

## Introduction

IIT Bombay has conducted many large-scale teacher training workshops under the Train 10,000 Teachers (T10KT) programme, sponsored by the National Mission on Education through ICT (NMEICT), MHRD, Govt. of India, and trained over 2,00,000 teachers.

Another successful technology developed at IIT Bombay is Spoken Tutorial, using which about 50 lakh students have been trained on various ICT topics. The effectiveness of this method can be seen from the testimonials available here: <https://spoken-tutorial.org/testimonials/media/?foss=70>. The Spoken Tutorial project is also implemented successfully at IIT Bombay, with funding from NMEICT, MHRD.

It is now proposed to offer the highly effective Spoken Tutorial based ICT training to a large number of teachers, across the country, through the T10KT methodology, with **Moodle** training being taken up next. Moodle is a popular Free/Libre and Open Source 'Learning Management System' (LMS). Moodle is extremely useful to teachers to organise their course, interact with students through forums, organise quiz, do the grading, etc. It is very useful to teachers at all levels: from schools to colleges. It is also available free of cost.

The Moodle workshop is organised by the Teaching Learning Centre (ICT) at IIT Bombay, under the scheme of the 'Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching' (PMMMNMTT), MHRD, Govt. of India. As Spoken Tutorial method offers hands on practice, with 100% active learning, teachers who undergo this training will be able to start using Moodle immediately after the workshop.

The one day Moodle workshop will be conducted on **Friday, 15 March 2019**, through 106 Remote Centres of T10KT.

This training will be provided to two kinds of participants:

- I. **Teachers:** They will be given training on how to use Moodle and to create and deliver courses online to their students. More details of this are given in the topic list.
- II. **System administrators:** They will be given training on Moodle installation, and how to configure and set-up Moodle.

## Methodology of the Workshop

It will be a one day workshop, on 15 March 2019. All participants will have to go to their chosen Remote Centre. They will learn Moodle through Spoken Tutorials, with help from Coordinators, already trained for this purpose at IIT Bombay. As the learning will happen only through carefully designed Spoken Tutorials at IIT Bombay, the quality of learning will be very high. All the participants, from all the Remote Centres, will be able to interact with the Moodle team at IIT Bombay, ask them questions, etc., through the video conferencing software A-VIEW. There will be about 4 hours available for Moodle training and 2 hours for interactions.

### Teaching faculty:

**Prof. Kannan Moudgalya**, Principal Investigator, TLC (ICT), and Spoken Tutorial projects, IIT Bombay

**Ms. Nancy Varkey**, Spoken Tutorial Project, IIT Bombay

**Ms. Nirmala Venkat**, Spoken Tutorial Project, IIT Bombay

### Course content

**Moodle** is a learning management system (LMS in short) which helps teachers and educators create online courses for adaptive and customized learning. Developed in 2002, it is a free/libre and open source software and is being used by many small and large institutions to create and deliver courses online to their students.

**Moodle** has many built-in features ranging from the basics such as file upload, assignments, quizzes, notifications and advanced features such as forums, quizzes, wiki, etc. that can be used by learners. It also has many easy-to-install plug-ins such as attendance, reminders, analytics, etc., to supplement these features.

Following topics will be covered for **System**

**Administrators** in this workshop:

- Getting ready for Moodle Installation
- Installing Moodle on Local Server
- Admin Dashboard
- Blocks in Admin Dashboard
- Categories in Moodle
- Courses in Moodle
- Users in Moodle
- User Roles in Moodle

Following topics will be covered for **Teachers** in this workshop:

- Teachers Dashboard in Moodle
- Course Administration in Moodle
- Formatting Course material in Moodle
- Uploading and Editing resources in Moodle
- Forums and Assignments in Moodle
- Question bank in Moodle
- Quiz in Moodle
- Enroll Students and Communicate in Moodle

**Please note that the medium of instruction for this workshop is English. Language dubbed Spoken Tutorials in Hindi and a few other languages will also be available.**

### Course Fee

Every participant (both Teachers and the System Administrators) has to pay Rs. 100 as the course fee to IIT Bombay at the time of online registration. On the day of the workshop, i.e., on 15 March 2019, they have to pay Rs. 400 to the Remote Centre that they would be attending, to defray the cost of organising the workshop, lunch, and coffee/tea.

Please note that the registration fee once paid is neither refundable nor adjustable under any circumstances.

## Who should attend?

As this workshop is not subject-specific, teaching faculty from all domains (engineering, sciences, commerce, art, management, medicine, law, etc.) and also from polytechnic colleges and schools, can attend. Teachers registered in a Masters or a PhD programme, during their employment as a teacher, can also participate.

## Criteria for issuing Certificates

**E-certificate** will be provided to the participants after successful completion of the workshop and filling up the feedback form.

## Duration and Venue

The workshop will be conducted on **Friday, 15 March 2019 from 9.30 AM to 6.00 PM** at 106 Remote Centres of IIT Bombay. This workshop will be conducted through a blended mode, using both live video conferencing facility (A-VIEW) and hands-on sessions using Spoken Tutorials. A detailed workshop schedule will be available soon.

## How to apply?

Enrollment will be strictly online, and no other mode of application will be entertained. **The last date of registration is 14 March 2019, 12.30 pm.** The URL for registration is: <http://www.it.iitb.ac.in/nmeict/announcements.html>

## Register on the Spoken Tutorial Website:

1. Before the workshop, participants should register on <https://spoken-tutorial.org/>
2. Fill up the registration form and submit.
3. An email will be received.
4. The account should be activated by clicking the link in the email.
5. The Username and Password should be noted. This is an extremely important step. One needs this information to post questions on the forum, which will be explained at the time of the workshop.

## Note

- Neither IIT Bombay nor the Remote Centre will bear the travel expense of the participating representatives. There shall also be no accommodation provided to the participants.
- All participants are required to bring **ear phones**, as they will have to listen to video tutorials. Without ear phones, the workshop will not at all be effective.
- As this workshop is mainly hands-on, it is **mandatory** for all System Administrators to bring a **laptop** and **ear phone** when they come to the workshop. System administrators will be required to install Moodle software on their machines during the workshop.
- All system administrators will also be required to download the Moodle software before they come to the workshop. Instructions for this will be mailed separately.

## Address for communication

Dr. Kalpana Kannan  
Project Coordinator, ESOS Project  
Department of CSE, Kanwal Rekhi Building,  
Indian Institute of Technology Bombay,  
Mumbai - 400 076  
Tel.: +91-22-2576 4989  
Fax: +91-22-2572 0022  
Email: eoutreach@it.iitb.ac.in

## One day Workshop

Under  
'Pandit Madan Mohan Malaviya  
National Mission on Teachers and Teaching  
(PMMMNTT)',  
MHRD, Govt. of India

on

## Moodle Learning Management System

**15 March 2019**

Conducted by the  
Teaching Learning Centre (ICT)  
at

**IIT Bombay**



## Course Coordinator

**Prof. Kannan Moudgalya**  
Department of Chemical Engineering  
**Indian Institute of Technology Bombay**  
Powai, Mumbai 400076