

# IITBombayX Blended MOOCs

## User Guide



**MOOCs Content Team**

**July 2015**

**<https://bmwinfo.iitbombayx.in>**

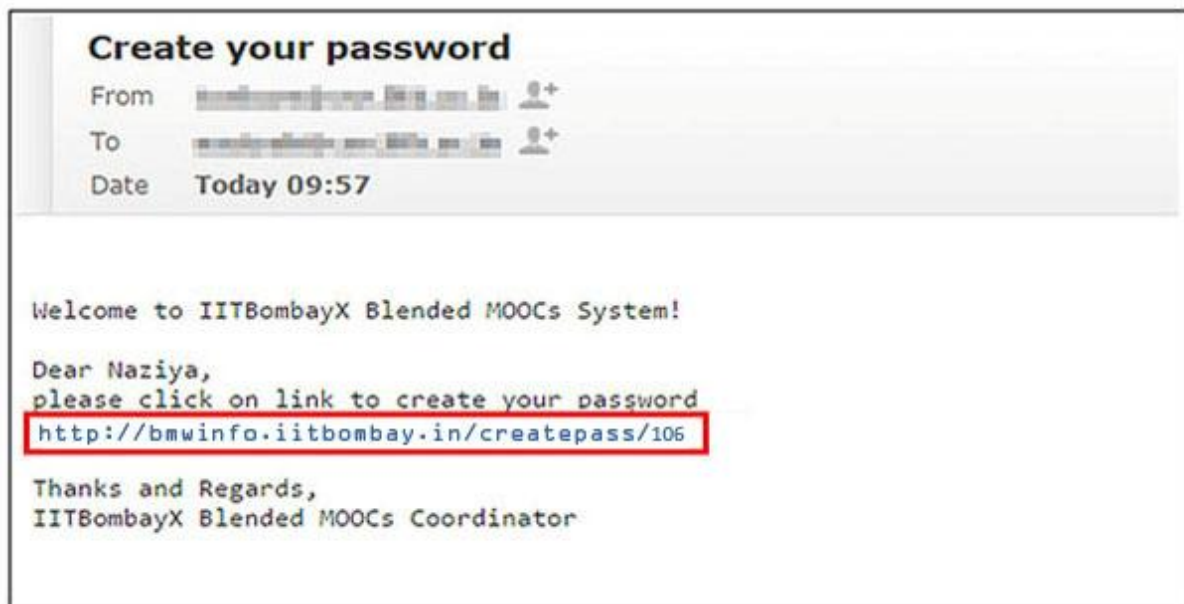
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## To begin..

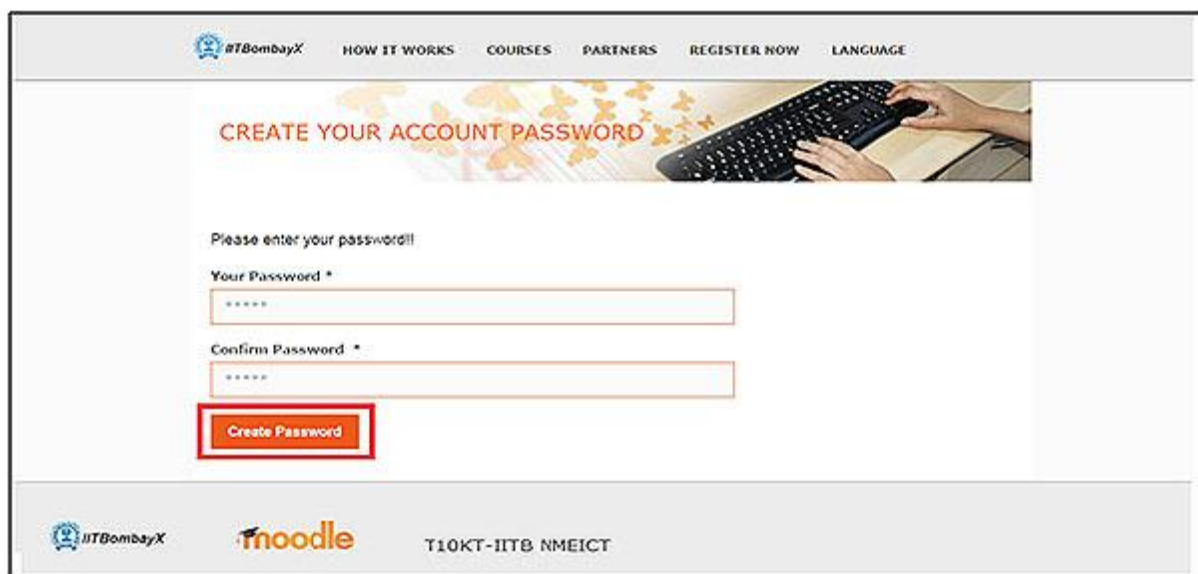
### Receiving Email

You will first receive an email on your registered email id from the Blended MOOCs Workshop Information System, asking you to create a password to join the system. The image below shows you what you will receive.

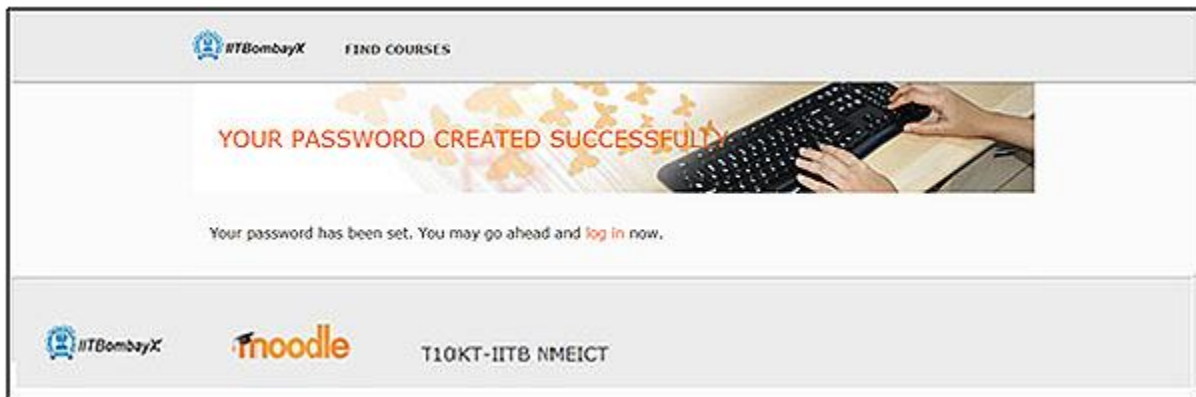


### Create Password

You can now click on the link to create your account password. Once the password has been re-entered, click on **Create Password**.

A screenshot of a web page titled "CREATE YOUR ACCOUNT PASSWORD". The page has a header with the IITBombayX logo and navigation links: "HOW IT WORKS", "COURSES", "PARTNERS", "REGISTER NOW", and "LANGUAGE". The main content area features a large image of hands typing on a keyboard. Below the image, there is a form with two input fields: "Your Password \*" and "Confirm Password \*", both containing masked characters (dots). A red rectangular box highlights the "Create Password" button at the bottom of the form. The footer contains the IITBombayX logo, the Moodle logo, and the text "T10KT-IITB NMEICT".

You will now be able to log in to the system.



You will also receive an email on your registered email id that your password has been reset successfully.



## Log In

Now, to log into your account in the system, you can enter your registered email id and password, and click on **Log In**.

**PLEASE LOG IN**  
to access your account

**E-mail \***  
example: username@domain.com

**Password \*** [Forgot password?](#)

**Log In**

**IMPORTANT LINKS**

[ABOUT US](#)  
[User Manual](#)

**ADMINISTRATIVE HELP**  
bmwsupport@iitbombayx.in  
022-2576 4989

**SOFTWARE SUPPORT**  
bmwsupportteam@cse.iitb.ac.in  
022-2576 4987

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## Forgot Password

If you have forgotten your password, then click on **Forgot password?**.

**PLEASE LOG IN**  
to access your account

**E-mail \***  
example: username@domain.com

**Password \*** [Forgot password?](#)

**Log In**

**IMPORTANT LINKS**

[ABOUT US](#)  
[User Manual](#)

**ADMINISTRATIVE HELP**  
bmwsupport@iitbombayx.in  
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**SOFTWARE SUPPORT**  
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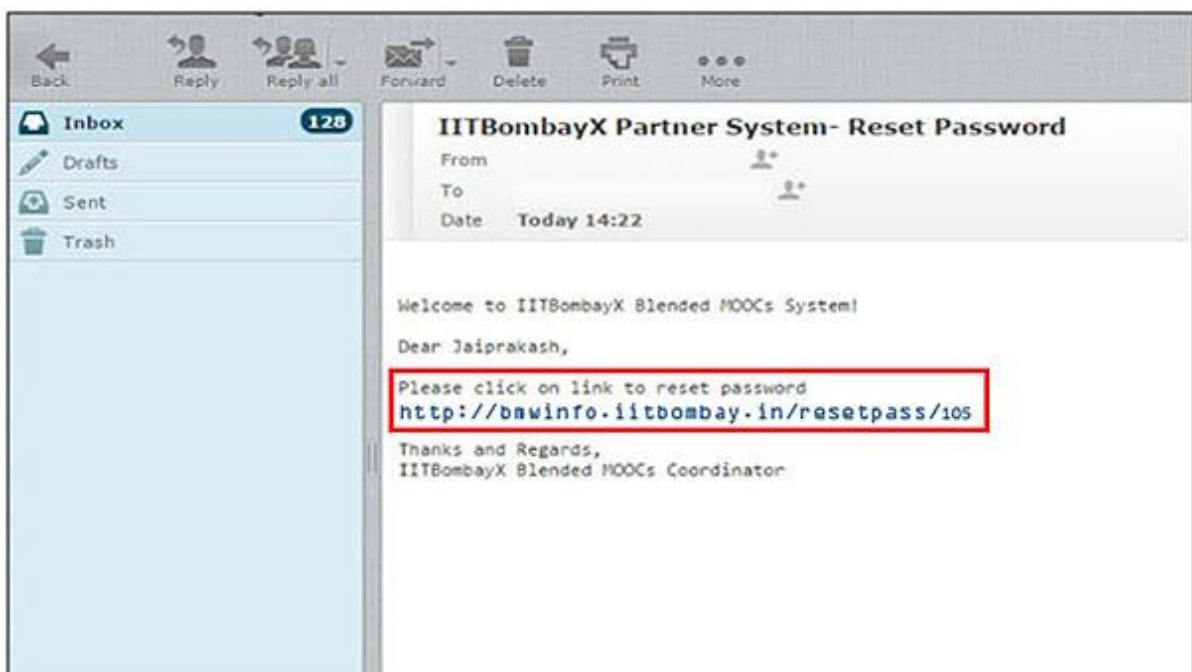
T10KT-IITB NMEICT

It will now show you the following image. Fill in your email id and click on **RESET MY PASSWORD**.



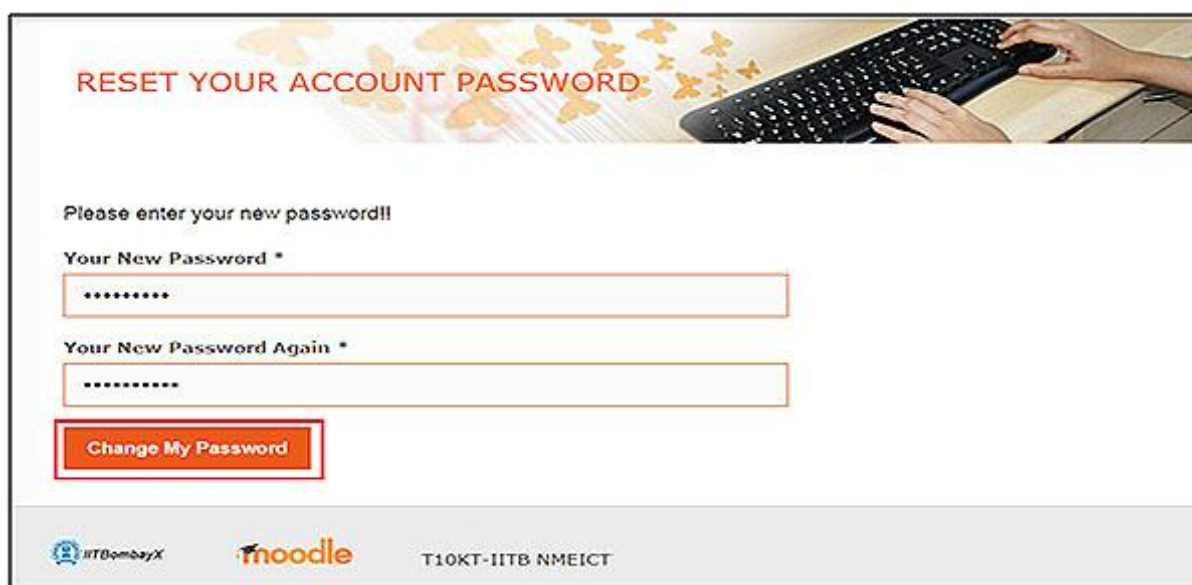
The screenshot shows a web form titled "PASSWORD RESET" in red text. Below the title is a text input field labeled "E-mail \*" containing the placeholder text "example: username@domain.com". Below the input field is a red button with the text "RESET MY PASSWORD". At the bottom of the form, there are three logos: IITBombayX, Moodle, and T10KT-IITB NMEICT.

After you have reset your password, you will receive a Reset Password Link in your inbox. Just click on that link.



You will now be asked to enter your new password. Confirm your new password again and then click on **Change My Password**.





**RESET YOUR ACCOUNT PASSWORD**

Please enter your new password!!

Your New Password \*

\*\*\*\*\*

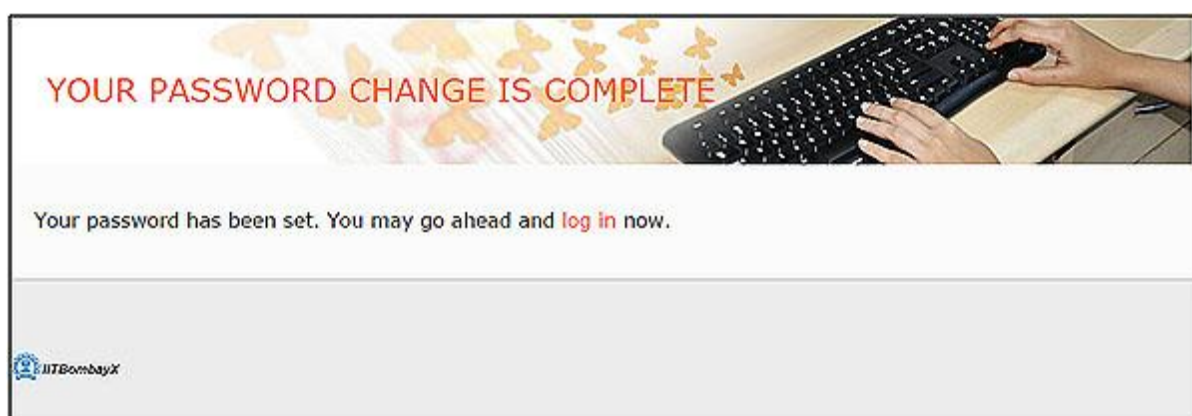
Your New Password Again \*

\*\*\*\*\*

**Change My Password**

IITBombayX Moodle T10KT-IITB NMEICT

You will see an image which tells you that the password change is complete. You can log in to the system again.



You will also receive email in your inbox telling you that your password has been reset successfully.

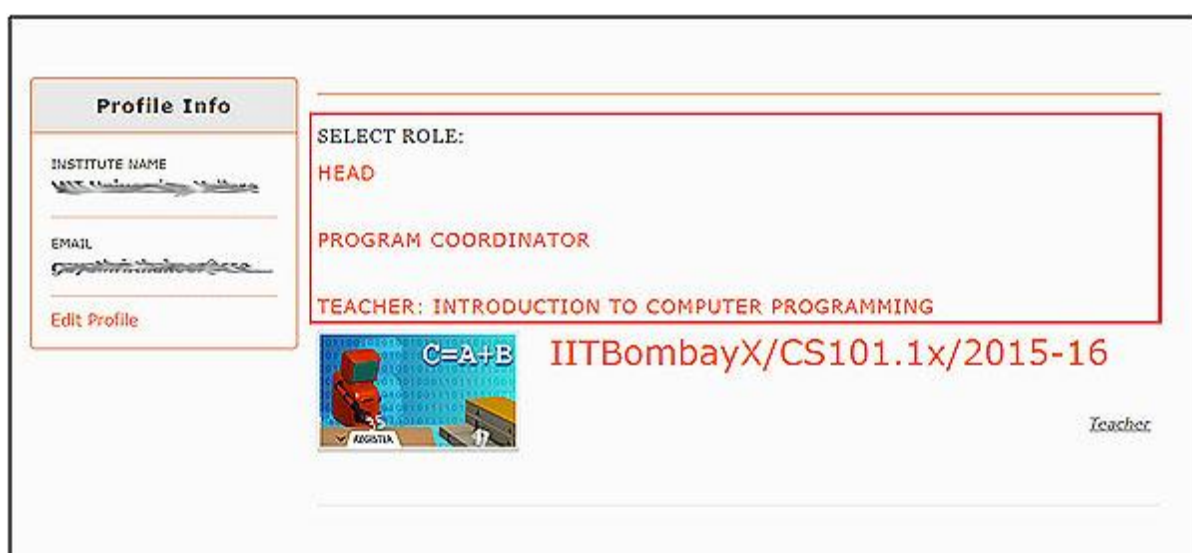


## Change Role

If you have multiple roles and you want to change your role, then you can click on **Change Role** which is at the top right corner of your dashboard.

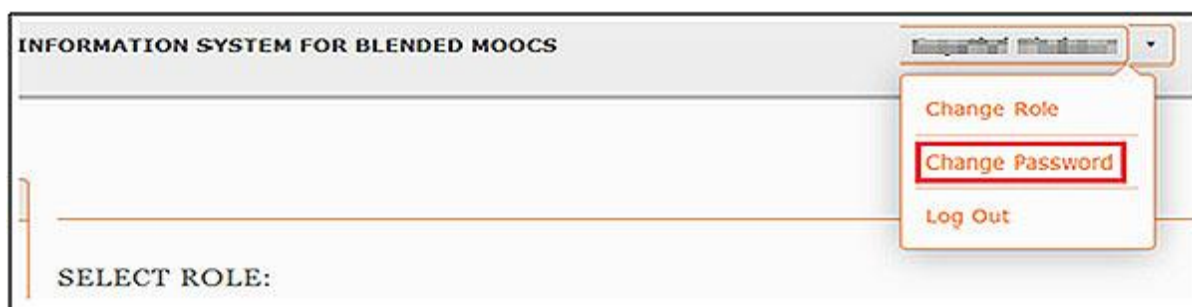


You will see the following image where you can select the role you wish to take on: Head, Program Coordinator and Teacher and then proceed.



## Change Password

If you want to change your password, click on **Change Password** on the top right corner of your dashboard.





You will now be asked to fill in your old password, and then enter your new password twice. Now click on **Change My Password**.



After successfully logging in, if you have been assigned the role of the Head, then this is what you will see.



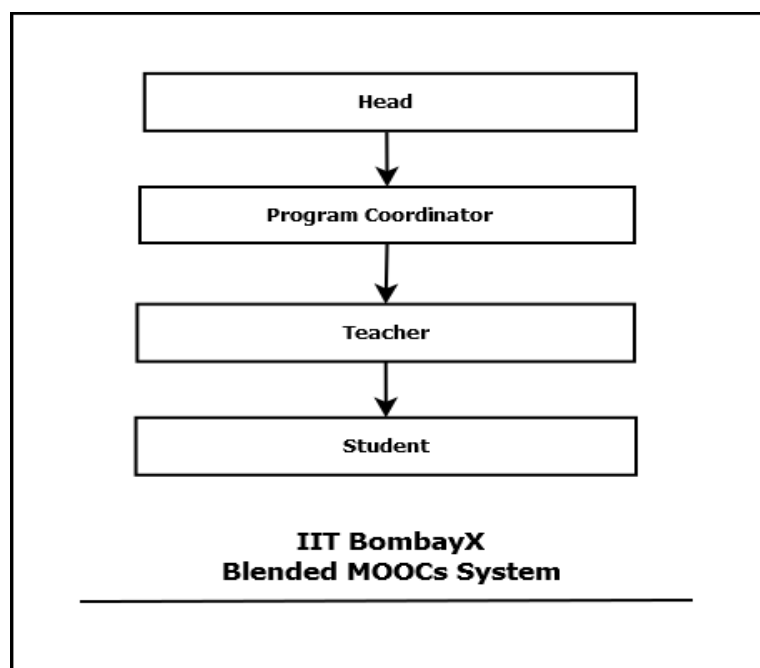
If you have been assigned the role of a Program Coordinator, you will see the following image.



If you have been appointed as a Teacher of the Institute, this is what you will see.



The system has the following hierarchy:



### Head / Program Coordinator's Functions

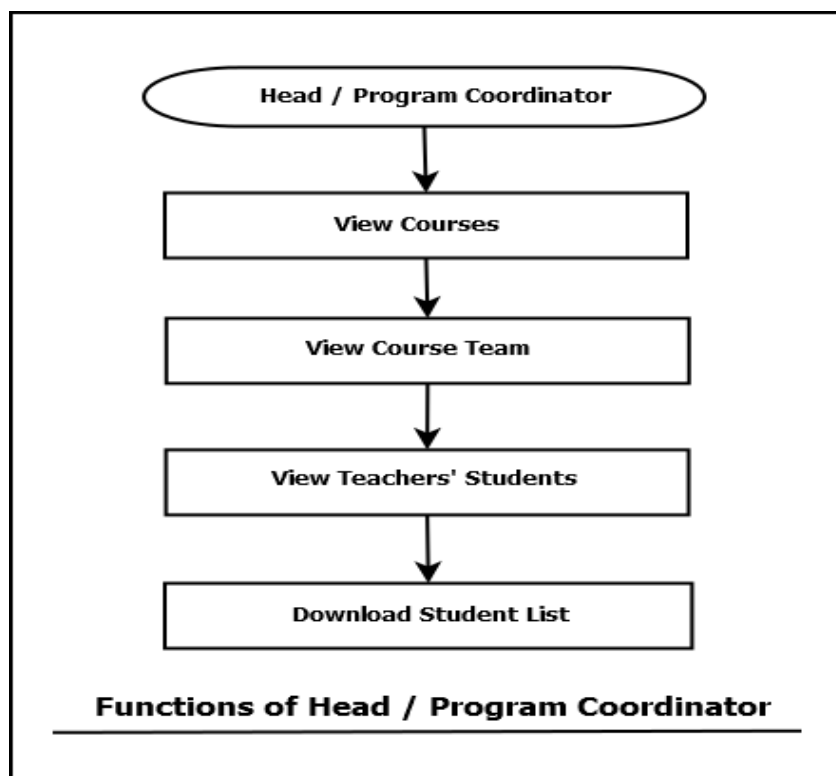
After clicking on Head or Program Coordinator, you can see the following image. These are the courses in which your Institute is enrolled.

If you click on a particular course, you will get the **TEACHER LIST**. Here you can see all the appointed teachers in your Institute, who will be teaching that particular course. Now to view these Teacher's students, you can click on **Show**.

First name	Last name	Email	Student Details
Shashikant	Bahulkar	shashikant.bahulkar@vit.ac.in	Show
Sangeeta	Gaikwad	sangeeta.gaikwad@vit.ac.in	Show
Naziya	Kalim	naziya.kalim@vit.ac.in	Show
Gayathri	Thakoor	gayathri.thakoor@vit.ac.in	Show

You will now be able to view the Student list under each Teacher. You can download the student list by clicking on **Download**.

S.No	Roll_No	Username	Email-Id
1	20	Smita	smita@vit.ac.in
2	23	jaiprakash	jaiprakash@vit.ac.in
3	24	HiteshMurkute	hiteshmurkute@vit.ac.in



### Teacher's Functions

After logging in as a Teacher, the dashboard will specify your role.

**Teacher**

Authenticated:  
**Teacher**

Logout

Teacher's Email:  
**sushil@iitb.ac.in**

Logout

**STUDENT INFORMATION**

IITBombayX

**Thermodynamics**  
(IITBombayX/ME209x/2015-16)

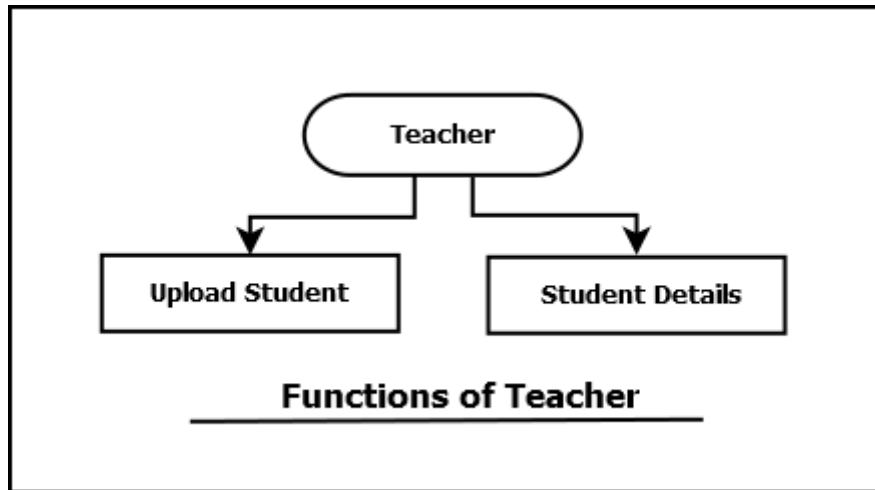
Upload Students

Student Details

**Footer:**  
IITBombayX Moodle T10KT-IITB NMEICT

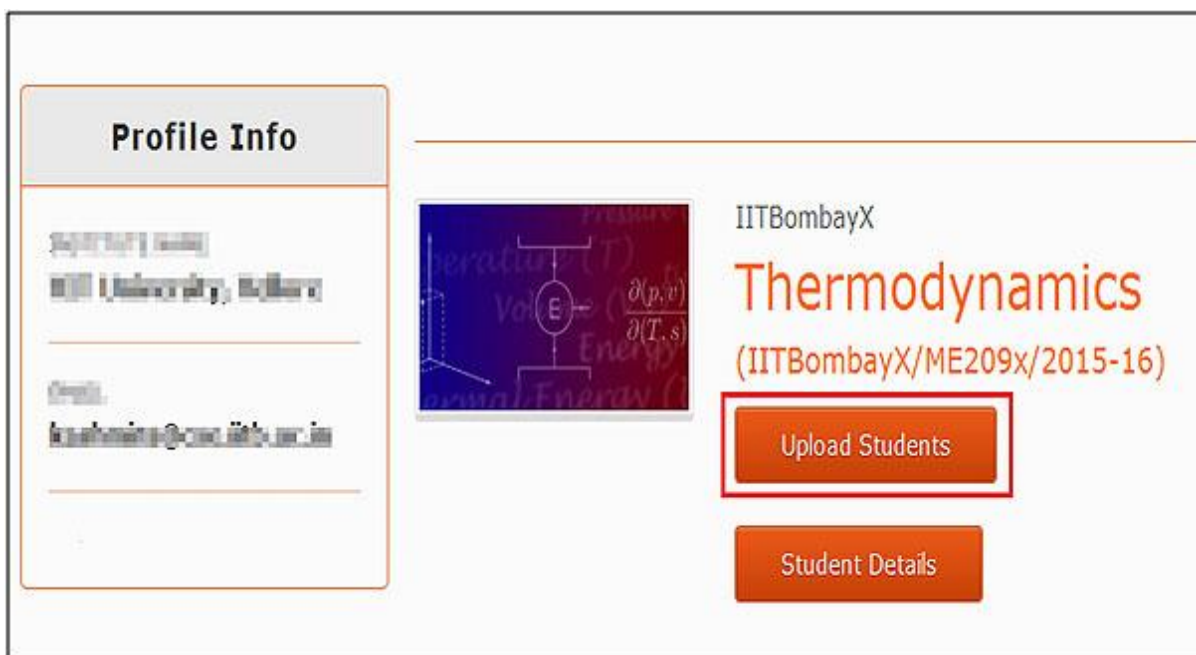
The IITBombayX Blended MOOCs system combines the benefits of MOOCs on IITBombayX with the conventional teaching-learning process at the various partnering institutes. This system envisages the factoring of MOOCs marks in the grade computed for a student of that subject, in a regular degree program.

You will now see two functions on the dashboard - Upload Students, Student Details. To access your database of students, you need to use Upload Students. If you want to view the students' details and edit their information, you can use the Student Details functionality.



### Upload Students

Click on **Upload Students** to access your database of students.



Now, you can browse and upload your own CSV file which consists of the information of your students. Click on **UPLOAD CSV**. This should be available in your system.

**Profile Info**

INSTITUTION ROLL NO:

EMAIL:

**UPLOAD STUDENT INFORMATION:**

**COURSE NAME:**

Upload student information:

- 1) Download **Template** and **Sample CSV** file
- 2) Add records in the given template as shown in Demo csv file
- 3) Click on upload button to upload your csv file

Filename:

Browse... sample 1.csv

**UPLOAD CSV**

To see the format of a **CSV file**, you can view the Template and the Sample CSV file. The image below shows how the Template looks. All the three fields - Roll Number, User name and Email id - are required. These headings should stay as they exist on the template. The Roll Number must be the student's college roll number, used to identify his / her grades. The User Name is case-sensitive on IITBombayX and should match with the public username registered on IITBombayX. The Email Id registered on IITBombayX should be used in the third column.

A1	fx RollNumber	
A	B	C
RollNumber	UserName	Email

The image below shows the Sample CSV file.

A1	fx RollNumber	
A	B	C
RollNumber	UserName	Email
BT13CSE11	ravi	ravi123@email.com
BT13CSE32	kumar	kumar95@email.com
BT13CSE23	ram	ram@email.com

When you upload the CSV file, you will be able to see the Record No, Roll No, Username, Email and Message information of your students, as shown in the image below.

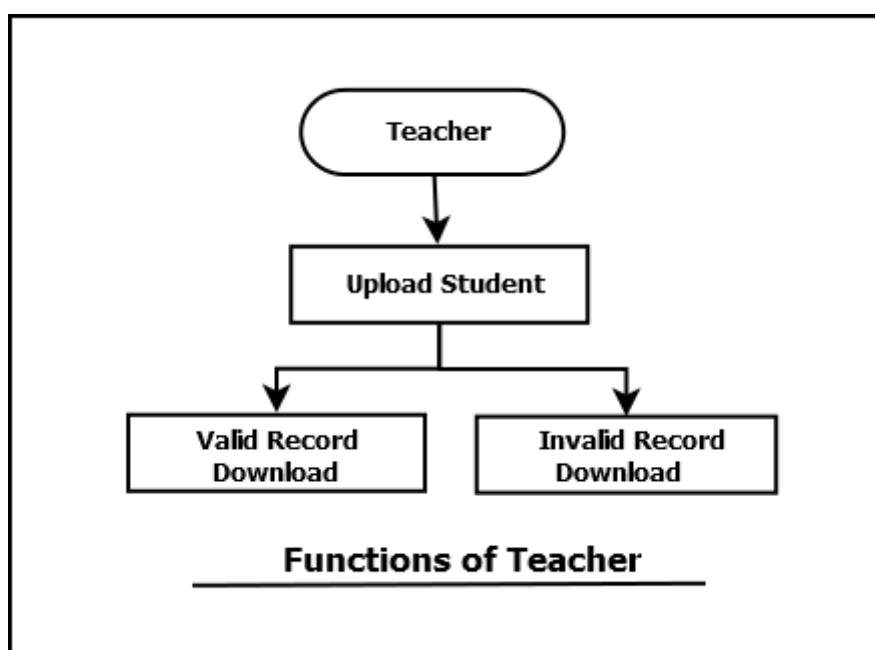
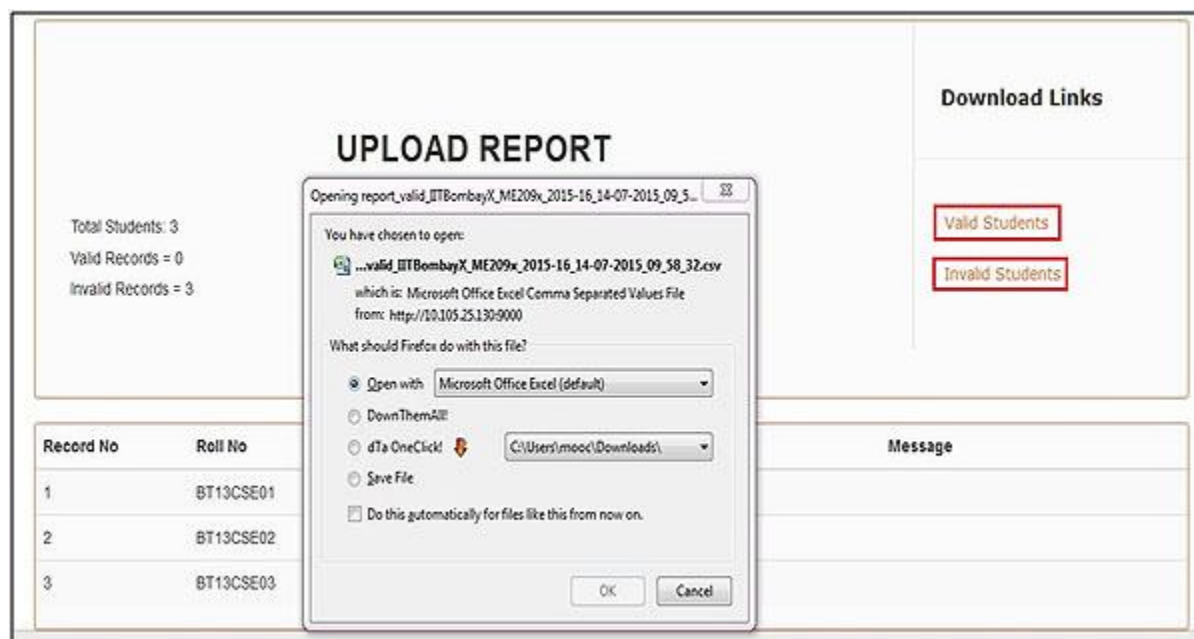


UPLOAD REPORT					Download Links
Total Students: 3 Valid Records = 0 Invalid Records = 3					<a href="#">Valid Students</a> <a href="#">Invalid Students</a>
Record No	Roll No	Username	Email	Message	
1	BT13CSE01	parth_95	parth12@gmail.com		
2	BT13CSE02	ravi23	ravi95@gmail.com		
3	BT13CSE03	prathamesh1	pdshale@gmail.com		

Here, Message information implies the validity of the student in the system. If there is an empty space, it implies that the particular student is enrolled in the system. However, if there are cases when the email id is not valid, the User is not registered with IITBombayX, the User is not active, the User is enrolled under a different teacher, the Username is not valid or the mandatory fields are empty, then such messages will be flashed in this space.

UPLOAD REPORT					Download Links
Total Students: 11 Valid Records = 0 Invalid Records = 11					<a href="#">Valid Students</a> <a href="#">Invalid Students</a>
Record No	Roll No	Username	Email	Message	
1	BT13CSE01	apoorva12	apoorva@gmail.com	Enrolled under different teacher	
2	BT13CSE02	dhiraj16	dhirajd@gmail.com	<u>Enrolled under different teacher</u>	
3	BT13CSE03	deepakgupta1	catchdeepak@gmail.com	Enrolled under different teacher	
4	BT13CSE04	ketakkg5	kinageketaku@gmail.com	Enrolled under different teacher	
5	BT13CSE05	kamal95	kamal.dadan@gmail.com	Username not found	
6	BT13CSE06	mohsin94	mohsinmohammad@gmail.com	Enrolled under different teacher	
7	BT13CSE07	prathamesh56	prathameshdshale@gmail.com	Username not found	
8	BT13CSE08	parth76	parthpatel642@gmail.com	Enrolled under different teacher	

In the Upload Report, you will also find the list of valid and invalid students. By clicking on the relevant tab, a pop-up is seen that helps you to download it. The image below indicates this function.



## Student Details

You can now access your students' details, to check if the Roll No, Username, Email id and other such provided information is correct. Click on **Student Details**.



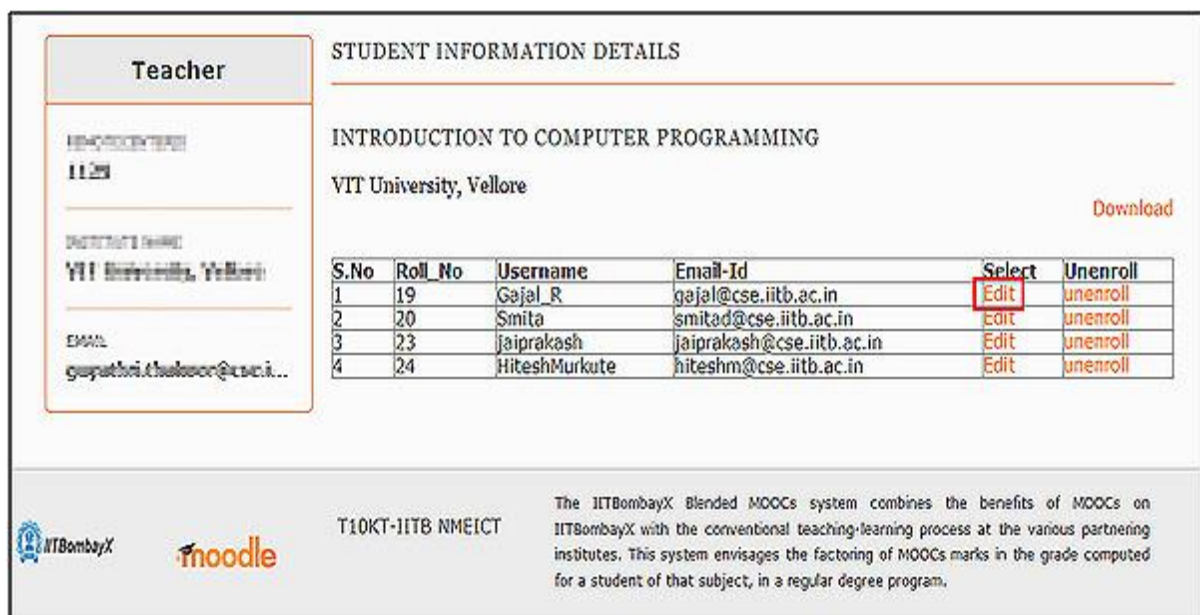
**Profile Info**

**Thermodynamics**  
(IITBombayX/ME209x/2015-16)

Upload Students

Student Details

You can now view the list with **Roll\_No, Username and Email-Id**. To edit the student information, you can also select **Edit**.



**Teacher**

**STUDENT INFORMATION DETAILS**

**INTRODUCTION TO COMPUTER PROGRAMMING**  
VIT University, Vellore



Download

S.No	Roll_No	Username	Email-Id	Select	Unenroll
1	19	Gajal_R	gajal@cse.iitb.ac.in	Edit	unenroll
2	20	Smita	smitad@cse.iitb.ac.in	Edit	unenroll
3	23	Jaiprakash	jaiprakash@cse.iitb.ac.in	Edit	unenroll
4	24	HiteshMukute	hiteshm@cse.iitb.ac.in	Edit	unenroll

**T10KT-IITB NMEICT**

The IITBombayX Blended MOOCs system combines the benefits of MOOCs on IITBombayX with the conventional teaching-learning process at the various partnering institutes. This system envisages the factoring of MOOCs marks in the grade computed for a student of that subject, in a regular degree program.

Once this function is clicked, the page to update the Student Information opens. You can make the required changes here and then click **SUBMIT**.

T10KT-IITB NMEICT

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MOOC CENTER

INSTITUTE NAME

EMAIL

### UPDATE STUDENT INFORMATION



**Student Username**

**Student Email-Id**

**Enter New Roll Number**

**SUBMIT**

If you want to remove or cancel a student from this course, you can click on **Unenroll**.

T10KT-IITB NMEICT

The IITBombayX Blended MOOCs system combines the benefits of MOOCs on IITBombayX with the conventional teaching-learning process at the various partnering institutes. This system envisages the factoring of MOOCs marks in the grade computed for a student of that subject, in a regular degree program.

Teacher

MOOC CENTER

1129

INSTITUTE NAME

VIT University, Vellore

EMAIL

gajalr@cse.iitb.ac.in

### STUDENT INFORMATION DETAILS

#### INTRODUCTION TO COMPUTER PROGRAMMING

VIT University, Vellore

[Download](#)

S.No	Roll_No	Username	Email-Id	Select	Unenroll
1	19	Gajal_R	gajal@cse.iitb.ac.in	<a href="#">Edit</a>	<a href="#">Unenroll</a>
2	20	Smita	smitad@cse.iitb.ac.in	<a href="#">Edit</a>	<a href="#">Unenroll</a>
3	23	jalprakash	jalprakash@cse.iitb.ac.in	<a href="#">Edit</a>	<a href="#">Unenroll</a>
4	24	HiteshMurkute	hiteshm@cse.iitb.ac.in	<a href="#">Edit</a>	<a href="#">Unenroll</a>

A pop-up will follow asking if you are sure you want to cancel this student. Click on **OK** if you wish to or else, click on **Cancel**.

**Teacher**

REMOTECENTERID  
**1129**

INSTITUTE NAME  
**VIT University, Vellore**

EMAIL  
**gayathri.thakoor@cse.i...**

**STUDENT INFORMATION DETAILS**

INTRODUCTION TO COMPUTER PROGRAMMING  
VIT University, Vellore

Are you sure you want to delete this item?

OK Cancel

S.No	Roll_No	Username	Email-Id	Select	Unenroll
1	19	Gajal_R	gajal@cse.iitb.ac.in	Edit	unenroll
2	20	Smita	smitad@cse.iitb.ac.in	Edit	unenroll
3	23	Jaiprakash	jaiprakash@cse.iitb.ac.in	Edit	unenroll
4	24	HiteshMurti	hiteshm@cse.iitb.ac.in	Edit	unenroll

Download

If you click on OK, that particular student will get unenrolled and you will now have a reduced list of students, as shown in the image below.

**Teacher**

REMOTECENTERID  
**1129**

INSTITUTE NAME  
**VIT University, Vellore**

EMAIL  
**gayathri.thakoor@cse.i...**

**STUDENT INFORMATION DETAILS**

INTRODUCTION TO COMPUTER PROGRAMMING  
VIT University, Vellore

Download

S.No	Roll_No	Username	Email-Id	Select	Unenroll
1	19	Gajal_R	gajal@cse.iitb.ac.in	Edit	unenroll
2	20	Smita	smitad@cse.iitb.ac.in	Edit	unenroll
3	23	Jaiprakash	jaiprakash@cse.iitb.ac.in	Edit	unenroll

