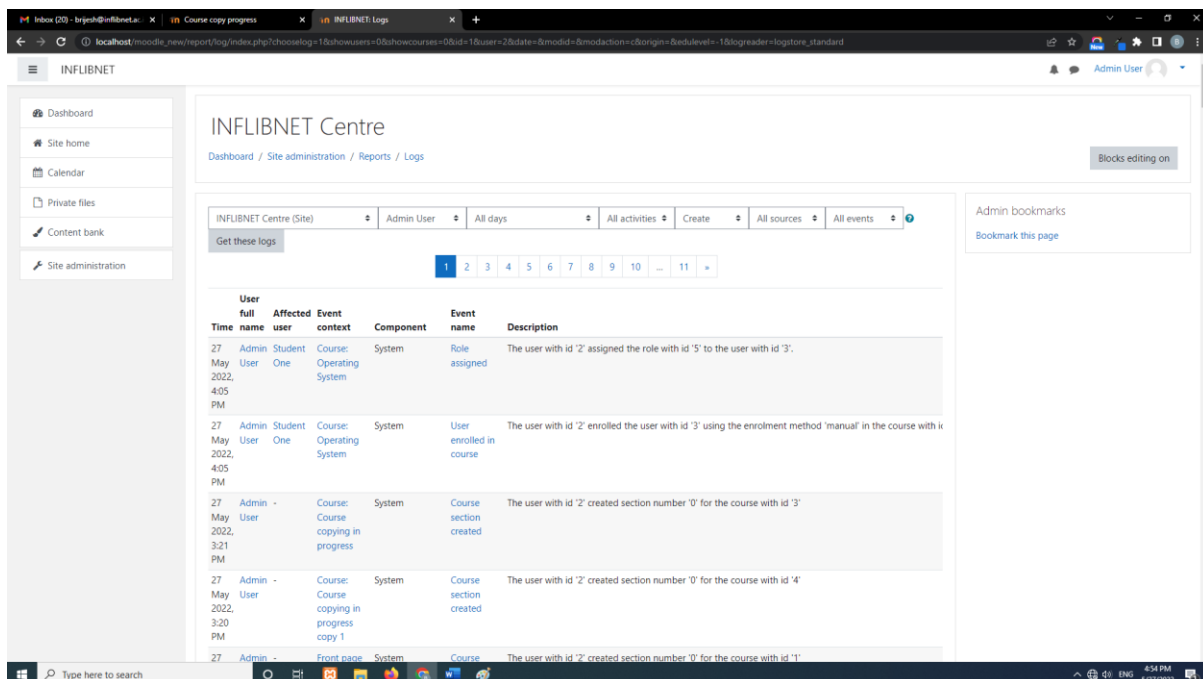
- In the sixth dropdown you can select different type of resources options like CLI, restore, web, web service, other.



- In the last dropdown you can select event type like all events, teaching, participating, other.

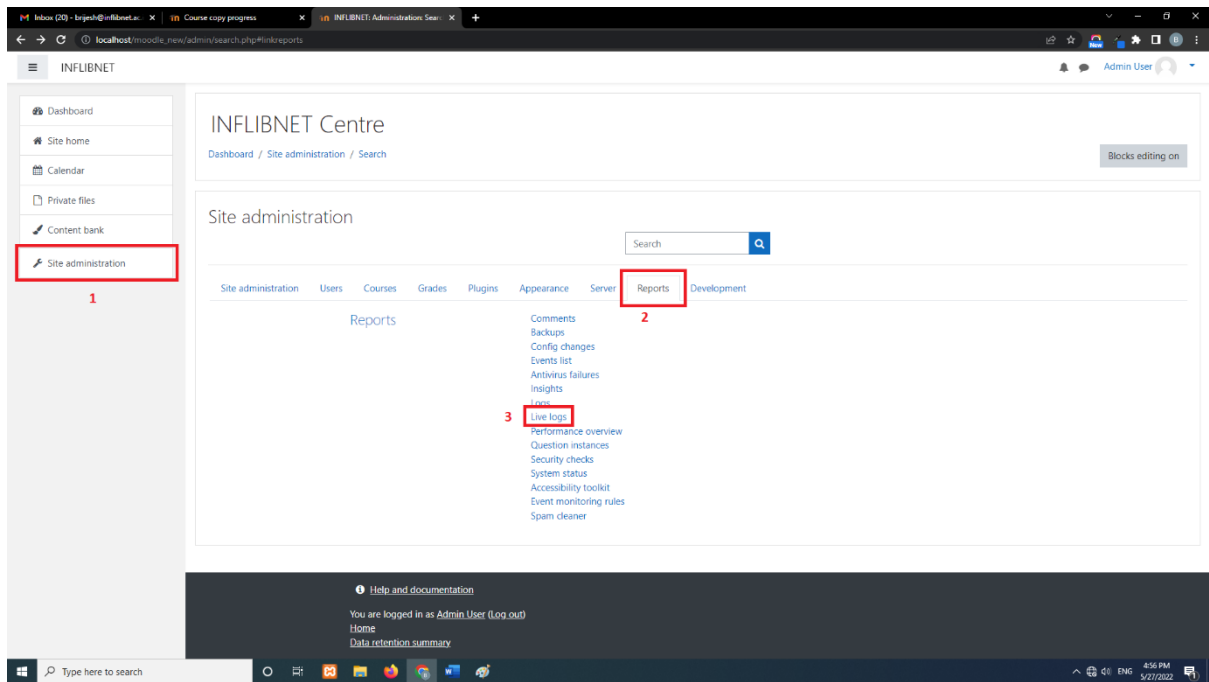


- After selecting all the option click on the “Get these logs” button.

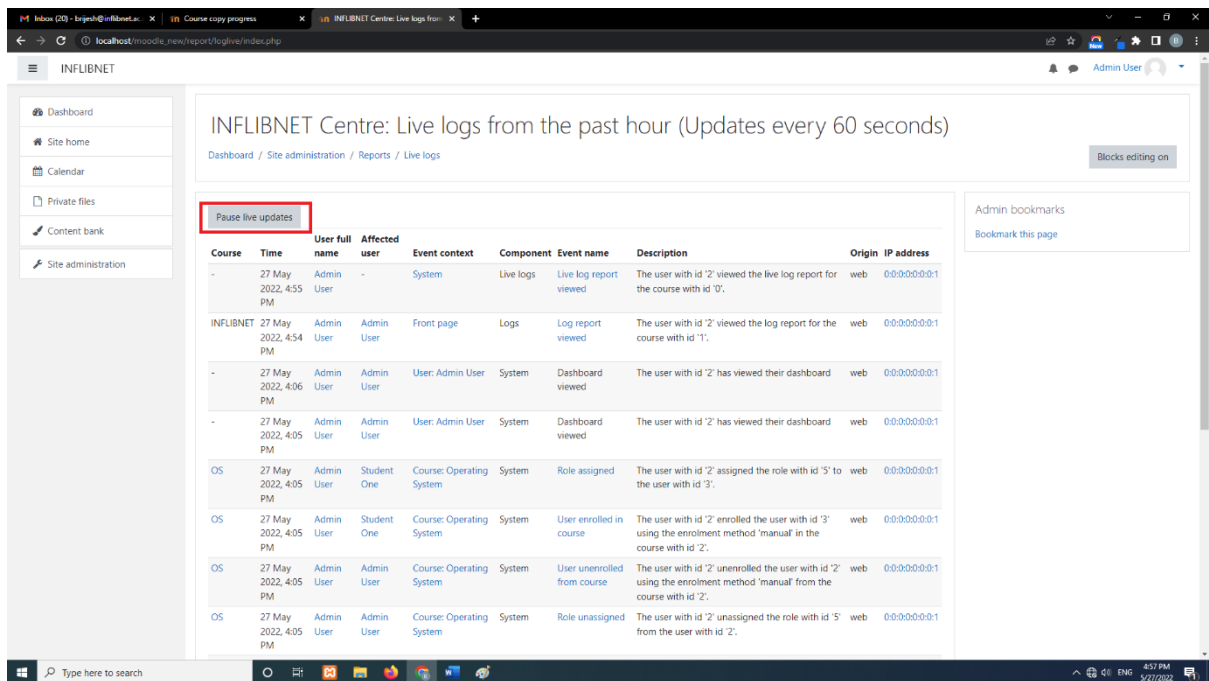


How to check live logs

- Got to site administration > Reports > Live logs



- You can pause and resume live updates by click on the “Pause live updates” or “Resume live updates” button.

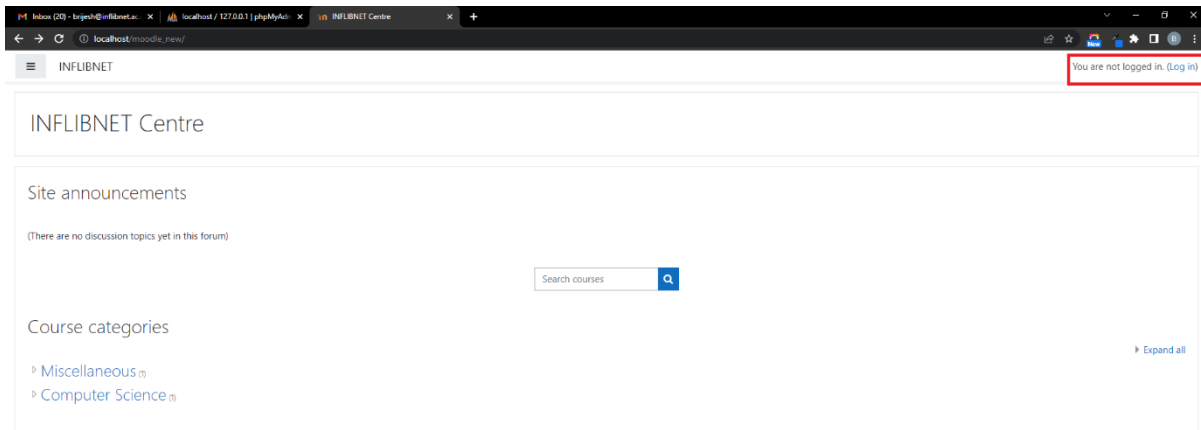


Student

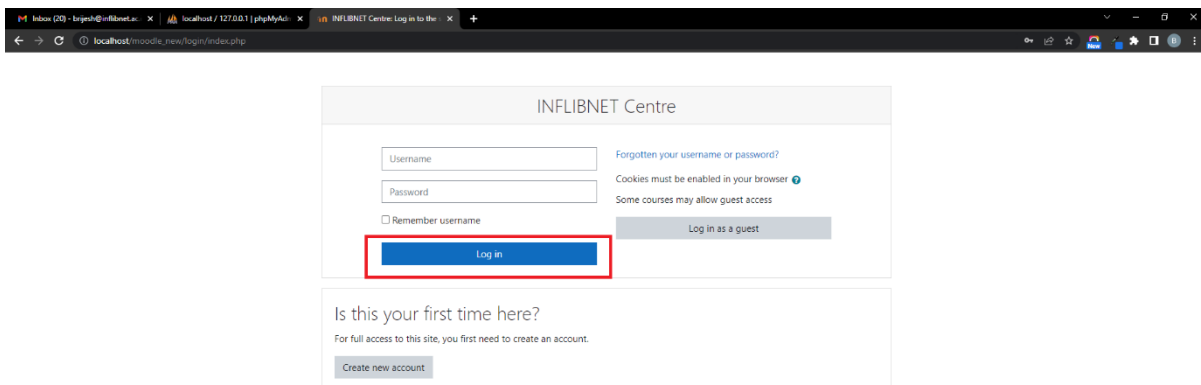
Attempt activities

How to attempt activities

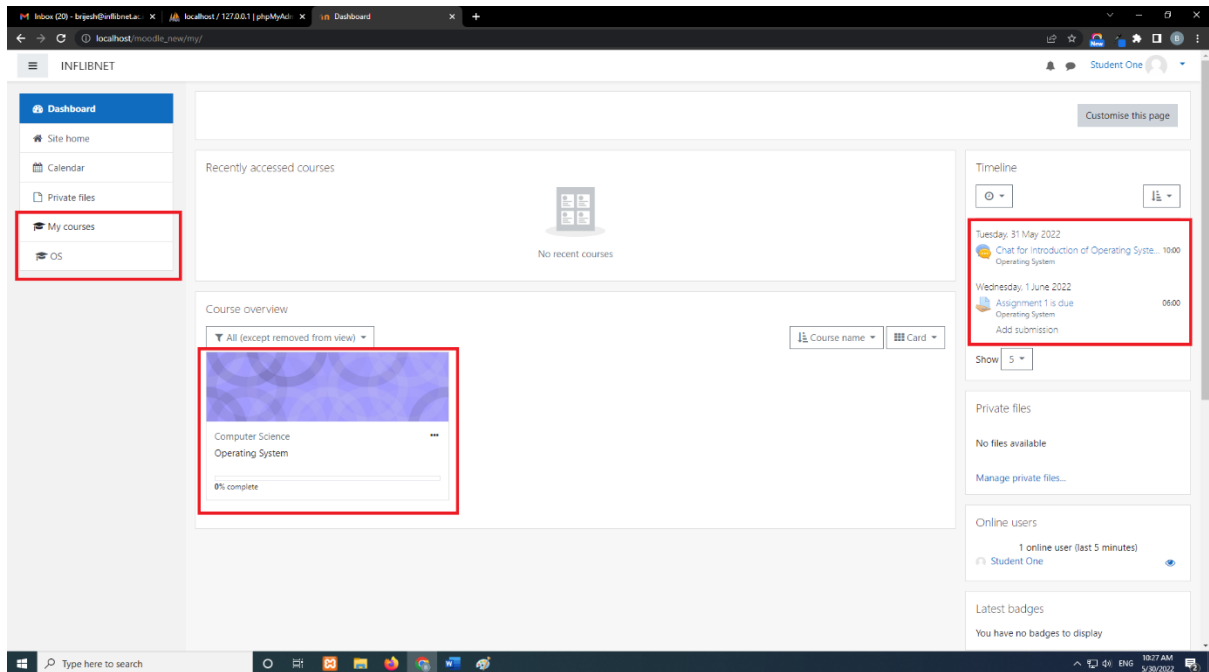
- First login with your use rid and credentials.



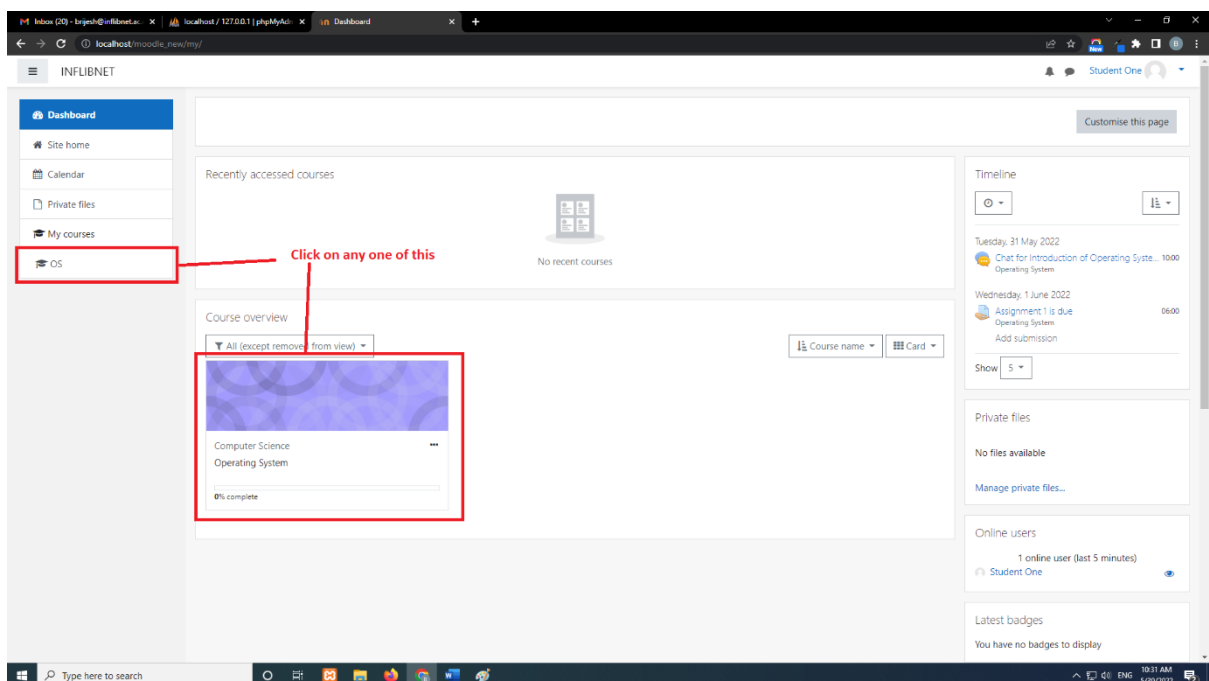
- Enter your credential and click on the “Log in” button.



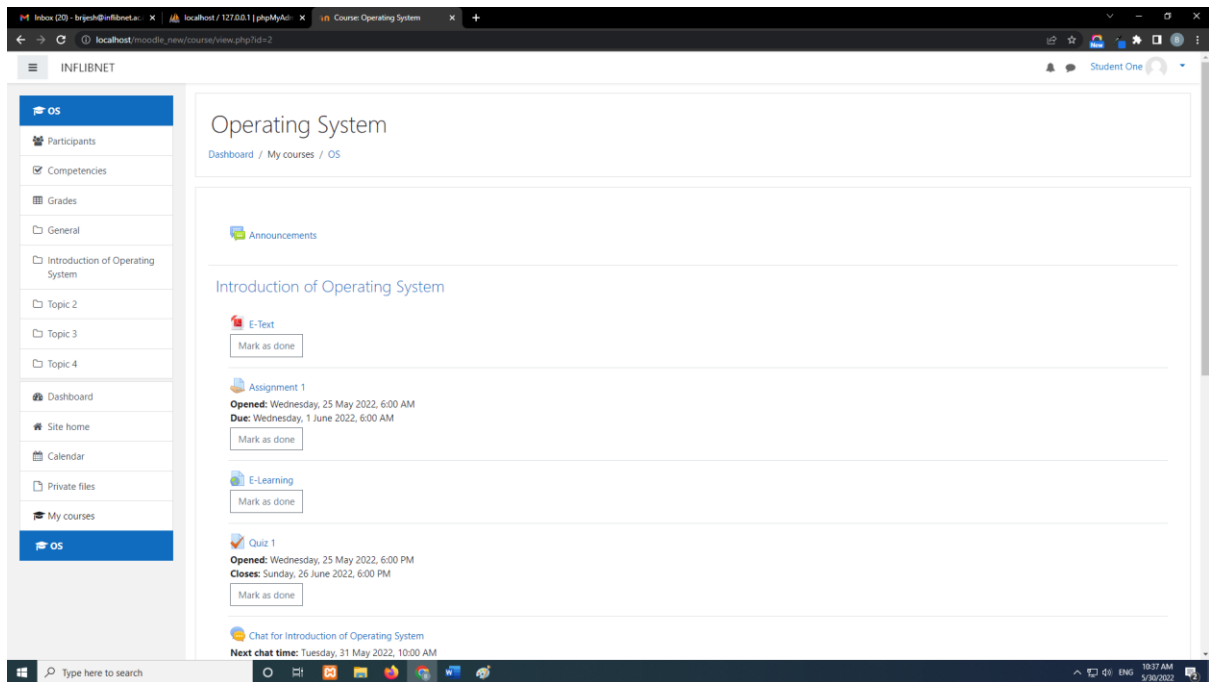
- You are redirect to the dashboard page. You can see your course list which you were enrolled (If you were enrolled in the any course then an than you can access the courses, otherwise you cannot access the course.). You can also see all the activities and notification related to the courses on the dashboard page.



- Click on the any course display in the dashboard page.

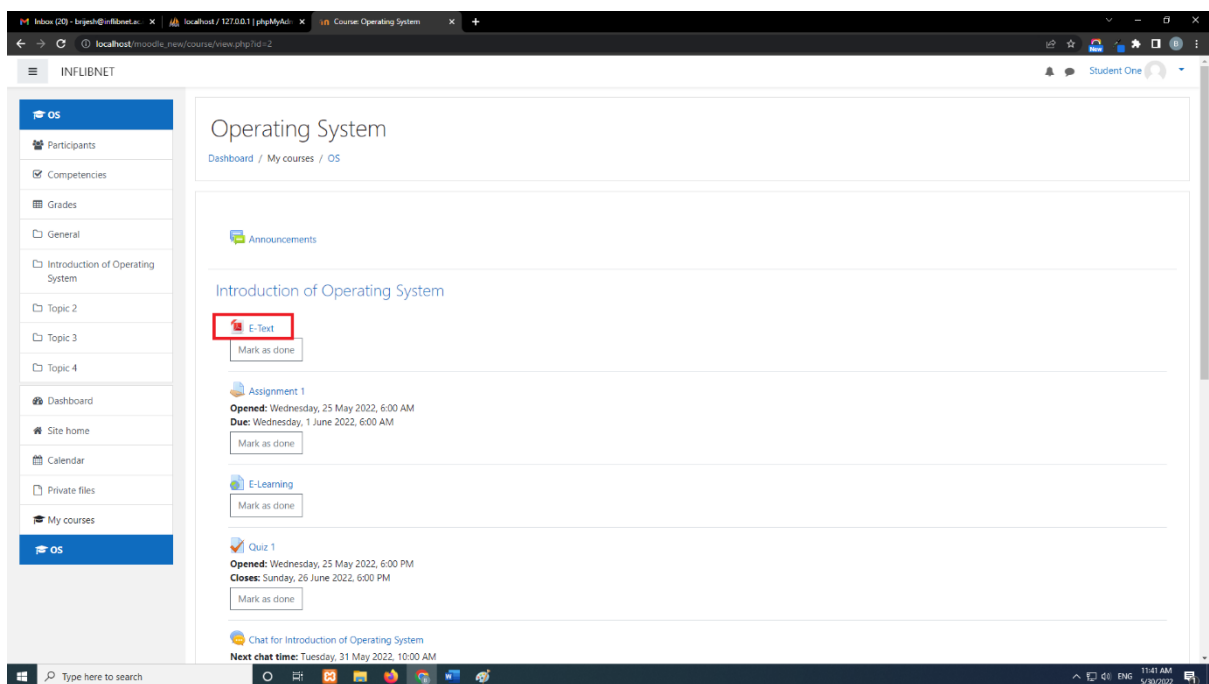


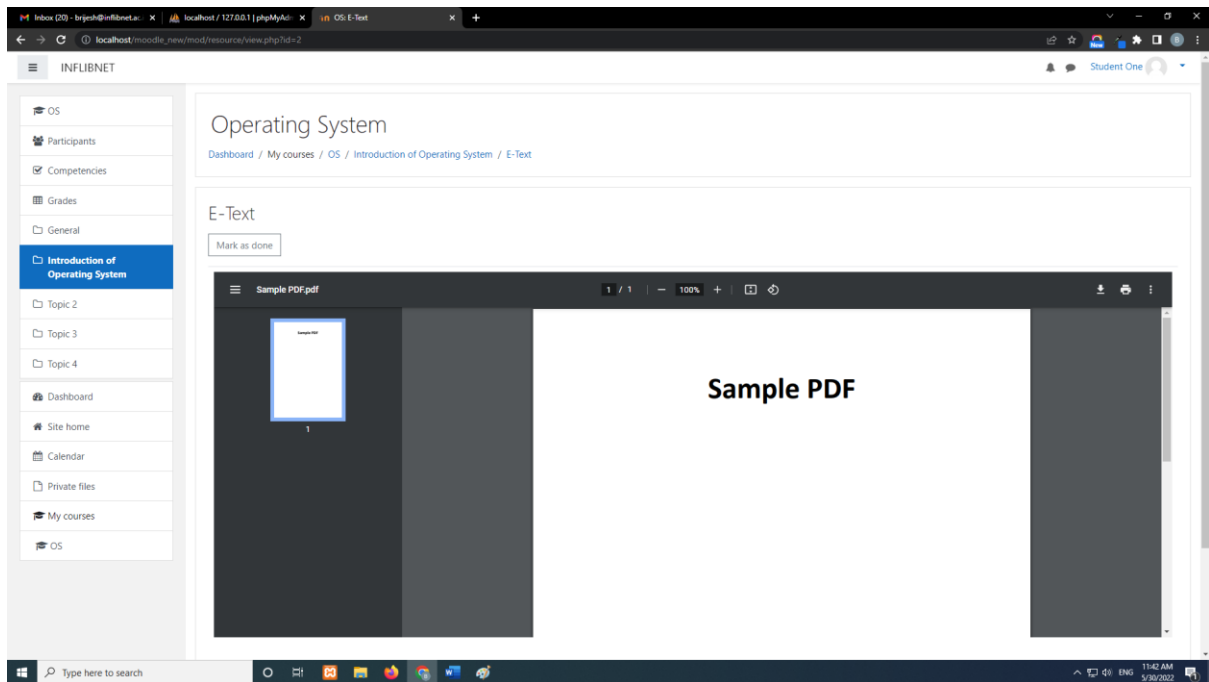
- You can see the course details and activities.



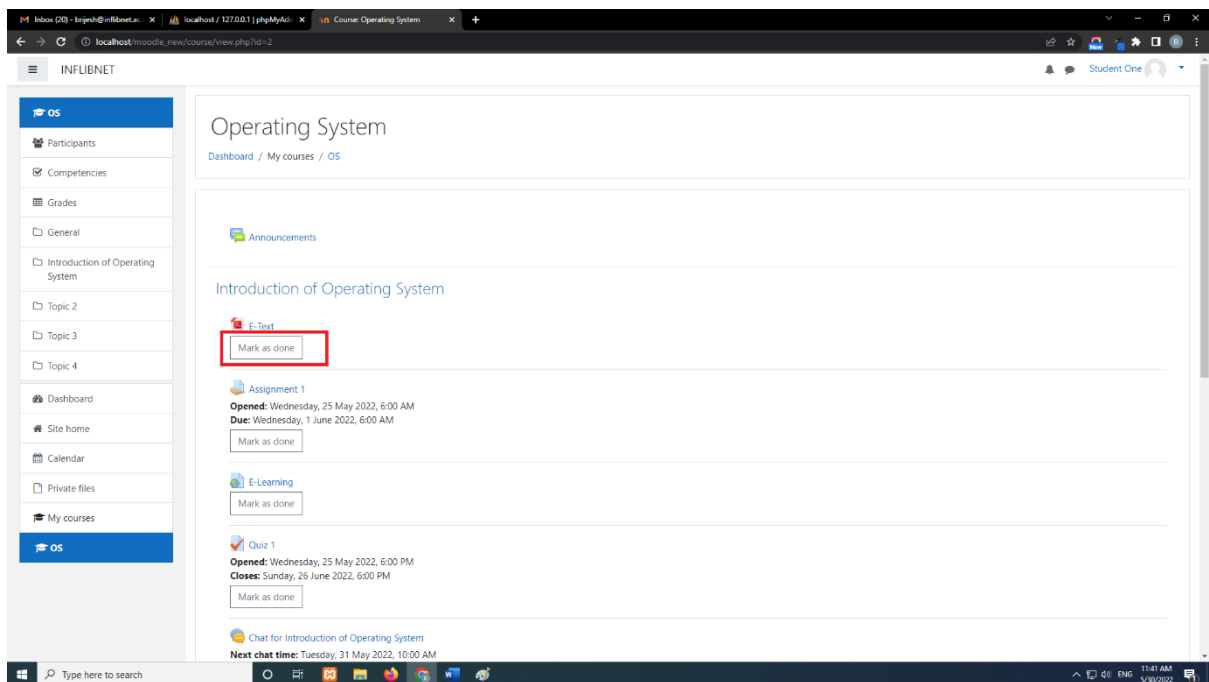
Access text/document file

- Click on the file title name, file will be open.





- After reading the file you can mark activity using click on the “Mark as done” button.

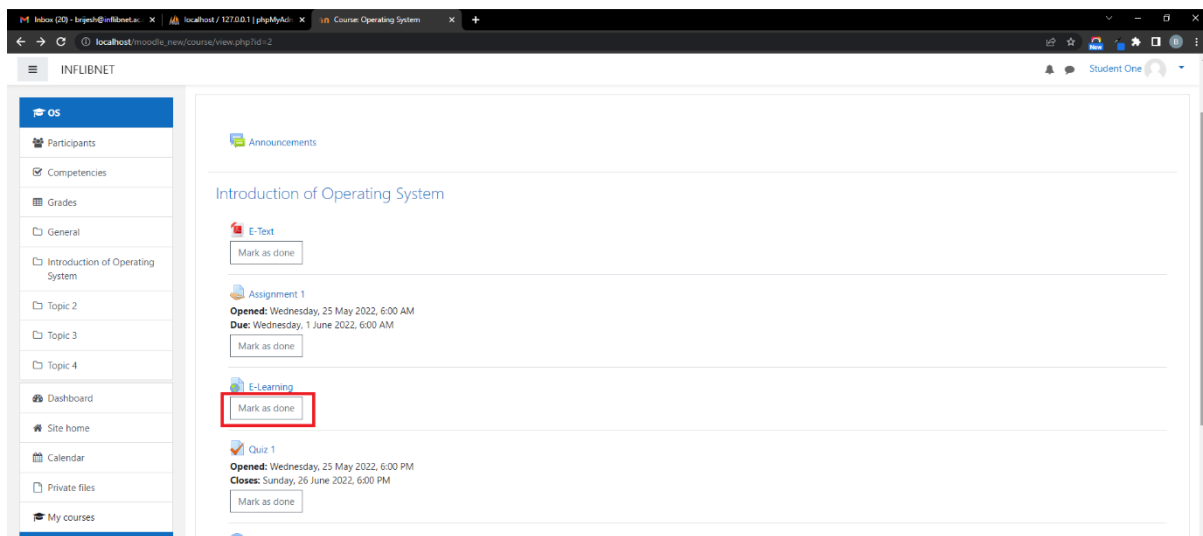


Access Video file

- Click on the video title name, and video will be open.

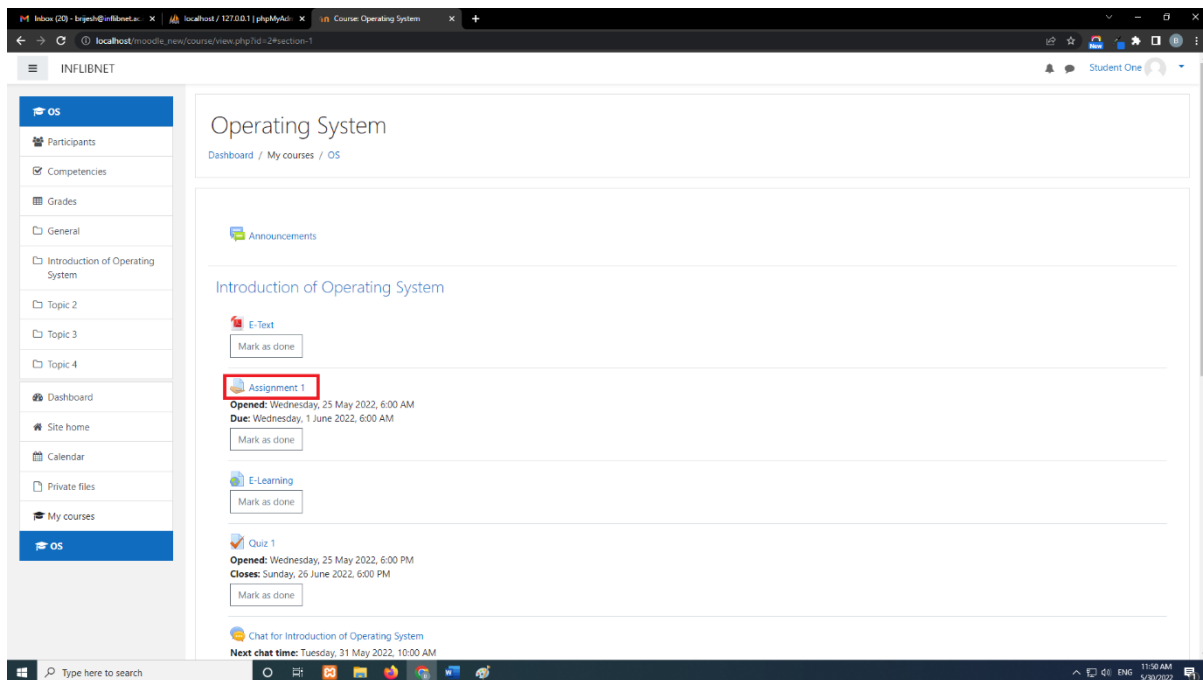
The image consists of two screenshots of a Moodle LMS interface. The top screenshot shows the 'Introduction of Operating System' course page. The left sidebar contains a menu with items like 'OS', 'Participants', 'Competencies', 'Grades', 'General', 'Introduction of Operating System', 'Topic 2', 'Topic 3', 'Topic 4', 'Dashboard', 'Site home', 'Calendar', 'Private files', and 'My courses'. The main content area shows a list of activities: 'Announcements', 'E-Text', 'Assignment 1', 'E-Learning' (highlighted with a red box), and 'Quiz 1'. The 'E-Learning' activity has a 'Mark as done' button. The bottom screenshot shows the 'E-Learning' activity page. The left sidebar is similar, but 'Introduction of Operating System' is highlighted. The main content area shows a video player with a 'Mark as done' button. The video player has a 'Fullscreen' button and a 'Jump to...' field. The bottom of the page shows a login status bar: 'You are logged in as Student One (Log out)', 'Reset user tour on this page', 'OS', and 'Data retention summary'.

- After watching the video, you can mark activity using click on the “Mark as done” button.

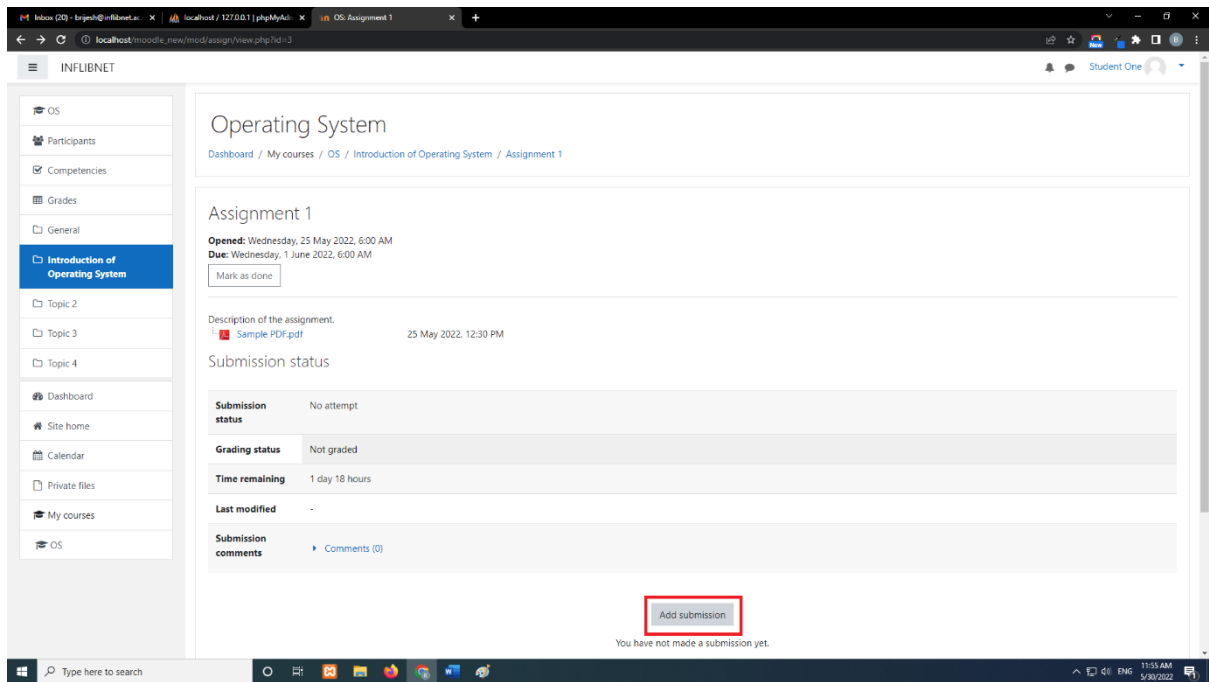


How to submit Assignment

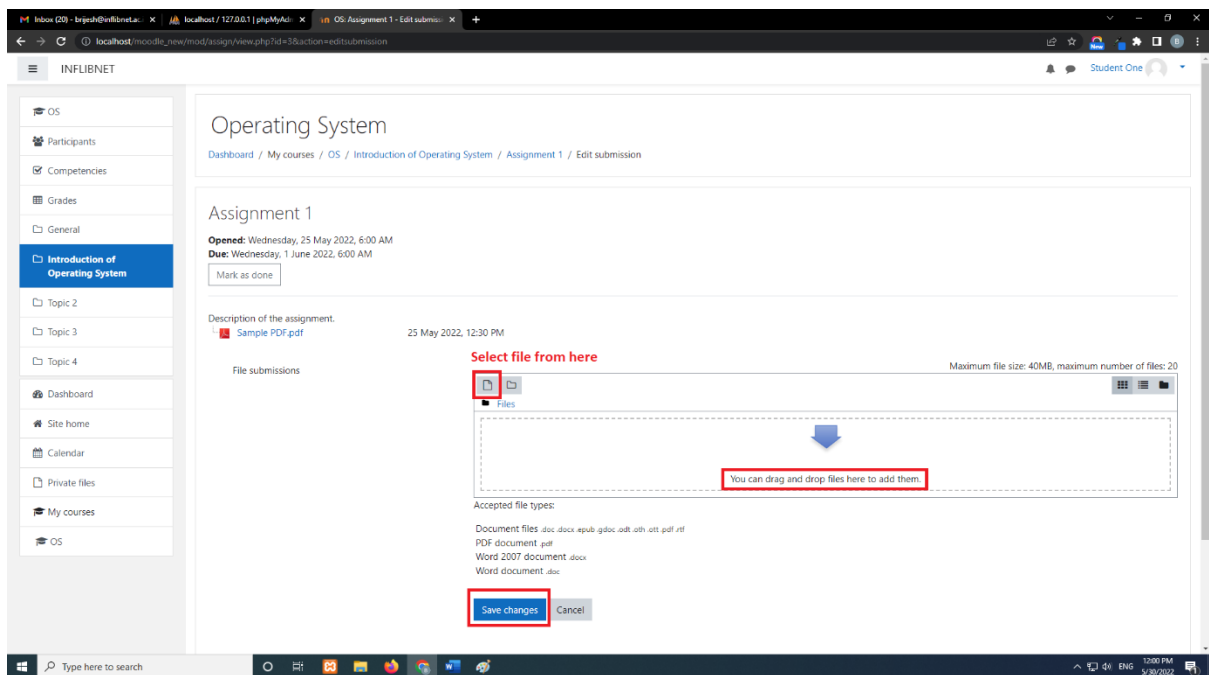
- Click on the assignment title. Below assignment title you can see the open and due date and time of the assignment

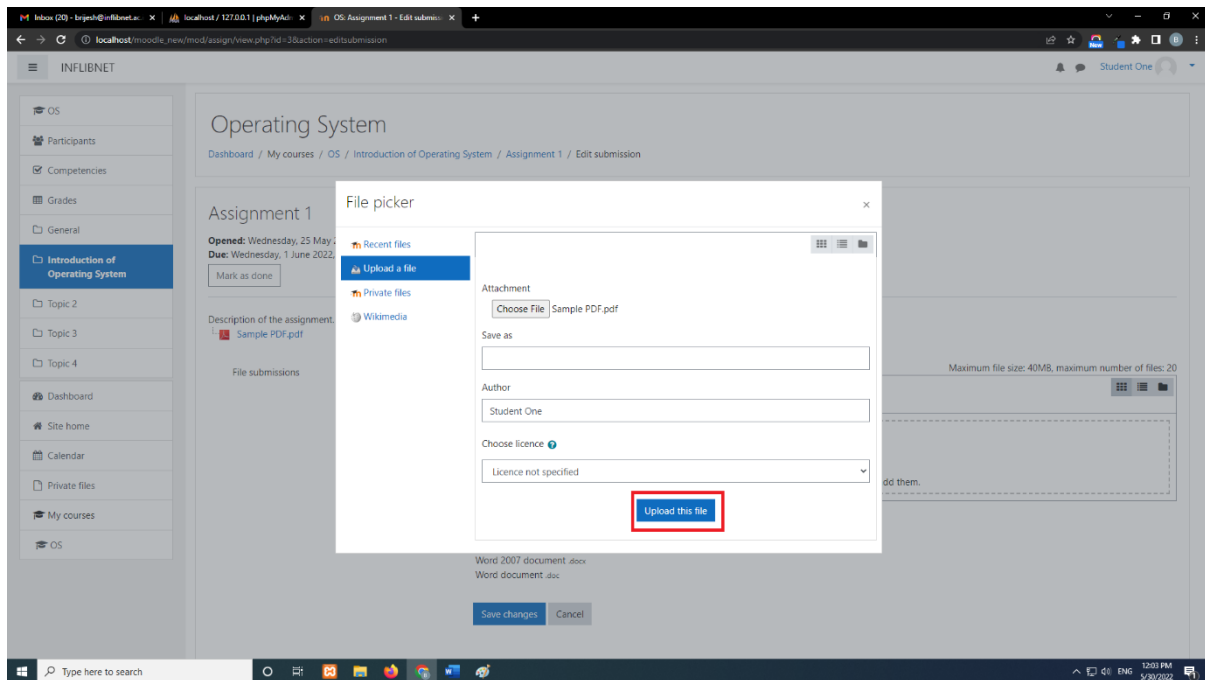


- After that you can see the below screen and information regarding assignment like description, file, open and due date, submission status, grading status, time remaining, last modified, submission comment, etc.
- Then click on the “Add submission” button.

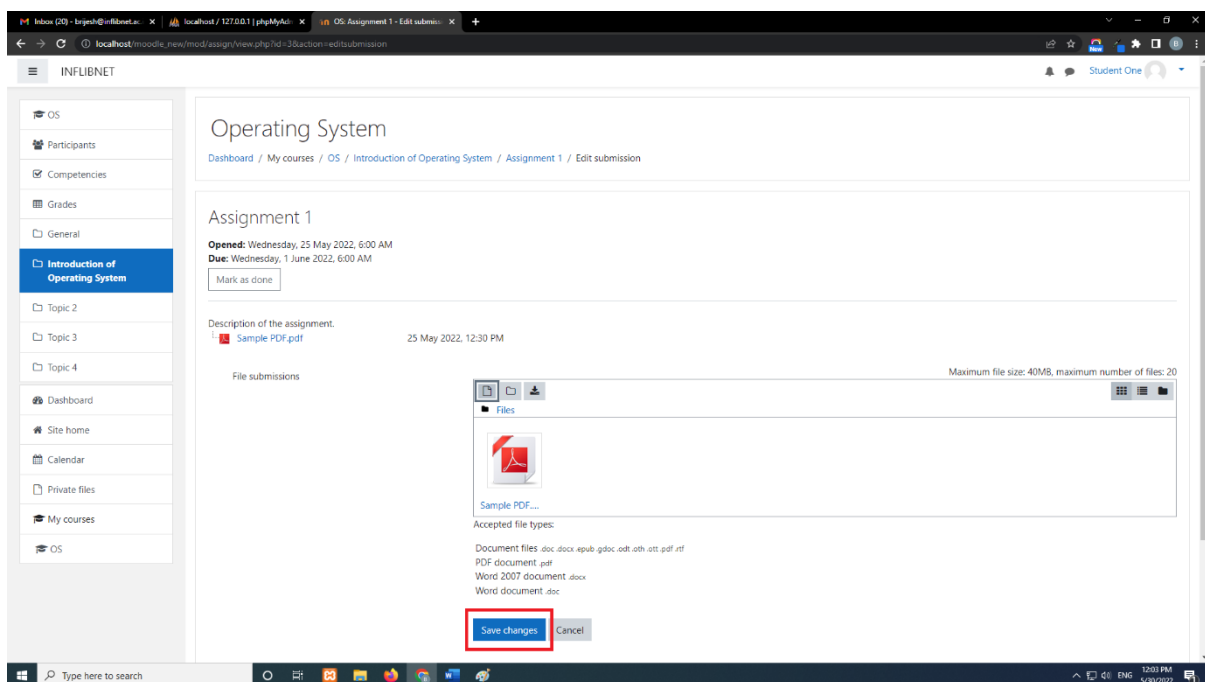


- After that you can see the file submission screen. (If assignment submission mode is file submission then it will open file submit option, if mode is online submission, then it will open text area for typing the assignment text).
- You can also see the which type of file accepted at the time of submission.

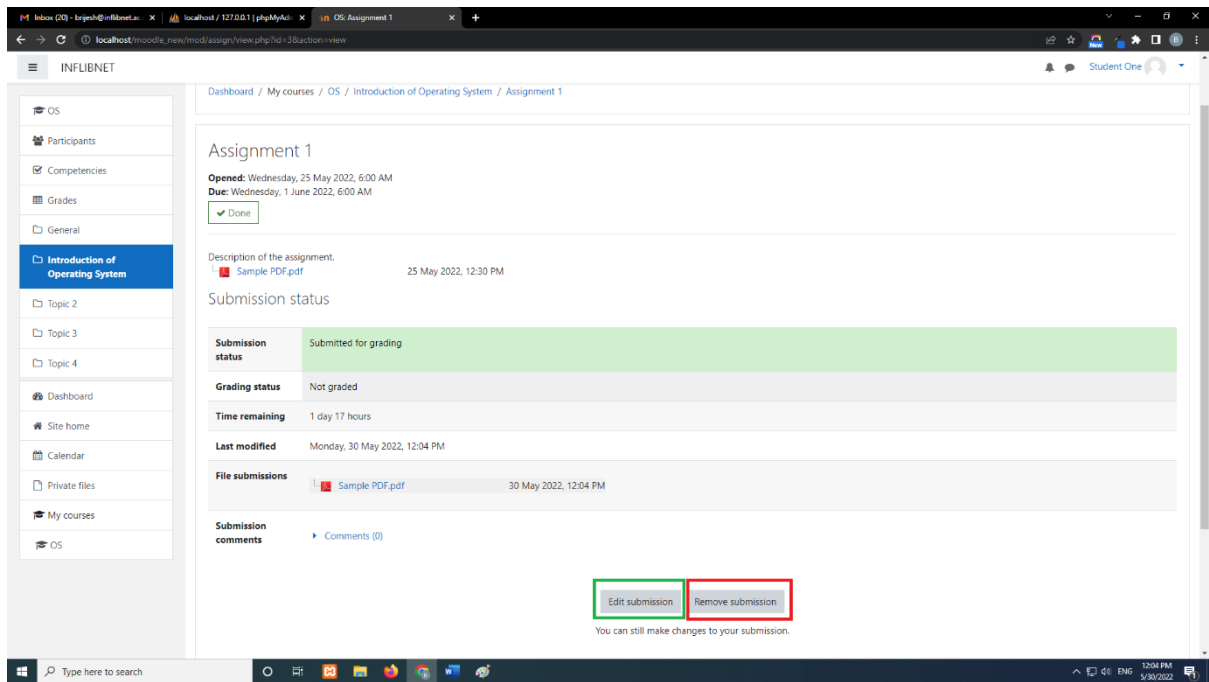




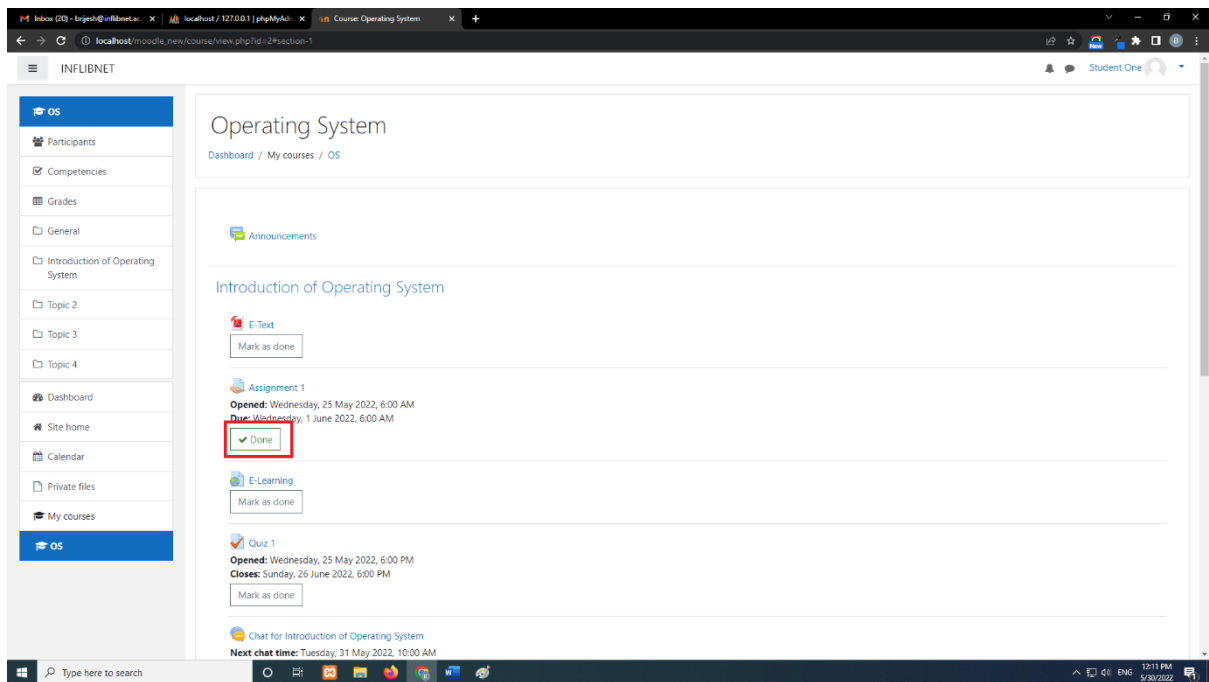
- Then click on the “Save changes” button.



- You can see the status is updated and if you want to edit submission before due date then click on the “Edit submission” button. If you want to remove then click on the “Remove submission” button.

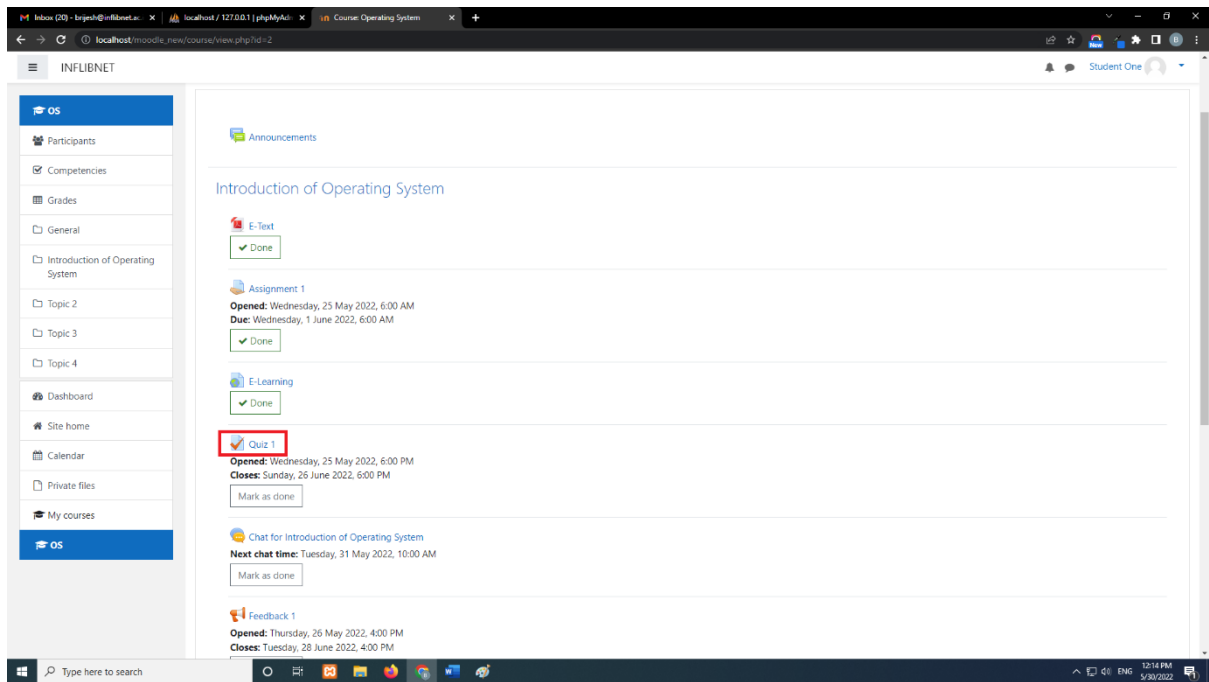


- After grading by the faculty, you can see the grade here.
- After submitting the assignment, you can see the activity status change “Mark as done” to “Done” automatically.

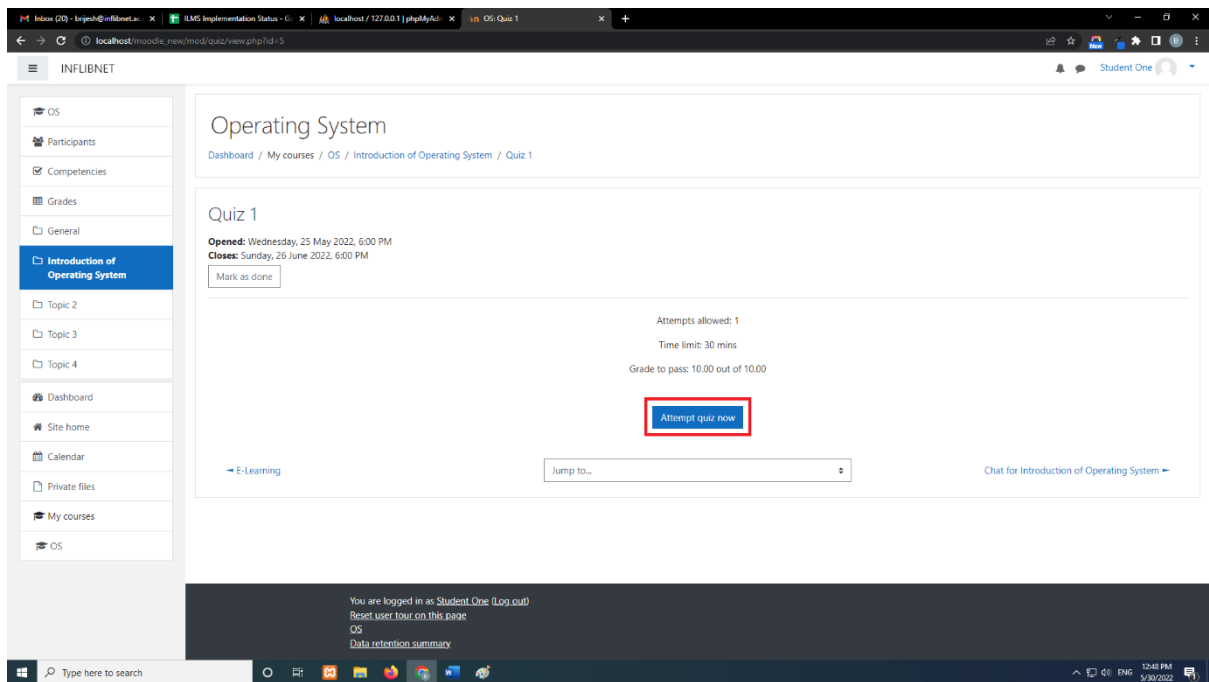


How to attempt Quiz

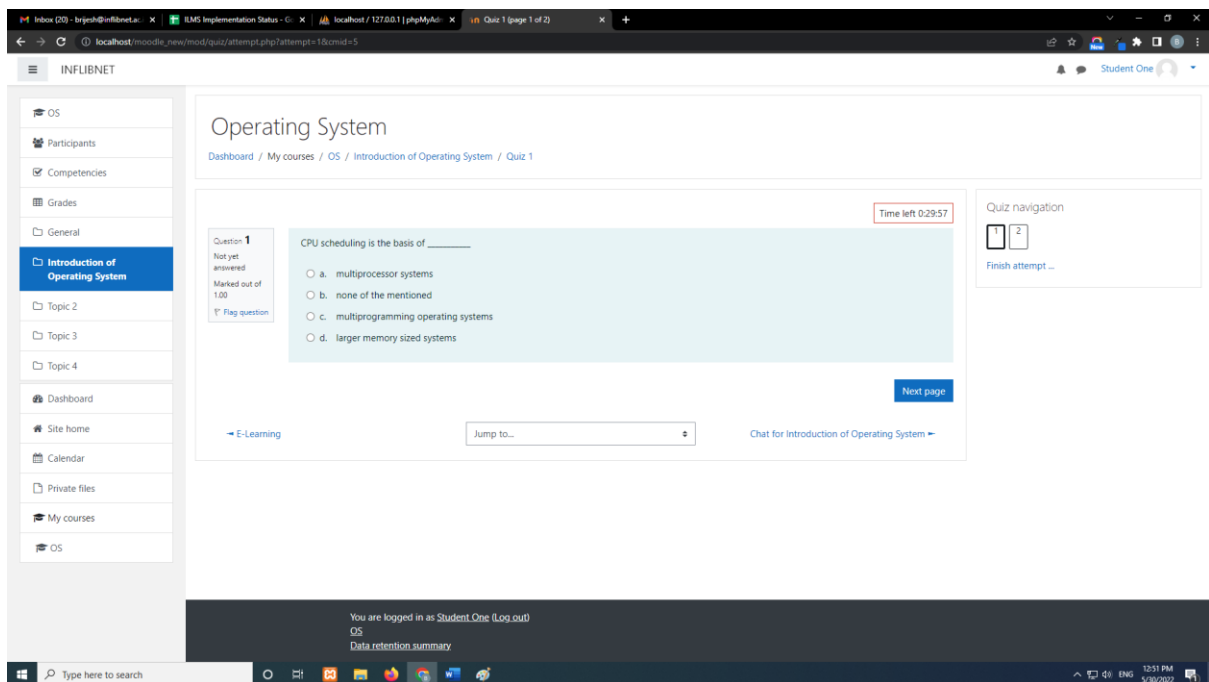
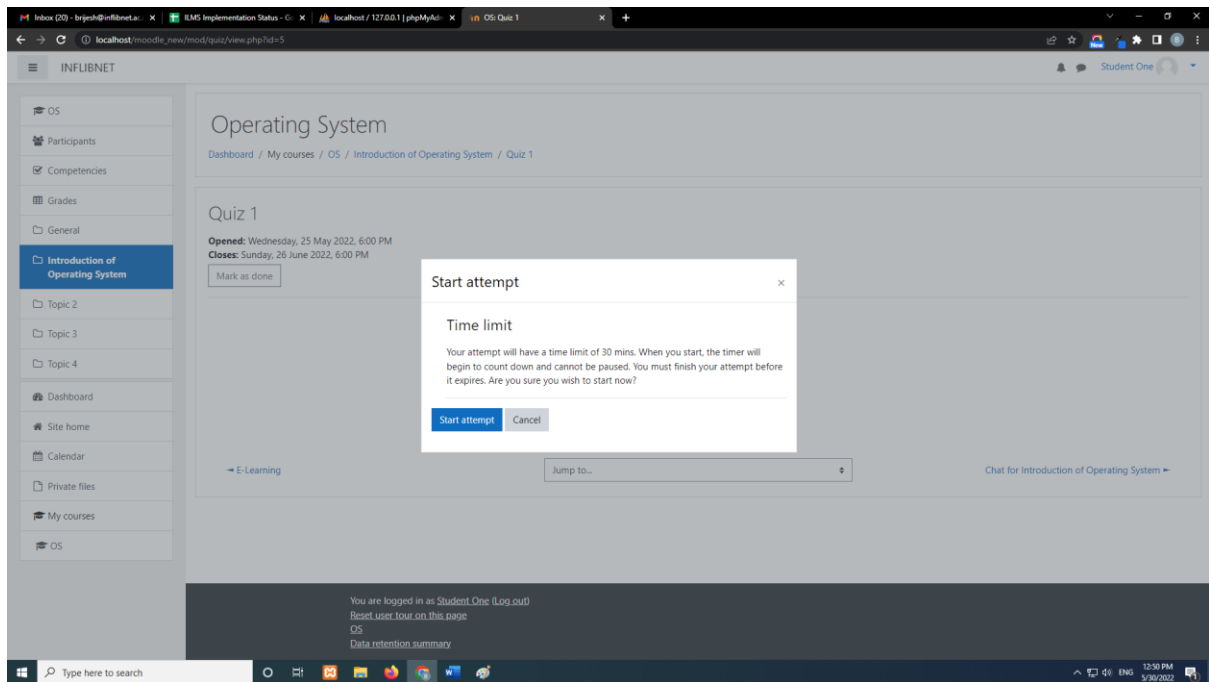
- Click on the quiz title. Below quiz title you can see the open and close date and time of the quiz.



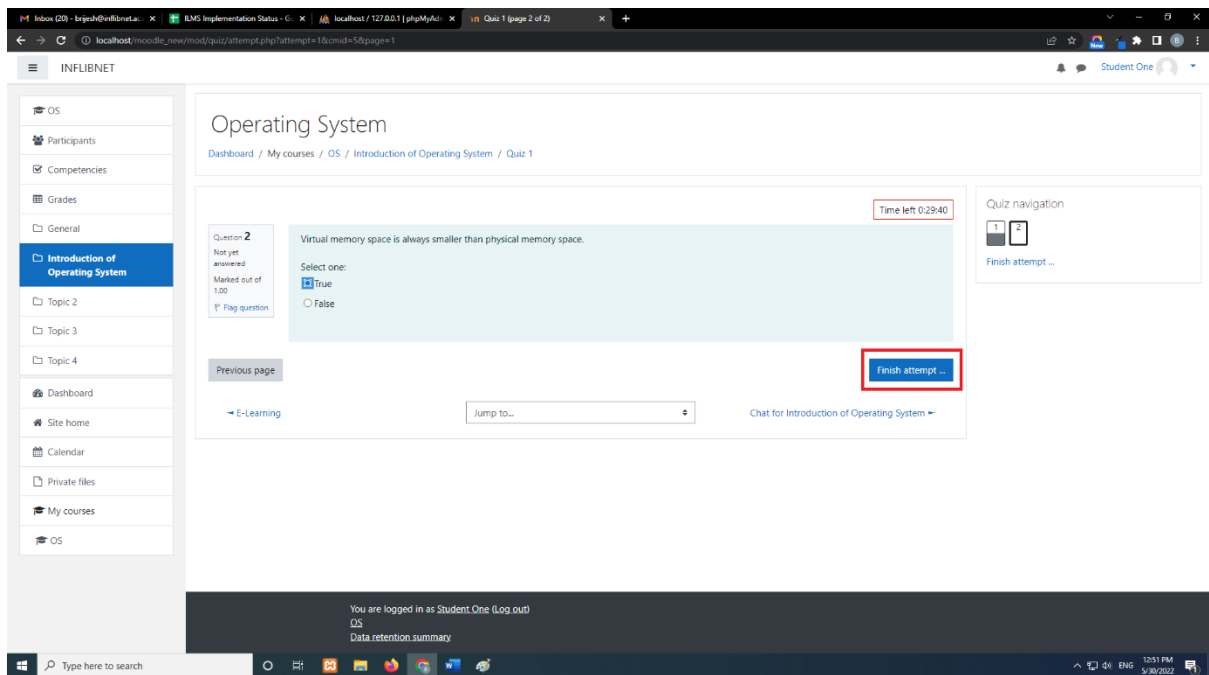
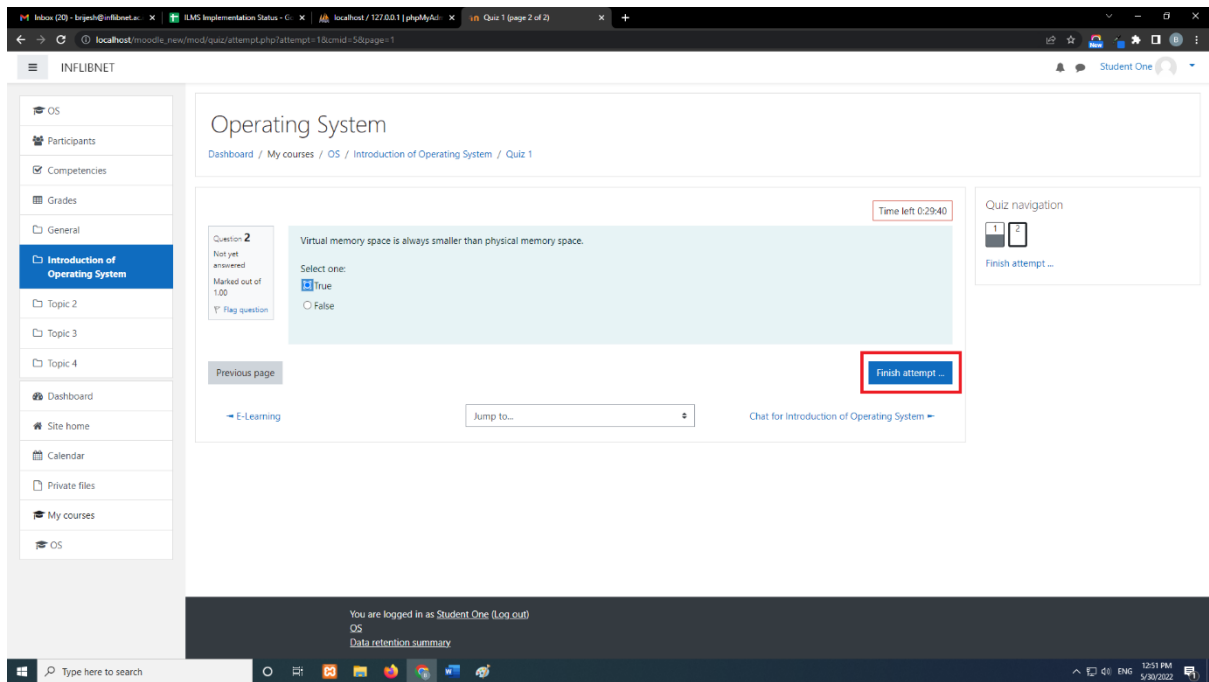
- You can see the below screen with details like, open/close date and time, attempt allowed, time limit, grade to pass, etc.
- Click on the “Attempt quiz now” button.



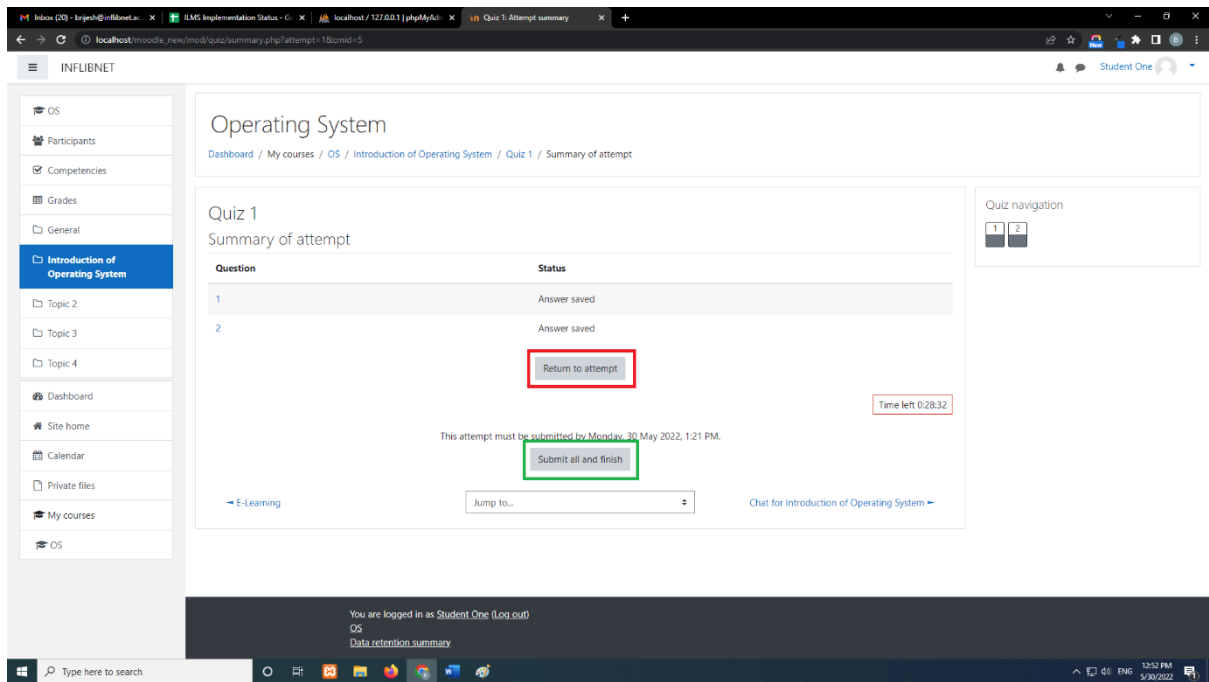
- Click on “Start attempt” button.



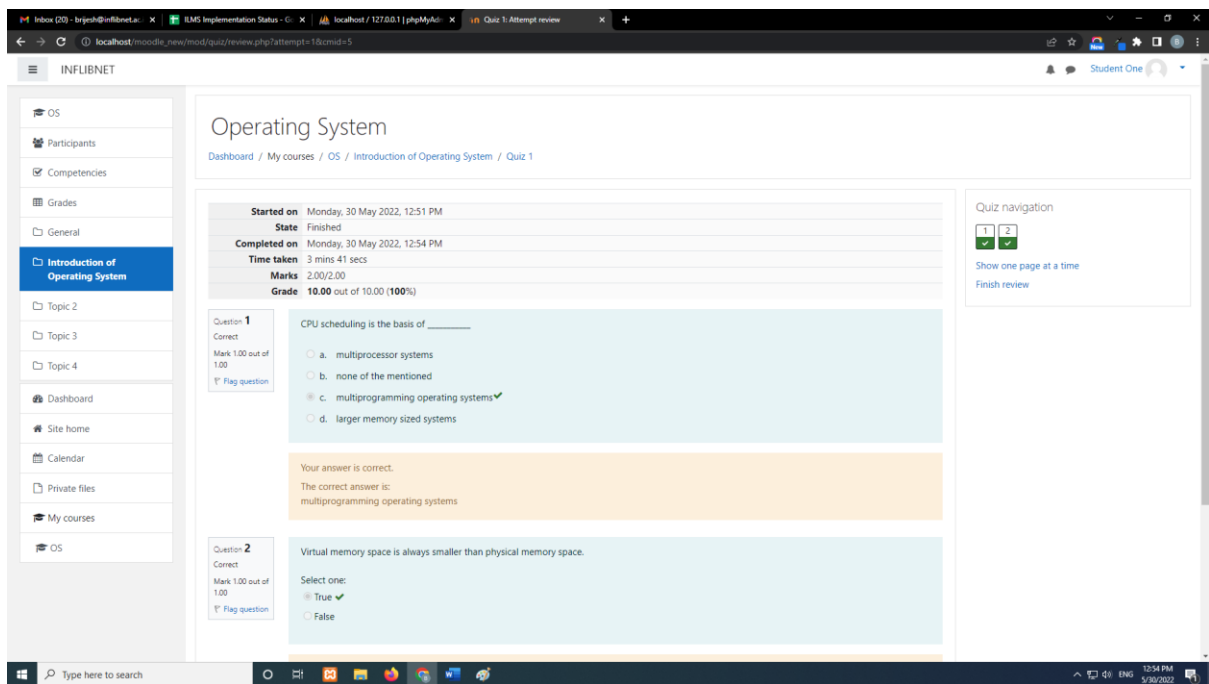
- After attempt all the question click on the “Finish attempt” button.



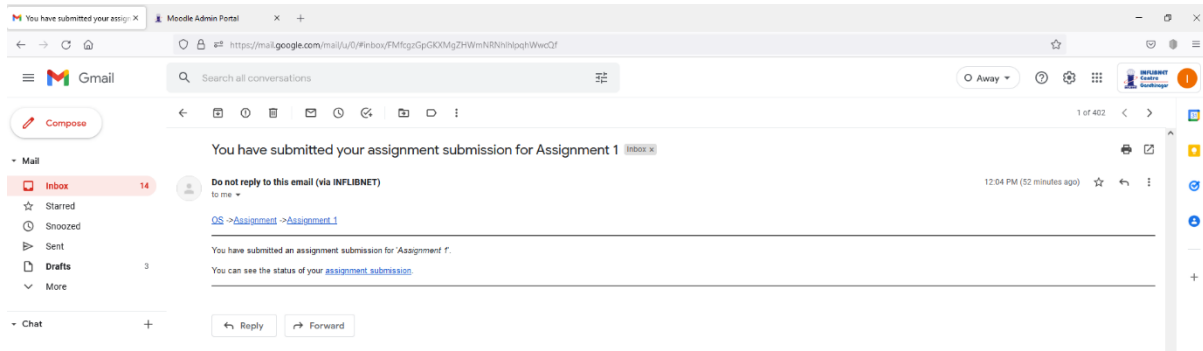
- If you want to return to attempt quiz before final submission then click on the “Return to attempt button”.
- If you want to final submit your quiz then click on the “Submit all and finish” button.



- After final submit you can see the result with grade details.

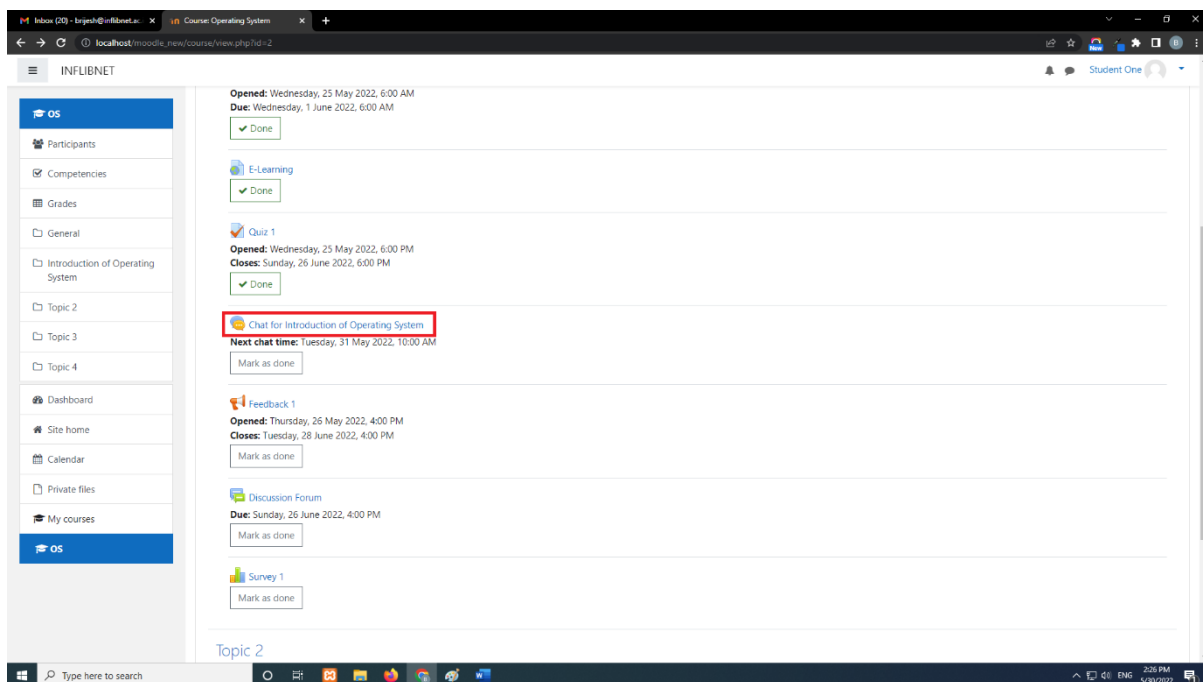


- After final quiz submission student receive one email regarding quiz submission.

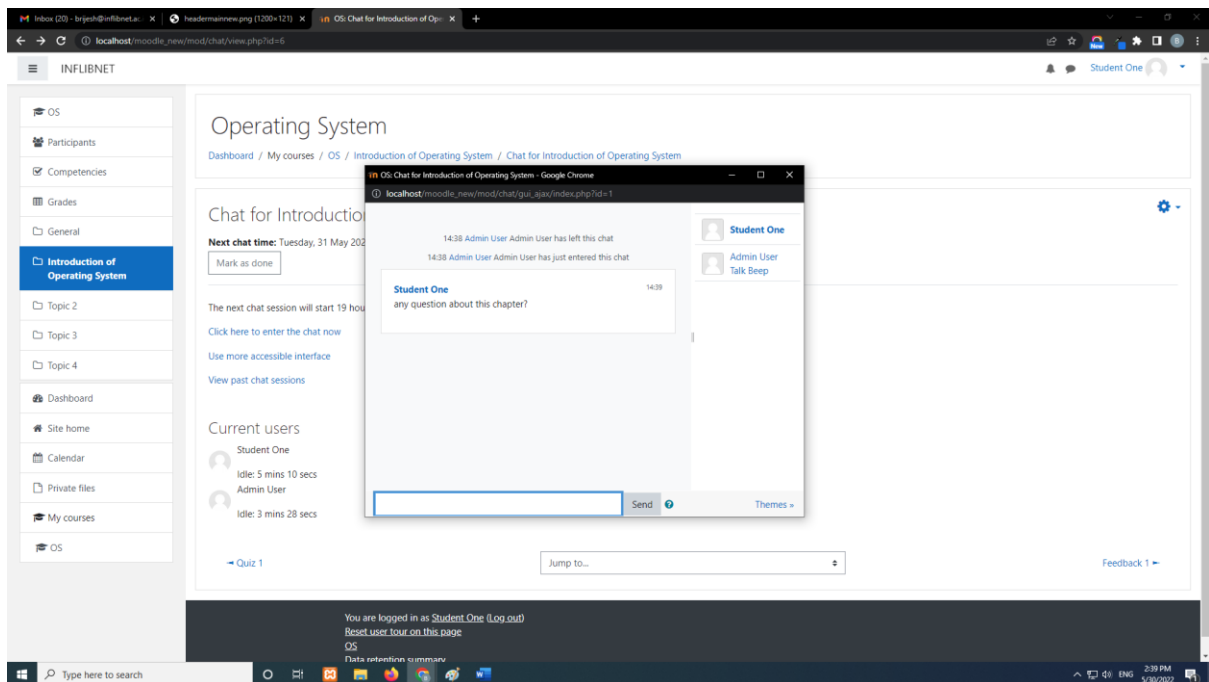
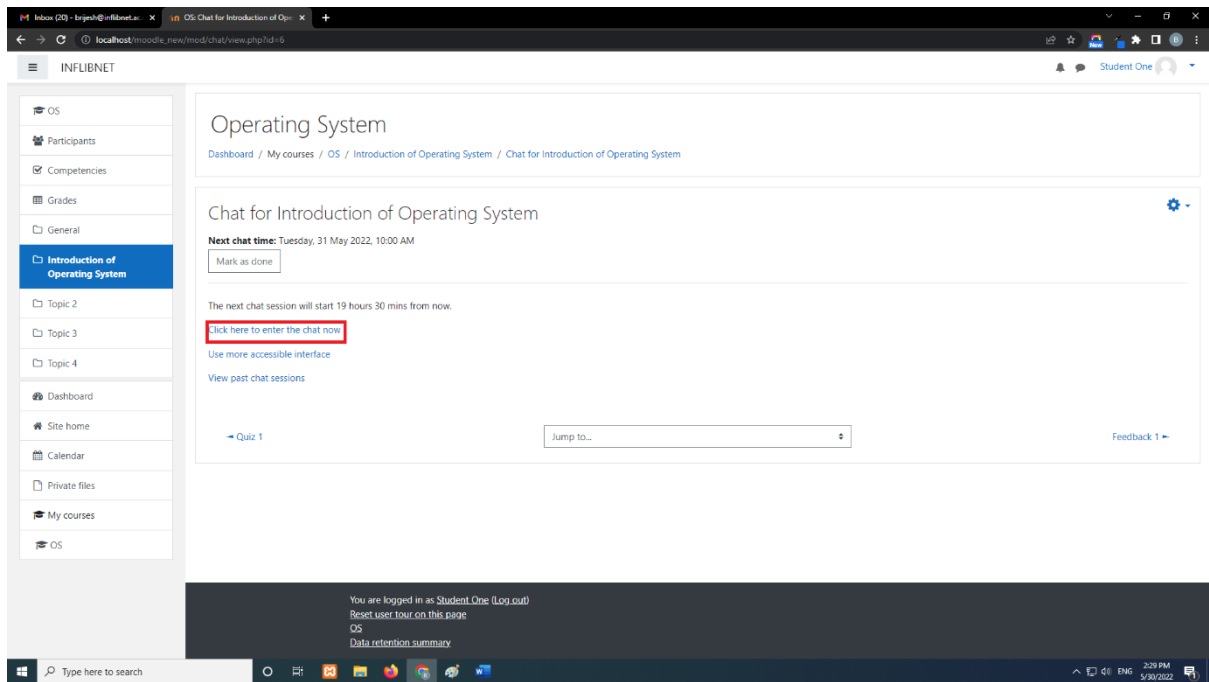


How to chat with faculty

- Click on the chat title. Below chat title you can see the next chat date and time.



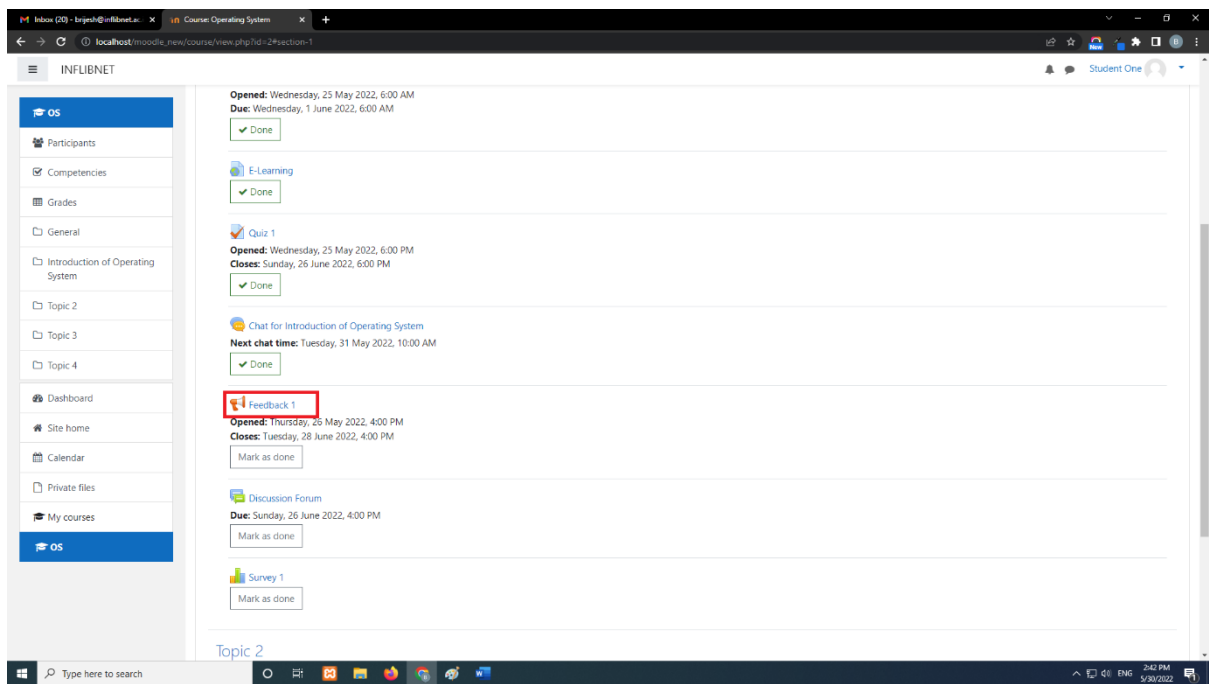
- After that you can see the below screen. Then click on the “Click here to enter the chat now” link. It will open new window for the chat, enter your message and press “Send” button.



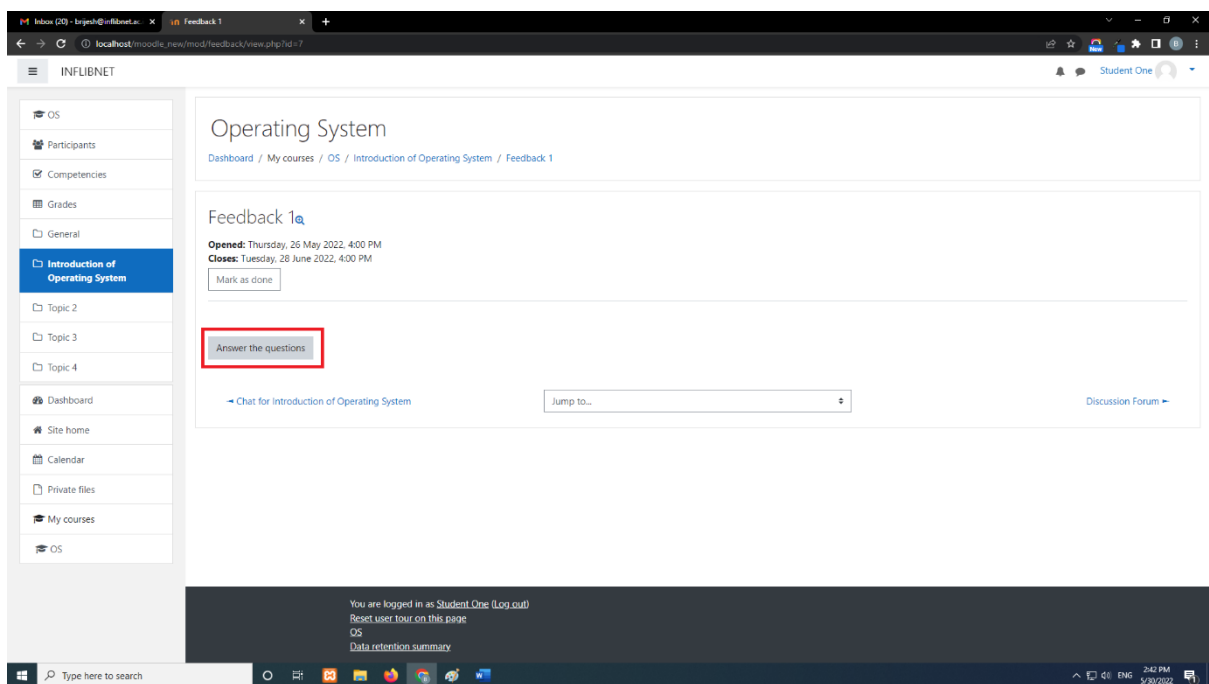
- You can also see the past session if enable from the admin site.

How to give feedback

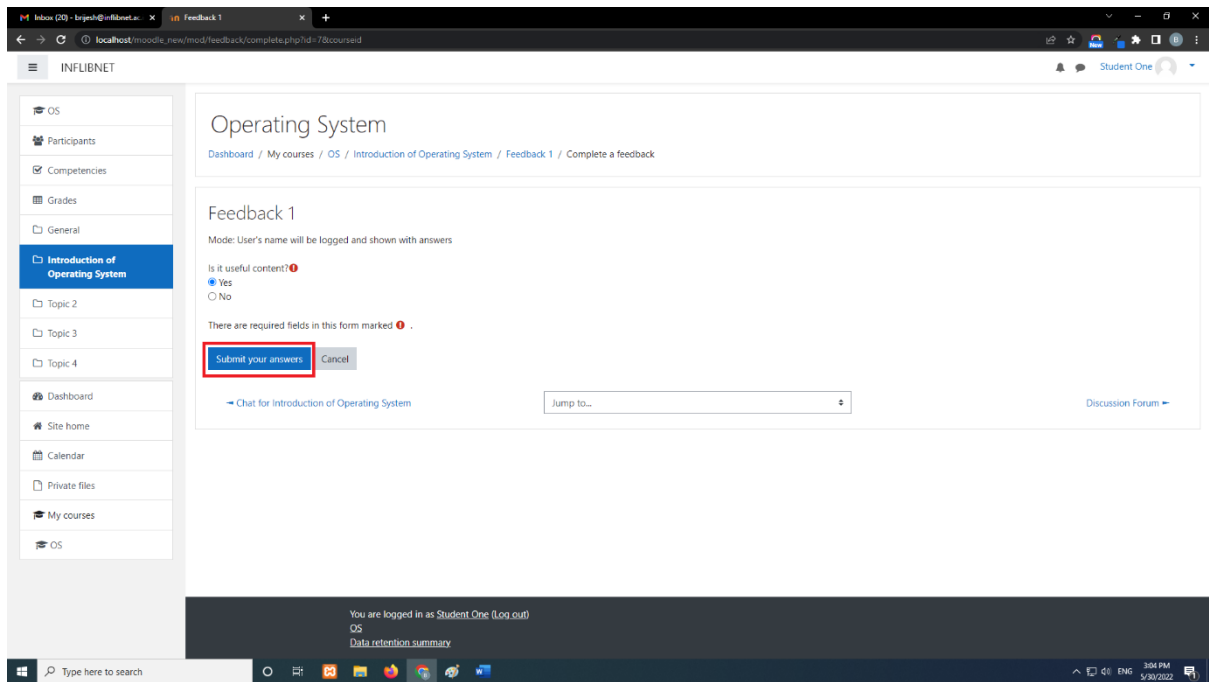
- Click on the feedback title. Below feedback title you can see the open and close date and time.



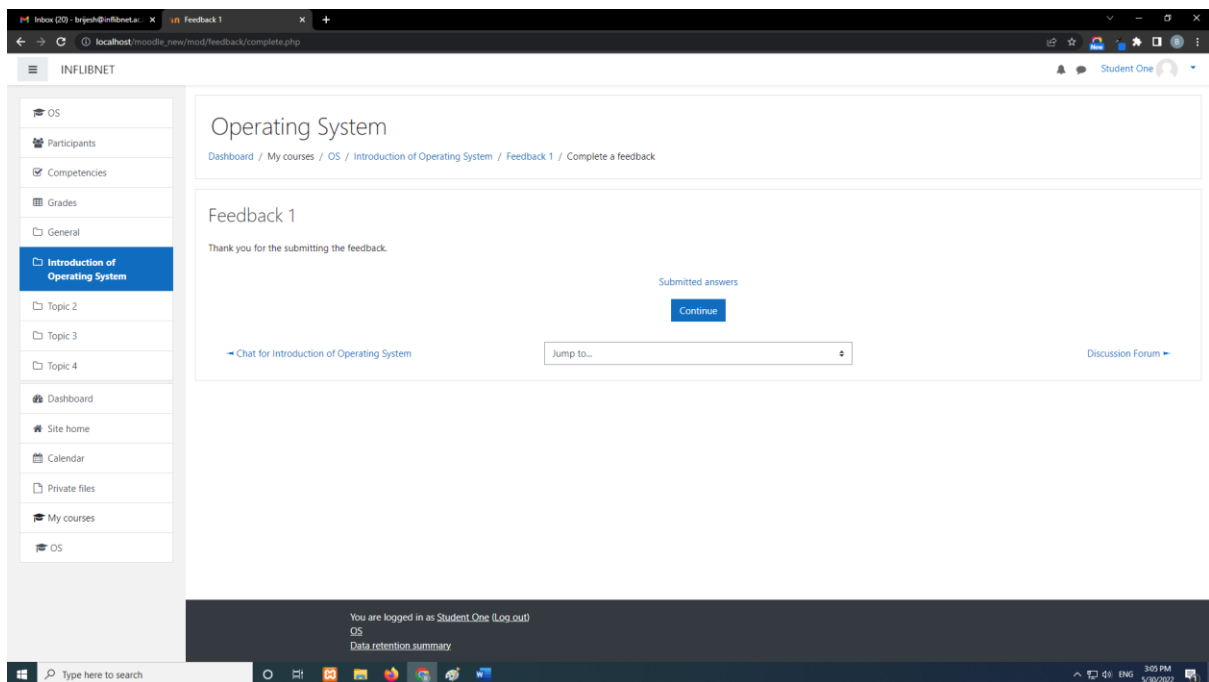
- Click on the “Answer the questions” button.



- You can see below screen. Here different type of question (like, short answer, multiple choice, true/false, etc) available based on the created by faculty.
- Select/type your answer and then click on the “Submit your answers” button.

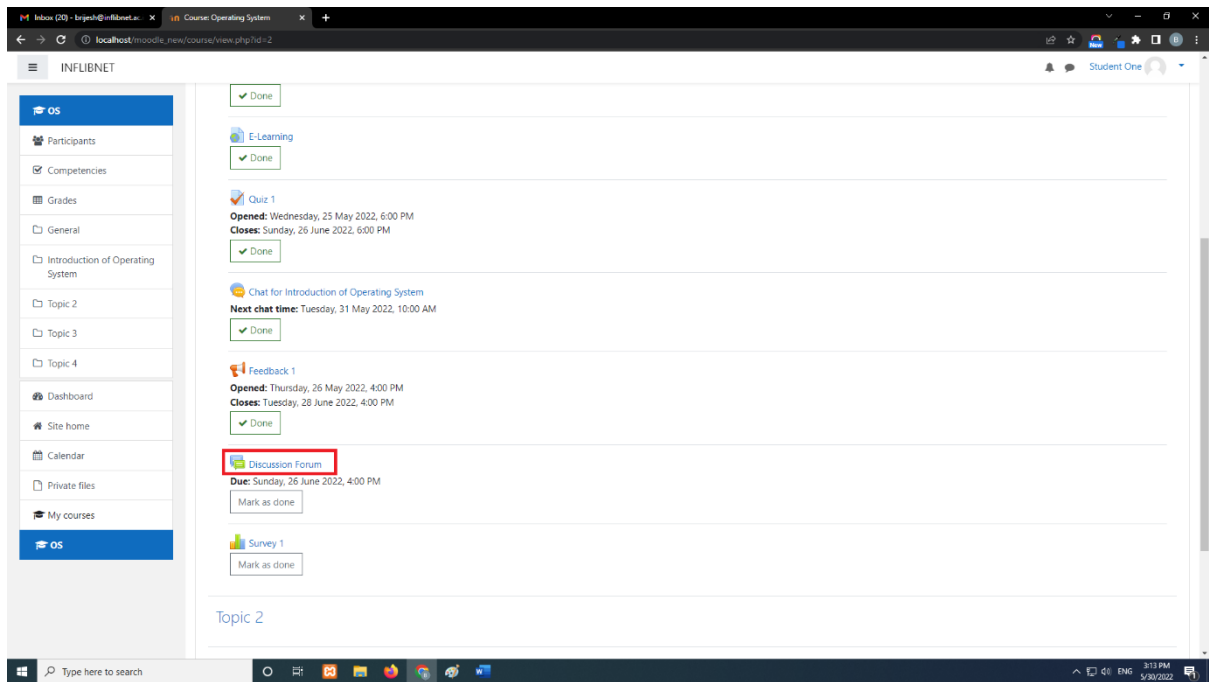


- Then click on the “continue” button.

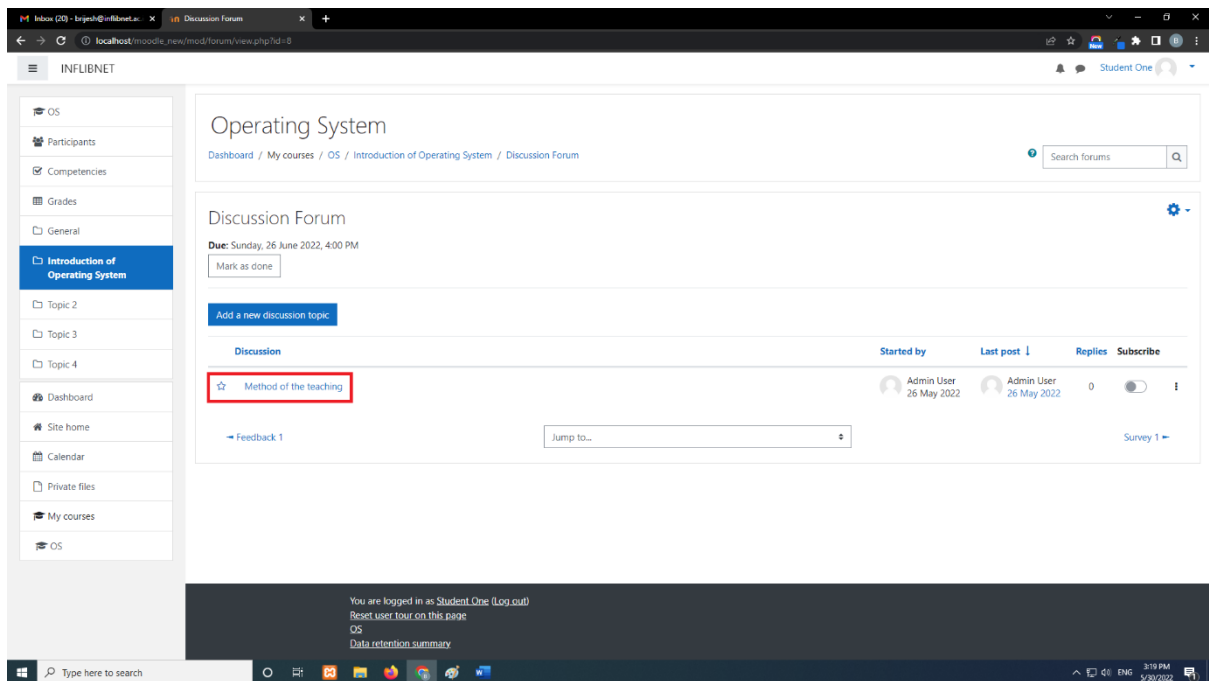


How to attempt Discussion Forum

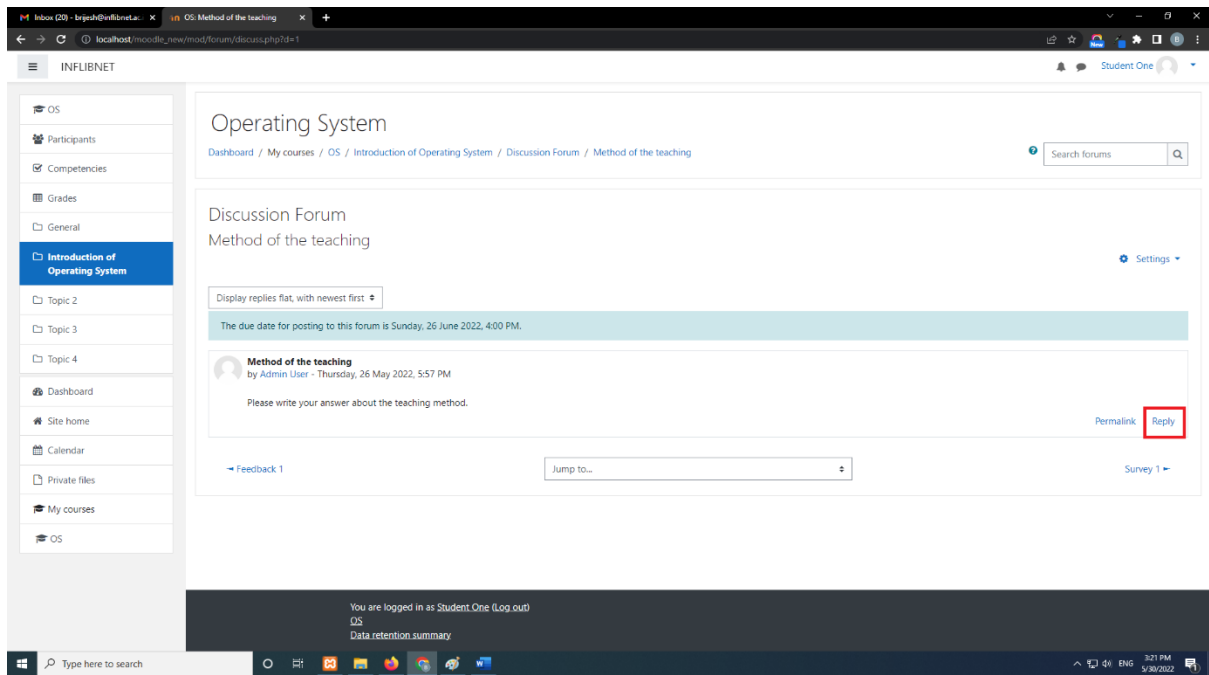
- Click on the forum title. Below forum title you can see the due date and time.



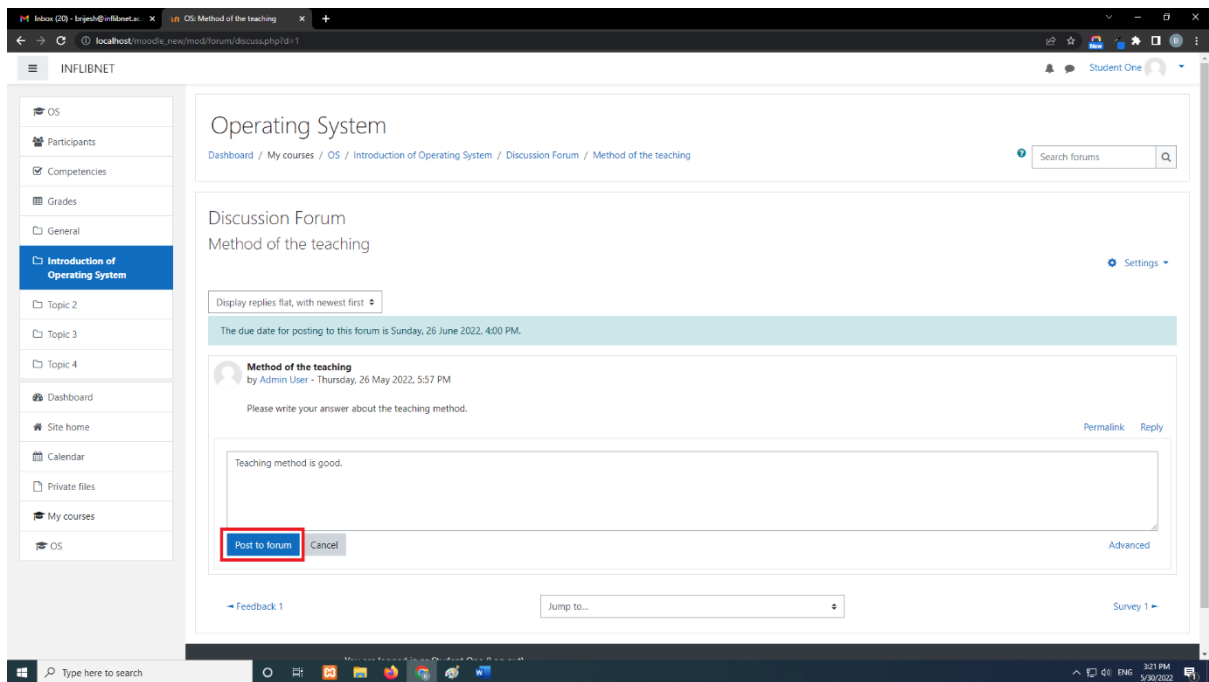
- After that you can see the created discussion topics or you can add new topics using click on the “Add a new discussion topic” button.



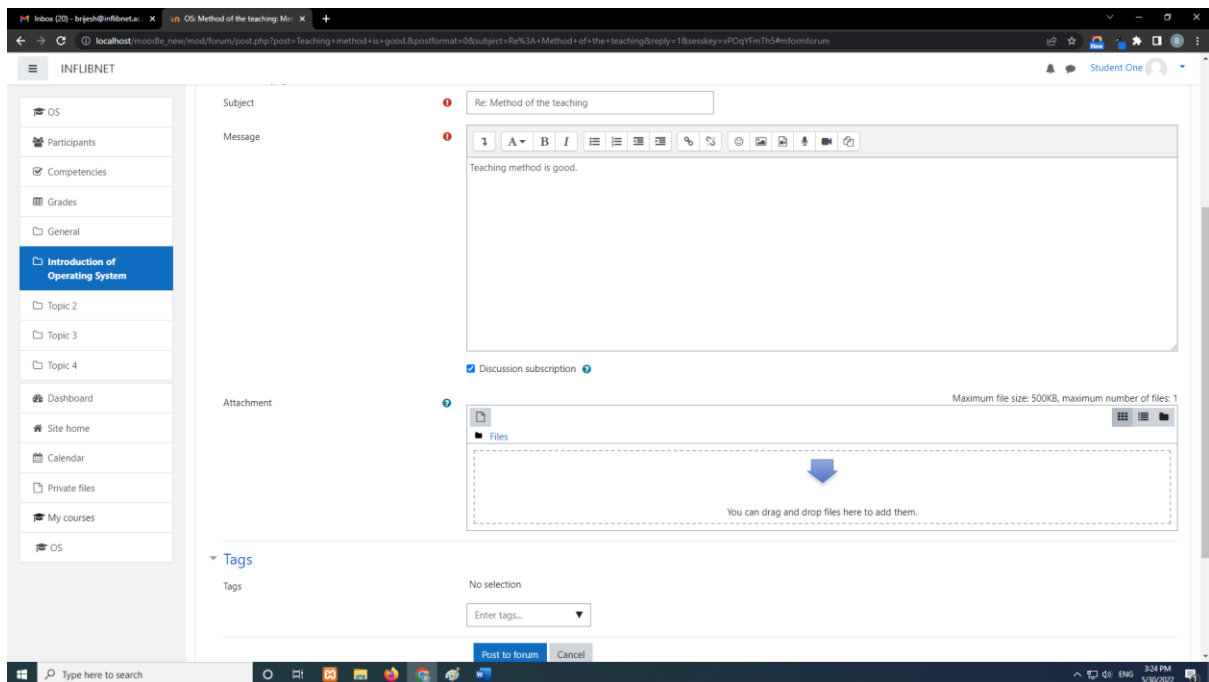
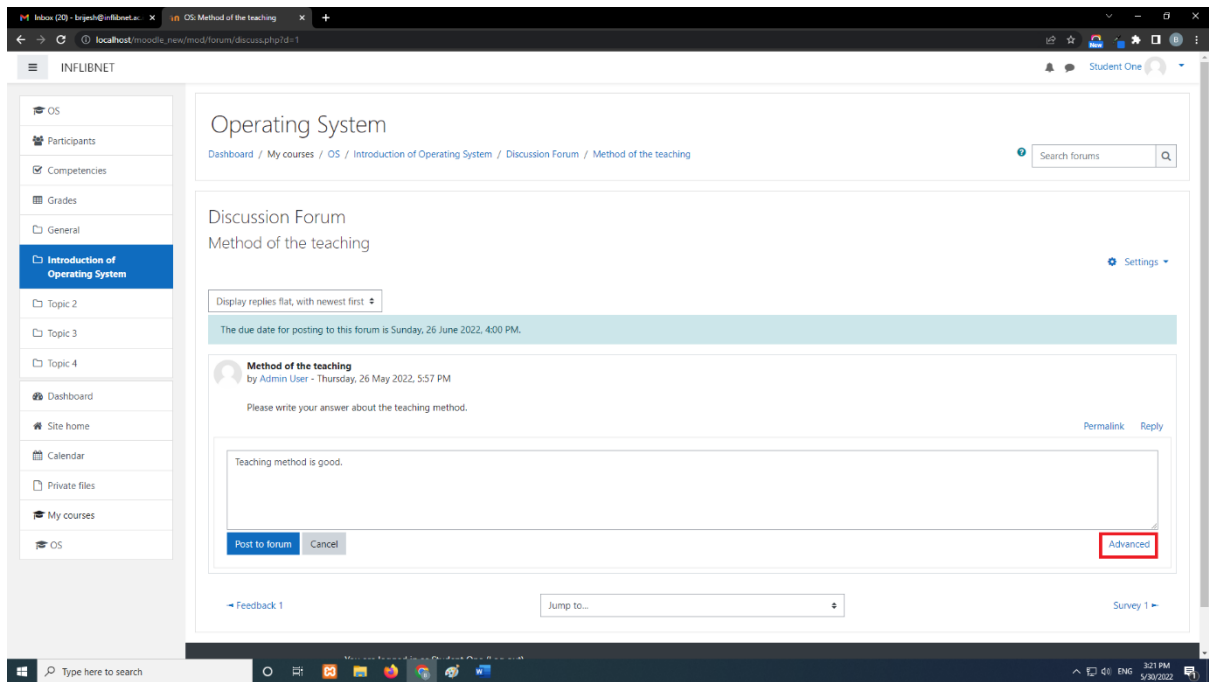
- Click on the “reply” link.



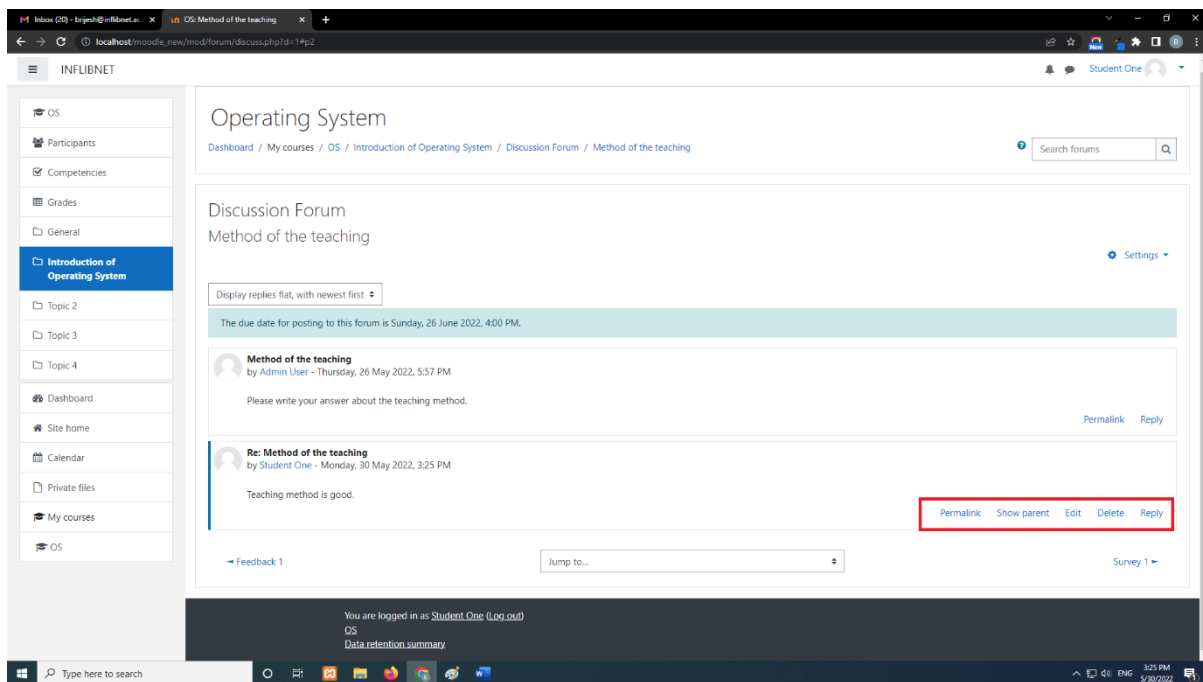
- Write your opinion/answer.



- If you want to attach file with your answer then click on the “advanced” link button.

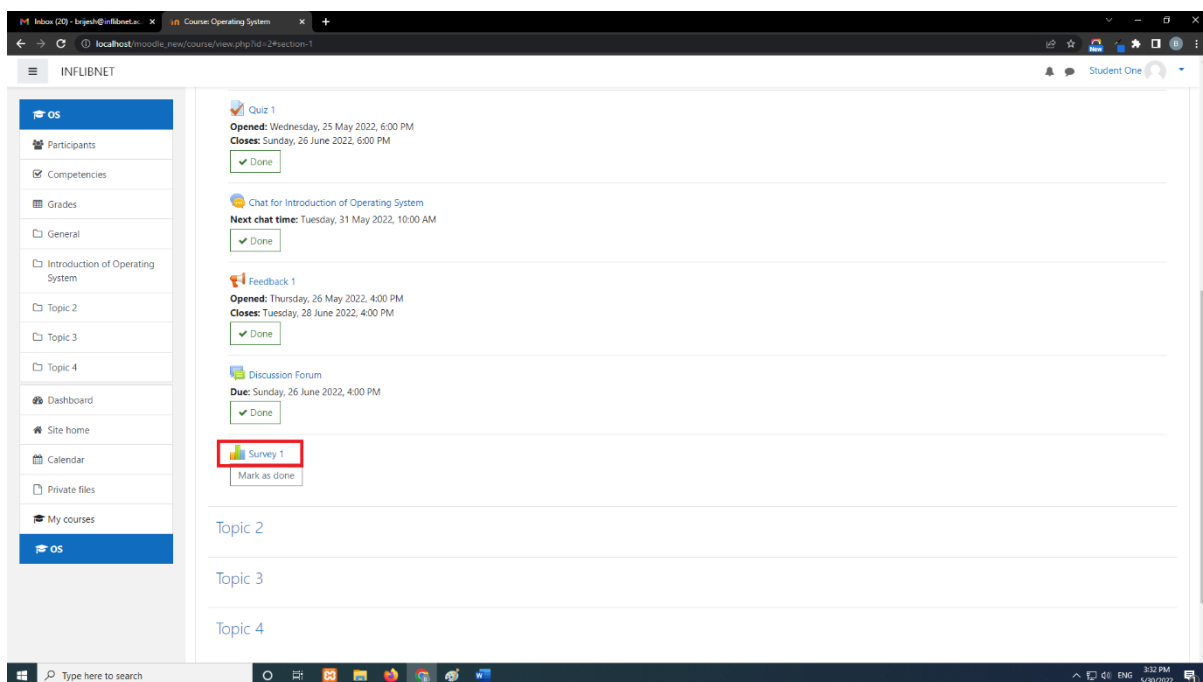


- Then click on the “Post to forum” button. After that you can see below screen. You can edit, delete, reply, show parent to your posted replay.



How to attempt survey

- Click on the survey title.



- You can see the below screen. Survey question and type can be different based on the created by the faculty/admin.
- Select/enter your answer based on the questions.

Survey 1

Mark as done

The purpose of this questionnaire is to help us understand how well the online delivery of this unit enabled you to learn. Each couple of the 24 statements below asks you to compare your **preferred** (ideal) and **actual** experience in this unit. There are no 'right' or 'wrong' answers; we are interested only in your opinion. Please be assured that your responses will be treated with a high degree of confidentiality, and will not affect your assessment. Your carefully considered responses will help us improve the way this unit is presented online in the future. Thanks very much.

All questions are required and must be answered.

Relevance

Responses	Not yet answered	Almost never	Seldom	Sometimes	Often	Almost always
In this online unit...						
1 I prefer that my learning focuses on issues that interest me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2 I found that my learning focuses on issues that interest me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 I prefer that what I learn is important for my professional practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4 I found that what I learn is important for my professional practice.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 I prefer that I learn how to improve my professional practice.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 I found that I learn how to improve my professional practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 I prefer that what I learn connects well with my professional practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
8 I found that what I learn connects well with my professional practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Reflective thinking

Responses	Not yet answered	Almost never	Seldom	Sometimes	Often	Almost always
In this online unit...						
9 I prefer that I think critically about how I learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
10 I found that I think critically about how I learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
11 I prefer that I think critically about my own ideas.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

40 I found that other students empathise with my struggle to learn.

Responses	Not yet answered	Almost never	Seldom	Sometimes	Often	Almost always
41 I prefer that I make good sense of other students' messages.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
42 I found that I make good sense of other students' messages.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
43 I prefer that other students make good sense of my messages.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
44 I found that other students make good sense of my messages.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45 I prefer that I make good sense of the tutor's messages.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
46 I found that I make good sense of the tutor's messages.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
47 I prefer that the tutor makes good sense of my messages.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
48 I found that the tutor makes good sense of my messages.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

49 How long did this survey take you to complete?

4-5 min

50 Do you have any other comments?

[Click here to continue](#)

[Discussion Forum](#)

Jump to...

You are logged in as Student One (Log out)
[Reset user tour on this page](#)
[OS](#)
[Data retention summary](#)

- Then click on the "Click here to continue" button. and then click on the "Continue" button.

Index (20) - brjosh@inflibnet.ac...Survey saved

localhost/moodle_new/mod/survey/view.php

INFLIBNET

Student One

OS

Participants

Competencies

Grades

General

Introduction of Operating System

Topic 2

Topic 3

Topic 4

Dashboard

Site home

Calendar

Private files

My courses

OS

Operating System

Dashboard / My courses / OS / Introduction of Operating System / Survey 1

Survey 1

Thanks for answering this survey, Student

Continue

Discussion Forum

Jump to...

You are logged in as Student One (Log out)

OS

Data retention summary

Type here to search

3:39 PM 5/30/2022