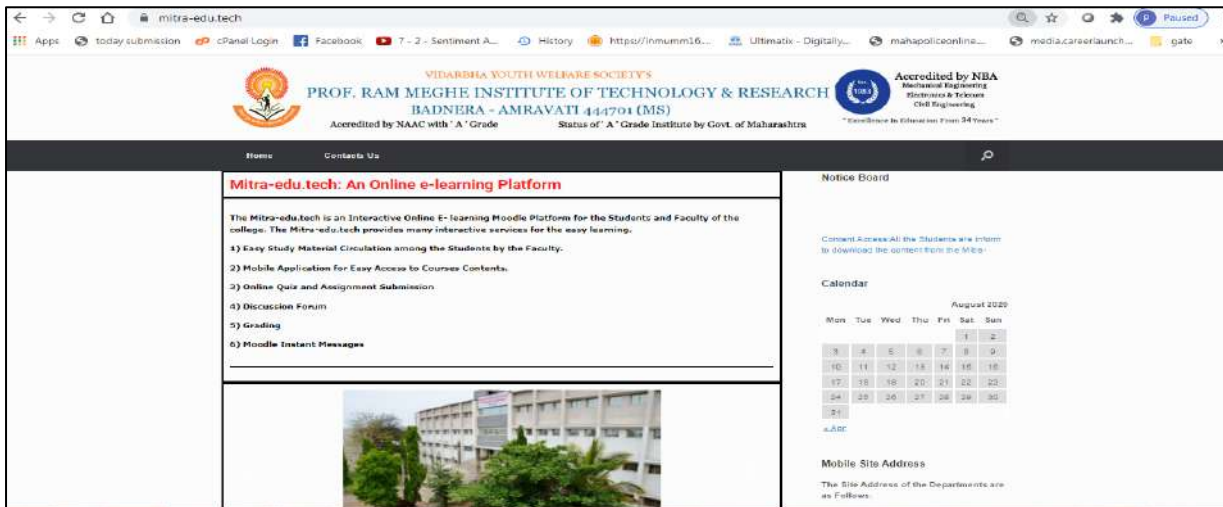


**Step to use Mitra-edu.tech Portal for Virtual Classroom with CISCO WebEx Application**

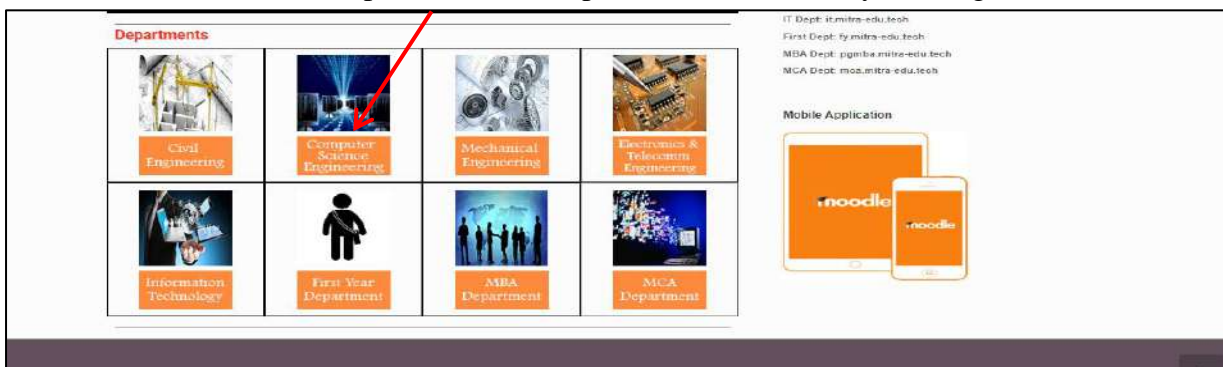
1. Open the Mitra-edu.tech Portal from the site <https://mitra-edu.tech>



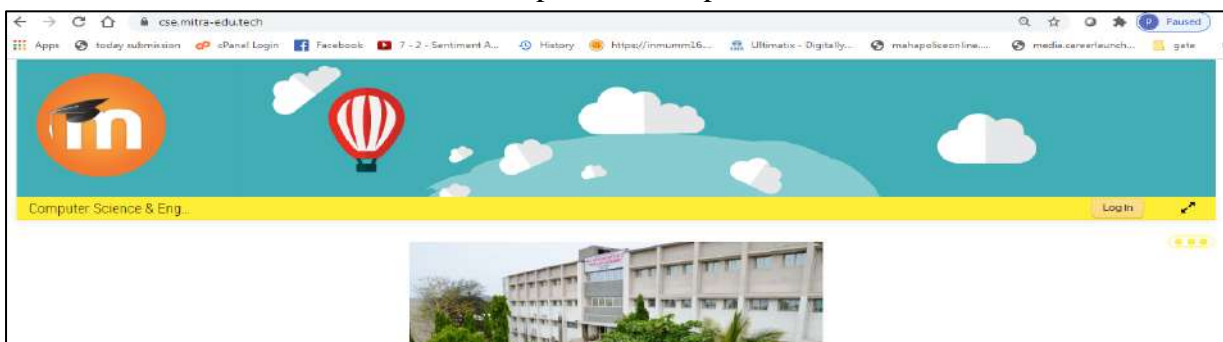
2. Click on the Particular Departments as Follows:



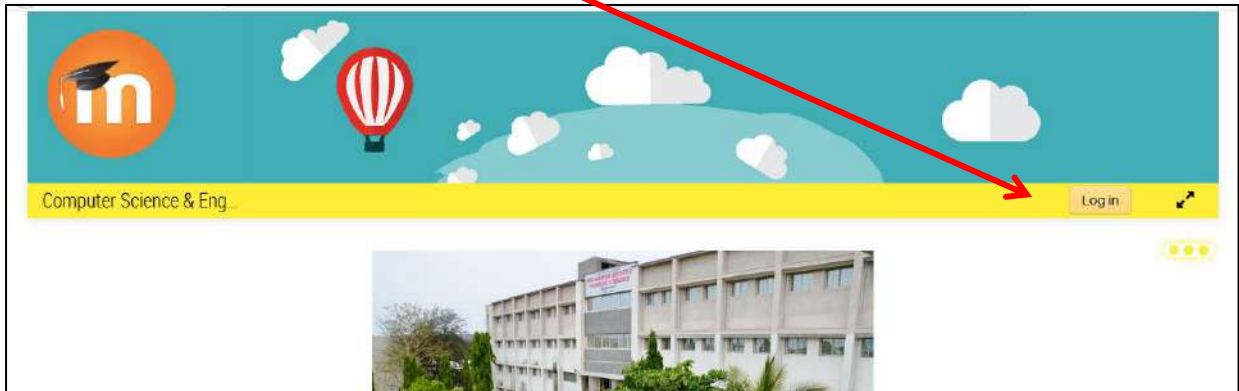
3. For Demonstration Computer Science Department is selected by clicking on it.



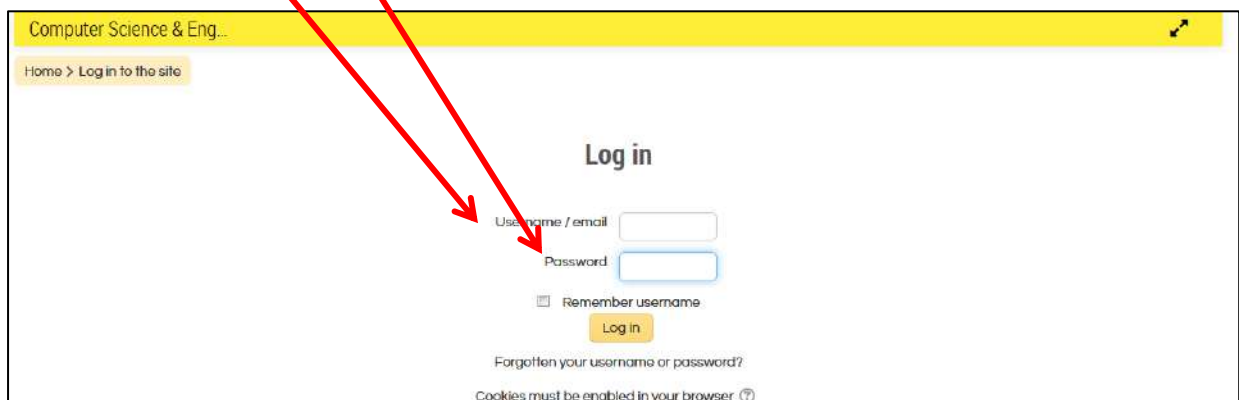
4. The Particular Moodle Site for the Department is opened.



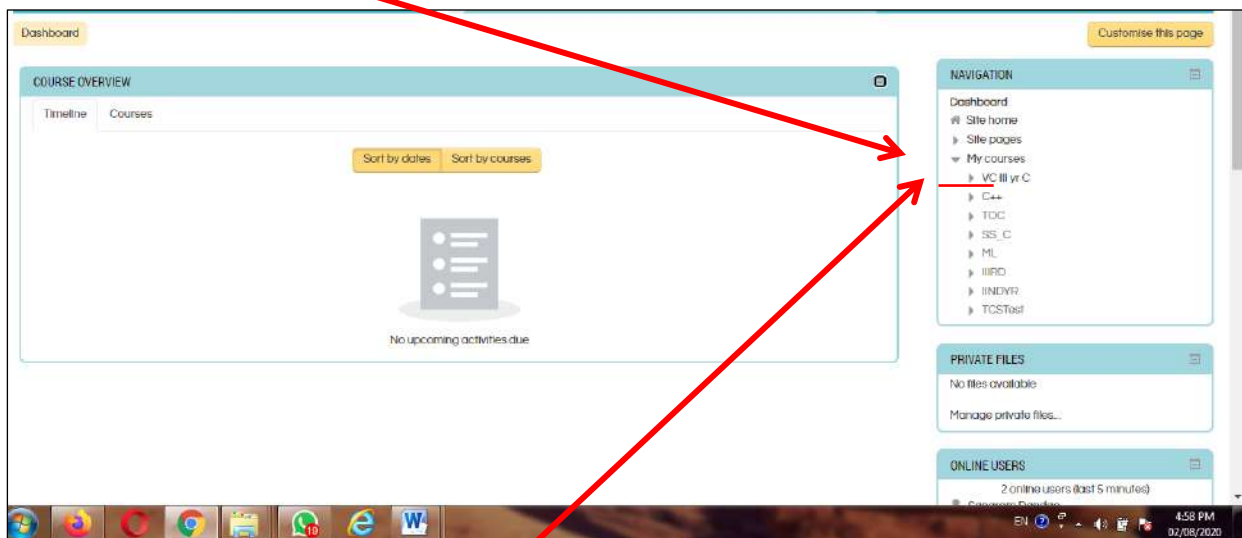
5. Click on the Login in Button on the Right Corner.



6. Enter the Moodle User id and Password.



7. Click on MY COURSES that Appear in the Navigation Bar

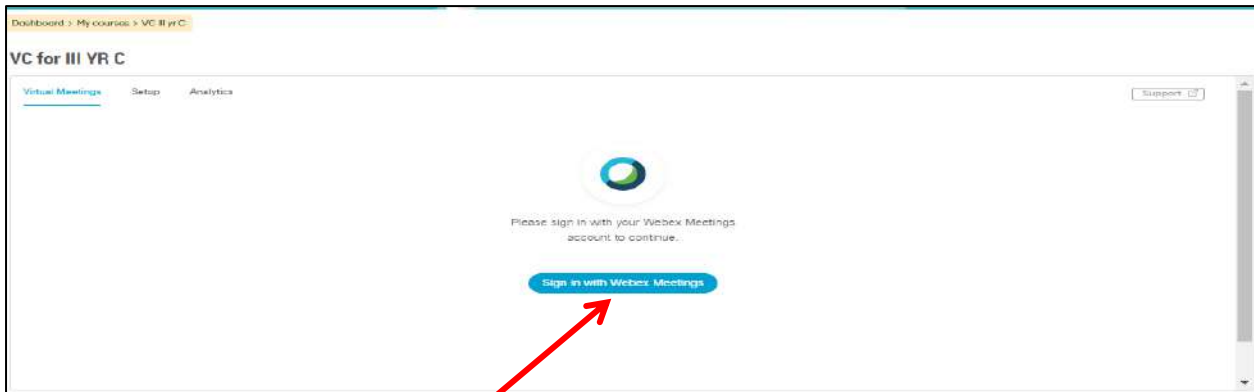


8. IN the MY Courses Tab you will find the Courses in which you are enrolled for the Academic Session Click on the Course to Access. (Here in the Example you can find Prof. Sangram is enrolled in courses C++ for Teaching)

9. Click on the **VC IIIYR C** Course to Access it as **VC:- Virtual Class for III yr section C** same will be there for all the classes.

10. The Screen will appear in this format for **VC III YR C**

**\*\* (To load the CISCO Connector this screen will take several amount of time to appear Min 30 Sec to 2 min because it has to be linked to CISCO Server)**

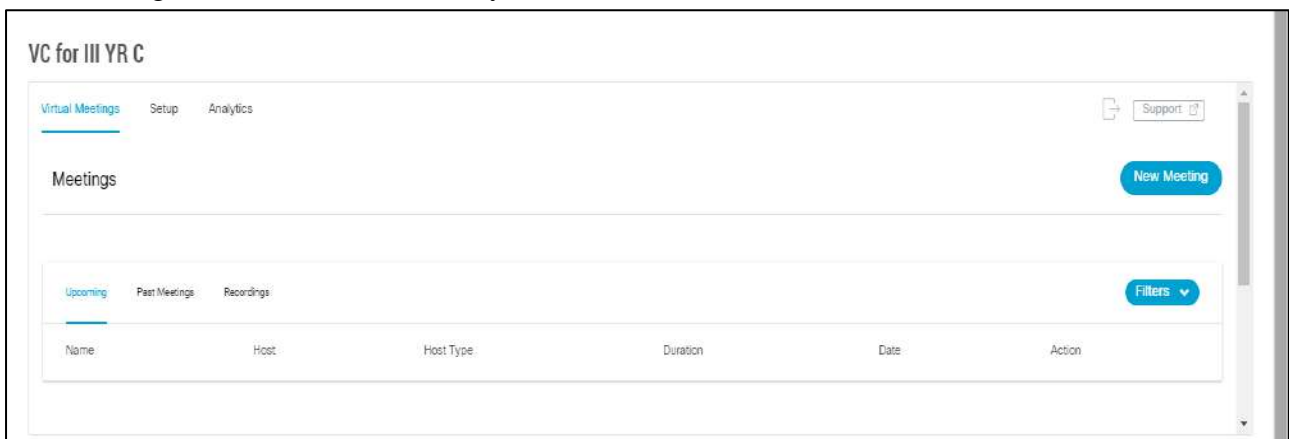


11. Every Class Teacher is given the CISCO WEBEX ID & Password: Subject Faculty need to take the id & Password from the class teacher and with the help of that Id only they need to login in the cisco WebEx meeting.

12. Click on the Sign in Tab

<p align="center"><b>Enter the Email Address received by Class Teacher</b></p>	<p align="center"><b>Enter the Password</b></p>

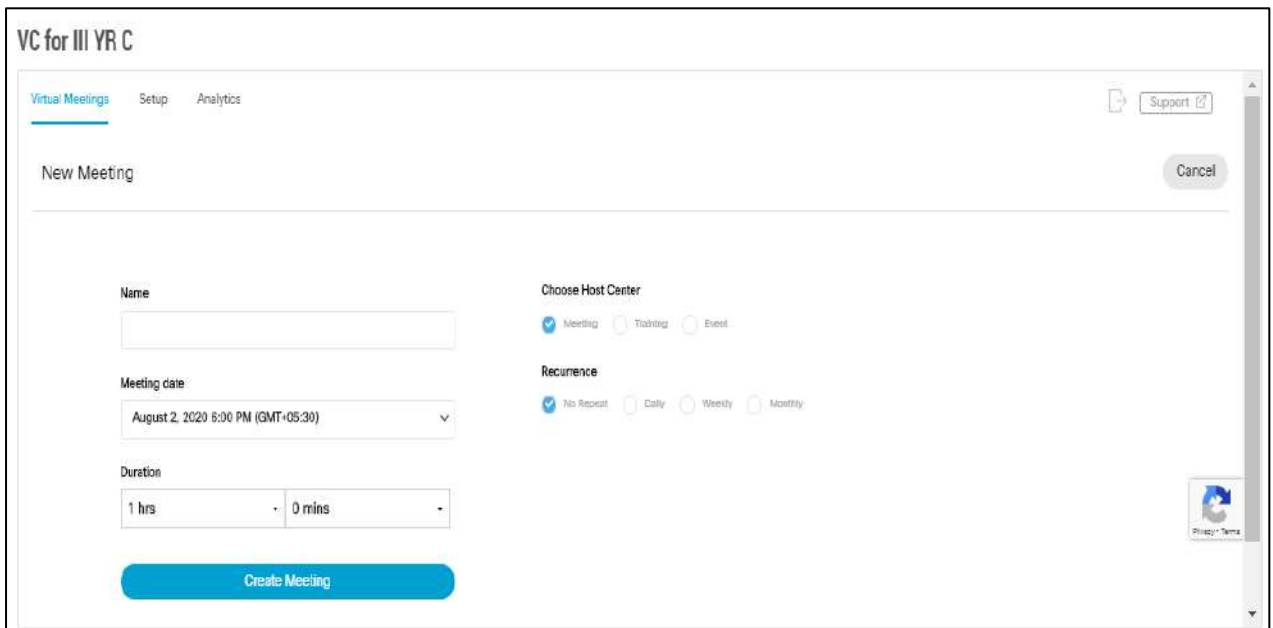
13. After login with CISCO WEBEX you can see the below screen



14. Click on the New Meeting Tab in order to Schedule the Lecture



15. The Meeting (Lecture) Details need to be mentioned as per the Time Table in the Particular Tab.



The Subject Faculty has the provision of scheduling the online lecture week wise on the portal. They need to schedule it for a one week and automatically it will be schedule for the next week and so on until you mention the total number of lecture or till the last day of the teaching schedule.

**You can put the complete Lesson Plan of the Semester and Week Wise lecture will be open for student so the faculty doesn't need to schedule the lecture again and again.**

The procedure for scheduling the lecture automatically for all the week is as follows:

1. **Name**: Mention the Name of the subject.
2. **Meeting Date**: Mention the Date of the Lecture along with the time.  
 (For Example: In the Time Table Prof Sangram Lecture is on 8.00 am on every Monday so he will set the date and time of first lecture and click on **Recurrence** in that select the **weekly** option and mention the day on which he want to repeat, select the **Day of Occurrence** and the **Ending date** of the course or **total lecture** that you need to take in the semester.)

**\*\*The above procedure needs to be done only for once.**

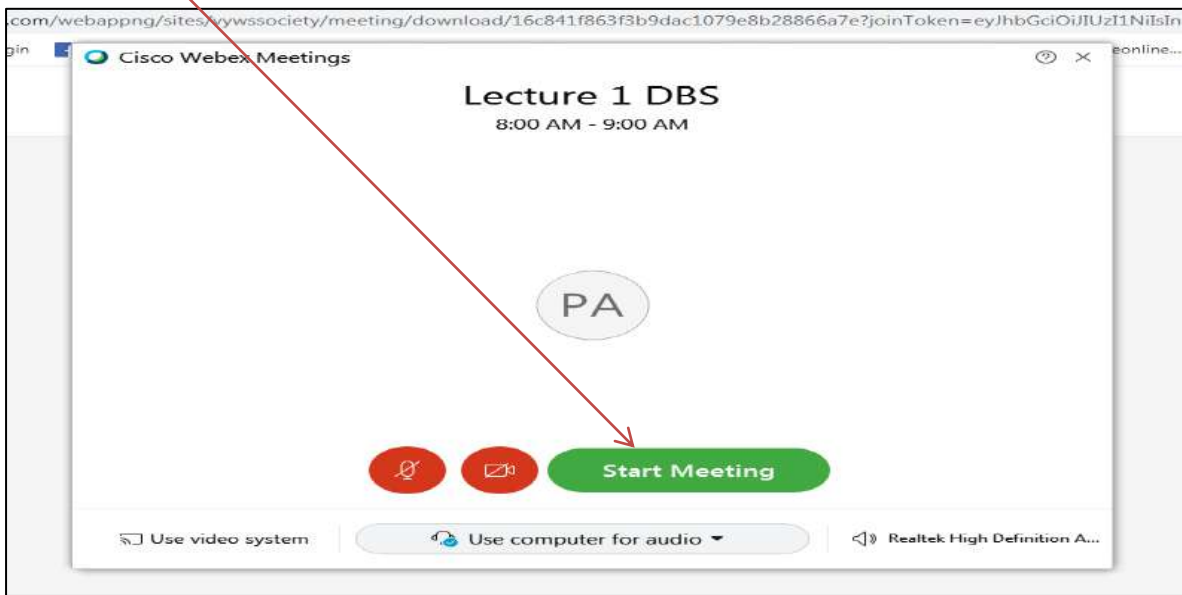
3. Click on the Create Meeting and the Lecture will be Schedule for the Student.

16. The Meeting will be displayed with the instructor name, date and timing. The Subject Faculty should click on the **Host** to start the Meeting.

Name	Host	Host Type	Duration	Date	Action
Lecture 1 DBS	Sangram Dandge	Instructor	1 hour 0 min	Aug 03, 2020 08:00 am	Host Edit Delete

The student cannot enter the meeting until the subject faculties don't start the meeting. After the completion the faculty should end the meeting.

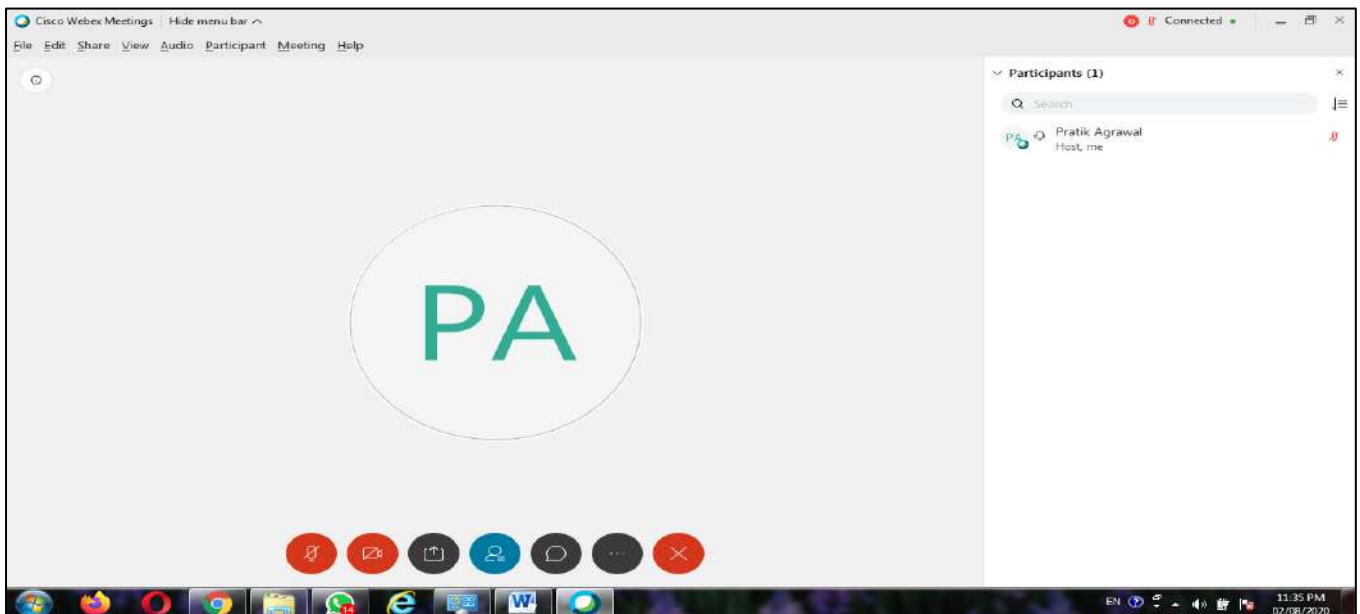
17. Click on “Start Meeting” and the Lecture is Started.



\*\*\* Install the CISCO WEBEX Desktop Application on Laptop for accessing and controlling it in an easy and effective manner.

The Link for downloading the WebEx software is: <https://www.webex.com/downloads.html>

18. The Screen Shot of the WebEx Meeting Panel.

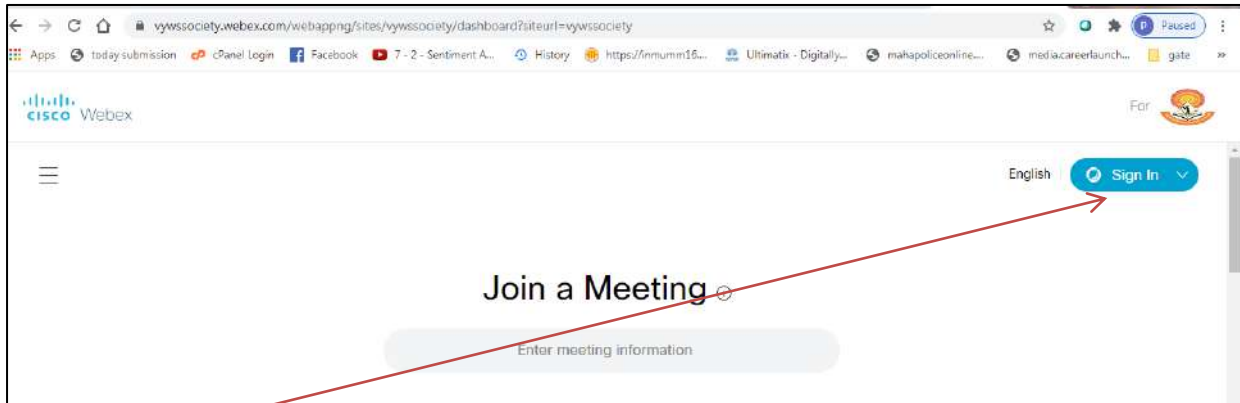


\*\*\* All the Meeting (Lecture conducted) in the WebEx is recorded automatically on the WebEx platform.



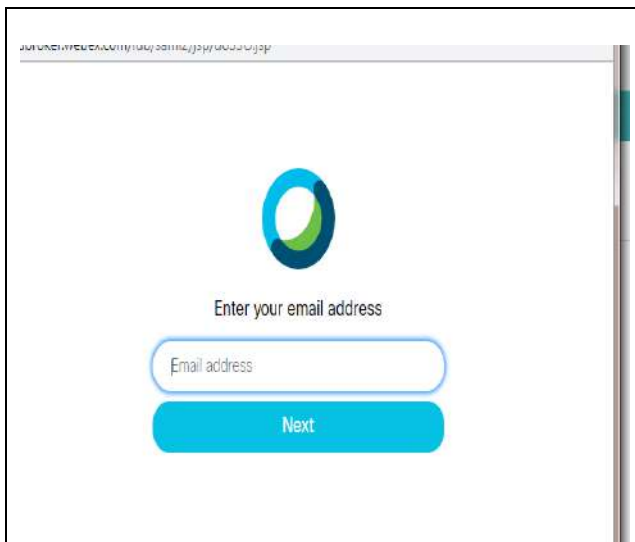
**Access the Conducted Meeting Recording and Attendance Record from the WebEx Portal.**

1: Open the Website <https://vywssociety.webex.com>

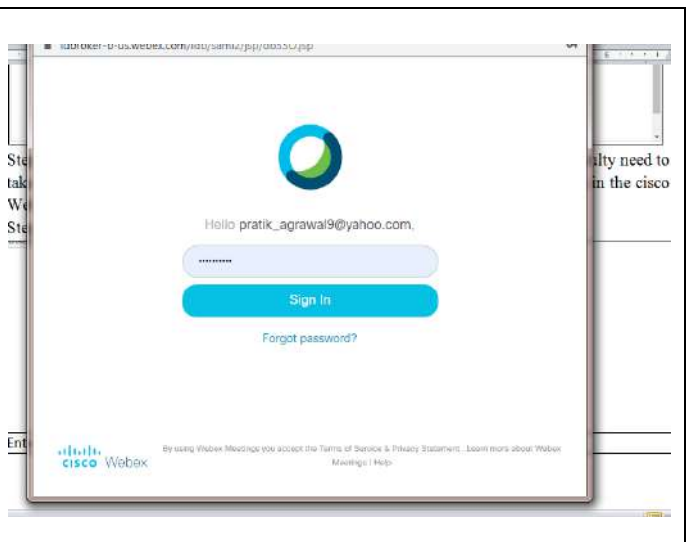


2. Click on **Sign in** Options

3. Enter the CISCO WEBEX ID & Password.

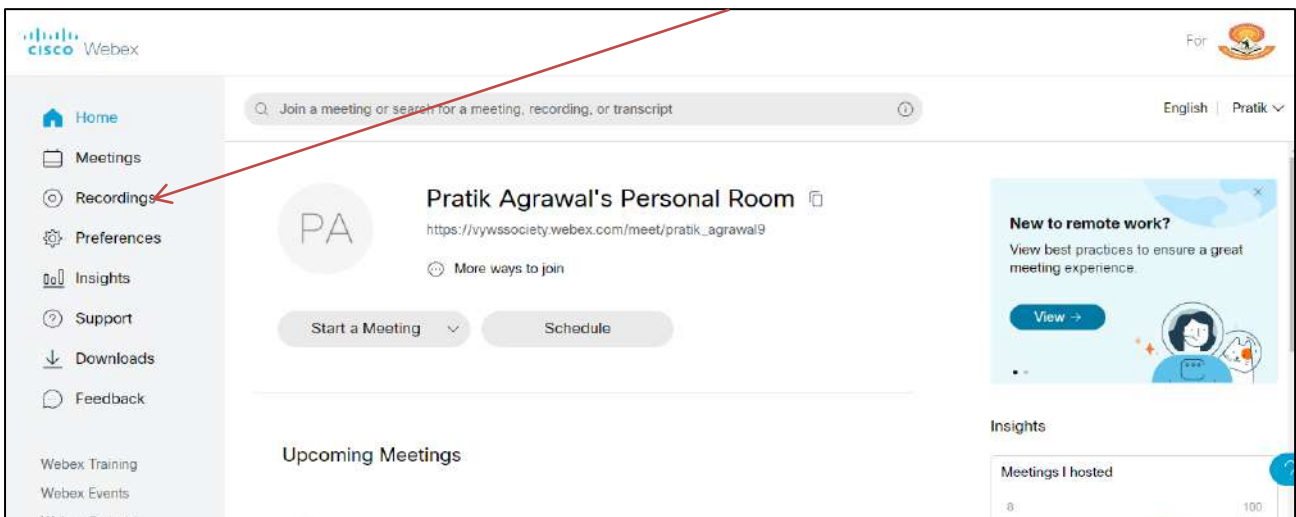


**Enter the Email Address received by Class Teacher**

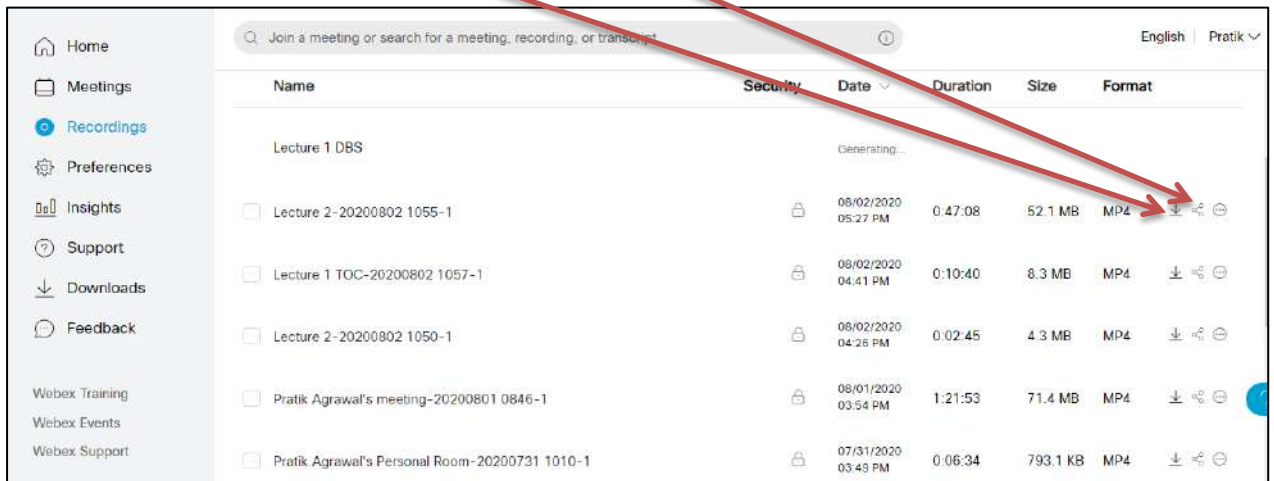


**Enter the Password**

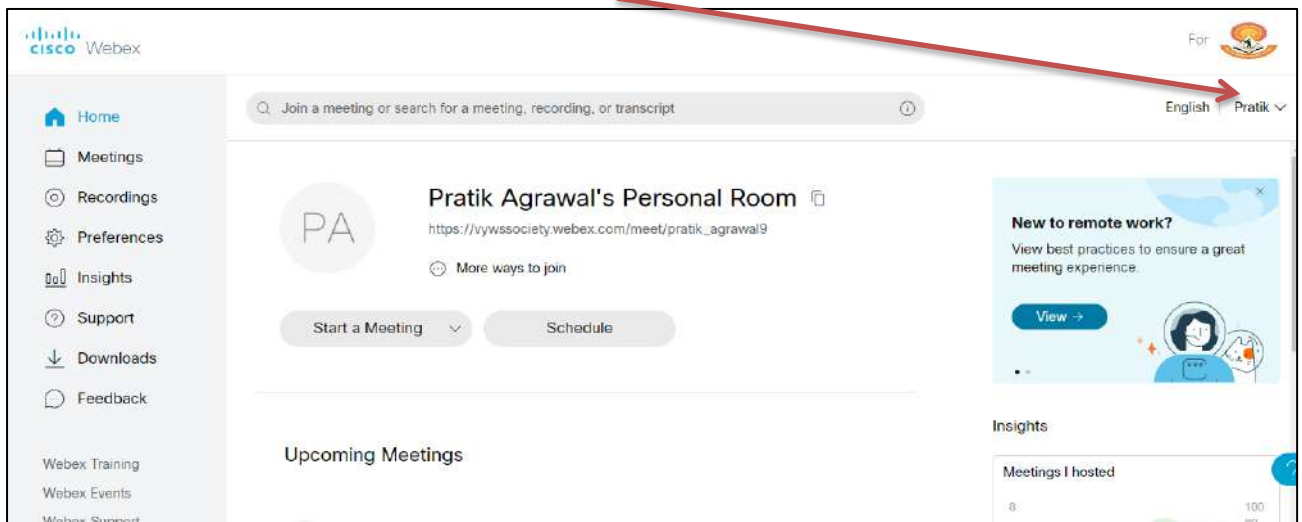
4. The Panel Window will open, In that Click on the Recording Button in the Left Panel



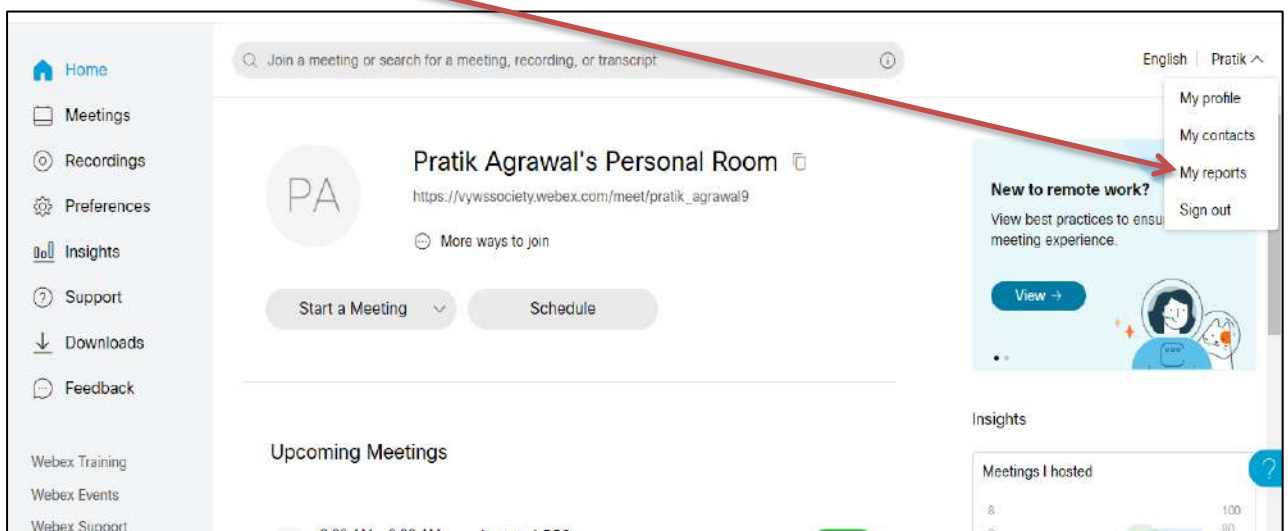
5. The Recording can be downloaded and shared with the following available tab.



6. For Attendance Record Click on the User Name on the Right Panel.

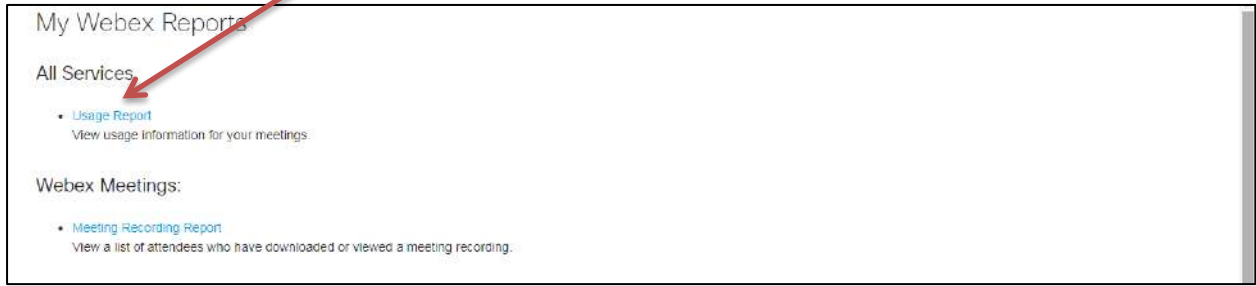


7. Click on My Reports Section.

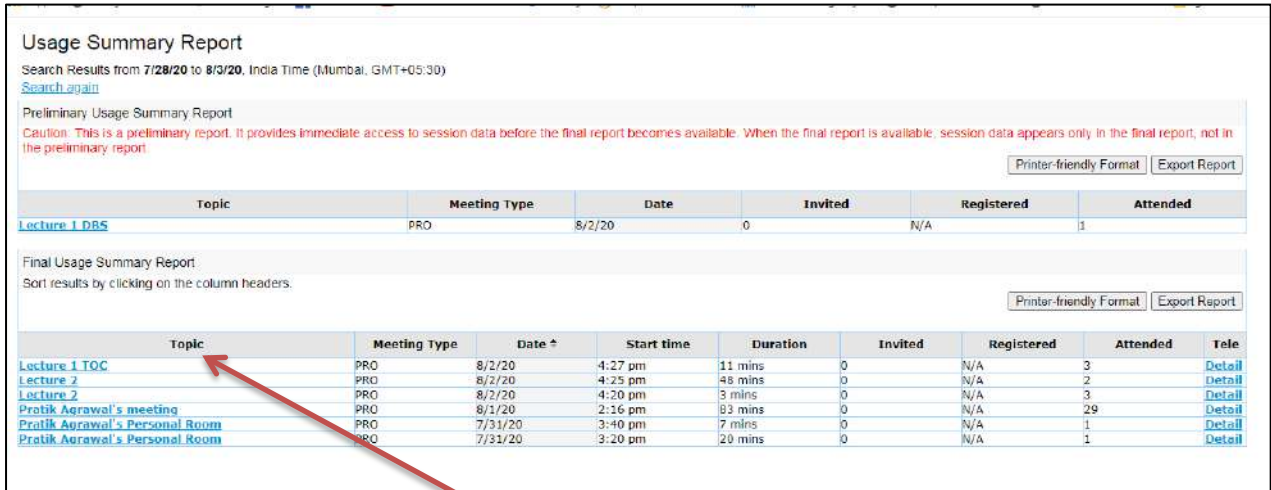




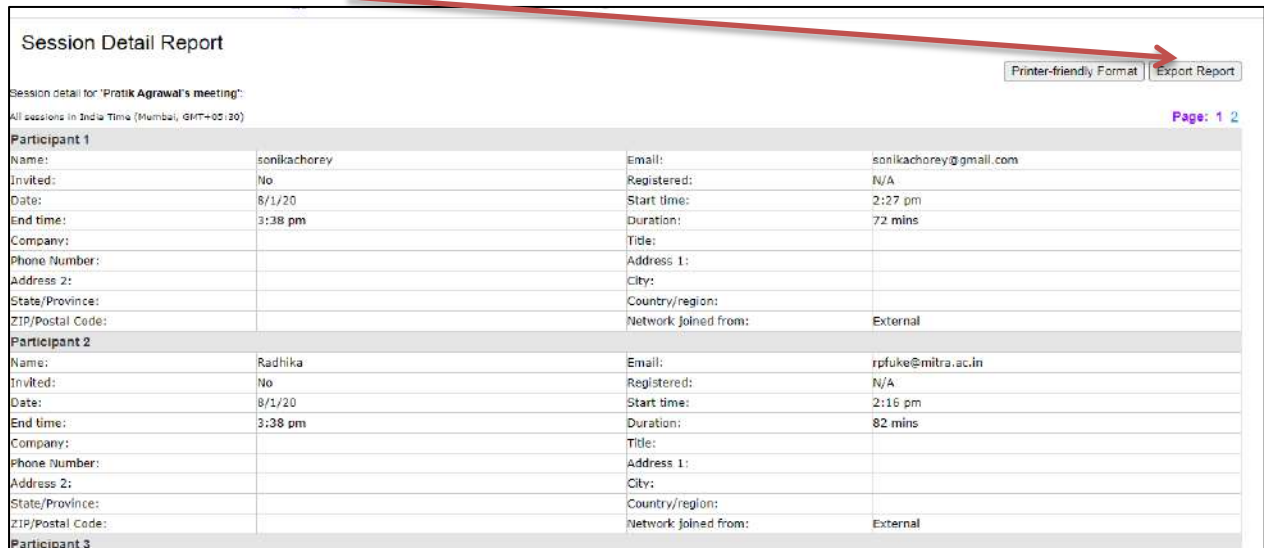
8. In that Click on Usage Report



9. Set the date and all the meeting within the date is visible.



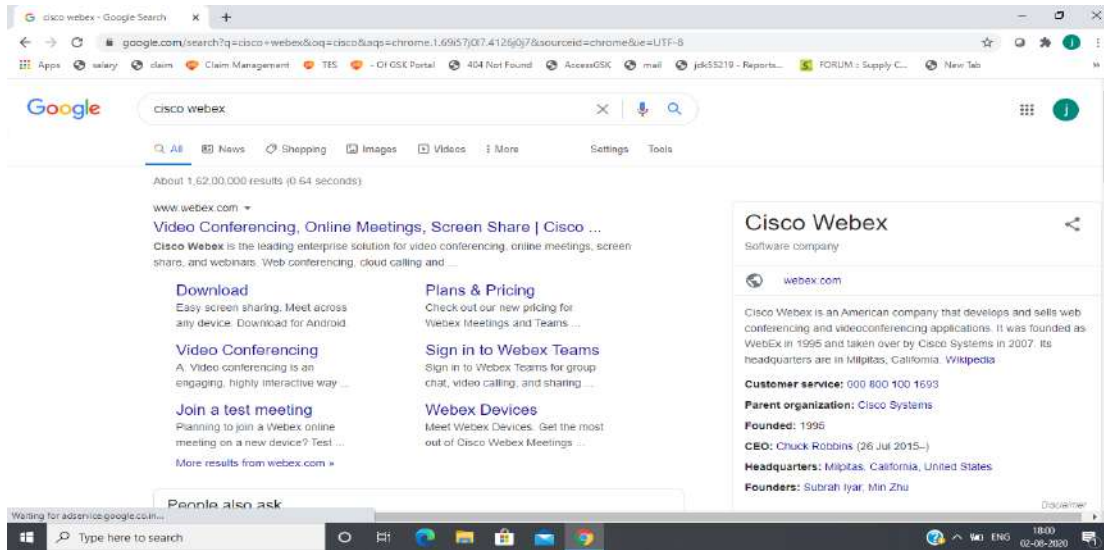
10. Click on the Meeting in the Topic and you will get the detailed report of the meeting. By Clicking on Export Report it will be downloaded in the Excel Format.



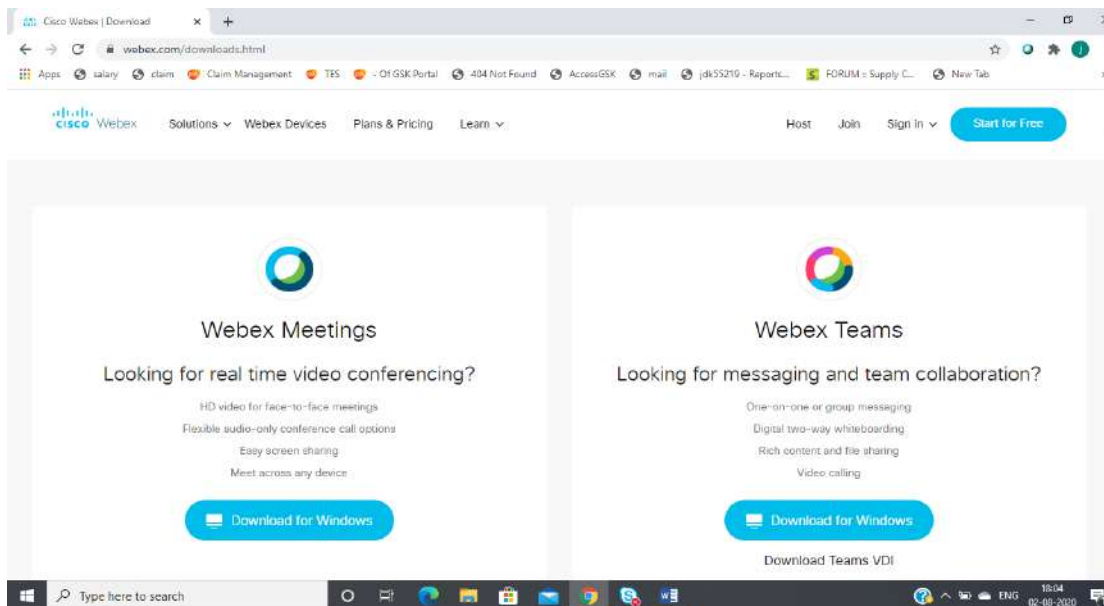
In this Way, You can Access the recording and Attendance for the Particular Meeting.

# How to use Webex

## 1. Search for WebEx on Search Engine



## 2. Download Cisco WebEx Meeting Application from [www.webex.com/downloads.html](http://www.webex.com/downloads.html)



## Minimum Requirements for Webex Desktop Application

Hardware: Intel Core 2.0 Ghz or better, 2 GB RAM

Operating System: Windows 7 or better( 32 bit or 64 Bit)

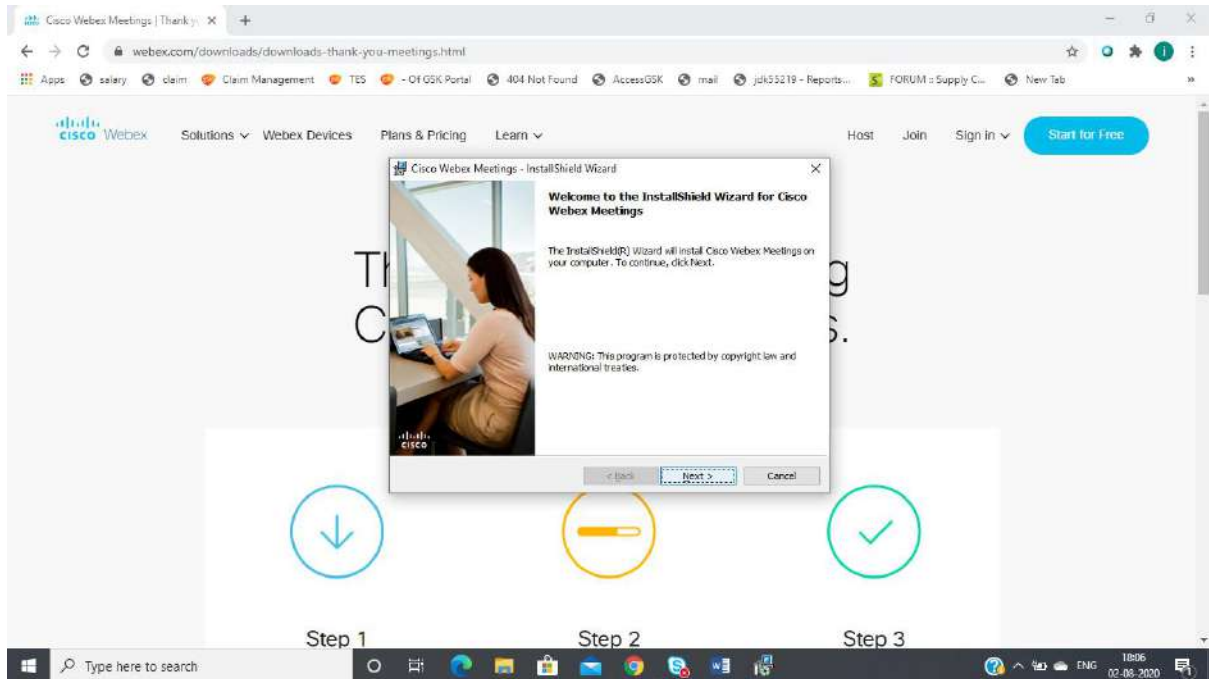
Mac OS X 10.13

Linux: Ubuntu 14 or better

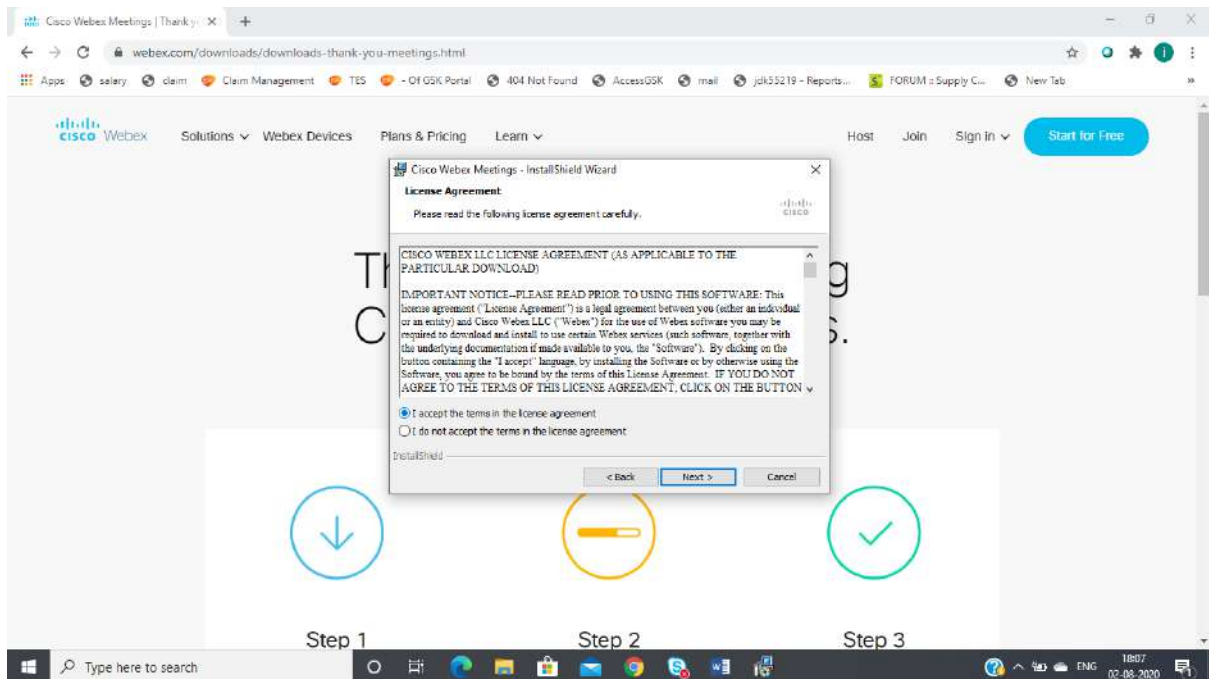
Fedora 18 Red Hat 5

## Debian 8

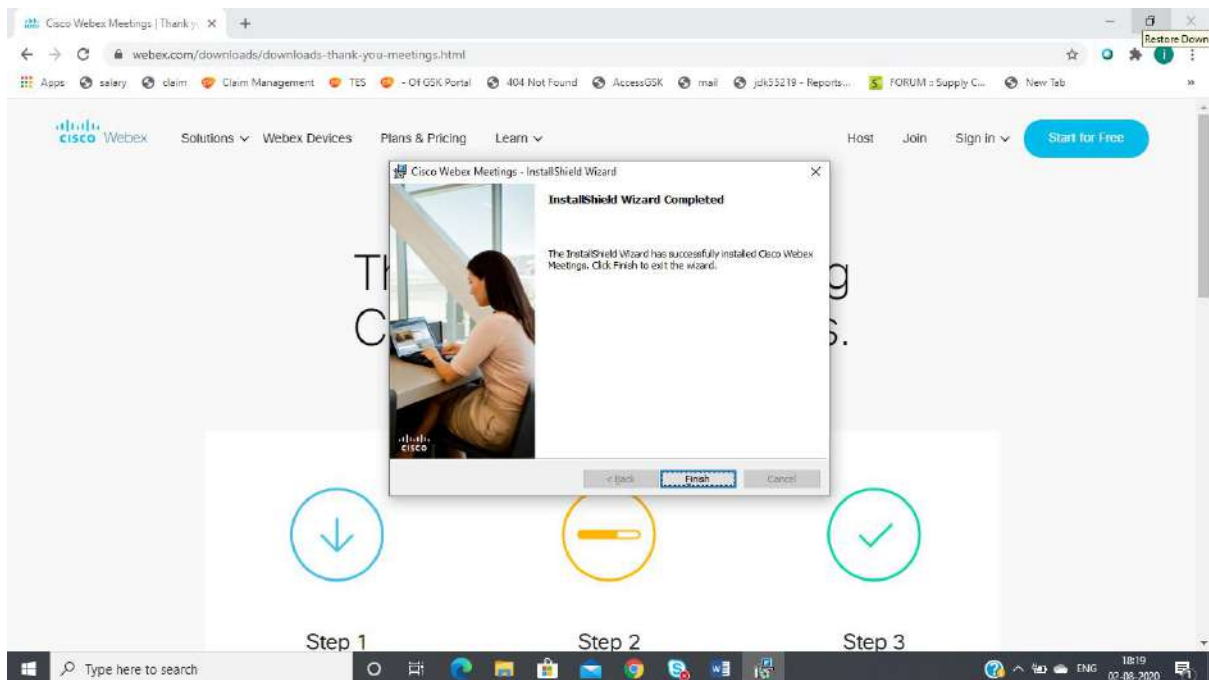
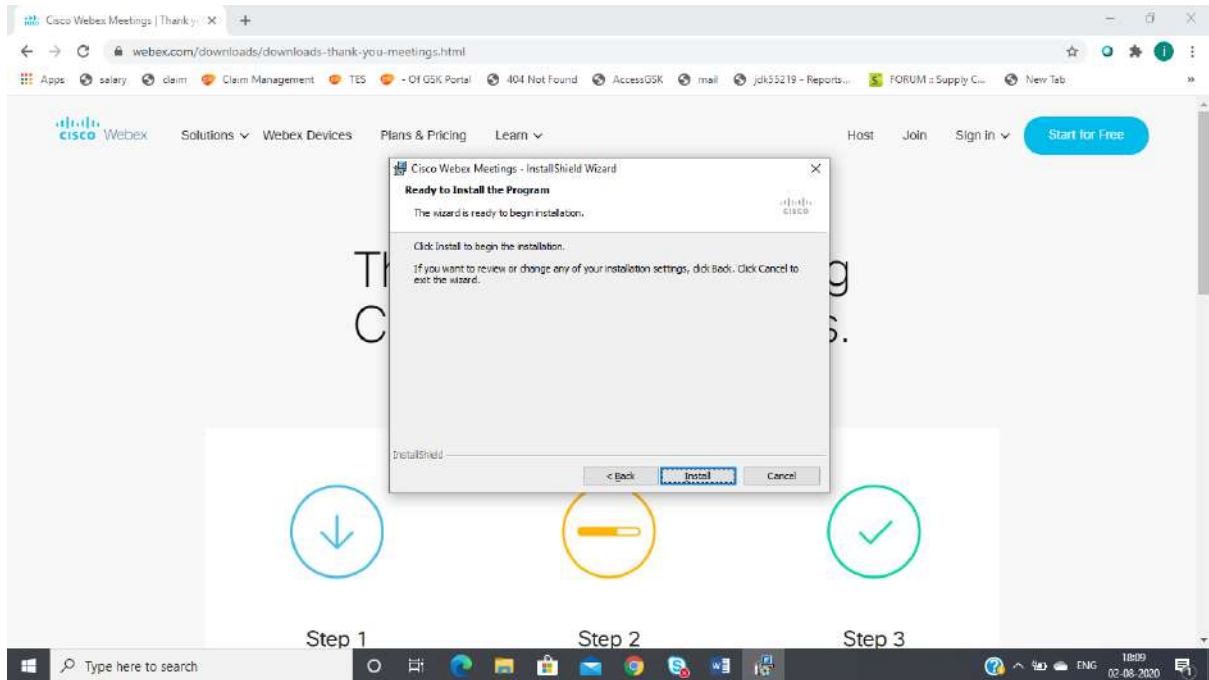
- Once you download the WebEx Application for your system. Start the installation procedure by clicking on **Next Button**



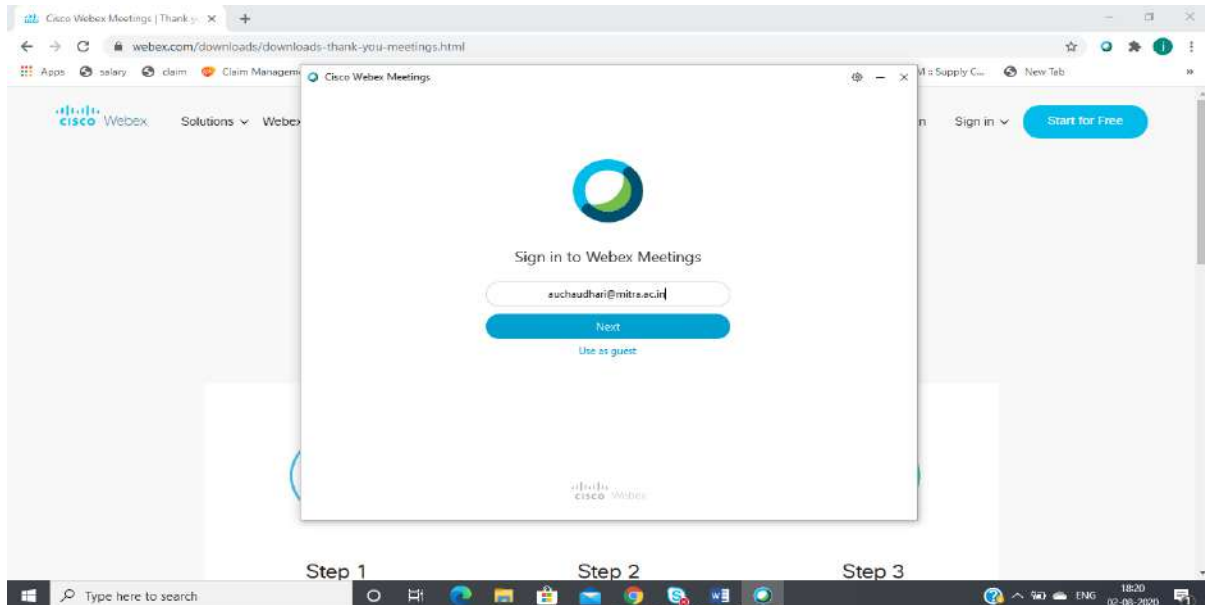
## Read and Accept the terms and Condition



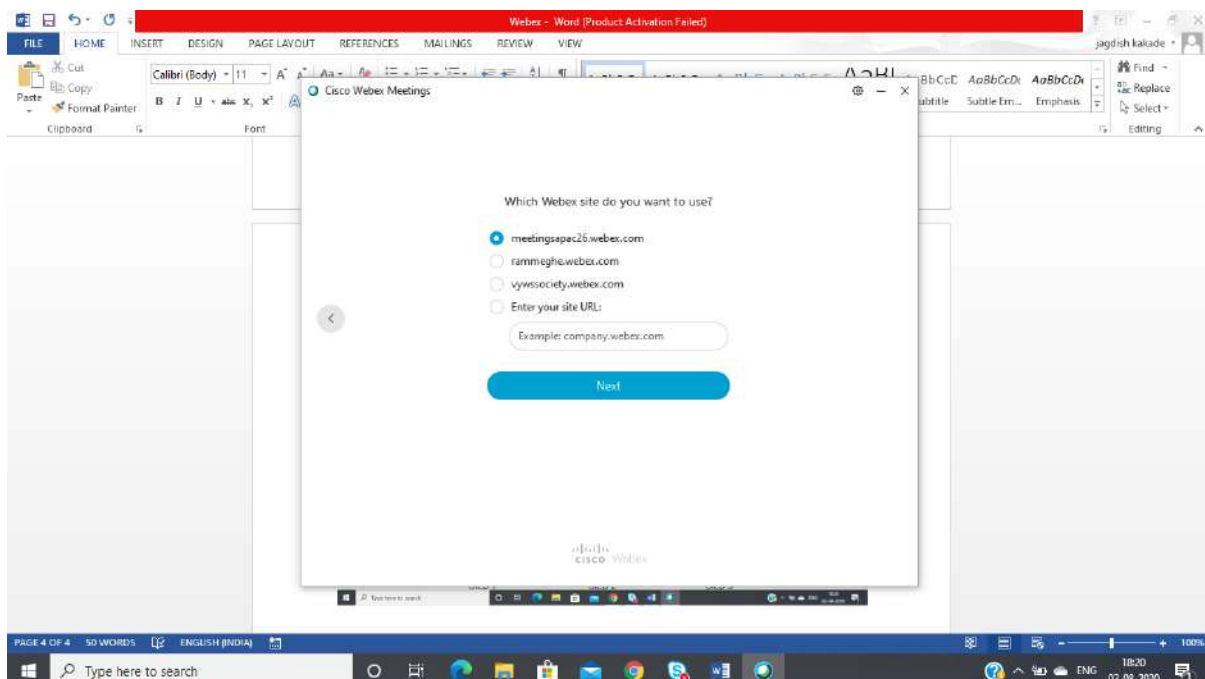
Click on **Next Button** to complete installation procedure, It will take several minutes



4. After the Completion of installation procedure, the Front Page of Cisco Webex Application will appear on your desktop.  
Please provide your **Email id** on which you have activated the account



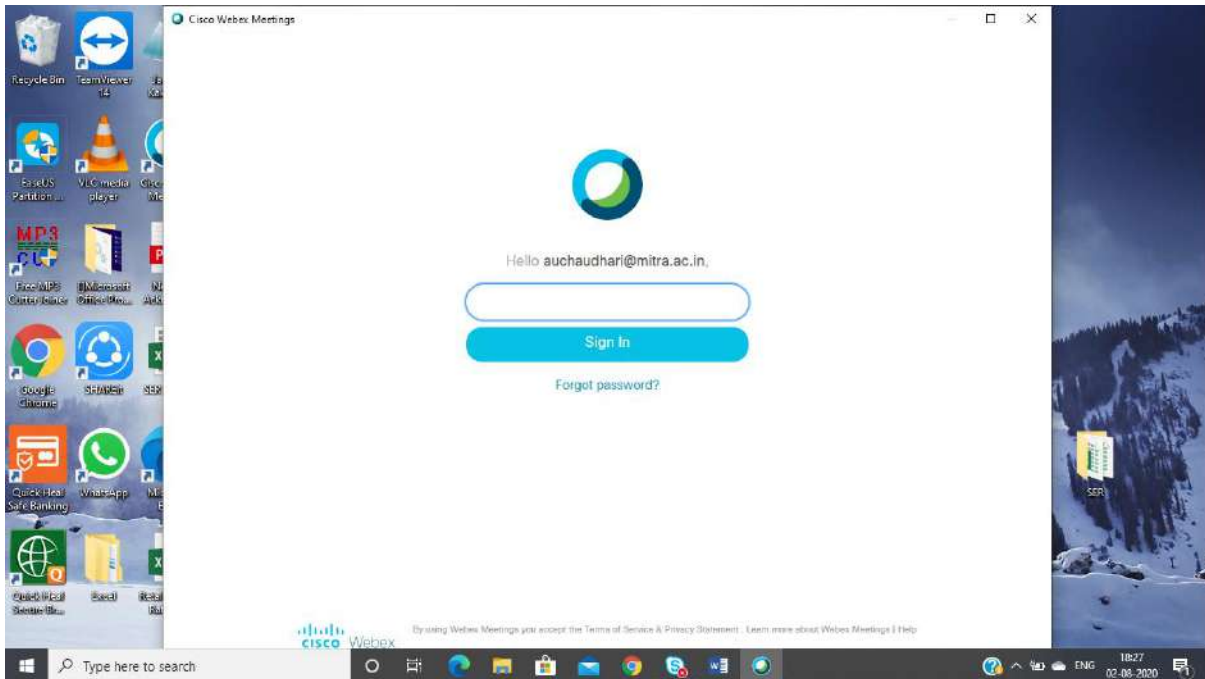
After providing the email id click on **Next button**, application will ask you for the website associated with your email id. In a given image all the website which are associated with the provided email id are listed below. If you don't get any website in the list then please write down the website which is generated for you at the time of activation of account





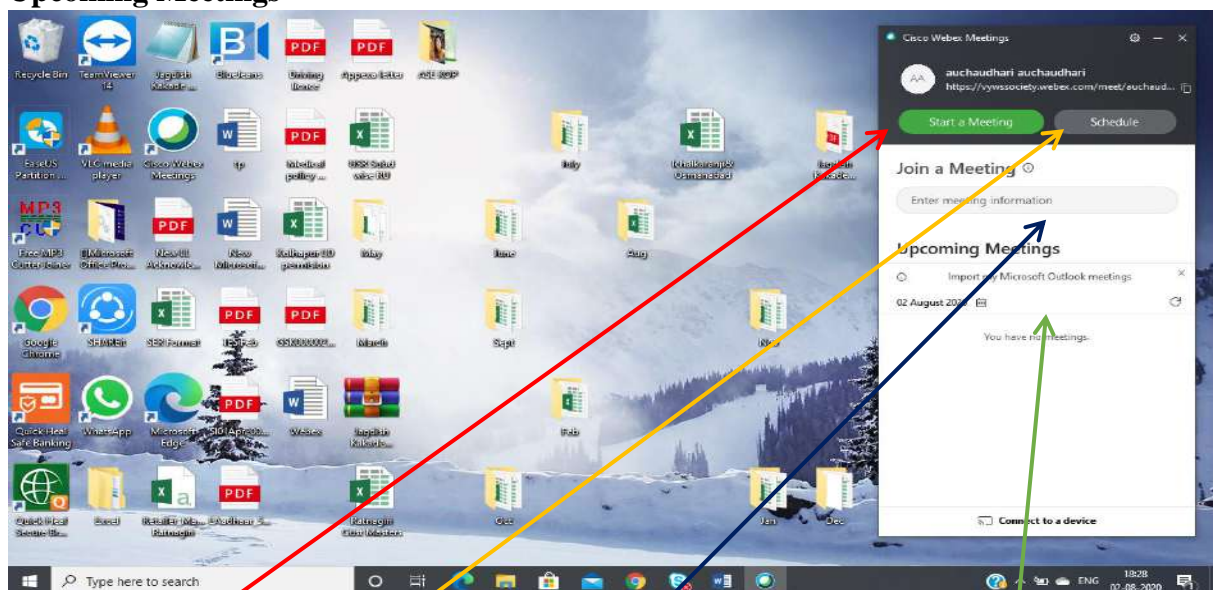
After providing the website, which is associated with the user, it will lead you to password window. If you are not associated with any website then please contact with your administration.

**Please provide a correct password.**



After getting the correct password from the user Application will lead the user to the front page of the application in which you will get few Options

- 1) **Start a meeting**
- 2) **Schedule**
- 3) **Join a Meeting**
- 4) **Upcoming Meetings**



Start a meeting

Schedule

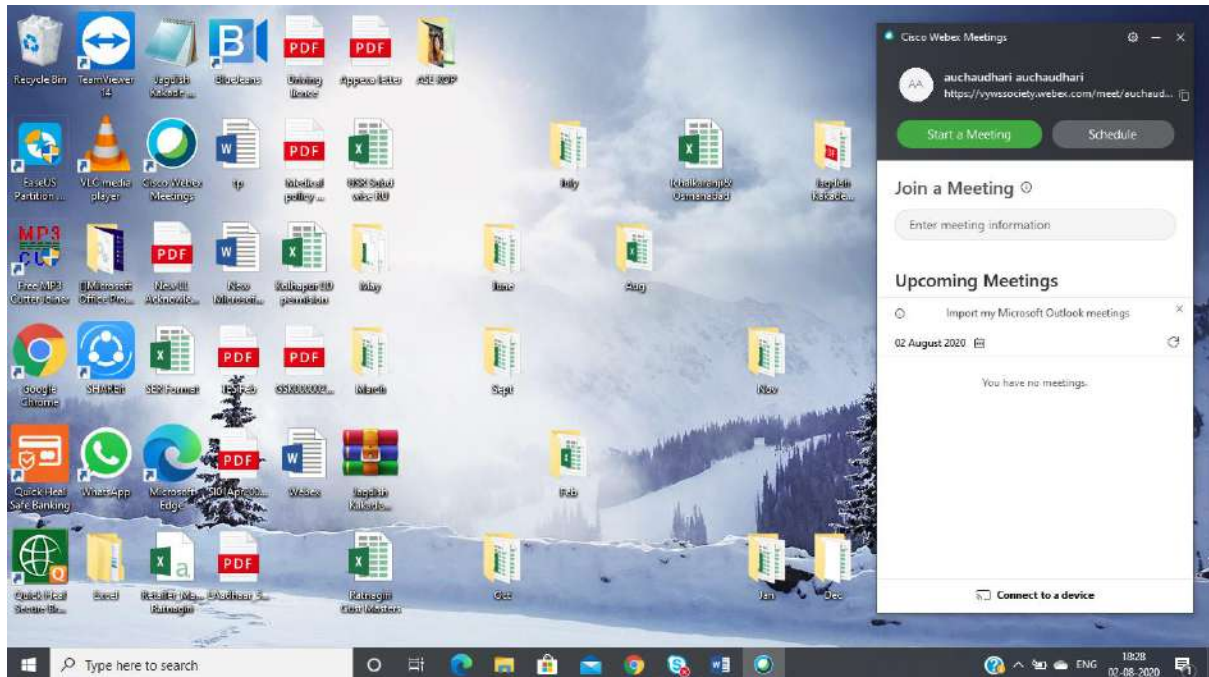
Join a Meeting

Upcoming Meetings

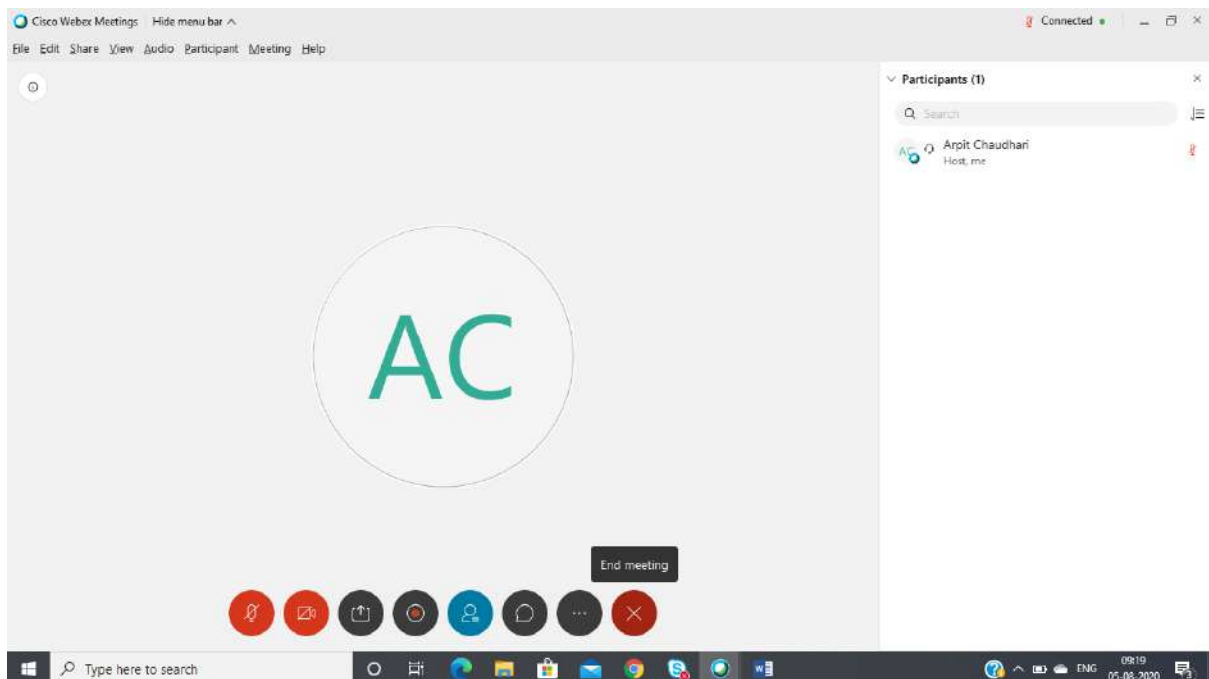


#### 4.1 Start a meeting

By clicking on Start a Meeting, user can directly start a meeting.



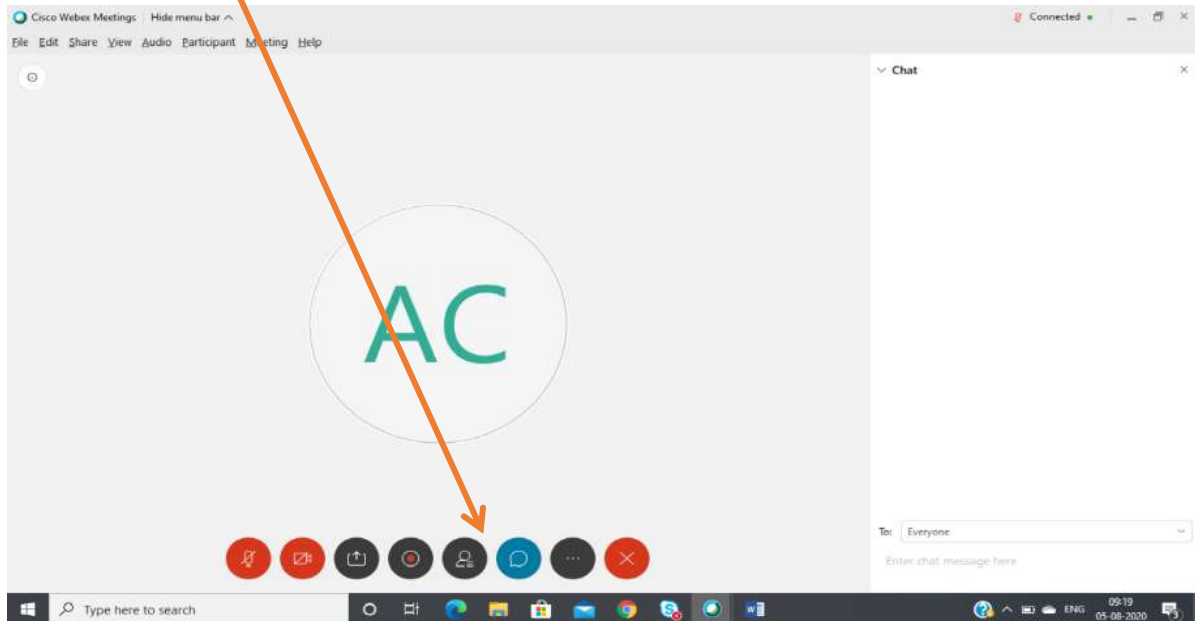
Front Page of the Meeting, It contains only a user who have initiated the meeting. Once the meeting gets started the user can add the participants.



Let's discover more functionalities of Meeting

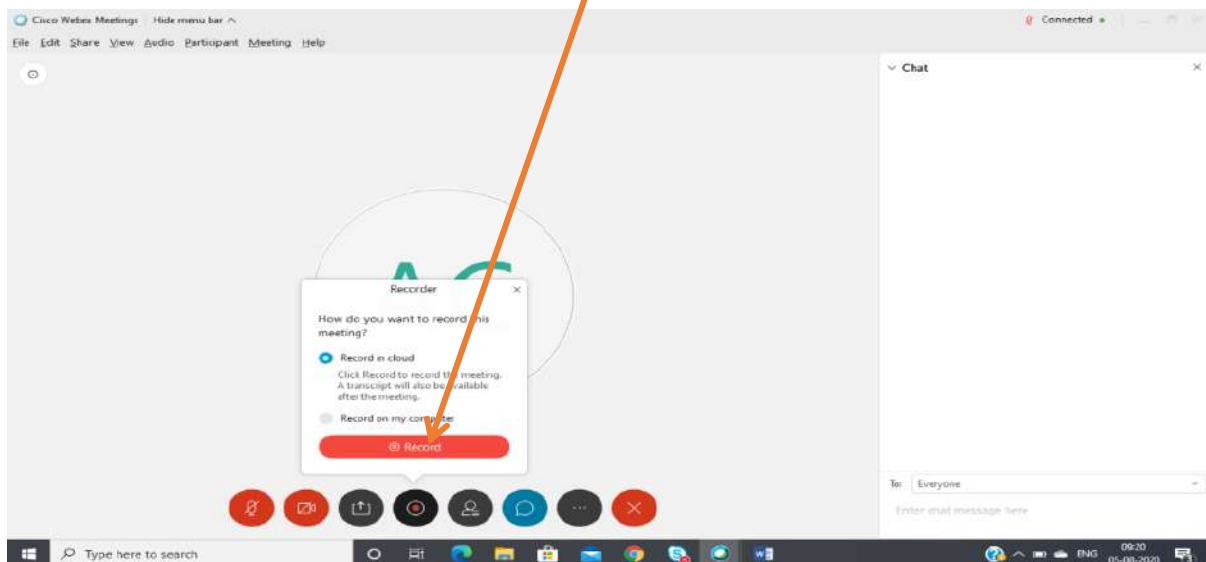
#### 4.1.1 Chat with Everyone

By clicking on chat with everyone user can send the message to everyone in a meeting



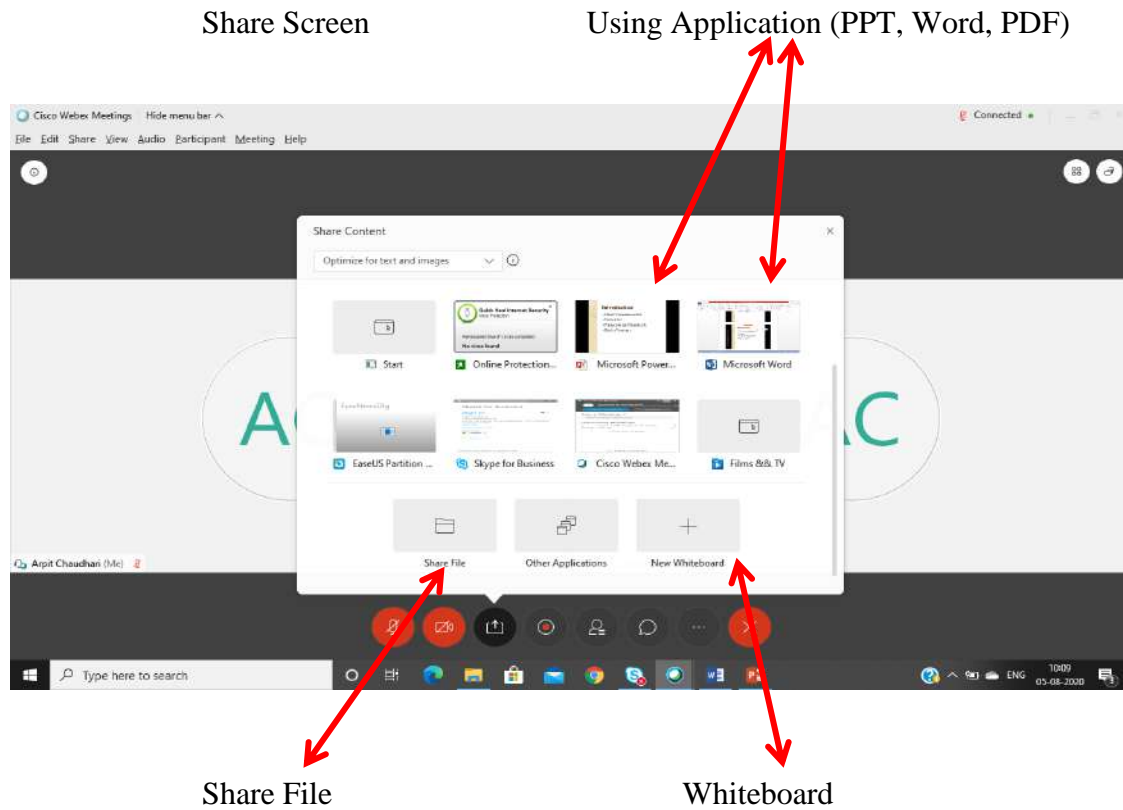
#### 4.1.2 Meeting Recorder

All Meetings will be recorded automatically and records will be stored on cloud. You can allow access to recorded meeting with staff and students by sharing cloud link on Moodle platform for respective courses.



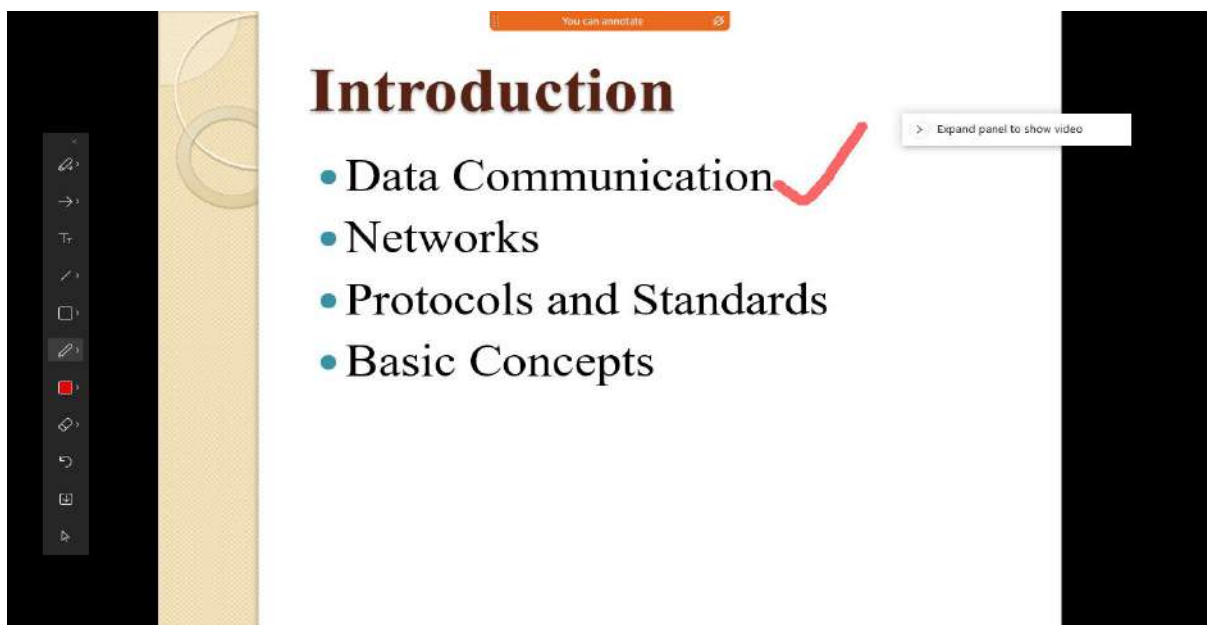
### 4.1.3 Share Content:

With the help of share content button user can share their contents. Contents can be categorized in various types like word, power point presentation (PPT), pdf, etc.

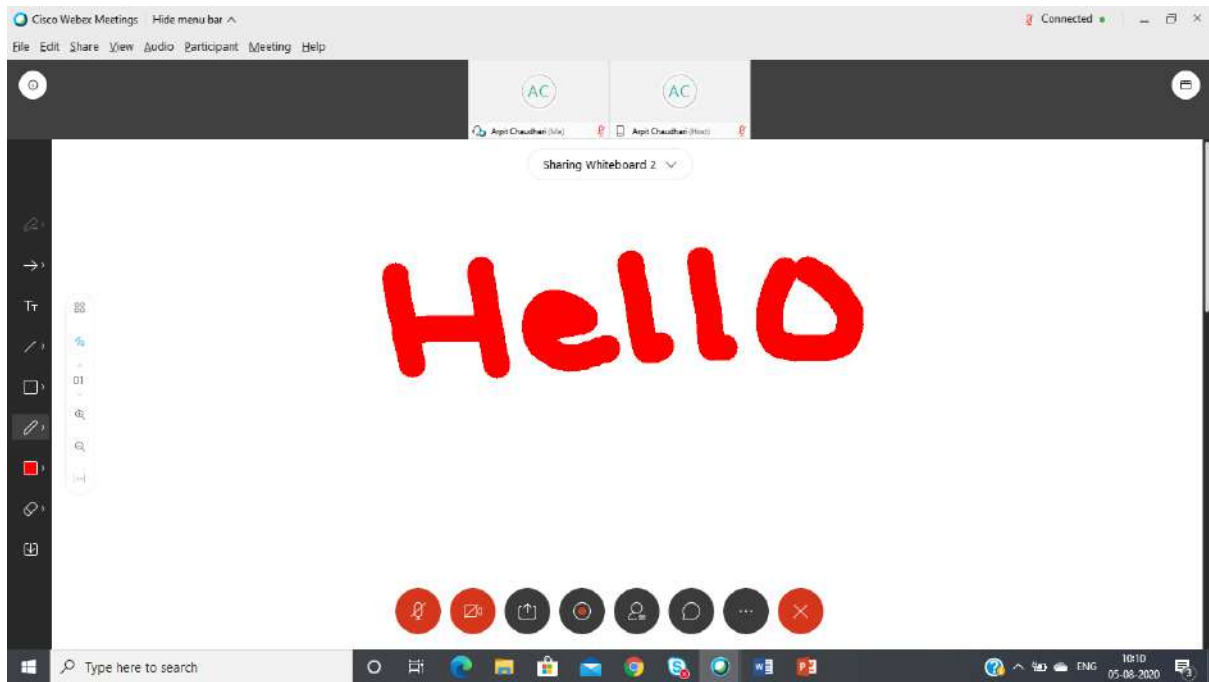


These are some examples

**Example1:** In this example power point presentation is shared in a meeting and using annotation tool the presenter can annotate for the appropriate visuals.

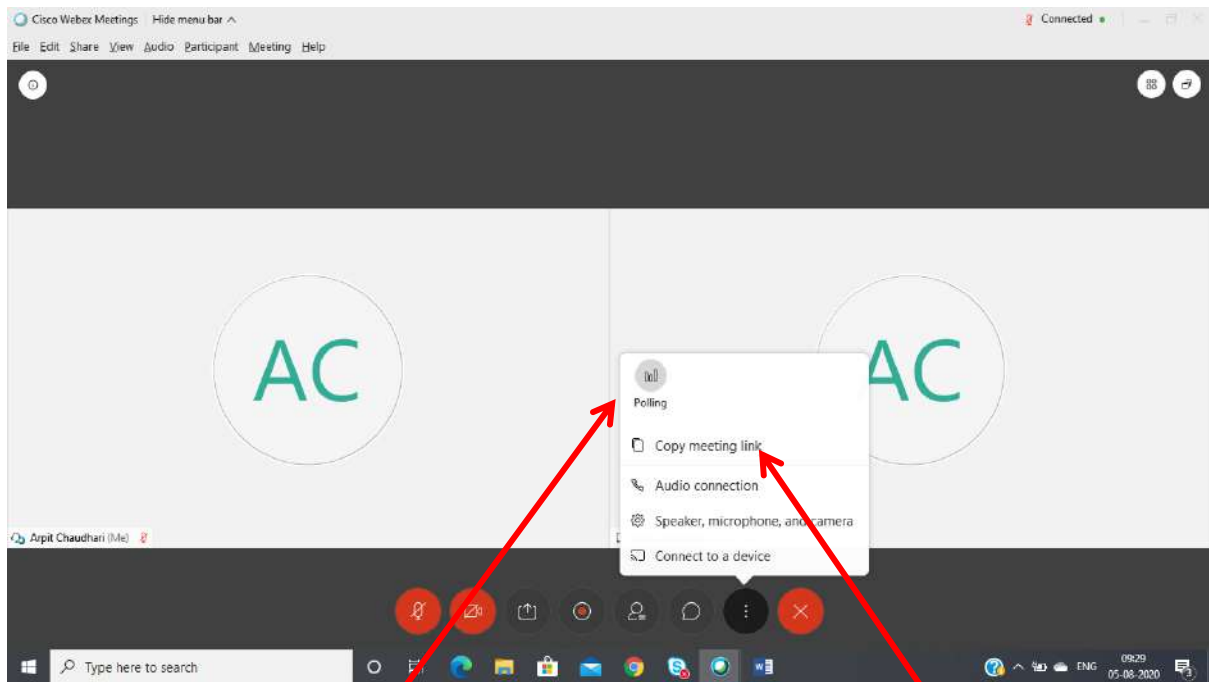


Example 2: With the help of Whiteboard the presenter/ Host can use it like real life whiteboard.



#### 4.1.4 Polling

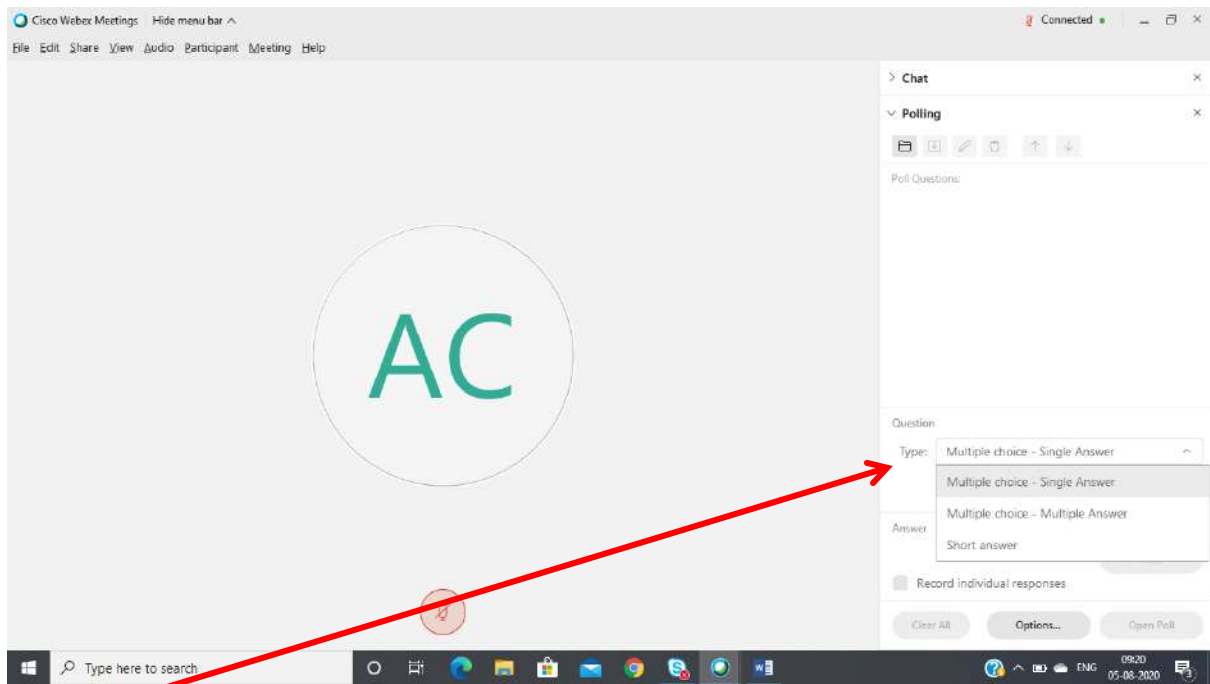
User can create a Polling for the current meeting. This feature is available on desktop application and **creation of polling is associated with only Host**



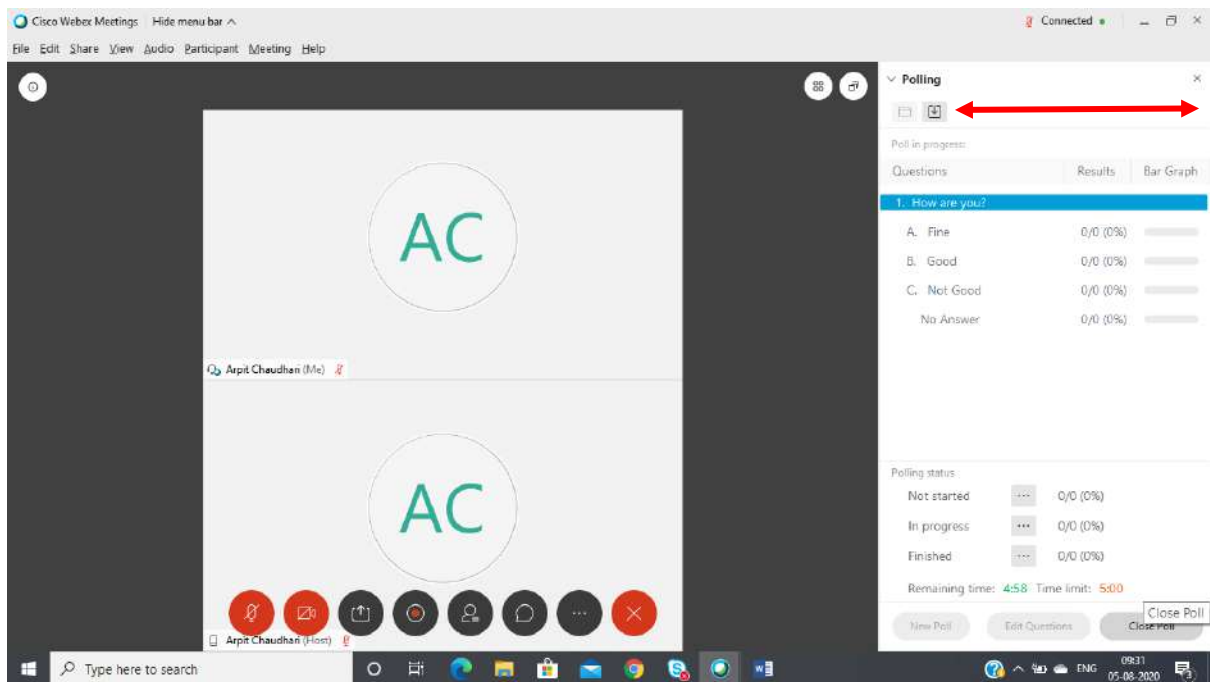
Polling

User Can share the meeting Link

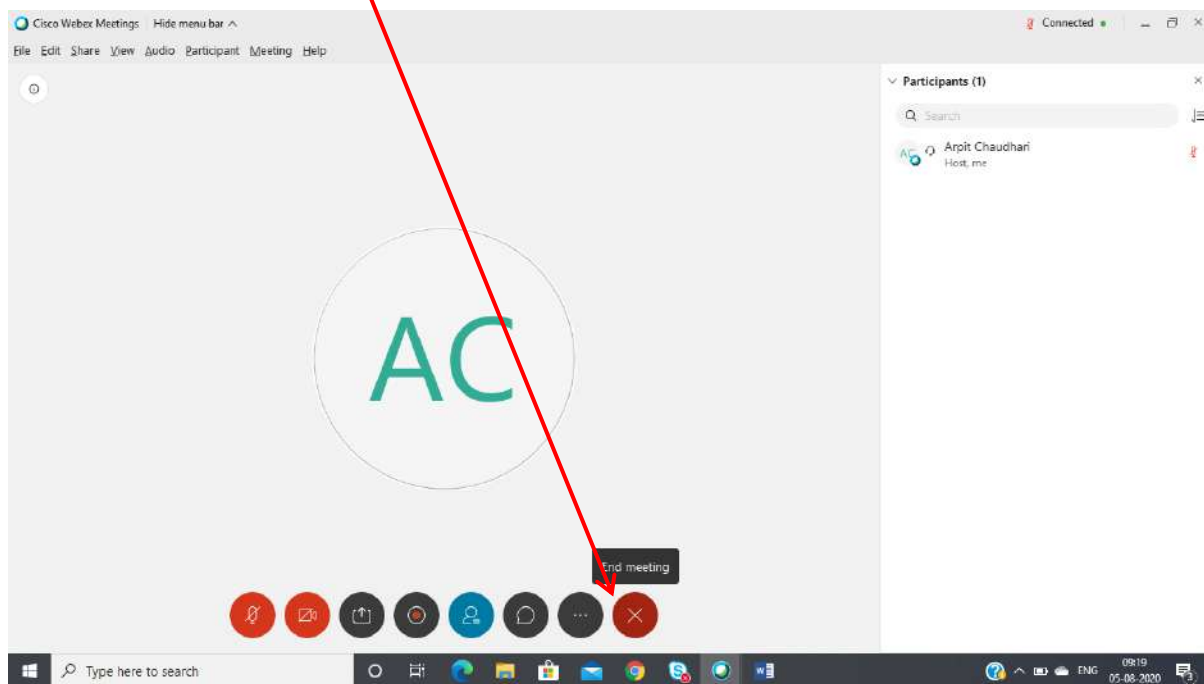
By clicking on Polling option user will get the “Polling window”



**Type:** Select a type of Question whether a short answer or Multi choice question



## 4.1.5 End a Meeting



4.1.6



**TITANS' PUBLIC SCHOOL**  
**VIRTUAL CLASS ROOM TRAINING**  
**TEACHER LIST**

<b>Sr. No</b>	<b>Name of Teacher</b>	<b>Email ID</b>	<b>Mobile No</b>	<b>Designation</b>
1	Anuradha Deshmukh	<a href="mailto:deshmukh.anuradha20@gmail.com">deshmukh.anuradha20@gmail.com</a>	9370159697	Principal
2	Priya Wankhade	<a href="mailto:priyawankhade1405@gmail.com">priyawankhade1405@gmail.com</a>	9011737194	Teacher
3	Pranjali Gawande	<a href="mailto:gawandepranju@gmail.com">gawandepranju@gmail.com</a>	9403182251	Teacher
4	Dhiraj Kundetkar	<a href="mailto:dhirajkundetkar@gmail.com">dhirajkundetkar@gmail.com</a>	7028738079	Teacher
5	Bhagyashree Deshpande	<a href="mailto:Bhagyadeshpande44@gmail.com">Bhagyadeshpande44@gmail.com</a>	9767765711	Teacher

Sr.No	Name	Institute Name	Mobile No	Institute/ School
1	Prof.Parag Mohod	PRMCEAM	9049068405	Dental College & Hospital, Amravati
2	Prof.Ankush Deshmukh	PRMIT&R	8421705748	Dental College & Hospital, Amravati
3	Prof.Radhika Fuke	PRMIT&R	7620632206	Indirabai Meghe Mahila Mahavidyalaya, Amravati
4	Prof.Sneha Kalbande	PRMIT&R	9172906475	Indirabai Meghe Mahila Mahavidyalaya, Amravati
5	Prof.Ashay Rokade	PRMIT&R	8928099012	Institute of Pharmaceutical Education & research, Boragaon Wardha
6	Prof.Himanshu Kale	PRMIT&R	9422919131	Institute of Pharmaceutical Education & research, Boragaon Wardha
7	Prof.Vinay Rajgure	PRMCEAM	8055435135	Mahila Arts & Commerce College, Chandur Railway, Amravati
8	Prof.Aditya Sable	PRMIT&R	9561351556	Mahila Arts & Commerce College, Chandur Railway, Amravati
9	Prof.Pravin Nerkar	PRMIT&R	9860663977	Polytechnic Badnera
10	Prof.Sanket Nirmal	PRMIT&R	8087348446	Institute of Pharmacy and Research, Badnera-Amravati
11	Prof.Amit Pathare	PRMIT&R	9028378072	Prof. Rajabhau Deshmukh Kala Mahavidyalaya Nandgaon (Kh) Dist.
12	Prof.Ankur Mahalle	PRMIT&R	9665786510	Prof. Rajabhau Deshmukh Kala Mahavidyalaya Nandgaon (Kh) Dist.
13	Prof.Suryakant Deshpande	PRMCEAM	9422926419	Prof. Ram Meghe College of Engineering & Management Badnera, Amravati
14	Prof.Chetan Rawarkar	PRMIT&R	7387709009	R.D.I.K. & N.K.D. Mahavidyalaya, Badnera.
15	Prof.Gaurav Sawale	PRMIT&R	9822737843	R.D.I.K. & N.K.D. Mahavidyalaya, Badnera.
16	Prof.Harshal Misalkar	PRMIT&R	9503251870	Tapasya English School (CBSE)
17	Prof.Mayur Tiwari	PRMIT&R	9766791922	Tapasya English School (CBSE)
18	Dr. Rashmi Sonar	PRMCEAM	9823774203	Titans Public School (CBSE)
19	Prof.Sonika Chorey	PRMIT&R	9021899158	Titans Public School (CBSE), Social Work College, Badnera – Amravati



<b>Institute/School</b>	<b>Date</b>	<b>Time</b>
Institute of Pharmaceutical Education & research, Boragaon Wardha	22/06/2020	11.30 am to 3.30 pm
Social Work College, Badnera – Amravati	24/06/2020	11.30 am to 3.30 pm
Polytechnic Badnera	24/06/2020	11.30 am to 3.30 pm
R.D.I.K. & N.K.D. Mahavidyalaya, Badnera.	25/06/2020	11.30 am to 3.30 pm
Dental College & Hospital, Amravati	25/06/2020	11.30 am to 3.30 pm
Indirabai Meghe Mahila Mahavidyalaya, Amravati	26/06/2020	11.30 am to 3.30 pm
Titans Public School (CBSE)	26/06/2020	11.30 am to 3.30 pm
Prof. Rajabhau Deshmukh Kala Mahavidyalaya Nandgaon (Kh) Dist.	27/06/2020	11.30 am to 3.30 pm
Mahila Arts & Commerce College, Chandur Railway, Amravati	27/06/2020	11.30 am to 3.30 pm
Institute of Pharmacy and Research, Badnera-Amravati	29/06/2020	11.30 am to 3.30 pm
Prof. Ram Meghe College of Engineering & Management Badnera, Amravati	30/06/2020	11.30 am to 3.30 pm
Tapasya English School (CBSE)	01/07/2020	11.30 am to 3.30 pm



VYWS Moodle

Ankur, Arpit, C W, Gaurav, Harshal...



Meet virtually with  
Cisco Webex. Anytime...

Simple, modern video me...

[vywssociety.webex.com](https://vywssociety.webex.com)

Event: Step to use  
[Mitra-edu.tech](https://mitra-edu.tech) Portal for  
Virtual Classroom with CISCO  
WebEx Application

Date and time: Thursday,  
August 6, 2020 10:00 am

India Time (Mumbai,  
GMT+05:30)

Event address for  
attendees:

<https://vywssociety.webex.com/vywssociety/onstage/g.php?MTID=e4f8a4886df3768a0f08c0bc613801218>

Duration: 3 hours

Event number: [126 564 9329](https://vywssociety.webex.com/join?MTID=e4f8a4886df3768a0f08c0bc613801218)

Event password:

[toRUKfaN682](https://vywssociety.webex.com/join?MTID=e4f8a4886df3768a0f08c0bc613801218)



Message





VYWS Moodle

Ankur, Arpit, C W, Gaurav, Harshal...



23 July 2020

**Pratik Agrawal****Moodle Portal  
Assessment Form**All are requested to fill th...  
[docs.google.com](https://docs.google.com)<https://forms.gle/nnqAoWfWKn1oWjkGA> 22:38

All are requested to fill the Assessment Form before 24/07/2020 at 9.00 am. Out of the allocated two coordinators only one should fill the form.

Step 1: Select the Institute

Step2: Mark the Task That are Completed

22:38

Information need to be submitted Tomorrow to Society Office before 9.00 am so fill it on priority basis



Message





←  VYWS Moodle   
Ankur, Arpit, C W, Gaurav, Harshal...



Any meeting is??

11:50

Id???

11:55

**Pratik Agrawal**

<https://vywssociety.webex.com/vywssociety/e.php?MTID=me54c3879b9e0019f4950032fd8af074d>

11:55

Virtual Classroom

Demo-20200722 0623-1

2eMuDsUx

<https://vywssociety.webex.com/recordingservice/sites/vywssociety/recording/playback/ada3c1af076e4c4c9cdabfe1bc41195e>

14:28

Password:2eMuDsUx

14:28

Recording of Today Meeting

14:28



 Message







VYWS Moodle

Ankur, Arpit, C W, Gaurav, Harshal...



## Virtual Online Class Room facilities.

In pandemic corona virus situation it plays very important role to start our academic session (classes) in turn we can interact with students to solve their any type of difficulty.

So hereby appealing to attend this session carefully.

With regards!

Prof.(Dr.) M. A. Pund

Prof Ram Meghe Institute of Technology and Research,  
Badnera

09:16

+91 91729 06475 ~Sneha Hush...

Pund Mukesh

Dear All Trainer,



Message





**Pund Mukesh**

Dear All Trainer,

I hope you are in good health and mood. Stay safe and take care in Pandemic Covid19. Till date you have taken lot of pain to provide technical support to implement our Moodle based e-learning Management system.

Now it's time to make it available at new heights with Virtual Online Class Room facilities.

In pandemic corona virus situation it plays very important role to start our academic session (classes) in turn we can interact with students to solve their any

 Message



**Pratik Agrawal**

Meet virtually with  
Cisco Webex. Anytime...  
Simple, modern video me...  
rammeghe.webex.com

Meeting Topic: Moodle  
Coordinator Meeting

Meeting number:

**1661854417**

When: Tuesday, July 7, 2020,  
12:30 PM (2 hrs) India

Standard Time GMT+05:30

URL:

[https://rammeghe.webex.com/rammeghe/j.php?MTID](https://rammeghe.webex.com/rammeghe/j.php?MTID=)

=  
[md02ce9a9e8051bf2933e6fa42037d2aa](https://rammeghe.webex.com/rammeghe/j.php?MTID=md02ce9a9e8051bf2933e6fa42037d2aa)

08:17

Prof S D Deshpande PRMCEM

OK, thanks

10:10



Message



VYWS Moodle 

Ankur, Arpit, C W, Gaurav, Harshal...



how to do that.

3. Student and faculty updation on portal through manual and excel.

4. Course creation and enrollment of teacher and student.

5. Uploading of course documents on the Moodle.

6. Form a what's app group and tell them to post queries.

7. Take their online session of how to do the things on any platform (zoom, WebEx etc) and start their training.

8. Try to go for online mode.

9.

22:36

As per the schedule faculty need to remain present before moving from home kindly contact me

22:38

25 June 2020



Message





VYWS Moodle 

Ankur, Arpit, C W, Gaurav, Harshal...



Kindly see the schedule and date and be present at the particular place

22:19

And the people those who are not present in amravati kindly contact their another incharge that is allocated and adjust it

22:22

All Moodle website of their college are created I will mail u the admin id and password and url link of that college will be given to u

What you need to do at their .

(

1. All are allocated with the college and school
2. The allocated college faculty will be present their u need to discuss with them about structure and tell them

 Message

←  **VYWS Moodle**   
Ankur, Arpit, C W, Gaurav, Harshal...



 *This message was deleted*

08:10

**Pund Mukesh**

Good morning to all the VYWS e-learning Trainer, I hope all of you have enjoyed the start of training session. Every one should note the issue related to this and prepare and submit a report by end of the training to this Moodle Portal.

Dr.M.A.Pund

08:41

+91 91729 06475 ~Sneha Hush...

**Pund Mukesh**

Good morning to all the VYWS e-learning Trainer, I hope all of you have enjoyed t...

Yes sir

09:18

+91 84217 05748

~Ankush



 Message







Select the Microphone as 1st option

19:49

and kindly test the echo test

19:49

this platform we are going to use for online communication

19:50

kindly update the chrome browser of the laptop

19:50

good internet connectivity with headphones and less background noise should be preferred.

19:51

**Pratik Agrawal**

Sl. No.	Name	Roll No.	Branch	Section	Grade	Percentage	Remarks
1	ANAND K	19001	CSE	1	B	75	
2	ANAND K	19002	CSE	1	B	75	
3	ANAND K	19003	CSE	1	B	75	
4	ANAND K	19004	CSE	1	B	75	
5	ANAND K	19005	CSE	1	B	75	
6	ANAND K	19006	CSE	1	B	75	
7	ANAND K	19007	CSE	1	B	75	
8	ANAND K	19008	CSE	1	B	75	
9	ANAND K	19009	CSE	1	B	75	
10	ANAND K	19010	CSE	1	B	75	
11	ANAND K	19011	CSE	1	B	75	
12	ANAND K	19012	CSE	1	B	75	
13	ANAND K	19013	CSE	1	B	75	
14	ANAND K	19014	CSE	1	B	75	
15	ANAND K	19015	CSE	1	B	75	
16	ANAND K	19016	CSE	1	B	75	
17	ANAND K	19017	CSE	1	B	75	
18	ANAND K	19018	CSE	1	B	75	
19	ANAND K	19019	CSE	1	B	75	
20	ANAND K	19020	CSE	1	B	75	

 faculty.pdf



1 page • 189 kB • PDF 20:06



Message





19:48

**Pratik Agrawal**

The participants has to open  
the site

<http://moodle.csemitra.tech>

19:48

Userid and password will be  
circulated

19:48

Once login click on the MY  
course WORKSHOP DATA

19:49

and in that click on the Virtual  
Meet

19:49

Select the Microphone as 1st  
option

19:49

and kindly test the echo test

19:49

this platform we are going to  
use for online

 Message

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# Teacher quick guide

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## MANAGING A MOODLE COURSE

### Teacher quick guide

[Courses](#)[Editing text](#)[Activity chooser](#)[Activities](#)[Resources](#)[Blocks](#)[Questions](#)[Course enrolment](#)[Grouping users](#)[Grades](#)[Tracking progress](#)[Reusing activities](#)





# Moodle Admin Workshop from 18/06/2020 to 25/06/2020



cn desh1968@gmail.com (not shared)

[Switch account](#)



**\* Required**

First Name \*

Your answer

Last Name \*

Your answer

Email Address \*

Your answer

