TamilSchoolLMS

(LMS for weekend schools -

FREE to use for any Tamil Teacher and his/her students)

https://lms.mntamilschool.org

Teachers Instruction Manual

Ver 03 – 2021-22 – by Siva Mariyappan

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Process to register Teacher Email, Access using GMAIL User ID and pwd & self-registering to your course

Step 1.1 – Register your email to "TamilSchoolLMS" by clicking on the URL

https://lms.mntamilschool.org



To use your registered Tamil School EMAIL or GMAIL User ID and password, click on the "Google" button as highlighted below.

LMS for Weekend Tamil Schools		
Username	Forgotten your username or password?	
Password	Cookies must be enabled in your browser 😮	
Remember username	Some courses may allow guest access	
Log in	Log in as a guest	
	Log in using your account on: G Google	



Step 1.2 – Confirm the email by clicking on the link sent from "TamilSchoolLMS"

Login to your email account and open the email from TamilSchoolLMS to click on the confirmation email.



Click on the confirmation link as highlighted below:

		<mark>-</mark> ۹	III O 🕻
அஞ்சல் •	+	ு 🗈 🔮 📋 🍡 🗞 மேலும் -	1/11 < > 🔯 ~
எழுது	LM	S for Weekend Tamil Schools: account confirmation இன்பாக்ஸ் x	0.0
<mark>இன்பாக்ஸ் (9)</mark> 6ட்சத்திரமிட்டது	<u> </u>	Admin User (via TamilSchoolLMS) <attaituser@gmail.com> പെறுநர: ഞങ്കക്ര ം</attaituser@gmail.com>	பிற்பகல் 4:41 (6 நிமிடத்திற்கு முன்) 👘 🔺
அனுப்பிய அஞ்சல்	志	ஆங்கிலம் 🔹 🗦 தமிழ் 🗧 செய்தியை மொழிபெயர்	ஆங்கிலம் மொழியிலிருந்து மொழிபெயர்ப்பைத் தடு
பரைவுகள் மேலும் +		HI LMS Teacher2 Test2, A new account has been requested at 'LMS for Weekend Tamil Schools'	
LMS Teacher2	+	using your email address. To confirm your new account, please go to this web address:	
		https://ims.attaonline.org/auth/oauth2/confirm-account.php?token=KCZ2ptzti3BrC9a&username=In	nsteacher2%40mntamilschool.org
		In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address sinds the address line at the top of your web browser window.	
		If you need help, please contact the site administrator,	
சமீபக்கிய அரட்டைகள் (າຄຸ່ໜາຍ	Admin User	

Below screen shows the confirmation

TamilSchoolLMS	🜲 🦻 LMS Teacher2 Test2 📘 🕤
 Dashboard Site home 	LMS for Weekend Tamil Schools
🛗 Calendar	
Private files	Thanks, LMS Teacher2 Test2 Your registration has been confirmed Courses

Step 1.3 – Self register for your course. In the below screen click on "Site home" after logging in.

& Dashboard	
Site home C LMS Teacher2 Test2 C Private files	Customise this page

Click on the course category, in the below example "Hopkins" to view all the available courses.



Click on your course, in this example "HOPKINS UNIT 5 C".



Enter your "Enrollment Key" which is 5 digits provided to the teacher and then click on "Enrol me" button.

2018 MN HOPKINS Dashboard / Courses / Hopkins / 2018-M	SUNIT 5 C IN-HOP-UNIT5-C / Enrol me in this course / Enrolment options
Enrolment options	IT 5 C °.
Teacher: LMS Teacher1 Test1	
 Self enrolment (Student) Enrolment key 	
	Enrol me
 Self enrolment (Teacher) Enrolment key 	
	Enrol me

You are now enrolled into your course, see below in this example "HOPKINS UNIT 5 C".



Step 1.3 – Process to login to TamilSchoolLMS each time. Click on the top right login link, as below using the URL <u>https://lms.mntamilschool.org</u>

TamilSchoolLMS	You are not logged in. (Log in)
LMS for Weekend Tamil Schools	٢
Course categories	

Step 1.4 – To use your registered Tamil School EMAIL or GMAIL User ID and password, click on the "Google" button as highlighted below.

LMS for Week	end Tamil Schools
Username	Forgotten your username or password? Cookies must be enabled in your
Remember username	Some courses may allow guest access
Log in	Log in as a guest Log in using your account on: G Google

Note: If you are already logged in that email in another browser session, it may log you into TamilSchoolLMS. Otherwise you will see a GMAIL login page to use your REGISTERED TamilSchool EMAIL or GMAIL.

TamilSchoolLMS		LMS Teacher1 Test1
a Dashboard	IMS Teacher1 Test1 The is the COURSE NAME	
# Site home		
🛍 Calendar		
Private files		Customise this page
🕿 My courses		
Course o	verview	Private files
C Timeline	Courses	No files available

Otherwise you will see a GMAIL login page to use your REGISTERED TamilSchool EMAIL or GMAIL.

Ch	ioose an	account	t
to c	ontinue to mntamilsch	ool.org	
9 Use anot	her account	\leq	
To continue, Goo and profile pictur	gle will share ye	our name, ema	ail address,

Enter your User ID and password:

Sign in with Google	G Sign in with Google	
Sign in to continue to mntamilschool.org	Hi LMS Teac Imsteacher1@mntan	her1 hilschool.org
Email or phone	Enter your password	
Imsteacher1@mntamilschool.org		No.
Forgot email? Create account Next	Forgot password?	Next

This will authenticate and log you into the TamilSchoolLMS. The home page will look below and click on the course highlighted below on the left-hand side under "My courses".

TamilSchoolLMS	A 🗩 LMS Teacher1 Test1 🚺
& Dashboard	eacher1 Test1
# Site home	cacheri resti
🛗 Calendar	
Private files	Customise this page
My courses	
Course overview	Private nies
C Timeline Courses	No files available

2. Review the settings at the course level

Step 2.1 - To make setting changes to the

■ TamilSchoolLMS		🜲 🙍 LMS Teacher1 Test1 📘 👻
 2018-MN-HOP- UNIT5-C Participants 	2018 MN HOPKINS UNIT 5 C Dashboard / My courses / 2018-MN-HOP-UNITS-C	2 Contracting on 1
Badges		Course completion
☑ Competencies	- Announcements	 Filters Gradebook setup
I Grades		Backup J Restore
🗅 General	Topic 1	t Import
🗅 Topic 1		← Reset
🗅 Topic 2	Topic 2	V More
🗅 Topic 3		

You will notice it will open up some options to "Edit" and "Add", as highlighted below on the right-hand side. Scroll the screen all the way down as shown below using down arrow.

■ TamilSchoolLMS		🜲 🍺 LMS Teacher1 Test1
₱ 2018-MN-HOP- UNIT5-C	2018 MN HOPKINS UNIT 5 C Dashboard / My courses / 2018-MN-HOP-UNIT5-C	Ø
Participants		
Competencies	🛨 🦷 Announcements 🖌	Edit *
GradesGeneral		+ Add an activity or resource
🗅 Topic 1	+ Topic 1 🛷	Edit 👻
C Topic 2		+ Add an activity or resource
Topic 4		Edit * Add an activity or resource
🚳 Dashboard	+ Topic 3 🖋	Edit 💌
Site home		+ Add an activity or resource
Calendar	+ Topic 4 🖋	C

Adding Topics: Based on your course needs and duration, the total number of topics can be added to the default 4 topics added when the course was created.

Tips & Tricks: For example, if you have a yearlong program it may have 20 to 30 weeks per academic year. OR if is smaller UNITs, it may be 10 weeks. We are suggesting keeping it as "Topic based" to better manage your course. Every week of instruction you might have activities to add and track, so it is number of weeks instruction = number of topics.

Note: However, there are other options to manage your course like social or weekly formats. Any needs for this will be addressed separately.

Course format					
Format	0	Topics format 🗢			
Lidden costions	0	Single activity format Social format			
Hidden sections	Ø	Topics format Weekly format			

Step 2.2 - Process to ADD TOPICS:

☑ Competencies		
I Grades		Edit 🔻
🗅 General		 Add an activity or resource
D Topic 1	🕂 Topic 4 🖋	Edit 👻
Ca. Topic 2		+ Add an activity or resource
		+ Add topics
🗅 Topic 3		
🗅 Topic 4		
Packhoard		
Dashboard		
Site home	Moodle Docs for this page	
🛗 Calendar	You are logged in as <u>LMS Teacher1 Test1 (Log out)</u> <u>Reset user tour on this page</u>	10
Private files	Home	Manage

With default 4 Topics this course is total 10 weeks, so adding 6 Topics and click on "Add topics" which will result in Total 10 Topics for your course.

Tips & Tricks: Calculate your total weeks to add the required number to add to your course.

Add topics		×
Number of section	\$	
With default 4 Topics this course is total 10 weeks, so adding 6 Topics	Add topics	Cancel

3. Attendance setting up process

Step 2.1 – Click on "Add on activity or resource".



Add a Name as highlighted below	, here it is "UNIT 5 C – Attendance"
---------------------------------	--------------------------------------

2018 MN HOPKINS Dashboard / My courses / 2018-MN-HOP-UN	UNIT 5 C NTS-C / General / Adding a new Attendance	
 Adding a new Attendar General Name 	UNIT 5 C - Attendance	Expand all
Description		

Open the "Grade" section and you have option to apportion a percentage for grading, which will also reflect in the "Grade Book". Below option is "Point" based and Maximum grade here is "25". Then "Save and return to course".

Tips & Tricks: If the total grade point is 100, apportioning 25 points for attendance means 25%.

 Grade 	
Grade	Image: Type Point ↓ Scale Default competence scale ↓ Maximum grade 25
Grade category Grade to pass	 ∂ Uncategorised ∂
 Common module s 	settings
Restrict access	
• Activity completion	1
Tags	_
 Competencies 	
	Save and return to course Save and display Cancel

Click on the "UNIT 5 C – Attendance" to update the calendar settings.

- Announcements

2018 MN HOPKINS UNIT 5 C Dashboard / My courses / 2018-MN-HOP-UNIT5-C	0
 Announcements Announcements UNIT 5 C - Attendance Topic 1 	Edit • Edit • • Edit • • Edit • • Add an activity or resource Edit • Add an activity or resource
Click on the "Add session" to view all options.	
2018 MN HOPKINS UNIT 5 C Dashboard / My courses / 2018-MN-HOP-UNITS-C / General / UNIT 5 C - Attendance / UNIT 5 C - Attendance	
Attendance for the course :: 2018 MN HOPKINS UNIT 5 C Sessions Add session Report Export Status set Temporary users	
# Date Time Type Description	All All past Months Weeks Days Actions
0	Choose 🗢 OK

Jump to ...

\$

Attendance settings:

- 1 Date This is the start date. Here it is Sep 08 Saturday as the first week of the course.
- 2 Time Here it is set as 12 to 16 Hrs, which will be 2 to 4 PM
- 3 Under Multiple sessions, select the check box to repeat the session
- 4 Repeat on "Saturday" only is selected in the below example

Tips & Tricks: Repeat every 1 week and you will have option to mark holidays in the next setting

- 5 Repeat until select the date and here it is Nov 17 for a 10-week long course.
- 6 Click on "Add" button

	LMS Teacher1 Test1
Attendance for	the course :: 2018 MN HOPKINS UNIT 5 C
Sessions Add session	Report Export Status set Temporary users
	▼ Collapse
Add session	
Туре	All students
Date	$8 \Leftrightarrow$ September \Rightarrow 2018 \Rightarrow 1
Time	from: 02 ¢ 00 ¢ to: 04 ¢ 00 ¢ 2
Description	1 i • B I ≔ ⊨ % % ⊆ ⊕ ♥ ∅
Multiple session	
	3 Repeat the session above as follows @
Repeat on	🛛 Monday 🔍 Tuesday 🔍 Wednesday 🔍 Thursday 🔍 Friday 🖉 Saturday 🔍 Sunday
Repeat every	1 + week(s) Tips: You can select here as "Repeat every 1 week" and have option in next step to mark holidays
Repeat until	17 ¢ November ¢ 2018 ¢ 5

From the below highlight you will see 11 sessions got created from Sep 08 to Nov 17 – which is 11 weeks.

2018 Dashboard /	MN HOPKIN My courses / 2018-MN-H(NS UNIT 5 C OP-UNITS-C / General / UNIT 5 C - A	Attendance / UNIT 5 C - Attendance		
Attend	ance for the co	urse :: 2018 MN HO	PKINS UNIT 5 C		۰.
11 session	s were successfully generate	d			×
Sessions	Add session Report	Export Status set Tempor	rary users		
				All All past Months Weeks Days	
#	Date Time	е Туре	Description	Actions 🛛	
1	Sat 8 Sep 2018 2AM	- 4AM All students	Regular class session	► � @ □	

In this example, Nov 10'th is a holiday or no class, click on the "Delete" button for week Nov 10'th

					All	All past	Months	W	eeks	Days
#	Date	Time	Туре	Description				Ac	tions	
1	Sat 8 Sep 2018	2AM - 4AM	All students	Regular class session			►	٥	Û	
2	Sat 15 Sep 2018	2AM - 4AM	All students	Regular class session				٥	Ŵ	
3	Sat 22 Sep 2018	2AM - 4AM	All students	Regular class session			►	0	Û	
4	Sat 29 Sep 2018	2AM - 4AM	All students	Regular class session				¢	Ŵ	
5	Sat 6 Oct 2018	2AM - 4AM	All students	Regular class session			►	0	Û	
6	Sat 13 Oct 2018	2AM - 4AM	All students	Regular class session				0	Ŵ	
7	Sat 20 Oct 2018	2AM - 4AM	All students	Regular class session			►	0	Ŵ	
8	Sat 27 Oct 2018	2AM - 4AM	All students	Regular class session				0	Ŵ	
9	Sat 3 Nov 2018	2AM - 4AM	All students	Regular class session			►	٥	Å	
10	Sat 10 Nov 2018	2AM - 4AM	All students	Regular class session			►	٥	¥	
11	Sat 17 Nov 2018	2AM - 4AM	All students	Regular class session			►	¢	De	elete sessi
0						C	hoose		\$	OK

Confirm the deletion by clicking on the "Continue" button

2018 MN HOPKINS UNIT 5 C

Dashboard / My courses / 2018-MN-HOP-UNIT5-C / General / UNIT 5 C - Attendance / UNIT 5 C - Attendance

Attendance for the course	:: 2018 MN HOPKINS UNIT 5 C
	Confirm
	Are you absolutely sure you want to completely delete the user Session, including their enrolments, activity and other user data?
	10 Nov 2018 2.00AM Regular class session
	Continue Cancel

Please review the final calendar schedule before recording attendance. Below shows the 10 weeks from 2 to 4 PM on Saturdays, with Nov 10'th not in the list being a holiday for the Tamil School.

ns	Add session R	eport Expo	rt Status set Temp	porary users	
					All All past Months Weeks Days
#	Date	Time	Туре	Description	Actions
1	Sat 8 Sep 2018	2PM - 4PM	All students	Regular class session	► � û 🛛
2	Sat 15 Sep 2018	2PM - 4PM	All students	Regular class session	► ✿ û 🛛
3	Sat 22 Sep 2018	2PM - 4PM	All students	Regular class session	► ✿ ŵ 🛛
4	Sat 29 Sep 2018	2PM - 4PM	All students	Regular class session	► ✿ û 🛛
5	Sat 6 Oct 2018	2PM - 4PM	All students	Regular class session	► ✿ û 🛛
6	Sat 13 Oct 2018	2PM - 4PM	All students	Regular class session	► ✿ û 🛛
7	Sat 20 Oct 2018	2PM - 4PM	All students	Regular class session	► ✿ ŵ 🛛
8	Sat 27 Oct 2018	2PM - 4PM	All students	Regular class session	► ✿ ŵ 🛛
9	Sat 3 Nov 2018	2PM - 4PM	All students	Regular class session	► � û 🛛
10	Sat 17 Nov 2018	2PM - 4PM	All students	Regular class session	► 🌣 🛍 🛛

You have options to view attendance sessions in a weekly or month or yearly

201 Dashboa	2018 MN HOPKINS UNIT 5 C Dashboard / My courses / 2018-MN-HOP-UNIT5-C / General / UNIT 5 C - Attendance / UNIT 5 C - Attendance								
Atte	Attendance for the course :: 2018 MN HOPKINS UNIT 5 C								
50350	/13	Add 3c33ion		Click the arrows to navigate to		\frown			
	September Cite a rows to havgate to next or previuos months All All past Months Wee				eks	Days			
	#	Date	Time	Туре	Description	\sim	Ac	tions	
	1	Sat 8 Sep 2018	2PM - 4PM	All students	Regular class session Click on this button to record attendance for each week		¢	ŵ	
	2	Sat 15 Sep 2018	2PM - 4PM	All students	Regular class session		¢	Û	
	3	Sat 22 Sep 2018	2PM - 4PM	All students	Regular class session	•	¢	ŵ	
	4	Sat 29 Sep 2018	2PM - 4PM	All students	Regular class session		¢	Û	

Weekly view below:

201 Dashboa	2018 MN HOPKINS UNIT 5 C Dashboard / My courses / 2018-MN-HOP-UNIT5-C / General / UNIT 5 C - Attendance / UNIT 5 C - Attendance								
Atte	Attendance for the course :: 2018 MN HOPKINS UNIT 5 C								
Sessio	ons	Add session	Report Ex	xport Status set	Temporary users				
Sep 3 - Sep 9						All All p	Dast Months	Weeks	Days
# Date Time Type Description						ļ	Actions		
1 Sat 8 Sep 2018 2PM - 4PM All students Regular class session						¢ û			
	0						Choose	\$	OK

2018 MN HOPKINS UNIT 5 C Dashboard / My courses / 2018-MN-HOP-UNIT5-C	¢ -
🕂 👼 Announcements 🖋	Edit 🗲
🕂 🧤 UNIT 5 C - Attendance 🖋	Edit 💆 🚢 🖂
	 ✿ Edit settings → Move right
+ Topic 1 🖋	Hide ℓ Duplicate Edit ▼
	O Assign roles y or resource Image: Delete Delete
+ Topic 2 🖋	Edit - Add an activity or resource

Attendance activity can be hidden from students by clicking on the "Hide" button as below:

You can see below it shows "Hidden from students". Same way any other activity can be hidden from students when needed.

Tips & Tricks: For example, future weeks Topics or activities can be hidden from students until it is ready or due for that week.

2018 MN HOPKINS UNIT 5 C Dashboard / My courses / 2018-MN-HOP-UNIT5-C	0 -
 	Edit ▼ Edit ▼ 🛔 Edit ▼ 🛔 🗹
	+ Add an activity or resource
+ Topic 1 🖋	Edit 🔻

Record the Attendance for each student by selecting one of the radio buttons as shown below:

- P Present
- L Late
- E Excused
- A Absent

TamilSchoolLMS	🙏 🍺 LMS Teacher2 Test2 🚺
C 2018-MN-HOP-UNIT9-	Attendance for the course :: 2018 MN HOPKINS UNIT 9 C
Participants	
Badges	8 September 2018 2PM - 4PM View mode
Competencies	P - Present L - Late
I Grades	# First name / Surname Email address E - Excused A - Absent P L E A Remarks
🗅 General	Set status for all users 🔍 🔍 🔘
🗅 Topic 1	1 ULMS Student1 Name1 Imsstudent1@mntamilschool.org
🗅 Topic 2	User enrolment starts 09:39 13.09.2018
🗅 Topic 3	Save attendance
🗅 Topic 4	Present = 0 Late = 0 This shows summary
🚳 Dashboard	Excused = 0 Absent = 0

To edit the recorded attendance for correction, click on the highlighted green arrow button as highlighted below.

Attendance for the course :: 2018 MN HOPKINS UNIT 9 C							
Sessio	ns	Add session	Report Ex	port Status set	Temporary users		
		≺ Se	p 3 - Sep 9 🕨			All All past Months Weeks Days	
	#	Date	Time	Туре	Description	Actions 🛛	
	1	Sat 8 Sep 2018	2PM - 4PM	All students	Regular class session	Recorded Attendance can be edited by clicking on this GREEN arrow	
	0					Choose ¢ OK	

In addition to "Attendance", each Teacher may add other activities for each topic.

Note: You may have more than one activity for each Topic.

■ TamilSchoolLMS		🛕 🎐 LMS Teacher2 Test2 🕕 👻
₽ 2018-MN-HOP- UNIT9-C		Edit 👻
Participants	🕂 🍋 Announcements 🖌	Edit 👻 🛔
Badges	Hidden from students	
Competencies		+ Add an activity or resource
I Grades	+ Topic 1 🖋	Edit 🝷
🗅 General		+ Add an activity or resource
🗅 Topic 1	· Topic 2	
🗅 Topic 2		Edit *
Da milia		

Moodle provides many different types of activities as below. The simple activities you can use it without any training were "URL" or any kind of "File".

We will provide more training later to make better use of other activities like Quiz, Wiki, SCORM etc.

Adding URL: You can use any URL like YouTube links to your course.

Adding File: You may add common file types like Word, PDF documents, Audio files like MP3 or Video files like MP4 etc.

Page 21

×

Add an activity or resource

💠 👼 Announcem	🔘 👫 Glossary
💠 🔬 UNIT 9 C - A	Eesson
Hidden from s	🔘 🏹 Quiz
	SCORM package
* Topic 1 🔌	Survey
	Wiki
	🔘 👮 Workshop
🕂 Topic 2 🖋	RESOURCES
	Book
🕂 Topic 3 🖋	O File
	O Folder
+ Topic 4 🌶	IMS content package
+ TOPIC I B	🔘 🎸 Label
	Page
	🖲 🎳 URL

The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site).

There are a number of display options for the URL, such as embedded or opening in a new window and advanced options for passing information, such as a student's name, to the URL if required.

Note that URLs can also be added to any other resource or activity type through the text editor.

More help



Adding a new	v URL to Topic 1 o	b Europed all
 General 		Expand all
Name	• CVerb Classes explanation - Video 1	
External URL	• https://youtu.be/46YFp5QzF84 Choose a link	
Description		

For each activity make sure to provide a Name which is easily comprehensible for your students.

Remember to SAVE



Tips & Tricks: You may add more than one activity under a Topic. You may also determine whether to show an activity to your teachers, like the "Attendance" below is "Hidden from students". This is helpful to build your course content as a Teacher for future classes and may enable it later when it is due or actually taught.

2018 MN HOPKINS UNIT 9 C Dashboard / My courses / 2018-MN-HOP-UNIT9-C	Ö
 Announcements UNIT 9 C - Attendance Hidden from students 	Edit 🝷 👗 Edit 🝷 👗 🗹
	+ Add an activity or resource
 Topic 1 Verb Classes explanation - Video 1 THIS LINK WILL SHOW FOR STUDENTS ALSO 	Edit ▼ ☑
	+ Add an activity or resource

■ TamilSchoolLMS		LMS Student1 Name1
2018-MN-HOP- UNIT9-C Participants	2018 MN HOPKINS UNIT 9 C Dashboard / My courses / 2018-MN-HOP-UNIT9-C	0 -
Badges		
Competencies		Your progress 🥑
I Grades		
🗅 General	Topic 1	STUDENTS CAN CHECK THIS
🗅 Topic 1	Verb Classes explanation - Video 1	BOX TO INDICATE COMPLETION OF THIS ACTIVITY BY THEM. IN THIS CASE VIEWING THIS VIDEO
🗅 Topic 2		LINK CHE VIEWING THIS VIEW LINK, THIS WILL REFLECT IN TEACHERS VIEW FOR GRADING.
🗅 Topic 3	Topic 2	
C Topic 4		

Student View of the Activity you have added and visible to your student.

4. Grade Book adding process

Step 4.1 – Click on the "Grades" button on the left-hand side, as highlighted below.

In the below screen, you will see the "Attendance" 25 points added in the earlier step is automatically added to the Gradebook.

TamilSchoolLMS	LMS Teacher2 Test	2
2018-MN-HOP-UNIT9- C	2018 MN HOPKINS UNIT 9 C: View: Preferences: Grader report	
Participants	Dashboard / My courses / 2018-MN-HOP-UNIT9-C / Grade administration / Grader report	ing on
Badges		
☑ Competencies	Grader report	
Grades	View Setup Scales Letters Import Export	
🗅 General	Grader report Grade history Outcomes report Overview report Single view User report	
🗅 Topic 1	All participants: 1/1	
🗅 Topic 2	First name AII 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	
🗅 Topic 3	Surname AII 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	
🗅 Topic 4		
🗅 Topic 5	Surname * First name Email address LUNIT 9 C - Attendance & D S Course total & D	
🗅 Topic 6	UMS Student1 Name1 🖽 🖌 Imsstudent1@mntamilschool.org 25.00 25.00	
🗅 Topic 7	Overall average 25.00 25.00 ATTENDANCE WAS SET UP AS 25 POINTS EARLIER AND IT	
	ALITAMATICALLY CUOUR IN THE COARE BOOK AC ABOVE	1

For example: Maximum grade point 25 for Attendance and steps to apportion a weightage for overall grade is explained below.

C 2018-MN-HOP-UNIT9-	2018 MN HOPKINS UN	NIT 9 C: Setup: Gradeboo	k setup	
Participants	Dashboard / My courses / 2010-MIN-HOP-ONIT9-C	/ Grade administration / Setup / Gradebook Setup		
Badges				
☑ Competencies	Gradebook setup			
I Grades	View Setup Scales Letters Import	Export		
🗅 General	Gradebook setup Course grade settings P	references: Grader report		
🗅 Topic 1	Name	Weights 💡	Max grade	Actions
	2018 MN HOPKINS UNIT 9 C	TO APPORTION WEIGHTAGE FOR EACH TYPE OF		Edit 💌
C Topic 3	2018 MIN HOPKINS UNIT 9 C	TO APPORTION WEIGHTAGE FOR EACH TYPE OF COMPONENTS IN A GRADEBOOK, CHECK THIS BOX WHICH WILL MAKE IT EDITABLE	- 25.00	Edit 💌
Topic 2 Topic 3 Topic 4	 2018 MN HOPKINS UNIT 9 C 1 & UNIT 9 C - Attendance 	TO APPORTION WEIGHTAGE FOR EACH TYPE OF COMPONENTS IN A GRADEBOOK, CHECK THIS BOX WHICH WILL MAKE IT EDITABLE	- 25.00	Edit ▼ Edit ▼
Topic 3 Topic 4 Topic 5	 2018 MN HOPKINS UNIT 9 C 1 Level UNIT 9 C - Attendance Course total 	TO APPORTION WEIGHTAGE FOR EACH TYPE OF COMPONENTS IN A GRADEBOOK, CHECK THIS BOX WHICH WILL MAKE IT EDITABLE	- 25.00 25.00	Edit ▼ Edit ▼ Edit ▼
Topic 2 Topic 3 Topic 4 Topic 5 Topic 6	 2018 MN HOPKINS UNIT 9 C UNIT 9 C - Attendance Course total 	TO APPORTION WEIGHTAGE FOR EACH TYPE OF COMPONENTS IN A GRADEBOOK, CHECK THIS BOX WHICH WILL MAKE IT EDITABLE	- 25.00 25.00	Edit ▼ Edit ▼ Edit ▼

TamilSchoolLMS		LMS Teacher2 Test2
C 2018-MN-HOP-UNIT9-	2018 MN HOPKINS UNIT 9 C: Setup: New categor	ту.
Participants	Dashboard / My courses / 2018-MN-HOP-UNIT9-C / Grade administration / Setup / Gradebook setup / New ca	ategory
Badges		
Competencies	✓ Grade category	Expand a
I Grades	Category name	
🗅 General	Aggregation Ø Natural ¢	
🗅 Topic 1	Show more	
🗅 Topic 2	Category total	
🗅 Topic 3	Parent category	
그 Topic 4	Save changes Cancel	
🗅 Topic 5	There are required fields in this form marked 0 .	

Add "Category" and "Grade Items" using these buttons at the bottom of the Gradebook setup page.

Add category Add grade item

Adding a Grade Item "SPEAKING Project 1" under Category "Class Projects". It has 3 points for single grade item "SPEAKING Project 1". Under Parent Category, weightage is assigned as "20%" of total.

■ TamilSchoolLMS		🜲 🍺 LMS Teacher2 Test2 🕕 👻
A	 Grade item 	
C 2018-MN-HOP-UNIT9-	Item name	SPEAKING Project 1
Participants	Grade type	✔ Value ◆
Badges	Scale	Use no scale
Competencies	Maximum grade	
I Grades	Minimum grade	0.00
🗅 General		🗏 Hidden 🥥
🗅 Topic 1		Cocked 😧
🗅 Topic 2	Show more	
🗅 Topic 3	 Parent category 	CHECK THIS FOR APPORTIONING A PERCENTAGE TO TOTAL GRADE FOR THE PARENT CATEGORY, HERE IT IS
🗅 Topic 4	Weight	Weight adjusted () "class PROJECTS" (FOR ALL KIND OF CLASS PROJECTS LIKE SPEAKING, LISTENING, READING & WRITING)
🗅 Topic 5	weight	20 20 MEANS 205 PERCENTAGE OF TOTAL
🗅 Topic 6		Homework - HOPKINS UNIT 9 (ATTENDANCE AT THIS LEVEL FOR FULL COURSE) - HOMEWORK (GRADE FOR HOMEWORK COMPLETION) Class Projects - Class Projects (Lise Speaking, Usirening, Warning & Reading)
🗅 Topic 7	Grade category	Class Projects - FINAL ASSESSMENT (END OF LEVEL OR UNIT ASSESSMENT GRADING) - ADD ANY OTHER TYPE OF CATEGORY LIKE CLASS QUZE, CLASSROOM PARTICIPATION FC, AS NEEDED BY EACH TEACHER
🗅 Topic 8		Save changes Cancel Manage

Gradebook setup example below:

Category is like "Attendance", "Homework", Class Projects" & "Final Assessment". You may add other categories like "Classroom performance", "Quiz" etc. as needed, by each Teacher.

Under each category, any number of Grade items can be added like HW1, HW2 to HW 25 under "Homework Total" Category, which has the percentile of 25%.

Attendance = 25% Homework = 25% Class Projects = 20% Final Assessment = 30% TOTAL 100 %

Name	Weights 🕜	Max grade	Actions	Select
2018 MN HOPKINS UNIT 9 C	TOTAL 1 	100 <u>-</u>	Edit 💌	All / None
UNIT 9 C - Attendance ATTENDANCE AT COURSE LEVEL WEIGHTAGE 25%	≥ 5.0 25	25.00	Edit 💌	
Homework CATEGORY	25.0 25	-	Edit 🔻	All / None
I O HW 1 GRADE ITEM	☑ 100.0	5.00	Edit 🔻	
\sum Homework total	+	5.00	Edit 🔻	
Class Projects CATEGORY	20.0 20	-	Edit 💌	All / None
SPEAKING Project 1 GRADE ITEM	☑ 100.0	3.00	Edit 🔻	
\sum Class Projects total	+	3.00	Edit 🔻	
FINAL Assessment CATEGORY	[⊮] 30.0 30		Edit 🔻	All / None
UNIT 9 Assessment GRADE ITEM	☑ 100.0	30.00	Edit 💌	
\sum FINAL Assessment total		30.00	Edit 🔻	
Σ Course total		63.00	Edit 🔻	

Course Total will be keep adding as you keep adding the Grade points under each category.

5. Process to invite your students to enroll to your (Teacher) course

Coming soon....

6. Administering the course

Coming soon....

7. Completing a course & Reports Coming soon....