

MOOC Organic Farming

Step by Step Procedure to be followed by the Coordinators/Mentors
To Get the Status of Register Number Updated by the Students

Steps

1. Coordinator/Mentor should login MOOC Organic Farming web portal using the **Username** and **Password** provided from the university.
2. After successful Login, Select the **Dashboard** in the left side of Home Page.
3. In the drop down menu of Dashboard, select the following

My courses



Jaiva Krishi



Grades

Jaiva Krishi: Arivum Padanavum

Dashboard ▶ My courses ▶ Jaiva Krishi

NAVIGATION

Dashboard

Site home

Site pages

My courses

Jaiva Krishi

Participate

Grades

General

Jaiva Krishi: Arivum Padanavum

Announcements

Social forum

Course Introduction

Course Introduction

4. Click **Grades**

5. Then **Grader report** page is loaded

6. Select the option **Export**

7. Select the format as **Excel Spreadsheet**

Jaiva Krishi: Arivum Padanavum: Export: Excel spreadsheet

Dashboard ▶ My courses ▶ Jaiva Krishi ▶ Grades ▶ Grade administration ▶ Export ▶ Excel spreadsheet

NAVIGATION

Dashboard

🏠 Site home

▶ Site pages

▼ My courses

▼ Jaiva Krishi

▶ Participants

📅 **Grades**

▶ General

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Warning: Activity deletion in progress! Some grades are about to be removed.

Export to Excel spreadsheet

View

Setup

Scales

Letters

Import

Export

OpenDocument spreadsheet

Plain text file

Excel spreadsheet

XML file

8. Scroll down and click **Select all/none**

Then all the checkbox become unchecked.

9. Click **Download** button

Project Report(80 Marks)

Presentation(20 Marks)

Category total

Project Report(80 Marks)

Presentation(20 Marks)

Category total

Course total

[Select all/none](#)

▶ **Export format options**

Download

10. An **excel spreadsheet** will be downloaded.
11. Open the excel spreadsheet from the downloaded location.
12. Check the field **Permanent Register Number/Register Number** of students
13. If the field is **blank**, then the **student did not update** the Register Number
14. If the value **exists** for Register number field, then **ensure that the register number is correct.**