



Development of EContent & Facilitation of Online Learning through Moodle LMS



Organized by

Commonwealth Educational Media Centre for Asia (CEMCA),

Commonwealth Of Learning (COL), New Delhi

In collaboration with

Krishna Kanta Handiqui State Open University, (KKHSOU), Guwahati

by

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Executive Summary

Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi partnered with Krishna Kant Handiqui State Open University (KKHSOU), Guwahati, towards developing e- content using Moodle platform for the faculty of the University.

This purpose of the elearning set us was

- 1. To establish and set up elearning platform using Moodle and train technical team and university admin*
- 2. To train the faculty, called as mentors and providing them hands on experience about the development of online courses.*

KKHSOU has decided to develop online courses and run full-fledged online courses from Jan 2019. The programme was intended to establish technical bandwidth to run online short courses.

Ashutosh Taunk, was chosen by CEMCA as a technical resource person and trainer because of 10 years of domestic and international experience at KI2, DF & HE level at several schools, business schools, universities and corporate organisations.

A list of 22 mentors from various institutions were selected as participants for the training programme and these mentors will run and manage courses for KKHSOU. The workshop on Development of EContent & Facilitation of Online Learning through Moodle LMS which held on October 7th - 8th and 26th – 28th 2018, for technical setup and functional training respectively.

The coordinator of the workshop Prof. Pranab Saikia, organized the technical setup training at KKHSOU office and the functional training of mentors happened at Hotel Rajdhani Residency, Guwahati. The inauguration of the workshop was done by respected registrar at KKHSOU. KKHSOU team welcomed, Ashutosh Taunk, as technical resource person and trainer and Dr Manas as CEMCA coordinator. Prof Pranab opened the session to participants introducing the objectives of the workshops and a brief detail about the university Dr Manas, who made participants aware about the collaboration of CEMCA with KKHSOU.

The first 2 days of this schedule, which involved the technical setup and functioning of Moodle LMS on Linux server happened on October 7th and 8th 2018. Most of the work was performed offsite by Ashutosh Taunk. The setup was done before so that the 2 days can be properly utilized by the KKHSOU team to understand Moodle technically and support the IT requirements. The version of Moodle LMS used was 3.5. The required plugins and integrations, mail messages and other important setups were done during these 2 days. The purpose was to make LMS and technical team ready so that they can support their mentors.

The second part of the session, the remaining 3 days, happened from October 26th – 28th 2018. This 3 day training session was focused primarily on making teachers aware about the change in learning and teaching trends, using Moodle as an standalone LMS and also about using OER. The objective was to make teachers manage their own short course online using Moodle LMS. During these 3 days, a lot was focused on creating and managing courses and users, how to design



courses, how to add quizzes and assignments and also on knowing which type of online resources to be used. A separate 2 hours session was taken by Dr Manas on knowing and using online resources known as OER.

The session started by Ashutosh, with a brief introduction on LMS and need for implementing it in educational institution globally and in KKHSOU. The trainer helped the participants in understanding some technical terms very easily, like what is a server, how it works, how to host, what is LMS, why it is required, domain name etc. The second half of Day 3 was mostly focused on inculcating the need to use LMS and how to a teacher for tomorrow. A lot of motivational speeches and videos from teachers and leaders were presented to participants from across the globe.

Day 4 involved a lot of practical sessions. Teachers were taught about the type of users, roles, managing profiles, messages, interactions, creating courses, creating admin page, enroll users and to assign student and teacher roles and also trained the participants on creating a course by uploading files such as PDF, videos, PowerPoint, creating quizzes, assignments, workshops, questions, forums, etc. The training was made very interactive and went more further than described in the session structure.

Trainer delivered the functional training very simple which involved a lot of extra time to make PPT and repeat topics and session multiple times. Reason to do this is to assure that everyone understand what ever is being delivered as they have to run and manage some 20000 users from January, so understanding everything in detail was important. All have the logins to each, so that they can prepare the required content anywhere possible.

The 5 day workshop was concluded by the respected registrar at KKHSOU. The validation ceremony was actually verified by Q&A and viva sessions. The participants were divided in the team of 3, because of the interest of time, we asked for group validations through presentations. This has not only given a clear indication of trainer's capability but also has motivated participants assuring their learning through viva. Registrar at KKHSOU, addressed the participants by stating that technology is the future medium of instruction and suggested all the participants to keep in pace with the changing technology to face the challenges ahead. Prof. Pranab closed the ceremony with Vote of Thanks statement, showing gratitude to Registrar, Incharge VC Office, participants, trainer, CEMCA, and the support staff. Trainer designed a technical and functional road map of list of activities to perform to make Moodle LMS a delivery platform for KKHSOU certificate and short courses.



Program Schedule

CEMCA - KKHSOU 3 DAY DIGITAL ENABLEMENT SESSION IN EDUCATION			
October 25 - 28 2018			
Time	Day 1	Day 2	Day 3
1000 - 1030	<i>Inauguration</i>	<i>Recap Day 1</i>	<i>Recap Day 2 & Doubt Sessions</i>
1030 - 1100	<i>Break the Ice</i>	<i>Preparation for Uploads & Conversions</i>	<i>BYC - Both Resource & Activity</i>
1100 - 1130	<i>Usage of ICT in Education</i>	<i>Adding Resources & Uploads</i>	<i>Feedback & Communication</i>
1130 - 1230	<i>User Accounts & Allotment</i>	<i>Adding Assignment & Discussion Activity</i>	<i>Designing a Course</i>
1230 - 1330	<i>Lunch</i>	<i>Lunch</i>	<i>Best Practices - Do's & Don't's</i>
1330 - 1400	<i>Usage of Moodle LMS</i>	<i>Adding & Preparing for Quiz, Access & Review</i>	<i>Lunch</i>
1400 - 1530	<i>Show KKHSOU LMS Structure</i>	<i>Gradebook & Badges</i>	<i>Presentations</i>
1530 - 1600	<i>Tea Break</i>	<i>Tea Break</i>	<i>Validations</i>
1600 - 1700	<i>Course Life Cycle Configuration & Settings</i>	<i>OER Usage and Creation</i>	
* The time assigned to each activity is tentative it varies with absorption rate of respondents			



Introduction with Background and Methodology

Krishna Kanta Handiqui State Open University, Guwahati, has been established under the provision of the KKHSOU, Act' 2005 enacted by the Govt. of Assam & published in the Assam Gazette (extraordinary) dt 29/9/05 has been recognized by the Former Distance Education Council, New Delhi (now DEB,UGC) vide letter no. DEC/Misc/07/5957 dated 03/10/07. The University Grants Commission vide its letter No. F.9-13/2008(CPP-I) dated 18th March, 2009 also has empowered the University to award degrees under Section 22 of UGC Act, 1956. It is the fourteenth of its kind along with IGNOU and the only state Open University in the whole of NE India. The headquarters of the University is located at Patgaon,Rani,Guwahati. The University was established with the purpose of promoting education to reach the unreached through the Open and Distance Learning System, with the motto of the University 'Education Beyond Barriers' of age, academic background and geographical boundaries. The main aim of the university is to develop and provide easily accessible modes of quality higher education and training with the use of latest educational inputs and technology.

The screenshot shows the website interface for Krishna Kanta Handiqui State Open University. At the top, there is a browser address bar with the URL www.digitalkkhsou.in/lms/. Below the browser, the university name is displayed. The main content area is divided into three sections:

- NAVIGATION:** A sidebar menu with options for Home, Search, and Courses.
- Available courses:** A featured course titled "Application of ICT in School Education ... Devajani" by Devajani Devajani. It includes an illustration of three students at a computer workstation and a text box stating: "Information and Communication Technology (ICT) has dramatically changed the modern world. It has even changed the way people communicate and interact with each other. ICT has impacted every facet of the".
- CALENDAR:** A calendar for November 2018, showing dates from 4th to 30th.

The University got assistance from CEMCA for providing training on Moodle for the faculty who are going to develop online courses. We were informed that 3 online courses to be developed, enrolments will start Jan 2019 with some 20000 learner base. These courses will be managed by teachers, referred as participants here, will be called as course mentors, assisting enrolled users, hence, a 3 day workshop was planned in consultation with Dr. Manas, Program Officer of CEMCA. The workshop was materialized with the help of Prof. Pranab Saikia, education department at KKHSOU and recommended by Registrar and all approved by Honorable Vice Chancellor at KKHSOU.



Objectives

The following were the objectives of the workshop session:

- To make faculty learn about moodle application and installation and others available online
- To make university and faculty aware about elearning environment
- To make participating faculty members know about Moodle LMS
- To make participants understand technical requirements for moodle set up
- To help university's IT Team understand Moodle and install application on local server
- To make Faculty understand and adopt Moodle courseware and configuration
- To help university and faculty make online courses for students using available at all times

Date of Event & Venue

1. October 7th and 8th 2018, KKHSOU office, Guwahati
2. October 27th , 28th and 29th 2018, Hotel Rajdhani Residency, Guwahati





Session Day 1 & Session Day 2 Oct 7th & 8th 2018

Session Day 1 and Day 2 were on **October 7th and 8th 2018**, where, Ashutosh along with ICT team discussed the courseware plan and settings required for 3 days sessions.

During these 2 days, server configuration and LMS system was performed. Day 1 solely focused on linux server configuration, protocols, messages, backups, cronjobs, plugins, updates etc. Some post lunch hours from day 1 were given to discuss the configuration and services required from Moodle LMS, so that the same can be done on Day 2 and both Moodle server and application run in sync. Both the objectives were successfully completed by October 8th 2018.

Session Day 3

October 26th 2018 , Workshop Inauguration Session





Moodle as adopted LMS

The workshop was organized in Hotel Rajdhani Residency, equipped with AV system and teachers brought in their personal laptops. All the sessions started on time as in the schedule with a brief on LMS and other names it is known and the need of implementing it in education institutions.

Dr Manas started with Day 3 session, that happened post inauguration. The session was planned to be an ice breaking, knowledge sharing, interaction about individuals with background and the discussion about elearning, usage its achievements and benefits. It was made sure that, the moodle set up and guide shall be shared with them, also along with that, moodle site and learning site for training was shared with the participants.

Moodle Introduction

The first section covered after lunch was to get to know about **Moodle, Code and Installation** on individual machines (desktops and laptops). The version used was Moodle 3.5 Along with the introduction the basics behind Moodle, Development and the usage on institutions were explained.



It was ensured that every individual should be able to go to the portal and understand the sign in process. Every 24 participants in the training room have successfully signed up on moodle site and created their individual profiles along with their picture, specialization and other details.

Day 3 was more focused on moodle training and giving participants a good experience on the platform. All the participants were made to go to the link again and recreate their logins and change their profiles. So the steps were repeated and everyone re-created their logins.

Details and List of Participants					
Sl. No	First Name	Last name	Qualification	Emails	Courses they will teach
1	Tarali	Pathak	Ph.D	taralipthk41@gmail.com	DECE CIE
2	Sruti Sruba	Bharali	M.Tech.	sruti.s.bharali@gmail.com	CICT
3	Biswajit	Das	M.Sc. (Comp. Sc.)	dasbiswajit2111@gmail.com	CICT
4	Susmita	Nath	M.Sc. in Home Science	susmitanath44@gmail.com	DECE
5	Devajani	Duarah	M.Sc., M.Ed., M.Phil.	ddevajani.dd@gmail.com	CICT
6	Tapashi	Das	Ph.D	tapashi.kashyap@gmail.com	CICT
7	Atowar	Islam	MCA, PhD	atowar91626@gmail.com	CICT
8	Krishna	Kalita	M.A., B.Ed., Ph.D.	krishna.kalita@kksou.in	DECE CIE
9	Indrani	Kalita	M.A., B.Ed.	indranikalita@kksou.in	DECE CIE
10	Pranab	Saikia	M.A., M.Phil, B.Ed, Ph.D	saikiapranab@yahoo.in	DECE CIE
11	Marami	Goswami	Ph.D.	marami525@gamil.com	DECE CIE
12	Mridul	Suklabaidya	MCA, Ph.D (Pursuing)	mbaidya4@gmail.com	CICT
13	Pearly	Calsum	1.M.A.(Sociology) 2.Diploma in Sp. Edn. 3.B.Ed - Sp. Edn.	fariza.pearly@gmail.com	CIE
14	Sangeeta	Borkakoty	MCA	s.borkakoty06@gmail.com	CICT
15	Archana	Adhikary	M.A., B.Ed.	archana.adhikary103@gmail.com	DECE CIE
16	Indrani	Gogoi	M.A., M.Ed., Ph.D	indraniduttaogoi@gmail.com	DECE CIE
17	Utpal	Kalita	M.A., B.Ed., M.Phil., Ph.D.	utpalkalita20@gmail.com	DECE CIE
18	Binod	Deka	M.Tech.	binoddeka@kksou.in	CICT
19	Monikankana	Sarmah	MA in Psychology	kankanasarmah17@gmail.com	DECE
20	Tarangini	Das	M.A.	taranginimatu@gmail.com	DECE
21	Diba	Nahin	M. A in English B.Ed.(general)	dibnahin@gmail.com	CIE
22	Aziza	Karim	Ph. D. in Disability studies	azizaslp@yahoo.com	CIE

*DECE: Diploma in Early Childhood Education

CICT: Certificate in ICT in School Education

CIE: Certificate in Inclusive Education

These above are the **login details** of users that logged in to the Moodle LMS platform and started to build up their courses.

Moreover the Day 3 session was predominantly based on showing what technology can do and how teaching and learning can be enhanced leveraging ICT.

Next in the line was to introduce **role of ICT and its features** and how Moodle LMS course features can solve the purpose of KKHSOU. Trainer made it very simple for all participants to learn and work at the same time. The instructions were slowly shown so that each once create their courses. With the help of trainer, every participant created a course for themselves and configured the settings as they wished. A few had them in Weekly format with 5 sections, a few used Collapsed format with 10 sections and a few with Topics format.



Course Development & User Enrolment

During this session, a dummy course was created by trainer, and user IDs were allotted to individual participants, so that before the day finishes each one should be able to login to Moodle LMS system and see its configuration and features.

Making them access the portal on Day 3, brought them a sense of pride and a confidence was thrown on them making their role of mentor as very significant role for the KKHSOU. This not only helped them clear doubts but also remember the key points, on how to login and how system behaves. This process actually made them well acquainted to the Moodle platform.

Session Day 4 Oct 27th 2018

The day started well recapping everything from Day 3. Each participant was asked to login to the laptops and go to their individual courses. A couple of questions were also asked by IT team related to forgot password, email accounts access and blocking users, all these were tackled well by the trainer.





Day 4 was planned to also cover **OER**, its usage, policy, how to get the files and benefit to the education community. The plan was to let them know about internet usage, policies and netigrit, and more about copying content or using content without permission. The session was lead by Dr Manas who with his ppts and attractive style, bought everyone interest within OER and made them forget technology until lunch. He also shared the OER and CC link so that participants can to they learn more after the session.

Post lunch session, Ashutosh, regained the topic from Moodle LMS teacher profile and course configuration. All the participants were told to open up their individual course contents that they have brought to design their respective courses. These course files were a mix of powerpoint, word, pdfs, youtube, mp3s and other video formats.

The participants learnt about **Course Permissions and Enrollment**, what happens when a wrong enrolment is done, how to remove a faulty enrolment, limiting enrolment etc. They discovered the entire course administration menu, and used different course formats, changing the language file, etc. The participants were trained on back-up of activities and resources and also the entire course **Back-up and Restore function**.

Moodle Structure & Course Configuration

During this time the participants were busy working on editing their logins and users on individual machines. By this time participants actually understood the moodle roles hierarchy as everyone was on admin role from individual machine. With an unsatisfactory note the lunch was called by the trainer so that internet and infrastructure problems can be fixed in the meanwhile.

By now the internet was also getting connected, and with the common moodle instance participants started communicating together using moodle message system and enrolling each other to the course.

Participants also learnt how to **Upload Resource** files like PDFs, PPTs, and other normally used files for education. Some have also uploaded the media files with pictures. The day was called at 16:30 HRS and everyone created their first moodle course with resources, and activities like quizzes, looking at gradebook, different marking criteria, assignments and forums.



A screenshot of participant courses used for practicing

www.digitalkksou.in/lms/

Krishna Kanta Handiqui State Open University

You are not logged in. (Log in)

- Early Childhood marami**
Facilitator: Marami Goswami
This course is meant for preschool teacher
- COURSE 1 UNDERSTANDING EARLY CHILDHOOD AND EDUCATION**
Mentor: Krishna Kalita
This is the first course of Diploma in Early Childhood Education.
- Early Childhood Education- Indrani Kalita**
Mentor: Indrani Kalita
This is a course related to childhood care and education helpful for school teachers.
- Application of ICT in School Education Dr Atowar ul Islam**
Facilitator: Dr Atowar ul Islam
This is a certificate course . It is 3 months duration course under KKSOU.
- Diba Nahin**
Teacher: Diba Nahin
This is a 3 months course for inservice teachers working in elementary schools
- Application of ICT in School Education-Biswajit**
Facilitator: Biswajit Das
Application of ICT in School Education is a 3 months certificate course provided by KKSOU.
- Certificate Course in Inclusive Education Aziza Karim**
Teacher: Aziza Karim
The three months Certificate Course in Inclusive Education will

Participants & Trainer working on together to develop courses





The day started well again, we started recapping everything from Day 3. Each participant went to respective courses, recreated sections, and uploaded files. These files were a mix of powerpoint, word, pdfs, youtube, mp3s and other video formats.

Later after the tea break, trainer showed the entire class on how to work on quizzes using Moodle. The framework of the quiz was explained at every step and designed the quiz as in requirements with KKHSOU. Then the questions were added as required, the questions were created using different format, the type of questions the participants were exposed to were, Long Answer Questions, Short Answer Questions, Multiple Choice Questions, True False Questions, Match the Followings and Image Mapping Questions and Fill in the Blanks.

Then it was shown on how to create questions categories, add questions to the category and later how to add questions to the quizzes.

The different layout were also shown, for example how these question will appear to students, how to teachers and how to admin. Participants were also exposed to other features and possibilities students and teachers will face.

Later some time was given to participants to practice quizzes and create questions from their courses content. Every participant was made to create quiz and add questions to the quiz. Then trainer, showed them on how to use other activities like assignment framework and submission page. The assignment was created explaining each step over several times. And then it was showed on how to have a option of file upload and direct writing the draft and submitting. All the participants, successfully, uploaded their papers on the assignment page with pdfs, ppt and word files.

Course Development & User Enrolment

During this session, participants grabbed good hands on experience in creating a courses. The participants learnt about **Course Permissions and Enrolment**, what happens when a wrong enrolment is done, how to remove a faulty enrolment, limiting enrolment etc. They discovered the entire course administration menu, and used different course formats, changing the language file, etc. The participants were trained on back-up of activities and resources and also the entire course **Back-up and Restore function**.

The last hour of the session was focused on **Moodle Mobile**, the application, the working and a live installation on Itunes and android store. Participants were also introduced to **Official Moodle Song**, also known to be as moodle anthem. Then the learners were introduced to the **OERs** like OCW, Moodle HUB, Creative commons License, logos, Copyright issues, plagiarism, similarity index, and other VLE tools. Participants were also told about Paypal, Microsoft, Google Integrations and SSO capability. Participants were also introduced to guest access with or without pass-code, so that un-enrolled students/ visitors' can access the course. How to restricting an



activity was introduced to them so that they can restrict and make an activity at particular time of the month/ year etc.

A screenshot of the initial homepage of KKHSOU Moodle page

Some courses developed by the participants

Ashutosh OLD

Dashboard > Miscellaneous > Ashold1 Turn editing on

NAVIGATION

Dashboard

- Site home
- Site pages
- Current course
 - Ashold1**
 - Participants
 - Badges
 - General
 - Introduction
 - Files & Folders
 - Topic 3
 - Topic 4
 - Topic 5
 - My courses

ADMINISTRATION

Course administration

- Turn editing on
- Edit settings
- Users
- Unenrol me from Ashold1
- Filters
- Reports
- Grades
- Gradebook setup
- Badges
- Backup
- Restore


Discussion Board

Submit Assignment

Fill in the Blanks Question

Introduction

Topic Objective



- ,ksejhl jjiit
- sikahki hkj
- liurloe o

Teaching Learning and Curriculum Development

Dashboard > Miscellaneous > TLDC

NAVIGATION

- Dashboard
 - Site home
 - Site pages
- Current course
 - TLDC
 - Participants
 - Badges
 - What is Teaching -Learning?
 - Learning Domains
 - Why curriculum needed in teaching?
 - How curriculum can be developed?
 - Why assessment needed in teaching learning?
 - Different types of assessment
 - My courses

ADMINISTRATION

- Course administration
 - Turn editing on
 - Edit settings
 - Users
 - Unenrol me from TLDC
 - Filters
 - Reports
 - Grades
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Publish
 - Reset
 - Question bank
- Switch role to...
- Site administration

OER

1. link <https://www.oercommons.org/>
2. Open Resources for education <https://www.oercommons.org/>

TEACHING-LEARNING

<http://www.facultyfocus.com/articles/effective-teaching-strategies/effective-teaching-strategies-six-keys-to-classroom-excellence/>

What is Teaching -Learning?



Unit-1: What is Teaching and Learning?

Teaching is a common practice for the teacher. But still we like some teacher's teaching very much and some are not. To make the teaching and learning effective teacher should know some pedagogic theories and technics of teaching Every teachers are practicing teaching learning in the class. This unit is designed to refresh our thoughts and practice of teachers or going to be a teacher.

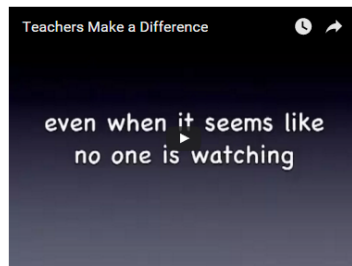
Learning outcomes of the unit are:

After completion of the unit learners will be able to

- Explain teaching -learning process
- Identify different styles of learning
- Make their teaching-learning effective and interactive.
- Create an enviroment of active teaching-learning in their practice
- Change their attitude for effective teaching and learning.

Ice Braking Discussion

additional videos for unit-1



- Teaching Learning
- Teaching- learnig
- Making learning effective
- Quick test
- Assignment-1
- Discussion on Teaching -Learning

Learning Domains

Assessment
Unit-1

Why curriculum needed in teaching?

How curriculum can be developed?

Why assessment needed in teaching learning?

Different types of assessment

Turn editing on

SEARCH FORUMS

Advanced search ?

LATEST NEWS

Add a new topic...

Teaching learning

21 Jan, 23:37 Nazneen Akhter

Older topics ...

UPCOMING EVENTS

There are no upcoming events

Go to calendar...

New event...

RECENT ACTIVITY

Activity since Saturday, 13 February 2016, 2:18 AM

Full report of recent activity...

No recent activity

Session Day 5 October 28 2018



The final day was the day of motivation and problem solving. Each participant was nervous of the presentation, there was no new thing explained, but the recap of entire thing they did during all the previous 4 days. Questions were asked about the quiz questions and labels and how to make course more lucrative and appealing. The trainer as desired answered these. The facilitators informed that the session has to be closed by the tea break. So, participants had enough time to create their demo courses, and trainer helped them achieve their goals

Post Tea Break, we started with some more of recap and **Final close up work**. Honorable Registrar and Incharge of VC office also came during Tea Break and joined the session.

The Validation, Time of Judgment



Registrar and Incharge VC Office was very moved by the presentation and seeing the entire work on the KKHSOU server. Keeping the interest of time, we divided all the participants in 3 teams and have asked teams to present all they have learnt and demo the things they have established in the Moodle LMS as their course. A lot of them showed the course overview and the activities they have planned.





Each participant was motivated by the trainer while presenting, a few did some goof-up because of nervousness but explained as required. It all went very well and the satisfaction could be seen on everyone's face. The seminar room was all with claps and congratulations.

Closing Theme was chaired by Prof Pranab , he welcomed Dr Manas and Mr Ashutosh and then greeted KKHSOU Registrar and Incharge VC office. Prof Pranab, wanted to thank the trainer because of the brilliance in training observed, so Ashutosh , took the opportunity and thanked everyone including the participants. He mentioned about bringing the change, he mentioned about the presenting the things differently, also about bringing the change to society from the petty steps. Then Dr Manas congratulated everyone, with his short note on the project and success observed.

The validation was actually well tested by authorities at KKHSOU. The certificates were distributed to the participants and room was again full of celebration and claps.

Conclusion

The two plus three, in total five day workshop was concluded in a Valedictory session with Hon. Registrar and Incharge Vice Chancellor office, Chief Guest addressing and assessing the participants by stating that technology is the future medium of instruction and suggested all the participants to keep in pace with the changing technology to face the challenges ahead.

Concluding Notes

The five day workshop on on Capacity Building of Higher Education Teachers on e-Content Development using Moodle helped the participants to gain hands on experience on working with moodle platform and creating courses. The participants responded that the training programme was very much useful and will help them in improving their online skills in developing online courses.



Ashutosh's Recommendation to ELearning Centre

Through-out the session and a detailed meeting was conducted with the entire KKHSOU IT team, following are trainer's recommendations:

1. LMS has to be installed on cloud servers so that the scalability is maintained
2. A clustered format should be used, a replica of current server should always be available to the users, if one crashes or goes down another should always be available
3. Server maintenance is mandatory; either LMS IT team should learn moodle setup or give it to third party maintenance team
4. Moodle continuous back up to be kept on different server and also on disposable drives
5. Moodle version should always be continuously updated and with stable packs only
6. The rights and responsibilities of mentors should be well defined and very smartly these roles have to be crafted on LMS, no more or less access to be granted to mentors
7. Any plugin or upgrade patch should not be done directly on moodle site, a staging server is always helpful with same environment
8. Usernames should follow a unique name structure for all accounts, for teachers, mentors, students and managers. Admin should be very sincere while handling these accounts.
9. A moodle policy is must for users and usage as well.
10. A right pedagogy is to be adopted. ID team should design the courses on paper and a rough template to be decided
11. Any new application and integration should be very well tested and avoided unless required
12. A detailed research should be made before integrating any piece on moodle
13. Ashutosh has suggested to share the work as and when required, he will be happy to support the organization on a fix role basis, including pedagogy, IT, ID and even crucial and quiz test uploads.
14. A detailed site chart and map is prepared with the configuration, work plan, user accounts, enrolments and course creation.
15. Baby steps is the crux of this for learners and a rough work is very important.



ANNEXURE

LIST OF PARTICIPANTS

Sl. No.	First Name	Last name	Qualification	Emails	Courses they will teach
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