



USER MANUAL

For

POST GRADUATE DIPLOMA IN AGRICULTURAL EXTENSION MANAGEMENT
(PGDAEM) ON MOOCs

National Institute of Agricultural Extension Management

Rajendranagar, Hyderabad – 500 040, Telangana, India

User Manual

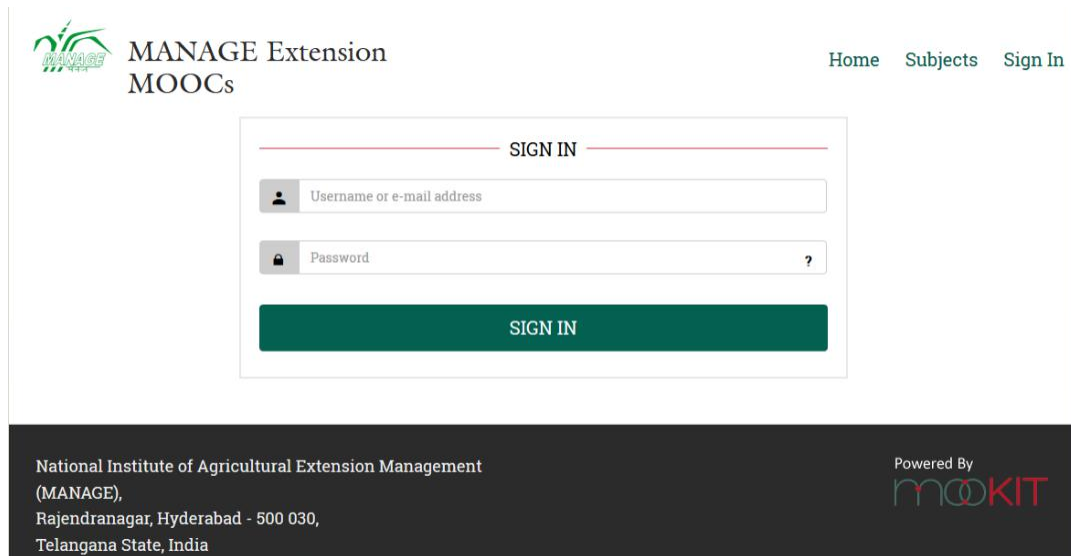
1. Open any browser and type URL: www.managemoocs.in



2. Click on PGDAEM Course
3. The following screen will be displayed



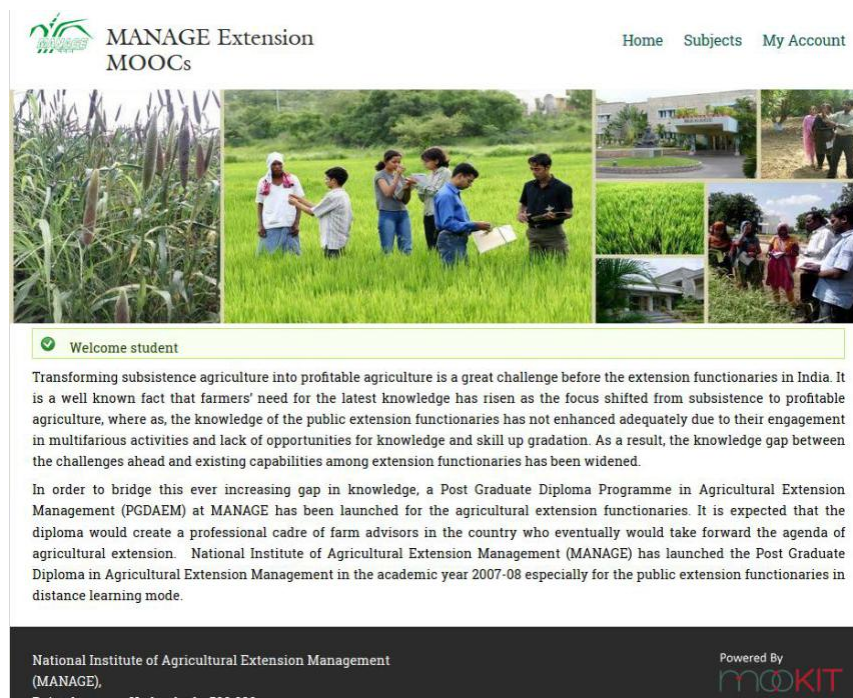
4. Click on Sign In button



The screenshot shows the 'MANAGE Extension MOOCs' website. At the top left is the MANAGE logo. To its right is the text 'MANAGE Extension MOOCs'. On the top right are links for 'Home', 'Subjects', and 'Sign In'. In the center is a 'SIGN IN' form with two input fields: 'Username or e-mail address' and 'Password'. Below the fields is a green 'SIGN IN' button. At the bottom of the page, there is a dark footer containing the text: 'National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad - 500 030, Telangana State, India' and 'Powered By mookIT'.


5. Enter Username and Password

6. Click on Sign In Button then the following window will display



The screenshot shows the 'MANAGE Extension MOOCs' website after a successful login. At the top left is the MANAGE logo. To its right is the text 'MANAGE Extension MOOCs'. On the top right are links for 'Home', 'Subjects', and 'My Account'. Below the header is a collage of six images: a corn field, a group of people in a field, a building, a person in a field, a group of people in a field, and a person in a field. Below the collage is a green banner with a checkmark icon and the text 'Welcome student'. Below the banner is a paragraph of text: 'Transforming subsistence agriculture into profitable agriculture is a great challenge before the extension functionaries in India. It is a well known fact that farmers' need for the latest knowledge has risen as the focus shifted from subsistence to profitable agriculture, where as, the knowledge of the public extension functionaries has not enhanced adequately due to their engagement in multifarious activities and lack of opportunities for knowledge and skill up gradation. As a result, the knowledge gap between the challenges ahead and existing capabilities among extension functionaries has been widened. In order to bridge this ever increasing gap in knowledge, a Post Graduate Diploma Programme in Agricultural Extension Management (PGDAEM) at MANAGE has been launched for the agricultural extension functionaries. It is expected that the diploma would create a professional cadre of farm advisors in the country who eventually would take forward the agenda of agricultural extension. National Institute of Agricultural Extension Management (MANAGE) has launched the Post Graduate Diploma in Agricultural Extension Management in the academic year 2007-08 especially for the public extension functionaries in distance learning mode.' At the bottom of the page, there is a dark footer containing the text: 'National Institute of Agricultural Extension Management (MANAGE), Rajendranagar, Hyderabad - 500 030' and 'Powered By mookIT'.

7. Click on Subjects

 MANAGE Extension MOOCs [Home](#) [Subjects](#) [My Account](#)

Subjects

Semester 1


101: Introduction to Agriculture Extension 102: Communication of Agricultural 103: Principles and Practices of Extension


104: Participatory Approaches in 105: Research Methods in Agricultural

Semester 2

201: Market led Extension 202: Agri-Business and Entrepreneurship 203: Project Management in Agriculture

8. Click on any one of the subjects

 MANAGE Extension MOOCs [Home](#) [Subjects](#) [My Account](#)



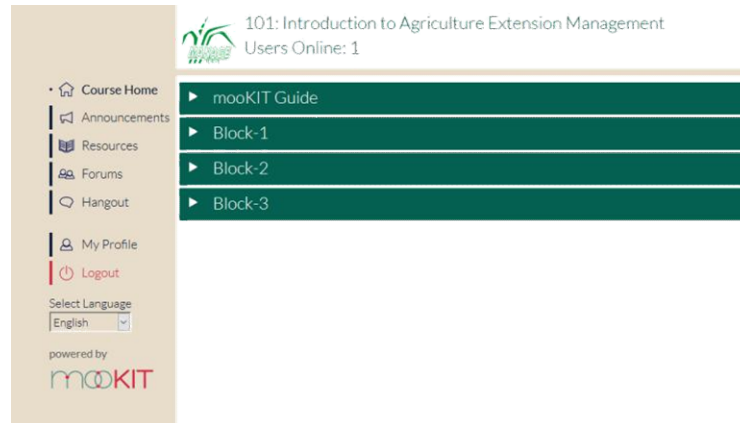
Course 101: Introduction to Agriculture Extension Management

mockIT - how to take the course

Access Course

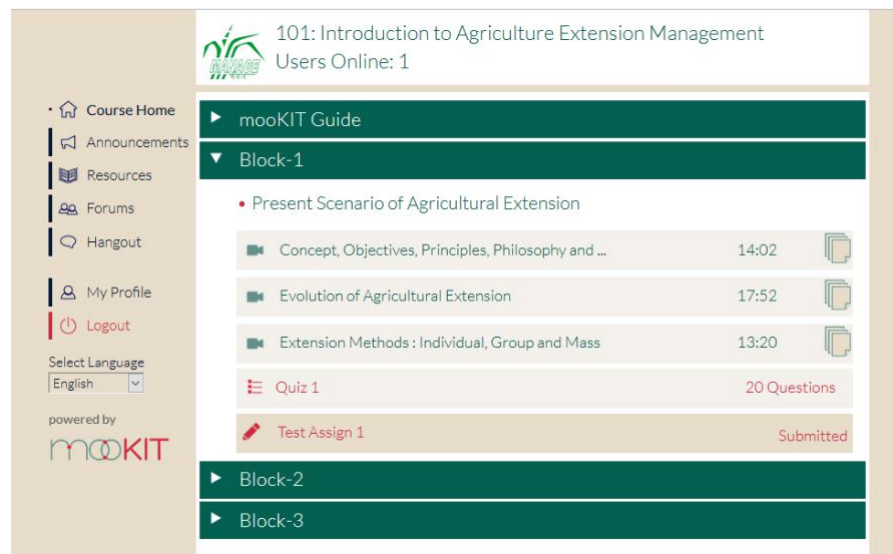
Deregister

9. Click on Access Course. It will display Content Block/Week wise.

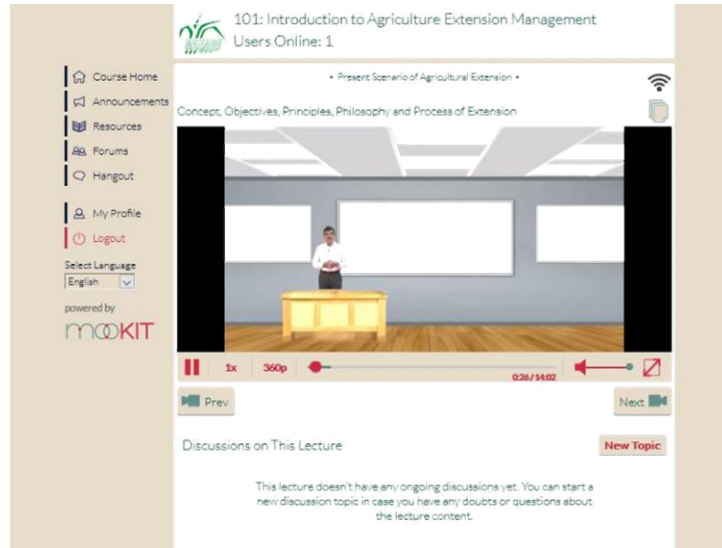



10. Click on mooKIT it will give the demo on how to access Subject

11. Click on Block. It will display the Subject lectures with material (like pdf,ppt video).



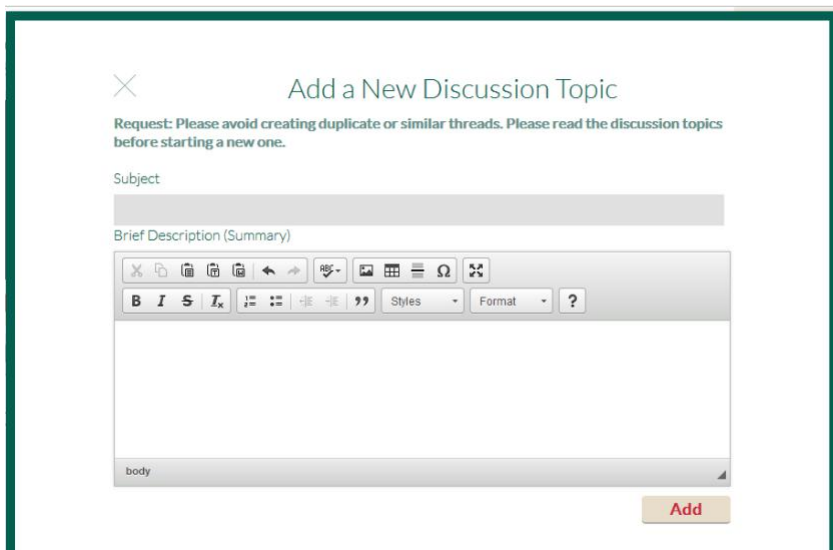
12. Click on any of the lecture in the Block. It will display the video and material



13. Click on  icon it will display the subject Resources files (pdf,ppt)



14. If you have any Quires on topic Click on New Topic. Enter the Subject and Brief Description then click on add



Announcements Details:

15. Click on Announcements, if any announcements are there regarding the subject it will display



Resources Details:

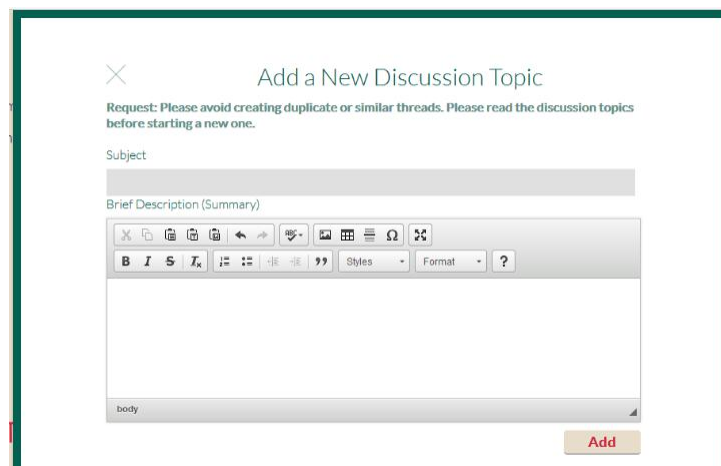
16. Click on Resources, if any Resources are there regarding the subject it will display



17. Click on Forums then you will see the all forums regarding the subject (like General Discussions, Lectures & Assignments and Subscribed)



18. If you want add a new forum Click on the New topic

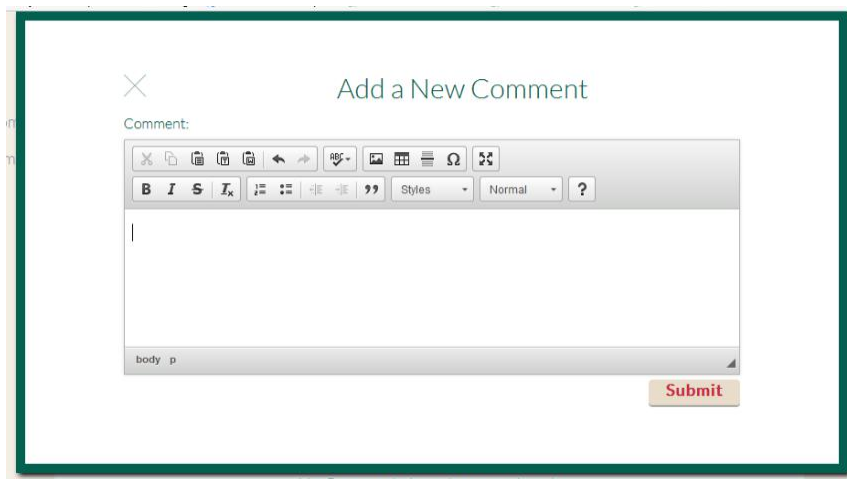


19. Enter the Subject and description then click on Add button.

19. Click any one of the forum, then you will get who submitted , when posted details



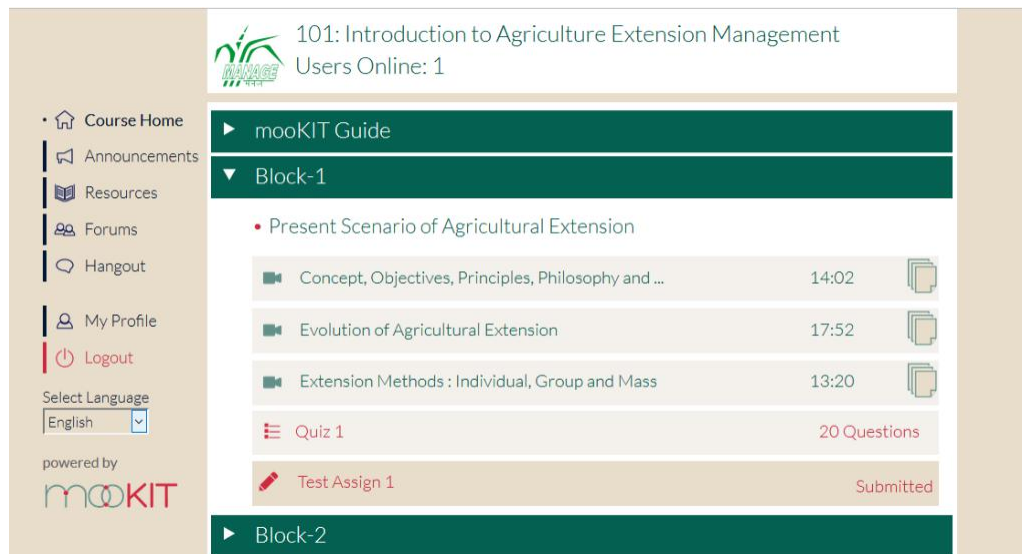
20. If you want subscribe the particular topic the click on Subscribe button.
21. If you want give replay just click on Post Response Button.



22. Enter the Comment then click on Submit Button.

Accessing the Quiz:

1. Click on any one of the Block/week then it will display the QUIZ



2. Click on the QUIZ
3. It will display the instructions to be followed during the Quiz

101: Introduction to Agriculture Extension Management
Users Online: 1

Quiz 1
Submission Deadline:
12/1/2017 10:26

Instructions

Max Score : 100
Timed: No

-All questions are compulsory
-Questions may have more than one correct options, mark all the options to get full credit for the question

Quiz Opens:
* Quiz can be taken after the deadline but the score will not be counted.

4. Then Click on Take Quiz Button

101: Introduction to Agriculture Extension Management
Users Online: 1

Submission Deadline: 12/1/2017 11:59

Quiz 2 Max Score : 100

Q.1 Basket approach in extension means

- ☐ Scientific options in agricultural production process
- ☐ Income options in agricultural production process
- ☐ Policy options in agricultural production process
- ☐ Technological options in agricultural production process

Q.2 Training and Visit (T & V) System of Agricultural Extension means

- ☐ Train farmers during the visit
- ☐ Get trained during visit to Agricultural department
- ☐ Get trained and then visit farmers to train them

5. Choose appropriate option from multiple choices as your answer
6. Keep saving in between to store your answers
7. Finally click the save button to store all your answers.
8. If you want submit the QUIZ Click on Submit button. (Note: After Clicking the Submit button, your QUIZ Submission is completed and you will not be able to modify your quiz anymore)

Accessing the Assignments:

1. Click on any one of the Block/Week then it will display the assignments details

101: Introduction to Agriculture Extension Management
Users Online: 1

- Course Home
- Announcements
- Resources
- Forums
- Hangout
- My Profile
- Logout
- Select Language: English

powered by moKIT

► mooKIT Guide

▼ Block-1

- Present Scenario of Agricultural Extension
 - Concept, Objectives, Principles, Philosophy and ... 14:02
 - Evolution of Agricultural Extension 17:52
 - Extension Methods : Individual, Group and Mass 13:20
- Quiz 1 20 Questions
- Test Assign 1 Submitted

► Block-2

2. Click on Assignment. Then it will display the assignment details and documents also

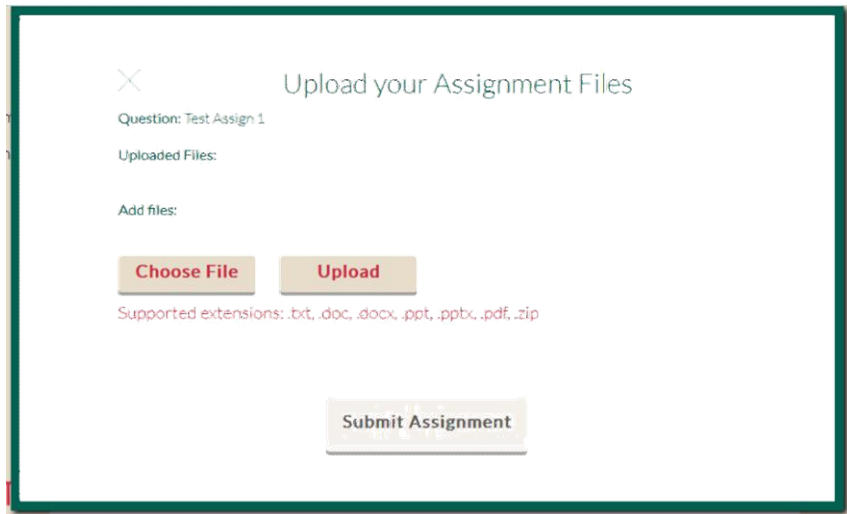
101: Introduction to Agriculture Extension Management
Users Online: 1

Test Assign 1
Last Submission Date: 5/1/2017 12:00

Instructions
Test Assign 1
Test 1 test1.docx

Submit

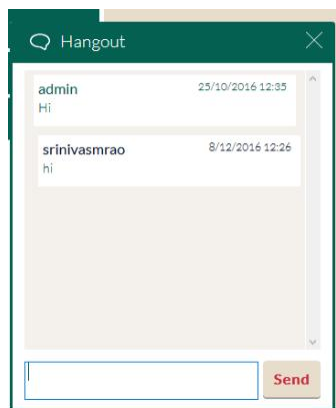
3. Click on Submit Button



4. Click on Choose file. Then Select the file from your computer. Then click on Upload button.
5. Click on Submit Assignment Button

Chatting Details:


1. Click on Hangout Button




2. Type the information what you required then click on send button

Changing the Profile:


1. Click on the Profile Button, it will display the Activities(Videos details, Topics Created, Forums Details, Comments posted)


101: Introduction to Agriculture Extension Management
Users Online: 1

- Course Home
- Announcements
- Resources
- Forums
- Hangout
- My Profile
- Logout
- Select Language
English

powered by


Profile



student
Student

Details

Name: Student
Member for: 5 months
Gender: Not Disclosed
Age Group: 21-25
Qualification: Under Graduate
Country: Uttar Pradesh

[Edit Profile](#)

Activities

Video access	
Videos watched	3
Videos watching	18
Slide downloads	14
Forum topics created	0
Total comments posted	0


Topics Created

You have not created any forum topics yet.

Topics Contributed To

You have not contributed to any ongoing discussions.

2. If you want edit your profile click on Edit Profile Button


MANAGE Extension
MOOCs

[Home](#)
[Subjects](#)
[My Account](#)

[View](#)
[Edit](#)

Picture

Upload picture

No file selected.

Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.

Full Name

Current password

Enter your current password to change the *E-mail address* or *Password*. [Request new password.](#)

E-mail address *

3. After editing your details Click on Save Button.

National Institute of Agricultural Extension Management

(An Organization of the Ministry of Agriculture, Govt. of India)

Rajendranagar, Hyderabad - 500 030, India

GUIDELINES FOR PGDAEM MOOCs ONLINE EXAMINATION QF SEMESTER-I

1. There is no separate examination centre. You may plan to take the exam at a location that is convenient to you.
2. Try to choose a suitable place with no disturbance for 40 minutes to take your examination.
3. Examination will be open for 24 hrs. for each course. The timing will be as per the Indian Standard Time (IST) which is +5 hrs. 30 mins. GMT i.e. **IST- 06.00 a.m. to 06.00 a.m.next day(24.00 hours.)**The candidate may take the exam at any convenient time, within that 24 hrs. (refer the examination schedule)
4. Make sure you have uninterrupted internet connection during the exam .
5. Ensure uninterrupted power supply during exam. If possible you can use laptop to ensure the power supply.
6. Please use latest Google Chrome browser for taking examination.
7. Shut down all other windows, all instant messaging tools and email programs as they can conflict with your website - exam related communication.
8. Do not resize (minimize) the browser during the exam.
9. The exam must be completed in one sitting. You can only open it once.
10. There will be 50 questions of objective type with multiple choice. Once you start the exam, you will have 40 minutes to complete it.
11. Do not refer any book, consult any friend for completion of the exam. We trust that you will maintain the sanctity of an examination by not resorting to any unethical practices.
12. **Never click the Back button** on the browser. This will take you out of the exam.Opening a new tab or trying to print the screen will take you out of the exam.
13. Click the SAVE button to save your exam and SUBMIT button to submit it.
14. Please note that your exam will be auto submitted once the scheduled time is over.
15. No negative marks for unanswered/wrong answer.
16. In case of network interruptions, you can Resume the quiz from where you have stopped.
17. The key release (for 101 to 105 courses) will be made available only on completion of all the exams. Candidates can access the answer key from the MANAGE website.

In case of any , difficulty, kindly contact: 040-24594539 (for course related queries) and Mr.Prasad, Mobile No.9700938099 (for technical 'issues)..