



# 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

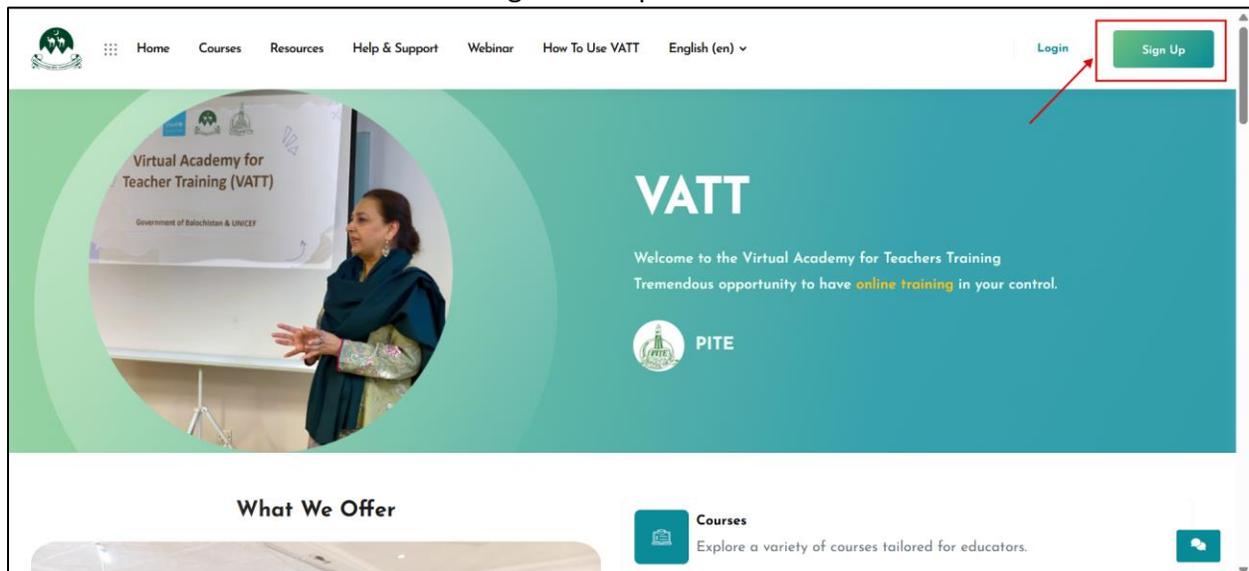
### 2.1. Signing Up

#### 1. Visit the Homepage

Open your browser and navigate to the Moodle website.

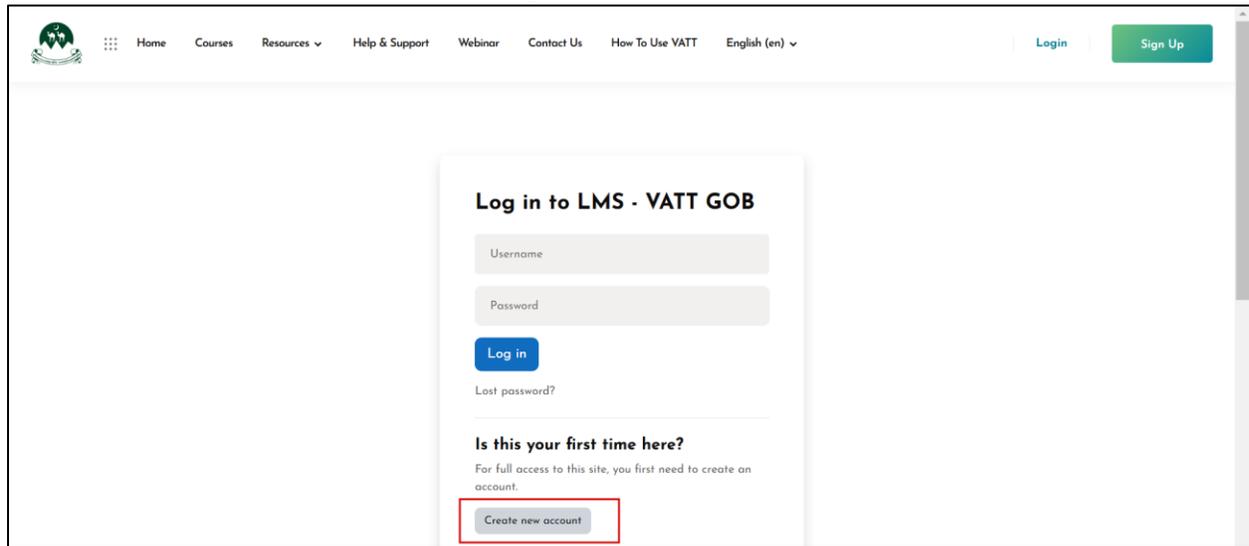
#### 2. Click on "Sign Up"

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

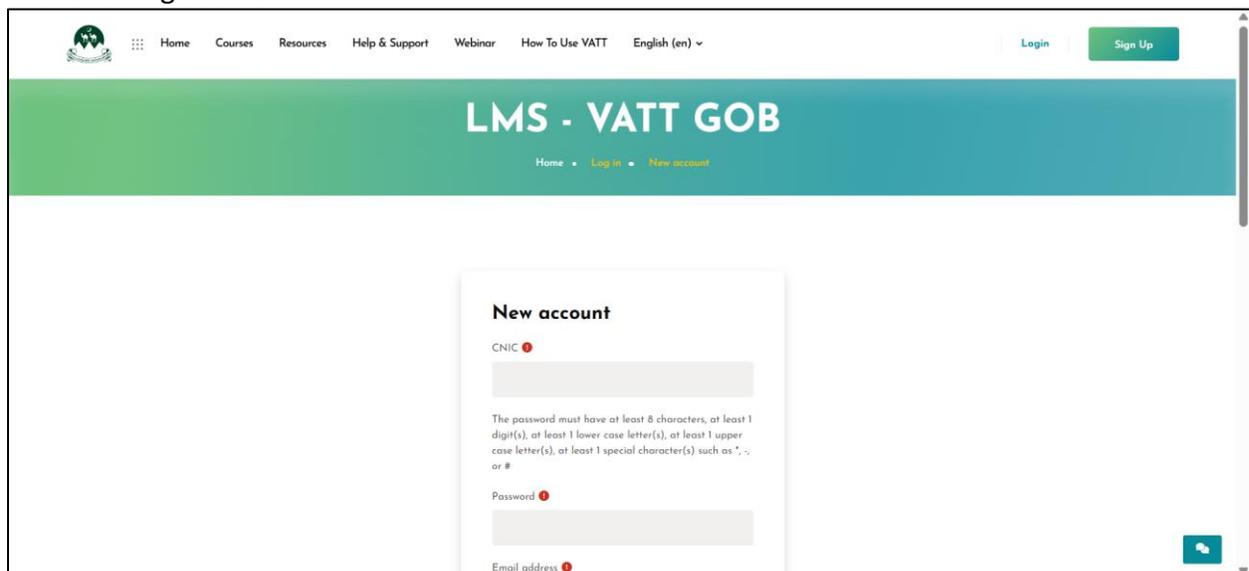




It will redirect to login page from where you can create new account by clicking on “**Create New Account**” button as shown in below image:



**Fill Out the Registration Form:** On the registration page, select **Teacher** as your role. Provide the following details:

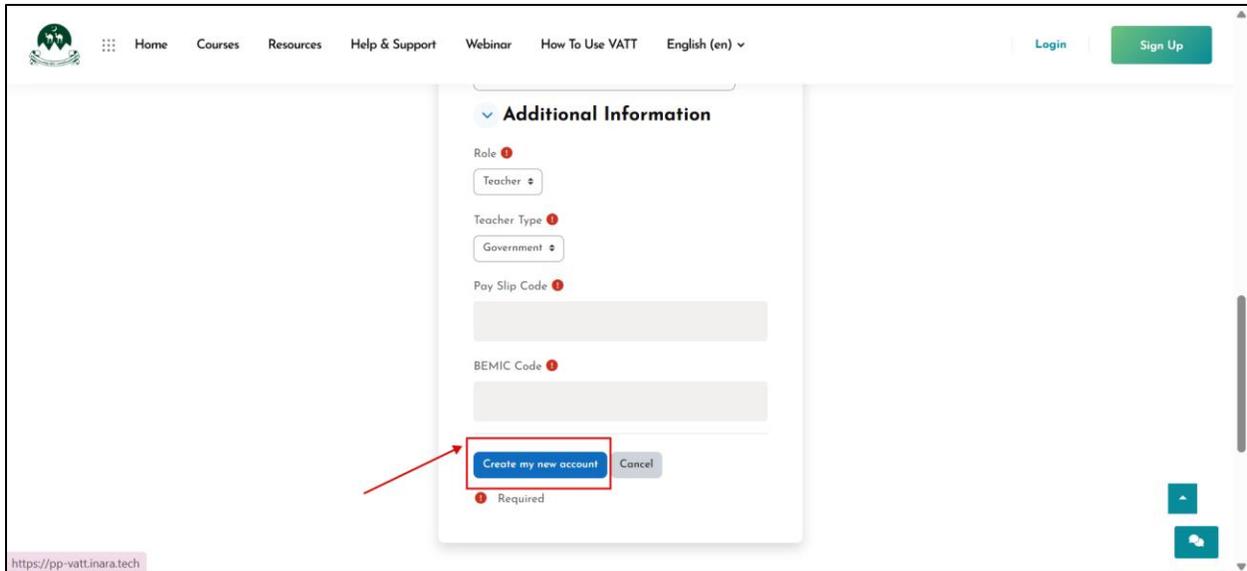


- On the registration page, fill in your CNIC number in the designated field.
- Enter your email address in the provided field.
- Re-enter your email address in the provided field to confirm.
- Create a strong password (must contain at least 8 characters, including uppercase, lowercase, numbers, and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

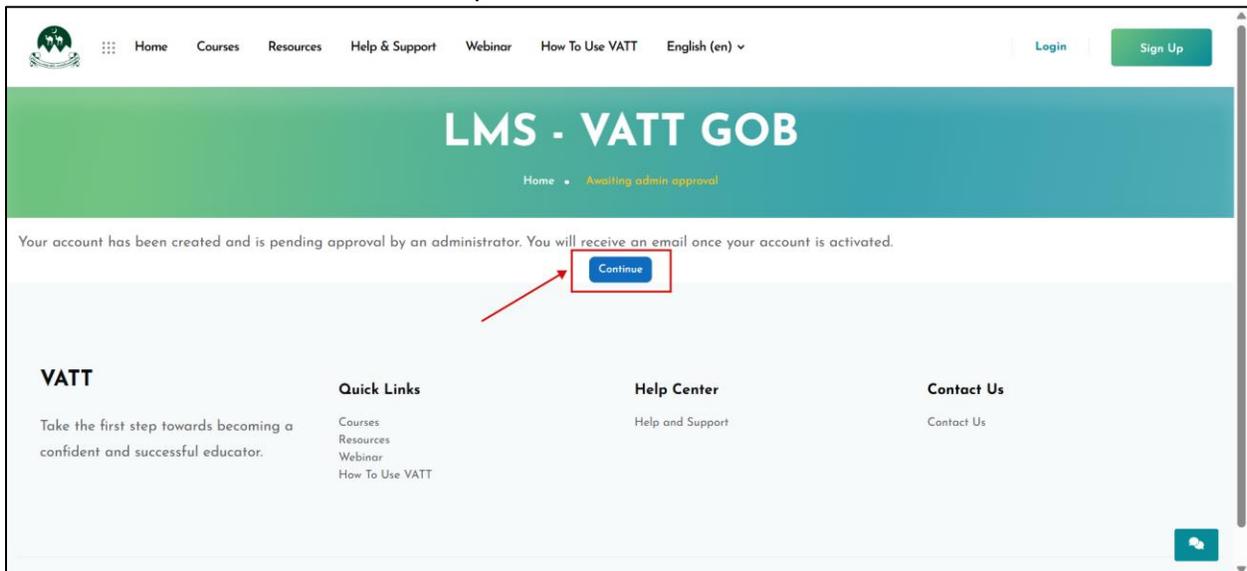


- Enter your **First Name**, **Last Name**, and **City/Town** in the relevant fields.
- Select your **Country** from the dropdown menu.
- Under "**Additional Information**," choose your role (e.g., Blogger) from the dropdown menu.
- If you are a **Teacher**, select the **Teacher** option from the role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

- 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.



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



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



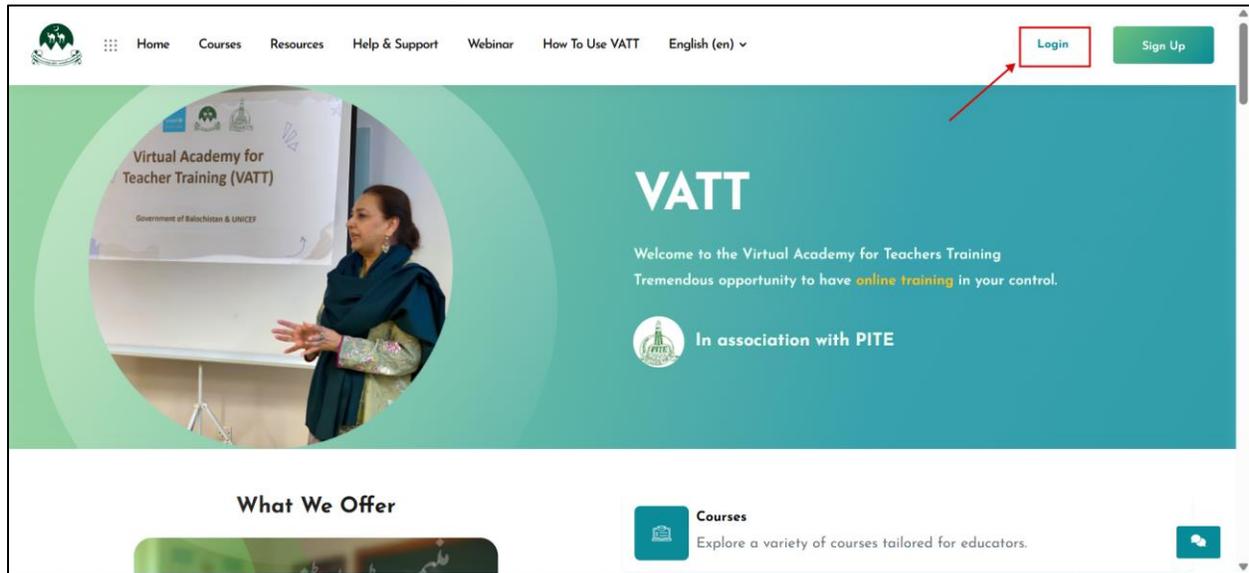
## 2.2. Logging In

### 1. Visit the Homepage

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

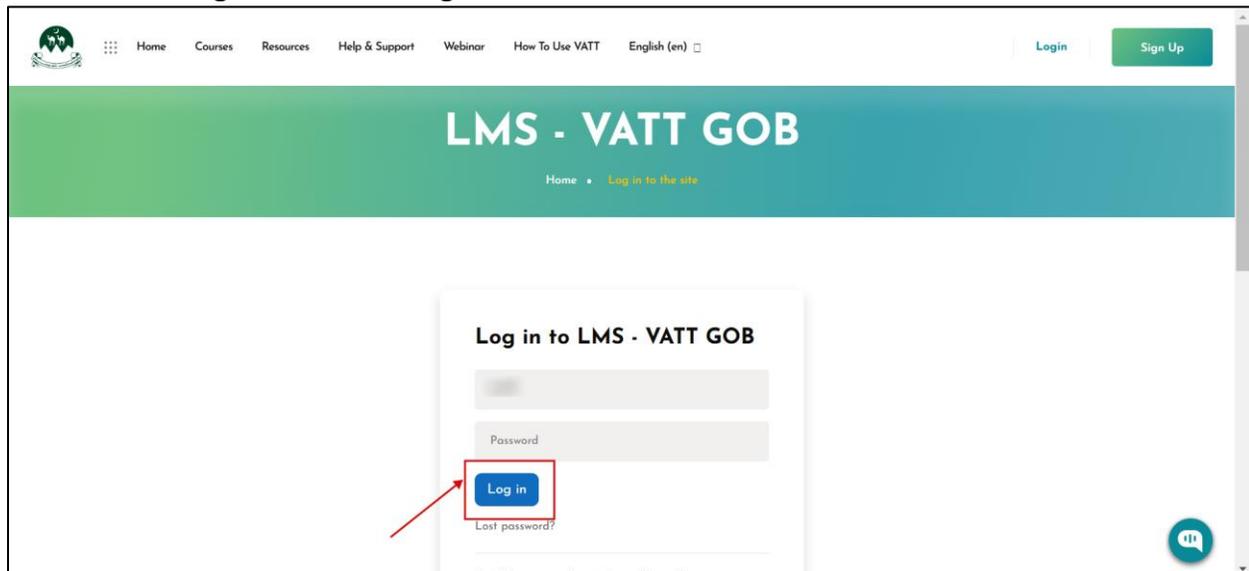
### 2. Click on "Login"

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



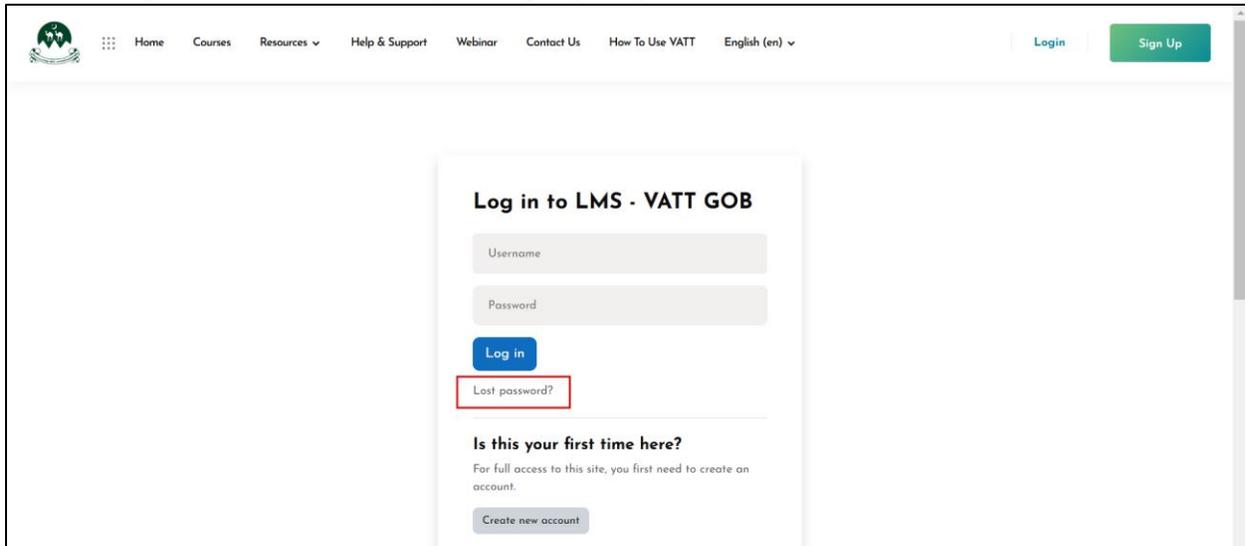
### 3. Enter Your Credentials: Enter your **email address** and the **password** you set during registration.

### 4. Click "Login": Press the **Login** button to access the Teacher dashboard.



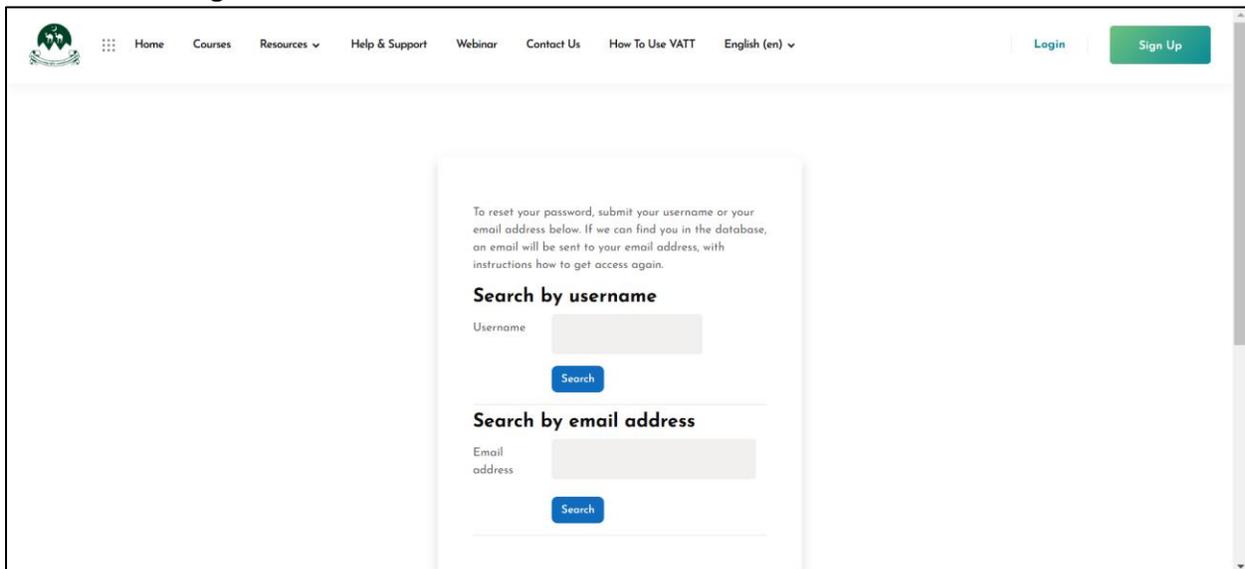


### 5. **Forgot Your Password:** If you forgot your password, click on the “Lost Password?”



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

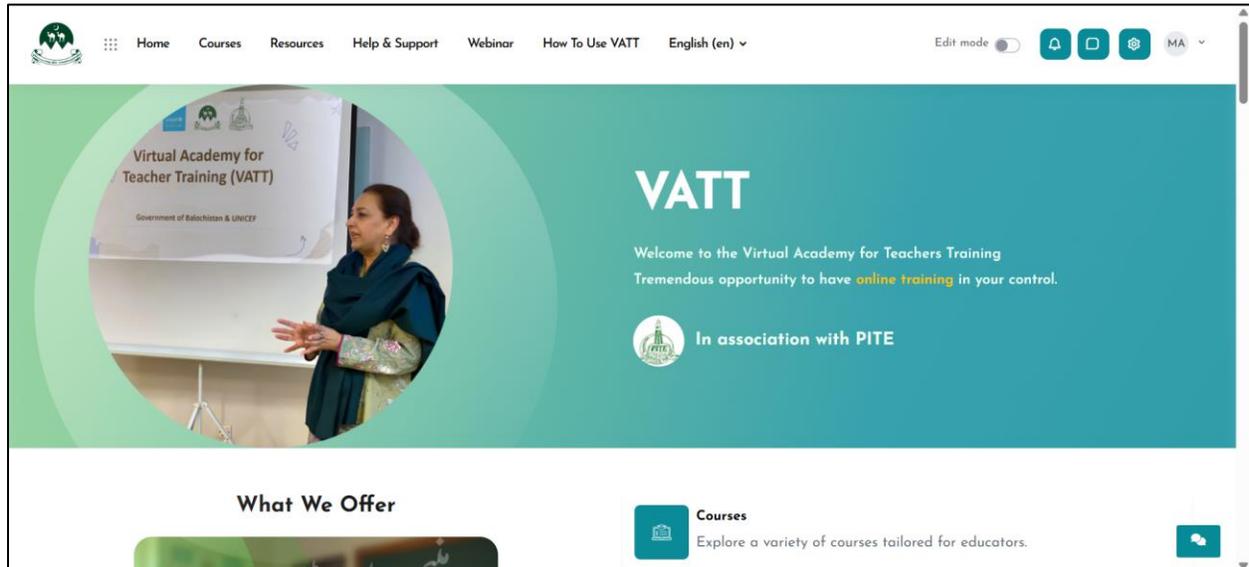
- Searching via **Username**
- Searching via **Email Address**





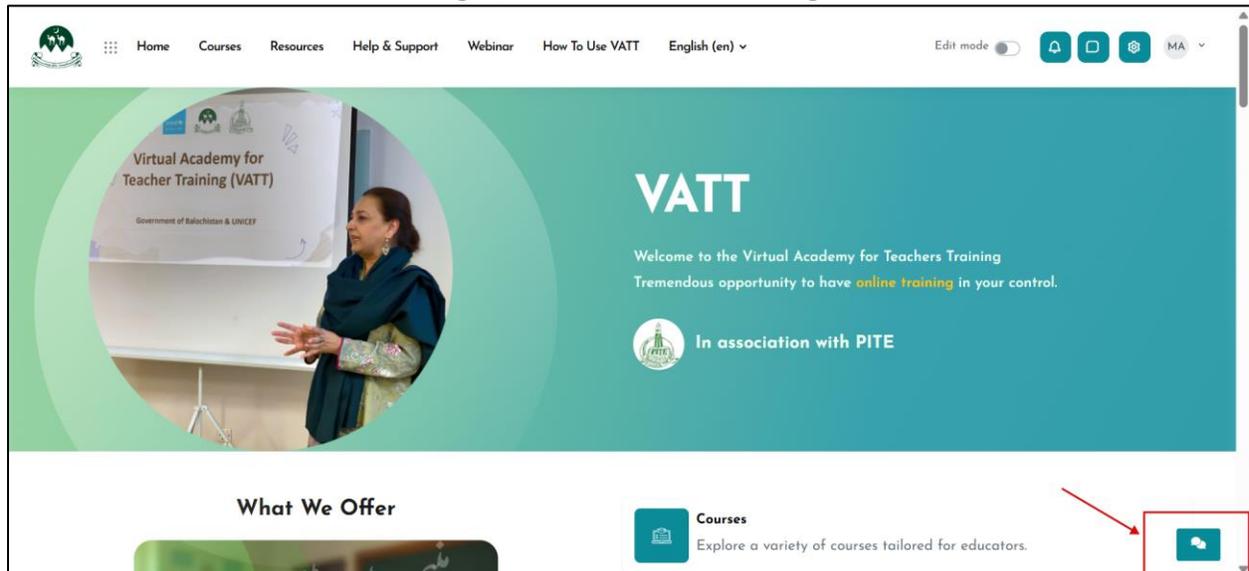
### 3. Home Screen Overview

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



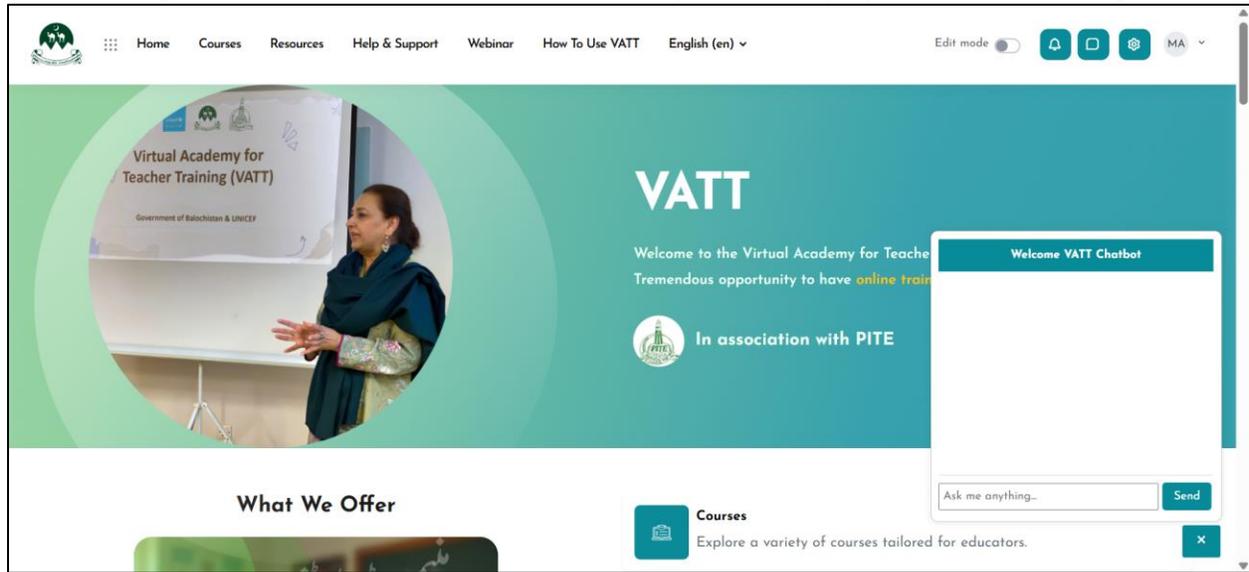
#### 3.1. AI Chatbot Feature

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

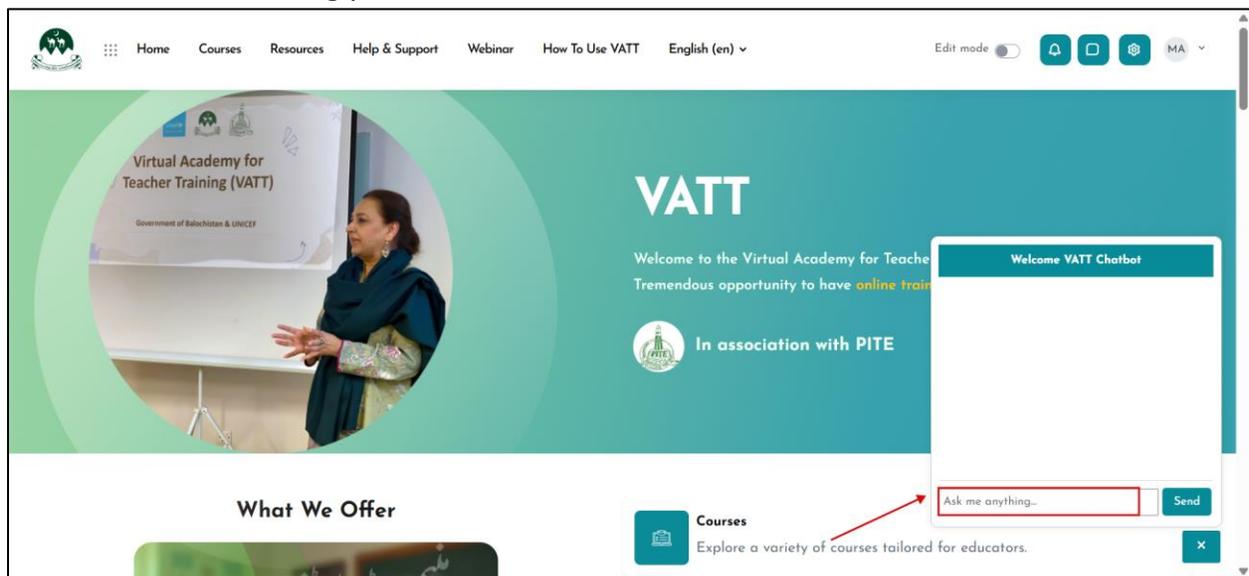




After clicking on the chatbot icon, the chatbot will open and display a welcome message.



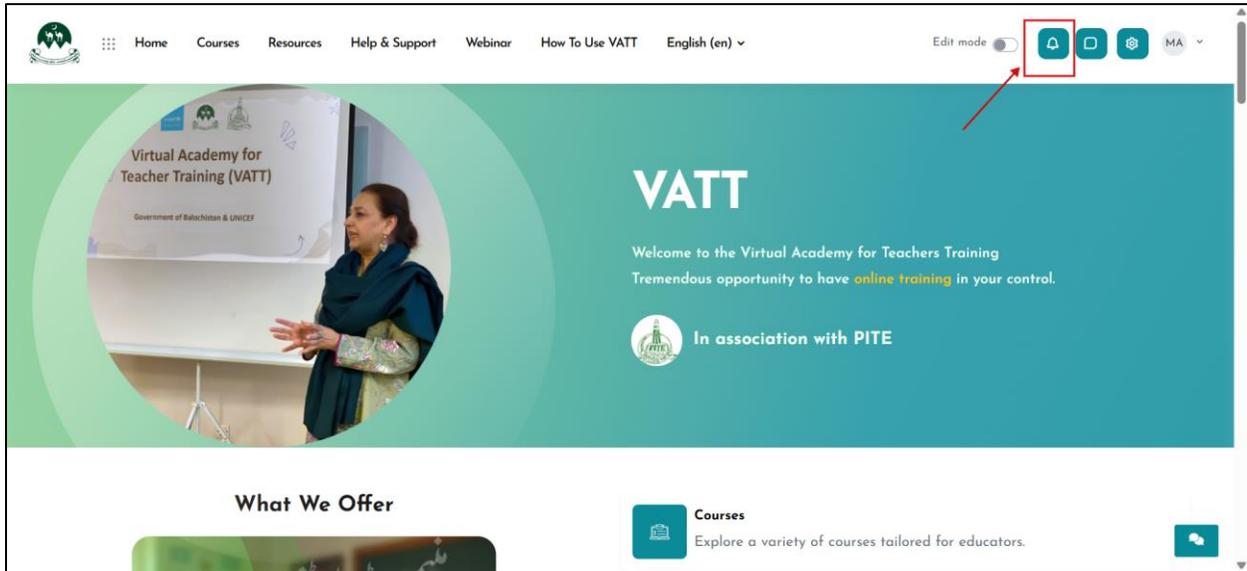
- **Interacting with the Chatbot**, type your query in the chatbot. The chatbot provides answers accordingly.



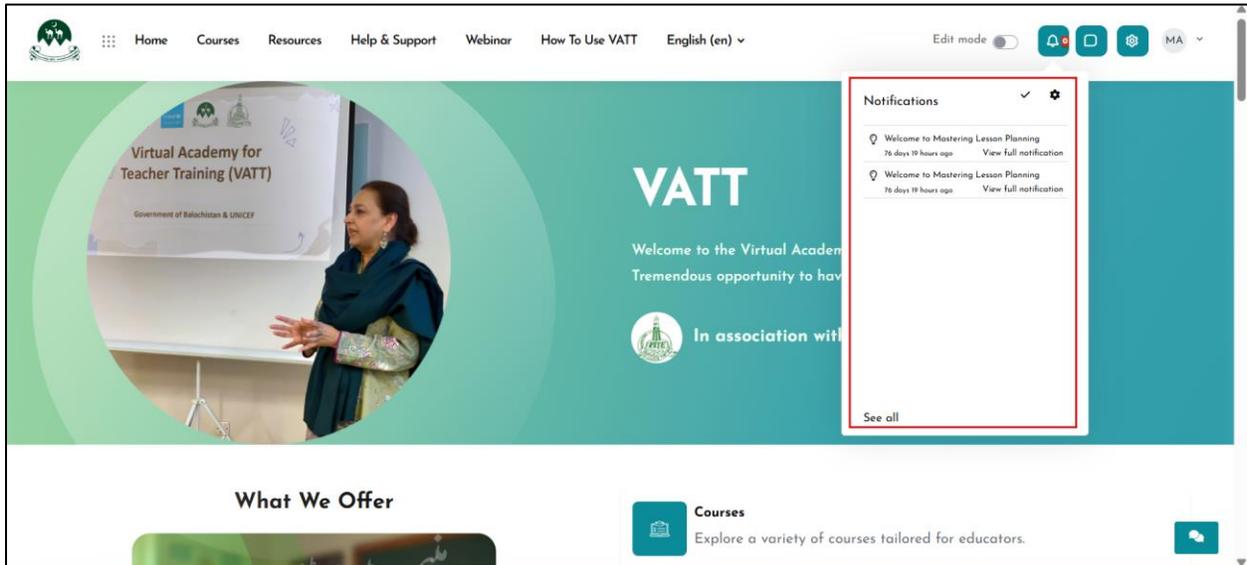


### 3.2. Managing Notifications

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

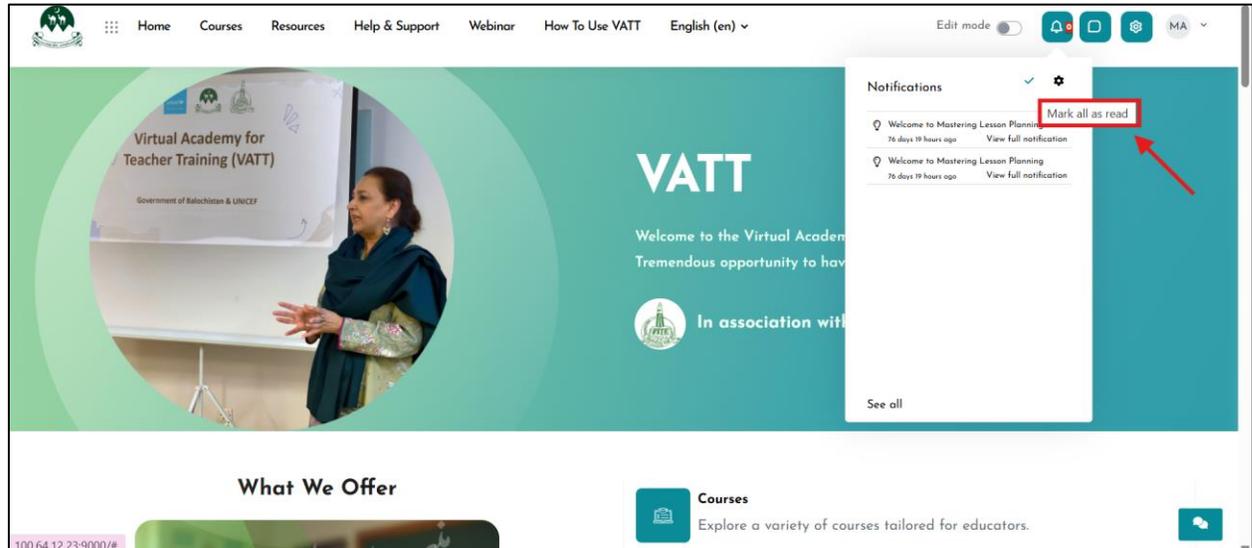


2. **Click the Bell Icon:** A dropdown menu will appear, listing all recent notifications.

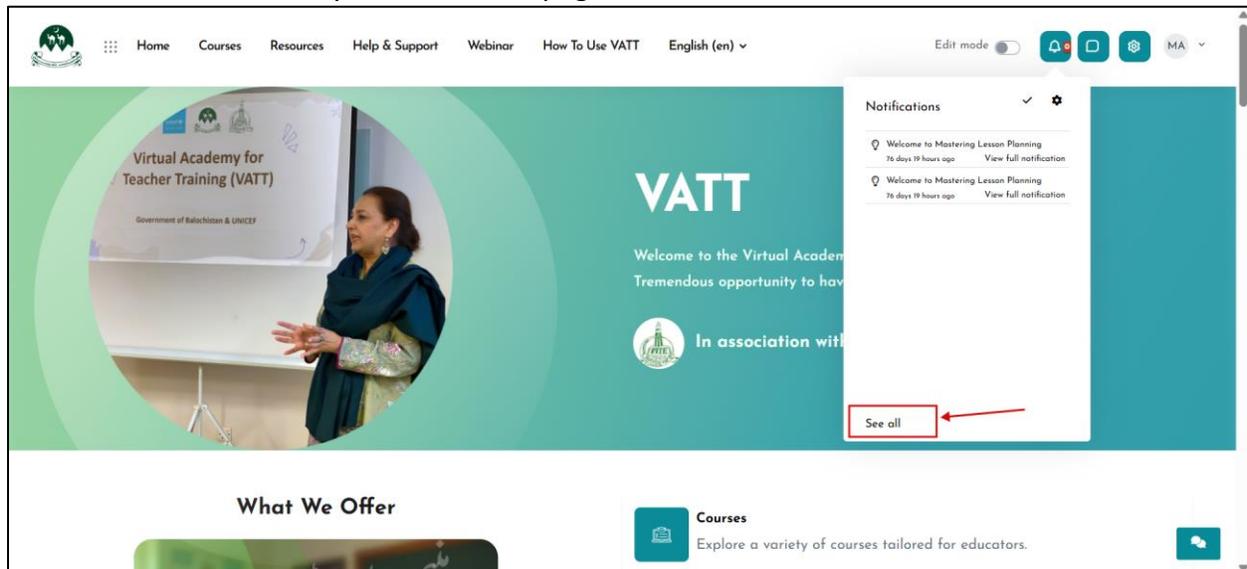


### 3. Managing Notifications

- **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:

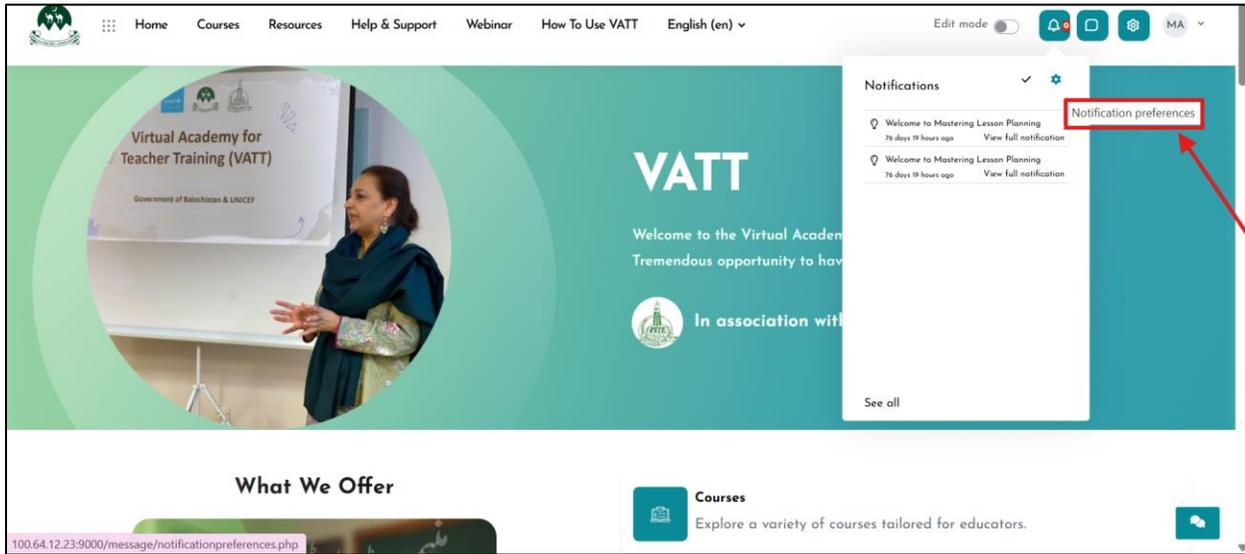


- **View All Notifications:** Click on "See all" at the bottom of the dropdown to open the full notification history in a dedicated page:



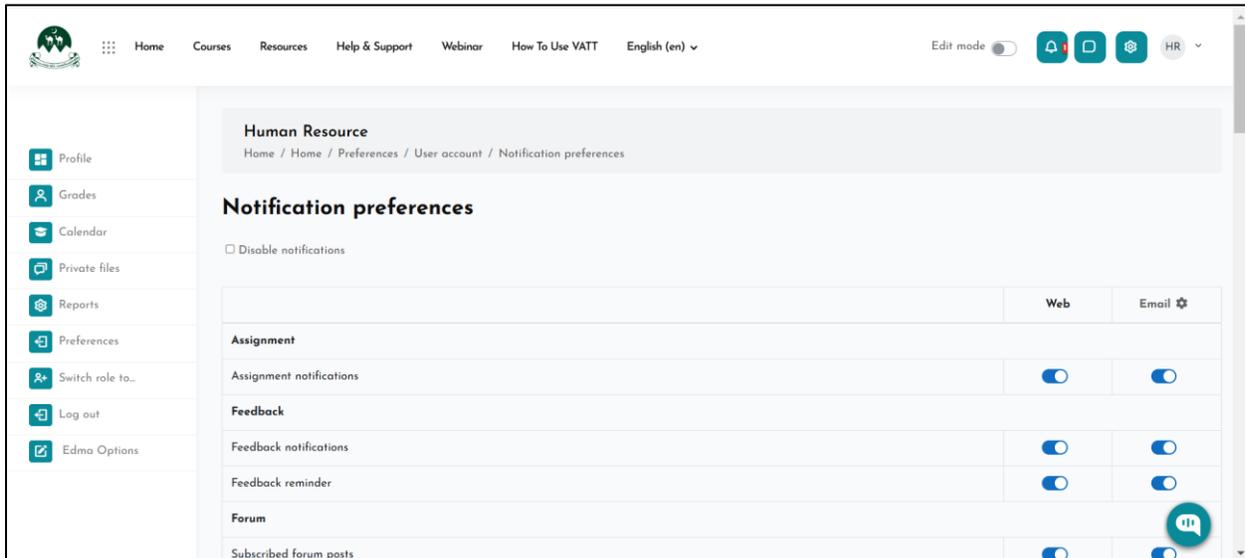


4. **Access Notification Preferences:** Access the **Preferences** menu from the left-hand navigation panel.



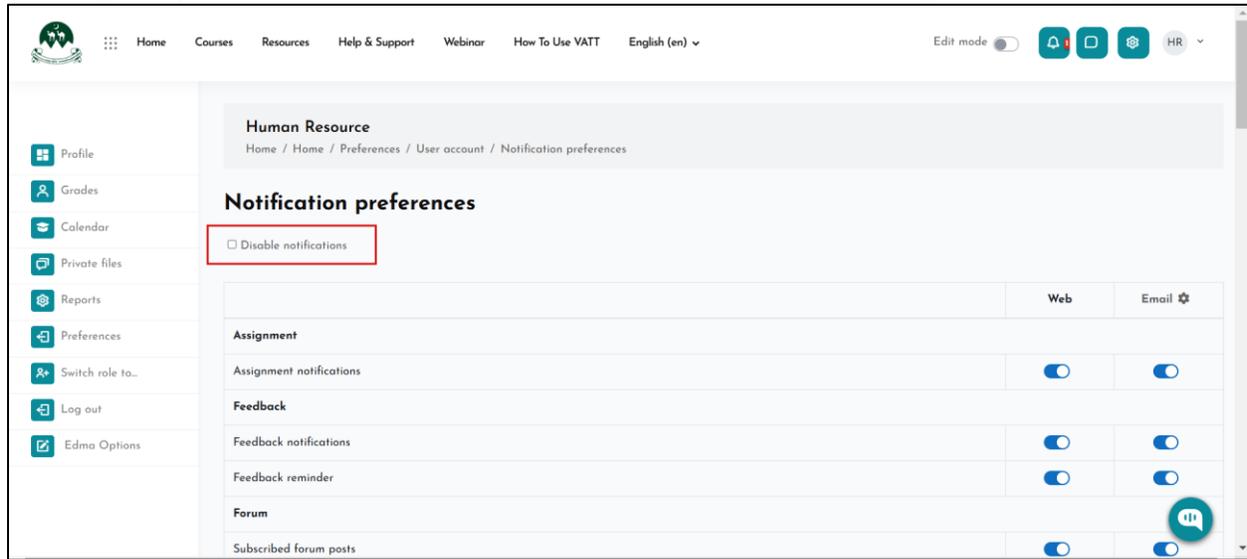
Navigate to the **Notification Preferences** section. Adjust the toggles for:

- Web notifications
- Email notifications

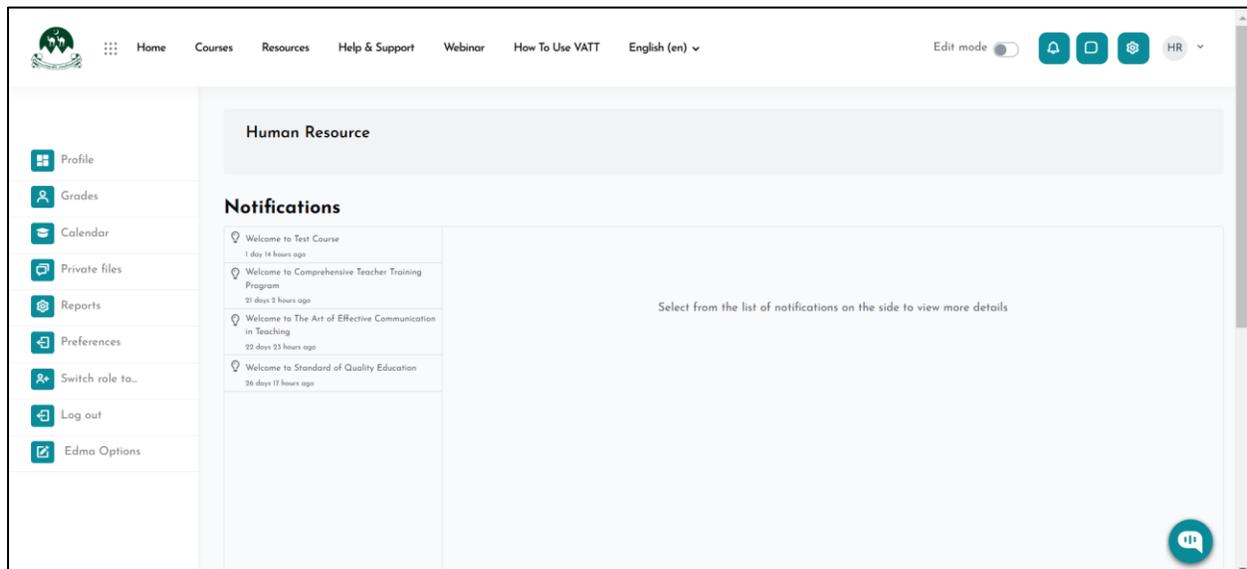




To completely disable notifications, check the **"Disable notifications"** option at the top.

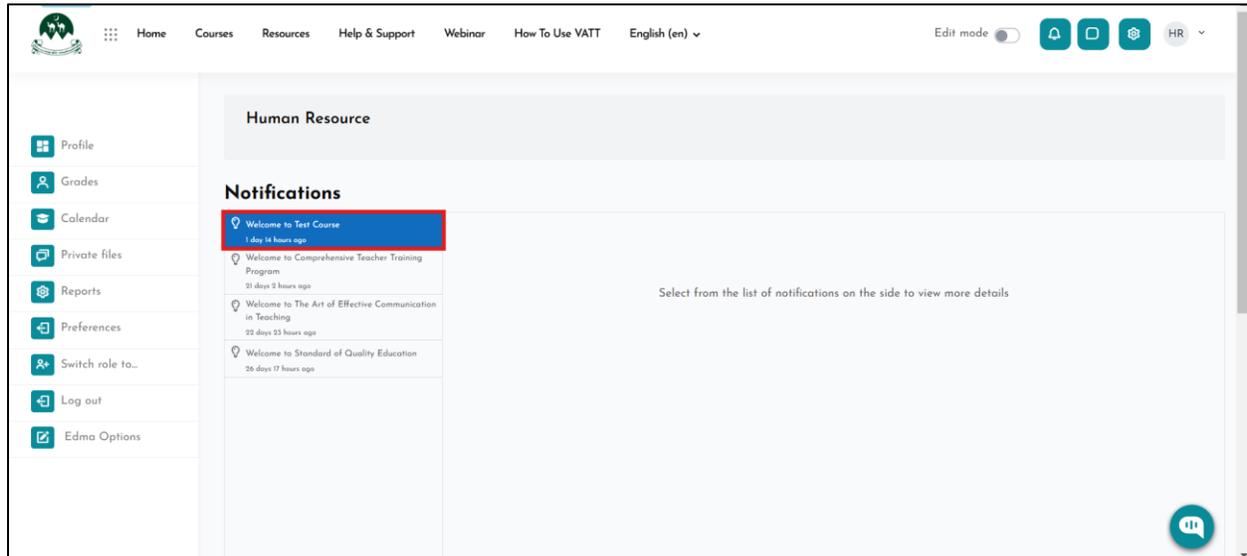


5. **Viewing Notification Details:** On the Notifications page, a list of all available notifications will appear on the left-hand side.

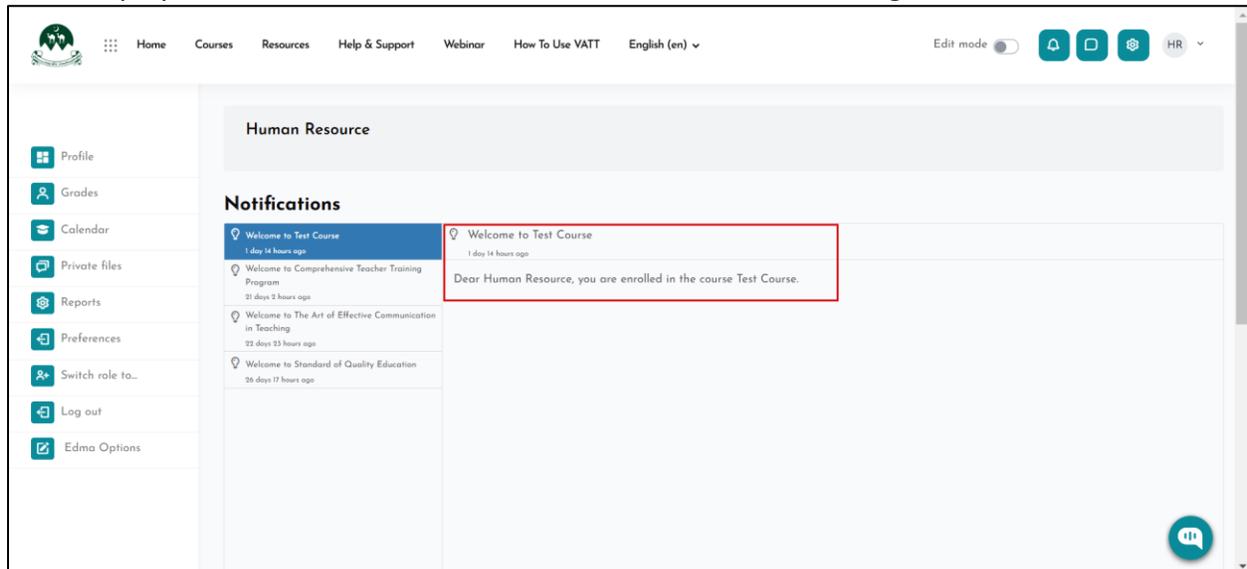




- **Detailed View:** Click on any notification to see its full details on the right-hand side of the page.



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

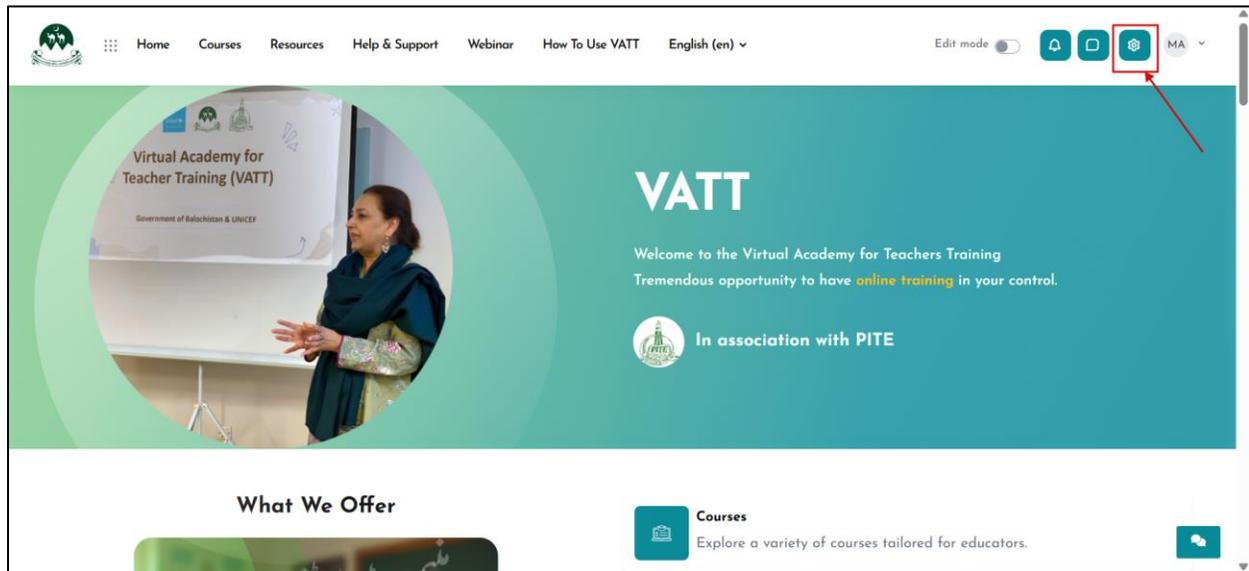


This feature ensures all essential details are readily available for users to stay informed about courses, updates, or system messages.



## 4. Navigating the Dashboard

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



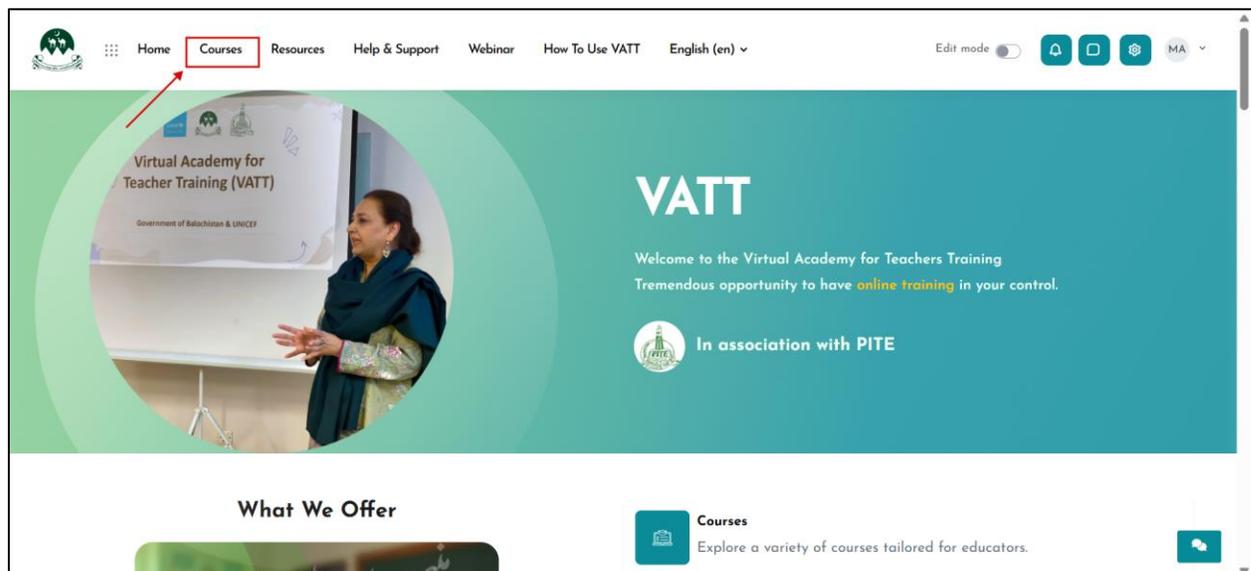
Use the navigation menu on the left to move between courses and features.

## 5. Enrolling in a Course

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

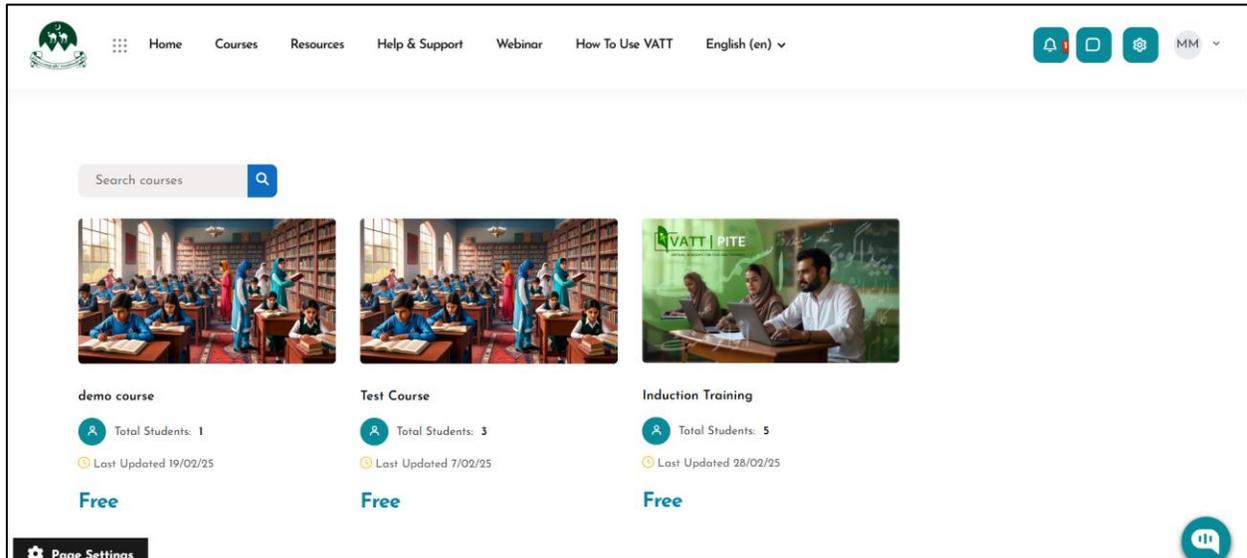
### 5.1. Browse All Courses

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

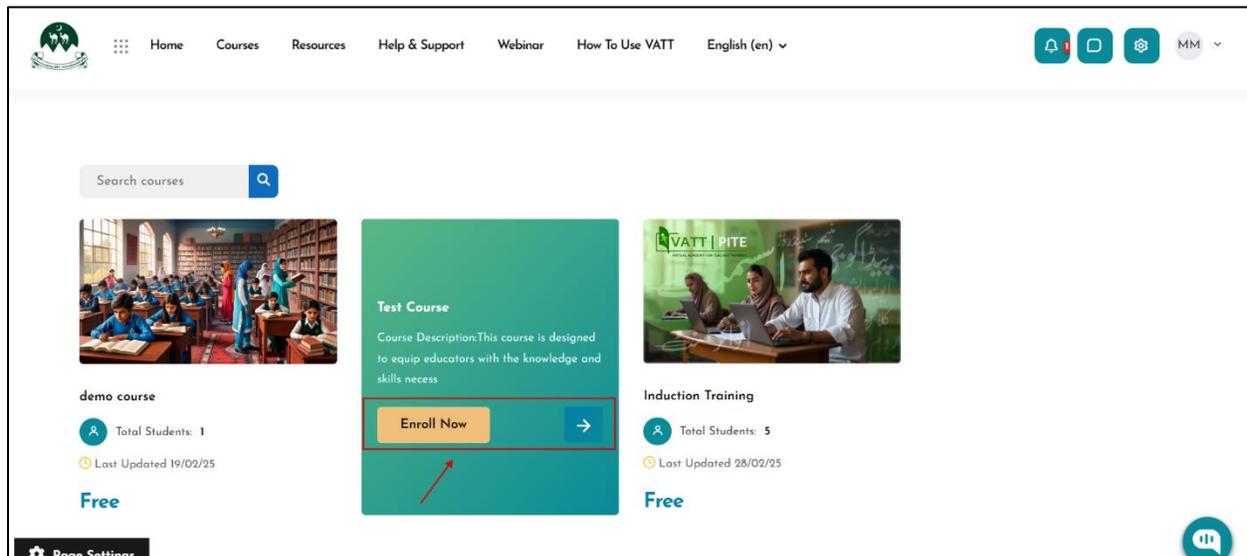




This will take you to the complete course list where you can explore and access your enrolled courses.

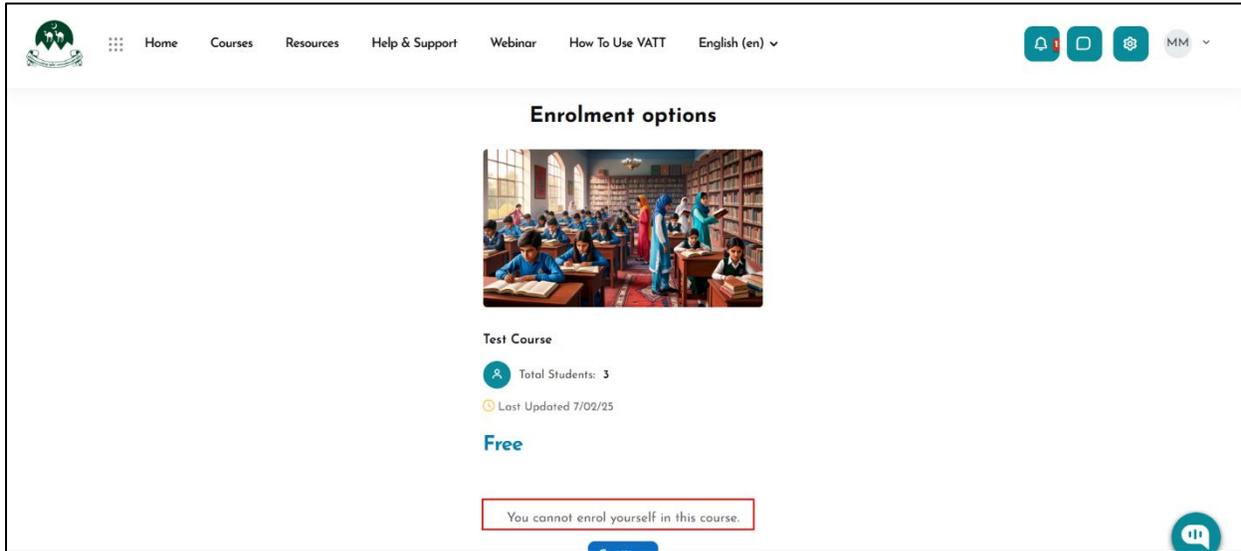


You can view the course details by clicking “Enroll Now” or “Arrow” button of respective course as shown below:

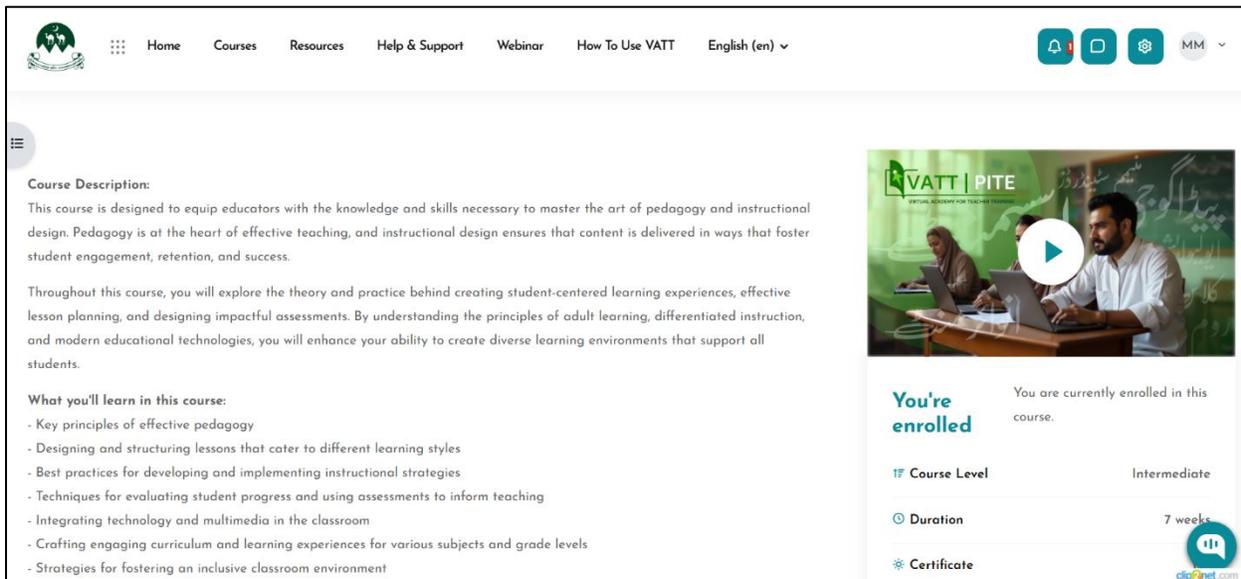




If the teacher is not enrolled to the selected course, they will not be able to access the course details as shown below:



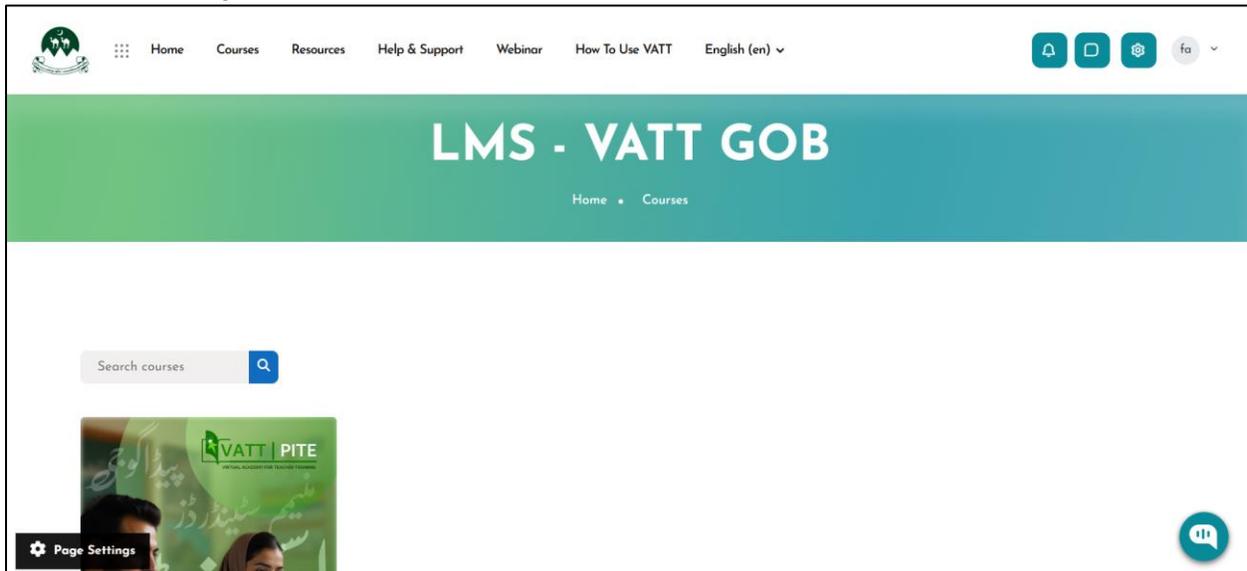
Upon accessing your enrolled course, you'll find a comprehensive learning dashboard. This area provides access to all course materials, organized into modules for easy navigation. You can engage with various learning tools including assignments, quizzes, and discussion forums, all within this central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



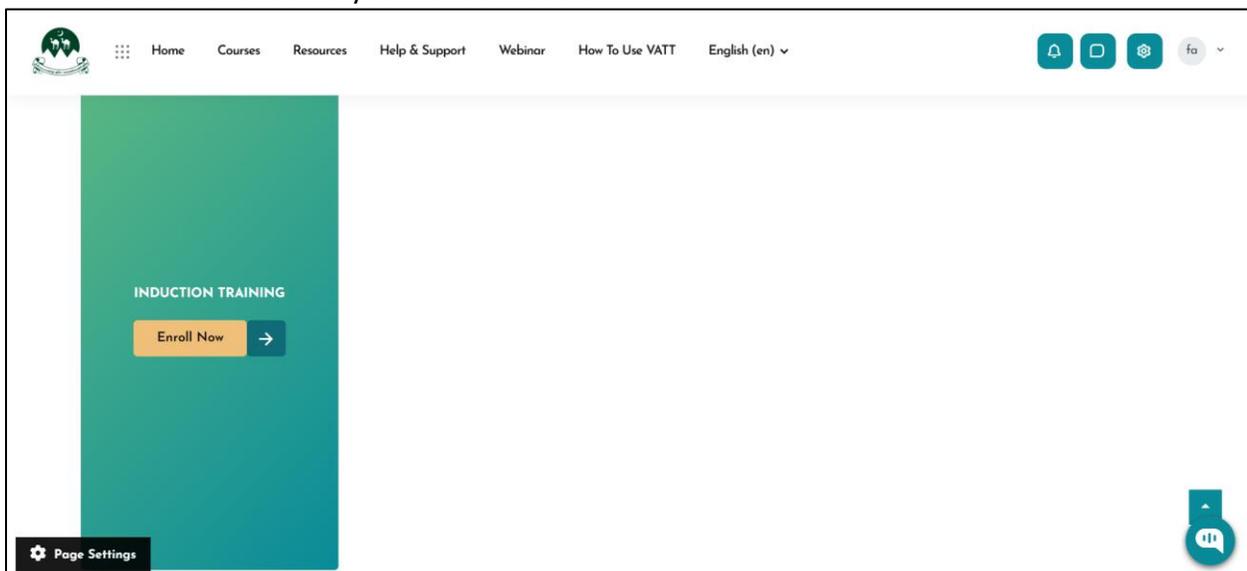


## 6. Accessing Course Materials

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

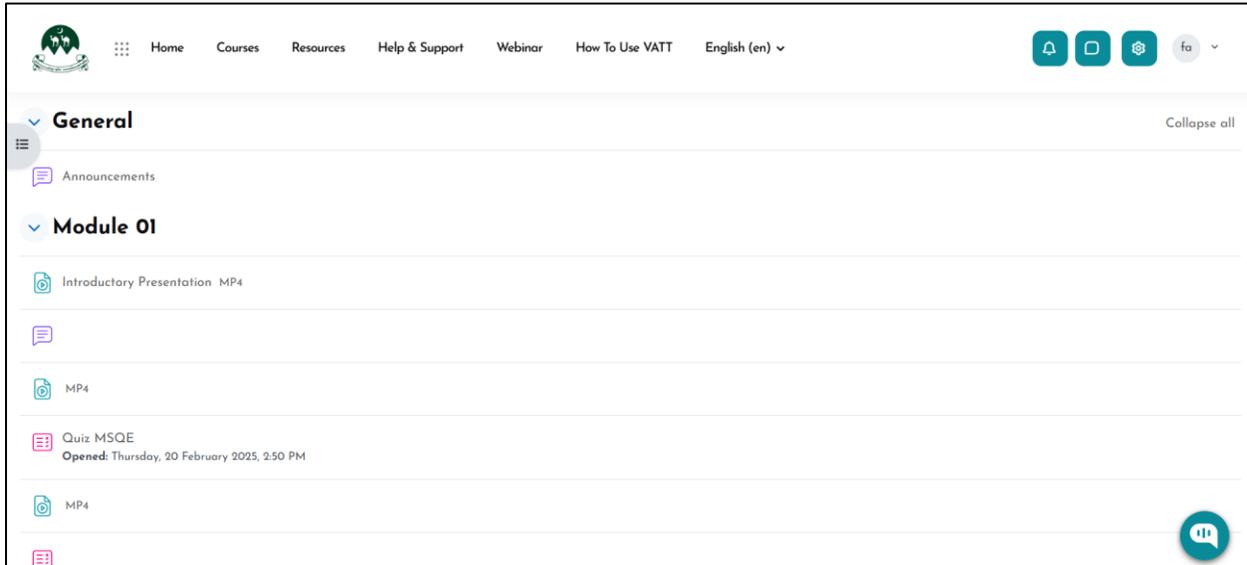


2. Click on the course you want to access.

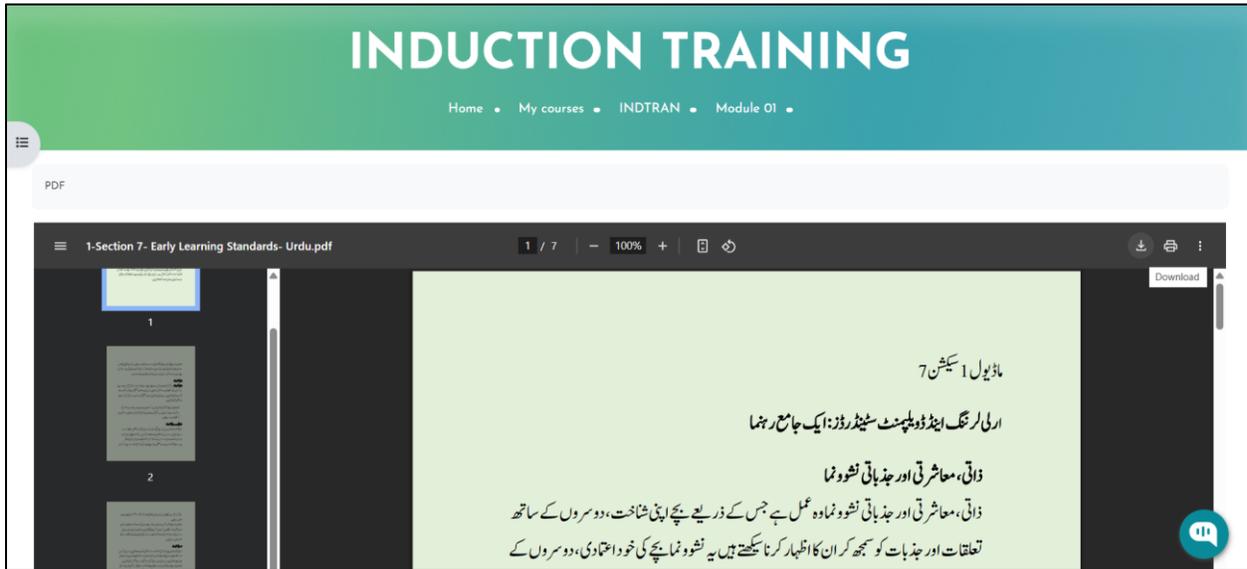




3. Navigate through the course sections to find lecture notes, presentations, and other resources.



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





## 7. Submitting Assignments

1. Inside your course, locate the assignment.

The screenshot shows the VATT course interface. The top navigation bar includes Home, Courses, Resources, Help & Support, Webinar, How To Use VATT, and English (en). The left sidebar shows a list of modules, with Module 06 selected. The main content area displays the following assignments:

- Module 05**
  - 1st Workshop
    - Submissions opened: Monday, 10 March 2025, 9:13 AM
    - Submissions close: Wednesday, 12 March 2025, 9:13 AM
- Module 06**
  - testing workshop
  - New Test Workshop
    - Submissions opened: Monday, 10 March 2025, 6:55 AM
  - test assign
    - Opened: Monday, 10 March 2025, 12:00 AM
    - Due: Monday, 17 March 2025, 12:00 AM

2. Click on the assignment you need to submit.

The screenshot shows the VATT course interface with the 'test assign' assignment selected. The main content area displays the following information:

# INDUCTION TRAINING

Home • My courses • INDTRAN • Module 06 • test assign

Opened: Monday, 10 March 2025, 12:00 AM  
Due: Monday, 17 March 2025, 12:00 AM

HomePage.pdf 10 March 2025, 11:52 AM

[Add submission](#)

### Submission status

Submission status	No submissions have been made yet
Grading status	Not graded



3. Read the instructions and check the due date.
4. Click **"Add submission"** and upload your file.

The screenshot displays the VATT interface for the 'INDUCTION TRAINING' course. The top navigation bar includes 'Home', 'Courses', 'Resources', 'Help & Support', 'Webinar', 'How To Use VATT', and 'English (en)'. The left sidebar shows a menu with 'General', 'Module 01' through 'Module 06', and '1st Workshop'. The main content area features a green header with 'INDUCTION TRAINING' and a breadcrumb trail: 'Home > My courses > INDTRAN > Module 06 > test assign > Edit submission'. Below the header, there is a section for 'Opened: Monday, 10 March 2025, 12:00 AM' and 'Due: Monday, 17 March 2025, 12:00 AM'. A file named 'HomePage.pdf' is listed with an upload time of '10 March 2025, 11:52 AM'. The 'Add submission' section is expanded, showing a file upload area with a 'Files' label and a maximum file size of 512 MB. A 'test assign' button is visible at the bottom left of the submission area.

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

This screenshot shows the 'Add submission' section of the VATT interface. The file upload area now displays a file named 'Sprint Repor...' with an 'XLS' icon. Below the upload area, there are 'Save changes' and 'Cancel' buttons. The rest of the interface, including the navigation menu and course information, remains the same as in the previous screenshot.



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

The screenshot shows the submission status for an assignment. The top navigation bar includes Home, Courses, Resources, Help & Support, Webinar, How To Use VATT, and English (en). The left sidebar lists various course components like Announcements, Module 01-06, and Workshops. The main content area shows a submission for 'HomePage.pdf' on 10 March 2025, 11:52 AM, with 'Edit submission' and 'Remove submission' buttons. Below this is a 'Submission status' table:

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 6 days 12 hours early
Last modified	Monday, 10 March 2025, 11:58 AM
File submissions	Sprint Report - Vatt Moodle.xlsx 10 March 2025, 11:58 AM
Submission comments	Comments (0)

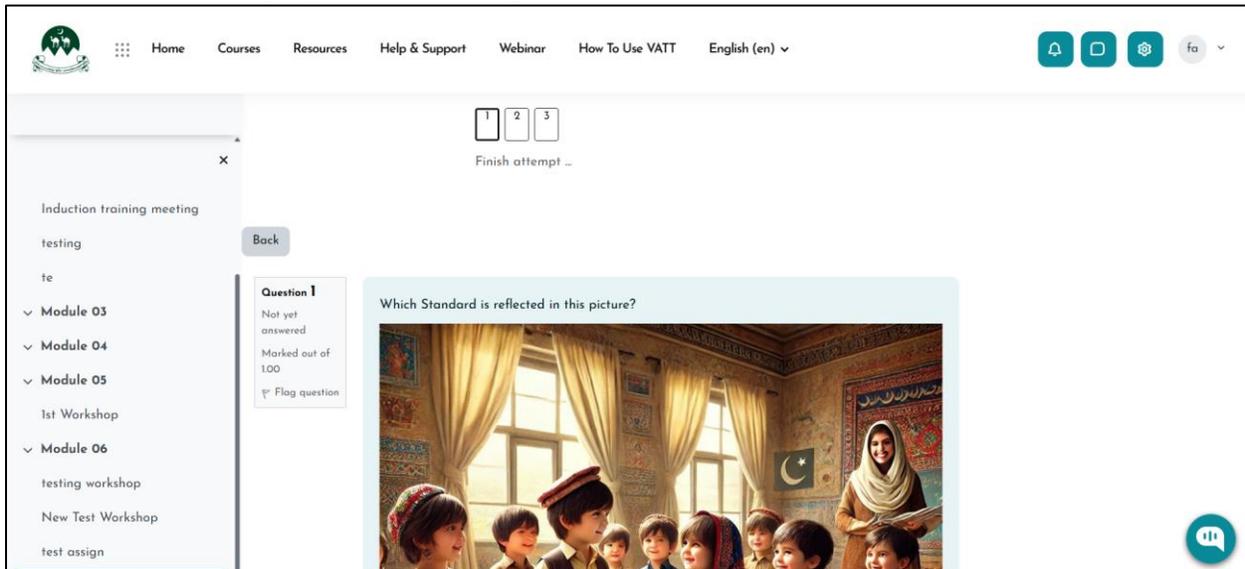
## 8. Attempting Quizzes

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

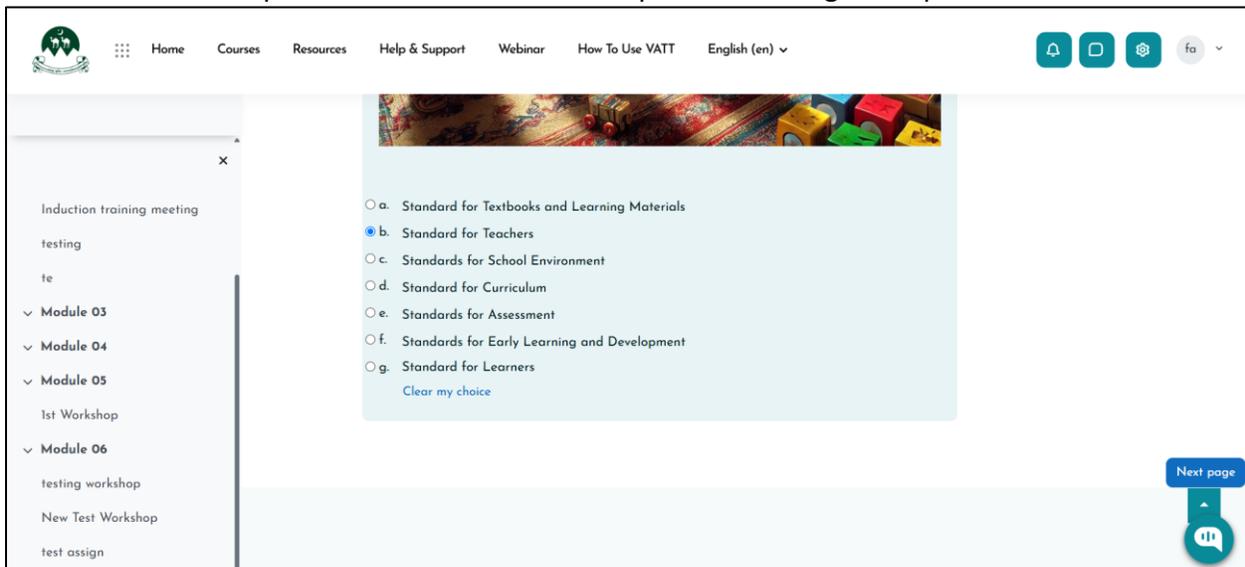
The screenshot shows the 'INDUCTION TRAINING' quiz page. The top navigation bar is the same as in the previous screenshot. The left sidebar is expanded to show 'test assign'. The main content area features a large green header with 'INDUCTION TRAINING' and a breadcrumb trail: Home > My courses > INDTRAN > Module 06 > test quiz. Below the header, it says 'Opened: Monday, 10 March 2025, 12:32 PM' and has an 'Attempt quiz' button. The grading method is listed as 'Highest grade'. At the bottom, there are links for 'VATT', 'Quick Links', 'Help Center', and 'Contact Us'.



3. Review any instructions or time limits provided.
4. Click **"Attempt quiz now"** to begin.

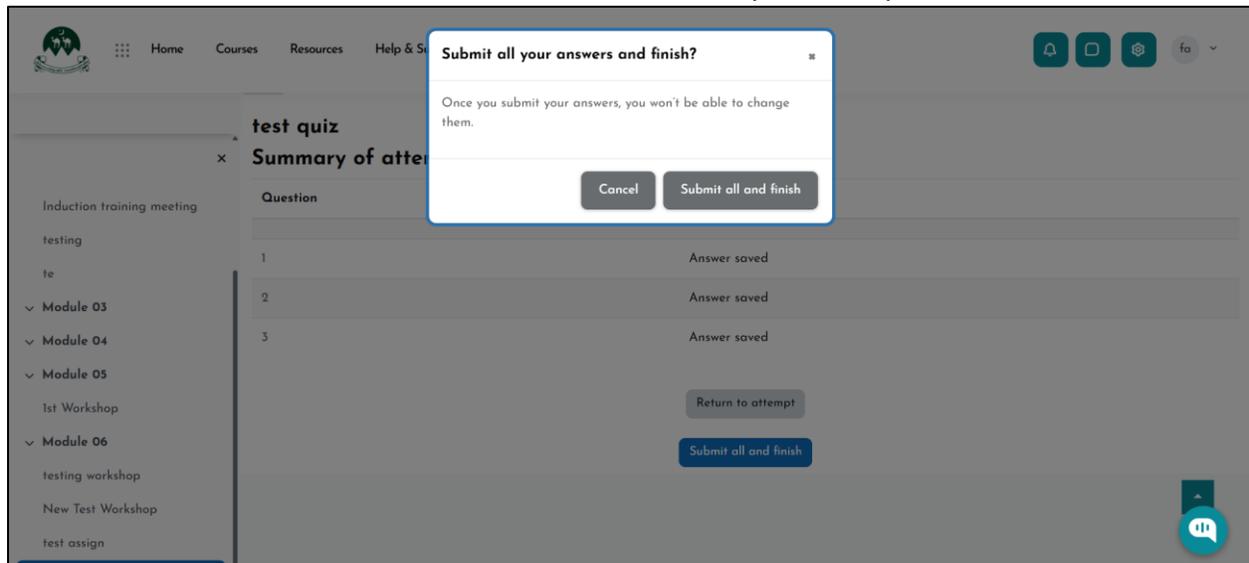


5. Answer the questions and click **"Next"** to proceed through the quiz.

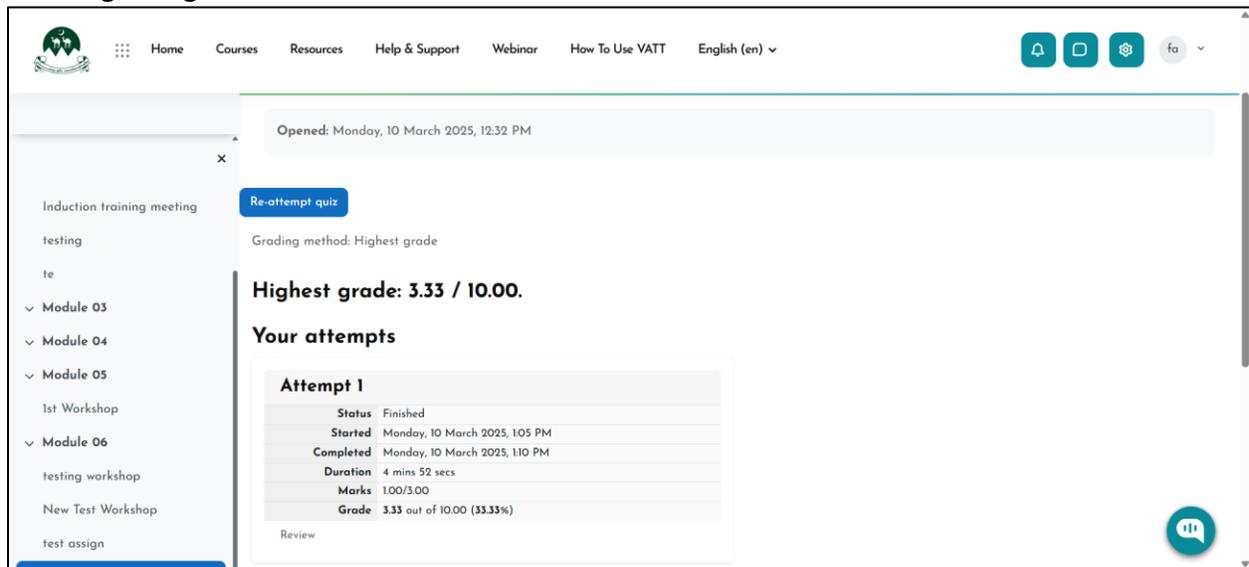




6. Once finished, click **"Submit all and finish"** to complete the quiz.



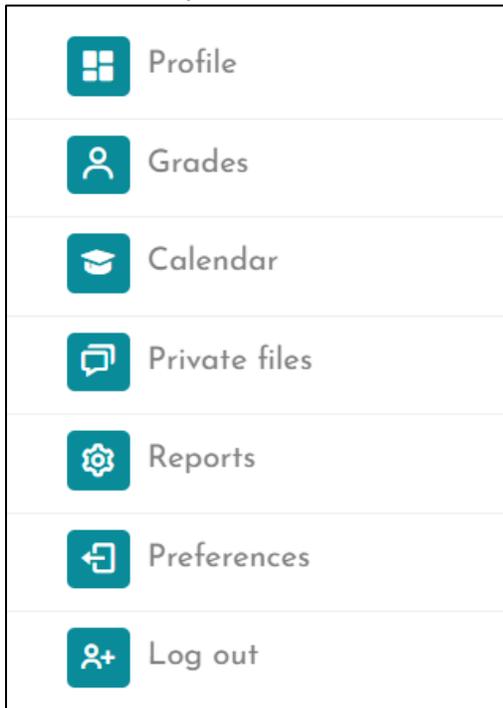
7. Depending on the settings, you may receive immediate feedback or need to wait for grading.



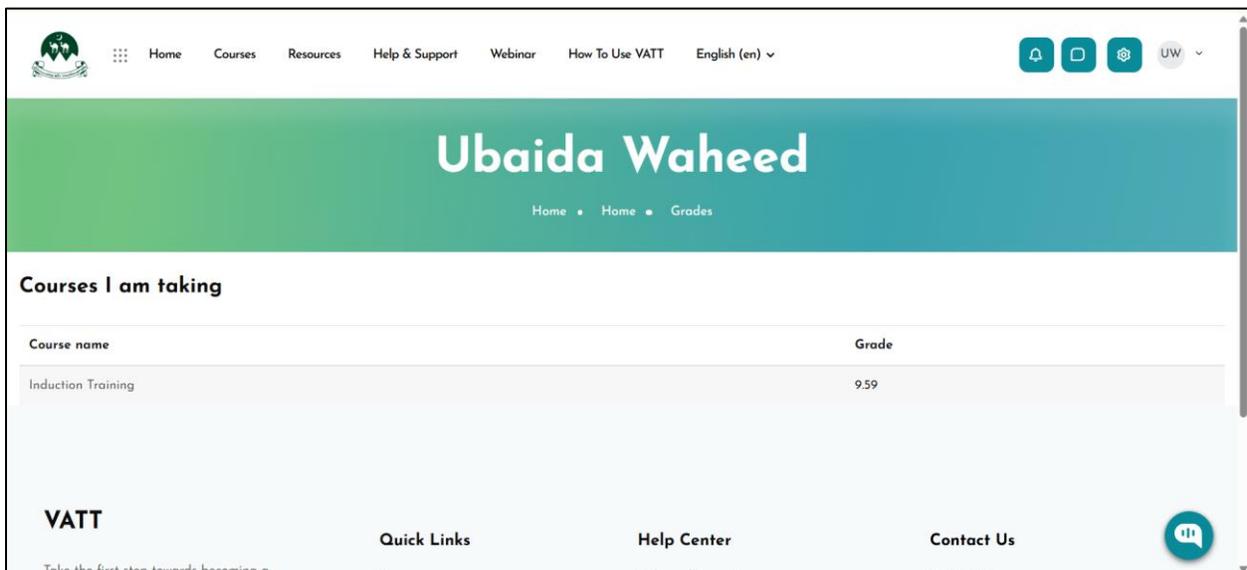


## 9. Viewing Grades

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



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



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.

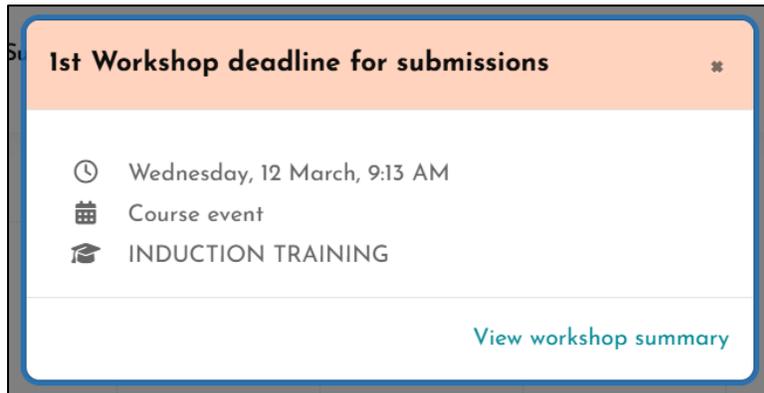
The screenshot shows the VATT user interface with the 'Calendar' section active. The top navigation bar includes 'Home', 'Courses', 'Resources', 'Help & Support', 'Webinar', 'How To Use VATT', and 'English (en)'. The main header is green with the word 'Calendar' in white. Below the header, there are filters for 'Month' (set to 'All courses') and a 'New event' button. The calendar grid shows 'March 2025' with dates from 1 to 9. To the right, an 'Events key' lists various event types with corresponding icons: Hide site events, Hide category events, Hide course events, Hide group events, Hide user events, and Hide other events.

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

The screenshot shows the VATT user interface with the 'Upcoming events' section active. The top navigation bar is the same as in the previous screenshot. The main header is white with the text 'Upcoming events' in bold. Below the header, there are filters for 'Upcoming events' and 'All courses', and a 'New event' button. The first event listed is 'Induction training meeting', which is highlighted in orange. It includes a clock icon, the time 'Today, 12:45 PM - 1:45 PM', a calendar icon, the category 'Course event', the title 'induction training', and the code 'INDUCTION TRAINING'. A 'Join Meeting' button is located at the bottom right of this event card. The second event listed is '1st Workshop deadline for submissions', also highlighted in orange, with a clock icon and the time 'Wednesday, 12 March, 9:13 AM'. The 'Events key' on the right side of the page is identical to the one in the previous screenshot.



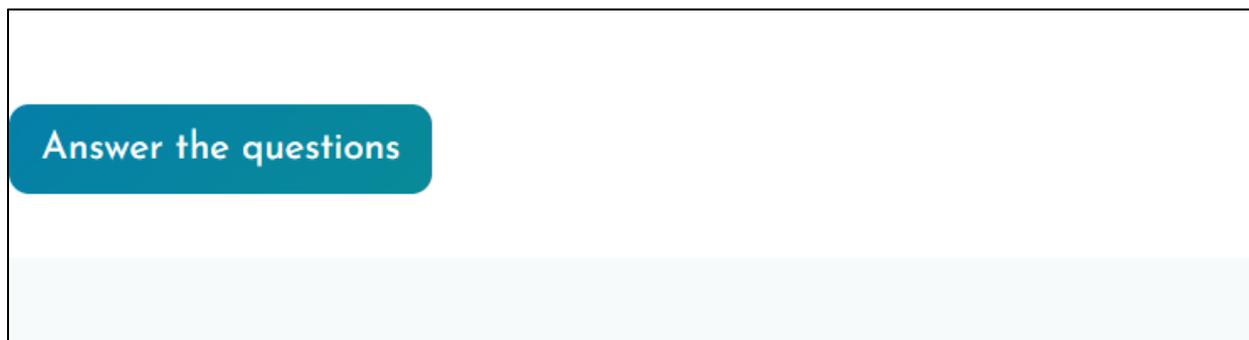
3. You can also click on individual courses and check for announcements or due dates in the course overview.



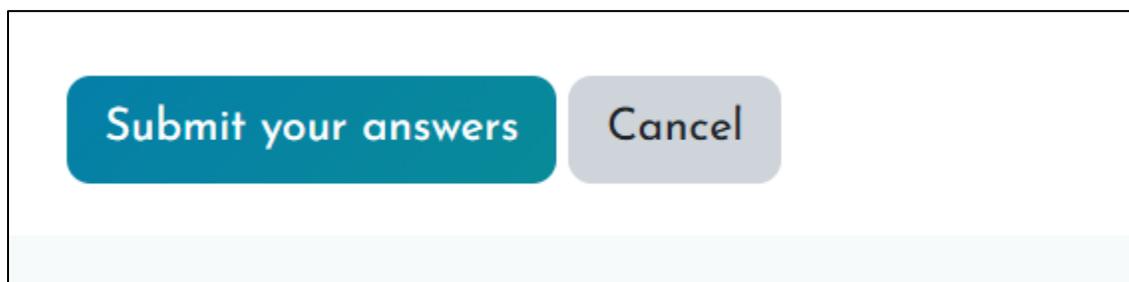
Keeping track of deadlines ensures you never miss an important submission or assessment.

## 11. Survey Activity

- Click on Feedback or survey activity
- Click on **“Answer the Questions”**



- 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

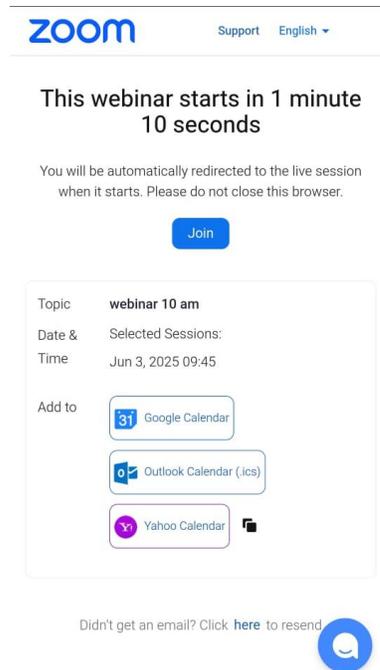
- Navigate to your “**Training and Schedule**” where the webinar appeared.
- Click on the **Webinar** title and you are redirected to new page.

### 2. Joining the Webinar

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

The screenshot shows the Zoom mobile app interface for a webinar registration. At the top, the Zoom logo is on the left, and 'Support' and 'English' with a dropdown arrow are on the right. Below this, the title 'webinar 10 am' is displayed. Underneath, the date and time 'Jun 3, 2025 09:45 in Asia/Karachi' are shown. The main section is titled 'Webinar Registration' and contains three input fields: 'First Name\*' with the value 'Muhammad', 'Last Name\*' with the value 'Ali', and 'Email Address\*' with the value 'muhammad.ali2@inara.pk'. Below the fields, a disclaimer states: '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.' At the bottom, it says 'Webinar starts in 2:20' next to a circular timer icon. A large blue button labeled 'Register and Join' is positioned below the disclaimer. At the very bottom, there are three small navigation icons: a square, a circle, and a triangle.

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



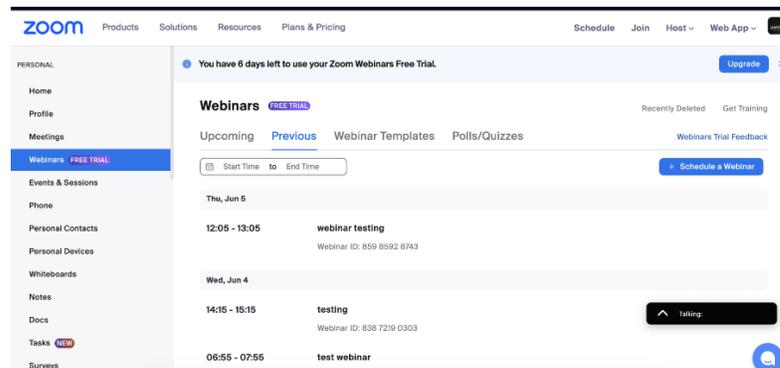
- Click on “**Join**” and you will enter the Zoom client or browser interface as a **view-only attendee**.

### 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:

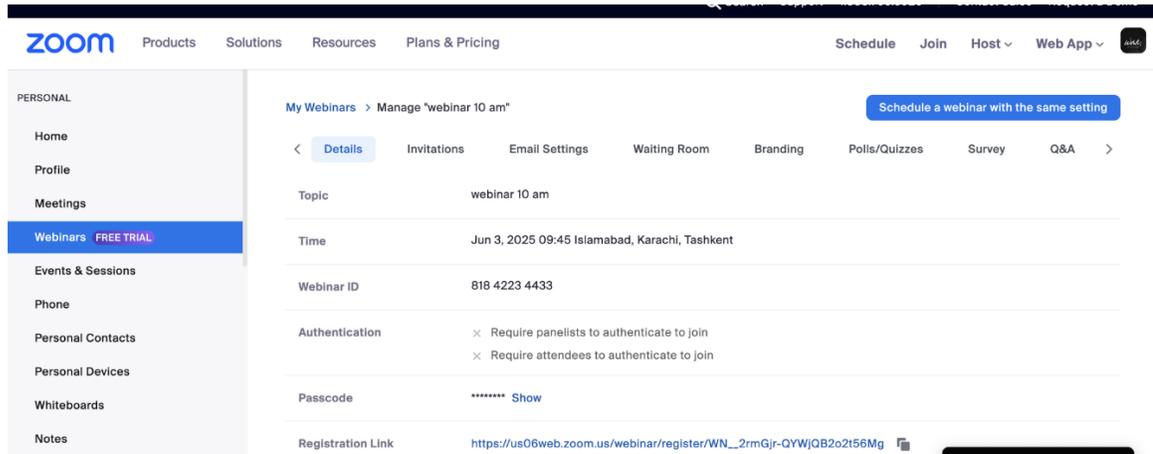
- User can see the list of webinars



### 5. Webinar Details:

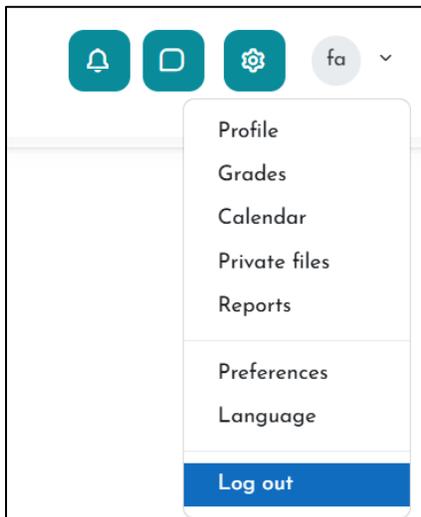


- After clicking on specific webinar, the details of webinar get open



### 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.