

# **USER MANUAL**

For

POST GRADUATE DIPLOMA IN AGRI-WAREHOUSING MANAGEMENT (PGDAWM)

ON MOOCS

# National Institute of Agricultural Extension Management

Rajendranagar, Hyderabad – 500 040, Telangana, India

#### **User Manual**

#### 1. Open any browser and type URL: <a href="https://pgdawm.managemoocs.in/">https://pgdawm.managemoocs.in/</a>



#### 2. Click on Sign In button (Right of the top)



The changing agricultural scenario of the country has encouraged expansion of agri-warehousing sector with the focus on organized agri-warehousing, the participation of private players and introduction of state-of-the-art technology. Warehousing sector is also becoming important for its role in an environment marked by emergence of concepts like forwarding and futures market, organized retail, efficiently integrated supply chain, National Agricultural Market and the possibility of warehouses to operate as Mandies. The growing warehousing industry has created huge opportunities for technically qualified manpower with the ability to manage different aspects of warehousing such as logistics, supply chains, inventory management, collateral management, etc.

Against this backdrop, an online **Post Graduate Diploma in Agri-warehousing Management, PGDAWM-MOOCs** has been launched by the **National Institute of Agricultural Extension Management (MANAGE)**, for graduates who aspire to enrich their knowledge in Agri-warehousing Management.

The course envisages to equip the candidates enrolled in **PGDAWM-MOOCs** with requisite knowledge and skills required for efficient and effective management of agri-warehouses. The overall objective of the Course is to create a pool of warehouse professionals with capacity to manage agri-warehouse efficiently and to help them have latest knowledge and understanding of related aspects like inventory, logistics and collateral management. 3. The following screen will be displayed



- 4. Enter Username and Password
- 5. Click on Sign In Button then the following window will display.

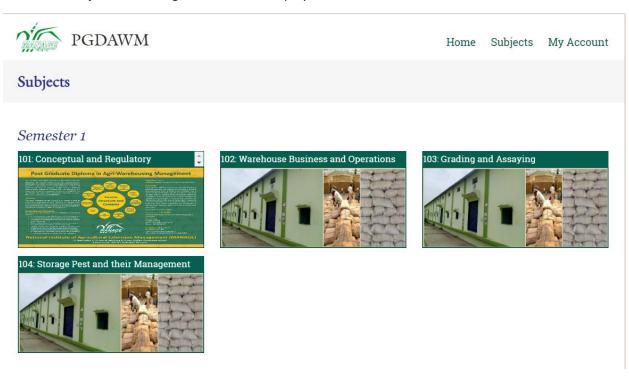


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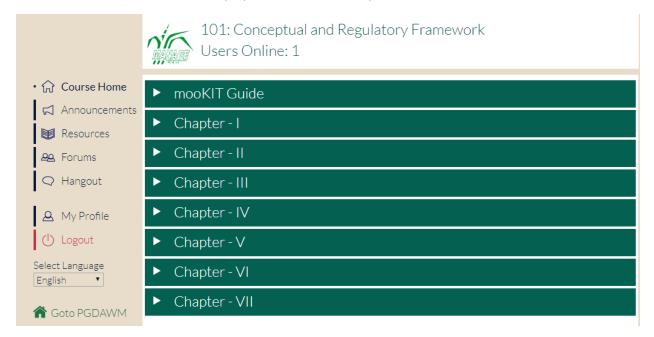
6. Click on Subjects, following screen will be displayed



7. Click on any one of the subjects (*Access will be provided as per the date provided in program schedule*)



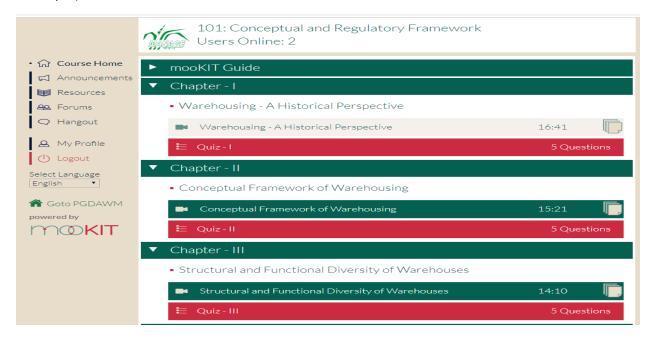
## 8. Click on Access Course. It will display mooKIT Guide/ Chapters/ Course home



## 9. Click on mooKIT it will give the demo on how to access and go through the course content

	101: Conceptual and Regulatory Framework Users Online: 1	
・ ① Course Home	<ul> <li>mooKIT Guide</li> <li>How to use mooKIT</li> </ul>	
Resources	<ul> <li>How to ask a Question?</li> </ul>	0:41
<ul> <li>Hangout</li> <li>My Profile</li> </ul>	<ul><li>How to reply to a Question?</li><li>What is an Announcement?</li></ul>	0:27
Logout Select Language	How to access the resource section?	0:25
English ▼ 중 Goto PGDAWM	How to use Forums?	0:52
powered by	What is a Profile page?	0:30

10. Click on chapters. It will display the Subject lectures with material (like video, Reading material, ppt, small quiz).



11. Click on any of the chapter. It will display the video and reading materials



12. Click on \_\_\_\_\_\_, icon it will display the subject reading materials (write up and presentation)

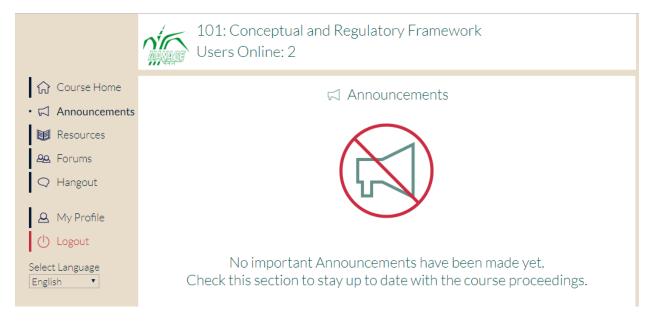
×	Available Resources Conceptual Framework of Warehousing	
2. Conceptual Fran	mework of Warehousing.pdf	
2. Conceptual Fran	mework of Warehousing,pptx	
Select Language English ▼	Varehousing Development and Regulatory Authority New Dethi	
☆ Goto PGDAWM	Individual individual de Constante Researce entre de Constante de Cons	
	it is the second s	nokit

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

$\times$	Add a New Discussion Topic
Request: Please Subject	avoid creating duplicate or similar threads. Please read the discussion topics before starting a new one.
Brief Descriptior	(Summary)
B I <del>S</del> 1	T <sub>x</sub> ] ≟≡ t = i = i = 99 Styles → Format → ?
	4
	Add

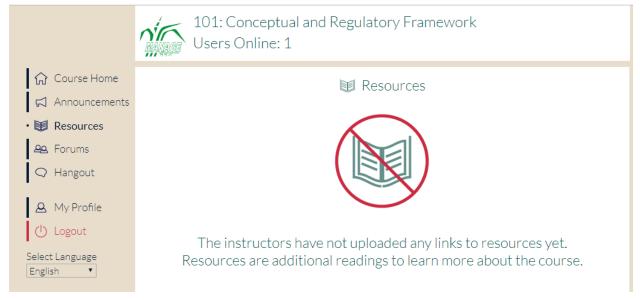
#### **Announcements Details:**

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



#### **Resources Details:**

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



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

	101: Conceptual and Regulatory Framework Users Online: 1			
☆ Course Home	A& Forums			
Announcements	Subscribed			
Resources				
• 🕰 Forums	Search Q + New Topic			
📿 Hangout				
A My Profile	No Topics in General Discussion.			
() Logout				
Select Language English 🔻				

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

Add a New Discussion Topic Request: Please avoid creating duplicate or similar threads. Please read the discussion topics before starting a new one. Subject Brief Description (Summary) B I S I_k F = := + + F ) Styles - Format - ?
Subject Brief Description (Summary) X     C     C     X
Brief Description (Summary)
B I 5   I <sub>x</sub> ]= :=  - E   99 Styles → Format → ?
Add

18. 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

	101: Conceptual and Regulatory Framework Users Online: 1	
Course Home	< Go Back to Forums	
<ul> <li>Resources</li> <li>Resources</li> <li>Forums</li> <li>Hangout</li> </ul>	PGDAWM student PGDAWM	Posted on 27/12/2018 11:54 No Likes
A My Profile		tlike ✓ Edit
Select Larguage English 🔻	★ Unsubscribe Responses:	Nost Response

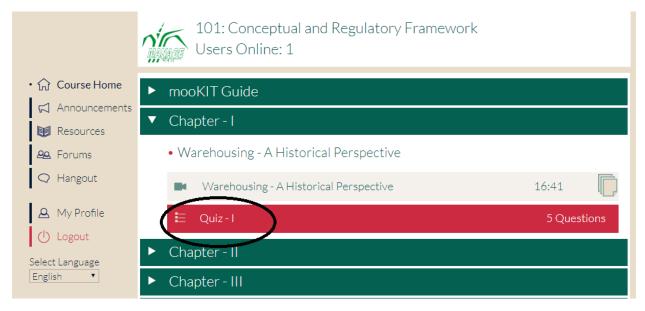
- 20. If you want subscribe the particular topic, click on Subscribe button
- 21. If you want to give replay just click on Post Response Button

$\times$	Add a New Comment	
Comment:		
	Subm	it

22. Enter the Comment then click on Submit Button.

### Accessing the Quiz:

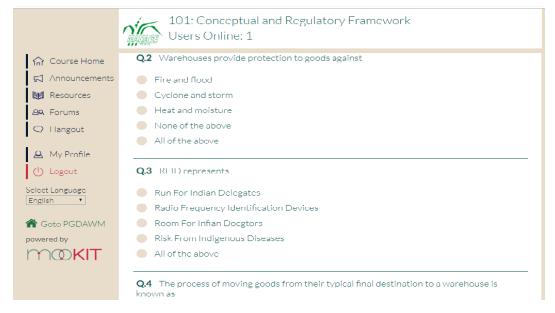
### 1. Click on any one of the chapter then it will display the QUIZ



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



### 4. Then Click on Take Quiz Button



- 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 to 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 chapter, it will display the assignments details as per the calendar shared in program schedule.

#### **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: Concep Users Online		atory Framework		
Course Home		A	Profile		
Announcements Resources A Forums			Details Name: Student Demo Member for: 9 days	)	
<ul> <li>Hangout</li> <li>My Profile</li> </ul>		student	Gender: Female Age Group: 31-35 Qualification: Under (	Graduate	
Logout Select Language		Student	Country: Andbra Prac Edit Profile	desh	
English •	Progress Summary				-
Goto PGDAWM     powered by     MORET	<b>1</b> Videos Watched	<b>3</b> Videos Watching	<b>1</b> Slide Downloads	<b>1</b> Forums Created	
	Progress Details				+
	Forums Details				+

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

PGDAWM	Home	Subjects	My Account
student			
View Edit			
Picture			
Jpload picture			
Choose File No file chosen			
Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.			
Full Name			
Student Demo			
Current password			
Enter your current password to change the <i>E-mail address</i> or <i>Password</i> . Request new password.			
E-mail address *			
student@mookit.co			
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not m	ade public an	d will only be u	ised if you wish
o receive a new password or wish to receive certain news or notifications by e-mail.			

3. After editing your details Click on Save Button.