

# Tutorial on Learning Management System of Maharani Kasiswari College

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Step 1: Go to <https://moocs.mkclibrary.ac.in/>

Step 2: Click on “Log in” at the above right corner of the screen as follows:

You are not logged in. ([Log in](#))

Step 3: Put your Username and Password here at following screen:



Username

Password

☐ Remember username

Log in

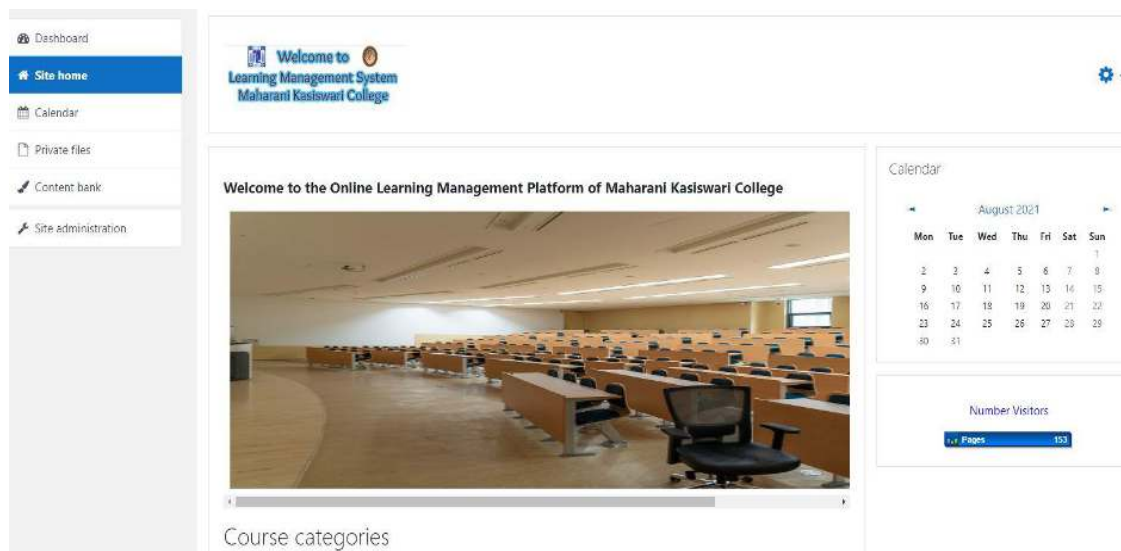
Forgotten your username or password?

Cookies must be enabled in your browser

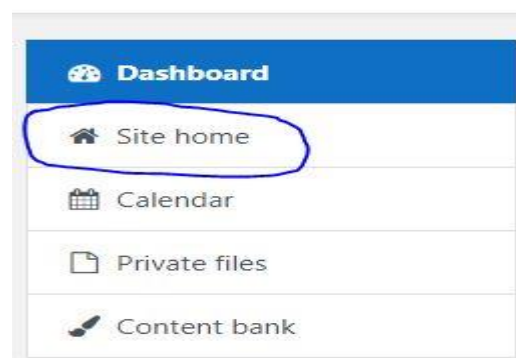
Some courses may allow guest access

Log in as a guest

Step 4: After Login following Screen will come:



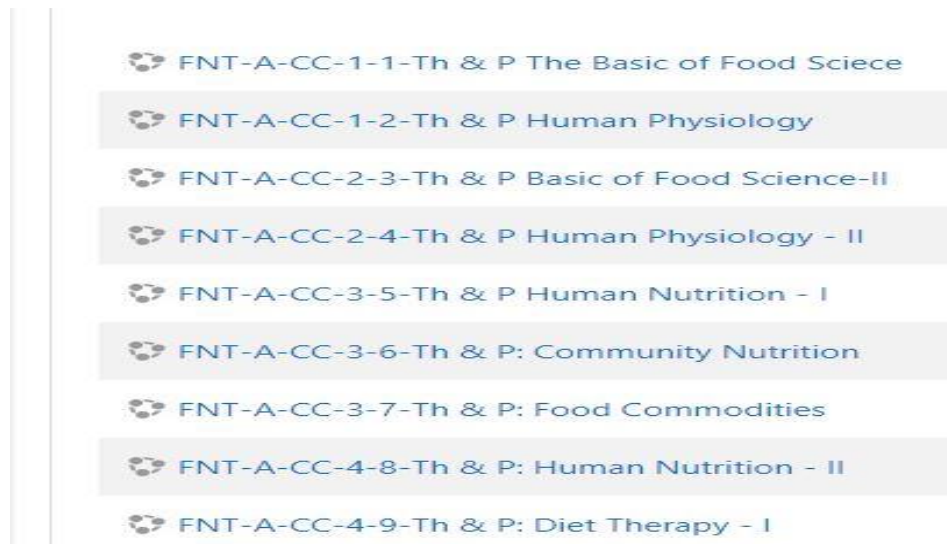
Step 5: Go to Site home and Click on it.



Step 6: Go to Course Categories Part of the Screen and select your choice of Subject from the List. For example here is 'Food & Nutrition'.



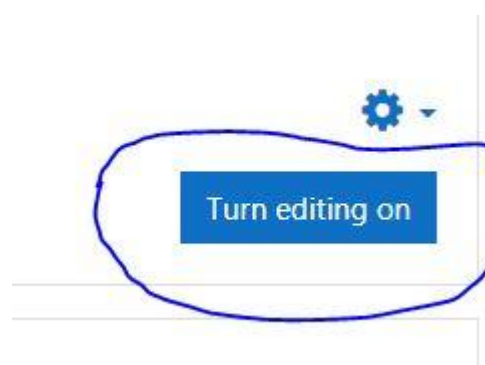
Step 7: The following screen will come. From the List select the paper which you will teach to the student and under which you want to upload your video lecture, voice lecture, pdf, ppt, etc. for the student.



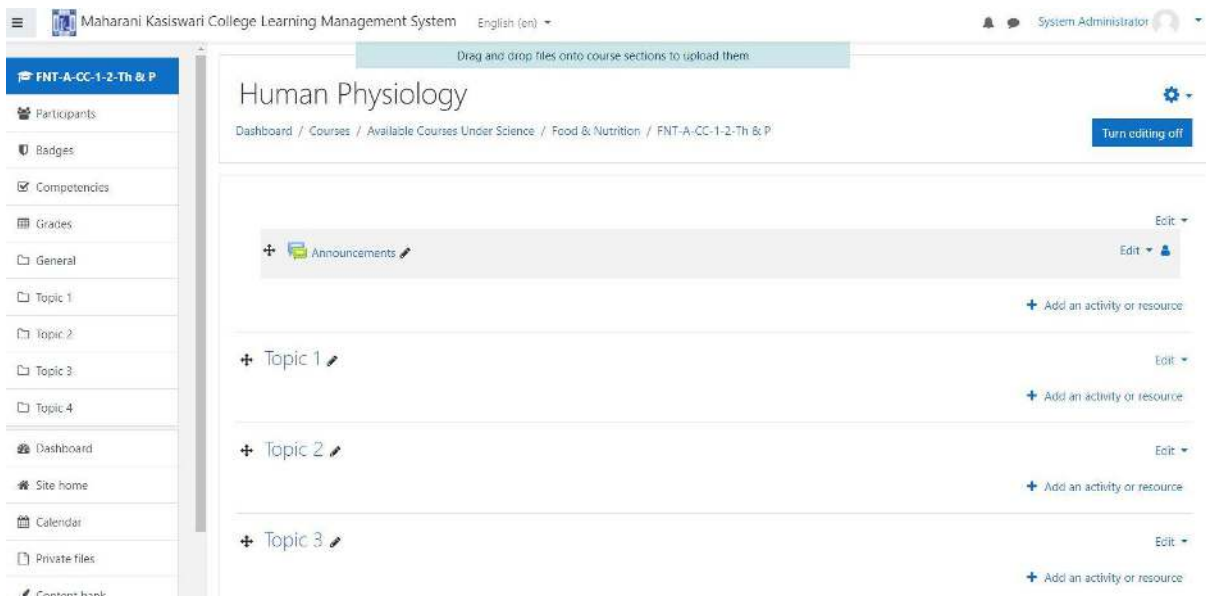
Step 8: For example, here I have chosen 'Human Physiology' which is the Core Course 2 of Semester one of 'Food & Nutrition' Subject.



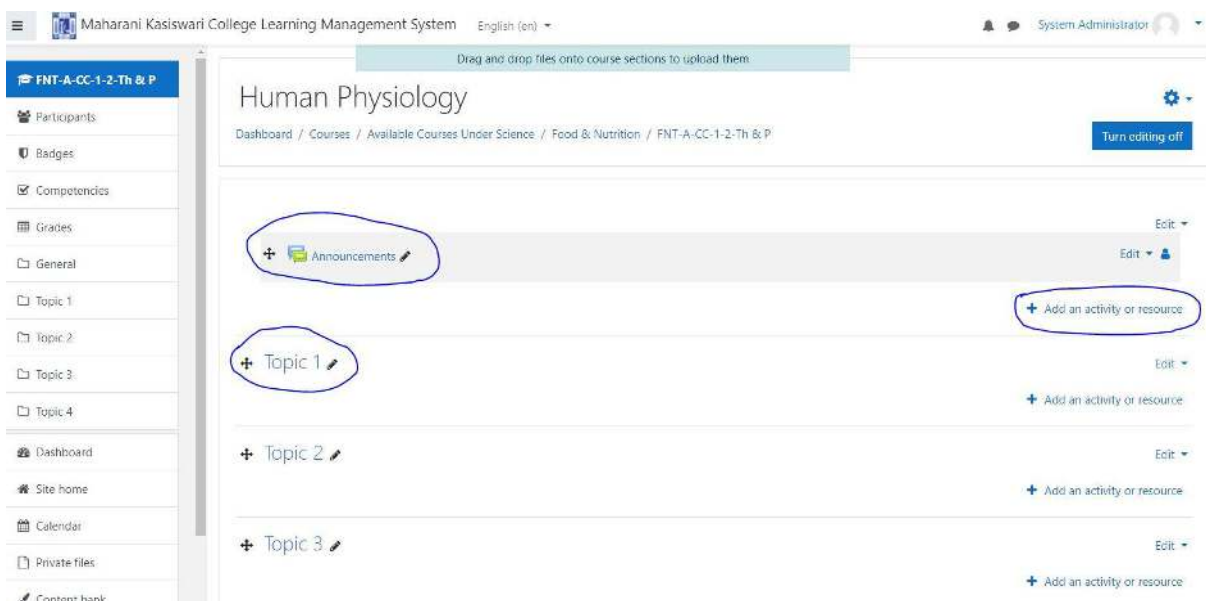
Step 9: Click on 'Turn editing on' at right top corner on the screen.



Step 10: Then the following screen will come



Step 11: now we can select to edit by clicking on the pen option of 'announcement' or 'Topic 1, 2, ...' to rename the same as per our choice of topic(s) to be taught.



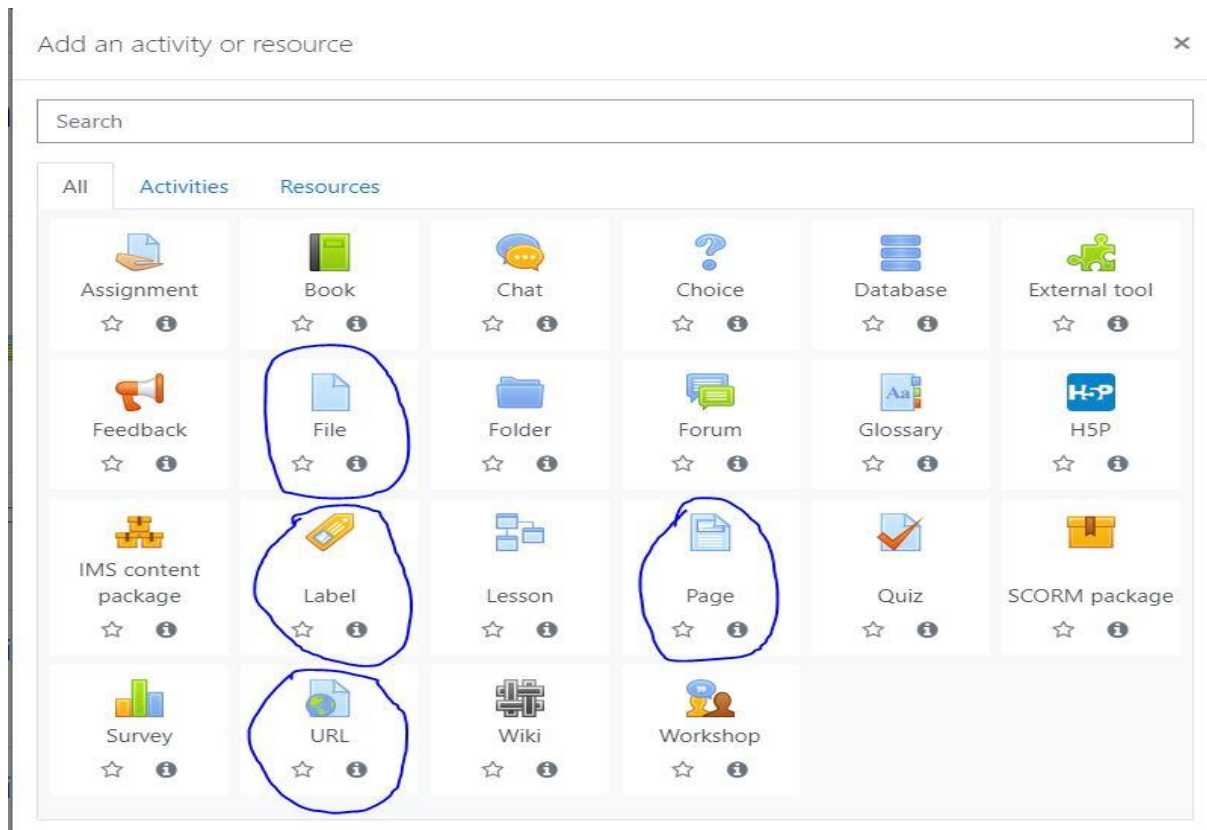
Step 12: for example, here I have chosen the topic 'Unit of Life' to be taught and write it by clicking on the pen option after the term 'Topic 1'. We have to write the name of the topic and then press enter it will then change the same. Alternatively, we can select 'edit' option at the right side of the topic to do the same thing.



Step 13: To add an activity or resource for the student against any topic we have to click on 'Add an activity or resource' at the right side on the screen equals to a topic to select an activity or resource type of your choice through which you will provide your particular activity or resource.



Step 14: If we click on the 'Add an activity or resource' the following screen will come containing different types of tools through which we can provide our activity or resource by different way. Out of the all primarily we can use the below four types which are circled in blue color named 'File', 'Label', 'page' and 'URL'. However, you can select other types if you feel confident to do so.



How you will add file, Label, page and URL types of Resources to your course page. To get your answer go through the following discussion.

## File Resource

### **What is a File Resource:-**

Files are not just materials such as word-processed documents or slideshow presentations. All types of files can be uploaded and accessed through LMS, but the student needs to have the correct software to be able to open them. Different file types are shown with different icons. Files may be added in two ways: They may be dragged and dropped directly onto the course page:

You can Click on the Video Link below to see 'Drag and Drop file' Resources.

<https://www.youtube.com/watch?v=TzHON1-70gg> (For Drag and Drop File)

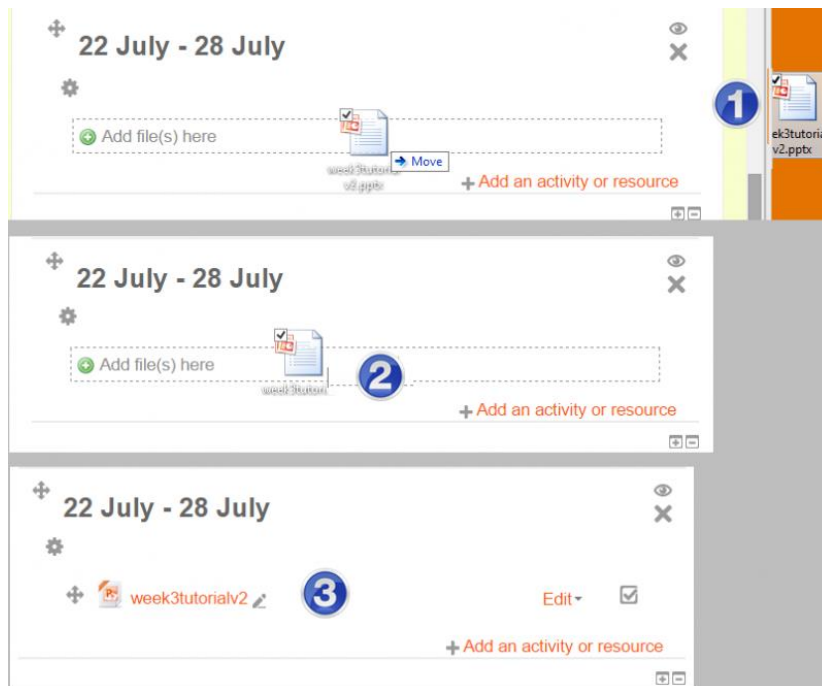
Alternatively files may be added by clicking File from the activity chooser. See the video through below link:

<https://www.youtube.com/watch?v=fcikQXrfNrM>



## How it is Set Up:-

To drag and drop a file, with the editing turned on in a course, click and hold the file (1 below), drag it to your chosen section (2), and release. The file will upload and display (3):



1. Alternatively, with the editing turned on in a course, choose 'File from the activity chooser.
2. Give it a name and, if required, a description, checking the box if you want the description displayed on the course page
3. Save the file.

## Label Resource

### What is a Label Resource?

A label serves as a spacer on a course page in LMS. It can be used to add text, images, multimedia or code in between other resources in the different sections. It is a very versatile resource and can help to improve the appearance of a course if used thoughtfully. Banners or descriptions may be added to labels to distinguish between and highlight different areas. (Note that excessive use of multimedia (sound, video) in labels can slow down the loading of a course page.). Better to upload your Sound and Video file to YouTube or Google Drive and then linked or embedded the same to your course page.

See how to embed a video or a sound file to your course by clicking the following video link:

[https://youtu.be/g0\\_qa-eAfWg](https://youtu.be/g0_qa-eAfWg)

### How is it set up?

1. In a course, with the editing turned on, choose Label from the activity chooser.
2. In the text box, add your text, images, sound or video files as desired. You can drag and drop these directly into the label.
3. Click Save and return to course.

## Page Resource

### What is a Page Resource?

A page resource creates a link to a screen that displays the content created by the teacher. The Text editor allows the page to display many different kinds of content such as plain text, images, audio, video, embedded code or a combination of all these. Pages are more accessible than uploading word-processed documents, particularly if the document just contains text to be read and not downloaded.

See an overview of the page resource by clicking on the following video tutorial link:

<https://youtu.be/cJd3wcpUFqA>

### How is it set up?

1. In a course, with the editing turned on, choose 'Page' from the activity chooser.
2. Give it a name and, if required a description, checking the box if you want the description displayed on the course page.
3. In Content, add the text, images, links or multimedia you want to display.
4. In Appearance, specify your requirements, particularly whether you want to display the last modified date. This is useful if you will update the page frequently but doesn't look good if the page is static and rarely changed.
5. Click Save and display.



## URL Resource

### What is a URL?:-

A URL (*Uniform or Universal Resource Locator*) is a link on the internet to a website or online file. Teachers can use the URL resource to provide their students with web links for research, saving the student time and effort in manually typing out the address.

See an overview of the URL Resources by clicking on the following Video Link

<https://youtu.be/J9JnqJYmptc>

### How is it set up?

1. In a course, with the editing turned on, choose URL from the activity chooser and give it a helpful name.
2. In External URL, type the web address of the site you want to link to, or click the Choose a link button to access other options. Include the full https:// at the start.
3. In Appearance, choose how you want your URL to display, using the ? help icon for more information. If you don't see all the settings then ask your admin as they may need to enable them site wide.
4. Click Save and return to course.