

Roles & Responsibilities

Roles & Responsibilities of Convener

1. Academic year wise category creation for each department.
2. New user account creation for both Student and Faculty.
3. Class wise cohort creation.
4. Conduct meetings with department coordinators.
5. Conduct demo on how to add courses and map with students and faculty with the course.
6. Reset passwords (Students, Faculty).
7. Course updating status reports.
8. AWS Payments.

Roles & Responsibilities of Coordinator

1. New faculty joined, collect their data to create Moodle account.
2. Add courses, Map Students and faculty to courses.
3. Pass the information to the dept. faculty to upload data in Moodle.
4. Monitor Course upload status Mid1 and Mid2.
5. Report generation.

Roles & Responsibilities of Teachers

1. Check whether their Course mapped or not.
2. If not, Contact department Coordinator.
3. Upload the course contents.
4. Conduct Quiz, Assignments and activities.
5. Check all the students are utilizing the Moodle.

Roles & Responsibilities of Students

1. Check whether all the courses of the semester are mapped or not.
2. Go through the course contents.
3. Participate in Quiz and Assignments.
4. Contact the course faculty, if there is any difficulty in accessing the contents.