



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

MNTS TAMIL SCHOOL

தேமதுரத் தமிழ்த்தொண்டு ! திகட்டாது என்றென்றும் !!



TamilSchool

தமிழ்ப்பள்ளி



மின்கற்றல் & மேலாண்மை

LMS for weekend schools – Free to use for any Tamil Teacher and their students.

<https://lms.mntamilschool.org>

Instruction Manual for Teachers

V09 – 2023-2024



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மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

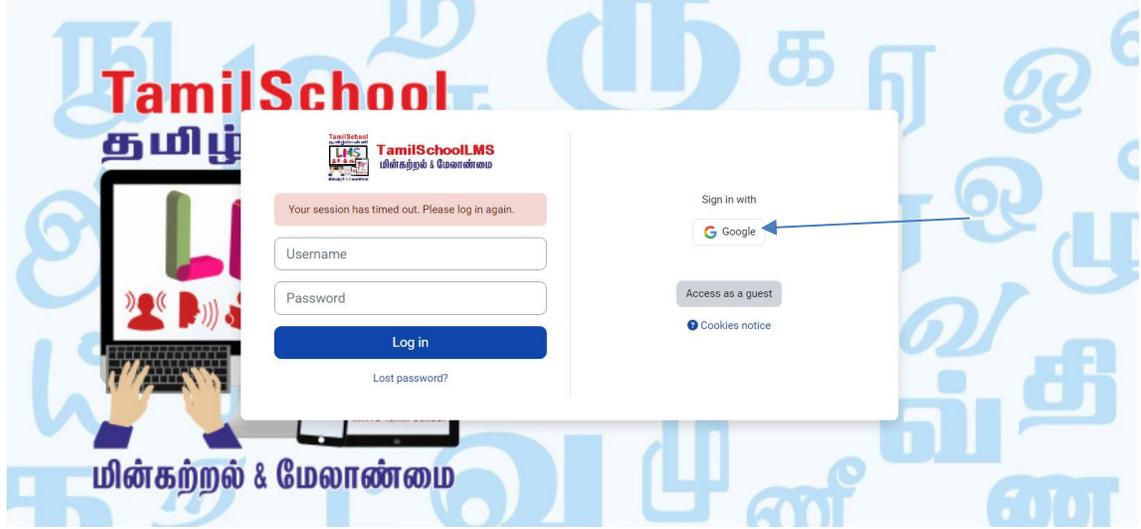
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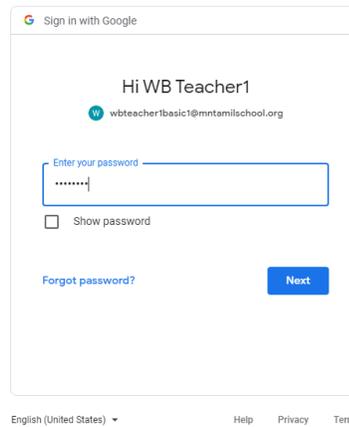
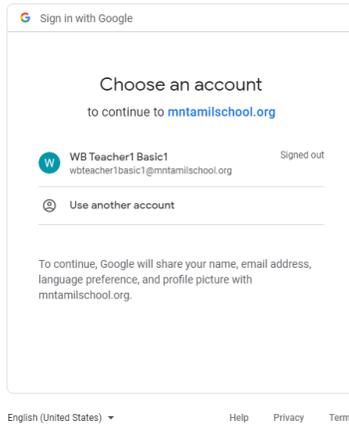


Login process

1. Logon to <https://lms.mntamilschool.org>. You will see the screen below. Click on 'Google'.



2. Enter your tamilschool email id and password and logon.





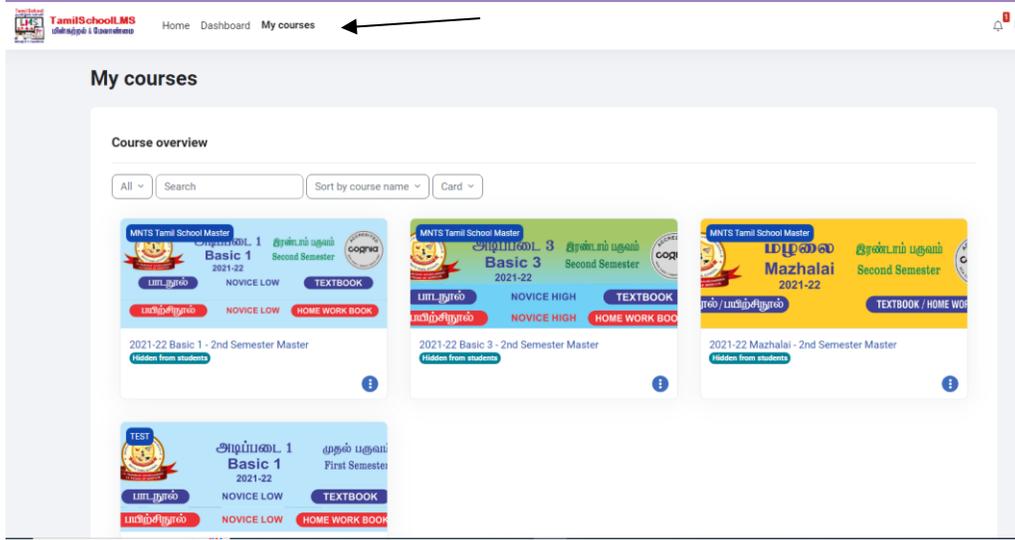
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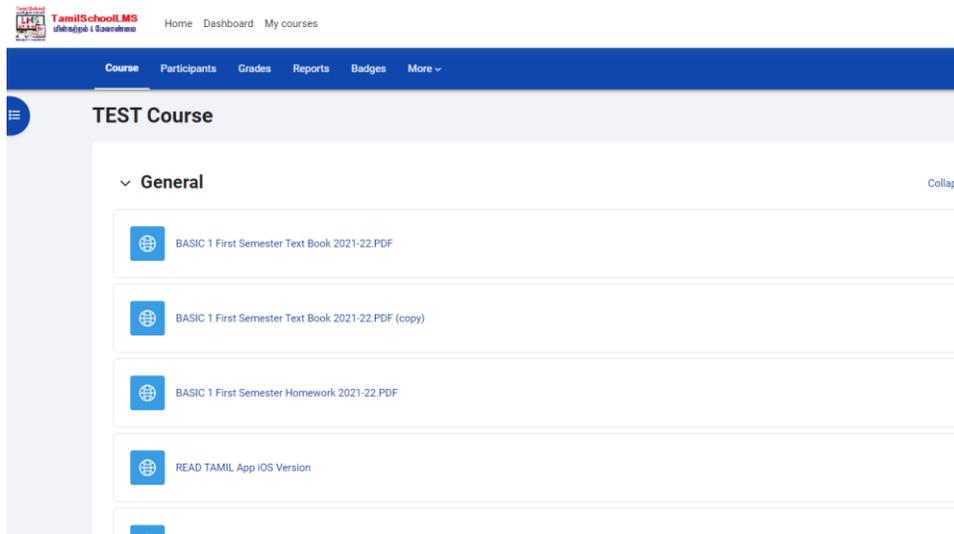
தேமதுரத் தமிழ்த்தொண்டு ! திகட்டாது என்றென்றும் !!



3. You will see the screen below with 3 tabs Home, Dashboard and My Courses. Click on “My courses”. You will be able to see all courses you are teaching.



4. Choose your course and you will be logged in and able to see content of the course as shown below.





மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

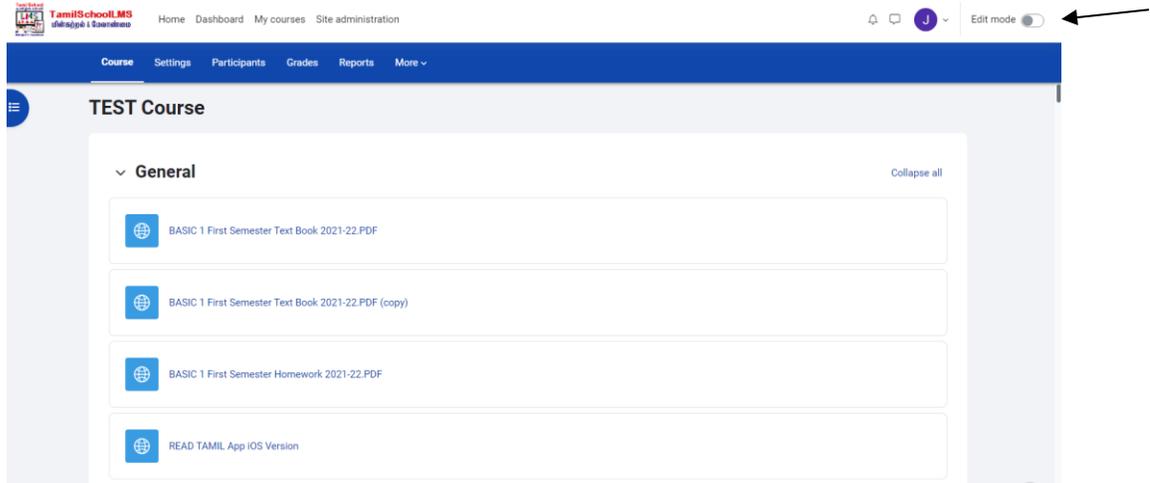
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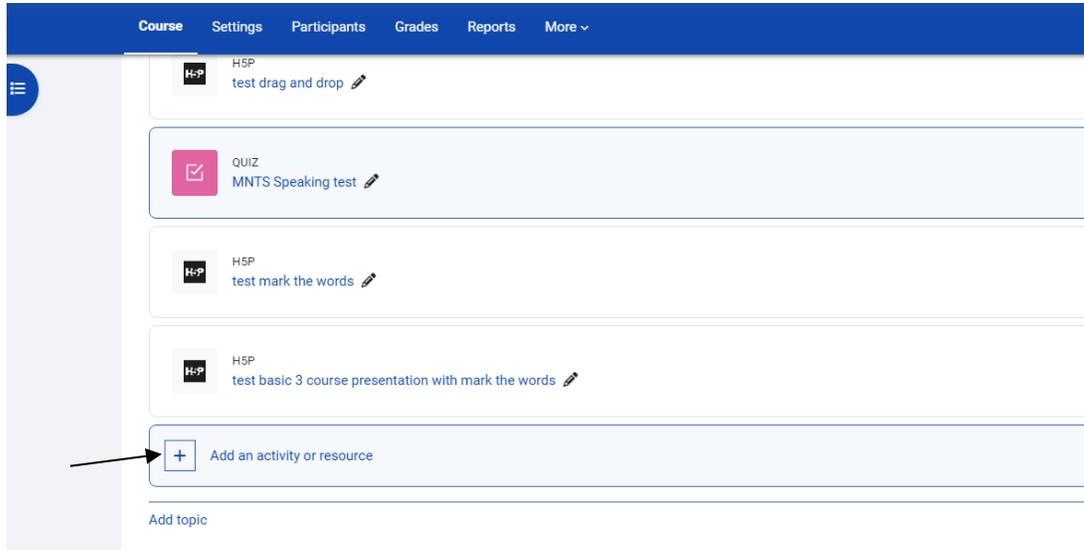


Setting up google meet

1. Once you are logged on to your course as shown below, click on the 'Edit Mode' toggle button.



2. You will see the following screen. Click on 'Add an activity or resource'.



3. The following screen will pop up with all the plug-ins shown below. Choose 'Google meet for Moodle' from the list below.



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4. The following screen will pop up.



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5. Enter the room name, event date and time.

TamilSchoolLMS
மினசுற்றல் & மேலாண்மை

Updating: Google Meet™ for Moodle

Expand all

General

Room name: Basic 1 Weekly Class

Description: [Rich text editor]

Event date: 11 September 2021, from 09:45 to 12:15

Recurrence of the event date

Repeat the event date above as follows

Repeat on: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Repeat every: 1 Week(s)

6. You can make it a recurring meeting by checking the “Repeat the event” box.

TamilSchoolLMS
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Updating: Google Meet™ for Moodle

Expand all

General

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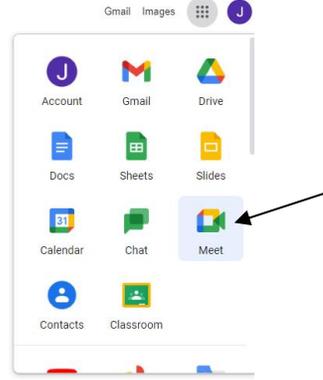
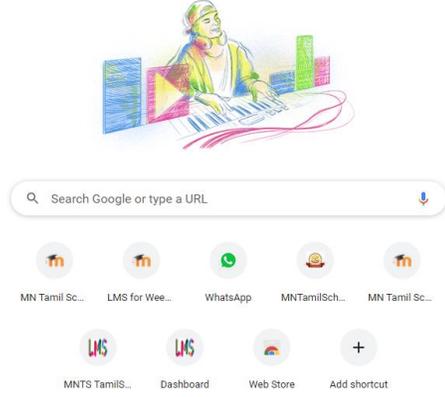
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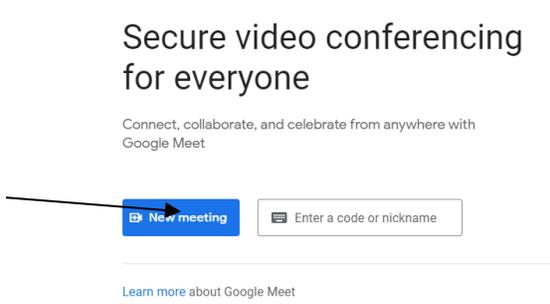
தேமதுரத் தமிழ்த்தொண்டு ! திகட்டாது என்றென்றும் !!



7. Now go to apps -> meet



8. The following screen will pop up. Click on 'New Meeting'.



9. Click on 'Create a meeting for later'.



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

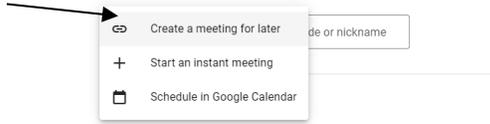
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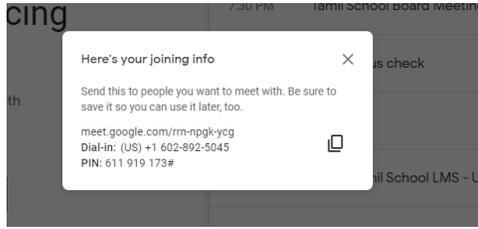


Secure video conferencing
for everyone

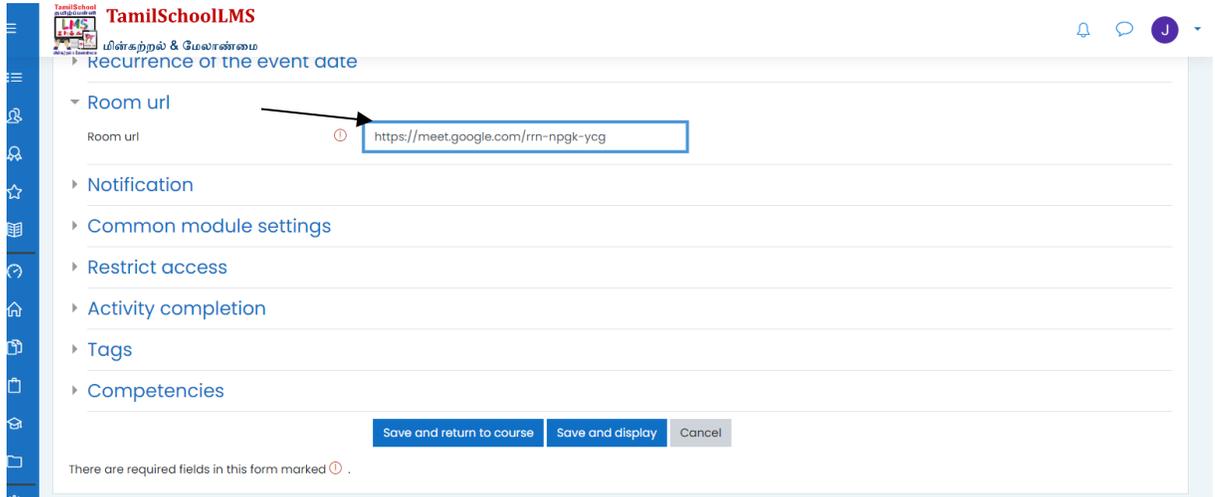
Connect, collaborate, and celebrate from anywhere with
Google Meet



10. A google meet invitation will pop up as shown below.



11. Copy the link above and paste it in Moodle under 'Room URL'. Click on 'Save and return to course'.





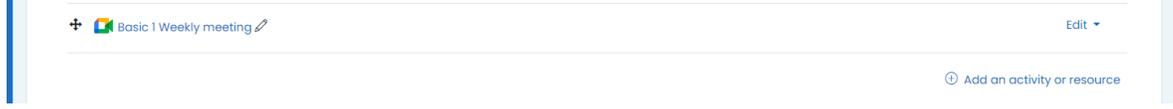
மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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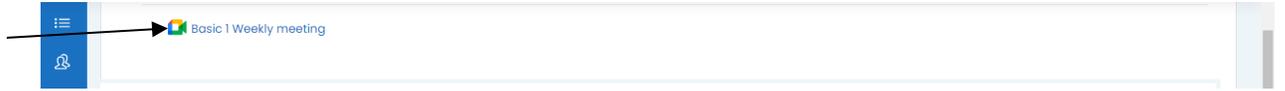
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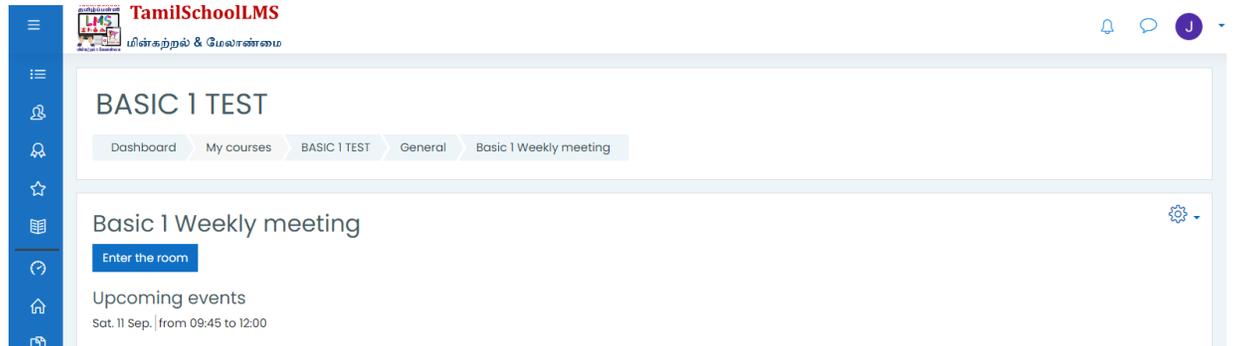
12. The google meet is now created on Moodle.



13. To join a google meeting, logon to Moodle and click on “Basic 1 weekly meeting”.



14. Click on “Enter room” on the next page as shown below. You will be logged in to the meeting.



Sharing audio in a google meeting

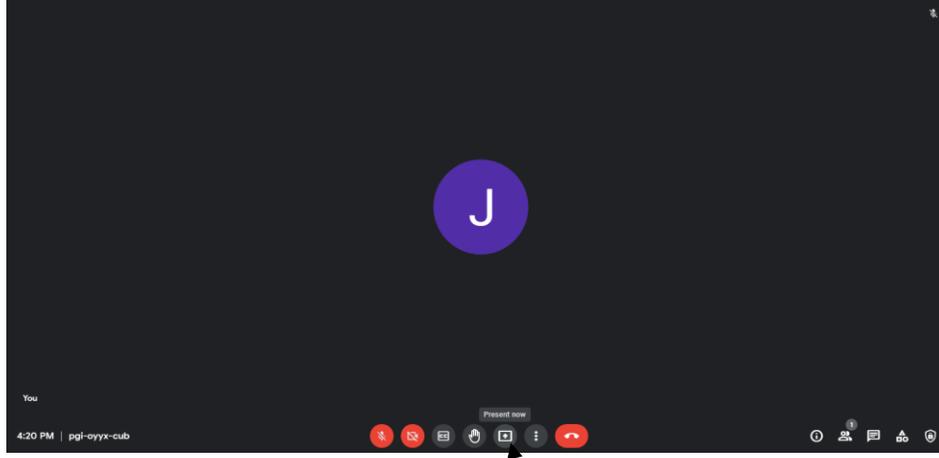
1. Let's say you want to share a story with your class. For the kids to be able to hear it, follow the process given below.
2. Login to your google meeting. Click on present now to share screen.



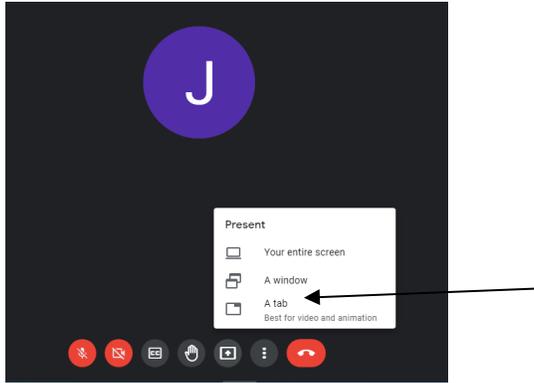
மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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3. You will see 3 options to present screen. Choose 'a tab' option and



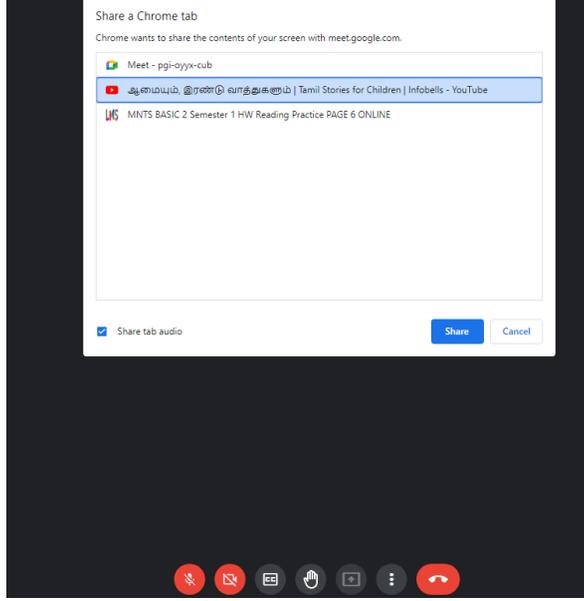
4. Select the tab you want to share (in this case it's the youtube video). Choose and click on Share.



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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5. That's the only tab that will be shared. The students can now hear what you are sharing.



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

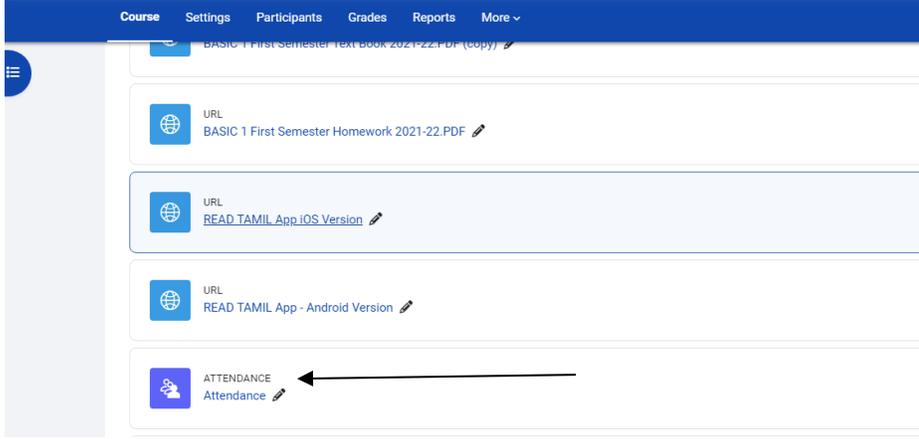
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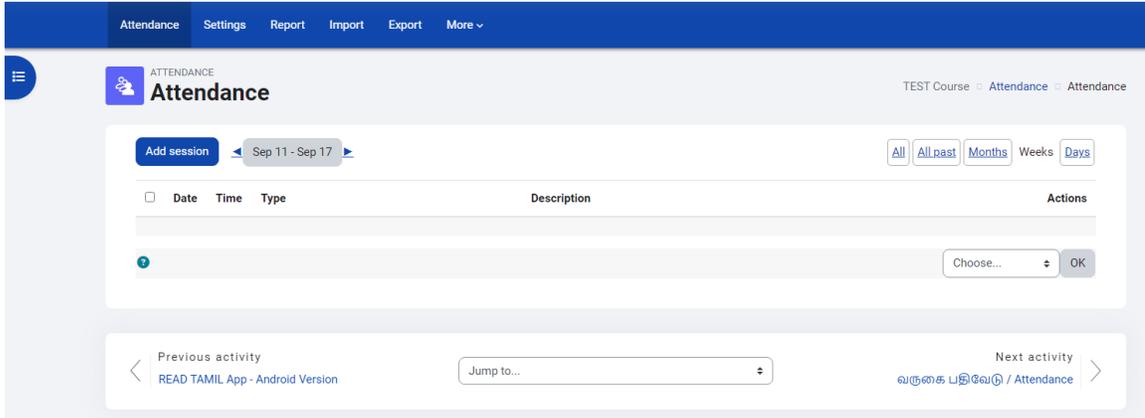


Marking attendance for students

1. Logon to your moodle course and click on 'Attendance'.



2. You will now be directed to the page as seen below.



3. Click on 'All' and you will see attendance for all dates. To mark attendance for a day, click on the play button for the respective date.



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ATTENDANCE Attendance TEST Course Attendance Attendan

9 sessions were successfully generated

Add session All All past Months Weeks Days

Date	Time	Type	Description	Actions
Sat 9 Sep 2023	9:45AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
Sat 16 Sep 2023	9:45AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
Sat 23 Sep 2023	9:45AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
Sat 30 Sep 2023	9:45AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
Sat 7 Oct 2023	9:45AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
Sat 14 Oct 2023	9:45AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
Sat 21 Oct 2023	9:45AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
Sat 28 Oct 2023	9:45AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️

4. You can mark the attendance on the following screen.

P- Present L- Late, E- Excused, A- Absence

Attendance for the course :: BASIC 1 TEST

Sessions Add session Report Export Status set Temporary users

Upload attendance by CSV

11 September 2021 1:45PM - 4PM
Regular class session

Page 1 of 1
View mode
Sorted list
25

#	First name / Surname	Email address	P	L	E	A	Remarks
			Set status for	unselected			
1	WB Student1 Basic1	wbstudent1.basic1@mntamilschool.org					
2	WB Student2 Basic1	wbstudent2.basic1@mntamilschool.org					
3	WB Student3 Basic1	wbstudent3.basic1@mntamilschool.org					

Present = 0
Late = 0

Save attendance

5. Once you are done marking attendance for students, click on 'Save attendance'.



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Copying Content from One course to another

To copy the content from master course to your class course follow the steps below. Login to the course where you want to copy the content TO. Then click on More tab-> Course reuse. **Always login to the course where the content needs to be copied.**



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On the next screen, type in the name of the MASTER course FROM where the content needs to be copied. Click on Continue.

Course Settings Participants Grades Reports More ▾

<input type="radio"/>	Mazhalai/மழலை (First Semester)	Mazhalai/மழலை (Fir
<input type="radio"/>	BASIC 3 / அடிப்படை 3 (First Semester)	BASIC 3 / அடிப்படை
<input type="radio"/>	UNIT 16 / பகுதி 16	UNIT 16 / பகுதி 16 - Gi
<input type="radio"/>	UNIT 13 / பகுதி 13	UNIT 13 / பகுதி 13 - Gi
<input type="radio"/>	UNIT 10 / பகுதி 10	UNIT 10 / பகுதி 10 - Gi
<input type="radio"/>	UNIT 7 / பகுதி 7	UNIT 7 / பகுதி 7 - Gue
<input type="radio"/>	UNIT 4 / பகுதி 4	UNIT 4 / பகுதி 4 - Gue

There are too many results, enter a more specific search.

Search courses Search

Continue

Select the course and click on CONTINUE.

2021-22 Woodbury Basic 1 - 2nd Semester

Dashboard My courses 2021-22-WB-Basic-1-2nd-Sem Import

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Find a course to import data from:

Select a course Total courses: 1

Course short name	Course full name
2021-22 Basic 1 - 2nd Semester Master	2021-22 Basic 1 - 2nd Semester Master

2021-22 Basic 1 - 2nd Ser Search

Continue

In the following screen, click on NEXT.



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Import settings

<input type="checkbox"/>	Include permission overrides
<input checked="" type="checkbox"/>	Include activities and resources
<input checked="" type="checkbox"/>	Include blocks
<input checked="" type="checkbox"/>	Include files
<input checked="" type="checkbox"/>	Include filters
<input checked="" type="checkbox"/>	Include calendar events
<input checked="" type="checkbox"/>	Include question bank
<input checked="" type="checkbox"/>	Include groups and groupings
<input checked="" type="checkbox"/>	Include competencies
<input checked="" type="checkbox"/>	Include custom fields
<input checked="" type="checkbox"/>	Include content bank content
<input checked="" type="checkbox"/>	Include legacy course files

[Jump to final step](#) [Cancel](#) [Next](#)

In the following screen, CHECK (select) the content you want to copy and UNCHECK (unselect) the content you do not want to copy. Click on NEXT.

[All / None \(Show type options\)](#)

<input type="checkbox"/>	General
<input checked="" type="checkbox"/>	Announcements
<input checked="" type="checkbox"/>	BASIC 1 Second Semester Textbook & Homework 2021-22.PDF
<input checked="" type="checkbox"/>	READ TAMIL App IOS Version
<input checked="" type="checkbox"/>	READ TAMIL App - Android Version
<input checked="" type="checkbox"/>	Attendance
<input checked="" type="checkbox"/>	Lesson 01
<input checked="" type="checkbox"/>	MNTS Basic 1 Lesson 01 Second Sem ல ல
<input checked="" type="checkbox"/>	MNTS Basic 1 Lesson 01 Second Sem How to write ல ல Video
<input checked="" type="checkbox"/>	MNTS Basic 1 Lesson 01 Second Sem Writing
<input checked="" type="checkbox"/>	MNTS Basic 1 Lesson 01 Second Sem Circle the alphabets



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Lesson 08

Lesson 08 Classwork

Lesson 08 Homework

Second Semester Revision

Second Semester Assessment

[Previous](#) [Cancel](#) [Next](#)

Now review your selections in the next screen and click on PERFORM IMPORT.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Import settings

Include permission overrides	✗
Include activities and resources	✓
Include blocks	✓
Include files	✓
Include filters	✓
Include calendar events	✓
Include question bank	✓
Include groups and groupings	✓
Include competencies	✓
Include custom fields	✓
Include content bank content	✓
Include legacy course files	✓

General ✗

Announcements ✗ 🔒

BASIC 1 Second Semester Textbook & Homework 2021-22.PDF ✗ 🔒

READ TAMIL App iOS Version ✗ 🔒

READ TAMIL App - Android Version ✗ 🔒

Attendance ✗ 🔒

Lesson 01 ✓

MNTS Basic 1 Lesson 01 Second Sem லு லு ✓

MNTS Basic 1 Lesson 01 Second Sem How to write லு லு Video ✓

MNTS Basic 1 Lesson 01 ✓



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Second Semester Revision	✘
Second Semester Assessment	✘

[Previous](#) [Cancel](#) [Perform Import](#)

Click on Continue once import is done.

2021-22 Woodbury Basic 1 - 2nd Semester

[Dashboard](#) > [My courses](#) > [2021-22-WB-Basic-1-2nd-Sem](#) > [Import](#)

1. [Course selection](#) > 2. [Initial settings](#) > 3. [Schema settings](#) > 4. [Confirmation and review](#) > 5. [Perform import](#) > 6. [Complete](#)

Import complete. Click continue to return to the course.

[Continue](#)



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

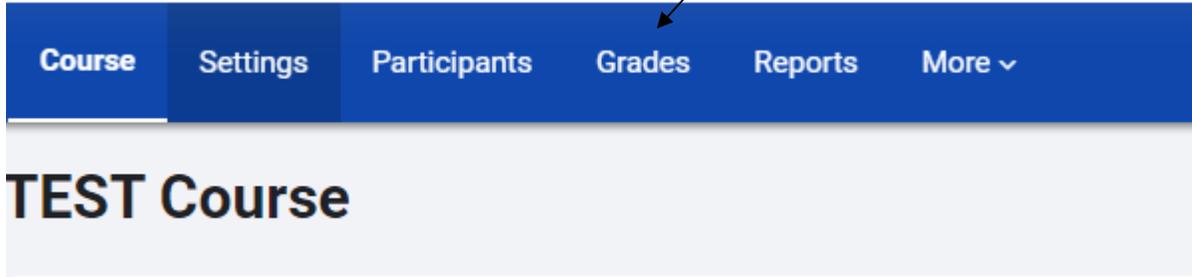
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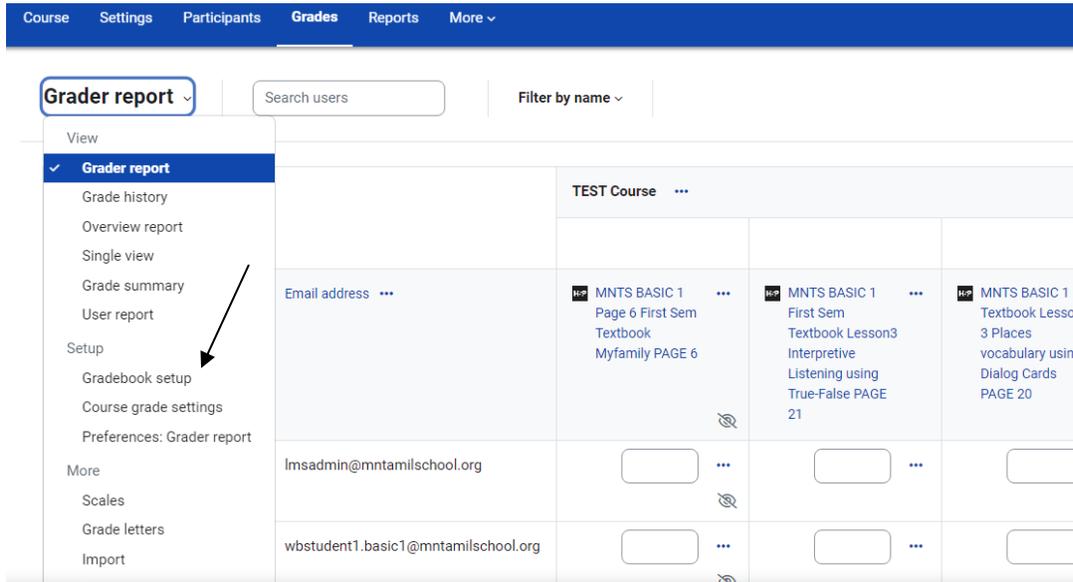


Creating Grade category

Log in to your course and click on “Grades”.



Go to “Gradebook Set up” tab under Grades.





மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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Scroll down to the very end and click on “Add category”.

Course Settings Participants Grades Reports More

TEST Course

Gradebook setup Add grade item Add category

Enter the category name – Lesson 01

Aggregation – Highest grade

Grade type – Scale

Scale – Homework

Click on SAVE CHANGES.

Grade category

Category name Lesson 01

Aggregation Highest grade

Show less...

Exclude empty grades

Drop the lowest 0

Category total

Show more...

Grade type Scale

Scale Homework

Maximum grade 100

Minimum grade 0

Hidden

Locked

Parent category

Save changes Cancel



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Click on 'Continue' on the next screen as shown below.

2021 Woodbury Basic 1 - 1st Semester

Dashboard My courses 2021-WB-Basic-1-1st-Sem Grades Gradebook setup

Recalculating grades

100%

Continue

This is how the grade category will be created.

Lesson 01	0.0	-	Edit	Lesson 01
Lesson 01 total Highest grade.		Completed (2)	Edit	
Course total		55.00	Edit	

Save changes

We can hide Lesson 01 Total. Click on 'Edit' and choose 'Hide'.

Lesson 01	0.0	-	Edit	Lesson 01
Lesson 01 total Highest grade.		Completed (2)	Edit	
Course total		55.00	Edit	

Save changes

Edit calculation

Hide

Now for every activity you create under Lesson 01 (homework or classwork) always set the Grade category to Lesson 01 under Grade as shown below and Save changes.



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Grade

Grade category

Grade to pass

Maximum grade

Common module settings

Restrict access

Activity completion

Tags

Competencies

Lesson 01
Lesson 1
Lesson 2
Lesson 3
Lesson 4
Lesson 5
Lesson 6
Lesson 7
Lesson 8

Save and return to course Save changes Cancel



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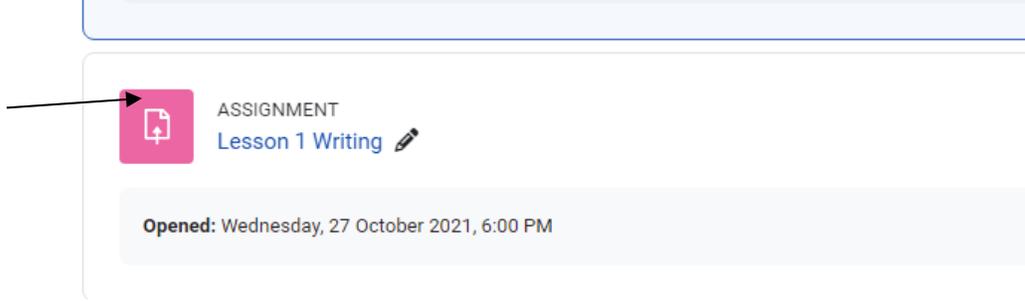
தேமதுரத் தமிழ்த்தொண்டு ! திகட்டாது என்றென்றும் !!



Grading homework

Grading a writing homework

1. Logon to your Moodle course and select the writing assignment. In this example, Click on Lesson 1 Writing.



2. In the following screen, click on 'Grade'.

Grading summary	
Hidden from students	No
Participants	3
Submitted	1
Needs grading	1

View all submissions [Grade](#)

3. You can grade this assignment as 'completed' or 'not completed' as shown below.



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4. Let's choose 'Completed' and 'Save Changes' in the screen below.

5. You will still stay on the same screen after saving changes. Click on the assignment to go back.



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Course: BASIC 1 TEST
Assignment: Lesson 1 Writing
View all submissions

WB Student1 Basic1
wbstudent1.basic1@mntamschool.org

Change user

1 of 3

Submission
Submitted for grading
Graded
Student can edit this submission

Fish picture.png
8 September 2021, 7:49 PM

Comments (0)

Grade
Grade:
Completed
Current grade in gradebook
Completed

Feedback comments

Notify students Save changes Save and show next Reset

6. Using the 'Change user' option below, you can grade all the students.

Course: BASIC 1 TEST
Assignment: Lesson 1 Writing
View all submissions

WB Student3 Basic1
wbstudent3.basic1@mntamschool.org

Change user

3 of 3

Submission
No attempt
Not graded
Student can edit this submission

Grade
Grade:
No grade
Current grade in gradebook

Feedback comments

Notify students Save changes Save and show next Reset



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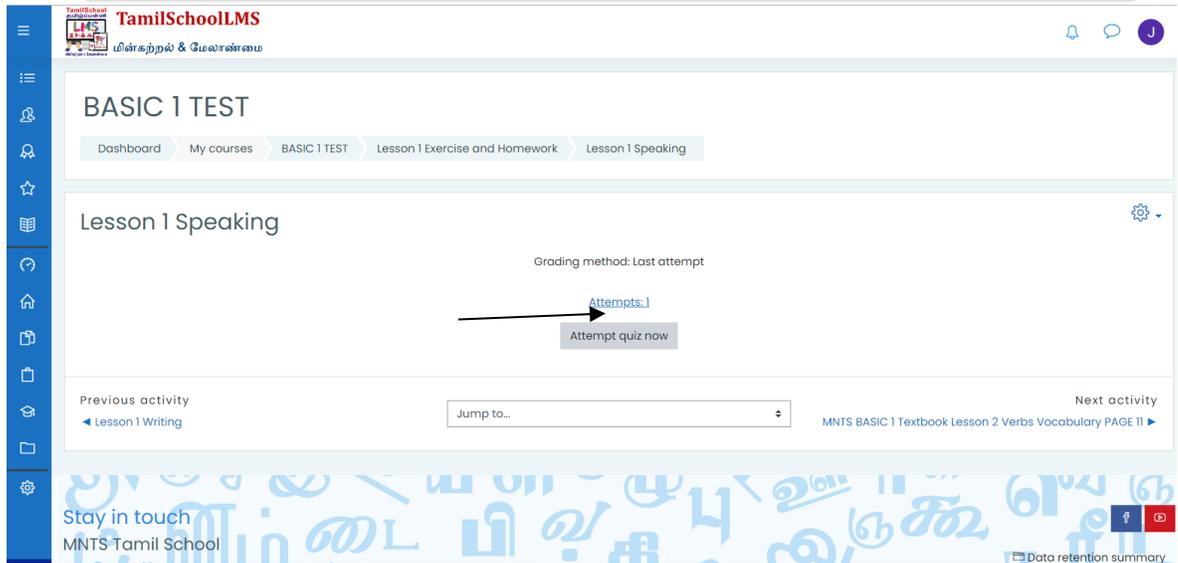


Grading a speaking homework

1. Logon to your course in Moodle. Choose the speaking activity. In this example let's click on Lesson 1 Speaking.



2. You will see the following screen. Click on 'Attempts' marked by the arrow below.



3. You will be taken to the screen below. When you scroll down you will see submissions from students. Let's grade Question 1 for Student 1. Click on 'Requires grading'.



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showing graded and ungraded attempts for each user. The one attempt for each user that is graded is highlighted. The grading method for this quiz is LAST ATTEMPT.

Reset table preferences

First name All 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

Surname All 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

Download table data as Comma separated values (.csv) Download

<input type="checkbox"/>	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/1.00	Q.1 /0.50	Q.2 /0.50
<input type="checkbox"/>	WB Student1 Basic1 Review attempt	wbstudent1.basic1@mmtamilschool.org	Finished	8 September 2021 8:11 PM	8 September 2021 8:11 PM	22 secs	Not yet graded	Requires grading	Requires grading
Overall average							-	-	-

Regrade selected attempts Delete selected attempts

4. The page below pops up. Click on 'Make comment or override mark'

Review of question Test1 in Lesson 1 Speaking by WB Student1 Basic1 - Google Chrome

ims.mntamilschool.org/mod/quiz/reviewquestion.php?attempt=64&slot=1

Question 1
Complete
Marked out of 1.00
Flag question

LIVE 1x

0:00 / 0:02

Make comment or override mark

Response history

Step	Time	Action	State	Marks
------	------	--------	-------	-------

5. On the next pop up, if the speaking assignment is complete, key in 1 else 0. Click on 'Save'.



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Manually grade question Test1 in Lesson 1 Speaking by WB Student1 Basic1 - Go...

lms.mntamilschool.org/mod/quiz/comment.php?attempt=64&slot=1

0:00 / 0:02

Comment

Mark: 1 out of 1.00

Response history

Step	Time	Action	State	Marks
1	8/09/21, 20:11	Started	Not yet answered	
2	8/09/21, 20:11	Saved: File recording.mp3	Answer saved	
3	8/09/21, 20:11	Attempt finished	Complete	

Save Cancel

6. You can also grade by clicking on 'Review Attempt'.

TamilSchoolLMS

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Surname: All 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

Download table data as: Comma separated values (.csv) Download

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/1.00	Q.1 /0.50	Q.2 /0.50
<input type="checkbox"/>	WB Student1 Basic1	wbstudent1.basic1@mntamilschool.org	Finished	8 September 2021 8:11 PM	8 September 2021 8:11 PM	22 secs	1.00	✓ 0.50	✓ 0.50
	Overall average						1.00 (1)	0.50 (1)	0.50 (1)

Regrade selected attempts Delete selected attempts

Overall number of students achieving grade ranges



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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7. Click on 'Make comment or override mark' and key in 0 or 1.

TamilSchoolLMS
மினசோட்டாத் & மேலாண்மை

WB Student | Basic

Started on Wednesday, 8 September 2021, 8:11 PM
State Finished
Completed on Wednesday, 8 September 2021, 8:11 PM
Time taken 22 secs
Marks 2.00/2.00
Grade 1.00 out of 1.00 (100%)

Question 1
Complete
Mark 1.00 out of 1.00
Flag question
Edit question

0:00 / 0:02

Comment:
[Make comment or override mark](#)

Response history

Step	Time	Action	State	Marks

Quiz navigation
1 2
✓ ✓
[Finish review](#)

8. Once done 'Finish Review'.

TamilSchoolLMS
மினசோட்டாத் & மேலாண்மை

WB Student | Basic

Started on Wednesday, 8 September 2021, 8:11 PM
State Finished
Completed on Wednesday, 8 September 2021, 8:11 PM
Time taken 22 secs
Marks 2.00/2.00
Grade 1.00 out of 1.00 (100%)

Question 1
Complete
Mark 1.00 out of 1.00
Flag question
Edit question

0:00 / 0:02

Comment:
[Make comment or override mark](#)

Response history

Quiz navigation
1 2
✓ ✓
[Finish review](#)



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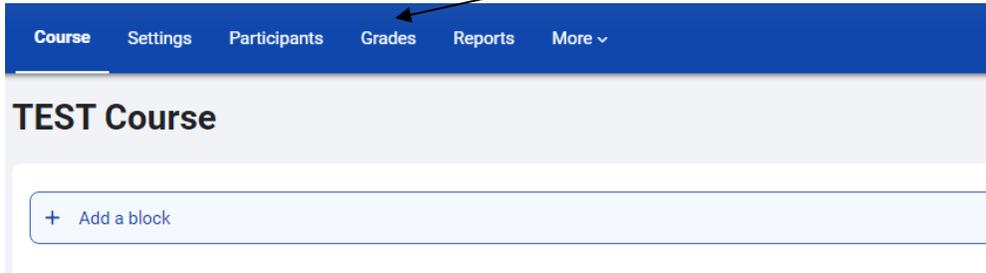
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Grading Assignments



In this section we will see how to grade assignments.

Logon to your course and click on Grades tab.



Click on Single View. Choose Grade items on the right corner. From the list of grade items



Let us grade Lesson 1 Assignment. All students will be listed on the left. If a student has completed 80% of the assignment that week, then mark as “Completed” and click on save at the right bottom corner.

Grade item: Lesson 1 Assignment

User full name	Grade	Range	Feedback
	... No grade	1.00 - 2.00	
	... No grade	1.00 - 2.00	
	... No grade	1.00 - 2.00	
	... No grade	1.00 - 2.00	
	... No grade	1.00 - 2.00	
	... No grade	1.00 - 2.00	
	... No grade	1.00 - 2.00	
	... No grade	1.00 - 2.00	



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Grading Assessments

In this section we will see how to grade assessments.

Logon to your course and click on Grades tab.

Course Settings Participants **Grades** Reports More ▾

TEST Course

+ Add a block

Click on Single View. Choose Grade items on the right corner. From the list of grade items

Course Settings Participants **Grades** Reports More ▾

Single view ▾ Select a grade item Lesson 1 Assignment ▾ Actions ▾ VIEW BY Users **Grade items**

Let us grade First Semester Reading (This is for Basic levels). For intermediate levels the grade item will be Unit * Assessment Reading. All students will be listed on the left. Choose a grade based on rubrics and click on Save at the right bottom corner.

Grade item: First Semester Reading

User full name	Grade	Range	Feedback	Override
	... No grade ▾	1.00 - 4.00	<input type="text"/>	
	... No grade ▾	1.00 - 4.00	<input type="text"/>	
	... No grade ▾	1.00 - 4.00	<input type="text"/>	
	... No grade ▾	1.00 - 4.00	<input type="text"/>	
	... No grade ▾	1.00 - 4.00	<input type="text"/>	
	... No grade ▾	1.00 - 4.00	<input type="text"/>	
	... No grade ▾	1.00 - 4.00	<input type="text"/>	



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Generating Transcripts



To generate transcripts for your students, follow the steps below after grading:

Logon to your course and click on Reports.

The screenshot shows the TamilSchoolLMS interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My courses', and 'Site administration'. Below this is a blue header with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Reports' menu item is highlighted with a blue underline and an arrow pointing to it. Below the header, the page title is 'TEST Course'.

Click on Transcripts for Teacher (pdf)

The screenshot shows the TamilSchoolLMS interface with the 'Reports' section expanded. The 'Reports' section is titled 'Reports' and contains a list of links: 'Transcripts for Teacher (pdf)', 'Competency breakdown', 'Course completion', 'Insights', 'Logs', 'Live logs', 'Activity report', 'Course participation', and 'Activity completion'. The 'Transcripts for Teacher (pdf)' link is highlighted with a blue underline and an arrow pointing to it.



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In the screen below, click on "Download all".

Course Settings Participants Grades Reports More v

TEST Course

Assessment & Attendance Report

Download all ↓

LMS Admin	↓
WB Student1 Basic1	↓
WB Student3 Basic1	↓
WB Student2 Basic2	↓

A transcript will be downloaded for all students in the course as shown.

மினசோட்டாத் தமிழ்ப்பள்ளி
MNTS Tamil School
Minnesota, USA
Progress Report / End of Semester Transcript
website : www.mntamschool.org email : director@mntamschool.org

ACCREDITED
Cognia
NCA CASI | NWAC | SACS CASI

Student Details

First Name: [REDACTED] Email: [REDACTED]
Last Name: [REDACTED] Year / Branch: [REDACTED]
Teacher: [REDACTED]

Assessment Grades

Reading Assessment	ME-S	EE	Exceed Expectations
Listening Assessment	EE	ME-S	Meeting Expectations-Strong
Speaking Assessment	EE	ME-M	Meeting Expectations-Minimal
Writing Assessment	ME-S	D	Does not meet expectations

Attendance

09 September 2023	P(2/2)	8
16 September 2023	P(2/2)	0
23 September 2023	P(2/2)	0
30 September 2023	P(2/2)	0
07 October 2023	P(2/2)	1
14 October 2023	P(2/2)	
21 October 2023	P(2/2)	
28 October 2023	A(0/2)	
04 November 2023	P(2/2)	

Weekly Assignment

Lesson 1	Completed
Lesson 2	Completed
Lesson 3	Completed
Lesson 4	Completed
Lesson 5	Completed
Lesson 6	Completed
Lesson 7	Completed
Lesson 8	Not completed