



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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Login process

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



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

		G Sign in with Google
	Choose an account	
	to continue to mntamilschool.org	Hi WB Teacher1
W	WB Teacher1 Basic1 Signed of	🛞 wbteacher1basic1@mntamilschool.org
0	Use another account	Enter your password
To continue, Google will share your name, email address,		Show password
mnta	amilschool.org.	Forgot password? Next





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.

TamilSchoolLMS Home Deshboard My courses	¢ ⁰ 🖓
My courses	
Course overview	
All ~ Search Sort by course name ~ Card ~	
Writ's Termil School Master Units School Master Basic 1 Scool Semester 2021-02 Scool Semester 2021-02 Scool Semester Umits right in signal 2021-02 Units right in signal 2021-02 Scool Semester Umits right in signal Novice Low TEXTBOOK Novice Hight TEXT Units right in signal Novice Low HOME WORK BOOK Novice Hight TEXT	MATS Tamil School Master Byrokit Lmb Ligyanh IDU 3D 20 Byrokit Lmb Ligyanh IBOOK Second Semester próv Lmb jjydtgaróo TEXTBOOK / Holle Wolf
2021-22 Basic 1 - 2nd Semester Master 2021-22 Basic 3 - 2nd Semester Master Hidden from students Hidden from students	2021-22 Mazhalai - 2nd Semester Master (Ridden from student)
Θ	0
Image: State of the state	

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







Setting up google meet

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

LMS UNIT OF UNITSON LOUIS	Home Dashboard My courses Site administration	4 🖵 🔳 -	Edit mode 🌒
Course	Settings Participants Grades Reports More		
TEST	Course		I
~ G	ieneral	Collapse all	
e	BASIC 1 First Semester Text Book 2021-22.PDF		
e	BASIC 1 First Semester Text Book 2021-22.PDF (copy)		
e	BASIC 1 First Semester Homework 2021-22.PDF		
e	READ TAMIL App IOS Version		

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

Course	Settings	Participants	Grades	Reports	More ~
ы	P test dra	ig and drop 🖋			
		Speaking test 🖋			
на	P test ma	irk the words 🖋			
на	P test bas	sic 3 course prese	entation with	n mark the w	rords 🖉
 +	Add an act	ivity or resource			
Add topi	ic				

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



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம் ✓ MNTS TAMIL SCHOOL



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யின்கற்றல் & மேலாண்ன i≡ Course sections <	Add an activ	ity or resource				:		
A Participants	Search						MEWORK	
& Badges	All Activiti	es Resources						Edit -
☆ Competencies				7.97 6	Ð	Ē		
I Grades	+ Annotatable file	Assignment	Attendance	Debate	Feedback	File		Edit 👻
े Dashboard	☆ ①	☆ (Ì)	쇼 (Ì)	☆ ①	\$ (Ì)	☆ (Ì)		Edit 👻
त्रे Site home		→ 🚺 Google Meet™	H-P Interactive	\bigcirc	PDF			Edit 🝷
D Private files	Forum	for Moodle	Content	Label	Annotation	Page ☆ ①		Edit = 0
Content bank		8						Edit 2
A My active courses <	Quiz	Secure PDF	Survey	URL			① Add	an activity or resource
³ Site administration	☆ ① +	☆ ①	☆ <u>(</u>)	☆ <u>(</u>)				Edit
Add a block								
	÷							Edit 👻
C Accessibility settings	🕂 🗐 MNTS Basic 1 L	esson 1 First Sem To	extbook Page 5 బ	யிர்மெய் பாட்	-G 🖉			Edit 🔻

4. The following screen will pop up.

≡ TamilSchool பைல்லா பின்கற்றல் & மேலா	. <mark>MS</mark> ກັກລາມ		₽ ₽ J •
i 프 Course sections < 요 Participants & Badges	BASIC 1/அடிப்படை Dashboard My courses BASIC 1/அடிப்ப	1 (First Semester) JGDL (First Semester) General Adding a new Google Meet™ for Moodle	
☆ Competencies 即 Grades	Adding a new Google M	eet™ for Moodle⊙	Expand all
(?) Dashboard 슈 Site home	▼ General Room name		
Content bank	Description		
역 My active courses 〈	Disp	ay description on course page ③	
Add a block	Event date 8 ¢	September \Rightarrow 2021 \Rightarrow 00 \Rightarrow 00 \Rightarrow 00 \Rightarrow	
Vaiting for Ims.mntamilschool.org	of the event date		





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

≡ TamilSc மின்கற்றல் &	hooll மேலா	L <mark>MS</mark> ன்மை		¢ ♀ J •
i≡ Course sections	<	🛛 Updating: Go	ogle Meet™ for Moodle®	
A Participants		- General		Expand all
& Badges		Room name	Basic 1 Weekly Class	
☆ Competencies		Description	1 A • B I ≔ ≡ ≡ ● % © ■ ₽ ♥ ■ ℓ2 H• P	
即Grades				
(?) Dashboard				
G Site home				
Private files			Display description on course page (?)	
🛱 Content bank		Event date	11 ≑ September ≑ 2021 ≑ ∰	
와 My active courses	<		from 09 ¢ 45 ¢ to 12 ¢ 15 ¢	
袋 Site administration	_	 Recurrence of th 	ne event date	
			Repeat the event date above as follows (?)	
		Repeat on	🗌 Monday 🗌 Tuesday 🗌 Wednesday 📄 Thursday 📄 Friday 🗹 Saturday 🗋 Sunday	
		Repeat every	1 ≑ Week(s)	
(f) Accessibility settings		Penent until		

6. You can make it a recurring meeting by checking the "Repeat the

event box.			
ت المعنى المعن معنى المعنى المعن معنى المعنى	olLMS லாண்மை		φ ρ J •
i≡ Course sections <	🛛 Updating: Google N	leet™ for Moodle®	
요 Participants	- General		Expand all
🛱 Badges	Room name 🕕	Basic 1 Weekly Class	
☆ Competencies	Description	1 A - B I ≔ ≡ ≡ ■ % % © ⊒ ₽ ♥ ₡ ₦♥ /	
1 Grades			
(?) Dashboard			
G Site home			
D Private files		Usplay description on course page (7)	
🛱 Content bank	Event date	11 ¢ September ¢ 2021 ¢ 🛗	
分 My active courses <			
贷 Site administration	 Recurrence of the event 	date	
		► 🗹 Repeat the event date above as follows ⑦	
	Repeat on	🗌 Monday 🗌 Tuesday 🗋 Wednesday 🗋 Thursday 🗋 Friday 🗖 Saturday 🗋 Sunday	
	Repeat every	1	
Accessibility settings	Penest until		

Page /



7. Now go to apps -> meet



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

for everyone
Connect, collaborate, and celebrate from anywhere with Google Meet
New meeting Enter a code or nickname

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





🚺 Google Meet

Secure video conferencing for everyone

Connect, collaborate, and celebrate from anywhere with Google Meet





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



11. Copy the link above and paste it in Moodle under 'Room

🚺 மின்கற்றல் & மேலாண்மை Fecurrence of the eve	ent date	Ĵ
Room url	https://meet.google.com/rm-npgk-ycg	
Notification		
Common module set	ttings	
Restrict access		
Activity completion		
Tags		
Competencies		

There are required fields in this form marked 🕕 .



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.







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.



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



Marking attendance for students

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

Course	Settings Participants Grades Reports More ~
	BASIC THIST Semester Text Book 2021-22.PDF (COPy) 9
	URL BASIC 1 First Semester Homework 2021-22.PDF 🖋
	URL READ TAMIL App IOS Version 🖋
	URL READ TAMIL App - Android Version 🖋
<i>&</i>	ATTENDANCE

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

Attendance Settings Report Import	Export More ~	
Attendance		TEST Course Attendance Attendance
Add session Sep 11 - Sep 17		All All past Months Weeks Days
Date Time Type	Description	Actions
0		Choose ¢ OK
Previous activity READ TAMIL App - Android Version	Jump to	• Next activity வருகை பதிவேடு / Attendance

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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2	Α	ttendance	;			TEST Course Attendance	 Attend
	9 s	essions were succe	essfully generated				×
	Add	session				All All past Months Weeks	Days
		Date	Time	Туре	Description	A	ctions
		Sat 9 Sep 2023	9:45AM - 12PM	All students	Regular class session	▶ 1	¢ 🖻
		Sat 16 Sep 2023	9:45AM - 12PM	All students	Regular class session	► 3	¢ 🖻
		Sat 23 Sep 2023	9:45AM - 12PM	All students	Regular class session	► 1	¢ 🖻
		Sat 30 Sep 2023	9:45AM - 12PM	All students	Regular class session	► 3	¢ 🖻
		Sat 7 Oct 2023	9:45AM - 12PM	All students	Regular class session	► 3	¢ 🖻
		Sat 14 Oct 2023	9:45AM - 12PM	All students	Regular class session	▶ 3	¢ 🖻
		Sat 21 Oct 2023	9:45AM - 12PM	All students	Regular class session	► 1	¢ 🖻
		Co+ 10 Oo+ 1011	0.45444 10044	All aturdanta	Desular along accesion		* =

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

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

ATTENDANCE

🔲 🔢 BASIC 1 TEST: வருகை பதிவே 🗙	+	- 6	Į.
← → ♂ ⋒ 🗈 https://lm	s.mntamilschool.org/mod/attendance/take.php?id=2618zsessionid=18zgrouptype=0	ta 🔍 🧗 🕄 ta 🕼 🚽 (Not syncing 🌘	
		A 👂 🔞)
i≡ Course sections <			
A Participants	Attendance for the course :: BASIC 1 TEST		
🛱 Badges	Sessions Add session Report Export Status set Temporary users		
☆ Competencies	Upload attendance by CSV		
聞 Grades	11 Contamber 2021 - 4504 - 404	Page 1 of 1	
(?) Dashboard	Regular class session	View mode Sorted list \$	
G Site home		25 ¢	
🛗 Calendar	# First.name / Surname	Email address P L E A Remarks	
D Private files		Set status for unselected +	
Content bank			
영 My active courses <	1 WB Studentl Basicl	wbstudent1.basic1@mntamilschool.org O O O	
Add a block	2 WB Student2 Basic)	wbstudent2.basic1@mntamilschool.org O O O O	
	3 WB Student3 Basic]	wbstudent3.basic1@mntamilschool.org	
	Save	e attendance	
	Present = 0 Lote = 0		

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



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\leftarrow \rightarrow C \bigcirc https://ims.	.mntamilschool.org/mod/attendance/take.php?id=2618(sessionid=18(grouptype=0	18 😃 P ₀	G 🕼 🕀 🛓 (Not syncing 🌒 🔫
			₽ ₽ R -
i≡ Course sections <			
B Participants	Attendance for the course :: BASIC 1 TEST		
& Badges	Sessions Add session Report Export Status set Temporary users		
☆ Competencies	Upload attendance by CSV		
0 Grades	11 Contraction 2021 (1791) - 1991	Page 1 of 1	
(?) Dashboard	il september 2021 (49PM - 4PM	View mode Sorted list 🜩	
G Site home		25 ♦	
🖽 Calendar	# First name / Surname	Email address P L	E A Remarks
D Private files		Set status for unselected +	
Content bank		Set attraction Inselected • 0 0	0.0
영 My active courses <	1 WB Studentl Basic	wbstudent1.basic1@mntamilschool.org	0 0
Add a block	2 WB Student2 Basic1	wbstudent2.basic1@mntamilschool.org	0 0
	3 WB Student3 Basic	wbstudent3.basic1@mntamilschool.org	0 0
	Save atten	dance	

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.

Course	Settings	Participants	Grades	Reports	More ~	
TEST	Course	•			Question Content Course o	n bank bank completion
+ Add	a block				Badges Compet	encies
~ G	eneral ,	jî.			Filters Downloa View all	ad course content margics in course
	URL BASIC	1 First Semester	Text Book 20	021-22.PDF	Accessil Courser	bility toolkit



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 ~	
				O Mazhalai/ഥழതல (First Semester)	Mazhalai/ഥழலை (Fir:
				் BASIC 3 / அடிப்படை 3 (First Semester)	BASIC 3 / அடிப்படை
				் UNIT 16 / பகுதி 16	UNIT 16 / பகுதி 16 - பெ
				் UNIT 13 / பகுதி 13	UNIT 13 / பகுதி 13 - G
				் UNIT 10 / பகுதி 10	UNIT 10 / பகுதி 10 - G
				் UNIT 7 / பகுதி 7	UNIT 7 / பகுதி 7 - Gues
				் UNIT 4 / பகுதி 4	UNIT 4 / பகுதி 4 - Gues
				There are too many results, enter a more specific search.	
				Search courses Search	
				Continue	

Select the course and click on CONTINUE.

2021-22 Woodbury Bo Dashboard My courses 2021-22-WB-Basic	ISIC 1	- 2nd Semester	
Lourse selection ► 2. Initial settings ► 3. Schema set Find a course to import do	ttings ► 4. ata fr	Confirmation and review ► 5. Perform import ► 6. Complete	
Select a course	Total co	0.565.1	
select a course	Total co	Course short name	Course full name
Select o conse		Course short name 2021-22 Basic 1 - 2nd Semester Master	Course full name 2021-22 Basic 1 - 2nd Semester Master

In the following screen, click on NEXT.





Import settings

Include permission overrides
Include activities and resources
Include blocks
2 Include files
Include filters
2 Include calendar events
Include question bank
Include groups and groupings
Include competencies
2 Include custom fields
Include content bank content
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 or	ations)
	General
	Announcements ()
	BASIC 1 Second Semester Textbook & Homework 2021-22.PDF
	🔟 READ TAMIL App IOS Version 🔵
	🔟 READ TAMIL App - Android Version 🥥
	Attendance 😑
	Z Lesson Ol
	🖬 MNTS Basic 1 Lesson 01 Second Sem လ လဲ 🍺
	😰 MNTS Basic 1 Lesson 01 Second Sem How to write လ လ် Video 🌍
	🛛 MNTS Basic 1 Lesson 01 Second Sem Writing 🥑
	MNTS Basic 1 Lesson 01 Second Sem Circle the alphabets



C 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	x
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 💿	× #
	ν Δ
BASIC 1 Second	<u> </u>
Homework 2021-22.PDF	
0	
READ TAMIL App IOS	<u> </u>
version	
READ TAMIL App -	× 🔒
Android Version 🤗	
Attendance 📵	× 🔒
Lesson 01	×
MNTS Basic 1 Lesson 01 Second Sem (a) (a)	
MNTS Basic 1 Lesson 01	×
Second Sem How to	
write ຎ ຎ່ Video 🤗	
	~
MNITE Bosio 11 conor 01	•

 $_{\text{Page}}18$





Click on Continue once import is done.

2021-22 Woodbury Basic 1 - 2nd Semester

Dashboar	d My cou	urses	2021-22-WB-Basic-1-2nd-Sem	Import				
1. Course sele	ction 🕨 2. Init	tial settir	ngs ► 3. Schema settings ► 4. Co	nfirmation an	d review ► 5. Perform import ► 6. Complete			
Import con	nplete. Click c	continue	to return to the course.					
Continue								



Creating Grade category

Log in to your course and click on "Grades".

Course	Settings	Participants	Grades	Reports	More ~	
TEST	Course	•				

Go to "Gradebook Set up" tab under Grades.

Course Settings Participants	Grades Reports More ~			
Grader report ~	earch users Filter	by name ~		
✓ Grader report				
Grade history		TEST Course ····		
Overview report				
Single view				
Grade summary	Email address •••	MNTS BASIC 1	MNTS BASIC 1	MNTS BASIC 1
User report		Page 6 First Sem	First Sem	Textbook Lesson
Setup		Myfamily PAGE 6	Interpretive	vocabulary using
Gradebook setup			Listening using	Dialog Cards
Course grade settings		<i>i</i> n	21	PAGE 20
Preferences: Grader report		W		
More	lmsadmin@mntamilschool.org			
Scales		Ø		
Grade letters				
Import	wbstudent i .basic i @mntamilschool.org			
_		(S)		





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

Course	Settings	Participants	Grades	Reports	More ~	
TEST	Course	•				
Grad	lebook s	etup ~	Add grad	le 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	0	Lesson 01
Aggregation	?	Highest grade 🕈
Show less		Exclude empty grades ⑦
Drop the lowest	0	0
 Category total 		
Show more		
Grade type	0	Scale •
Scale	?	Homework ¢
Maximum grade	0	100
Minimum grade	?	0
		🗆 Hidden 🕐
		Locked ③
Parent category		
		Save changes Cancel



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 Grade	idebook setup							
Recalculating grades								
100%								
	Continue							

This is how the grade category will be created.

I 🖿 Lesson 01	0.0	-	Edit 🝷	C Lesson 01
Elesson 01 total Highest grade.		Completed (2)	Edit 🔻	
\sum Course total		55.00	Edit 👻	
ave changes				

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

Lesson UI	□ 0.0 - Edit ▼ □ Lesson 01
	Completed (2) Edit
7 Course total	55.00 👁 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.





- Grade 0 Uncategorised Grade category Uncategorised Do not show in Grade book First Semester Assessment 0 Grade to pass Maximum grade Lesson 1 Lesson 2 Common module settings Lesson 3 Lesson 4 Lesson 5 Restrict access Lesson 6 Lesson 7 Lesson 8 Activity completion Tags Competencies Save and return to course Save changes Cancel





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.

Ģ	ASSIGNMENT Lesson 1 Writing	
Open	ed: Wednesday, 27 October 2021, 6:00 PM	

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

≡	TamilSchoolLMS பின்கற்றல் & மேலாண்மை	Q Q J •
∷≡ ß &	Dashboard My courses BASIC 1 TEST Lesson 1 Exercise and Homework Lesson 1 Writing	
	Lesson 1 Writing Opened: Wedneedoy: 8 September 2021 (200 AM	ŵ -
ය වී	Grading summary	
۵	Hidden from students No	
ଚ୍ଚ	Participants 3	
	Submitted 1	
ŵ	Needs grading	
	View all submissions Grade	

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





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.



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





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.

≡	பில் கற்றல் & மேலாண்மை பில் கற்றல் கமலாண்மை
ይ	BASIC 1 TEST
æ	Dashboard My courses BASIC 1 TEST Lesson 1 Exercise and Homework Lesson 1 Speaking
☆	
Ĩ	Lesson 1 Speaking
0	Grading method: Last attempt
ഹ	Attempts:]
ß	Attempt quiz now
Ê	
~	Previous activity Next activity
눱	Lesson 1 Writing MNTS BASIC 1 Textbook Lesson 2 Verbs Vocabulary PAGE 11 +
ŵ	
£63.	
	Stay in touch MNTS Tamil School

 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'.



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



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





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

≡	TamilSco autipounted TamilSco Magint Instates Magint Instates	hoolL மேலான்	MS ITADL									Д	Q	J	•
:=	Surname All A	BC	DEFGHI	J K L M N O P Q R S T	U V W	X Y Z									
ይ	Download table d	ata as	Comma separat	ed values (.csv) 💠 Download											
A			First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/1.00	Q.1 /0.50	Q. 2 /0.50				
ជ			WB Student1 Basic1	whetudant) basic) @motamilschool.or	a Finishod	8 September 2021	8 September 2021	22 5005	100						
Ħ			Review attempt	wbstadentibasici@nintarniscribol.or	g ministred	8:11 PM	8:11 PM	22 3003	1.00	• 0.00	• 0.50				
0	-		Overall						100 (1)	0.50(1)	0.50(1)				
ሐ			average						1.00 (1)	0.50 (1)	0.50 (1)				
ന്	Overall nu	mber	of studen	Regrade selected		Delete selected	attempts								





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

≡	TamilSchool	choolLMS					•
	🎦 🎫 மின்கற்றல் 8	& மேலாண்மை					
:=					रंटेर 🗕	Quiz navigation	
		WD Chudoph Decial				1 2	
ୟ	W	WB Studenti Basici				× ×	
<u> </u>	Started or	n Wednesday, 8 September 202	, 8:11 PM			Finish review	
A	State	e Finished					
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8. Once done 'Finish Review'.

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÷	- 2	W	WB Student] Basic]		
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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

Course	Settings	Participants	Grades	Reports	More ~	
Sing	le view ~	Select a	grade item I 1 Assignm e	ent	Actions ~ VIEW BY Users Gra	de 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	



Grading Assessments

In this section we will see how to grade assessments.

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

Course	Settings	Participants	Grades	Reports	More ~	
Sing	le view 🗸	Select a	grade item 1 Assignm	ent 🗸 🗲	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		
		No grade 🗢	1.00 - 4.00		
	in	No grade 🗢	1.00 - 4.00		
		No grade 🗢	1.00 - 4.00		
		No grade 🗢	1.00 - 4.00		
		No grade 🗢	1.00 - 4.00		
		No grade 🗢	1.00 - 4.00		

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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.

TamilSchool LMS JTERE JTERE JANE	shoolLMS Home Dashboard My courses Site administration
	Course Settings Participants Grades Reports More ~
	TEST Course
Click on Tra	nscripts for Teacher (pdf)
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	Course Settings Participants Grades Reports More ~
	TEST Course
	Reports Iranscripts for Teacher (pdf) Competency breakdown Course completion Insights Logs Mive logs Activity report Course participation Activity completion





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

Course	Settings	Participants	Grades	Reports	More ~
TEST	Course	•			
Ass	essmen	it & Atten	dance	Report	Download all 🛓
LM	S Admin				۵.
WB	Student1 E	Basic1			*
WB	Student3 E	Basic1			*
WB	Student2 E	Basic2			*

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

	MNTS Progress Report rebsite : www.mntamilische	ாத் தமிழ்ப் Tamil Sch Winnesota, USA / End of Semester Tr vol.org email: director@mi	anscript ntamilschool.org
Student Details			
First Name: Last Name: Teacher:	Email: Year / Branch	: [
Assessment Grades			
Reading Assessment Listening Assessment Speaking Assessment Writing Assessment	ME-S EE EE ME-S	EE ME-S ME-M D	Exceed Expectations Meeting Expectations- Strong Meeting Expectations- Minimal Does not meet expectations
Attendance		Week	dy Assignment
09 September 2023 16 September 2023 23 September 2023 30 September 2023 07 October 2023 14 October 2023 21 October 2023 28 October 2023 04 November 2023	P(2/2) P(2/2) P(2/2) P(2/2) P(2/2) P(2/2) P(2/2) A(0/2) P(2/2)	Lesso Lesso Lesso Lesso Lesso Lesso Lesso Lesso	n 1 Completed m 2 Completed m 3 Completed m 4 Completed m 5 Completed m 6 Completed m 7 Completed m 8 Not completed
Present (P)		8	
Leave (L)		0	
Excused (E)		0	

