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Tips for Managing Course Webpage in Moodle Based
Learning Management System (LMS)

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1. **How can a course faculty add a TA to LMS ?**
   Answer:
   In your course goto

   participants →Enrol Users (on right side)
   - Search the TA name in the search window below "select users". If the TA is there in LMS you will get his/her name and mail id details, there.
   - Select the TA.
   - Assign role as "Teaching Assistant"
   - Then click "Enrol Selected Users and Cohorts"

   OR
   In your course goto

   participants → settings (wheel on right side) → Enrollment methods → Manual Enrollments
   - Search the TA name in the search window below "non enrolled users". If the TA is there in LMS you will get his/her name and mail id details, there.
   - Select the TA.
   - Assign role as "Teaching Assistant"
   - Then click "Add"
   - Now the TA is added to your course. He/she can access your course with his/her LMS login.

   There is no need for an enrollment key in such cases of manual enrollments. However to know more about the privileges of "Teaching Assistant role" you have to search in internet about "Non-editing Teacher" in moodle. "Teaching Assistant" in NITC LMS is just a renaming of "Non-editing Teacher" in moodle.

2. **How to add a missing student to a course in LMS?**
   Answer:
   - Same procedure as that of adding TA. Instead of selecting the role "Teaching Assistant" select the role "Student".

3. What are the privileges of a Teaching Assistant in LMS?
   Answer:
   In your course page in LMS Goto

   Course Management (three wheels on the top left portion) → Users → Check

   Permissions
   - Select the Teaching Assistant you have added in your course.
   - Click on "Show this User's permissions"
   - You will be able to see the permissions for a Teaching Assistant.

4. Other than the usual privileges for a Teaching Assistant, whether extra privilege (to edit an activity or so) can be given?
   Answer
   Yes, it can be done.
   In your course page in LMS Goto

   Course Management (three wheels on the top left portion) → Users →

   Permissions
   - In the "Advanced Role Override" field select "Teaching Assistant"
   - Now you can override "some of the permissions" as per your requirement.

   Note: This is to be done with very much care. Full risk for this action will be with the corresponding course faculty. Any mistake in editing such settings cannot be rectified at the Eduserver admin level.

5. How to give notification (through email or so) to the students regarding a course material uploaded in the course page in LMS?
   Answer:

   Goto Announcements → Add a new topic
   - Provide a name for the announcement in the "subject" field and give the announcement in the "message" field.
   - Click on "Post to Forum".
   - It will be posted in the "Announcement". An email of the same will be sent to the participants/students within 15 minutes. If any edit needs to be done in between you may do it within this time.
   - If the email notification is to be sent immediately, then goto "Advanced". Tick on "Send forum post notifications with no editing-time delay" and then click on "Post to Forum".

6. Why is the enrollment key generated earlier not working now?
   Answer:
   In general such an issue won't happen. However, please ensure that the enrollment key generation is done in the final eduserver setup (http://eduserver.eabyas.in), and not in the eduserverstaging setup (which was a trial version).

7. How to add a course in eduserver?
   Answer:

   In your LMS login, goto My courses → Introduction to Moodle

8. How TAs can access LMS if the password is forgotten?
   Answer:
   They may do the following steps to access LMS
   - Click on "Forgotten your username or password?"
   - Either give their username (reg no in small letters) or institute email address.
   - They will get a an email in their institute email id to reset the password