



## GUIDELINES FOR FACULTY REGARDING MOODLE SERVER UPDATION :

### Accessing Moodle Server

- a. Moodle Server can be accessed by using domain name 'moodle.apsit.org.in'
- b. Every Faculty will have username and default password as follows e.g. If name of faculty is Kiran B Deshpande then username is kbdeshpande & default Password is kbdeshpande1@Apsit . Default password shall be changed at first login.
- c. Faculty shall update their profile by using **Administration -> My Profile settings -> Edit Profile Link** in their Login
- d. Faculty can see their enrolled Courses by using **My Courses** tab in their login.
- e. Message Box is available under My Dashbord Tab in their login.

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f. After login before uploading any resource  
**Administration->Turn Editing on** link shall be activated on course page.

### Course File Contents

- a. News forum which is first section of Course page shall be renamed as **Course File Contents** by using edit symbol.
- b. Under Course file contents following files must be uploaded sequentially in pdf format only.
  - i. Academic Calendar.
  - ii. Time Table(Authenticated Scanned Pdf)
  - iii. Syllabus copy of respective subject.
  - iv. Teaching Plan(Authenticated Scanned Pdf)
  - v. Attendance Module of Moodle Server.
  - vi. Previous University Question papers with solution (Min 3) (Solution can be Handwritten scanned document in pdf format.
  - vii. TERM TEST Papers with Solutions. (Solution can be Handwritten scanned document in pdf format)
- c. Use Move right symbol to align your files.

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## Student Enrollment

- a. Faculty shall enrol students to their course by using **Administration -> Users -> Enrolled users -> Enrol Users** link on their course page. Put Student name in **Search** tab & click on **Enrol user** Tab. Repeat same Process for all students.
- b. After enrolment only students will be added in Attendance Module as well as Resources uploaded will be visible to students.
- c. Enrolment is to be done only once in Semester.

## Attendance Module of Moodle

- a. In Attendance Module it is expected that Faculty shall create sessions according to their time table.
- b. After creating sessions go to **Settings** tab and change grade of present from 2 to 1 for accurate Attendance Report generation.
- c. In front of each session created by using **edit** symbol update syllabus covered in that particular session in **Description** section.

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- d. Faculty can also add or delete sessions dynamically according to their requirement.
- e. Faculty can generate daily, weekly & monthly reports of attendance by using **Reports Tab** in Attendance Module. They can export reports in CSV or Excel format for their record by **Export** tab in Attendance module.

### Resource Updation

- a. There are weekly sessions created in course page which staff members can change by using **Administration -> Edit settings** menu in their login.
- b. It is expected that staff shall upload resources (Handwritten notes scanned pdfs, Presentations, Web links, Word Documents converted to pdf) of syllabus covered in that week. One file can be of maximum size 4 MB.
- c. It is expected that **Assignments** shall be uploaded on covered syllabus in that week. Assignments can be offline or online.

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## Add on Services of Moodle

- a. Announcements regarding your course can be made through block **Latest News** on faculty course page.
- b. Faculty can send messages to course participants by selection if required.
- c. Faculty can also see resource utilization by each student by adding **Performance** block on their Course page.
- d. Faculty can also see graphical Statistics (Number of users visited their course) of their Course by adding **Statistics** block on their course Page.

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## Head of Department Responsibilities

- a. HOD will have the access rights to verify whether Faculty updated course page as per guidelines given above.
- b. HOD shall verify course pages of all faculty members weekly and submit report to principal.
- c. HOD shall motivate Faculty and Students regarding effective utilization of Moodle Server for their academics.

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