

**Developing Suitable Pedagogical Methods for Various Classes,
Intellectual Calibers and Research in e-Learning-Main Phase**
National Mission Project on Education through ICT

Ministry of Human Resource Development, Government of India
Anchored by: Indian Institute of Technology, Kharagpur

“Online” Review Process for Pedagogy Project

STEPS

1. Please go to <http://www.ide.iitkgp.ernet.in>

We suggest you use Mozilla Fire Fox. In case you do not have Mozilla Fire Fox please download and install Mozilla Fire Fox by clicking on the link provided on the Pedagogy Project Home Page.

- The project home page will appear with the Menu bar on the top rows.
- Immediately below the menu bar but just above the Project title ***“Developing suitable pedagogical methods for various classes, intellectual calibers and research in e-learning through ICT”*** written, there are 7 buttons.

2. Click on the second button from the left marked **“COURSE DEVELOPMENT”**.

- The COURSE DEVELOPMENT home page will appear with there 5 buttons left hand side.

Click on the fourth button from the left marked **“Domain Review”**.
A new page will be appeared.

3. Then Click on the Appropriate Course Name which is list down there. A new page appears.

4. Click on **“Domain Review Page”** button, a Review Login Page will be appeared.

5. Enter your Login ID & Password and press "ENTER" on your keyboard.
 - Your home page will be appeared.
 - The details of the course home page will appear on the screen with the title of the course on the left hand side of the screen.
6. Go through all the sections of the course. Type your comments for each section (Nil if you have no comments) in the corresponding "Comment Box". You can either click on the "Comment" button as you keep adding comments or click on "Add Comment" only when you have written all your comments on a particular section.
 - Only when a comment has been posted the course development team is able to see the comments, prepare the response "offline".
7. DO NOT FORGET to LOG OUT after every review session by clicking on the LOGOUT button on the extreme top right hand corner.
8. If you want to carryout the review "offline", then you may click on "Full Course View" on right side of the course name.
 - The entire document will appear on the screen as a running document.
 - If you click on "Download" tab, then the entire course will be printed excepting the sections which have been uploaded as attached files. The attached files either be viewed or downloaded only when you click on the respective tabs.
 - To print these attached files you have to click on "Print" individually on every attachment. This process may be a little tedious but is necessary at the moment.
9. After you have reviewed the course "offline" enter your comments and follow through steps and outlined above.
10. After Complete the review, click on "Review Completed" Button to submit you review. A new page will be appeared.
11. Click on "Confirm" Tab, Then your Review will be completed.