

Introduction

You will all agree that the award winning 'Train 10,000 Teacher (T10KT)' programme has been very successful. We would like to use this important resource for nationally important projects. As a first demonstration of this concept, we would like to run a large-scale one day workshop on 'Moodle Learning Management System' through the 550+ Remote Centres (RCs) of T10KT. This important activity will be carried out under the aegis of 'Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching'(PMMNMTT), funded by the **Ministry of Human Resource Development**, Government of India.

The above mentioned 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.

Both of the above types of participants will undergo parallel training programmes during the main workshop, scheduled for **Friday, 15 March 2019**. This will be a blended training programme that uses AVIEW for live interactions and Spoken Tutorials to learn to use Moodle. Details of the main workshop will be announced later.

Methodology of the Coordinators' Workshop

The coordinators' workshop will be conducted at IIT Bombay on **Friday, March 1, 2019**. If any existing Remote Centre of IIT Bombay is interested in hosting this Moodle training workshop, they should first express their willingness to participate. It is mandatory for each participating Remote Centre to send two people from their Remote Centre:

1. A teacher, who will act as the "domain expert" for the main workshop for teachers, and
2. A system administrator, who will take care of all software/hardware related work, including installing and configuring of 'Moodle' software in the local server for the teachers' workshop. He will also act as the "domain expert" for the main workshop for system administrators.

The participating RC should take care of the travel expense of the above mentioned **two people** who would be coming to IIT Bombay for the Coordinators' workshop. The PMMNMTT project will provide free accommodation and lunch/refreshments for all the participants. The participants of this workshop should go back to their respective centres and help organize the main workshop.

Teaching faculty:

This workshop will be conducted using Spoken Tutorial methodology. Participants will learn 'Moodle' by listening to Spoken Tutorials and practicing them on 'Moodle' software.

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Course content

Moodle is a learning management system (**LMS** in short) which helps teachers and educators create an online platform for more adaptive and customized learning. Developed in 2002, it is free and open source software for use 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, quiz, wiki, etc. that can be used by learners. It also has many easy-to-install plugins 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.

Criteria for Certification

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

Who should attend?

It is mandatory for each participating Remote Centre to send **two people** from their Remote Centre (1) A **teacher**, who will act as the "domain expert" for the main workshop and (2) A **system administrator**, including installing and configuring of 'Moodle' software in the local server for the teachers' main workshop. He will also act as the "domain expert" for the main workshop for system administrators. The last date of remote centres' acceptance is **19 February 2019**.

Duration and Venue

The Coordinators' workshop will be conducted at **IIT Bombay on Friday, March 1, 2019. from 9.30 AM to 6.00 PM.** The workshop venue is Software lab 201, 2nd floor, New CC Building, Adjacent to KReSIT Building, IIT Bombay, Powai - 400076.

Course fee

The course fee for the Coordinators' workshop is **Rs. 200/-**, which has to be paid at the time of online registration. The teacher and the systems administrator will have to register separately.

How to apply?

Enrollment will be strictly online, and no other mode of application will be entertained. The online registration for coordinators' workshop will start on **20 February 2019**. The last date of registration is **28 February 2019**. The URL for registration is:
<http://www.it.iitb.ac.in/nmeict/announcements.html>

Register on Spoken Tutorial Website:

1. Participants should register in <https://spoken-tutorial.org/>
2. Fill up the registration form and submit.
3. You will get an email.
4. Activate the account by clicking the link in the email.
5. Note down your Username and Password.

Note

-IIT Bombay will NOT bear the travel expense of the participating representatives. RCs have to bear the travel expenses.

-The PMMMNMTT project will provide **free accommodation, lunch and refreshments** for all the participants during the workshop.

- Participants are required to bring **earphones**, as they will have to listen to video tutorials. For those who don't

bring, low-cost earphones will be made available at the venue for a cost of Rs. 50/- each.

Address for communication

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One Day Coordinators' Workshop

Under 'Pandit Madan Mohan Malaviya National
Mission on Teachers and Teaching (PMMMNMTT),
Funded by the Ministry of Human Resource
Development, **Government of India**
on

Moodle Learning Management System

1 March 2019

Conducted by

IIT Bombay



Course Coordinator

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