Capacity Building Online Workshop and Support on Online Assessments for Faculty & Administrators at Uttarakhand Open University using Online Learning & Delivery Tool - Moodle (2nd – 4th March 2021).

Commonwealth Educational Media Centre for Asia (CEMCA),

Commonwealth of Learning (COL), New Delhi

In collaboration with

Uttarakhand Open University, (UOU), Haldwani

by

Ashutosh Taunk

Table of Contents

Executive Summary

Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi partnered with Uttarakhand Open University (UOU), towards developing the skills of using online assessments system for faculty members and administrators and technical staff, using Office tools and Moodle LMS.
The session delivery is planned using online medium through Zoom Meetings and UOU's Moodle (https://assignment.uou.ac.in) Platform.

The purpose of this training/ workshop is
1. *to develop and enhance the teaching delivery capacity of members at UOU*
2. *to empower members on using online teaching and assessment tools using Moodle*
3. *to train faculty and administrators on how to use online assessment tools to conduct assessments for students*
4. *to have a hands on experience in managing gradebook and marking rubrics*
5. *to better understand system policies and understanding the assessment logs*
6. *to troubleshoot working users and student users and build a efficient support system*

After UOU has decided to conduct online classes for students it is the time to conduct and manage assessments online for all enrolled with the university, expected to be around 85000 stduent users and all assessments will be online, only final exam will be offline at test centers and all will be managed using their Moodle platform (https://assignment.uou.ac.in).

Mr Ashutosh Taunk, is selected by CEMCA as a technical resource person and trainer because of the years of domestic and international experience at K12, DF & HE level at several schools, business schools, universities and corporate organizations.

Conduct of Session YouTube Links
1 https://www.youtube.com/watch?v=b4sJWomsq6Y
2 https://youtu.be/vqNkibt7pf8
3 https://www.youtube.com/watch?v=v2CGDixuv-k
4 https://www.youtube.com/watch?v=5pqae65A-X8
5 https://www.youtube.com/watch?v=YAJJrnGqsfE

A list of 98 faculty and admin members enrolled themselves for this Development Program from Uttarakhand open university as participants for the training programme. The 3-day online synchronous workshop on Managing Online Assessments using Moodle LMS was scheduled from Tuesday, March 2nd – Thursday, March 4th.

The consultancy provided was of dual nature, asynchronous mode and synchronous mode – which is 2 hours online session on zoom and rest of the day on email and on whatsapp. Most of the work was performed in asynchronous mode using email and whatsapp by Mr Ashutosh Taunk. The setup was done before-hand on the university's live LMS assignments.uou.ac.in site so that entire 3 days can be properly utilized for participants at UOU team. The course is well designed beforehand. The version of Moodle LMS used was 3.10. The required plugins and integrations for the course was done beforehand and other important setups were done including course files and enrolments. The purpose was to make training course is ready for participants to learn and access the resources on time.

This 3-day training session was focused primarily on making teachers and administrators get to know the admin settings and capabilities of the system that an admin can perform. However, the training content involved teacher's activity on Day 1 and the administrator's activity on Day 2 and Day 3. The main

objective was to enable teachers and program administrators and system technical administrators understand the technical possibilities of the Moodle LMS and self-manage programs by themselves. At any given time during the synchronous session the present strength was around 60 to 65 participants.

During these 3 days, a lot of focus was on understanding and managing an online course, online assessments, the chief features, users, understand and design course areas, sections, manage assessments add quizzes and assignments and also on knowing which type of online resources to be used.

The Day 1 session started by Ashutosh, with a brief introduction on LMS and need for implementing it in educational institution globally and at UOU. The trainer **helped the participants in understanding some technical terms very easily, like what is a server, how it works, how to host, what is LMS, why it is required, domain name etc.** *The session was focused on inculcating the need to use LMS and student assessments and grading features during this Covid-19 outbreak. This session was focused on Teacher role admin settings and activities. Teachers were taught about the type of users, roles, managing profiles, messages, interactions, creating courses, creating admin page, enroll users and to assign student and teacher roles and also trained the participants on creating a course by uploading files such as PDF, videos, PowerPoint, creating quizzes, assignments, workshops, questions, forums, etc. The training was made very interactive and went further than described in the session structure and course admin settings.*

Day 2 and Day 3 involved a lot of practical sessions for Administrators only, although the trainer used simplistic terms keeping in mind the users, because few teachers were also part of technical and admin sessions. The focus was on bulk creation of assignments, use of admin settings like duplicates, export, import, backup, etc. The online assessment is a very extensive topic which needs one full working day to understand and practice, however, the intention was to deliver the working knowledge to users so that they can perform front end admin roles. We have shown them a quick way to manage quiz question, simple bulk upload of quiz question is demonstrated in the session.

Professor O.P.S Negi Ji, Vice-Chancellor UOU, concluded the session addressing the participants by stating that technology is the future medium of instruction and suggested all the participants keep in pace with the changing technology to face the challenges ahead. Prof. Jeetendra Pande closed the ceremony with Vote of Thanks statement, showing gratitude towards the organizations, government of India, the participating university and the participants with special mention of Honorable Vice-Chancellor, Dr Durgesh Pant, Dr Madhu Parhar, Dr Manas, Mr. Dalip, Ms. Monica, Mr Ashutosh.
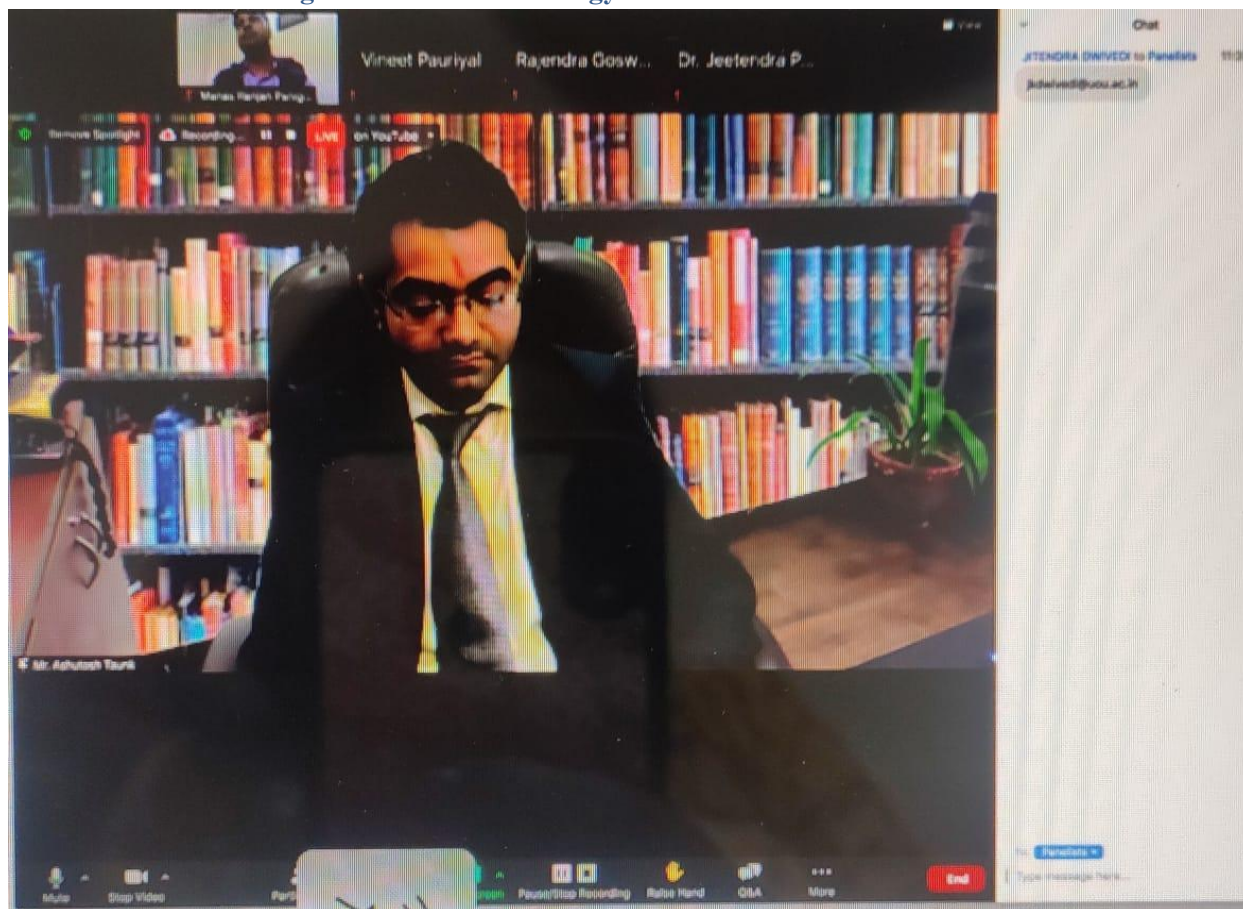
Program Schedule

Date	Topic	Detailed Activity
CEMCA & Uttarakhand Open University **Capacity Building Session on Online Learning** **March 2nd - March 4th 2021 (Delivery Mode - Online)**		
March 2nd 2021 **11:00 – 13:00**	**LMS Introduction**	**LMS Introduction** **Moodle as an LMS** **Uses, Features and Upgrades,** **Versatility,** **Mobile Learning,** **Empowerment** **Accessing LMS & Login Credentials**
11:00 – 13:00	**Course Area Management**	**Understanding Courses** **Course Designs** **Creating & Working on a course Sections** **Managing Courses** **Assigning a Course Area to Practice**
March 3rd 2021 **11:00 – 13:00**	**Assessments**	**Introduction to Assignments & Quizzes** **Creation of Assignments & Submissions,** **Evaluation & Management** **Practice a Quiz** **Quiz Creation & Setup** **Creating Questions** **Adding Questions**
11:00 – 13:00	**Quiz & Virtual Class Management**	**Detailing a Quiz, Questions, Evaluation & Management** **Understanding Virtual Class - BBB & Google Meet/ Hangout & Teams** **Creating a Virtual & Best Practices**
March 4th 2021 **11:00 - 13:00**	**Training Evaluation & Validation**	**Final Session** **Individual/ Group Presentations on Course Area, VC & Quizzes** **Feedback** **Validation & Ceremony**
3 Day 24 Hr Asynchronous Session & Support <Ashutosh Taunk> <ashutoshtaunk@gmail.com> <0091-9873684536>		

Introduction with Background and Methodology

Uttarakhand Open University (UOU) was established by an Act of Uttarakhand Legislative Assembly in 2005 (Act No. 23 of 2005) to disseminate knowledge and skills through distance learning, use the flexible and innovative methods of education to ensure 'independent learning'.

The major objective of the University is to cater to the educational needs of the target groups to create a skilled and knowledge-based human resource for speedy upliftment and development of the State. The University aims to impart quality education by maintaining high academic standards. For this purpose, it has radically reoriented itself given the rapid changes in the sphere of professional and technical education and has developed several new and innovative self-employment/ employment oriented courses of study. Uttarakhand Open University is especially focusing on the educational needs of women, the tribals and other marginalized sections. It has extended its reach to most distant and difficult places and has made its presence felt even in the remotest corners of the state. It has signed MoUs with various providers with the sole aim of sharing resources and knowledge for the benefit of the people. The vision of the University is to provide the most critical components of growth, through quality higher education, to the state of Uttarakhand. UOU offers its programmes through 240+ Study centres established at different locations in the state under eight Regional centres at Dehradun, Roorkee, Pauri, Uttarkashi, Dwarahat, Bageshwar,

Haldwani and Pithoragarh. The University has also signed Memorandum of Understanding with several leading research institutions, companies and professional bodies for the benefit of its students.

Session Proceedings

The inauguration of the online workshop on zoom and live feed on youtube was done by the respected Honorable Vice-Chancellor, Dr Negi, Uttarakhand Open University.

The UOU team welcomed, Mr Ashutosh Taunk, as a trainer. Dr Manas opened the session to the participants introducing the objectives of these online workshops and a brief detail about the university.
The coordinator of the online workshop Dr Manas Panigrahi & Dr Jitendra Pande organized the technical setup training for UOU on Zoom Meetings.

The University got assistance from CEMCA for providing training on Moodle course and assessment management for the faculty members. The workshop was materialized with the help of Prof. Jeetendra Pande, computer science department, recommended by Director IT, Registrar and all approved by Honorable Vice-Chancellor at UOU.

Objectives
The following were the objectives of the workshop session:

- *To make faculty learn about Moodle application and its features*
- *to develop and enhance the teaching delivery capacity of members at UOU*
- *to empower members on using online teaching and assessment tools using Moodle*
- *to train faculty and administrators on how to use online assessment tools to conduct assessments for students*

- *to have a hands-on experience in managing gradebook and marking rubrics*
- *to better understand system policies and understanding the assessment logs*
- *to troubleshoot working users and student users and build an efficient support system*

Date of Event & Venue

March 2nd – March 4th 2021, Online Workshop on Zoom and WhatsApp managed by CEMCA.

Session Days

Session Day 1, 2nd March 2021

Moodle as adopted LMS

The workshop was organized online, the synchronous session on zoom and an asynchronous session on WhatsApp and email.

The session was planned to be an introductory session on LMS, taking it forward to Moodle LMS and then drilling it down to university LMS. It was a knowledge sharing session and interactive discussion on eLearning, usage its achievements and benefits.

Day 1 Session – 2ⁿᵈ March 2021 – Welcome Note & Introduction

11:00 - 11:05: Host Introduction to FDP By Dr. Manas Ranjan Panigrahi, CEMCA.
11:05 - 11:10: Welcome Address By Prof. Madhu Parhar, Director-CEMCA.
11:10 - 11:15: UOU Context of FDP By Prof. Durgesh Pant, Director School of Computer Sciences and School of Vocational Education Studies, Uttarakhand Open University.
11:15 - 11:20: Address By Prof. OPS Negi, Honourable Vice-Chancellor of Uttarakhand Open University
11:20 - 11:22: Vote of Thanks By Coordinator Dr Jeetendra Pande
11:22 - 13:30: Online session by Ashutosh Taunk on LMS, its features and management

The course FDP on University's LMS, assignments.uou.ac.in was constructed before Day 1, resources like PPT, videos and a diagnostic quiz was all uploaded before the session.

All online zoom sessions were also integrated within the LMS course.

Moodle Introduction

The first section covered after lunch was to get to know about LMS in general, Moodle LMS, Setup, features and management and why use it. Also, a lot of emphases is laid on using Moodle, its advantage during Covid-19 pandemic. The version that is currently being used in university is 3.10. Along with the introduction, the basics behind Moodle, Development and the usage on institutions were explained.

During the day, it was ensured that every individual should be able to go to the portal and understand the sign-in process. Login account for each participant was created in advance and everyone logged in to it.

The day was more focused on sharing a good experience on the Moodle LMS platform. All the participants were made to go to the link again and recreate their logins and change their profiles. So, the steps were repeated and everyone re-created their logins.

Moodle Structure & Course Configuration

✕   🔔 💬 Ashutosh Taunk 👤 ▾

- 🏠 Dashboard
- 🏠 Site home
- 📅 Calendar
- 📄 Private files
- 🖌 Content bank
- 🔧 Site administration

UTTARAKHAND OPEN UNIVERSITY
Online Assignment Portal

Uttarakhand Open University

Dashboard / Site administration / Courses / Manage courses and categories / Kerala Open Uni Courses / Bachelor Courses / Arts Courses / Test Course 1

Course and category management

Viewing:
Course categories and courses ▾

[Search courses] [🔍]

Course categories

[CREATE NEW CATEGORY]

☐ ➕ Miscellaneous	👁 ⬇ ⚙ ▾	1 👈
☐ ➕ Post Graduate Programme	👁 ⬆ ⬇ ⚙ ▾	0 👈
☐ ➕ Graduate and Diploma Programme	👁 ⬆ ⬇ ⚙ ▾	0 👈
☐ UOU Training	👁 ⬆ ⬇ ⚙ ▾	1 👈
☐ ➖ Kerala Open Uni Courses	👁 ⬆ ⚙ ▾	0 👈
☐ ➖ Bachelor Courses	👁 ⬇ ⚙ ▾	0 👈
☐ Arts Courses	👁 ⬇ ⚙ ▾	1 👈
☐ Science Courses	👁 ⬆ ⚙ ▾	0 👈
☐ Post Graduate Courses	👁 ⬆ ⚙ ▾	0 👈

Sorting   [Selected categories ⇕]

[Sort by Category name ascending ⇕]

[Sort by Course full name ascending ⇕]

[SORT]

Move selected categories to   [Choose... ⇕]

[MOVE]

Arts Courses

[CREATE NEW COURSE]

Sort courses ▾
Per page: 20 ▾

✛ ☐ Test Course 1	⚙ ⧉ 🗑 ⌀

Showing all 1 courses

Move selected courses to...   [Choose... ⇕]

[MOVE]

Test Course 1

[VIEW] [EDIT] [ENROLLED USERS] [DELETE] [SHOW] [BACKUP] [RESTORE]

Full name	Test Course 1
Short name	TC2021
ID number	
Category	Arts Courses
Groupings	0
Groups	0
Role assignments	Moderator: 1
	Student: 1
Enrolment methods	Manual enrolments
Format	Topics format
Sections	General
	Topic 1
	Topic 2
	Topic 3
	Topic 4
	Topic 5
Modules used	Forum

Data retention summary

❶ Moodle Docs for this page

The first thing was to introduce them with the LMS, the navigation, the dashboard, the home page, the profile page, and the course page. The session went well, where most of the participants edited their profile, with correct names and emails, their profile picture and their availability. All the participants were told to open the FDP course and browse through the course. All the participants were asked to attempt a diagnostic quiz with a purpose to experience how an online quiz works and also get to know the best approach for any online quiz type assessment, which was the major objective of this 5-day session.

The participants also learnt about **Course Permissions and Enrollment**, what happens when a wrong enrolment is done, how to remove a faulty enrolment, limiting enrolment etc. They discovered the entire course administration menu, and used different course formats, changing the language file, etc.

Today participants were told on how to work on a course page, how to edit course description and course layout. The course settings were introduced to them.

Moreover, the Day session was predominantly based on showing what technology can do and how teaching and learning can be enhanced by leveraging ICT. The day was focused on course wise management, assignment management, quiz management and course administration settings, like blocks, user settings, enrolments, etc. A complete course administration was explained in the synchronous session.

Course Development & User Enrolment

During this time the participants were used to opening UOU LMS and have worked on practice quiz opened to them previous day. By this time the participants were busy editing their logins and user profiles. This day we also released their courses, where each participant had their course.

The participants were also introduced with course files. These course files were also introduced on how they work, a mix of PowerPoint, word, pdf, youtube, mp3s and other video formats. A small note on OER was also introduced to the participants.

Participants also learnt how to **Upload Resource** files like PDFs, PPTs, and other normally used files for education. Some have also uploaded the media files with pictures. During this session, a dummy course was created by the trainer, and 12 groups were created to work under group courses as a practice area, where individual sections were taken by the participants.
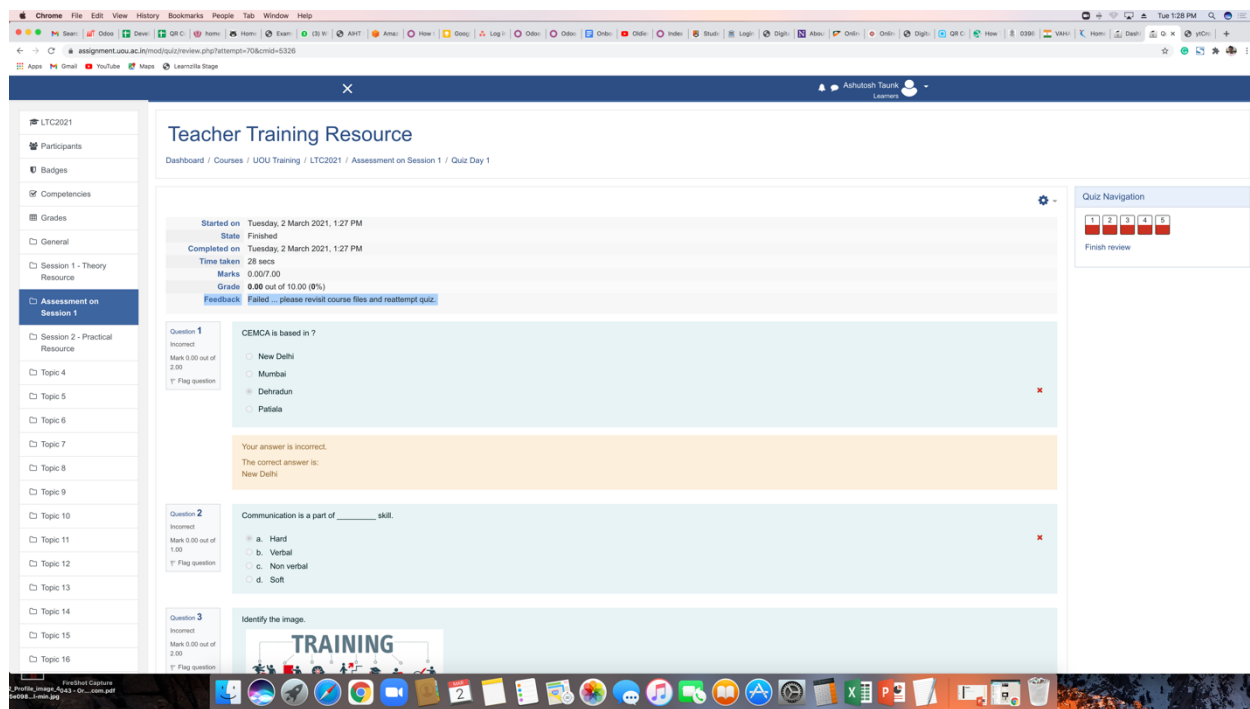
Day 2 Session - 3rd March 2021

This day we introduced the basic administration settings, explained each part from university LMS *assignment.uou.ac.in* to the participants, a complete walkthrough. Each participant was asked to log in to the laptops and go to the training course created for the workshop.

The session was then moved towards showing how to create an assignment. Trainer asked all the participants to upload their dummy answers so that trainer can show them how to grade students. After this, the trainer showed them how to work on quizzes using Moodle. Although a previous day, trainer shared the quick guide on creating assignment and quiz, today was the demonstration day.

The framework of the quiz was explained at every step and designed the quiz with set requirements for UOU team. Then the questions were added as required, a sample was shown on how to add multiple choice question.
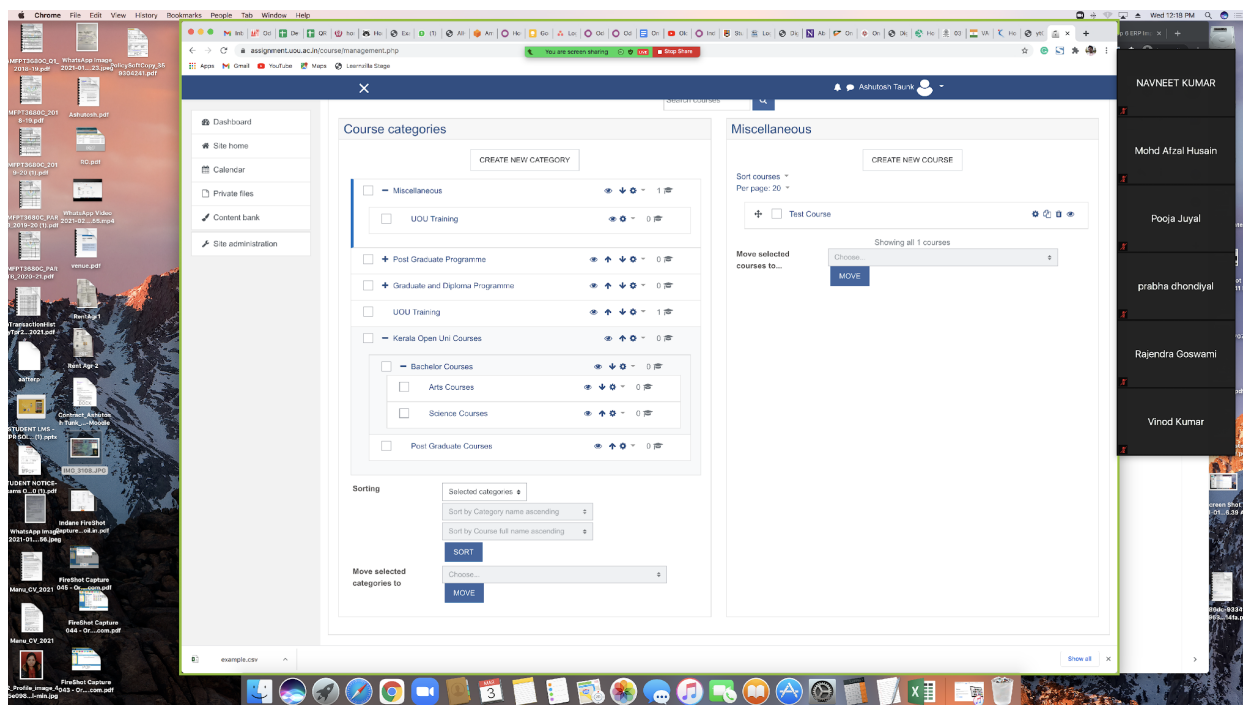
Then it was shown on how to create **Questions Categories,** add questions to the category and later how to add questions to the quizzes.

The different layout was also shown, for example how the questions will appear to students, how to teachers and how to admin's screen. Participants were also exposed to other features and possibilities students and teachers will face.

The questions were created using a different format, the type of questions the participants were exposed to were, Long Answer Questions, Short Answer Questions, Multiple Choice Questions, True False Questions, Match the Followings and Image Mapping Questions and Fill in the Blanks.

The final day was the day of motivation and problem-solving. The session today revolved on query solving from all the day's topics covered so far. Questions on Online Quiz assessments were tackled, some questions were left unanswered as participants wanted to know how to upload questions Hindi which needed research. But, trainer promised to come back on the question in a few days. The Quiz and assignment settings were repeated and recapped.

Administration Settings Day 3 session was focused on Administration Settings, admin troubleshoots, technical queries, server management, right practices and approaches to follow. The instructional videos were also shared with the participants for future references. Along with showing them how to add, many users simultaneously created their meeting links online and added them on LMS. So, this suggests the positive impact of the training.

Gradebook Setup and Configurations On Day 3, a lot of focus was made on Gradebook Setup and Configurations. The entire gradebook was explained, from single view to all view, download procedure, back up and upload, managing gradebook, editing gradebook, creating gradebook and also enabling negative marking in the gradebook setup.

Final close up work.

Following this, the online session charge was handed to Dr Manas, to proceed with the closing ceremony. As an important activity, few participants were asked to share the reflection and take away from the session. 2 of the participants were chosen to share their reflections, all over it seemed to be positive feedback and everyone appreciated the way trainer dealt with the topics and helped them from one step to another.

The Valedictory Session

The dignitaries involved were Honorable Vice Chancellor UoU Dr Negi, Dr. Madhu Prahar & Dr. Manas Panagrahi from CEMCA and Dr. O.P.S Negi, Dr. Durgesh Pant, Dr Jeetendra Pande from UOU. They all appreciated the arrangement of the online session, the enthusiasm and especially the trainer's delivery and the way topics and questions were dealt, everyone was very much moved by the presentation. As a final remark and bring closure to the event, Dr O.P.S Negi asked everyone to unmute their microphone for a round of applause for everyone.

A screenshot of the initial homepage of UOU Moodle page

Conclusion

This 3-day online workshop on Zoom live-streamed on Youtube was concluded very well giving everyone a new leap towards online learning.

This workshop on Capacity Building of Higher Education for UOU faculty members managing online courses from course creation, content creation and online assessments university's Moodle LMS helped the participants to gain hands-on experience on managing academics online with assessments. The participant's response to the session and learning can be seen in their work on online courses (screenshots attached) and also can be seen in their feedback as well.

Ashutosh's Remarks to the Participants

The participants were asked to develop their online course assessments using Quiz and Assignments Module under assignment.uou.ac.in page. The Quiz settings have to be enabled as shown during the session. The Gradebook and marking schema must be set before-hand so that any student enrolled in the system

The redundancy planning must be done before the onboarding of 80000 students on the assignment site, so that it does not crash. Moreover, load balancer should be planned to maintain the user load.

Annexure

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3-DAY WORKSHOP
ON
MOODLE FOR TEACHERS AND ADMINISTRATORS

02-04 March, 2021
Uttarakhand Open University, Haldwani

This three-day workshop on MOODLE aims at developing administrative skills on Moodle platforms and online teaching and assessment skills using MOODLE Learning Management System (LMS) for teachers and administrators.

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