Spoken Tutorial

**IIT Bombay
Invites Teachers and System Administrators
for**

One day workshop on
Moodle Learning Management System

IIT Bombay

About **Moodle**: Moodle is a **L**earning **M**anagement **S**ystem (**LMS** in short) which helps teachers and educators create online courses for more adaptive and customized learning.

Date, Time and Venue
Date: 15 March 2019, Friday
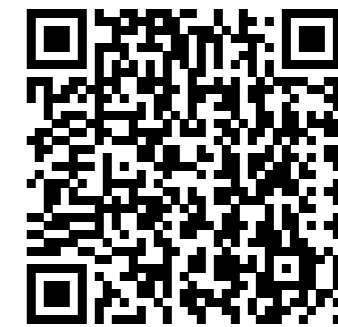**Time:** 9:30 am to 6:00 pm
Venue: 106 Remote Centres

Contact Details
Email ID: eoutreach@cse.iitb.ac.in
Contact no.: 022-2576-4989

Registration Link

www.it.iitb.ac.in/nmeict

Scan to Register

Last date for registration: 14 March 2019, (12:30 pm)
Registration amount: Rs.100/- (Course fee to IIT Bombay at the time of online registration.)
At Remote Center amount: Rs.400/- (Cost of organising the workshop, lunch and coffee/tea.)

Introduction

IIT Bombay has conducted many large-scale teacher training workshops under the Train 10,000 Teachers (T10KT) programme, sponsored by the National Mission on Education through ICT (NMEICT), MHRD, Govt. of India, and trained over 2,00,000 teachers.

Another successful technology developed at IIT Bombay is Spoken Tutorial, using which about 50 lakh students have been trained on various ICT topics. The effectiveness of this method can be seen from the testimonials available here: https://spoken-tutorial.org/testimonials/media/?foss=70. The Spoken Tutorial project is also implemented successfully at IIT Bombay, with funding from NMEICT, MHRD.

It is now proposed to offer the highly effective Spoken Tutorial based ICT training to a large number of teachers, across the country, through the T10KT methodology, with **Moodle** training being taken up next. Moodle is a popular Free/Libre and Open Source 'Learning Management System' (LMS). Moodle is extremely useful to teachers to organise their course, interact with students through forums, organise quiz, do the grading, etc. It is very useful to teachers at all levels: from schools to colleges. It is also available free of cost.

The Moodle workshop is organised by the **T**eaching **L**earning **C**entre (ICT) at IIT Bombay, under the scheme of the 'Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching' (**PMMMNMTT**), MHRD, Govt. of India. As Spoken Tutorial method offers hands on practice, with 100% active learning, teachers who undergo this training will be able to start using Moodle immediately after the workshop.

The one day Moodle workshop will be conducted on **Friday, 15 March 2019,** through 106 Remote Centres of T10KT.

This training will be provided to two kinds of participants:

I.   **Teachers**: They will be given training on how to use Moodle and to create and deliver courses online to their students. More details of this are given in the topic list.

II. **System administrators**: They will be given training on Moodle installation, and how to configure and set-up Moodle.

Methodology of the Workshop

It will be a one day workshop, on 15 March 2019. All participants will have to go to their chosen Remote Centre. They will learn Moodle through Spoken Tutorials, with help from Coordinators, already trained for this purpose at IIT Bombay. As the learning will happen only through carefully designed Spoken Tutorials at IIT Bombay, the quality of learning will be very high. All the participants, from all the Remote Centres, will be able to interact with the Moodle team at IIT Bombay, ask them questions, etc., through the video conferencing software A-VIEW. There will be about 4 hours available for Moodle training and 2 hours for interactions.

Teaching faculty:

Prof. Kannan Moudgalya, Principal Investigator, TLC (ICT), and Spoken Tutorial projects, IIT Bombay

Ms. Nancy Varkey, Spoken Tutorial Project, IIT Bombay

Ms. Nirmala Venkat, Spoken Tutorial Project, IIT Bombay

Course content

Moodle is a learning management system (**LMS** in short) which helps teachers and educators create online courses for adaptive and customized learning. Developed in 2002, it is a free/libre and open source software and is being used by many small and large institutions to create and deliver courses online to their students.

Moodle has many built-in features ranging from the basics such as file upload, assignments, quizzes, notifications and advanced features such as forums, quizzes, wiki, etc. that can be used by learners. It also has many easy-to-install plug-ins such as attendance, reminders, analytics, etc., to supplement these features.

Following topics will be covered for **System Administrators** in this workshop:

- Getting ready for Moodle Installation
- Installing Moodle on Local Server
- Admin Dashboard
- Blocks in Admin Dashboard
- Categories in Moodle
- Courses in Moodle
- Users in Moodle
- User Roles in Moodle

Following topics will be covered for **Teachers** in this workshop:

- Teachers Dashboard in Moodle
- Course Administration in Moodle
- Formatting Course material in Moodle
- Uploading and Editing resources in Moodle
- Forums and Assignments in Moodle
- Question bank in Moodle
- Quiz in Moodle
- Enroll Students and Communicate in Moodle

Please note that the medium of instruction for this workshop is English. Language dubbed Spoken Tutorials in Hindi and a few other languages will also be available.

Course Fee

Every participant (both Teachers and the System Administrators) has to pay Rs. 100 as the course fee to IIT Bombay at the time of online registration. On the day of the workshop, i.e., on 15 March 2019, they have to pay Rs. 400 to the Remote Centre that they would be attending, to defray the cost of organising the workshop, lunch, and coffee/tea.

Please note that the registration fee once paid is neither refundable nor adjustable under any circumstances.

Who should attend?

As this workshop is not subject-specific, teaching faculty from all domains (engineering, sciences, commerce, art, management, medicine, law, etc.) and also from polytechnic colleges and schools, can attend. Teachers registered in a Masters or a PhD programme, during their employment as a teacher, can also participate.

Criteria for issuing Certificates

E-certificate will be provided to the participants after successful completion of the workshop and filling up the feedback form.

Duration and Venue

The workshop will be conducted on **Friday, 15 March 2019 from 9.30 AM to 6.00 PM** at 106 Remote Centres of IIT Bombay. This workshop will be conducted through a blended mode, using both live video conferencing facility (A-VIEW) and hands-on sessions using Spoken Tutorials. A detailed workshop schedule will be available soon.

How to apply?

Enrollment will be strictly online, and no other mode of application will be entertained. **The last date of registration is 14 March 2019, 12.30 pm.** The URL for registration is: http://www.it.iitb.ac.in/nmeict/announcements.html

Register on the Spoken Tutorial Website:
1. Before the workshop, participants should register on https://spoken-tutorial.org/
2. Fill up the registration form and submit.
3. An email will be received.
4. The account should be activated by clicking the link in the email.
5. The Username and Password should be noted. This is an extremely important step. One needs this information to post questions on the forum, which will be explained at the time of the workshop.

Note

- Neither IIT Bombay nor the Remote Centre will bear the travel expense of the participating representatives. There shall also be no accommodation provided to the participants.
- All participants are required to bring **ear phones**, as they will have to listen to video tutorials. Without ear phones, the workshop will not at all be effective.
- As this workshop is mainly hands-on, it is **mandatory** for all System Administrators to bring a **laptop** and **ear phone** when they come to the workshop. System administrators will be required to install Moodle software on their machines during the workshop.
- All system administrators will also be required to download the Moodle software before they come to the workshop. Instructions for this will be mailed separately.

Address for communication

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रासायनिक अभियांत्रिकी विभाग
भारतीय प्रौद्योगिकी संस्थान मुंबई
पवई, मुंबई 400 076, भारत.

6 March 2019

Dear Sir/Madam,

Greetings from IIT Bombay!

We are glad to announce that we are in the process of organising a one day workshop for **Teachers and System administrators** under the Teaching Learning Centre (ICT) at IIT Bombay, a scheme of 'Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching' (PMMMNMTT), an initiative of the Ministry of Human Resource Development, Government of India.

Details of this programme are given below:

Workshop Name: Moodle Learning Management System

Who should attend? : Teachers and System administrators/Technical persons

Date and venue: Friday, 15 March 2019, 106 remote centres

How the workshop will be conducted:

The workshop will be conducted at various remote centres in the country on Friday, 15 March 2019 from 9.30 AM to 6.00 PM. This will be conducted through a blended mode, using both live video conferencing facility (A-VIEW) and hands-on sessions at remote centres using Spoken Tutorials. The effectiveness of the Spoken Tutorials based training can be seen from the testimonials available at https://spoken-tutorial.org/testimonials/media/?foss=70. There will be interactions through A-VIEW at the beginning. After that, all participants at remote centre (RC) will learn Moodle using Spoken Tutorials. In the evening, IIT Bombay shall connect through A-VIEW again, carry out discussions and end the programme. There will be about 4 hours available for Moodle training and 2 hours for interactions, a detailed schedule of which will be sent later to you.

The participants of the workshop will pay Rs. 100 as a course fee to IIT Bombay, and Rs. 400 to the RC directly, from which, RC will have to provide lunch and tea/snacks. The balance amount may be kept as a partial compensation for the use of RC infrastructure.

Procedure to participate in the Workshop:

To participate in this workshop, please login to the website (https://www.it.iitb.ac.in/nmeict/). Please also ask your Teachers and System Administrators to register on our website between **2 March and 14 March 2019, 12.30 pm**. The registration website is here: https://www.it.iitb.ac.in/nmeict

I request you to kindly circulate this email to your nearby colleges/schools and the educational institutions.

We look forward to your enthusiastic participation in this initiative.

Regards,

Prof. Kannan Moudgalya
PI, TLC (ICT)
PMMMNMTT

Schedule for Moodle Workshop - 15 March 2019

Timing	Teacher	System Administrator
9.30 AM - 10.30 AM	• Inaugural Address by Prof. Kannan Moudgalya, PI, TLC (ICT) PMMMNMTT, IIT Bombay • Address by Prof. A.K. Suresh, Deputy Director (AIA), IIT Bombay • Modalities of the workshop: Interaction with Remote Centres (RCs)	
10.30 AM – 10.45 AM	Tea Break	
10.45 AM - 1.00 PM	Spoken Tutorial session for Teachers	Spoken Tutorial session for Site Administrators
1.00 PM - 2.00 PM	Lunch Break	
2.00 PM- 3.30 PM	Spoken Tutorial session for Teachers (contd.)	Spoken Tutorial session for Site Administrators (contd.)
3.30 PM- 4.00 PM	Tea Break	
4.00 PM- 5.00 PM	Spoken Tutorial session for Teachers (contd.)	Spoken Tutorial session for Site Administrators (contd.)
5.00 PM - 6.00 PM	**Answering questions from remote centres**	

Mode
A-VIEW (live interaction with IITB)
At Remote centres
A-VIEW (live interaction with IITB)

1 Online / Offline content

1. The online content of Spoken Tutorials can be accessed from :
   http://spoken-tutorial.org/tutorial-search/

2. You can also download the Spoken Tutorials for offline learning from :
   http://spoken-tutorial.org/cdcontent/

3. From this link download the FOSS categories in the language you wish to learn.

4. The Spoken Tutorial content will be downloaded as a zip file on your machine.

5. Extract the contents of the zip file & access them.

6. Read the README.txt file and do as instructed.

2 The procedure to practise

1. You have been given a set of spoken tutorials and files.

2. You will typically do one tutorial at a time.

3. You may listen to a spoken tutorial and practise by reproducing all the steps shown in the video `Side-by-Side learning`.

4. If you find it difficult to do the above, you may consider listening to the whole tutorial once and then practise during the second hearing.

3 Moodle - Learning Management System

1. Click on `"Select FOSS"` or `"All FOSS Categories"` drop-down and choose `" Moodle Learning Management System"`.

2. Click on `"Select Language"` or `"All Languages"` drop-down and choose the language (English, Hindi, Marathi ...) in which you wish to learn.

3. Click on `"Submit"` button.

4. You will see a list of tutorials based on your selection.

4 For System Administrators only and not for Teachers

You have to watch and practise the following tutorials to install, configure and set-up `Moodle`.

1. Overview of Moodle

2. Getting Ready for Moodle Installation

3. Installing Moodle on Local Server

4. Admin dashboard

5. Blocks in Admin Dashboard

6. Categories in Moodle

7. Courses in Moodle

8. Users in Moodle

9. User Roles in Moodle

4.1 First tutorial: Overview of Moodle

1. Locate the topic **Overview of Moodle** and click on it.

2. To view the tutorial, click on the `Play` icon which is located in the player.

4.2 Second tutorial: Getting Ready for Moodle Installation

1. Locate the topic **Getting Ready for Moodle Installation** and click on it.

2. To view the tutorial, click on the `Play` icon which is located in the player.

3. Adjust the size of the browser in such a way that you are able to practise in parallel.

4. Follow the instructions and do the setup in Ubuntu Linux machine.

5. Windows users should refer to the `Installation sheet`.

4.3 Third tutorial: Installing Moodle on Local Server

1. Locate the topic **Installing Moodle on Local Server** and click on it.

2. To view the tutorial, click on the `Play` icon which is located in the player.

3. Follow the instruction and install Moodle in Ubuntu Linux machine.

4. Windows users should refer to the `Installation sheet`.

5 For Teachers only and not for System Administrators

You have to watch and practise the following tutorials to install, configure and set-up `Moodle`.

1. Overview of Moodle

2. Teachers Dashboard in Moodle

3. Course Administration in Moodle

4. Formatting Course material in Moodle

5. Uploading and editing resources in Moodle

6. Forums and Assignments in Moodle

7. Question bank in Moodle

8. Quiz in Moodle

9. Enroll Students and Communicate in Moodle

5.1 First tutorial: Overview of Moodle

1. Locate the topic **Overview of Moodle** and click on it.

2. To view the tutorial, click on the `Play` icon which is located in the player.

5.2 Tenth tutorial: Teachers Dashboard in Moodle

1. Locate the topic **Teachers Dashboard in Moodle** and click on it.

2. To view the tutorial, click on the `Play` icon which is located in the player.

3. Adjust the size of the browser in such a way that you are able to practise in parallel.

6 Common instructions for Sys-Ads and Teachers

1. `Outline`, `Assignments` and `Code Files` are available below the player.

2. Click on the link `"Code files"` located below the player and save it in your folder.

3. Extract the downloaded zip file.

4. You will see all the source files for the particular tutorial.

5. Use these files as per the instructions given in the particular tutorial.

6. Complete all the Moodle tutorials in your list by following all the instructions. In particular, do the following for every tutorial.

7. In the login page, enter the username and password that was set during installation.

8. Attempt all the `Assignments` as instructed in the tutorial.

9. Play-pause-practise the whole tutorial.

10. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.

11. Follow all the above instructions, till you complete all the tutorials in your list.

1 The procedure to install Moodle on Ubuntu Linux 16.04

1.1 Getting ready for Moodle installation

1. To follow the installation procedure, you need to be connected to the internet.

2. Locate the tutorial **Getting ready for Moodle installation**.

3. This tutorial explains the prerequisites for installing **Moodle** on **Ubuntu Linux OS**.

4. At 0.50 the tutorial mentions the system prerequisites for installing Moodle. Make sure you have the right configuration machine.

5. At 2.28 the tutorial explains to check whether **XAMPP** installation is already installed in your Ubuntu Linux system.

6. At 4:02 the tutorial shows to check the version of PHP on your system.

7. At 4:50 the tutorial shows to check the version of MariaDB on your system.

8. At 7:00 the tutorial shows that the XAMPP is running successfully.

9. At 7:12 the tutorial explains to add a user and create a database for Moodle.

10. Follow the instruction from 7:12 and proceed to do the setup as shown in the tutorial.

1.2 Installing Moodle on Local Server

1. Locate the tutorial **Installing Moodle on Local Server**.

2. At 1:44 the tutorial explains how to launch XAMPP and to check the DOCUMENT_ROOT path where the Moodle has to be installed.

3. At 2:48 the tutorial explains to go to the official website of Moodle which is www.moodle.org

4. To follow our tutorial, Moodle 3.3 can be downloaded from the link: **http://www.spoken-tutorial.iitb.ac.in/moodle**

5. Follow the instruction from 2:57 and proceed ahead.

6. At 10:23, the tutorial shows some error under **Other Check** option. If you get the same error, please refer to the **Additional reading material** link of this tutorial for solution.

7. Proceed with the setups as shown in the tutorial and complete the installation.

8. At 14:10, we can see the Moodle site which is ready to use.

9. To practise using the side-by-side method, adjust the size of the web browser containing the video to the left half of your screen. On the right half open and fit the web browser containing Moodle page.

2 The procedure to install Moodle on Windows 10

2.1 Follow the given steps

1. To follow the installation procedure, you need to be connected to the internet.

2. Go to the given link to download moodle:
   https://download.moodle.org/download.php/windows/MoodleWindowsInstaller-latest-33.zip

3. Open file explorer by pressing Windows + E. Browse to the folder where you have saved the Moodle zip file.

4. Create a folder **Moodle** in C drive. Right-click on the zip file and select Extract All. Click on Browse option and select C drive and then Moodle folder. (eg: C:\Moodle). Click on the **Next** button.

5. Go to the Moodle folder.

6. Double click on **Start Moodle** application. It will open command prompt and start the **Apache** and **MySql** services.

7. If firewall is enabled, a dialog box appears. Click "Allow access"

8. To check whether **Apache** and **MySql** services are started, go to C:\Moodle \server and open **xampp-control** application. This will open **xampp control** panel. Select language from the language dialog box. Click on Save.

9. Open browser and type **localhost** in the url. This will redirect to **Moodle** installation page.

10. Choose a language. English is the default. Click on "Next" button.

2.1.1 Verify the Moodle paths

1. Web address: **http://localhost**

2. Moodle directory: **C:\Moodle\server\moodle**

3. Data directory: **C:\Moodle\server\moodledata**

4. Click on "Next" button.

2.1.2 Database configuration page

In the Database configuration page

1. Enter your database credentials

2. Database host: localhost (by default localhost)

3. Database name: moodle-st

4. Database user: moodle-st

5. Database password: moodle-st

2.2 Proceed with the given steps

1. Let other fields remain as they are. Click "Next" button

2. Read the licence agreement and click "Continue"

3. Next is the **Server checks** page.

4. Scroll down to see the message **" Your server environment meets all minimum requirements"**. Click on Continue.

5. This step may take some time depending on your system configuration. Click Continue when you get a success message for the installation.

6. The next page is for administrator configuration. Enter the username that you want for the Moodle Administrative page.

7. username: admin

8. Password: Spokentutorial1@

9. Email address: priyankaspokentutorial@gmail.com

10. Note down the username and password that you have created for future use.

11. Select your country as **India** and timezone as **Asia/Kolkata** from the dropdowns. Click on "Update profile" button.

12. If you get any error, Go to C:\Moodle\server\moodledata and delete all the files and folder inside **moodledata** folder. Reload the homepage.

13. Next page is the front page settings. This is the page people will see when they visit the Moodle site. Enter your details.

14. Full site name: Digital India LMS

15. Short name: Digital India LMS

16. Under **New settings-Location settings**, select India/Kolkata as **Default timezone**.

17. In the Outgoing mail configuration window, add .com at the end of **noreply@localhost**

18. Click on "Save Changes" button.

19. You can see the front page of the moodle site.

20. To practise using the side-by-side method, adjust the size of the web browser containing the video to the left half of your screen. On the right half open and fit the web browser containing Moodle page.

'Moodle Learning Management System'

(Friday, 15 March 2019)   RC ID-1401

Sr.No.	Participants Name	Name of Institute & Department	In sign 9.30 am.	Out sign
1	Dr. Shilpa Deesukhala	VPM MPCOE -ASH.		
2	Mr. Rohan Gondhalu	VPMMPCOE. ASH		
3	Mr. Vikas Nandeshwar	VPMMPCOE-Instru		
4	Mr. Umesh Satpute	VPMMPCOE -Instru	Umesh	Umesh 15/03/2019
5	Deepak K. Jadhav	MPCOE		
6	Parshuram B. More	Instru. MPCOE.		
7	Mr. Kadel D.D.	Electrical MPCOE		
8	Mr. Prashant Mahajan	E&TC MPCOE		
9	Shrinivas Gokhale.	NESIMS — MBA/MMS		
10	Lohar Sambhaji	MPCOe- ASH		
11	Pudrya Golchut	Inst		
12	Pandit P. B.	Instrumentation		
13	Audumbar Patkar	MPCOE, Velneshwar ASH Dept.		
14	Mahesh Kale	MPCOE, Velneshwar	Mcale.	Mcale
15	Ashish D. Chaudhari	MPCOE, Velneshwar	Ashish	Ashish
16	Gauri C Kadam.	MPCOE, Velneshwar (civil)	Kadam	Kadam
17	Ms. P. R. Kakade	MPCOE, Velneshwar	Kakade	Kakade
18	Amogha Gokhale	NESIMS Chiplun		

				fn sign.	out sign
19	Mr. V. S. Hiremath	Mechanical (MPCOE)	9:30 am		
20	Dr. A. T. Mane	ASH (MPCOE)	9:35 am		
21	Mr. A. S. Sargar	AS. H. (MPCOE)	9:35 am	ASSargar	ASarg
22	Mr. Dive G. A.	ASH (MPCOE)	9:36:57		
23	Mr. P. V. Bapat	Mechanical (mpcoE)	9.36 am		
24	Mr. B. A. Patil	Mechanical (MPCOE)	10:20 am		
25					

Note:-

This workshop is being organized for the project Teaching Learning Centre (ICT) at IIT Bombay, a scheme of 'Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching' (PMMMNMTT), an initiative of the Ministry of Human Resource Development, Government of India.

Workshop Coordinator
(Gite S. G)

RC Coordinator
(A. Dipawar)
18/03/19

Principal
15/3/19

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