

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

Submitted by:

Waveplus IT Solutions Pvt. Ltd. Thapagaun, New Baneshwor, Kathmandu www.waveplusit.com

Date: July 4, 2024

Contents

1. Introduction	3
1.1 Project Overview	3
2. Course Structure	3
2.1 Classes and Subjects	3
2.2 Resources	3
3. User Roles and Permissions	4
3.1 Roles	4
3.2 Permissions	4
4. Course Creation and Management	4
4.1 Creating a Course	4
4.2 Adding Resources	7
5. Student Access and Interaction	9
5.1 Accessing Courses	9
5.2 Using Resources	. 10
6. Teacher Tools and Tracking	. 10
6.1 Managing Courses	. 10
6.2 Tracking Student Progress	. 10
7. Communication and Collaboration	. 11
7.1 Forums and Messaging	. 11
8. Customization and Settings	. 11
8.1 Themes and Appearance	. 11
8.2 Site Settings	. 12
9. Reports and Analytics	. 13
9.1 User Activity Reports	. 13
9.2 Learning Analytics	. 14
10. Security and Privacy	. 15

10.1 Data Protection

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'.

Government of Nepal Ministry of Education,Science and Techn Center for Education and Human Resour Development	ology Ce	Home	My courses	Site administration	Reading Materials	Teacher Materials	Other Materials	Login
			Learning	Portal				
Site administration							Se	arch
General Users Courses Gra	des Plugins A	ppearance	e Serv	er Reports	Developme	ent		
Courses	Manage courses and c Aud a category Add a new course Restore course Download course cont Course request	ategories]					

۲	Government of Nepal Ministry of Education,Science Technology Center for Education and Hum Development	and an Resource				,	Home	My courses	Site administration	Reading Materials	Teacher Materials	Other Materials	Login	4	Q
Manag	e course categ	jories	and		our	se	s					/	-		
Cours	e categories								Category	/1 k	/				
	CREAT	E NEW CATI	EGORY							CREATE NEW C	OURSE	t courses 👻 F	Per page	: 20 ~	
0	Category 1			8	10	-	1 🗟		+ (Children S	Stories	St	ories	¢đ	100
0	LMS Pages	C1	8	Ť	10	-	0 🎓				Showing all	1 courses			
0	Reading Materials	C2	٢	Ť	↓ ¢	•	13 🞓		Move selected	Choo	se	•	MOV	E	
	Teacher Materials	C3	0	Ť	↓ ¢	•	1 😭		courses to						
	Others	C4	0	Ŷ	ψ ¢	-	7 🞓								
	+ Grade wise Course	ſ	:5	œ,	1 D		0 🞓								

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.

			54	eation for all learn from anyw	here anytime	i						
Government of Negal Menstry of Education, Sciences Center for Education and Hum	and Technology san Recource Development			Home	My courses	Site administration	Reading Materials	Teacher Materials	Other Materials	Login	Edit mode	K
				Learning Portal								
Category 1												
Category Settings More -												
Add a new course												
					_						EXPAN	D ALL
 General 					1							
Course full name	00											
Course short name	00				Ι.							
Course category					• ۱							
		Search	•									
Course visibility		Show 0			L 1							
		C 1000	-] [ana -] [an	. 00	0							
Course start date	0	4 a July	• 2024 • 00									
Course start date	0	4 a July giEnable 4 a	• 2024 • 00 (July •) (2025	• 00 • 00 • #								

3. Configure course format:

- Select the course format (e.g., Topics format, Weekly format).
- Define the number of sections or weeks.

Geventment of Nepal Ministry of Education.Science and Technology Center for Education and Human Resource Developm	nt My Site Reading Teacher Other Edit courses administration Materials Materials Materials Cogin A O mode
	D III III III III III III III III III I
	۲
	You can drag and drop files here to add them.
	Auceptica me system. Image files used on the web .gif jpe jpeg jpg .png .svg .svgz
 Course format 	
Format	Topics format +
Number of sections	4 9
Hidden sections	Hidden sections are completely invisible
Course layout	Show all sections on one page \$
> Appearance	
> Files and uploads	
Completion tracking	

4. Save and display: Click 'Save and display' to create the course.

Government of Nepal Ministry of Education,Science and Technology Center for Education and Human Resource Development		Home	My courses	Site administration	Reading Materials	Teacher Materials	Other Materials	Login	40	Edit mode	2
	L		rou can uraş	ана агор тев тен	to agu thenn.)
	Accepted file types:										
	Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz										
✓ Course format											
Format	Topics format •										
Number of sections	4 0										
Hidden sections	Hidden sections are completely invisible •										
Course layout 0	Show all sections on one page \$										
> Appearance											
> Files and uploads											
Completion tracking											
> Groups	3. .										
> Tags											
	SAVE AND RETURN SAVE AND DISPLAY CANC	EL									
Required											

4.2 Adding Resources

5. Navigate to the course page:

• Select the course where you want to add resources.

6. Turn editing on:

• Click on 'Turn editing on' in the top-right corner.

7. Add a resource or activity:

• In the desired section, click 'Add an activity or resource'.

8. Select resource type:

• Choose the type of resource (e.g., File, URL, Page).

9. Upload or link resource:

- For files: Upload the file from your computer.
- For URLs: Enter the URL of the resource.

10. Configure settings:

- Set the resource name, description, and availability settings.
- 11. Save and return to course: Click 'Save and return to course' to add the resource.







5. Student Access and Interaction

5.1 Accessing Courses

12. Login to Moodle:

- Go to the Moodle login page.
- Enter your username and password.

13. Navigate to My courses:

• Click on 'My courses' in the navigation menu to see the list of enrolled courses.

14. Select a course:

• Click on the course you want to access.



5.2 Using Resources

15. Access course materials:

• Click on the resource links (e.g., textbooks, videos) to open them.

16. Participate in activities:

• Complete assignments, participate in quizzes, and engage in forums.

6. Teacher Tools and Tracking

6.1 Managing Courses

17. Edit course content:

- Go to the course page.
- Click on 'Turn editing on'.
- Add, edit, or delete resources and activities.

18. Update course settings:

- Click on 'Course administration' > 'Edit settings'.
- Modify course details and save changes.

6.2 Tracking Student Progress

19. View activity completion:

- Go to 'Course administration' > 'Reports' > 'Activity completion'.
- o See the completion status of activities by students.

20. Generate reports:

- Navigate to 'Course administration' > 'Reports'.
- Choose from various reports (e.g., Logs, Grades).

7. Communication and Collaboration

7.1 Forums and Messaging

21. Create a forum:

- $\circ~$ Go to the course page.
- \circ Turn editing on.
- Click 'Add an activity or resource' > 'Forum'.
- Configure forum settings and save.

22. Send messages:

- \circ 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.

			Ed	ucation for all,learn	from anywh	here anytime							
Coversment of Nepal Ministry of Education.Science and Technology Center for Education and Human Resource Development					Home	My courses	Site administration	Reading Materials	Teacher Materials	Other Materials	Login	Edit mode	8
				Learnin	ng Portal								0
Site administration		/	/								Search		۹
General Users Courses Grades Plugie	Appearance	Server	Reports	Development									
Appearance	Logos Course card colo Calendar Biog Navigation HTML settings Moodle Docs Default profile pi Courses AJAX and Javas Manage tags Additional HTML Templates User tours	urs Ige crípt											
Themes	Theme settings Theme selector BOOST CEHRD LMS Classic]											

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.

		Education for all,learn from anywh	ere anytime				
Overnment of Nepal Ministry of Education,Science and Technology Center for Education and Human Resource Development		Home	My Site course administration	Fading Teacher Faterials Materials	Other Materials	Login	Edit mode
		Learning Portal					
Site administration						Search	۹
General Users Courses Grades Plugins	Appearance Server Rep	ports Development					
	Notifications Registration Models services Feedback settings Advanced features Site admin presets			IEW ALL SET	TINGS]	
Analytics	Analytics models		$>$ \Box			J	
Competencies	Competencies settings Migrate frameworks Import competency framework Export competency framework Competency frameworks Learning plan templates						
Badges	Badges settings Manage badges Add a new badge	2					

26. Customize user experience:

- Go to 'Site administration' > 'Appearance' > 'Default My home page'.
- Set up the default layout and content for users' home pages.

		1	ducation for all,learn from	anywhere anytime							
Government of Nepal Ministry of Education,Giomoe and Technology Center for Education and Human Resource Development			9	lome M: courses	Site administration	ading terials	Teacher Materials	Other Materials	Login	Edit mode	
			Learning P	Intell							0
Site administration	_	/							Search		۹
General Users Courses Grades Hugins	Appearance Ser	er Reports	Development								
Appearance	Logos Course card colours Calendar Biog Navigation HTML settings Htmode Seco Default profile page Source AJAX and Javascript Manage tags Additional HTML Templates User tours										
Themes	Theme settings Theme selector Boost CEHRD LMS Classic										

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:

- $\circ~$ Go to 'Site administration' > 'Analytics' > 'Models'.
- Configure predictive models for tracking student performance.

Government of Nepal Ministry of Education,3cience and Technology				Home My	Site	Realing	Teacher	Other	Login	Edit
Center for Education and Human Resource Development				- Courses	administration	Materials	Materiais	Materials		
			Learning F	Portal						
Site administration									Search	٩
General Users Courses Grades Plugins	Appearance Server	Reports	Development							
	Notifications									
	Moodle services									
T	Advanced features									
	Site admin presets									
Analytics	Site information									
\longrightarrow	Analytics settings Analytics models									
	Comparing and the second									
Competencies	Migrate frameworks									

10. Security and Privacy

10.1 Data Protection

31. GDPR compliance:

- Go to 'Site administration' > 'Privacy and policies' > 'Privacy settings'.
- Configure settings to ensure GDPR compliance.

32. Data security best practices:

o Regular

