

# OpenKGUMSB

## COURSE PREPARATION MANUAL FOR TEACHERS



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# 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

Home Dashboard My courses

Hi, Pema! 🌟

**Timeline**

Next 7 days ▾ Sort by dates ▾ Search by activity type or name

Friday, 16 August 2024

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

**Recently accessed courses**

Using VLE  
Test Course

Voting System  
Voting for Councilors, 16th April, 2024

Voting System  
Voting of Provost 2022

Voting System  
Voting for Best Outgoing Student 2023

**Calendar**

All courses ▾

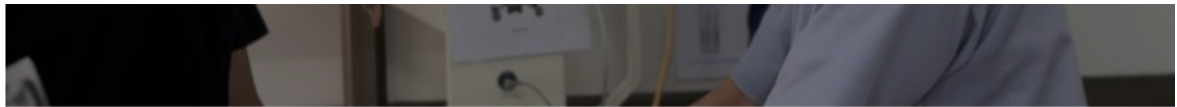
◀ July August 2024 5

| Mon                                                   | Tue | Wed                  | Thu                              | Fri                                                                                                                    | Sat | Sun |
|-------------------------------------------------------|-----|----------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------|-----|-----|
|                                                       |     |                      | 1                                | 2                                                                                                                      | 3   | 4   |
| 5                                                     | 6   | 7                    | 8<br>Peer Review opens for su... | 9<br>Assignment 1 is due<br>Peer review opening for ...<br>Peer Review opens for as...<br>Peer Review deadline for ... | 10  | 11  |
| 12<br>EST opens                                       | 13  | 14<br>Feedback opens | 15                               | 16<br>Feedback closes                                                                                                  | 17  | 18  |
| 19<br>Assignment Submission<br>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

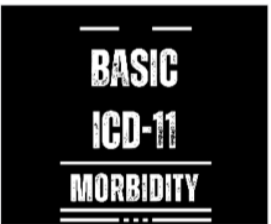
|                                                                   |                                                                |                                                                |
|-------------------------------------------------------------------|----------------------------------------------------------------|------------------------------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

## TEACHERS

Meet our teachers.



## AVAILABLE COURSES

|                                                                                                                                                                                                 |                                                                                                                                                                                                                   |                                                                                                                                                                                                       |                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>Quality of Care and Patient Safety Courses</b><br><b>Backup KGUMSB TQM</b><br><br>Updated Aug 09,2024 | <br><b>Quality of Care and Patient Safety Courses</b><br><b>Total Quality Management for KGUMSB</b><br><br>Updated Aug 08,2024 | <br><b>Quality of Care and Patient Safety Courses</b><br><b>Basic ICD-11 Morbidity</b><br><br>Updated Aug 07,2024 | <br><b>Druk Sokchop : Bhutan Lifesavers Courses</b><br><b>Basic Life Support</b><br><br>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)**

Continuous Professional Development

Search courses

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



Black and

Accepted file types:  
Image (GIF) .gif  
Image (JPEG) .jpg  
Image (PNG) .png

> **Course format**

> **Appearance**

> **Files and uploads**

> **Completion tracking**

> **Groups**

> **Tags**

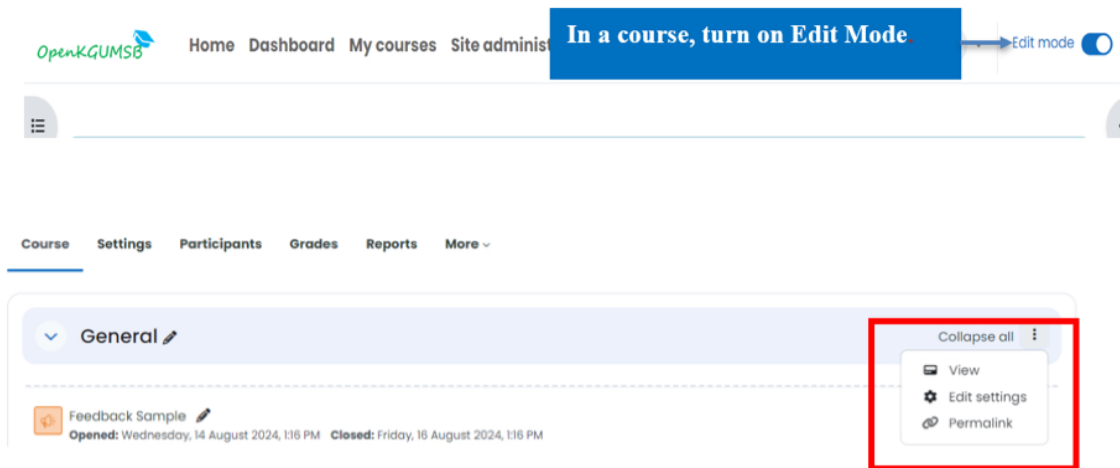
Save and display

Cancel

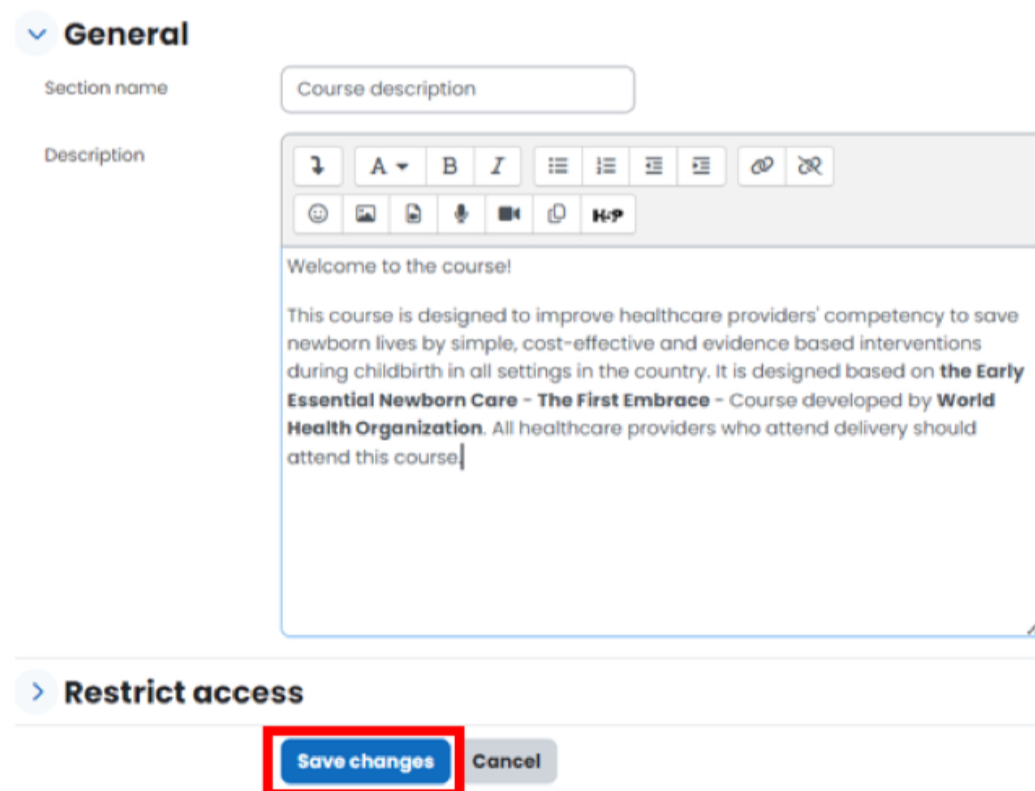
#### 4. Edit Course

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.



Action on content area



+

Add an activity or resource

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 ▾ ⋮



# OpenKGUMSB

## LESSON MANUAL FOR TEACHER



# OpenKGUMSB Lesson Manual for Teacher

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 31-05-2024                        |
| For:        | OpenKGUMSB Teachers               |

## LESSON

The lesson activity module enables a teacher to deliver content and/or practice activities in interesting and flexible ways. A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner. In either case, teachers can choose to increase engagement and ensure understanding by including a variety of questions, such as multiple choice, matching and short answer. Depending on the student's choice of answer and how the teacher develops the lesson, students may progress to the next page, be taken back to a previous page or redirected down a different path entirely.

A lesson may be graded, with the grade recorded in the gradebook. Lessons may be used:

- For self-directed learning of a new topic
- For scenarios or simulations/decision-making exercises
- For differentiated revision, with different sets of revision questions depending upon answers given to initial questions

Follow steps listed below to create and navigate lesson.

## 1. Enable Lesson

OpenKUMSB Home Dashboard My courses Site administration

In a course, turn on / enable Edit Mode

Edit mode ☒

Note: Check the boxes below in each toggle to view the respective content.

Click here to choose an activity or resource

+ Add an activity or resource

All Activities Resources Recommended

|                    |          |                     |           |        |                    |
|--------------------|----------|---------------------|-----------|--------|--------------------|
| Assignment         | Book     | Chat                | Checklist | Choice | Course certificate |
| Custom certificate | Database | Feedback            | File      | Folder | Forum              |
| Glossary           | H5P      | IMS content package | Lesson    | Page   | Quiz               |
| SCORM package      | Survey   | Text and media area | URL       | Wiki   | Workshop           |

Choose Lesson

## 2. Create New Lesson

New Lesson

General

Name

Description

Give a name for the new lesson

Expand all

Give a description if needed

☐ Display description on course page

## 3. Configure Lesson

▼ Appearance

Show more...

Display menu

No

▼ Availability

Available from

☐ Enable

8

August

2024

12

46

Calendar icon

Deadline

☐ Enable

8

August

2024

12

46

Calendar icon

Time limit

☒ Enable

0

minutes

☐ Enable

Enable and set the start and end date, and time limit for your lesson if needed

Show more...

▼ Flow control

Allow student review

☒ Enable

No

Provide option to try a question again

☒ Enable

No

Maximum number of attempts per question

☒ Enable

1

Change the maximum number of attempts per question here depending on the number of times the user view the content

Show more...

Keep the rest of the fields as default, then save and return to the course

#### 4. Add Content Page for Lesson

Click on the lesson and start adding a content page

## Lesson

Collapsed 

### What would you like to do first?

[Add a question page](#)

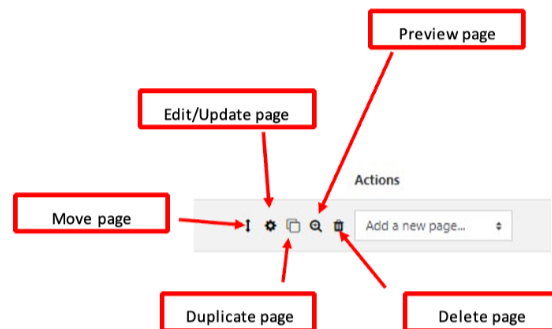
- The description will appear to the student as a button.
- The teacher can check the box to have the buttons appear horizontally, or uncheck it for them to appear centred vertically
- Save page

## 5. Action Icons for Lesson

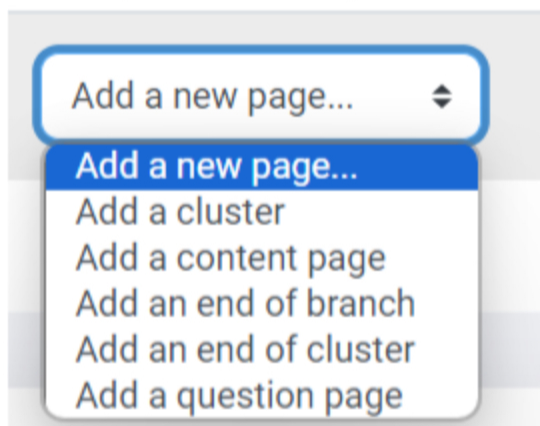
- The actions icons allow you to move (if you have more than one), edit, preview, delete or duplicate your pages.

### Editing lesson

| Page title            | Page type | Jumps                  | Actions           |
|-----------------------|-----------|------------------------|-------------------|
| <a href="#">Perna</a> | Content   | This page<br>Next page | Add a new page... |



The drop down allows you to create another page of your choice:



### Add Question Page(Question and Answer) for Lesson

**Moodle copy 1**

Dashboard > My course > U\_1 > Topic 1 > Lesson 1 > Edit > Collapsed > Edit

Lesson 1

Preview Edit Reports Grade essays

Collapsed Expanded

| Page title | Page type | Jumps                      | Actions                                                           |
|------------|-----------|----------------------------|-------------------------------------------------------------------|
| Chapter 1  | Content   | Next page                  | Add a new page...                                                 |
| Chapter 2  | Content   | Previous page<br>Next page | Add a question page<br>Add a new page...<br>Add an end of cluster |



- From this link, you can choose from a variety of question types which will then be added as pages to your lesson

Select a question type

Multichoice

Add a question page Cancel

### ▼ Create a Multichoice question page

Page title Quiz

Page contents

Edit View Insert Format Tools Table Help

↩ ↪ B I H-P

Add the question here

Options

☐ Multiple-answer Tick the checkbox if more than one response is a correct answer.

### ▼ Answer 1

Answer

Edit View Insert Format Tools Table Help

↩ ↪ B I H-P

P

Response

Edit View Insert Format Tools Table Help

↩ ↪ B I        

P

Jump  Next page 

Score  1

---

 **Answer 2**

**For the correct answer give the score as 1 otherwise 0.**

Save the page.

## 6. Preview Lesson

Inserted page: Quiz

Back Collapsed 

### Editing lesson

| Page title           | Page type   | Jumps                                                  | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------|-------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Pema</a> | Content     | <a href="#">This page</a><br><a href="#">Next page</a> |      Add a new page...  |
| <a href="#">Quiz</a> | Multichoice | <a href="#">Next page</a><br><a href="#">This page</a> |      Add a new page...  |

## Pema

oisdoij

This page Next page

## 7. End Lesson

To bring the lesson to a close, select the "End of Lesson" option from the Jump menu on any relevant pages.

The student will then see a generic message as in the next screenshot, with a direction back to the main course page or to view their grades:



Congratulations- End of lesson reached.

▼ Content 2

Description

End of the lesson

Jump

End of lesson

**OpenKGUMSB**

**QUIZ MANUAL FOR  
TEACHERS**



# OpenKGUMSB Teacher Quiz Manual

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 31-05-2024                        |
| For:        | OpenKGUMSB Teachers               |

## 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 to show hints, feedback, and correct answers 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

### 1. Enable Quiz



## 2. Create and Configure Quiz

+ Add an activity or resource

Click on the add an activity or resource

### Add an activity or resource

Search

Starred All Activities Resources Recommended

|                                                                                                        |                                                                                                            |                                                                                                       |                                                                                                       |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <br>Assignment<br>☆ ⓘ | <br>Chat<br>☆ ⓘ           | <br>Checklist<br>☆ ⓘ | <br>Choice<br>☆ ⓘ   |
| <br>Database<br>☆ ⓘ   | <br>Feedback<br>☆ ⓘ       | <br>Forum<br>☆ ⓘ     | <br>Glossary<br>☆ ⓘ |
| <br>Quiz<br>☆ ⓘ      | <br>SCORM package<br>☆ ⓘ | <br>Survey<br>☆ ⓘ   | <br>Wiki<br>☆ ⓘ    |

Click on the Quiz

Name

Chapter 1 - Quiz

Type a name for your quiz.

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, and media.

☐ Display description on course page ⓘ

### Timing

Open the quiz

☐ Enable 8 August 2024 14 26

Close the quiz

☐ Enable 8 August 2024 14 26

Time limit

☐ 0 minutes ☐ Enable

Enable checkboxes to select the opening and end date from this section

OR select the time limit directly.

### Grade

Grade category

Uncategorised

Grade to pass

Set the grade to pass

Attempts allowed

Unlimited

Set the number of attempts allowed

Grading method

Highest grade

Layout

New page

Every question

Limit the number of questions per page

Show less...

Navigation method

Free

When sequential navigation is activated, students must complete the quiz in the given order and cannot go back to previous pages or skip forward.

Question behaviour

Shuffle within questions

Yes

How questions behave

Deferred feedback

Review options

During the attempt

☒ The attempt

☒ Whether correct

☒ Maximum marks

☒ Marks

☒ Specific feedback

☒ General feedback

☒ Right answer

☐ Overall feedback

Immediately after the attempt

☒ The attempt

☒ Whether correct

☒ Maximum marks

☒ Marks

☒ Specific feedback

☒ General feedback

☒ Right answer

☒ Overall feedback

Later, while the quiz is still open

☒ The attempt

☒ Whether correct

☒ Maximum marks

☒ Marks

☒ Specific feedback

☒ General feedback

☒ Right answer

☒ Overall feedback

After the quiz is closed

☒ The attempt

☒ Whether correct

☒ Maximum marks

☒ Marks

☒ Specific feedback

☒ General feedback

☒ Right answer

☒ Overall feedback

Change the review options by enabling and disabling the check boxes.

Appearance

Safe Exam Browser

Extra restrictions on attempts

Require password

Click to enter text

You can set a password here and to access the quiz, participants will need to enter the password provided by the teachers.

Tags

Competencies

☐ Send content change notification

Save and return to course

Save and display

Cancel

Click save and return to course.

### 3. Create Quiz Questionnaires

Click on Quiz in the content page

Test quiz

Opened: Thursday, 8 August 2024, 3:40 PM Closes: Friday, 9 August 2024, 3:40 PM

Quiz Settings Questions Results Question bank More

Opened: Thursday, 8 August 2024, 3:40 PM  
Closes: Friday, 9 August 2024, 3:40 PM

Add question

Click on the button to start adding questions.

Grading method: Highest grade

Questions

Questions: 0 | Quiz open (closes 9/08/24, 15:40)

Repaginate Select multiple items

Maximum grade 10.00 Save

Total of marks: 0.00

Shuffle Add

Set the maximum mark here and save it

Enable the checkbox to shuffle the questions

Click on the drop-down arrow to start adding questions

Click Add and then click '*+ a new question*'

Choose the question type you want to add and click "Next" ('When you click on a question type on the left, helpful information appears on the right.

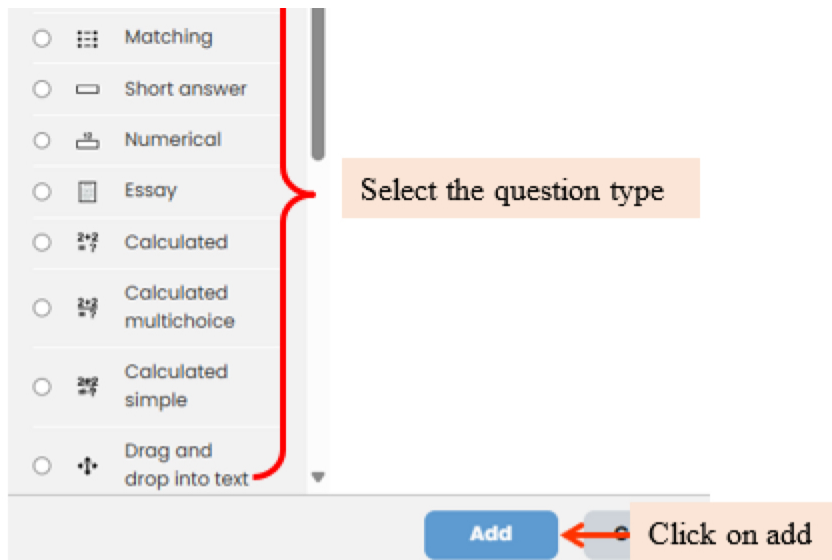
Choose a question type to add

QUESTIONS

Multiple choice

True/False

Select a question type to see its description.



#### 4. Import Questions into Question Bank

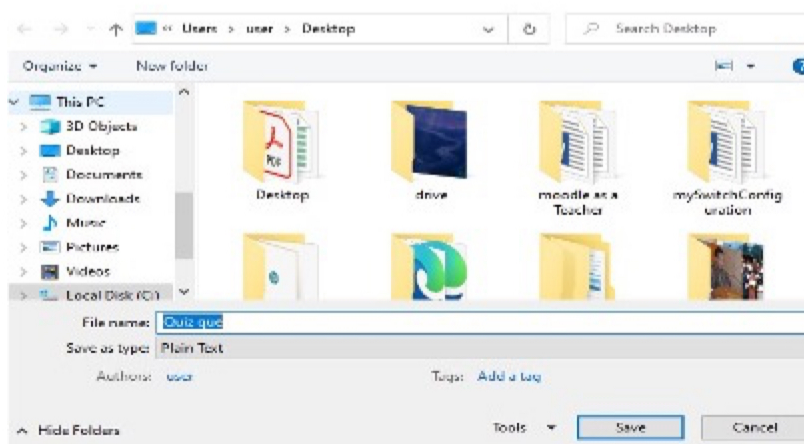
Prepare your questions in word document as shown in the given format below:

Which type of the following delays causes maternal morbidity and mortality due to bleeding after delivery?

- A. Delay in seeking care/ home delivery
- B. Delay in reaching the facility/ transportation.
- C. Delay in recognition and resuscitation
- D. All of the above.

ANSWER: D

Save the document in Plain text format



Open the quiz and go to the *Question bank* tab

**Opened:** Thursday, 8 August 2024, 3:40 PM

**Closes:** Friday, 9 August 2024, 3:40 PM

Add question

Questions ▾

Questions  
Export  
**Import**  
Categories

Click on Import

Match All ▾

**Question**

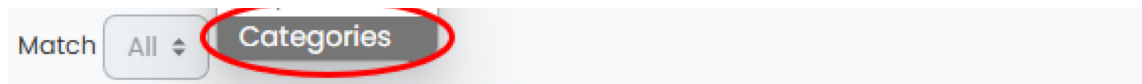
You can either import the question to the default category or can create a new category for the questions.

Questions ▾

Questions  
Export  
Import

**Question**





## Question categories?

### Question categories for 'Quiz: Test quiz'

- Default for Test quiz (0)

The default category for questions shared in context 'Test quiz'.



Select the parent category and give a Name as shown below and click on Add category.

A screenshot of the 'Add category' form. It has a title 'Add category' with a dropdown arrow. Below are four fields: 'Parent category' with a value 'Top for Backup KGUMSB TQM', 'Name' with a value 'TQM Pre-Test', 'Category info' with a rich text editor containing a dropdown and bold/italic buttons, and 'ID number' which is empty. At the bottom, there is a blue 'Add category' button (highlighted with a red circle) and a grey 'Cancel' button.

Now go back to Question bank and click on *Import*

A screenshot of the 'File format' section. It has a title 'File format' with a dropdown arrow. Below are four radio button options: 'Aiken format', 'Blackboard', 'Embedded answers (Cloze)', and 'GIFT format'. The 'Aiken format' option is selected and highlighted with a red circle. An orange callout box with an arrow points to it, containing the text 'Select the Aiken format'.

- ☐ Missing word format ?
- ☐ Moodle XML format ?

## > General

### ▼ Import questions from file

Import



**Choose a file...**

Maximum size for new files: 200 MB

import-question-format.txt

**Import**

Quiz Settings Questions Results Question bank More ▾

Import ▾

Parsing questions from import file.

Importing 1 questions from file

1. Which type of the following delays causes maternal morbidity and mortality due to bleeding after

Click on Continue.

**Continue**

You can view the questions under the category you created as shown below

Match Category ▾ Type or select... ▼ TQM Pre-Test (1) × ☐ Also show questions from

**AND**

Match Show hidden questions ▾ No ▾

+ Add condition

Create a new question ... Reset columns Show question text in the question list? Yes, text only

| <input type="checkbox"/> | ⚙️ Question ⚙️ | Actions | Status ⚙️ | Version | Created by | Co |
|--------------------------|----------------|---------|-----------|---------|------------|----|
|--------------------------|----------------|---------|-----------|---------|------------|----|

| T                        | Question name / ID number                                                      |        |         |    | First name<br>/ Last name<br>/ Date      |   |
|--------------------------|--------------------------------------------------------------------------------|--------|---------|----|------------------------------------------|---|
| <input type="checkbox"/> | Which type of the following delays causes maternal morbidity and mortality ... | Edit ▾ | Ready ▾ | v1 | Tshering Lham<br>8 August 2024, 10:13 PM | 0 |

Which type of the following delays causes maternal morbidity and mortality due to bleeding after delivery?

- **Default for NBLS (62)**

The default category for questions s

- ~~Pretest for TQM course (16)~~
- **TQM Pre-Test (1)**
- TQM Question Bank (26)

## 5. Add Questions from Question Bank

If you have not added the questions yet, click on the *Add question* button.

[Quiz](#)
[Settings](#)
[Questions](#)
[Results](#)
[Question bank](#)
[More](#)

**Opened:** Thursday, 8 August 2024, 3:40 PM

**Closes:** Friday, 9 August 2024, 3:40 PM

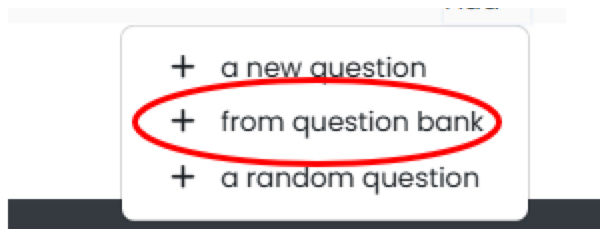
Grading method: Highest grade

Maximum grade  [Save](#)

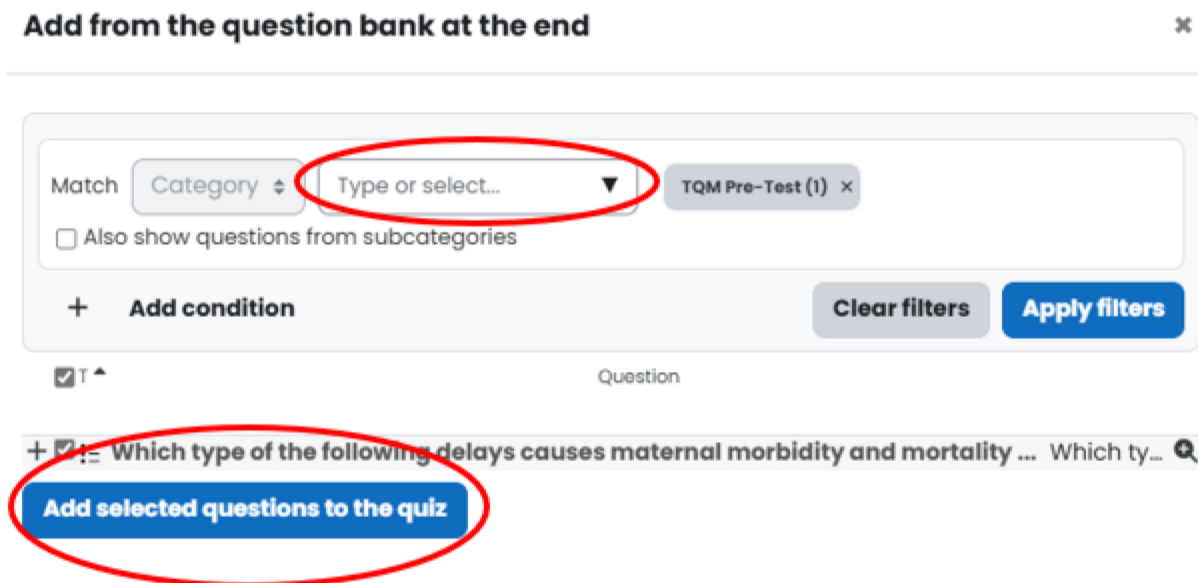
Total of marks: 0.00

☐ Shuffle

Add ▾

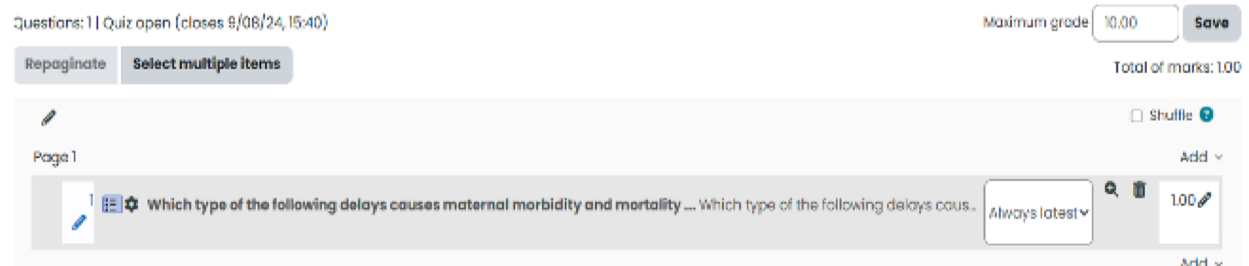


You can select the quiz category to list down the questions under that category and tick the checkbox against the questions to be imported and click on the *Add selected questions to the quiz* button.



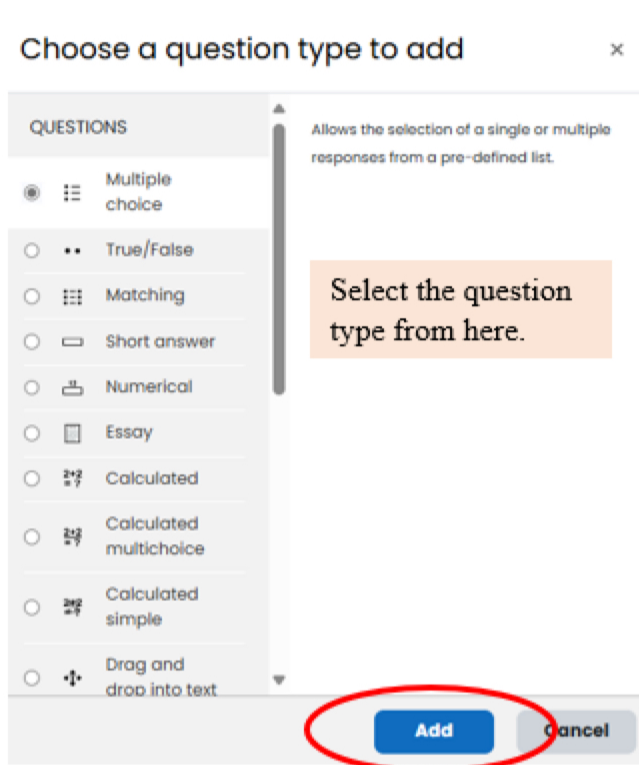
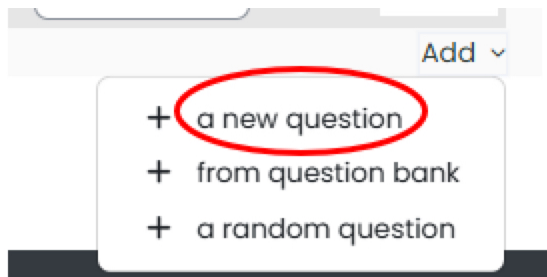
## Add New Questions to Question Bank

### Questions



That's it and you can continue adding as many question as you need depending on your requirement.





Select the category, give a question name and add the question next to the *Question text* section.

Category TQM Pre-Test (1) ← Select the category or can leave it as default.

Question name MCQ 1

Question text

Which of the following are common symptoms of Migraine?

Question status

Ready ▾

Default mark

1

Set the mark for the question.

One or multiple answers?

Multiple answers allowed

☒ Shuffle the choices? ?

Number the choices?

a, b, c, ...

Show standard instructions ?

Yes ▾

## Answers

Choice 1

↴ A ▾ B I ≡

Ⓢ  $\times_1$   $\times^1$  ≡

Nausea and vomiting

Grade

50% ▾

Can start entering the choices and in this example, we are allowing multiple answers say 2 answers. In the Grade section have to divide 100% to 2 correct answers, so set it to 50 % for this correct choice.

Choice 2

↴ A ▾ B I ≡

Ⓢ  $\times_1$   $\times^1$  ≡

Trouble hearing or ringing ears

Grade

None ▾

Feedback

↴ A ▾ B I ≡

Choice 3

↴ A ▾ B I ≡

↺

$x_1$

$x^1$

≡

≡

Extreme sensitivity to light and sc

Grade

50%

Save changes and continue editing

Save changes

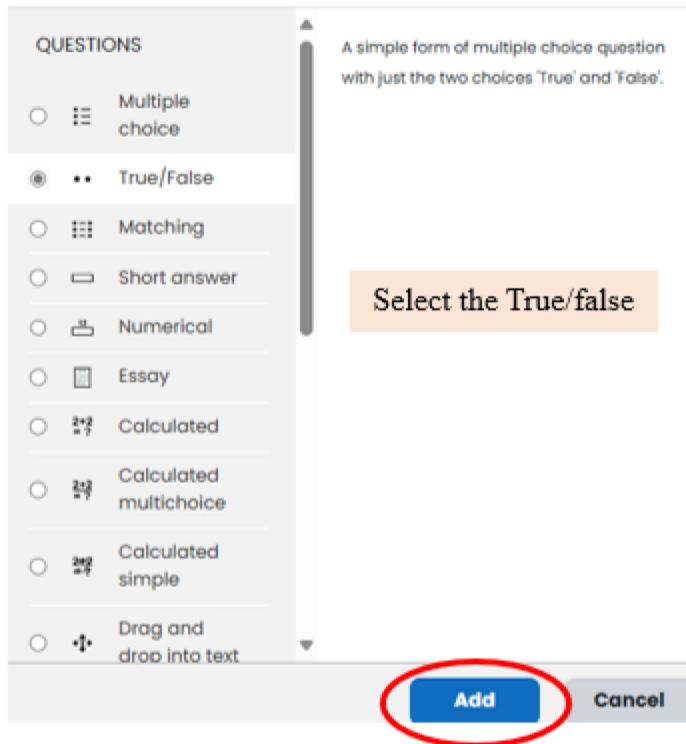
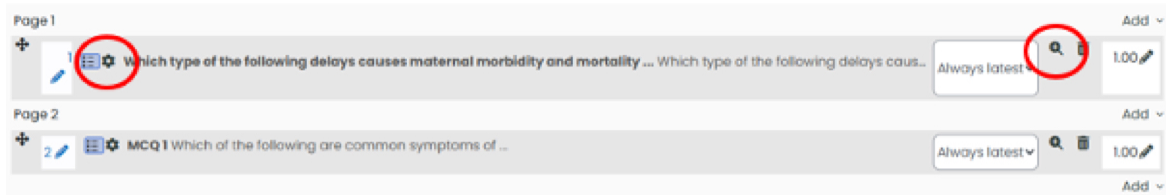
Cancel

! Required

## 6. Preview and Update Quiz

You can click on the preview button to view the quiz and click on the settings button

to edit the question settings.



Category TQM Pre-Test (2)

Question name T/F 1

Question text

GNH stands for Gross National Happiness.

Question status Ready



Default mark



1

Correct answer

True

Show standard instructions



No

Feedback for the response 'True'.



A

B

I

≡

≡

≡

Excellent !

Feedback for the response 'False'.



A

B

I

≡

≡

≡

Try Again

> **Multiple tries**

> **Tags**

Save changes and continue editing

## QUESTIONS



Multiple choice



True/False



Matching



Short answer

The answer to each of a number of sub-question must be selected from a list of possibilities.

Select Matching question type

Question name

Question text

Question status

Default mark

General feedback

ID number

**Matching**



Match the following.

Ready ⚙



3

?

7

☒ Shuffle 

### Question 1

Bhutan

Answer

Thimphu

### Question 2

Nepal

**Answer**

Kathmandu

### Question 3

Bangladesh

Answer

Dhaka

#### Question 4


**TEMPLATE.NET**

# OpenKGUMSB

HTML5 PACKAGE  
INTERACTIVE CONTENT  
MANUAL FOR  
TEACHERS



# OpenKGUMSB Teacher HTML5 Package Interactive Content Manual

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 31-05-2024                        |
| For:        | OpenKGUMSB Teachers               |

## H5P INTERACTIVE CONTENT

H5P is an abbreviation for HTML5 Package. The H5P activity module enables you to create interactive content such as Interactive Videos, Question Sets, Drag and Drop Questions, Multi-Choice Questions, Presentations and much more.

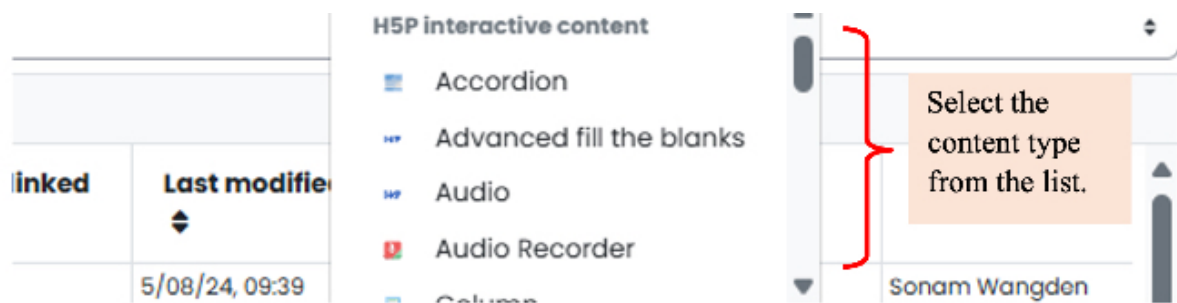
In addition to being an authoring tool for rich content, H5P enables you to import and export H5P files for effective reuse and sharing of content.

You add interactive H5P content by creating content using the built-in authoring tool or uploading H5P files found on other H5P enabled sites.

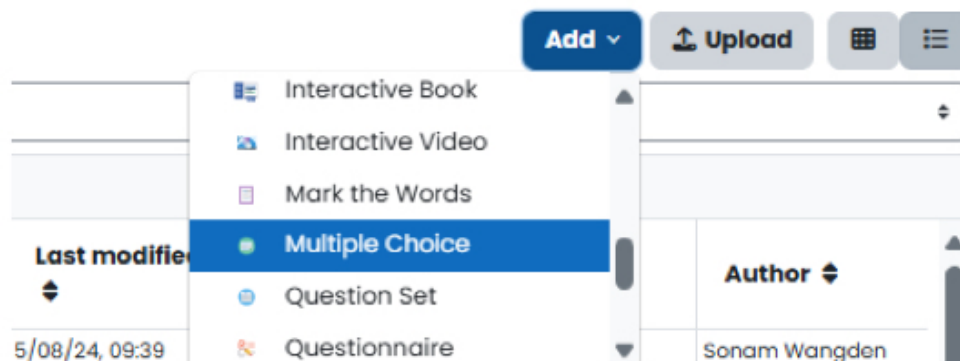
### 1. Create H5P Content

To start creating H5P content, go to the course and then to the *More* tab and click on the *Content bank* from the dropdown menu.

The screenshot displays the OpenKGUMSB Teacher interface. At the top, there is a navigation bar with tabs: Course, Settings, Participants, Grades, Reports, and More. The 'More' tab is selected, and its dropdown menu is open, showing options: Question bank, Content bank (highlighted in blue), Course completion, Badges, Competencies, Filters, Download course content, Repositories, and LTI External tools. Below the navigation bar, the main content area shows a 'Course Background' section with a blue header and a paragraph of text. At the bottom of the interface, there is a red circle highlighting the 'Add' button, which has a dropdown arrow next to it. To the right of the 'Add' button are buttons for 'Upload', a grid icon, and a list icon.



## 2. Add Multiple Choice H5P Content



Multiple Choice

Title \* Metadata  
Used for searching, reports and copyright information

MCQ-Test course ← Add a content Title

Media

Question \*  
Fathometer is used to measure ← Add the question here

Available options \*  
Rainfall

Text \*  
Rainfall ← Add the option here and enable correct checkbox if the option is correct.

☐ Correct

Tips and feedback

Ocean depth

Text \*

Ocean depth

☒ Correct

▸ Tips and feedback

▼ Heat waves

Text \*

Heat waves

☐ Correct

▸ Tips and feedback

▼ Earthquake

Text \*

Earthquake

☐ Correct

Text \*

Earthquake

☐ Correct

▸ Tips and feedback

**ADD OPTION**

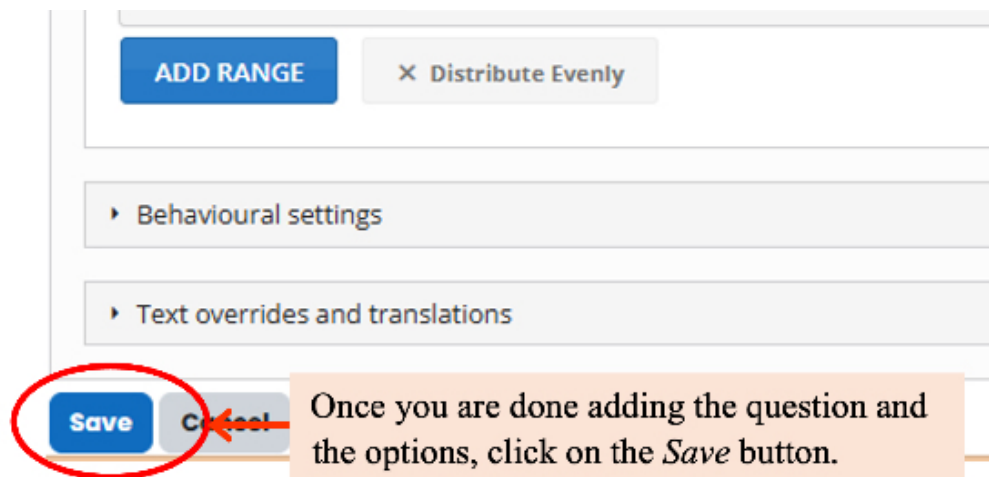
▼ Overall Feedback

Define custom feedback for any score range

Click the "Add range" button to add as many ranges as you need. Example: 0-20% Bad score

| Score Range * | Feedback for defined score range |
|---------------|----------------------------------|
| 0 % - 100 %   | Fill in the feedback             |

Click on *Add Option* button if you have more option to be added.



You can

See your MCQ content as shown below.

### MCQ-Test course

[Edit](#) [More ▾](#)

Fathometer is used to measure

Ocean depth

Earthquake

Heat waves

✖

 Rainfall

Try Again

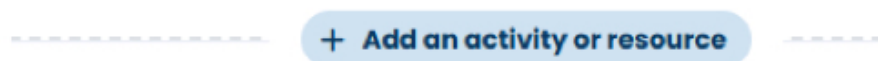
★

0/1

[Show solution](#)

[Retry](#)

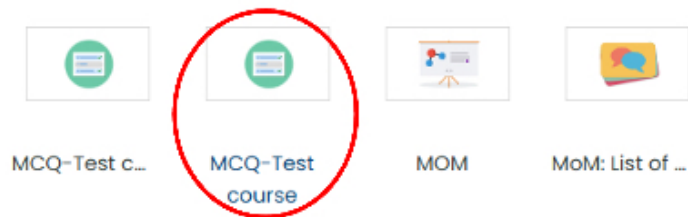
### 3. Add MCQ H5P Content to Course



**Add an activity or resource**







## Select MCQ-Test course

- ☐ Make a copy of the file  
☒ Link to the file

Save as

multiple-choice-852.h5p

Author

Tshering Lham

Choose licence ?

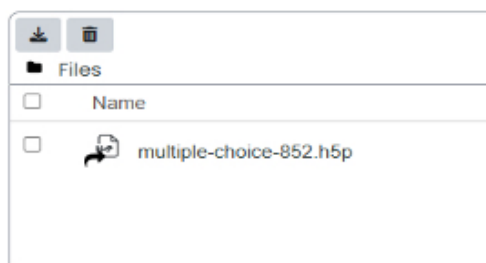
Licence not specified

Select this file

Cancel

Package file

Your H5P content will be attached here.



Accepted file types:

Archive (H5P) .h5p

Use the content bank (opens in new window) to

### H5P options

☐ Allow download

- ☐ Embed button
- ☐ Copyright button

Fathometer is used to measure

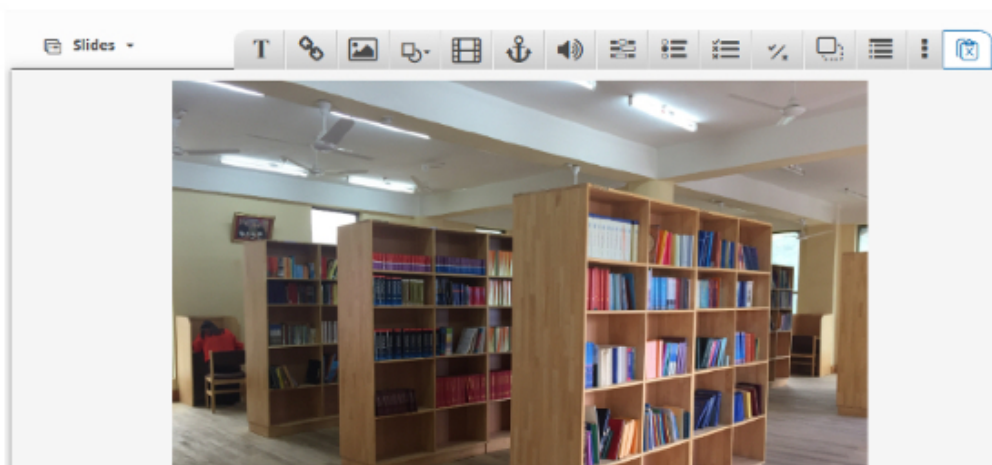
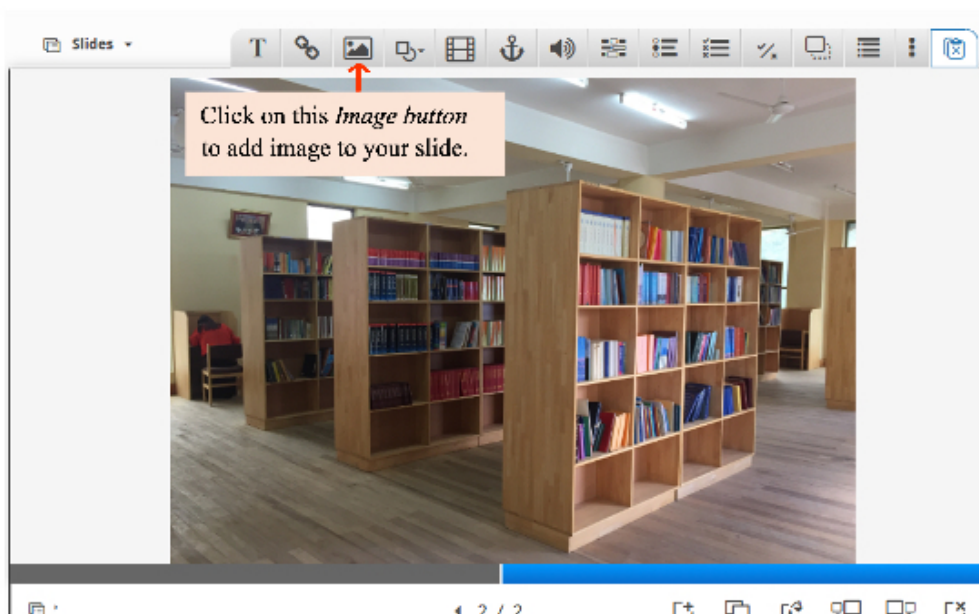
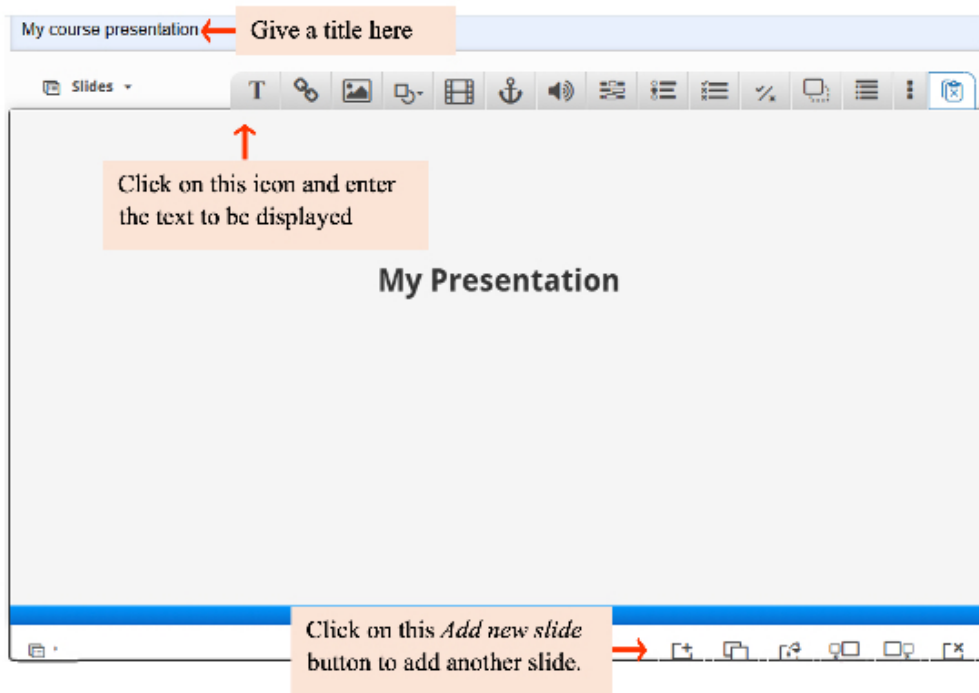
- ☐ Heat waves
- ☐ Rainfall
- ☐ Earthquake
- ☐ Ocean depth

✓ Check

#### 4. H5P Presentation

A H5P Course Presentation contains slides with multimedia, text, and additional types of interactions (interactive summaries, multiple-choice questions and interactive videos). Students can experience interactive learning material and test their knowledge and memory

The screenshot displays the H5P interface. At the top, a navigation bar includes links for Course, Settings, Participants, Grades, Reports, and a 'More' dropdown menu. The 'More' menu is open, showing options like Question bank, Content bank (highlighted with a red circle), Course completion, Badges, Competencies, Filters, Download course content, Repositories, and LTI External tools. Below the navigation bar, the 'Course Background' section is visible, featuring a 'Welcome to Total Quality Management C' heading and a paragraph about building capacity and improving education quality. In the bottom right corner, there is an 'Add' button (circled in red) and an 'Upload' button. Below the 'Add' button, a list of content types is shown, including Column, Course Presentation (circled in red), Dialog Cards, Drag and Drop, and Drag the Words. The 'Author' field is also visible, showing the name 'Sonam Wangden'.

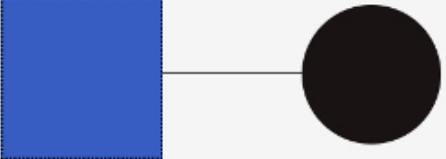


My course presentation

Slides ▾

T            

Click on this *Shape button* to add shapes to your slide.



3 / 3

Title \* Metadata

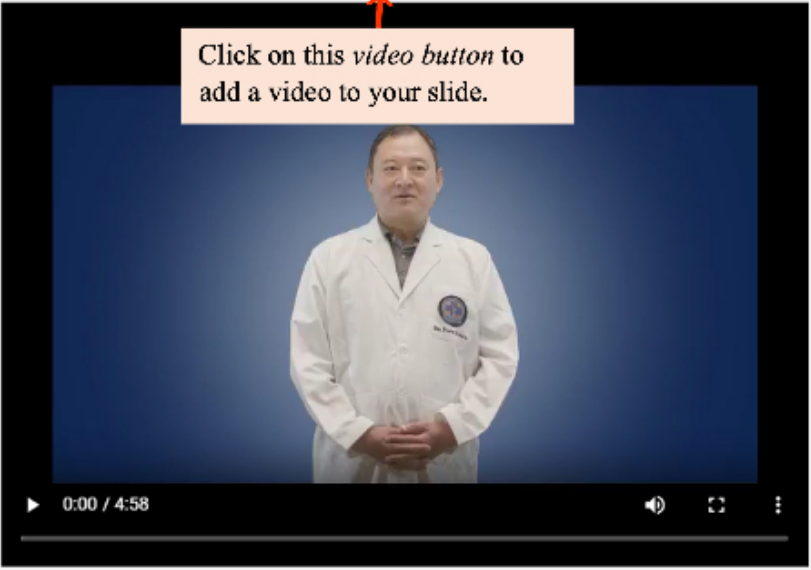
Used for searching, reports and copyright information

My course presentation

Slides ▾

T            

Click on this *video button* to add a video to your slide.

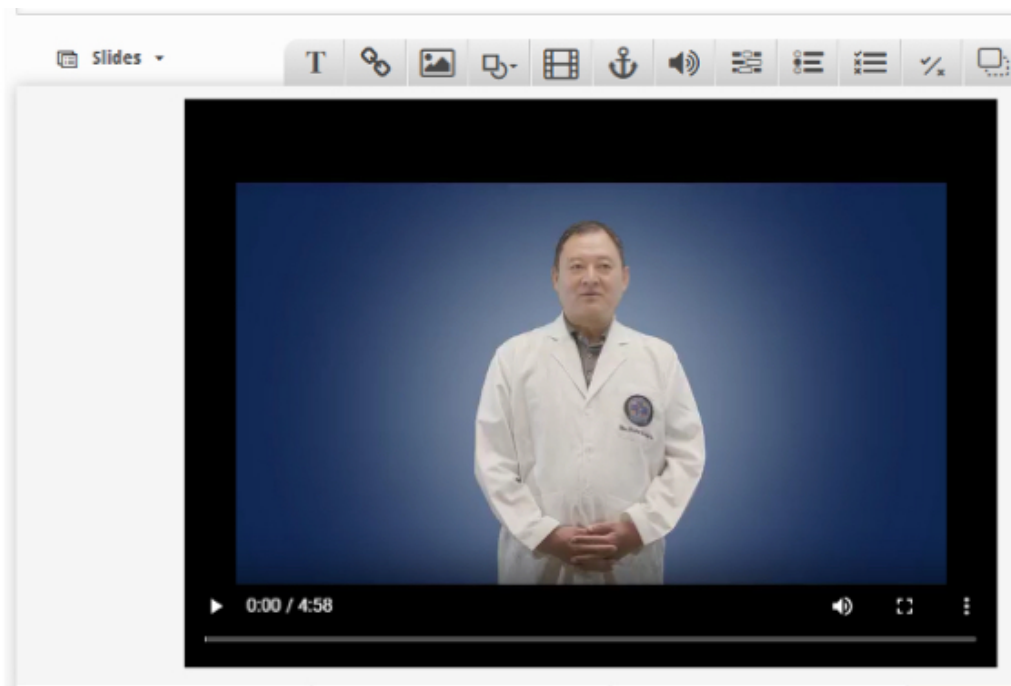


0:00 / 4:58

Title \* Metadata

Used for searching, reports and copyright information

My course presentation



You can either upload the video or give a video URL as shown below.

Title \* Metadata  
Used for searching, reports and copyright information

Video on ID

Video sources \*

To ensure that the video works in all browsers you should add both WebM and MP4 formatted sources.

Upload video file



or

Paste YouTube link or other video source URL



HSP supports all external video sources, such as vimeo, weibo or ogv, like Vimeo Pro, and has support for YouTube and Panopto links.

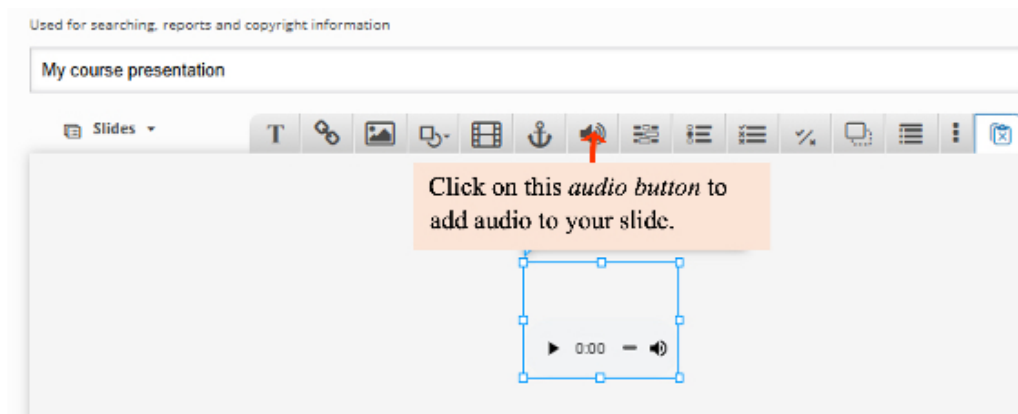
Insert Cancel

The comments are shown when the user displays the suggested answers for all slides.

And click on Insert button to insert the video.

☐ My course presentation

Title \* Metadata



Add a new slide again and click on the Fill in the blanks button as shown below

### Task description \*

A guide telling the user how to answer this task.

Fill in the missing words

### Text blocks \*

Line of text ✕ ⌵

ⓘ Show instructions

B I U S T  

"Thimphu" is the capital city of Bhutan.

"Colombo" is the capital city of Sri Lanka.

body p

Place the missing words inside the \* \* symbols as shown here.

ADD TEXT BLOCK

### Overall Feedback

Define custom feedback for any score range

Click the "Add range" button to add as many ranges as you need. Example: 0-20% Bad score, 21-91% Average Score, 91-100% Great Score!

Score Range \*

Feedback for defined score range

0 %

-

50 %

Well Tried.

✕

51 % - 100 %

Excellent

✕



## My course presentation

Edit

More ▾

Exit

Fill in the missing words

is the capital city of Bhutan.

is the capital city of Sri Lanka.

 Check

## 5. H5P Single Choice Set Contents

A screenshot of the course presentation editor's toolbar. The title bar at the top says "My course presentation". Below it, the "Title" field contains the text "My course presentation" and has a "Metadata" button next to it. A descriptive text below the title reads: "Used for searching, reports and copyright information". The toolbar itself contains icons for various functions: Slides (dropdown), Text (T), Link, Image, Video, Audio, Anchor, List (bulleted), List (numbered), Percent sign (%), Screen, and a final icon representing a document or slide. An orange arrow points to the "List (bulleted)" icon.

Click on this *button* to add single choice set

Untitled Single Choice Set

List of questions \*

Textual Default

▼ GNH stands for ×

Question \*

GNH stands for

Alternatives - first alternative is the correct one. \*



Alternative  

Gross National Happiness

Alternative  

Gross Nation Happiness

Alternative  

Great National Happiness

Edit

More 

Exit

GNH stands for 

Gross National Happiness

Gross Nation Happiness 

Great National Happiness

## 5. H5P Multiple Choice Set Contents

Untitled Multiple Choice

Media

Question 

The following are symptoms of migraine

Available options 

Headache 

Headache

Text\*

Headache

☒ Correct

▸ Tips and feedback

Problem Hearing

Text\*

Problem Hearing

☐ Correct

▸ Tips and feedback

Loss of smell

Text\*

☐ Correct

▸ Tips and feedback

Problem Hearing

Text\*

Problem Hearing

☐ Correct

▸ Tips and feedback

Loss of smell

Text\*

Loss of smell

☐ Correct

▸ Tips and feedback

Nausea and sensitivity to light

Text\*

B I x<sub>o</sub> x<sub>o</sub><sup>2</sup> I<sub>x</sub>

Nausea and sensitivity to light

body div

☒ Correct

▸ Tips and feedback

The below is the preview of how you multiple choice set question will look like

Edit

More ▾

The following are symptoms of migraine

☒ Nausea and sensitivity to light

☒ Headache

☐ Loss of smell

☐ Problem Hearing

✓ Check

## 6. H5P True/False Contents

Title \* Metadata

Used for searching, reports and copyright information

My course presentation

Slides ▾

T 🔗 🖼️ 🔄 🎬 📍 🔊 ⌨️ ⌨️ ⌨️ ⌨️ ⌨️

1 GB is equal to 1000 MB.

☐ True

☐ False

✓ Check

Click on the icon to add *True or False* question.

Used for searching, reports and copyright information

Untitled True/False Question

▶ Media

Question \*

1 GB is equal to 1000 MB.

**Correct answer\***

☐ True ☒ False

Set the correct answer here as shown.

▸ Behavioural settings

**Comments**

The comments are shown when the user displays the suggested answers for all slides.

☐ Always display comments

**Background Opacity**

☐ Display as button

**Done** **Delete**

**Save** **Cancel**

The below is the preview of how you true/false set question will look like

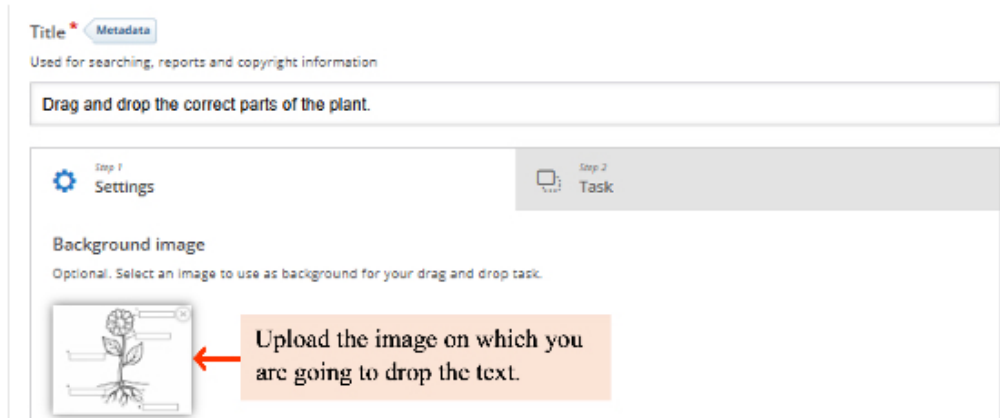
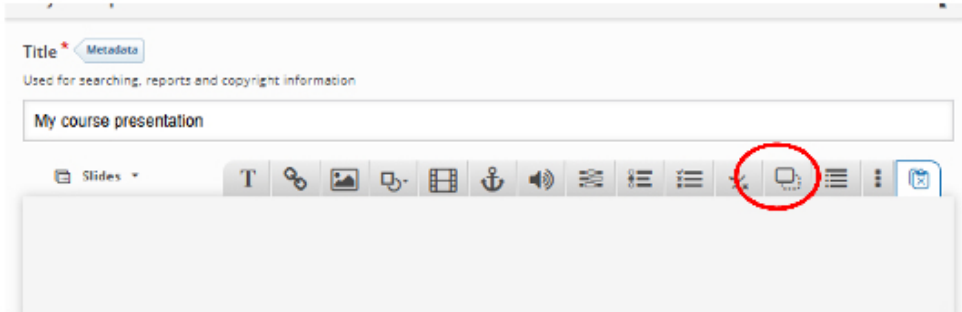
## My course presentation

**Edit** **More** ▾

1 GB is equal to 1000 MB.

☐ True ☒ False

## 6. H5P Drag/Drop Contents



Edit image Edit copyright

#### Task size \*

Specify how large (in px) the play area should be.

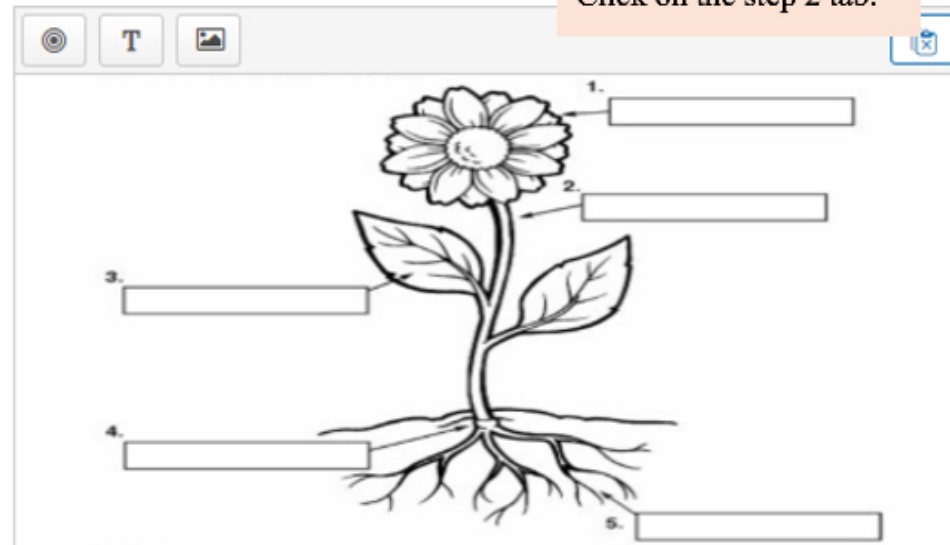
620 x 310

Drag and drop the correct parts of the plant.

Step 1  
Settings

Step 2  
Task

#### Task \*



Start by placing your drop zones.  
Next, place your droppable elements and check off the appropriate drop zones.  
Last, edit your drop zone again and check off the correct answers.

Start adding the drop zones

Drag and drop the correct parts of the plant.

Step 1  
Settings

Step 2  
Task

#### Task \*





Start by placing your drop zones.

Next, place your droppable elements and check off the appropriate drop zones.

Last, edit your drop zone again and check off the correct answers.

Step 1  
Settings

Step 2  
Task

Task \*

Label \*

B I S I<sub>x</sub> [List Icon] [List Icon] [List Icon]

Dflower ← Add a name the drop zone.

body div

☐ Show label

### Background Opacity

Reducing the opacity may result in an insufficient contrast and make the content not accessible.

100

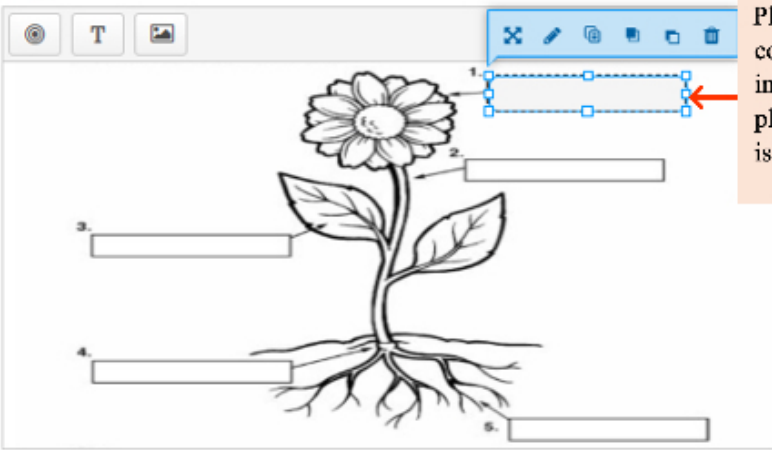
► Tips and feedback

☐ This drop zone can only contain one element

Step 1  
Settings

Step 2  
Task

### Task\*



1

2

3

4

5

Place the drop zone on the correct location of the image, in the example, have placed it next to flower as it is the drop zone for flower.

Start by placing your drop zones.  
Next, place your droppable elements and check off the appropriate drop zones.  
Last, edit your drop zone again and check off the correct answers.

Similarly, create drop zones for all parts

### Task\*

#### Label\*

B I S I<sub>x</sub>

Dstem

body div

☐ Show label

#### Background Opacity

Reducing the opacity may result in an insufficient contrast and make the content not accessible.



Drag and drop the correct parts of the plant.

Task\*

Text\* Metadata

B I S Ix [List Icons] [Link Icon] [Table Icon] Normal 10... A- A+

Seed

body p

Select drop zones

- ☒ Deselect all
- ☒ Dflower
- ☒ Dstem
- ☒ Dleaf

Select all so that the text "Seed" can be dropped on



☒ Dseed

### Background Opacity

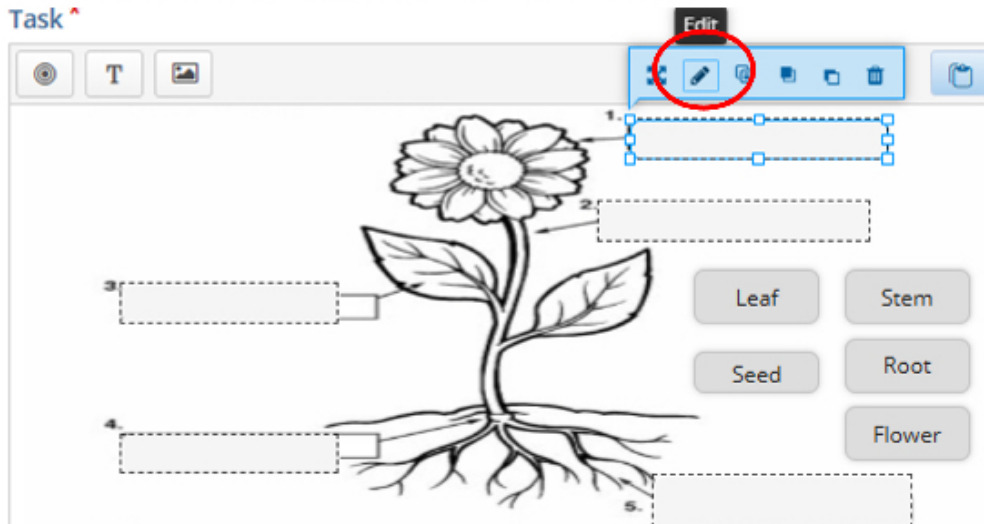
Reducing the opacity may result in an insufficient contrast and make the content not accessible.

100

Follow the same procedures for all the text.

Now we need to select the correct text for the zones

Task \*



Task \*

Label \*

Dflower

☐ Show label

#### Select correct elements

☐ Select all

☐ Text: Root

☐ Text: Stem

☐ Text: Leaf

☐ Text: Seed

☒ Text: Flower

The text "Flower" is the correct element for the zone Dflower.

#### Background Opacity

Reducing the opacity may result in an insufficient contrast and make the content not accessible.

Repeat the above procedure for all zones

#### Task<sup>\*</sup>

##### Label<sup>\*</sup>

Dleaf

☐ Show label

#### Select correct elements

☐ Select all

☐ Text: Root

☐ Text: Stem

☒ Text: Leaf

☐ Text: Seed

☐ Text: Flower

#### Background Opacity

Reducing the opacity may result in an insufficient contrast and make the content not accessible.

100

After completing, your drag and drop content should look as shown below

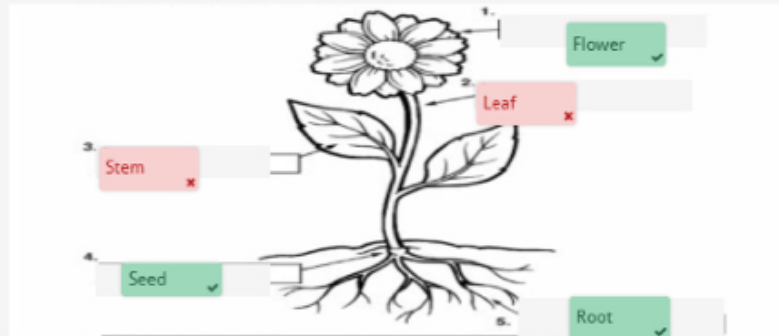
## My course presentation

Edit

More ▾

Exit

Drag and drop the correct parts of the plant.



Retry the task. Reset all responses and start the task over again.

3/5



**OpenKGUMSB**

**ASSIGNMENT MANUAL  
FOR TEACHERS**



# OpenKGUMSB Teacher Assignment Manual

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 31-05-2024                        |
| For:        | OpenKGUMSB Teachers               |

## ASSIGNMENT

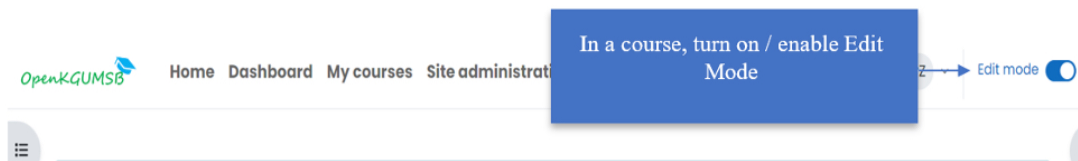
The assignment activity enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. The assignment may require students to type text directly into the text editor. Students can submit work individually or as a member of a group.

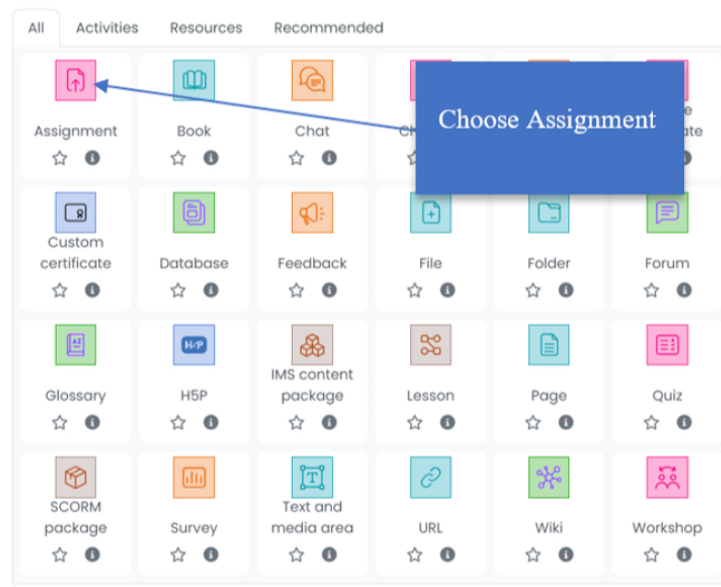
When reviewing assignments, teachers can leave feedback comments and upload files, such as marked up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the grade book.

Follow steps listed below to create and navigate Assignment.

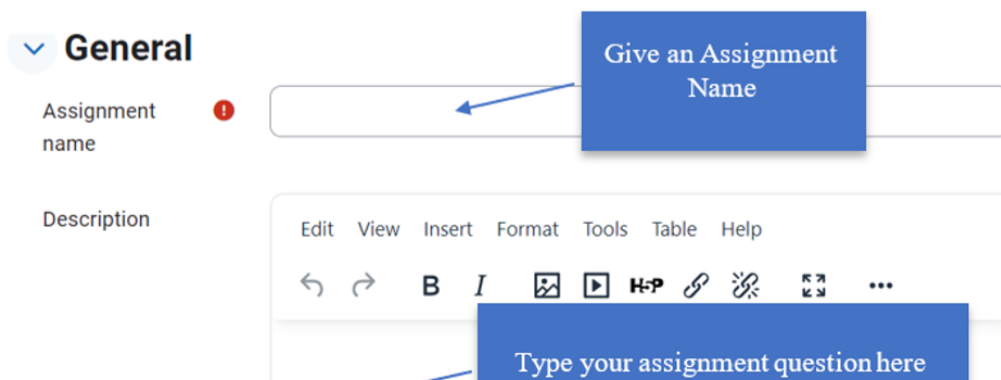
## 1. Enable Assignment



## 2. Create Assignment



## 3. Configure Assignment





←

p 0 words tiny

☐ Display description on course page ?

Activity instructions ?

Edit View Insert Format Tools Table Help

← → B I ...

p 0 words tiny

Additional files ?

Or upload your assignment questionnaire here

Files

☐ Only show files during submission ?

▼ **Availability**

Allow submissions from ☒ Enable 9 August 2024 00 00

Due date ☒ Enable 16 August 2024 00 00

Cut-off date ☒ Enable 16 August 2024 10 10

Remind me to grade by ☒ Enable 23 August 2024 00 00

☒ Always show description ?

▼ **Submission types**

Submission types ☐ Online text ☒ File submissions ?

Maximum number of uploaded files 20

Maximum submission size Course upload limit (200 MB)

Accepted file types  Choose No selection

Enable and set the submission date and time

Enable and set the due date and time

If set, submission will be not accepted after this date without extension

Enable the checkbox to allow students to upload file from source

Enable the checkbox to allow students to type their responses directly

Save changes and return to the course.

#### 4. Grade Assignment

Submitted assignments can be viewed by the teacher as below

Opened: Friday, 9 August 2024, 9:00 AM  
Due: Friday, 9 August 2024, 10:00 AM

View all submissions

Grade

Grading summary

|                      |                   |
|----------------------|-------------------|
| Hidden from students | No                |
| Participants         | 2                 |
| Submitted            | 1                 |
| Needs grading        | 1                 |
| Time remaining       | Assignment is due |

Submissions

Grading action Choose...

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Select                   | User picture                                                                        | First name / Last name        | Email address             | Status                                                    | Grade                 | Edit                   | Last modified (submission)      | File subn                                                                                                                   |
|--------------------------|-------------------------------------------------------------------------------------|-------------------------------|---------------------------|-----------------------------------------------------------|-----------------------|------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> |  | <a href="#">Kencho Wangdi</a> | kencho.wangdi@fnph.edu.bt | No submission<br>Assignment is overdue by: 15 mins 7 secs | <a href="#">Grade</a> | <a href="#">Edit</a> ▾ | -                               |                                                                                                                             |
| <input type="checkbox"/> |  | <a href="#">Kencho Wangdi</a> | kencho.wangdi@fnph.edu.bt | Submitted for grading 12 mins 55 secs late                | <a href="#">Grade</a> | <a href="#">Edit</a> ▾ | Friday, 9 August 2024, 10:12 AM |  <a href="#">doc</a> <a href="#">A</a> |

Course: Test Course  
Assignment: Assignment 1   
[View all submissions](#)

 **Kencho Wangdi**  
kencho.wangdi@fnph.edu.bt  
Due date: 9 August 2024, 10:00 AM

 Change user   
2 of 2  [Reset table preferences](#)

Submission

Submitted for grading

Submitted for grading  
Not graded  
Assignment was submitted 12 mins 55 secs late  
Student can edit this submission

Manual Chapters.docx 9 August 2024, 10:12 AM

Comments (0)

Grade

Grade out of 100

Current grade in gradebook  
Not graded

Feedback comments

Edit View Insert Format Tools Table Help

Notify student ☐ Save changes Save and show next Reset

## 5. Assignment Feedbacks and Resubmission

Click on Edit submission

| Select                   | User picture | name / Last name | Email address             | Status                                 | Grade                   | Edit | Last modified (submission)      | File |
|--------------------------|--------------|------------------|---------------------------|----------------------------------------|-------------------------|------|---------------------------------|------|
| <input type="checkbox"/> | KW           | Kencho Wangdi    | kencho.wangdi@fnph.edu.bt | No submission<br>Graded                | Grade<br>70.00 / 100.00 | Edit | -                               |      |
| <input type="checkbox"/> | KW           | Kencho Wangdi    | kencho.wangdi@fnph.edu.bt | Submitted<br>for<br>22 m<br>sec<br>Gra | Grade                   | Edit | Friday, 9 August 2024, 10:22 AM |      |

Update grade

Prevent submission changes

Edit submission

Remove submission

Grant extension

Upload the file that has feedbacks and comments

Upload file

Add submission

File submissions

Maximum file size: Unlimited, maximum number of files: 20

Add...

Manual Chapters.docx

Save changes

Cancel

**T** TEMPLATE.NET ×

**OpenKGUMSB**

FORUMS MANUAL FOR  
TEACHERS

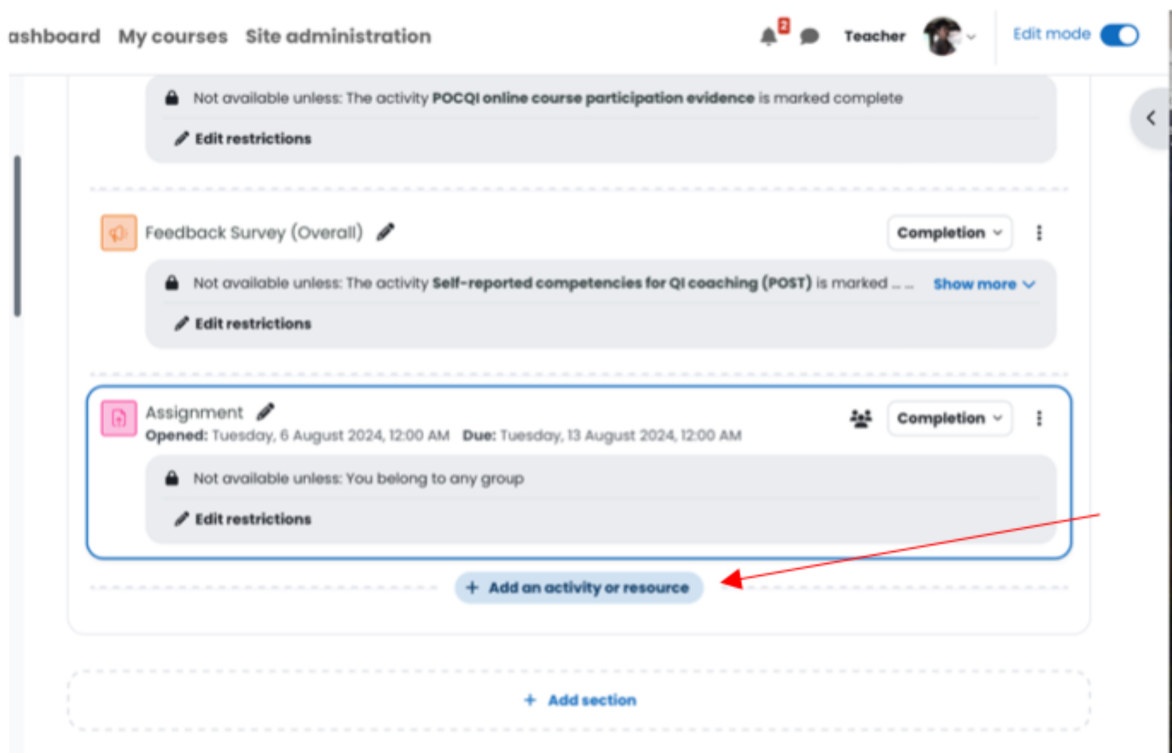


# OpenKGUMSB Teacher Forums Manual

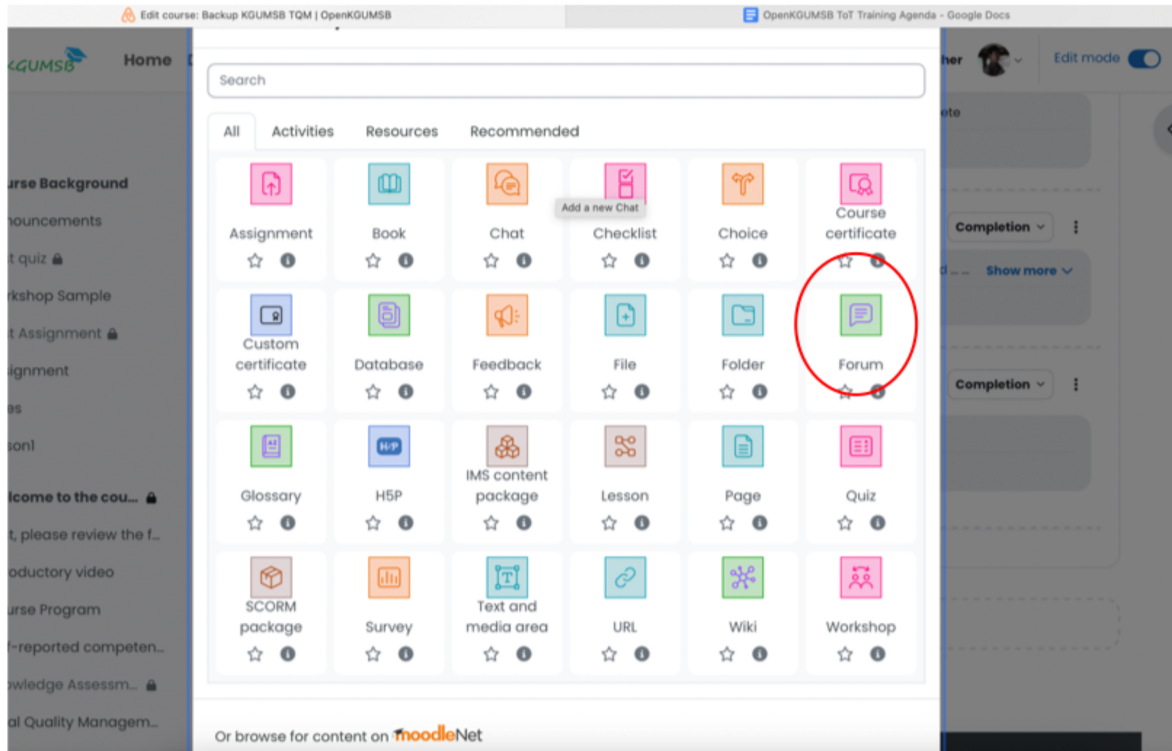
|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 09-08-2024                        |
| For:        | OpenKGUMSB Teachers               |

## Forums

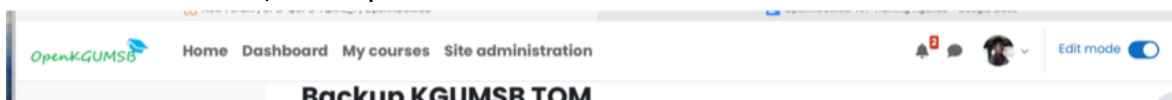
1. To create a forum, turn the edit mode and click on "Add on activity or resource".

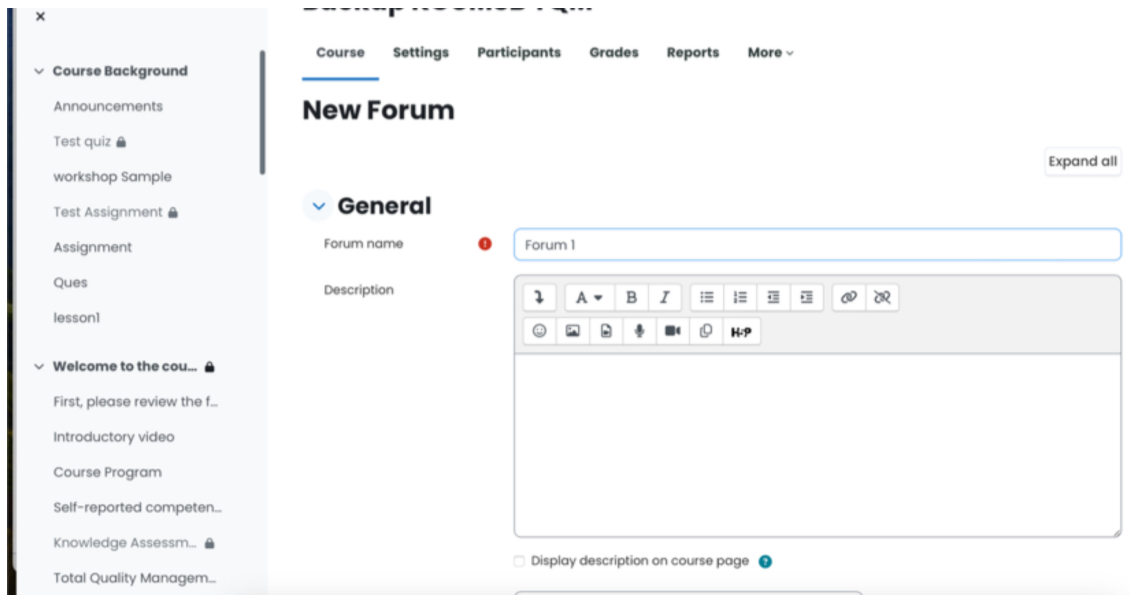


2. The activity dashboard will appear. Click on Forum as shown below.



3. Give a forum name, description





#### 4. Choose a forum type

##### a. A Single simple discussion

- A single discussion which everyone can reply to (cannot be used with separate groups)

##### b. Each person posts one discussion

- Each student can exactly one new discussion topic which everyone can reply to

##### c. Q & A forum

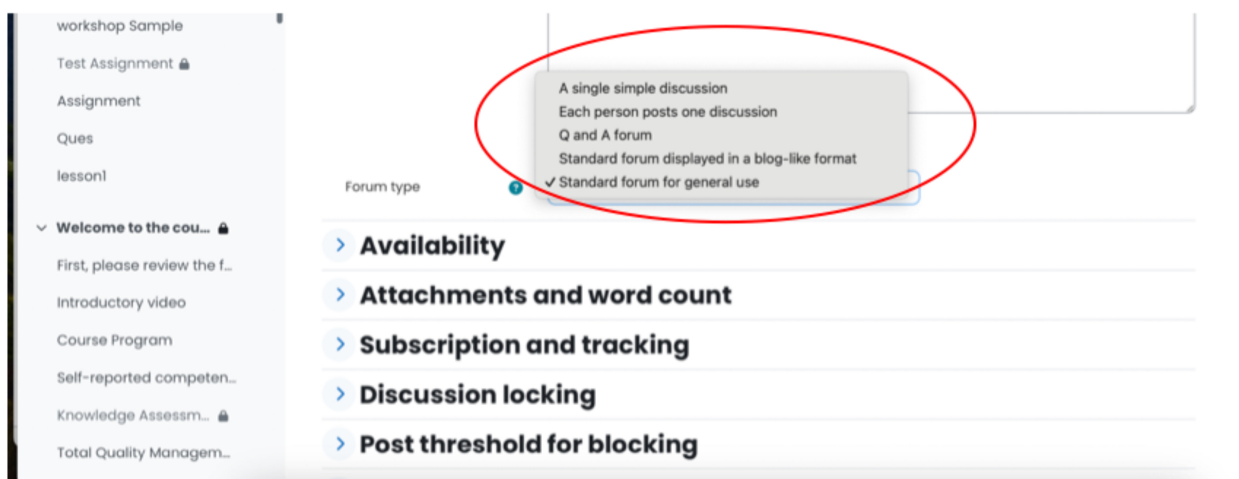
- A student must first post their reply to a question posted by their teacher, before viewing other students' posts.

##### d. Standard forum with a blog-like format

- An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links

##### e. Standard forum for general use

- An open forum where anyone can start a new discussion at any time





5. You can also add the availability date and time

OpenKGUMSB Home Dashboard My courses Site administration

Forum type: Standard forum for general use

**Availability**

Due date: ☐ Enable 18 August 2024 11 47

Cut-off date: ☐ Enable 18 August 2024 11 47

**Attachments and word count**

Maximum attachment size: 500 KB

Maximum number of attachments: 9

Display word count: No

**Subscription and tracking**

**Discussion locking**

**Post threshold for blocking**

**Whole forum grading**

6. After the changes are made, click on save and return to course or save and display to save the forum.

OpenKGUMSB Home Dashboard My courses Site administration

**Whole forum grading**

**Ratings**

**Common module settings**

**Restrict access**

**Completion conditions**

**Tags**

**Competencies**

☐ Send content change notification

**Save and return to course** **Save and display** **Cancel**

Required



**OpenKGUMSB**

CHATS MANUAL FOR  
TEACHERS

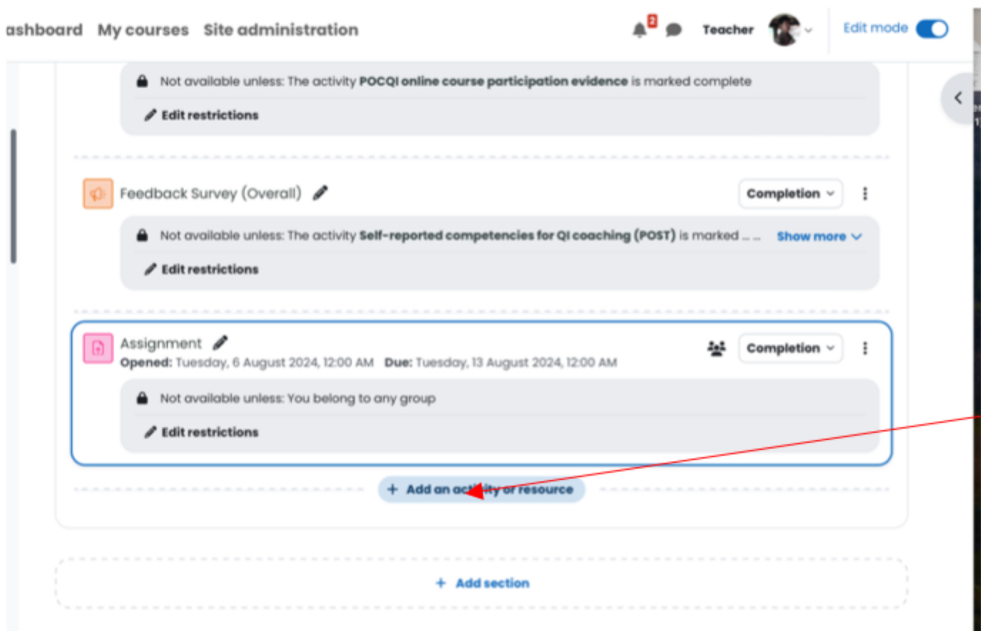


# OpenKGUMSB Teacher Chats Manual

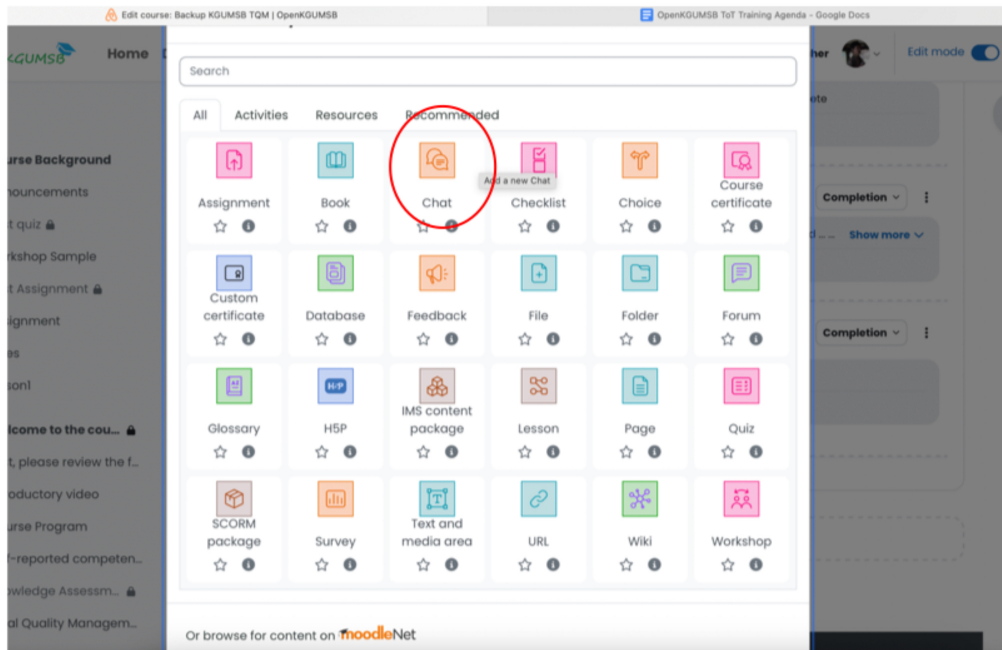
|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 09-08-2024                        |
| For:        | OpenKGUMSB Teachers               |

## Chats

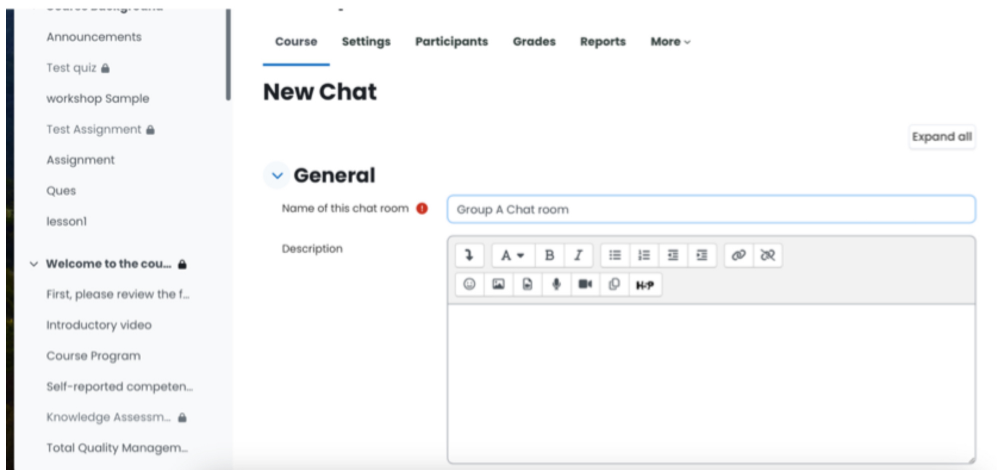
1. To create a chat, turn the edit mode and click on "Add on activity or resource".



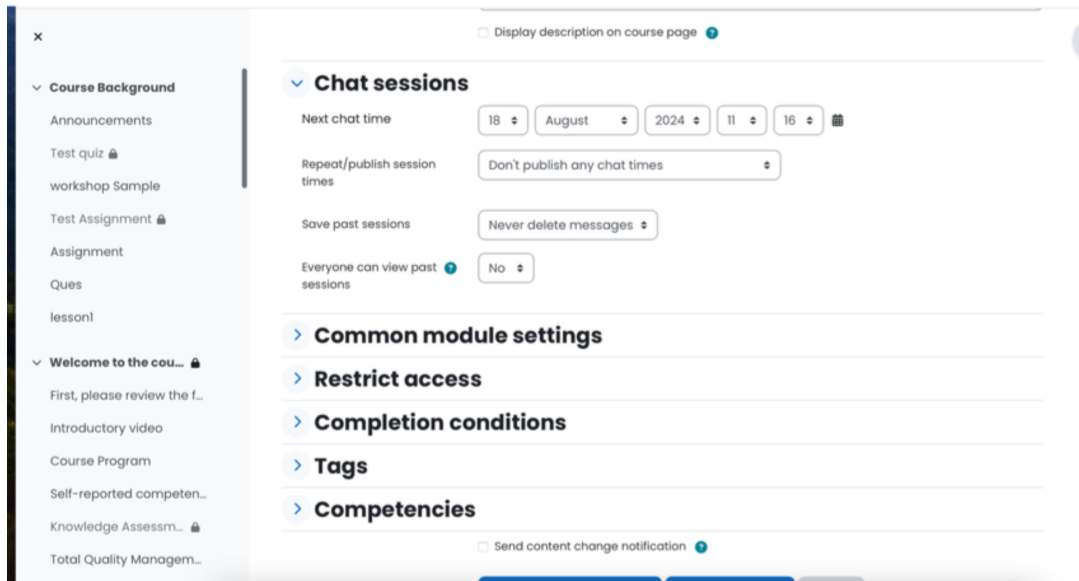
2. The activity dashboard will appear. Click on chat as shown below.



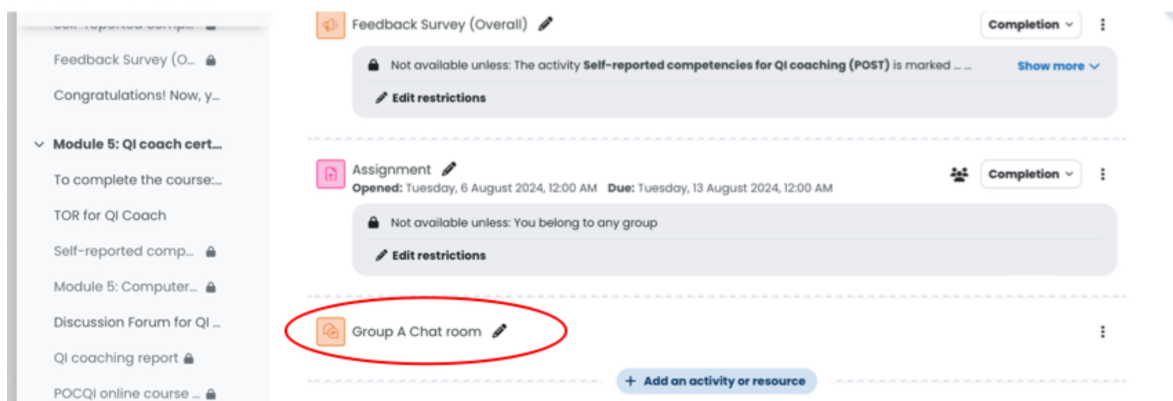
3. Here you can name the chat room, give descriptions



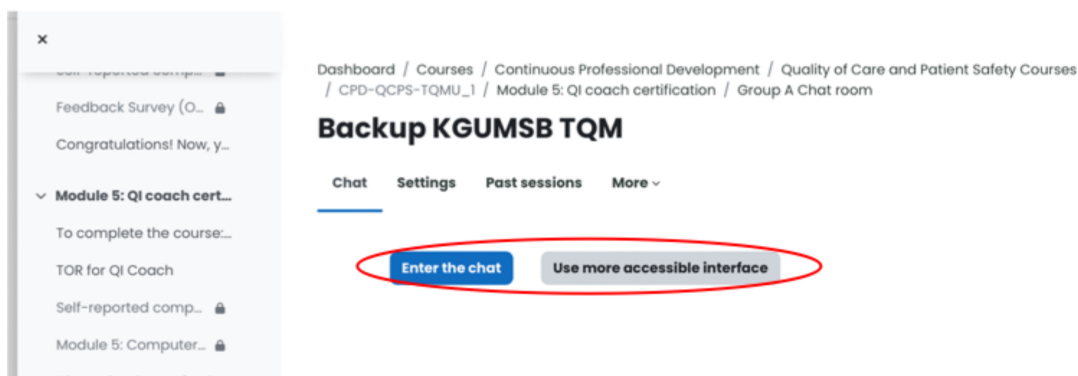
4. You can also configure the chat sessions. After the changes click on save changes.



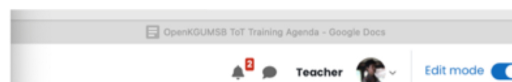
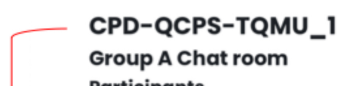
5. Now you have successfully created the chat room. Click on the chat room to start the conversation

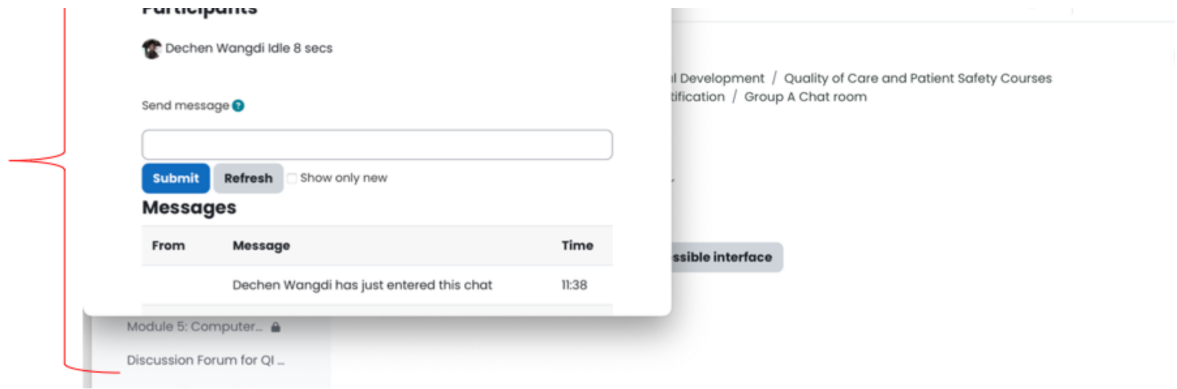


6. To start a conversation, click either of the buttons.



7. Below is the example of a chat session





# OpenKGUMSB

## WORKSHOP ACTIVITY MANUAL FOR TEACHERS





# OpenKGUMSB Teacher Workshop Activity Manual

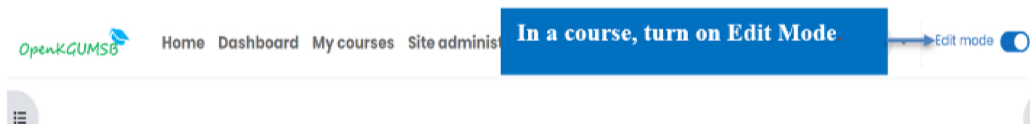
|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 31-05-2024                        |
| For:        | OpenKGUMSB Teachers               |

## WORKSHOP

Workshop is a peer assessment activity. Students add submissions which are then distributed amongst their peers for assessment based on a grading scale specified by the teacher.

### 1. Enable Workshop

In a course, with the Edit Mode turned on, click on Add an activity or resource and choose 'Workshop' from the activity chooser.



2.

# Create Workshop

Note: Check the boxes below in each toggle to view the respective content.

Click here to choose an activity or resource

+ Add an activity or resource

All Activities Resources Recommended

|                    |          |                     |           |        |                    |
|--------------------|----------|---------------------|-----------|--------|--------------------|
| Assignment         | Book     | Chat                | Checklist | Choice | Course certificate |
| Custom certificate | Database | Feedback            | File      | Folder | Forum              |
| Glossary           | H5P      | IMS content package | Lesson    | Page   | Quiz               |
| SCORM package      | Survey   | Text and media area | URL       | Wiki   | Workshop           |

Choose Workshop

## New Workshop

General

Workshop name

Description

Give a name

Give a description if needed

Expand all

Display description on course page

### 3. Configure Settings

▼ **Grading settings**

Grading strategy ⓘ 

Rubric ⌵

Grade for submission ⓘ 

Accumulative grading  
Comments  
Number of errors  
Rubric ⌵

Submission grade to pass ⓘ 

0.00

Grade for assessment ⓘ 

4 ⌵

Uncategorised ⌵

Assessment grade to pass ⓘ 

0.00

Decimal places in grades 

0 ⌵

**Accumulative grading:** Comments and a grade are given regarding specified aspects.

**Comments:** Comments are given regarding specified aspects but no grades are given

**Number of errors:** Comments and a yes/no assessment are given regarding specified assertions

**Rubric:** A level assessment is given regarding specified criteria

▼ **Submission settings**

Instructions for submission

Edit View Insert Format Tools Table Help

↶ ↷ B I                            

Submit a file upload or type in your submission here to evaluate

p

12 words tiny

Submission types

☒ Online text ☐ Required

☒ File attachment ☐ Required

Availability

Open for submissions from ☒ Enable 9 August 2024 14 05

Submissions deadline ☒ Enable 9 August 2024 14 30

☒ Switch to the next phase after the submissions deadline

Open for assessment from ☒ Enable 9 August 2024 14 35

Deadline for assessment ☒ Enable 9 August 2024 15 00

Common module settings

Restrict access

Completion conditions

Tags

Competencies

☐ Send content change notification

Save and return to course Save and display Cancel

Allows the student to start assessing as soon as submission deadline is over

#### 4. Set up and Switch to the Submission Phase

workshop Sample

Submissions opened: Friday, 9 August 2024, 2:05 PM

Submissions close: Friday, 9 August 2024, 2:30 PM

Assessments open: Friday, 9 August 2024, 2:35 PM

Assessments close: Friday, 9 August 2024, 3:00 PM

#### 5. Configure Criteria for Assessment Form

Click on Assessment form to add the criteria

Workshop Settings **Assessment form** Submissions allocation More

Submissions opened: Friday, 9 August 2024, 2:05 PM

Submissions close: Friday, 9 August 2024, 2:30 PM

Assessments open: Friday, 9 August 2024, 2:35 PM

Assessments close: Friday, 9 August 2024, 3:00 PM

Criterion 1

Description

1. Overall organization of presentation

Level grade and definition

1

Poor: Unstructured strays from the subject. Much of the presentation out of logical order. Goes over the time limit - 1

Level grade and definition

2

Fair: Somewhat structured but too much time spent on unimportant material - 2

Level grade and definition

3

Good: Mostly structured, precise and parts may be unconnected to the rest of the presentation - 3

Level grade and definition

4

Excellent: Well-structured and presented in a logical sequence, used time wisely - 4

Level grade and definition

5

Level grade and definition

6

> Criterion 2

> Criterion 3

> Criterion 4

Blanks for 2 more criteria

> Rubric configuration

Save and continue editing

Save and preview

Save and close

Cancel

Permit students to submit their files

Submissions opened: Thursday, 8 August 2024, 12:22 PM

Submissions close: Friday, 9 August 2024, 1:00 PM

Assessments open: Friday, 9 August 2024, 2:00 PM

Assessments close: Friday, 9 August 2024, 3:35 PM

Click on the radio button to allow student to submit a file

Setup phase

Setup phase

Current phase ●

✗ Set the workshop description

✓ Provide instructions for submission

✓ Edit assessment form

✓ Switch to the next phase

Submission phase

Switch to the submission phase ○

✓ Provide instructions for assessment

✗ Set up scheduled allocation

✓ Allocate submissions

expected: 2

submitted: 0

to allocate: 0

① Open for submissions from Thursday, 8 August 2024, 12:22 PM (yesterday)

① Submissions deadline: Friday, 9 August 2024, 1:00 PM (today)

① Time restrictions do not apply to you

Assessment phase

Switch to the assessment phase ○

① Open for assessment from Friday, 9 August 2024, 2:00 PM (today)

① Assessment deadline: Friday, 9 August 2024, 3:35 PM (today)

① Time restrictions do not apply to you

Grading evaluation phase

Switch to the evaluation phase ○

✓ Calculate submission grades

expected: 2

calculated: 0

✓ Calculate assessment grades

expected: 2

calculated: 0

✓ Provide a conclusion of the activity

Closed

Close workshop ○

Confirm

Confirm

You are about to switch the workshop into the **Submission phase**. Students may submit their work during this phase (within the submission access control dates, if set). Teachers may allocate submissions for peer review.

Cancel

Continue

## Submission phase

| Setup phase<br>Switch to the setup phase○                                                                                             | Submission phase<br>Current phase ●                                                                                                                                                                                                                                                                                                                                                                                                   | Assessment phase<br>Switching has been scheduled📅                                                                                                                                                                                                                                                                                       | Grading evaluation phase<br>Switch to the evaluation phase○                                                                                                                                                      | Closed<br>Close workshop○ |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <div><div>✗ Set the workshop description</div><div>✗ Provide instructions for submission</div><div>✓ Edit assessment form</div></div> | <div><div>✓ Provide instructions for assessment</div><div>✗ Set up scheduled allocation</div><div>✗ Allocate submissions<br/>expected: 3<br/>submitted: 3<br/>to allocate: 3</div><div>① Open for submissions from Friday, 9 August 2024, 2:05 PM (today)</div><div>① Submissions deadline: Friday, 9 August 2024, 2:30 PM (today)</div><div>① Time restrictions do not apply to you</div><div>✓ Switch to the next phase</div></div> | <div><div>① Workshop will automatically switch into the assessment phase after Friday, 9 August 2024, 2:30 PM (today)</div><div>① Open for assessment from Friday, 9 August 2024, 2:35 PM (today)</div><div>① Assessment deadline: Friday, 9 August 2024, 3:00 PM (today)</div><div>① Time restrictions do not apply to you</div></div> | <div><div>✓ Calculate submission grades<br/>expected: 2<br/>calculated: 0</div><div>✓ Calculate assessment grades<br/>expected: 2<br/>calculated: 0</div><div>✓ Provide a conclusion of the activity</div></div> |                           |

*After the submission deadline, check if the "expected", "submitted" and "to allocate" count matches.*

Click on Assessment phase

## Submission phase

| Setup phase<br>Switch to the setup phase○                                                                                             | Submission phase<br>Current phase ●                                                                                                                                                                                                                                                                                                                                                                                                   | Assessment phase<br>Switching has been scheduled📅                                                                                                                                                                                                                                                                                       | Grading evaluation phase<br>Switch to the evaluation phase○                                                                                                                                                      | Closed<br>Close workshop○ |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <div><div>✗ Set the workshop description</div><div>✗ Provide instructions for submission</div><div>✓ Edit assessment form</div></div> | <div><div>✓ Provide instructions for assessment</div><div>✗ Set up scheduled allocation</div><div>✓ Allocate submissions<br/>expected: 3<br/>submitted: 3<br/>to allocate: 3</div><div>① Open for submissions from Friday, 9 August 2024, 2:05 PM (today)</div><div>① Submissions deadline: Friday, 9 August 2024, 2:30 PM (today)</div><div>① Time restrictions do not apply to you</div><div>✓ Switch to the next phase</div></div> | <div><div>① Workshop will automatically switch into the assessment phase after Friday, 9 August 2024, 2:30 PM (today)</div><div>① Open for assessment from Friday, 9 August 2024, 2:35 PM (today)</div><div>① Assessment deadline: Friday, 9 August 2024, 3:00 PM (today)</div><div>① Time restrictions do not apply to you</div></div> | <div><div>✓ Calculate submission grades<br/>expected: 3<br/>calculated: 0</div><div>✓ Calculate assessment grades<br/>expected: 3<br/>calculated: 0</div><div>✓ Provide a conclusion of the activity</div></div> |                           |

Confirm

You are about to switch the workshop into the **Assessment phase**. In this phase, reviewers may assess the submissions they have been allocated (within the assessment access control dates, if set).

Cancel

Continue

6. Configure Submission allocation

Workshop

Settings

Assessment form

Submissions allocation

More ▾

Submissions opened: Friday, 9 August 2024, 2:05 PM

Submissions closed: Friday, 9 August 2024, 2:30 PM

Assessments opened: Friday, 9 August 2024, 2:35 PM

Assessments close: Friday, 9 August 2024, 3:00 PM

Add reviewer and reviewee to evaluate each student's file

Workshop

Settings

Assessment form

Submissions allocation

More ▾

Manual allocation ▾

Manual allocation

| Participant is reviewed by                                                                                                        | Participant                                                                  | Participant is reviewer of                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Add reviewer ▾</div> <div><div>Choose user... ▾</div><div><div>TL Dechen Wangdi</div><div>KW Kencho Wangdi</div></div></div> | <div>TL Tshering Lham</div> <div>Test</div> <div>No grade yet</div>          | <div>Self-assessment disabled</div> <div>Add reviewee ▾</div> <div><div>Choose user... ▾</div><div><div>TL Dechen Wangdi</div><div>KW Kencho Wangdi</div></div></div> |
| <div>Add reviewer ▾</div> <div><div>Choose user... ▾</div><div><div>TL Tshering Lham</div><div>KW Kencho Wangdi</div></div></div> | <div>Dechen Wangdi</div> <div>Assignment</div> <div>No grade yet</div>       | <div>Self-assessment disabled</div> <div>Add reviewee ▾</div> <div><div>Choose user... ▾</div><div><div>TL Tshering Lham</div><div>KW Kencho Wangdi</div></div></div> |
| <div>Add reviewer ▾</div> <div><div>Choose user... ▾</div><div><div>TL Tshering Lham</div><div>Dechen Wangdi</div></div></div>    | <div>KW Kencho Wangdi</div> <div>my submission</div> <div>No grade yet</div> | <div>Self-assessment disabled</div> <div>Add reviewee ▾</div> <div><div>Choose user... ▾</div><div><div>TL Tshering Lham</div><div>Dechen Wangdi</div></div></div>    |

Showing 10 items per page ▾

Change ... ▾

Add reviewer and reviewee to evaluate each student's file

Workshop

Settings

Assessment form

Submissions allocation

More

Manual allocation

Participant is reviewed by

Add reviewer

Choose user...

Dechen Wangdi

kw Kencho Wangdi

Participant

TL Tshering Lham

Test

No grade yet

Participant is reviewer of

Self-assessment disabled

Add reviewee

Choose user...

Dechen Wangdi

kw Kencho Wangdi

Add reviewer

Choose user...

TL Tshering Lham

kw Kencho Wangdi

Dechen Wangdi

Assignment

No grade yet

Add reviewee

Choose user...

TL Tshering Lham

kw Kencho Wangdi

Add reviewer

Choose user...

TL Tshering Lham

Dechen Wangdi

KW Kencho Wangdi

my submission

No grade yet

Add reviewee

Choose user...

TL Tshering Lham

Dechen Wangdi

Showing 10 items per page

Change

Grade evaluation phase

Submission phase

|                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                           |                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <div>Setup phase</div> <div>Switch to the setup phase</div> <div><div>✗ Set the workshop description</div><div>✗ Provide instructions for submission</div><div>✓ Edit assessment form</div></div> | <div>Submission phase</div> <div>Current phase</div> <div><div>✓ Provide instructions for assessment</div><div>✗ Set up scheduled allocation</div><div>✓ Allocate submissions expected 3 submitted 3 to allocate 3</div><div>① Open for submissions from Friday, 9 August 2024, 2:05 PM (today)</div><div>① Submissions deadline: Friday, 9 August 2024, 2:00 PM (today)</div><div>① Time restrictions do not apply to you</div><div>✓ Switch to the next phase</div></div> | <div>Assessment phase</div> <div>Switching has been scheduled</div> <div><div>① Workshop will automatically switch into the assessment phase after Friday, 9 August 2024, 2:30 PM (today)</div><div>① Open for assessment from Friday, 9 August 2024, 2:35 PM (today)</div><div>① Assessment deadline: Friday, 9 August 2024, 3:00 PM (today)</div><div>① Time restrictions do not apply to you</div></div> | <div>Grading evaluation phase</div> <div>Switch to the evaluation phase</div> <div><div>✓ Calculate submission grades expected 3 calculated 3</div><div>✓ Calculate assessment grades expected 3 submitted 3</div><div>✓ Provide a conclusion of the activity</div></div> | <div>Closed</div> <div>Close workshop</div> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|

Click on the radio button to view the assessment

Confirm

You are about to switch the workshop into the **Grading evaluation phase**. In this phase, users cannot modify their submissions or their assessments. Teachers may use the grading evaluation tools to calculate final grades and provide feedback for reviewers.



Cancel

Continue

Click on Close workshop

Setup phase  
Switch to the setup phase

✗ Set the workshop description

✗ Provide instructions for submission

✓ Edit assessment form

Submission phase  
Switch to the submission phase

✗ Provide instructions for assessment

✗ Set up scheduled allocation

✓ Allocate submissions  
expected 3 submitted 3 to allocate 0

① Open for submissions from Friday, 9 August 2024, 2:05 PM (today)

① Submissions deadline: Friday, 9 August 2024, 2:30 PM (today)

① Time restrictions do not apply to you

Assessment phase  
Switch to the assessment phase

✓ Assess peers  
task 2 pending 0

① Open for assessment from Friday, 9 August 2024, 2:35 PM (today)

① Assessment deadline: Friday, 9 August 2024, 3:00 PM (today)

① Time restrictions do not apply to you

Grading evaluation phase  
Current phase

✓ Calculate submission grades  
expected 3 calculated 0

✓ Calculate assessment grades  
expected 3 calculated 0

✗ Provide a conclusion of the activity

✓ Switch to the next phase

Closed  
Close workshop

Grading evaluation method

Comparison with the best assessment

Workshop grades report

First name

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Last name

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

| First name *  | Last name *   | Submission *                                             | Last modified * | Grades received                                                               | Grade for submission (of 4) * | Grades given                                           | Grade for assessment (of 4) * |
|---------------|---------------|----------------------------------------------------------|-----------------|-------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------|-------------------------------|
| TL            | Tshering Lham | Test<br>modified on Friday, 9 August 2024, 2:20 PM       |                 | 0 (-) @ 4< Dechen Wangdi<br>3 (-)< KW Kencho Wangdi<br>4 (-)< PZ Pemra Zangmo | —                             | 4 (-)< Dechen Wangdi<br>4 (-)< KW Kencho Wangdi        | —                             |
| Dechen Wangdi |               | Assignment<br>modified on Friday, 9 August 2024, 2:19 PM |                 | 4 (-)< TL Tshering Lham<br>3 (-)< KW Kencho Wangdi                            | —                             | 0 (-) @ 4> TL Tshering Lham<br>1 (-)< KW Kencho Wangdi | —                             |

Confirm

You are about to close the workshop. This will result in the calculated grades appearing in the gradebook. Students may view their submissions and their submission assessments.

Cancel

Continue



# OpenKGUMSB

## FEEDBACK ACTIVITY MANUAL FOR TEACHERS



# OpenKGUMSB Teacher Feedback Activity Manual

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 31-05-2024                        |
| For:        | OpenKGUMSB Teachers               |

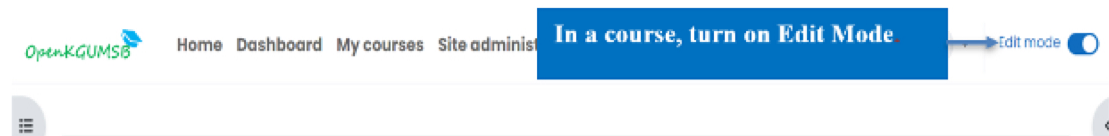
## Feedback

The feedback activity module enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.

Feedback responses may be anonymous if desired, and results may be shown to all participants or restricted to teachers only. Any feedback activities on the site front page may also be completed by non-logged-in users. Feedback activities may be used

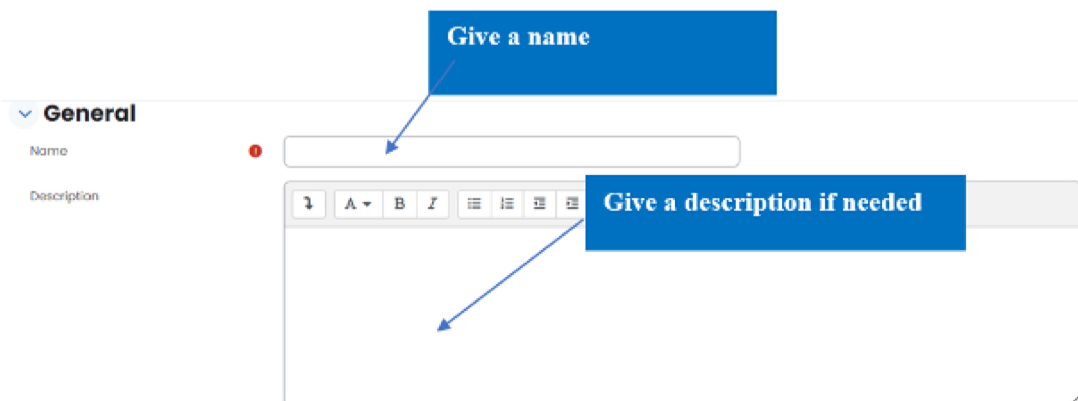
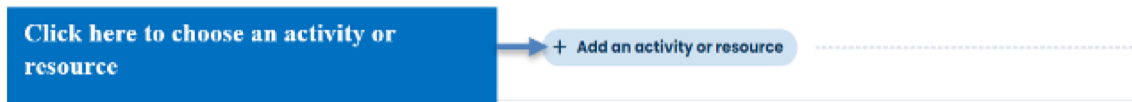
- For course evaluations, helping improve the content for later participants • To enable participants to sign up for course modules, events etc.
- For guest surveys of course choices, school policies etc.
- For anti-bullying surveys in which students can report incidents anonymously

## 1. Enable Feedback



## 2. Create and Configure Feedback

*Note: Check the boxes below in each toggle to view the respective content.*



☐ Display description on course page ?

### Availability

Allow answers from

☒ Enable 14 August 2024 13 16

Allow answers to

☒ Enable 14 August 2024 13 16

Enable and set the start and due date for the feedback

### Question and submission settings

Record user names

Anonymous

Choose the submission type

Allow multiple submissions ?

Anonymous

User's name will be logged and shown with answers

Enable notification of submissions ?

No

Auto number questions ?

No

### After submission

Show analysis page

No

Completion message

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, video, audio, and help.

## > Common module settings

### > Restrict access

Access restrictions

None

Add restriction...

## > Completion conditions

## > Tags

## > Competencies

☐ Send content change notification ?

Save and return to course

Save and display

Cancel

### 3. Configure Feedback Questionnaires

 Feedback Sample 

Opened: Wednesday, 14 August 2024, 1:16 PM Closes: Friday, 16 August 2024, 1:16 PM

Feedback

Settings

Templates

Analysis

Responses

More

Opened: Wednesday, 14 August 2024, 1:16 PM

Closes: Friday, 16 August 2024, 1:16 PM

Edit questions

Preview questions

Answer the questions

## Overview

Submitted answers: 0

Questions: 0

Feedback

Settings

Templates

Analysis

Responses

More

Back

Import questions

Choose...

Save as new template

Choose...

Add a page break

Captcha

Information

Longer text answer

Multiple choice

Multiple choice (rated)

Numeric answer

Short text answer

Text and media area

### Feedback Questionnaire Question Type

- ## 1. Information

This allows you to display the information on the location of the course feedback.

- ## 2. Longer Text Answer

This option is for creating a text box (you specify how big it will appear in rows and columns) which people can write a long answer into.

and columns) which people can write a long answer into.

### 3. Multiple choice

Selecting this then offers you three alternatives:

☐ *Multiple choice : single answer:*

This will give you a series of radio buttons, which starts on 'Not selected' and then has your options afterwards. Only one can be chosen and 'Not selected' is a valid answer if the question is not set to 'required'.

☐ *Multiple choice : multiple answers*

☐ *Multiple choice : single answer allowed (dropdown list)*

This type will give you a dropdown list from which only one answer can be selected.

☐ *Multiple choice : Dropdownlist (rated)*

This is similar to the dropdownlist option, except that each option has a numerical value associated with it. This means that if asking a question like:  
*How much do you enjoy being in class?*

- *I love it*

*I like it*



- *I like it*
- *It's OK*
- *I don't like it*
- *I hate*

It isn't possible to (easily) get out an "average" score - particularly if you're asking the same question before and after an event or course.

If the Dropdownlist (rated) option is used, then numerical values are associated with each option, allowing an average or other measurement of any responses.

The above question might look like:

*How much do you enjoy being in class?*

- *[5] I love it*
- *[4] I like it*
- *[3] It's OK*
- *[2] I don't like it*
- *[1] I hate it*

#### 4. Numeric answer

Here, you ask a question which must have a number as an answer and specify the acceptable range e.g. "How many arms would you like, if more than 2 were possible? (please specify 010)" with a range of 0-10 set in the options. It helps if you specify the acceptable range in the question text.

## 5. Multiple Choice (Rated)

This is similar to the other multiple-choice options, except that each option has a numerical value associated with it. You have the choice of using radio buttons or a drop-down list to display the answers.

*Example: How much do you enjoy being in class?*

- [5] I love it
- [4] I like it
- [3] Its OK
- [2] I don't like it
- [1] I hate it

## 6. Short Text Answer

This option lets you specify a single line answer, with an input box which is a set number of characters long (you choose). You also specify the maximum number of characters you will accept, so that the answer is not too long and/or does not run over the length of the box on screen.

## Sample Feedback Questionnaire Sample

### 1. Adding Multiple Choice Question

The screenshot shows a form for adding a new question. On the left, there is a sidebar with a dropdown menu set to 'Multiple choice (rated)'. Below this, there are labels for 'Question', 'Label', 'Multiple choice type', and 'Or not empty subitems in analysis'. The main area contains a 'Required' checkbox (checked), a text input field for the question text ('List the common cause of Neonatal Deaths'), a numeric input field for the label ('1'), a dropdown menu for the multiple choice type ('Multiple choice - single answer allowed (drop down menu)'), and a dropdown menu for the 'Or not empty subitems in analysis' option ('No'). Two blue callout boxes with arrows point to the question text field and the multiple choice type dropdown, with the text 'Add the question here' and 'Choose question type' respectively.

|                                   |                                                          |
|-----------------------------------|----------------------------------------------------------|
| Multiple choice (rated)           | <input checked="" type="checkbox"/> Required             |
| Question                          | List the common cause of Neonatal Deaths                 |
| Label                             | 1                                                        |
| Multiple choice type              | Multiple choice - single answer allowed (drop down menu) |
| Or not empty subitems in analysis | No                                                       |

**Type the multiple choice option values here**

Low: Topic is unfamiliar to me  
Moderate: I am aware of the topic and knowledgeable but will benefit from additional education on the topic  
High: I am highly knowledgeable on the topic and may be able to provide additional insight during the coaching

Use one line for each answer!

1

**Save changes** Cancel

## 2. Adding Long/Short Answer (Comments, suggestion, recommendation)

**Longer text answer**

☐ Required

Question: Give your comments if any **Add the question here**

Label: 2

Width: 30

Number of lines: 5

Dependence item: Choose

Position: 2

**Save changes** Cancel

## 3. Editing Questions

With the Edit option, the user can "Edit question", "Set as required or not" and "Delete question"

Back Add question Choose...

(1) List the common cause of Neonatal Deaths **Edit**

**Edit question**  
**Set as not required**  
**Delete question**

(2) Give your comments if s

**You can save the feedback template so that you can use the same question for other course modules.**

Save as new template

Opened: Wednesday, 14 August 2024, 1:52 PM  
Closes: Friday, 16 August 2024, 1:52 PM

Mode: Anonymous

List the common cause of Neonatal Deaths ❗

- 
- (0) Low: Topic is unfamiliar to me
- (1) Moderate: I am aware of the topic and knowledgeable but will benefit from additional education on the topic
- (2) High: I am highly knowledgeable on the topic and may be able to provide additional insight during the coaching

❗ Required

Submit your answers

Cancel

#### 4. Adding Page Break

Page break can be added if you want the feedback questionnaire to be shown in different pages

# OpenKGUMSB

## ADDING RESOURCES MANUAL FOR TEACHERS



# OpenKGUMSB Teacher Adding Resources Manual

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 09-08-2024                        |
| For:        | OpenKGUMSB Teachers               |

## Adding Resources

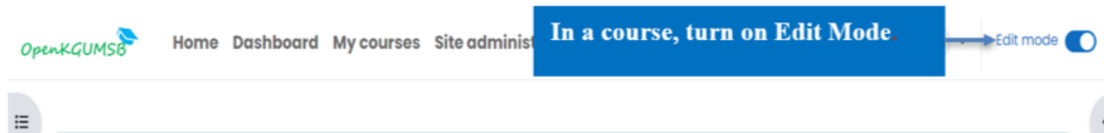
The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used

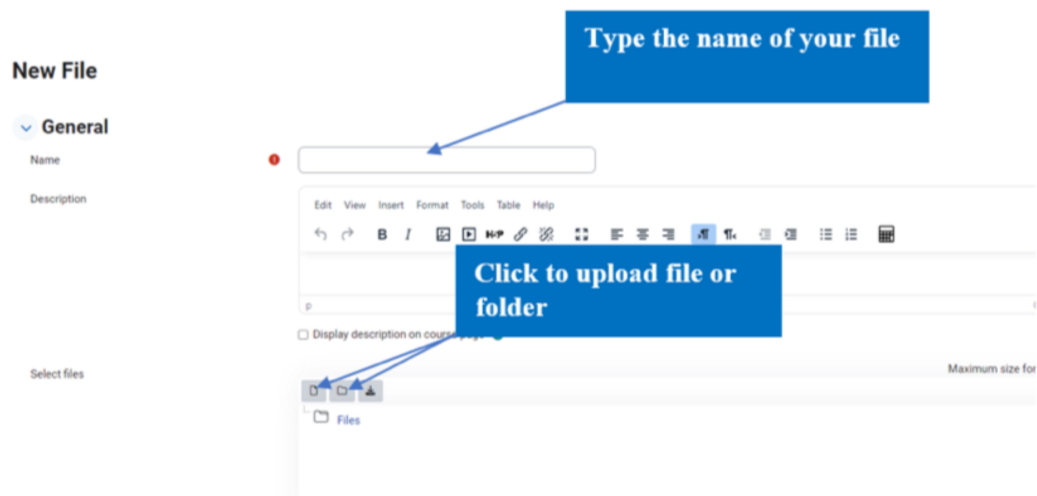
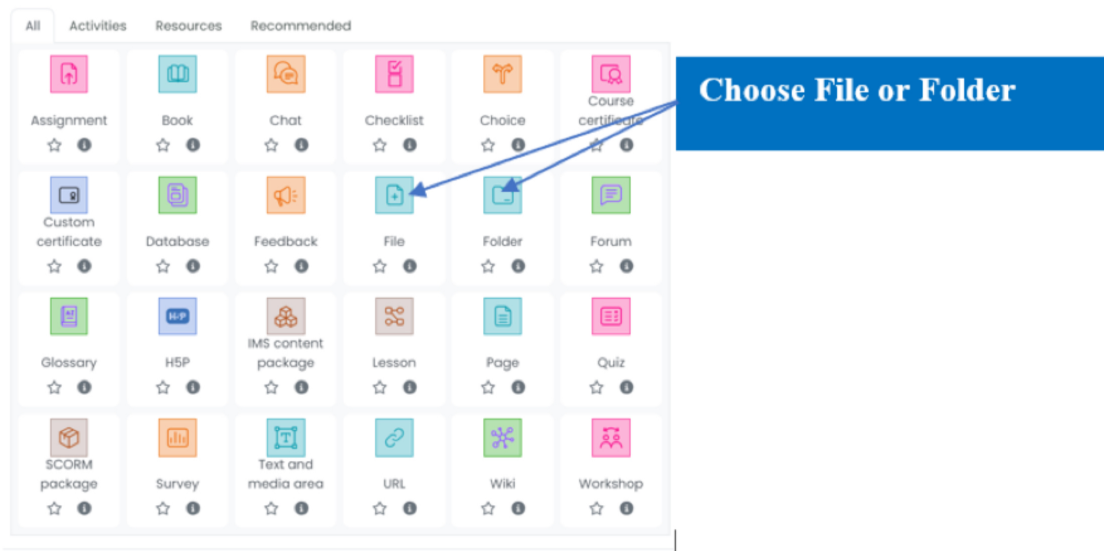
- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of software programs so students can edit and submit them for assessment

## 1. Enable Resource Adding



## 2. Upload and Configure Resources

*Note: Check the boxes below in each toggle to view the respective content.*



## ▼ Appearance

Display



Automatic

Automatic  
Embed  
Force download  
Open  
In pop-up

☐ Show upload/modified date

Show more...

☒ Display resource description

> Common module settings

> Restrict access

> Completion conditions

> Tags

> Competencies

☐ Send content change notification

Save and return to course

Save and display

Cancel



**OpenKGUMSB**

CALENDAR MANUAL  
FOR TEACHERS

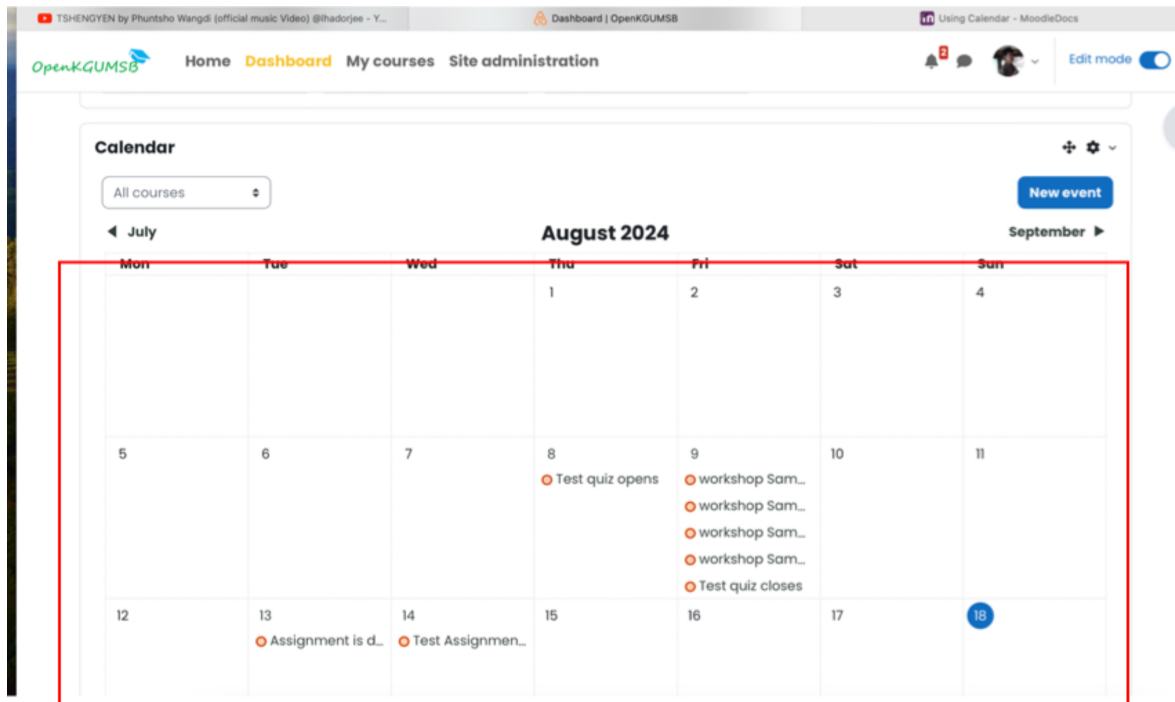


# OpenKGUMSB Teacher Calendar Manual

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 09-08-2024                        |
| For:        | OpenKGUMSB Teachers               |

## Calendar

1. The calendar is available as shown below on your dashboard
2. To create an event click on the date or click on the New event



3. In the pop-up window, enter the event title and event type

#### **User Event**

It will only be visible by the user currently logged in (i.e. the one creating the event)

#### **Group Event**

Will be visible to a particular Group on the course

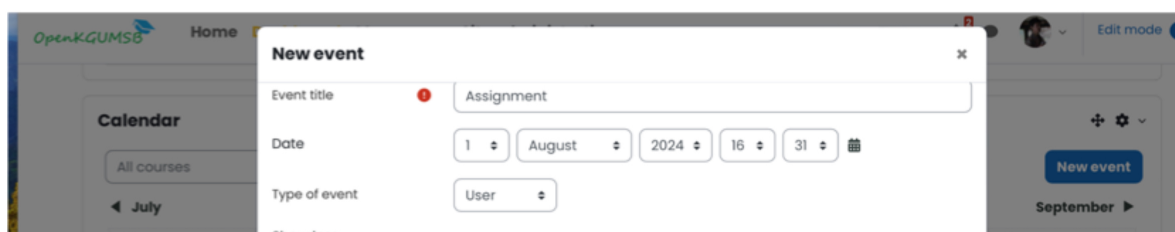
#### **Course Event**

·it will be visible to participants on the course in question. Only users with the capability to manage calendar entries at the course level can add course events.

**Site Event** is a "global" event - visible in every course and on the calendar on the home page. Only users with the capability to manage calendar entries at the system level can add site events.

4. Click on show more to view more settings.

You can make the duration of the even as shown below and Click save



Description

Location

Duration

☒ Without duration

☐ Until

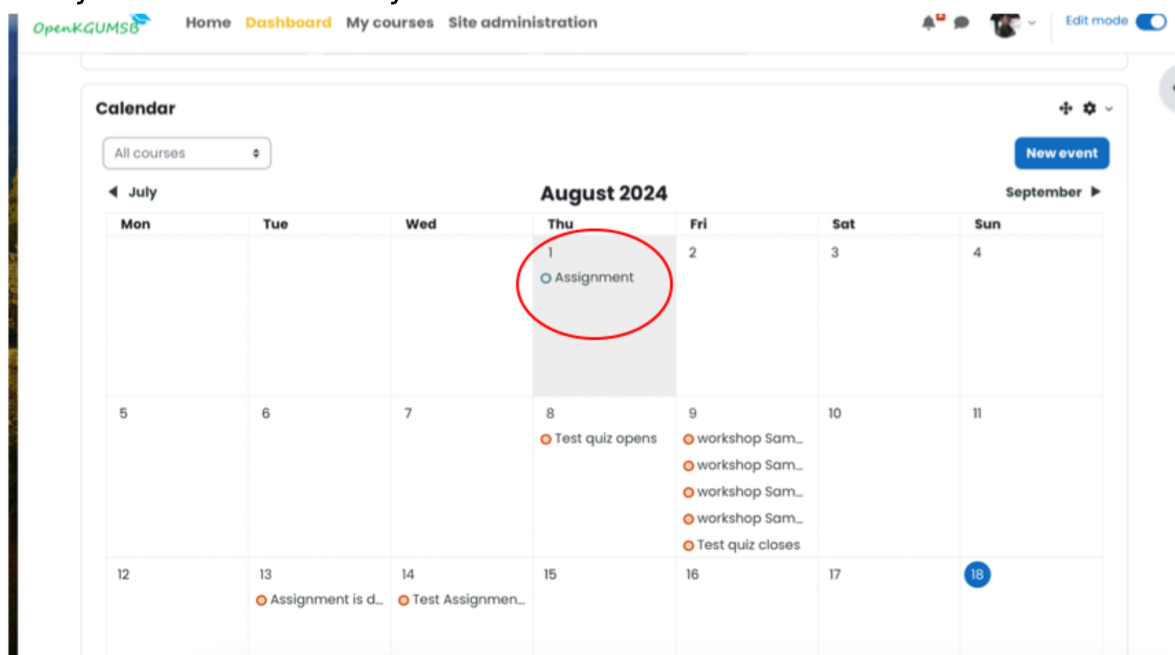
18 August 2024 17:06

☐ Duration in minutes

☐ Repeat this event

Save

5. Now you can see the event you created



**OpenKGUMSB**

GRADING MANUAL FOR  
TEACHERS



# OpenKGUMSB Teacher Grading Manual

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 09-08-2024                        |
| For:        | OpenKGUMSB Teachers               |

## Grading

When teaching online and having students submit online assignments, the simplest way to calculate grades is to use the Gradebook.

By default, any graded activity created on the body of your Moodle course will have a corresponding item in your Gradebook. This includes graded assignments, forums, workshops and quizzes. How these graded items get categorized and calculated depends on the categories you have created for your Gradebook, as well as on the settings you choose when creating the activity.

Have the categories in your assessment plan at hand. For example, your assessment plan might have the following activities:

- Quiz
- Assignment
- Final Exam

## 1. Grade Student

In the following steps, each of your assessment categories will correspond to a grade category and each percentage will correspond to each category's weight.

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#) ▼

General

 Feedback Sample

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

Session 1:

Grade letters ▼  Filter by name ▼

|                                                                                                                    |                                | Test Course <span>▼</span>                                                                                                   |                                                                                                                              |                                                                                                            |                                                                                                                  |                                                                                                                    |                                                                                                                    |  |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--|
| First name / Last name <span>▼</span> <span>...</span>                                                             | Email address <span>...</span> |  Peer Review (submission) <span>...</span> |  Peer Review (assessment) <span>...</span> |  Lesson <span>...</span> |  Assignment 1 <span>...</span> |  Assignment 2 <span>...</span> |  Course total <span>...</span> |  |
|  Kincho Wangdi <span>...</span> | kencho.wangdi@frph.edu.bt      | <input type="text"/>                                                                                                         | <input type="text"/>                                                                                                         | <input type="text"/>                                                                                       | 70.00 <span>...</span>                                                                                           | <input type="text"/>                                                                                               | 70.00 <span>...</span>                                                                                             |  |
|  Kincho Wangdi <span>...</span> | kencho.wangdi@frph.edu.bt      | <input type="text"/>                                                                                                         | <input type="text"/>                                                                                                         | <input type="text"/>                                                                                       | 70.00 <span>...</span>                                                                                           | <input type="text"/>                                                                                               | 70.00 <span>...</span>                                                                                             |  |
| Overall average                                                                                                    |                                | -                                                                                                                            | -                                                                                                                            | -                                                                                                          | 70.00                                                                                                            | -                                                                                                                  | 70.00                                                                                                              |  |

Show 20 ▼

Save changes

**OpenKGUMSB**

**COURSE COMPLETION  
MANUAL FOR  
TEACHERS**



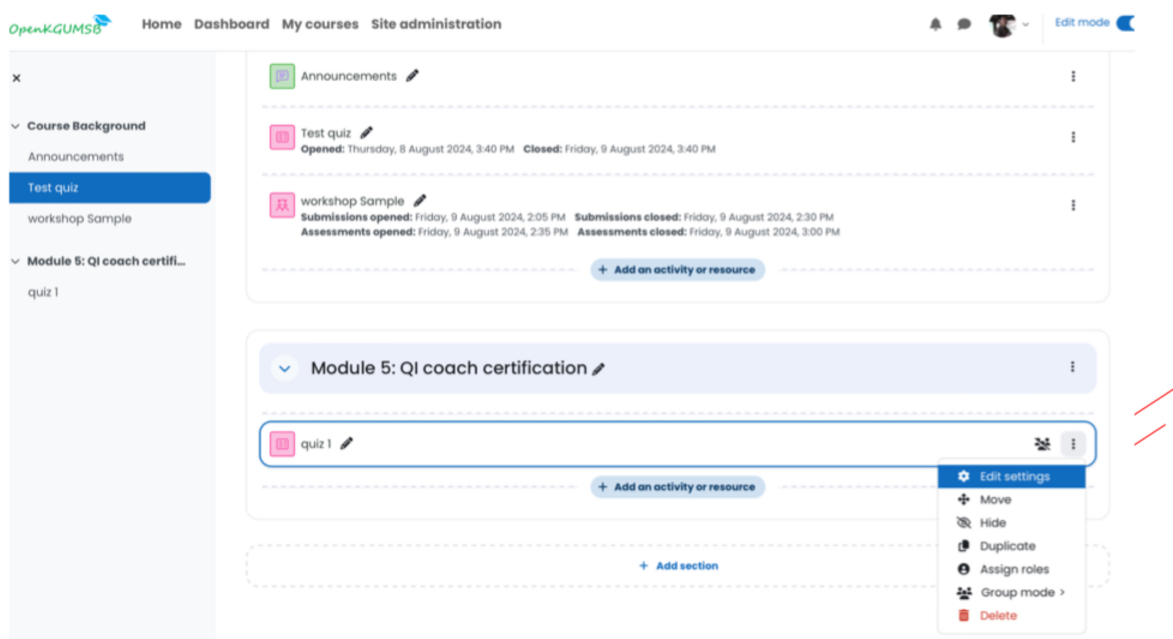


# OpenKGUMSB Teacher Course Completion Manual

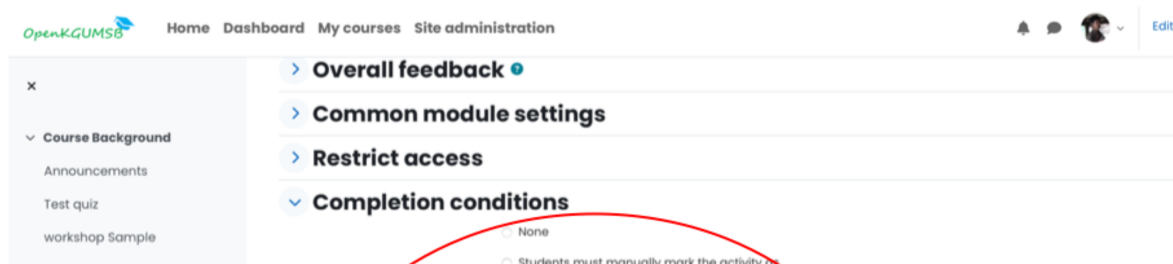
|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 09-08-2024                        |
| For:        | OpenKGUMSB Teachers               |

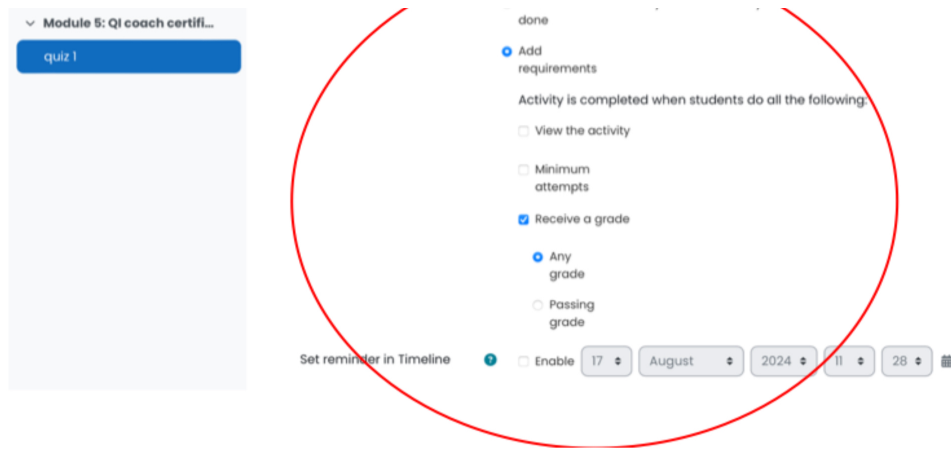
## Course Completion

1. Choose any activity you want to set the completion settings.
2. Click on 3 dots on right side of the activity as shown in the image below.
3. Click on Edit settings

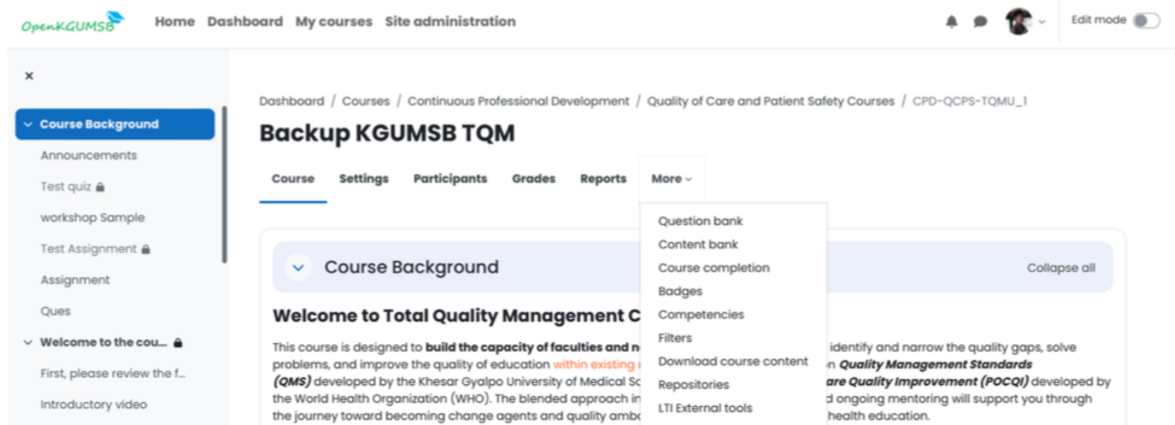


4. Scroll to the “Completion conditions” section and set requirements to be met by the student to mark the activity as completed.
5. Save the changes

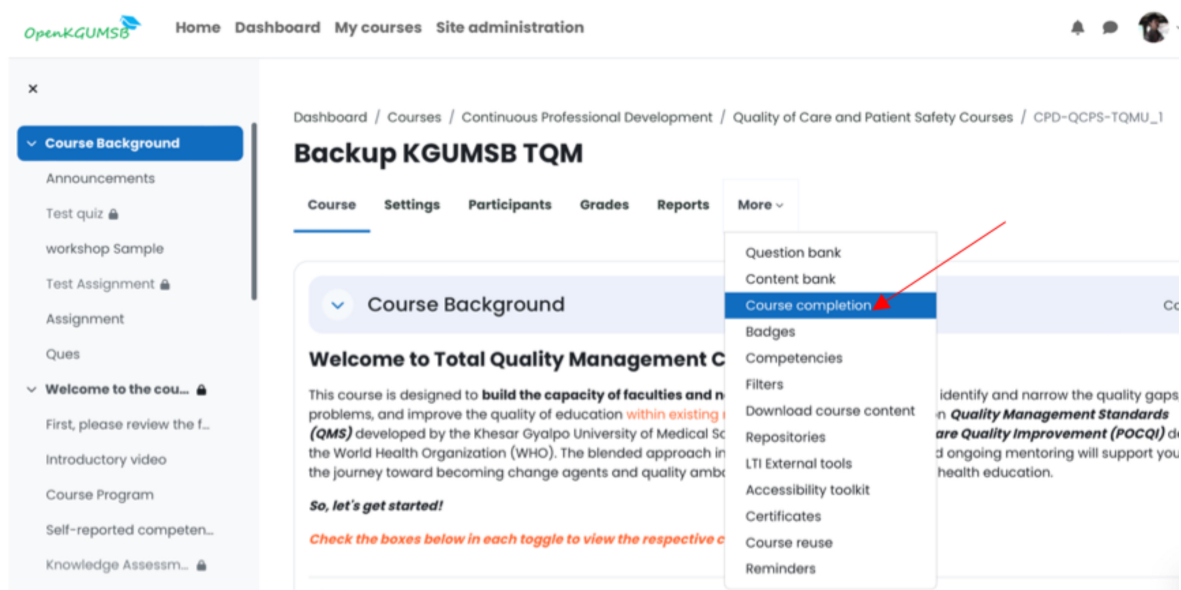




6. After all the completion of the activities are enabled and set, click on “More” on the course menu.



7. Click on “Course completion”



8. Select all the conditions are met in the general requirements

## 9. Select the activities to be completed

OpenKGUMSB Home Dashboard My courses Site administration

Course Background

- Announcements
- Test quiz
- workshop Sample

Module 5: QI coach certifi...

- quiz 1

**General**

Completion requirements Course is complete when ALL conditions are met

**Condition: Activity completion**

Select all/none

- ☒ Workshop - workshop Sample
- ☒ Quiz - quiz 1

Note: Activity completion must be set for an activity to appear in the above list.

Condition requires

- ☒ ALL selected activities to be completed
- ☐ ANY selected activities to be completed

**Condition: Completion of other courses**

**Condition: Date**

**Condition: Enrolment duration**

**Condition: Unenrolment**

**Condition: Course grade**

**Condition: Manual self completion**

## 10. Choose the condition requirements and click on save changes

OpenKGUMSB Home Dashboard My courses Site administration

Course Background

- Announcements
- Test quiz
- workshop Sample

Module 5: QI coach certifi...

- quiz 1

☒ Quiz - quiz 1

Note: Activity completion must be set for an activity to appear in the above list.

Condition requires

- ☒ ALL selected activities to be completed
- ☐ ANY selected activities to be completed

**Condition: Completion of other courses**

**Condition: Date**

**Condition: Enrolment duration**

**Condition: Unenrolment**

**Condition: Course grade**

**Condition: Manual self completion**

**Condition: Manual completion by others**

**Save changes** **Cancel**

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# OpenKGUMSB

## CERTIFICATE MANUAL FOR TEACHERS



# OpenKGUMSB Teacher Certificate Manual

|             |                                  |
|-------------|----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FUGM) |
| Department: | KGUMSB                           |
| Date:       | 09-08-2024                       |
| For:        | OpenKGUMSB Teachers              |

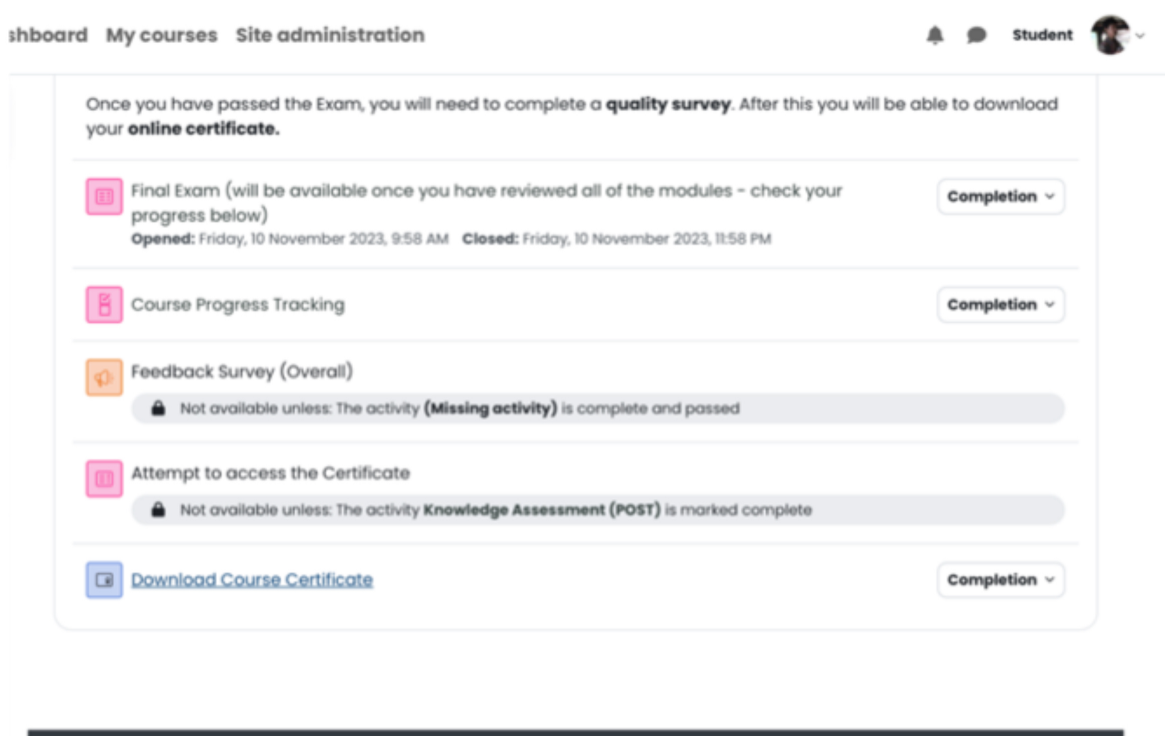
## Certificate Generation

There are two ways to generate a certificate for the students

- Auto Generation
- Manual Generation

### Auto Generation

1. Once the certificate is created as an activity, a teacher can set the restriction to access the certificate. *Example: the certificate shown in the figure. Is accessible only after attempting the quiz.*



The screenshot shows a Moodle course page with a navigation bar at the top containing 'shboard', 'My courses', and 'Site administration'. On the right, there are icons for notifications, a chat bubble, and a user profile labeled 'Student'. The main content area is titled 'Once you have passed the Exam, you will need to complete a **quality survey**. After this you will be able to download your **online certificate**.' Below this, there are four activity cards, each with a 'Completion' dropdown menu:

- Final Exam** (will be available once you have reviewed all of the modules - check your progress below)  
Opened: Friday, 10 November 2023, 9:58 AM Closed: Friday, 10 November 2023, 11:58 PM
- Course Progress Tracking**
- Feedback Survey (Overall)**  
Not available unless: The activity (**Missing activity**) is complete and passed
- Attempt to access the Certificate**  
Not available unless: The activity **Knowledge Assessment (POST)** is marked complete

At the bottom, there is a 'Download Course Certificate' link with a 'Completion' dropdown menu.

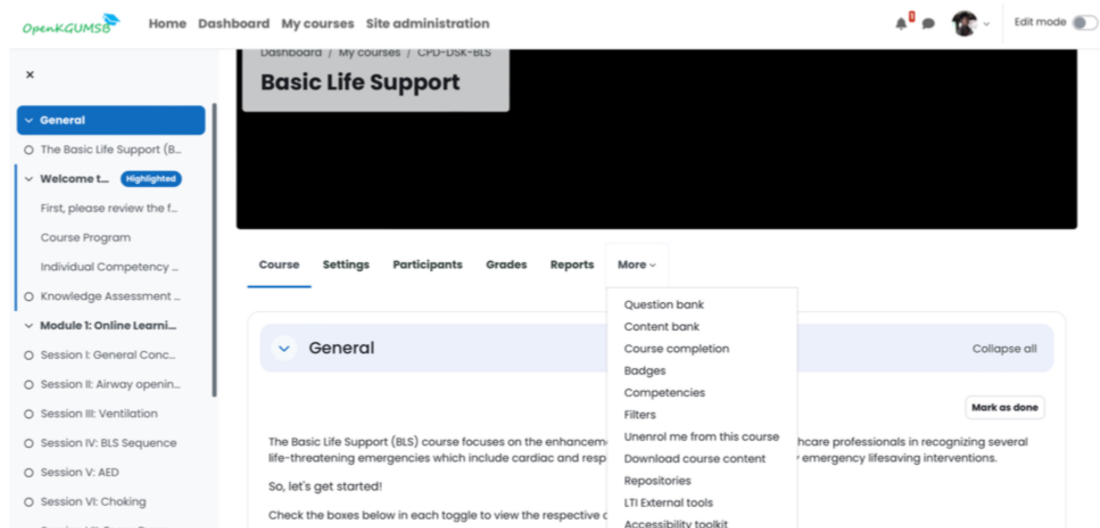
2. The generated certificate is sent to the students email address and is also available in Moodle course page. Below is the example of the certificate auto generated. All the fields such as name, cid, course name and course

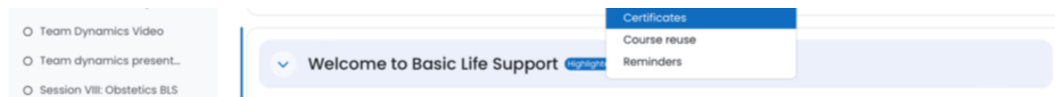
completion date is generated automatically by the system.



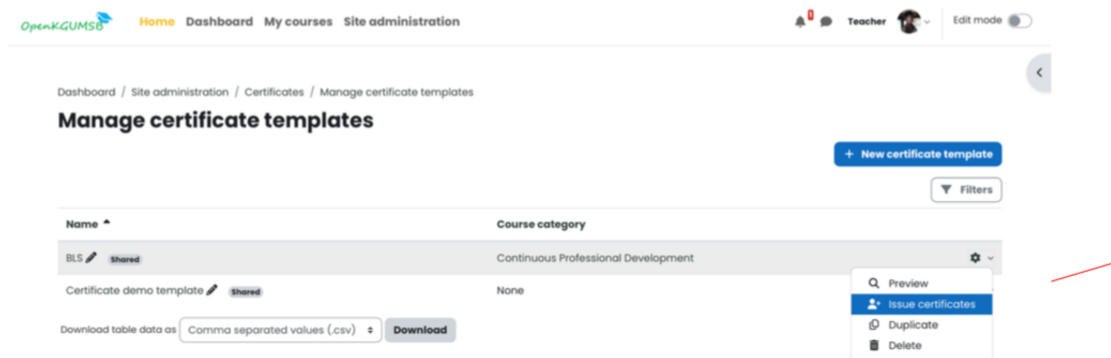
## Manual Generation

- On the main course page menu click on "More". Click on Certificates, you will be redirected to the certificate page.

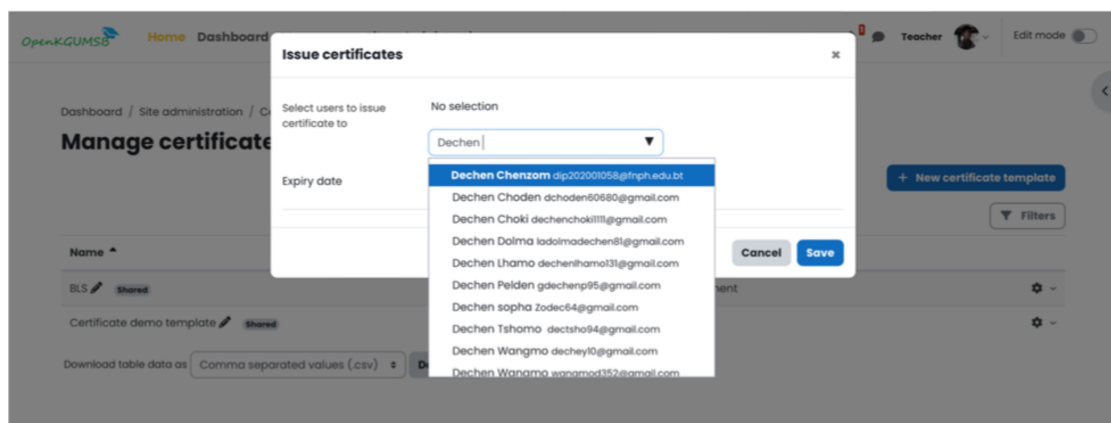




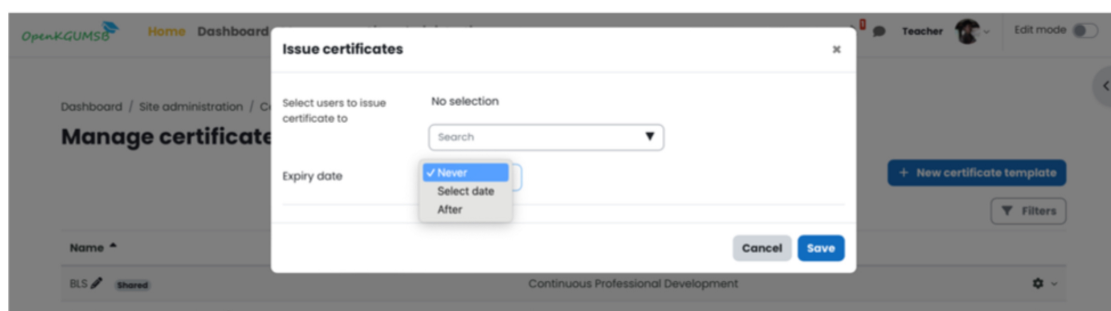
- Once you are on the certificate page, click on the gear icon on the right side of the certificate you want to issue
- From the drop down menu click on "issue certificate"



- Type name or email address of the student you want to issue the certificate in the text field.



- Set an expiry date of the certificate and click on save
- The certificate is sent to the students via email





Sample of certificate issued manually



### QR Codes

- The QR code generated to validate the certificate validation.
- To validate a certificate, one can scan the QR code and if the certificate is valid it will redirect you to the Open KGUMSB site and let you verify it.

| Differences between the types of certificate generation |                                                    |
|---------------------------------------------------------|----------------------------------------------------|
| Auto generation                                         | Manual generation                                  |
| Expiry date should be reflected on the certificat       | Expiry date is set in the system                   |
| Course names is generated automatically                 | Course name have to be reflected on th certificate |



# OpenKGUMSB

## COURSE BACKUP/RESTORE MANUAL FOR TEACHERS

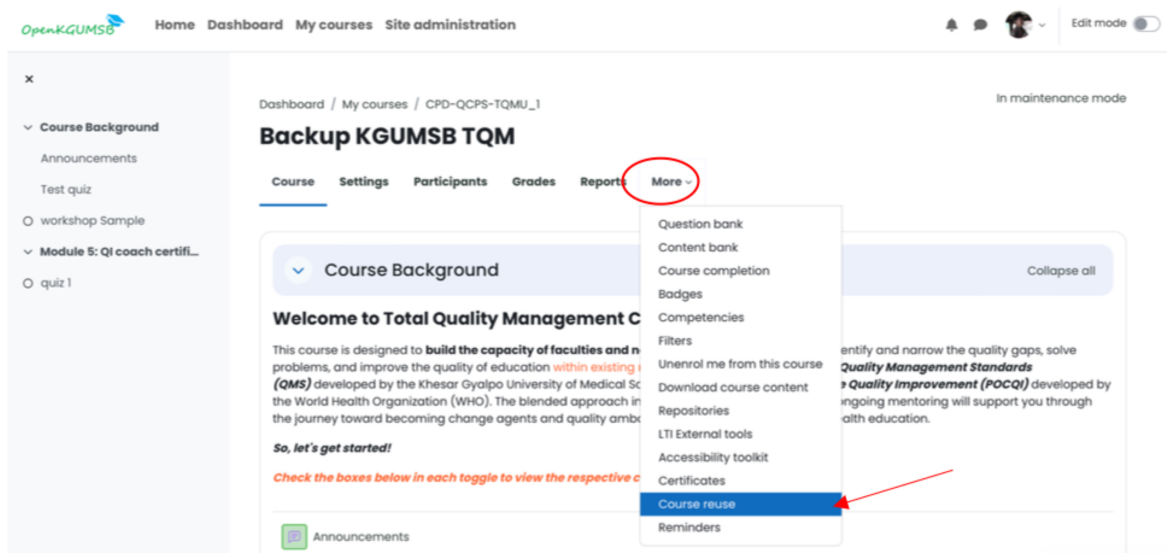


# OpenKGUMSB Teacher Course Backup/Restore Manual

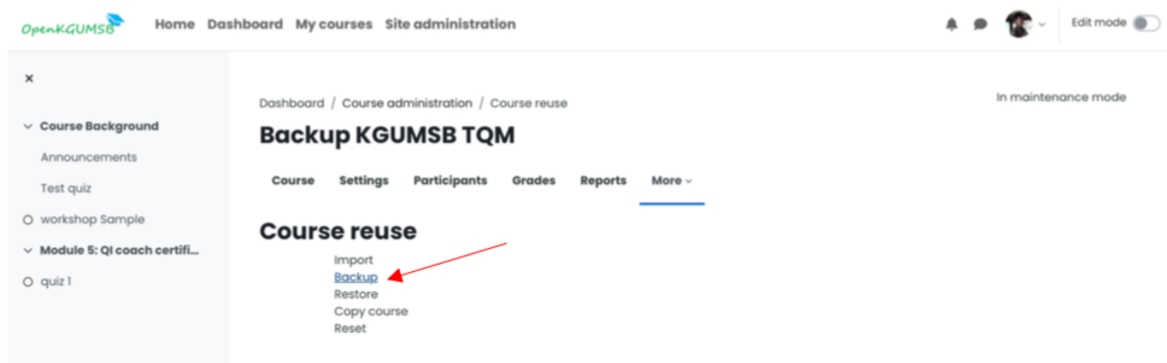
|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 09-08-2024                        |
| For:        | OpenKGUMSB Teachers               |

## Course Backup

1. Click on "More" and from the dropdown click on "Course reuse"



2. Click on "Backup"



3. Select sections and details to backup and click next



Test quiz

☐ workshop Sample

▼ **Module 5: QI coach certifi...**

☐ quiz 1

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

### Backup settings

☐ IMS Common Cartridge 1.1

☒ Include enrolled users

☐ Anonymize user information

☒ Include user role assignments

☒ Include activities and resources

☒ Include blocks

☒ Include files

☒ Include filters

☒ Include comments

☒ Include badges

☒ Include calendar events

☒ Include user completion details

OpenKGUMSB Home Dashboard My courses Site administration

✕

▼ **Course Background**

Announcements

Test quiz

☐ workshop Sample

▼ **Module 5: QI coach certifi...**

☐ quiz 1

☒ Include calendar events

☒ Include user completion details

☐ Include course logs

☐ Include grade history

☒ Include question bank

☒ Include groups and groupings

☒ Include competencies

☒ Include custom fields

☒ Include content bank content

☒ Include user's state in content such as HSP activities

☒ Include legacy course files

**Jump to final step** Cancel Next

4. Click on "Perform backup". The backup is complete once the progress bar is 100 %

OpenKGUMSB Home Dashboard My courses Site administration

✕

▼ **Course Background**

Announcements

Test quiz

☐ workshop Sample

▼ **Module 5: QI coach certifi...**

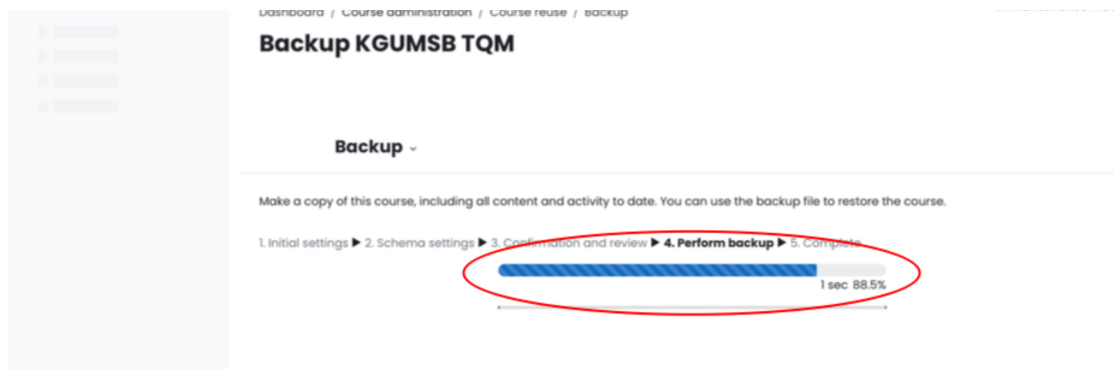
☐ quiz 1

|                 |   |   |   |
|-----------------|---|---|---|
| Announcements   | ✓ | - | ✓ |
| Test quiz       | ✓ | - | ✓ |
| workshop Sample | ✓ | - | ✓ |

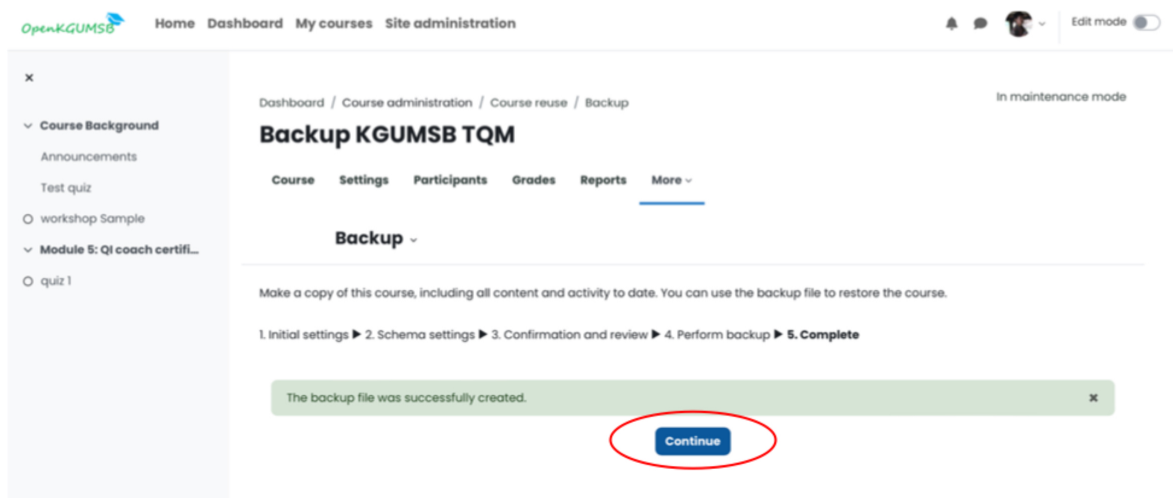
|                                  |   |           |   |
|----------------------------------|---|-----------|---|
| Module 5: QI coach certification | ✓ | User data | ✓ |
| quiz 1                           | ✓ | -         | ✓ |

**Previous** Cancel **Perform backup**

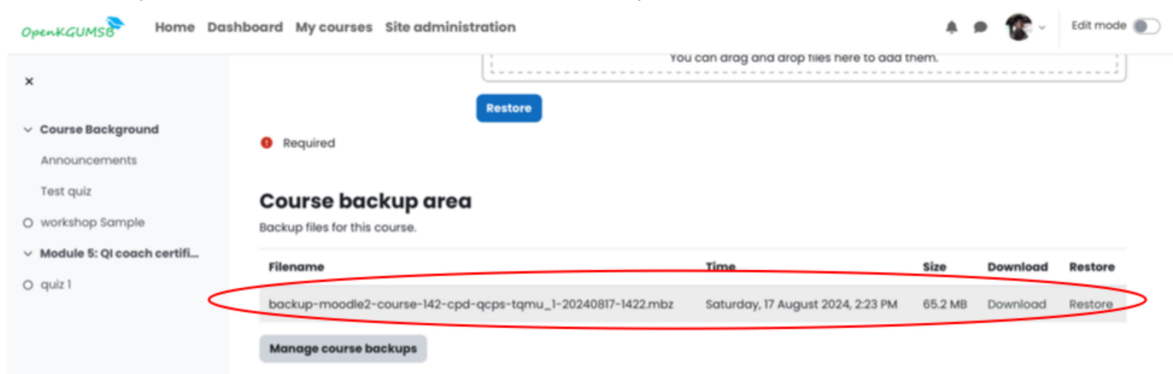
Required



### 5. Click on continue



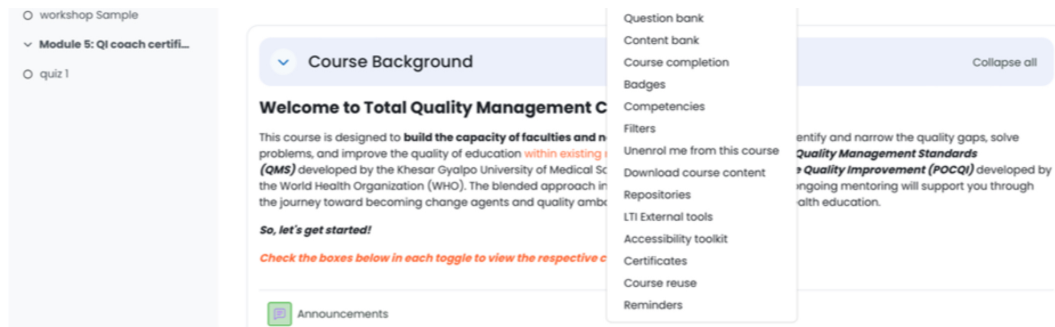
### 6. Our backup course can be seen the course backup area as shown below



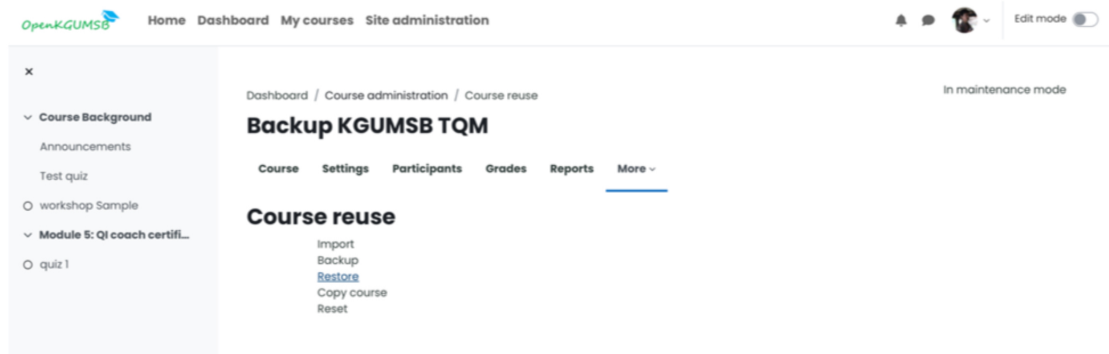
## Course Restore

1. To restore a backup, click on "More" on the course menu
2. Click on "Course reuse"

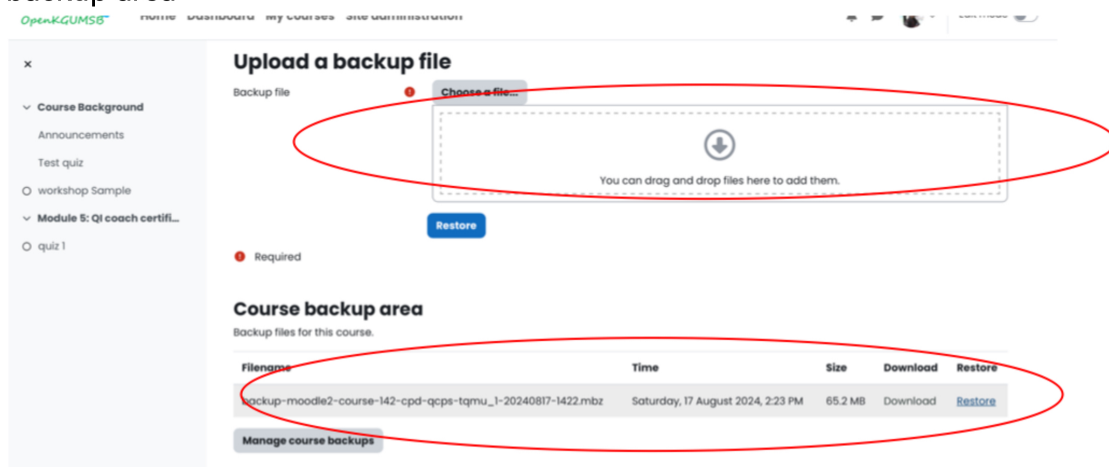




### 3. Click on Restore



### 4. You can upload and restore your backup or directly restore from the course backup area



**OpenKGUMSB**

**STUDENT GROUPING  
MANUAL FOR  
TEACHERS**





# OpenKGUMSB Teacher Grouping Manual

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 09-08-2024                        |
| For:        | OpenKGUMSB Teachers               |

## Grouping

Groupings allow you to apply groupings to activities or use them to apply restrictions to activities, resources, or topics.

In the example below, we will be showing you how to create groups and add restrictions for a group for accessing an activity.

## 1. Create and Configure Group

Course Settings **Participants** Grades Reports More ▾

**Enrolled users** ▾ **Enrol users**

- Enrolments
- ✓ **Enrolled users**
- Enrolment methods
- Role renaming
- Groups
  - Groups ← Click on groups to start creating group
  - Groupings
  - Overview
- Permissions

Match Any

+ Add

6 participants

|   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L |
| A | B | C | D | E | F | G | H | I | J | K | L |

Enable messaging

## Manage

**Create group**

Auto-create groups

Import groups

### General

Group name

GroupA ← Give a group name

Group ID number

?

Group description

↺ A ▾ B I ≡ ≡ ≡ ≡

## Groups ▾

Groups

GroupA (0)  
GroupB (0)

← Select the Group

Members of: GroupA (0)

Add/remove users

← Click here to add or remove users.

**With selected**

Groups

GroupA (2)  
GroupB (1)

Members of: GroupA (2)

**Student**

Test Test (tsheringeuphel6@gmail.com)

Kencho Wangdi (kencho.wangdi@fnph.edu.bt)

Group A members.

Add/remove users

**With selected**

Groups

GroupA (2)  
GroupB (1)

Members of: GroupB (1)

**Student**

test dech Wangdi (wdechen78@gmail.com)

**Group B members**

**With selected**

Add/remove users

Follow same procedure to create another group

**Student (2)**  
Test Test (tsheringeuphel6@gmail.com)  
Kencho Wangdi (kencho.wangdi@fnph.edu.bt)

◀ Add

Remove ▶

Search

Clear

Search options ▶

Back to groups

**Manager (1)**  
OpenKGUMSB Admin (openkgumsb@kgumsb.edu.bt) (0)

**Student (3)**  
Tshering Lham (tshering.lham87@kgumsb.edu.bt) (0)  
Dechen Wangdi (dechenw@kgumsb.edu.bt) (0)  
test dech Wangdi (wdechen78@gmail.com) (0)

Search

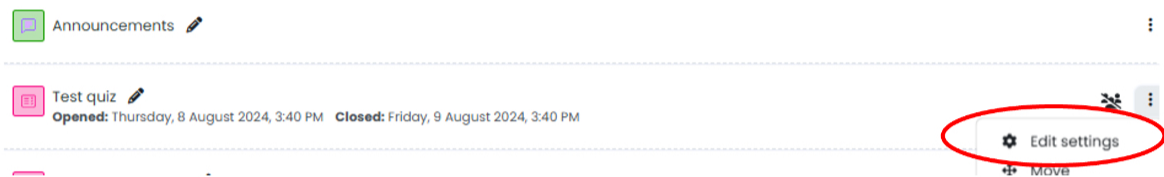
Clear

Click here to go back to group

## 2. Restrict Access to Resources or Activity using Group

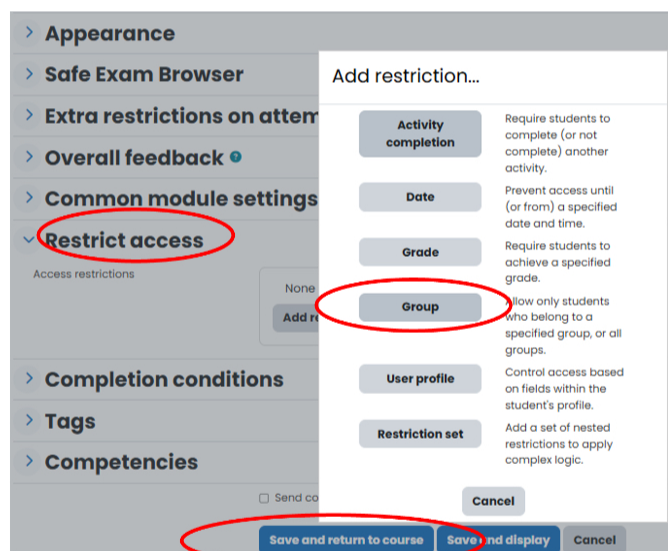
Go to the course and now you can add restrictions on the activity, “Test quiz” in this example.

Click on Edit settings.



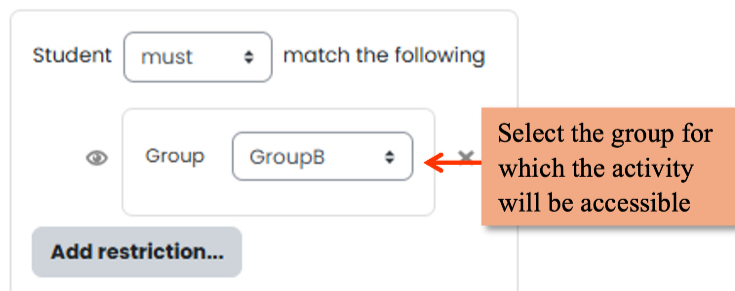
Under *Restrict access*, click on *Add restriction*.

Select *Group*



### Restrict access

Access restrictions



Members belonging to group B can only view and access the quiz activity. Below is the view of the Group A member's activity.



### Test quiz

**Opened:** Thursday, 8 August 2024, 3:40 PM **Closed:** Friday, 9 August 2024, 3:40 PM



Not available unless: You belong to **GroupB**

---

**OpenKGUMSB**

**STUDENT ENROLLMENT  
MANUAL FOR  
TEACHERS**



# OpenKGUMSB Teacher Enrollment Manual

|             |                                   |
|-------------|-----------------------------------|
| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
| Department: | KGUMSB                            |
| Date:       | 31-05-2024                        |
| For:        | OpenKGUMSB Teachers               |

## Student Enrollment

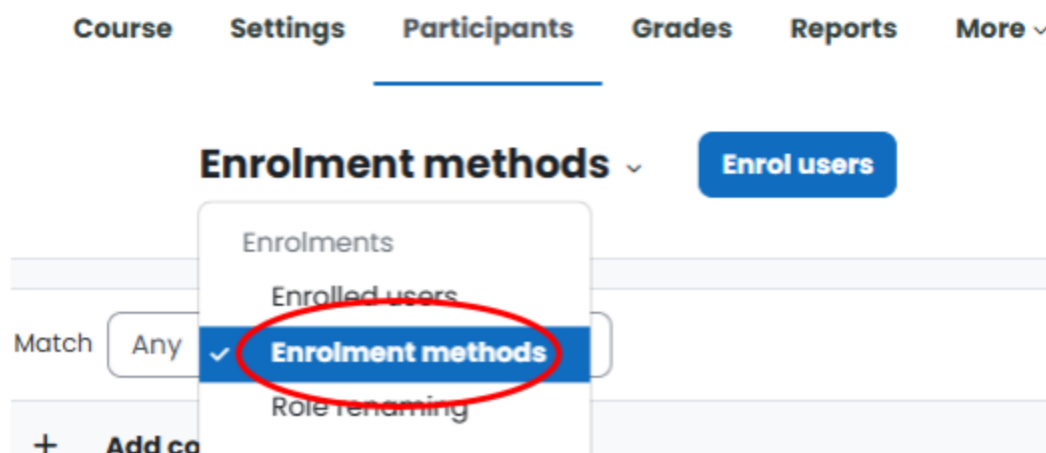
Enrolment is the process of making users as participants in the course, in other words, assigning them a role such as a student or a teacher. A user can be enrolled in a course either by manual enrolment or self-enrolments

### 1. Manual Enrollment

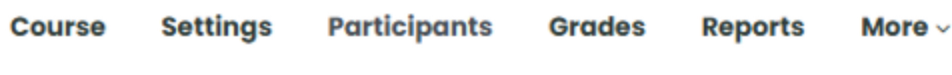
Get into the course and click on the participants tab



Click on the Enrolment methods menu to view the various enrolments methods



For individual manual enrolment, click on the Enrol users button





Enrolment methods ▾ **Enrol users**

Select users

Type to search for a name → kencho ▾

Select cohorts

No selection

Search ▾

Assign role

Student ▾

Show more...

For cohort enrolment, select the cohorts from the list

Select the role to be assigned for the above user.

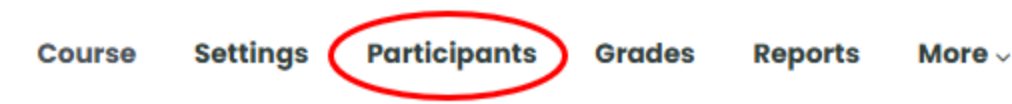
Cancel **Enrol selected users and cohorts**

Once done with selecting the user and assigning the role, click on the *Enrol selected users and cohorts* button.

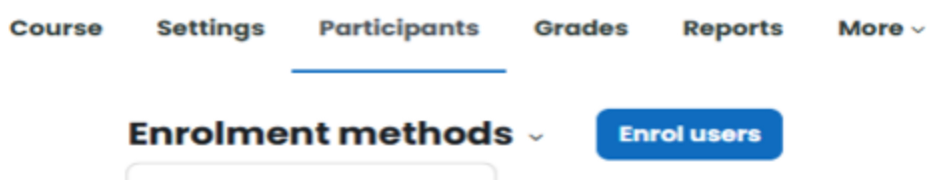
## 2. Self-enrolment

This allows users to enrol themselves into a course, either directly or via an enrolment key (“course password”). The teacher does not then have to manually add participants.

Click on the *Participants* tab as shown below.



Then go to the Enrolment methods menu





Click on the closed eye button to enable Self enrolment feature and then click on the settings gear icon.

**Enrolment methods** ▾

| Name                     | Users | Up/down | Edit |
|--------------------------|-------|---------|------|
| Manual enrolments        | 14    | ↓       |      |
| Self enrolment (Student) | 0     | ↑ ↓     |      |
| Guest access             | 0     | ↑       |      |

## Self enrolment

Custom instance name  Give instance name.

Keep current self enrolments active ☒ Yes ▾

Allow new self enrolments ☒ Yes ▾

Enrolment key  Set an enrolment key  
"course\_password"

Use group enrolment keys ☒ No ▾

Default assigned role  ▾

Enrolment duration  days ▾ ☐ Enable Enable and add duration

Notify before enrolment expires  ▾

Notification threshold  days ▾

Start date ☒ Enable  ▾  ▾  ▾  ▾  ▾ Enable and set the start and end date for enrolment.

End date ☒ Enable  ▾  ▾  ▾  ▾  ▾

Max enrolled users  Set the maximum number of users if required

Only cohort members  If required, you can set the enrolment restriction to members of a specified cohort only

Send course welcome message ☒ From the no-reply address ▾

Custom welcome message Setting this will send a welcome message to the user's registered email address.

Dear {\$a->fullname}, you have successfully enrolled.

Accepted formats: Plain text or Moodle-auto

- Course name {\$a->coursename}
- Link to user's profile page {\$a->profileurl}
- User email {\$a->email}
- User fullname {\$a->fullname}
- User first name {\$a->firstname}
- User last name {\$a->lastname}
- User course role {\$a->courserole}

**Save changes**

Cancel