

User Manual for Admin

E-Learning Platform and Learning module on Internal
Audit for Provincial Treasury Controller Office (PTCO)

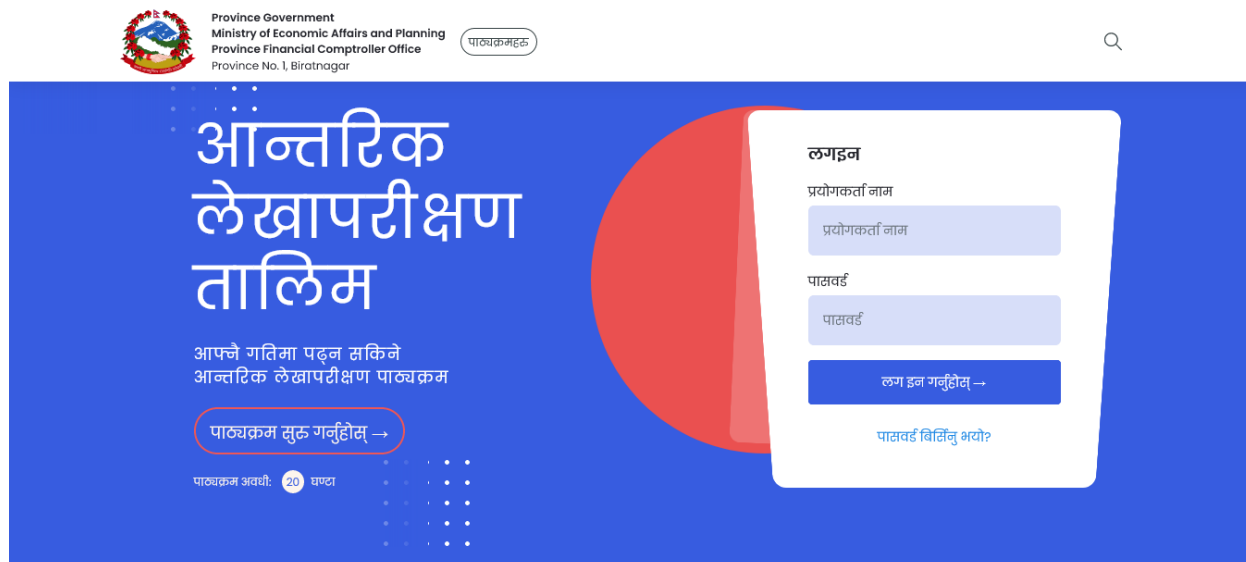
Prepared by
YoungInnovations
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How to login.

1. Go to the following url to login into the website <https://elearnptco.p1.gov.np/> or <https://elearnptco.p1.gov.np/login/>
2. You are on the login screen.



3. Login with the username and password which has been provided to you. If you don't have a username and password, please contact the PTCO office.
4. Once you have logged, you will be taken to the home page. Where you can see a side menu on the left side of the screen.



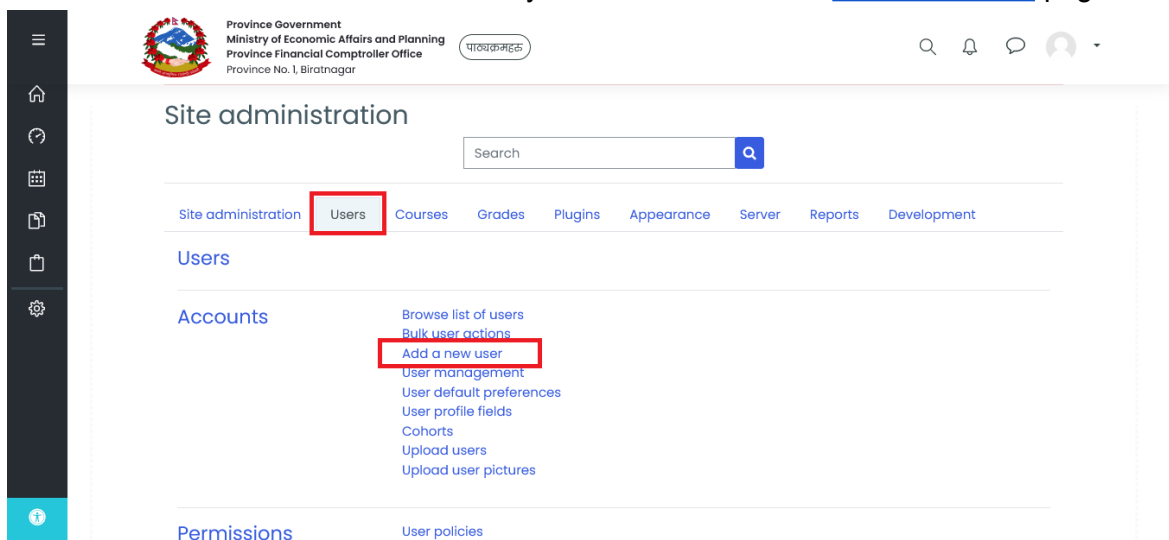
5. You can use this side menu to navigate through the [site administration](#) of the website.

How to add users.

1. Click the “Site administration” at the side menu, then you will be taken to the [Site administration](#) page.



2. Click “User” and “Add a new user”, then you will be taken to the [Add a new user](#) page.



3. Fill in all the information as shown in the screenshot below and click the “create user” button on the bottom of the page to create a user. The minimum required field are:
 - a. Username
 - b. Password
 - c. First name
 - d. Surname
 - e. Email address



Provincial Treasury Comptroller Office

Home > Site administration > Users > Accounts > Add a new user

Blocks editing on

Expand all

General

Username

Choose an authentication method

☐ Suspended account

☐ Generate password and notify user

The password must have at least 7 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

New password

☐ Force password change

First name

Surname

Email address

Email display

MoodleNet profile

City/town

Select a country

Timezone

Preferred language

Preferred theme

Description

1 A B I [List Icons]

User picture

Current picture

☐ Delete picture

New picture

Maximum file size: Unlimited, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description

Additional names

Interests

Optional

Create user Cancel

There are required fields in this form marked with a red circle.

4. Now you will be taken to the [user list page](#), where you can find the created user as shown in the screenshot.

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Ministry of Economic Affairs and Planning
Province Financial Comptroller Office
Province No. 1, Biratnagar

पावकमहदक

Provincial Treasury Comptroller Office

Home Site administration Users Accounts Browse list of users

Blocks editing on

Changes saved

17 Users

New filter

User full name contains

Show more...

Add filter

First name / Surname	Email address	City/town	Country	Last access	Edit
Achala Dahal	achaladahal@gmail.com			38 days 23 hours	
Admin User	santosh.magar@yipl.com.np		Nepal	4 secs	
binod binod.prasad.upadhyay	binod.prasad.upadhyay@pwc.com			Never	
first_name last_name	email@example.com		Nepal	Never	
Hemanta Shrivastav	hkshrivastav69@gmail.com			44 days 23 hours	
Ichchha Budhathoki	ichchha51@gmail.com			35 days 22 hours	
Nawa Raj Koirala	nawa.raj.koirala@pwc.com			50 days 20 hours	
Poshak Subedi	subedi.poshak@yahoo.com			Never	
Prithiviya Thapa	prithiviya.thapa@pwc.com			51 days 18 hours	

To Add user in bulk using csv

1. As an admin user from [Site administration](#) page. Click “Users” and then “[Upload users](#)”

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Search

Site administration Users Courses Grades Plugins Appearance Server Reports Development

Users

Accounts

- Browse list of users
- Bulk user actions
- Add a new user
- User management
- User default preferences
- User profile fields
- Cohorts
- Upload users
- Upload user pictures

Permissions

- User policies
- Site administrators
- Define roles

2. You will be taken to the “[Upload users](#)” page, Where you should upload a CSV file and click “Upload users”.

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Upload users

Example text file [example.csv](#)

File [Choose a file...](#)
[ptco-student-account - Sheet1.csv](#)

CSV delimiter

Encoding

Preview rows

[Upload users](#)

There are required fields in this form marked !.

3. CSV file should be as shown in the screenshot below.

	A	B	C	D	E	F	G	H
1	username	password	email	firstname	lastname	country	course1	
2	ptcostudent1	ptcostudent1#P1	stco1+ptcostudent1@fcgo.gov.np	ptco	student1	NP	Internal Audit Course	
3	ptcostudent2	ptcostudent2#P1	stco1+ptcostudent2@fcgo.gov.np	ptco	student2	NP	Internal Audit Course	
4	ptcostudent3	ptcostudent3#P1	stco1+ptcostudent3@fcgo.gov.np	ptco	student3	NP	Internal Audit Course	
5	ptcostudent4	ptcostudent4#P1	stco1+ptcostudent4@fcgo.gov.np	ptco	student4	NP	Internal Audit Course	
6	ptcostudent5	ptcostudent5#P1	stco1+ptcostudent5@fcgo.gov.np	ptco	student5	NP	Internal Audit Course	
7	ptcostudent6	ptcostudent6#P1	stco1+ptcostudent6@fcgo.gov.np	ptco	student6	NP	Internal Audit Course	
8								
9								
10								
11								

Here, the minimum required field are “username”, “password”, “email”, “firstname”, “lastname”

The “course1” field should contain a short name of the course, we can also include other courses like “course2”, “course3” and so on.

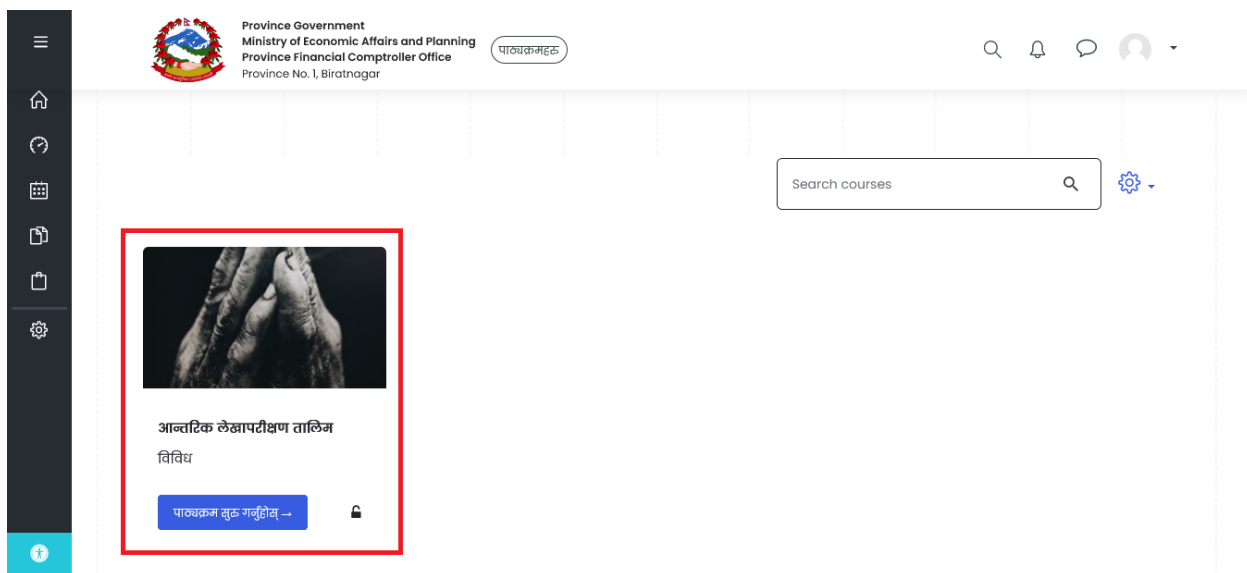
Then all the users will be enrolled in these courses as a student role.

How to enroll the user in the course.

1. As an admin user. Click the “पाठ्यक्रमहरू” button at the top.



2. Click the course, where users need to be enrolled.



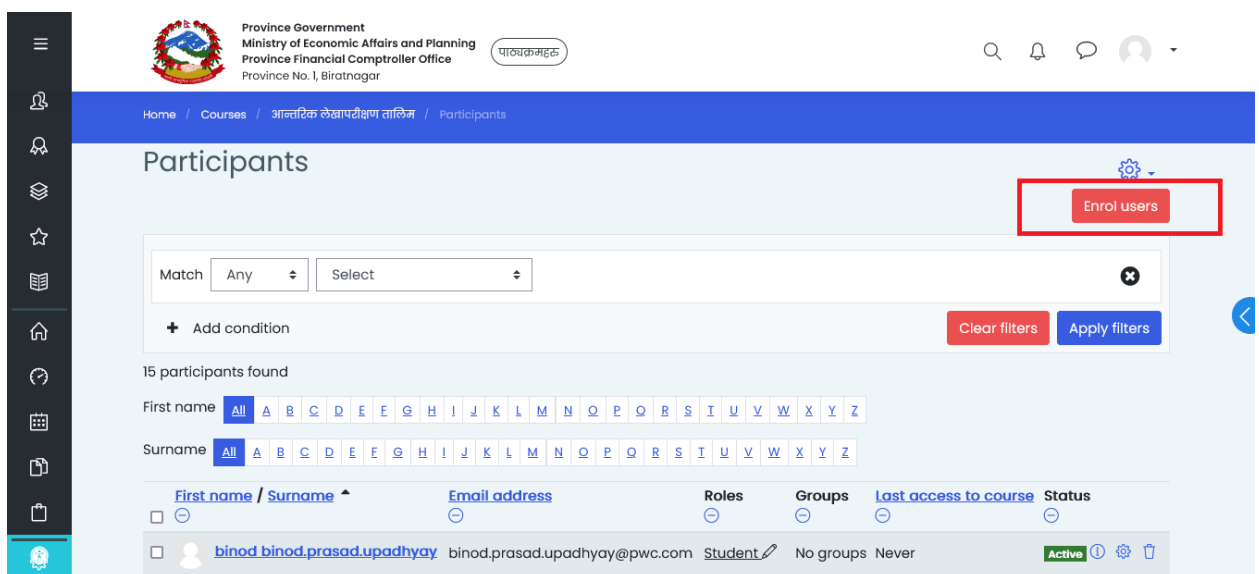
3. Then you will be taken to the course page.
4. In the course page click the “Participants” icon at the side bar menu as shown in below screenshot, then you will be taken to the Participants page.



OR



5. Click the “Enrol Users” button as shown below screenshot.



6. Search the user and select the particular user.

7. Click the “Enrol User” button to enrol the user as a “student” role..

Enrol users

Enrolment options

Select users

✕

first_name last_name email@example.com

Search

Assign role

Student

Show more...

Enrol users

Cancel

8. Now you can see the enrol user in the course participant list as shown below screenshot.

Home / Courses / अन्तरिक लेखापरीक्षण तालिम / Participants

Participants

Enrol users

Match

Any

Select

+

Add condition

Clear filters

Apply filters

15 participants found

First name

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	First name / Surname	Email address	Roles	Groups	Last access to course	Status
☐	binod binod.prasad.upadhyay	binod.prasad.upadhyay@pwc.com	Student	No groups	Never	Active
☐	Ichchha Budhathoki	ichchha51@gmail.com	Student	No groups	35 days 23 hours	Active
☐	Renu Chamling Rai	renu.chamling.raai@pwc.com	Student	No groups	50 days 22 hours	Active
☐	Achala Dahal	achaladahal@gmail.com	Teacher	No groups	39 days	Active
☐	Suman Guragai	sumanguragai777@gmail.com	Student	No groups	43 days 2 hours	Active
☐	Rishi Khanal	rishikhanal3@gmail.com	Student	No groups	46 days 22 hours	Active
☐	Nawa Raj Koirala	nawa.raaj.koirala@pwc.com	Student	No groups	51 days 18 hours	Active
☐	first_name last_name	email@example.com	Student	No groups	Never	Active
☐	Semantha Raj Neupane	rajsemanta@gmail.com	Student	No groups	14 days 20 hours	Active
☐	suresh.pradhan74	suresh.pradhan74@yahoo.com	Student	No groups	Never	Active
☐	Sujan Rai	sujan.raai@pwc.com	Student	No groups	50 days 20 hours	Active
☐	Punya Ruchal	punya.ruchal@yipl.com.np	Student	No groups	58 days 1 hour	Active
☐	Hemanta Shrivastav	hkshrivastav69@gmail.com	Student	No groups	44 days 23 hours	Active
☐	Poshak Subedi	subedi.poshak@yahoo.com	Student	No groups	Never	Active
☐	Prithiviya Thapa	prithiviya.thapa@pwc.com	Student	No groups	Never	Active

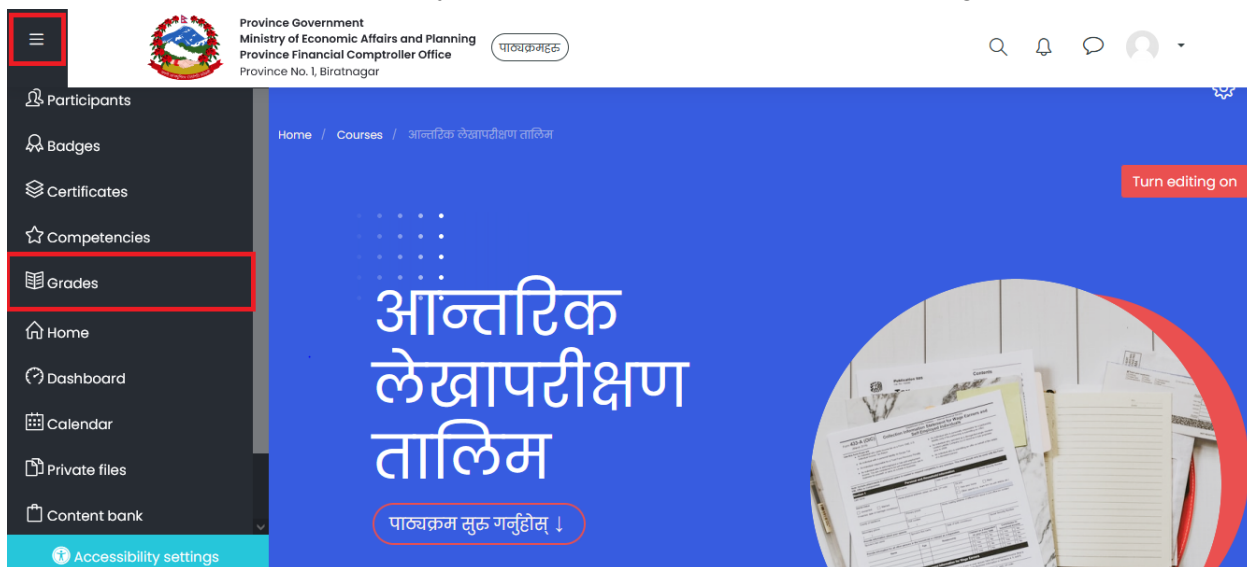
With selected users...

Choose...

Enrol users

How to view the course participant Grader report.

1. As an admin user from the course page. Click the “Grades” icon at the side bar menu as shown in below screenshot, then you will be taken to the Grader report page.



2. In the grader report page, you will see all the participant users and their grade point in each activity.

Grader report

ViewSetupScalesLettersImportExport

Grader reportGrade historyOutcomes reportOverview reportSingle viewUser report

All participants: 14/14

First nameAllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SurnameAllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		आन्तरिक लेखापरीक्षण ता...		
First name / Surname	Email address	1. आन्तरिक लेखापरीक्षणको	2. विनियोजन लेखाको आग...	3. विनियोजन लेखाका प्रमु...
 binod binod.prasad.upadhyay	 binod.prasad.upadhyay@pwc.com	-Q	-Q	-Q
 Ichchha Budhathoki	 ichchha51@gmail.com	-Q	-Q	-Q
 Renu Chamling Rai	 renu.chamling.raai@pwc.com	-Q	-Q	-Q
 Suman Guragai	 sumanguragai777@gmail.com	-Q	-Q	-Q
 Rishi Khanal	 rishikhanal3@gmail.com	-Q	-Q	-Q
Overall average		100.00	75.00	75.00

3. To view particular user grade reports only.

- In the grader report page, click “user report” and select a particular user.

आन्तरिक लेखापरीक्षण तालिम: View: User report

Home |
 Courses |
 आन्तरिक लेखापरीक्षण तालिम |
 Grades |
 Grade administration |
 User report

Semantha Raj Neupane
Message
Add to contacts

View |
 Setup |
 Scales |
 Letters |
 Import |
 Export

Grader report |
 Grade history |
 Outcomes report |
 Overview report |
 Single view |
 User report

Select all or one user

Semantha Raj Neupane

⌵

View report as

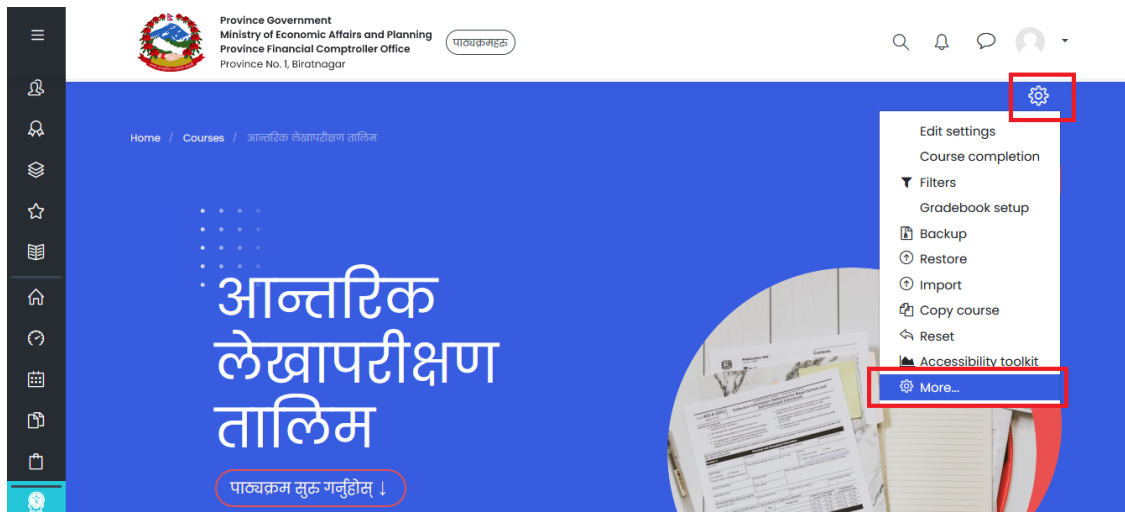
User

⌵

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
■ आन्तरिक लेखापरीक्षण तालिम						
⑤ 1. आन्तरिक लेखापरीक्षणको परिचय	16.67 %	100.00	0–100	100.00 %		16.67 %
⑤ 2. विनियोजन लेखाको आन्तरिक लेखापरीक्षण	16.67 %	75.00	0–100	75.00 %		12.50 %
⑤ 3. विनियोजन लेखाका प्रमुख फाटमहरूको परीक्षण	16.67 %	75.00	0–100	75.00 %		12.50 %
⑤ 4. सार्वजनिक खरिद सम्बन्धी आन्तरिक लेखापरीक्षण	16.67 %	66.67	0–100	66.67 %		11.11 %
⑤ 5. जिम्मे लेखाको आन्तरिक लेखापरीक्षण	0.00 %	100.00	0–100	100.00 %		0.00 %
⑤ 6. राजस्वको आन्तरिक लेखापरीक्षण	16.67 %	75.00	0–100	75.00 %		12.50 %
⑤ 7. धरोटीको आन्तरिक लेखापरीक्षण	16.67 %	75.00	0–100	75.00 %		12.50 %
⑤ 8. अन्य आन्तरिक लेखापरीक्षण	0.00 %	0.00	0–100	0.00 %		0.00 %
Σ Course total	–	466.67	0–600	77.78 %		–

How to view the Course Report / Activity completion list.

1. As an admin user from the course page. Click the “setting” icon at the right top of the page and click “More”.



2. After clicking “More”, you will be taken to the “Course administration” page.
3. In the “Report” section, click “Activity completion”.

Course administration

[Course administration](#) [Users](#)

[Edit settings](#)
[Course completion](#)
[Filters](#)
[Gradebook setup](#)
[Backup](#)
[Restore](#)
[Import](#)
[Copy course](#)
[Reset](#)
[Accessibility toolkit](#)

[Reports](#)
[Competency breakdown](#)
[Logs](#)
[Live logs](#)
[Activity report](#)
[Course participation](#)
[Activity completion](#)

[Badges](#)
[Manage badges](#)
[Add a new badge](#)

[Question bank](#)
[Questions](#)
[Categories](#)
[Import](#)
[Export](#)

4. Then you can view all the course participant users who have completed the activity.
5. Also can download the Excel/CSV file as a report.



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आन्तरिक लेखापरीक्षण तालिम



Home Courses आन्तरिक लेखापरीक्षण तालिम

Activity completion

Include All activities and resources Activity order Order in course

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	पूर्व मूल्यांकन	1. आन्तरिक लेखापरीक्षणको परिचय	2. विनियोजन लेखाको आन्तरिक ..	3. विनियोजन लेखाका प्रमुख फ...	4. सार्वजनिक खातिर सम्बन्धी ..	5. निम्न लेखाको आन्तरिक ले...	6. राजस्वको आन्तरिक लेखापरी...	7. घटौतीको आन्तरिक लेखापरीक्षण	8. अन्य आन्तरिक लेखापरीक्षण	अन्तिम मूल्यांकन	प्रतिक्रिया	प्रमाणपत्र
binod binod.prasad.upadhyay	binod.prasad.upadhyay@pwc.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Ichchha Budhathoki	ichchha51@gmail.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Renu Chamling Rai	renu.chamling.raai@pwc.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Suman Guragai	sumanguragai777@gmail.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Rishi Khanal	rishikhanal3@gmail.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Nawa Raj Koirala	nawa.raj.koirala@pwc.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
first_name last_name	emain@example.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Semantha Raj Neupane	rajsemantha@gmail.com	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
suresh pradhan74	suresh.pradhan74@yahoo.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Sujan Rai	sujaan.raai@pwc.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Punya Ruchal	punya.ruchal@yipl.com.np	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Hemanta Shrivastav	hkshrivastav69@gmail.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Poshak Subedi	subedi.poshak@yahoo.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Prithiviya Thapa	prithiviya.thapa@pwc.com	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Download in spreadsheet format (UTF-8 .csv)

Download in Excel-compatible format (.csv)

How to view “पूर्व मुल्यांकन”, “अन्तिम मुल्यांकन” and “प्रतिक्रिया” report.

1. As an admin user from the course page. Click “पूर्व मुल्यांकन”, “अन्तिम मुल्यांकन” or “प्रतिक्रिया”.

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पाठ्यक्रमहरू

आन्तरिक लेखापरीक्षण तालिम

Home Courses आन्तरिक लेखापरीक्षण तालिम General पूर्व मुल्यांकन

पूर्व मुल्यांकन

Submit feedback

Overview Edit questions Templates Analysis Show responses Show non-respondents

Overview

Submitted answers: 2
Questions: 12

Answer the questions

2. Click “show responses” to view the user response answers report.

पूर्व मुल्यांकन

Overview Edit questions Templates Analysis Show responses Show non-respondents

Non anonymous entries (2)

Showing only 10 first questions, view individual answers or download table data to view all.

Download table data as Comma separated values (.csv) Download

User picture	First name / Surname	Groups	Date	तपाईंलाई आन्तरिक लेखापरीक्षणको...	लेखा परीक्षणको उद्देश्यबारे	आन्तरिक लेखापरीक्षणको कार्य...	आन्तरिक लेखापरीक्षणको कार्य...	आन्तरिक लेखापरीक्षणको पूर्व...	संभावित जोखिमको पूर्वानुमान
	Semanta Raj Neupane		Monday, 21 March 2022, 11:28 AM	राम्रो	राम्रो	उच्च	सामान्य	राम्रो	उच्च
	student user1		Wednesday, 16 March 2022, 2:41 PM	उच्च	राम्रो	सामान्य	थोटे	क्षुन्य	थोटे

Previous activity अन्य महत्वपूर्ण सामग्रीहरू

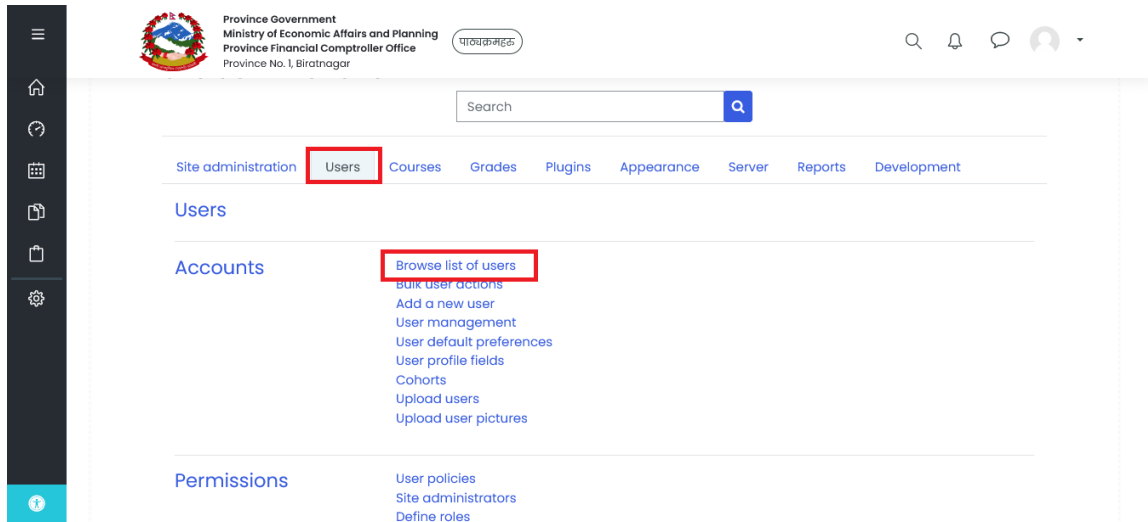
Jump to...

Next activity 1. आन्तरिक लेखापरीक्षणको परिचय

3. Similarly view the “अन्तिम मुल्यांकन” and “प्रतिक्रिया”. Response report.

How to manage/update user information.

1. As an admin user from the “Site administration” page.
2. Click “Users” and “Browse list of users”.



3. In the [user list page](#), you can use filter to find particular users and click “edit” icon
4. OR directly click the “edit” icon at the right side, if the user is already present in the list.

Provincial Treasury Comptroller Office

Home Site administration Users Accounts Browse list of users Blocks editing on

17 Users

New filter

User full name contains

Show more...

Add filter

First name / Surname	Email address	City/town	Country	Last access	Edit
Achala Dahal	achaladahal@gmail.com			39 days 2 hours	
Admin User	santosh.magar@yipl.com.np		Nepal	20 secs	
binod binod.prasad.upadhyay	binod.prasad.upadhyay@pwc.com			Never	
first_name last_name	emain@example.com		Nepal	Never	
Hemanta Shrivastav	hkshrivastav69@gmail.com			45 days 2 hours	
Ichchha Budhathoki	ichchha51@gmail.com			36 days 1 hour	
Nawa Raj Koirala	nawa.raj.koirala@pwc.com			50 days 23 hours	
Poshak Subedi	subedi.poshak@yahoo.com			Never	
Rishab Thapa	rishab.thapa@pwc.com			51 days 21 hours	

5. Edit the user information and click “Update Profile” at the bottom of the page.

Home

Users

first_name last_name

Preferences

User account

Edit profile

first_name last_name

Expand all

General

Username

username_update

Choose an authentication method

Manual accounts

Suspended account

The password must have at least 7 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

New password

password_update

Force password change

First name

first_name_update

Surname

last_name_update

Email address

email_update@example.com

Email display

Allow only other course participants to see my email address

MoodleNet profile

City/town

Select a country

Nepal

Timezone

Server timezone (Asia/Kathmandu)

Preferred theme

Default

Description

↵

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📹

📄

🔍

User picture

Additional names

Interests

Optional

Update profile

Cancel

There are required fields in this form marked ❶ .

6. Now you can view the update information in the user list page.

Changes saved

17 Users

New filter

User full name contains

Show more...

Add filter

First name / Surname	Email address	City/town	Country	Last access	Edit
Achala Dahal	achaladahal@gmail.com			39 days 3 hours	  
Admin User	santosh.magar@yipl.com.np		Nepal	now	
binod binod.prasad.upadhyay	binod.prasad.upadhyay@pwc.com			Never	  
first_name_update last_name_update	emain_update@example.com		Nepal	Never	  
Hemanta Shrivastav	hkshrivastav69@gmail.com			45 days 2 hours	  
Ichchha Budhathoki	ichchha51@gmail.com			36 days 1 hour	  
Nawa Raj Koirala	nawa.raaj.koirala@pwc.com			50 days 23 hours	  

7. OR

8. Also you can edit the user information for the user profile page. In the user profile page click "Details" and "Edit profile" to edit user profile information.

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पारवर्तनहरू

Search

Notifications

Messages

Profile

User profile

Home

Users

first_name_update last_name_update

View profile



first_name_update
last_name_update

Send message

Add contact

Courses

Details

User details

Email address
emain_update@example.com

Country
Nepal

Course details

Course profiles
आन्तरिक लेखापरीक्षण तालिम

Edit profile

Reports

Today's logs

All logs

Outline report

Complete report

Grades overview

Grades

Administration

Preferences

Log in as

How to delete/suspend users.

1. As an admin user from the “[Browse list of users](#)” page.



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पाठ्यक्रमहरू



Provincial Treasury Comptroller Office

[Home](#) [Site administration](#) [Users](#) [Accounts](#) [Browse list of users](#)

Blocks editing off

17 Users

New filter

User full name

contains

Show more...

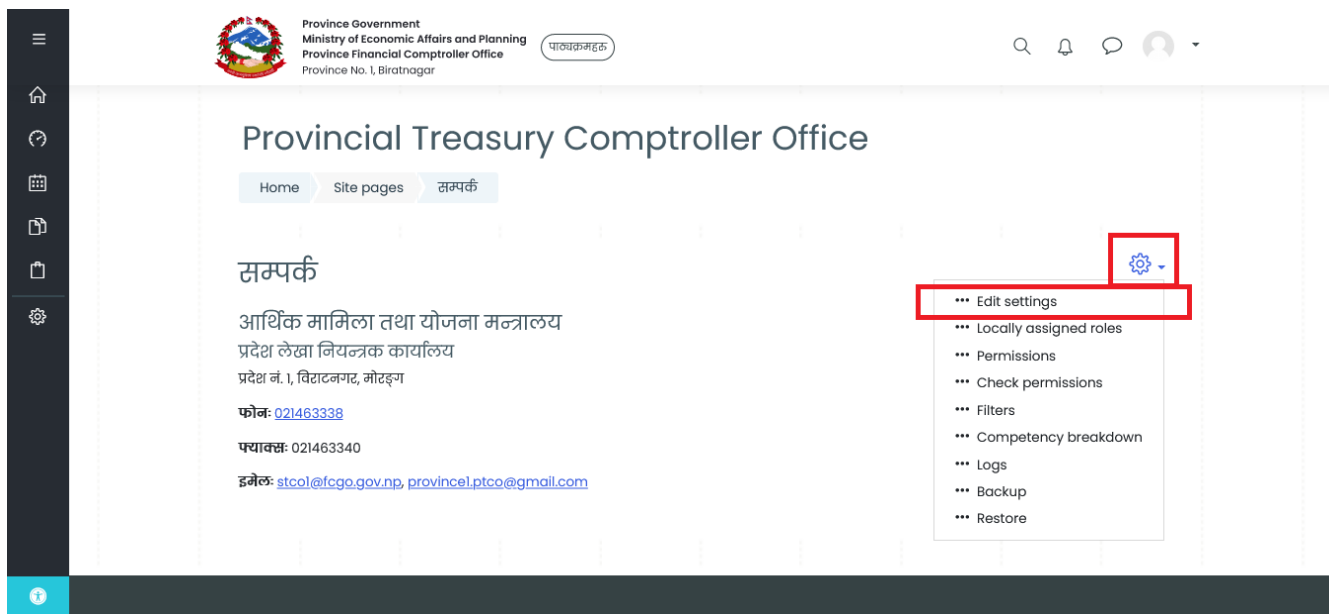
Add filter

2. Click the “Delete” icon to delete the user.
3. Click the “suspend” icon to suspend the user from the site.

Deleting an account results in user data being permanently deleted. If you wish to retain any data, you should instead suspend the user's account. Suspended user accounts cannot log in or use web services

How to manage/update “हाम्रो बारे” and “सम्पर्क” content.

1. As an admin user, Go to the “हाम्रो बारे” or “सम्पर्क” page.
2. Let's go to the “सम्पर्क” page.
3. Click the “settings” icon at the top right side of the page and click “Edit Setting”.
4. Then you will be taken to the “Updating Page”.



- 




[Home](#) > [Site pages](#) > [सम्पर्क](#) > [Edit settings](#)

► [Expand all](#)

Name

सम्पर्क

Description

[illegible]☐ Display description on course page

Page content

► Competencies

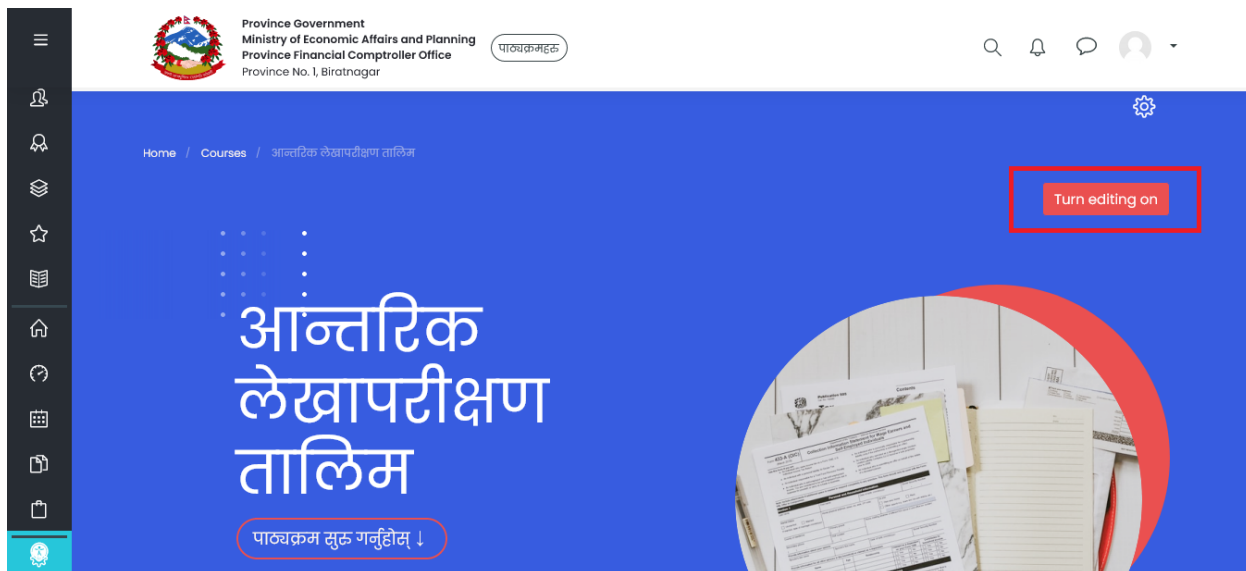
Cancel

There are required fields in this form marked .

6. Similarly change the “Page Content” of “हाम्रो बारे” page.

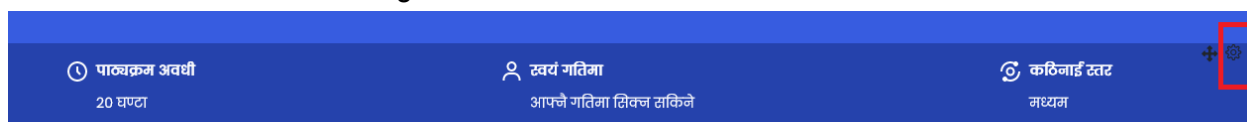
How to manage/update course page information.

1. As an admin user from the course page. Click “Turn Editing on”.

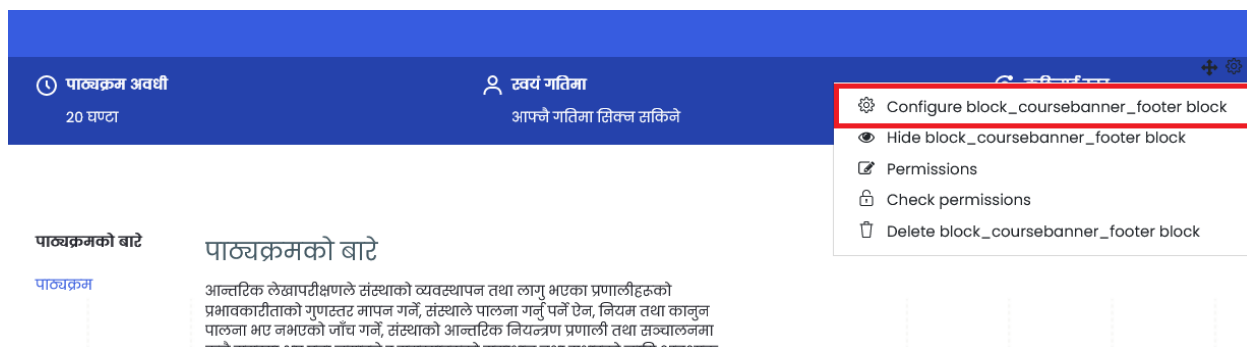


2. To edit “पाठ्यक्रम अवधी”, “स्वयं गतिमा”, “कठिनाई स्तर” content and course page banner image.

- a. Click the “setting” icon as shown in the screenshot below.



- b. Click “Configure block_coursebanner_footer block” as shown in the screenshot below.



c. Edit / update the field as shown in the screenshot below.

Configuring a block_coursebanner_footer block

► Expand all

▼ Course Duration Statement

Data	पाठ्यक्रम अवधी
value	20 घण्टा

▼ Course Type Statement

Data	स्वयं गतिमा
value	आपनै गतिमा सिक्न सकिने

▼ Course Level Statement

Data	कठिनाई स्तर
value	मध्यम

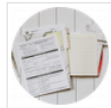
▼ Optional Image

Image Upload

Maximum file size: Unlimited, maximum number of files: 1



Files



Ellipse 32.png

Accepted file types:

Image (GIF) .gif
Image (JPEG) .jpg
Image (PNG) .png

▼ Optional पाठ्यक्रम हेतुहोस् → link

optional link	#course-start
---------------	--

► Where this block appears

► On this page

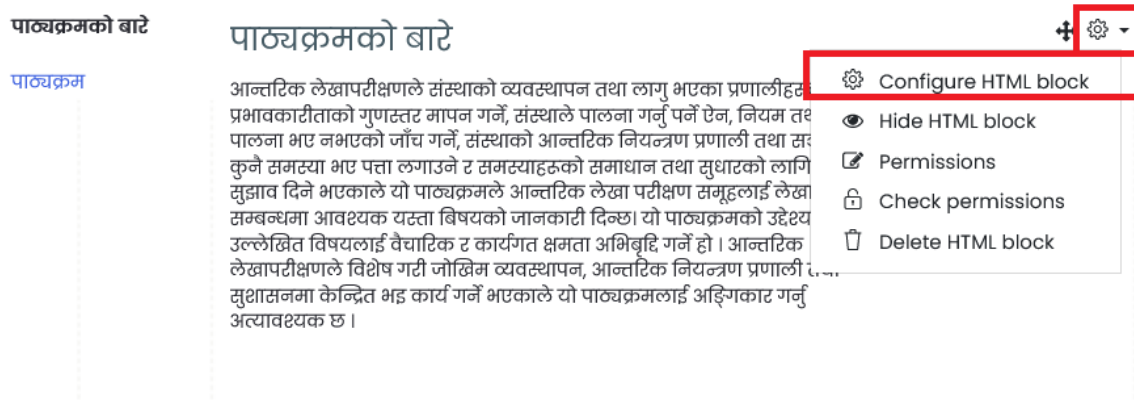
Save changes

Cancel

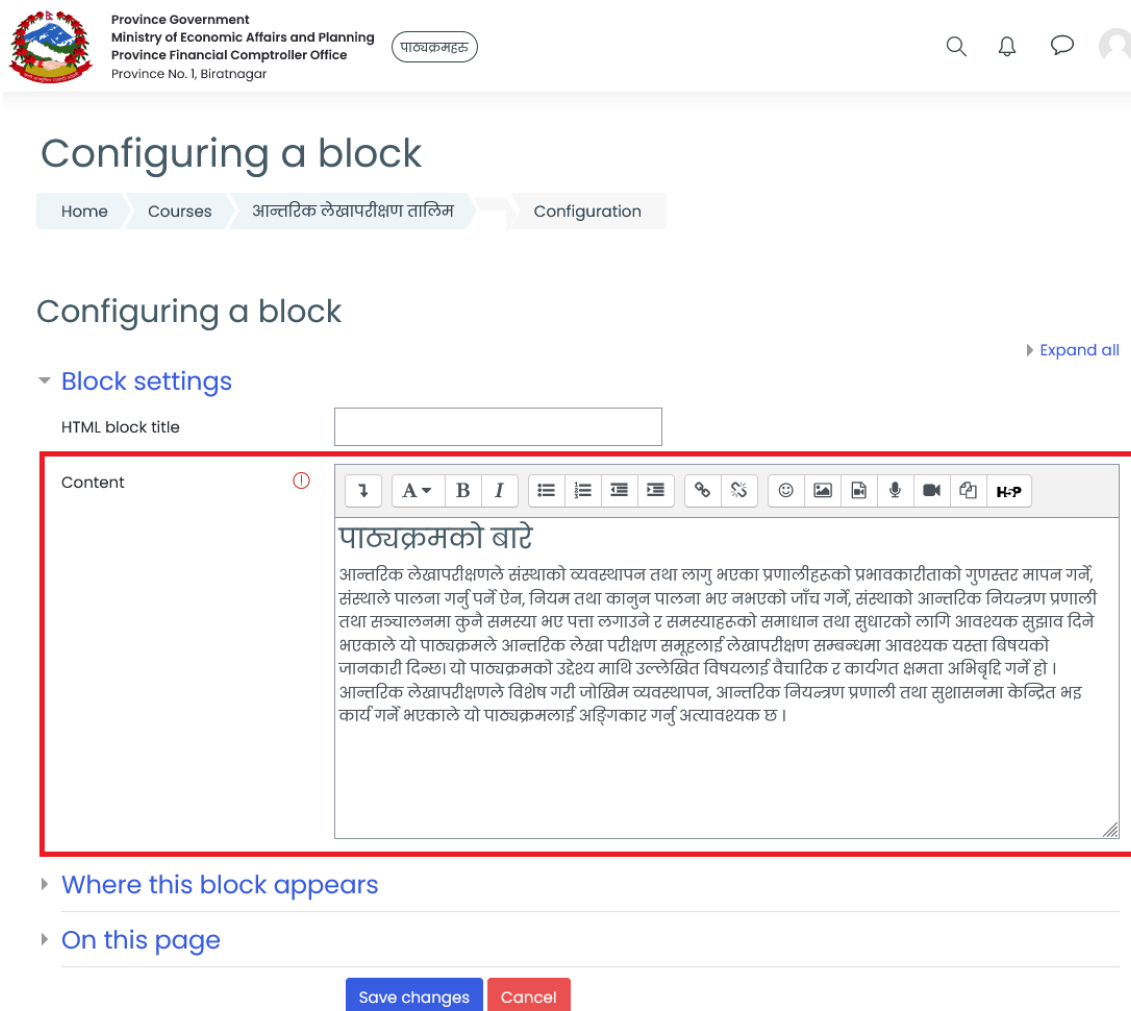
d. Click “save change” to update the changes.

3. To edit “पाठ्यक्रमको बारे” content.

- Click the “setting” icon and “Configure HTML block” as shown in the screenshot below.

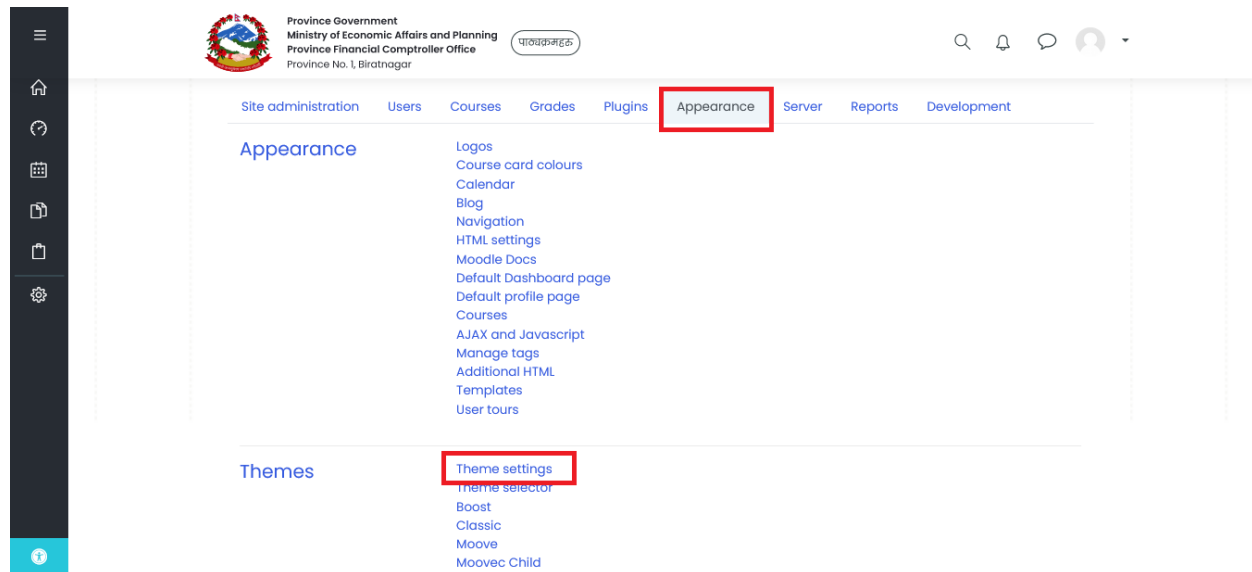


- Change the block “content” and click “save changes” to save the final changes.

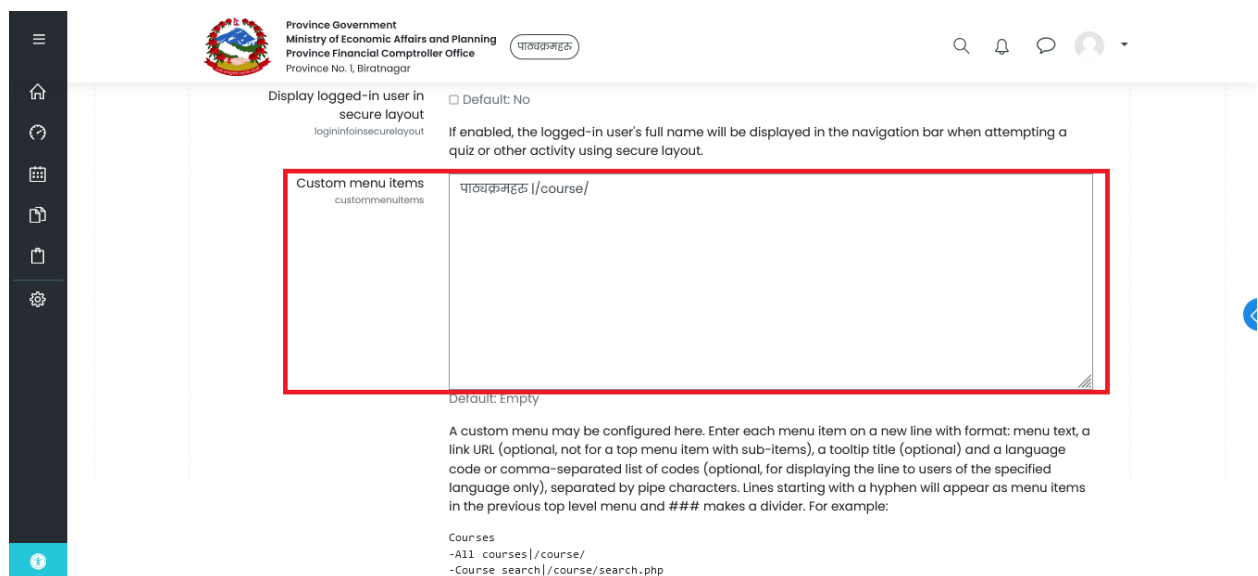


How to manage/update Site Header menu items.

1. As an admin user from the “[Site administration](#)” page.
2. Click “Appearance” and “Theme settings”.



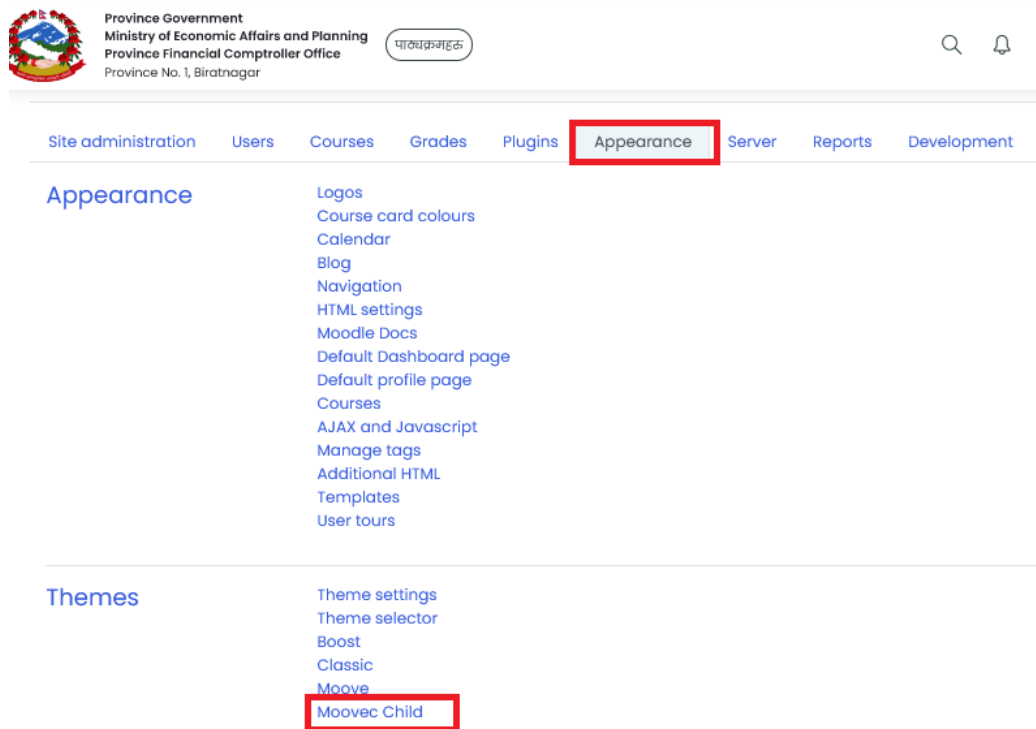
3. In the “Theme settings” page find the “Custom menu items” section.
4. Add menu item and its url separated by “|” in new line, For example:
courses | <https://elearnptco.p1.gov.np/course/>
5. Add sub menu items started by “-”, For example:
-Science | <https://elearnptco.p1.gov.np/course/science>
-Math | <https://elearnptco.p1.gov.np/course/math>



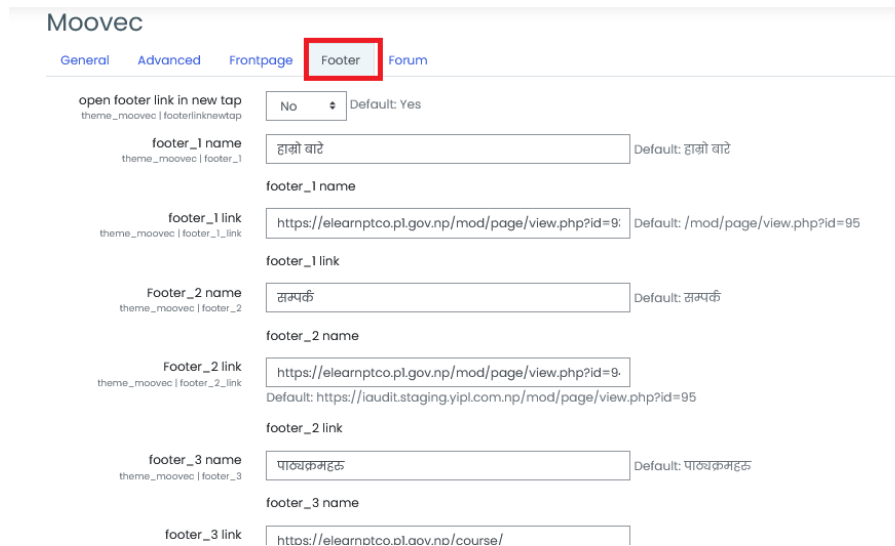
6. Click “save changes” at the bottom of the page to save the changes.

How to manage/update Footer items.

1. As an admin user from the “[Site administration](#)” page.
2. Click “Appearance” and “Moovec Child”.
3. You will be taken to the “[Moovec Child](#)” setting page.



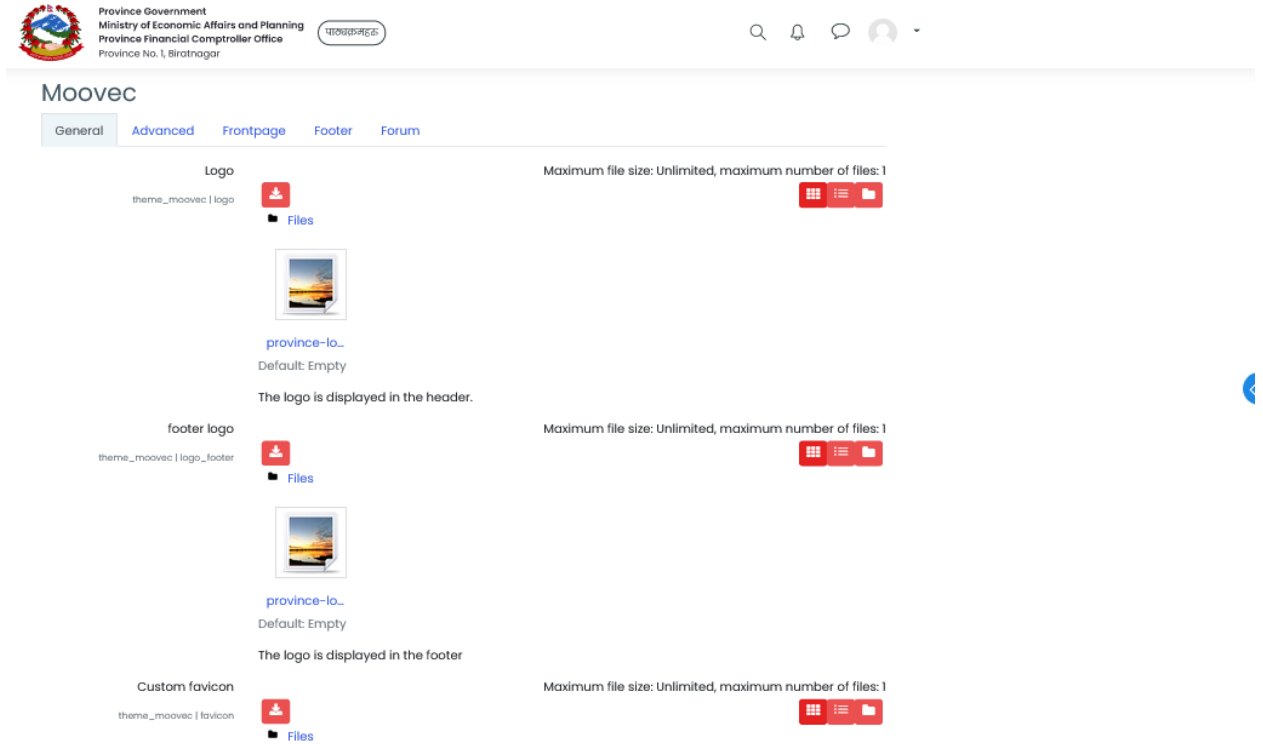
4. Click “Footer” and update the footer item as shown in the screenshot below.



5. Click “save changes” at the bottom of the page.

How to change the Logo and favicon

1. As an admin user from the “MoovecChild” setting “General” page.
2. Change the logo and favicon as shown in the screenshot below.
3. Click “save changes” at the bottom of the page.



How to manage/update front-page banner heading, content, images and other information.



1. As an admin user from the “MoovecChild” setting page. Click “Frontpage”

Moovec

General Advanced **Frontpage** Footer Forum

Disable frontpage login box
theme_moovec | disablefrontpageloginbox

☐ Default: No

If you check it, the frontpage login box will be hidden and a link to the login header bar.

Disable teachers picture
theme_moovec | disableteacherspic

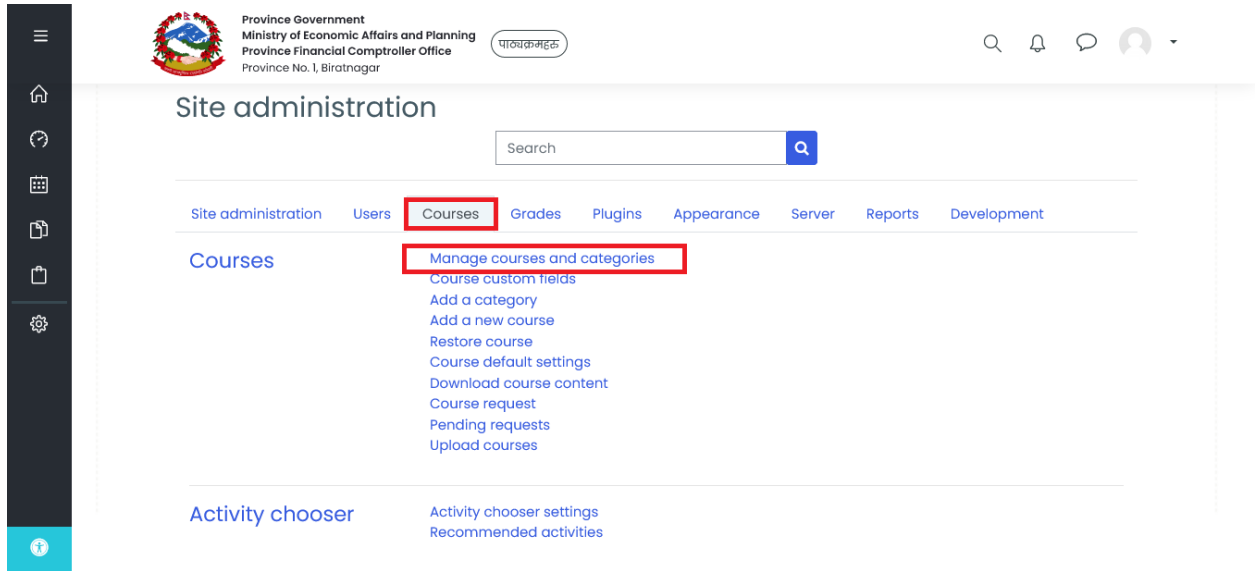
☐ Default: No

2. Update and required field and click “save changes” at the bottom of the page.

Banner Heading theme_moovec bannerheading	आन्तरिक लेखापरीक्षण तालिम	Default: Perfect Learning System
Enter Banner Heading Text		
Banner Content theme_moovec bannercontent	आपचे गतिमा पढून सकिने आन्तरिक लेखापरीक्षण पाठ्यक्रम	
Default: Lorem Ipsum is simply dummy text of the printing and typesetting industry.		
Enter Banner Content Text		
view courses txt theme_moovec viewcoursestxt	पाठ्यक्रम सुरु गर्नुहोस् →	Default: पाठ्यक्रम हेर्नुहोस् →
statement like : पाठ्यक्रम हेर्नुहोस् →		
view courses link theme_moovec viewcourseslink	/course/view.php?id=2	Default: Empty

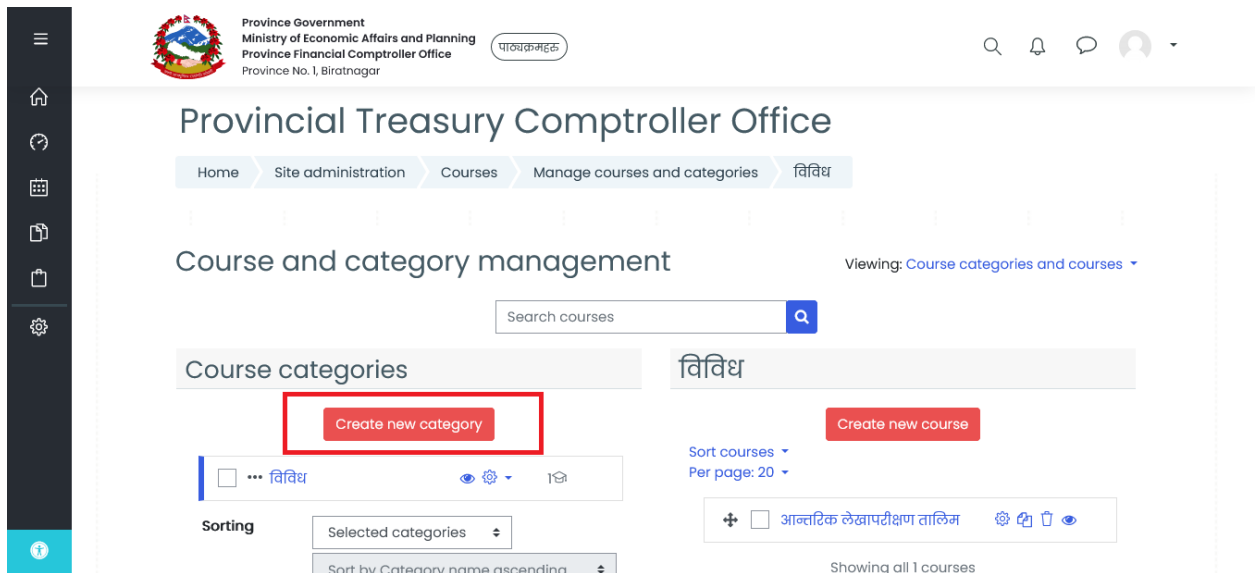
How to manage courses and categories.

1. As an admin user from the “[Site administration](#)” page.
2. Click “Courses” and “Manage courses and categories”.
3. You will be taken to the “[Course and category management](#)” page.



4. To Add categories

- a. Click “create new category”.



- b. Fill the field as required as shown in the screenshot below.

- c. For example we have kept the category name as “category_name” and parent category as “Top”.

Provincial Treasury Comptroller Office

Home Category: विविध Add a subcategory

Add new category

Parent category

× Top

Search

Category name



category_name

Category ID number



Description

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, and help.

Create category

Cancel

- d. Click “create category” then a new category will be created

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पावकसदर

Course and category management

Viewing: Course categories and courses

Search courses

Search

Course categories

Create new category

☐ ... विविध

☐ ... category_name

Sorting

Selected categories

Sort by Category name ascending

Sort by Course full name ascending

Sort

category_name

Create new course

Sort courses

Per page: 20

No courses in this category

Choose...

Move

Move selected courses to...

5. To Add courses.

- First select the category in which you want to create a course then click “create new course”.
- For example, in the screenshot below, we have selected the category “category_name”. And then click the “create new course” button.

[illegible]

- c. Fill the field as required and click any “save and return” or “save and display”.

Provincial Treasury Comptroller Office

[Home](#) [Site administration](#) [Courses](#) [Manage courses and categories](#) [Add a new course](#)

Add a new course

General

Course full name

ⓘ ? course_name_01

Course short name

ⓘ ? course_01

Course category

ⓘ ? * category_name

Search ▼

Course visibility

ⓘ ? Show ▾

Course start date

ⓘ ? 12 ▾ April ▾ 2022 ▾ 00 ▾ 00 ▾ 📅

Course end date

ⓘ ? 12 ▾ April ▾ 2023 ▾ 00 ▾ 00 ▾ 📅 ☐ Enable

Course ID number

ⓘ ?

Description

Course format

Appearance

Files and uploads

Completion tracking

Groups

Role renaming ⓘ

Tags

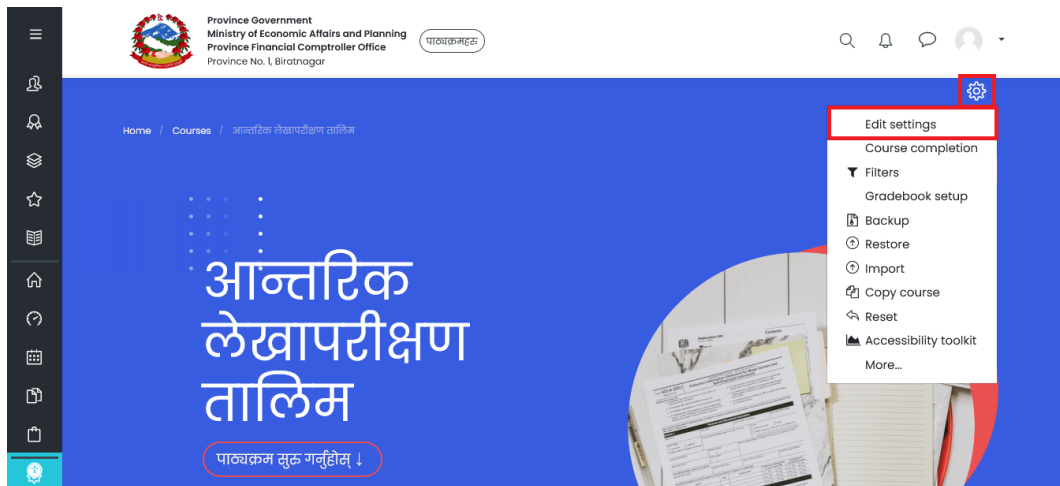
Save and return

Save and display

Cancel

How to edit course setting information.

1. As an admin user from the course page. Click the “setting” icon at the right top of the page and click “Edit settings”.
2. Then you will be taken to the “Edit course settings” page.



3. Where you can update all the course setting information and click “save and display” at the end..

Edit course settings

General

Course full name	आन्तरिक लेखापरीक्षण तालिम
Course short name	Internal Audit Course
Course category	× विविध Search
Course visibility	Show
Course start date	16 September 2021 00 00
Course end date	11 April 2022 10 44 ☐ Enable
Course ID number	

Description

Course format

Appearance

Files and uploads

Completion tracking

Groups

Role renaming

Tags

Save and display

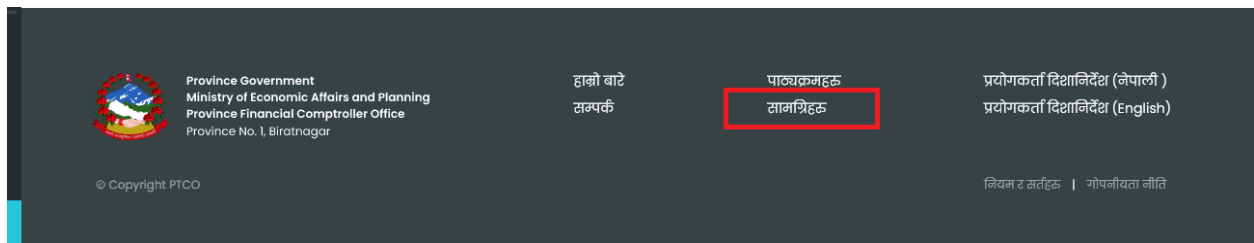
Cancel

How to add content in “अन्य महत्वपूर्ण सामग्रीहरू”.

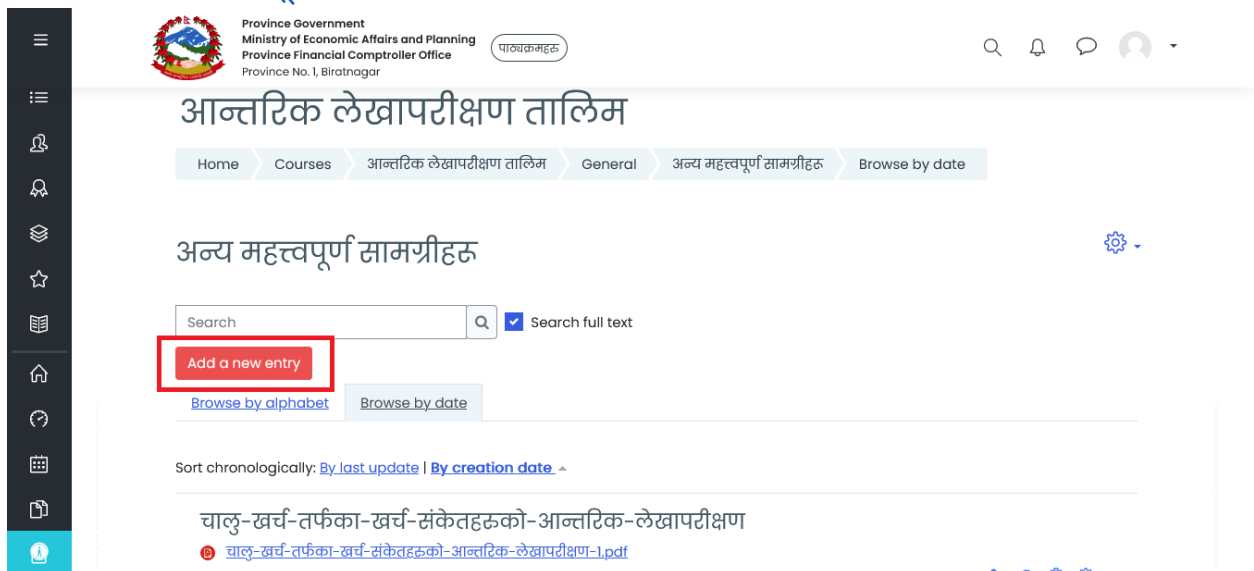
1. As an admin user.
2. From course page click “[अन्य महत्वपूर्ण सामग्रीहरू](#)”.
3. OR
4. From the footer click “[सामग्रीहरू](#)”



OR



5. From the “[अन्य महत्वपूर्ण सामग्रीहरू](#)” page, click “Add a new entry” to add new सामग्री



6. Fill the field as shown in the screenshot below and click “save changes” at the bottom of the page.

Home

Courses

आन्तरिक लेखापरीक्षण तालिम

General

अन्य महत्वपूर्ण सामग्रीहरू

Add a new entry

अन्य महत्वपूर्ण सामग्रीहरू

Expand all

General

Concept

new सामग्रीहरू

Definition

↓

A

B

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🖼️

📄

🎤

📹

📎

H-P

if there is no content / definition, then keep some space
[click space from the keyboard.]

Keyword(s)

Attachment

Maximum file size: Unlimited, maximum number of files: 99

📄

📁

Files

Screenshot ...

if there is any file to be upload,
upload the file here.

Auto-linking

Tags

Save changes

Cancel

7. Then the new entry will be shown in the “अन्य महत्त्वपूर्ण सामग्रीहरू” page.

अन्य महत्त्वपूर्ण सामग्रीहरू



Search ☒ Search full text

Add a new entry

[Browse by alphabet](#)

[Browse by date](#)

Sort chronologically: [By last update](#) | [By creation date](#) ^

चालु-खर्च-तर्फका-खर्च-संकेतहरूको-आन्तरिक-लेखापरीक्षण

[चालु-खर्च-तर्फका-खर्च-संकेतहरूको-आन्तरिक-लेखापरीक्षण-1.pdf](#)



लेखापरीक्षण ऐन

[लेखापरीक्षण ऐन](#)



महालेखा नियन्त्रक कार्यालय - फारमहरू

[महालेखा नियन्त्रक कार्यालय - फारमहरू](#)



महालेखा नियन्त्रक कार्यालय - ऐन/नियम

[महालेखा नियन्त्रक कार्यालय - ऐन/नियम](#)



महालेखा नियन्त्रक कार्यालय - भिडियो ट्यूटोरियल

[महालेखा नियन्त्रक कार्यालय - भिडियो ट्यूटोरियल](#)



new सामग्रीहरू

[Screenshot 2022-04-11 at 10-56-37 अन्य महत्त्वपूर्ण सामग्रीहरू.png](#)



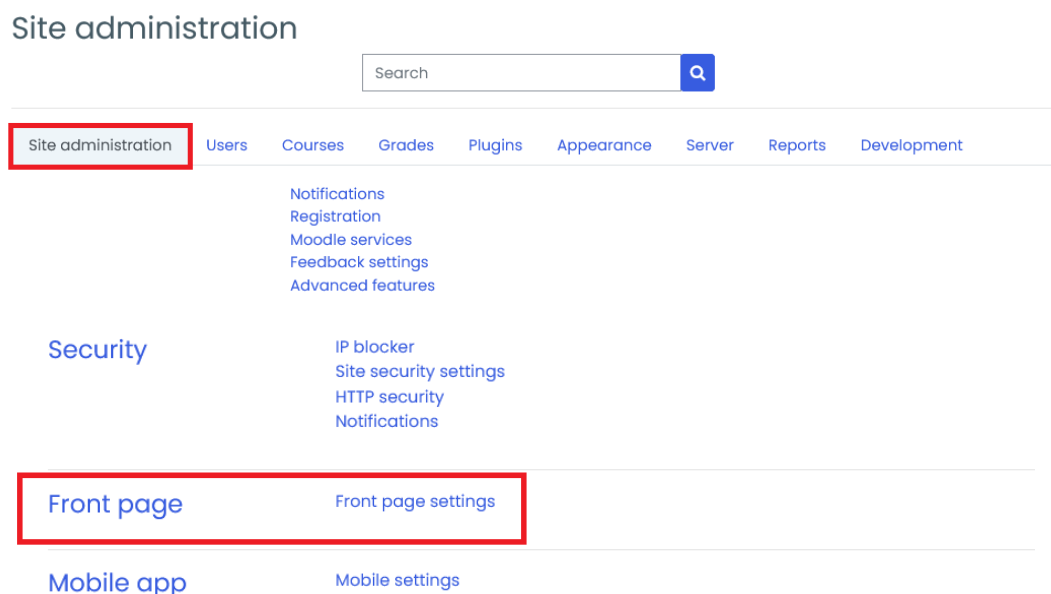
Jump to...

Next activity

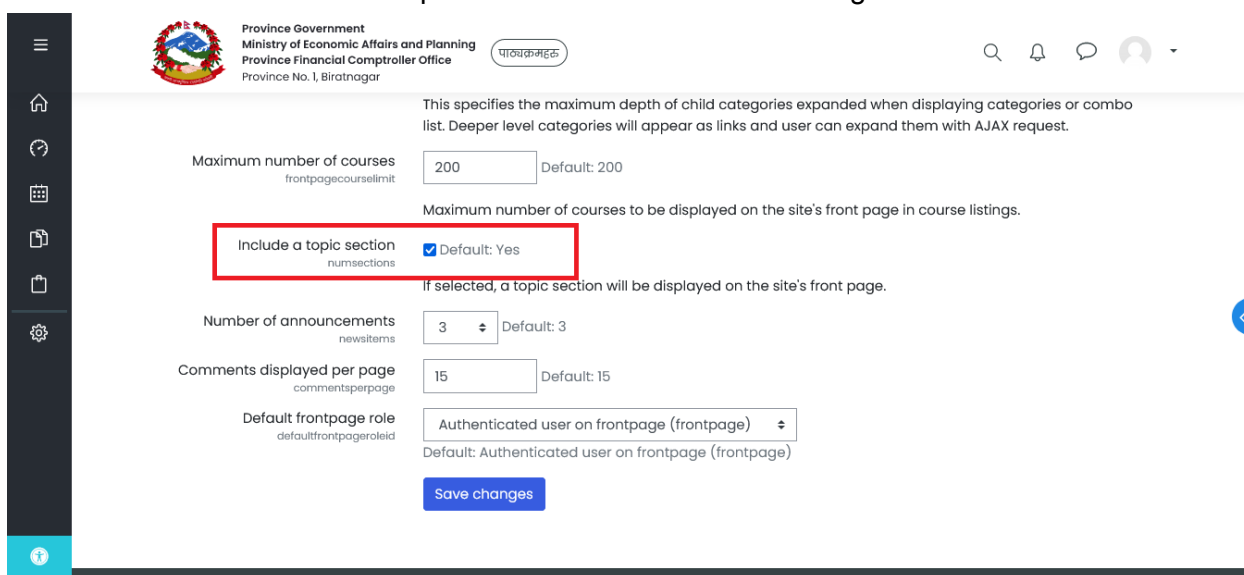
पूर्व मुल्यांकन ►

How to add resources[pages/files] in site pages like सम्पर्क/प्रयोगकर्ता दिशानिर्देश (नेपाली).

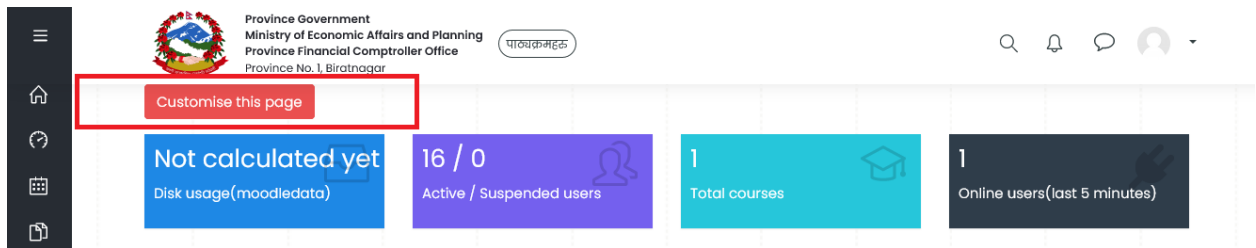
1. As an admin user
2. Go to the “[Site administration](#)” page.
3. Under the “Site administration” section find the “Front page” and click “Front page settings”.



4. Then you will be taken to the “Front page settings” page.
5. Find and check the “Include a topic section “ and click “save changes”.

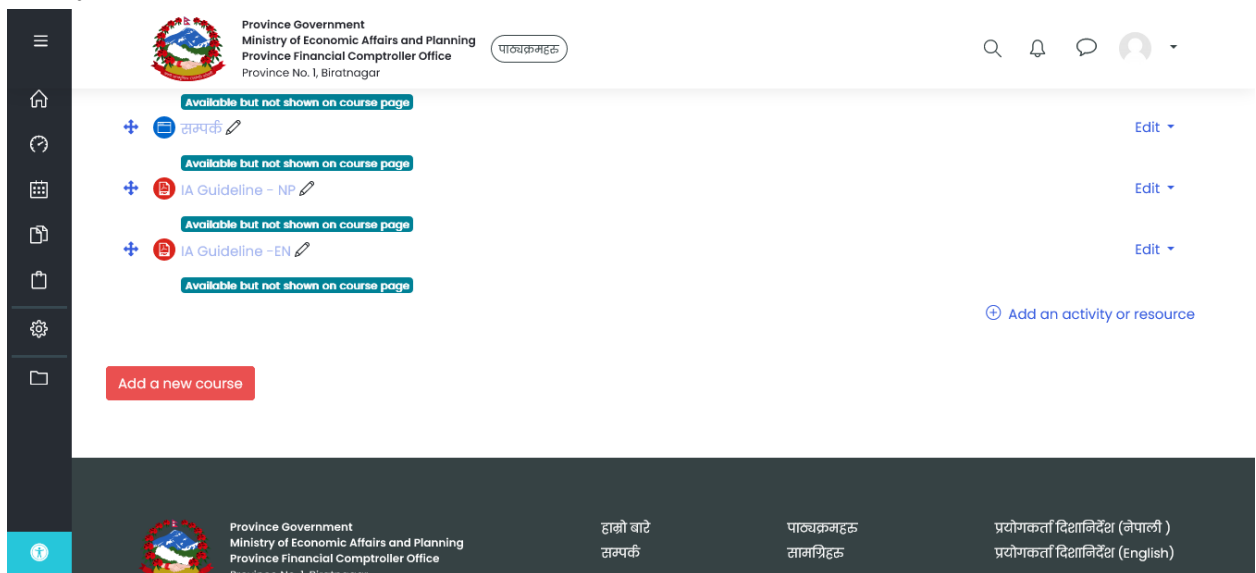


6. Go to the “Dashboard” and click “Customise this page” as shown in the screenshot.



7. Go to the site homepage

8. Now, you will see content as shown in the screenshot below.

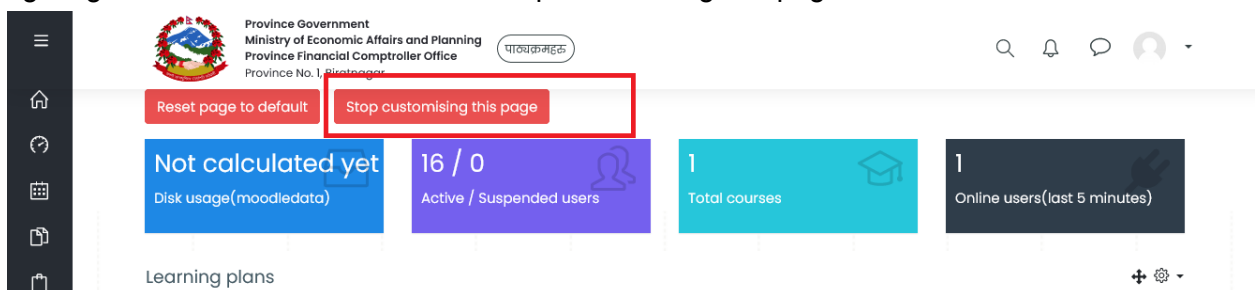


9. Here, you can add other content by clicking “add an activity or resource”.

10. After you added the resources.

11. Save the link to any other place.

12. Again go to the Dashboard and click “Stop customising this page”.



13. Again go to the “Front page settings” page.

14. Find and uncheck the “Include a topic section “ and click “save changes”.

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This specifies the maximum depth of child categories expanded when displaying categories or combo list. Deeper level categories will appear as links and user can expand them with AJAX request.

Maximum number of courses
frontpagecourselimit 200 Default: 200

Maximum number of courses to be displayed on the site's front page in course listings.

Include a topic section
numsections ☐ Default: Yes

If selected, a topic section will be displayed on the site's front page.

Number of announcements
newstems 3 Default: 3

Comments displayed per page
commentsperpage 15 Default: 15

Default frontpage role
defaultfrontpageroleid Authenticated user on frontpage (frontpage) Default: Authenticated user on frontpage (frontpage)

Save changes

How to logout.

1. Click the profile icon at the page header.



2. Click the “Logout” button to logout from the site.

