

**OpenKGUMSB**

**COURSE PREPARATION  
MANUAL FOR  
TEACHERS**



# OpenKGUMSB Teacher Course Preparation Manual

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Department:	KGUMSB
Date:	09-08-2024
For:	OpenKGUMSB Teachers

## Course Preparation

## 1. Access Course

After logging in, user will see the list of courses (modules) they are enrolled in and the calendar events in the Dashboard

Home Dashboard My courses

Hi, Pema! 🌟

**Timeline**

Next 7 days ▾ Sort by dates ▾

Friday, 16 August 2024

13:52 📢 **Feedback**  
Feedback closes - Test Course

**Recently accessed courses**

Using VLE Voting System Voting System Voting System

Test Course Voting for Councilors, 16th April, 2024 Voting of Provost 2022 Voting for Best Outgoing Student 2023

**Calendar**

All courses ▾

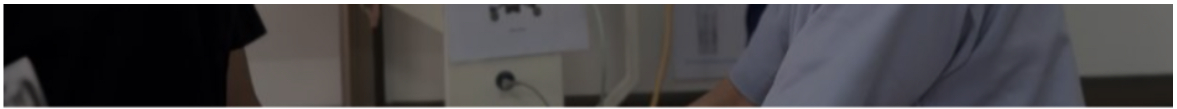
◀ July **August 2024** ⓘ

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8 Peer Review opens for su...	9 Assignment 1 is due Peer review begins for ... Peer Review opens for as... Peer Review deadline for ...	10	11
12 EST opens	13	14 Feedback opens	15	16 Feedback closes	17	18
19 Assignment Submission Assignment - Text Subm	20	21	22	23	24	25

Under Home user will see the list of categories, module tutor list and available courses

KGUMSB Courses Course Category Teachers Explore Courses Manuals ▾

[REGISTER WITH US](#)



## AVAILABLE CATEGORIES

List of registered categories



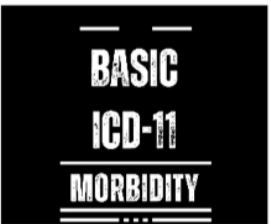

<b>Druk Sokchop : Bhutan Lifesavers</b> ... Over 37 Courses	<b>Service with Care and Compassion ...</b> Over 14 Courses	<b>Quality of Care and Patient Safety...</b> Over 8 Courses
<b>Maternal, Perinatal and Neonatal</b> ... Over 1 Courses	<b>Evidence Based Practice Courses</b> Over 1 Courses	<b>Pedagogy Courses</b> Over 1 Courses

## TEACHERS

Meet our teachers.



## AVAILABLE COURSES

 <p>Quality of Care and Patient Safety Courses <b>Backup KGUMSB TQM</b></p> <p>Updated Aug 09,2024</p>	 <p><b>TQM for KGUMSB</b></p> <p>Quality of Care and Patient Safety Courses <b>Total Quality Management for KGUMSB</b></p> <p>Updated Aug 08,2024</p>	 <p><b>BASIC ICD-11 MORBIDITY</b></p> <p>Quality of Care and Patient Safety Courses <b>Basic ICD-11 Morbidity</b></p> <p>Updated Aug 07,2024</p>	 <p><b>BASIC LIFE SUPPORT</b></p> <p>Druk Sokchop : Bhutan Lifesavers Courses <b>Basic Life Support</b></p> <p>Updated Aug 07,2024</p>
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View more to search for the course module if you are not able to find it in the available courses

[Dashboard](#) / [Courses](#)

**OpenKGUMSB(Test & Practice)**

Continuous Professional Development  
Professional Development

**My courses**

Course overview

All Search Sort by course name Card

SEMESTER I Academic Skills	Semester I Academic Skills (BPH)	Semester I Academic Skills (BScNM)
Semester I Academic Skills (Foundation)	Voting System EMPLOYEE OF THE YEAR 2023 0% complete	BSc Nursing and Midwifery Inservice Lecturer Selection Examination 2021
Using VLE	Voting System	Voting System

## 2. View Course Content

Click on the one of the course (modules) to view the course content page as below

Dashboard / My courses / CPD-PDG-BPDG In maintenance mode

# Basic Pedagogy

Course Settings Participants Grades Reports More ~

General Collapse all

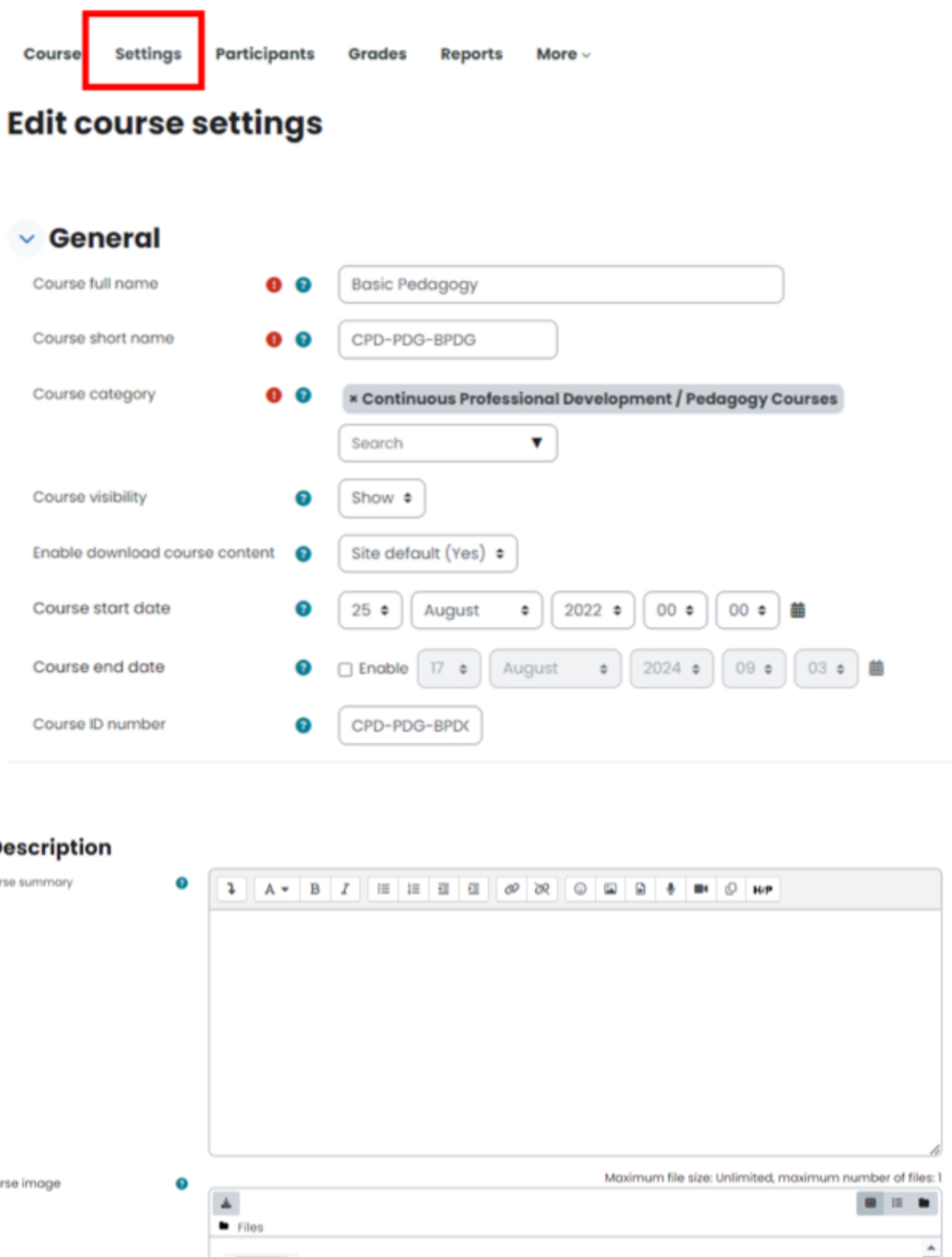
Feedback Sample  
Opened: Wednesday, 14 August 2024, 1:05 PM Closed: Friday, 16 August 2024, 1:05 PM



### 3. Configure Course

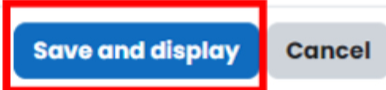
Click to settings to change the name of the module, its shortname, category, course duration, description (if added, description appears on the module list) and course format.

**Course Short name, Category and Course ID number should be assigned as per the standard formats in consultation with ICT Team**





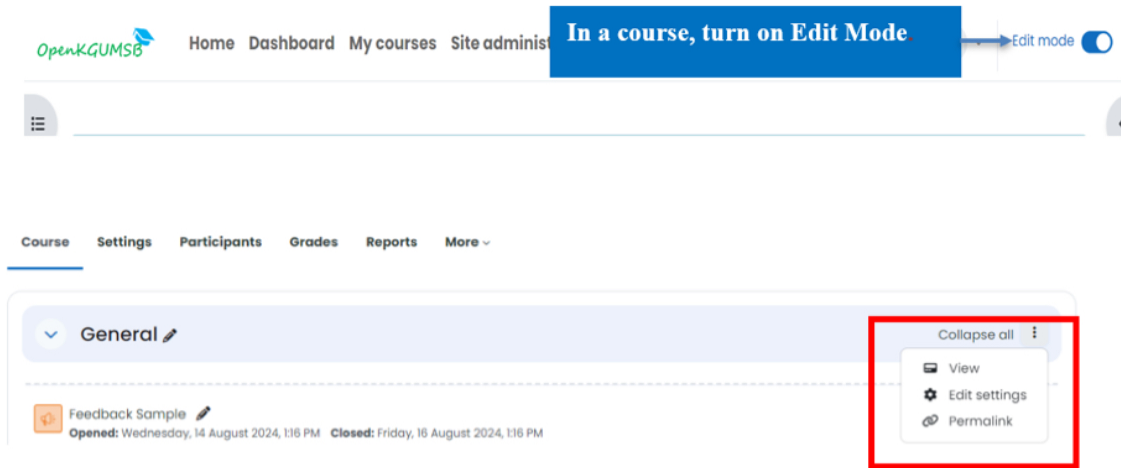
- > **Course format**
- > **Appearance**
- > **Files and uploads**
- > **Completion tracking**
- > **Groups**
- > **Tags**



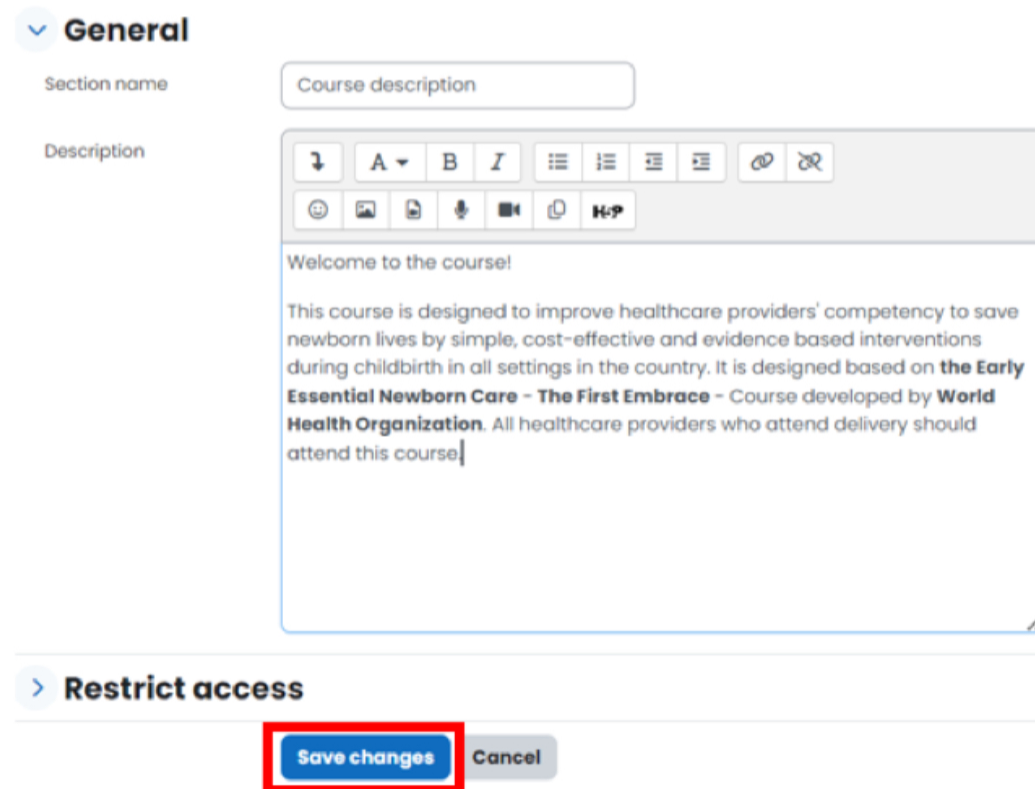
#### 4. Edit Course

In order to edit a course, you must have the write privileges enabled. This option is only available to instructors of the course who have editing rights. Turning "Edit On"

will allow instructors to edit and make changes to the content page.



Select Edit Setting to add your course description (Course description/overview should be worked on by the content developer/tutor.



Action on content area





Adult Learning Principles and Learning

Session 1: 

Click on pen icon to edit the text

- Move
- Hide
- Duplicate
- Assign roles
- Group mode >
- Delete

Adult Learning Principles and Learning 

To do ▾ ⋮