Government of Nepal

Ministry of Education, Science and Technology

Center for Education and Human Resource Development

Moodle LMS

Online Learning Portal

User Manual

Site Link:

http://learning.cehrd.edu.np:8088/moodle

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Contents

1. Introduction

1.1 Project Overview

- Brief description of the Moodle system.
  The Moodle system is designed to facilitate online learning for students from classes ECD to 12. Each class encompasses various subjects, and each subject contains multiple types of resources such as textbooks, audio, videos, and games. The system allows students to access courses and provides teachers with tools to track student progress and manage course content.

- Purpose and goals of the project.
  It aims to provide a place for students and teachers to work together in an online platform.

2. Course Structure

2.1 Classes and Subjects

Courses are structured hierarchically by class and subject. For example:

- **Class 1**
  - **Subject: Mathematics**
    - Textbooks
    - Audio
    - Videos
    - Games
  - **Subject: Science**
    - Textbooks
    - Audio
    - Videos
    - Games

2.2 Resources

Each subject contains various types of resources:

- **Textbooks**: Digital copies of textbooks in PDF format.

- **Audio**: Educational audio recordings.
- **Videos**: Instructional videos.
- **Games**: Interactive educational games.

3. User Roles and Permissions

3.1 Roles

Different user roles in the Moodle system include:

- **Administrator**: Has full control over the system.
- **Teacher**: Manages course content and tracks student progress.
- **Student**: Accesses course content and participates in activities.
- **Guest**: Can view certain content without participating.

3.2 Permissions

Each role has specific permissions that dictate what actions they can perform. For example:

- **Administrators** can add/remove users, configure site settings, and install plugins.
- **Teachers** can create/edit courses, add resources, and grade assignments.
- **Students** can view course materials, submit assignments, and participate in quizzes.

4. Course Creation and Management

4.1 Creating a Course

1. **Navigate to the course creation page**:
   - Go to Site administration > Courses > Manage courses and categories.
   - Click on 'Create new course'.
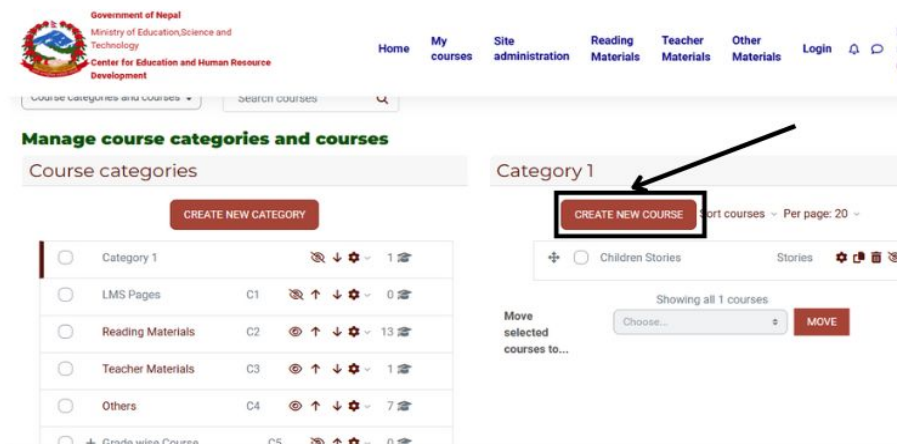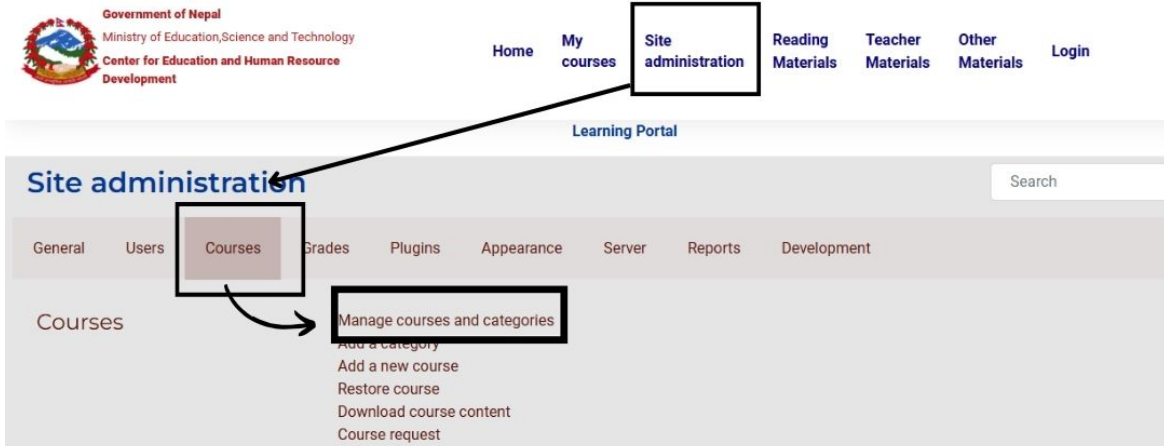
2. **Fill in course details**:
   - **Course full name**: Enter the full name of the course.
   - **Course short name**: Enter a short name for the course.
   - **Course category**: Select the appropriate category (e.g., Class 1, Class 2).
   - **Course visibility**: Choose whether the course is visible to students.
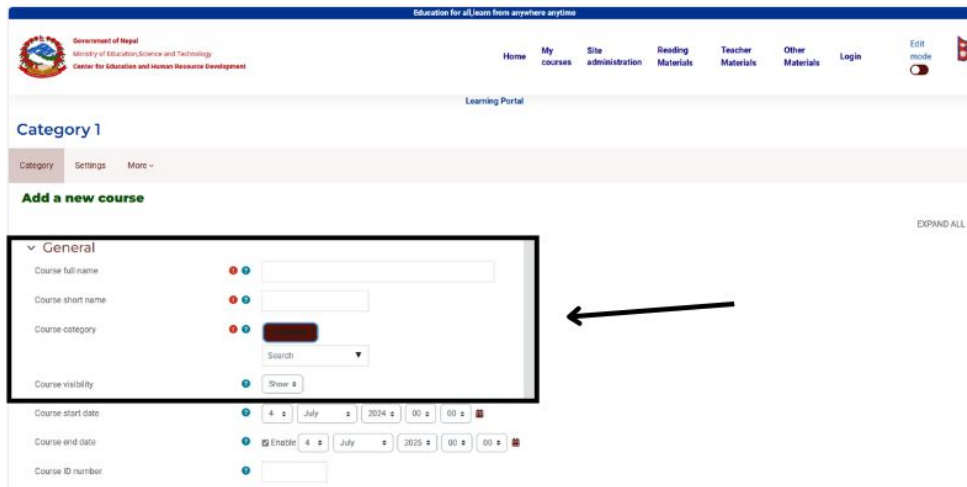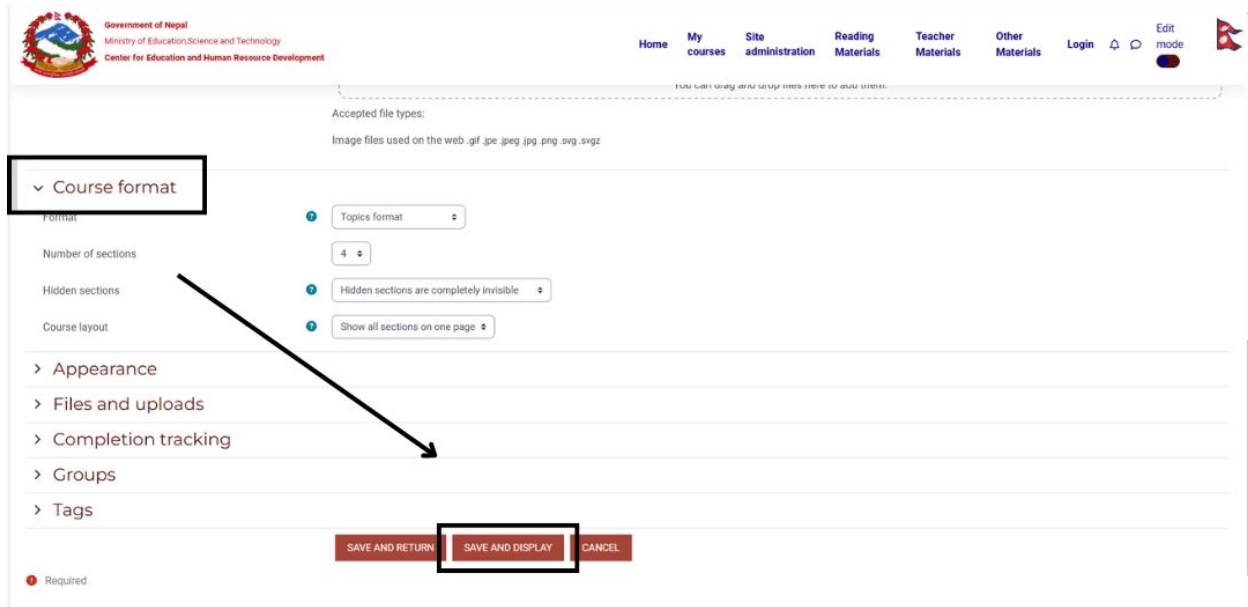
3. **Configure course format**:
   o Select the course format (e.g., Topics format, Weekly format).
   o Define the number of sections or weeks.
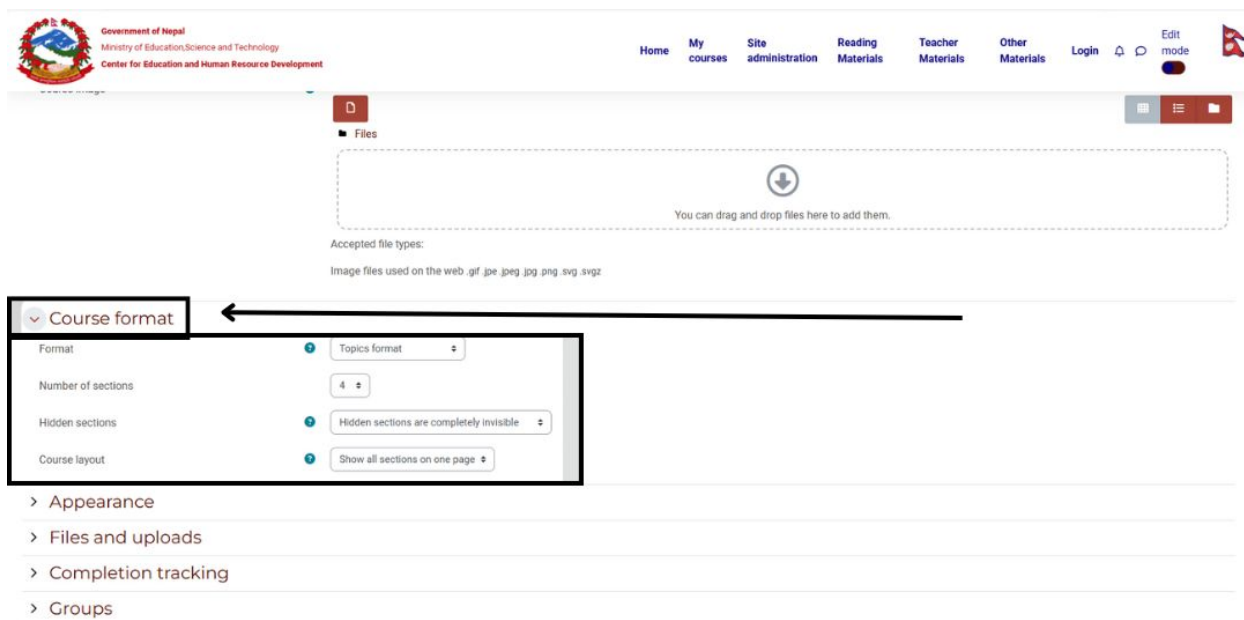
4. **Save and display**: Click 'Save and display' to create the course.

4.2 Adding Resources

5. **Navigate to the course page**:
   o Select the course where you want to add resources.
6. **Turn editing on**:
   o Click on 'Turn editing on' in the top-right corner.
7. **Add a resource or activity**:
   o In the desired section, click 'Add an activity or resource'.
8. **Select resource type**:
   o Choose the type of resource (e.g., File, URL, Page).
9. **Upload or link resource**:
   o For files: Upload the file from your computer.
   o For URLs: Enter the URL of the resource.
10. **Configure settings**:
    o Set the resource name, description, and availability settings.
11. **Save and return to course**: Click 'Save and return to course' to add the resource.

Reading Materials

Click on any Grades

Category   Settings   Recycle bin   More ⌄

ECD   Grade 1   Grade 2   Grade 3   Grade 4   Grade 5
1 lesson   12 lessons   17 lessons   9 lessons   9 lessons   11 lessons
Admin User   Admin User   Admin User   Admin User   Admin User   Admin User
Instructor   Instructor   Instructor   Instructor   Instructor   Instructor

Grade 6   Grade 7   Grade 8   Grade 9   Grade 10   Grade 11
13 lessons   11 lessons   12 lessons   11 lessons   11 lessons   5 lessons
Admin User   Admin User   Admin User   Admin User   Admin User   Admin User
Instructor   Instructor   Instructor   Instructor   Instructor   Instructor

Introduction

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Sanothimi, Bhaktapur

Course information
4 Pages, 4 Files.
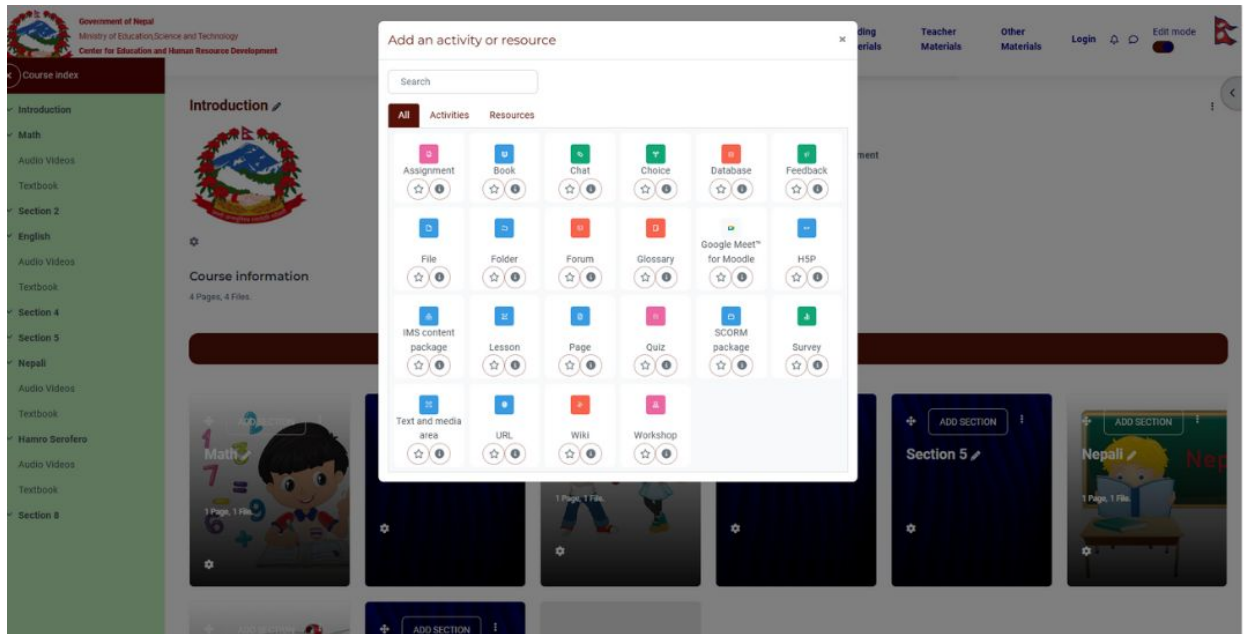
+ ADD AN ACTIVITY OR RESOURCE

5. Student Access and Interaction

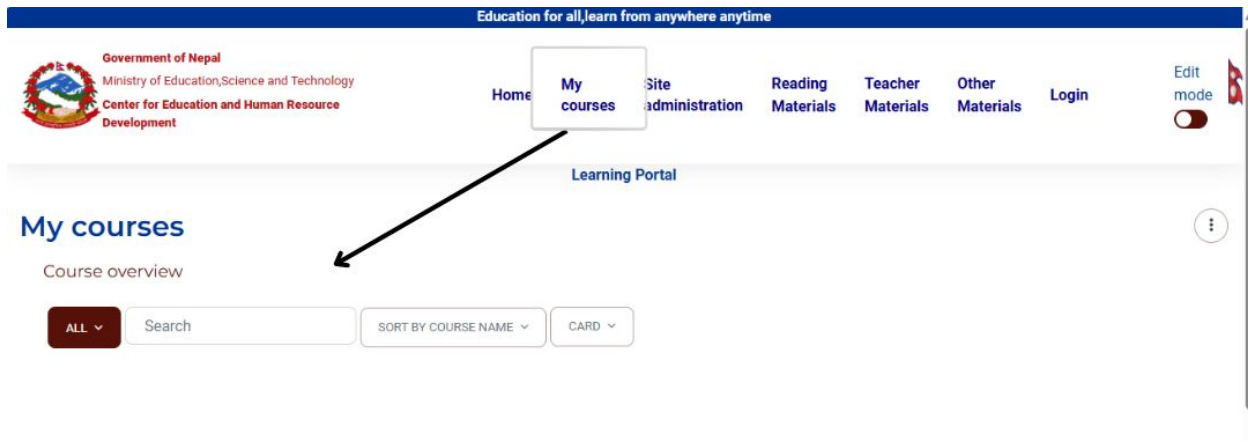## 5.1 Accessing Courses

12. **Login to Moodle**:
    o   Go to the Moodle login page.
    o   Enter your username and password.
13. **Navigate to My courses**:
    o   Click on 'My courses' in the navigation menu to see the list of enrolled courses.
14. **Select a course**:
    o   Click on the course you want to access.

5.2 Using Resources

15. **Access course materials**:
    o Click on the resource links (e.g., textbooks, videos) to open them.
16. **Participate in activities**:
    o Complete assignments, participate in quizzes, and engage in forums.

6. Teacher Tools and Tracking

6.1 Managing Courses

17. **Edit course content**:
    o Go to the course page.
    o Click on 'Turn editing on'.
    o Add, edit, or delete resources and activities.
18. **Update course settings**:
    o Click on 'Course administration' > 'Edit settings'.
    o Modify course details and save changes.

6.2 Tracking Student Progress

19. **View activity completion**:
    o Go to 'Course administration' > 'Reports' > 'Activity completion'.
    o See the completion status of activities by students.
20. **Generate reports**:
    o Navigate to 'Course administration' > 'Reports'.
    o Choose from various reports (e.g., Logs, Grades).

7. Communication and Collaboration

7.1 Forums and Messaging

21. **Create a forum**:
    - Go to the course page.
    - Turn editing on.
    - Click 'Add an activity or resource' > 'Forum'.
    - Configure forum settings and save.
22. **Send messages**:
    - Click on the user's profile.
    - Click on 'Send message'.
    - Type and send your message.

8. Customization and Settings
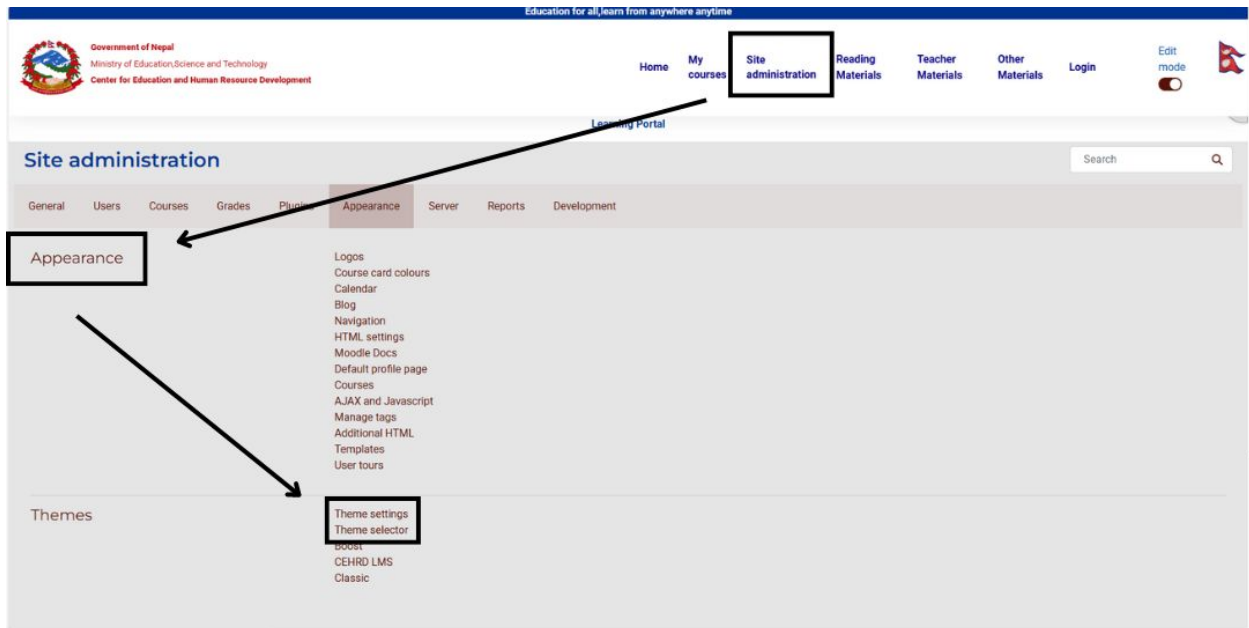
8.1 Themes and Appearance

23. **Change theme**:
    - Go to 'Site administration' > 'Appearance' > 'Themes' > 'Theme selector'.
    - Choose and apply a new theme.
24. **Customize layout**:
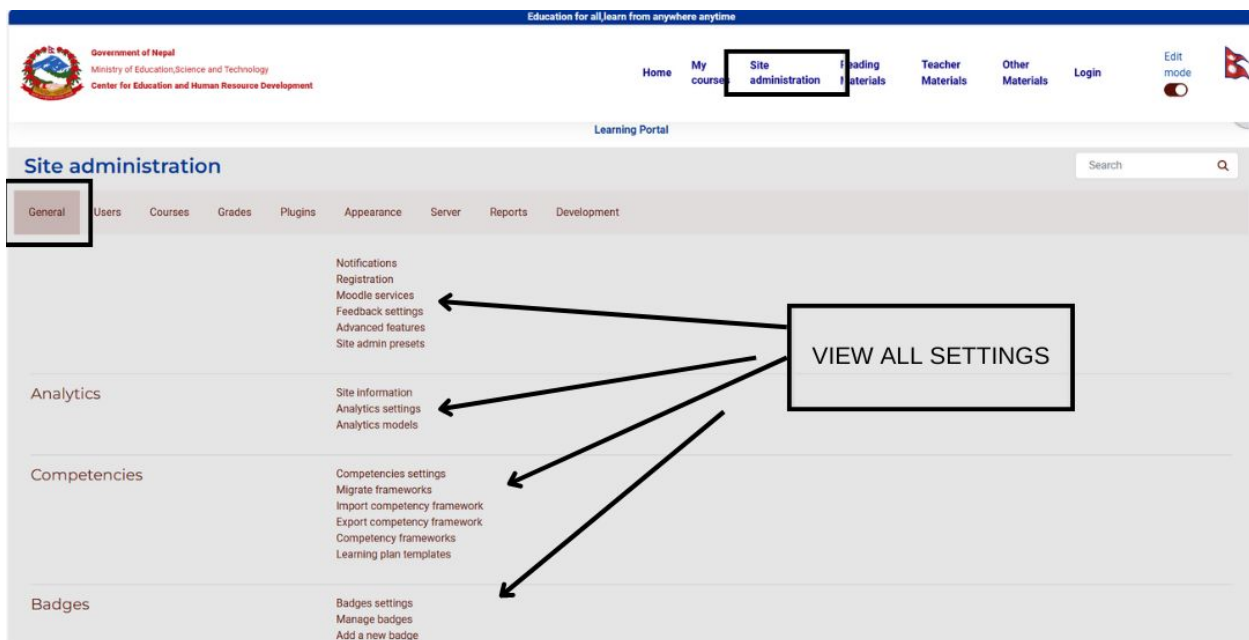   - Go to 'Site administration' > 'Appearance' > 'Themes' > 'Theme settings'.
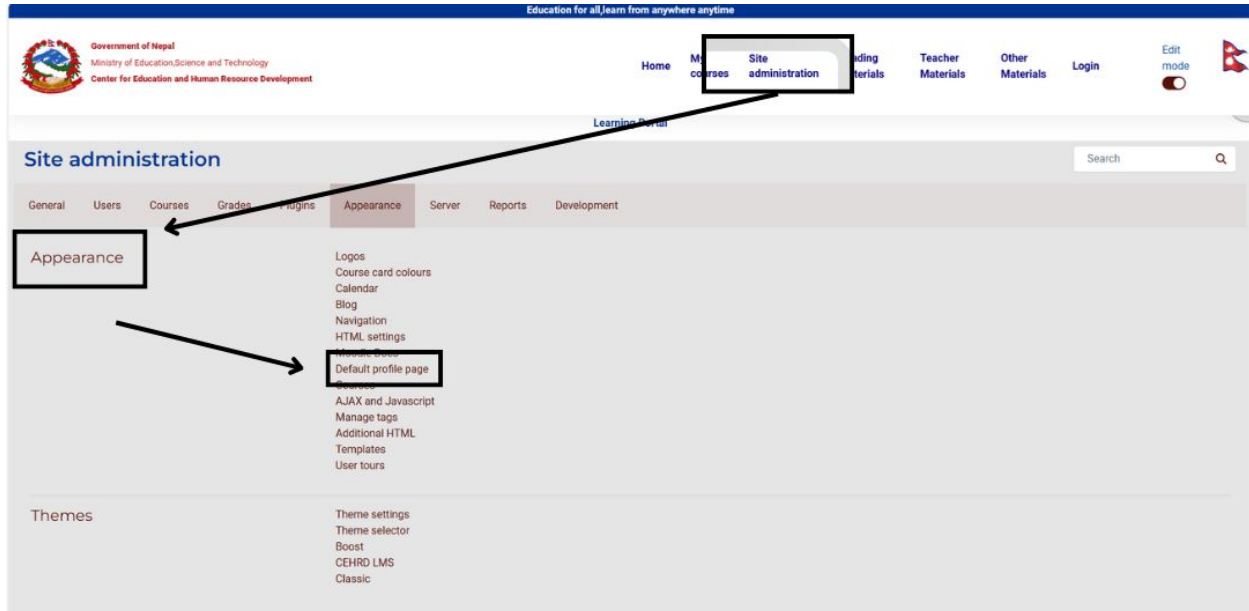   - Modify settings such as logos, colors, and fonts.

8.2 Site Settings

25. **Configure general settings**:
   - Go to 'Site administration' > 'General' > 'Site settings'.
   - Modify settings like site name, front page settings, and language.

26. **Customize user experience**:
  ○ Go to 'Site administration' > 'Appearance' > 'Default My home page'.
  ○ Set up the default layout and content for users' home pages.
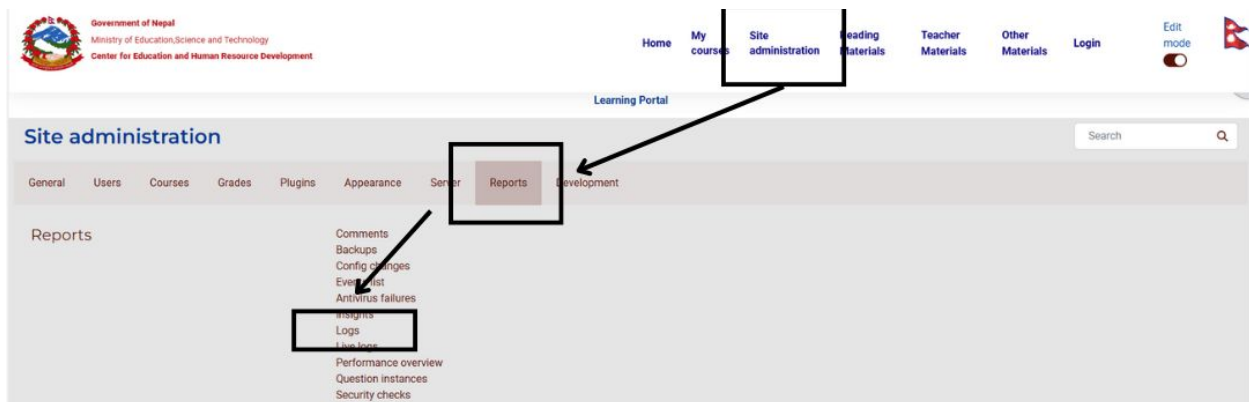

9. Reports and Analytics

9.1 User Activity Reports

27. **Generate activity reports**:
  ○ Go to 'Course administration' > 'Reports' > 'Logs'.
  ○ Choose filters and generate the report.
28. **Analyze user data**:
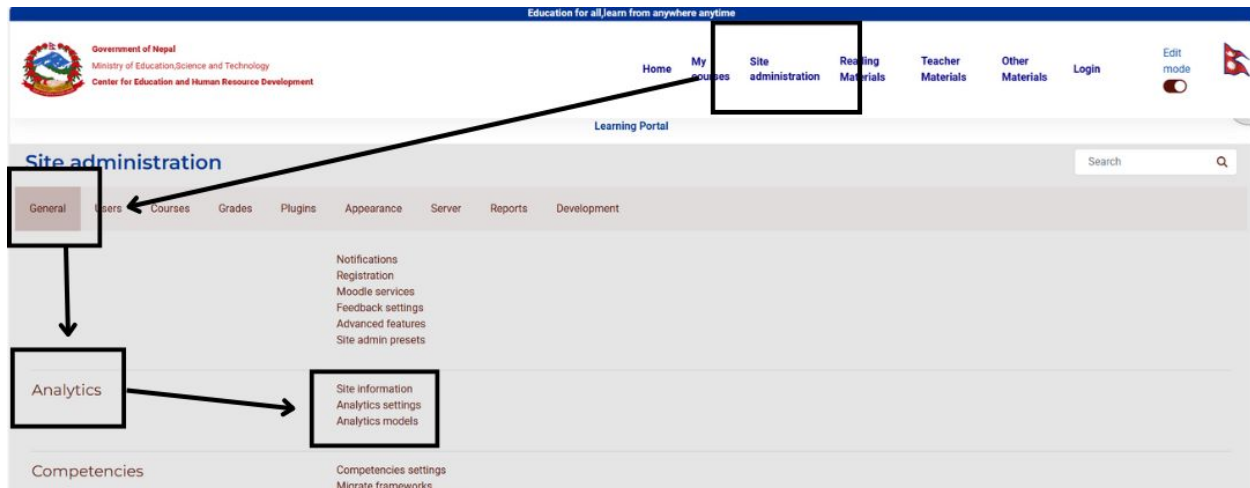 ○ Review the logs to understand user interactions and engagement.

9.2 Learning Analytics

29. **Enable analytics**:
    - Go to 'Site administration' > 'Advanced features'.
    - Enable 'Analytics'.

30. **Set up models**:
    - Go to 'Site administration' > 'Analytics' > 'Models'.
    - Configure predictive models for tracking student performance.

10. Security and Privacy

10.1 Data Protection

31. **GDPR compliance**:
    o Go to 'Site administration' > 'Privacy and policies' > 'Privacy settings'.
    o Configure settings to ensure GDPR compliance.
32. **Data security best practices**:
    o Regular