

**Program Completion Report**  
**of**  
**A Two Weeks Self-Paced Online FDP on Delivering**  
**Online Courses using Canvas LMS**  
**28<sup>th</sup> June – 9<sup>th</sup> July, 2021**



**Organized by**  
**Department of Production & Industrial Engineering**  
**Birla Institute of Technology, Mesra**  
**Ranchi**

# Program Completion Report

The department of Production and Industrial Engineering at BIT Mesra, Ranchi successfully conducted “A Two Weeks Self-Paced Online FDP on Delivering Online Courses Using Canvas LMS” online from June 8th to July 9th, 2021. This online course exposed participants to the Canvas Learning Management System's core features and capabilities. Participants are allowed to progress through the courses at their own pace, going through the recorded lectures and tutorial according to individual comprehending capabilities in each learning session till the tutorial is completed. The participants completed a series of tasks in a sequential order, with each learning activity building on the information gained in previous exercises. The successful completion of the course is anticipated to enable faculty to provide their courses online to students in a more efficient manner, as well as to quickly assess the students. A total of 20 faculty members from various institutions participated in the FDP and 19 faculty members successfully completed it.



**Dr. Joyjeet Ghose**  
**Course Coordinator**



**Dr. Bappa Acherjee**  
**Course Coordinator**



# Approval for the Faculty Development Program:



DEPARTMENT OF PRODUCTION & INDUSTRIAL ENGINEERING  
BIRLA INSTITUTE OF TECHNOLOGY, MESRA RANCHI-835215

Email: hod.pe@bitmesra.ac.in, Phone: +91-651-2275444(Ext-4474), Fax: +91-651-2275401

Dated: 01.06.2021

To,  
Dean of FA  
BIT, Mesra

Sub: Application for conducting a National Level **A Two Weeks Self-Paced Online FDP on Delivering Online Course Using Canvas LMS** from 28.06.2021 to 9.07.2021.

Sir,

Department of Production & Industrial Engineering would like to organize a National Level **A Two Weeks Self-Paced Online FDP on Delivering Online Course Using Canvas LMS** from 28.06.2021 to 9.07.2021. The expensed of the FDP is expected to be covered by the registration money. We are expecting more than 100 participants, and the expected collection of money may be around Rs 50000.00. However, in case of lesser amount, the expenses may be adjusted from departmental budget.

#### Budget of the program


Sl No.	Item	Price (Rs)	Remark
1.	FB and YouTube Ads	20000.00	
2.	Video editing software (Adobe Creative Cloud)	20000.00/annual subscription	For video editing
<b>Total</b>		<b>40000.00</b>	

The relevant documents are attached herewith.

The video brochure and another video highlighting the relevance of the FDP will be sent by email.

Regards.

Yours Sincerely

  
Joyjeet Ghose 01/06/21

① AC(FA) - Sir, for your approval PLS  
7.6.21

② DoFA - Approved   
09/6/2021

Office of Dean of Faculty Affairs (DoFA)

Ref. No.: 1780

Date of Receiving: 16/6/2021

Date of Issue: .....

Dr. Joyjeet Ghose, Ph.D., Head of Department, Production Engineering.  
Email: joyjeet@bitmesa.ac.in Mobile No.: +919801339620

## About the Program:

Because of the COVID 19 pandemic, all of us, as educators, are seeking to provide our students with online courses. We generally used live lectures, however in specific situations we simply utilized recorded lectures. Managing online education is a challenging task. Canvas Learning Management System is one of the possible solutions for making it easier for us to manage the course. This course is designed to expose educators to the fundamentals of the Canvas Learning Management System.

Digital pedagogy development has become an essential component of current education. This is due to the apparent advantages it provides. Schools, universities, and colleges are being encouraged to adopt digital pedagogies by the CBSE, ICSE, UGC, and AICTE.

Online education has become a component of our curriculum. We are set to begin monsoon 2021 in online mode, making this course extremely relevant.

*Successful completion of the course enables the educators to deliver their content to the students online and in a better way and will also help them to assess the students easily. This course also prepares the educator to begin using flipped classrooms technique.*

### Course Coordinators

**Dr. Joyjeet Ghose**, Associate Professor

**Dr. Bappa Acherjee**, Assistant Professor

*The course resources include video tutorials and instructional materials. Assignments and quizzes have been meticulously designed to improve the learning experience and make the course more interesting and challenging.*

- [Module 1: Introduction and overview](#)
- [Module 2: Creating Modules and Pages](#)
- [Module 3: Creating assignments and quizzes](#)
- [Module 4: Using Files and Commons in Canvas](#)
- [Module 5: Grouping students and managing grades and other topics](#)
- [Module 6: Miscellaneous topics](#)

# Program Brochure

## About the Program

The faculty development program is designed for training faculty members in developing and delivering online courses to the students seamlessly using Canvas LMS.

This will be in online mode (Self-Paced) so that the course itself will be a live demo of how online (MOOC) courses are conducted. This training will be provided using video lectures, flip lectures and e content in Canvas. Thus, enabling the participants to learn at their own pace.

The training will be appropriately augmented with online graded assignment and quizzes, which will ensure 100% participation.

### Course Coordinators:

**Dr. Joyjeet Ghose**

**Dr. Bappa Acharjee**

## A Two Weeks Self-Paced Online FDP on Delivering Online Course Using Canvas LMS

26th June to 9th July 2021



*Organized by*

**Department of  
Production & Industrial  
Engineering**

### For Whom

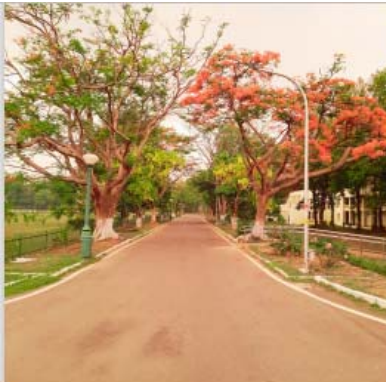
Any educator who has basic computer skills. Attendees must have a computer system or Smart Phone.

### Contact us

Joyjeet Ghose,  
Associate Professor, Department of  
Production & Industrial Engineering  
Email: joyjeet@bitmesra.ac.in  
www.bitmesra.ac.in

**BIRLA INSTITUTE  
OF TECHNOLOGY,  
MESRA, RANCHI**

ESTABLISHED IN 1955



## What is Canvas LMS?

Canvas is a Learning Management System (LMS) comprised of a simple set of software tools designed to deliver course content. Canvas is a cloud-based program that allows instructors to build content for course delivery online or semi-online. This allows students access to the course materials, submit assignments, and view grades online, from anywhere and any device. Instructors can take online quizzes, encourage discussion, connect with students and take various surveys including feedback. Live lecture (Google meet/Microsoft Team) can also be augmented.

## Relevance of the course

Online education has become a part of our curriculum. As such this FDP is highly relevant. We are about to start monsoon 2021 in online mode, which makes this course highly relevant. Successful completion of the course will enable the faculty member to deliver their content to the students in a better way and will also help them to assess the students easily.

## Course Fees

Interested candidate need to deposit a nominal fee of Rs 500, by bank transfer to

Account Name: BIT MESRA RANCHI

Bank Name: UCB Bank

Branch Name: Mesra, Ranchi

A/C No. 01670200000002

IFSC Code : UCBA0000167

Email your name, designation, affiliation and payment receipt to: joyjeet@bitmesra.ac.in by 25th June 2021

**Hurry**

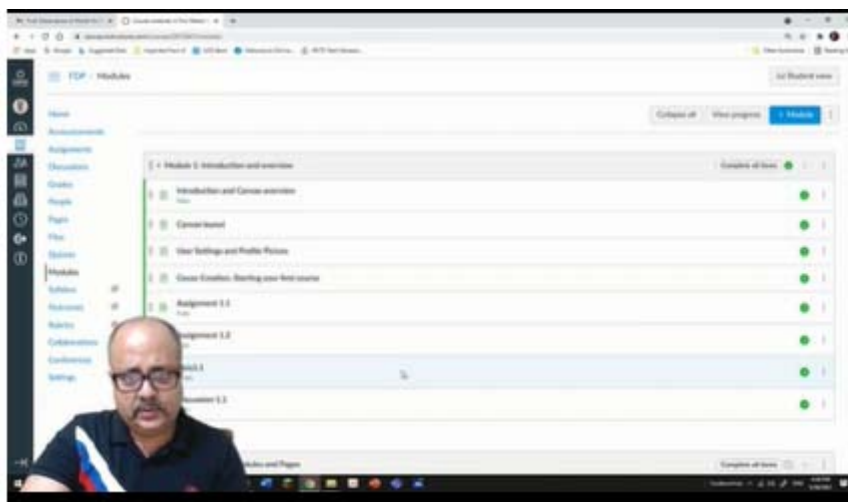
LIMITED SEATS

First Come First Serve

# Course Resources

Module 1: Introduction and overview		Complete all items <input checked="" type="checkbox"/>	+	⋮
⋮	Introduction and Canvas overview View	<input checked="" type="checkbox"/>		⋮
⋮	Canvas layout	<input checked="" type="checkbox"/>		⋮
⋮	User Settings and Profile Picture	<input checked="" type="checkbox"/>		⋮
⋮	Course Creation. Starting your first course	<input checked="" type="checkbox"/>		⋮
⋮	Assignment 1.1 29 Jun   5 pts	<input checked="" type="checkbox"/>		⋮
⋮	Assignment 1.2 29 Jun   5 pts	<input checked="" type="checkbox"/>		⋮
⋮	Quiz1.1 29 Jun   10 pts	<input checked="" type="checkbox"/>		⋮
⋮	Discussion 1.1 29 Jun   5 pts	<input checked="" type="checkbox"/>		⋮

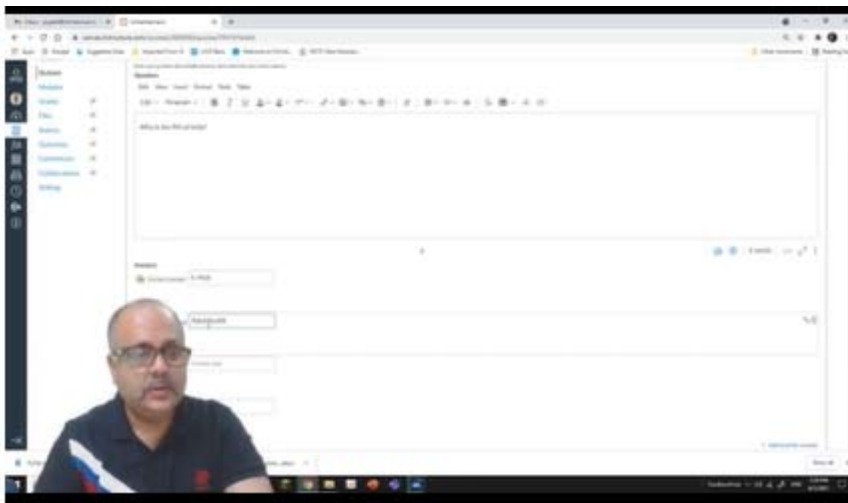
Module 2: Creating Modules and Pages		Complete all items <input checked="" type="checkbox"/>	+	⋮
⋮	How to create Modules View	<input checked="" type="checkbox"/>		⋮
⋮	How to create Pages	<input checked="" type="checkbox"/>		⋮
⋮	Creating Discussions	<input checked="" type="checkbox"/>		⋮
⋮	Quiz 2.2 2 Jul   10 pts	<input checked="" type="checkbox"/>		⋮
⋮	Quiz 2.1 2 Jul   10 pts	<input checked="" type="checkbox"/>		⋮
⋮	Assignment 2.1 2 Jul   5 pts	<input checked="" type="checkbox"/>		⋮
⋮	Assignment 2.2 2 Jul   5 pts	<input checked="" type="checkbox"/>		⋮





Module 3: Creating assignments and quizzes		Complete all items	+	:
Creating Assignments View		✓	:	
Adding Student to your Canvas course		✓	:	
How to create a Quiz in Canvas?		✓	:	
Creating Question Banks		✓	:	
Quiz 3.1 5 Jul   10 pts		✓	:	
Assignment 3.1 5 Jul   5 pts		✓	:	
Assignment 3.2 5 Jul   5 pts		✓	:	

Module 4: Using Files and Commons in Canvas		Complete all items	+	:
Files Overview in Canvas		✓	:	
Using commons in Canvas View		✓	:	
Importing Commons resource in Canvas		✓	:	
How to download or export grades in canvas; & other topics		✓	:	
Assignment 4.1 7 Jul   5 pts		✓	:	
Assignment 4.2 7 Jul   5 pts		✓	:	
Quiz 4.1 7 Jul   5 pts		✓	:	
Discussion 4.1 7 Jul   5 pts		✓	:	



Module 5: Grouping students and managing grades and other topics		✓	+	⋮
⋮	📄 Creating Groups	✓		⋮
⋮	📄 Group Tasks	✓		⋮
⋮	📄 Using Speed Grader	✓		⋮
⋮	📄 Establishing Link (Internal and External)	✓		⋮
⋮	🗨 Discussion 5.1	✓		⋮
⋮	📄 Assignment 5.1 9 Jul   5 pts	✓		⋮
⋮	📄 Assignment 5.2 9 Jul   5 pts	✓		⋮
⋮	📄 Overall Course feedback 9 Jul   1 pts	✓		⋮
⋮	📄 Concluding message	✓		⋮

Module 6: Miscellaneous topics		✓	+	⋮
⋮	📄 Nuts & Bolts	✓		⋮
⋮	📄 Importing content from Moodle into Canvas	✓		⋮
⋮	📄 Roll call in canvas	✓		⋮
⋮	📄 How to create TurnItIn assignments	✓		⋮

# Creating Groups

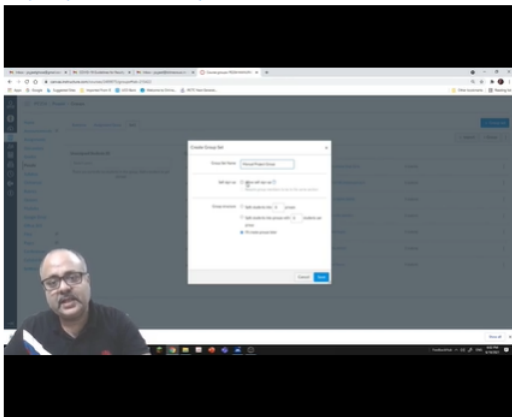
Group sets house the different groups within a course. Before creating a new group set, you may want to view the existing group sets. You can also clone an existing group set.

Once you have created a group set, you can manually create groups in the set or automatically create groups in the set.























**Note:** Canvas allows you to create up to 200 groups

Video tutorials on how to create Groups

<https://youtu.be/KmlegffhN4U>



# Participants

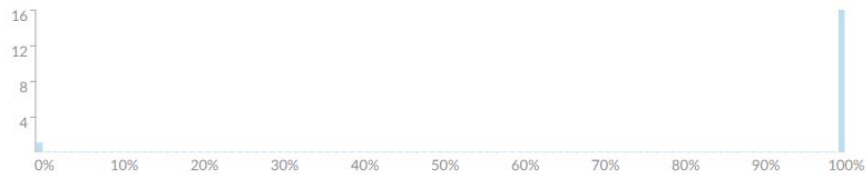
Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
 Atul Kumar Pandey (He/Him)	atulkrpandey@gmail.com		A Two Weeks Online FDP	Student	9 Jul at 11:38	05:48:13	⋮
 a.kushwaha@bitmesra.ac.in	a.kushwaha@bitmesra.ac.in		A Two Weeks Online FDP	Student	9 Jul at 18:09	06:10:13	⋮
 BAPPA ACHERJEE (He/Him)	bappa.rana@bitmesra.ac.in		A Two Weeks Online FDP	Teacher	15 Jul at 10:36	06:13:00	⋮
 akhileshkroy@bitmesra.ac.in (He/Him)	akhileshkroy@bitmesra.ac.in		A Two Weeks Online FDP	Student	8 Jul at 19:38	05:38:55	⋮
 amitkumar@bitmesra.ac.in (He/Him)	amitkumar@bitmesra.ac.in		A Two Weeks Online FDP	Student	11 Jul at 8:14	09:29:30	⋮
 Arnab Karmakar (He/Him)	arnab.ngt@gmail.com		A Two Weeks Online FDP	Student	10 Jul at 18:55	13:39:02	⋮
 arpitasri80@gmail.com (She/Her)	arpitasri80@gmail.com		A Two Weeks Online FDP	Student	9 Jul at 10:04	04:16:58	⋮
 Biswajit Chakraborty (He/Him)	drchakraborty.biswajit@gmail.com		A Two Weeks Online FDP	Student	9 Jul at 20:45	10:50:43	⋮
 Sarbani Chakraborty (She/Her)	schakraborty@bitmesra.ac.in		A Two Weeks Online FDP	Student	30 Jun at 7:17	01:36:06	⋮
 dks10@iitbbs.ac.in	dks10@iitbbs.ac.in		A Two Weeks Online FDP	Student	9 Jul at 15:09	04:34:29	⋮
 drrklal@gmail.com (He/Him)	drrklal@gmail.com		A Two Weeks Online FDP	Student	9 Jul at 9:51	04:33:13	⋮
 Anand Gaurav (He/Him)	anandgaurav1303@gmail.com		A Two Weeks Online FDP	Student	9 Jul at 12:13	05:46:03	⋮
 Joyjeet Ghose (He/Him)	joyjeet@bitmesra.ac.in		A Two Weeks Online FDP	Teacher	12 Jul at 8:44	17:02:21	⋮
 Sutapa Mondal (She/Her)	smondal@bitmesra.ac.in		A Two Weeks Online FDP	Student	9 Jul at 23:59	08:05:58	⋮
 payalbhardwaj@bitmesra.ac.in (She/Her)	payalbhardwaj@bitmesra.ac.in		A Two Weeks Online FDP	Student	9 Jul at 22:34	15:03:15	⋮
 pkmanoharan@bitmesra.ac.in	pkmanoharan@bitmesra.ac.in		A Two Weeks Online FDP	Student	8 Jul at 11:41	07:14:14	⋮
 shaileshdewangan123@gmail.com (He/Him)	shaileshdewangan123@gmail.com		A Two Weeks Online FDP	Student	9 Jul at 23:20	03:30:23	⋮
 skumar@bitmesra.ac.in (He/Him)	skumar@bitmesra.ac.in		A Two Weeks Online FDP	Student	9 Jul at 15:55	05:08:00	⋮
 Abhishek Thote	abhi.thote8@gmail.com		A Two Weeks Online FDP	Student	10 Jul at 20:00	10:38:34	⋮
 vijaybitd@bitmesra.ac.in	vijaybitd@bitmesra.ac.in		A Two Weeks Online FDP	Student	12 Jul at 12:41	04:08:58	⋮
 vikash.sharma@bitmesra.ac.in (He/Him)	vikash.sharma@bitmesra.ac.in		A Two Weeks Online FDP	Student	9 Jul at 11:20	03:57:32	⋮
 Shankar Chandra Vishwakarma (He/Him)	scvcl09@gmail.com		A Two Weeks Online FDP	Student	10 Jul at 19:53	18:32:31	⋮





# Feedback on the FDP

Average score **94%**      High score **100%**      Low score **0%**      Standard deviation **0.24**      Average time **06:57**



## Question Breakdown

Attempts: 17 out of 17

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

The course has increased my interest in this field of study.

[1.00..5.00] 17 respondents 100%

100% answered correctly

Attempts: 17 out of 17

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

The course content was organized and clearly presented.

[1.00..5.00] 17 respondents 100%

100% answered correctly

Attempts: 17 out of 17

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

The assignments contributed to my knowledge of the course material and understanding of the subject.

[1.00..5.00] 17 respondents 100%

100% answered correctly

Attempts: 17 out of 17

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

Quizzes/assignments/discussions were a fair assessment of my knowledge of the course material.

[1.00..5.00] 17 respondents 100%

100% answered correctly

Attempts: 17 out of 17

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

Quizzes/assignments/discussions motivated me to explore the course material.



[1.00..5.00]	16 respondents	94 %		✓
Something else	1 respondent	6 %		

94% answered correctly

Attempts: 17 out of 17

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

Online videos were adequate to cover the topics


[1.00..5.00]	16 respondents	94 %		✓
Something else	1 respondent	6 %		

94% answered correctly

Attempts: 17 out of 17

Did learning to use CANVAS add value to your teaching skills?

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Agree

[1.00..5.00]	17 respondents	100 %		✓
--------------	----------------	-------	---	---

100% answered correctly

Attempts: 17 out of 17

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

The grading practices were clearly defined.

[1.00..5.00]	17 respondents	100 %		✓
--------------	----------------	-------	---	---

100% answered correctly

Attempts: 17 out of 17

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

The course included opportunities for participants to ask questions and express personal perspectives.

[1.00..5.00]	17 respondents	100 %		✓
--------------	----------------	-------	---	---

100% answered correctly

Attempts: 2 out of 2

On a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:



The course content was organized and clearly presented.

[1.00..5.00]	2 respondents	100 %		✓
--------------	---------------	-------	---	---

100% answered correctly

Attempts: 15 out of 17

Any more topic to be added to the syllabus



Answers that scored in the top 27%	16 respondents	94 %		✓
Ungraded answers	1 respondent	6 %		✓

Attempts: 17 out of 17

I would recommend this course to a colleague.

-0



Discrimination Index (?)

True	17 respondents	100 %		✓
False		0 %		

100% answered correctly



Attempts: 16 out of 17

What did you find to be the most helpful part of the course?

Answers that scored in the top 27%	16 respondents	94 %		✓
Ungraded answers	1 respondent	6 %		✓



Attempts: 16 out of 17

What did you find to be the least helpful part of the course?

Answers that scored in the top 27%	16 respondents	94 %		✓
Ungraded answers	1 respondent	6 %		✓

Attempts: 15 out of 17

Any other remarks





Answers that scored in the top 27%	16 respondents	94 %		✓
Ungraded answers	1 respondent	6 %		✓

Attempts: 17 out of 17

I will implement Canvas to my course in coming semester.

-0.18

Discrimination Index (?)

yes	11 respondents	65 %		✓
maybe	6 respondents	35 %		
no		0 %		
I donot have sufficient knowledge to implement		0 %		

65% answered correctly

Attempts: 2 out of 2

On a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

The course has increased my interest in this field of study.

[1.00..5.00] 2 respondents 100%  ✓

100% answered correctly

Attempts: 2 out of 2

Did learning to use CANVAS add value to your teaching skills?

On a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Agree

[1.00..5.00] 2 respondents 100%  ✓

100% answered correctly

Attempts: 2 out of 2

On a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

Quizzes/assignments/discussions were a fair assessment of my knowledge of the course material.

[1.00..5.00] 2 respondents 100%  ✓

100% answered correctly

Attempts: 3 out of 3

On a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

The grading practices were clearly defined.

[1.00..5.00] 3 respondents 100%  ✓

100% answered correctly

Attempts: 1 out of 1

On a scale of 1 to 5, where 1 = Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

The course included opportunities for participants to ask questions and express personal perspectives.

[1.00..5.00] 1 respondent 100%  ✓

100% answered correctly

Attempts: 1 out of 1

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

Online videos were adequate to cover the topics

[1.00..5.00]

1 respondent

100 %



100% answered correctly

Attempts: 1 out of 1

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

The assignments contributed to my knowledge of the course material and understanding of the subject.

[1.00..5.00]

1 respondent

100 %



100% answered correctly

Attempts: 3 out of 3

One a scale of 1 to 5, where 1= Strongly Disagree and 5 = Strongly Agree, please rate your level of agreement:

Quizzes/assignments/discussions motivated me to explore the course material.

[1.00..5.00]

3 respondents

100 %



100% answered correctly

## FDP Completion Certificates for Participants:





**Department of Production & Industrial Engineering,  
Birla Institute of Technology, Mesra**

## **CERTIFICATE OF COMPLETION**

This certificate is awarded to

**BISWAJIT CHAKRABORTY**

as proof that the above has completed the course of study  
of the FDP entitled

**TWO WEEKS SELF-PACED ONLINE FDP ON DELIVERING  
ONLINE COURSE USING CANVAS LMS**

28th June to 9th July, 2021



**DR. JOYJEET GHOSE**

Course Coordinator  
HOD, PIE Dept, BIT, Mesra



**DR. BAPPA ACHARJEE**

Course Coordinator  
PIE Dept, BIT, Mesra

**Department of Production & Industrial Engineering,  
Birla Institute of Technology, Mesra**

## **CERTIFICATE OF COMPLETION**

This certificate is awarded to

**SARBANI CHAKRABORTY**

as proof that the above has completed the course of study  
of the FDP entitled

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Course Coordinator  
PIE Dept, BIT, Mesra



**Department of Production & Industrial Engineering,  
Birla Institute of Technology, Mesra**

## **CERTIFICATE OF COMPLETION**

This certificate is awarded to

**ABHISHEK M. THOTE**

as proof that the above has completed the course of study  
of the FDP entitled

**TWO WEEKS SELF-PACED ONLINE FDP ON DELIVERING  
ONLINE COURSE USING CANVAS LMS**

28th June to 9th July, 2021



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HOD, PIE Dept, BIT, Mesra



**DR. BAPPA ACHARJEE**

Course Coordinator  
PIE Dept, BIT, Mesra

**Department of Production & Industrial Engineering,  
Birla Institute of Technology, Mesra**

**CERTIFICATE OF COMPLETION**

This certificate is awarded to

**AMIT KUMAR**

as proof that the above has completed the course of study  
of the FDP entitled

**TWO WEEKS SELF-PACED ONLINE FDP ON DELIVERING  
ONLINE COURSE USING CANVAS LMS**

28th June to 9th July, 2021



**DR. JOYJEET GHOSE**

Course Coordinator  
HOD, PIE Dept, BIT, Mesra



**DR. BAPPA ACHARJEE**

Course Coordinator  
PIE Dept, BIT, Mesra

**Department of Production & Industrial Engineering,  
Birla Institute of Technology, Mesra**

**CERTIFICATE OF COMPLETION**

This certificate is awarded to

**SANJAY KUMAR**

as proof that the above has completed the course of study  
of the FDP entitled

**TWO WEEKS SELF- PACED ONLINE FDP ON DELIVERING  
ONLINE COURSE USING CANVAS LMS**

28th June to 9th July, 2021



**DR. JOYJEET GHOSE**

Course Coordinator  
HOD, PIE Dept, BIT, Mesra



**DR. BAPPA ACHARJEE**

Course Coordinator  
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**Department of Production & Industrial Engineering,  
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**CERTIFICATE OF COMPLETION**

This certificate is awarded to

**AKHILESH KUMAR ROY**

as proof that the above has completed the course of study  
of the FDP entitled

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