

A Manual on E-Learning Platform for Training Researchers

Prepared by:

Yonas Teklebirhan

Muluken Abate

Getachew Loma

**Enabling Next-generation Agricultural Researchers by
Engaging Seasoned Scientists (ENARESS) Project**



የኢትዮጵያ የግብርና ምርምር ኢንስቲትዩት
Ethiopian Institute of Agricultural Research

Ethiopian ATA
Agricultural Transformation Agency
የኢትዮጵያ ግብርና ትራንስፎርሜሽን ኤጀንሲ

A Manual on E-Learning Platform for Training Researchers

©EIAR, 2021

Website: <http://www.eiar.gov.et>

Tel: +251-11-6462633

P.O.Box: 2003

Addis Ababa, Ethiopia

ISBN: 978-99944-66-86-3

Design and page layout: Elizabeth Baslyos

Contents

List of Acronyms

SECTION I

Manual for Instructors

Introduction	1
1. What is an e-learning Platform?	2
1.1 Requirements for User PCs	3
1.2 Logging to the system and editing profile	4
2. Resource Management (Label, Course, Folder, and Forum etc...)	13
2.1 Resources	13
2.2 Label	14
2.3 Folders	15
2.4 Creating a Forum	24
2.5 Creating a Feedback	27
2.6 Lessons	29
2.7 Creating Certificate	30
2.8 Evaluation	40
2.9 Reports	41
2.10 Messaging	42

SECTION II

Manual for Trainees

1. Announcements	48
2. Feedback	49
3. Reference Book	49
4. Quiz	50
5. Get	51
6. Training module	51
7. Virtual Class	52
8. Calendar	54

List of Acronyms

AGP-II	Agricultural Growth Program II
EIAR	Ethiopian Institute of Agricultural Research
E-Learning	Electronic Learning
ENARESS	Enabling Next-generation Agricultural Researchers through Engaging Seasoned Scientists
ICT	Information and Communication Technology
KOPEA	Korean Program on International Agricultural Ethiopia
PCs	Personal Computer
PDF	Portable Document Format
PPT	Power Point Presentation

SECTION I

A Manual for Instructors

Introduction

All information systems built for the purpose of educational support using modern ICT technologies are termed “E-Learning”. Installing and operating an e-Learning environment plays an important role in facilitating educational processes at organizations such as universities and research institutions.

Developing and using Information and communication technologies (ICT) strengthens the agricultural research system in different ways, which include connecting different agricultural research centres with a virtual private network (AgriNet). Developing web-based application driven e-learning management and using different knowledge transfer systems are one-step ahead for digital transformation of the agricultural research system in Ethiopia.

Supplementing the efforts of building the capacity of junior researchers with training and mentoring using e-learning platforms can markedly enhance skills of the researchers to access different educational resources with various formats from remote locations within one window solution. This is possible through E-learning technology-mediated mentoring either from distant places or in physically in a classroom setting (computer-assisted

learning) by interacting with digitally delivered content services and support.

The purpose of this document is to make potential users familiar with EIAR's E-learning System and its basic functions in order to facilitate proper and smooth use of e-learning tools. This customized Manual describes the essential functions and resources for users.

This Manual has been prepared with the objective of providing researchers with skills required to upload e-learning material (such as Word Document, PowerPoint, PDF and Excel), create folders and upload groups of files as well as to describe how to use/operate LMS student user type in different sections reflecting functions, options, as well as to guide users on how to perform each operation once they have logged in.

1. What is an E-learning Platform?

An e-learning platform is an integrated set of interactive online services that provides trainers, learners, and others with information, tools, and resources to support and enhance educational delivery and management.

An e-learning system manages the administration and delivery of online learning courses and facilitates learning by providing training materials. It facilitates the enrolment of face-to-face

events and at the same time tracks members' online learning progression.

“A learning management system is a software application installed on a web server which is used to administer, distribute, and track distance learning activities (or electronic learning) in an institution or organization. The main functions of a learning management system include management of users, resources and training materials and activities, access administration, monitoring and tracking the learning process, testing, generation of reports and management of communication services such as discussion forums, video conferences, etc. A learning management system does not generally include authoring capabilities (for creating one's own content); it is rather focused on the managing contents already created by different sources.”

http://en.wikipedia.org/wiki/Learning_management_system

1.1 Requirements for using PCs

- A PC with an internet browser such as Mozilla Firefox, Microsoft Internet Explorer, Google Chrome, etc.
- Cookies activated
- Java and JavaScript enabled
- Pop-up windows enabled
- A stable Internet connection

- Sufficient memory to download and open web contents such as images and videos
- Speakers to listen to sounds
- Adobe Reader to open files in PDF format
- Microsoft Power Point for PPT Presentations

1.2 Logging to the system and editing profiles

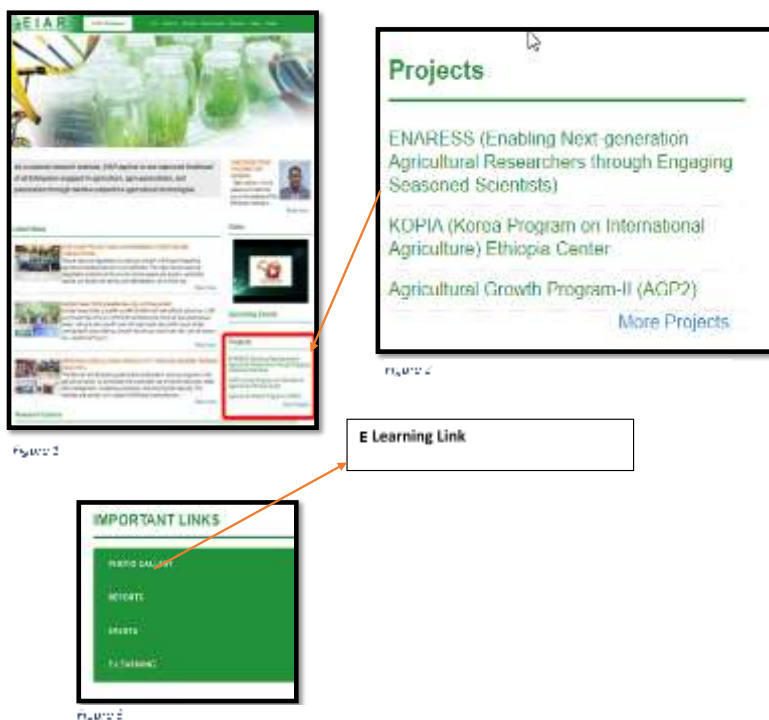
1.2.1 Registering for the system

In order to register, one needs to contact the system administrator and request registration. For registration, it is necessary to submit one's first name, last Name, City, Employee ID and name of one's Institution via email.

1.2.2 Accessing the E-learning platform from the EIAR's official Website

Open any Browser and type www.eiar.gov.et which is the EIAR's official website and then go to projects block on the right side of the home page, click [ENARESS \(Enabling Next-generation Agricultural Researchers through Engaging Seasoned Scientists\)](#).

then a web page for the ENARESS Project will be displayed;
 under the **Important link** block click on the E-learning link; this
 will finally take you to the E-learning Platform of the home page.



The screenshot shows the E-Learning portal for ENARESS. The header includes the E-Learning logo and the text "You are not logged in. Log out". The main content area features a banner for "ENARESS (Enabling Next-generation Agricultural Research through Engaging Seasoned Scientists)" with a sub-header "E-LEARNING FOR AGRICULTURAL RESEARCH". Below the banner is a paragraph about the project's goals and challenges.

Annotations with arrows point to specific elements:

- Course Category**: Points to the "Course categories" section on the right, which lists various research areas like Crop Research, Livestock Research, Plant Protection, etc.
- Calendar**: Points to the "Calendar" section showing the month of January 2021.
- Upcoming Events**: Points to the "Upcoming events" section, which currently shows "There are no upcoming events".
- Manuals, Guidelines, Mentorship, Discussion Forums/Current Affairs Other Documents**: Points to a red-bordered box on the left containing links for "Information", "Guidelines", "Mentorship", "Discussion Forums/Current Affairs", and "Documents".

Once you have clicked on the E-learning link, the new page will come up:

1.2.3 Login Page

1.2.3.1 How to login?

- Go to the right hand corner of the home page
- Click on the login link
- A new page is displayed with a username and password textbox
- Type your username and password

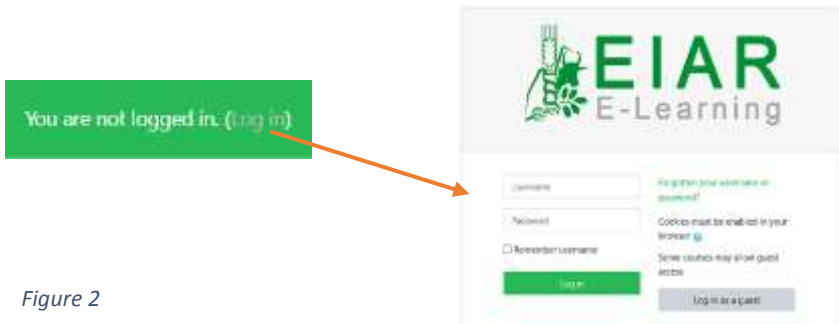


Figure 2

1.2.3.2 How can you update your profile?

Once inside the system, please follow the figure below

Then click on the **profile** link upon

Once inside the system, click on **Edit profile** from the Settings menu on the left to update your personal information. You can add/modify any type of obligatory data such as name, address, institute etc. and optional data, for example, your picture.

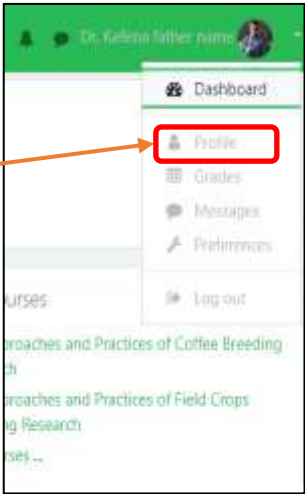


Figure 4



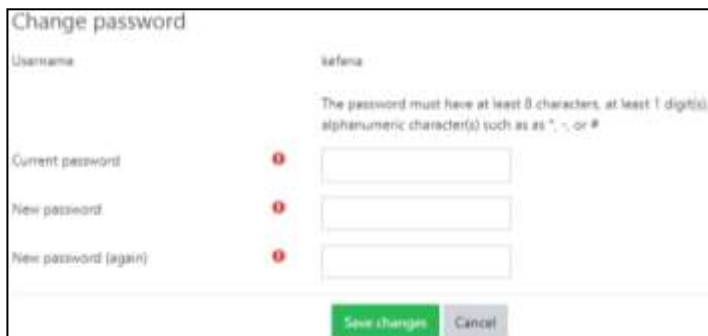
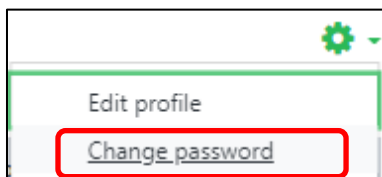
Figure 4

When you have finished entering all required information, click on the **Update profile** button at the bottom of the page.

1.2.4 How to change my Moodle password?

Once you are inside the **edit profile** page, click "**Change password**" under Settings block on the left-hand side.

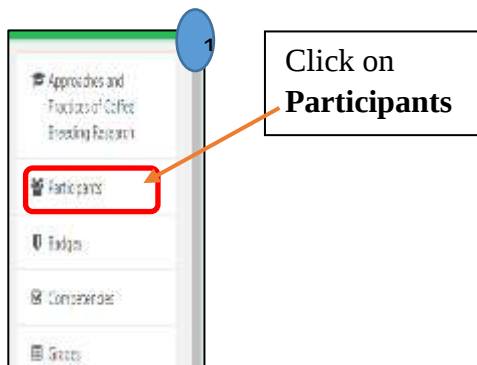
You can change the password by entering "**Current password**", "**New password**" and "**New password (again)**". Please click "**Save Changes**" at the end of the page.

A screenshot of the Moodle 'Change password' form. The form has a title 'Change password' at the top. Below the title, there is a 'Username' field with the value 'sefena'. To the right of the 'Username' field, there is a text box containing the password requirement: 'The password must have at least 8 characters, at least 1 digit(s), alphanumeric character(s) (such as %, -, or #)'. Below this, there are three password input fields: 'Current password', 'New password', and 'New password (again)'. Each field has a red information icon to its left. At the bottom of the form, there are two buttons: 'Save changes' (green) and 'Cancel' (grey).

1.2.5 How do you view trainees' profiles?

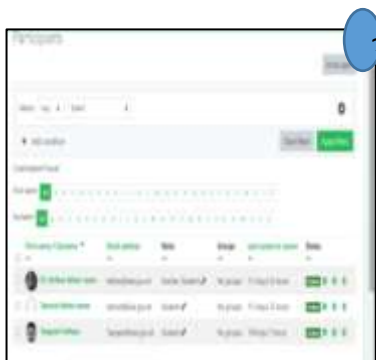
Enter a particular course by clicking on the relevant course name.

In the block to the left, you can see a menu that reads **Navigation** as shown below:



This screen gives you the following options:

- Shows active and Inactive trainees during the period
- User list allows a more detailed view of the trainees list
- By clicking on a trainee's name displays his/her entire profile.
- You can also choose a letter of the alphabet to display a list of trainees, whose first name or surname begins with that letter.



1.2.6 How do you add course contents?

Once you have logged in to the site, you will see a list of your courses as shown below:



Figure 8

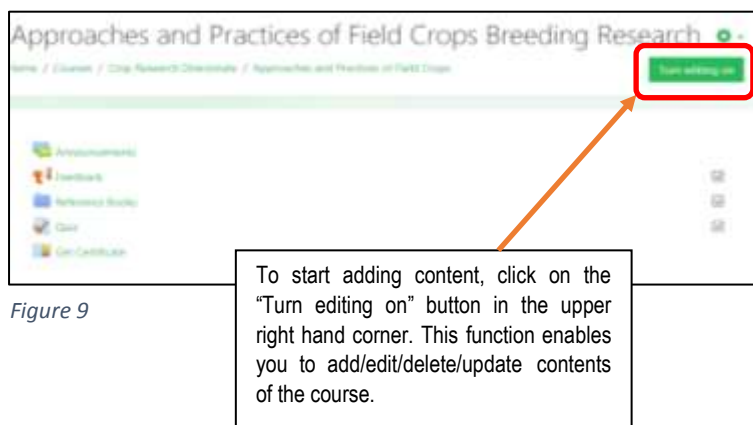


Figure 9

Then you can access the course by clicking on its name. The course is displayed.

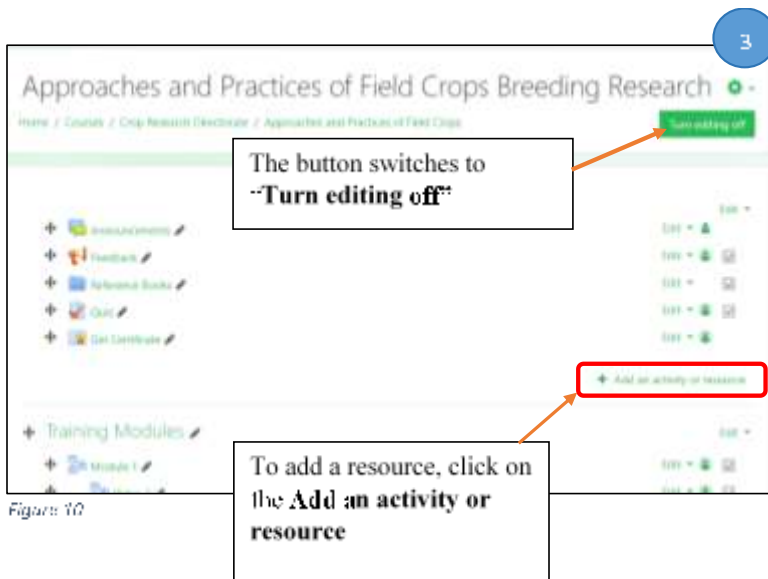


Figure: 10

You can work from a list of resources and a list of activities that can be added.

After adding an activity or resource, then it displays as a pop-up window that has resource and activity tabs on top of the pop-up page.

2. Resource Management (Label, Course, Folder, etc...)

2.1 Resources

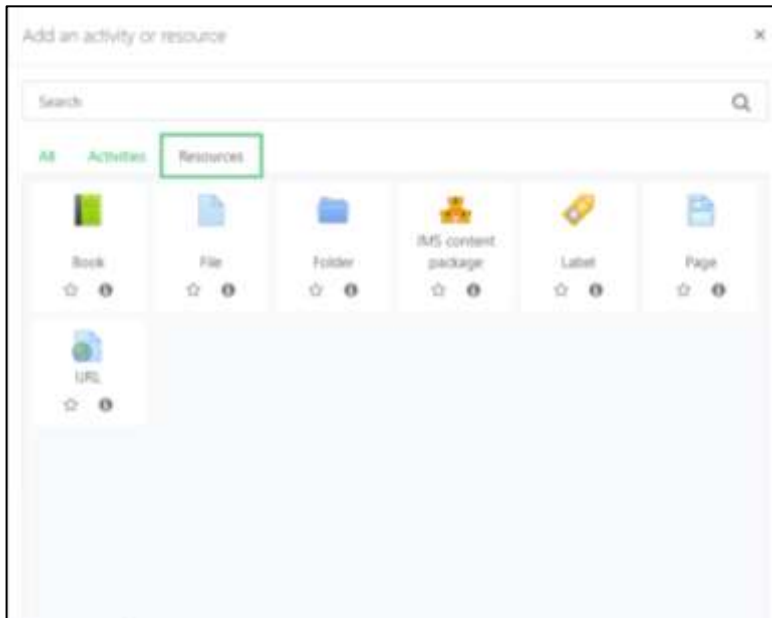


Figure 11

“Moodle offers a set of different resources that allow you to add any content to your course. A Text page is a simple page written using a plain text. Text pages are not pretty, but they can serve as a place to put some information. If you want more options for your page, you can add a Web page and make use of Moodle’s integrated WYSIWYG editor.

If the resource already exists in an electronic form, you may want to link to a file or a Web or simply display the complete contents of a File directory in your course to give your access to it. If you have an IMS package, you can add it to the course. Use a Label to include instructions or information for any section of the course.”

Source : <https://docplayer.net/19433305-Iaea-learning-management-system-user-manual.html>

2.2 Label

A label is used not to link to another place but to place a short text in a block and you can organize the content. A label is a resource and to add a resource you must be in the **Edit** mode (turn on the Edit mode) From the list of resources, select Label.



Figure 12

For this resource, all you need to do is enter the text in the box:

- You can make changes to font size, alignment, etc. by using the icons in the toolbar at the top of the box.
- When you have finished, click on the **Save** button and return to course at the bottom of the page.

2.3 Folders

- You can add a Folder resource to give trainees access to a collection of file.
- The screen appears as shown below:



Figure 13

- You are required to give the resource name and description in the “General” box.
- Then upload the files using the **Add** button in the same way as explained above for a File resource.
- When you have finished, click on the **Save** button and return to course at the bottom of the page.

2.3.1 Adding files to your course

An e-learning platform provides an easy way for an instructor to present materials to their trainees. The materials may take the form of files such as word-processed documents or presentation slide. The materials can be either displayed on the page as individual items or bundled together inside folders.

- To add files to a course, you must first ensure you have the **Editing** turned on.
- To drag and drop a folder, you must first compress/zip it using whichever program your computer has.

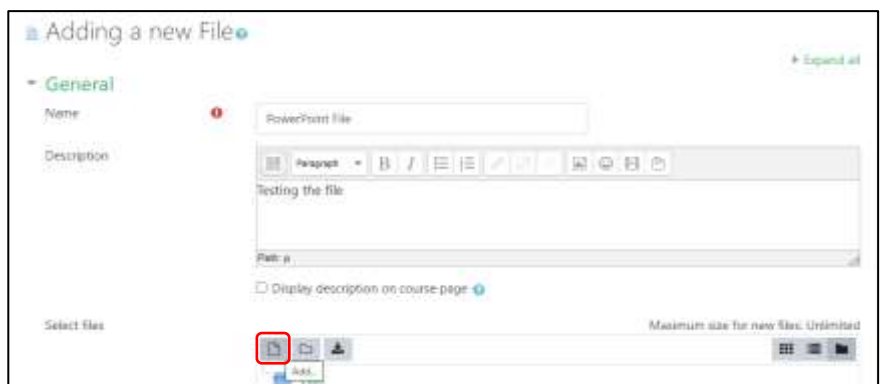


Figure 14



Figure 15

If you are using a modern browser, you can simply click, hold, drag, and drop a file directly onto your course page. You will know if a drag and drop menu is available as you



Figure 16

can (briefly) see a message at the top of your screen.

2.3.2 Add resource or activity

- Instead of a drag and drop menu, you can click the link “**Add an activity or resource**” and select either file or folder from the activity chooser.

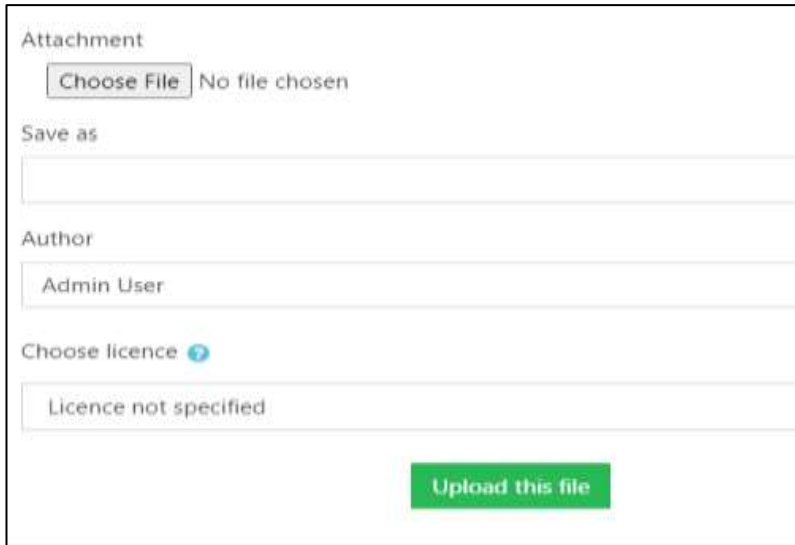
The image shows a web form for uploading a file. It has a title 'Attachment' at the top. Below it is a 'Choose File' button and the text 'No file chosen'. There is a 'Save as' label followed by an empty text input field. Below that is an 'Author' label followed by a text input field containing 'Admin User'. Then there is a 'Choose licence' label with a help icon, followed by a text input field containing 'Licence not specified'. At the bottom right of the form is a green button labeled 'Upload this file'.

Figure 17

- The screen for uploading and displaying a file includes an "add" button. Clicking on this button takes you to the File picker which is the name given to the file storage and access area within system.

2.3.3 Viewing uploaded files (Resources)

- Once uploaded, files appear as thumbnails in the file manager for easy recognition.
- A file's view can be easily toggled between icons view or a table view with sizes and dates, or a hierarchical list view.



Figure 18



Figure 19

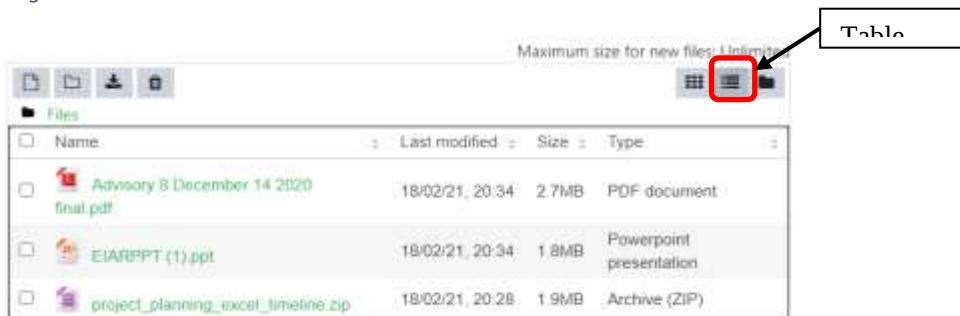


Figure 20

2.3.4 Editing or updating uploaded files

- Clicking on the name of an uploaded file opens up a popup dialogue box, which allows file details to be altered quickly.



The screenshot shows a web interface for editing a file. At the top, it says "Edit Advisory 8 December 14 2020 final.pdf". Below this are three buttons: "Download", "Delete", and "Set main file". The main form has fields for "Name" (containing "Advisory 8 December 14 2"), "Author" (containing "Admin User"), "Choose licence" (a dropdown menu showing "Licence not specified"), and "Path" (containing "/"). At the bottom right of the form are "Update" and "Cancel" buttons. Below the form is a small thumbnail of a PDF file and a table of metadata.

Thumbnail of a PDF file	Last modified: 18 February 2021, 8:04 PM Created: 18 February 2021, 8:04 PM Size: 2.7MB
-------------------------	---

Figure 21

2.3.5 How to setup a quiz?

1. In a course, with the **editing** menu turned on, choose *Quiz* from the activity chooser.
2. Give it a name and, if required, a description.
3. Expand the other sections to select the settings you want.
4. To change any of these defaults, and for more information on configuring your quiz.
5. Click Save and display.
6. Click Edit quiz
7. Click Add and then click '+ a new question' (If you already made questions in the question bank, then click '+ from question bank' or if you wish to add a question randomly picked from a category of questions, click '+ a random question'.)

2.3.5.1 Adding or Creating Quizzes

What is the Quiz activity?

- A quiz is a very powerful activity that can meet many teaching needs, from simple, multiple-choice knowledge tests to complex, self-assessment tasks with detailed feedback.
- Questions are created and stored separately in a Question bank and can be reused in different quizzes.

- When creating a quiz, you can either make the questions first and add them to the quiz, or add a quiz activity (as below) and create the questions as you go along.

2.3.5.2 How to add question types?

1. Choose the type of question you want to add and then click 'Add' at the bottom:
2. Add your question.
3. Click **Save changes** and repeat the steps for as many questions as you need.
4. Click 'Save changes' when you have made your question.
5. If you want, change the maximum grade for your quiz to reflect the number of questions.

2.3.5.3 How to view a quiz

- Trainers should preview the quiz to ensure it is displayed as desired for trainees:



Figure 23



Figure 24

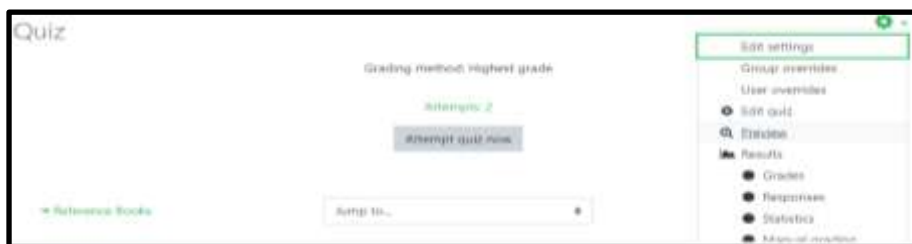


Figure 25

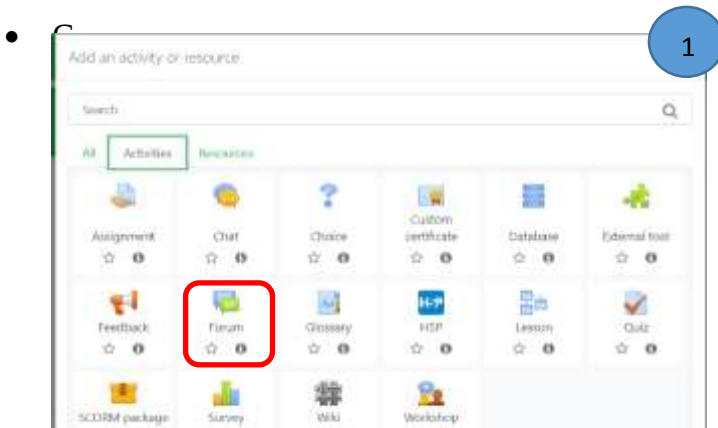


Figure 26



Figure 27

either by clicking the quiz or.....?

- The link 'Attempts' when trainees have attempted the quiz, or from the **Actions menu** top right > Results (as in the above screenshot).

2.4 Creating a Forum

2.4.1 What is the Forum activity?

The Forum activity allows learners and teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media maybe included in forum posts. The teacher

can choose to grade and/or rate forum posts and it is possible to give learner's permission to rate each other's posts.

2.4.2 How to setup forum activities?

1. In a course, with the editing turned on, choose 'Forum' from the activity chooser.
2. Give it a name and, if needed, a description.
3. Choose your Forum type, by clicking the question mark (?) icon for descriptions of each type. (If you are unsure, use the default Standard forum for general use).
4. Expand the other sections to define the settings you want.
5. Click Save and display and, optionally, add a post to get started.

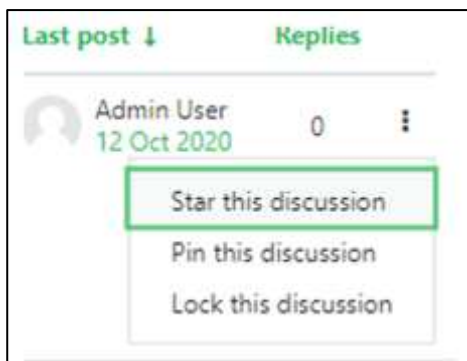


Figure 28

- After you add the forum activity,
1. Click on the announcement forum link
 2. Then you get a list of forums on the announcement page
 3. To allow **start, pin, lock discussion click on the three** dots at the right of the Subscribe option.

2.4.3 How to privately reply?

When replying to a forum post, a trainer can also optionally send a Private reply, which is only seen by those particular trainees. Trainees cannot reply to this private reply.

1. Click on the discussion name link in announcement page.
2. Then on the new page click **Reply** link
3. A form is displayed for writing a message
4. Write your message in the form.....?
5. Select **reply privately** checkbox
6. Finally click Submit button

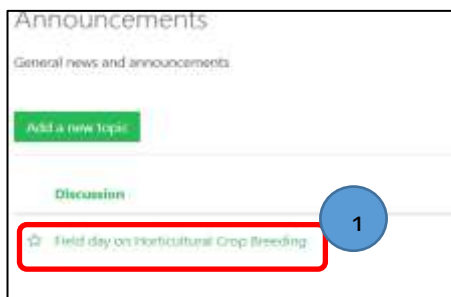


Figure 30

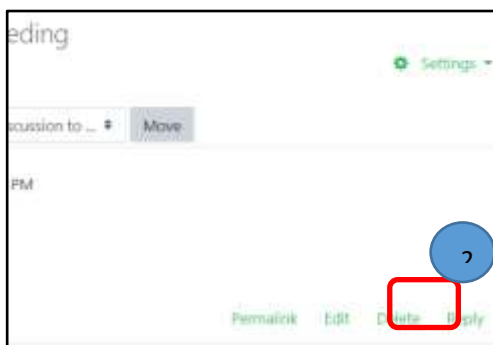


Figure 31

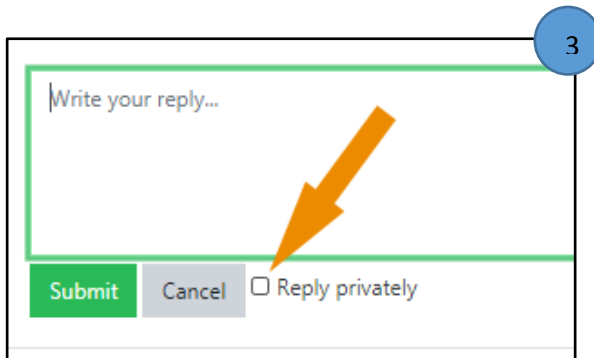


Figure 32

2.5 Creating a Feedback

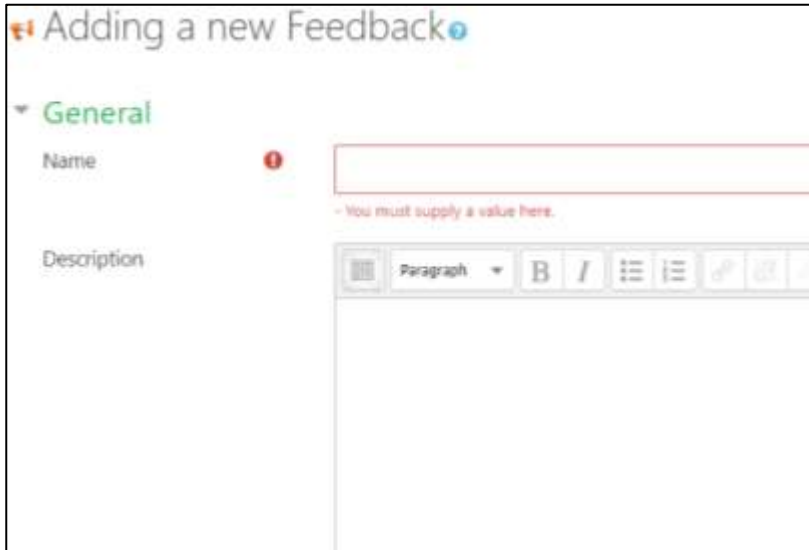
2.5.1 What is the Feedback activity?

The Feedback activity allows you to create and conduct surveys to collect feedback. Unlike the Survey tool, it allows you to write your own questions, rather than choose from a list of pre-written questions and unlike the Quiz tool, you can create non-graded questions. The Feedback activity is ideal for course or teacher evaluations.

2.5.2 How to create Feedback activity?

- In a course, with the **editing** turned on, choose 'Feedback' from the activity chooser.
- Give it a name and description (if required).
- Expand the other sections to define the settings you want, in particular Question and Submission settings and what to display after submission.

- Click Save and display and from the Edit questions tab, add question drop down, add the questions you want.



Adding a new Feedback

General

Name !

You must supply a value here.

Description

Paragraph B I List Link Image

Figure 33

2.5.3 Viewing feedbacks

Trainers see the Feedback settings tabs as well as an Analysis tab and Show responses tab. The results may be exported to a spreadsheet program.

- From the Analysis tab, they see a graphical (and text) display of responses.

From the Show responses tab, they see individual responses in detail.

2.6 Lessons

What is the Lesson activity?

The Lesson activity allows trainers to create 'branching' exercises where learners are presented with content and then, depending on their responses, are directed to specific pages. The content may be text or multimedia.

2.6.1 How to create lesson activities?

3. In a course, with the **editing (Edit menu?)** turned on, choose 'Lesson' from the activity chooser.
4. Give it a name and, if required, a description.
5. Expand the other sections to select the settings you want, including whether the Lesson is for a practical exercise or for a written exercise and will be graded.
6. Click **Save** and **Display** and from the Edit tab, add your first page. This will usually be a Content page (where you add information) or a Question page (where you can select a question type.)
7. Make sure the 'Jumps' take you to the next page (if you want.) 'Jumps' directs the learner to where they should go next. Once you have made all your pages, return and edit each Jump so it shows the correct page name

- When you have saved your first page, continue adding pages from the Collapsed tab > Action's menu.



Figure 35

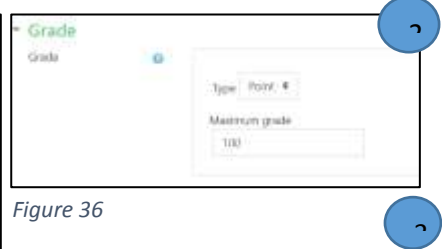


Figure 36

- The Lesson might be limited in terms of time,
- It may display a progress bar.
- It may have a table of contents showing all pages,



Figure 37



Figure 34

2.7 Creating Certificate

2.7.1 Adding a custom certificate

- Go to the course for which you would like to create a certificate

2. Click on 'Add an activity or resource' in the section where you want to add the certificate
3. Enter a certificate name
4. Click on Save and Display

The screenshot shows a web interface for adding a new custom certificate. The title bar reads "Adding a new Custom certificate". On the left, there are two expandable sections: "General" and "Options".

The "General" section contains:

- A "Name" field with a red error icon.
- A "Description" field with a rich text editor toolbar.
- A "Publish" button at the bottom right of the description area.

The "Options" section contains:

- "Enrol students": A dropdown menu with "No" selected.
- "Enrol teachers": A dropdown menu with "No" selected.
- "Enrol others": An empty text input field.
- "Allow anyone to verify a certificate": A dropdown menu with "No" selected.
- "Required minutes in course": A text input field with "0" entered.

Figure 38

2.7.2 How to restrict a certificate?

1. Click on the gear icon () from the certificate page on the right side.
2. When you click the gear icon, it displays as a drop-down option
3. Select from the drop-down option “edit setting”

4. Under “**updating custom certificate**” page go to the “**restrict access**” menu



Figure 39

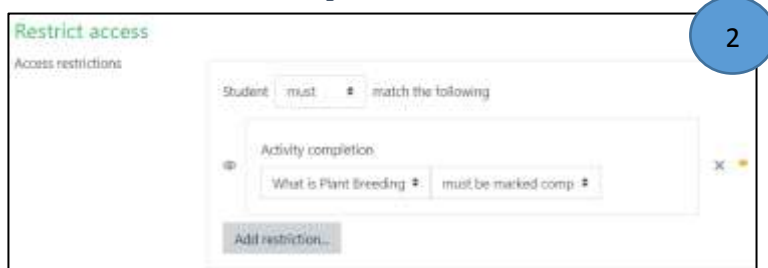


Figure 40

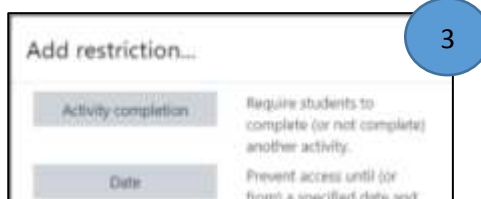


Figure 41

5. Click on the “**add restriction**” button
6. Under add restriction page click on the activity completion button

7. Click on the choose button under activity completion to fix the certificate restriction

2.7.3 How to Edit Certificate

In order to customize your certificate:

1. Click on the certificate activity to view it
2. Click on the cog on the top right and select '**Edit certificate**' from the drop-down menu.

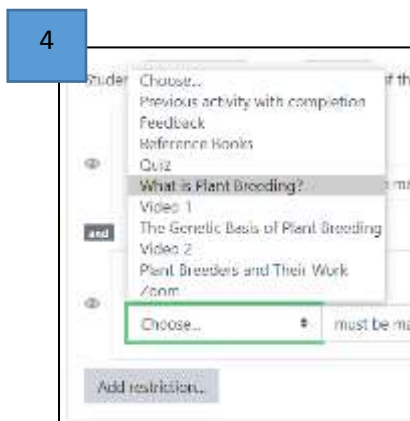


Figure 42

2.7.4 Adding a Certificate template

You may use the certificate template provided and further customize it to meet your needs. Alternatively, you can design your certificate from a completely blank canvas.

To add the template:

1. Scroll down to the '**Load template**' section
2. Select the template from the drop-down list

3. Click on the **'Load'** button



Figure 43

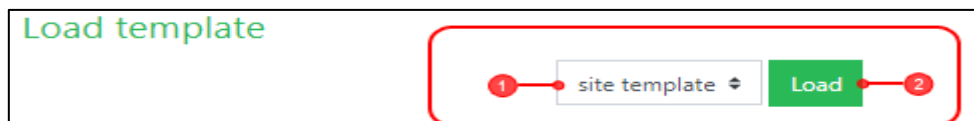


Figure 44

2.7.4.1 Certificate elements

On the edit page, you can add elements to your certificate. You can edit, delete and move these elements. The order of these elements determines when they are rendered on the PDF, for example, if you were to add a background image you would want this rendered first below is a list of all the items that you could to add to your certificate. What is the meaning of this yellow-shaded clause?

2.7.4.2 How to add an element to your certificate?

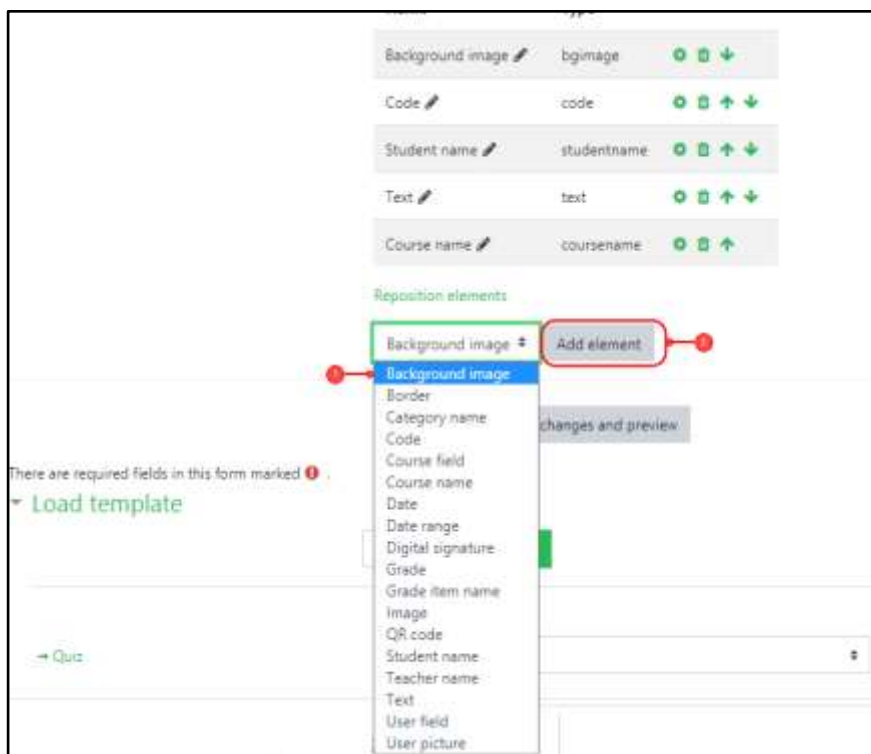


Figure 46

1. To add an element, select relevant item from the drop-down list and click on the '**Add element**' button.
2. Edit the item as you would like it to appear on the certificate

Edit element

Element name

Date item

Date format

Font

Size

Colour

Width

Reference point location

1

2

Save changes Cancel

Figure A7

2.7.4.3 Repositioning elements on the certificate

As you add items to your certificate, you may wish to position them on the certificate page as desired. To reposition elements:

1. Click on the '**Reposition elements**' link situated at the bottom of the certificate items' list

Name	Type
Background image	bgimage
Code	code
Student name	studentname
Text	text
Course name	coursename

Reposition elements

2. Drag and drop the element to change where they are positioned on the certificate.



Figure 49

3. Click '**Save and close**' once you have completed positioning the element/s.

On this page, you can also click on the elements to bring up a dialogue that will allow you to edit its properties without having to go back to the edit custom certificate page.

2.7.4.4 Editing a certificate element

There are several editing features available for the elements:

1. Edit element name
2. Edit element item
3. Delete element item
4. Move element up the rendering order
5. Move element down the rendering order



Figure 50

2.7.4.5 Changing the certificate orientation

By default, the certificate is laid out in portrait mode. If you would like to change its orientation to the landscape mode, then you will need to switch the **High (297mm)** and **Width (210mm)** metrics.

Edit certificate

Name	*	SAMPLE - Certificate
Width	* ?	297
Height	* ?	210
Left margin	?	0
Right margin	?	0

Background image ⌵ Add element

Figure51

Please note, by default the metrics are set up for an A4 size certificate. You may change the metrics to match your required size.

Get Certificate

Name	!	Managing E-Learning Plat
Width	! ?	410
Height	! ?	297
Left margin	?	0
Right margin	?	0

Elements	?
----------	----------------

Name	Type
Background image ✎	bgimage ⚙️ 🗑️

Reposition elements

Background image ⌵ Add element

Figure 52

2.8 Evaluation

2.8.1 How does one evaluate trainees?

- Activities are graded in the platform, for example forums and quizzes, can be graded.
- Grades can be numerical values or words/phrases on a scale.
- To see the grades, click on **Grade** from the Settings menu in the block to the left of the course.

The screen will display a list of all learners, their grades for each item and each learner's overall grade, as shown below:



The screenshot shows the Moodle gradebook interface. On the left, there is a sidebar with a menu containing 'Participants', 'Settings', 'Competencies', 'Grades', 'General', 'Learning Modules', and 'Feedback Tools'. The 'Grades' menu item is highlighted in green. The main area displays a table of participants and their grades. At the top, it says 'All participants: 3/3'. Below this, there is a table with columns for 'Participant', 'Grade', and 'Activities and Feedback'. The table lists three participants: 'Dr. Mohamed Elhachimi', 'Khaled Elhachimi', and 'Nagwa Elhachimi'. Each participant has a grade of '100%' and a green checkmark icon next to their name. The 'Activities and Feedback' column shows a list of activities with their respective grades and icons.

Participant	Grade	Activities and Feedback
Dr. Mohamed Elhachimi	100%	Activities and Feedback
Khaled Elhachimi	100%	Activities and Feedback
Nagwa Elhachimi	100%	Activities and Feedback

Figure 53

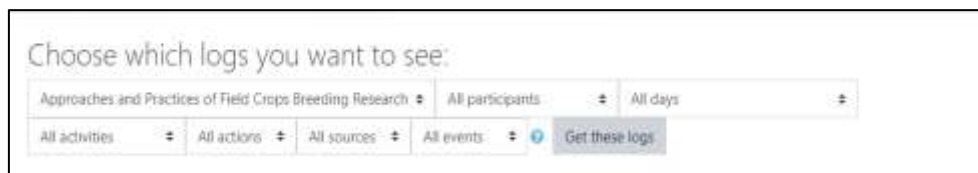
You can sort the list of learners by first or last name by clicking on first name / last in the learner column. The gradebook is initially sorted by last name.

- The name of each learner links to his or her profile and by clicking on the icon next to the learners name you can see his or her grades.

- This is useful when a learner is looking at the gradebook with the trainer and the privacy of the other learners needs to be protected.
- To the right of all the graded items there is a column showing the total. There are two arrows to the right of the heading Course total that allow you to sort the totals in a descending or ascending order, respectively.

2.9 Reports

When you click on Reports under the name of a course in the Navigation menu in the block to the left of the course, a screen will be displayed from which you can obtain information on an activity or a log of activities done by learners and trainers in the course.



Choose which logs you want to see:

Approaches and Practices of Field Crops Breeding Research	All participants	All days
All activities	All actions	All sources
All events	Get these logs	

Figure 53

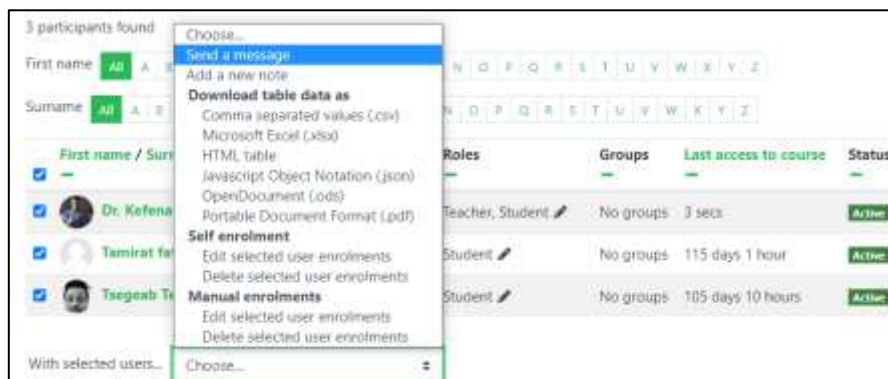


Figure 55

2.10 Messaging

2.10.1 Send messages to Learners

By opening the list of learners/participants and clicking on a learner's name, you can view that learner's profile and send him or her a message by clicking on the **Send** a message link.

If you want to send a message to all learners, go to the bottom of the page, click on the Select all button to select all the learners and from the dropdown list next to the Deselect all button select **send a message**. The buttons are shown below:

SECTION II

Manual for Trainees

Go to the home page of the E-learning platform and under the course category block click **list of links** under “course category” that you wish to take as a module, and then the next page will be displayed with a list of courses under the selected category (e.g. *Crop Research Directorate*).

Click one of the listed courses, then the system will be redirected to the login form, but if you already login to the system, you will get the course page.

“**Username**” is always your “Employee ID” and **the system administrator** provides “**Password**”.

Note: username and password will be via email.

The screenshot displays the E-Learning portal for ENARESS. The header features the 'E-Learning' logo and a user login status. The main content area includes a banner for ENARESS, a list of course categories, a calendar for January 2021, and a section for upcoming events. A red box highlights a sidebar menu with links to Manuals, Guidelines, Mentorship, Discussion Forums/Current Affairs, and Documents. Annotations with arrows point to the Course Category list, the Calendar, the Upcoming Events section, and the red-bordered sidebar menu.

Course Category

Calendar

Upcoming Events

Manuals, Guidelines, Mentorship, Discussion Forums/Current Affairs

Figure 5



Figure 3



Figure 2

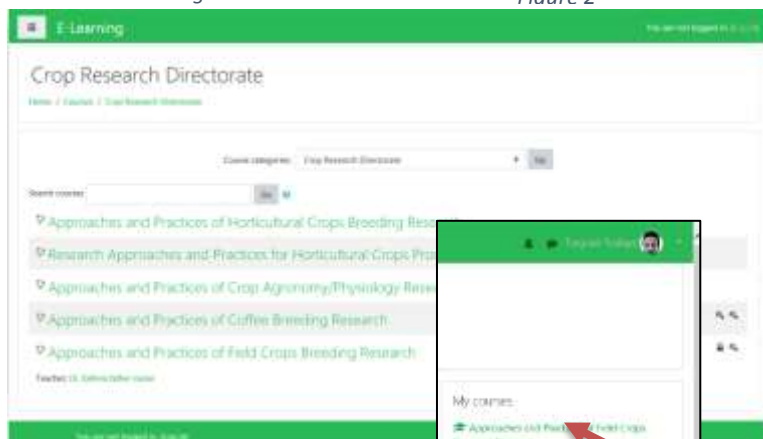
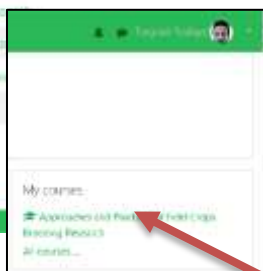


Figure 4



Figure

Can access only
you are assigned

After login to the system, you will get the courses according to your research area.

The course page is categorized in three sections. The first section contains announcement, feedback, reference books, quiz, get certificate. The second section contains different training modules and the 3rd section is a virtual class.

1. Announcements

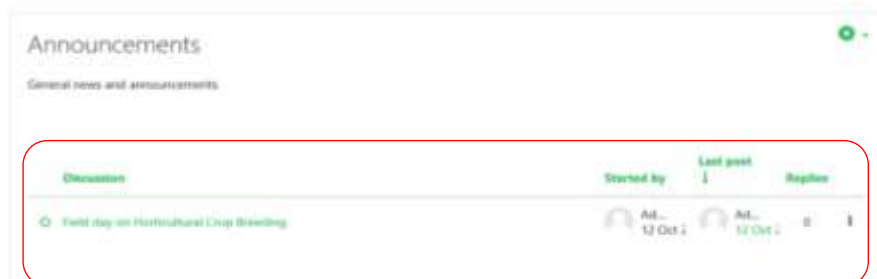


Figure 7

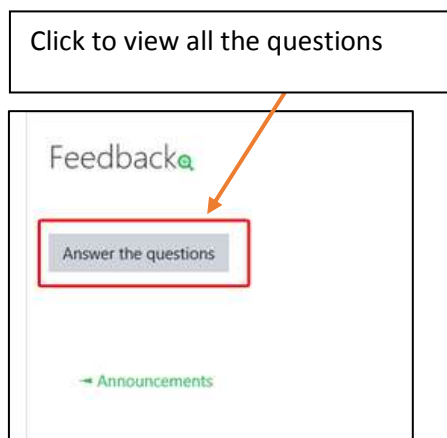


Figure 8

(Note: the magnifying glass icon is only for previewing, not for submitting responses)

Announcement sections of the e-learning contain important information. Read all the announcement items by clicking on the **announcement** link. The page has discussion, started by, last post and replies functionalities within it.

2. Feedback

You can enter a general feedback text that is related to the specific course you are browsing. Researchers click on the feedback icon in the course to access the activity, and then click on “answer the questions” menu.

A screenshot of a feedback form. At the top, the word "Feedback" is displayed in a large, light blue font. Below it, the text "Mode: Anonymous" is shown in a smaller, grey font. The main question, "What do you expect from this module?", is followed by a red circular icon containing a white exclamation mark. To the right of the question is a large, empty rectangular text input field.

Figure 9

After you click the button, a new page is displayed with short answer question.

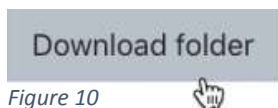


Figure 10

3. Reference Book

This part contains books that are related to the course and allows a trainer to display several course files. Trainee can download files from the page.

4. Quiz

- A quiz is important for researchers to acquire knowledge from the course.
- Researchers can flag questions to alert the trainer for possible queries.
- In order to finish the quiz, you must click “Submit all and finish” button on summary of attempt page.
- Finally, the system will mark and grade the quiz.



Figure 11

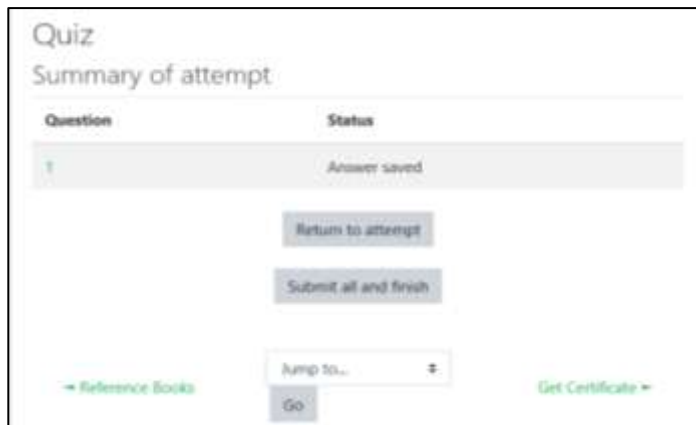


Figure 12

5. Get Certificate

- Once you have completed a course, you will be able to get a certificate of completion by clicking “Get Certificate” link.
- Click on the ‘View certificate’ button to download your Certificate of Completion as a PDF file.

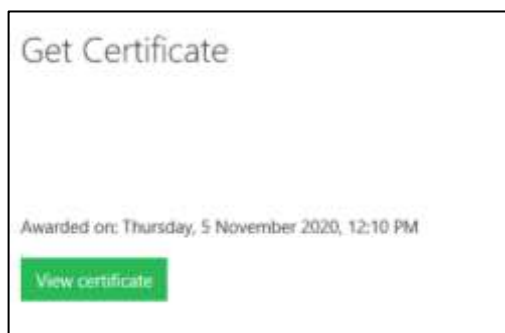


Figure 13

6. Training module

- The training module has a PowerPoint presentation, web contents, short videos tutorials, etc. These resources are taken one after the other by clicking on the module icon.



Figure 14

Plant Breeders and Their Work



- What is Plant Breeding?
- The Strategy of Plant Breeding
- Training for the Modern Plant Breeder
- Some Early Plant Breeders
- Some Accomplishments in Plant Breeding

Figure 15 Plant breeders and their work module it displays a web content with an

7. Virtual Class

The virtual class held by management of communication services such as a zoom video integration that is purchased with a pro version from the zoom website and this **Video Conference** web-based software can easily be used with **E-learning** sites to build **live video interactive virtual learning management systems**.

Researcher will be able to use the interface to join a Zoom meeting
To start a Zoom meeting:

Step 1

- On your course page, click the Zoom activity link you created. The Zoom activity will open.

Step 2

- On the Zoom activity page, on the Upcoming Meetings tab, for the upcoming meeting, click Start. The Zoom meeting launcher page will open.
- If you have installed the Zoom desktop application, the Open zoom.us window will open. Click to **open zoom.us** to begin using the app.
Note: If you have not yet installed the Zoom desktop application on your device, you will be prompted to open or save the installation file and follow installation instructions. Once you have downloaded Zoom.
- If you want to use your browser to host the meeting, click the **start from your browser** link.

Step 3

Your meeting will begin. Select **Join with Computer Audio** to join the meeting. For more information on running a Zoom meeting,

Step 4

When you are finished, click End meeting. If you record your meeting, you will receive a notification based on how you chose to save it.

8. Calendar

- The calendar can display site, course, group, user category, events, assignment, quiz deadlines, chat times and other

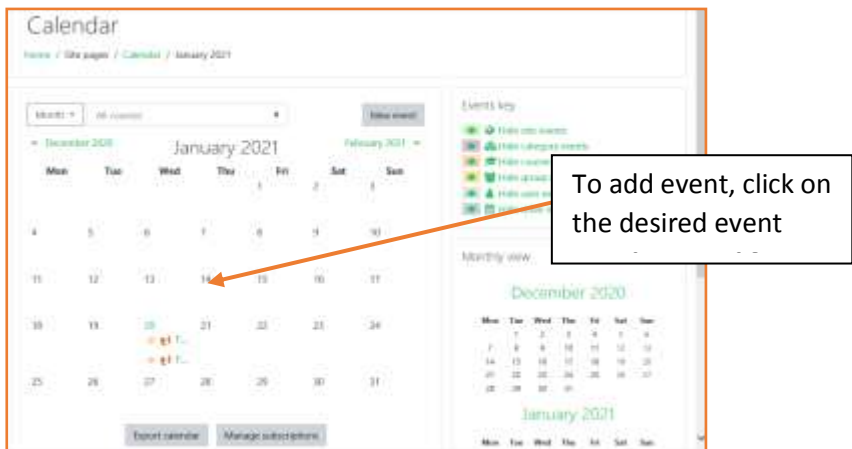


Figure 16

course events.

- To get the calendar go to the home page, “click active month link” and it automatically displays another page that has a detailed calendar view depicted below.
- New events may be added either by clicking the “new event button” or by clicking on an empty space on the desired day in the calendar.
- Clicking on the event opens up the window again enables one to further edit it or delete it.

A screenshot of a web form titled "New event" with a close button (X) in the top right corner. The form contains the following fields: "Event title" with a text input field and a red required field indicator; "Date" with a date picker showing "14 January 2020" and a time picker showing "14:26"; "Type of event" with a dropdown menu currently set to "User"; and a feedback message "There are required fields in this form marked" with a red required field indicator and a green "Show more" link. A green "Save" button is located at the bottom right of the form.

Figure 17

ISBN 978-99944-66-86-3



9 789994 466863 >

