Creating new courses in Surveys@IITB

A. To create a BM attendance course in Surveys@IITB. (Surveys@IITB is a moodle implementation for non-academic purposes, and same shall be used to facilitate BM attendance of groups).

B. Add the LDAP ID of your department office to this course as "Attendance manager.

A. Create the course by following these steps.

1. Using HoD/CiC/PI/PI/Faculty/(or designated) LDAP ID, please login at http://surveys.iitb.ac.in
2. Near the left bottom on this page, click at the link 'Site administration> Courses>
Add/edit courses>
3. Scroll to the bottom of the 'Edit course settings' page and click at “Add a new course”
4. On the next page (titled 'Edit course settings') enter 'Course full name' as 'BM Attendance' followed by your department name, e.g BM Attendance EE, BM Attendance CSE, BM Attendance MEMS, BM Attendance Civil ... and so on.
5. Course short name may be same as the course full name.
6. Change the 'Format' option to 'Topics format'.
7. Scroll to the bottom and write in the text box marked 'Your word for 'Teacher'' as 'Attendance manager'.
8. Leave other options at their default status
9. Click at save changes

B. Now add the office ID for your department(or any other desired LDAP ID) as 'Attendance Manager' for the course created for the purpose of managing BM attendance.

To do this (assuming that the course has already been created by you)

1. Click at 'Home' or 'My Home' visible near the top left of the page.
2. Click at the 'BM attendance <...Your department...>' link visible on this page.
3. On the left frame, select under the 'Settings' section, Course administration> Users>
Enrolled users>
4. Click at 'Enrol Users' button visible near the right top of 'Enrolled Users' page.
5. Enter the LDAP ID(e.g. office.met, office.ee, office.cse, etc..) (or name of a person) in the search text box shown in the pop-up window, press Enter key, and make sure that name/ID of the required person(office) appears in the search results window.
6. From the 'Assign roles' drop-down (visible near the top of the pop-up window), select 'Attendance Manager' option.
7. Click at enrol button visible against the desired LDAP/Email ID.
8. Finally click at 'Finish enrolling users' to complete the process.