



International Islamic University, Islamabad

[www.iiu.edu.pk]



Manual for Faculty members on Feedback Forms for QEC

[vle.iiu.edu.pk]

Support/Help Desk

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Virtual Learning Environment (VLE)

VLE is an open source web application called Moodle used by International Islamic University, Islamabad to improve the learning process. We have run classes for thousands of years without the use of computers and the Web. “Chalk and talk” is still the predominant method of delivering instruction. While traditional face-to-face meetings can still be effective, applying this tool opens up new possibilities for learning that weren’t possible twenty years ago. It can be used for both teaching and taking feedback from students.

Access VLE

VLE is a web application which means it can be accessed from any where in the world through a computer with internet access. It can be accessed directly via browser through the URL [<http://vle.iiu.edu.pk/>]

It is also linked with our IIUI website and can be accessed through the following path:

PATH: IIUI Website [<http://www.iiu.edu.pk>] (Main Page) > Management Information System > Virtual Learning Environment

VLE Account

In order to use VLE you'll need to register as a student or teacher. You can register yourself online by visiting the following link

<http://vle.iiu.edu.pk/login/signup.php>

OR

PATH: VLE [<http://vle.iiu.edu.pk/>] > Log In Link in Header > Create new account

Fill all the required fields of form present on this page to get an account. Make sure that you provide IIUI email account in Email Address field and the Password you enter contains at least 6 alphanumeric characters.

An email'll be sent to the email address provided in the registration form for confirmation of your VLE account. Check your email account and confirm you VLE account by clicking on the Confirmation Link. After you have successfully registered complete your profile by Clicking on your name present on the top with text “You are logged in as YOUR NAME”. Students should enter their degree and registration number along with other details.

IIUI Email Account

IIUI email address is a pre requisite for registration on VLE. To get an official email address please visit the following link

http://www.iiu.edu.pk/index.php?page_id=2925

Instructions for getting an email account both for Teachers and students can be found on this page.

VLE Account Rights

Accounts created on VLE through above procedure will have student's rights by default. If you are a teacher, send an email to junaid.azhar@iiu.edu.pk for Teacher rights with details like your Faculty, department and office phone number. You'll receive a confirmation email of role upgrade after which you can register your courses on VLE.

Course Registration on VLE

After your role is upgraded, the first thing you should do is to register your courses online. Follow the steps given below to register your course.

Step 1 (Log In):

Log In to VLE either by navigating through website or directly opening the link given below.

<http://vle.iiu.edu.pk/login/index.php>

International Islamic University You are currently using guest access (Login)

IIU ► Login to the site English (en) ▼

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Some courses may allow guest access

Forgotten your username or password?

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.





























Step 2 (Select your Faculty):

After log in you'll be presented a screen on which all of the faculties are listed. Select your concerned department by clicking on the link. In the sample screen shot for this step we have selected SE under FBAS faculty.

US Army Develops Tooth Cleaning Gum	Miscellaneous	
UK Terror Chief Blocked From Boarding Aircraft	FBAS	1
Research Inches Toward Processor-Specific Malware	SPRING-2009	64
Red Hat Releases RHEL 6	SUMMER-2009	5
Kinect Hacked, Adafruit Bounty Won	SIG Research Activities	2
Gold Nanoparticles Turn Trees Into Streetlights	SPRING-2010	29
NSA Says Its Secure Dev Methods Are Publicly Known	FALL-2009	35
Nintendo Seeks To Trademark "It's On Like Donkey Kong"	FALL-2010	
	Statistics	1
	Environmental Sciences	
	SE	67
	CS	9
	FMS	
	MS / Phd. Marketing	1
	MS / Phd. Technology Management	1
	MBA / ITM	8
	BBA / ITM	9

Step 3 (Add a new course):



Next screen shows all the registered courses in that department. To add new courses locate and click on the button at the bottom with text "Add a new course" which is also highlighted in the picture below. If you do not see this button this means that you do not have the role as Teacher.


GC 103 Understanding Quran 2 B	 
GC 103 Understanding Quran 2 A	 
Programming Fundamentals Male	 
SE361-Female-F-08-A	 
Software Engineering Economics	 
Software Engineering II (Male)	 
GC105 Basics of Academic Writing - C	 
GC151Introduction to Finance B	 
MATH241 Differential Equations -C	 
GC151 Introduction to Finance B	 
CS311 Analysis of Algorithms A	 
CS341 Database Technologies A	 
GC101Understanding Quran 1 B	 
GC191Basic Electronics B	 
<div style="text-align: center;"> <div style="border: 1px solid red; padding: 5px; display: inline-block;">Add a new course</div> </div>	
Search courses: <input type="text"/> <input type="button" value="Go"/>	
© 2003 - 2010 International Islamic University, Islamabad, Pakistan.	


Clicking on this button will take you to a new page where you have to enter the details about your course. Every field present on this page is described in detail below.


Edit course settings


General








Category  FBAS / FALL-2010 / SE 




































Full name* 



Short name* 

Course ID number 

Summary 

Trebuchet  1 (8 pt)   Lang  **B** *I* U ~~S~~ x_2 x^2   

Path:  

Mandatory Fields

Following four things are the most important in course creation without which a course cannot be registered.

Category

Select the category of your course from the first drop down. All the available categories will be present in this drop down. This category represents the Faculty and Department of course.

Full Name

Give your course a title in the Full Name field. This field is mandatory for course creation.

Short Name

Give your course a short name which is the course code and is mandatory. This will be the name that appears on the button to bring students back to your course main page. It will also appear in the navigation bar at the top of the page.

Enrollment Key

A course enrollment key is a code each student must enter in order to self enroll in a course. The key prevents students who aren't in your class from accessing your VLE course. Create the key and give it to your students when you want them to enroll in your VLE course. They will need to use the key only once when they enroll. If you leave this blank, then anyone who has created a VLE username on this site will be able to enroll in your course simply by going in to it. If you want to see what you have entered click the Unmask checkbox which is present on right of this field.

Optional Fields

You can leave all of the fields in this section with default value, however for more clarification each of them is explained here.

Course Id Number

This is an optional field and is never displayed within VLE. If you have an official code name for this course then use it here otherwise you can leave it blank.

Summary

The summary appears on the list of courses and is an optional field. You can add summary of your course here if you want.

Format

Weekly Format is by default selected and it means that the course is organized week by week, with a clear start date and a finish date. Each week consists of activities. There are other formats too like Social Format, if you do not like weekly format, however the most recommended is weekly format.

Number of Weeks/Topics

Number of weeks/topics can be selected using this drop down which contain values from 1-52. Default value is 10.

Course Start Date

This is where you specify the starting time of the course. If you are using a 'weekly' course format, this will affect the display of the weeks. The first week will start on the date you set here. This setting will not affect courses using the 'social' or 'topics' formats.

Hidden Sections

This option allows you to decide how the hidden sections in your course are displayed to students. By default, a small area is shown (in collapsed form, usually gray) to indicate where the hidden section is, though they still can not actually see the hidden activities and texts. This is particularly useful in the Weekly format, so that non-class weeks are clear. If you choose, these can be completely hidden, so that students don't even know sections of the course are hidden. Default value is Hidden sections are shown in collapsed form.

News Items to show

A special forum called "News" appears in the "weekly" and "topics" course formats. It's a good place to post notices for all students to see. (By default, all students are subscribed to this forum, and will receive your notices by email.)

This setting determines how many recent items appear on your course home page, in a news box down the right-hand side. If you set it to "0 news items" then the news box won't even appear. Default value is 5.

Show Grades

Many of the activities allow grades to be set. By default, the results of all grades within the course can be seen in the Grades page, available from the main course page. If a teacher is not interested in using grades in a course, or just wants to hide grades from students, then they can disable the display of grades in the Course Settings. This does not prevent individual activities from using or setting grades, it just disables the results being displayed to students. Default value is YES.

Show Activity Reports

Activity reports are available for each participant that shows their activity in the current course. As well as listings of their contributions, these reports include detailed access logs. Teachers always have access to these reports, using the button visible on each person's profile page. Default value is NO.

Maximum Upload Size

This setting defines the largest size of file that can be uploaded by students in this course. Default is 10MB which is also the maximum.

Force Theme

Theme of the course can be selected using this dropdown. A lot of options are available here. Default value is Do Not Force.

Is this a meta course?

A meta course takes enrolments (and other role assignments) from a "child" course or courses. In other words, for every child course added to the meta course, all students (and users in other roles) are also enrolled in the meta course. Default value is NO.

Enrollment Plug-In

This option is used to select the enrollment method for students. Do not change its default value which is Site Default (Internal Enrollment).

Default role

This option defines the role of users who enroll in your course. Default value for this is Site Default (Student). Do not change this default value.

Course Enrollable

This setting determines whether students are able to enroll themselves for the course, or whether they obtain the message "This course is not enrollable at the moment." Default value is YES.

Start Date/ End Date

By default both of these options are disabled which means users can enroll any time. You can set the Start and End date of your course if you want.

Enrollment Duration

You can set the time limit for the enrollment of users. Users will be removed from the course after that time; default value for this is Unlimited.

Enrollment Expiry Notification

If you have set a time limit for the enrollment then you can enable/disable expiry notifications using these three (Notify, Notify Students and Threshold) options.

Groups

Leave this option with default values Group mode = No groups and Force = No. No groups mean that there are no sub groups; everyone is part of one big community.

Availability

This option allows you to "hide" your course completely. It will not appear on any course listings, except to teachers of the course and administrators. Even if students try to access the course URL directly, they will not be allowed to enter. Default value is This course is available to students.

Guest Access

You have the choice of allowing "guests" into your course. People can log in as guests using the "Login as a guest" button on the login screen. Guests ALWAYS have "read-only" access - meaning they can't leave any posts or otherwise mess up the course for real students. This can be handy when you want to let a colleague in to look around at your work, or to let students see a course before they have decided to enroll. Note that you have a choice between two types of guest access: with the enrolment key or without. If you choose to allow guests who have the key, then the guest will need to provide the current enrolment key EVERY TIME they log in (unlike students who only need to do it once). This lets you restrict your guests. If you choose to allow guests without a key, then anyone can get straight into your course.

Language

Leave Force Language option with default value which is Do not force, so that users can change language by themselves if they want. Default language is English.

Roles

This option allows you to change the displayed names for roles used in your course. For example, you may wish to change "Teacher" to "Facilitator" or "Tutor". Only the displayed name is changed - the underlying role permissions are not affected.

These new role names will appear on the course participant's page and elsewhere within the course. If the renamed role is one that the Administrator has selected as a course manager role, then the new role name will also appear as part of the course listings.

Availability

Availability ? This course is available to students ▾
Enrolment key ? ☐ Unmask
Guest access ? Do not allow guests in ▾

Language

Force language Do not force ▾

Roles

Administrator
Course creator
Teacher
Non-editing teacher
Student
Guest
Authenticated user

There are required fields in this form marked*.

QEC Forms on VLE

To minimize the paper work and reduce effort required by faculty members to process the feedback forms, these are now automated and uploaded on VLE. Teachers have to just enable these forms by selecting the appropriate form template in a course for a certain time period. After activation these forms will be available to students enrolled in that course for input and teachers will be able to see a summary of the feedback in the form of graph.

QEC forms are also available for download in doc format on IIUI website.

http://www.iiu.edu.pk/index.php?page_id=3481

Form Activation

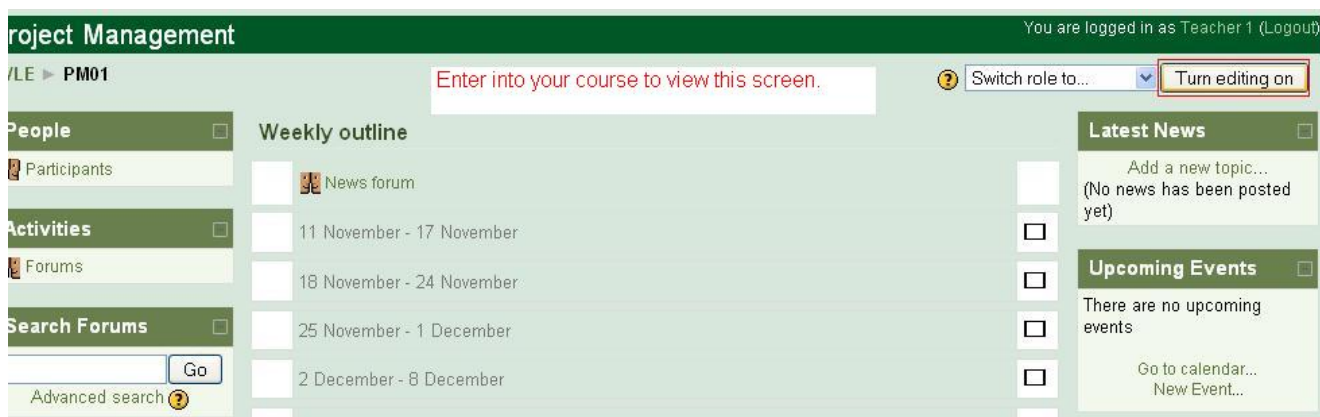
To activate QEC forms in your courses follow the steps listed below.

Step 1 (Select your course)

Enter into your course by first selecting your faculty and the department listed on page which comes after log in. After that locate your course on the page where all courses of your department are listed and then click on its title to enter in it.

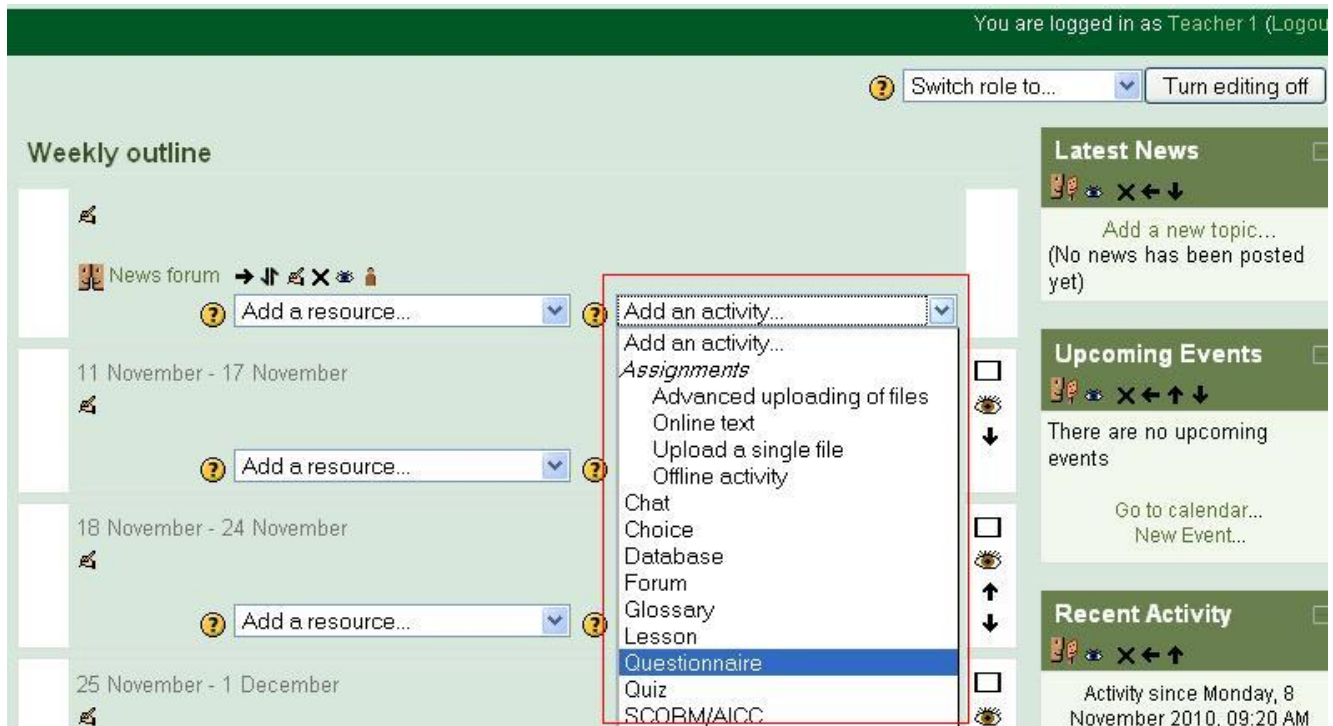
Step 2 (Turn editing on)

Turn editing on by clicking on the button which is present on top right corner below the green bar, as shown in picture below. Clicking on this button will reload the same screen with editing options.



Step 3 (Add an activity)

Next click on the second drop down with text "Add an activity" in first row and select the Questionnaire option. Clicking on the Questionnaire option will redirect you to a page where you have to enter the information about the feedback form like Title, Summary, Start Date and so on.



Step 4 (Add a Questionnaire)

After performing above three steps you will now have a page where you have to select your options, all of them are discussed below.

Name

Text entered here will be used as the name of your feed back form to other. If you are using this form for evaluation of teacher, you can use Teacher Evaluation Form in this box. This is a mandatory field.

Summary

Summary of the form goes in this box and it is also a mandatory field.

Open Date

You can specify a date to open the questionnaire here. Check the check box, and select the date and time you want. Users will not be able to fill out the questionnaire before that date. If this is not selected, it will be open immediately.

Close Date

You can specify a date to close the questionnaire here. Check the check box, and select the date and time you want. Users will not be able to fill out the questionnaire after that date. If this is not selected, it will never be closed.

Response Options

Type

Choose respond once which is also the default value so that users can give feedback only once.

Respondent Type

Choose Anonymous which is also the default value so that identity of student can be kept hidden.

Respondent Eligibility

Leave this field as it is as you cannot modify it.

Students can view all responses

Set Always in this drop down so that student can view their own response after giving the feedback.

Save/Resume answers

Setting this option allows users to save their answers to a questionnaire before submitting them.

Users can leave the questionnaire unfinished and resume from the save point at a later date.

Submission grade

Choose the No Grade option in this field so that this form is independent of the grading module used in VLE.

Content Options

Select the **Copy Existing** option which copies a pre-existing questionnaire's content to a new questionnaire, pre-seeding the content. Select your required template in front of this option like **QEC Teacher Evaluation Form**. You can also view the template before finishing by clicking on the template title.

Common module settings

Leave all four option in this section with default value like Group mode = No group, ID number = NULL and Grade category = Uncategorized.

In the end Click Save and display to finish the activation process. Repeat this Form Activation process in all of your courses for activating the feedback form in all of them. Remember this process adds only one Feedback form at a time, which means that if you are teaching 5 courses, you have to do it 5 times. Follow the same Form Activation process again if you want to activate another Feedback form like QEC Course Evaluation in the same course.

Support

If you have any queries please feel free to contact:

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