



VATT User Guide: Teacher Role

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1. Introduction

This guide provides an overview of VATT's features for teachers, helping you navigate course management and student engagement. As a teacher, you can enroll in courses, access materials, submit assignments, attempt quizzes, and review your grades. VATT also allows you to track assignment deadlines and quiz schedules. This guide will ensure you can efficiently manage your courses and enhance the learning experience.

2. Teacher Role

2.1. Signing Up

1. Visit the Homepage

Open your browser and navigate to the Moodle website.

- 2. Click on "Sign Up"
 - Locate the **Sign Up** button in the top-right corner of the page.
 - Click on it to start the registration process.







It will redirect to login page from where you can create new account by clicking on "**Create New Account**" button as shown in below image:

Home	Courses	Resources 🗸	Help & Support	Webinar	Contact Us	How To Use VATT	English (en) 🗸	,	Login	Sign Up	Î
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Fill Out the Registration Form: On the registration page, select **Teacher** as your role. Provide the following details:

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	LMS - VATT GOB	
	New account	
	The password must have at least 8 characters, at least 1 digit(), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as ", -, ar # Password Email address	

- On the registration page, fill in your CNIC number in the designated field.
- Enter your email address in the provided field.
- Re-enter your email address in the provided field to confirm.
- Create a strong password (must contain at least 8 characters, including uppercase, lowercase, numbers, and symbols).





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	New account	
	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or # Password	
	Email address 🜒	
	Email (again) 0	

- Enter your First Name, Last Name, and City/Town in the relevant fields.
- Select your **Country** from the dropdown menu.
- Under "Additional Information," choose your role (e.g., Blogger) from the dropdown menu.
- If you are a **Teacher**, select the **Teacher** option from the role dropdown.

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	First name 🌒	
	Last name 🜒	
	City/town	1
	Country	
	 Additional Information 	
	Role O Blogger •	
	Blogger Teacher Other Other	

- Under the "Teacher Type" dropdown, select your type (either Private or Government). If you select teacher type as "Government", you have to fill "Pay Slip Code and BEMIC Code" fields.
- After filling in all the required fields, click on the "Create my new account" button to submit your information and create the account.





::: Home Courses Resources Help & Support	Webinar How To Use VATT English (en) v	Login Sign Up
	 ✓ Additional Information Role ● Teacher * Teacher Type ● Government * Pay Slip Cade ● 	
	BEMIC Code	
	Create my new account Required	
https://pp-vatLinara.tech		

- After creating your account, you will see a confirmation screen informing you that your account is awaiting approval by an administrator.
- You will receive an email notification once your account is approved and activated by admin.

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	LMS	5 - VA1 Home - Awalting ad			
Your account has been created and is pendin	g approval by an administrator.	You will receive an	email once your account is activated.		
VATT Take the first step towards becoming a	Quick Links	H	elp Center	Contact Us Contact Us	
confident and successful educator.	Resources Webinar How To Use VATT				

• Click the **Continue** button to proceed to the next screen.

Login and explore the available courses and resources to get started with your training.





2.2. Logging In

1. Visit the Homepage

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

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

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Virtual Academy for Teacher Training (VATT) Devenment of Relations a Lincer		VATT Welcome to the Virtual Acader Tremendous opportunity to har	my for Teachers Training ve online training in your control. th PITE	
What We Offer		Courses Explore a variety of c	ourses tailored for educators.	•

- 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 Teacher dashboard.

III Home Courses Resources Help & Support W	Vebinar How To Use VATT English (en) 🗌	Login Sign Up
	LMS - VATT GOB	
í í	Log in to LMS - VATT GOB	
	Password	
	Log in Lost password?	

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



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 Contact U	s How To Use VATT	English (en) 🗸	Login	Sign Up
				To reset your passw email address below an email will be sen instructions how to g Search by u Username Search by e Email address Sea	ard, submit your usernam r. If we can find you in th t to your email address, v get access again. Issername email address arch	ie or your e database, with		





3. Home Screen Overview

Once logged in, you'll be directed to the Home Screen.



3.1.AI Chatbot Feature

Click the **chat icon** at the bottom right, as shown in below image:







After clicking on the chatbot icon, the chatbot will open and display a welcome message.



• Interacting with the Chatbot, type your query in the chatbot. The chatbot provides answers accordingly.







3.2. Managing Notifications

1. Accessing Notifications: Locate the Notification Bell Icon in the top-right corner, as highlighted below:



2. Click the Bell Icon: A dropdown menu will appear, listing all recent notifications.







3. Managing Notifications

- **View Details**: Click on the notification title to view more details directly.
- Mark All as Read: Click the "Mark all as read" option at the top of the dropdown to clear unread notifications:



• View All Notifications: Click on "See all" at the bottom of the dropdown to open the full notification history in a dedicated page:







4. **Access Notification Preferences:** Access the **Preferences** menu from the left-hand navigation panel.



Navigate to the **Notification Preferences** section. Adjust the toggles for:

- Web notifications
- Email notifications

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Profile	Human Resource Home / Home / Preferences / User account / Notification preferences			
A Grades	Notification preferences			
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Private files				
Reports			Web	Email 🌣
Preferences	Assignment			
A+ Switch role to	Assignment notifications			
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	Feedback reminder			
	Forum			
	Subscribed forum posts			





To completely disable notifications, check the "Disable notifications" option at the top.

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Profile	Human Resource Home / Home / Preferences / User account / Notification preferences		
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Edma Options	Feedback notifications Feedback reminder		
	Forum Subscribed forum posts		

5. **Viewing Notification Details:** On the Notifications page, a list of all available notifications will appear on the left-hand side.

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Profile	Human Resource					
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😇 Calendar	Velcome to Test Course					
Private files	Welcome to Comprehensive Teacher Training Program					
🔞 Reports	21 days 2 hours ago		Select from the list of notifications o	n the side to view more details		
Preferences	Welcome to The Art of Effective Communication in Teaching 22 days 23 hours ago					
A+ Switch role to	Welcome to Standard of Quality Education 26 days 17 hours ago					
E Log out						
Edma Options						





• **Detailed View:** Click on any notification to see its full details on the right-hand side of the page.

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It will display the selected notification details as shown in below image:

Home :::	Courses Resources Help & Support	Webinar How To Use VATT English (en) 🗸	Edit mode 🌒 🗘 🔘 😢 HR 🗸
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A Grades	Notifications		
室 Calendar	Velcome to Test Course	Velcome to Test Course	
Private files	Welcome to Comprehensive Teacher Training Program	Dear Human Resource, you are enrolled in the course Test Course.	
Reports	21 days 2 hours ago Welcome to The Art of Effective Communication]
Preferences	in Teaching 22 days 23 hours ago		
Switch role to	Welcome to Standard of Quality Education 26 days 17 hours ago		
E Log out			
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This feature ensures all essential details are readily available for users to stay informed about courses, updates, or system messages.





4. Navigating the Dashboard

You can navigate to the Teacher Dashboard by clicking in the setting icon on top right corner as shown below:



Use the navigation menu on the left to move between courses and features.

5. Enrolling in a Course

Teachers can enroll in courses assigned by administrators or request enrollment access.

5.1. Browse All Courses

As a teacher, you can view all available courses by clicking the **'Course'** button from header as shown below.







This will take you to the complete course list where you can explore and access your enrolled courses.



You can view the course details by clicking "Enroll Now" or "Arrow" button of respective course as shown below:







If the teacher is not enrolled to the selected course, they will not be able to access the course details a shown below:

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					En	nrolment opti	ons	
					Test Course			
					A Total S	Students: 3		
					C Last Upda	ated 7/02/25		
					Free			
					You can	nnot enrol yourself in th	iis course.	

Upon accessing your enrolled course, you'll find a comprehensive learning dashboard. This area provides access to all course materials, organized into modules for easy navigation. You can engage with various learning tools including assignments, quizzes, and discussion forums, all within this central hub.







6. Accessing Course Materials

1. Go to "My Courses" from the dashboard.



2. Click on the course you want to access.

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3. Navigate through the course sections to find lecture notes, presentations, and other resources.

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∼ General		Collapse all
Announcements		
V Module 01		
Introductory Presentation MP4		
MP4		
Quiz MSQE Opened: Thursday, 20 February 2025, 2:50 PM		
6 MP4		

4. Click on any file or link to open or download it.

 INDUCTION TRAINING								
PDF								
=	1-Section 7- Early Learning Standards- Urdu.pdf	1 / 7 − 100% + E S	کے ایک					
	A manufacture of the sector of	ماریک است کی ا ار کی لرنگ اینڈ ڈو یلپرنٹ سٹیٹر رفز: ایک جامع رہنما ذاتی، معا شر تی اور جذباتی نشوو نما تعلقات اور جذبات کو سمجھ کر ان کا اظہار کرنا س <u>تکھتے ہیں یہ</u> نشوو نما بیچ کی خود اعتمادی، دو سروں کے ساتھ	•					





7. Submitting Assignments

1. Inside your course, locate the assignment.



2. Click on the assignment you need to submit.

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 General Announcements Module 01 	×	Home • My courses	ON TRAI	INING test assign
> Module 02 ~ Module 03 ~ Module 04	Opened: Monday, 10 March Due: Monday, 17 March 202	2025, 12:00 AM 5, 12:00 AM 10 March 2025, 11:52 AM	4	
 Module 05 1st Workshop Module 06 	Add submission Submission status			
testing workshop New Test Workshop test assign	Submission status Grading status	No submissions have been made yet Not graded		•





3. Read the instructions and check the due date.

4. Click "Add submission" and upload your file.

Home :::	Courses Resources Help & Suppo	ort Webinar How To Use VATT	English (en) ∽	4 0 8 6
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 Module 06 testing workshop New Test Workshop 	File submissions	© ⊡ ■ Files		Maximum file size: 512 MB, maximum number of files: 20
test assign			A	9

5. Click "Save changes" and then "Submit assignment" to finalize your submission.

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		Opened: Monday, 10 March 20	025, 12:00 AM		
		Due: Monday, 17 March 2025, 1	12:00 AM		
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Announcements					
> Module 01	~	Add submission			
> Module 02					Maximum file size: 512 MB, maximum number of files: 20
✓ Module 03		File submissions			
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1st Workshop					
∨ Module 06			xrs		
testing workshop					
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test assign			Save changes Cancel		•





After submission, you may see a confirmation message, and your submission status will be updated.

iii Home Co	urses Resources Help & Supp	ort Webinar How To Use VATT English (en) 🗸	
	Due: Monday, 17 March 202	, 12:00 AM	
√ General X	HomePage.pdf	10 March 2025, 11:52 AM	
Announcements	Edit submission Remove sub	mission	
> Module 01	Submission status		
> Module 02	Submission status		
∨ Module 03	Submission status	Submitted for grading	
∨ Module 04	Grading status	Not graded	
 Module 05 1st Workshop 	Time remaining	Assignment was submitted 6 days 12 hours early	
√ Module 06	Last modified	Monday, 10 March 2025, 11:58 AM	
testing workshop New Test Workshop	File submissions	Sprint Report - Vatt MoodlexIsx 10 March 2025, 11:58 AM	
test assign	Submission comments	▹ Comments (0)	

8. Attempting Quizzes

- 1. Go to your course and navigate to the "Quizzes" section.
- 2. Click on the quiz you need to take.

iii Home O	Courses Resources Help & Support	Webinar How To Use VATT	English (en) 🗸	↓ □ ◎
Induction training meeting	×	NDUCTIC	DN TRAIN	IING ^{It quiz}
testing te V Module 03 V Module 04 Nodule 05 1st Workshop	Opened: Monday, 10 March 2025 Attempt quiz Grading method: Highest grade	, 12.32 PM		
 Module 06 testing workshop New Test Workshop test assign 	VATT	Quick Links	Help Center	Contact Us





3. Review any instructions or time limits provided.

4. Click "Attempt quiz now" to begin.



5. Answer the questions and click "Next" to proceed through the quiz.







6. Once finished, click "Submit all and finish" to complete the quiz.

Home :::	Cou	rses Resources Help & Si	Submit all your answers and finish? *	
		test quiz	Once you submit your answers, you won't be able to change them.	
Induction training meeting	×	Summary of atter	Cancel Submit all and finish	
testing te		1	Answer saved	
✓ Module 03✓ Module 04		3	Answer saved	
 Module 05 1st Workshop 			Return to attempt	
 Module 06 testing workshop Now Test Workshop 			Submit all and finish	R
test assign				

7. Depending on the settings, you may receive immediate feedback or need to wait for grading.

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	Opened: Monday	y, 10 March 2025, 12:32	PM		
Induction training meeting testing	Re-attempt quiz Grading method: Hig	hest grade			
te V Module 03	Highest grad	de: 3.33 / 10.00	D .		
 Module 04 Module 05 	Your attemp Attempt 1	its			I
1st Workshop V Module 06	Status Started Completed	Finished Monday, 10 March 2025, Monday, 10 March 2025,	1:05 PM 1:10 PM		
testing workshop New Test Workshop	Duration Marks Grade	4 mins 52 secs 1.00/3.00 3.33 out of 10.00 (33.33%))		
test assign	Review				





9. Viewing Grades

1. Inside your course, click "Grades" in the navigation menu.

::	Profile
٩	Grades
S	Calendar
þ	Private files
\$	Reports
Ð	Preferences
۶+	Log out

You will see a list of assignments and quizzes along with your scores.

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	Ubai	da Waheed		
Courses Lam taking	н	ome • Home • Grades		
Courses name			Grade	
Induction Training			9.59	
VATT	Quick Links	Help Center	Contact Us	

2. Click on any graded item for additional feedback or details.

If you have concerns about a grade, reach out to your course administrator or instructor.





10. Tracking Assignment Deadlines and Quiz Schedules

1. From your **Dashboard**, look at the **Upcoming Events** or **Calendar** section.

	iii Home C	ourses Resource	s Help & Suppo	ort Webinar	How To Use VATT	English (en) 🗸	
				C	alenc Home • March	dar 2025	
Month × A ◀ February	All courses \$		March 2	025		New event	Events key
Mon	Tue	Wed	Thu	Fri	Sat 1	Sun 2	 Hide category events Hide course events Hide group events Hide user events Hide other events
3	4	5	6	7	8	9	

2. Important dates such as assignment deadlines and quiz schedules will be displayed.

	iii Home Courses	Resources	Help & Support	Webinar	How To Use VATT	English (en) 🗸	(h)
Upcoming	vvents 👻 All courses 🕈	Up	coming ev	ents		New event	Events key Hide site events Hide category events
©	Today, 12:45 PM » 1:45 PM Course event induction training INDUCTION TRAINING	meening					 Hide group events Hide user events Hide other events
						Join Meeting	
🕺 Is	t Workshop dead	line for s	ubmissions				
0	Wednesday, 12 March, 9:13	АМ					





3. You can also click on individual courses and check for announcements or due dates in the course overview.



Keeping track of deadlines ensures you never miss an important submission or assessment.

11. Survey Activity

- Click on Feedback or survey activity
- Click on "Answer the Questions"

Answer the questions

• After selecting the answers, click on "Submit answers", your feedback will be submitted successfully







12. Attending Webinar As an attendee

1. Accessing the Webinar in Moodle

- Navigate to your "Training and Schedule" where the webinar appeared.
- Click on the Webinar title and you are redirected to new page.

2. Joining the Webinar

- You are prompted to Webinar Registration page:
 - Enter your name and email.

ZOOM Support English -
webinar 10 am
Date & Time Jun 3, 2025 09:45 in Asia/Karachi
Webinar Registration
First Name* Last Name*
Muhammad Ali
Email Address*
muhammad.ali2@inara.pk
Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy. Webinar starts in 2:20 Register and Join

• If the webinar has not yet started, then this interface appears.







• Click on "Join" and you will enter the Zoom client or browser interface as a view-only attendee.

3. Participating During the Webinar

- You cannot share audio or video unless permitted by the host.
- Use:
 - **Q&A panel** to ask questions.
 - Chat (if enabled) for general discussion.
 - Raise Hand feature to request live participation.

4. List of Webinar:

• User can see the list of webinars

ZOOM Products So	lutions Resources Plan	ns & Pricing		Schedule	Join	Host ~	Web App ~	eireis
PERSONAL	You have 6 days left to us	se your Zoom Webinars Free Trial.					Upgrade	×
Home Profile	Webinars GREETER	AL			Recei	ntly Deleted	Get Training	3
Meetings	Upcoming Previo	ous Webinar Templates	Polls/Quizzes			Webina	rs Trial Feedbac	ĸ
Webinars FREETRIAL	Start Time to End	I Time			(+ Sched	ule a Webinar	
Events & Sessions Phone	Thu, Jun 5							
Personal Contacts	12:05 - 13:05	webinar testing						
Personal Devices		WebInar ID: 859 8592 8743						
Whiteboards	Wed, Jun 4							
Notes	14:15 - 15:15	testing Webinar ID: 838 7219 0303				▲ Talking:		
Tasks (NEW)	06:55 - 07:55	test webinar						5
Surveys		WI-1 ID- 000 4047 0000						2

5. Webinar Details:





• After clicking on specific webinar, the details of webinar get open

ZOOM Products S	olutions Resources Plans 8	Pricing		Schedule Joir	n Host∨ V	leb App ~ 🔐
PERSONAL	My Webinars > Manage "web	nar 10 am"		Schedule a	webinar with the s	ame setting
Home	< Details Invitatio	ns Email Settings Wa	iting Room Branding	Polls/Quizzes	Survey	Q&A >
Profile						
Meetings	Торіс	webinar 10 am				
Webinars FREE TRIAL	Time	Jun 3, 2025 09:45 Islamabad, Ka	arachi, Tashkent			
Events & Sessions	Webiner ID	818 4223 4433				
Phone	Webinarib	010 4220 4400				
Personal Contacts	Authentication	\times Require panelists to authenti	cate to join			
Personal Devices		× Require attendees to authent	ticate to join			
Whiteboards	Passcode	******* Show				
Notes	Registration Link	https://us06web.zoom.us/webina	ar/register/WN2rmGjr-QYW	/jQB2o2t56Mg		

13. Logging Out

1. Click on your profile icon in the top-right corner of the screen.



Select "Log out" to securely exit your VATT account.