IITBombayX Blended MOOCs

User Guide

MOOCs Content Team

July 2015

https://bmwinfo.iitbombayx.in

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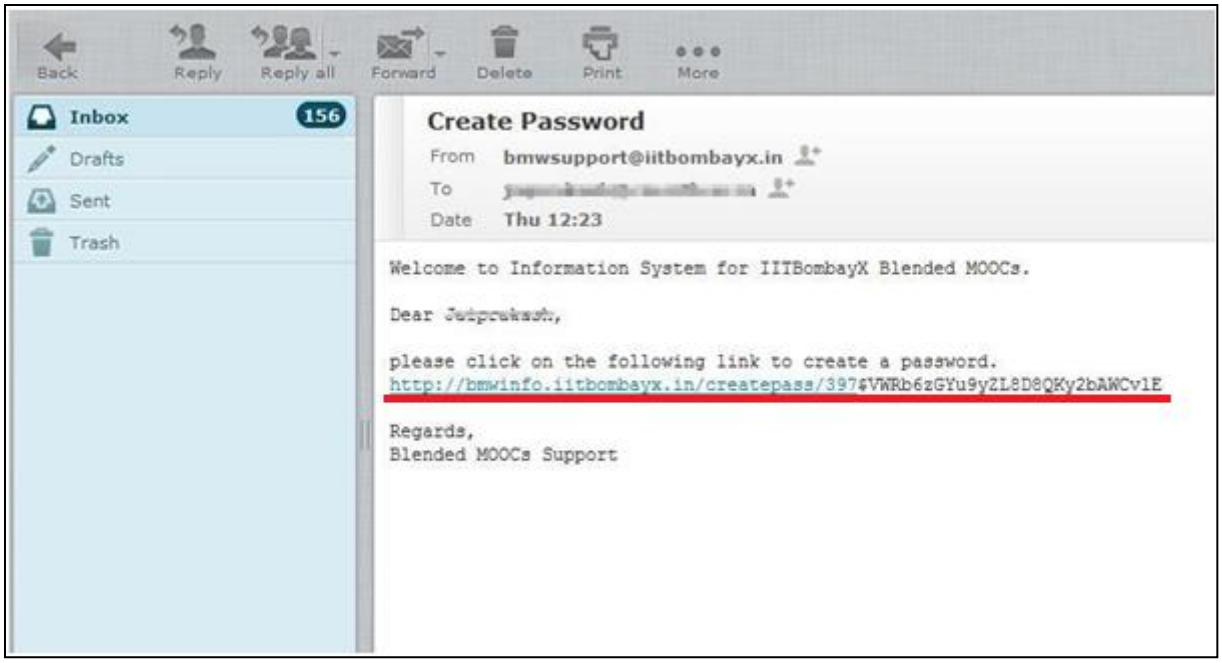
A. Common User Features

1. Registration - Pre-Requisites

- Your institute is a part of the IITBombayX Blended MOOCs Consortium.
- You can have the role of a Teacher, ProgramCoordinator or Head of an Institute.
- If you are a Teacher, you have been nominated by your institute to participate in Blended MOOCs Workshop.
- Your details have been sent to eoutreach@it.iitb.ac.in

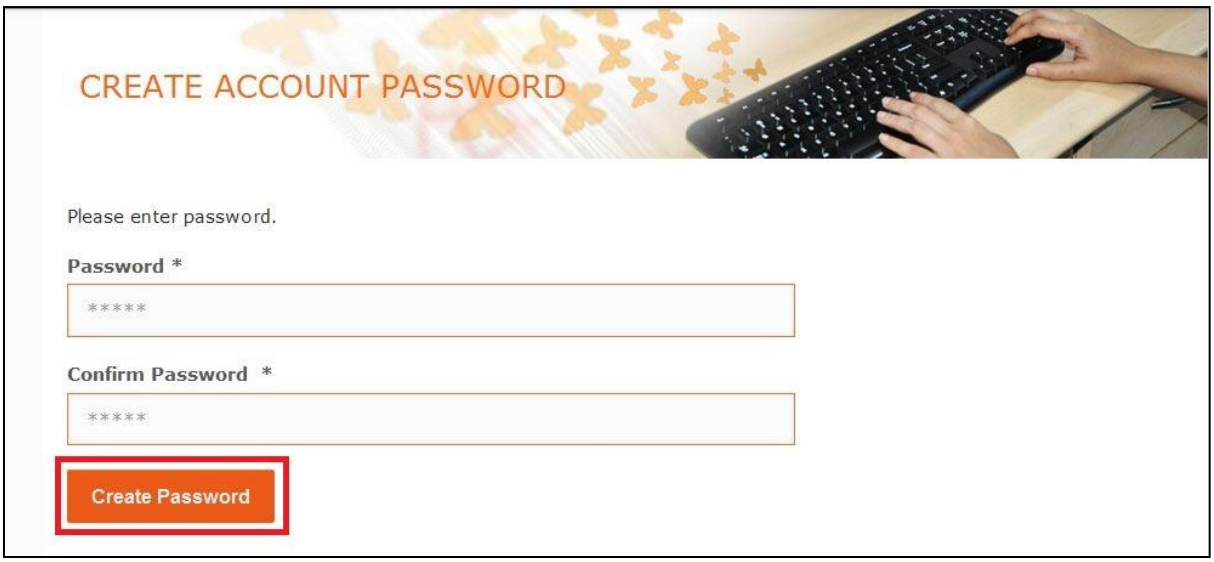
2. To begin - Receiving Password Creation Email

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

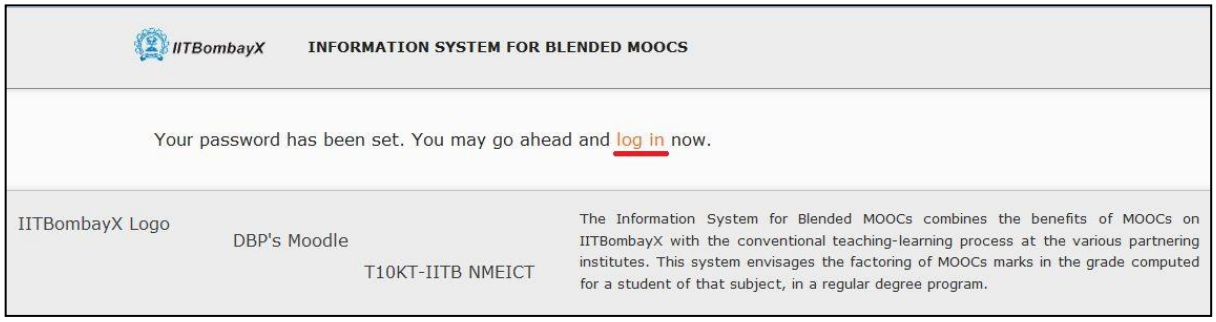


3. Create Password

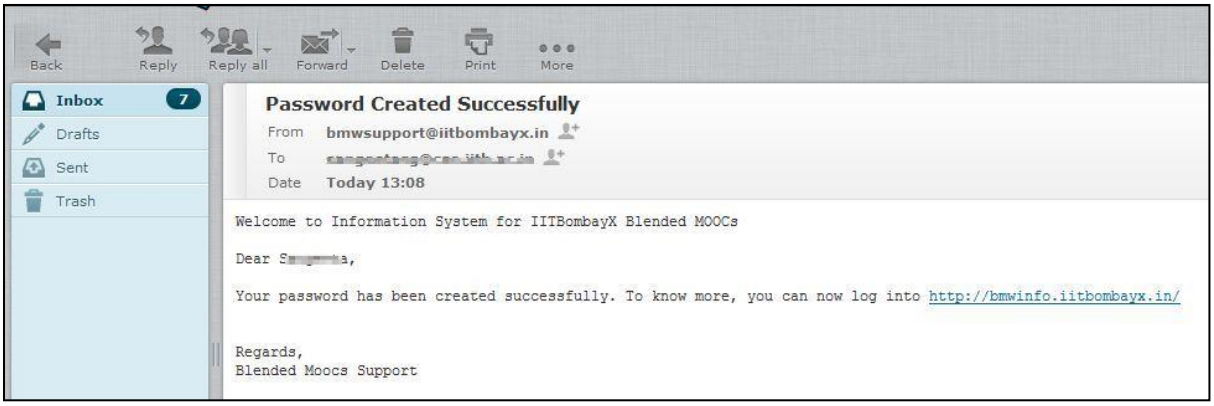
You can now click on the link to create your account password. Once the password has been re-entered, click on **Create Password**.



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.



4. Log In

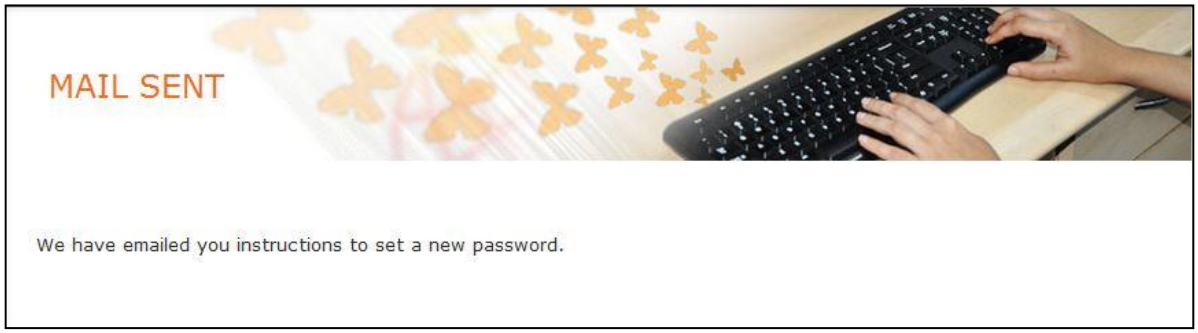
Now, to log into your account in the system, enter your registered email id and password, and click on **Log In**.

5. Forgot Password

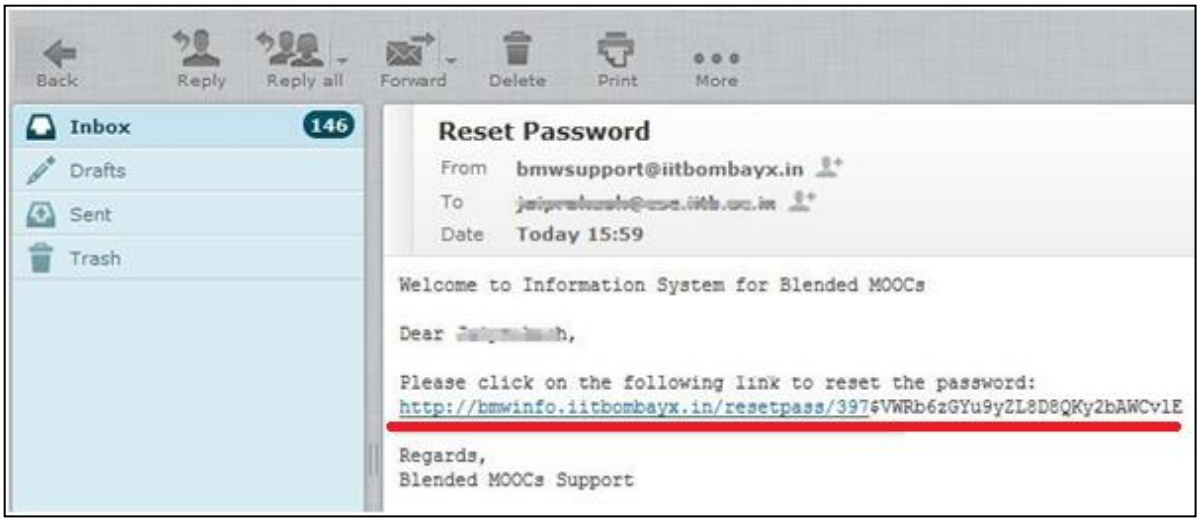
If you have forgotten your password, then click on **Forgot password?**.

It will now show you the following image. Fill in your email id and click on **Reset Password**.

You will now receive an email with instructions on how to set a new password.



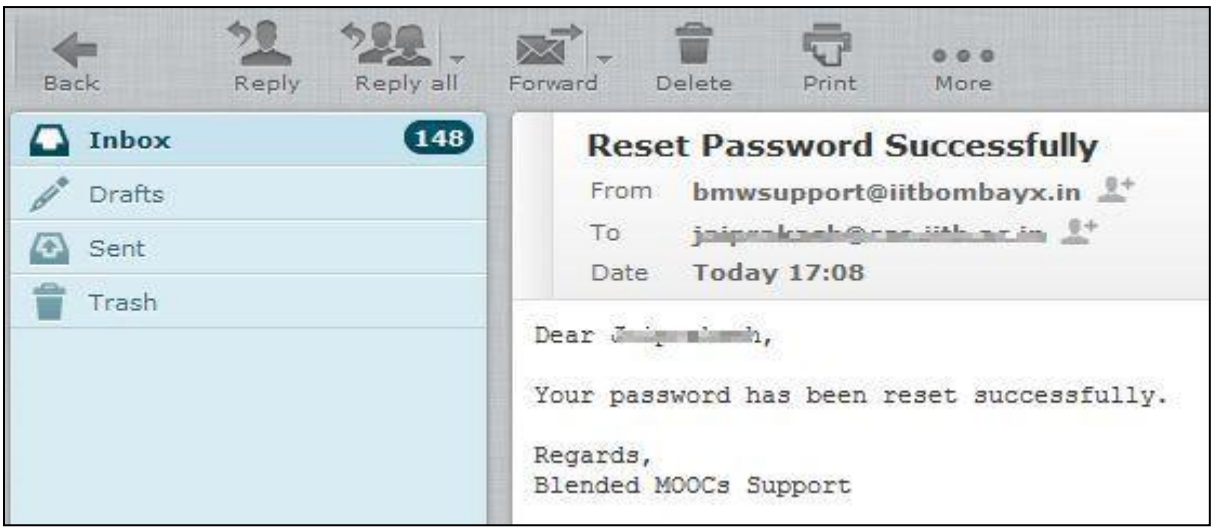
To reset password, you need to check your inbox for that sent mail. Now, click on the link as is shown in the image below.



You will now be asked to enter a new password. Confirm or enter the new password again and then click on **Change Password**.

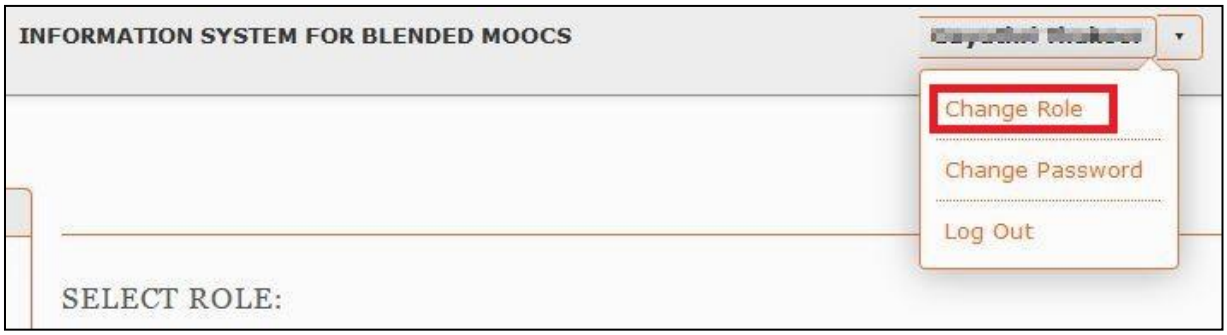
You will see an image which tells you that the password change is complete. You can log in to the system again.

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



6. Change Role

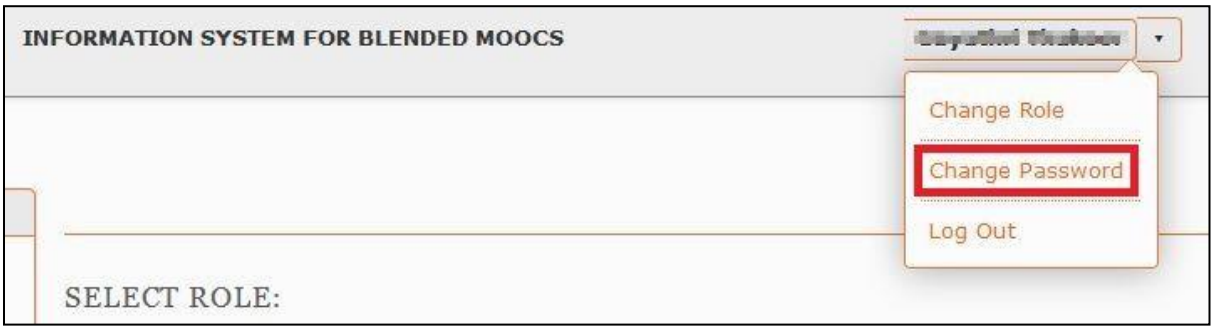
If you have multiple roles - if you are the Head and you would also like to be a Program Coordinator or a Teacher - and you want to change your role, then you can click on **Change Role,** which is at the top right corner of your dashboard.



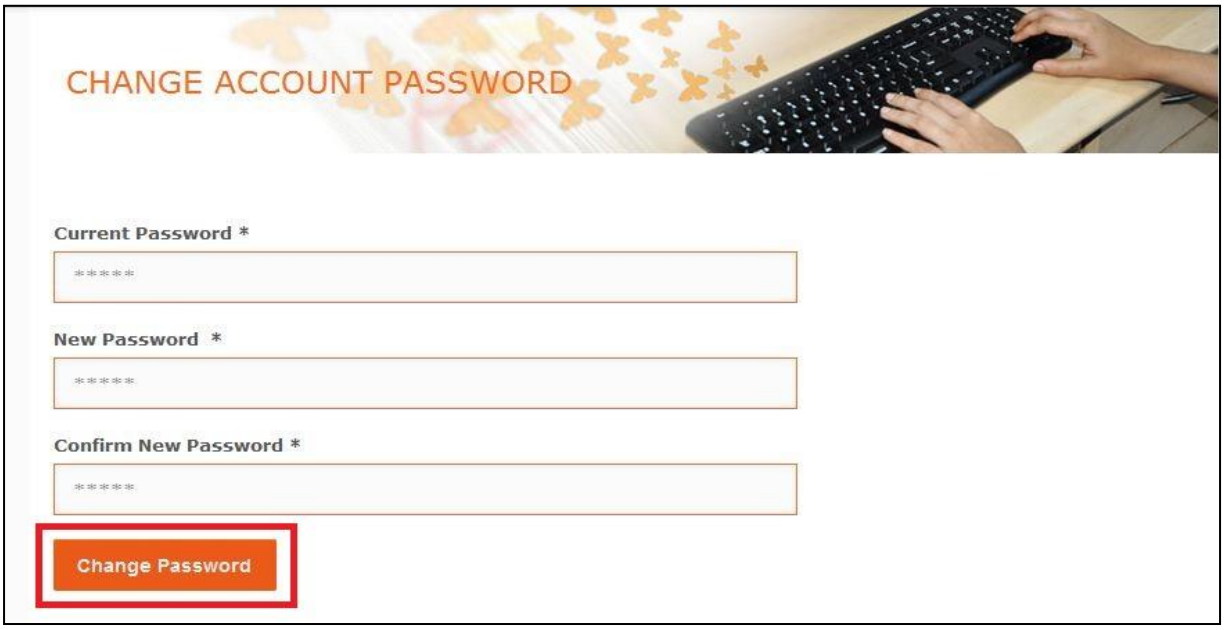
You will see the following image where you can select the role you wish to take on: Head, Program Coordinator and Teacher, and then proceed.

7. Change Password

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



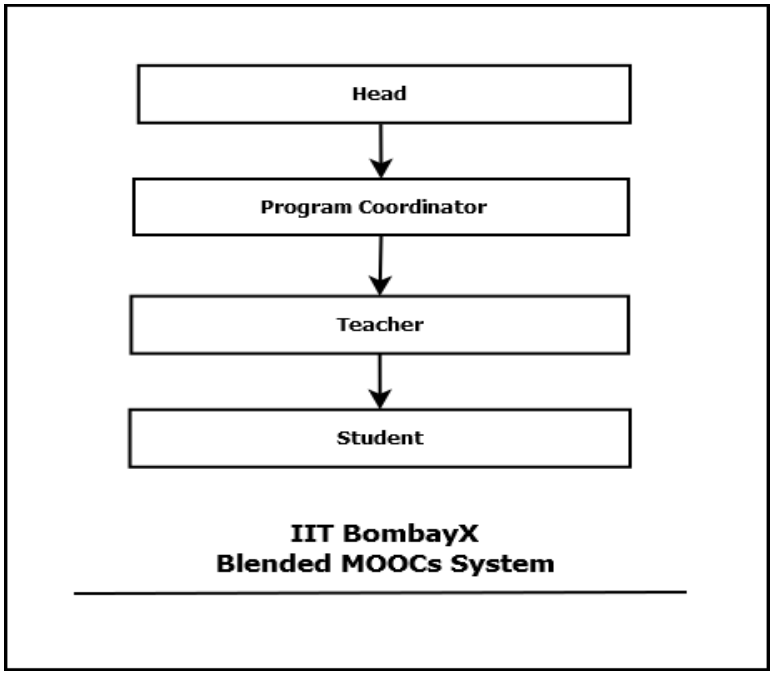
You will now be asked to fill in your current password, and then enter your new password twice. Now click on **Change Password**.



8. Logout

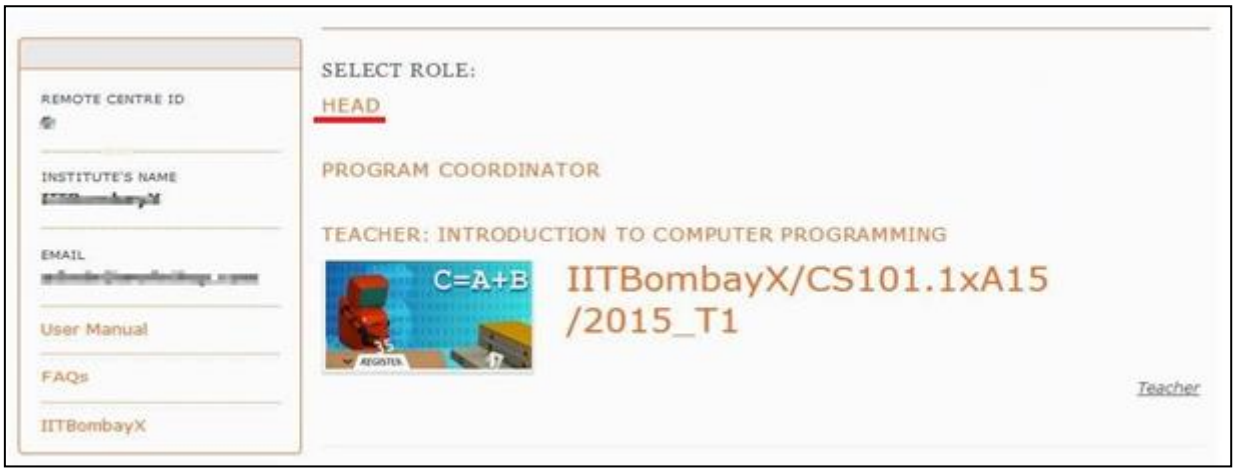
B. Different Users in System

The system has the following hierarchy:



1. Head

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

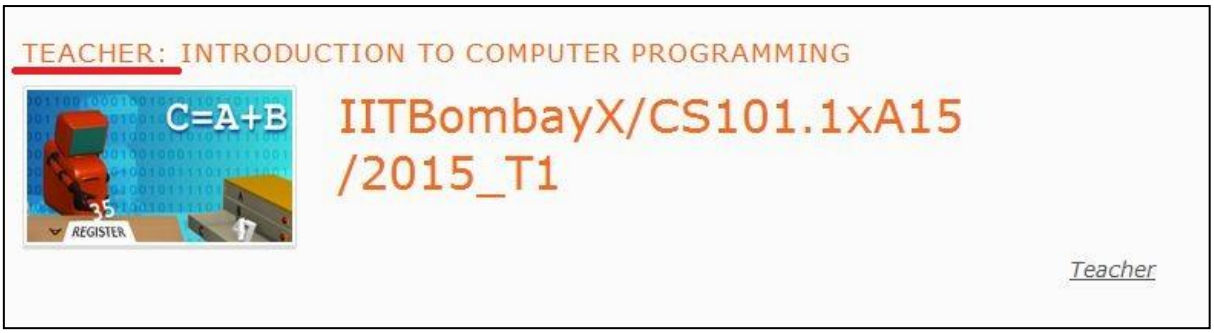


2. Program Coordinator

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

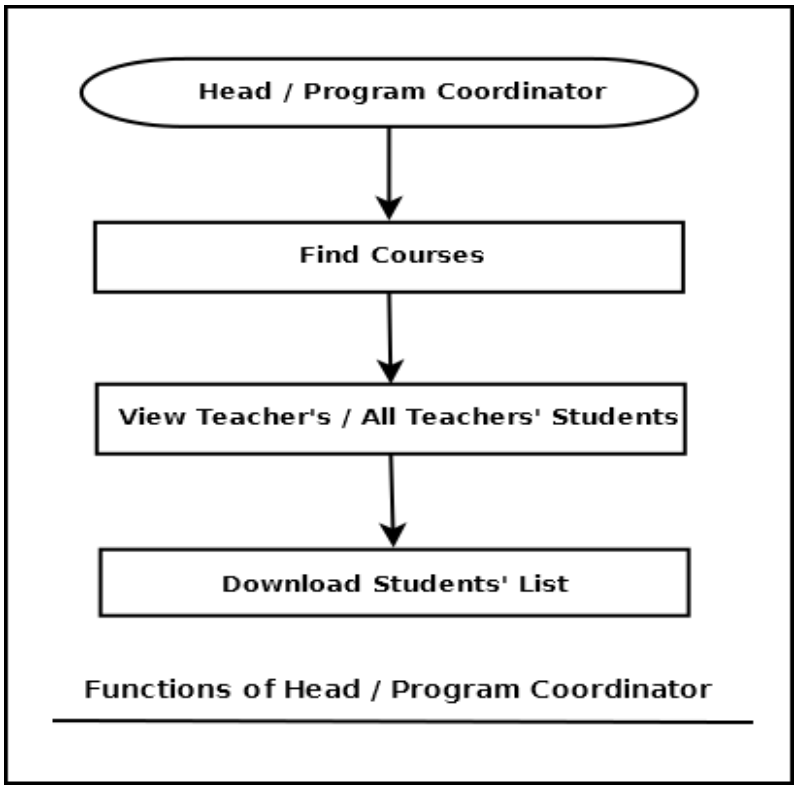
3. Teacher

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



C. Head / Program Coordinator'sFunctions

The Head / Program Coordinator has the following set of functions:

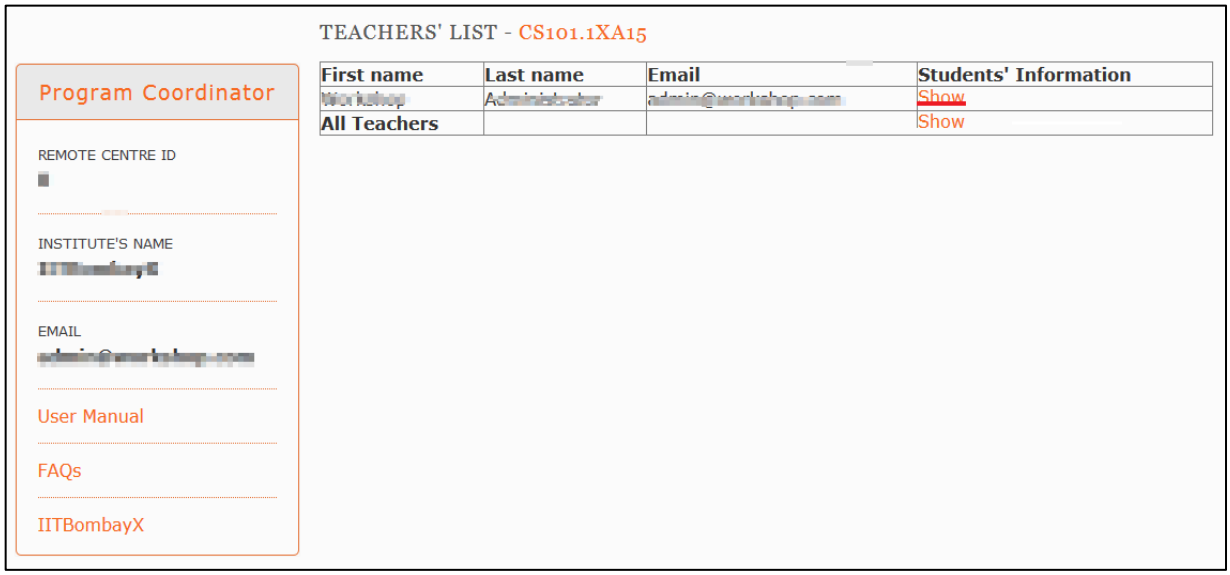


1. Find Courses

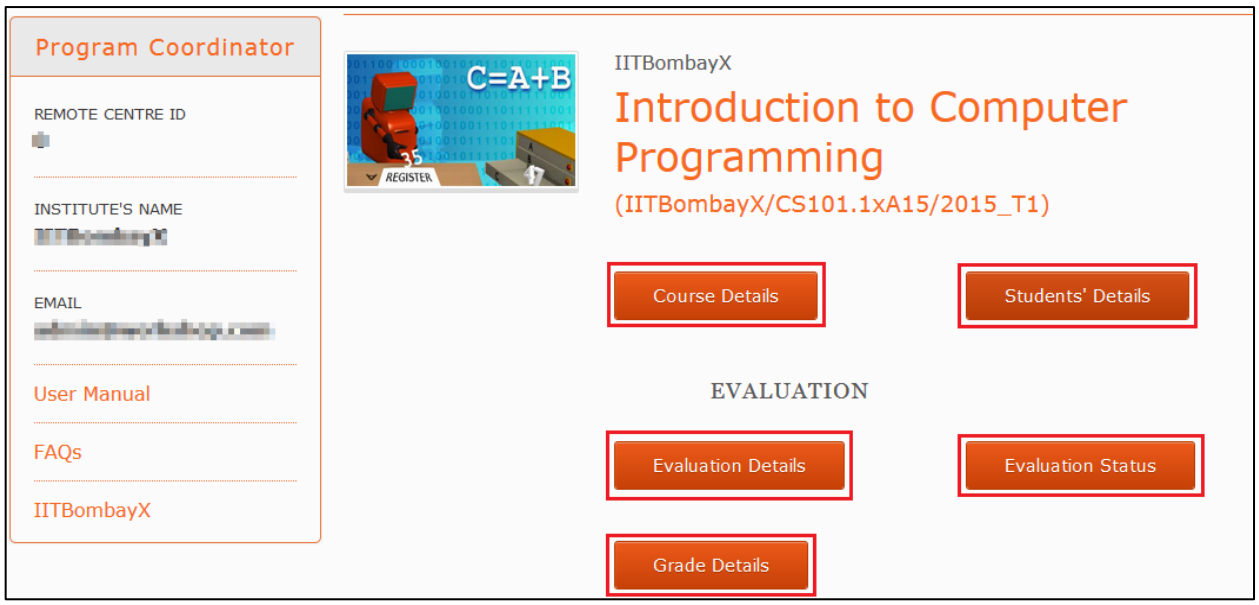
After clicking on Head or Program Coordinator, you can see the following image. These are the courses in which your Institute is enrolled.

2. Teachers' List

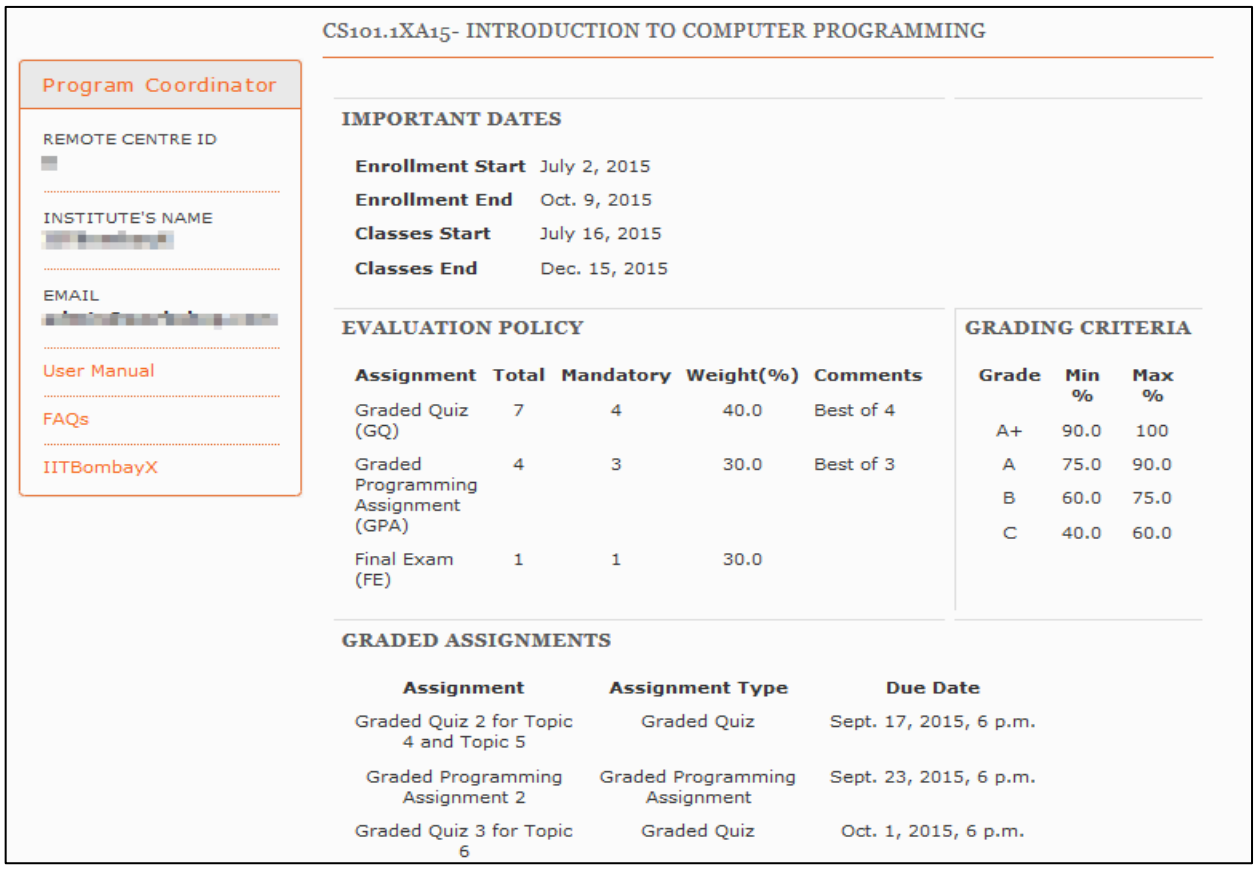
If you click on a particular course, as the Head or Program Coordinator, you will also seethe **TEACHERS' LIST**. Here you can see all the appointed teachers in your Institute, who will be teaching that particular course. Now to view Course Details, Students' Details, Evaluation Details, Evaluation Status and Grade Details, you can click on **Show** to view an individual teacher.



If you click on **Show,** your dashboard will look like this.

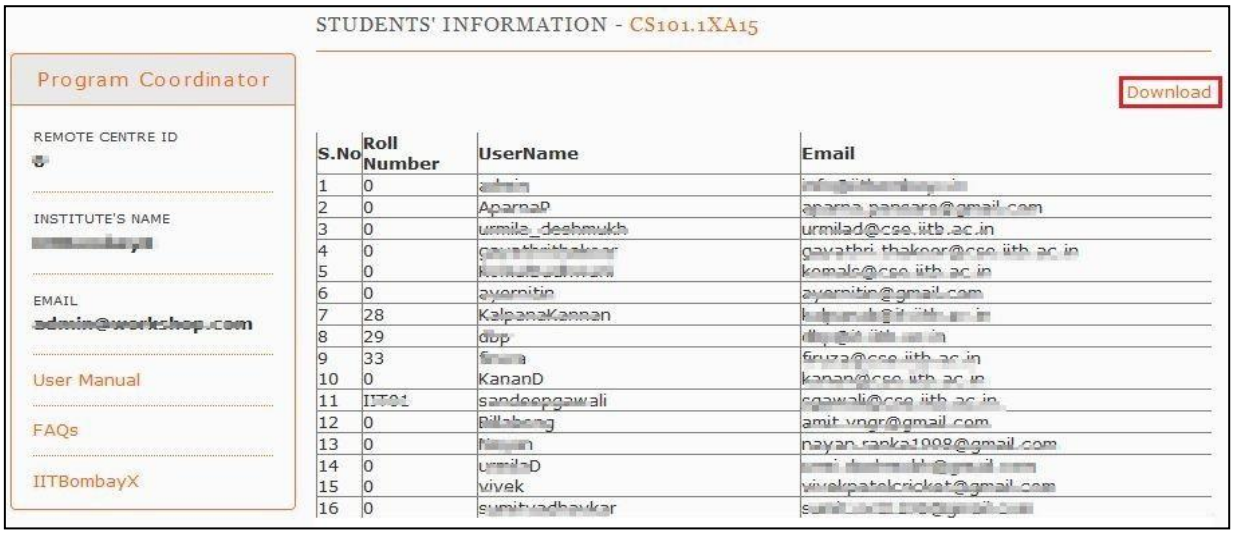


To know about course details, click on **Course Details** tab. Here, it will give information about the important dates such as enrollment and classes start and end dates. The evaluation policy explains the weightage given to each assignment type and the number of droppables the student is allowed; it also gives a range of the minimum to maximum marks assigned to the specific grades.

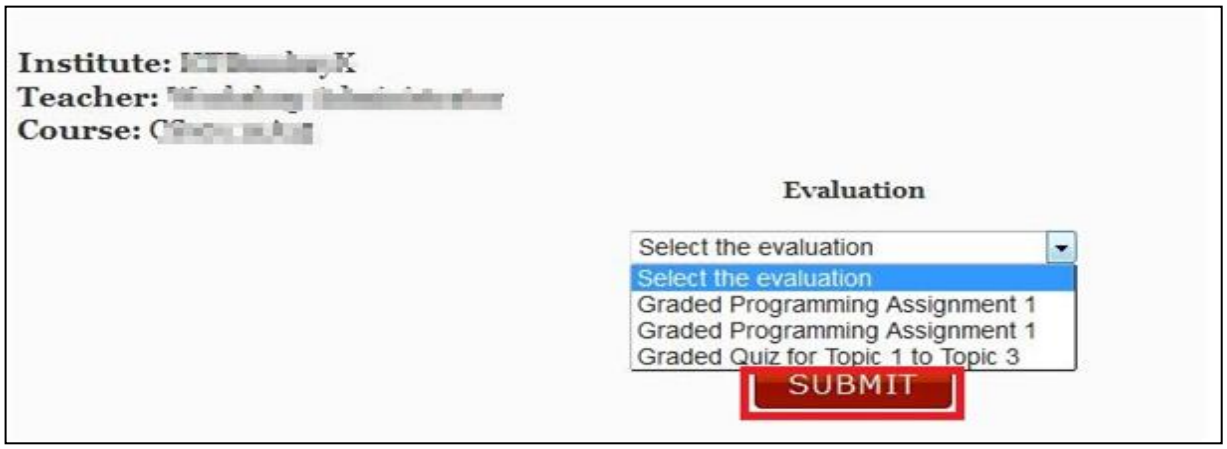


3. Students' Information

To view the **STUDENTS' INFORMATION** under each Teacher, click on **Students' Details** tab. You can download the students' list by clicking on **Download.**



To know about evaluation details, click on the **Evaluation Details** tab, select the required evaluation from the drop-down menu and then click on **SUBMIT**. You can see this process in the following two images. If you wish to download the **Evaluation Report**, you can click on **Download**.



When a particular Assignment type is selected from the dropdown menu and you click on **SUBMIT**, you get to see the marks scored by the student for the respective question in that particular Assignment. Here, the column Q01 indicates the maximum marks obtained in the Question 1 of that Assignment. In the evaluation report, NA means not attempted.

As a Program Coordinator, you can download this data by clicking on the **Download** tab. If you want to change evaluation type, then click on **Change Evaluation**.

EVALUATION REPORT

Download

Change Evaluation

Institute: [illegible]
Teacher: [illegible]
Course: CS101.1xA15
Evaluation: Graded Quiz 1 for Topic 1 to Topic 3

S.No	Rollno	Username	Email	Total MM:10.0	Q01 MM:2.0	Q02 MM:1.0	Q03 MM:1.0	Q04 MM:1.0	Q05 MM:1.0	Q06 MM:1.0	Q07 MM:1.0	Q08 MM:1.0	Q09 MM:1.0
1	[illegible]	[illegible]	[illegible]	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
2	[illegible]	[illegible]	[illegible]	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
3	[illegible]	[illegible]	[illegible]	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
4	[illegible]	[illegible]	[illegible]	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
5	[illegible]	[illegible]	[illegible]	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
6	[illegible]	[illegible]	[illegible]	3.0	2.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7	[illegible]	[illegible]	[illegible]	4.0	2.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
8	[illegible]	[illegible]	[illegible]	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
9	[illegible]	[illegible]	[illegible]	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

To know more about the number of students who have not attempted even one question, or those who have attempted at least one but not all questions or those who have attempted all questions, click on the **Evaluation Status** tab.

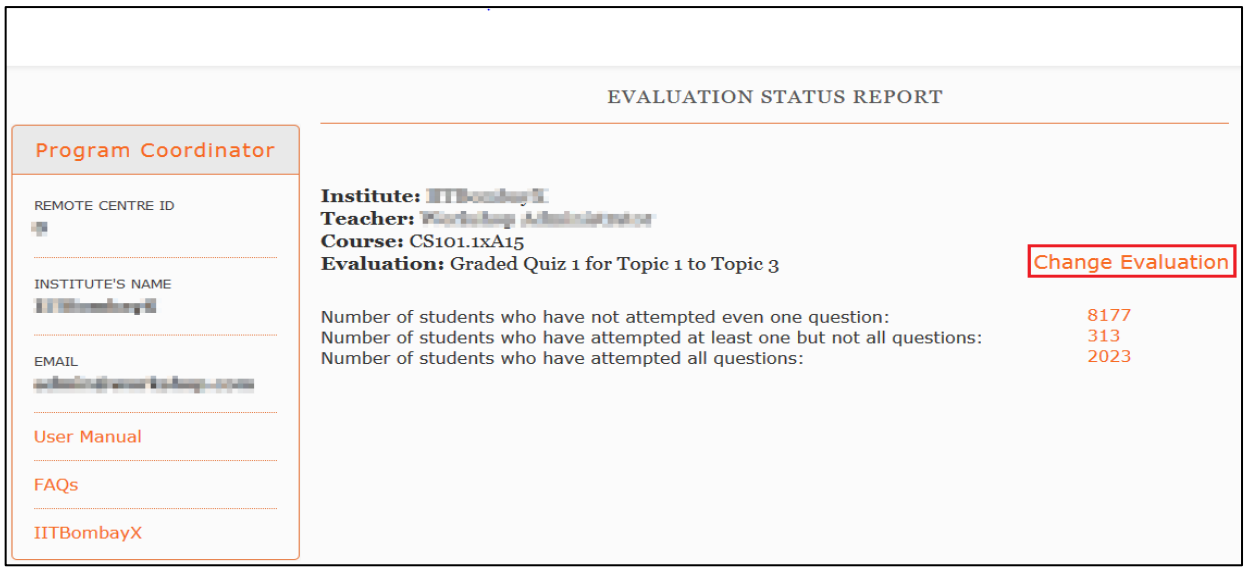
Institute: [illegible]
Teacher: [illegible]
Course: [illegible]

Evaluation

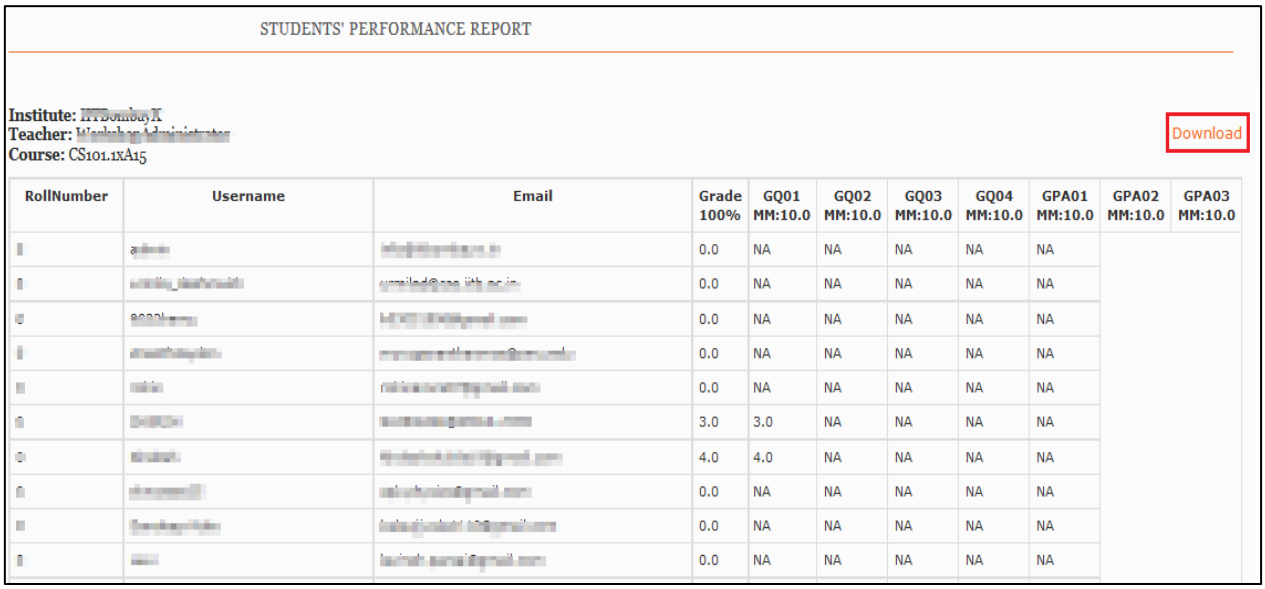
Select the evaluation
Select the evaluation
Graded Programming Assignment 1
Graded Programming Assignment 1
Graded Quiz for Topic 1 to Topic 3

SUBMIT

When a particular Assignment type is selected from the dropdown menu and you click on **SUBMIT**, you get to see the evaluation status, i.e. as shown by the following image. If you wish to change evaluation type then click on **Change Evaluation**.

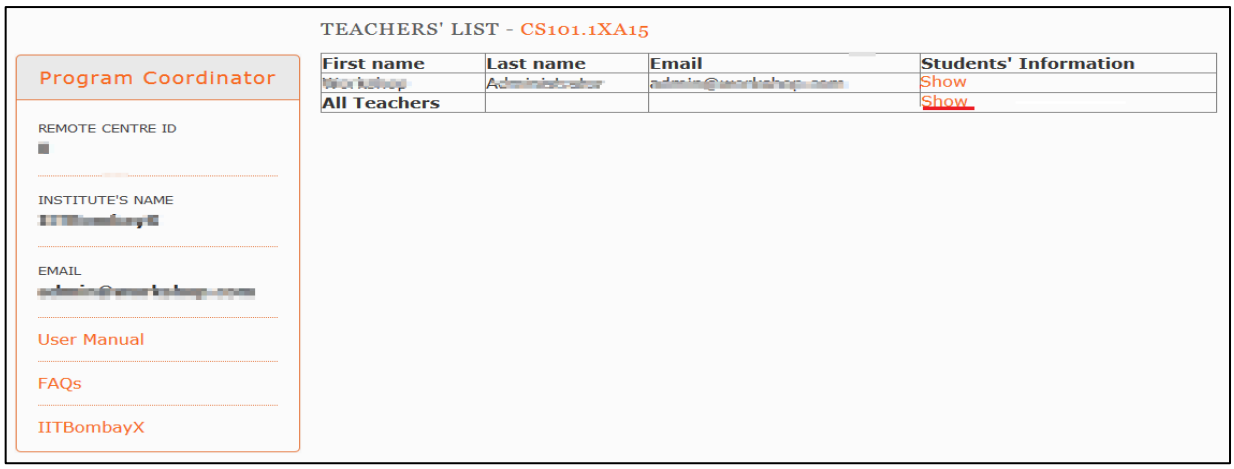


For viewing students' performance report i.e. the grades of students in graded quizzes and graded programming assignments, click on **Grade Details** tab. You can download students' performance report by clicking on **Download.**



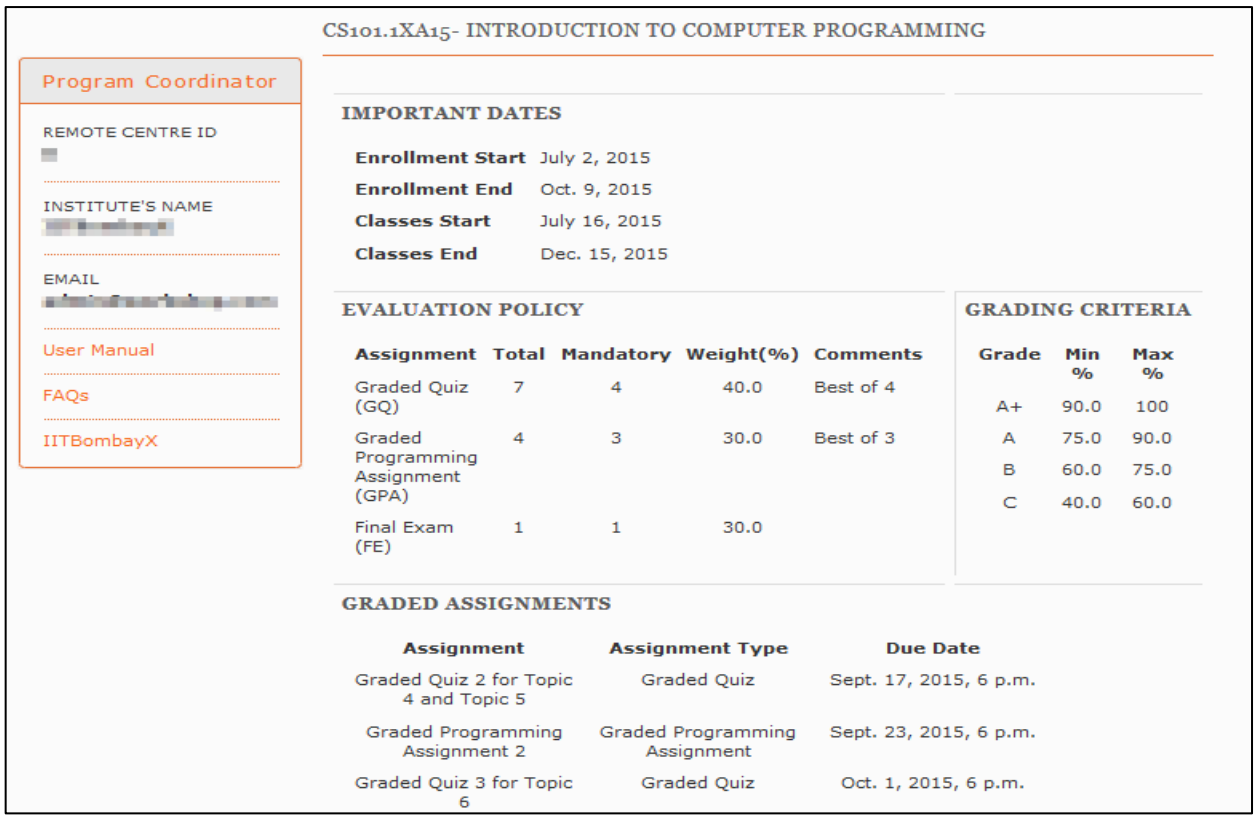
RollNumber	Username	Email	Grade 100%	GQ01 MM:10.0	GQ02 MM:10.0	GQ03 MM:10.0	GQ04 MM:10.0	GPA01 MM:10.0	GPA02 MM:10.0	GPA03 MM:10.0
			0.0	NA	NA	NA	NA	NA		
			0.0	NA	NA	NA	NA	NA		
			0.0	NA	NA	NA	NA	NA		
			0.0	NA	NA	NA	NA	NA		
			0.0	NA	NA	NA	NA	NA		
			3.0	3.0	NA	NA	NA	NA		
			4.0	4.0	NA	NA	NA	NA		
			0.0	NA	NA	NA	NA	NA		
			0.0	NA	NA	NA	NA	NA		
			0.0	NA	NA	NA	NA	NA		

As a Head / Program Coordinator to view Course Details, Students' Details, Evaluation Details, Evaluation Status and Grade Details with respect to **All Teachers,** click on **Show**.

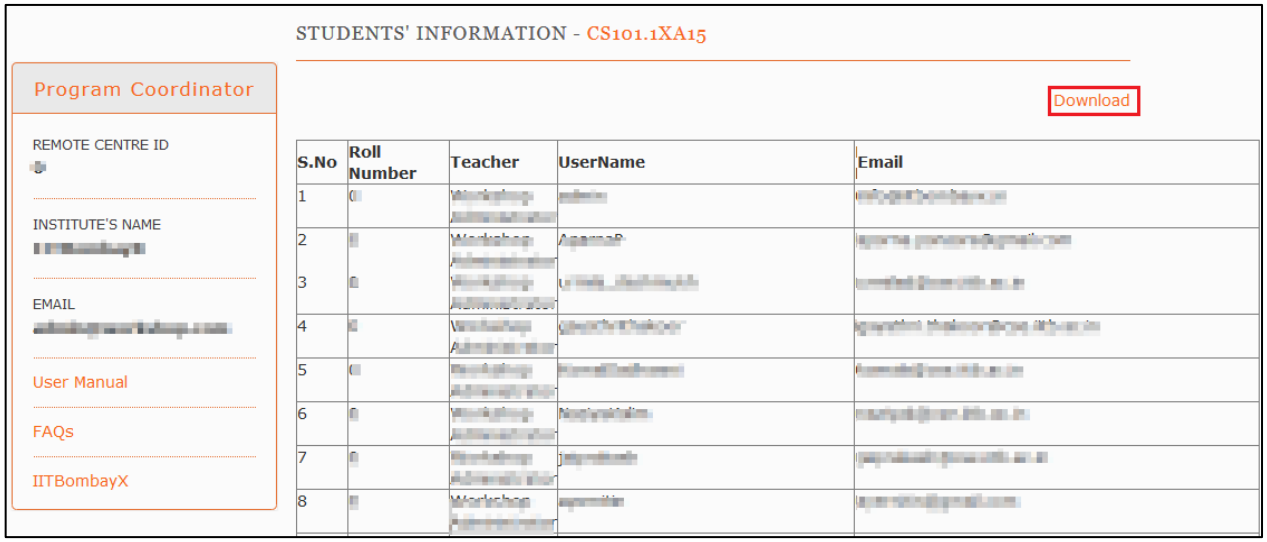


If you click on **Show,** your dashboard will look like this.

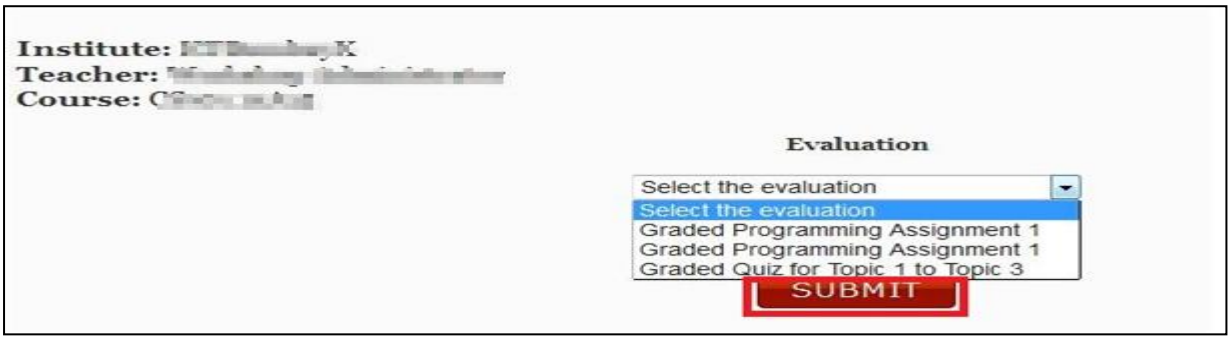
To know about course details, click on **Course Details** tab. Here, it will give information about the important dates such as enrollment and classes start and end dates. The evaluation policy explains the weightage given to each assignment type and the number of droppables the student is allowed; it also gives a range of the minimum to maximum marks assigned to the specific grades.



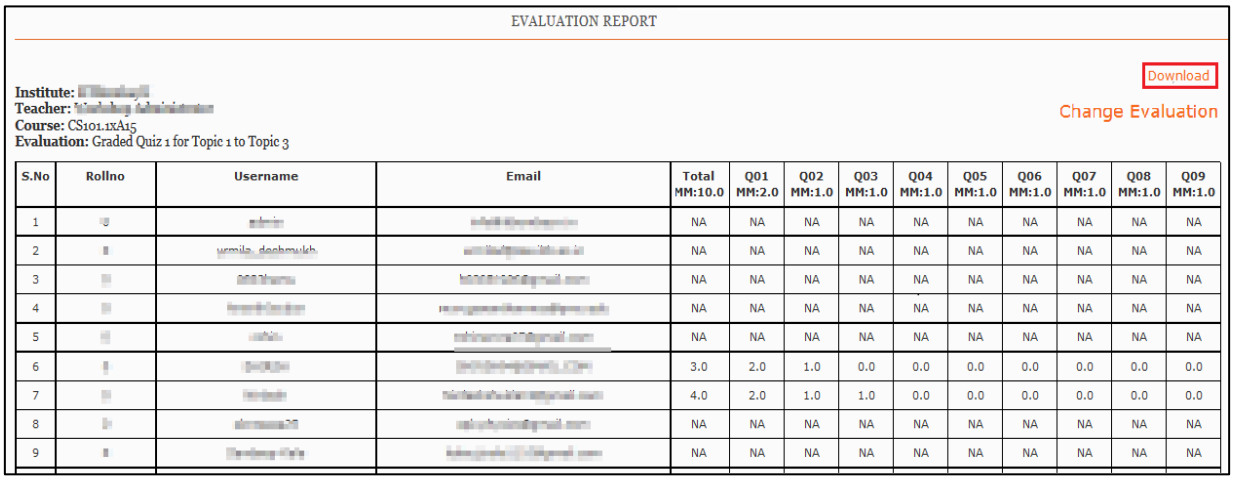
To view the **STUDENTS' INFORMATION,** click on **Students' Details** tab. You can download the students' list by clicking on **Download.**



Again, to know about evaluation details, click on the **Evaluation Details** tab, select the required evaluation from the drop-down menu and then click on **SUBMIT**.



Here again, column Q01 indicates the maximum marks obtained in Question 1 of that Assignment. In the evaluation report NA means not attempted. As a ProgramCoordinator, if you wish to download the **Evaluation Report**, you can click on **Download**.



EVALUATION REPORT

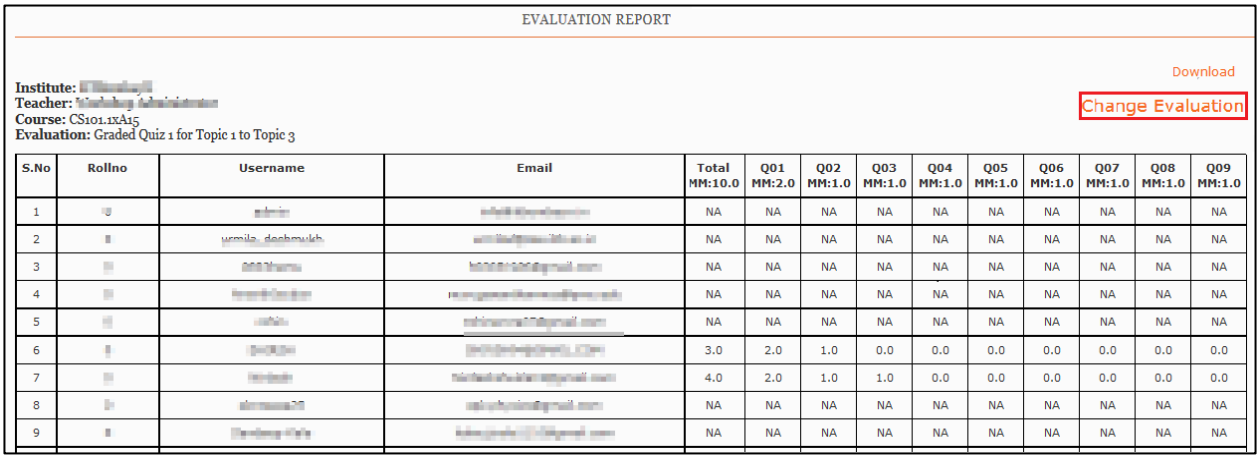
Download

Change Evaluation

Institute:
Teacher:
Course: CS101.1xA15
Evaluation: Graded Quiz 1 for Topic 1 to Topic 3

S.No	Rollno	Username	Email	Total MM:10.0	Q01 MM:2.0	Q02 MM:1.0	Q03 MM:1.0	Q04 MM:1.0	Q05 MM:1.0	Q06 MM:1.0	Q07 MM:1.0	Q08 MM:1.0	Q09 MM:1.0
1				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
2				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
3				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
4				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
5				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
6				3.0	2.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7				4.0	2.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
8				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
9				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

If you want to change evaluation type, click on **Change Evaluation**.



EVALUATION REPORT

Download

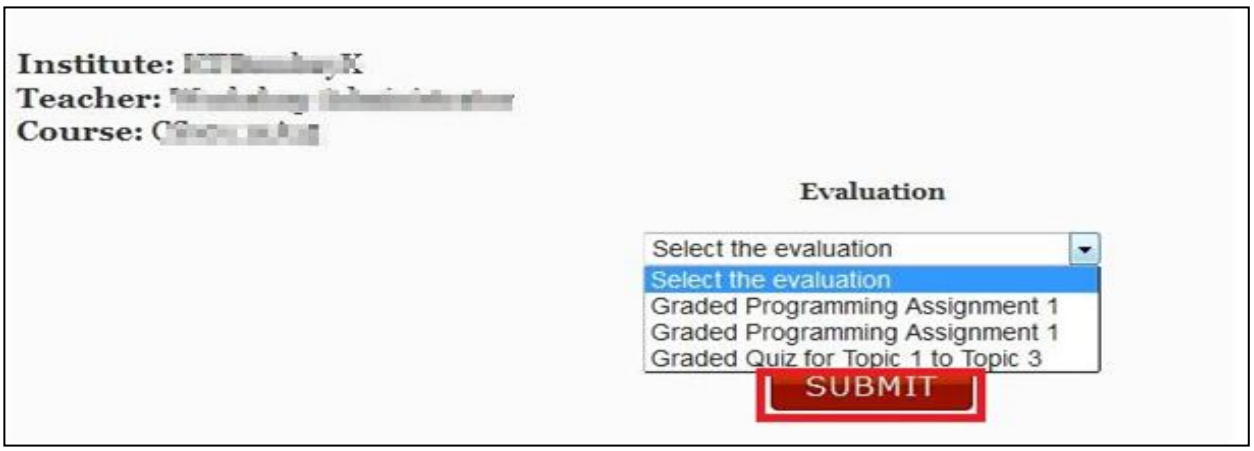
Change Evaluation

Institute:
Teacher:
Course: CS101.1xA15
Evaluation: Graded Quiz 1 for Topic 1 to Topic 3

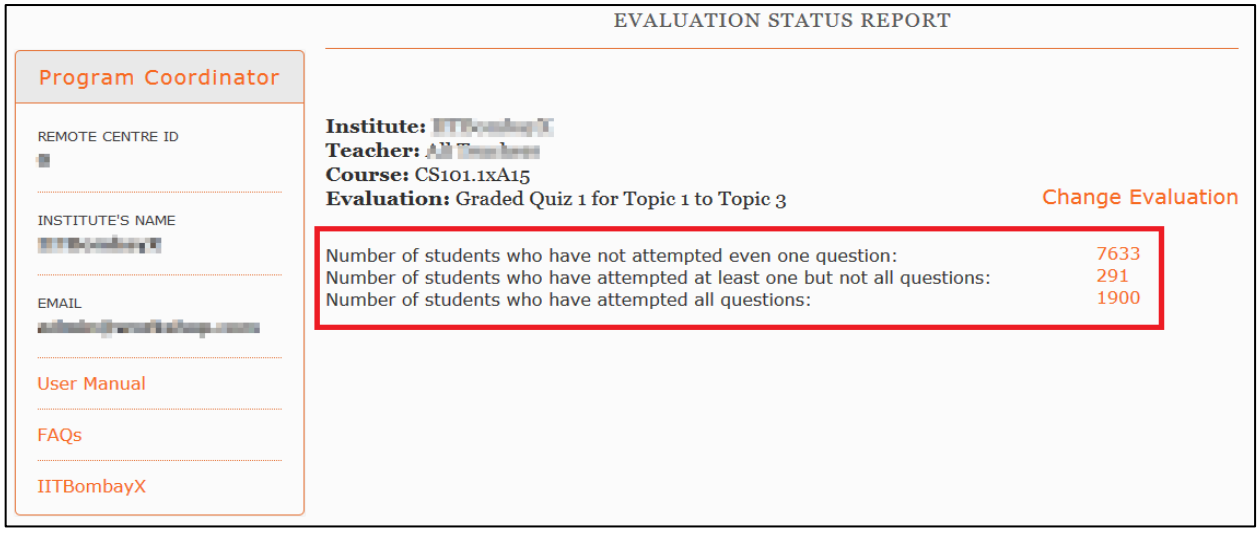
S.No	Rollno	Username	Email	Total MM:10.0	Q01 MM:2.0	Q02 MM:1.0	Q03 MM:1.0	Q04 MM:1.0	Q05 MM:1.0	Q06 MM:1.0	Q07 MM:1.0	Q08 MM:1.0	Q09 MM:1.0
1				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
2				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
3				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
4				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
5				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
6				3.0	2.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7				4.0	2.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
8				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
9				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

The Program Coordinator or the Teacher may need to select an evaluation option such as Graded Programming Assignment 1, Graded Assignment 2 or Graded Quiz for Topic 1 to Topic 3. For this, the Change Evaluation function can be used by

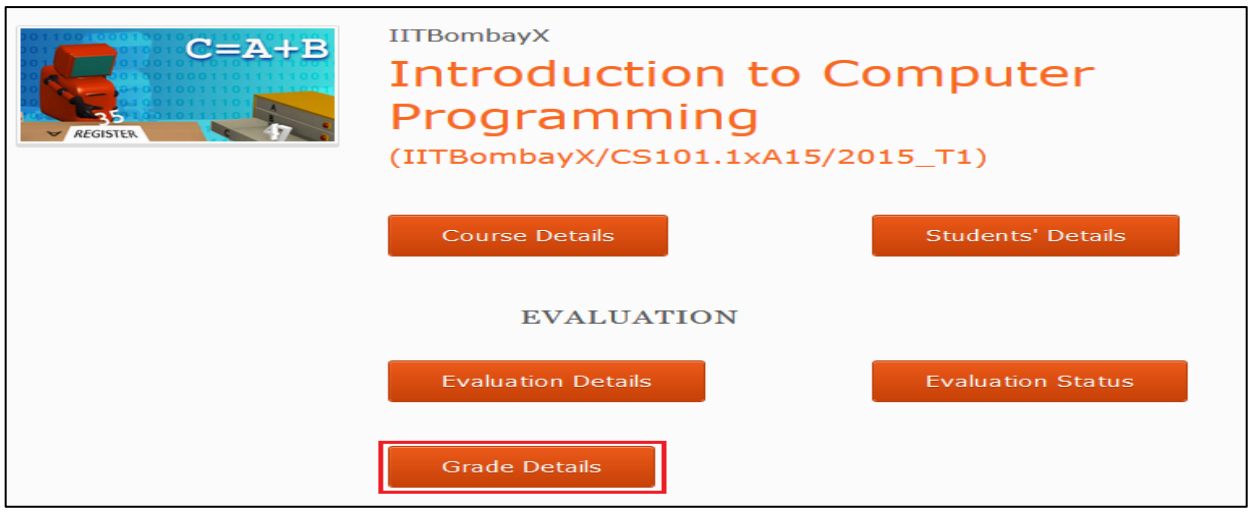
selecting the evaluation from the dropdown menu, depending on the requirement. Now click on **SUBMIT**.



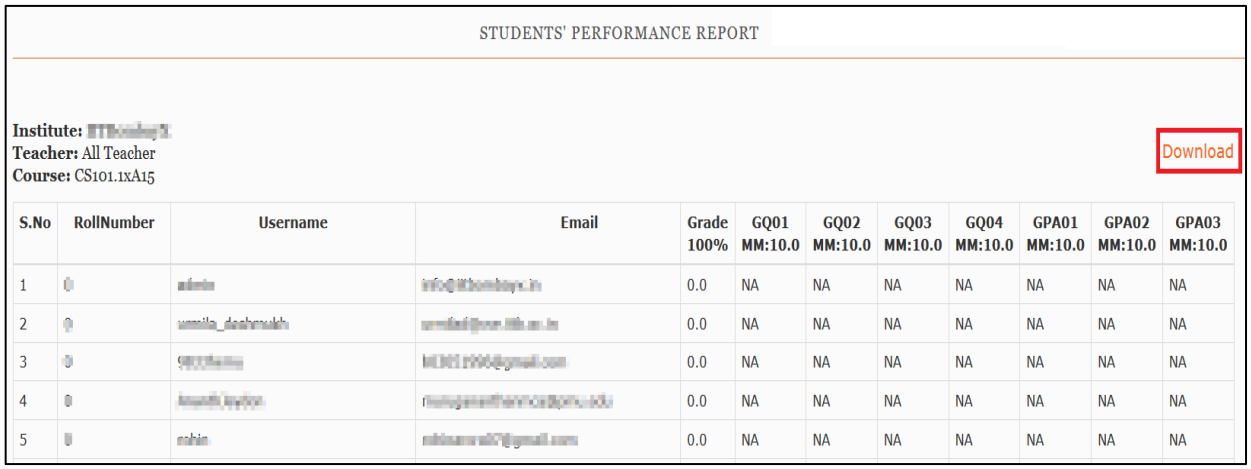
When a particular Assignment type is selected from the dropdown menu and you click on **SUBMIT**, you get to see the evaluation status i.e. Number of students who have not attempted even one question, Number of students who have attempted at least one but not all questions, and Number of students who have attempted all questions, as shown by the following image. If Evaluation Status of the students with the respective teachers needs to be seen, the Evaluation Status Report will give those details.



To view how the students have performed and their grades in the graded quizzes and graded programming assignments, the Students' Performance Report can be accessed. For this, click on **Grade Details** tab.



You can also **Download** the Students' Performance report**.**



STUDENTS' PERFORMANCE REPORT

Institute: [redacted]
Teacher: All Teacher
Course: CS101.1xA15

Download

S.No	RollNumber	Username	Email	Grade 100%	GQ01 MM:10.0	GQ02 MM:10.0	GQ03 MM:10.0	GQ04 MM:10.0	GPA01 MM:10.0	GPA02 MM:10.0	GPA03 MM:10.0
1	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA
2	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA
3	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA
4	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA
5	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA

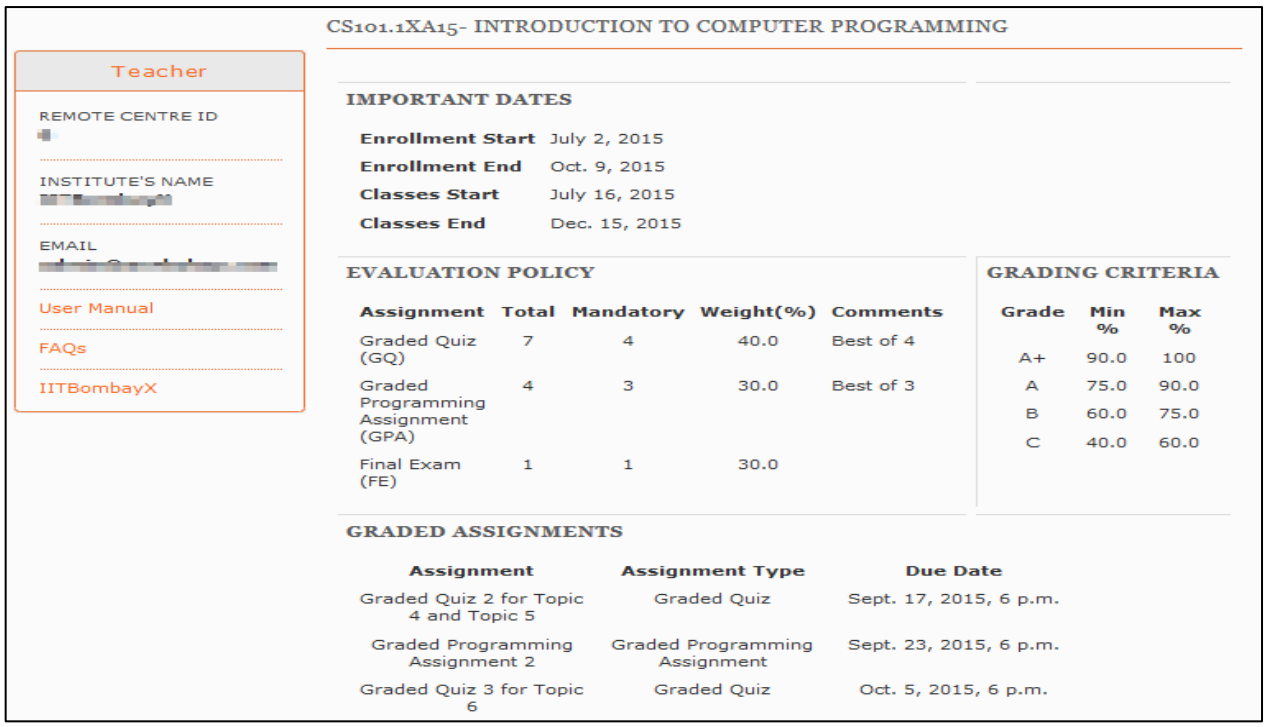
D. Teacher's Functions

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

1. Course Details

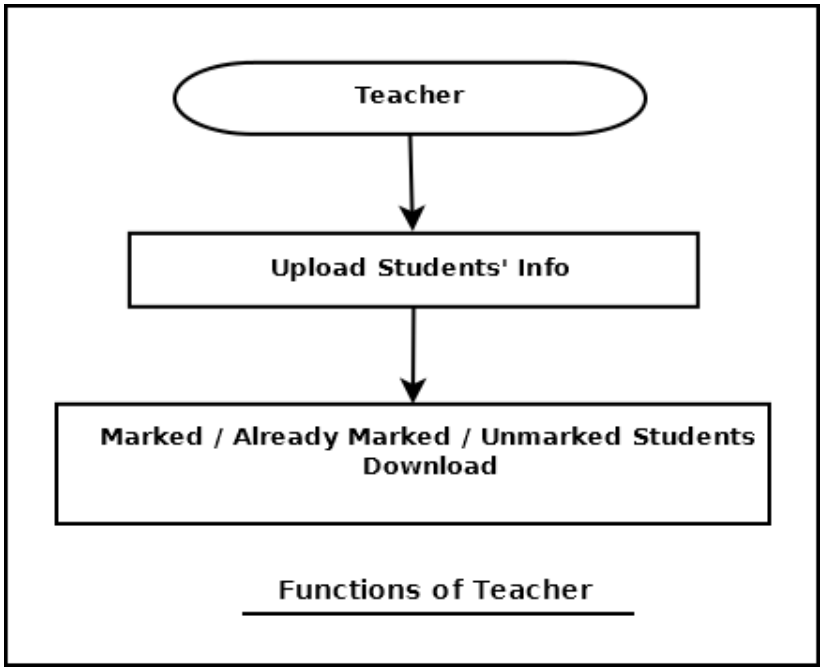
To know about the details of the course, click on **Course Details** tab.

After clicking on **Course Details** you can see important dates, evaluation policy, grading criteria and graded assignments, as shown in the following image.

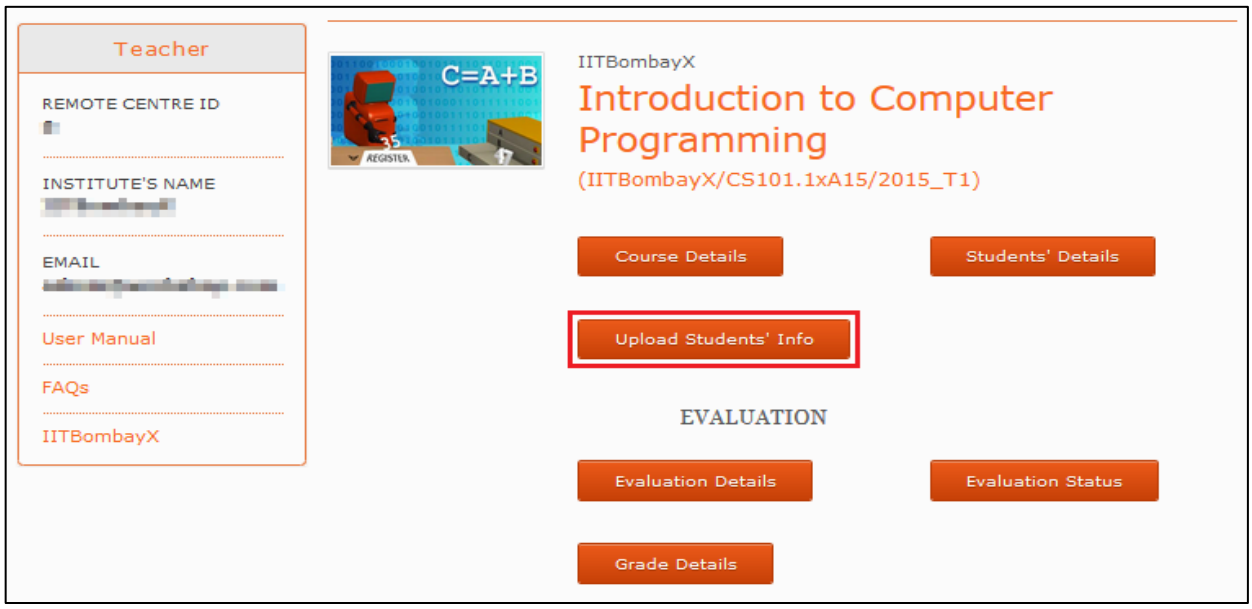


To access your database of students, you need to use Upload Students' Info. If you want to view the students' details and edit their information, you can use the Students' Details functionality.

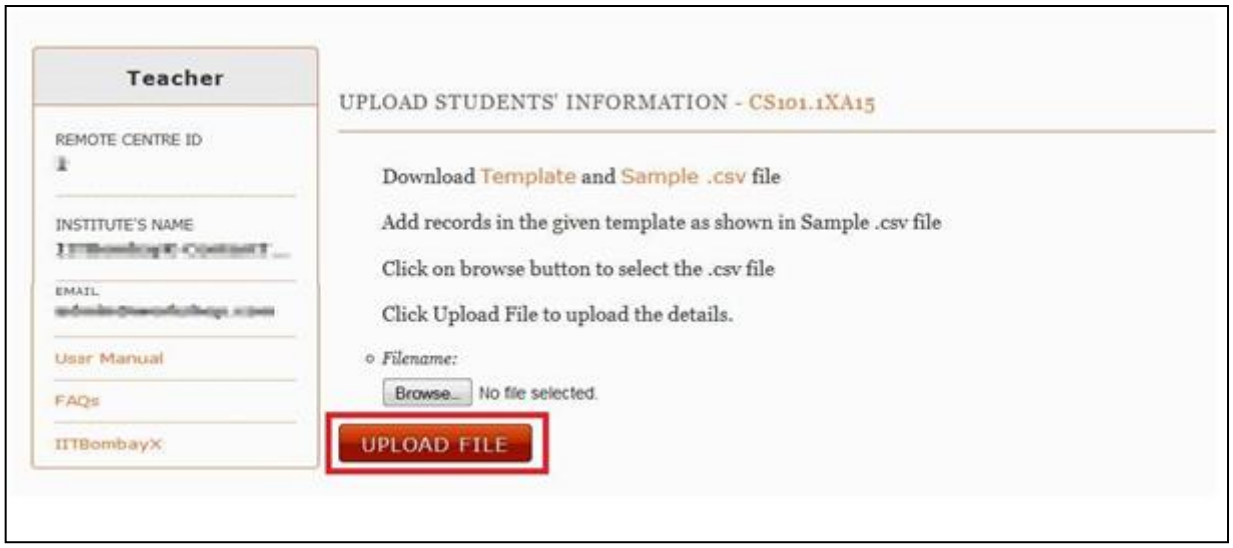
2. Upload Students' Info



Click on **Upload Students' Info** to access your database of students. This database will be helpful to you to mark / grade your students in the concerned MOOC.



Students' Information needs to be saved in the form of a .CSV file in your system. So, as a Teacher, if you would like to view, include or remove some detail from your existing students' list, then you need to use the **UPLOAD FILE** functionality. Before you browse and upload the relevant file of students' information, you need to understand how the **Template** of Students' Information is required to be filled. The sample .CSV will give you a fair idea of this.



To see the format of a **CSV file**, you can view the **Template** and the **Sample .CSV** file. The **Template** will simply show a document that already has some of the details in place. Some more of the information you require can then be added or changed in this existing form. The image below shows how the Template looks. All the three fields - **RollNumber, UserName and Email** - are required. These headings should stay as they exist on the template.

- **Headings of the Template**

- **RollNumber:** The Roll Number must be the student's college roll number, which is then used to identify his / her grades.
- **UserName**: The UserName is case-sensitive on IITBombayX and can include your name along with the surname or initials, but it should match with **the public username registered on the IITBombayX site.**
- **Email Id:** The **Email Id registered on IITBombayX** should be used in the third column. It has to be a unique id used.

Please **Note** that the students should be registered on IITBombayX.This system will mark your students on IITBombayX MOOCs Course so that you can view their MOOCs course progress.

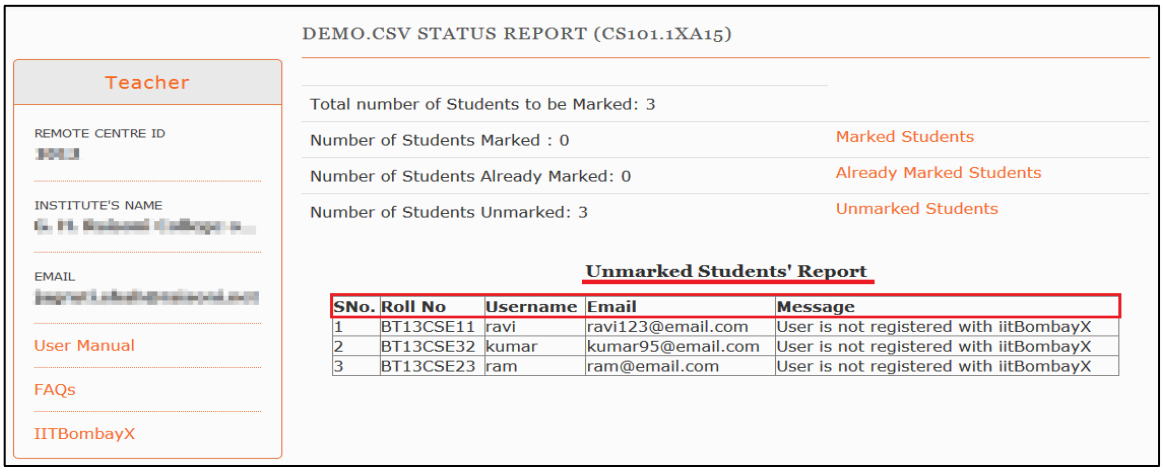
The **Sample .CSV**(comma-separated values) file shows how data can be stored in the form of a record. By including details in the columns - RollNumber, UserName and Email - it is just a sample of how you can put in the relevant student data on your template. The image below shows the Sample .CSV file.

A1 | RollNumber

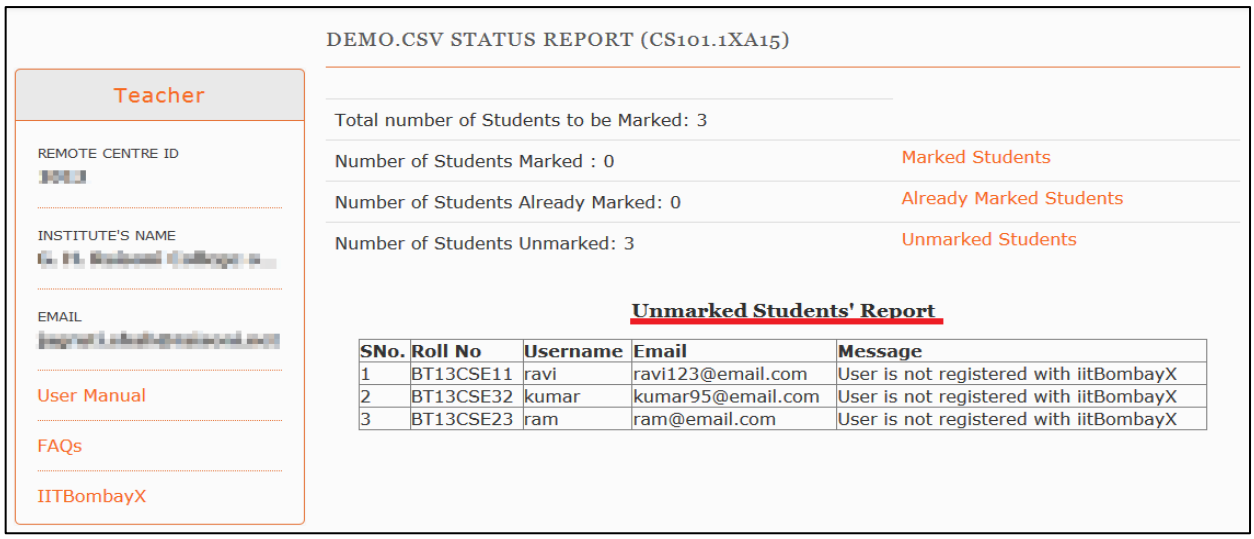
A	B	C
RollNumber	UserName	Email
BT13CSE11	ravi	ravi123@email.com
BT13CSE32	kumar	kumar95@email.com
BT13CSE23	ram	ram@email.com

Now when you have browsed and decided on the relevant .CSV file to upload,click on **UPLOAD FILE**. This should be available in your system, as the image showed on the previous page.

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



Message information implies the validity of the student's details 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 under the heading **Unmarked Students' Report**.



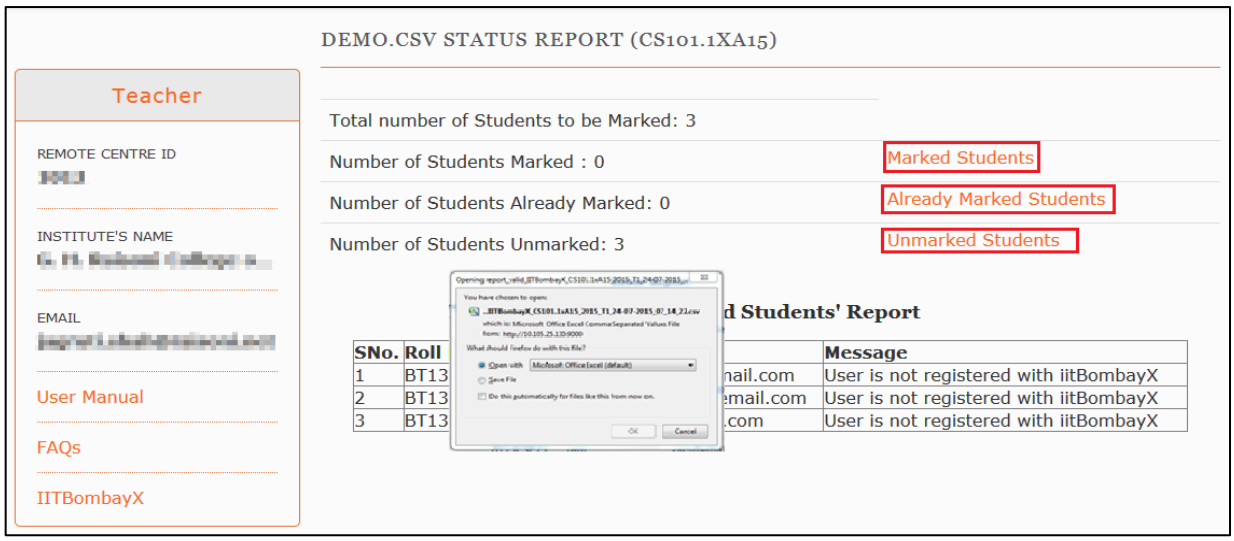
- **Unmarked Students' Report**

There can be a variety of errors indicated under **Message** that you may see in the **Unmarked Students' Report**. The following directions will help you through these messages:

Error	Next Steps
Invalid File Name	The filename should have an extension as .CSV. Please rename the file and upload it again.
Invalid Header Record	The file that is uploaded does not match with the template. Download the template.CSV and move all the student records to a new file and upload it.
Invalid Course	Your institute has not enrolled for the course you have selected. Please contact your Program Coordinator so that he can send an email to the eoutreach@it.iitb.ac.in
You are not a Nominated Teacher for this course	Your institute has not nominated you as a Teacher for the course you have selected. Please contact your Program Coordinator so that he can send an email to eoutreach@it.iitb.ac.in
Empty Record	There is an empty or blank record in the .CSV file that was uploaded.
Invalid Record	Please insert the required data expected as per the record. If the email, roll no and username have been asked, all these details need to be filled in completely and must include all the relevant special characters. Please update the record in a new file and upload it.
All Fields are Required	Either the Roll No or the Email Address or the Username has been left blank. Please update the field.

User is not registered with IITBombayX Course	Please ask the student whose roll number is mentioned in the record to enroll for the course on IITBombayX.
Email is not valid	This email id is not enrolled for the course. Either the email address is incorrect or the student has not enrolled for the course.
Username is not valid	This Username is not enrolled for the course. Either the username is incorrect or the student has not enrolled for the course. Please note the Username is case-sensitive.
Student not enrolled	Please ask the student whose roll number is mentioned in the record, to enroll for the course on IITBombayX.
This Student has already been assigned to you. There is no change.	This student's information is already uploaded. No further action is required.
This Student has already been assigned to another teacher.	The student's information is already marked by another teacher. Please validate information with the student. If it is correct, please write an email to the software support team at bmwsoftwareteam@cse.iitb.ac.in.
User has cancelled enrollment from the course.	The student's information mentioned in the record was enrolled for the course earlier, but has now unenrolled itself. Please ask the student for new credentials or request him / her to enroll for the course.

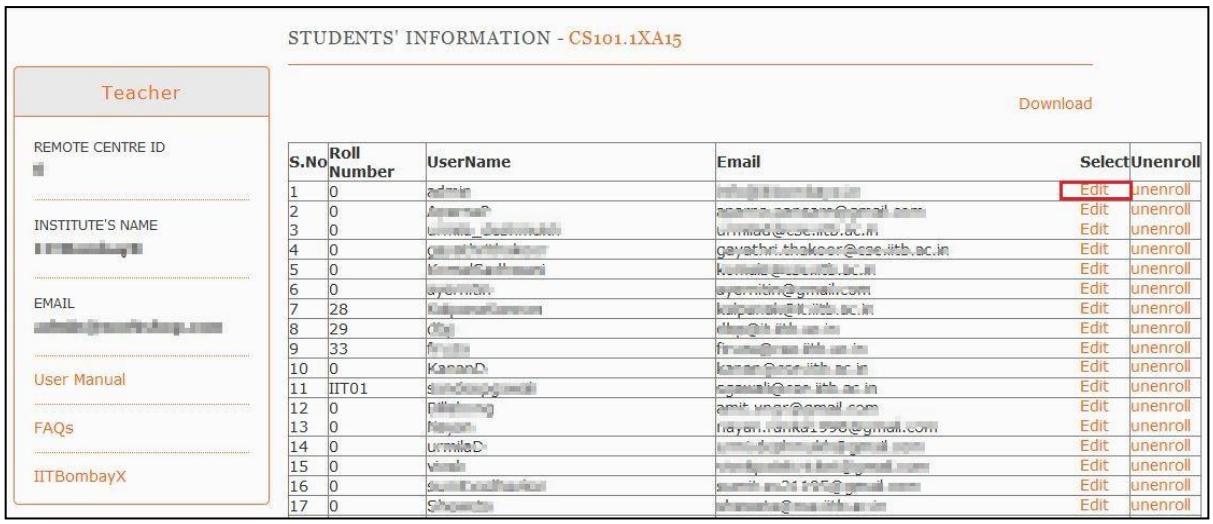
To move on, in the **CSV Status Report**, you will also find the list of marked, already marked and unmarked records of students. By clicking on the relevant tab, a pop-up is seen that helps you to download the record. The image below indicates this function.



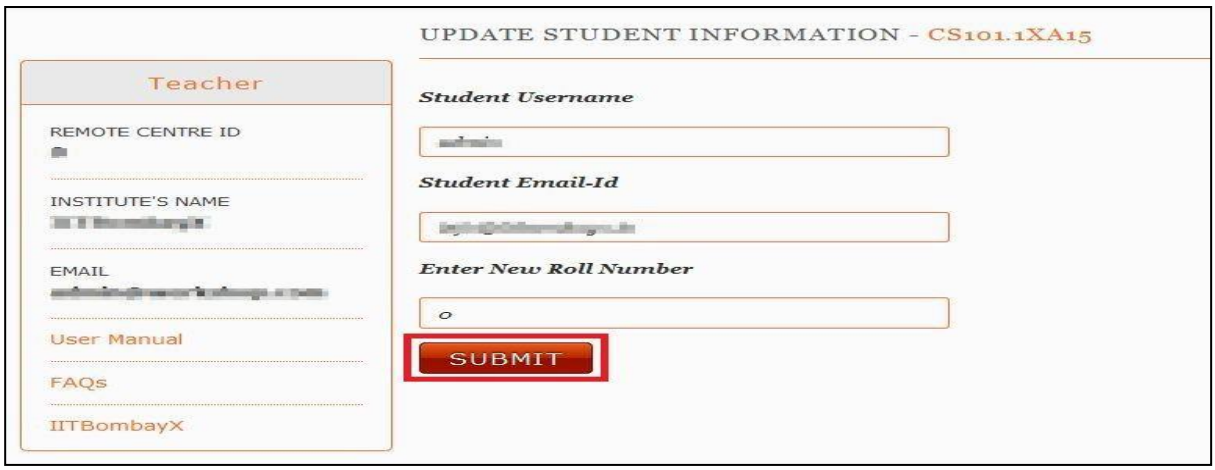
3. Students' Details

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 **Students' Details.**

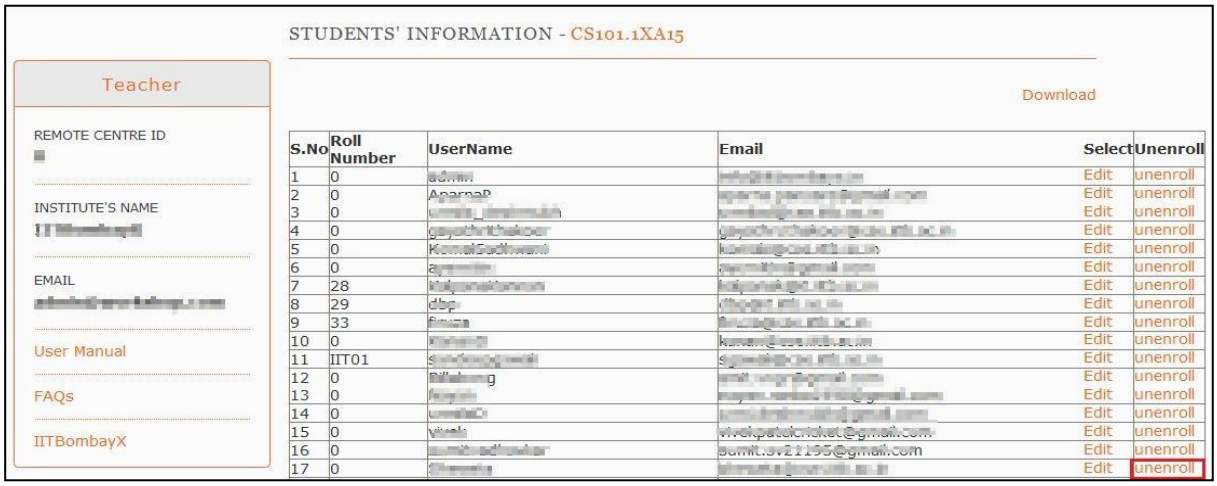
You can now view the list with **RollNumber, UserName and Email.** To edit the student information, you can also select **Edit.**



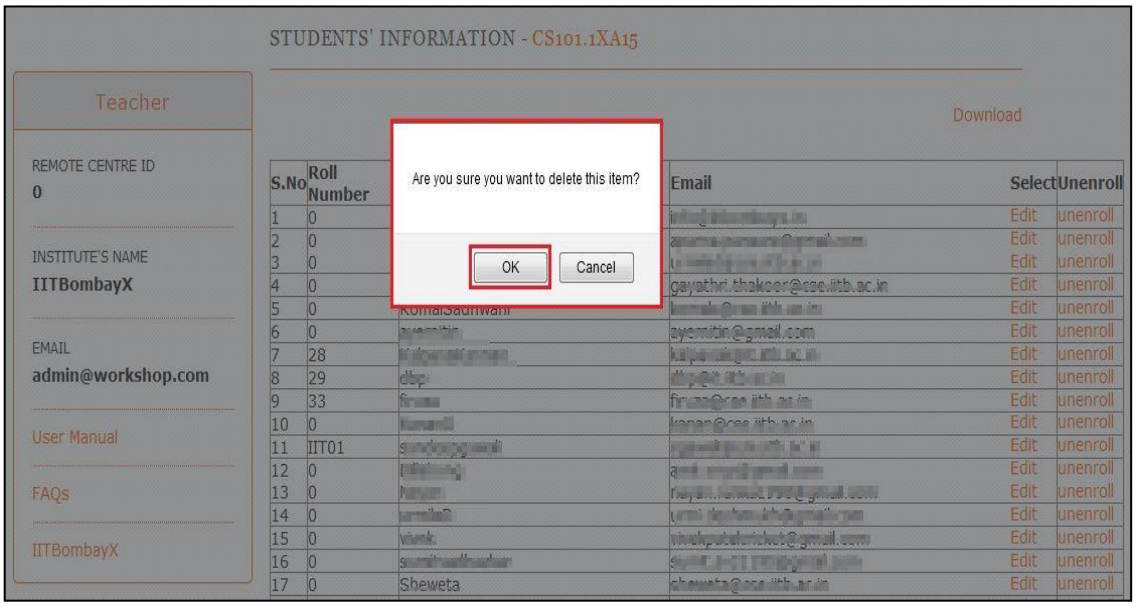
Once this function is clicked, you can update the Students' Information. You can make the required changes here and then click on **SUBMIT.**



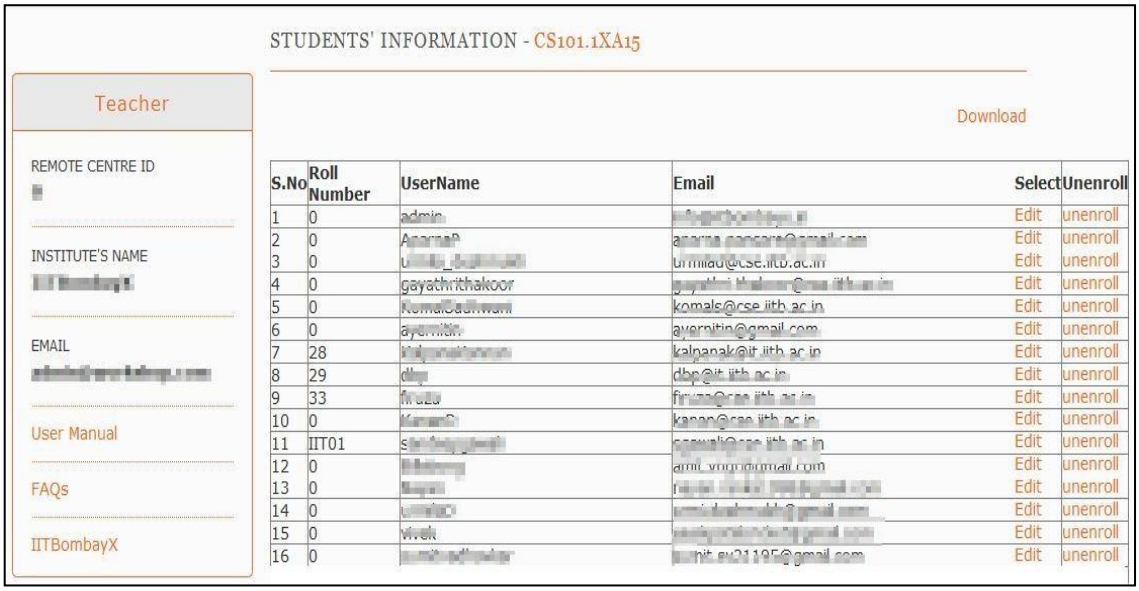
If you want to remove or cancel a student from this course, you can click on **Unenroll**.



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**.

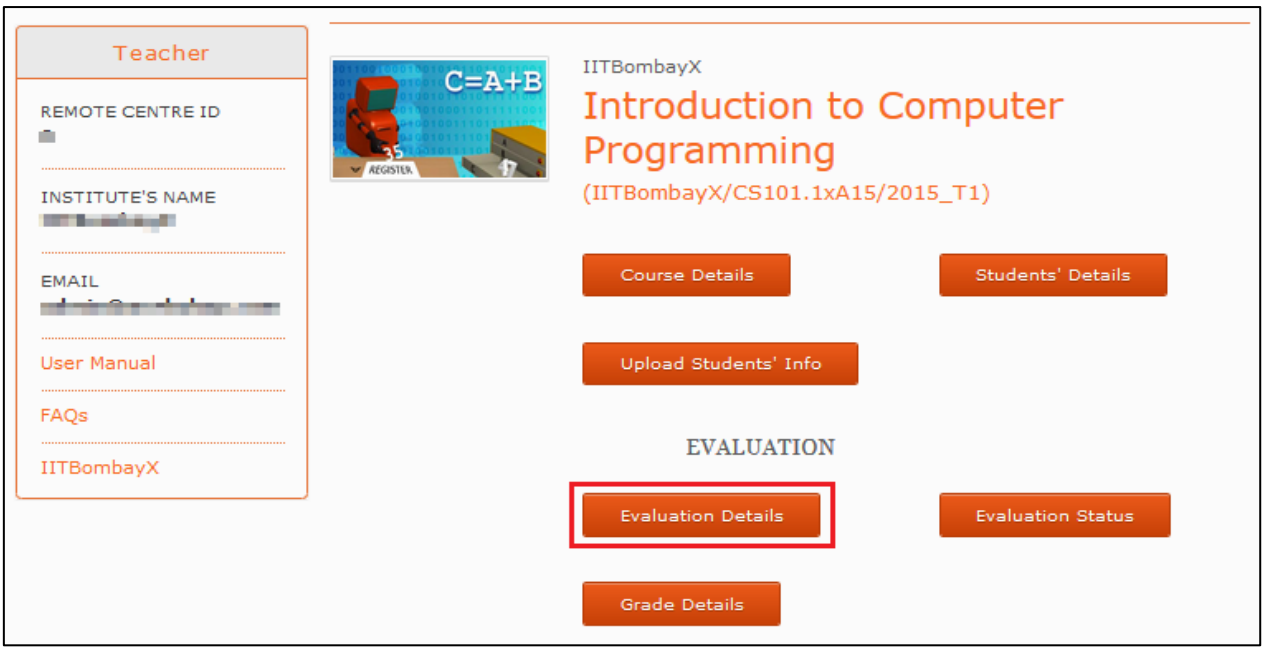


If you click on OK, that particular student will get unenrolled and you will now have a reduced list of students, as shown in the image below.

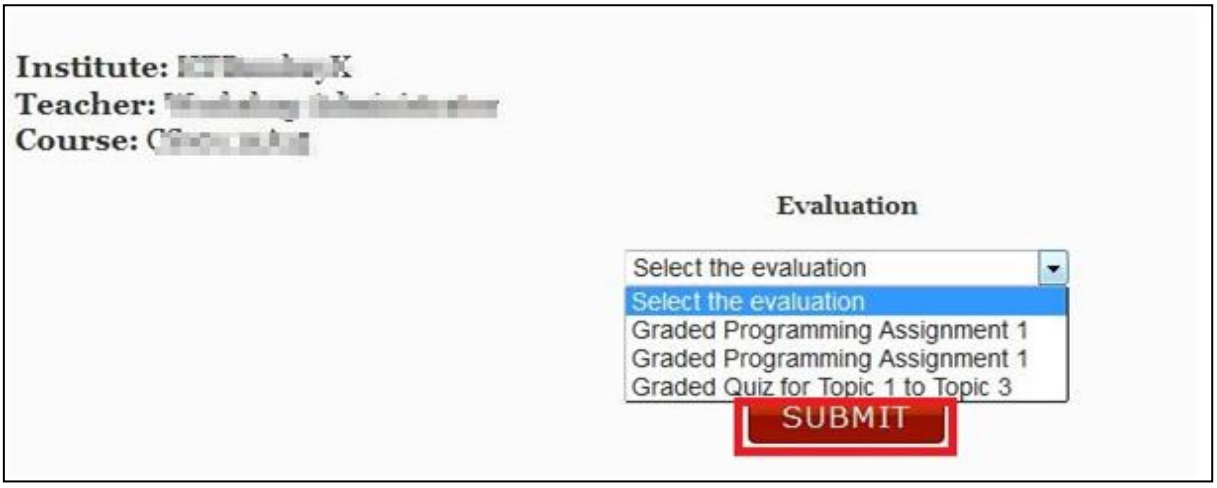


4. Evaluation Details

To know about evaluation details /evaluation report,click on **Evaluation Details** tab.



Select the evaluation from the drop-down menu and click on **SUBMIT**.



When a particular Assignment type is selected by clicking on **SUBMIT**, you get to see the marks scored by the student for the respective question in that particular Assignment. Here, the column Q01 indicates the maximum marks obtained in the Question 1 of that Assignment. As a Teacher, you can download this data by clicking on the **Download** tab. For changing evaluation type click on **Change Evaluation** tab.

EVALUATION REPORT

Download

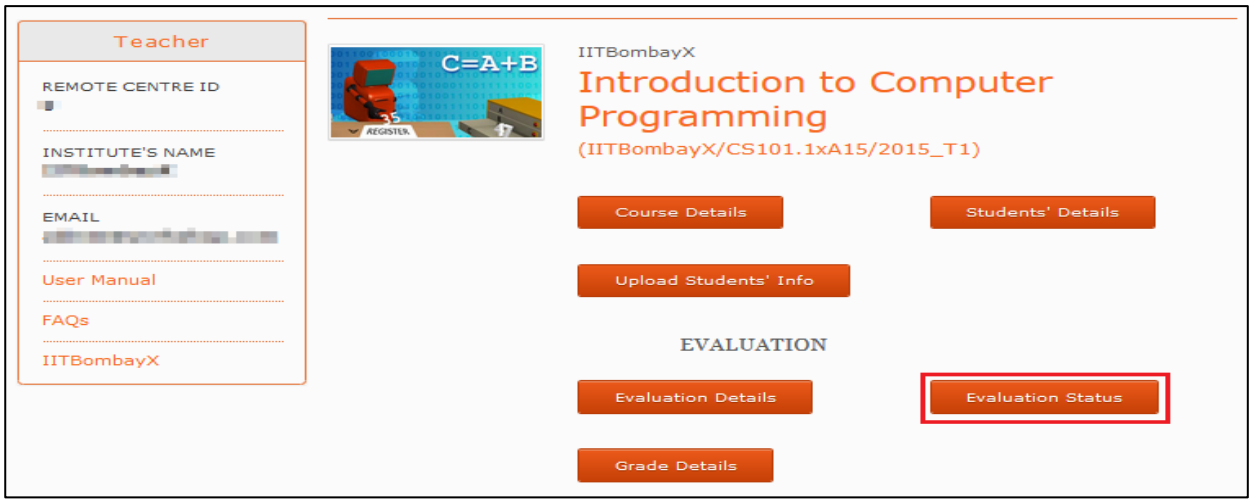
Change Evaluation

Institute:
Teacher:
Course: CS101.1xA15
Evaluation: Graded Quiz 1 for Topic 1 to Topic 3

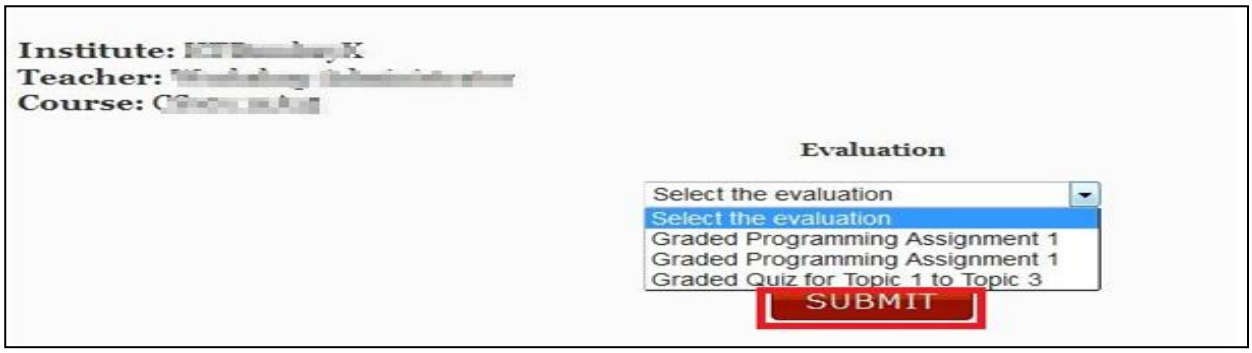
S.No	Rollno	Username	Email	Total MM:10.0	Q01 MM:2.0	Q02 MM:1.0	Q03 MM:1.0	Q04 MM:1.0	Q05 MM:1.0	Q06 MM:1.0	Q07 MM:1.0	Q08 MM:1.0	Q09 MM:1.0
1				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
2				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
3				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
4				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
5				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
6				3.0	2.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7				4.0	2.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
8				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
9				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

5. Evaluation Status

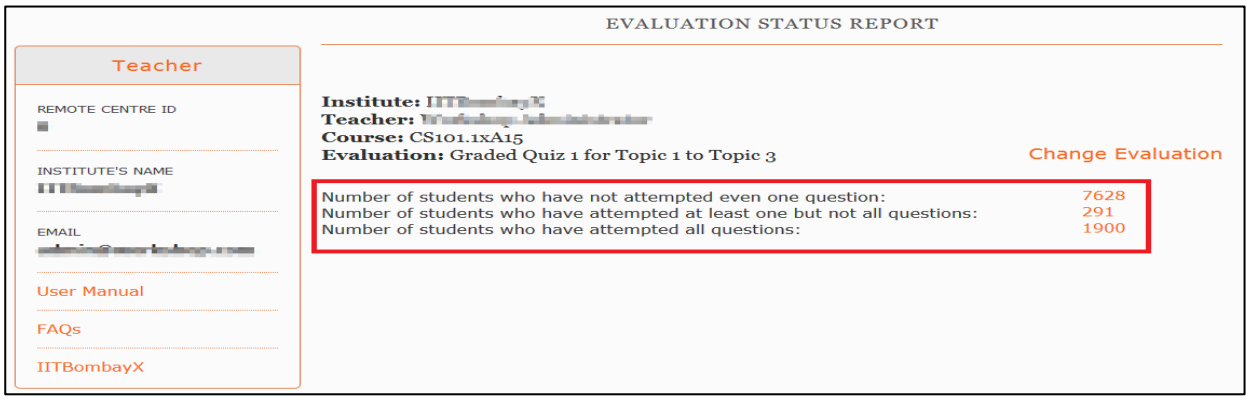
To know about evaluation status, click on the **Evaluation Status** tab.



Select the required evaluation from the dropdown menu and then click on **SUBMIT**.



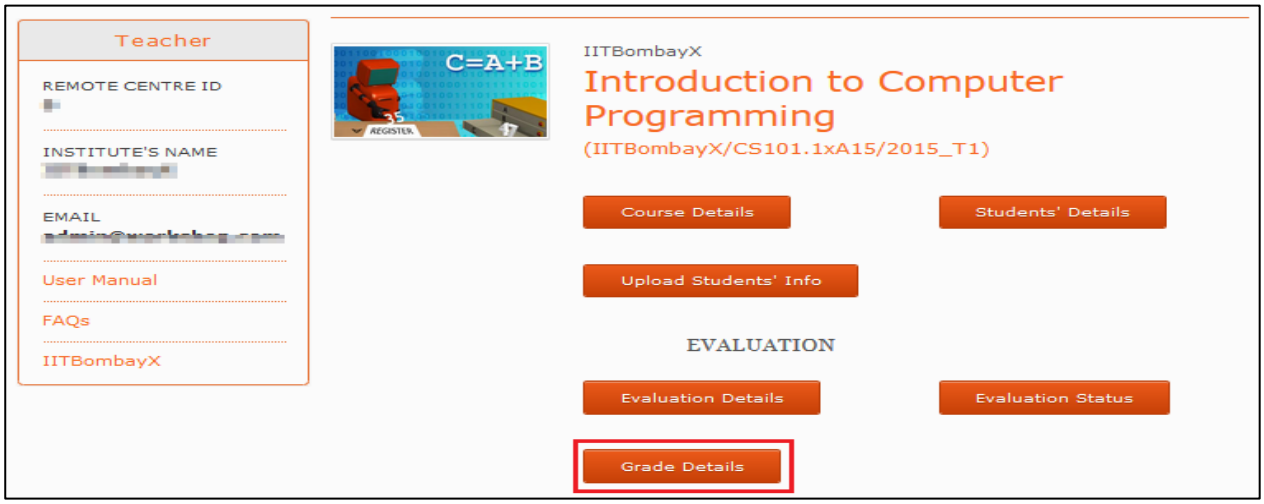
When a particular Assignment type is selected from the dropdown menu and you click on **SUBMIT**, you get to see the evaluation status i.e. number of students who have not attempted even one question, number of students who have attempted at least one but not all questions, number of students who have attempted all questions, as shown by the following image.



If you wish to change evaluation type then click on **Change Evaluation**.

6. Grade Details

To view the grades of students in every attempted quiz and assignment, you can click on **Grade Details** tab.



After clicking on Grade Details tab, you will get to see the grades of the students in each Graded Quiz - GQ, Graded Programming Assignment - GPA, and grade percentage, as shown in the following image. If you want to download the relevant grades, then you can click on the **Download** tab.

STUDENTS' PERFORMANCE REPORT

Institute: [redacted]
Teacher: [redacted]
Course: CS101.1xA15

Download

S.No	RollNumber	Username	Email	Grade 100%	GQ01 MM:10.0	GQ02 MM:10.0	GQ03 MM:10.0	GQ04 MM:10.0	GPA01 MM:10.0	GPA02 MM:10.0	GPA03 MM:10.0
1	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA
2	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA
3	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA
4	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA
5	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA
6	[redacted]	[redacted]	[redacted]	3.0	3.0	NA	NA	NA	NA	NA	NA
7	[redacted]	[redacted]	[redacted]	4.0	4.0	NA	NA	NA	NA	NA	NA
8	[redacted]	[redacted]	[redacted]	0.0	NA	NA	NA	NA	NA	NA	NA

DISCLAIMER

The data and screenshots used in this User Guide are indicative and subject to changes made over time.