OpenKGUMSB

COURSE PREPARATION MANUAL FOR TEACHERS

OpenKGUMSB Teacher Course Preparation Manual

Written by:	**ICT UNIT (OOP, FNPH, FOTM, FOUGM)**
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

   Under Home user will see the list of categories, module tutor list and available courses
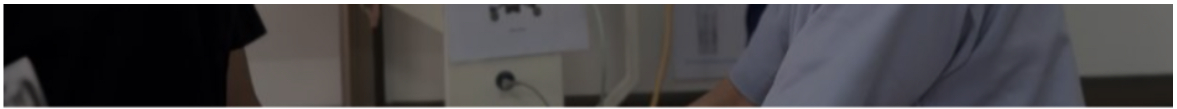
AVAILABLE CATEGORIES
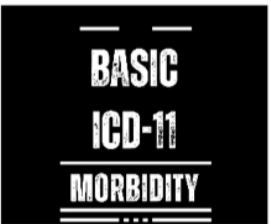
List of registered categories

Druk Sokchop : Bhutan Lifesavers ...
Over 37 Courses

Service with Care and Compassion ...
Over 14 Courses

Quality of Care and Patient Safety...
Over 8 Courses

Maternal, Perinatal and Neonatal ...
Over 1 Courses

Evidence Based Practice Courses
Over 1 Courses

Pedagogy Courses
Over 1 Courses

TEACHERS

Meet our teachers.

AVAILABLE COURSES

Quality of Care and Patient Safety Courses
Backup KGUMSB TQM

Updated Aug 09,2024

Quality of Care and Patient Safety Courses
Total Quality Management for KGUMSB

Updated Aug 08,2024

Quality of Care and Patient Safety Courses
Basic ICD-11 Morbidity

Updated Aug 07,2024

Druk Sokchop : Bhutan Lifesavers Courses
Basic Life Support

Updated Aug 07,2024

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)

2. View Course Content

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

Session I:

Adult Learning Principles and Learning   To do ⌄

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   **Settings**   Participants   Grades   Reports   More ⌄

Edit course settings

⌄ General

|		
Course full name	❶ ❓	Basic Pedagogy
Course short name	❶ ❓	CPD-PDG-BPDG
Course category	❶ ❓	× Continuous Professional Development / Pedagogy Courses
		Search ▼
Course visibility	❓	Show ⬍
Enable download course content	❓	Site default (Yes) ⬍
Course start date	❓	25 ⬍ August ⬍ 2022 ⬍ 00 ⬍ 00 ⬍ 📅
Course end date	❓	☐ Enable 17 ⬍ August ⬍ 2024 ⬍ 09 ⬍ 03 ⬍ 📅
Course ID number	❓	CPD-PDG-BPDX

⌄ Description

Course summary   ❓

A ▾   B   I   ≣ ≣ ≣ ≣   ⌕ ⌕   ☺ ⌕ ⌕   ⏺ ◼ ○   H-P

Course image   ❓   Maximum file size: Unlimited, maximum number of files: 1

⬆

▶ Files

Black and

Accepted file types:

Image (GIF) .gif
Image (JPEG) .jpg

> **Course format**

> **Appearance**

> **Files and uploads**

> **Completion tracking**

> **Groups**

> **Tags**

Save and display   **Cancel**
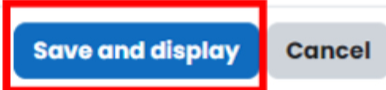
4. **Edit Course**

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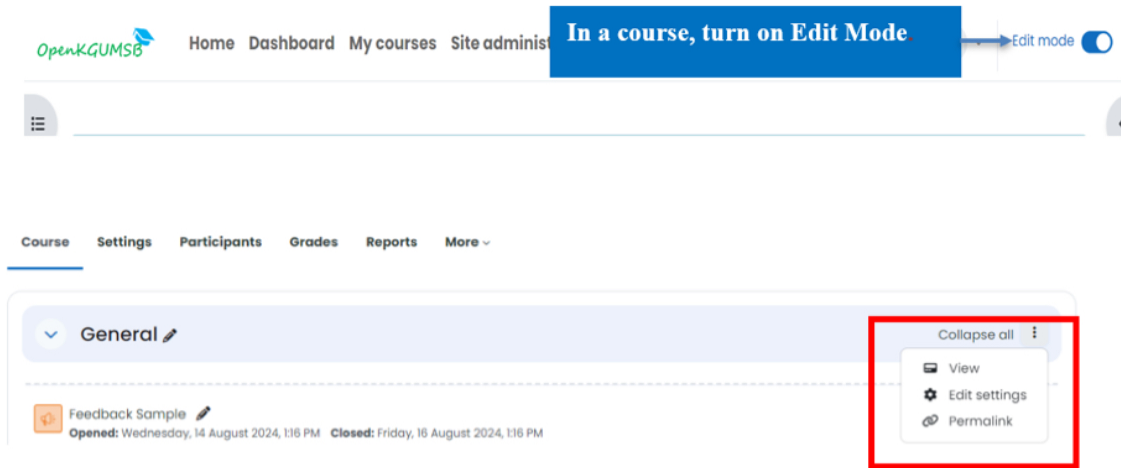
Select Edit Setting to add your course description (Course description/overview should be worked on by the content developer/tutor.
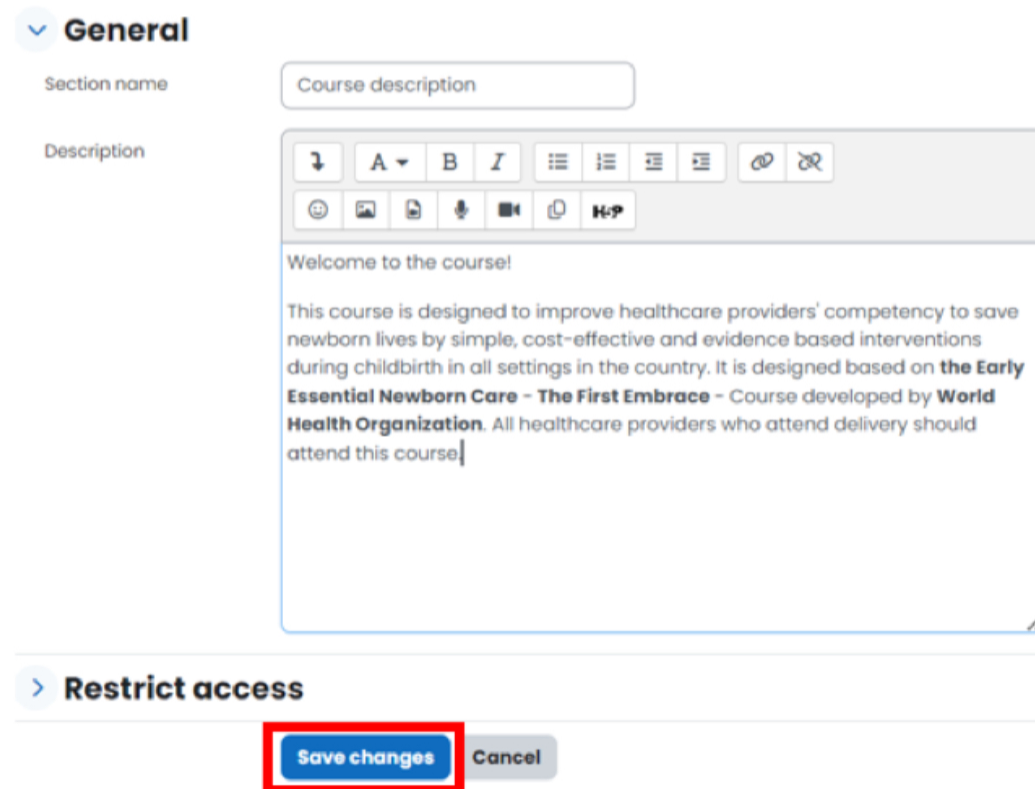
Add an activity or resource

⊕ Move
👁 Hide
⧉ Duplicate
⊖ Assign roles
👥 Group mode ›
🗑 Delete

Click on pen icon to edit the text

⌄ Session 1: ✏️

⬚ Adult Learning Principles and Learning ✏️   To do ⌄   ⋮

🅣 **TEMPLATE**.NET   ✕