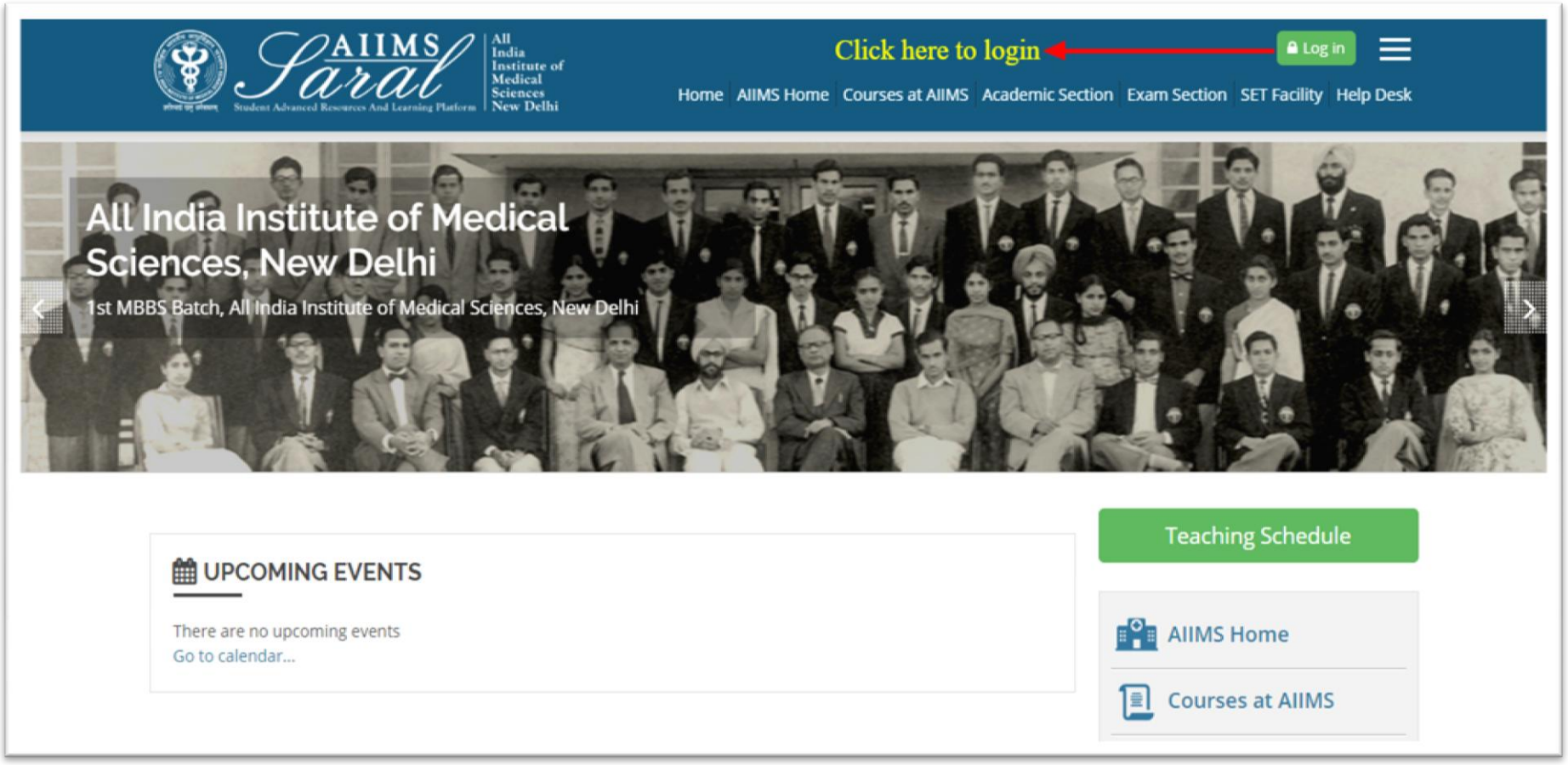
USER MANUAL FOR TEACHERS FOR AIIMS LMS

HTTPS://SARAL.AIIMS.EDU/

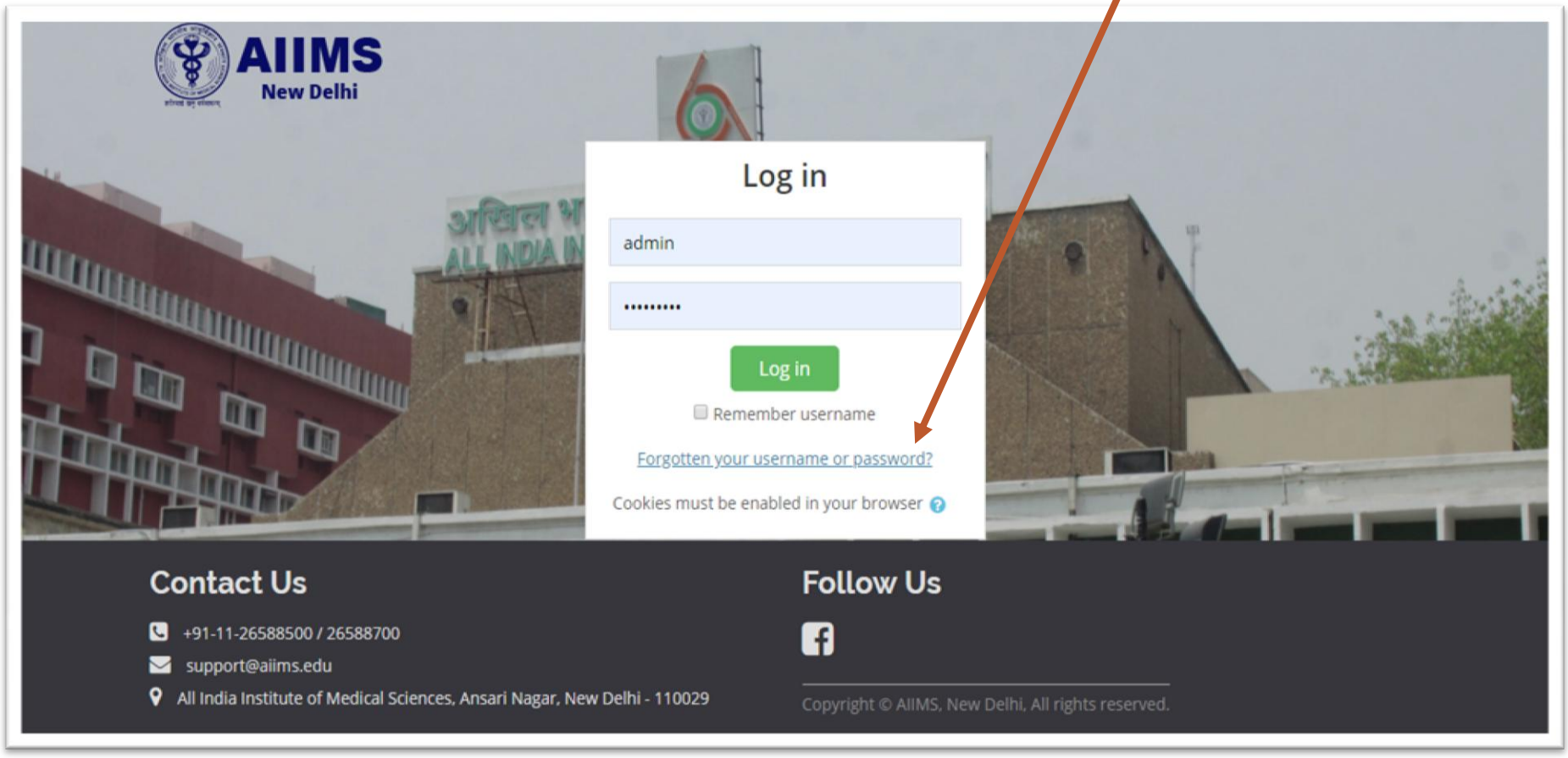
Home Page/Login Page

On the home page, upcoming events and the teaching schedule can be accessed ***without login***.



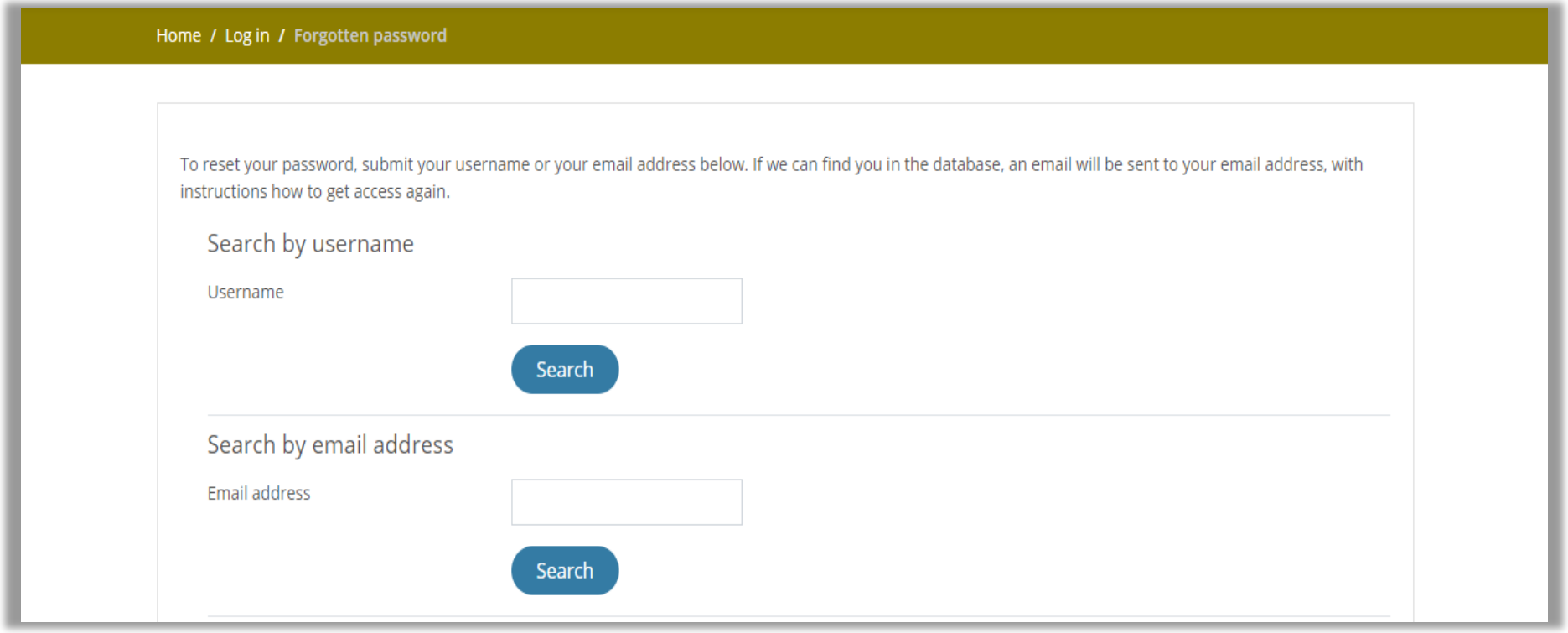
Login Page

Enter the username/email address and password to access user-specific content. If you have forgotten your password, click on the link on this page



Password retrieval

To reset your password, please enter your username or email addressed used to create the SARAL account in the appropriate box and click the 'search' button. You will receive an email with further instructions on how to proceed with resetting your password.



Teacher dashboard- after login

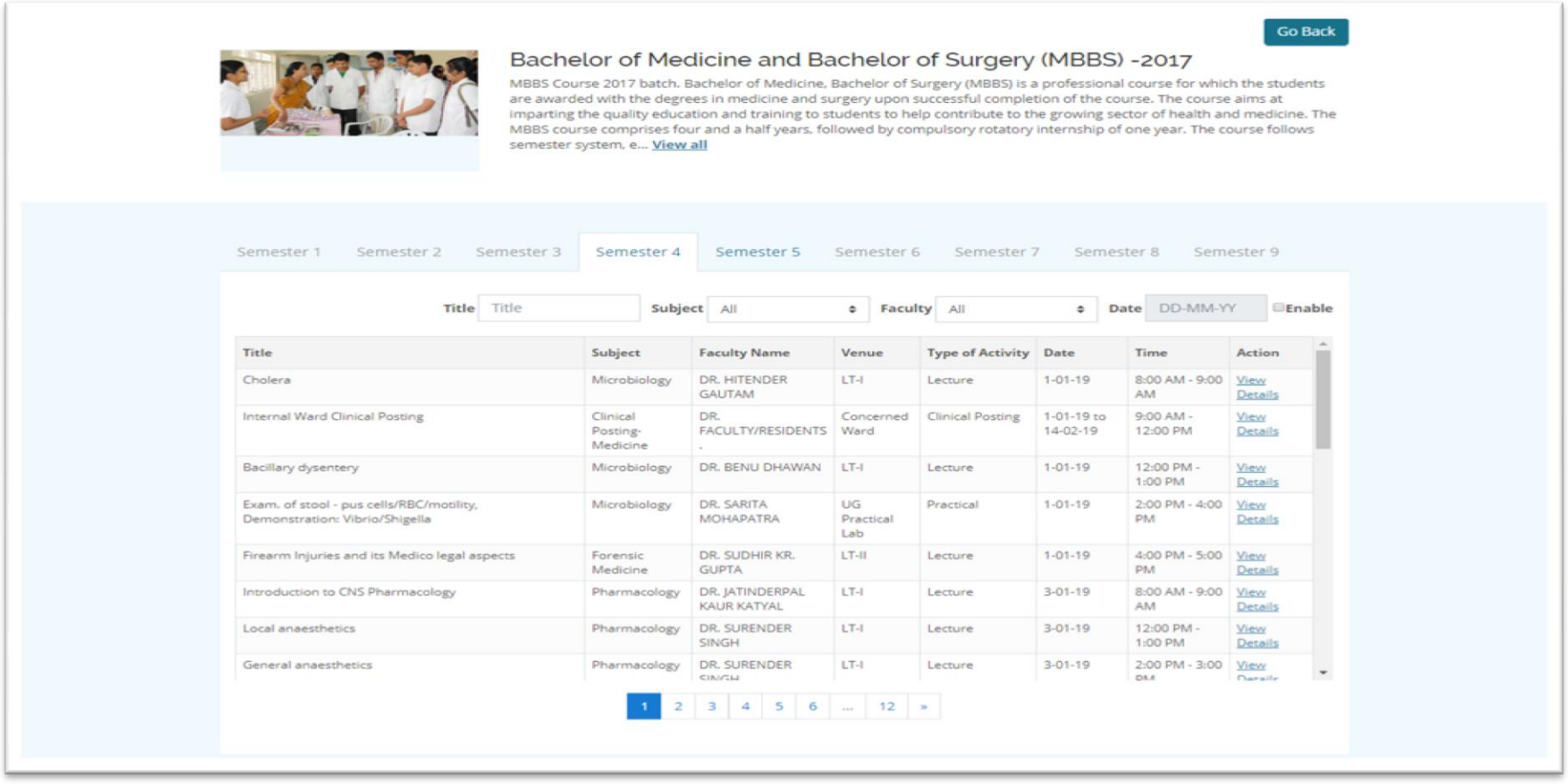
Once ***logged in,*** from the home page, teachers can see details of their courses and a to-do list of the next 6 upcoming sessions.

Course details

Course details can be accessed after clicking on the course name

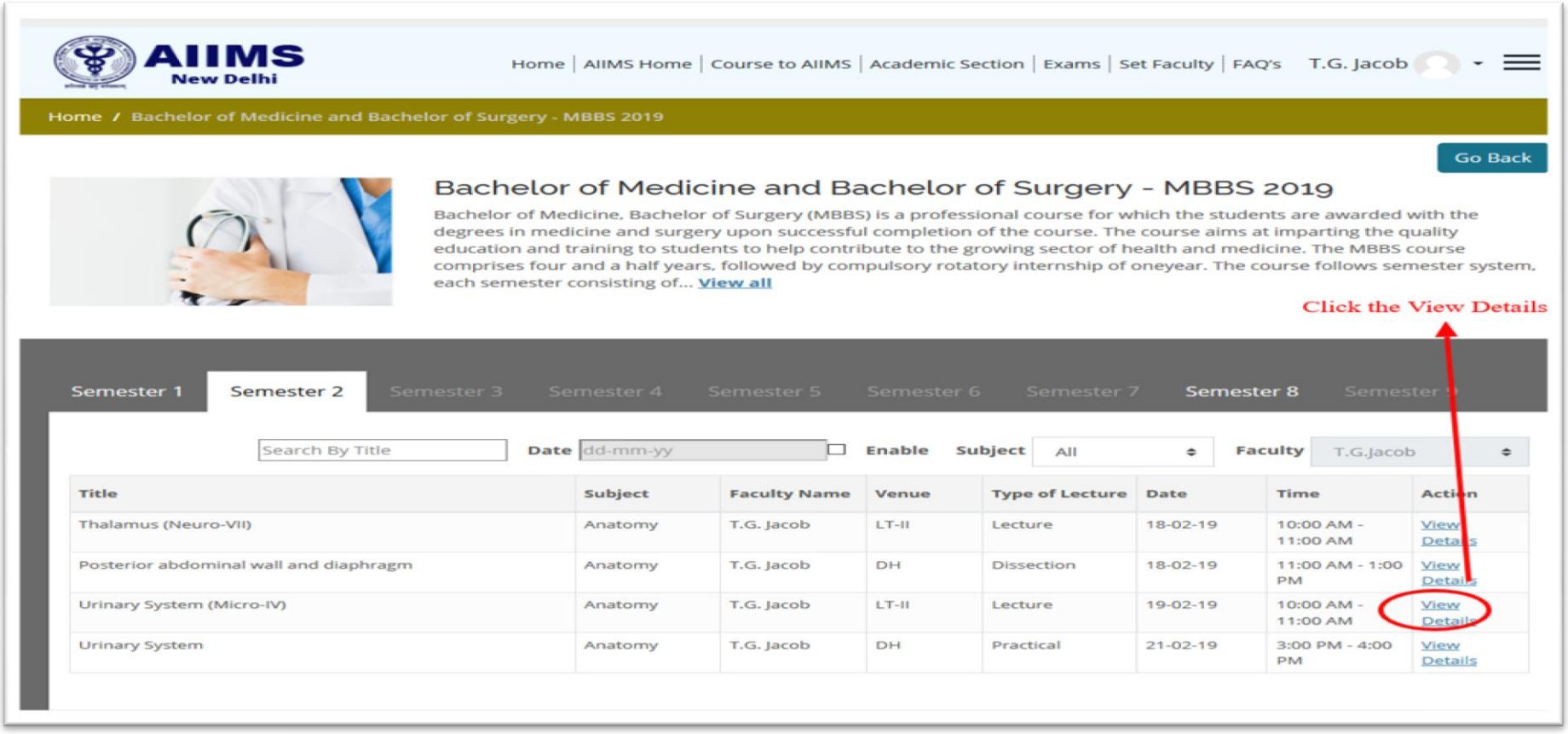
Course details

Details of the course content can be seen semester wise, date wise, or topic wise and Venue.



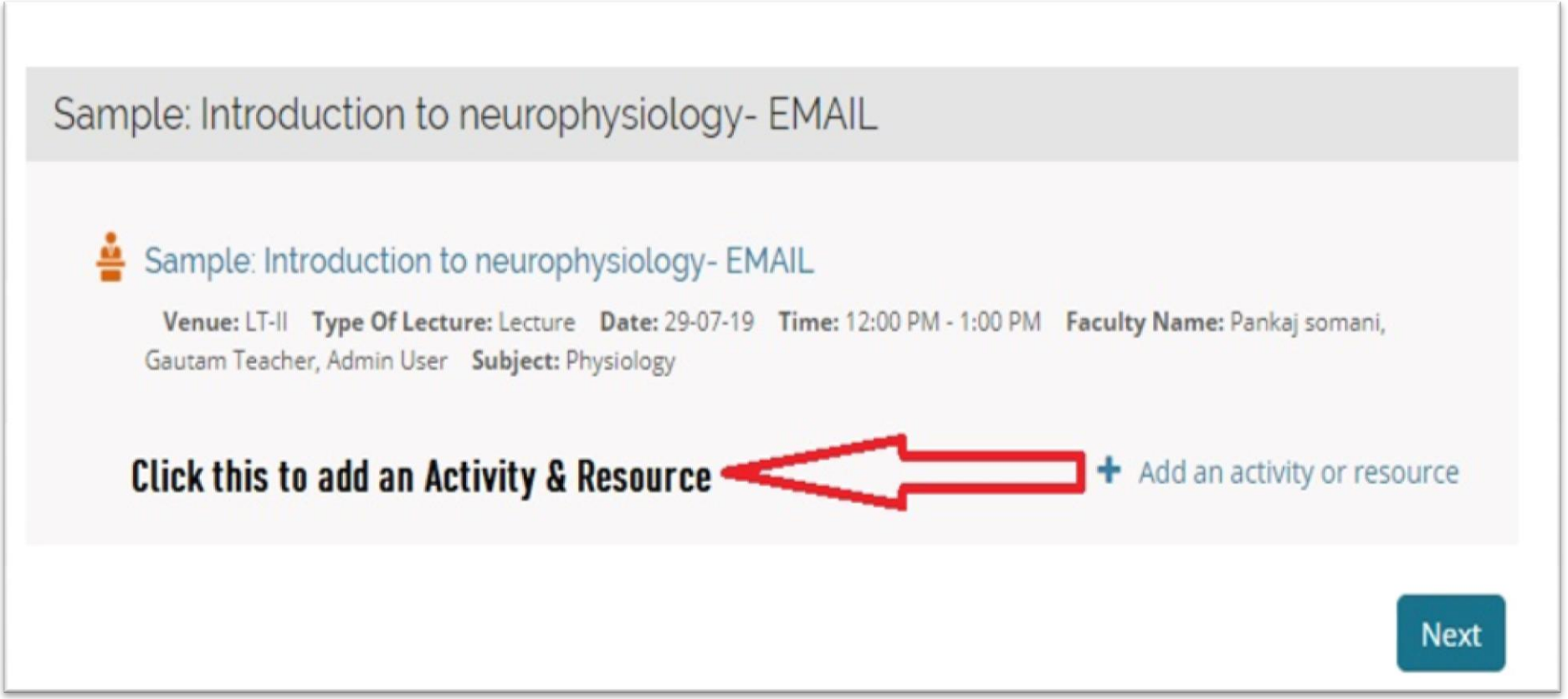
Event details

At the end of each event, clicking on the ***view details*** button will display a page for uploading activities and resources like PPTs, videos, assignments related to lecture.



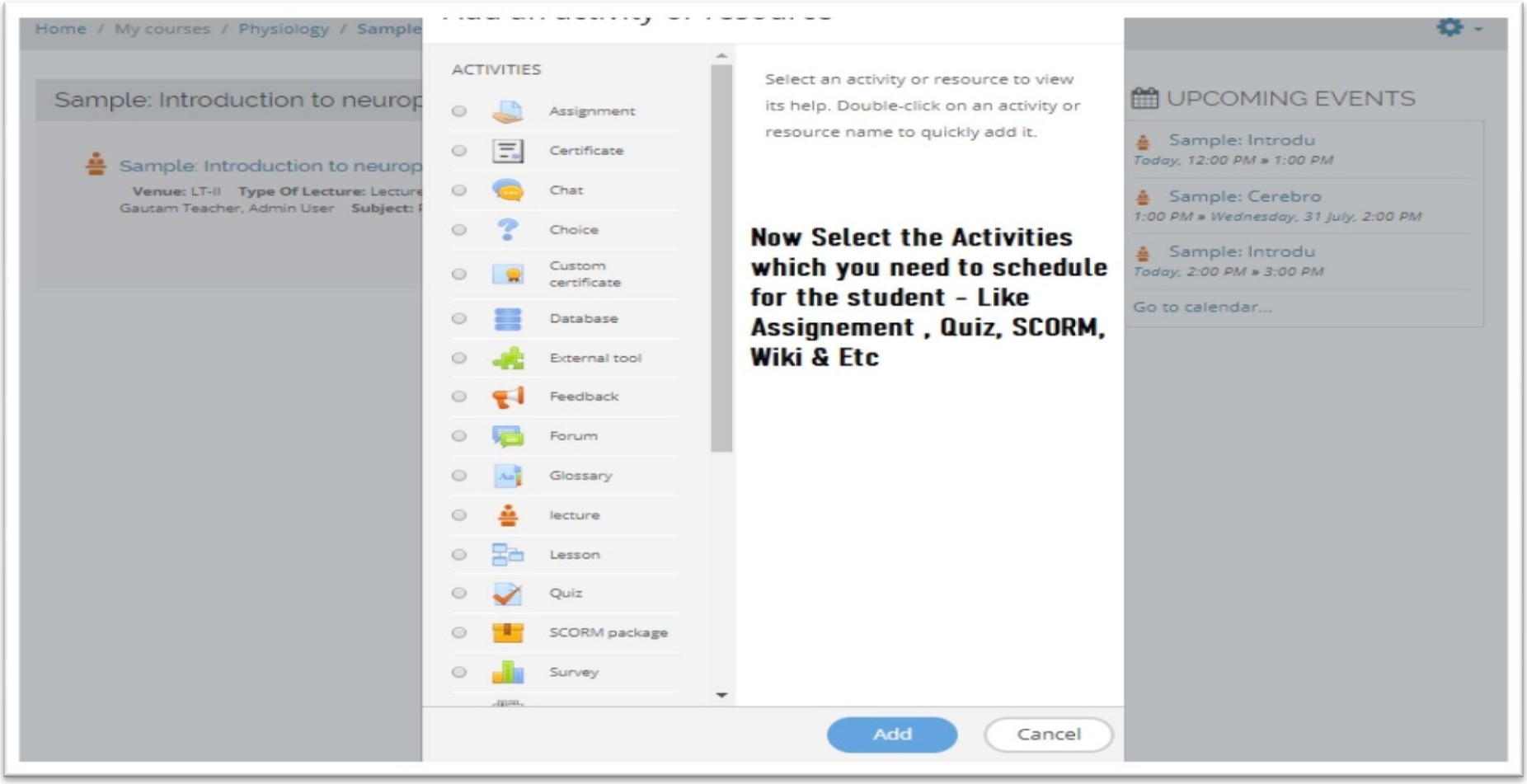
Adding an activity-1

Click on the **Add an activity or resource** button to proceed



Adding an activity-2

A list of activities and resources is displayed and can be selected



Adding an activity-3

There are 14 different types of activities that can be added. Detailed descriptions of each type can be seen by clicking on the links below

Activities

- **Assignments:** enable teachers to grade and give comments on uploaded files and assignments created on and offline. (https://docs.moodle.org/36/en/assignment_activity)
- **Chat:** allows participants to have a real-time synchronous discussion. (https://docs.moodle.org/36/en/using_chat)
- **Choice:** a teacher asks a question and specifies a choice of multiple responses. (https://docs.moodle.org/36/en/choice_activity)
- **Database:** enables participants to create, maintain and search a bank of record entries. (https://docs.moodle.org/36/en/database_activity)
- **Feedback:** for creating and conducting surveys to collect feedback. (https://docs.moodle.org/36/en/feedback_activity)

Adding an activity-3

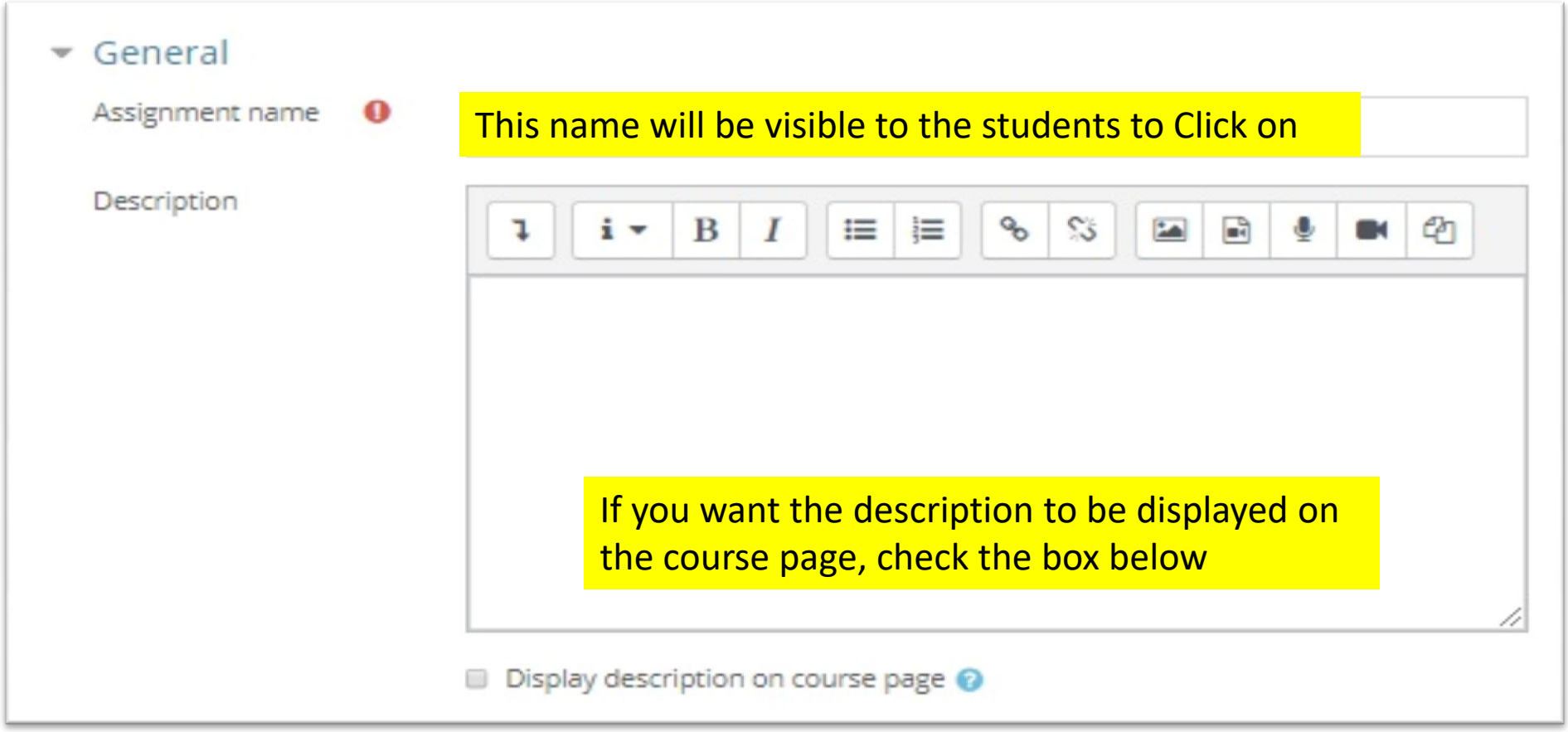
- **Forum:** allows participants to have asynchronous discussions. (https://docs.moodle.org/36/en/forum_activity)
- **Glossary:** enables participants to create and maintain a list of definitions, like a dictionary. (https://docs.moodle.org/36/en/glossary_activity)
- **Lesson:** for delivering content in flexible ways. (https://docs.moodle.org/36/en/lesson_activity)
- **(lti) external tool** allows participants to interact with lti compliant learning resources and activities on other web sites. (these must first be set up by an administrator on the site before being available in individual courses.) (https://docs.moodle.org/36/en/external_tool)
- **Quiz:** allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown. (https://docs.moodle.org/36/en/quiz_activity)
- **Scorm:** enables scorm packages to be included as course content. (https://docs.moodle.org/36/en/scorm_activity)
- **Survey:** for gathering data from students to help teachers learn about their class and reflect on their own teaching. (https://docs.moodle.org/36/en/survey_activity)
- **Wiki:** a collection of web pages that anyone can add to or edit. (https://docs.moodle.org/36/en/wiki_activity)
- **Workshop:** enables peer assessment. (https://docs.moodle.org/36/en/workshop_activity)

Resources

- **Book -** multi-page resources with a book-like format. Teachers can export their books as ims cp (admin must allow teacher role to export ims) (https://docs.moodle.org/36/en/book_resource)
- **File -** a picture, a pdf document, a spreadsheet, a sound file, a video file. (https://docs.moodle.org/36/en/file_resource)
- **Folder -** for helping organize files and one folder may contain other folders. (https://docs.moodle.org/36/en/folder_resource)
- **Ims content package -** add static material from other sources in the standard ims content package format. (https://docs.moodle.org/36/en/ims_content_package)
- **Label -** can be a few displayed words or an image used to separate resources and activities in a topic section or can be a lengthy description or instructions. (https://docs.moodle.org/36/en/label)
- **Page -** the student sees a single, scrollable screen that a teacher creates with the robust html editor. (https://docs.moodle.org/36/en/page_resource)
- **URL -** you can send the student to any place they can reach on their web browser, for example Wikipedia. (https://docs.moodle.org/36/en/url_resource)

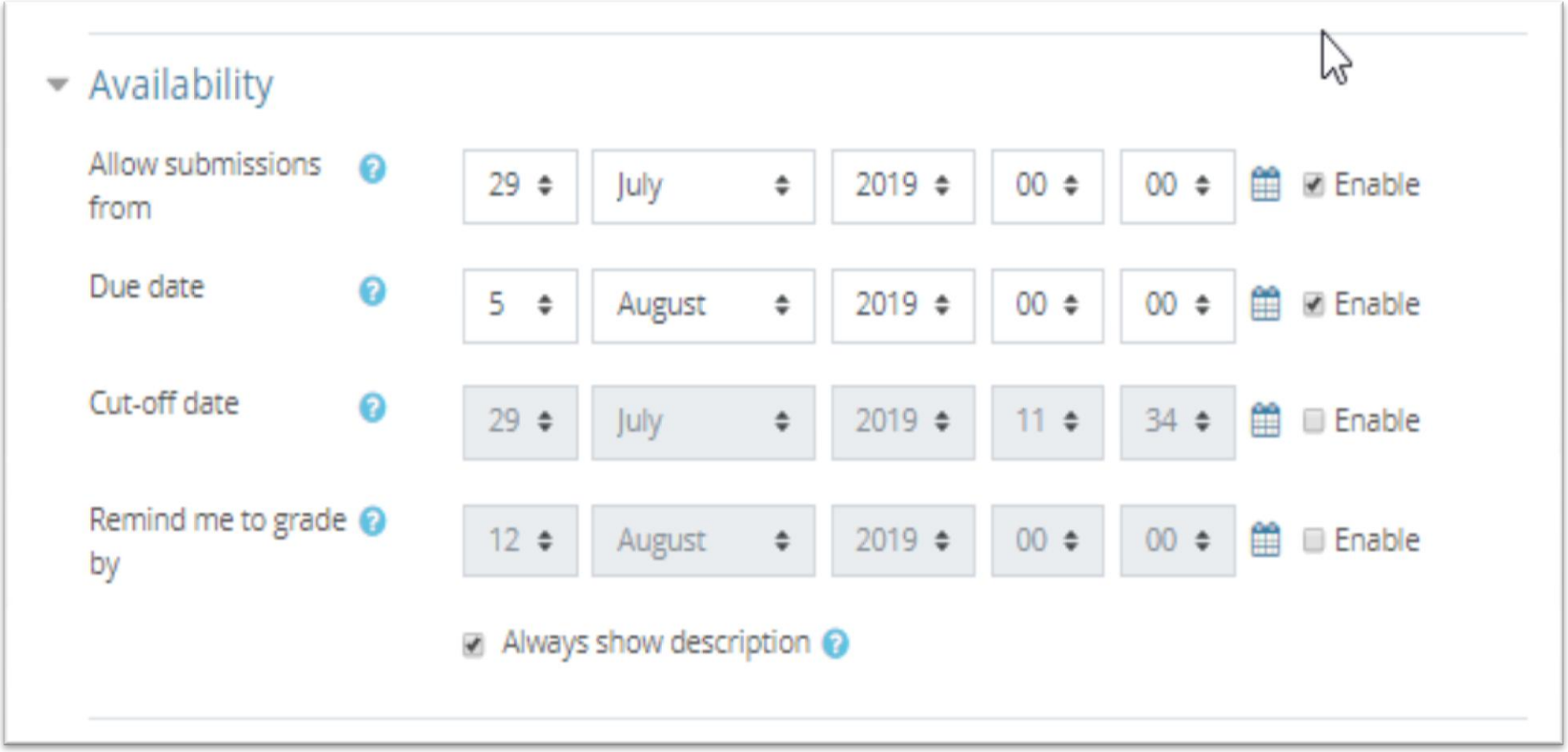
Adding an assignment

The process of setting up an assignment can be viewed at this link: https://youtu.be/TiFi1pK5hFI



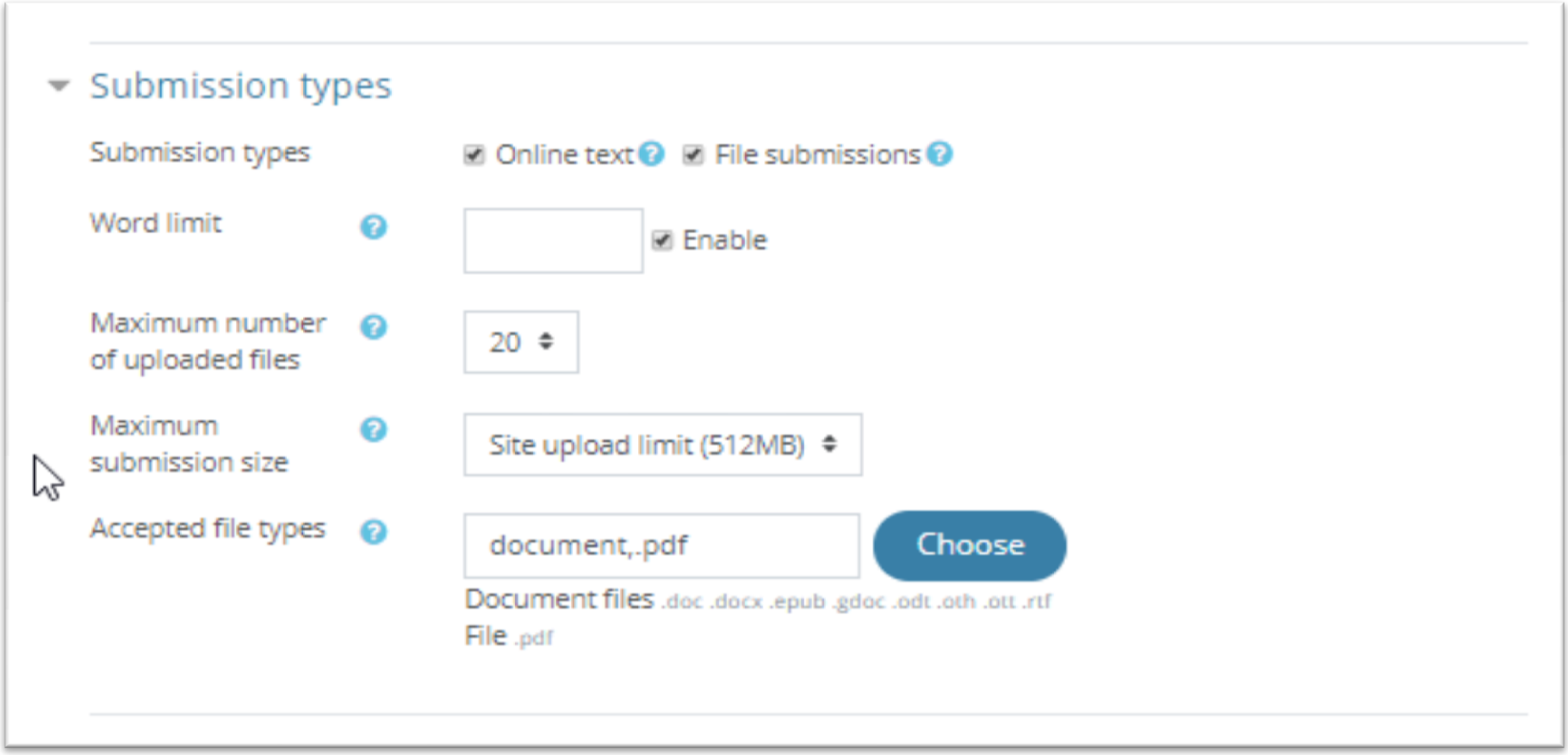
Adding an assignment-2

Due dates can be selected

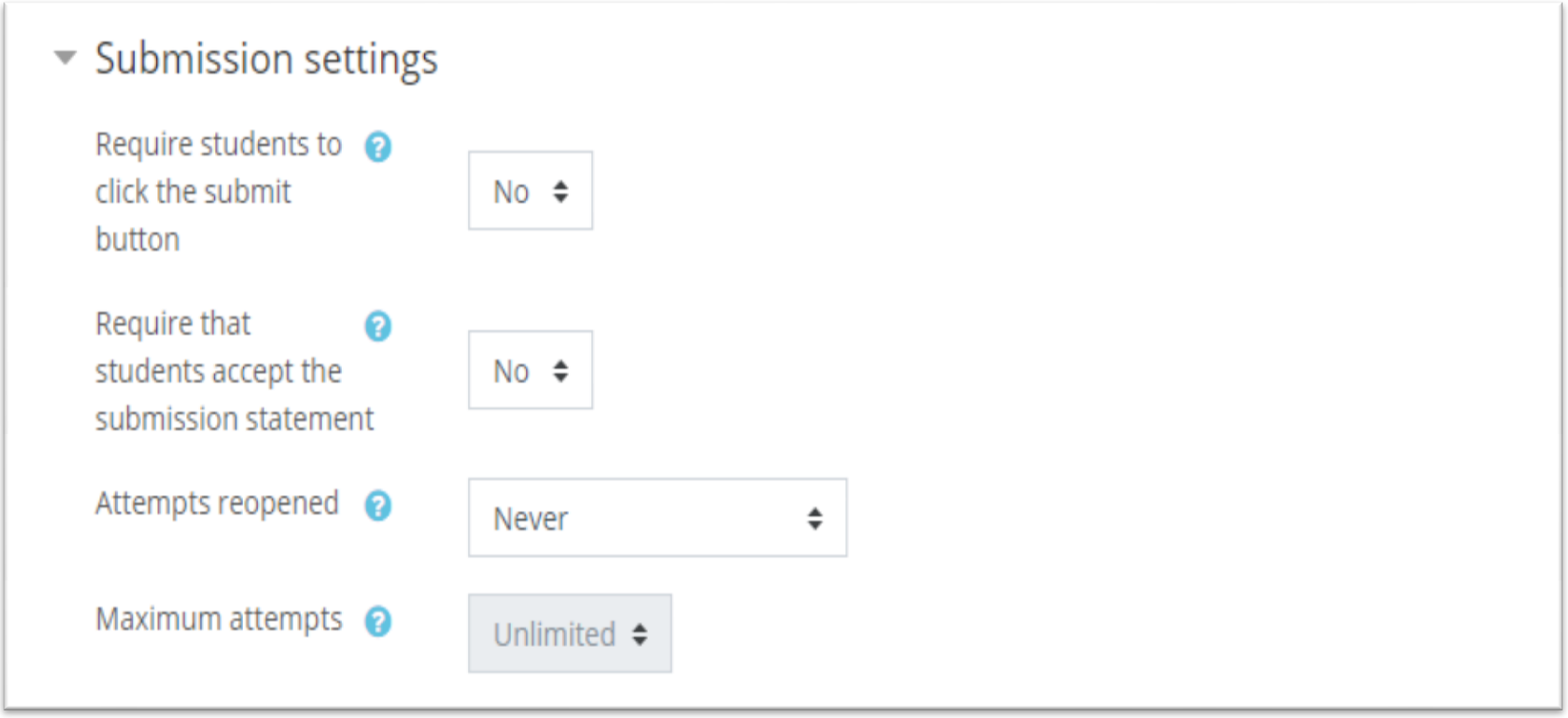


Adding an assignment-3

Select the type of submission required

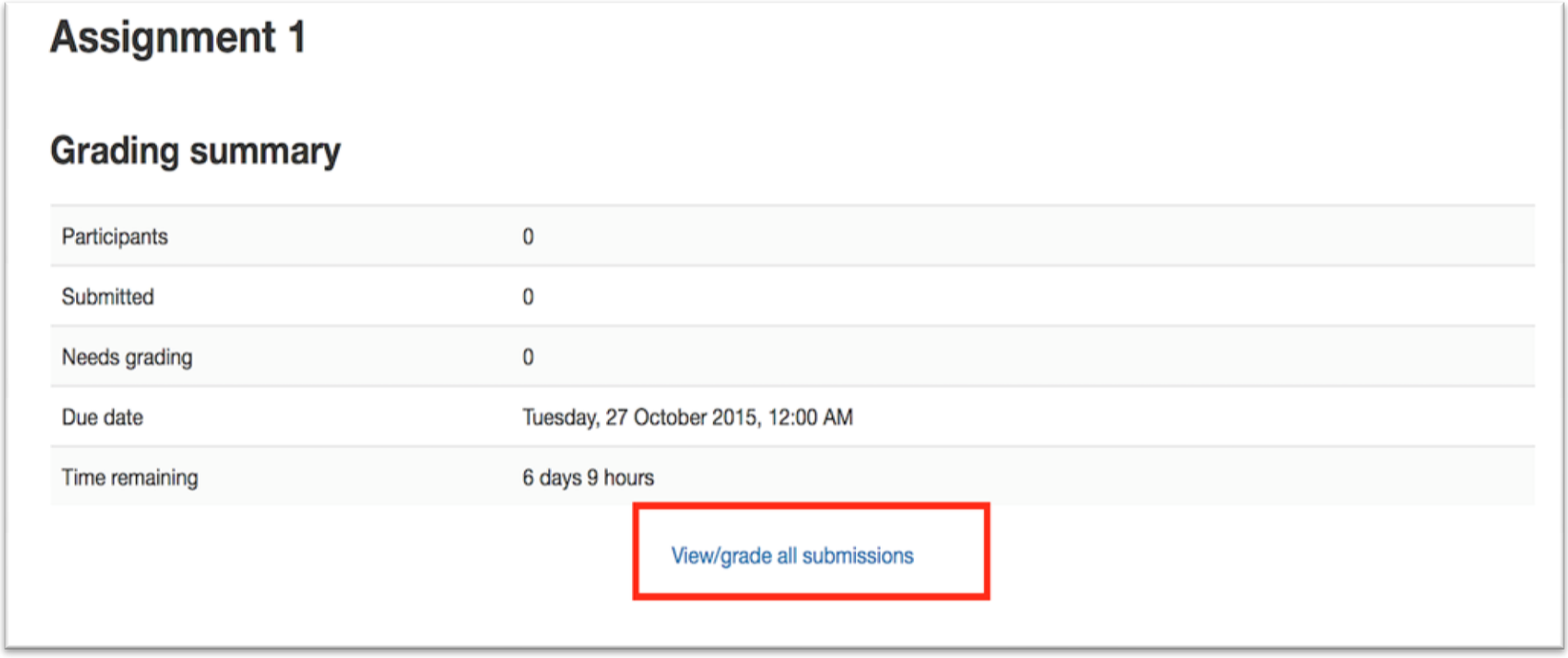


Adding an assignment-4



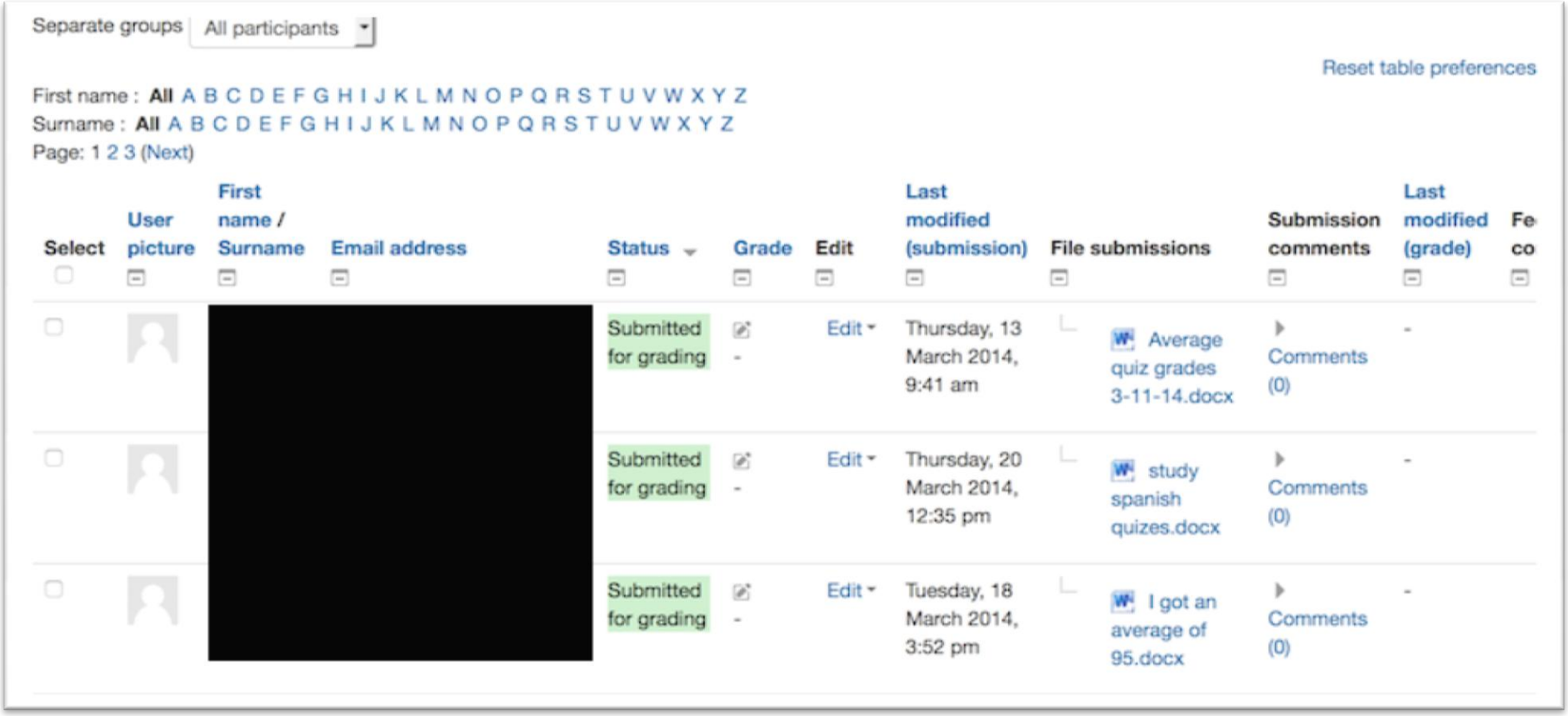
Grading an assignment

Grades can be entered from within the assignment itself. From the assignment, click on View/Grade All Submissions.



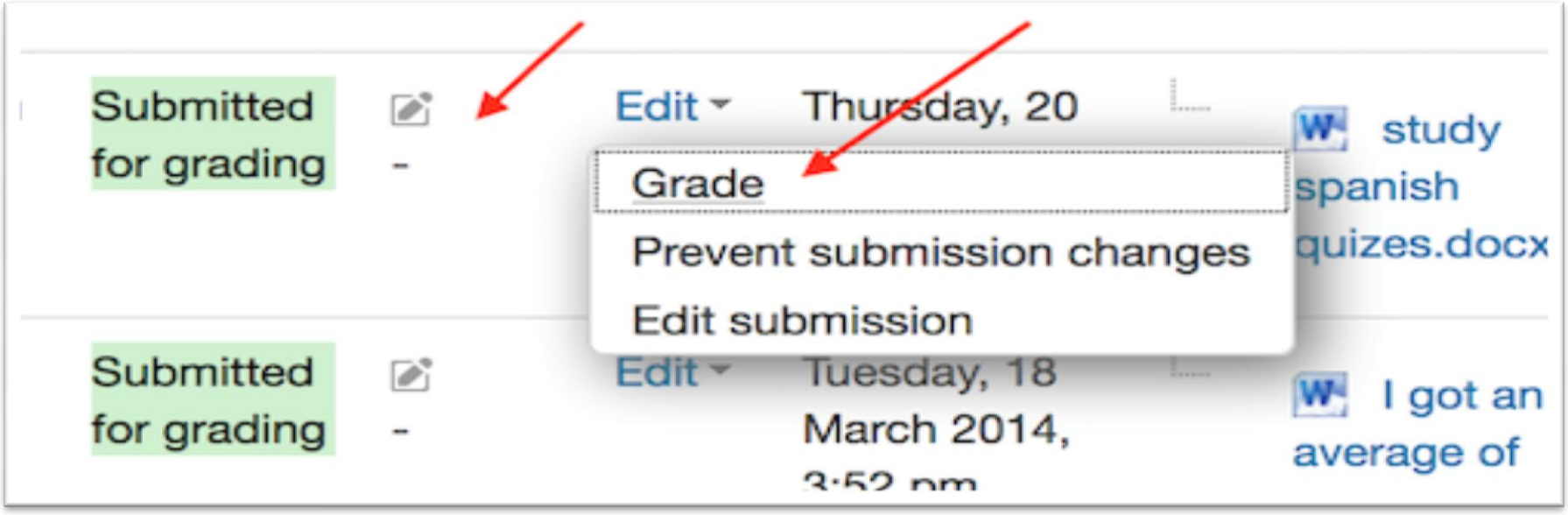
Finding the submissions to be graded

The table of students can be sorted by clicking on the column headings. Clicking on the **Status** column title twice will put all of the assignments that need to be graded at the top of the page.

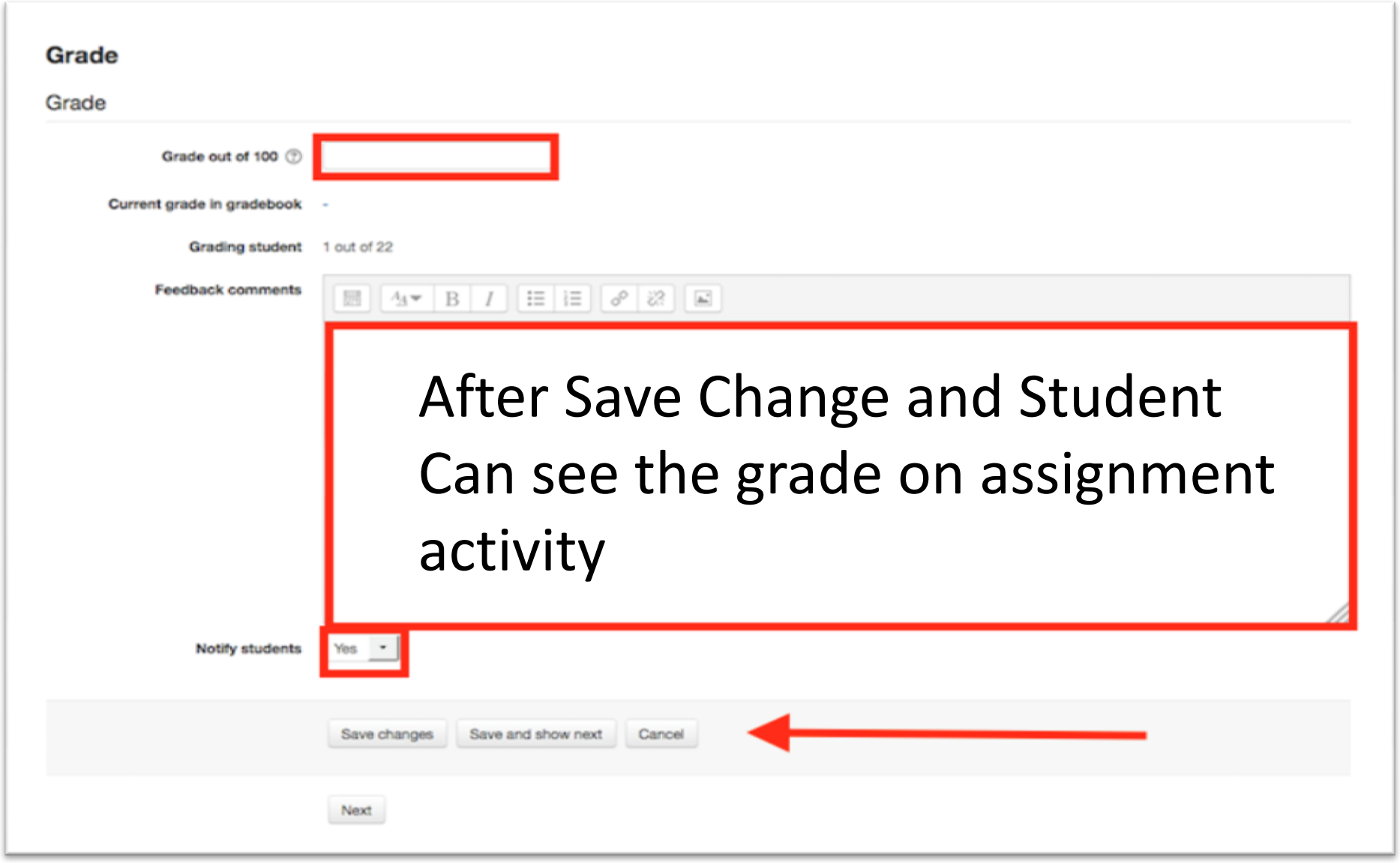


Grading submissions

Use the pencil icon in the Grade column or click on Edit and Edit Grade to reach the grading page



On the next page, grade and feedback can be entered. Select whether to notify the student or not. When finished, be sure to click on Save. The Save and Show Next button will save the grade for this student and move to the grading page for the next student.

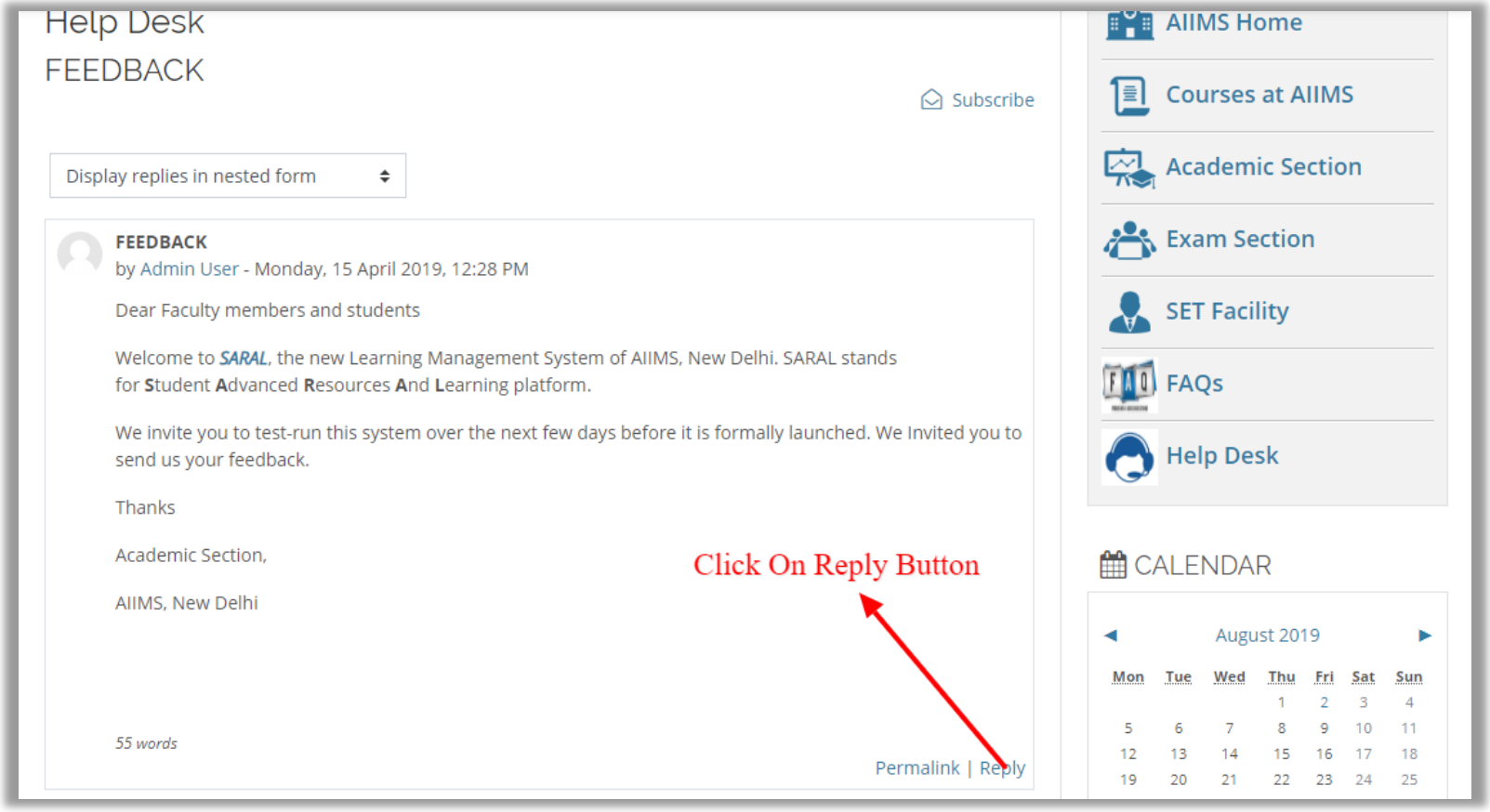

Grade
Grade
Grade out of 100
Current grade in gradebook
-
Grading student
1 out of 22
Feedback comments
After Save Change and Student Can see the grade on assignment activity
Notify students
Yes
Save changes
Save and show next
Cancel
Next

Help Desk

The Help Desk button on the top tab can be used to contact the *SARAL* administrator.

Help Desk

Current topics of discussion will be visible. Click on the '**Reply**' button to contribute to the topic or raise a query.



Thank You