

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

Topic Heading	Index Page:
1. Process to register Teacher Email, Access using GMAIL User ID and pwd & self-registering to your course	3
2. Review the settings at the course level	9
3. Attendance setting up process	11
4. Grade Book adding process	24
5. Process to invite your students to enroll to your (Teacher) course	27
6. Administering the course	28
7. Completing a course & Reports	29

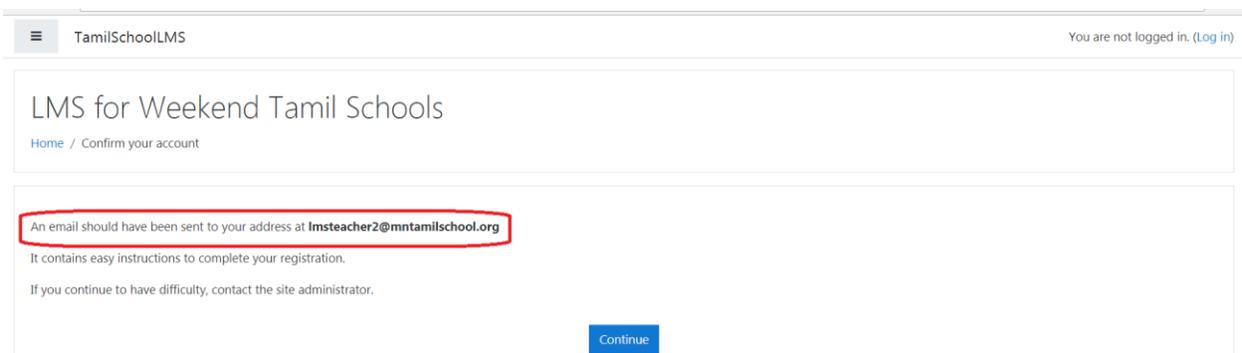
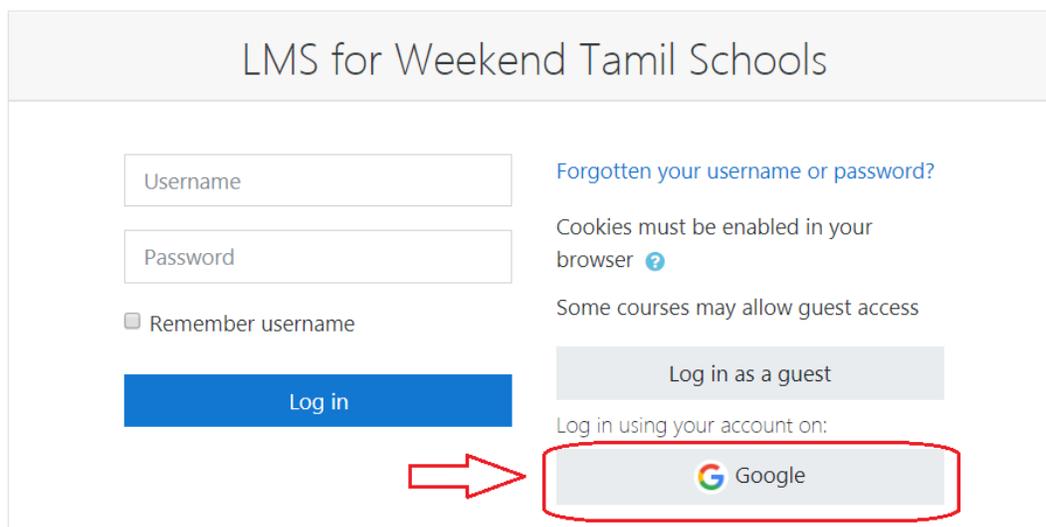
Process to register Teacher Email, Access using GMAIL User ID and pwd & self-registering to your course

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

<https://lms.mntamilschool.org>

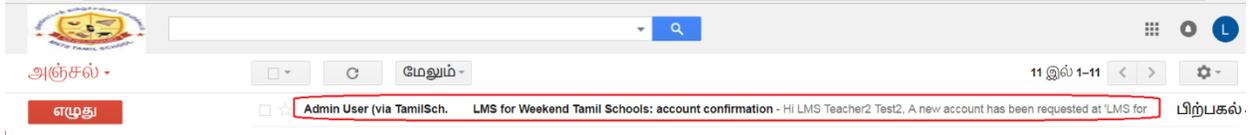


To use your registered Tamil School EMAIL or GMAIL User ID and password, click on the “Google” button as highlighted below.

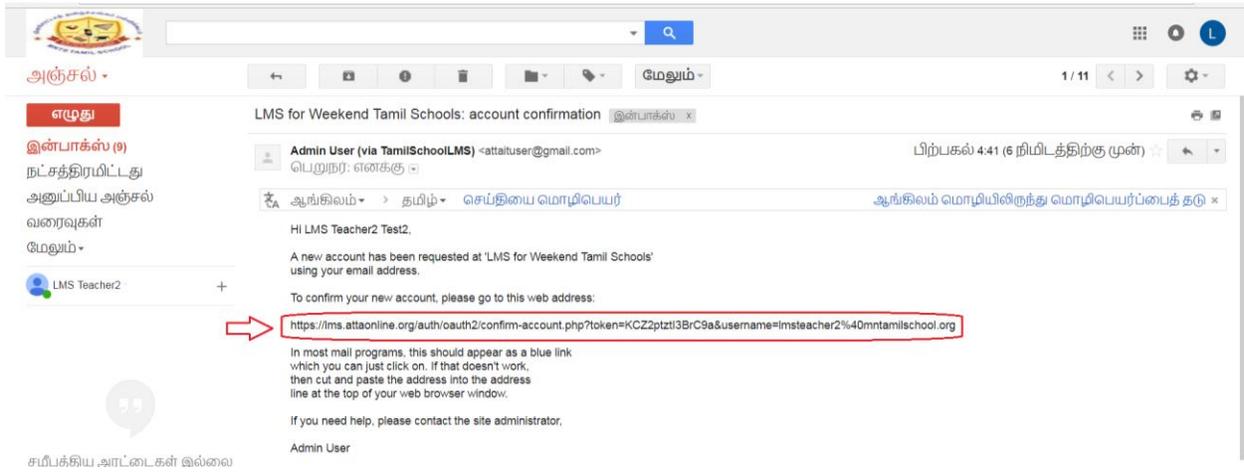


Step 1.2 – Confirm the email by clicking on the link sent from “TamilSchoolLMS”

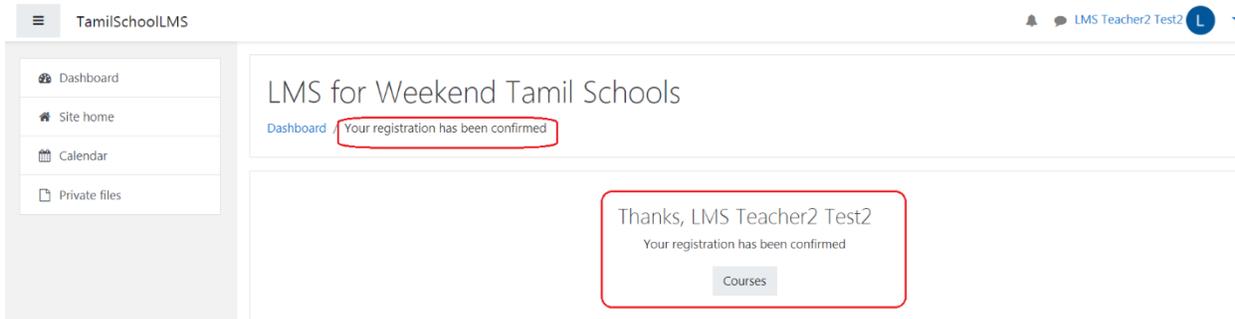
Login to your email account and open the email from TamilSchoolLMS to click on the confirmation email.



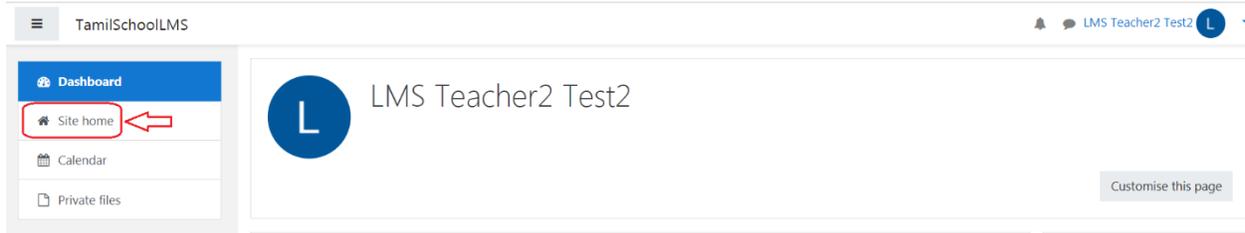
Click on the confirmation link as highlighted below:



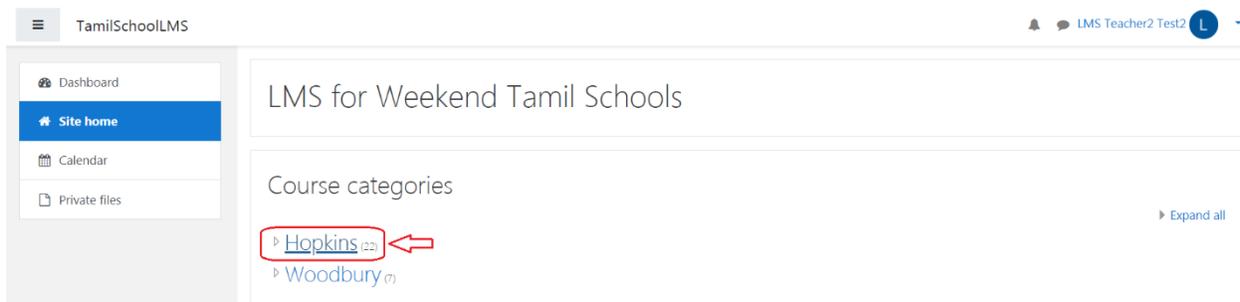
Below screen shows the confirmation



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



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 UNIT 5 C

[Dashboard](#) / [Courses](#) / [Hopkins](#) / [2018-MN-HOP-UNIT5-C](#) / [Enrol me in this course](#) / [Enrolment options](#)

Enrolment options

 2018 MN HOPKINS UNIT 5 C 

Teacher: LMS Teacher1 Test1

▼ **Self enrolment (Student)**

Enrolment key

[Enrol me](#)

▼ **Self enrolment (Teacher)** ENTER THE 5 DIGIT CODE HERE

Enrolment key

[Enrol me](#)

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

TamilSchoolLMS LMS Teacher2 Test2 

2018-MN-HOP-UNIT5-C

Participants

2018 MN HOPKINS UNIT 5 C

Dashboard / Courses / Hopkins / 2018-MN-HOP-UNIT5-C



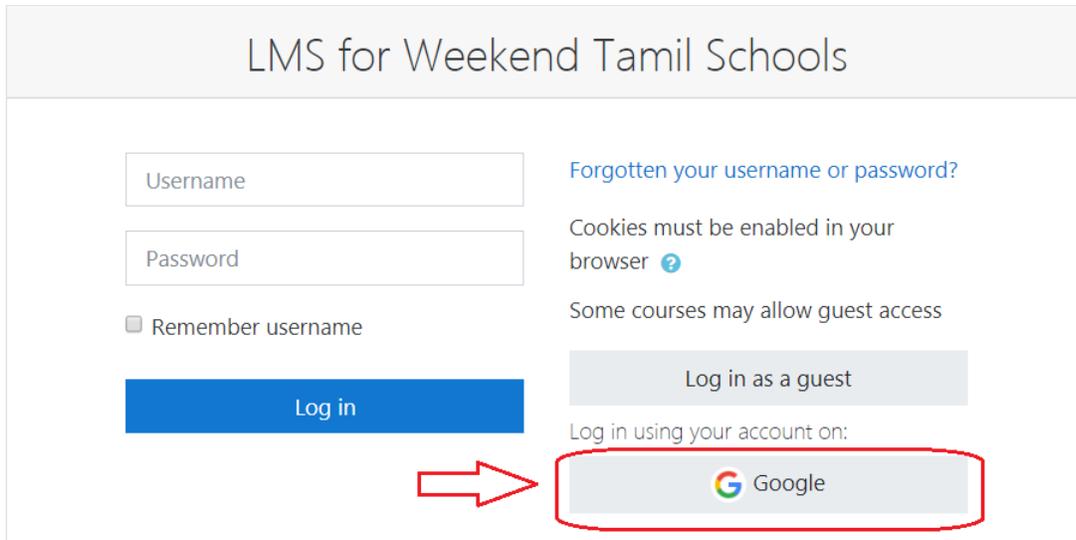
Step 1.3 – Process to login to TamilSchoolLMS each time. Click on the top right login link, as below using the URL <https://lms.mntamilschool.org>

TamilSchoolLMS You are not logged in. [\(Log in\)](#)

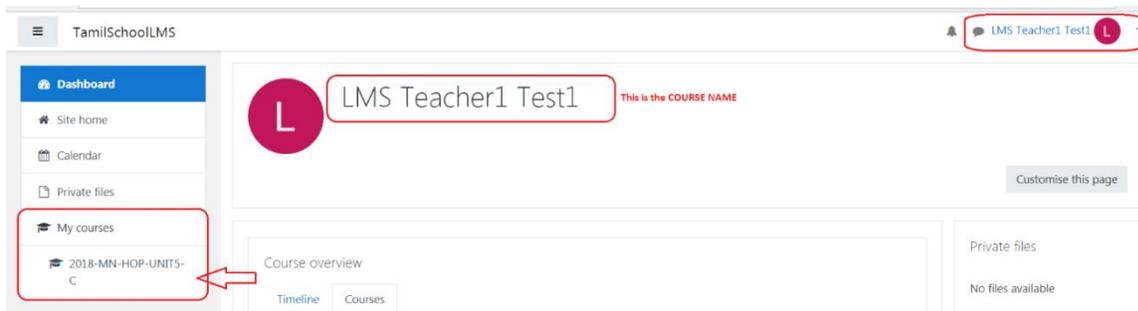
LMS for Weekend Tamil Schools

Course categories

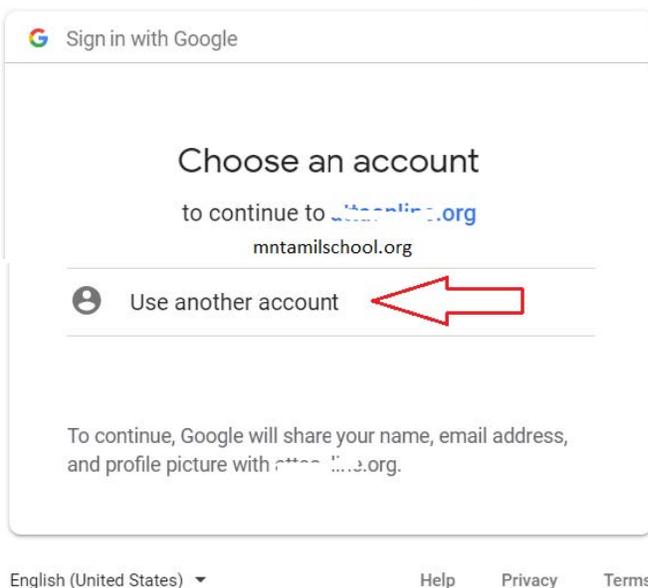
Step 1.4 – To use your registered Tamil School EMAIL or GMAIL User ID and password, click on the “Google” button as highlighted below.



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.



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



Enter your User ID and password:

The first screenshot shows the 'Sign in' page for mntamilschool.org. The email field contains 'lmsteacher1@mntamilschool.org'. The second screenshot shows the user is logged in as 'LMS Teacher1' and is prompted to 'Enter your password'. The password field is filled with dots, and the 'Next' button is highlighted.

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”.

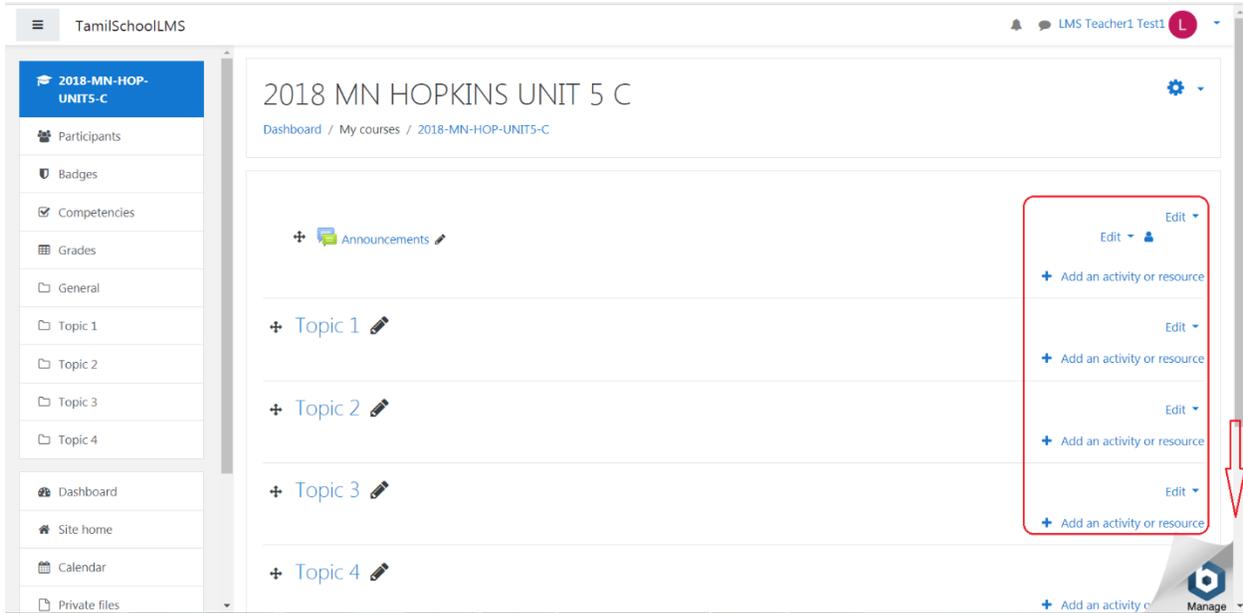
The screenshot shows the dashboard for 'TamilSchoolLMS'. The user is logged in as 'LMS Teacher1 Test1'. The 'My courses' section is highlighted with a red box, and the course '2018-MN-HOP-UNITS-C' is selected. The course name 'LMS Teacher1 Test1' is also highlighted with a red box.

2. Review the settings at the course level

Step 2.1 - To make setting changes to the

The screenshot shows the course settings page for '2018 MN HOPKINS UNIT 5 C'. The 'Turn editing on' option is highlighted with a red box and a red arrow. The 'Edit settings' option is also highlighted with a red box and a red arrow.

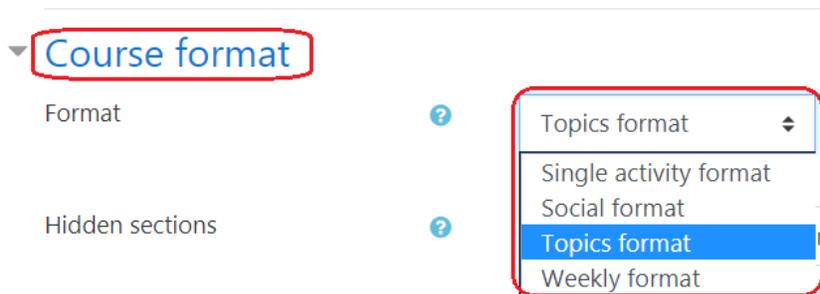
You will notice it will open up some options to “Edit” and “Add”, as highlighted below on the right-hand side. Scroll the screen all the way down as shown below using down arrow.



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.



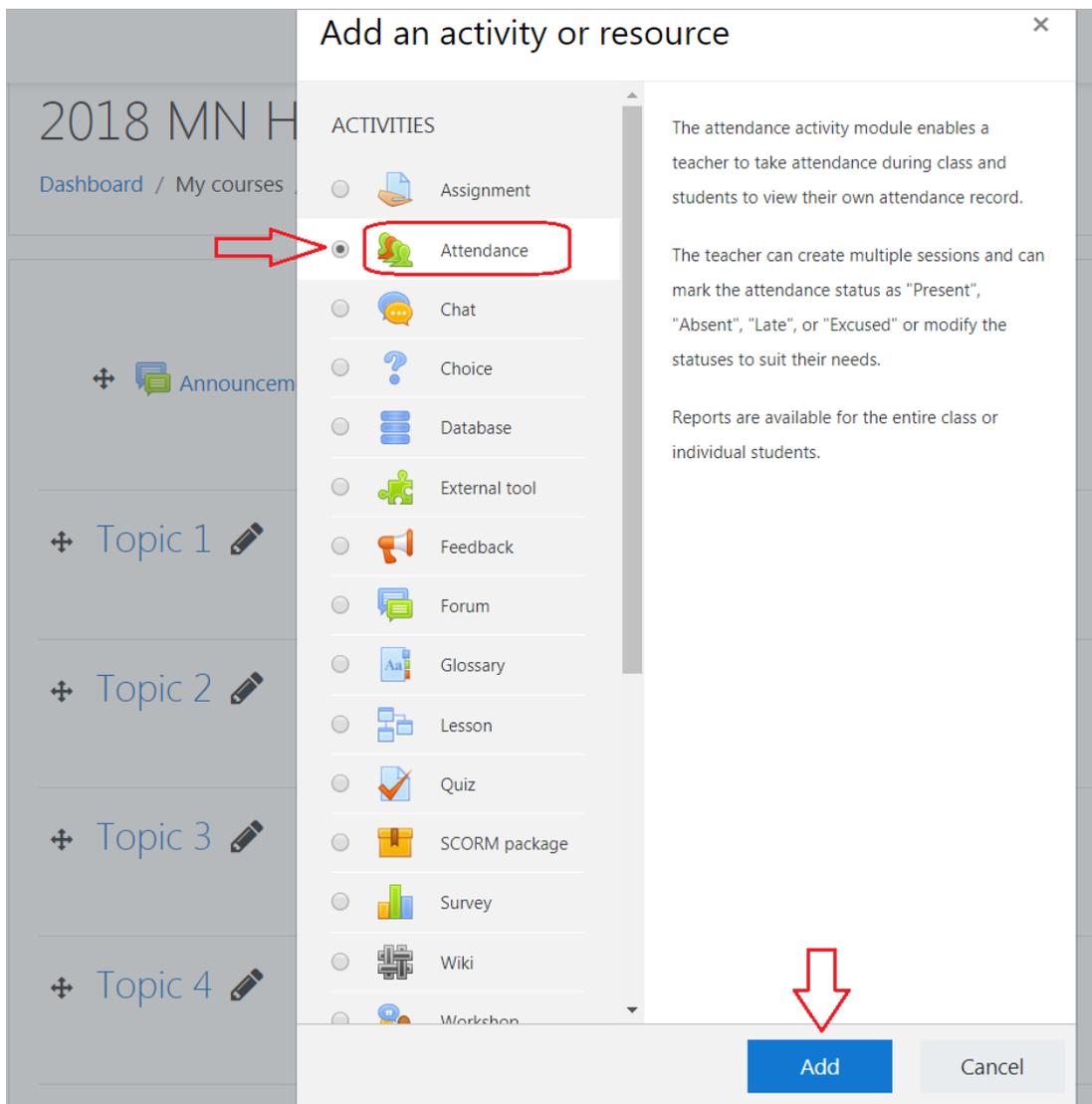
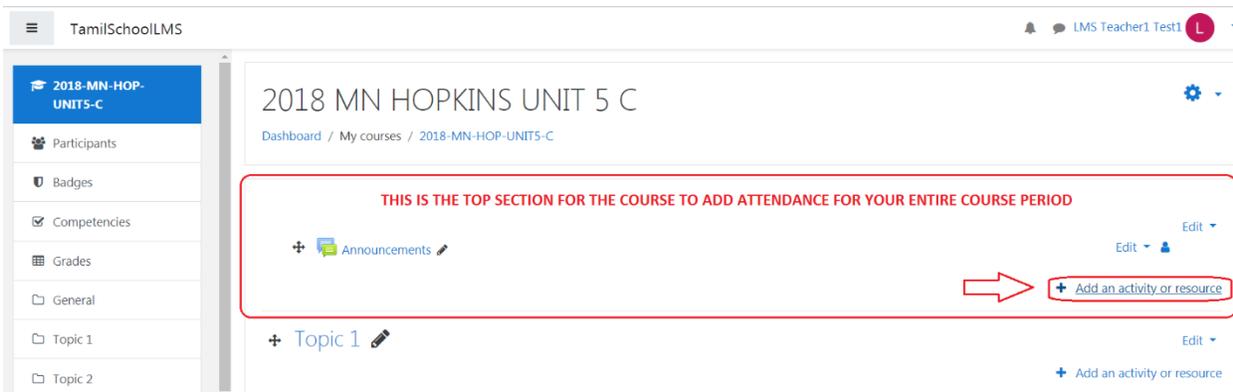
Step 2.2 - Process to ADD TOPICS:

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.

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 UNIT 5 C

[Dashboard](#) / [My courses](#) / [2018-MN-HOP-UNIT5-C](#) / [General](#) / Adding a new Attendance

Adding a new Attendance Expand all

General

Name

Description

🔍 📄 **B** *I* ☰ ☰ 🔗 🔗 🖼️ 📄 🗑️ 🔍 🔗

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

Type

Scale

Maximum grade

Grade category

Grade to pass

▶ [Common module settings](#)

▶ [Restrict access](#)

▶ [Activity completion](#)

▶ [Tags](#)

▶ [Competencies](#)

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

2018 MN HOPKINS UNIT 5 C ⚙️

[Dashboard](#) / [My courses](#) / [2018-MN-HOP-UNIT5-C](#)

+ Announcements Edit ▾

+ **UNIT 5 C - Attendance** Edit ▾

[+](#) Add an activity or resource

+ **Topic 1** 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-UNIT5-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

Add session [All](#) [All past](#) [Months](#) [Weeks](#) [Days](#)

#	Date	Time	Type	Description	Actions
Choose... OK					

[← Announcements](#) 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

Attendance for the course :: 2018 MN HOPKINS UNIT 5 C

Sessions Add session Report Export Status set Temporary users

▼ Add session

Type All students

Date 8 September 2018

Time from: 02 00 to: 04 00

Description

▼ Multiple sessions

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

Add Cancel

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

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

11 sessions were successfully generated

Sessions [Add session](#) [Report](#) [Export](#) [Status set](#) [Temporary users](#)

All [All past](#) [Months](#) [Weeks](#) [Days](#)

#	Date	Time	Type	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](#) [Weeks](#) [Days](#)

#	Date	Time	Type	Description	Actions
1	Sat 8 Sep 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
2	Sat 15 Sep 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
3	Sat 22 Sep 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
4	Sat 29 Sep 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
5	Sat 6 Oct 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
6	Sat 13 Oct 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
7	Sat 20 Oct 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
8	Sat 27 Oct 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
9	Sat 3 Nov 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
10	Sat 10 Nov 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
11	Sat 17 Nov 2018	2AM - 4AM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️

Choose... [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.

Sessions [Add session](#) [Report](#) [Export](#) [Status set](#) [Temporary users](#)

All [All past](#) [Months](#) [Weeks](#) [Days](#)

#	Date	Time	Type	Description	Actions
1	Sat 8 Sep 2018	2PM - 4PM	All students	Regular class session	▶ ⚙ 🗑 ☑
2	Sat 15 Sep 2018	2PM - 4PM	All students	Regular class session	▶ ⚙ 🗑 ☑
3	Sat 22 Sep 2018	2PM - 4PM	All students	Regular class session	▶ ⚙ 🗑 ☑
4	Sat 29 Sep 2018	2PM - 4PM	All students	Regular class session	▶ ⚙ 🗑 ☑
5	Sat 6 Oct 2018	2PM - 4PM	All students	Regular class session	▶ ⚙ 🗑 ☑
6	Sat 13 Oct 2018	2PM - 4PM	All students	Regular class session	▶ ⚙ 🗑 ☑
7	Sat 20 Oct 2018	2PM - 4PM	All students	Regular class session	▶ ⚙ 🗑 ☑
8	Sat 27 Oct 2018	2PM - 4PM	All students	Regular class session	▶ ⚙ 🗑 ☑
9	Sat 3 Nov 2018	2PM - 4PM	All students	Regular class session	▶ ⚙ 🗑 ☑
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

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

Sessions [Add session](#) [Report](#) [Export](#) [Status set](#) [Temporary users](#)

← September → Click the arrows to navigate to next or previous months All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Sat 8 Sep 2018	2PM - 4PM	All students	Regular class session	Click on this button to record attendance for each week ▶ ⚙️ 🗑️ ☑️
2	Sat 15 Sep 2018	2PM - 4PM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
3	Sat 22 Sep 2018	2PM - 4PM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️
4	Sat 29 Sep 2018	2PM - 4PM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️

Weekly view below:

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

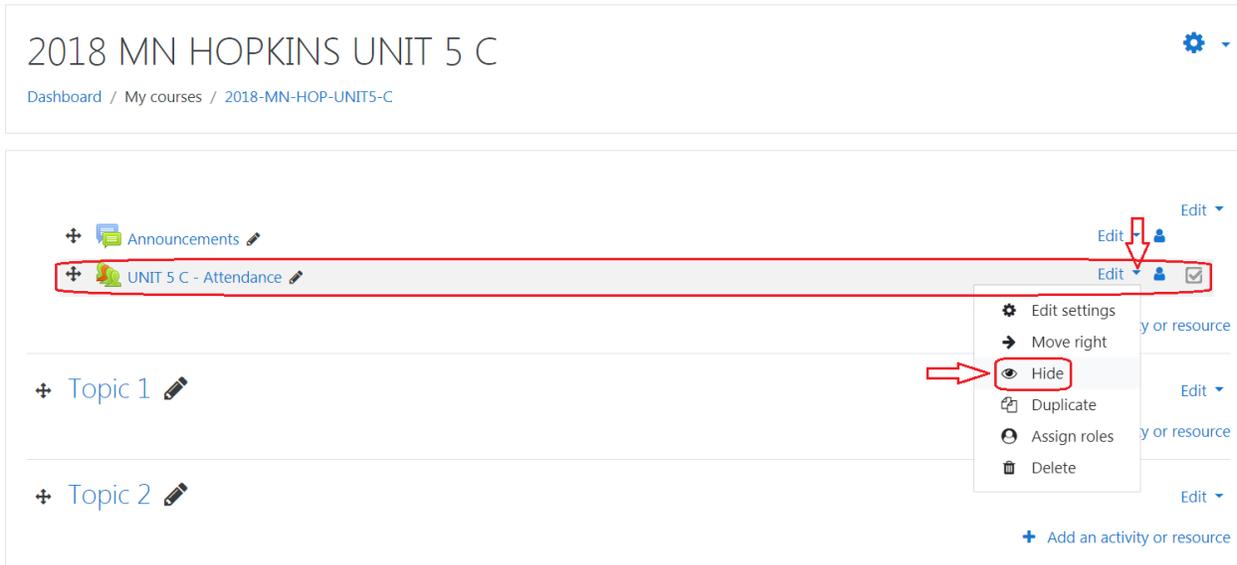
Sessions [Add session](#) [Report](#) [Export](#) [Status set](#) [Temporary users](#)

← Sep 3 - Sep 9 → All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Sat 8 Sep 2018	2PM - 4PM	All students	Regular class session	▶ ⚙️ 🗑️ ☑️

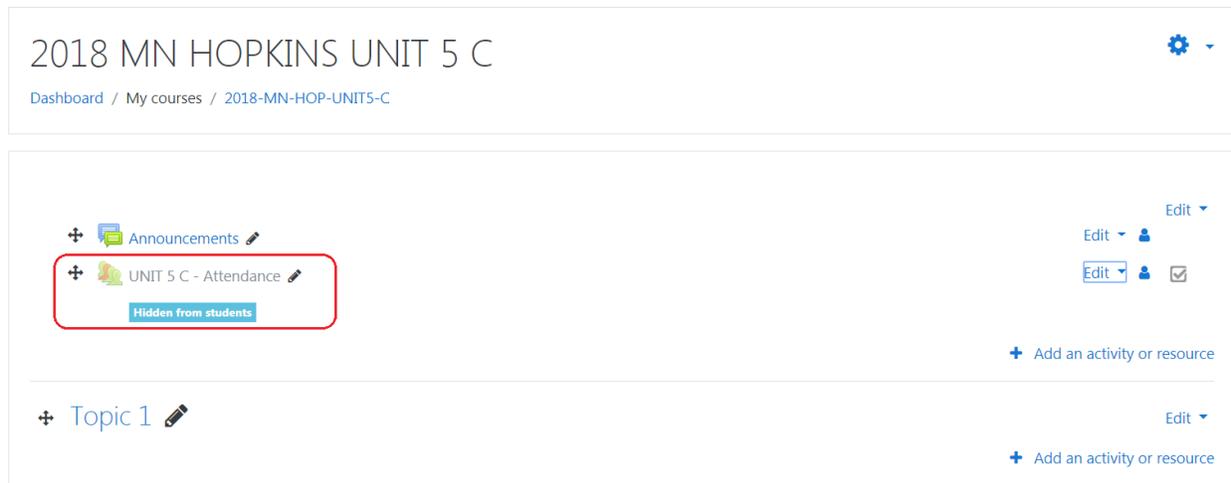
Choose... ⌵ OK

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.



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

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

Attendance for the course :: 2018 MN HOPKINS UNIT 9 C

Sessions Add session Report Export Status set Temporary users

8 September 2018 2PM - 4PM

Regular class session

View mode Sorted list

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

#	First name / Surname	Email address	P	L	E	A	Remarks
1	LMS Student1 Name1 User enrolment starts 09:39 13.09.2018	lmsstudent1@mntamilschool.org	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remarks can be entered

Save attendance

Present = 0
Late = 0
Excused = 0
Absent = 0

This shows summary of attendance

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

Sessions Add session Report Export Status set Temporary users

Sep 3 - Sep 9

All All past Months Weeks Days

#	Date	Time	Type	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

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.

The screenshot shows the Moodle LMS interface for a course titled "2018-MN-HOP-UNIT9-C". On the left is a sidebar with navigation options: Participants, Badges, Competencies, Grades, General, Topic 1, and Topic 2. The main content area displays a list of activities:

- Announcements (with an edit icon)
- UNIT 9 C - Attendance (with an edit icon and a "Hidden from students" tag)
- Topic 1 (with an edit icon)
- Topic 2 (with an edit icon)

Below each activity is a "+ Add an activity or resource" button. A red arrow points to the "Add an activity or resource" button for Topic 1.

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.

Add an activity or resource

- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

RESOURCES

- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL

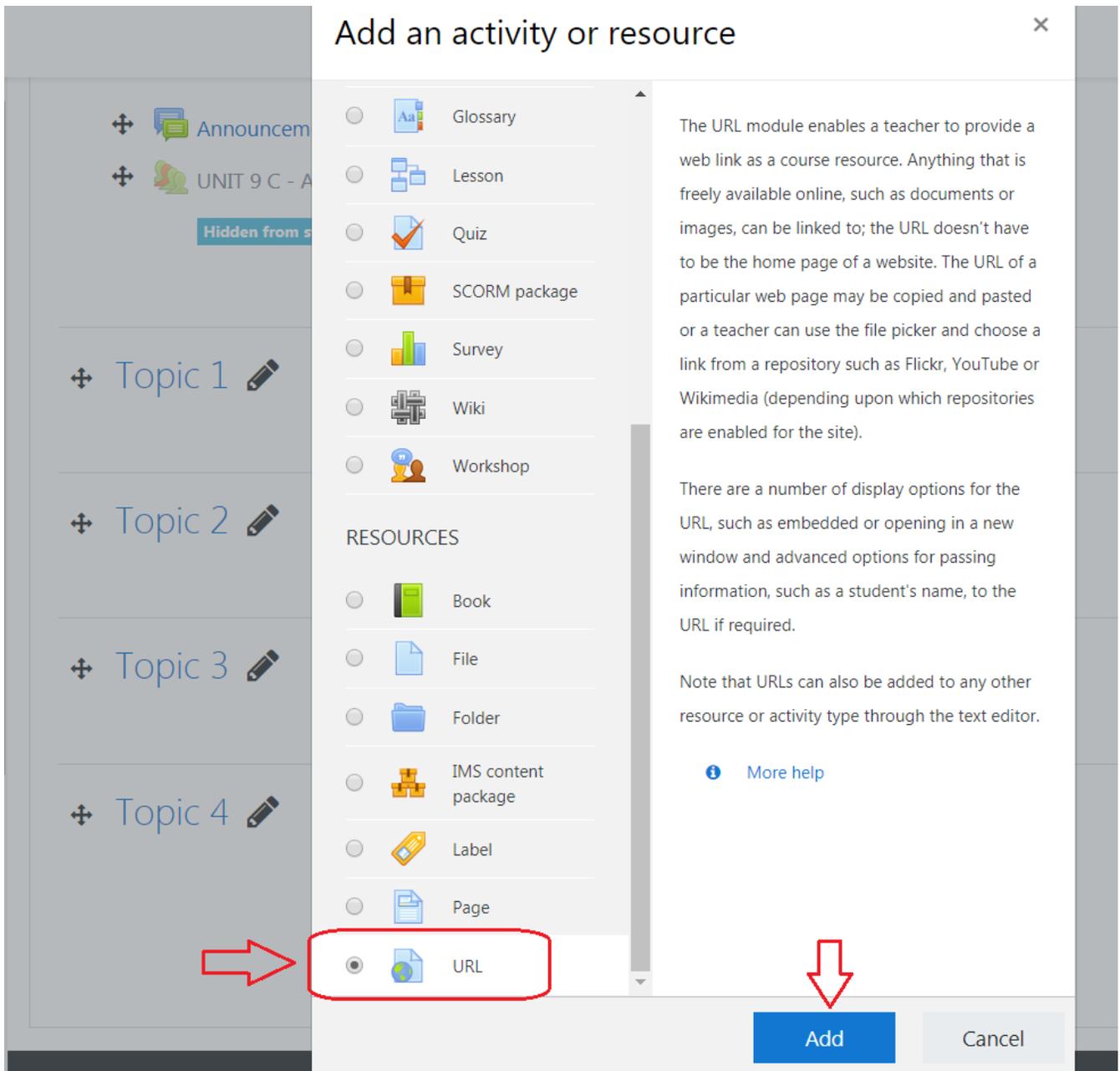
The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted or a teacher can use the 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](#)

Add Cancel



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

Adding a new URL to Topic 1 [?](#) ▶ Expand all

▼ General

Name ➡

External URL ➡ Choose a link...

Description

↵
i
B
I
☰
☰
🔗
🔄
🖼️
📄
🎤
🎥
📎

Display description on course page [?](#)

Remember to SAVE



Save and return to course

Save and display

Cancel

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](#)

+ 🗨️ Announcements Edit ▼
+ 👤 UNIT 9 C - Attendance Edit ▼
Hidden from students

[+](#) Add an activity or resource

+ 📁 Topic 1 Edit ▼
+ 🌐 Verb Classes explanation - Video 1 THIS LINK WILL SHOW FOR STUDENTS ALSO Edit ▼

[+](#) Add an activity or resource

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

The screenshot displays the student view of a course in TamilSchoolLMS. The interface includes a top navigation bar with the course name 'TamilSchoolLMS' and a user profile for 'LMS Student1 Name1'. A left sidebar lists course components: '2018-MN-HOP-UNIT9-C', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'. The main content area shows the course title '2018 MN HOPKINS UNIT 9 C' and a breadcrumb trail 'Dashboard / My courses / 2018-MN-HOP-UNIT9-C'. Below this is an 'Announcements' section. Under 'Topic 1', there is a video activity titled 'Verb Classes explanation - Video 1'. To the right of this activity, a red text box instructs students: 'STUDENTS CAN CHECK THIS BOX TO INDICATE COMPLETION OF THIS ACTIVITY BY THEM. IN THIS CASE VIEWING THIS VIDEO LINK. THIS WILL REFLECT IN TEACHERS VIEW FOR GRADING.' with a red arrow pointing to a checkbox. Below 'Topic 1' is 'Topic 2'.

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.

2018 MN HOPKINS UNIT 9 C: View: Preferences: Grader report

Grader report

All participants: 1/1

Surname	First name	Email address	UNIT 9 C - Attendance	Course total
LMS Student1 Name1		lmsstudent1@mntamilschool.org	25.00	25.00
Overall average			25.00	25.00

ATTENDANCE WAS SET UP AS 25 POINTS EARLIER AND IT AUTOMATICALLY SHOWS IN THE GRADE BOOK AS ABOVE

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

2018 MN HOPKINS UNIT 9 C: Setup: Gradebook setup

Gradebook setup

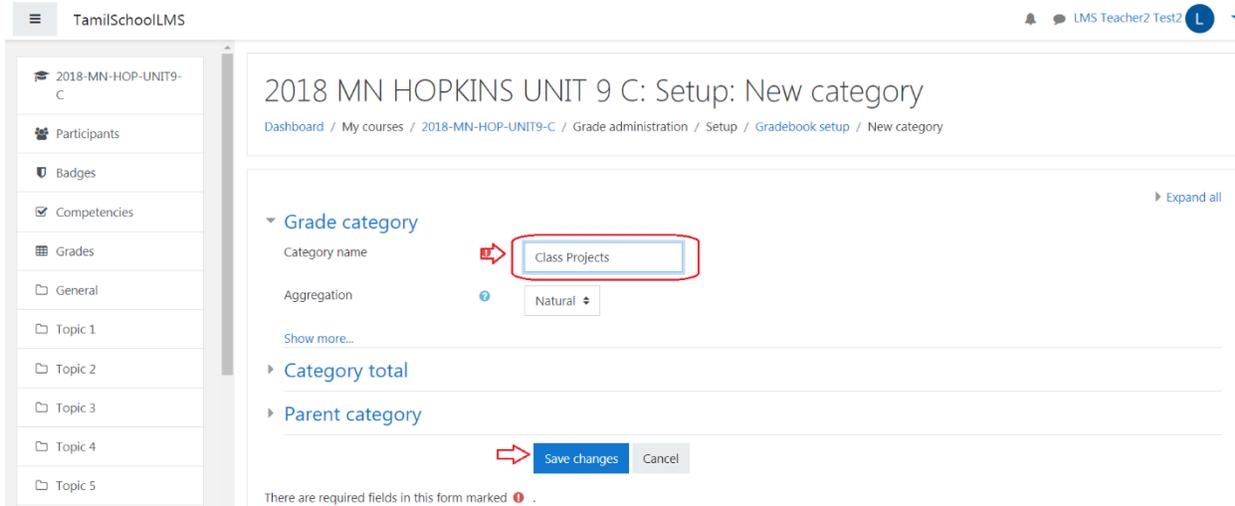
Name	Weights	Max grade	Actions
2018 MN HOPKINS UNIT 9 C		-	Edit
UNIT 9 C - Attendance	100.0	25.00	Edit
Course total		25.00	Edit

TO APPORTION WEIGHTAGE FOR EACH TYPE OF COMPONENTS IN A GRADEBOOK, CHECK THIS BOX WHICH WILL MAKE IT EDITABLE

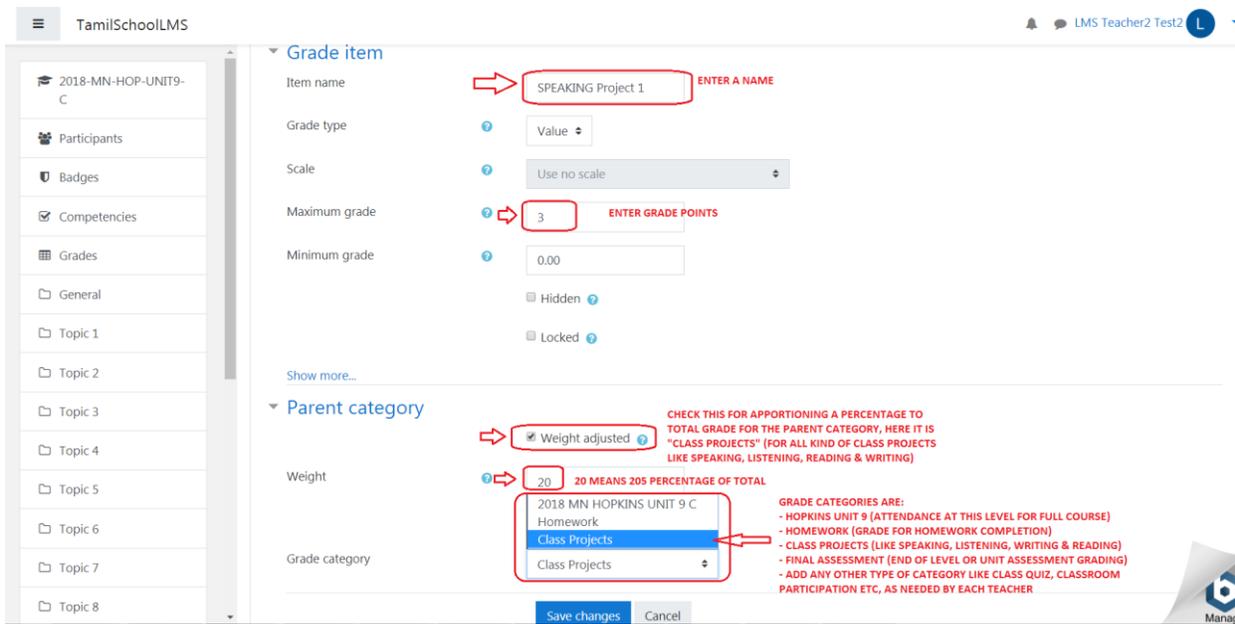
Save changes

Add category Add grade item

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



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.



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 100	-	Edit	All / None
UNIT 9 C - Attendance <small>ATTENDANCE AT COURSE LEVEL WEIGHTAGE 25%</small>	25.0	25.00	Edit	
Homework CATEGORY	25.0	-	Edit	All / None
HW 1 GRADE ITEM	100.0	5.00	Edit	
Homework total		5.00	Edit	
Class Projects CATEGORY	20.0	-	Edit	All / None
SPEAKING Project 1 GRADE ITEM	100.0	3.00	Edit	
Class Projects total		3.00	Edit	
FINAL Assessment CATEGORY	30.0	-	Edit	All / None
UNIT 9 Assessment GRADE ITEM	100.0	30.00	Edit	
FINAL Assessment total		30.00	Edit	
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....