



CENTRE FOR DISTANCE AND ONLINE EDUCATION

Maharaja Sriram Chandra Bhanja Deo University

Report on “Learning Management System Training Programme”

(Academic Session: 2025–26)

1. Introduction

The Centre for Distance and Online Education (CDOE), Maharaja Sriram Chandra Bhanja Deo University (MSCBU), undertook a **Learning Management System Training Programme for Faculty Members** on 21st March, 2026, as part of its ongoing efforts to strengthen digital learning, enhance faculty capacity, and facilitate the effective implementation of technology-enabled teaching and learning practices in the Open and Distance Learning (ODL) system.

The training was organised in the University library and Studio with the objective of familiarising faculty members with the Learning Management System (LMS) and developing their capacity to effectively manage digital course content, learner engagement, academic resources, assessment activities, and online learner support.

2. Objectives of the Training

The major objectives of the LMS Training Programme were:

1. To familiarise faculty members with the structure, features, and functionalities of the LMS.
2. To develop faculty competence in uploading, organising, and managing digital Self-Learning Materials (SLMs) and other academic resources.

3. To facilitate the creation and management of online assignments, quizzes, assessments, and other learner activities.
4. To promote systematic monitoring of learner participation and academic progress.
5. To improve accessibility and availability of learning resources for distance and online learners.

3. Participants

The training programme was attended by all faculty members associated with the Centre for Distance and Online Education (CDOE), MSCB University, representing different academic programmes and disciplines offered through the Centre. The participation of faculty members from different subject areas helped ensure a common understanding of the LMS and promoted standardised practices in the development and delivery of online learning resources.

4. Major Areas Covered

The training provided hands-on orientation and practical guidance on the following aspects of LMS utilisation:

Sl. No.	Training Component	Key Areas Covered
1	LMS Orientation	Introduction to the LMS interface, dashboard and basic functionalities
2	Faculty Login & Profile Management	Account access, profile management and faculty settings
3	Course Management	Creation, organisation and management of online courses
4	Digital Content Management	Uploading and organising SLMs, PDFs, presentations, videos and supplementary resources
5	Learning Resources	Integration of academic materials and learner-support resources
6	Assignment Management	Creating, publishing and monitoring online assignments

7	Online Assessment	Quiz creation, question management and assessment-related features
8	Learner Interaction	Communication, announcements and academic interaction with learners
9	Progress Monitoring	Tracking learner participation, submissions and academic activities
10	Feedback & Evaluation	Providing feedback and monitoring learner performance

5. Integration with Self-Learning Materials

A significant component of the LMS initiative was the integration of Self-Learning Materials (SLMs) with the digital learning environment. The training helped faculty members understand the importance of:

- Maintaining properly organised digital SLM repositories.
- Uploading reviewed and standardised learning materials.
- Providing supplementary reading resources in form of PPT and video lectures.
- Periodically updating digital learning resources.
- Maintaining consistency between course structure and uploaded materials.

6. Feedback and Faculty Response

The training received positive academic engagement from participating faculty members. Faculty members recognised the LMS as an important component of modern ODL delivery and expressed the need for continued practical exposure to advanced LMS functionalities. The training also highlighted the importance of providing continuous technical support and periodic refresher training, particularly as the LMS evolves and additional digital learning features are introduced.

7. Conclusion

The LMS Training Programme for Faculty Members of CDOE, MSCB University represents an important institutional initiative towards strengthening digital capacity and improving the quality of Open and Distance Learning. By equipping faculty members with the knowledge and practical skills required to effectively use the LMS, the programme contributes to the Centre's broader objective of providing accessible, flexible, learner-centred, and technology-enabled education. The training also supports the continuous quality enhancement initiatives of CDOE by promoting systematic digital content management, online academic interaction, learner support, and technology-enabled assessment. Continued training, regular monitoring, and progressive enhancement of the LMS will further strengthen the digital learning ecosystem of CDOE and contribute to the University's commitment to inclusive and quality education.

