



Gujarat University

Centre of Distance and Online Education

Standard Operating Procedure (SOP) & Learning Guide for Online Course/Program

Dear Student,

Congratulations on your admission to GU Online Program.

Gujarat University is delighted to welcome you to the futuristic system of learning and education, MOOCs. Let's dive into the world of digital education. This Massive Open Online Courses are specifically designed for enthusiastic and active learners like you. The course will be delivered following the worldly renowned, accepted and appreciated system of MOOCs. It will be at par with SWAYAM, Coursera, edX and Open Learning etc. GU aims to provide you with an engaging and flexible learning experience.

You can study and learn at your own time, pace, speed, place, and on any device of your choice like mobile, Tablet, Laptop, PC, Desktop or any screen connected with internet and input devices.

Wishing you an exciting, exploring, enriching and engaging learning experience!

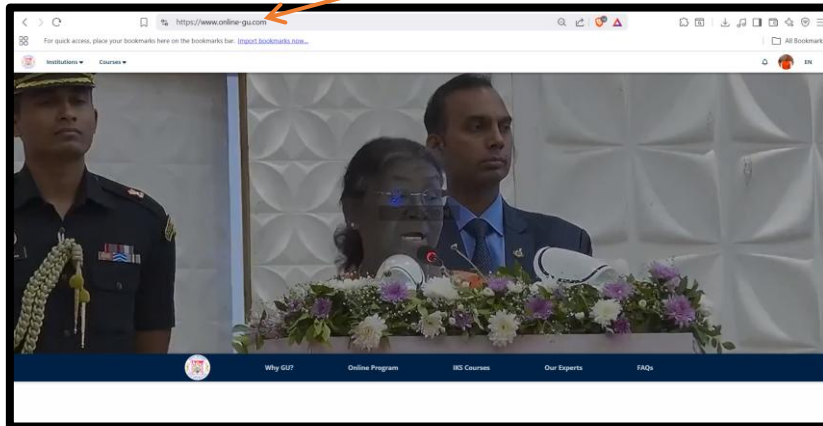
Let's learn together. Team GU is there at every step to guide and mentor you.

Yours

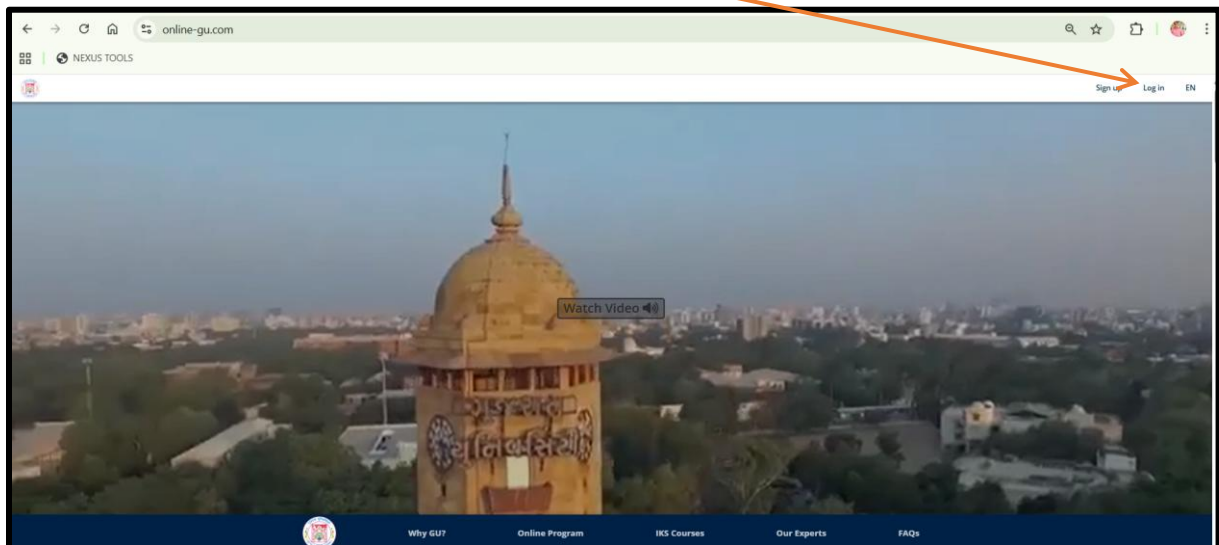
Prof Dr Jagdish Joshi,
Professor & Director,
CDOE,
Gujarat University,
Ahmedabad

Let's walk step-by-step

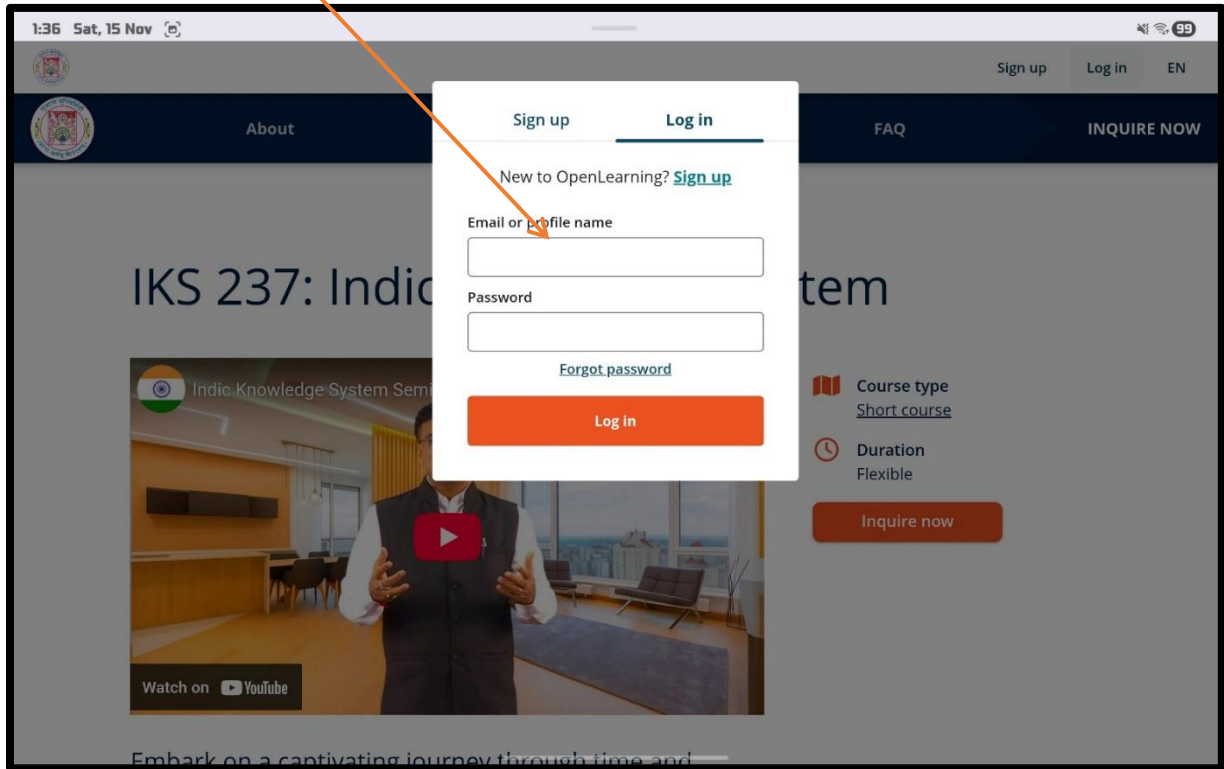
1. Click on the following link: <https://www.online-gu.com/> to open the homepage of the Gujarat University Online Programs



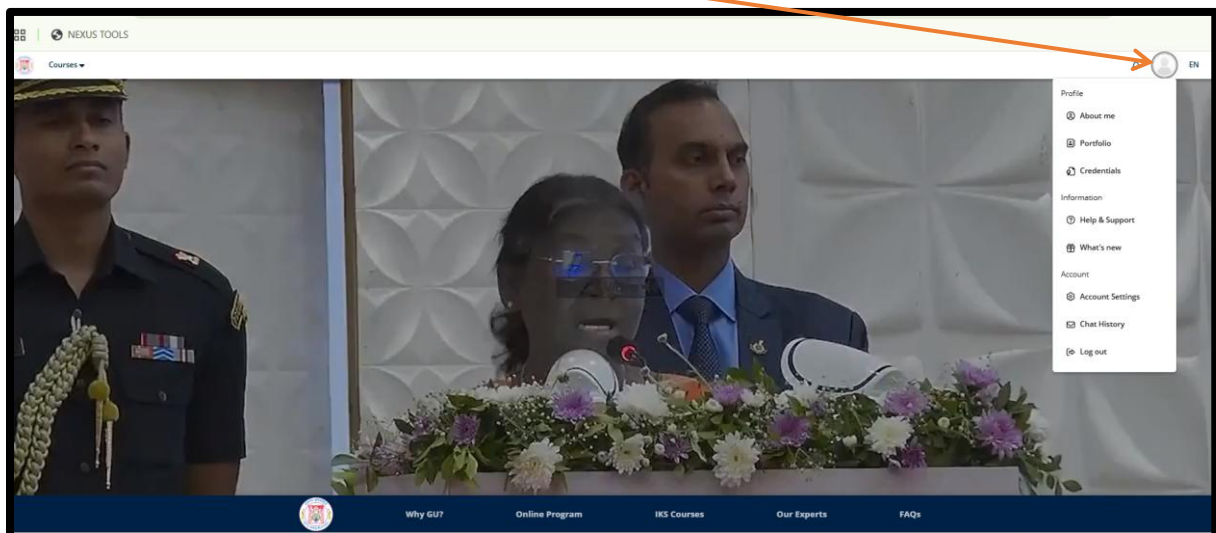
2. Click on Login



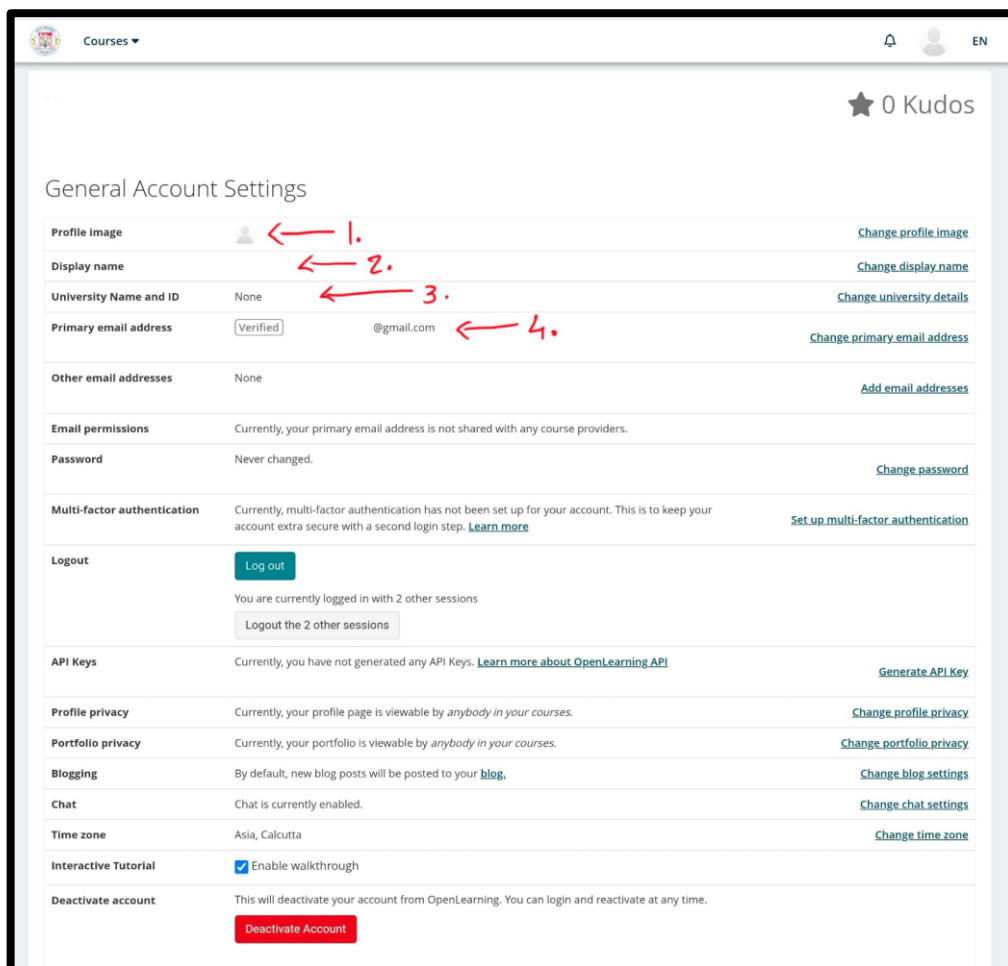
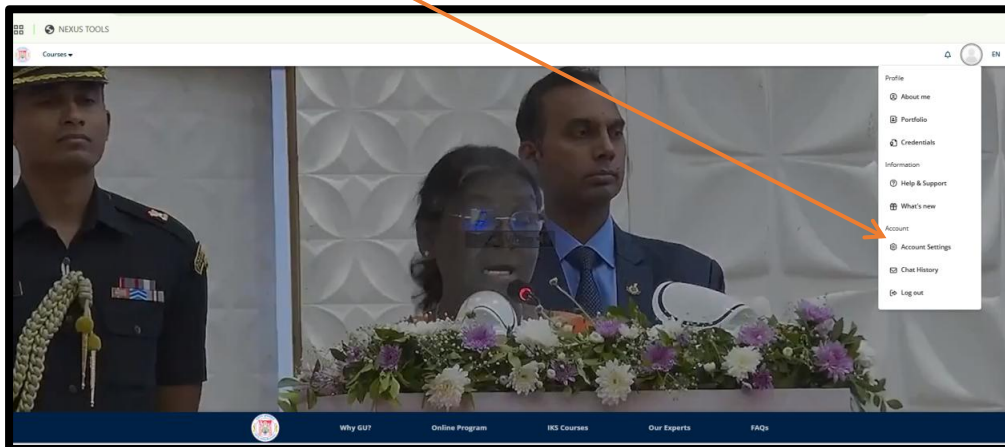
"Enter your **Email** (the one you used for **Registration**) and password (the one sent to you via email by us)."



3. Click on Personal Profile Section



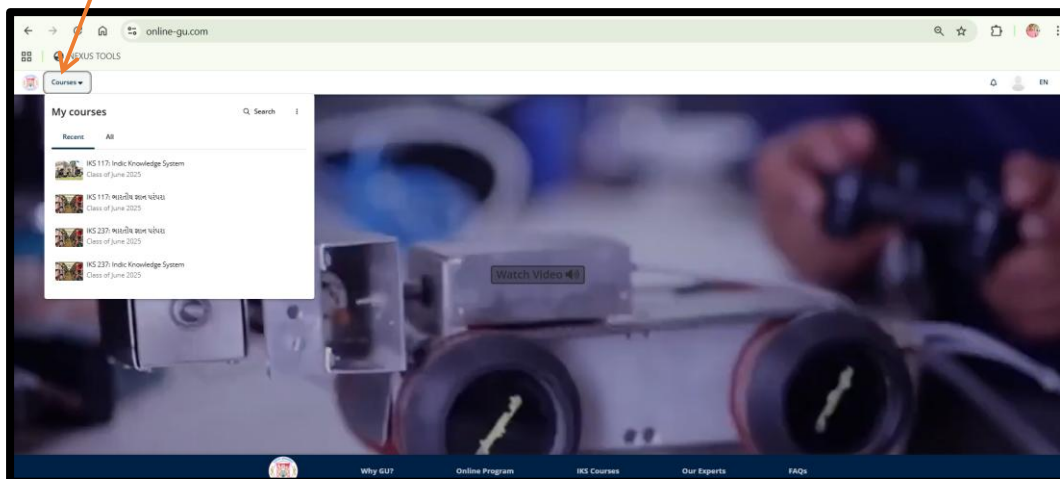
4. Click on Account Settings



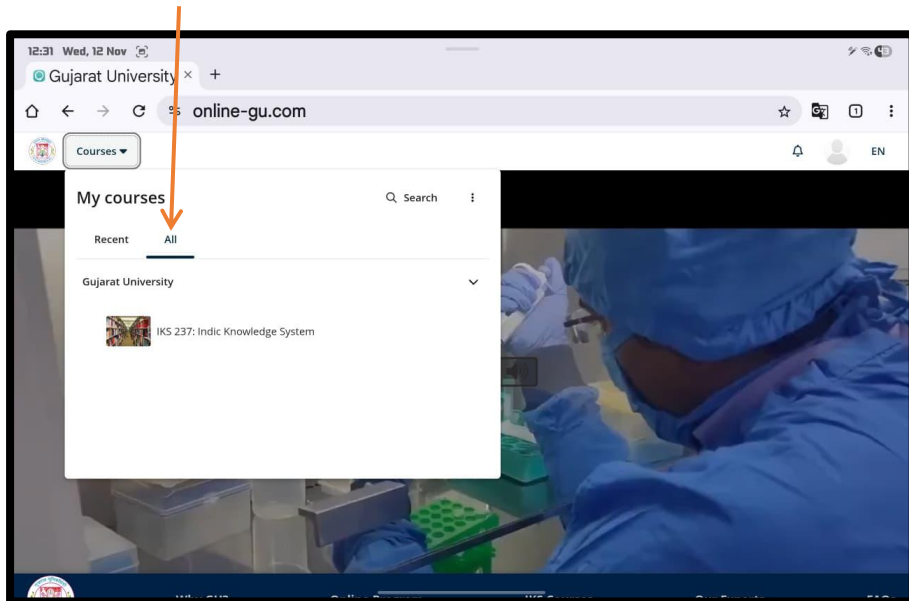
5. Do the following in Account Settings

- **Profile Image** : Upload your Profile Image.
- **Display Name** : Check Your name. Is it exactly as it appears on Gujarat University Admission Form/GCAS/Enrolment Data or not ? If it is not, correct it.
- **University Name and ID** : No need to enter or check University Name. Check Your University ID. For Semester 1, it is GCAS number and for Semester 3, it is Enrolment number. Check it. If it is not correct, Enter the correct one.
 - If you are a Semester 1 student, enter your GCAS number.
 - If you are a Semester 3 student, enter your Enrolment number.
 - Save it.
- **Primary email address** : If your primary email address is not verified, verify it.
- **Other email addresses**: It is optional. If you wish, you can add it.
- **No need to touch other options.**

6. Click on Courses

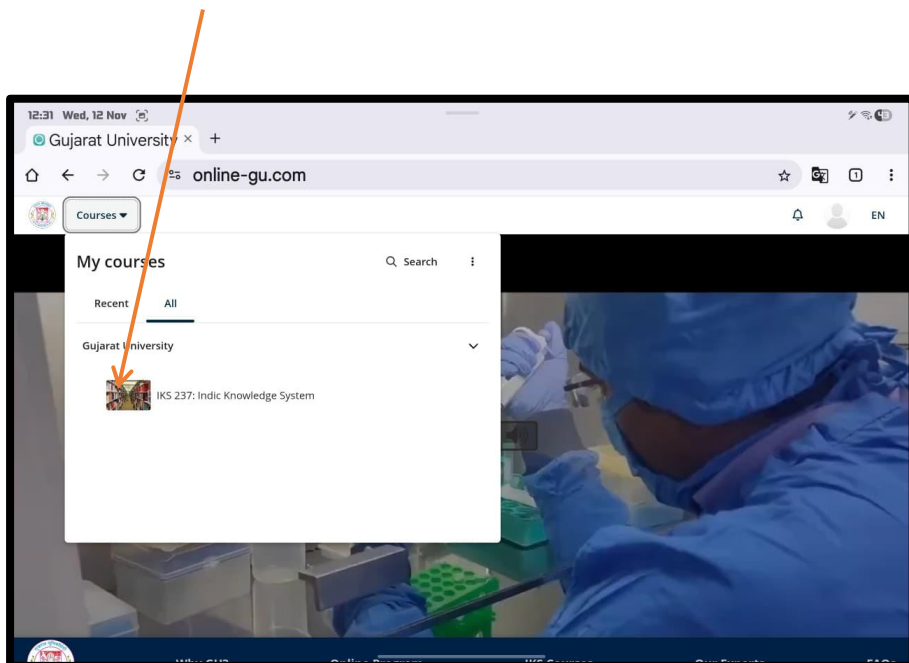


7. Click on the All



8. You will see a list of Courses in which you are enrolled

9. Click on the Course under Gujarat University



10. You will see Homepage of your Course



11. Scroll down to see all the Information

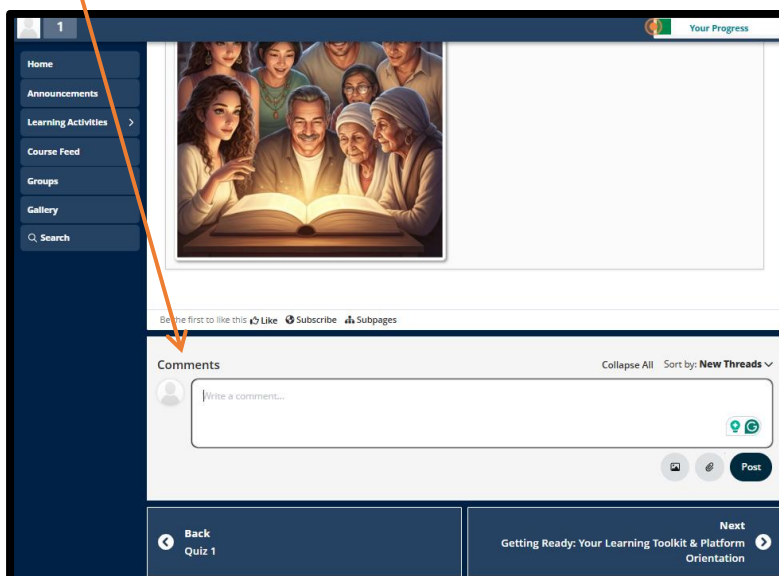
12. Read it

13. There are text, images and video. Read and watch all.

14. Click and like the page.

15. **Comments:** The comment section is for your comments, questions, and discussion.

You can comment here if you feel so. Experts and students will read your comments and reply to it. You can also reply to anyone's comment.

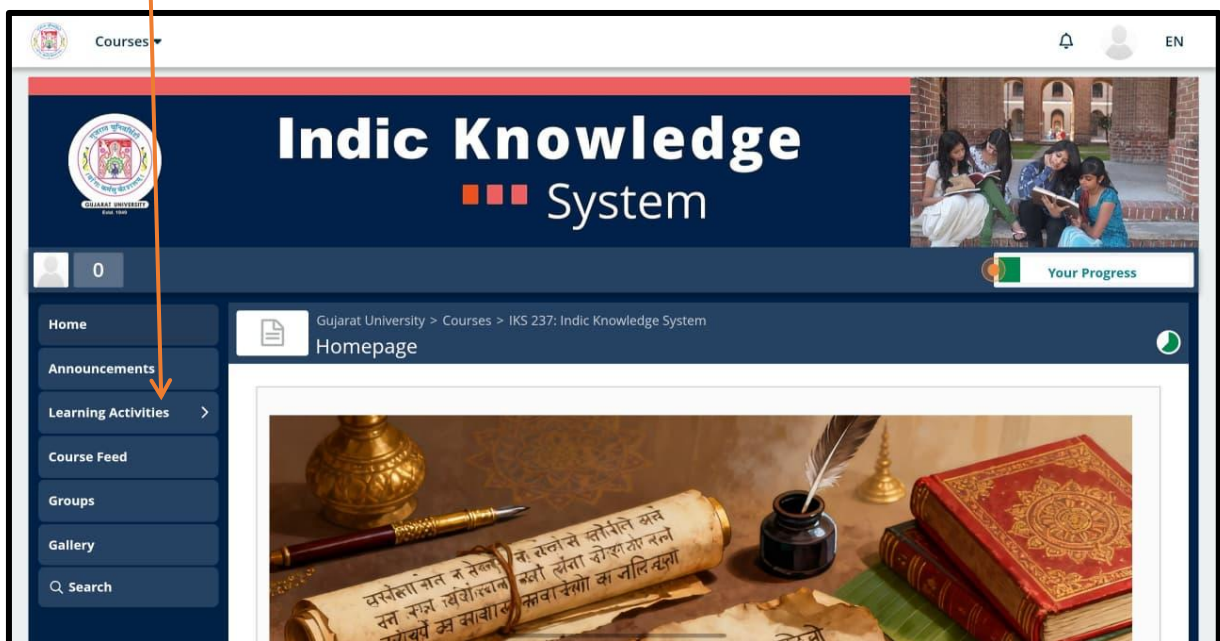


16. Home: When you click on Home, the Homepage opens. You can click on the Home button to come back to the Homepage at any time or point in the course.

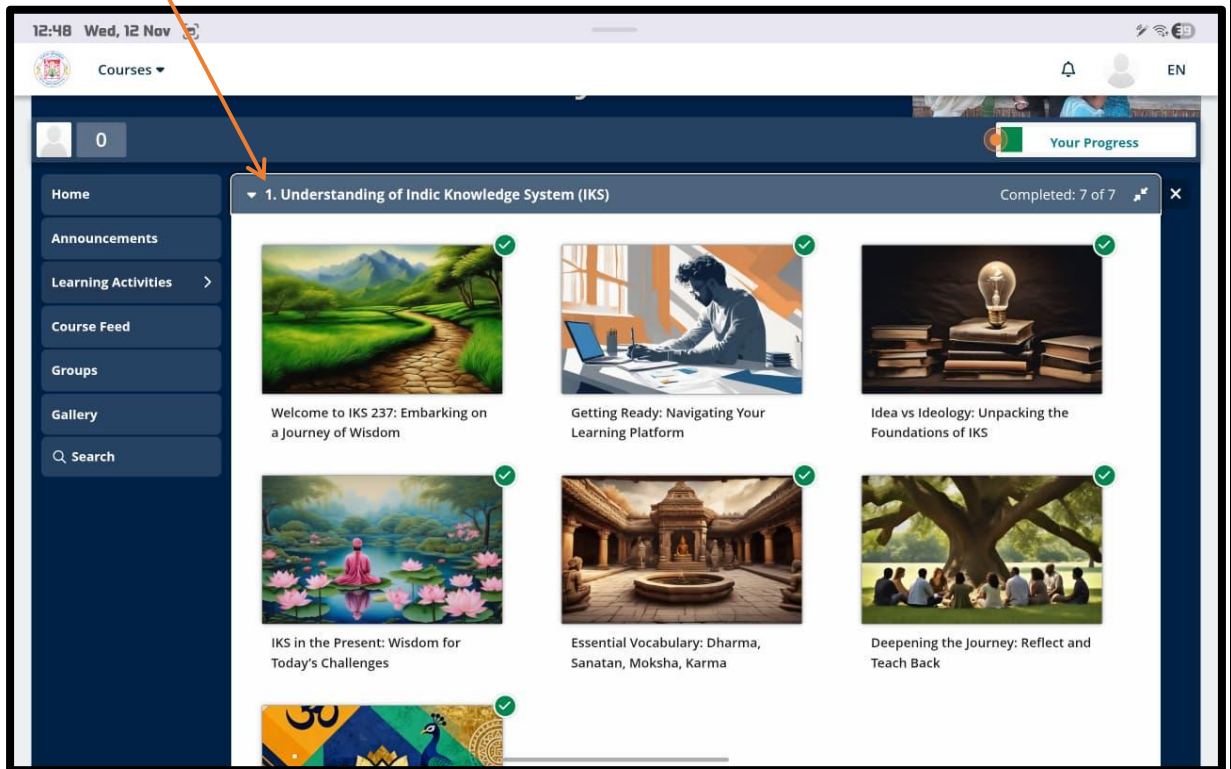
17. Announcements: Regularly click on this button to check the announcements from Gujarat University for you.



18. Learning Activities: Click on it to start your study and learning of the course. Actual learning of the course starts from here.



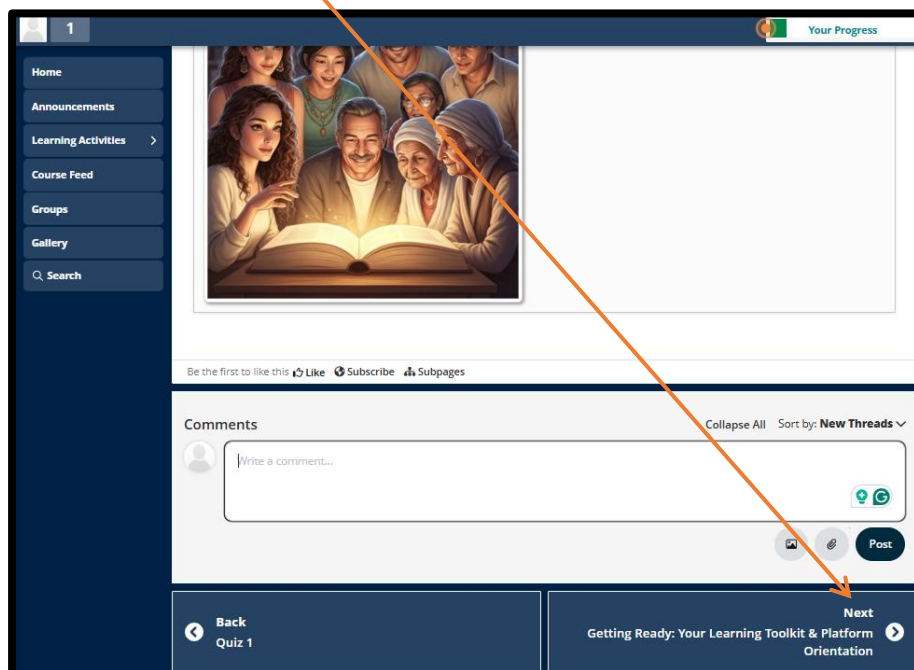
19. You will see the **Learning Material**. There are different modules with serial numbers. There are different boxes. Click on the box to start your study and reading. Go through all the pages in sequence.



20. The Full page will appear. Scroll down the page to learn. You can scroll through the page to re-read. Complete the reading of the page. Complete the activities, if there are any.



21. You will see **NEXT BUTTON** at the end of the page. Click next to go to the next page. The next page will appear. Follow the same till you reach the last page. The last page is Quiz.



22. The **Quiz** is to test your knowledge and learning. Complete the quiz. The quiz completion is a part of your internal marks. Click on the option which you think is correct. After you mark all the MCQ press submit answers button. Wait, the result will appear.

The screenshot displays the 'Indic Knowledge System' interface. At the top, there is a header with the system's logo and name. Below the header, a navigation menu on the left includes options like Home, Announcements, Learning Activities, Course Feed, Search, Course Setup, Course Design, Course Promo, Administer Learners, and Credentials. The main content area shows a quiz titled 'QUIZ 5' under the subject 'Lifesciences: Physics, Chemistry, and Botany'. The quiz consists of five multiple-choice questions:

- 1) Ancient Indic traditions perceive Physics, Chemistry, and Botany as:
 - Separate and unrelated disciplines
 - Interconnected threads woven into holistic knowledge
 - Only philosophical systems
 - Fixed routines
- 2) In the Rigveda, the concept of "Rta" refers to:
 - Rituals
 - Cosmic order linking laws of nature
 - Social customs
 - Kingship
- 3) The Chandogya Upanishad's statement "Yatha pinde tatha brahmande" means
 - As is the atom, so is the universe
 - As is the king, so is the country
 - As is the teacher, so is the student
 - As is the day, so is the night
- 4) Charaka's approach to Ayurveda integrates:
 - Only spiritual beliefs
 - Botany, chemistry, and physics
 - Profit-making
 - Isolated rituals
- 5) Which ancient scholar is known for surgical texts blending botanical extracts and chemical purification methods?
 - Kanada
 - Sushruta
 - Aryabhata
 - Panini

At the bottom right of the quiz area, there is a 'Submit answers' button. The footer of the page includes social media icons for Like, Subscribe, History, and Subpages.

23. If all answers are **Correct**, you are all set to go to the next module. Don't worry even if a few answers are correct and a few answers are **Incorrect**. Try again with a different option on incorrect answers and submit again. Repeat till all the answers are correct.

The screenshot displays the 'Indic Knowledge System' interface for an administrator. The main content area shows a quiz titled 'QUIZ 5' with five multiple-choice questions. Questions 1 and 2 are marked as 'Correct', while questions 3, 4, and 5 are marked as 'Incorrect. Try again.' The interface includes a sidebar with navigation options such as Home, Announcements, Learning Activities, Course Feed, Search, Course Setup, Course Design, Course Promo, Administer Learners, and Credentials. The top header shows 'Indic Knowledge System' and 'Administrator Class of June 2025'. The bottom right corner displays 'Score: 2 / 5 You're done!' and a 'Submit answers' button.

1) Ancient Indic traditions perceive Physics, Chemistry, and Botany as:
 Separate and unrelated disciplines
 Interconnected threads woven into holistic knowledge
 Only philosophical systems
 Fixed routines
Correct

2) In the Rigveda, the concept of "Rta" refers to:
 Rituals
 Cosmic order linking laws of nature
 Social customs
 Kingship
Correct

3) The Chandogya Upanishad's statement "Yatha pinde tatha brahmande" means
 As is the atom, so is the universe
 As is the king, so is the country
 As is the teacher, so is the student
 As is the day, so is the night
Incorrect. Try again.

4) Charaka's approach to Ayurveda integrates:
 Only spiritual beliefs
 Botany, chemistry, and physics
 Profit-making
 Isolated rituals
Incorrect. Try again.

5) Which ancient scholar is known for surgical texts blending botanical extracts and chemical purification methods?
 Kanada
 Sushruta
 Aryabhata
 Panini
Incorrect. Try again.

Score: 2 / 5
You're done! Submit answers

24. **Your Progress** : It shows your progress. It is a **Progress** bar. When its full your course is complete.

The screenshot displays the 'Indic Knowledge System' interface. At the top, the logo and title 'Indic Knowledge System' are visible. Below this, a navigation bar shows the user's role as 'Administrator' for the 'Class of June 2025'. A 'Your Progress' bar is highlighted with an orange arrow, indicating the current progress level. The main content area is titled 'Introduction to Indic Knowledge Systems (IKS) and Their Importance' and shows 'Completed: 1 of 8'. A sidebar on the left contains navigation options: Home, Announcements, Learning Activities, Course Feed, Search, Course Setup, Course Design, Course Promo, Administer Learners, and Credentials. The main content area features a grid of learning activities, each with a thumbnail image and a title:

- Welcome to IKS 117: Exploring the Wisdom of India
- Getting Started: Navigating the Learning Platform (Last visited page)
- Icebreaker: Mapping Our Knowledge Heritage
- What Are Indic Knowledge Systems?
- Crowdsourcing: Discovering the Diversity of IKS
- Deepening Our Learning Mindset: Reflect and Connect
- Why IKS Matters Today: Case Studies and Discussion
- QUIZ 1

25. When you **Complete** study and reading of the page it shows **Green Arrow**. The **Dot** shows that the page is **Incomplete**. Completion of the full course and all pages is important and compulsory to get full marks under the presence category of your internal marks.

The screenshot displays the 'Indic Knowledge System' interface. At the top, the course title 'Indic Knowledge System' is prominently displayed. Below the title, the user's role is identified as 'Administrator' for the 'Class of June 2023'. A 'Your Progress' indicator shows 'Completed: 1 of 10'.

The main content area is titled 'Introduction to Indic Knowledge Systems (IKS) and Their Importance'. It features a grid of course modules, each with a representative image and a progress indicator (a green checkmark for completion and a white dot for incompleteness):

- Welcome to IKS 117: Exploring the Wisdom of India** (Completed)
- Getting Started: Navigating the Learning Platform** (Completed)
- Icebreaker: Mapping Our Knowledge Heritage** (Incomplete)
- What Are Indic Knowledge Systems?** (Incomplete)
- Crowdsourcing: Discovering the Diversity of IKS** (Incomplete)
- Deepening Our Learning Mindset: Reflect and Connect** (Incomplete)
- Why IKS Matters Today: Case Studies and Discussion** (Incomplete)
- QUIZ 1** (Incomplete)

Two orange arrows from the text above point to the progress indicators: one points to the green checkmark on the 'Getting Started' module, and the other points to the white dot on the 'Icebreaker' module.

26. The next **Modules** under the first **modules** are **locked**. They will be unlocked one by one as you compete the modules in sequence. When you complete the first module second will be **Unlocked**. When you complete the second module, the third will be unlocked and so on.

The screenshot displays the 'Indic Knowledge System' interface. At the top left is the logo of the Ministry of Education, Government of India. The main header reads 'Indic Knowledge System' with three red squares. Below the header is a navigation bar with a user profile icon and the number '1'. A 'Your Progress' section shows a progress bar and the text 'Completed: 7 of 7'. The main content area is a list of modules:

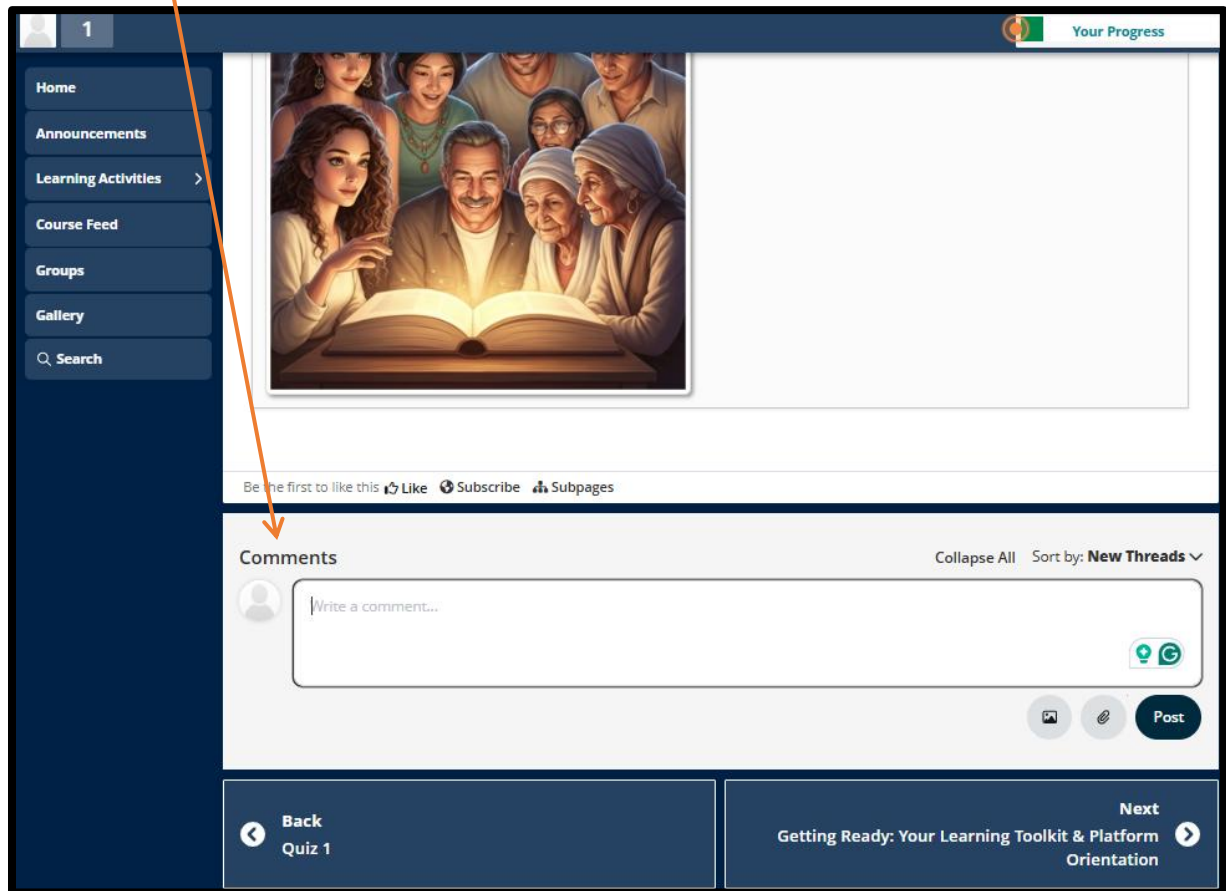
Module Number	Module Title	Availability	Progress
1	Understanding of Indic Knowledge System (IKS)	Completed	Completed: 7 of 7
2	Science of Shastra	Unlocked	Completed: 0 of 7
3	Manuscriptology: The Art of Preserving Knowledge	Locked	Available when previous module is completed.
4	Contribution of IKS in Science	Locked	Available when previous module is completed.
5	Contribution of IKS in Technologies	Locked	Available when previous module is completed.
6	Contribution of IKS in Trade and Commerce	Locked	Available when previous module is completed.
7	Contribution of IKS in Administration and Governance	Locked	Available when previous module is completed.
8	Contribution of IKS in Fine Arts and Performing Arts	Locked	Available when previous module is completed.
9	Contribution of IKS in Experimental Sessions	Locked	Available when previous module is completed.

Orange arrows from the text above point to the progress bar of module 1 and the lock icon of module 3.

27. Click on **Learning Activities** after submission of the quiz and all the answers are correct. Click on the **Next Module** and start learning. Repeat the same process, to complete the course.

The screenshot displays a learning management system interface. At the top, it shows the user's role as 'Administrator' and the class name 'Class of June 2025'. A 'Your Progress' indicator is visible in the top right corner. The main content area is divided into two modules. Module 1, 'Introduction to Indic Knowledge Systems (IKS) and Their Importance', is marked as 'Completed: 1 of 8'. It contains eight learning activities, each with a thumbnail image and a title: 'Welcome to IKS 117: Exploring the Wisdom of India' (marked as 'Last visited page'), 'Getting Started: Navigating the Learning Platform', 'Icebreaker: Mapping Our Knowledge Heritage', 'What Are Indic Knowledge Systems?', 'Crowdsourcing: Discovering the Diversity of IKS', 'Deepening Our Learning Mindset: Reflect and Connect', 'Why IKS Matters Today: Case Studies and Discussion', and 'QUIZ 1'. Module 2, 'Shashtra: The Foundational Literature of Bharatvarsha', is marked as 'Completed: 0 of 8' and contains six learning activities: 'Introduction to Shashtra: Foundations of Indic Knowledge', 'The Role and Importance of Shashtra in Indic Thought', 'Classifying Shashtra: Vaidic and Avaidic Traditions', 'Exploring Vaidic Literature: Examples and Analysis', 'Exploring Avaidic Literature: Examples and Analysis', and 'Collaborative Interpretation: Shashtra in Practice'. A left-hand navigation menu includes options like 'Home', 'Announcements', 'Learning Activities', 'Course Feed', 'Search', 'Course Setup', 'Course Design', 'Course Promo', 'Administer Learners', and 'Credentials'. An orange arrow points from the text above to the 'Learning Activities' menu item.

28. Comments: For any problems, you can always post your queries or problems or questions in the comment section.



29. You will be informed about the Internal Marks and Final External Examinations through announcements.

30. Best wishes. Let's learn together.