

IITBombayX Blended MOOCs

User Guide



MOOCs Content Team

July 2015

<https://bmwinfo.iitbombayx.in>

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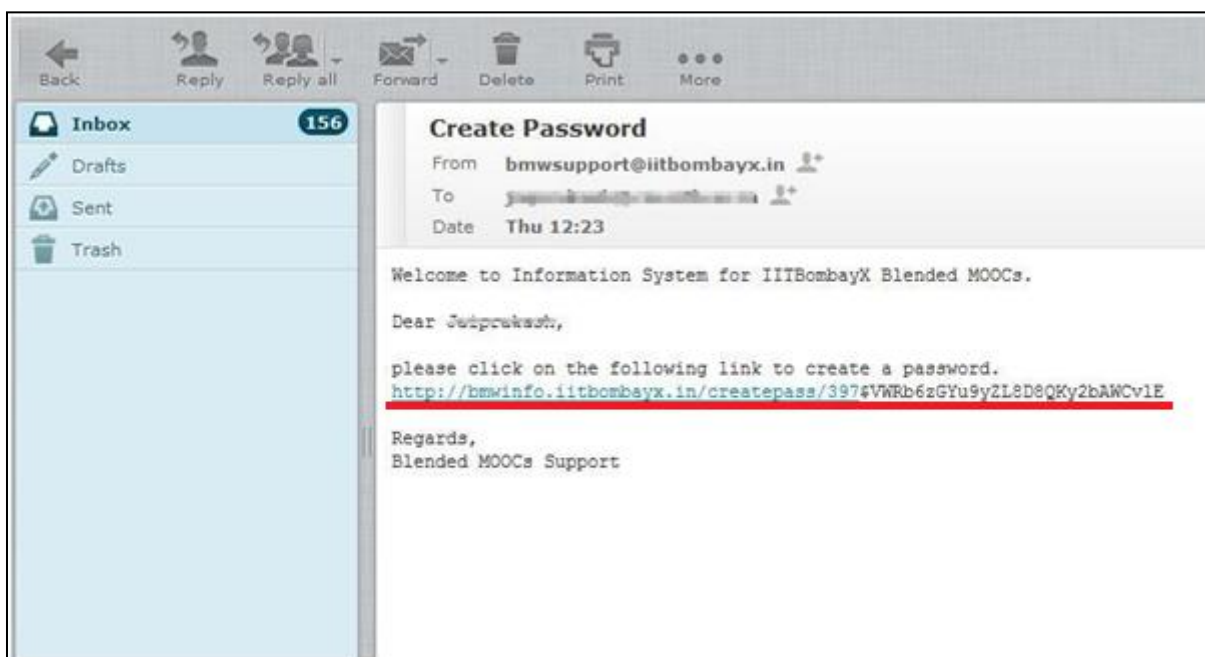
A. Common User Features

1. Registration - Pre-Requisites

- Your institute is part of the IITBombayX Blended MOOCs Consortium.
- You can have the role of a Teacher, Programme Coordinator 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

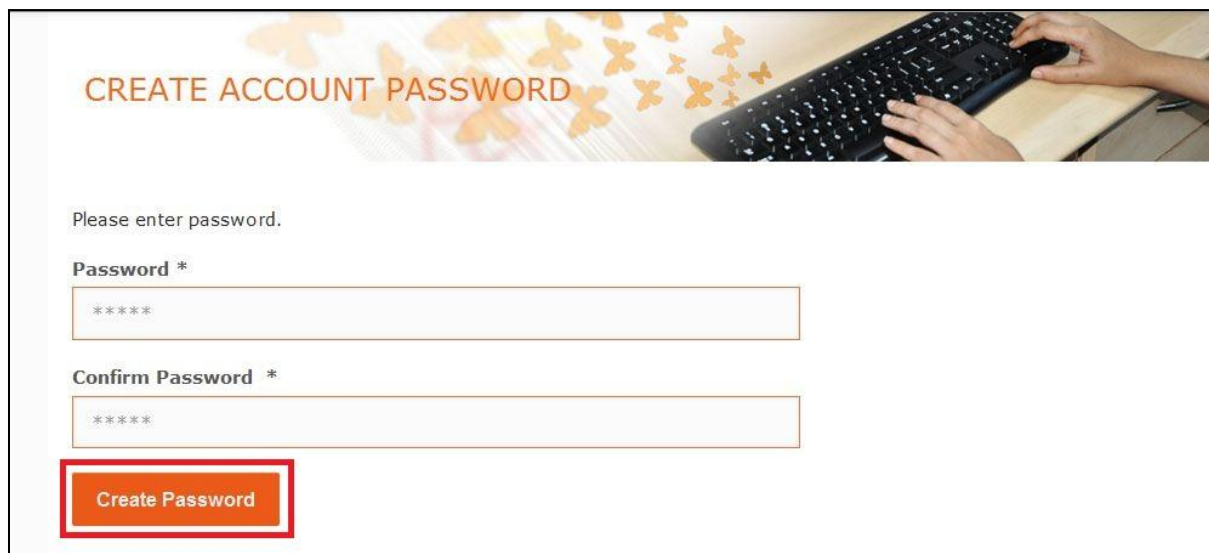
2. To begin - Receiving Password Creation Email

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**.



CREATE ACCOUNT PASSWORD


Please enter password.

Password *

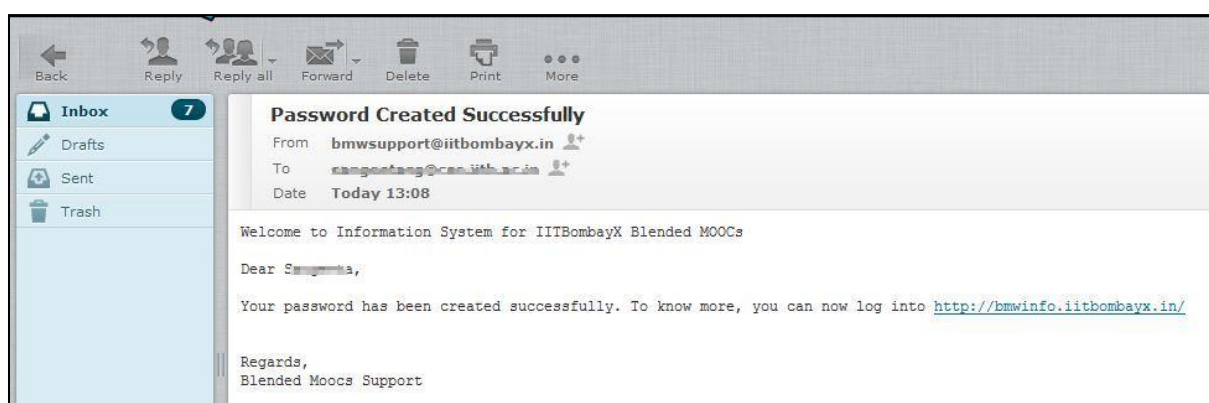
Confirm Password *

Create Password

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

 INFORMATION SYSTEM FOR BLENDED MOOCs		
Your password has been set. You may go ahead and <u>log in</u> now.		
IITBombayX Logo	DBP's Moodle T10KT-IITB NMEICT	The Information System for Blended MOOCs 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 also receive an email on your registered email id that your password has been reset successfully.



Back Reply Reply all Forward Delete Print More

Inbox 7

Drafts Sent Trash

Password Created Successfully

From: bmwsupport@iitbombayx.in

To: sangostang@cei.iitb.ac.in

Date: Today 13:08

Welcome to Information System for IITBombayX Blended MOOCs

Dear [Sangostang](#),

Your password has been created successfully. To know more, you can now log into <http://bmwinfo.iitbombayx.in/>

Regards,
Blended Moocs Support

4. Log In

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



PLEASE LOG IN
to access your account

Email *
example: username@domain.com

Password *

[Forgot password?](#)

Log In

NEW USER?
[Password Creation Email](#)

USER MANUAL

HELP
Admin
ecoutreach@itb.ac.in
022-2576 4989

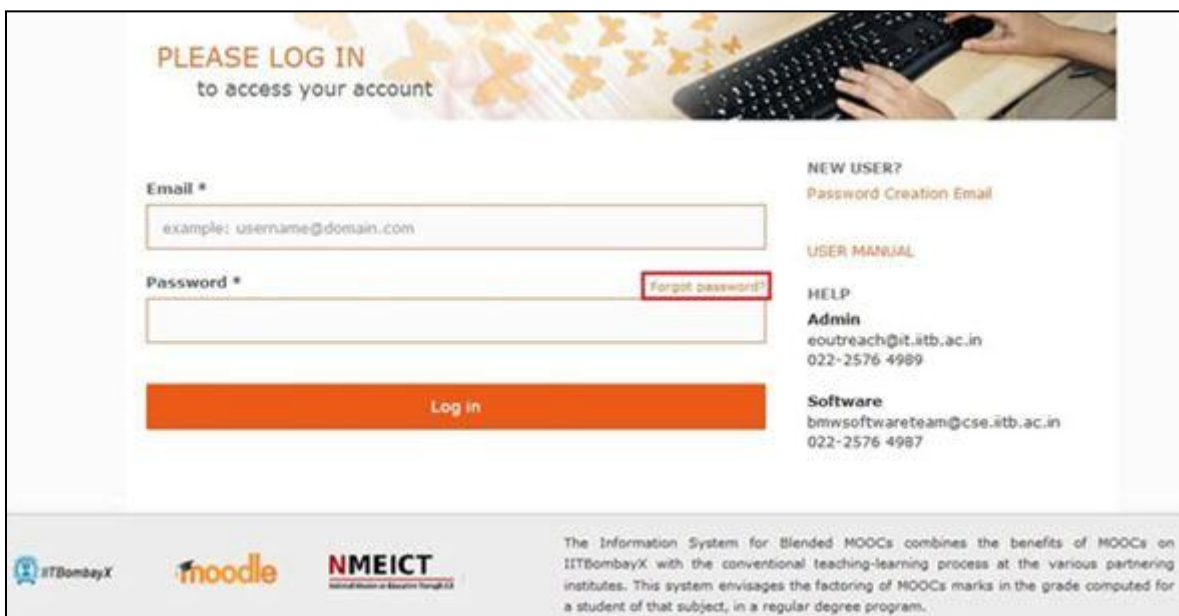
Software
bmwsoftwareteam@cse.itb.ac.in
022-2576 4987

IITBombayX **moodle** **NMEICT**
National Mission on Education through ICT

The Information System for Blended MOOCs 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.

5. Forgot Password

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



PLEASE LOG IN
to access your account

Email *
example: username@domain.com

Password *
[Forgot password?](#)

Log In

NEW USER?
[Password Creation Email](#)

USER MANUAL

HELP
Admin
ecoutreach@itb.ac.in
022-2576 4989

Software
bmwsoftwareteam@cse.itb.ac.in
022-2576 4987

IITBombayX **moodle** **NMEICT**
National Mission on Education through ICT

The Information System for Blended MOOCs 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.

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



RESET ACCOUNT PASSWORD

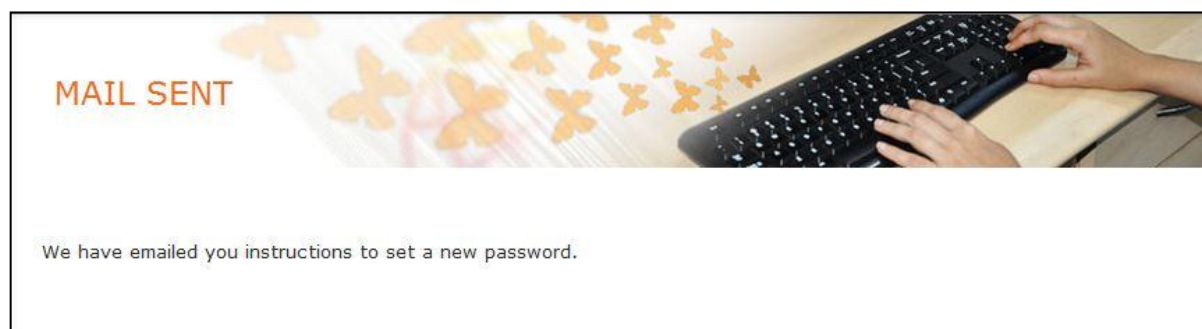
Email *

example; username@domain.com

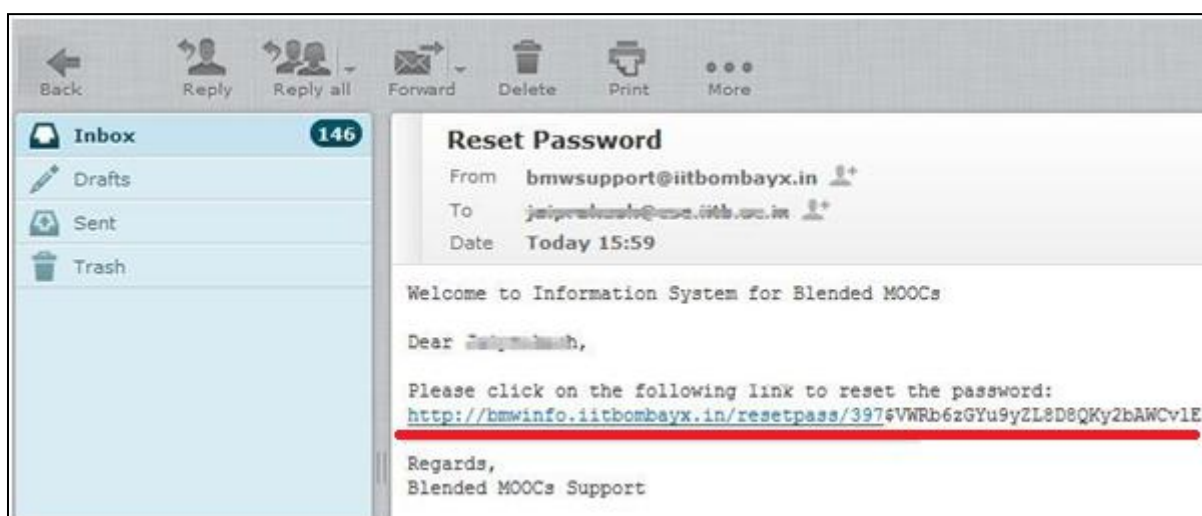
Reset Password

The Information System for Blended MOOCs 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 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**.



RESET ACCOUNT PASSWORD

New Password *

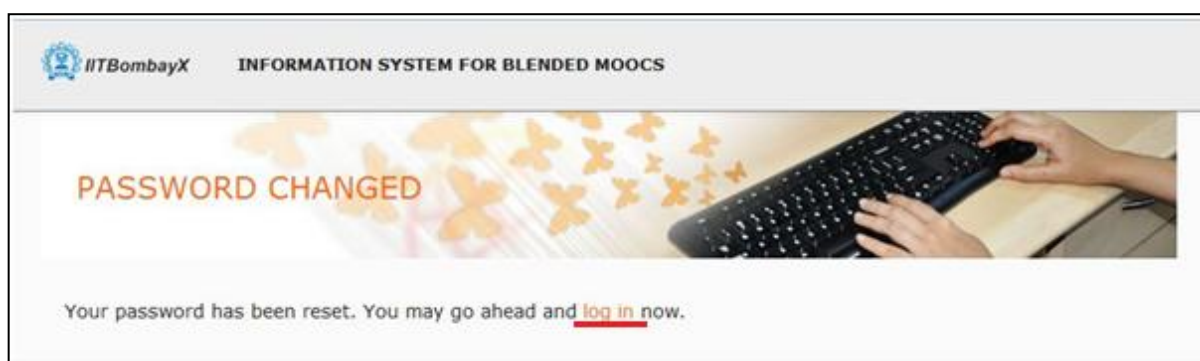
Confirm New Password *

Change Password

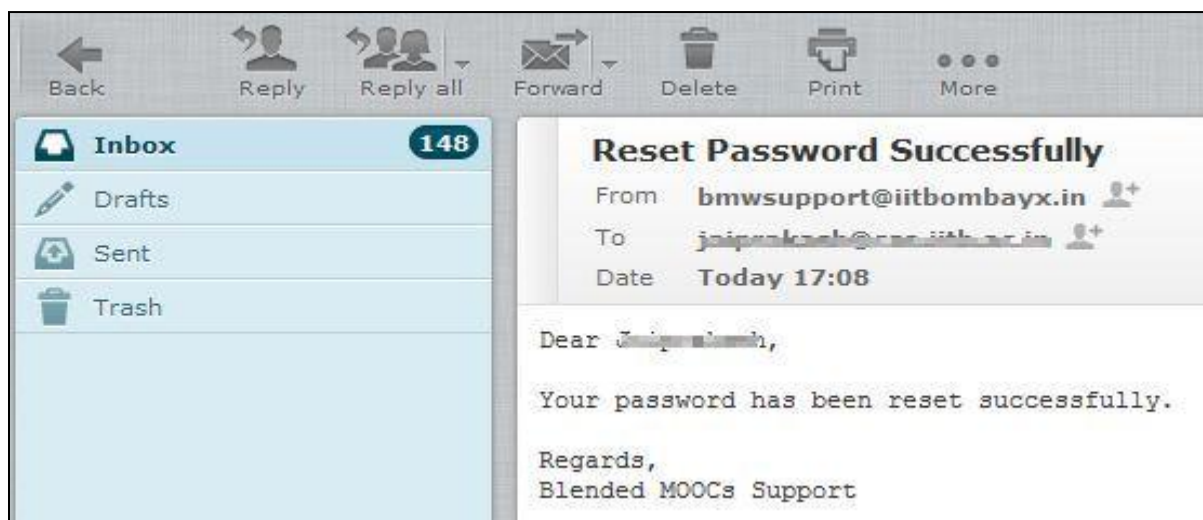
IITBombayX **moodle** **NMEICT**
National Mission in Education Technology

The Information System for Blended MOOCs 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 see an image which tells you that the password change is complete. You can log in to the system again.

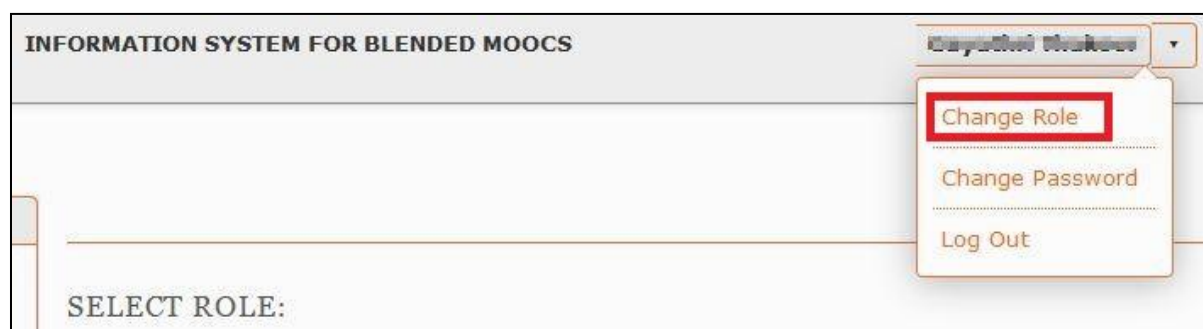


You will also receive email in your inbox telling you that the password has been reset successfully.

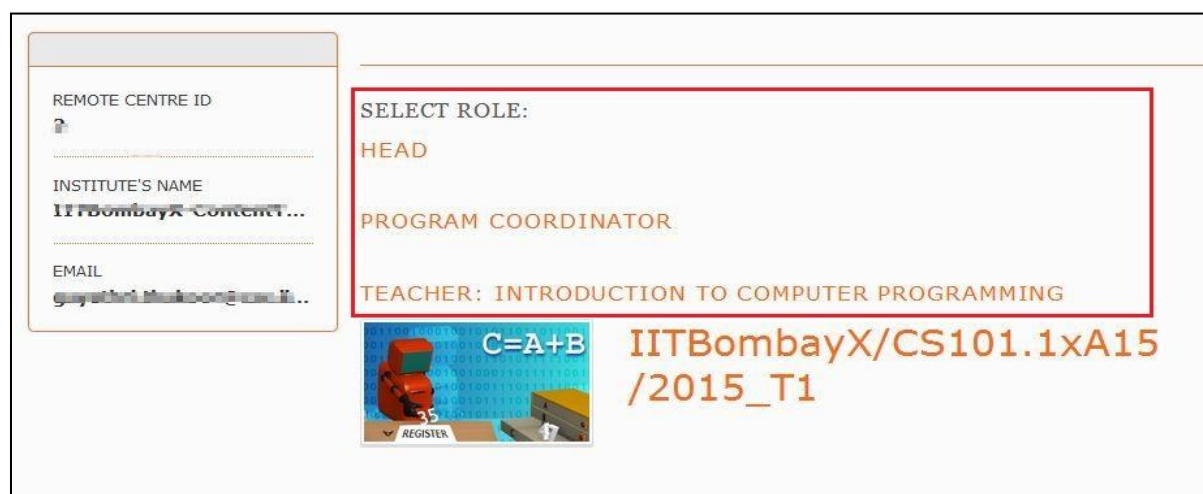


6. Change Role

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.

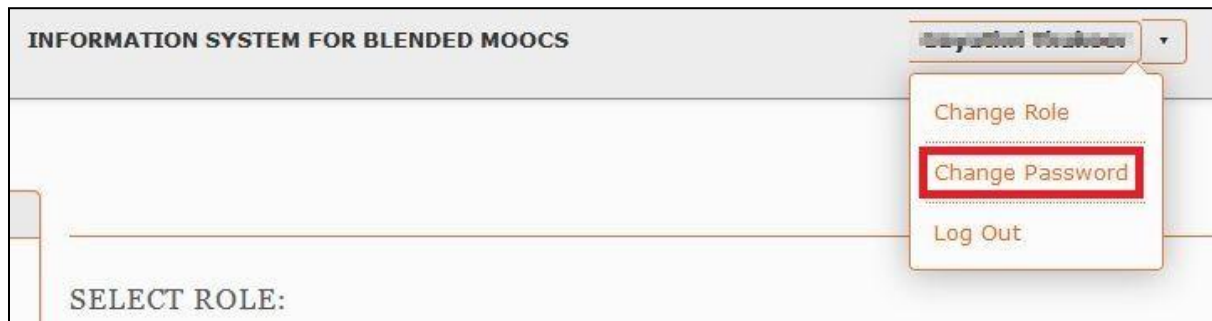


You will see the following image where you can select the role you wish to take on: Head, Program Coordinator and Teacher, and then proceed.

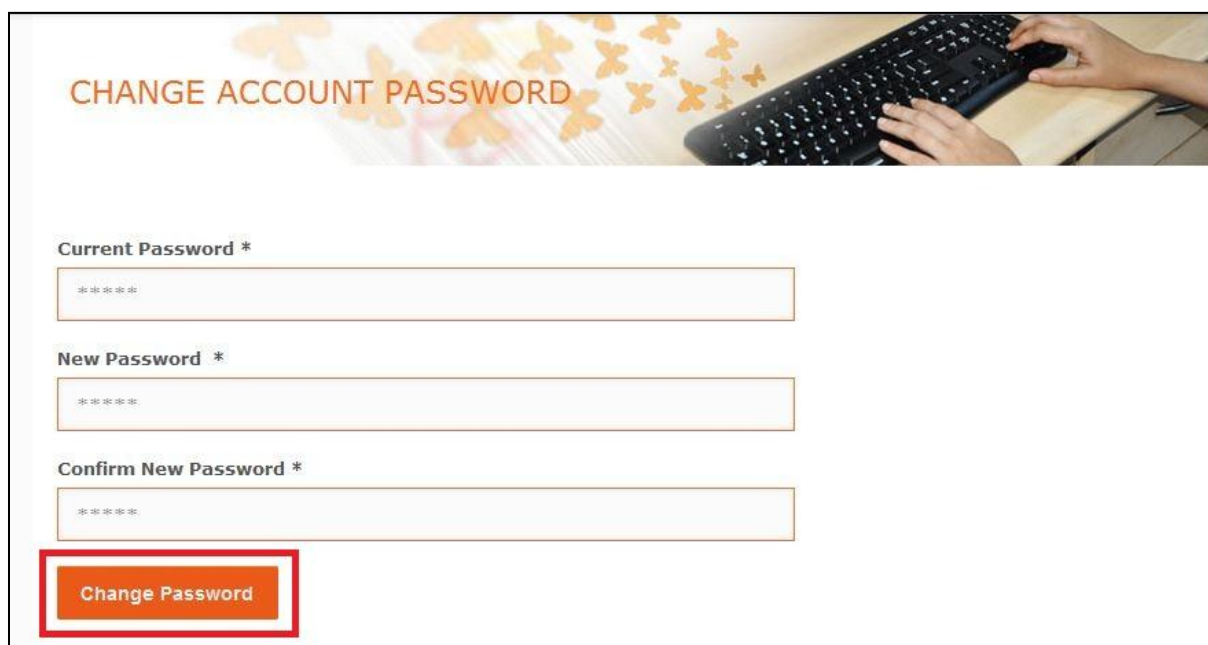


7. Change Password

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



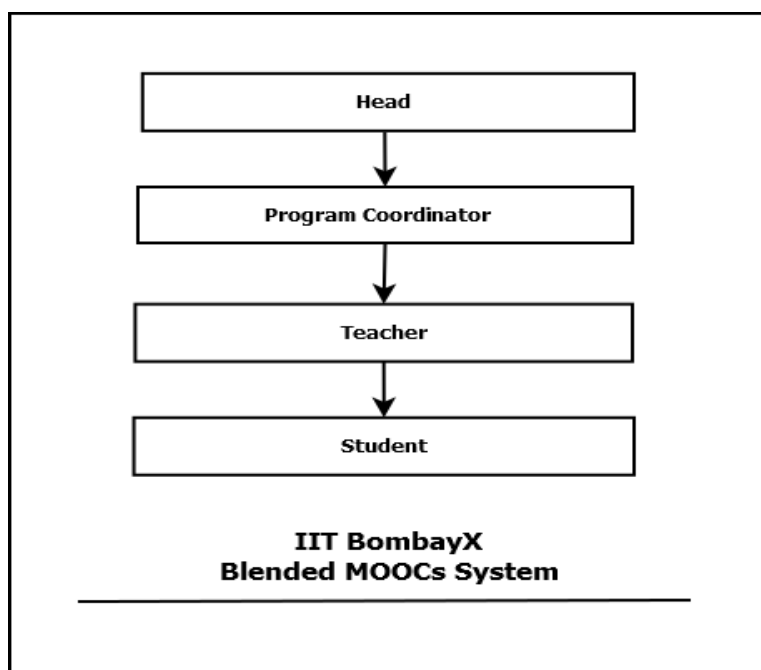
You will now be asked to fill in your current password, and then enter your new password twice. Now click on **Change Password**.

A screenshot of the 'CHANGE ACCOUNT PASSWORD' form. The form has a header with the title 'CHANGE ACCOUNT PASSWORD' and a background image of hands typing on a keyboard. Below the header, there are three input fields, each with a label and an asterisk: 'Current Password *', 'New Password *', and 'Confirm New Password *'. Each input field contains four asterisks to indicate masked text. At the bottom of the form, there is an orange button with the text 'Change Password', which is highlighted with a red rectangular border.

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.

REMOTE CENTRE ID
2

INSTITUTE'S NAME
IITBombayX - Mumbai

EMAIL
guyathir@iitb.ac.in

SELECT ROLE:
HEAD

PROGRAM COORDINATOR

TEACHER: INTRODUCTION TO COMPUTER PROGRAMMING

 **C=A+B** **IITBombayX/CS101.1xA15**
/2015_T1

[REGISTER](#)

Teacher


2. Programme Coordinator

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

REMOTE CENTRE ID <input type="text"/>	SELECT ROLE:
INSTITUTE'S NAME IIT Bombay X-Computer IT.	HEAD
	<u>PROGRAM COORDINATOR</u>

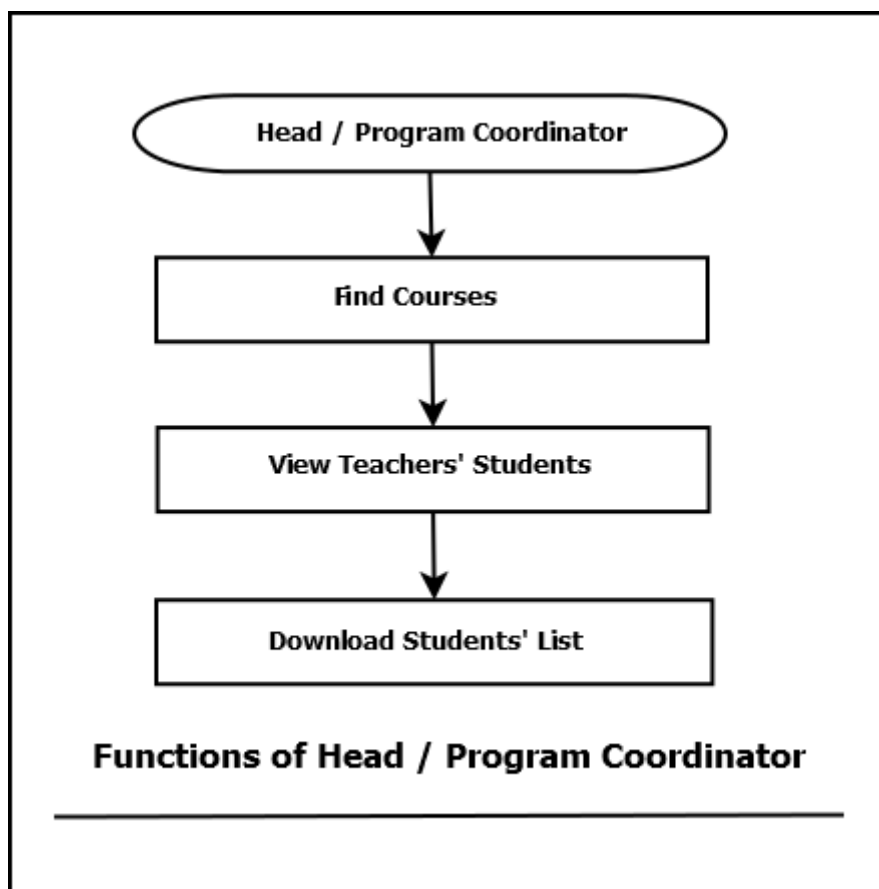
3. Teacher

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

TEACHER: INTRODUCTION TO COMPUTER PROGRAMMING	
	IITBombayX/CS101.1xA15 /2015_T1
<i>Teacher</i>	


C. Head / Program Coordinator's Functions

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.

Head	
REMOTE CENTRE ID <input type="text"/>	 <div> IITBombayX Course Started - July 16, 2015, 6:30 a.m. CS101.1xA15 Introduction to Computer Programming </div>
INSTITUTE'S NAME <input type="text"/>	
EMAIL <input type="text"/>	 <div> IITBombayX Course Started - July 16, 2015, 6:30 a.m. ME209xA15 Thermodynamics </div>

Program Coordinator
 REMOTE CENTRE ID
 INSTITUTE'S NAME
 EMAIL



IITBombayX
CS101.1xA15 Introduction to Computer Programming
 Course Started - July 16, 2015, 6:30 a.m.



IITBombayX
ME209xA15 Thermodynamics
 Course Started - July 16, 2015, 6:30 a.m.

2. Teachers' List

If you click on a particular course, as the Head or Program Coordinator, you will also see the **TEACHERS' LIST**. Here you can see all the appointed teachers in your Institute, who will be teaching that particular course. Now to view a particular Teacher's students, you can click on **Show**.

Program Coordinator
 REMOTE CENTRE ID
 INSTITUTE'S NAME
 EMAIL

TEACHERS' LIST - CS101.1xA15

First name	Last name	Email	Students' Details
Gayathri	Thakur	gayathri.thakur@mse.iitb.ac.in	Show
Sangeeta	Calowad	sangeetasg@mse.iitb.ac.in	Show
Jaiprakash	Yadav	jaiprakash@mse.iitb.ac.in	Show

3. Students' Information

You will now be able to view the **STUDENTS' INFORMATION** under each Teacher. You can download the students' list by clicking on **Download**.

Head
 REMOTE CENTRE ID
 INSTITUTE'S NAME
 EMAIL

STUDENTS' INFORMATION - CS101.1xA15

Download

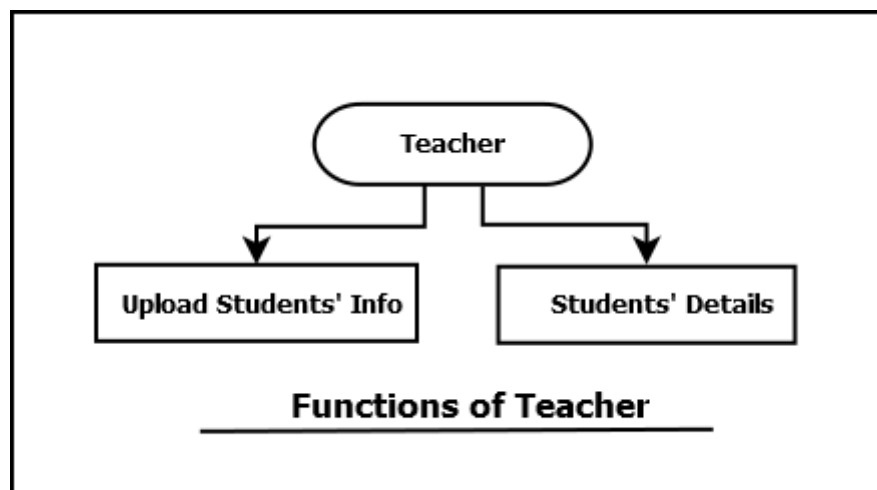
S.No	Roll Number	UserName	Email
------	-------------	----------	-------

D. Teacher's Functions

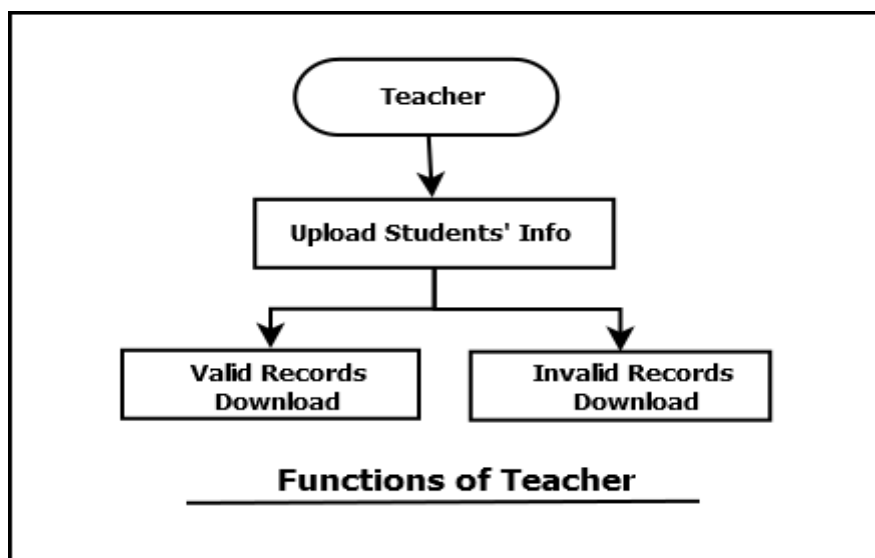
After logging in as a Teacher, the dashboard will specify your role.



You will now see two functions on the dashboard - Upload Students' Info, Students' Details. 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.



1. 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.

The screenshot shows a web interface for a teacher. On the left, there is a 'Teacher' sidebar with fields for 'REMOTE CENTRE ID', 'INSTITUTE'S NAME', and 'EMAIL'. The main area is titled 'STUDENTS' INFORMATION' and contains a graphic with the equation $C=A+B$ and the text 'IITBombayX Introduction to Computer Programming (IITBombayX/CS101.1xA15/2015_T1)'. Below this, there are three buttons: 'Upload Students' Info' (highlighted with a red box), 'Students' Details', and 'View Grade'.

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.

Teacher

REMOTE CENTRE ID

INSTITUTE'S NAME

EMAIL

UPLOAD STUDENTS' INFORMATION - CS101.1XA15

Download **Template** and **Sample .csv** file

Add records in the given template as shown in Sample .csv file

Click on browse button to select the .csv file

Click Upload File to upload the details.

o Filename:

No file selected.

UPLOAD FILE

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 - **Roll Number, User name and Email id** - are required. These headings should stay as they exist on the template.

A1	fx RollNumber	
A	B	C
RollNumber	UserName	Email

• 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 fx 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 Record No, Roll No, Username, Email and Message information of your students, as shown in the image below.

Teacher

REMOTE CENTRE ID

INSTITUTE'S NAME

EMAIL

DEMO(2).CSV STATUS REPORT (CS101.1XA15)

Total Details: 3

Valid Details: 0

Invalid Details: 3

Valid Records

Invalid Records

Error Report

Record No	Roll No	Username	Email	Message
1	BT13CSE11	ravi	ravi123@email.com	User is not registered with IITBombayX

Here, Record No is the serial number. 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 **Error Report**.

Teacher

REMOTE CENTRE ID

INSTITUTE'S NAME

EMAIL

DEMO(2).CSV STATUS REPORT (CS101.1XA15)

Total Details: 3

Valid Details: 0 Valid Records

Invalid Details: 3 Invalid Records

Error Report

Record No	Roll No	Username	Email	Message
1	BT13CSE11	ravi	ravi123@email.com	User is not registered with IITBombayX
2	BT13CSE32	kumar	kumar95@email.com	User is not registered with IITBombayX
3	BT13CSE23	ram	ram@email.com	User is not registered with

• Error Report

There can be a variety under **Message** that you may see in the **Error 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	Please insert the required data expected as per the record. If

Record	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 valid and invalid 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.

Teacher

REMOTE CENTRE ID
2

INSTITUTE'S NAME
IITBombayX-ContentT...

EMAIL
gayathri.thakoor@cse.i...

DEMO(2).CSV STATUS REPORT (CS101.1xA15)

Total Details: 3

Valid Details: 0 Valid Records

Invalid Details: 3 Invalid Records

Record	Details	Message
1		email.com User is not registered with IITBombayX
2		email.com User is not registered with IITBombayX
3		ram@email.com User is not registered

Opening report_valid_IITBombayX_CS101.1xA15_2015_T1_24-07-2015...

You have chosen to open:

...IITBombayX_CS101.1xA15_2015_T1_24-07-2015_07_14_22.csv
which is: Microsoft Office Excel Comma Separated Values File
from: http://10.105.25.130:9000

What should Firefox do with this file?

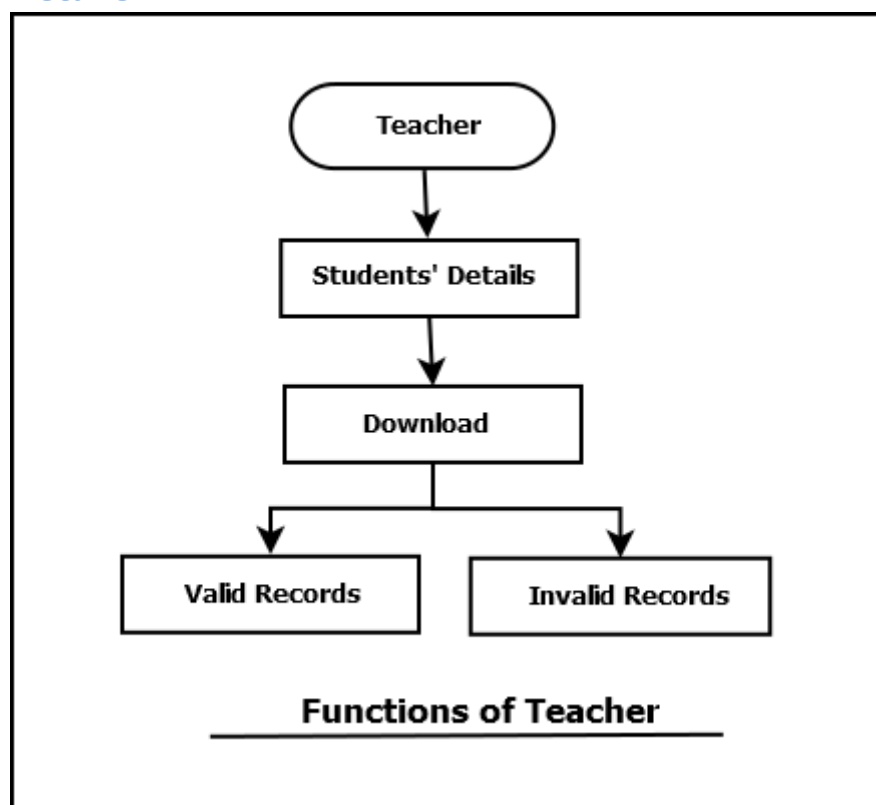
☒ Open with Microsoft Office Excel (default)

☐ Save File

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

OK Cancel

2. 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**.

S.No	Roll Number	UserName	Email	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

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

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

Teacher

REMOTE CENTRE ID
1

INSTITUTE'S NAME
IIT Bombay@CS101.1XA15

EMAIL
gajal_r@cse.iitb.ac.in

STUDENTS' INFORMATION - CS101.1XA15

Download

S.No	Roll Number	UserName	Email	Select	Unenroll
1	19	Gajal_R	gajal@cse.iitb.ac.in	Edit	Unenroll
2	20	Smita	smitad@cse.iitb.ac.in	Edit	Unenroll
3	21	Jalprakash	jalprakash@cse.iitb.ac.in	Edit	Unenroll

The Information System for Blended MOOCs 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**.

Teacher

REMOTE CENTRE ID
1

INSTITUTE'S NAME
IIT Bombay@CS101.1XA15

EMAIL
gajal_r@cse.iitb.ac.in

STUDENTS' INFORMATION - CS101.1XA15

Download

S.No	Roll Number	UserName	Email	Select	Unenroll
1	19	Gajal_R	gajal@cse.iitb.ac.in	Edit	Unenroll
2	20	Smita	smitad@cse.iitb.ac.in	Edit	Unenroll
3	21	Jalprakash	jalprakash@cse.iitb.ac.in	Edit	Unenroll

Are you sure you want to delete this item?

OK Cancel

The Information System for Blended MOOCs 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 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

REMOTE CENTRE ID
1

INSTITUTE'S NAME
IIT Bombay@CS101.1XA15

EMAIL
gajal_r@cse.iitb.ac.in

STUDENTS' INFORMATION - CS101.1XA15

Download

S.No	Roll Number	UserName	Email	Select	Unenroll
1	19	Gajal_R	gajal@cse.iitb.ac.in	Edit	Unenroll
2	20	Smita	smitad@cse.iitb.ac.in	Edit	Unenroll

The Information System for Blended MOOCs 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.

3. View Grade

For viewing the grades of students in every attempted quiz, you can click on **View Grade** tab.

Teacher

REMOTE CENTRE ID

INSTITUTE'S NAME

EMAIL

STUDENTS' INFORMATION

IITBombayX

Introduction to Computer Programming

(IITBombayX/CS101.1xA15/2015_T1)

Upload Students' Info

Students' Details

View Grade

IITBombayX moodle NMEICT

The Information System for Blended MOOCs 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.

After clicking on View Grade tab, you will get the grade of students as shown in the following image. If you want to download the relevant grades, then click on the **Download** tab.

STUDENTS' PERFORMANCE REPORT

Institute: IITBombayX
Teacher: Workshop Administrator
Course: CS101.1xA15

Search:

Download

RollNumber	Username	Email	Grade	GQ 01	GQ 02
1	admin	info@iitbombyx.in	0.0	0.0	0.0
3	Agarna	agarna.pandey@gmail.com	0.0	0.0	0.0
14	urmila_deshmukh	urmila@iitbombyx.in	0.0	0.0	0.0
15	gayathrithakoor	gayathrithakoor@gmail.com	0.0	0.0	0.0
17	KamulGallkauri	kamul@iitbombyx.in	0.035	0.35	0.0
25	ayamitin	ayamitin@gmail.com	0.0	0.0	0.0
28	KalpanaKaman	kalpanak@iitbombyx.in	0.0	0.0	0.0

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