



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

MNTS TAMIL SCHOOL

தேமதுரத் தமிழ்த்தொண்டு ! திகட்டாது என்றென்றும் !!



TamilSchool தமிழ்ப்பள்ளி



மின்கற்றல் & மேலாண்மை

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

<https://openlms.mntamilschool.org>

Instruction Manual for Teachers

V01 – 2023-2024



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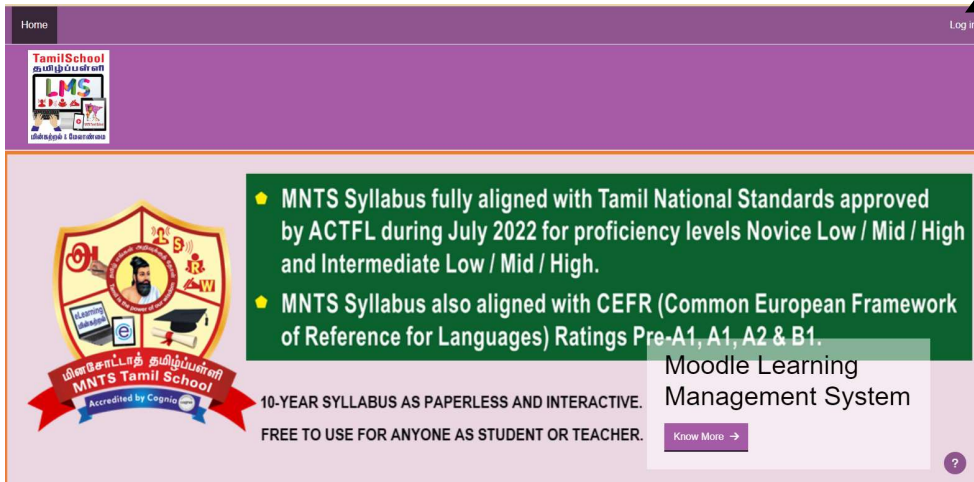
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Login process

Logon to <https://openlms.mntamilschool.org/>. You will see the screen below. Click on 'Login' on the right top corner.



Once you see the screen below. Click on 'Google' to sign in. Do not enter your credentials directly and try to login.



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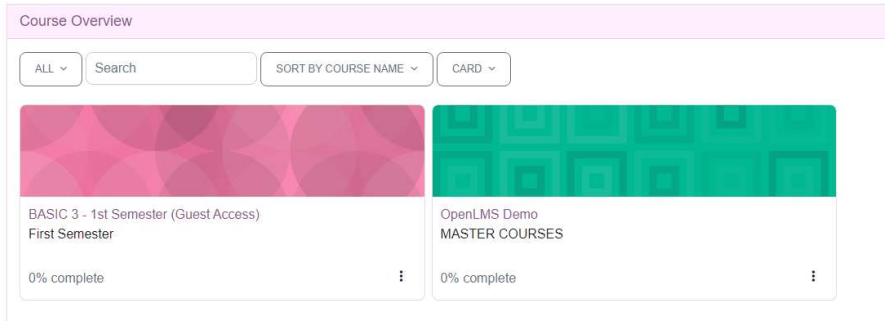
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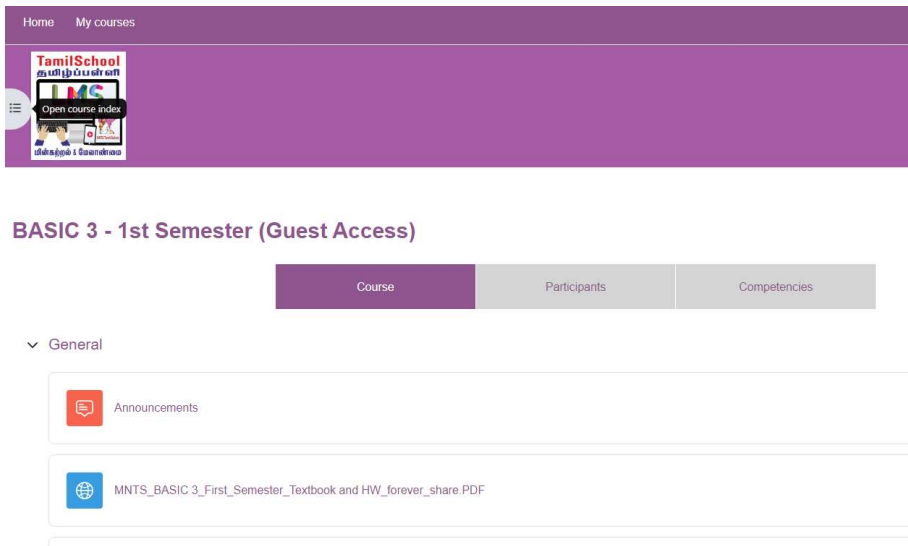
Once you are logged in, click on “My courses”. You will see the courses you are teaching.



Welcome, WB Student1! 🙌



Once you click on your course, you will enter the course and see all the contents of it. The one shown below is an example.





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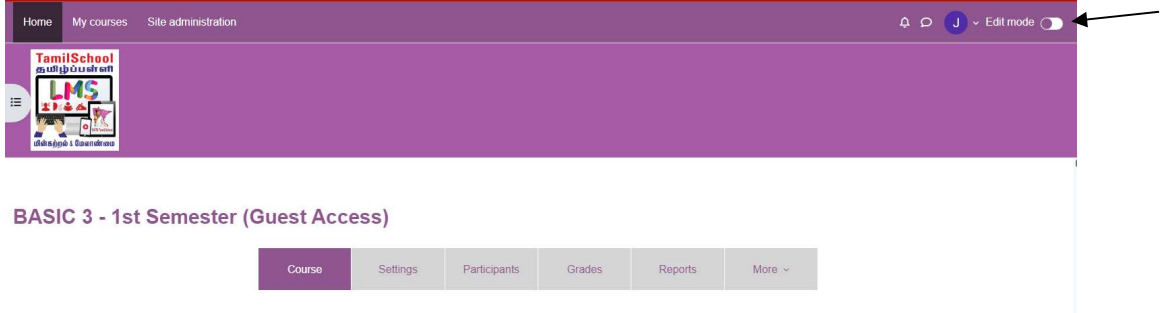
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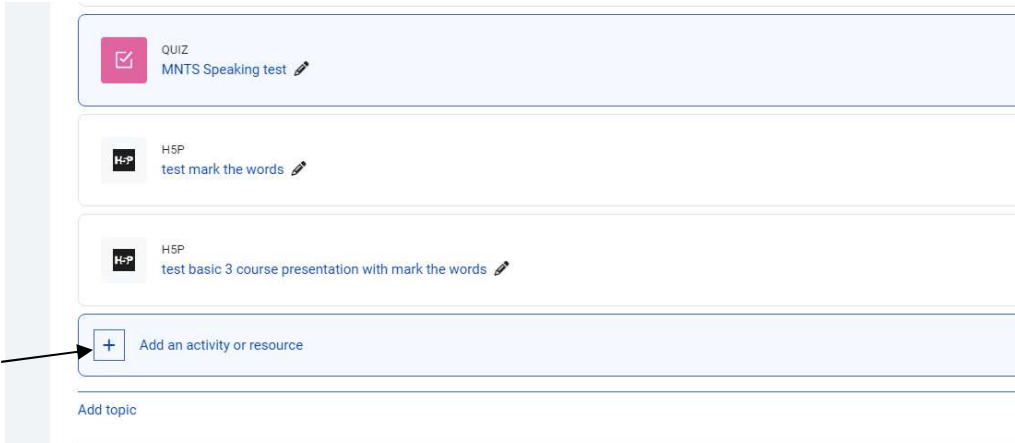


Setting up google meet

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'.



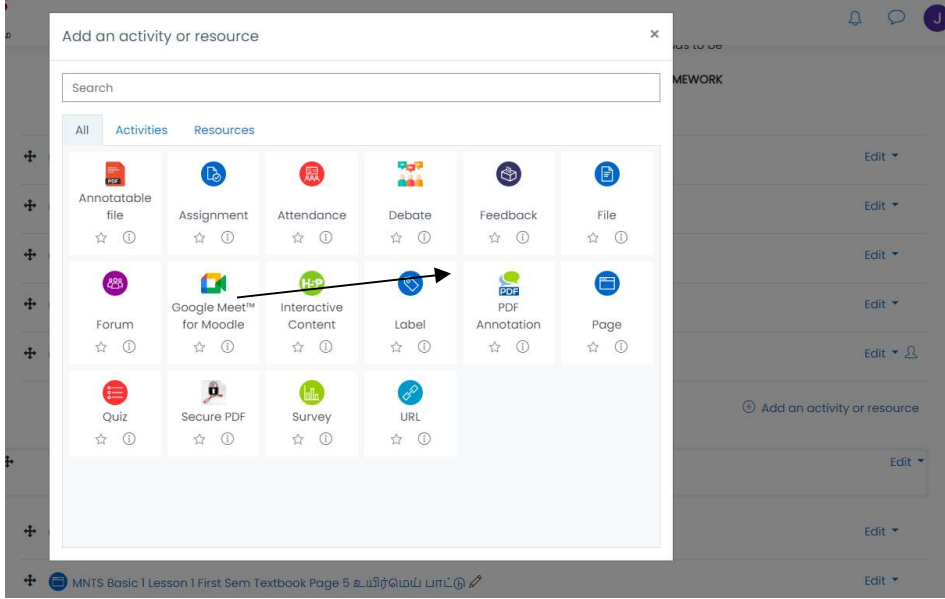
3. The following screen will pop up with all the plug-ins shown below. Choose 'Google meet for Moodle' from the list below.



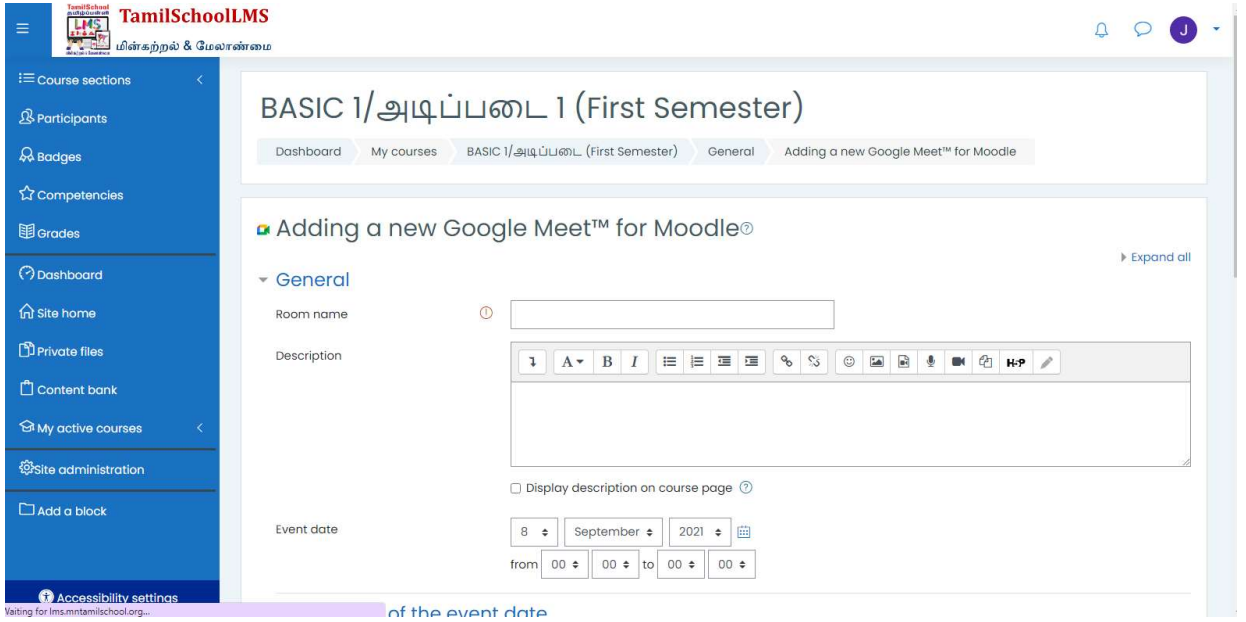
மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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4. The following screen will pop up.

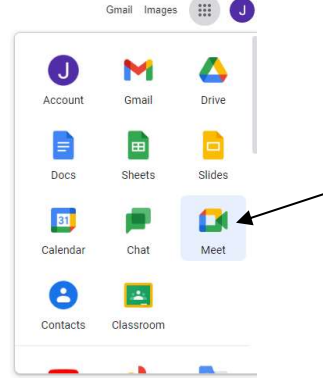
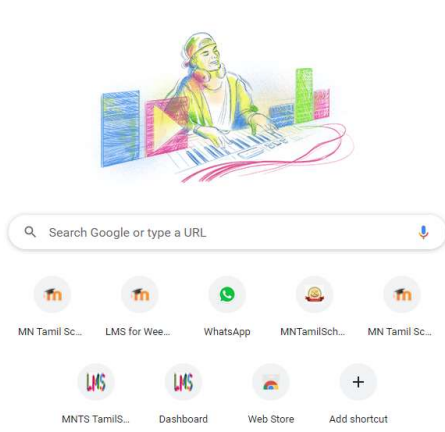




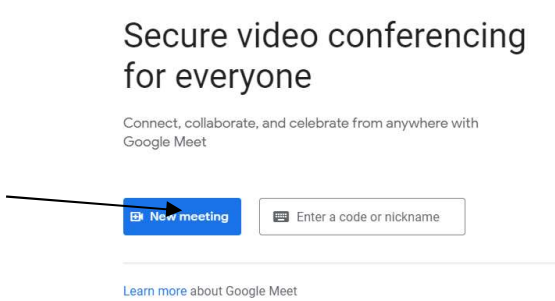
மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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



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



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

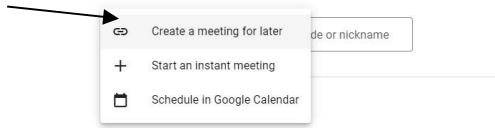
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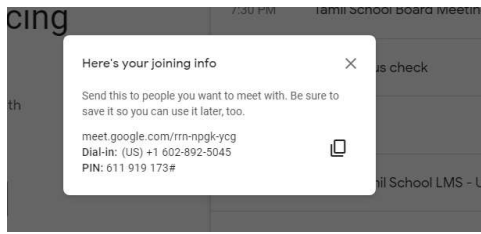


Secure video conferencing
for everyone

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'.

▼ Room url

Room url 

Organizer email 

> Notification

> Common module settings

12. The google meet is now created on Moodle.





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

 Basic 1 Weekly meeting

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

Room 1

ENTER THE ROOM

Recordings

Recording	Name	Date	Duration	Visible
There is no recording to show.				

Log in to your Google account for the synchronize Google Meet recording with Moodle

LOG IN TO YOUR GOOGLE ACCOUNT

Wait at least 10 minutes for the recording file to be generated and saved in "My Drive > Meet Recordings" of the organizer.

To remove a recording first delete the recording file from Google Drive and after click the sync button above.

Sharing audio in a google meeting

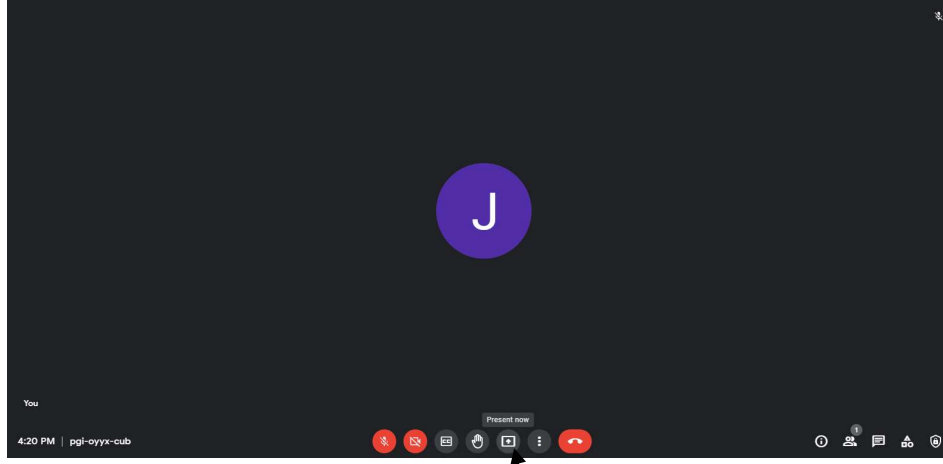
1. Let's say you want to share a story with your class. For the kids to be able to hear it, follow the process given below.
2. Login to your google meeting. Click on present now to share screen.



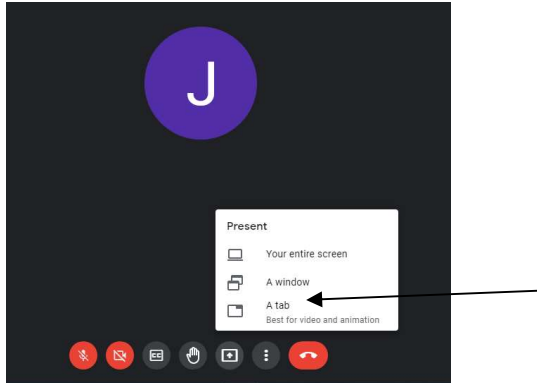
மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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



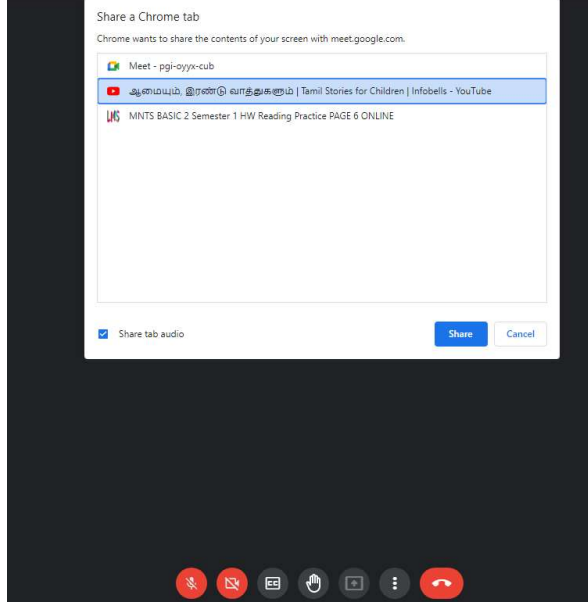
4. Select the tab you want to share (in this case it's the youtube video). Choose and click on Share.



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

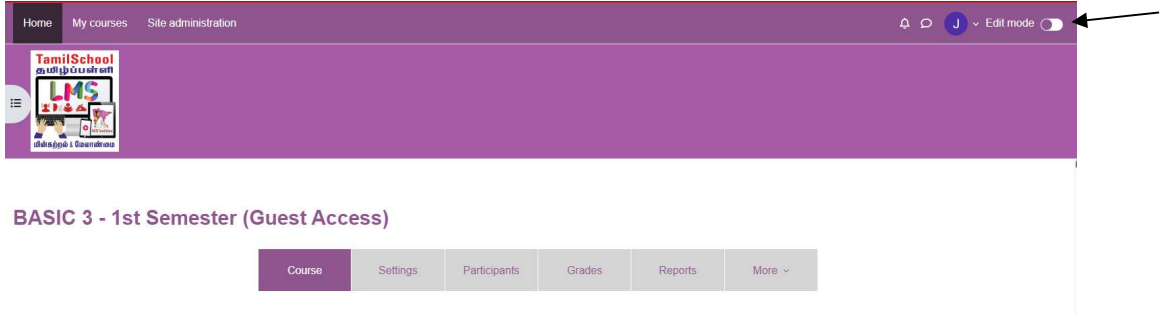
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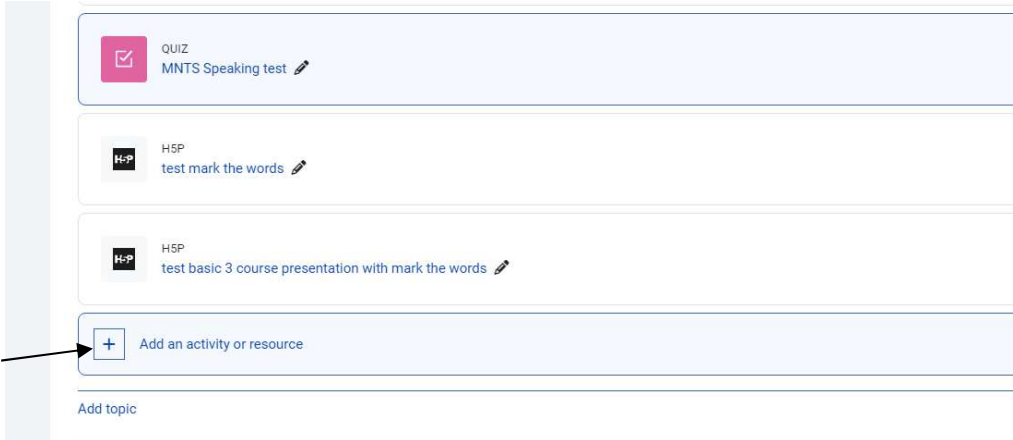


Creating & Joining a zoom meeting

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 'Big Blue Button' from the list below.



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Activities Resources

Assignment Attendance BigBlueButton Board Book Chat

Choice Custom certificate Database External tool Feedback File

Folder Forum Glossary Google Meet™ for Moodle H5P IMS content package

Interactive Content Lesson Margic Page Questionnaire Quiz

Enter the room name, session timings and “save and return to course”.

General

Room name



Room 1

Show more...

> Room settings

> Recording view

> Lock settings

> Role assigned during live session

Session timing

Open

☐ Enable

21

September

2023

00

16



Close

☐ Enable

21

September

2023

00

16





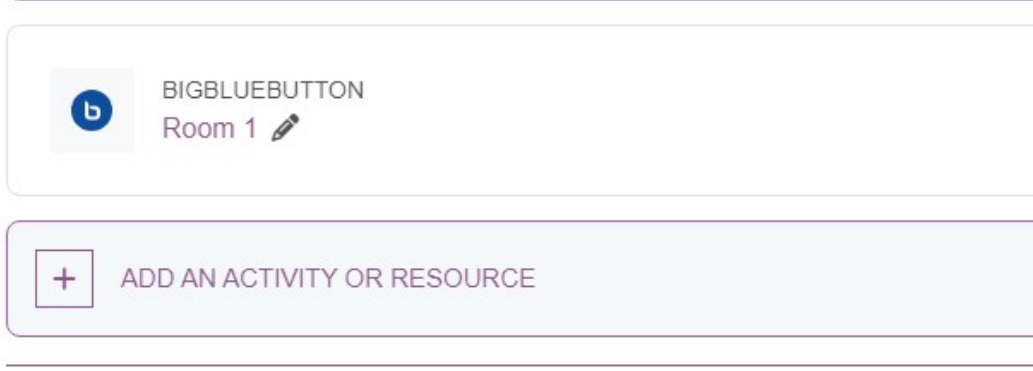
மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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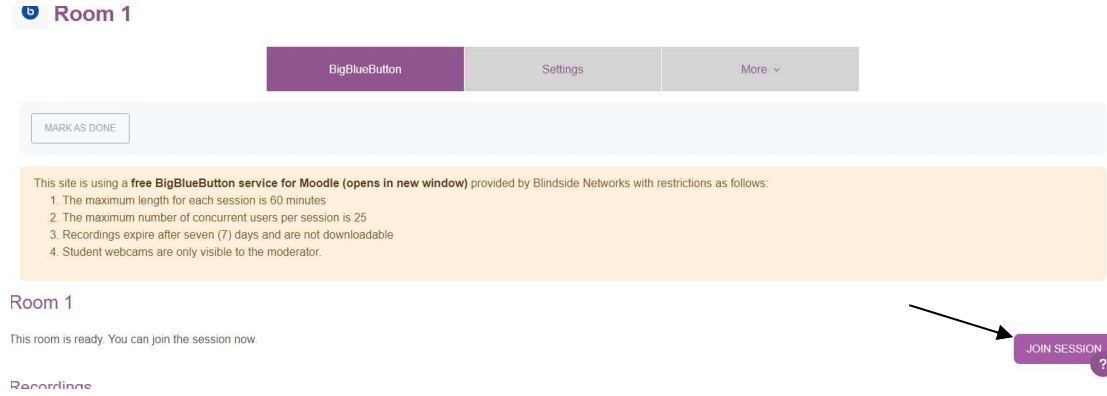
தேமதுரத் தமிழ்த்தொண்டு ! திகட்டாது என்றென்றும் !!



To join, click on Room 1 in the screen below.



Click on “Join Session” and a new tab will open.





மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

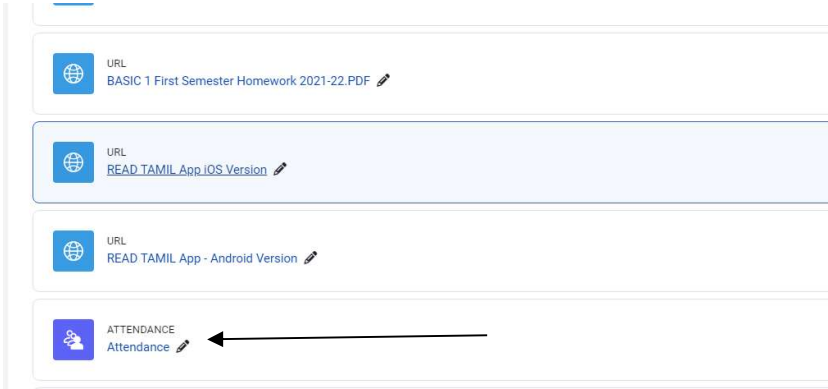
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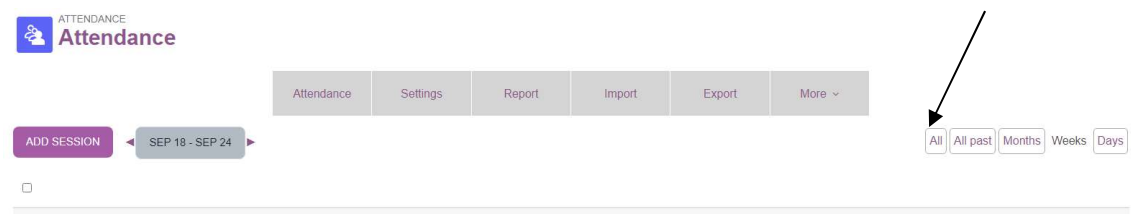


Marking attendance for students

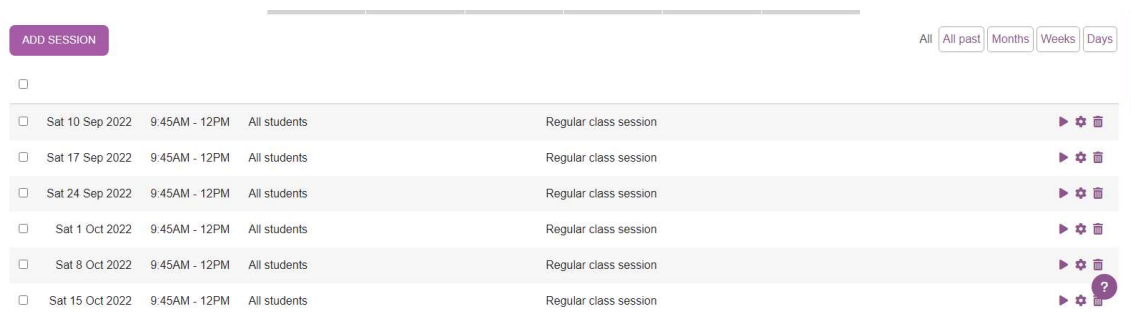
1. Logon to your OpenLMS course and click on 'Attendance'.



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



3. Click on 'All' and you will see attendance for all dates.



4. Delete dates that are not applicable for you as shown below.



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8. Make recurring sessions as shown below and “ADD”.

Multiple sessions

☐ Repeat the session above as follows ?

Repeat on

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Repeat every

1 week(s)

Repeat until

21 September 2023

Student recording

☐ Allow students to record own attendance ?

Show more...

ADD

CANCEL

9. To mark attendance for a day, click on the play button for the respective date.

ADD SESSION					All	All past	Months	Weeks	Days
☐	Sat 10 Sep 2022	9:45AM - 12PM	All students	Regular class session					
☐	Sat 17 Sep 2022	9:45AM - 12PM	All students	Regular class session					
☐	Sat 24 Sep 2022	9:45AM - 12PM	All students	Regular class session					
☐	Sat 1 Oct 2022	9:45AM - 12PM	All students	Regular class session					
☐	Sat 8 Oct 2022	9:45AM - 12PM	All students	Regular class session					
☐	Sat 15 Oct 2022	9:45AM - 12PM	All students	Regular class session					

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

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

First name / Last name	Email address	P	L	E	A	Remarks
Set status for						
unselected						

11. Once you are done marking attendance for students, click on ‘Save attendance’.



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

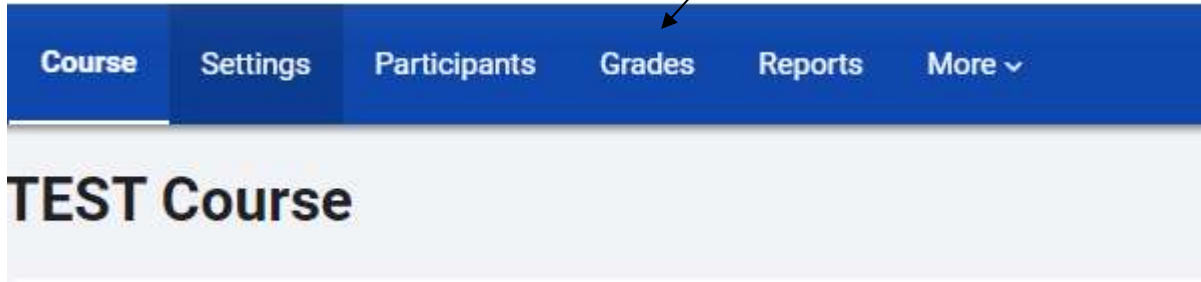
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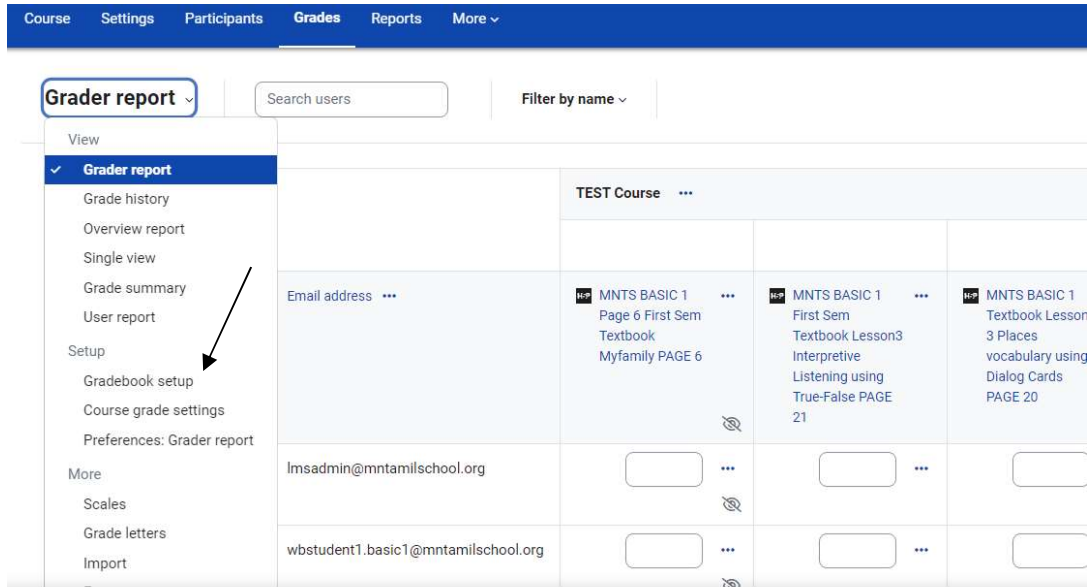


Creating Grade category

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



Go to “Gradebook Set up” tab under Grades.





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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 ① Lesson 01

Aggregation ① Highest grade ⌵

Show less... ⓘ

☒ Exclude empty grades ⓘ

Drop the lowest ① 0

Category total

Show more... ⓘ

Grade type ① Scale ⌵

Scale ① Homework ⌵

Maximum grade ① 100

Minimum grade ① 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

Edit calculation

Hide

Course total

55.00

Save changes

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

Uncategorised

Uncategorised

Do not show in Grade book

First Semester Assessment

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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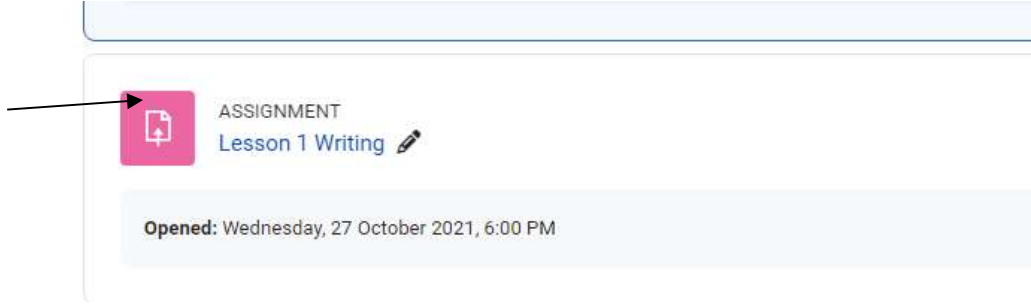
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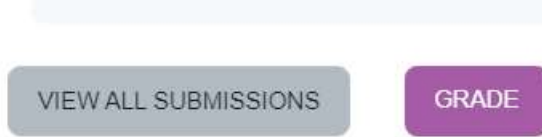
Grading homework

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	1
Submitted	0
Needs grading	0

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

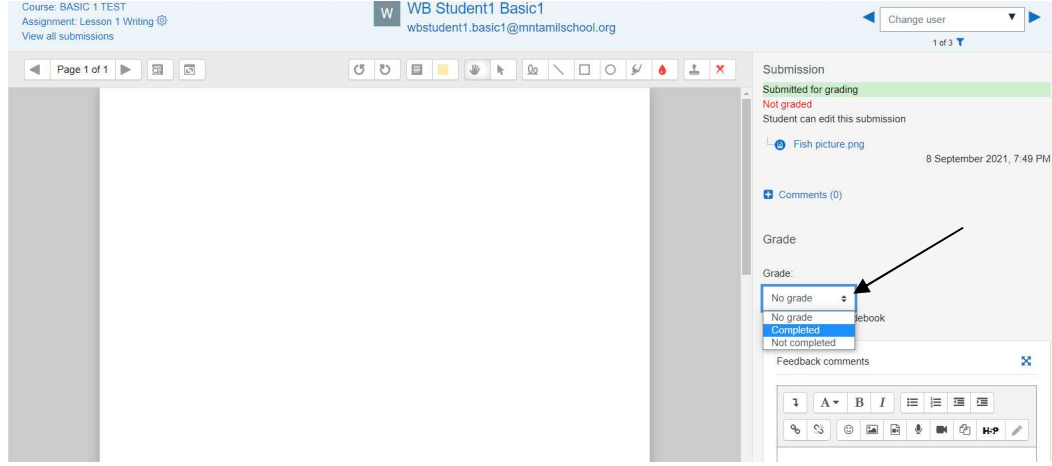


மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

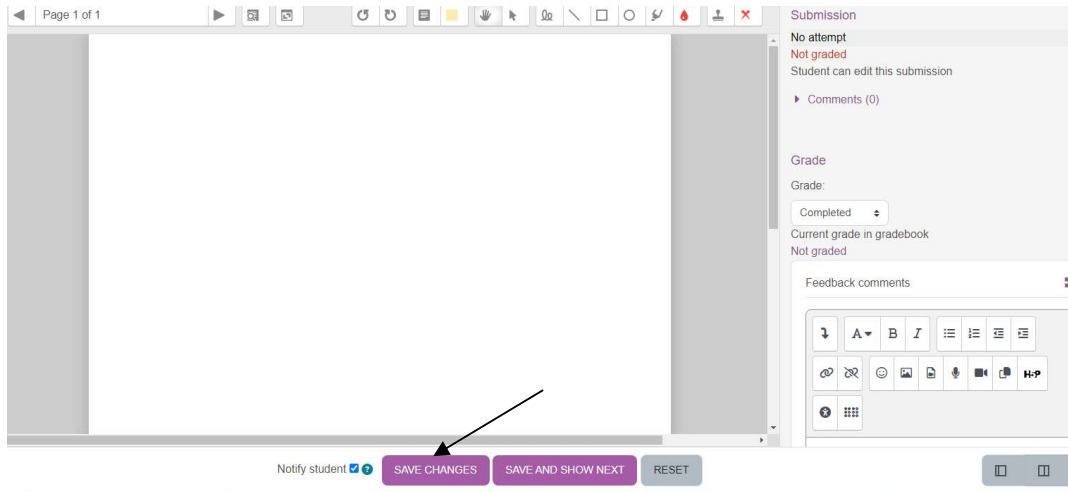
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4. Let's choose 'Completed' and 'Save Changes' in the screen below.



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



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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

WB Student1 Basic1
wbstudent1.basic1@mntamilschool.org

Change user

1 of 3

Page 1 of 1

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

Some of the files in this submission can only be accessed by direct download.

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@mntamilschool.org

Change user

3 of 3

Page 1 of 1

Submission

No attempt
Not graded
Student can edit this submission

Grade

Grade:
No grade

Current grade in gradebook

Feedback comments



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

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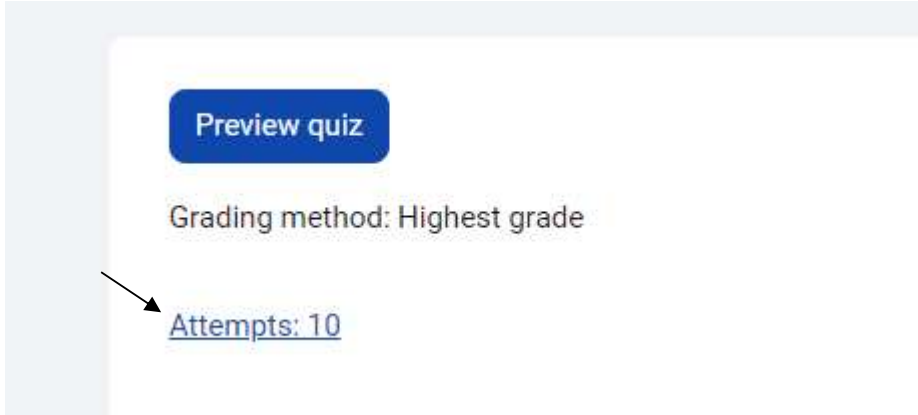


Grading a speaking homework

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 and its grade is highlighted. The grading method for this quiz is last attempt.

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

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

Download table data as Comma separated values (.csv)

☐	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/1.00	Q.1 /0.50	Q.2 /0.50
☐	WB Student1 Basic1 Review attempt	wbstudent1.basic1@mntamtamilschool.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							-	-	-

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

lms.mntamtamilschool.org/mod/quiz/reviewquestion.php?attempt=64&slot=1

Question 1
Complete
Marked out of 1.00
Flag question

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

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'.

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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
☐	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
☐	Review attempt								
	Overall average						1.00 (1)	0.50 (1)	0.50 (1)

Regrade selected attempts Delete selected attempts

Overall number of students achieving grade ranges



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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

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

Response history

Step	Time	Action	State	Marks
1	0:00 / 0:02		Finished	2.00

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

8. Once done 'Finish Review'.

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

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

Response history

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



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Grading Assignments



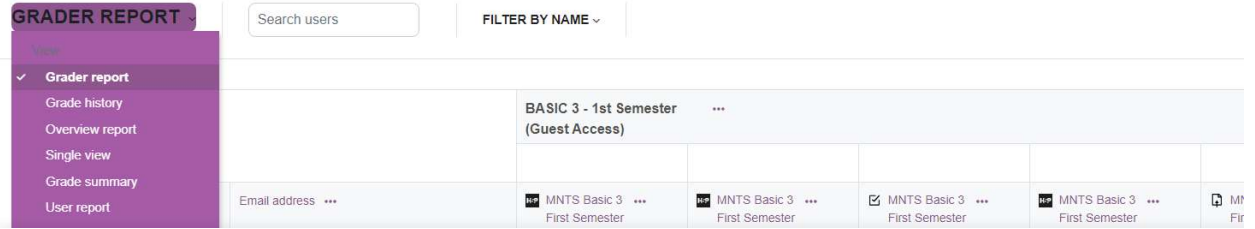
In this section we will see how to grade assignments.

Logon to your course and click on Grades tab.

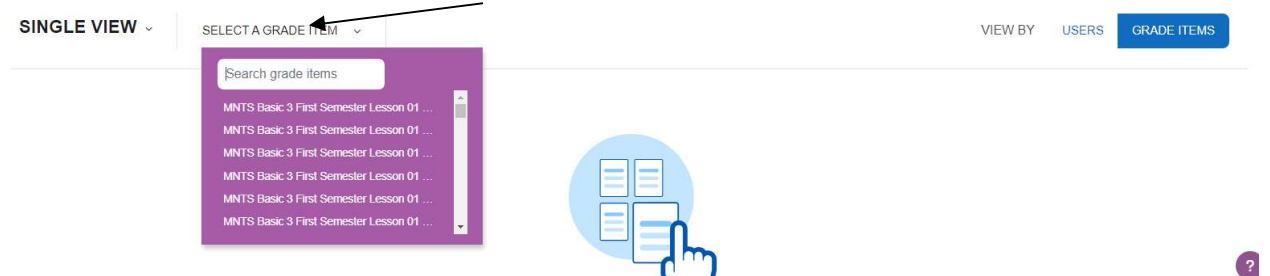
BASIC 3 - 1st Semester (Guest Access)



Click on the Grader report drop down and choose "Single View".



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



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.



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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.

BASIC 3 - 1st Semester (Guest Access)

Course	Settings	Participants	Grades	Reports	More
--------	----------	--------------	--------	---------	------

Click on the Grader report drop down and choose "Single View".

GRADER REPORT		Search users	FILTER BY NAME
Grader report			
Grade history			
Overview report			
Single view			
Grade summary			
User report			

BASIC 3 - 1st Semester (Guest Access)					
Email address	MNTS Basic 3 First Semester	MNTS Basic 3 First Semester	MNTS Basic 3 First Semester	MNTS Basic 3 First Semester	MNTS Basic 3 First Semester

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



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SINGLE VIEW ▾

SELECT A GRADE ITEM ▾

VIEW BY

USERS

GRADE ITEMS

Search grade items

MNTS Basic 3 First Semester Lesson 01 ...

MNTS Basic 3 First Semester Lesson 01 ...

MNTS Basic 3 First Semester Lesson 01 ...

MNTS Basic 3 First Semester Lesson 01 ...

MNTS Basic 3 First Semester Lesson 01 ...

MNTS Basic 3 First Semester Lesson 01 ...



?

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		
...	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		

Listening, Speaking and Writing will also be graded the same way.