



VATT User Guide: Education Manager

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1. Introduction

The **Education Manager Role** in the VATT system provides complete control over the webinars, including managing webinars, creating meetings, maintaining webinar configurations and also control over the completion progress of teachers. This guide explains how an Education Manager can sign up and log in to the platform to access these features and track the completion progress report of each teacher.

2. Education Manager Role

2.1. Logging In

1. Visit the Homepage

Navigate to the VATT LMS platform's home page using your browser.

- 2. Click on "Login"
 - \circ ~ Find the Login button on the top-right corner of the page.
 - Click to open the login form.



- 3. Enter Your Credentials: Enter your email address and the password you set during registration.
- 4. **Click "Login"**: Press the **Login** button to access the course.





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			/	[Password Log in Lost password?				

5. Forgot Your Password: If you forgot your password, click on the "Lost Password?"

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	Password		
	Lost password?		
	Is this your first tir For full access to this site, y	me here? you first need to create an	
	account. Create new account		
			S .

You'll be directed to the password recovery page. Recover your password by:

- Searching via Username
- Searching via Email Address





III Home Courses Resources Help & Support	Webinar How To Use VATT English (en) 🗸	Login Up
	To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again. Search by username Search Search Search Search Search	

3. Access the Education Manager Dashboard

Once logged in, you'll be directed to the course dashboard. Here's what you'll see:

- **General Section**: This is the default section, typically containing course-wide announcements.
- **New Sections**: Empty sections are displayed below the general section, allowing for the addition of new activities or resources.
- **Options**: Located at the bottom left, this menu offers further customization or settings for the course layout.

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Seneral			Collapse all
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• Add content or activities to any section by toggling **Edit Mode** (top right corner).





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• **Completion Progress bar**: This section provides the overview of activities in the course modules with completion status

Completion Progress	
▼ NOW	
01. Minimum Standards for Teachers (4) Not completed 😵	
Overview of students	

• Click on "Overview of students".

Overview	Overview of students																										
Role Teacher			\$																								
First name All	A	в	с	D	E	F (G H	I	J	K	L	м	Ν	0	Ρ	Q	R	S	т	U	۷	w	x	Y	z		
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- All teacher's completion report of activities with the percentage of completion will appear.
- The "Green Color" indicates that the activity is completed
- The "Blue Color" indicates that the activity is not completed
- The "Yellow Color" indicates that the activity is completed but not submitted by the teacher.





3.1 Steps to Add Zoom Meetings

- 1. Activate Edit Mode: Toggle the Edit mode switch located at the top-right corner of the page.
- 2. Add Resources or Activities: Click the + Add an activity or resource button under any section to include zoom meetings etc.

Add an activity or resource *									
Search									
All Activities Resources									
∠oom meeting ☆ ③									

3. Additional Settings: The three-dot menu on the far-right side of each section offers customization options.

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3.2 Creating Zoom meeting:

- Click on Zoom Meeting.
- You are redirected to new zoom meeting creation page.





New Zoom meeting								
🕑 General	E							
Title 🧧								
Description								

• Provide title of meeting, and select meeting type as **"Public"**, and under Schedule set the time and date and also select **"This is webinar"** checkbox.

Meeting Type	Public 🗢										
Schedule											
When	5 \$ June \$ 2025 \$ 13 \$ 05 \$ ⊞										
Duration	1 hours 🗢										
Recurring meeting	This is a recurring meeting										
Webinar	This is a webinar										
Show Schedule section	Show Schedule section on meeting page 3										

• Click on "Save and Display".





Started: Thursday, 5 June 2025, 12:05 PM	
Schedule	Start Meeting
Start Time	Thursday, 5 June 2025, 12:05 PM
Duration	1 hour
Add to calendar	🗰 Download iCal

3.3 Starting the Webinar

- Go to the Zoom activity in Moodle.
- Click Start Webinar.
- You'll be taken to the Zoom interface as host.

3.4 Managing the Webinar

- Admit participants from the waiting room (if enabled).
- Moderate Q&A and chat.
- Share screen, launch polls, or allow students to speak (if necessary).
- Record the webinar (cloud or local).
- •

3.5 After the Webinar

- Access Reports: Attendance, Q&A, Polls via Zoom Web Portal.
- Recording Access:
 - Download/upload to Moodle manually **OR**
 - Use Zoom-Moodle integration to **auto-post recordings** to the course page.
- Post follow-up materials or quizzes based on webinar content.

3.6 Recordings of Webinar:

- list of recordings will be shown after clicking on "Recordings & Transcripts" in left sidebar
- after clicking on specific recording manager will be able to download and share it





Personal Contacts	Recordings and Transcripts	
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	The recording includes the files listed below:	
	Shared screen with speaker view	353 KB
	♫ Audio only	294 KB

3.7 Attendees Report:

• In invitation tab, there is the list of webinar attendees.



VATT User Guide: Education Manager Role



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Manage Attende	es 1	Total Registrants: 2 Approved: 2 Denied/Bloc	ked: 0			View	attendee re	port

- After clicking on "View attendee report"For webinar report click on "Generate CSV report"

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