

## **Process for Teachers for using Moodle- an Open Access e-learning tool customized for Punjabi University Patiala:**

1. Open the website <https://elearnpup.ml/>
2. You will see list of department names of Punjabi University Patiala.
3. Click on your department name.
4. You will see Login Page with options of entering your username and password.
5. Enter your username and password provided to you. If Forgot, you may recover it through Forgot Password Link on this webpage. You will receive email for recovering the password. Sometimes such emails are categorised as SPAM in your email box. So, check your Spam folder of email box to find the email sent to you by Moodle platform for the recovery of your password. After following the instructions mentioned in this email, you can set new password for your account. If you are not able to login, please contact Dr. Gurpreet Singh Josan at 9914347847 and email your details at [pupelearning@pbi.ac.in](mailto:pupelearning@pbi.ac.in) by mentioning Subject as “Teacher: Problem in Logging in”. We will require details – Your First name, Last Name, EmailID, Mobile Number, Department name, Class/Section/Subject/SubjectID as in your department Time Table for you.
6. The reason for you not able to login is non receivable of proper information from your department to be mapped in this Moodle platform. Once we receive the data, it will be functional. Still any issues please contact Dr. G.S.Josan. We will do the needful.
7. After logging into the system, you will be shown all the courses/classes/section(s) taught by you.
8. Click on the course for which you want to perform some activity for the students of that class.
9. You will be shown webpage with Heading “Announcements” where you can add topics for your students to teach.
10. Now, On the right corner, Look at Gear image with small triangle pointing downwards adjacent to name of the Course on the top of the webpage. Click on this Gear image with small triangle pointing downwards. You will be shown number of options Like – Edit Settings, Turn editing on, Course completion, Filters etc. Click on the option “Turn editing on”.
11. You can create Sections on this web page. Section may refer to main Chapter of book. Then Topics can be subsections/topics of chapter of that book.
12. In the “Announcement” Box , on the right side, Edit Option is there. You may click on that for editing the name of this section. Else, pencil image is there near to “Announcement”. You may click to change the name of this section. Else you may go ahead with this default name without any editing.
13. Then Subtopics are there Like – Topic1, Topic2, Topic3, Topic4. You may now edit name of the topic for which you want to discuss with your students. Click on the pencil image placed along with Topic1. Now you may modify its name Lets say to “Business Intelligence” It will now display the topic “Business Intelligence” instead of “Topic1”.
14. Now, after editing the name of the topic, you may click on “Add an activity or resource” available in this topic box.

15. After clicking on this “Add an activity or resource”, you will be shown number of activity you can perform for this topic like – Assignment, Chat, Choice, Forum, Quiz, etc. Scroll Down this panel, you will also find Resources – Book, File, Folder, Page, URL etc.
16. Click on Assignment option for giving assignment to students. Click on Add. Another webpage will be displayed for adding assignment details. Add Assignment Name , Description of the assignment, Additional Files in support of assignment to be given, You may click on the thick blue arrow pointing downward for selecting files. After click on this arrow, you will get options of choosing files from your computer /laptop. After selecting the file, it will be displayed in this section.
17. Then, you have the options for setting deadlines for the assignment submission. Allow Submission time range. Due date setting option.
18. Then you have the option of assignment submission types Like Online Text or File Submission.
19. How many files can be uploaded for this assignment? Maximum size of the file that can be uploaded by students during submitting their assignments.
20. File types that are accepted for this assignment. You may choose - select the type of files accepted for assignment.
21. Then Click on Save and return or Save and Display.
22. Another Activity that can be used is Chat. Click on Chat option when you click on Add an activity or resource. Through this option you may set the Chat box for this topic to interact with students for clearing their doubts or discussions.
23. Click Add an Activity or Resource -> Chat-> You will be displayed with the information to be added for Chat box.
24. Mention the name of chat room. Mention the description of chat box. This will explain what can be chatted in this chat box and purpose of Chat box.
25. You may mention the timings for chatting in Chat Session link on this webpage. Next Chat Date/Time.
26. After setting about chat box, click on Save and Display.
27. Another Activity that can be added is – File. The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images. Note that students need to have the appropriate software on their computers in order to open the file. A file may be used to share presentations given in class, to include a mini website as a course resource, to provide draft files of software programs so students can edit and submit them for assessment.
28. Click Add an Activity or Resource -> File-> You will be displayed with the information to be added for uploading File.
29. Mention the name of file, Description about the file, Upload the file by clicking on the blue arrow pointing downward for selecting files. After click on this arrow, you will get options of choosing files from your computer /laptop. Click on Save and display. Now this file will be visible to students for downloading and reading.
30. Another Activity that can be added is – Quiz. The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical. The teacher can allow the quiz to be attempted

multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set. Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook. The teacher can choose when and if hints, feedback and correct answers are shown to students. Quizzes may be used as course exams, as mini tests for reading assignments or at the end of a topic, as exam practice using questions from past exams, to deliver immediate feedback about performance, for self-assessment

31. Click Add an Activity or Resource -> Quiz-> You will be displayed with the information to be added for creating quiz.
32. Mention the name of quiz, description about the quiz, timing for the conduct of quiz, About Grading options for quiz, Layout- How questions of the quiz will be shown to students etc. Click on Save and display. Now this quiz information will be displayed in the student panel for their information. At the time of quiz conduct, students will perform the quiz sitting at their place.

For learning functioning of Moodle platform in depth, you may watch videos for Moodle functioning at

[https://www.youtube.com/playlist?list=PLxcO\\_MFWQBDfMnwMzFBq0ab9wSPniXEkp](https://www.youtube.com/playlist?list=PLxcO_MFWQBDfMnwMzFBq0ab9wSPniXEkp)