

# Midnapore College (Autonomous)

## Midnapore

**Date: 21.05.2022**

### **Instructions to the students regarding End Semester Examinations-** **UG-Sem-VI ESE-2022**

1. The End Semester Examinations (ESEs) of UG Semester-VI will be held using the 'LMS' (Learning Management System) of Midnapore College (Autonomous) [<http://34.68.7.109/moodle>] following the schedule already published from 25<sup>th</sup> May, 2022
2. Question paper will be available in 'LMS' of Midnapore College (Autonomous) **5 mins before** the scheduled time of examination of each paper.
3. Answer file (preferably single pdf file, or if not possible, in common image formats like .jpg or jpeg or .png only) must be submitted within 10 min following the scheduled time of the examination (no additional time beyond this 10 mins is permitted). Note: The LMS will display the "due time" inclusive of this 10 mins meant for scanning & upload time. Refer to exam schedule carefully for exact time of the examination.

**Example:** if an exam schedule is between 9.00-11.00am, Question will be available at 8.55am, you **MUST submit answerscript by 11.10am**. Any submission beyond 11.10am, in this case, will be considered delayed, hence be penalized.

**Examinees MUST report to Helpline numbers, if in rare case, they fail to submit within this time, due to technical problems like network issues. Take a screen-shot at this point and save that for future reference.**

**Delayed and unreported submission will be penalised**

4. **Each page of the answer sheet MUST contain:** Name of the Examination: ESE (UG)-2022, Semester:-VI-, ID-No.----, Subject:..... class Roll No.---, Paper no.---, Date of Exam:----, Signature of the student-----  
You can download suggested Answer script format from here and use a photocopy of the same to write your answers. This is optional (not mandatory). If, you cannot take the print out, however, can write in similar format on A4 size paper for this purpose.

**Suggested Answer script Template Download link:**

[https://drive.google.com/file/d/1J9ccJaxroOeHS\\_Kv68hW6lqjisPOW9dH/view?usp=sharing](https://drive.google.com/file/d/1J9ccJaxroOeHS_Kv68hW6lqjisPOW9dH/view?usp=sharing)

**You MUST log in and ensure your Dashboard status after refreshing for your Enrolled Subjects ( Core & DSE) prior to examination date, or else contact to Helpline**

**Instructions for Log in, accessing question papers and uploading answer sheets using 'LMS' of Midnapore College (Autonomous)**

**A. Instructions for use with the browser (PC or Mobile):**

➤ Click here: <http://34.68.7.109/moodle>

1. You will be **redirected** to the Midnapore College **LMS Home page**

• *However, if this does not work, do the following:*

• *Just open any browser Google Chrome or Mozilla Firefox or Internet Explorer and Type in URL or Address bar: [34.68.7.109/moodle](http://34.68.7.109/moodle) and enter in your browser*

○ *[Be careful if you type in Google search box, no result may appear]*

2. **Once you are in Home page click “Log in” from upper right hand corner.**

3. **Just put your email ID in [Username] field and password sent to your registered email in [Password] box and Log in.** If you have changed the password, with your own, use that one.

4. **Just remember your registered “email Id” is your “User name.”**

### **B. Instructions for use with the Moodle App (on Android Mobile):**

1. Download and Install Moodle App from Google Play Store, Open it. Select “I am a Lerner” option.

2. Input the following in <Your site> field: [34.68.7.109/moodle](http://34.68.7.109/moodle) than tap on <Connect to your site> tab below. The log in screen will appear. Just put your email ID in <Username> field and password sent to your registered email in <Password>box and Log in. If you have changed the password, with your own, use that one.

3. **Just remember your registered “email Id” is your “User name.”**

### **C. Common Instructions for taking Assignments (from both the Browser on PC/Laptop and Moodle App on Android Mobile)**

1. Once you successfully Logged in, you can see the Subjects you are enrolled in, on your Dashboard.

2. Alternatively, UG Students can access your subjects from **Site Home>Course categories>Undergraduate Courses> Semester-6 UG ESE 2022/Subject** names.

3. You will find the **Question paper** in PDF there, download, and answer as instructed above (**wait with patience, if it may take some times to Log in or open the page and download the question, as a huge mass of examinee will access the same at the same time and there may be network congestion**).

4. **If you log in to the LMS before the scheduled time** of the examination, you will not be able to view the question; **you must refresh your Moodle app** (by dragging the screen down) or your browser to get the question paper after scheduled time to view or download it.

5. Take photo (or scan) of those papers. Save it (or, try to rename it) with your own name and paper name. e.g. Asim Das BOTC-13 or Puja Jana ZOO DSE-3.

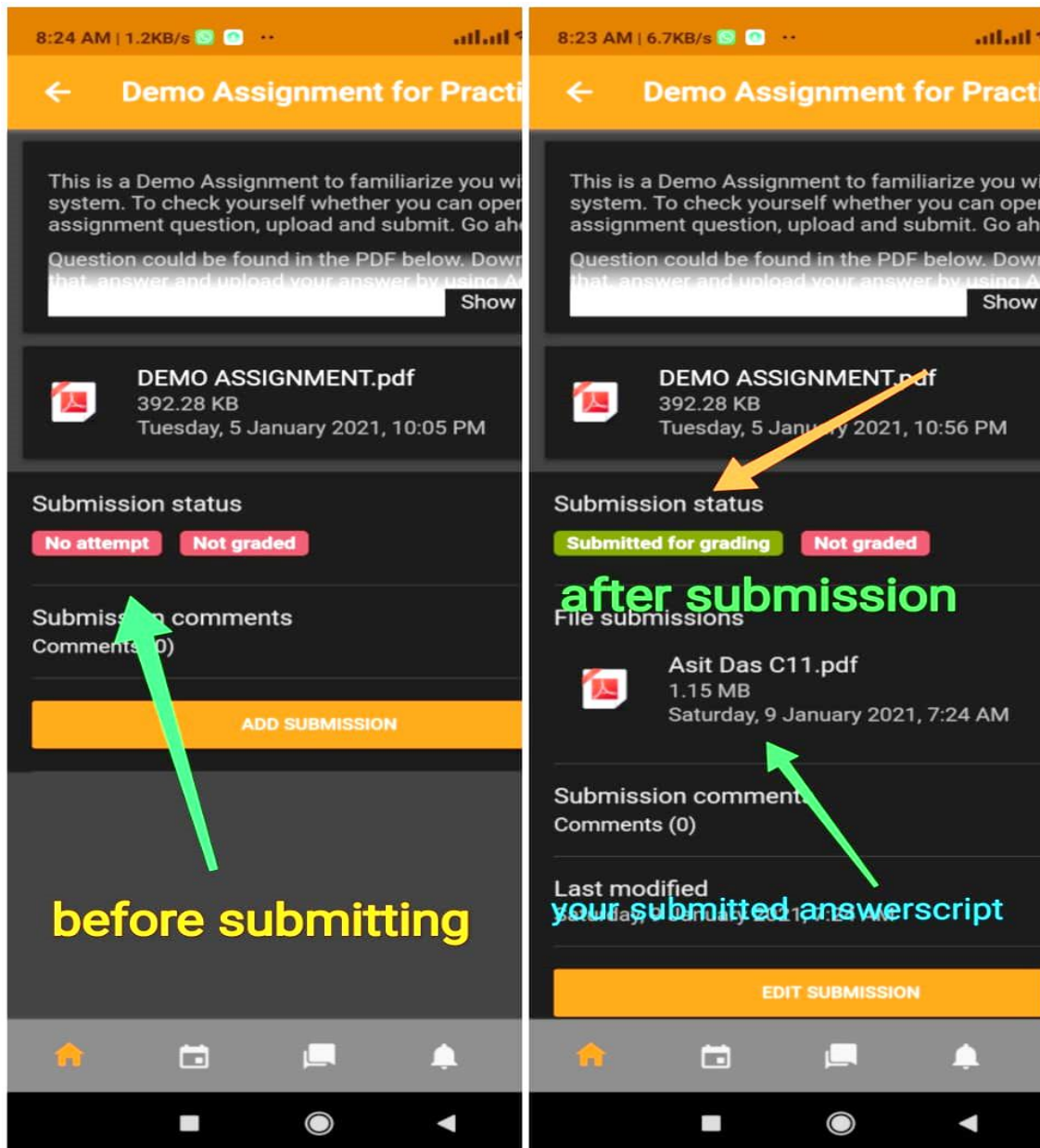
6. Can use **Adobe Scan** (recommended). This will help to create a single PDF from scan of two (or three for BCA) pages and smaller file size to facilitate upload flawlessly.

7. **Check and ensure the legibility of the whole page after scanning before upload.**

8. **Try to Upload/submit your answer in a single PDF (Recommended)** or other common image formats (below 2mb). In case you are submitting as image captured through Moodle App, don't forget to capture images separately with native camera app also to save them in your device.

9. After downloading this question, you can leave/close the Moodle App and return again in the respective exam paper to upload and submit within stipulated time (do not need to be online all the time). In case of browser, you may need to log in again while submitting. **It is recommended to submit as soon as you have finished writing answers** to avoid last minute rush and unforeseen technical issues.

10. **IMPORTANT:** At the Submission page you will find **No attempt** highlighted in red block, after successful submission, it will turn appear as **Submitted for grading** in green block (as shown in the images below). This is the **confirmation** for your successful submission. You don't need to bother about **Not graded** status.



**11. You must take a screenshot after successful submission of each paper and preserve it for future reference.**

**12. You must preserve and save both the hard copies and soft copies (in your Phone, where scanning has been done) of your answer scripts (even after successful submission to LMS) for the ESE till publication of your result or any further notification.**

**13. If you have any issue in understanding these instructions, you can contact Departmental Head for further clarification.**

14. If you face any problem during these steps, you can contact to the Helpline numbers given below only during examination hours.

**Assure that you have followed all the technical instructions given here before calling to LMS  
Helpline**

You can also follow Midnapore College LMS YouTube channel for instruction videos for the login steps  
and other helpful videos:

<https://www.youtube.com/channel/UCFX3-odYBgywN5arWYL-IBA>

**You MUST LOG IN to LMS and check your Enrolment for Sem-VI ESE  
before 24<sup>th</sup> May, 2022**

**LMS HelpLine Numbers:**

A. **For Registration issues only: 94337 81819**

B. For **issues related to log-in to LMS, access of questions and submission of  
answer file:**

- 62955 04847
- 97337 29162
- 78962 60015
- 84362 20855

C. For **issues related to questions Papers:**

- 94349 89173
- 77976 00640

**Examination in Charge  
Midnapore College (Autonomous)  
Midnapore**