



# **Nepal Open University Information Technology Structure**

***Debendra Katwal***

# Towards Smart Education





## IT Services at NOU

- Center for IT/eLearning (CITE)
- Live class.
- University Data Center.
- Solution Application Layout
- eLibrary
- University Learning Management System(LMS)
- NOU Mobile Apps
- NOU EMIS

# Live Class

- Every day start from 6:00pm- 10:00pm
- On Big Blue Button
- Microsoft Teams
- Text and chat based
- Recording Session available

## PARTICIPANTS

## Presenters (11)

AMBIKA DHITAL				
BHOLA ASTANI				
BISHNU SHARMA				
CHIRANJIBI BHANDARI				
KAMPRASAD DEVKOTA				
KRISHNA POKHAREL				
Navin Poudel				
Padam Pant				
RUP RAULE				
SURAJ POUDEL				
TILAKDEV GIRI				



11 Participants

Request Control

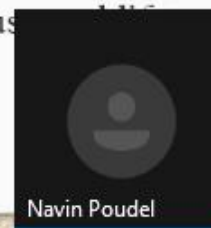
Actual Size

1:03



## Multiple Intelligences in the Classroom

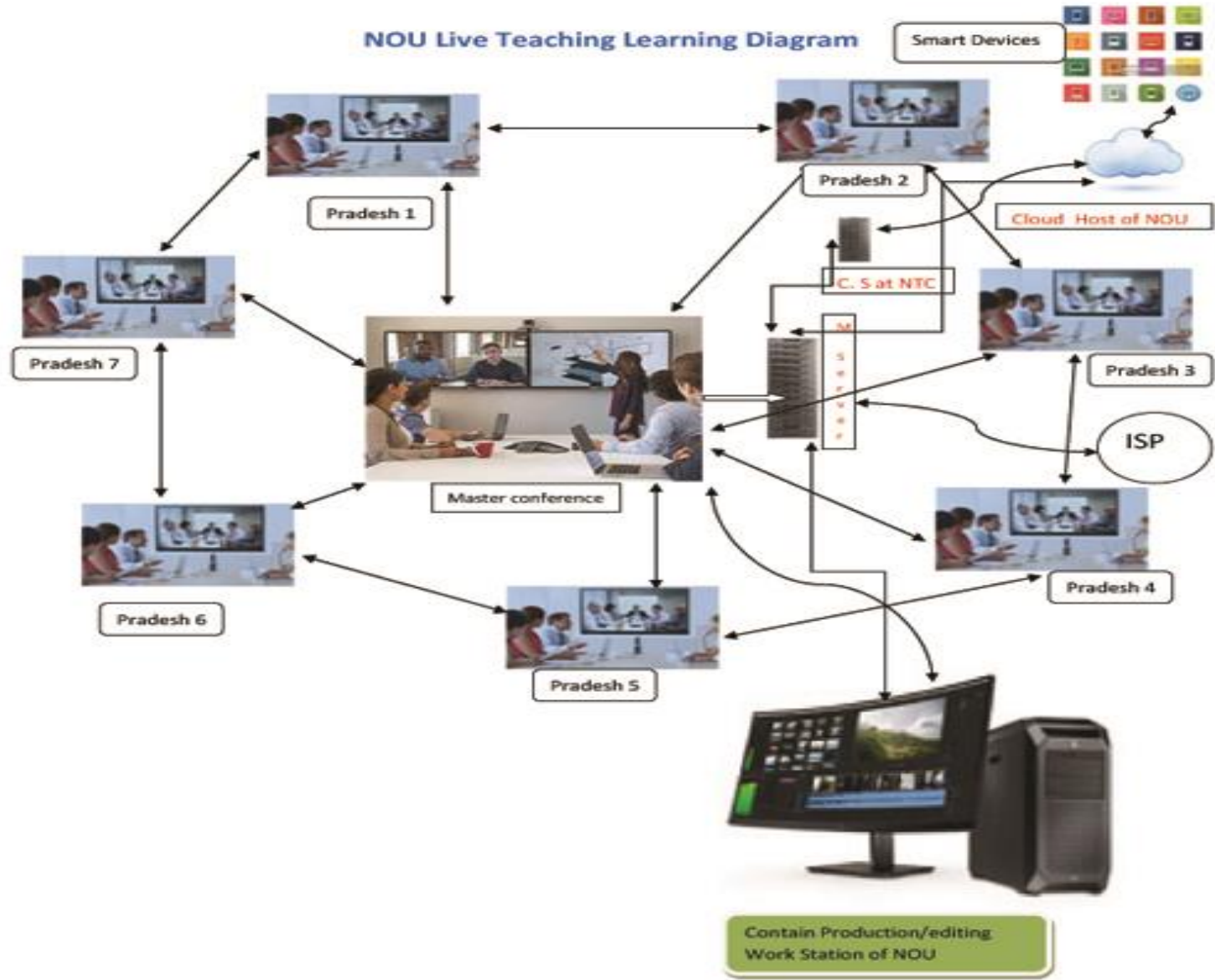
- As a teacher and learner you realize that there are many ways to be "smart."
- All forms of intelligence are equally celebrated.
- By having students create work that is displayed to parents and other members of the community, your school could see more parent and community involvement.
- A sense of increased self-worth may be seen as students build on their strengths and work towards becoming an expert in certain areas.
- Students may develop strong problem solving skills that they can use in various situations.



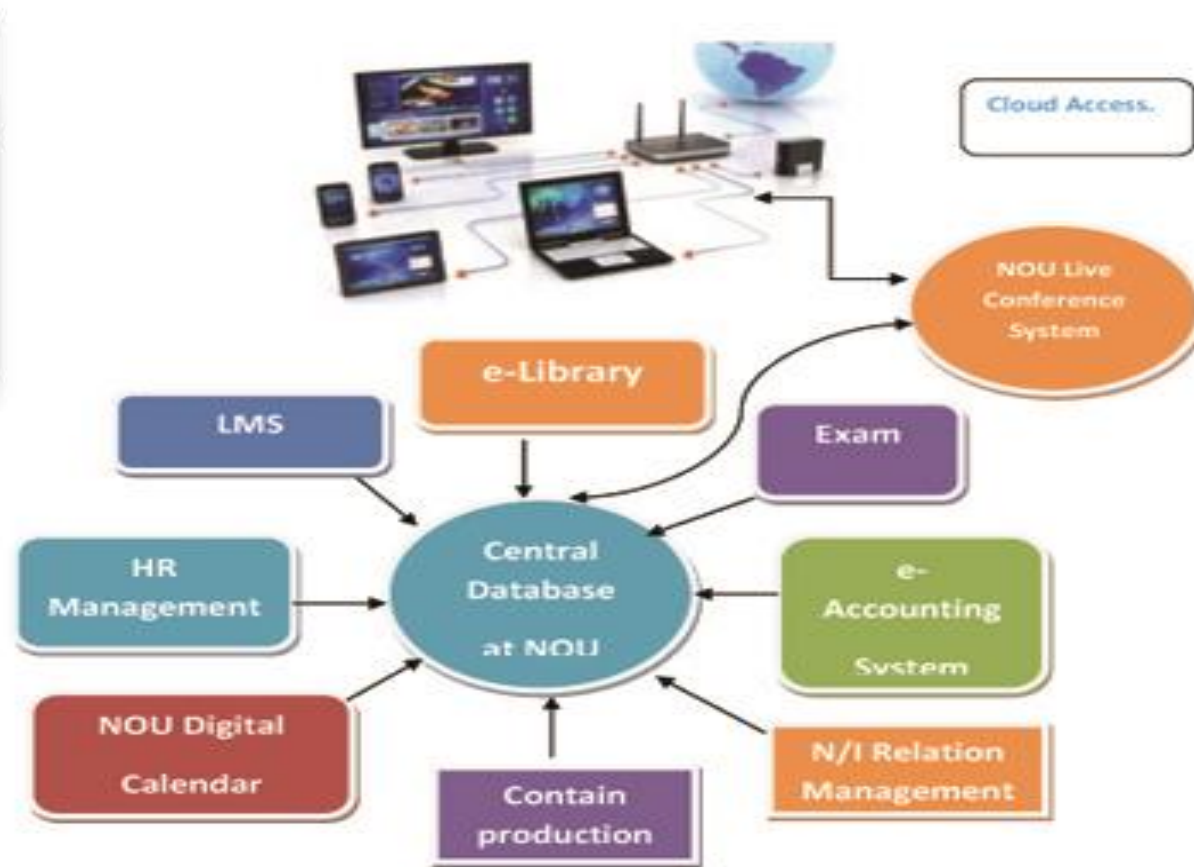
Navin Poudel

[Invite More People](#)[Participant Actions](#)

# NOU Live Teaching Learning Diagram




## Nepal Open University Smart Solution Application Layout






# University LMS


- University Learning Management System
- Hosted at GIDC Nepal
- Moodle 3.6.1 (Build: 20181205)
- 1516 users with different roles
- 200+ courses
- **On MOODLE platform**

# Features of NOU LMS

 <b>Activities</b> View All Activities in Course
<a href="#">Assignments</a>
<a href="#">Forums</a>
<a href="#">Games</a>
<a href="#">Glossaries</a>
<a href="#">Quizzes</a>
<a href="#">Resources</a>
<a href="#">Workshops</a>

 <b>Question Bank</b> Create and organize quiz questions
<a href="#">Question bank</a>
<a href="#">Question category</a>
<a href="#">Import</a>
<a href="#">Export</a>
 <b>Badges</b> Award your students
<a href="#">Manage badges</a>
<a href="#">Add a new badge</a>

 <b>Course Settings</b> Manage your entire course
<a href="#">Edit course settings</a>
<a href="#">Course completion</a>
<a href="#">Competencies</a>
<a href="#">Course administration</a>
<a href="#">Reset</a>
<a href="#">Backup</a>
<a href="#">Restore</a>
<a href="#">Import</a>
<a href="#">Recycle bin</a>
<a href="#">Filter settings</a>
<a href="#">Event monitoring</a>

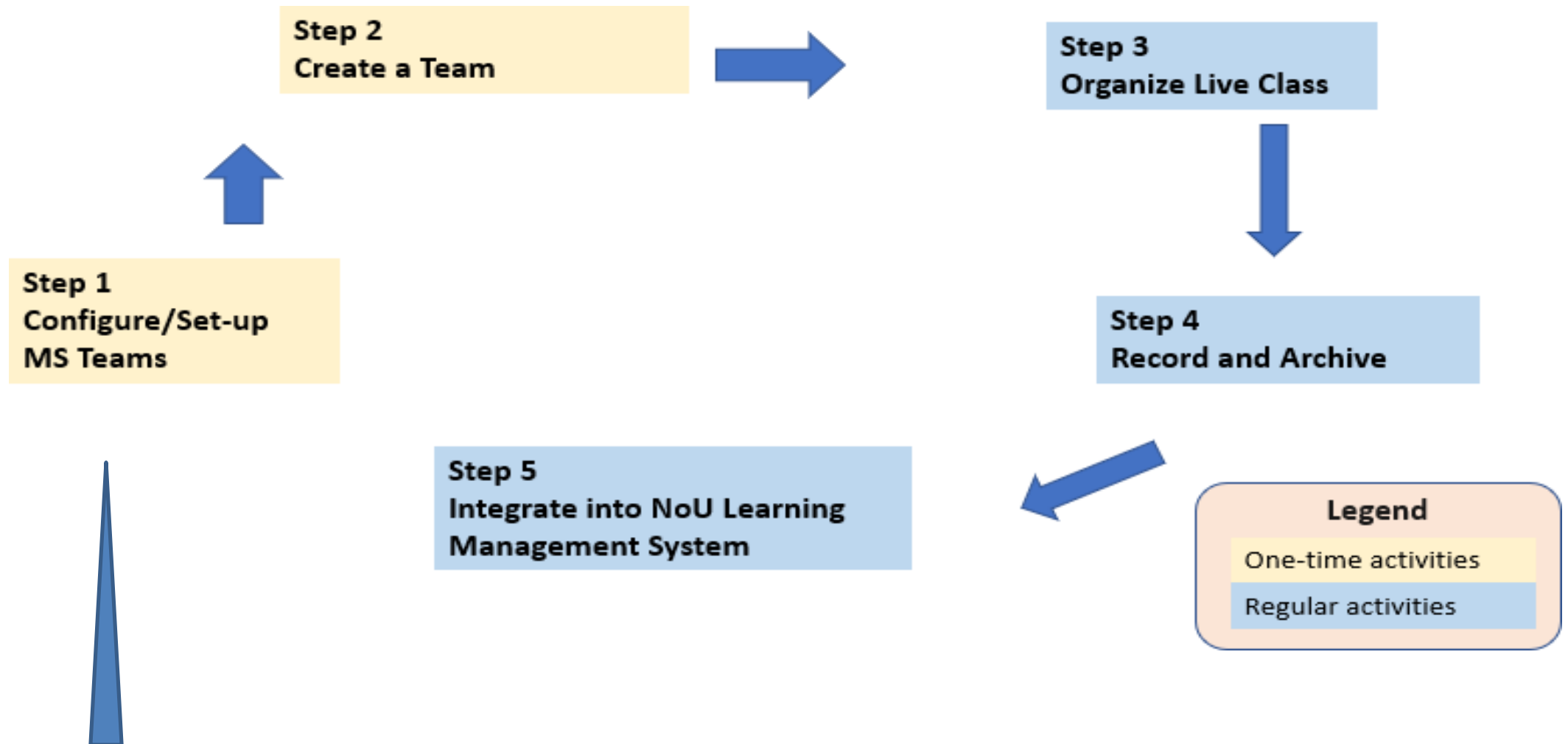
 <b>User Links</b> Manage your students
<a href="#">Grades overview</a>
<a href="#">Participants</a>
<a href="#">Groups</a>
<a href="#">Enrolment methods</a>
<a href="#">Activity completion</a>
<a href="#">Course completion</a>
<a href="#">Logs</a>
<a href="#">View live logs</a>
<a href="#">View course participation report</a>
<a href="#">View activity report</a>

# **Configure or Setup MS Teams**

Both the teachers and students will have to configure or set up MS teams.

This is the first step.

# MS Teams Arc.

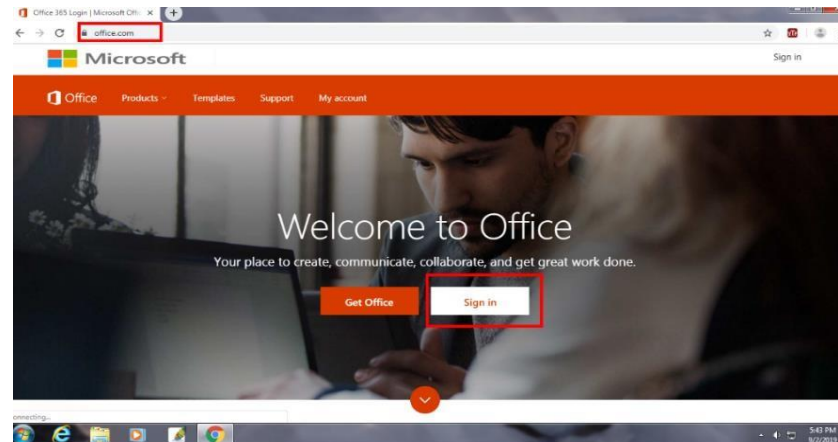


# Please follow the following steps.

Open a browser that you use: Google Chrome, Mozilla Firefox, Microsoft Edge....)



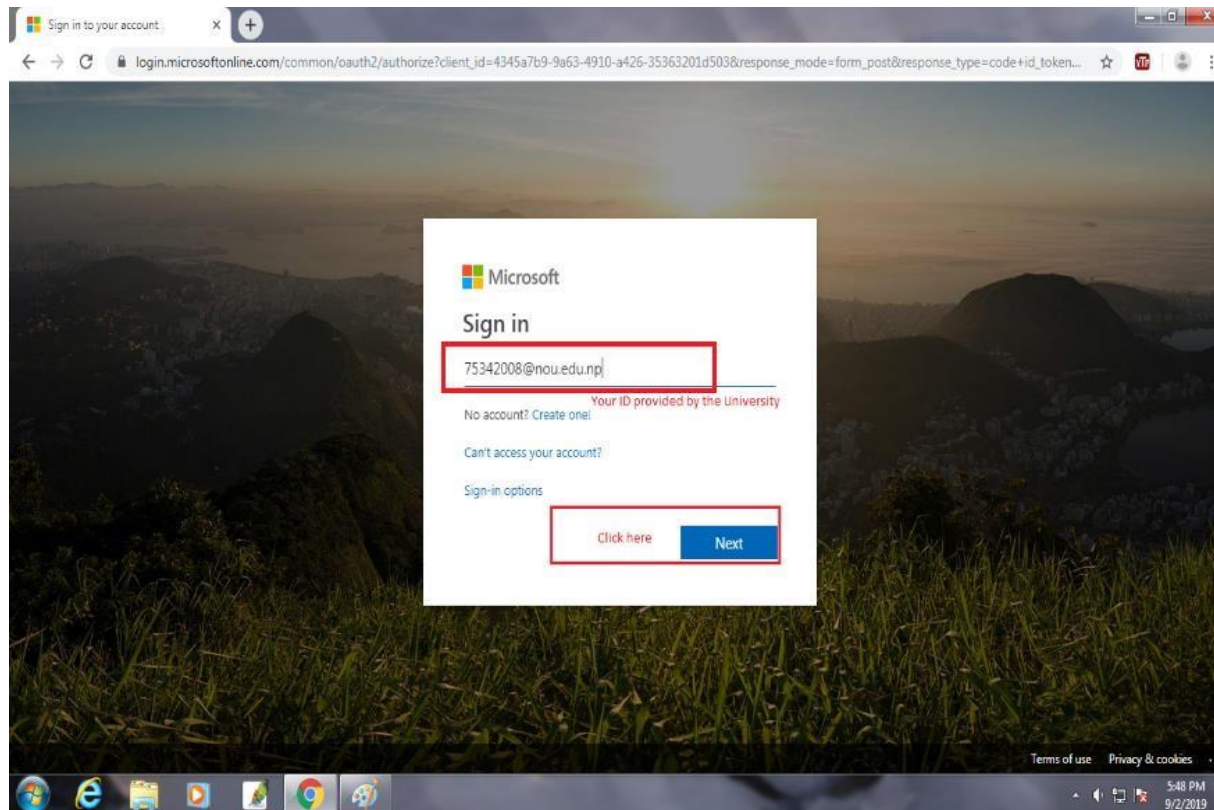
Type [www.office.com](https://www.office.com)  
Click **Sign**



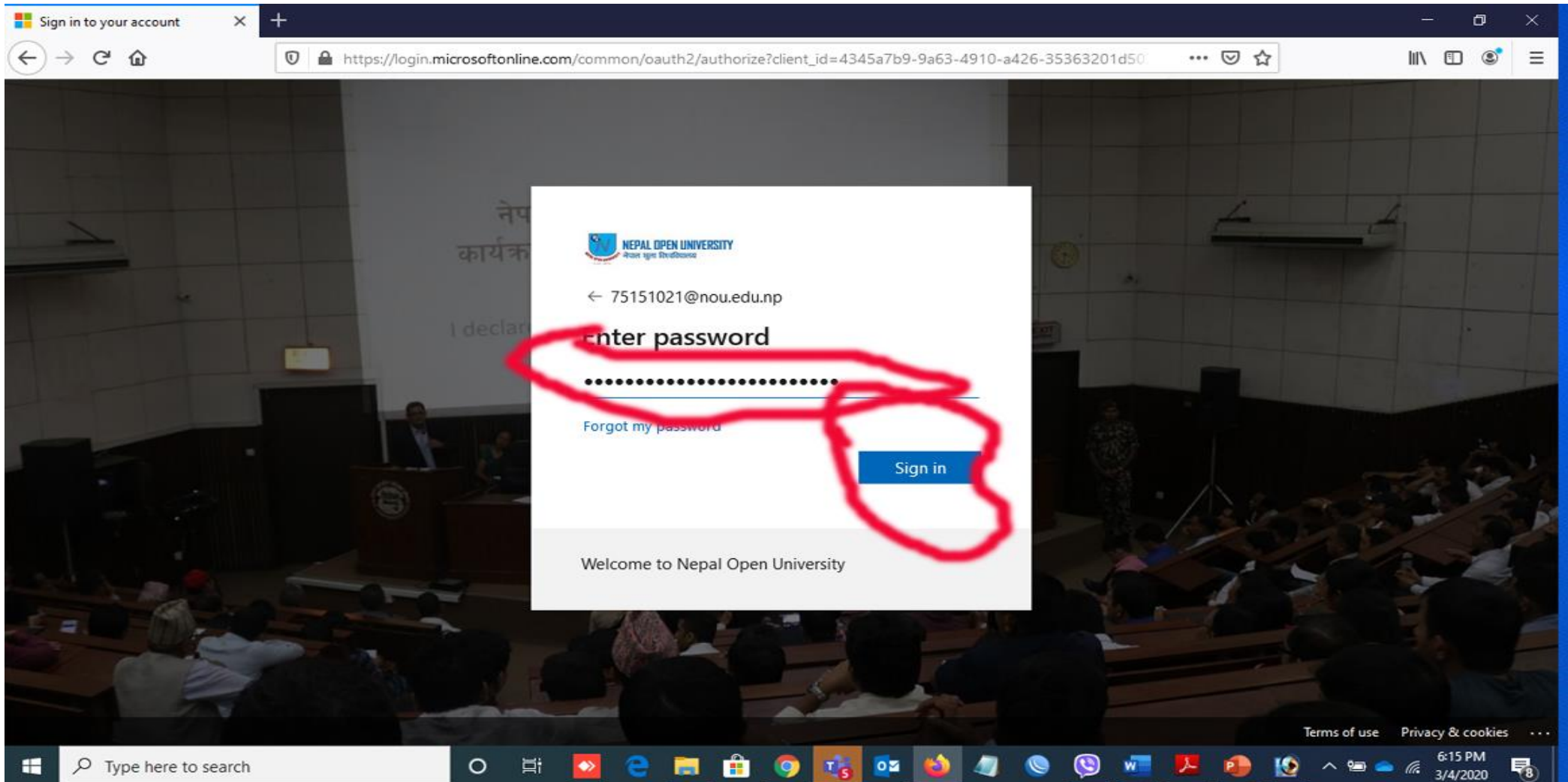
Insert your NoU user ID (the ID will be provided by the University  
Example **Your Name or** University roll [number@nou.edu.np](#)).

Please use only NOU email address, for example: [YYYY@nou.edu.np](#)  
don't use other email addresses – e.g. Gmail, Ymail etc.

Click **Next** button



# Enter your Password and click **Next**



Please change your password for first used  
type current password  
type new password  
conform new password

The screenshot shows a web browser window with the address bar displaying `https://login.microsoftonline.com/common/login`. The page content is a login form for Nepal Open University. At the top left of the form is the university's logo and name. Below that, the email address `76121001@nou.edu.np` is displayed. The main heading is "Update your password", followed by a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields labeled "Current password", "New password", and "Confirm password". A blue "Sign in" button is located at the bottom right of the form. At the bottom of the form, it says "Welcome to Nepal Open University". The browser's taskbar at the bottom shows the time as 7:46 PM on 3/4/2020.

Sign in to your account

https://login.microsoftonline.com/common/login

Recommendation

**NEPAL OPEN UNIVERSITY**  
नेपाल खुला विश्वविद्यालय

76121001@nou.edu.np

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Welcome to Nepal Open University

Terms of use Privacy & cookies

Type here to search

7:46 PM  
3/4/2020

# Click on next

The image shows a browser window with the URL `https://login.microsoftonline.com/common/SSPR/End`. The page content is partially obscured by a white modal box. The modal box contains the following text:

**NEPAL OPEN UNIVERSITY**  
नेपाल खुला विश्वविद्यालय

15100132@nou.edu.np

**More information required**

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

**Next**

Welcome to Nepal Open University

The background of the browser window shows a lecture hall with a speaker at a podium and an audience. The Windows taskbar at the bottom displays the search bar, system tray, and the date/time: 11:58 PM, 4/26/2020.

# Click on Set up it now for mobile

NEPAL OPEN UNIVERSITY  
नयाँ विद्यापीठ

15100132@nou.edu.np | ?

## Don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

- ! Authentication Phone is not configured. **Set it up now**
- ! Authentication Email is not configured. Set it up now

finish cancel

©2020 Microsoft | Legal | Privacy

Your session will expire in 14:51

Select Your country Nepal(977)

Type your valied mobile Number

click on text me

When text message come to your mobile

type 6 numbers code from mocrosoft c

click on verify

then click finish

NEPAL OPEN UNIVERSITY  
आज्ञाया विद्यायाय नमः

15100132@nou.edu.np | ?

## don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

Enter your authentication phone number

text me call me

back

Nepal

98xxxxxxxxxxxx

©2020 Microsoft Legal | Privacy Your session will expire in 14:58

Check don't show this again and click Yes Tab as you like for save information as you give

The image shows a web browser window with the URL `login.microsoftonline.com/common/login`. The page displays the login interface for Nepal Open University. A central dialog box asks "Stay signed in?" with the text "Do this to reduce the number of times you are asked to sign in." Below this, there is a checkbox labeled "Don't show this again" which is circled in red. To the right of the checkbox are two buttons: "No" and "Yes", with the "Yes" button also circled in red. At the bottom of the dialog box, it says "Welcoem to Nepal Open University".

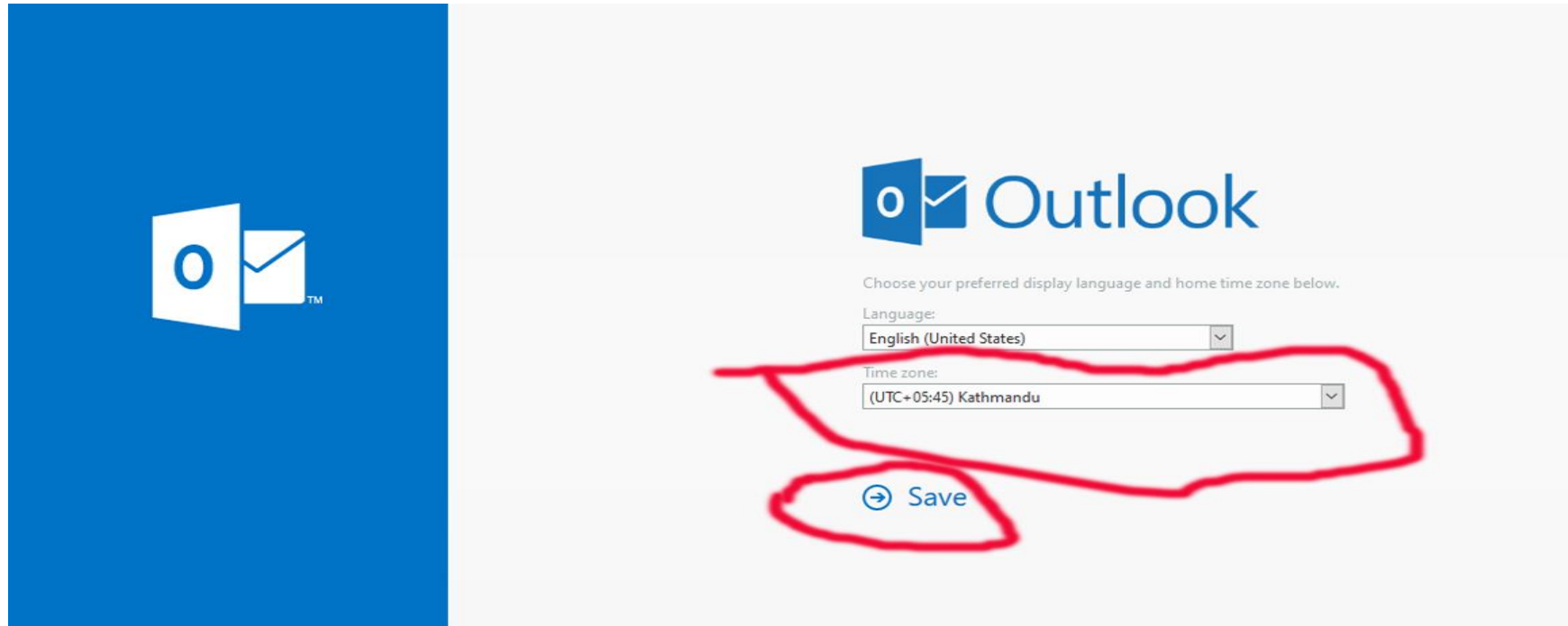
Overlaid on the top right of the browser window is another dialog box titled "Save password?". It contains a "Username" field with the value `75342008@nou.edu.np` and a "Password" field with masked characters. Below these fields are three buttons: "clickin to save password" (circled in red), "Save", and "Never".

The background of the browser window shows a lecture hall with a speaker at a podium and an audience. The Windows taskbar at the bottom shows the time as 5:50 PM on 9/2/2019.

# Update time from Outlook click on outlook

The screenshot shows the Microsoft Office 365 home page in a web browser. The browser's address bar displays <https://www.office.com/?auth=2>. The page header includes the Nepal Open University logo, the text "Office 365", a search bar, and the user's name "sujata Rai" with a profile icon. The main content area features a greeting "Good evening sujata" and a row of application icons: Start new, Outlook (highlighted with a red circle), OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and All apps. Below this row are tabs for "Recent", "Pinned", "Shared with me", and "Discover", along with an "Upload and open..." button. A central illustration shows a person working at a laptop, with the text "No recent online Office documents" and a prompt to "Share and collaborate with others. To get started, create a new document or drag it here to upload and open." At the bottom, there are "Upload and open..." and "New" buttons, and a "Feedback" button in the bottom right corner. The Windows taskbar at the very bottom shows the system tray with the date "3/4/2020" and time "7:52 PM".

Change time zone **UTC-(05:45) Kathmandu**  
and click **save**



Then Close it

Update your profile picture and other  
Please click on [My Office profile](#)

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Delve - Home" and "Chat | Microsoft Teams".
- Address Bar:** <https://apc.delve.office.com>
- Page Header:** "NEPAL OPEN UNIVERSITY" logo and "Delve" text. On the right, there is a notification bell, a settings gear, a help icon, and the user's name "sujata Rai" with a green profile icon containing "SR".
- Left Navigation Panel:** Includes a search bar, "Home", "Me", "Favorites", "People", and a user card for "sujata Rai".
- Main Content Area:**
  - Popular documents:** A large illustration of three people working at a desk with document icons.
  - Text:** "Popular documents", "Discover documents others are working on. You only see documents that you have access to.", "Learn more about why you can trust Delve".
  - Footer:** "Give Delve more to work with. Store and share your documents where Delve can get to them, such as in OneDrive for Business, and Delve will automatically bring your content. [Learn more](#)".
- Right Panel (My account):** Displays the user's profile with a green "SR" icon. A red circle highlights the "My Office profile" link. Below it are "My account" and "Sign in" links, with a tooltip that says "Go to My Office profile page".
- Taskbar:** Shows the Windows taskbar with various application icons and the system clock displaying "8:08 PM 3/4/2020".

# Update each and Everything As you like

- About you
- projects you are working on
- Skills and expertise
- Schools and education
- Interests and hobbies
- Blog and post

The screenshot displays the Delve profile interface for a user named sujata Rai. The browser address bar shows the URL: <https://apc.delve.office.com/?u=f65e0476-5336-4183-92ae-920009379d2f&v=work>. The page header includes the Nepal Open University logo and the name 'Delve'. A navigation sidebar on the left contains links for Home, Me, Favorites, and a 'People' section listing 'sujata Rai'. The main content area features a profile card for '76121001@now.edu.np' with a 'My OneDrive' link and an 'Update profile' button. Below this is a calendar for 'Today' with a vertical line at 8p. The 'About me' section includes an 'Add about me' button and three highlighted options: 'Add projects you are working on', 'Add skills and expertise', and 'Add schools and education'. At the bottom, there is a 'Blog' section with an 'All posts' link and a '+ New post' button. A footer message asks 'Are my documents safe in Delve?'. The Windows taskbar at the bottom shows various application icons.

# Upload Your Picture (its mandatory)

- Click on profile
- Click on upload new photo
- Select photo
- Manage photo on frame using mouse
- Click Apply

**sujata Rai**  
Student

76121001@nou.edu.np

76121001@nou.edu.np

My OneDrive

Update profile

3p 4p 5p 6p 7p 8p 9p 10p 11p

About me

Add projects you are working on

Change photo

+ Upload a new photo

Drag your photo

Apply Cancel

File Upload

This PC > Desktop >

Search Desktop

Name	Date modified	Type
New folder	1/2/2020 11:11 AM	File folder
New folder (2)	3/3/2020 2:27 PM	File folder
New folder (3)	3/2/2020 3:35 PM	File folder
Prakash	2/28/2020 11:12 AM	File folder
Teacher profile	2/24/2020 4:34 PM	File folder
Calendre	3/4/2020 6:31 PM	JPG File
Chat	3/4/2020 6:30 PM	JPG File
Google Drive	2/18/2020 2:48 PM	Shortcut
index	3/4/2020 8:21 PM	JPG File
join class	3/4/2020 8:14 PM	JPG File
join class.jpg	3/4/2020 7:13 PM	Adobe Photoshop
other - Shortcut		Shortcut

File name: 13 Image Files

Open Cancel

Change photo

+ Upload a new photo



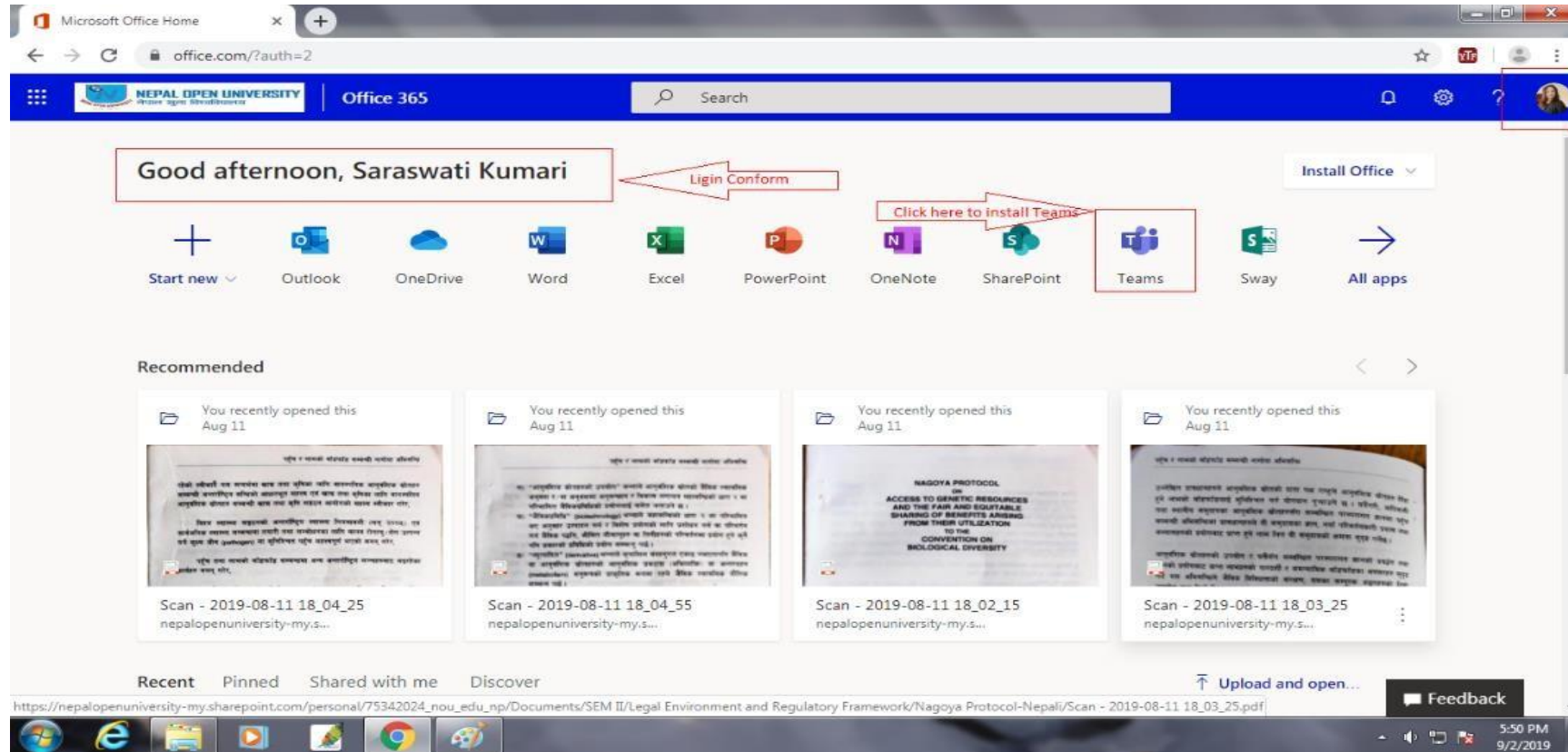
Apply Cancel

sujata Rai

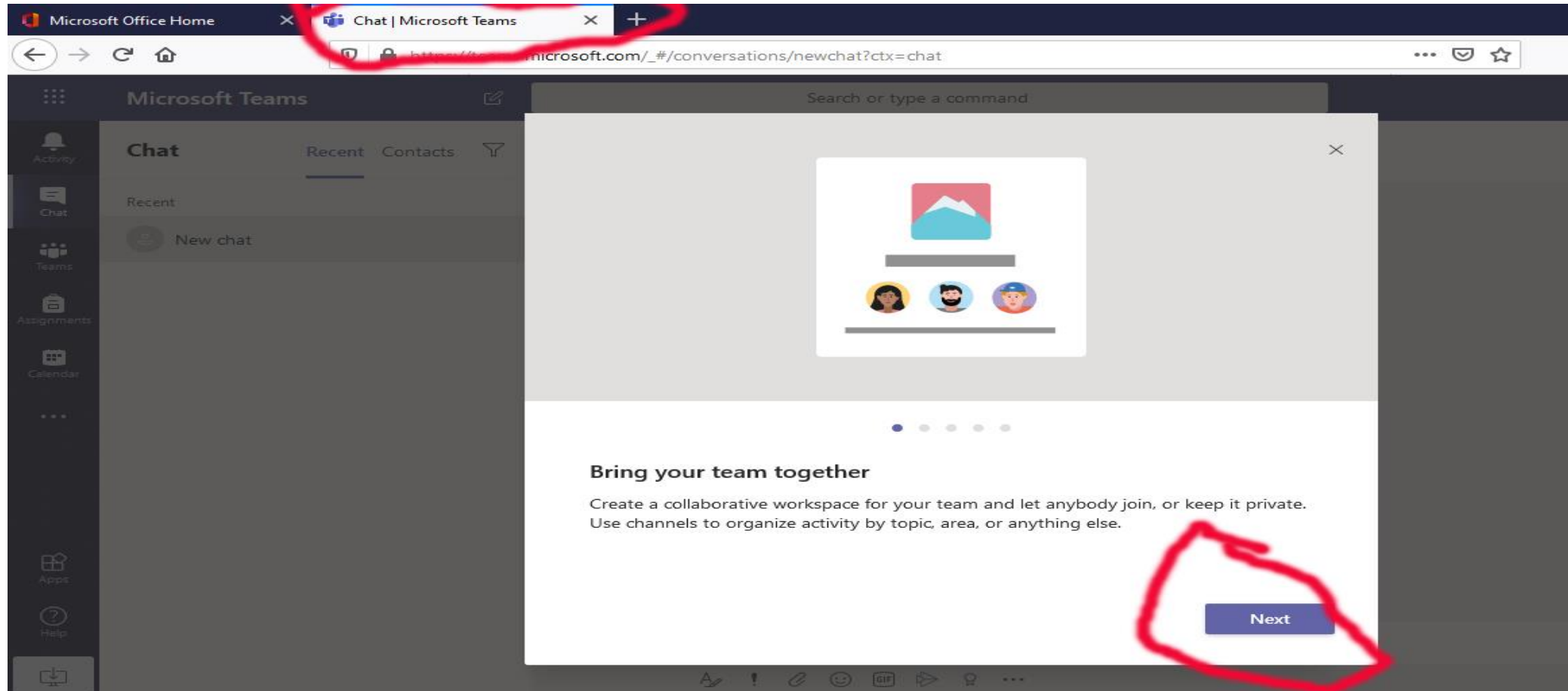
Change cover photo



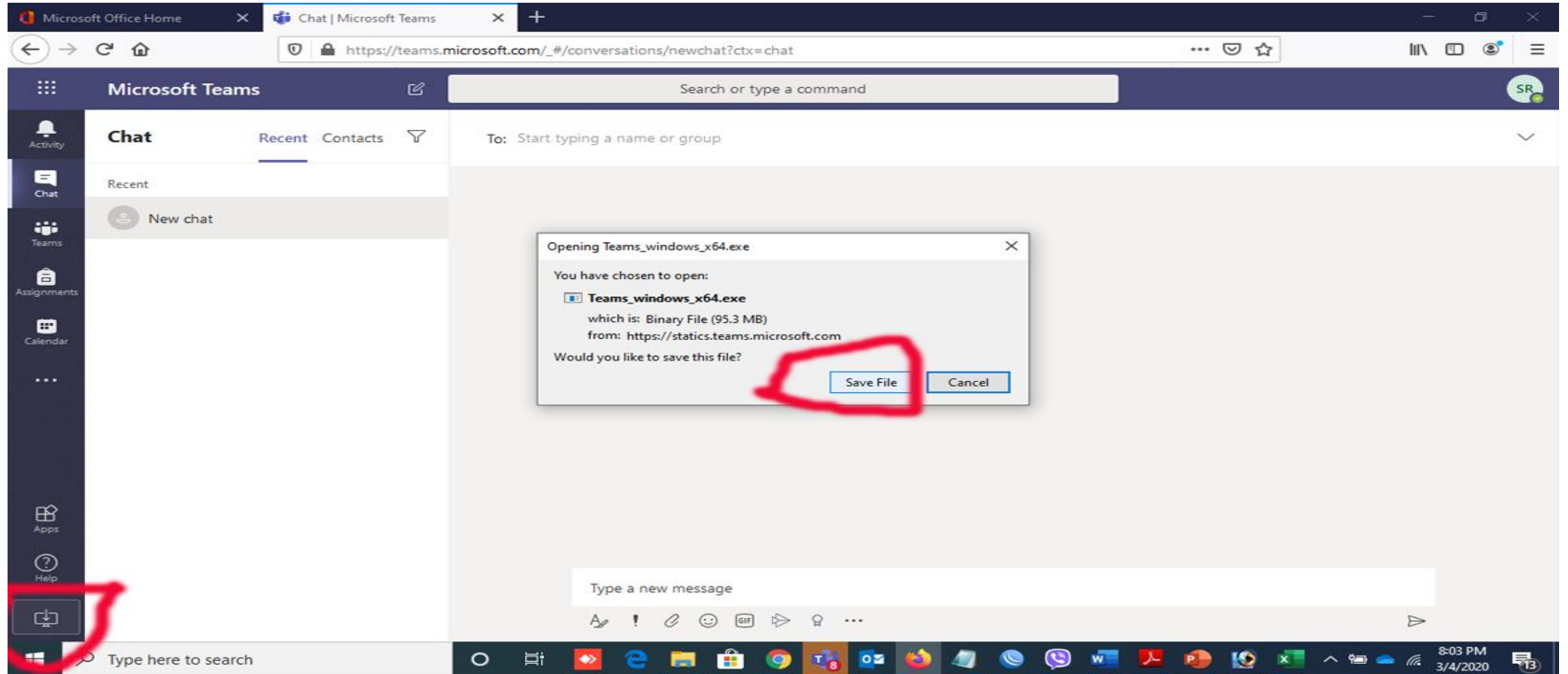
After login, click on Teams icon for download/work on it.



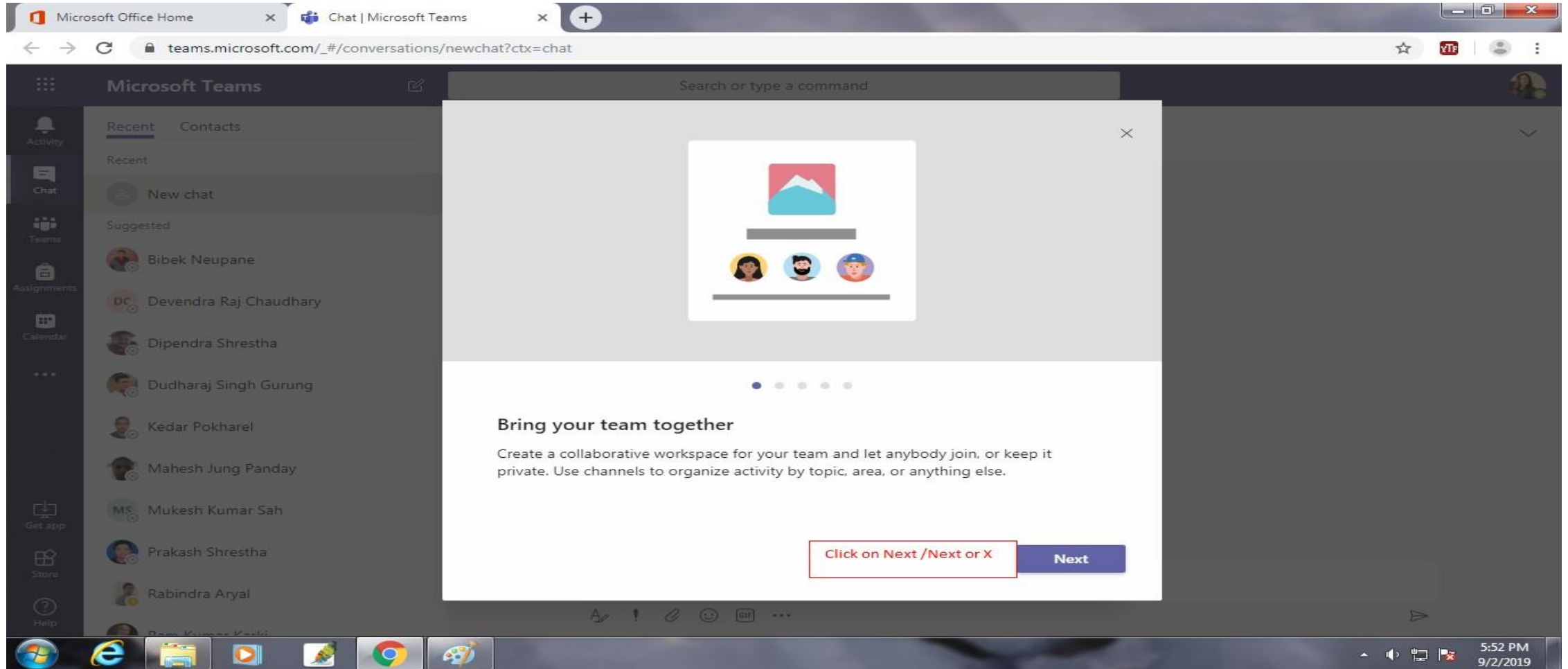
It open in new tab and Its take server time when ready press on **Next** tab 4/5 times



To get teams Desktop app please click left button and save it



Click on Next for five times or you can click on close from the pop-up page top.



# TEAMS DASHBOARD LOOKS LIKE THE FOLLOWING

- From Teams Icon you can find out your all subject list.
- From Activity Icon you can see previous communication history as well as recorded video.
- From calendar icon you will find the class schedule as well (the calendar will be short by day, week and month)
- From Teams Icon you can find out your all subject list.
- From Activity Icon you can see previous communication history as well as recorded video.
- From calendar icon you will find the class schedule as well (the calendar will be short by day, week and month)

Microsoft Teams



Search or type a command



Activity

Recent Contacts

chat/class recorded history



Chat

Recent for chat

New chat



Teams

Suggested Click here to view all subjects



Assignments



Calendar

Click here for view class schudele



Get app



Store



Help

To: Start typing a name or group

Type a new message



# Find Recent activities from Activity Tab

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area is divided into two sections: a 'Feed' on the left and a 'General' chat on the right.

**Feed Section:**

- TS** (6:12 PM): Tank +12 replied to EDENG723-Philosophy of Englis... > General. Message: "Can we see you sir?"
- Bharat +14 replied** (3/3): Governance & Accountability fo... > General. Action: "Sent a file"
- Chet +9 replied** (3/3): साहित्य सिद्धान्त र उचरारवर्ती समालो... > General. Message: "mero ma aayena ta?"
- Bhumi +18 replied** (3/3): EDAW712-Academic Writing ED... > General. Message: "no internet today so missed the class quite often."
- BADRI replied** (3/3): SSPON721-Contemporary Politi... > General. Action: "Video Play"
- Nirmal +23 replied** (3/2): 1st Contract session75w II Sem. ... > General. Action: "Sent a file"
- Dr. +11 replied** (3/2): भाषा, पाठ्यक्रम र मुल्याङ्कन (EDNEP... > General. Action: "Video Play"
- Dan +29 replied** (3/2): EDENG721-Critical Theories and... > General. Message: "we need face value"
- BADRI replied** (3/2): SSPOL722-Nepal and Its Neigh... > General. Action: "Video Play"
- RAMKRISHNA +20 replied** (3/2): EDAW712-Academic Writing M... > General. Action: "Video Play"

**General Chat Section:**

- Header: Occurs every Wednesday @6:00 PM
- Buttons: Collapse all, See previous replies
- Laxman Gautam** (2/26 5:43 PM): Namaste sabai janalai
- Meeting status: Meeting ended: 50s, Meeting started
- Madan Prasad Baral** (2/26 5:48 PM): Namaskar
- Babita Parajuli** (2/26 6:24 PM): Really wonderful moment
- Reaction: Two yellow smiley face emojis
- Laxman Gautam** (2/26 6:24 PM): yes
- Bodh Raj Gautam** (2/26 6:54 PM): Contact List and Address.docx
- Binod Neupane** (2/26 7:42 PM): Shifting from teacher centered method to child centered method
- DEEPENDRA BAHADUR BUDHA** (2/26 7:45 PM, Edited): No reading materials has been posted on moodle yet... How the ideas can be made without going through the resource materials?
- Sanjay Kumar Basnet** (2/26 7:56 PM):

At the bottom, there is a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a row of icons for actions like reply, edit, emojis, attachments, and more options.

# Find Recent Chats from Chat Tab

The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation pane includes icons for Activity, Chat (with a notification badge), Teams, Assignments, Calendar, Calls, Files, and Help. The main area is divided into two sections. The top section, titled 'Chat', shows a list of recent conversations. The bottom section shows a detailed view of a chat with 'Prakash Paudel'.

**Recent Chats List:**

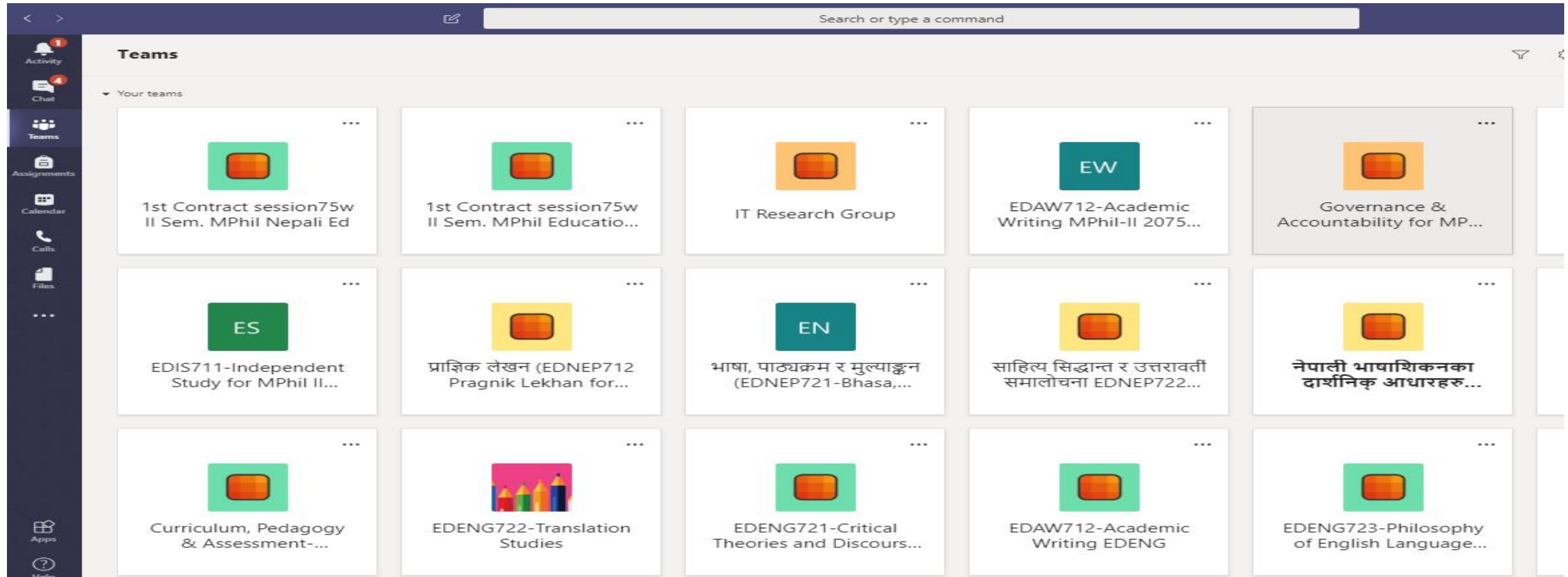
Contact Name	Preview	Time
Prakash Paudel	ok	3/2
Dr. Karna Rana	You: sir ma ghar gairako xu 25-30 minut lagxa	3/1
Dr. Chandra Laksamba	Okay thank you sir	3/1
Radheshyam Thakur	User added	2/26
Jiban khadka	You: sir record sop gardinu hola class sakiyasi ma...	2/25
Dr. Rajani Kafle Dhakal	You: Sent a file	2/25
Narayan Prasad Marasini	sir, moodle ma kehi xaina. 2nd semesterko varna...	2/25
Khem Joshi	join garauta ?	2/24
Tara Prasad Adhikari	User added	2/24
Madan Prasad Baral	Please send my password	2/24
Jeevan Khanal	You: sir hajurko class record bhako xain	2/24
Parmeshor Baral	User added	2/24
Ridhi Shrestha	sir class kati baje ho	12/19
Prof Bal Bahadur Mukhia	You: sir wait ma class milaudai xu	11/14
Raj Kumar KC	You: running	11/12

**Chat with Prakash Paudel:**

- Monday 6:08 PM: kalas rekarda gara
- Prakash Paudel Monday 6:08 PM: 7 baje suru ho class chai
- Monday 6:08 PM: oe 7 baje samma ma ke garera basau?
- Prakash Paudel Monday 6:09 PM: mero ma au
- Monday 6:15 PM: daru xa?
- Prakash Paudel Monday 6:15 PM: lol
- Monday 6:39 PM: record gara hai class
- Monday 6:39 PM: ma ghar jadaai xu
- Prakash Paudel Monday 6:39 PM: huss
- Prakash Paudel Monday 6:39 PM: ok

The bottom of the chat window features a text input field labeled 'Type a new message' and a row of icons for emojis, attachments, voice recording, video recording, and other chat functions.

# Find Your Classes Channels from Teams Tab



The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below this, the "Teams" tab is active, showing a grid of channels under the heading "Your teams". The channels are arranged in a 3x5 grid. Each channel card includes a colored icon, a title, and a three-dot menu icon in the top right corner. The channels listed are:

- 1st Contract session75w II Sem. MPhil Nepali Ed
- 1st Contract session75w II Sem. MPhil Educatio...
- IT Research Group
- EDAW712-Academic Writing MPhil-II 2075...
- Governance & Accountability for MP...
- EDIS711-Independent Study for MPhil II...
- प्राज्ञिक लेखन (EDNEP712 Pragnik Lekhan for...
- भाषा, पाठ्यक्रम र मुल्याङ्कन (EDNEP721-Bhasa,...
- साहित्य सिद्धान्त र उत्तरावती समालोचना EDNEP722...
- नेपाली भाषाशिकनका दार्शनिक आधारहरु...
- Curriculum, Pedagogy & Assessment-...
- EDENG722-Translation Studies
- EDENG721-Critical Theories and Discours...
- EDAW712-Academic Writing EDENG
- EDENG723-Philosophy of English Language...

The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The bottom of the sidebar has a Help icon.

# Join in class from Calendar Tab

The screenshot shows the Microsoft Teams interface with the Calendar tab selected. The calendar view displays a grid for March 2020, with a meeting scheduled for 6 PM on Wednesday, March 4th. The meeting title is 'नेपाल भाषा' (Nepali Language) and it is hosted by 'Deben Katwal'. The meeting details are visible in a pop-up window, showing the meeting ID 'BBS/487' and the host's name 'Deben Katwal'.

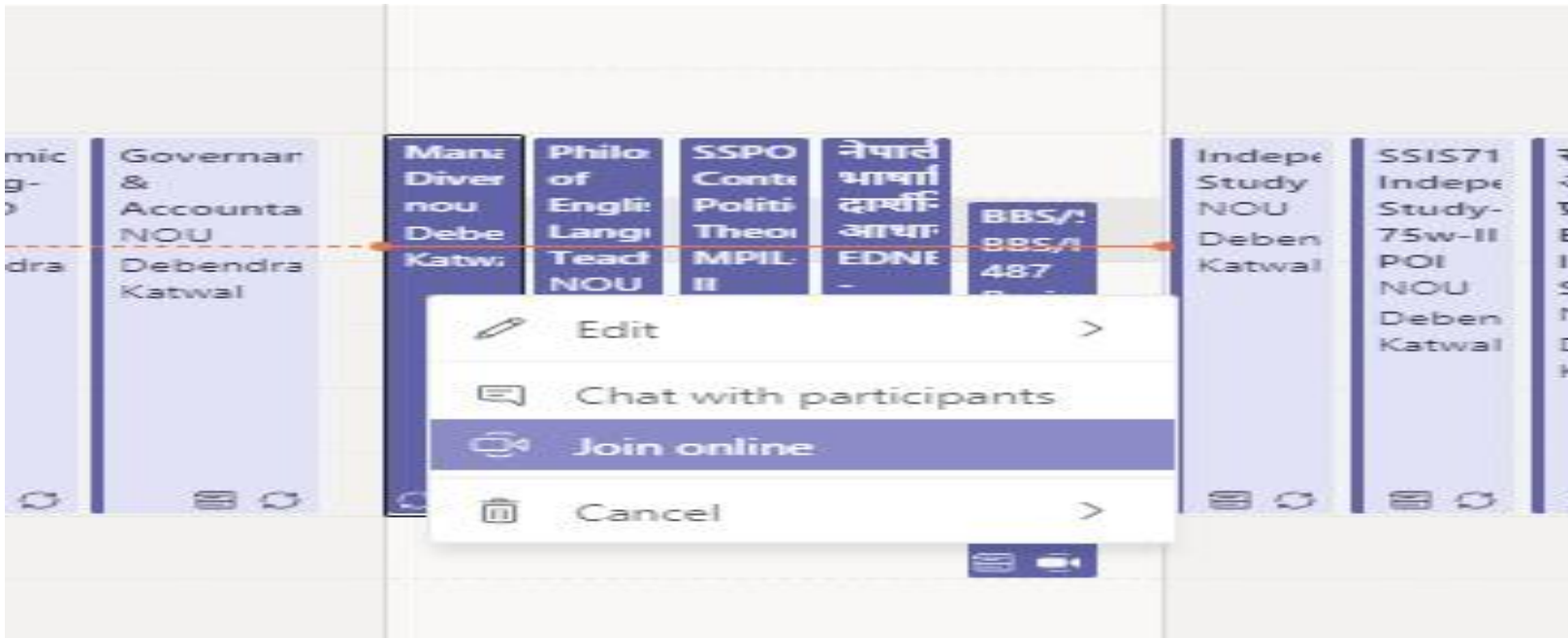
Day	01 Sunday	02 Monday	03 Tuesday	04 Wednesday	05 Thursday	06 Friday															
6 PM	प्राज्ञिक लेखन Pragñi Lekhar NOU Deben Katwal	EDAW Acade Writin NOU Deben Katwal	SSAR7 Acade Writin NOU Deben Katwal	Transl. Studie NOU Deben Katwal	Critica Theori and Discou Studie NOU Deben Katwal	Currici Pedag & Assess NOU Deben Katwal	SSPOL Nepal and Its Neighi NOU Deben Katwal	भाषा, पाठ्यत्र र मुल्याङ्क Bhasa, paathya mulya NOU Deben Katwal	साहित्य सिद्धान्त र उत्तरावर्ती समालोचना EDNEP722 Sahitya siddhanta ra uttarbarti samalochana NOU Debenra Katwal	Academic Writing- ENGED NOU Debenra Katwal	Governar & Accounta NOU Debenra Katwal	Mana Diver NOU Debe Katwal	Philo of Engli Langi Tead NOU Debe Katwal	SSPC Cont Polit Thec MPIL II 75w NOU Debe Katwal	नेपाल भाषा गणना आधार EDNE - Nepa Bhasa / Gene Darsl Aadh NOU Debe	BBS/487 Proje Mana / Gene Dr. Gyan Bahar Tama	Indepe Study NOU Deben Katwal	SSIS71 Indepe Study- 75w-II POI NOU Deben Katwal	स्वायत्त अध्ययन प्रकाश EDNEF Indepe Study NOU Deben Katwal	Secoñ Langu. Teache Educat Shiftin episte Scope and Trend Mr. Kamal Devko	9:30 AM Canceled- Canceled- MBA

Find the class dates

Select your class

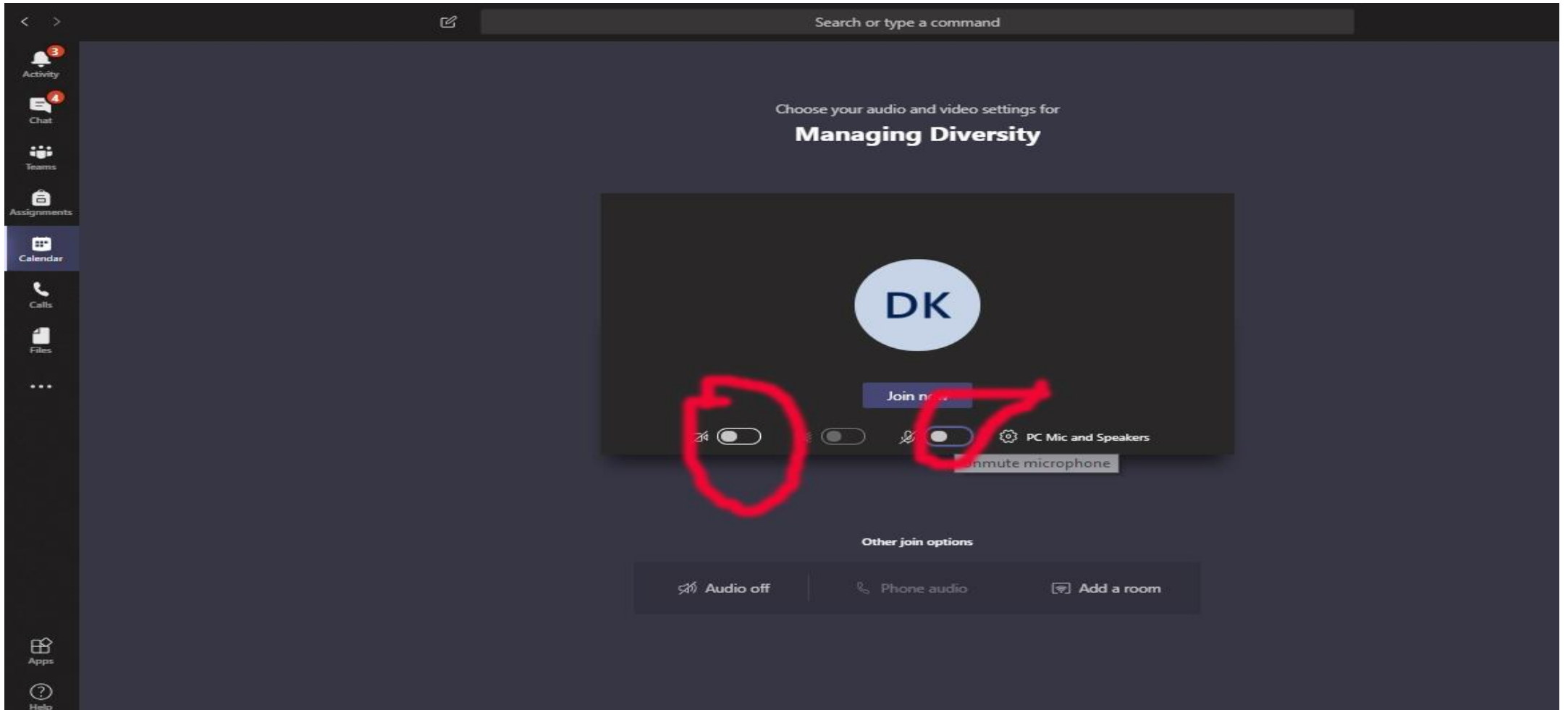
Right click in your class

Click join online



If you not find your class in calendar please contact your class teacher or mail in IT Support

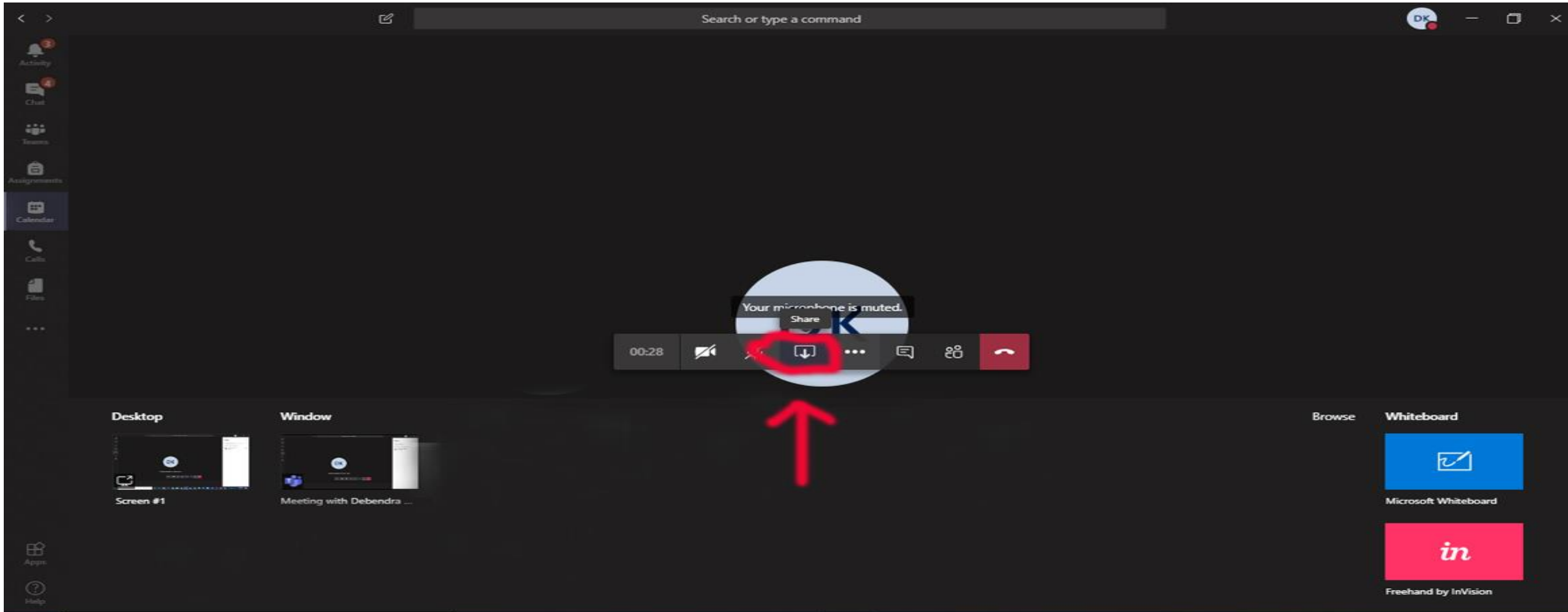
# After joining mute MIC and Camera Click on Join now



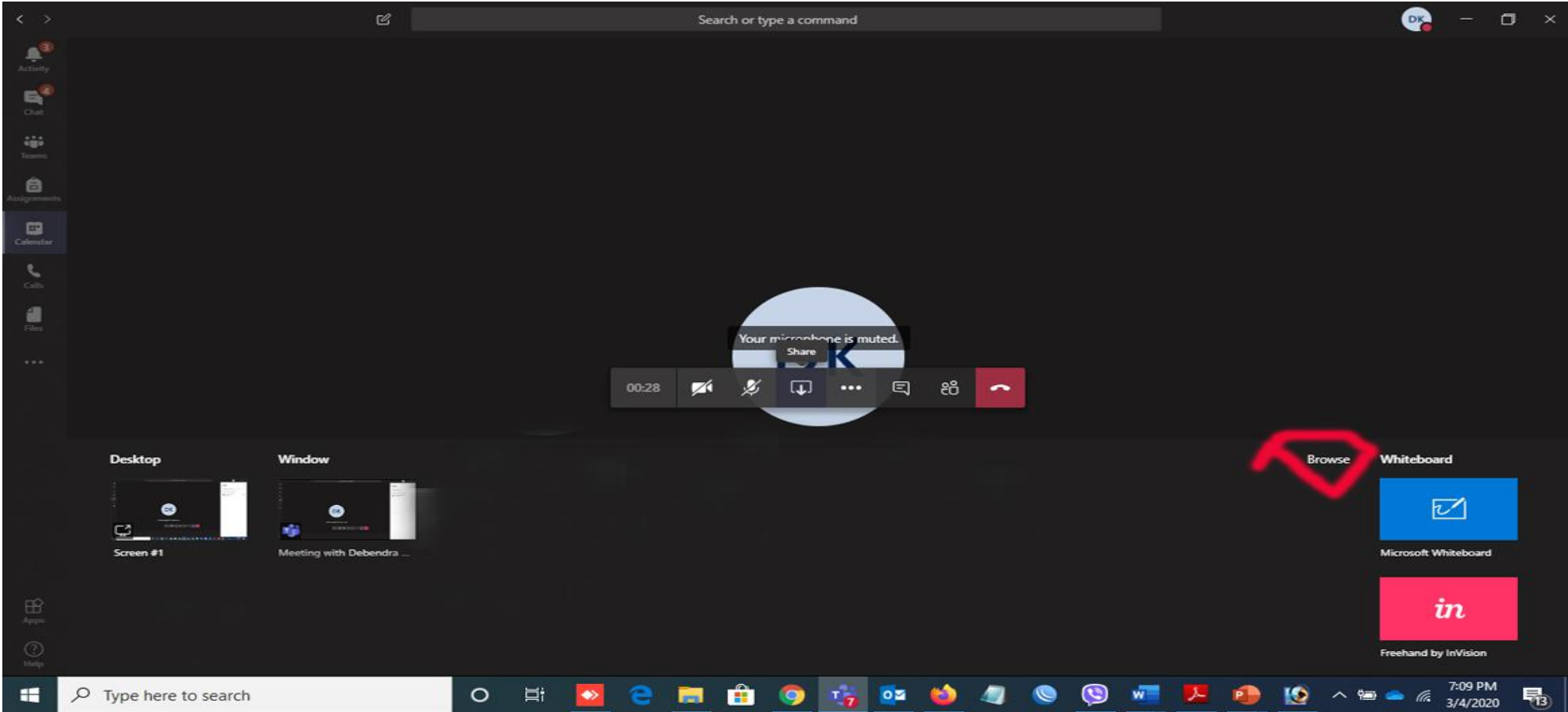
# Now you are in online Class

The screenshot displays a Microsoft Teams meeting interface. At the top, there is a search bar with the text "Search or type a command". On the left side, a vertical navigation pane includes icons for Activity (with a red notification badge showing '3'), Chat (with a red notification badge showing '4'), Teams, Assignments, Calendar, Calls, Files, and a menu icon. The main meeting area is divided into four video tiles. The top-left tile shows a man in a suit, identified as "Krishna Prasad Lamsal". The top-right tile shows a man in a white lab coat and a purple surgical cap, identified as "Shishir Prasad Aryal". The bottom-left tile shows a man and a young girl, identified as "Chandra Bahadur Bhujel". The bottom-right tile shows a man with glasses, identified as "Atma Ram Bhattarai". A control bar is positioned between the bottom two tiles, displaying a timer at "01:16:52" and icons for mute, video off, screen share, a three-dot menu, chat, a group of people icon, and a red hang-up button. At the bottom of the screen, a horizontal gallery of participant avatars is visible, starting with a blue circle containing "+12" and followed by several individual profile pictures.

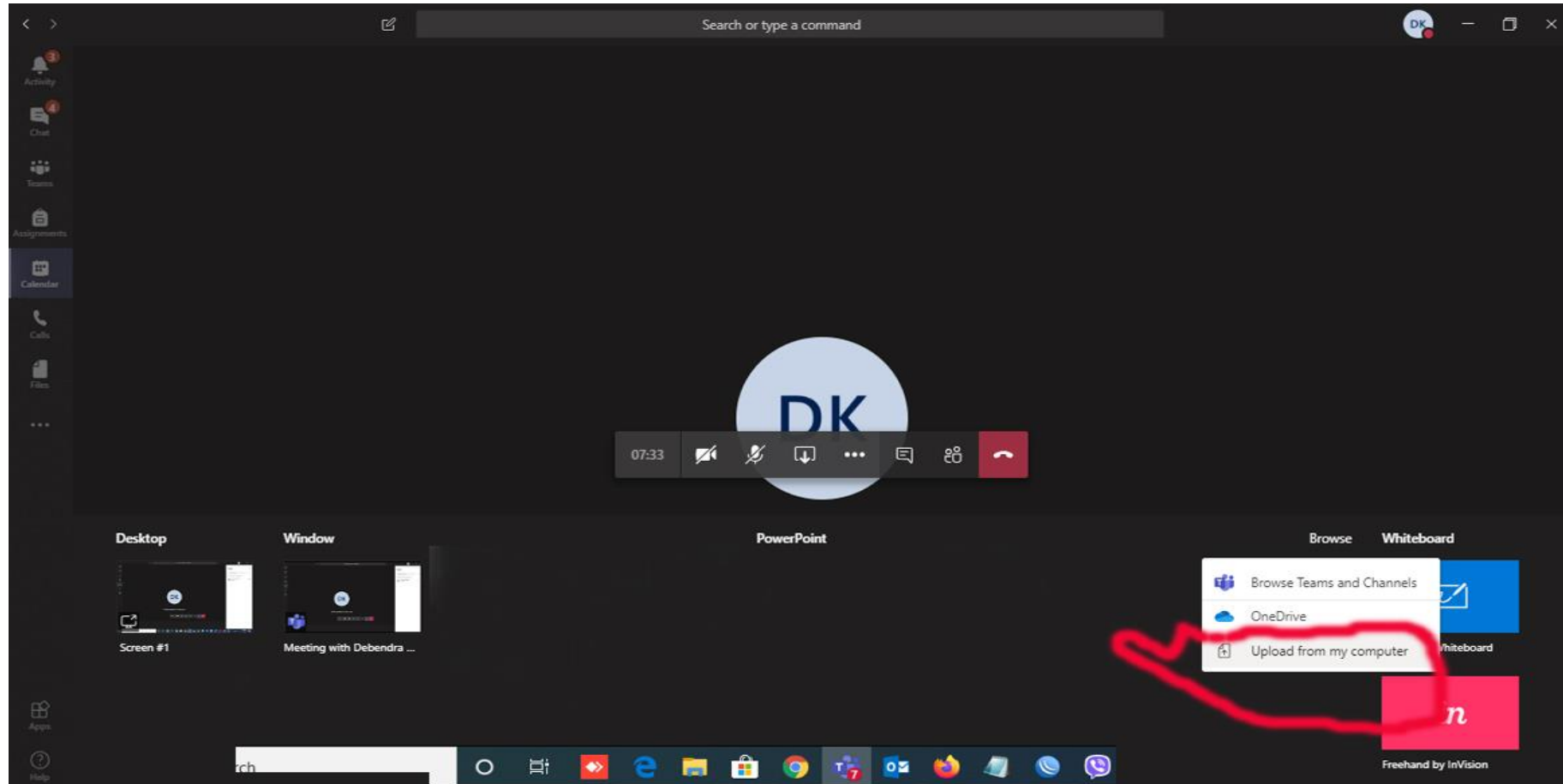
# To share presentation please click on share



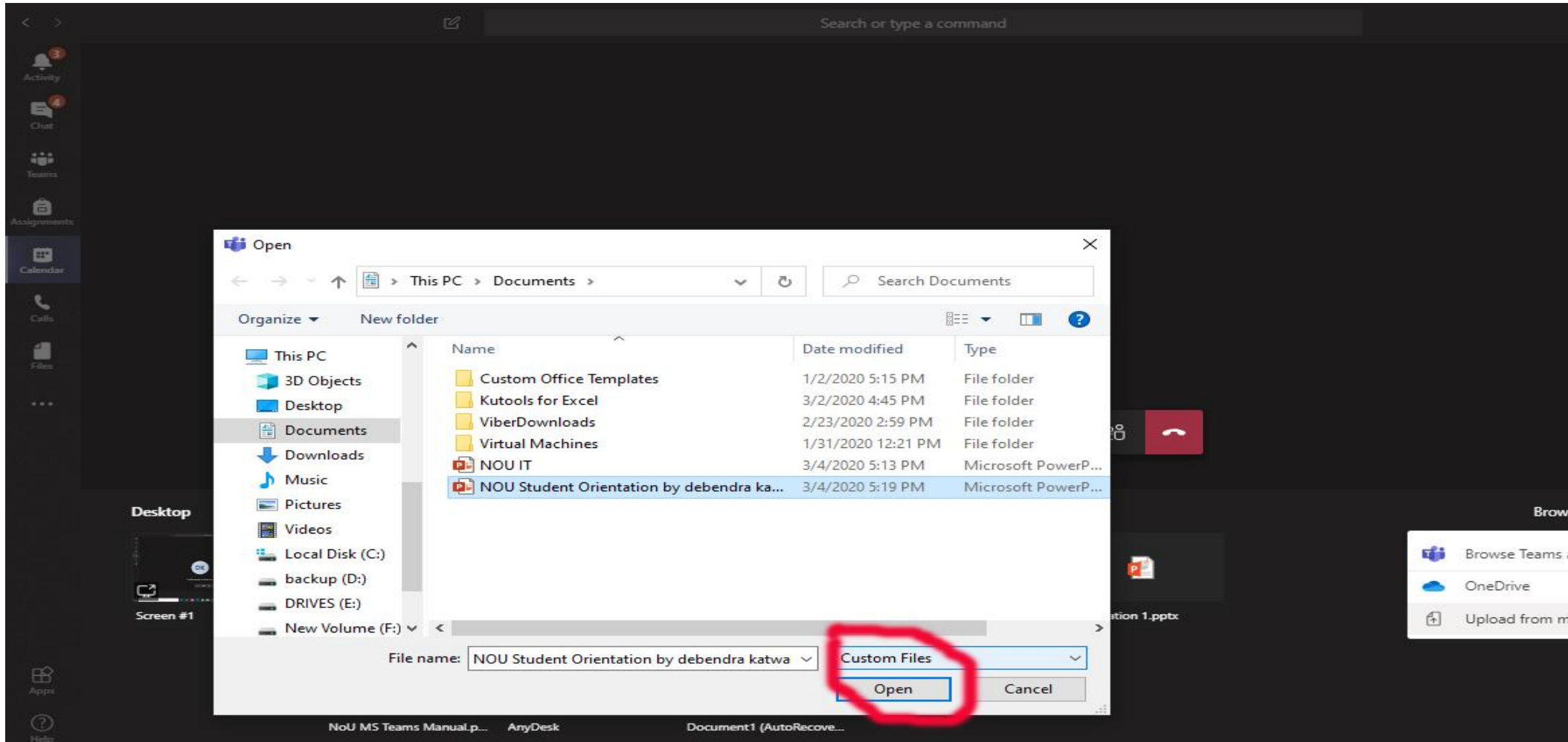
# To Presentation Click Browse



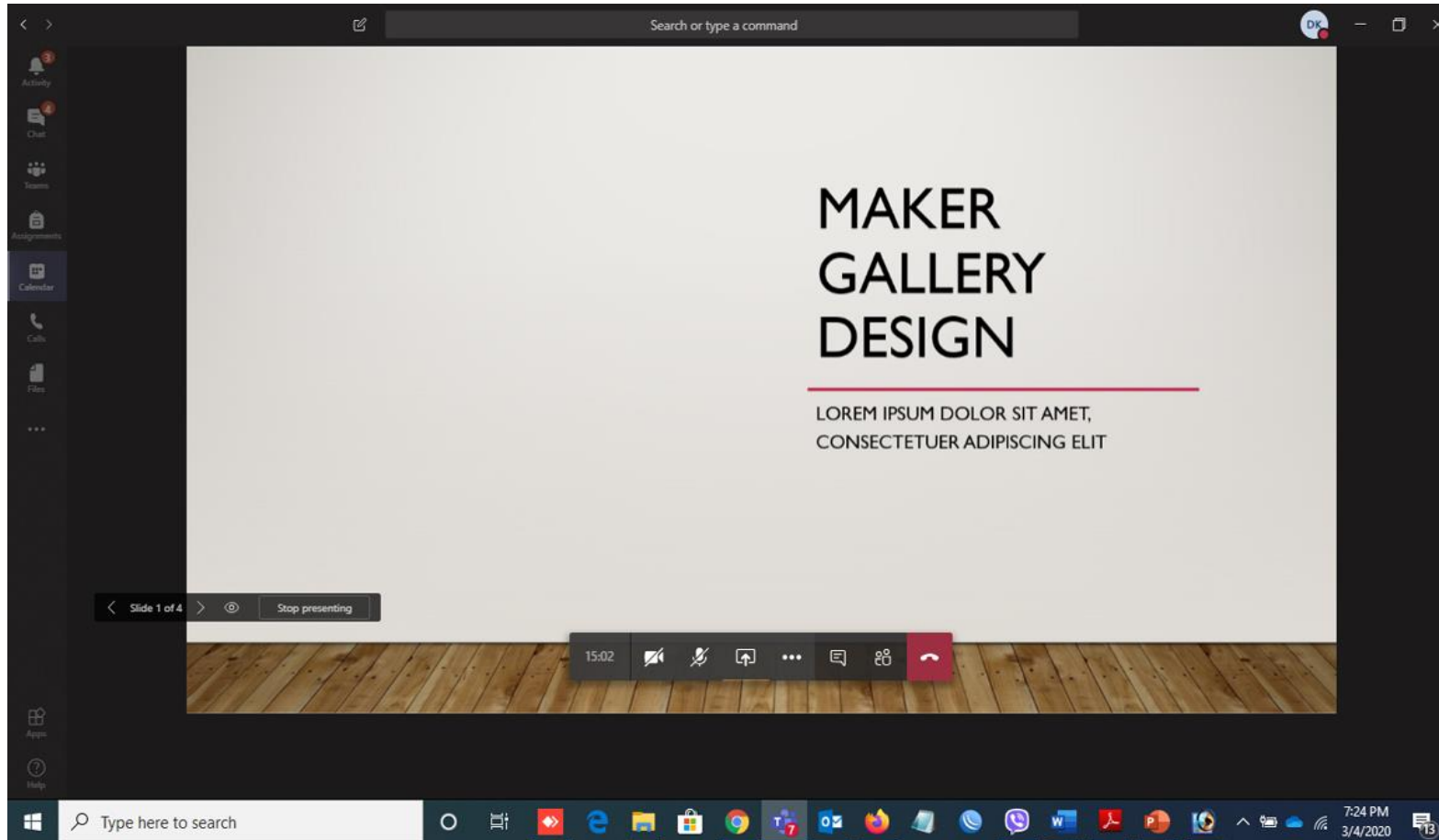
# Select Upload from my Computer



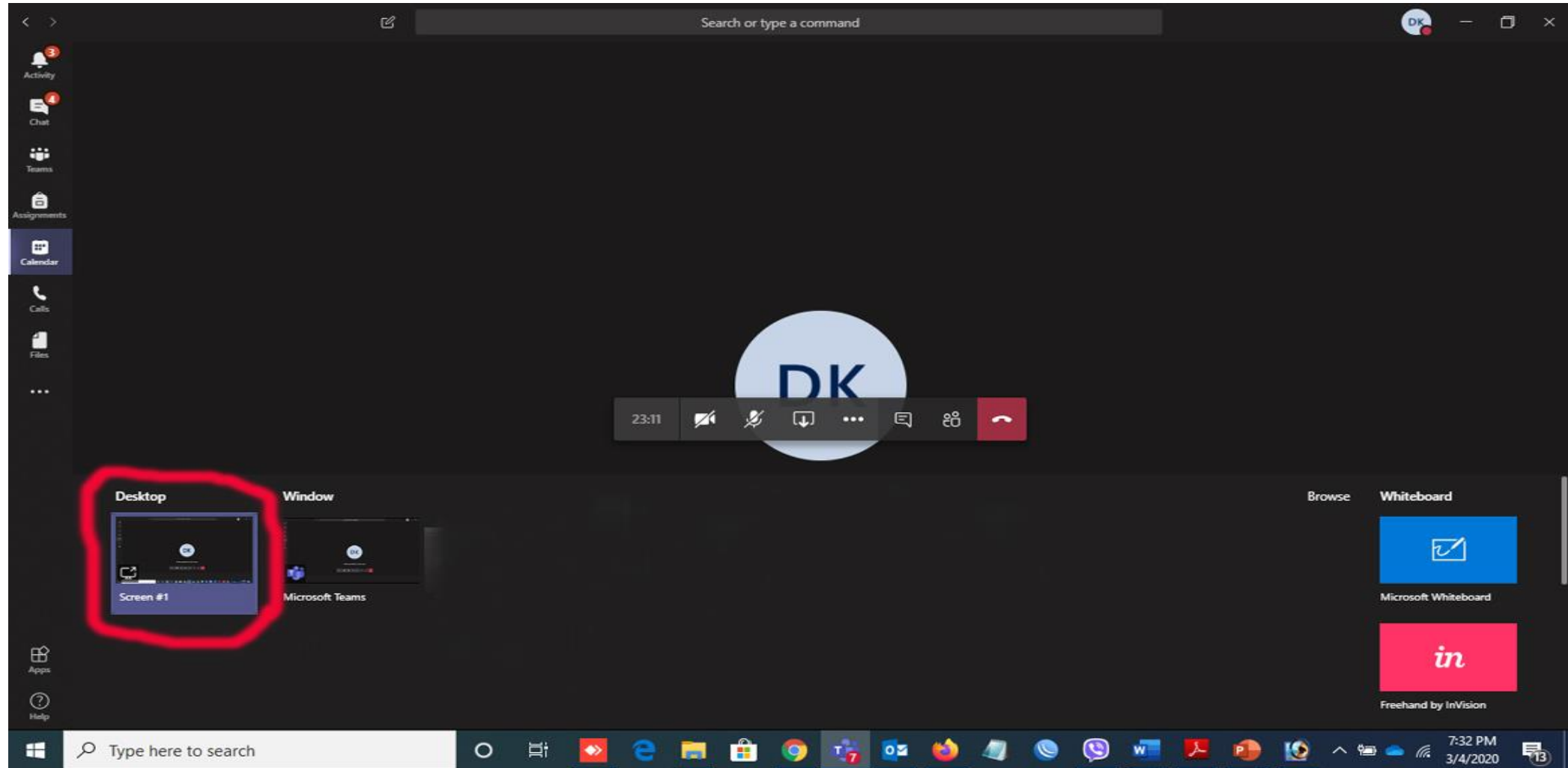
# Select your PPT file



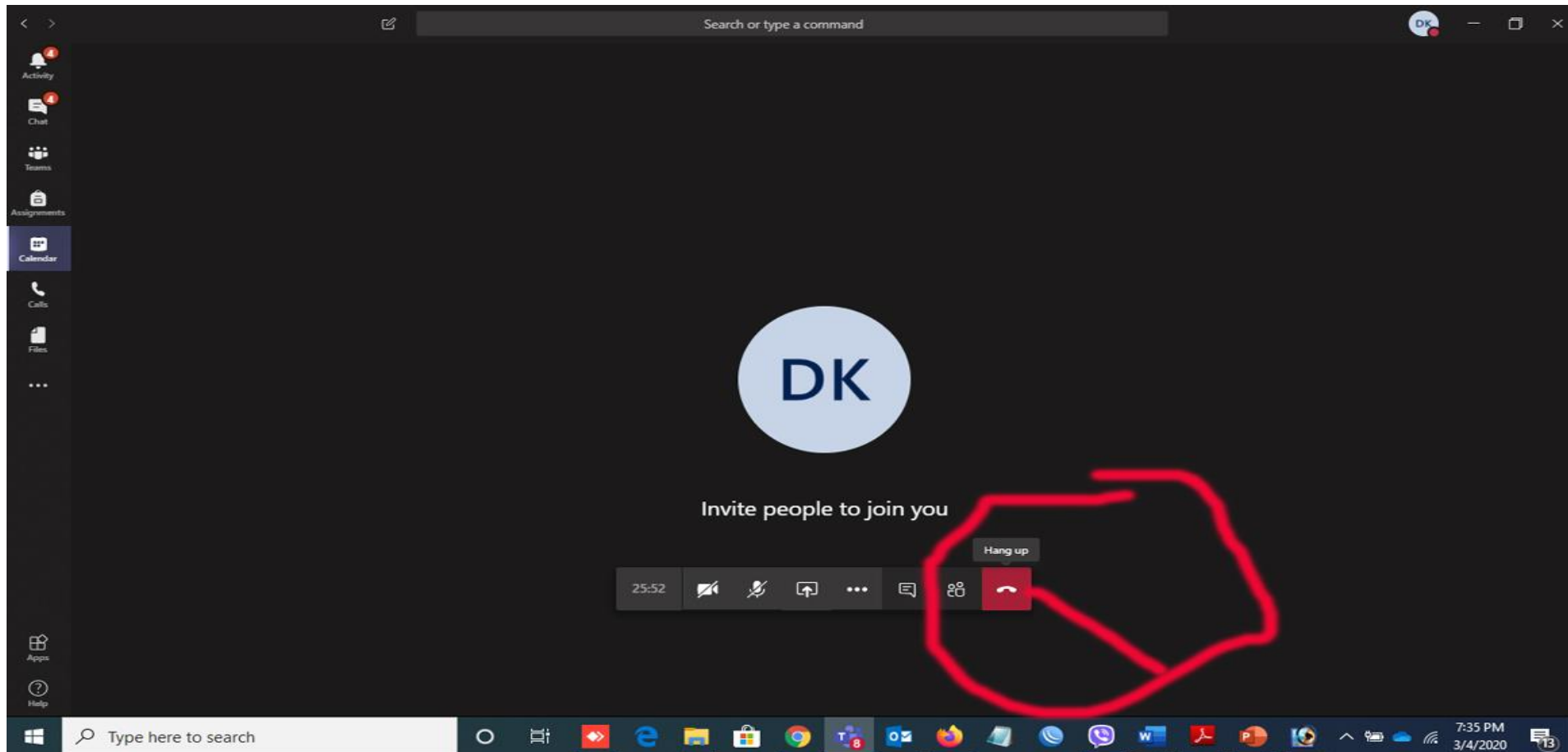
Now your presentation is playing



# You can share your whole Desktop using Desktop sharing like that



After finishing Class please don't forget to click Hang up



For Technical Support please send E-mail on this format

Full Name:

Roll number:

Batch:

Level :

Exam Center:

Required Documents in JPG format

Your problem in details

Email on.

debendra@nou.edu.np / [it.fosed@nou.edu.np](mailto:it.fosed@nou.edu.np)/ itsupport@nou.edu.np

Thank you for  
Co-Operating

NEPAL OPEN UNIVERSITY  
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[debendra@nou.edu.np](mailto:debendra@nou.edu.np)  
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