IITBombayX Blended MOOCs

User Guide

MOOCs Content Team

July 2015

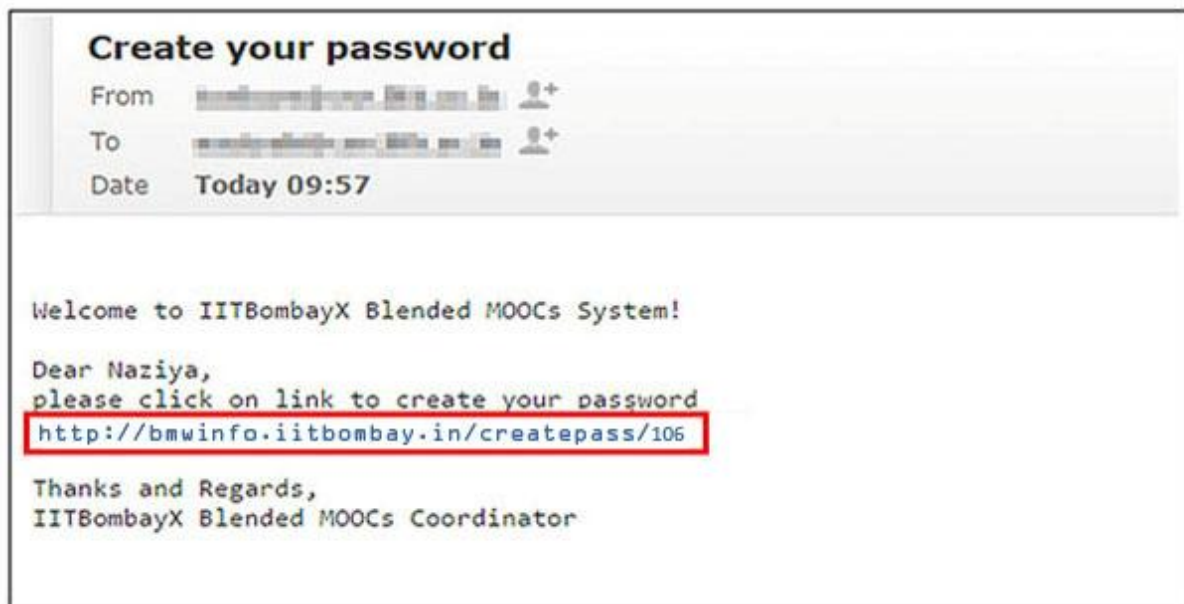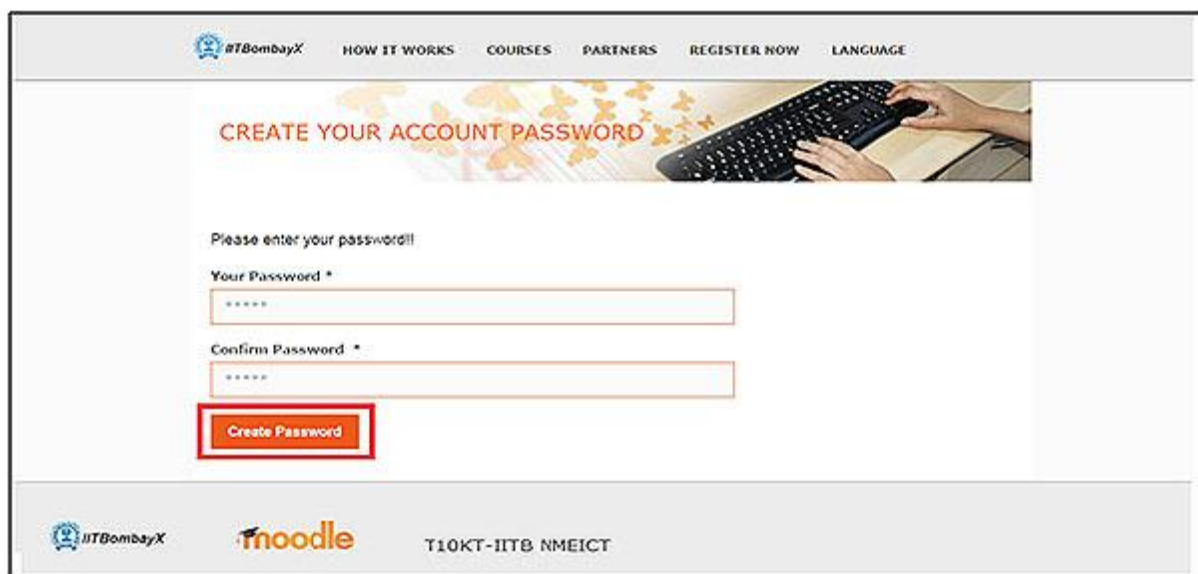**https://bmwinfo.iitbombayx.in**

INDEX

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.
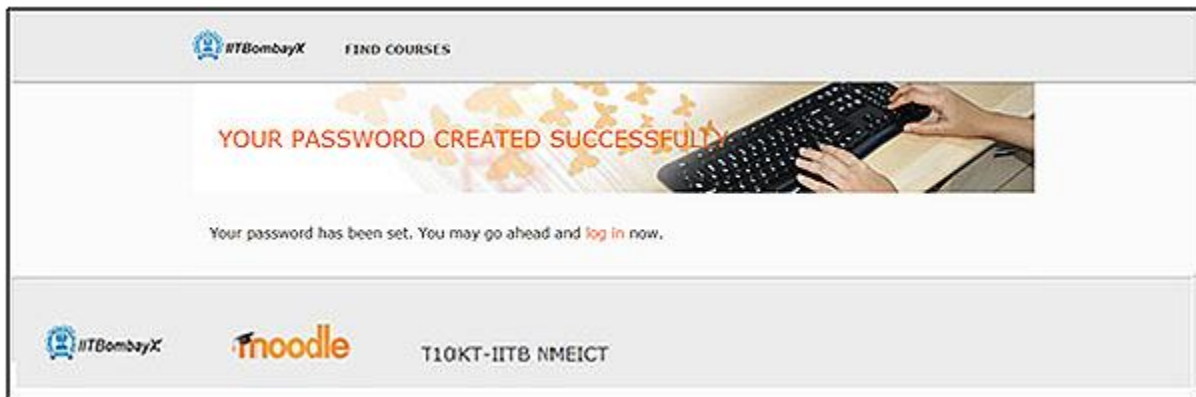

Create Password

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

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**.

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 MY PASSWORD**.
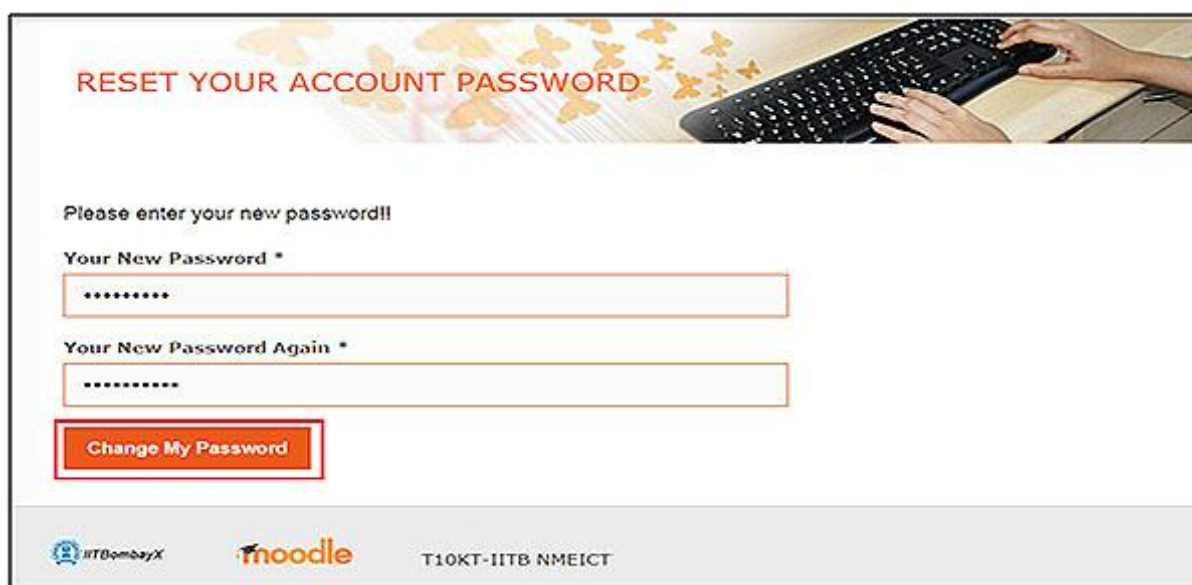
After you have reset your password, you will receive a Reset Password Link in your inbox. Just click on that link.
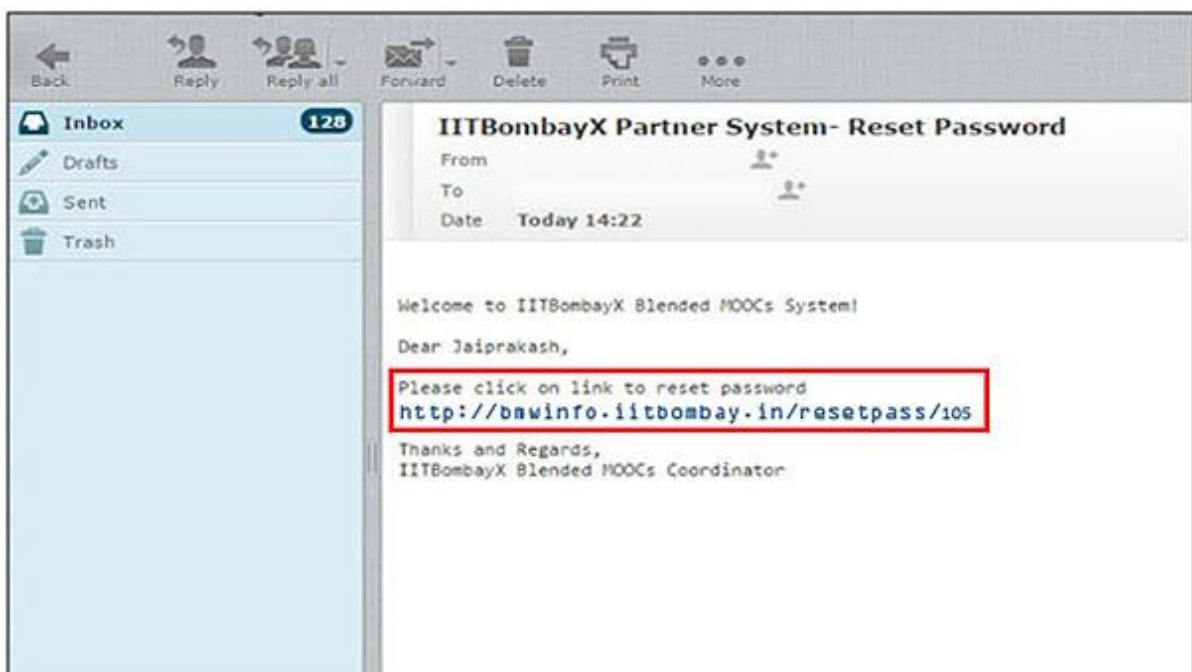
You will now be asked to enter your new password. Confirm your new password again and then click on **Change My Password**.

You will see an image which tells you that the password change is complete. You can log in to the system again.
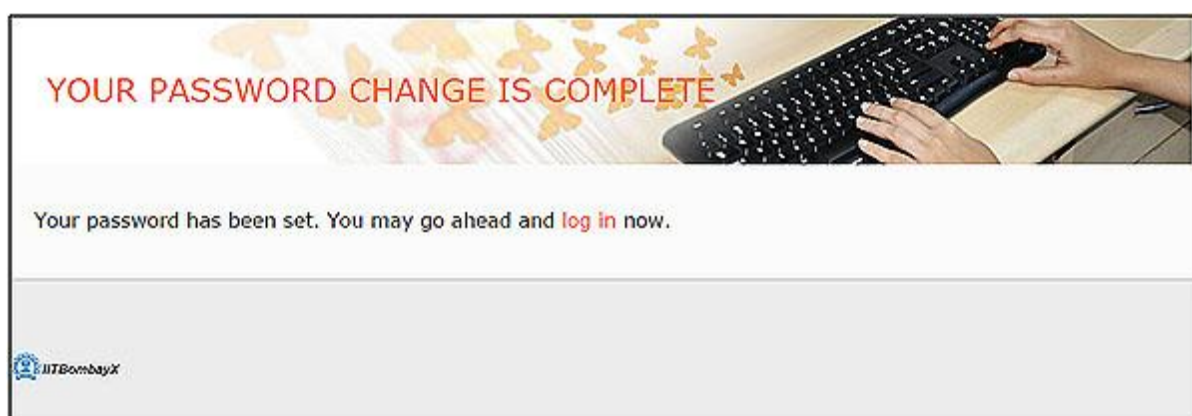
You will also receive email in your inbox telling you that your password has been reset successfully.

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.
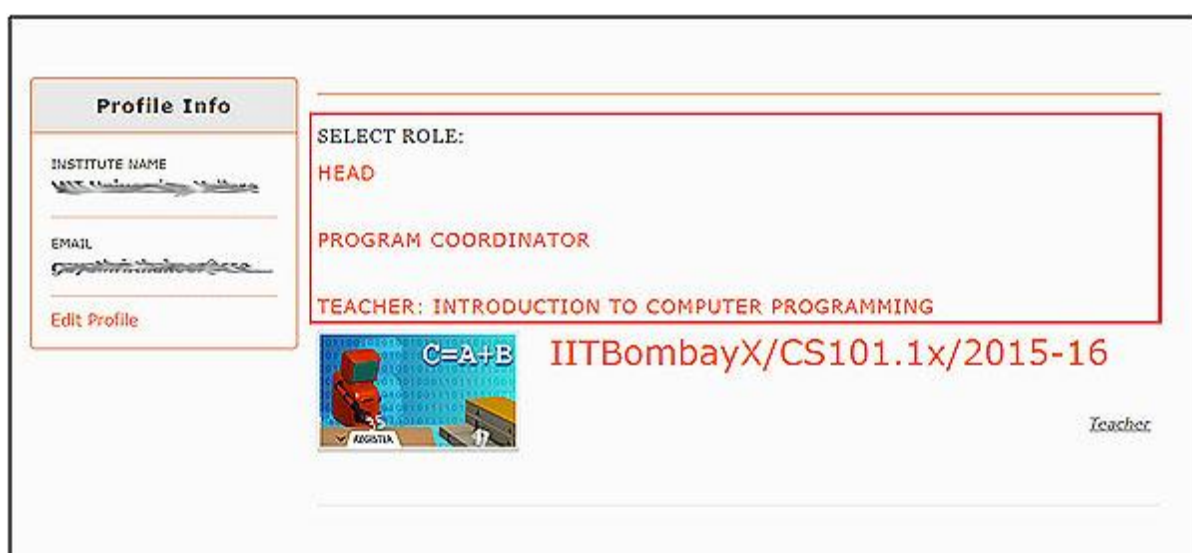
Change Password

If you want to change your password, click on **Change Password** on the top right corner of your dashboard.
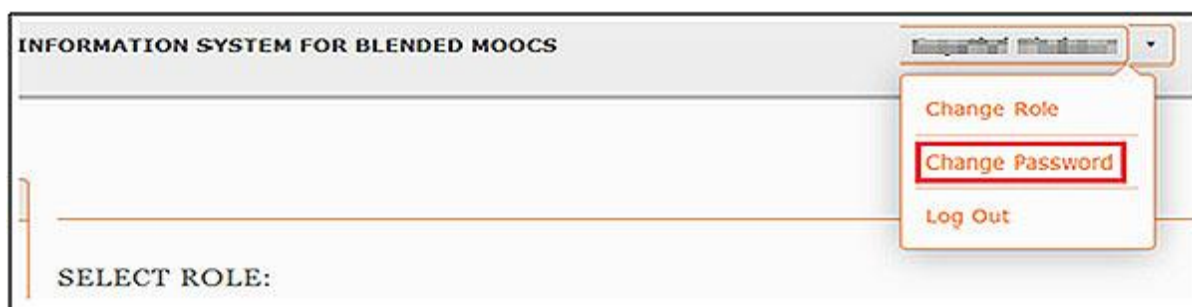
You will now be asked to fill in your old password, and then enter your new password twice. Now click on **Change My Password**.

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.
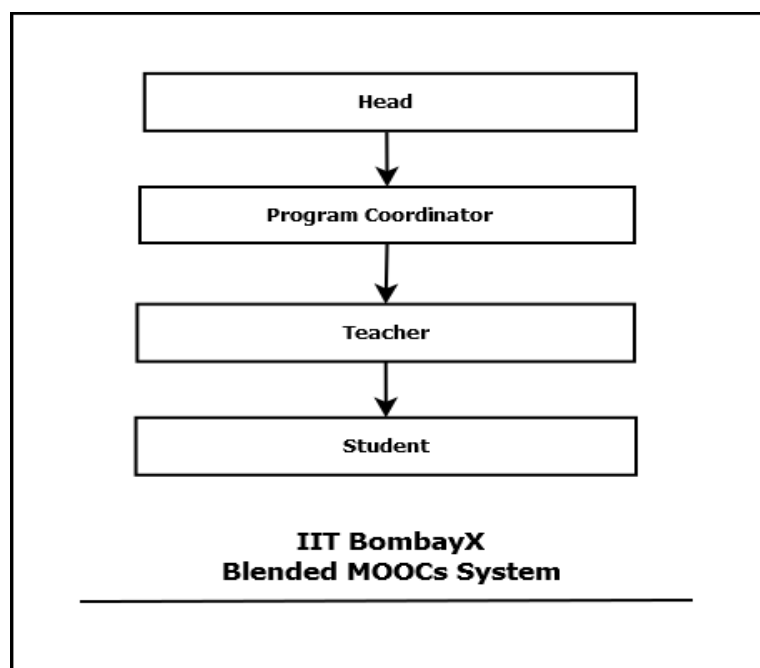

The system has the following hierarchy:


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**.

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

Functions of Head / Program Coordinator
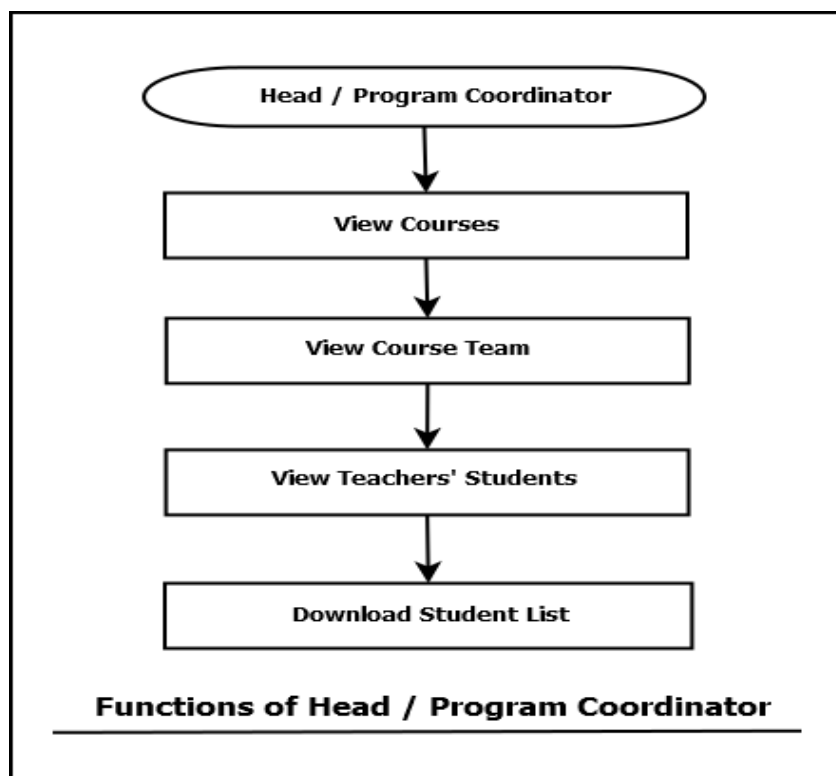
Teacher's Functions

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

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.
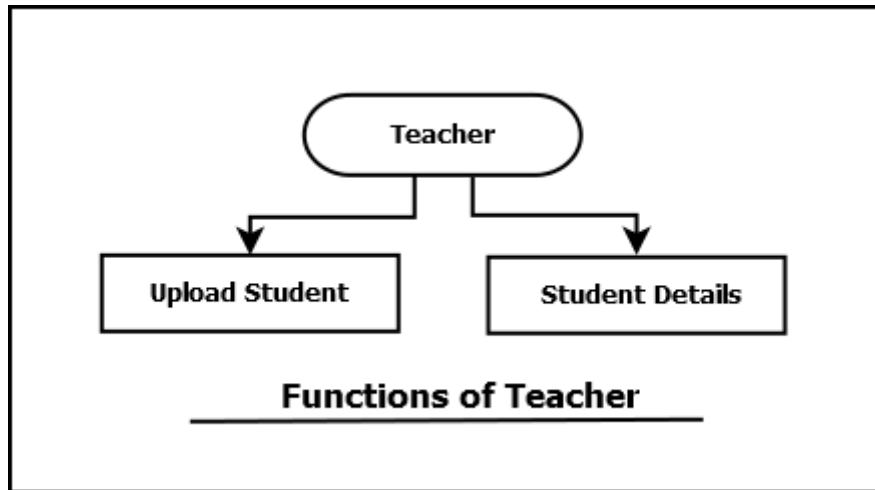
Upload Students

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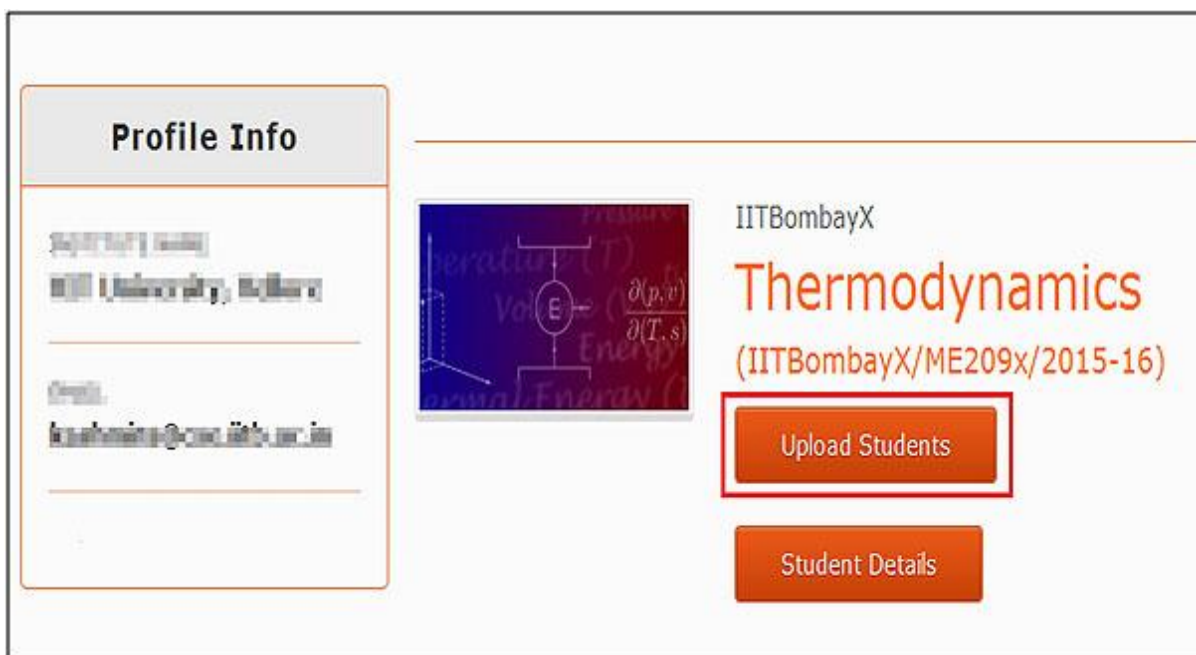
Now, you can browse and upload your own CSV file which consists of the information of your students. Click on **UPLOAD CSV**. This should be available in your system.

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.

The image below shows the Sample CSV file.

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.
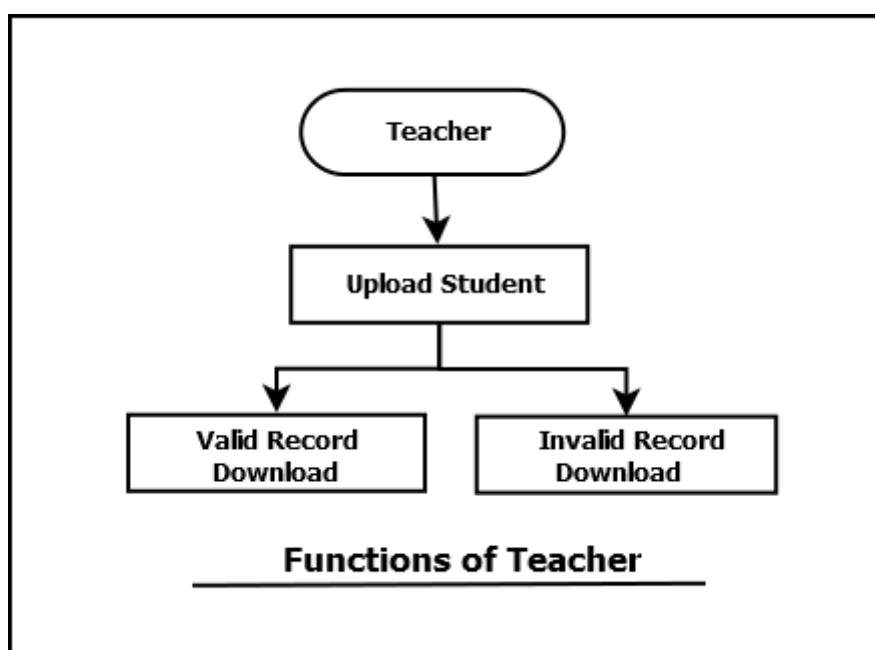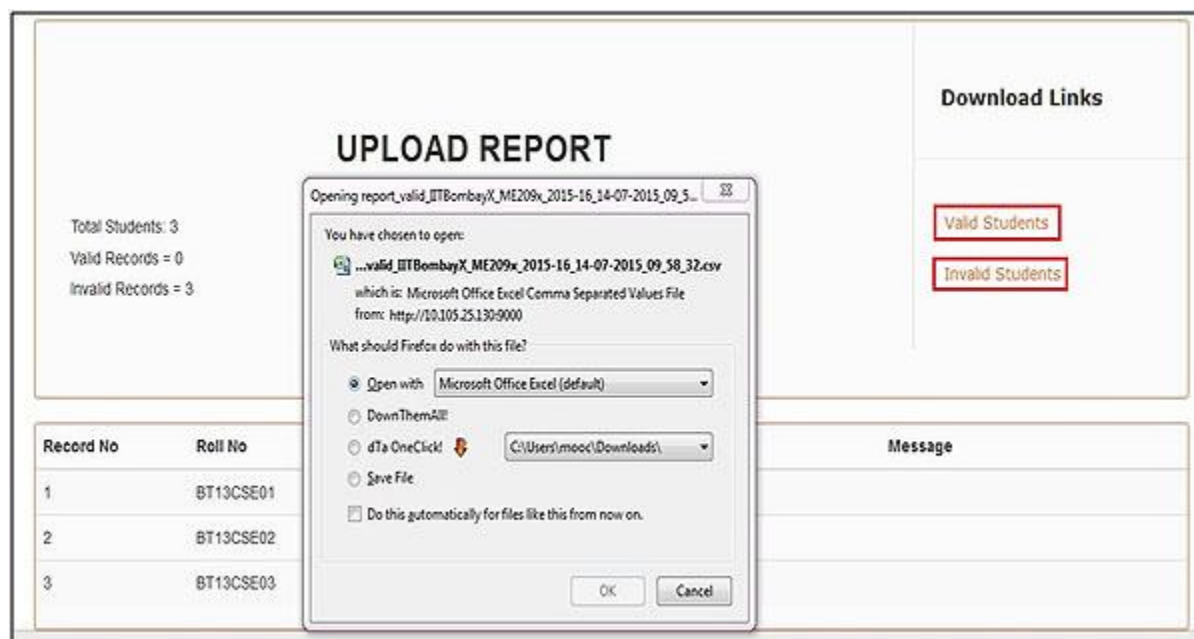
Here, Message information implies the validity of the student in the system. If there is an empty space, it implies that the particular student is enrolled in the system. However, if there are cases when the email id is not valid, the User is not registered with IITBombayX, the User is not active, the 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.

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.

UPLOAD REPORT

Total Students: 3

Valid Records = 0

Invalid Records = 3

Download Links

Valid Students

Invalid Students

Opening report_valid_IITBombayX_ME209x_2015-16_14-07-2015_09_5...

You have chosen to open:

...valid_IITBombayX_ME209x_2015-16_14-07-2015_09_58_32.csv

which is: Microsoft Office Excel Comma Separated Values File

from: http://10.105.25.130:9000

What should Firefox do with this file?

○ Open with   Microsoft Office Excel (default)

○ DownThemAll!

○ dTa OneClick!   C:\Users\mooc\Downloads\

○ Save File

□ Do this automatically for files like this from now on.

OK   Cancel

Record No	Roll No	Message
1	BT13CSE01	
2	BT13CSE02	
3	BT13CSE03	

Functions of Teacher

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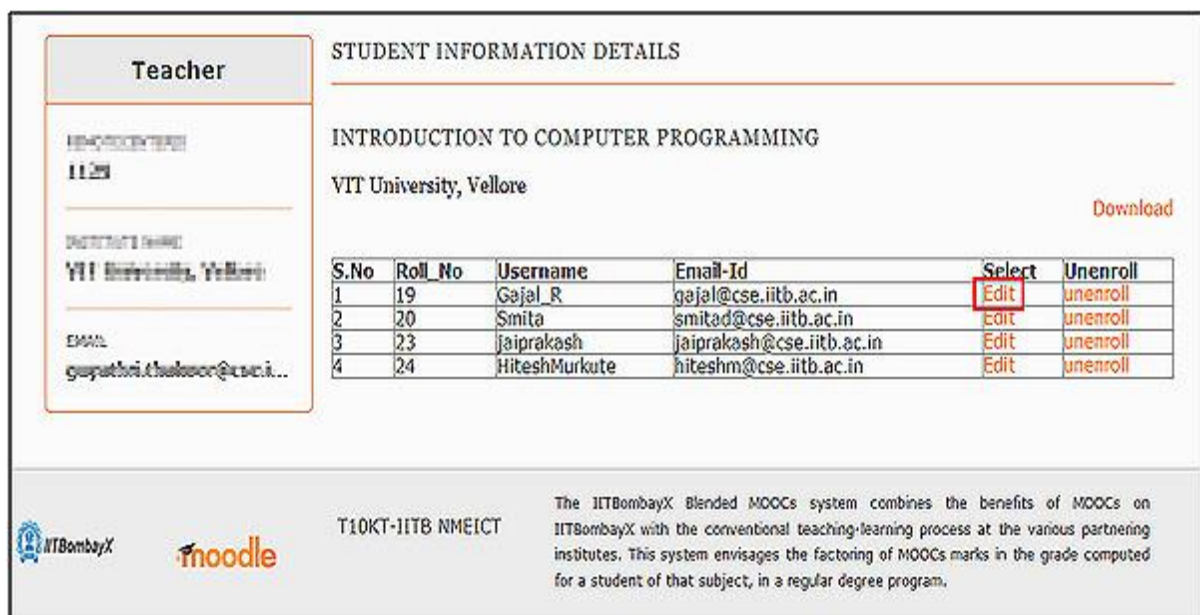
You can now view the list with **Roll_No, Username and Email-Id.** To edit the student information, you can also select **Edit.**

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

UPDATE STUDENT INFORMATION

Student Username

Gajal_R

Student Email-Id

gajal@cse.iitb.ac.in

Enter New Roll Number

19

SUBMIT

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.

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

Teacher

1129

VIT University, Vellore

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	HiteshMurkute	hiteshm@cse.iitb.ac.in	Edit	unenroll

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.

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.