
	Document Code: <b>SMIU/IT- Manual/005</b>	Version 1.0
	Title: <b>USER MANUAL FOR EFFECTIVE USAGE OF LEARNING MANAGEMENT SYSTEM</b>	



Sindh Madressatul Islam University,  
Karachi


## Learning Management System

	Name	Designation
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## What is LMS?

LMS is a web-based learning environment that allows you to access your course materials online and make use of a number of useful built-in facilities to enhance your learning experience.

## How do I access LMS?

You can access LMS through a web browser (such as Internet Explorer or Mozilla Firefox) on any internet-connected computer. This means that you can access LMS from home as easily as you can from the University campus.

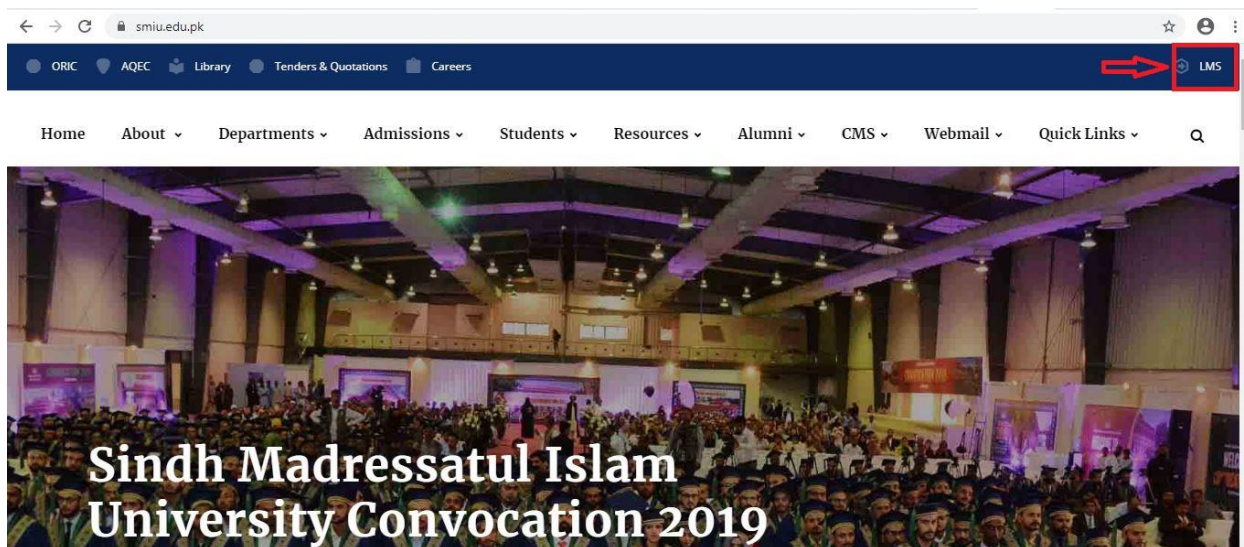
1. To access LMS, open your web browser. LMS supports all major internet browsers such as IE, Firefox, Safari, Opera, etc. (Firefox / Google Chrom are recommended.)
2. Type <http://lms.smiu.edu.pk/> in the URL address, then pressing Enter on your keyboard.




**OR**

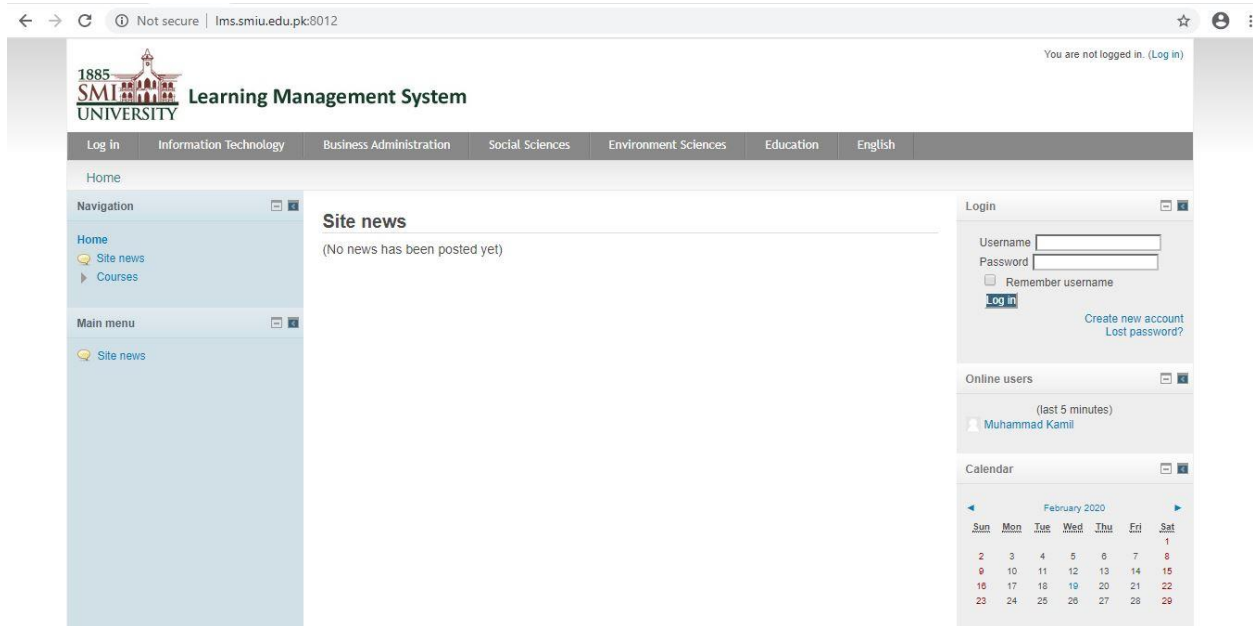
Visit SMIU website (<http://smiu.edu.pk>)

Go E-Services Menu and Click Learning Management System

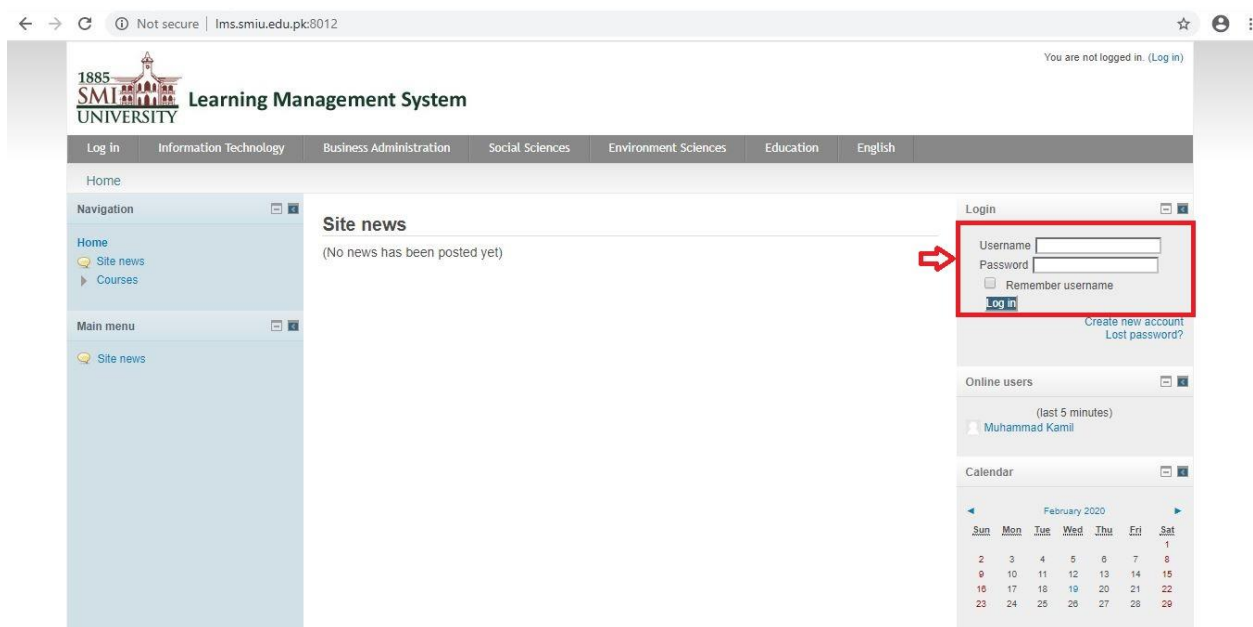



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3. You should now see the LMS home page (as shown below).

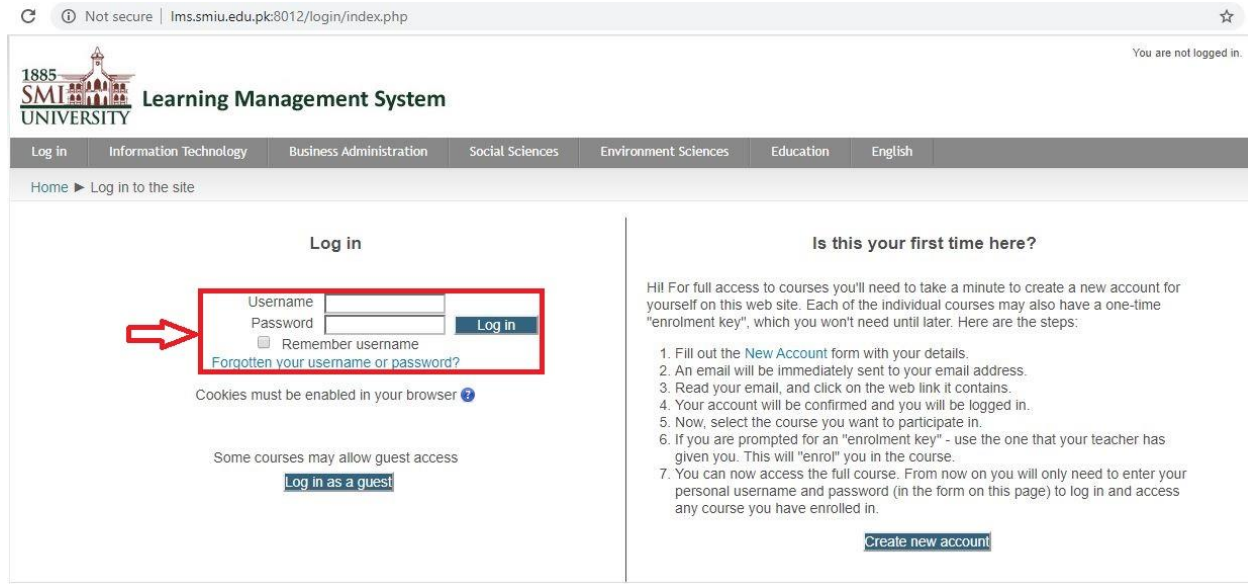


4. Before you can work on your course pages you first need to Log in. Click the Login link in the Upper Corner.



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5. Type your user name and password in the login block and click the Login button

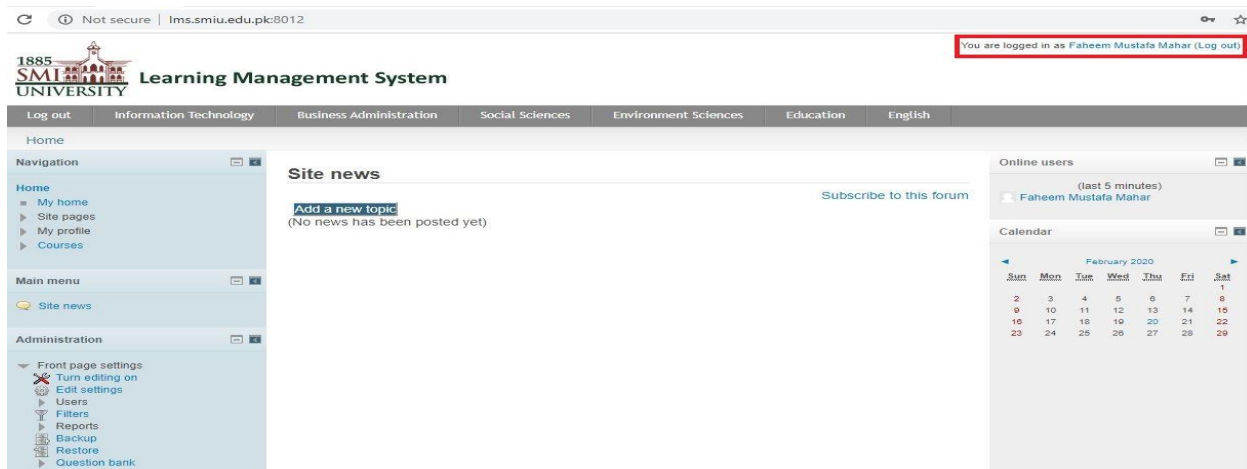


The screenshot shows the login interface of the Learning Management System. On the left, there is a 'Log in' section with a form containing 'Username', 'Password', and a 'Remember username' checkbox. A red arrow points to the 'Log in' button. Below the form, there is a note: 'Cookies must be enabled in your browser'. At the bottom of the login section, there is a link for 'Log in as a guest'. On the right, there is a section titled 'Is this your first time here?' which provides instructions for creating a new account and a 'Create new account' button.

**Note:** If you do not have an account you will need to create one. Read carefully the text under the heading, *is this your first time here?*


### What will I find in LMS?

After logging in, you should see your name at the top of the screen and have access to all the courses that you are belongs to.



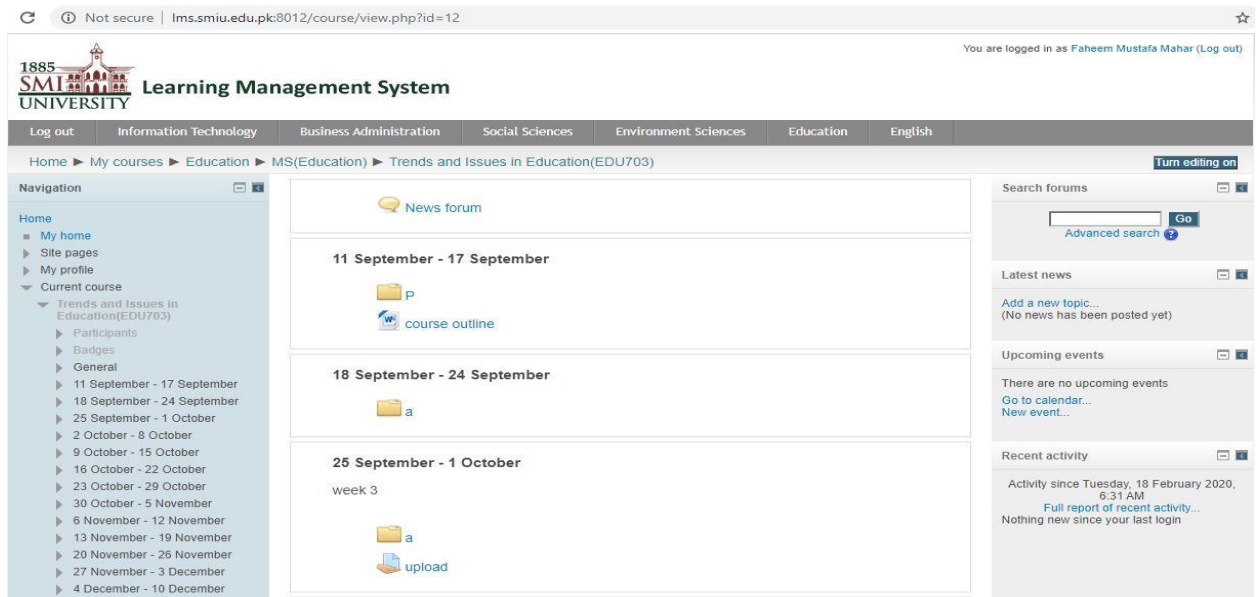
The screenshot shows the dashboard of the Learning Management System after logging in. The user is logged in as 'Faheem Mustafa Mahar'. The dashboard includes a navigation menu, a main menu with 'Site news', and an administration section. The 'Site news' section shows 'Add a new topic' and 'Subscribe to this forum'. The 'Online users' section shows the user's name and a 'Log out' button. A calendar for February 2020 is also visible.

**Note:** if you do not see any courses listed under the “My courses” heading, it is likely that your Dean / Administrator has not yet created a course in LMS

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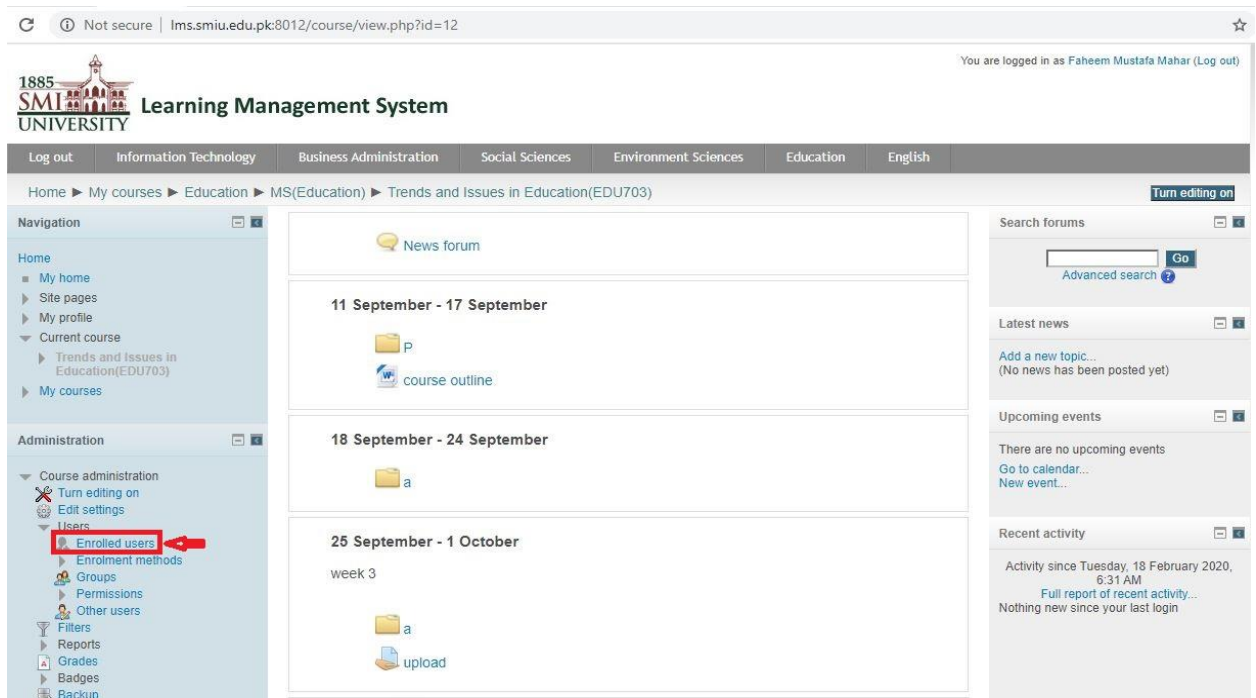
## Enrolling Users (Students)

1. Select The Course for user enrollment.




The screenshot shows the LMS interface for a user logged in as Faheem Mustafa Mahar. The breadcrumb trail is: Home > My courses > Education > MS(Education) > Trends and Issues in Education(EDU703). The left navigation menu is expanded to show the 'Current course' section, with 'Trends and Issues in Education(EDU703)' selected. Under this course, the '11 September - 17 September' week is highlighted. The main content area shows a 'News forum' and a 'course outline' link. The right sidebar contains search forums, latest news, upcoming events, and recent activity sections.

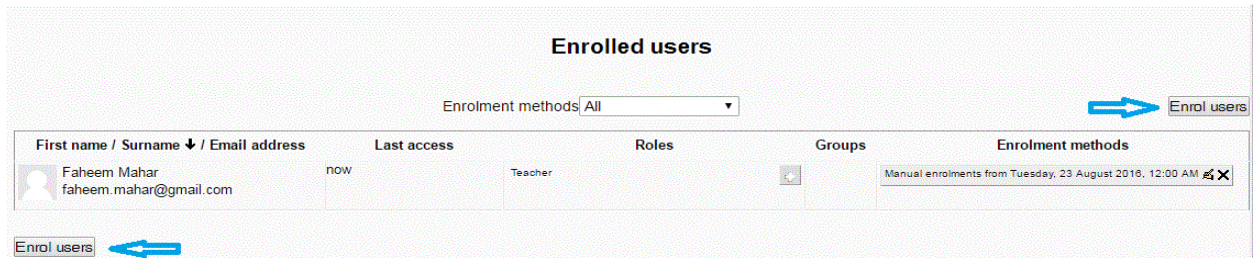
2. Select the link for user enrollment.



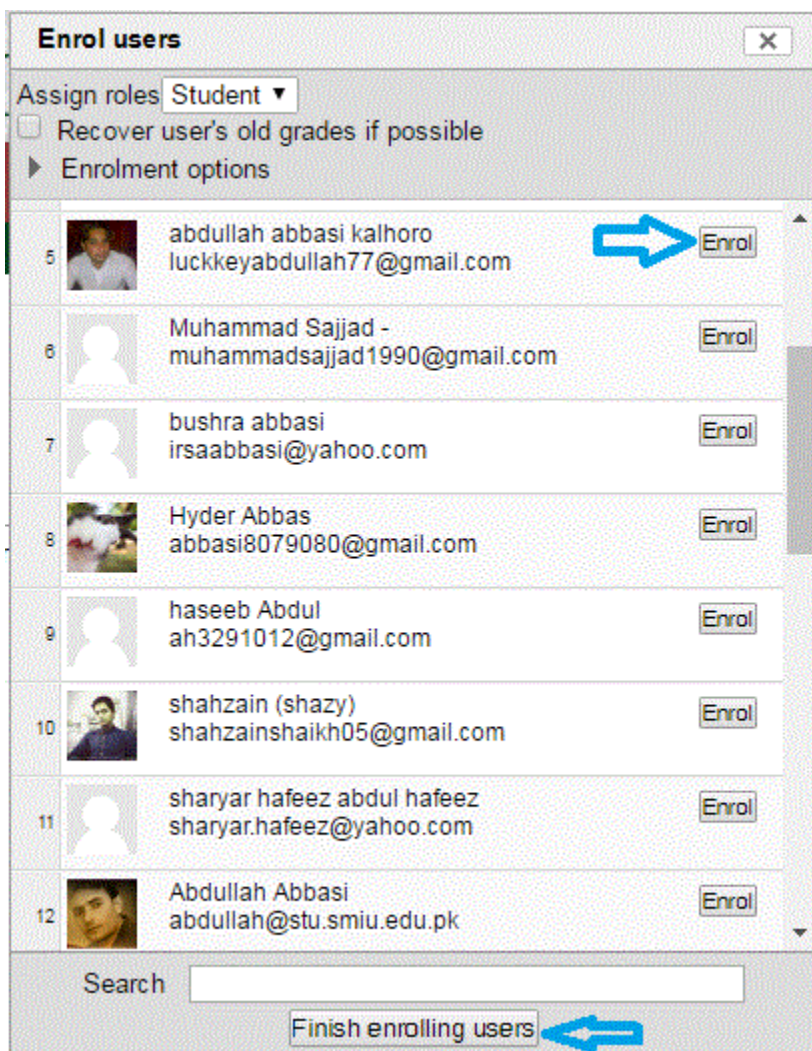
The screenshot shows the LMS interface with the 'Administration' menu expanded. The 'Enrolled users' link is highlighted with a red box and a red arrow. The breadcrumb trail remains the same as in the previous screenshot. The main content area and right sidebar are identical to the previous screenshot.


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3. Click the "Enroll User" button



4. A Pop up will appear like below.  
Search the user and click "Enrol" Button for student enrollment and Click on Button "Finishing Enrolling user" to complete the enroll process.



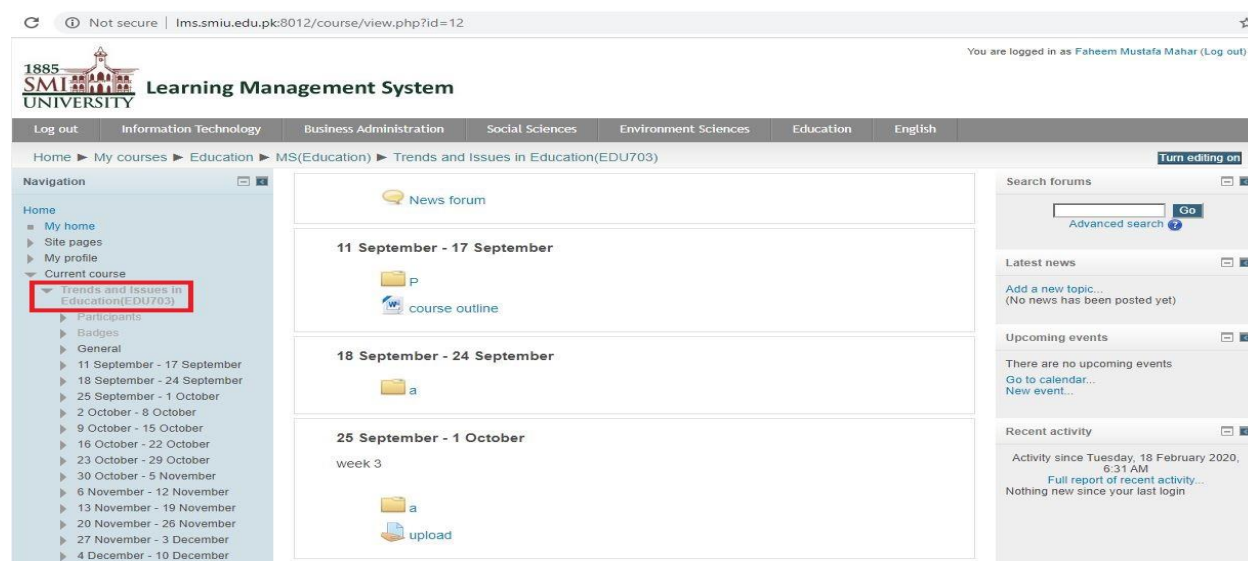
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5. Select the User role Student
6. Click on the Enroll button in front of each Name whom you want to add into particular course
7. Click on **Finish enrolling Users** button to finish the enrollment.

## Accessing a course:

After you login, you should click on the course you want to enter in the My Courses area. Be sure to click the name of the course and not the instructor's name. Clicking the instructor's name will take you to their profile and not into the course.

You are now viewing the course homepage



The screenshot shows the LMS interface for a course. The breadcrumb trail is: Home > My courses > Education > MS(Education) > Trends and Issues in Education(EDU703). The 'Turn editing on' button is active. The navigation menu on the left includes 'Current course' > 'Trends and Issues in Education(EDU703)'. The main content area shows a 'News forum' and a list of sections: '11 September - 17 September' (with 'P' icon and 'course outline' link), '18 September - 24 September' (with 'a' icon), and '25 September - 1 October' (with 'week 3' text and 'a' icon, and 'upload' link). The right sidebar contains search forums, latest news, upcoming events, and recent activity.

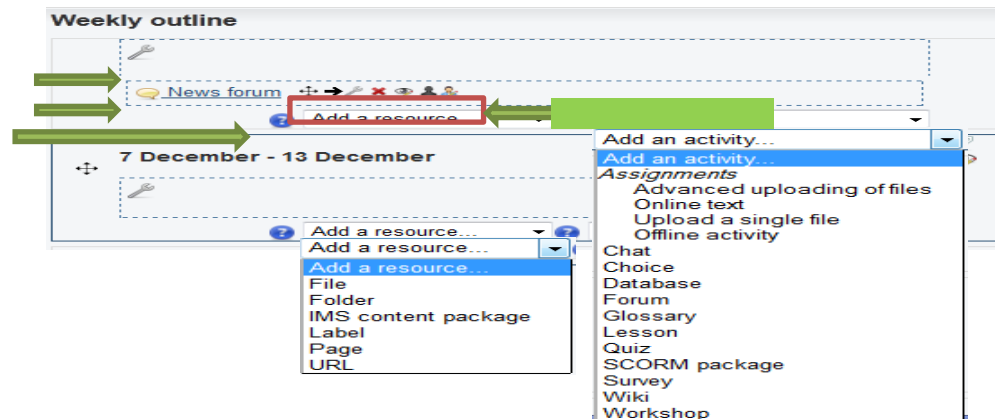
## Add / Edit Course Contents

When you Turn ON Editing mode you will find these additional options on your screen

(When you move to the particular section)

- A resource is an item that a teacher can use to support learning, such as a file or link.
- An activity is a general name for a group of features in course. Usually an activity is something that a student will do that interacts with other students and or the teacher.

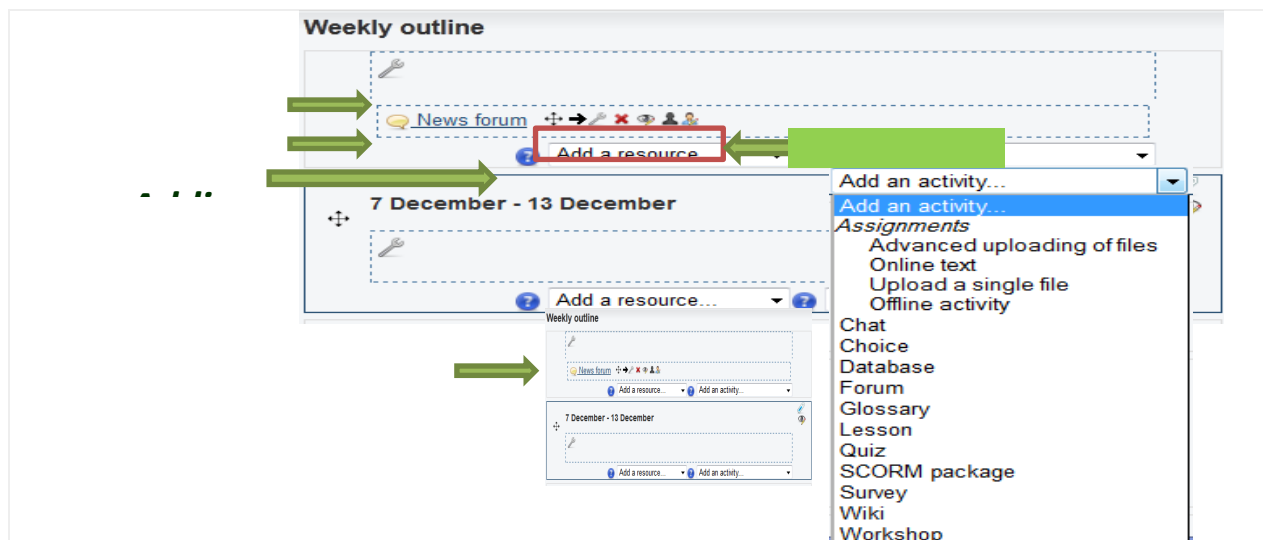




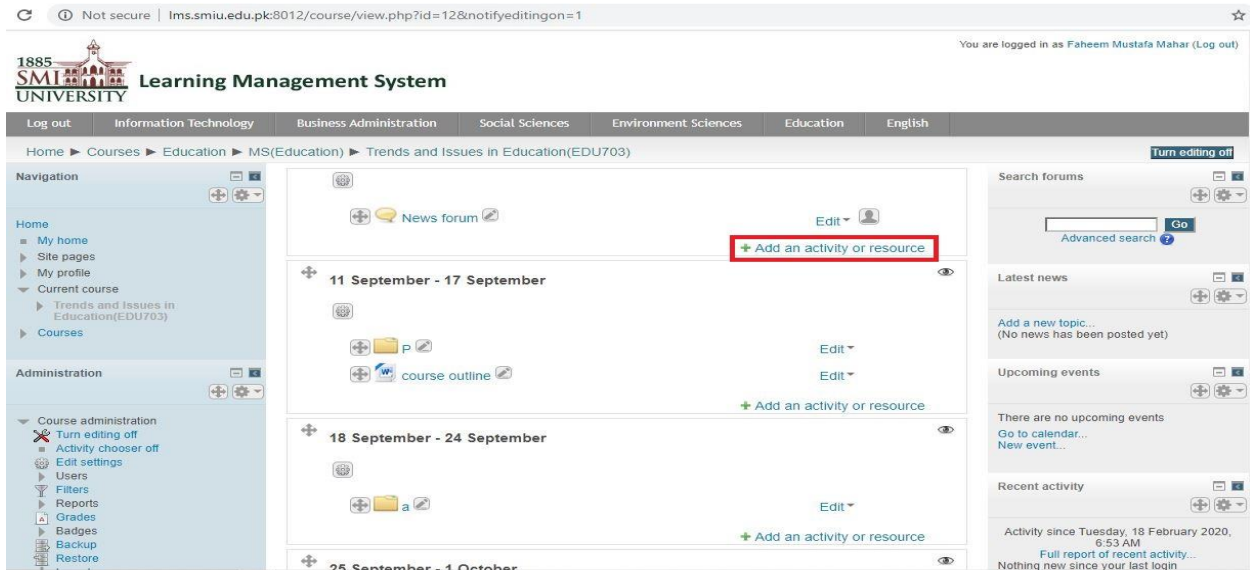
## Adding Resources (Uploading Files)

Once you have logged into LMS, on your course page, click **Turn editing on** (top right). Editing icons and drop-down menus will appear.

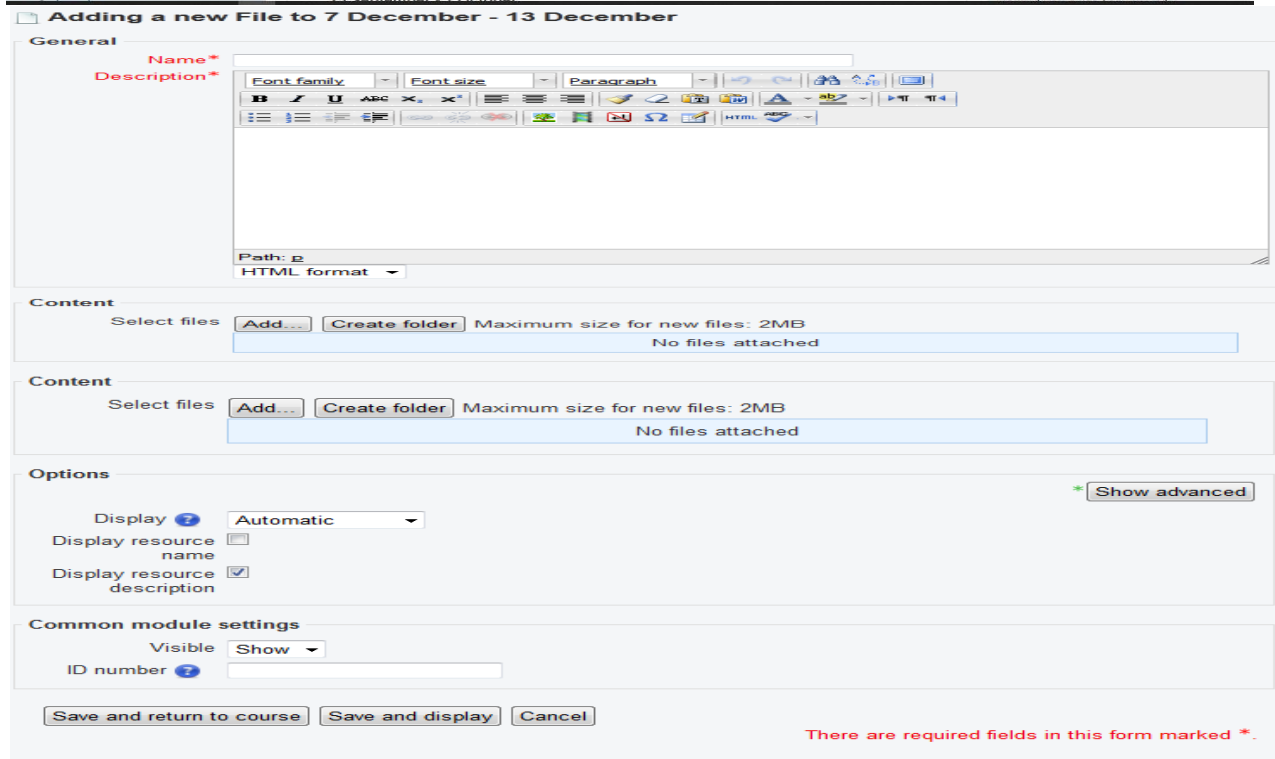
*Note: When you turn ON editing mode you will find these additional options on your screen*



1. Locate the *Topic* or *Weekly Section* where you will add the file. (If you are using the *Collapsed topics* format, open the Section.)
2. At the bottom of the section, click **Add a resource...** and from the from-down menu, select the kind of *Resource* you would like to add:



The screenshot shows the LMS interface for a course titled 'Trends and Issues in Education (EDU703)'. The page is in 'Turn editing on' mode. A red box highlights the '+ Add an activity or resource' button located at the bottom of a section titled '11 September - 17 September'. The interface includes a navigation menu on the left, a main content area with sections for different dates, and a right-hand sidebar with search, news, and activity feeds.



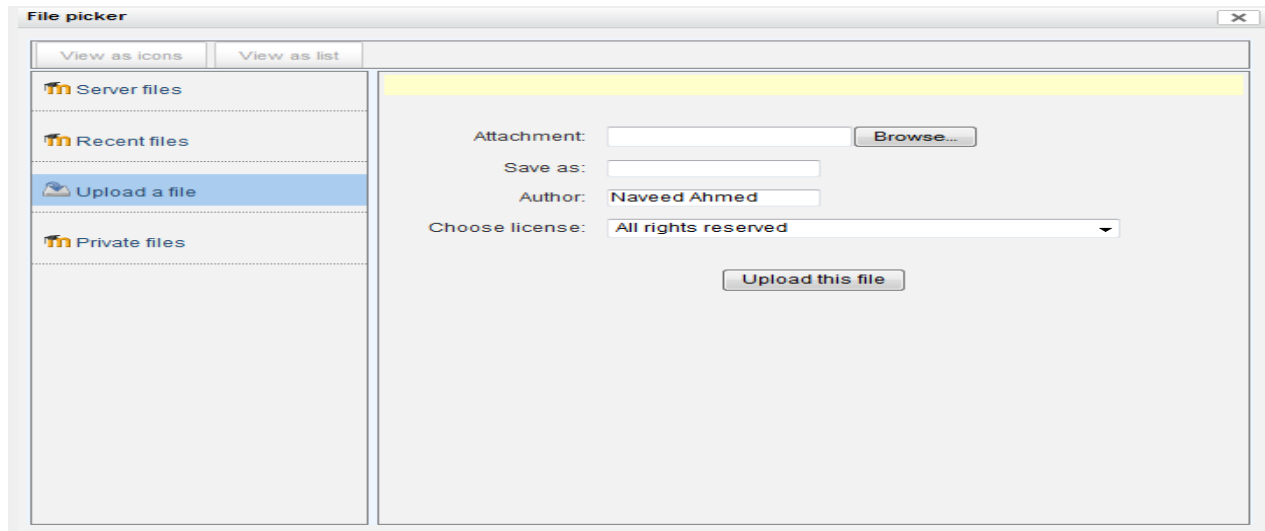
The screenshot shows the 'Adding a new File to 7 December - 13 December' form. The form is divided into several sections:
 

- General:** Includes fields for Name (marked with a red asterisk), Description (marked with a red asterisk), and a rich text editor with a toolbar. Below the editor is a 'Path' field and a 'Format' dropdown menu set to 'HTML format'.
- Content:** Contains two identical sections for selecting files. Each section has 'Add...' and 'Create folder' buttons, a 'Maximum size for new files: 2MB' label, and a progress bar showing 'No files attached'.
- Options:** Features a 'Display' dropdown set to 'Automatic', a 'Display resource name' checkbox, and a 'Display resource description' checkbox. A 'Show advanced' button is visible on the right.
- Common module settings:** Includes a 'Visible' dropdown set to 'Show' and an 'ID number' field.

 At the bottom of the form, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red asterisk at the bottom right indicates that there are required fields in the form.

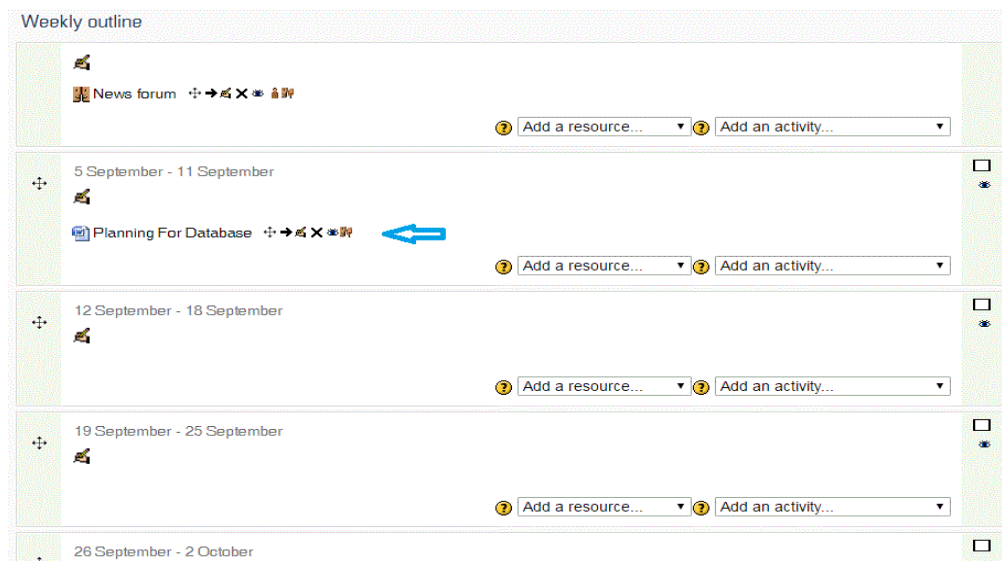
1. On your course home page, click **Turn editing on** (top right).
2. Locate the *Topic* or *Weekly Section* where you will add the file. (If you are using the *Collapsed topics* format, open the Section.)
3. At the bottom of the section, clicks add **a resource...** and select **File** from the drop-down menu.


- In the *Content* box, click **Add**. The *File picker* will open. From the options on the left of the *File picker*, select **Upload a file** then click **Browse** to search for the desired file.



- In the *File picker*, click **Upload this file**. You will be returned to the *Adding a new file* screen. The *Save as* field should be left blank.
- Scroll down to the bottom of the window and click **Save and return to course**. You will be returned to your course homepage.

You will be directed back to the course home page, where you will see the resource you just added.



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## Attendance

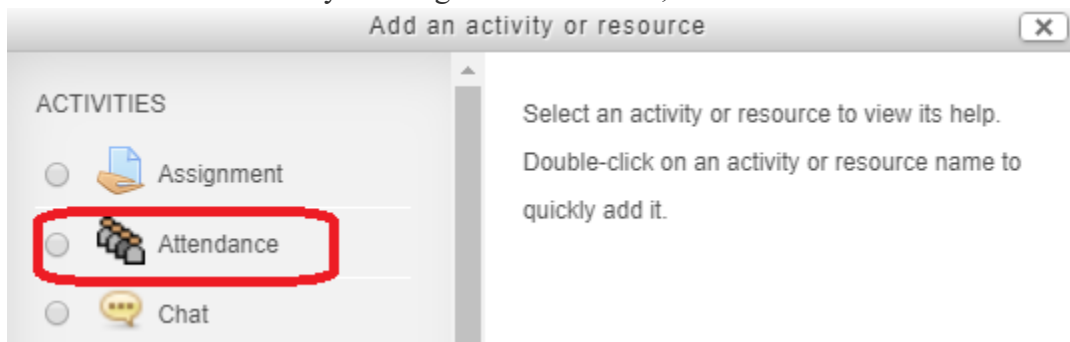
Teachers can use attendance function to take attendance during class. Students can view their own attendance record in the Moodle platform.

### Create an attendance

1. Click “Turn Editing On button” on the course site.
2. Click “Add an activity or resource”.

[+ Add an activity or resource](#)

3. Select “Attendance” by clicking the radio button, click “Add”.



### Edit settings

1. Enter the name of the attendance. Teachers can set the maximum grade of the attendance.
2. Select the group mode under “Common module settings”. No groups - There are no sub groups, everyone is part of one big community Separate groups - Each group member can only see their own group, others are invisible Visible groups - Each group member works in their own group, but can also see other groups

**General**

**Name\***

**Grade**

---

**Common module settings**

**Visible**


**ID number**

**Group mode**

**Grouping**

[Save and return to course](#) [Save and display](#) [Cancel](#)

3. Click “Save and display” button at the end of the page to save the settings.

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### Add session

1. Click “Add” tab to add session to attendance.




2. Check the box “Create multiple sessions” if the session occurs in weekly basis. Set the session date, time and duration. If it is a multiple sessions, please select the session days and frequency of the session.

3. Click “Add session” at the end of the page.

### Take attendance for the course


1. Click “Take attendance” icon.

Take the attendance for the student by selecting “P”/ “L”/ “E” or “A”, by default, they are stand for "Present", "Absent", "Late", and "Excused".

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7 April 2020 09:00 - 19:00

Regular class session

#	First name / Surname	P	L	E	A	Remarks
1	 xxxxxxxx xxxxxxxx	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

[Save attendance](#)

Present = 0  
Late = 0  
Excused = 0  
Absent = 0

2. Click “Save attendance” to save the page.


### Question Bank

1. Click Categories from the “Question bank” drop-down in the “Course administration” menu.
2. In the “Parent category” field, select how you want your new category to be grouped. If you don’t want to your new category to be a child (subcategory) of the “Default” category, make sure to select Top.
3. Give your new category a “Name” and optionally add details in the “Category info” area.
4. Click Add Category.

### Grade Book

#### Basic Grade book

1. Click the "Turn Editing On" if you have not done so.
2. "Click "Grades" in the Settings block.

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3. Go to **Grader report** and you can edit the grade of the assignments. After making changes, remember to click **Update** button at the end of the page to save the changes.

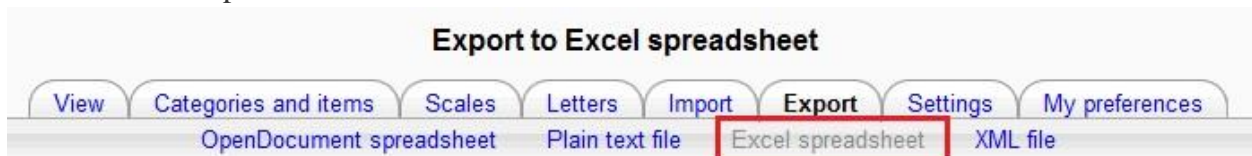
### Export and Import Grade book

You can also export the Excel spreadsheet to enter the grades.

1. Click "Export" tab.



2. Click "Excel spreadsheet".



3. Check the items you would like to include in the excel file, and click "Submit".

Excel spreadsheet ▾

**Options**

Include feedback in export

Preview rows 10 ▾

Grade export display type Real ▾

Grade export decimal points 2 ▾

**Grade items to be included**

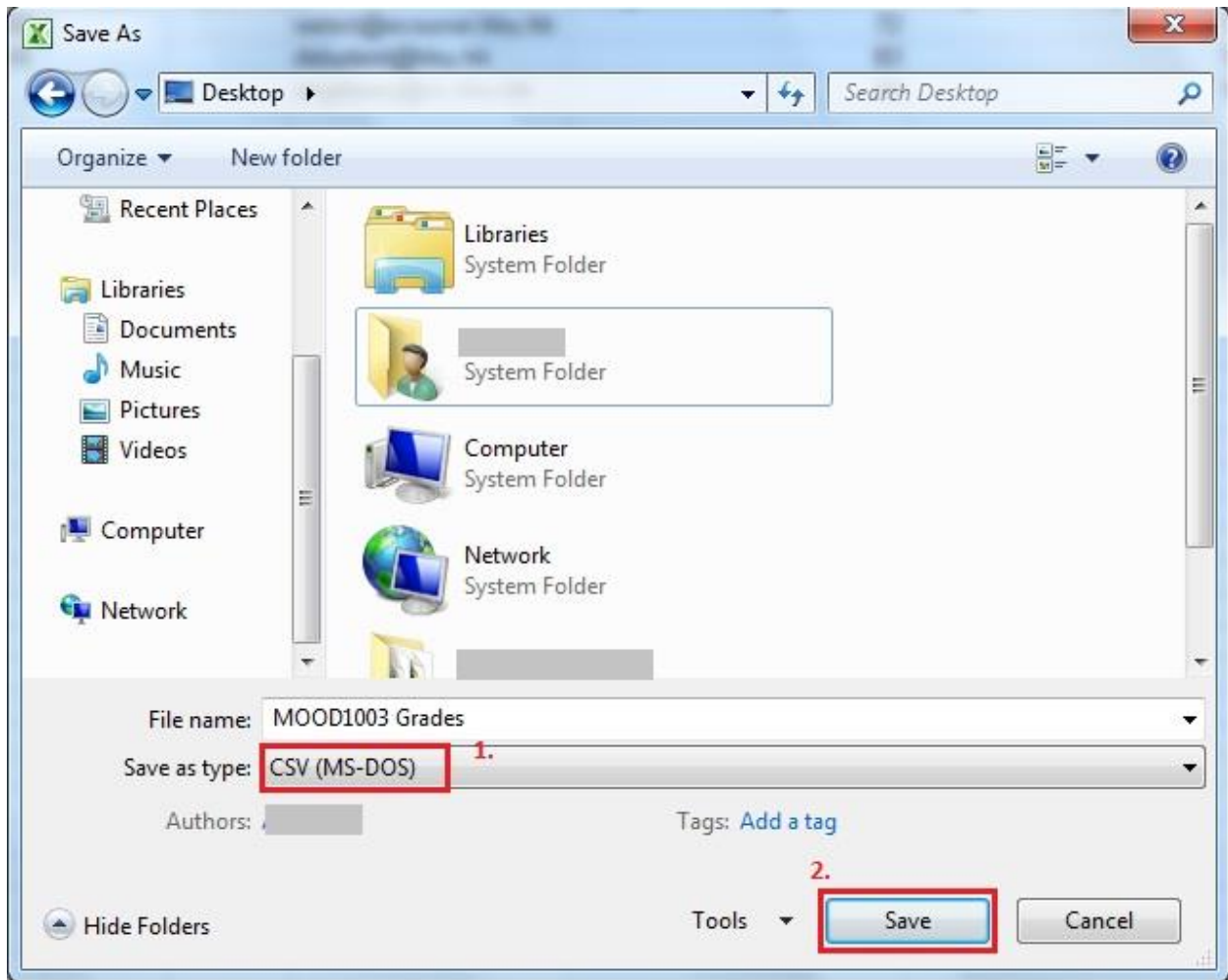
1.  Assignment 1  
 Assignment 2  
 Course total

Select all/none

2.

4. Click "Download" and save the excel file.
5. Open the excel file and enter the grades.
6. After entering the grades, save the file as CSV format and click "Save2".





7. Go back to Moodle course homepage. Click "Grades" in the Settings block.
8. Click "Choose a File..." and choose the CSV file.
9. Click "Upload Grads" and the import preview will be shown.
10. Use email to map the data1 under "Identify user by" column. In the "Grade item mappings" column, map the assignment2 grade with the appropriate item. Click "Upload grade3" after mapping.

**Identify user by**

1.

Map from

Map to

---

**Grade item mappings**

First name

Surname

ID number

Institution

Department

2. Email address

Assignment: Assignment 1

Assignment: Assignment 2

3.

11. "Grade import success" will be shown.

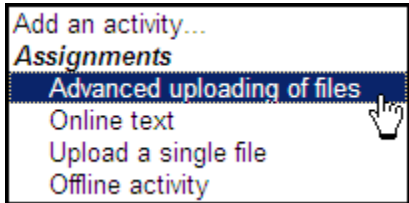
## Assignments

Assignments allow the instructor to specify a task that requires students to prepare digital content and submit it by uploading it to the LMS server. Typical assignments include essays, projects, and reports and so on.

After logging in as a teacher, and turning on editing, you can add an assignment from the **Add an activity...** menu.

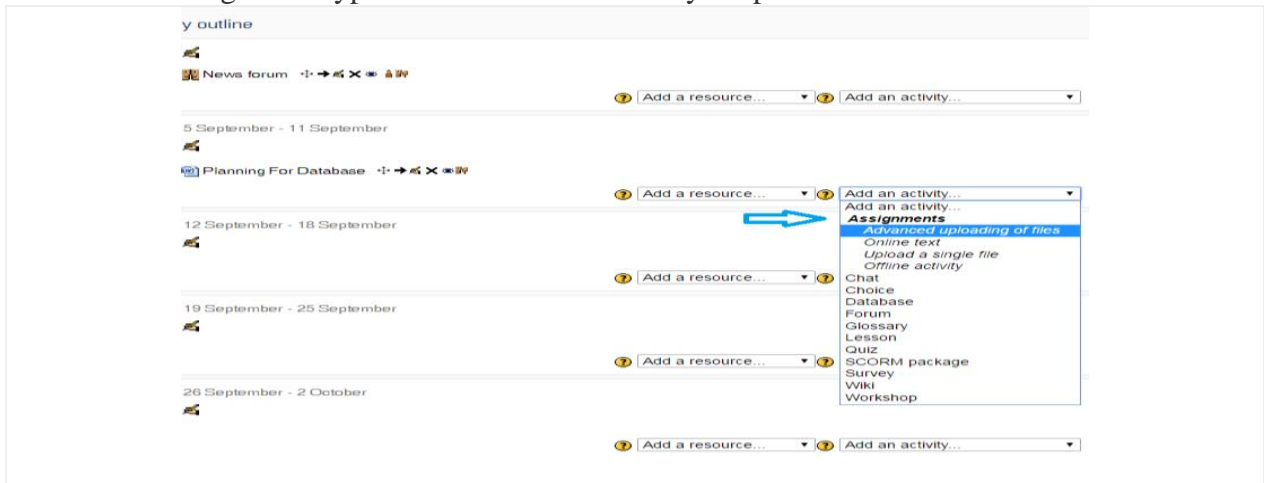
## Types of Assignments

You can select from four types of assignments

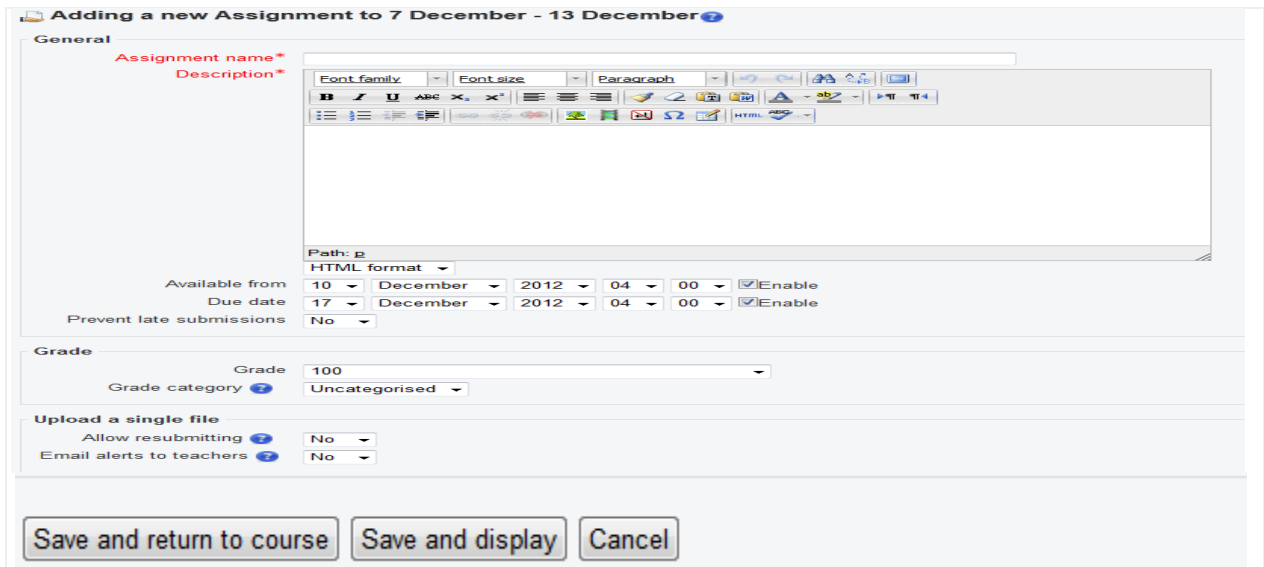



## Create an Assignment

1. Select Turn editing on.
2. Select an assignment type from the Add an activity drop-down menu.



1. On the Adding a new assignment page, see figure below, in the Assignment name field, give your assignment a Name



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2. In the Description field, carefully describe your assignment. It's a good idea to be very detailed here, even if you've already specified the requirements in your syllabus. In fact, you might want to copy and paste from your syllabus to avoid confusion.

3. In the Grade field, choose the grade scale you want to use for the assignment.

4. In the Available from field, Set the "Available from" date and "Due date" for your assignment or check the Disable boxes.

5. Decide whether to prevent late submissions.

6. Choose whether teachers should be alerted via email whenever students add or update an assignment Submission.

**Note:** All assignments must have a name and a description.

7. Once you are done setting up your assignment options, click **Save and return to course** to be returned to your course homepage.

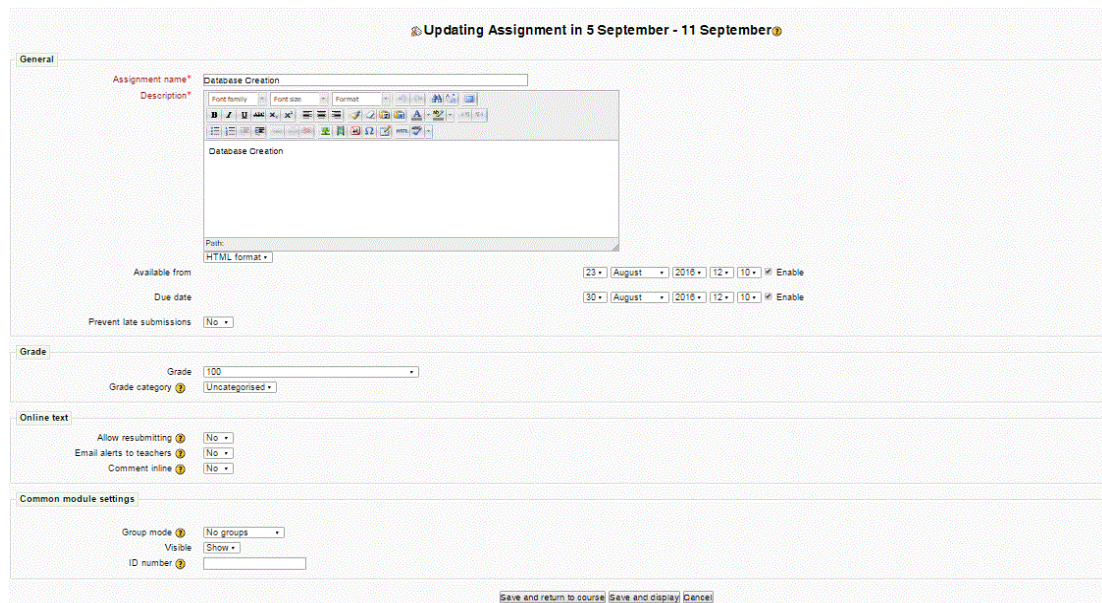
## Edit an Assignment

While it is possible to edit the content or setup options of an existing assignment, proceed with caution if the assignment has already been released to students, and especially if students have already submitted work. If you need to change the content or setup options for an assignment you have already created, do the following:

1. With editing turned on, click the **Update** icon (the hand holding a pencil) beside the assignment you wish to edit. The *Updating Assignment* screen will open.



2. The *Updating Assignment* screen shows you the same options available on the *Adding a new Assignment* screen. Here you may change your assignment options as needed, including changing the due date, grading information, and availability of the assignment.

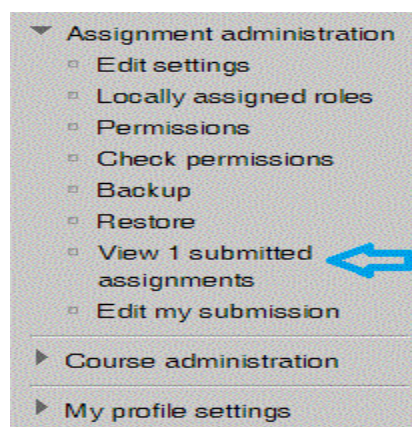



- Once you have finished making the necessary changes, click **Save and return to course** at the bottom of the page.

## Download All Student Submissions

In addition to viewing student submissions to assignments individually from within LMS , you can download all submissions to a particular assignment as a zip file.

- Click the name of the assignment on your course homepage. The description for the assignment will open.
- Click **View submitted assignments** (at the top right). The *Submissions* page will open.



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3. Click **Download all assignments as a zip** (at the top right). The zip file will download according to your browser and computer settings.

**Note:** All files will automatically be labeled with students' names. Also, Safari users-- The file will download as "...zip.html." Locate the file in your Finder and delete the ".html" portion of the filename before you try to open it.

## Quiz

The Quiz activity module allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, short answer and drag and drop images and text. These questions are kept in the Question bank and can be re-used in different quizzes.

### Quizzes may be used

- As course exams
- As an assignment
- As exam practice
- For self-assessment

### How to Create Quiz Activity

Step1. Enable editing mode by pressing “turn editing on” button.

Step2. Within the required Week or Topic section, click Add an Activity or Resource link.

Step3. Select Quiz from activity list, and click Add

### Configure Quiz Settings



▼ **Timing**

1 **Open the quiz**       Enable

2 **Close the quiz**       Enable

3 **Time limit**    Enable

4 **When time expires**


5 **Submission grace period**    Enable


1	<b>Open the Quiz:</b> this setting allows you to specify times (date and hour) when the quiz is <i>accessible for students to make attempts</i>
2	<b>Close the quiz</b> after the closing time, the students will <b><i>not be able to start new attempts.</i></b>
3	<b>Time limit</b> <i>enabled</i> , the time limit is stated on the initial quiz page and a <i>countdown</i> timer is displayed in the quiz navigation block. By default, quizzes do not have a time limit, which allows students as much time as they need to complete the quiz.
4	<b>When time expires:</b> There are three options as to what will happen when the time limit is up. Choose the one you need from the dropdown menu: 1. Open attempts are submitted automatically (This is the default) 2. There is a grace period when open attempts can be submitted, but no more questions answered 3. Attempts must be submitted before time expires, or they are not counted. If you choose this setting, then students who failed to submit will not be graded.
5	if you select "There is a grace period..." then you can check the box to enable the " <b>Submission grace period</b> " and specify a period of time during which learners <i>may still submit the quiz after the time is up.</i>





### 3)Grade (click to expand):

Grade

1  
Grade category  Uncategorised ▾

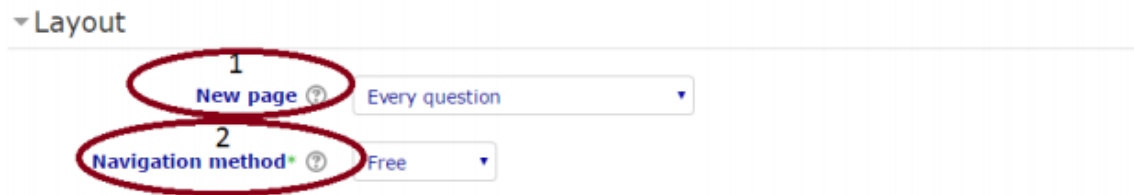
2  
Grade to pass 

3  
Attempts allowed  Unlimited ▾

4  
Grading method  Highest grade ▾

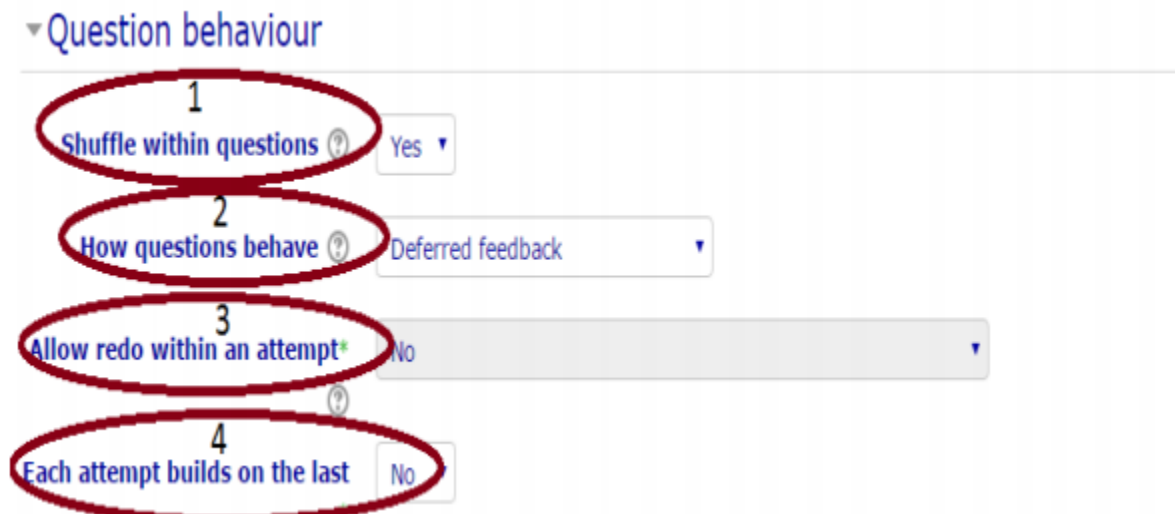
1	<b>Grade category:</b> If you have categories in your gradebook, select the <b>category</b> in which this quiz's grades are placed in the gradebook.
2	<b>Grade to pass:</b> This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.
3	<b>Attempts allowed:</b> Students may be allowed to have multiple attempts at a quiz.
4	<b>Grading Method:</b> When multiple attempts are allowed, the following methods are available for <i>calculating the final quiz grade</i> : <ul style="list-style-type: none"> <li>○ Highest grade of all attempts.</li> <li>○ Average (mean) grade of all attempts.</li> <li>○ First attempt (all other attempts are ignored).</li> <li>○ Last attempt (all other attempts are ignored)</li> </ul>


#### 4) Lay Out (click to expand):



<b>1</b>	<b>New Page:</b> You can select number of question in each page.
<b>2</b>	<b>Navigation method:</b> if it set to sequential instead of <i>Free</i> , then student must progress through the questions <i>in order without being able to go back to a previous question or skip to a later one.</i>

#### 5) Question behavior (click to expand):



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<b>1</b>	<b>Shuffle within questions:</b> If set to 'yes', the parts making up each question will be randomly shuffled each time a student attempts the quiz, provided the option is also enabled in the question settings. This setting only applies to questions that have multiple parts, such as multiple choice or matching questions.
<b>2</b>	<b>How questions behave:</b> this setting determines how the students interact with the questions in quiz. <ul style="list-style-type: none"> <li>○ <b>'Deferred feedback' mode:</b> you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.</li> <li>○ <b>'Interactive with multiple tries' mode:</b> you may wish for students to submit each question as they go along to get <i>immediate feedback</i>, and if they do not get it right immediately, they will have another try for fewer marks.</li> <li>○ <b>Immediate feedback:</b> Similar to interactive mode in that the student can submit their response immediately during the quiz attempt, and get it graded. However, they can <i>only submit one response</i>, they cannot change it later.</li> </ul>
<b>3</b>	<b>Allow redo within an attempt:</b> if enabled, then when students have finished attempting particular question, they will see a Redo question button. This allows them to attempt another version of the same question, without having to submit the entire quiz attempt and start another one.
<b>4</b>	If multiple attempts are allowed and <b>"Each attempt build on last"</b> setting is enabled, each new quiz attempt will contain the results of the previous attempt. This allows a quiz to be completed over several attempts.

### 6)Review Options (click to expand):

These options control what information students can see when they review a quiz.

**Review options** ⓘ

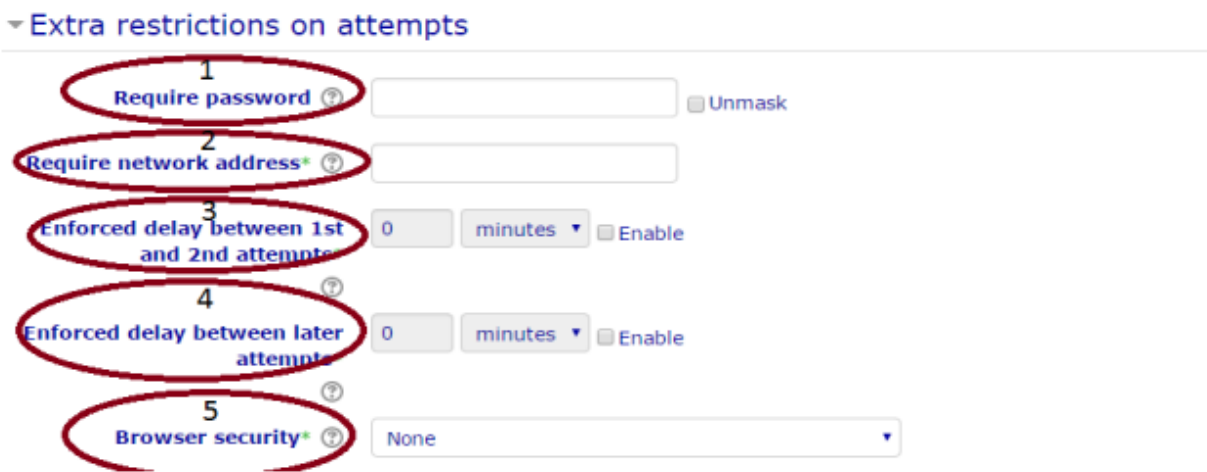
<b>During the attempt</b>	<b>Immediately after the attempt</b>	<b>Later, while the quiz is still open</b>	<b>After the quiz is closed</b>
<input checked="" type="checkbox"/> The attempt ⓘ	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct ⓘ	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks ⓘ	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback ⓘ	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback ⓘ	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer ⓘ	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ⓘ	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback


7) Appearance (click to expand):



1	<b>Show the user's picture</b> If enabled, the student's name and picture will be shown on-screen during the attempt
2	<b>Decimal places in grades</b> This setting specifies the number of digits shown after the decimal point when displaying grades.
3	<b>Decimal places in question grades</b> this setting specifies the number of digits shown after the decimal point when displaying the grades for individual questions.
4	<b>Show blocks during quiz attempts</b> If set to yes then normal blocks will be shown during quiz attempts

8) Extra restriction on attempt (click to expand):



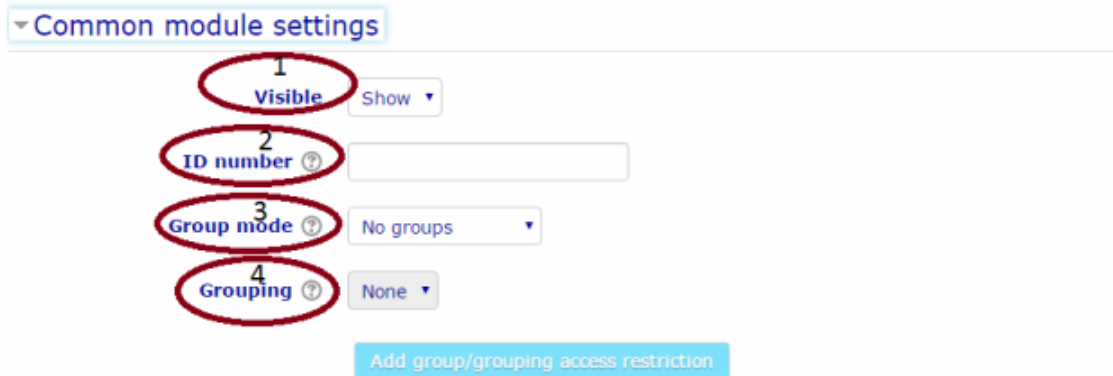
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<b>1</b>	<b>Require password:</b> you can set a password for the quiz; a student must enter it in order to attempt the quiz.
<b>2</b>	<b>Require network address:</b> Quiz access may be restricted to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers.
<b>3</b>	<b>Enforced delay between attempts:</b> You can set a time (from seconds to weeks) between the first and second attempt of a quiz.
<b>4</b>	You can also (or alternatively) set a time from seconds to weeks for subsequent attempts after the second attempt. Thus, you might allow a student to take the quiz twice immediately with no delay, but if they want to improve their score with a third attempt, they are forced to wait a week and use the time for extra revision.
<b>5</b>	<b>Browser security:</b> If "Full screen pop-up with some JavaScript security" is selected, <ul style="list-style-type: none"> <li>○ the quiz will only start if the student has a JavaScript-enabled web-browser</li> <li>○ the quiz appears in a full screen popup window that covers all the other windows and has no navigation controls Students are prevented, as far as is possible, from using facilities like copy and paste</li> </ul>

### 9)Overall Feedback:

Overall feedback is text that is shown after a quiz has been attempted. By specifying additional grade boundaries (as a percentage or as a number), the text shown can depend on the grade obtained.

## 10) Common module settings



Common module settings

1 Visible Show ▾

2 ID number ⓘ

3 Group mode ⓘ No groups ▾


4 Grouping ⓘ None ▾

Add group/grouping access restriction

1	<b>Visible:</b> Select if this quiz will be visible to the students.
2	<b>ID number:</b> Setting an ID number provides a way of identifying the activity for grade calculation purposes.
3	<b>Group mode:</b> This setting <b>Group mode</b> has 3 options: <ul style="list-style-type: none"> <li>o <b>No groups</b> - There are no sub groups, everyone is part of one big community and can view the quiz</li> <li>o <b>Separate groups</b> - Each group member can only see their own group, others are invisible (other groups can't view quiz and won't be able to participate in it)</li> <li>o <b>Visible groups</b> - Each group member work in their own group, but can also see other groups. (other groups can view quiz but won't be able to participate in it)</li> </ul>
4	<b>Grouping:</b> A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together.

## Add Questions to Quiz

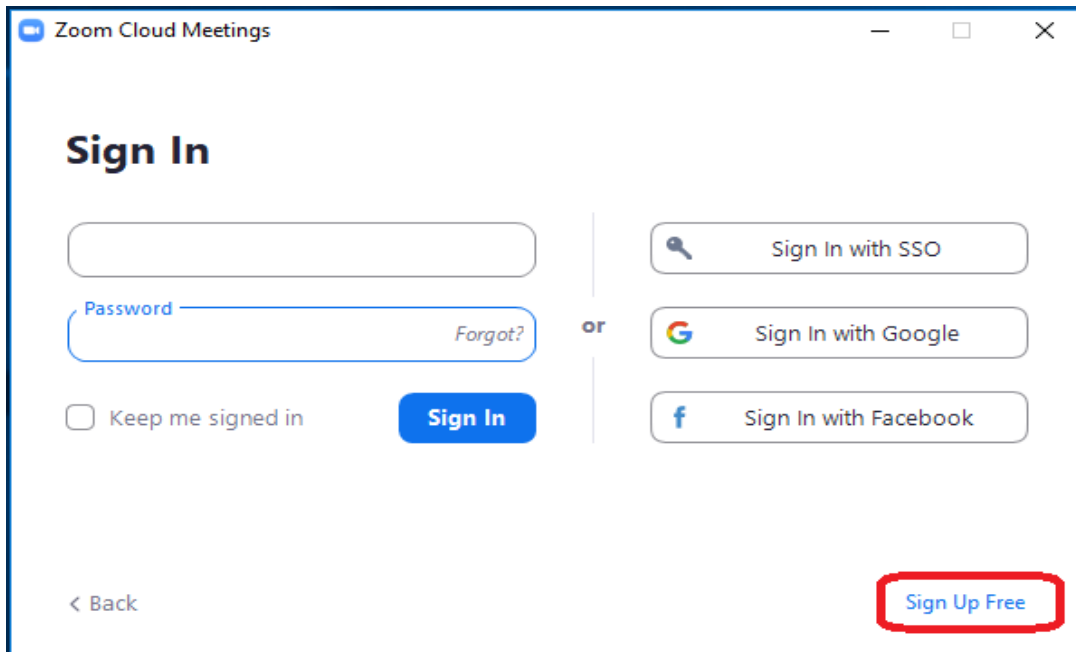
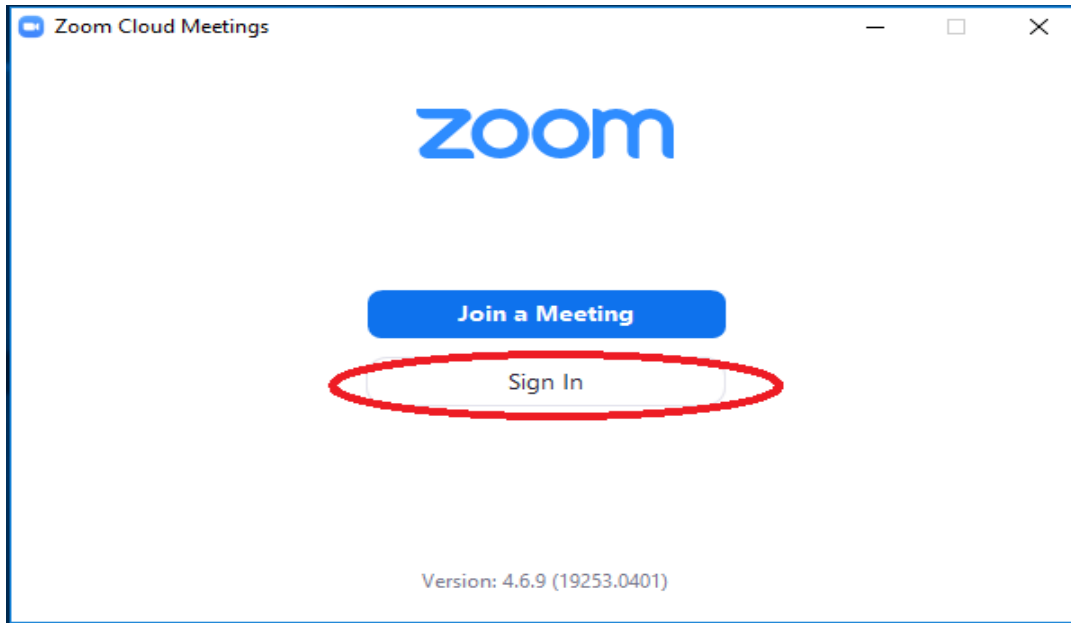
- Click on the quiz name in the course page
- Click on "Edit Quiz" button
- Click on add question
- Moodle support many types of questions, like types True and false, MCQ and Descriptive questions.

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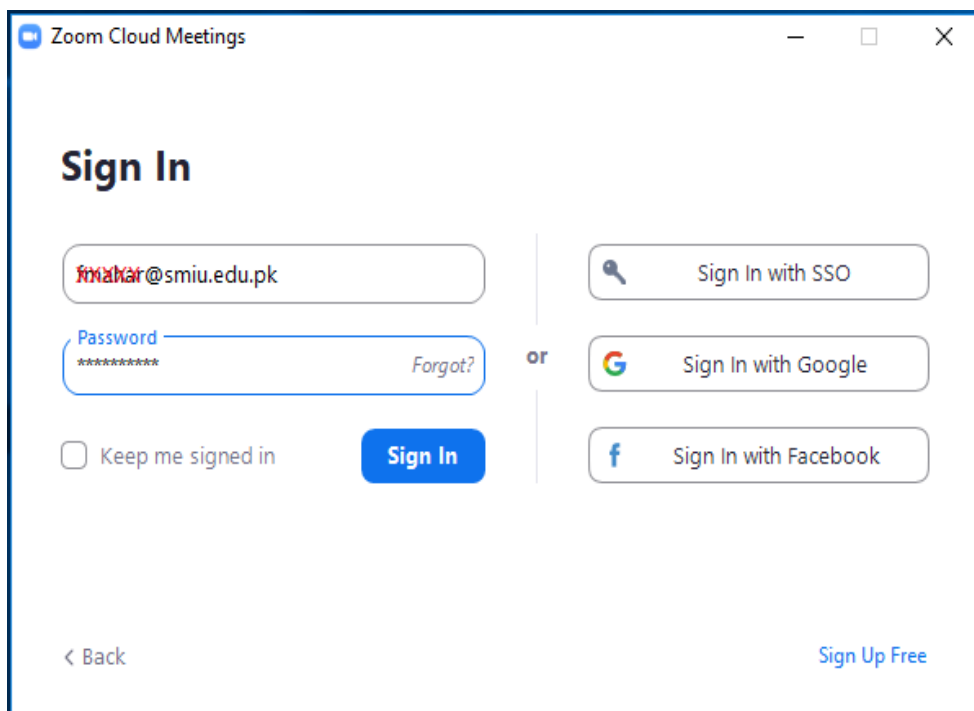
## Online Class (Zoom App.)

Step 1: Download Zoom App. From (<https://zoom.us/download>)

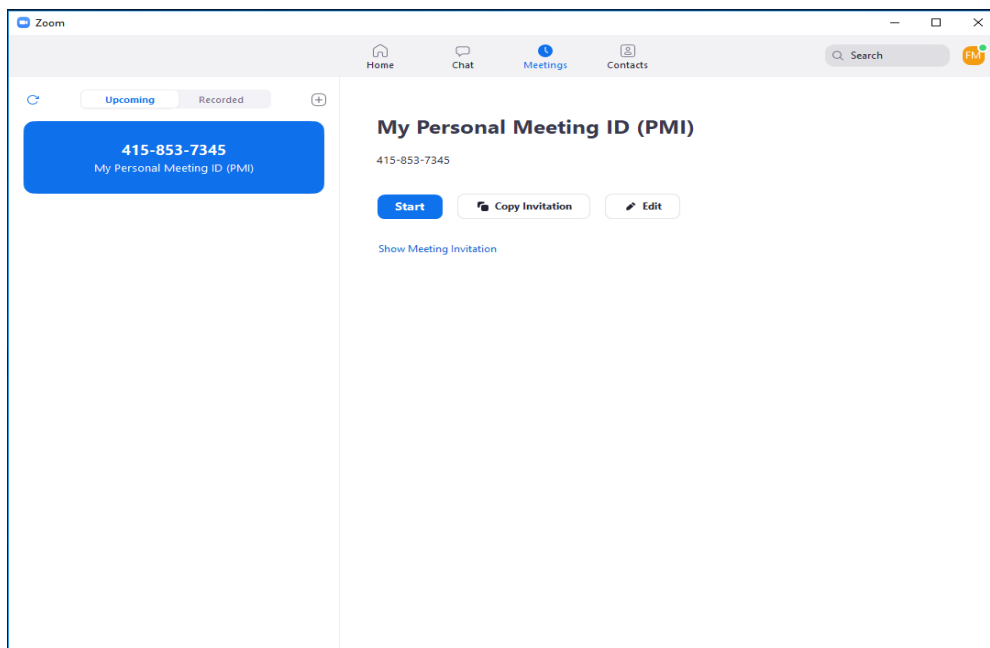
Step 2: Create profile using Free Sign Up option in sign in window with official email id.



Step 3: Login by user credentials.

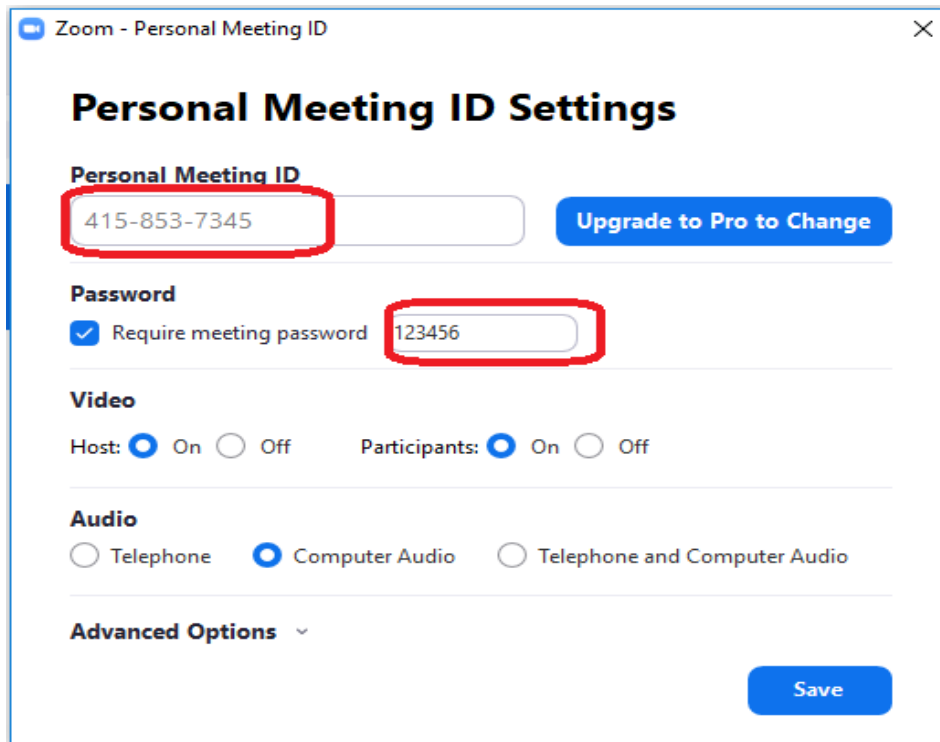


Step 4: Now click on meeting option.



Step 5: Note Personal Meeting Id & Password for meeting.





Zoom - Personal Meeting ID

## Personal Meeting ID Settings

**Personal Meeting ID**  
415-853-7345 Upgrade to Pro to Change

**Password**  
 Require meeting password 123456

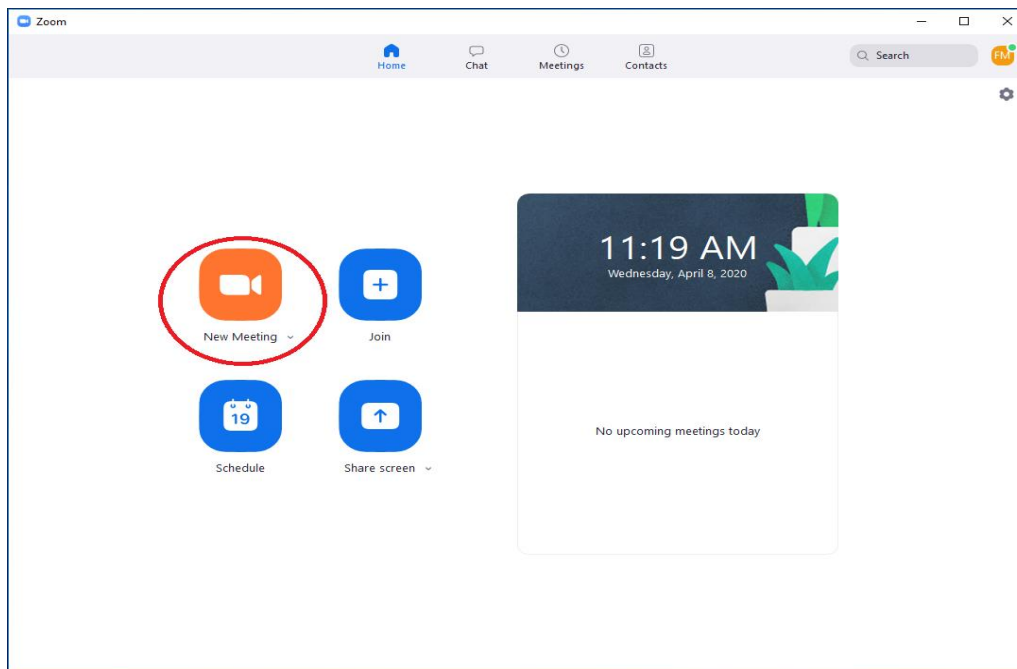
**Video**  
Host:  On  Off    Participants:  On  Off

**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio


**Advanced Options** ▾

Save

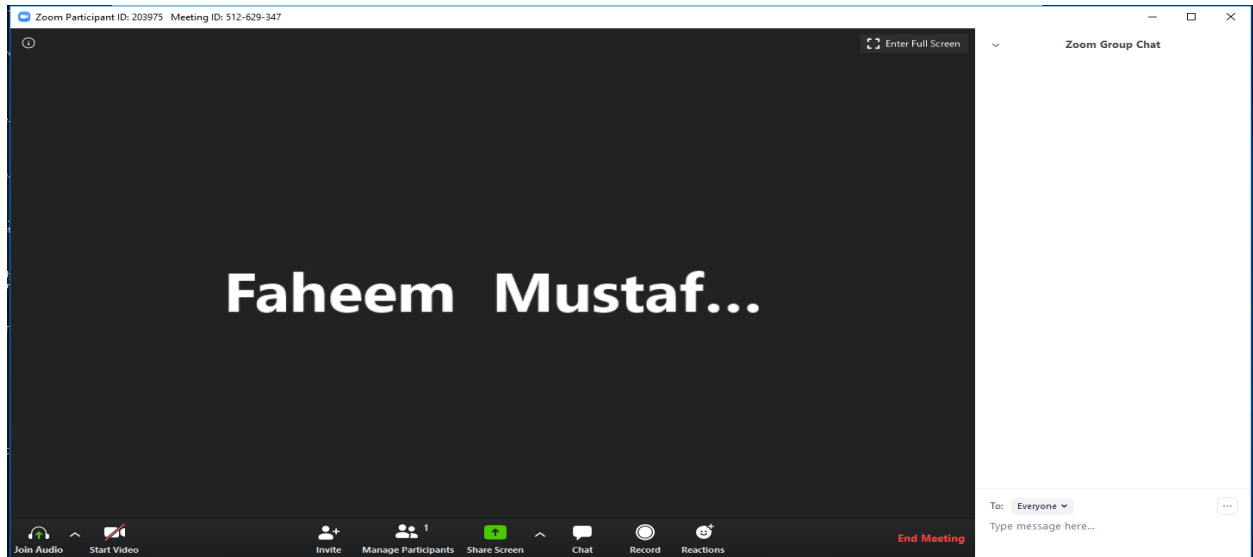
Step 6: Click on new meeting screen.



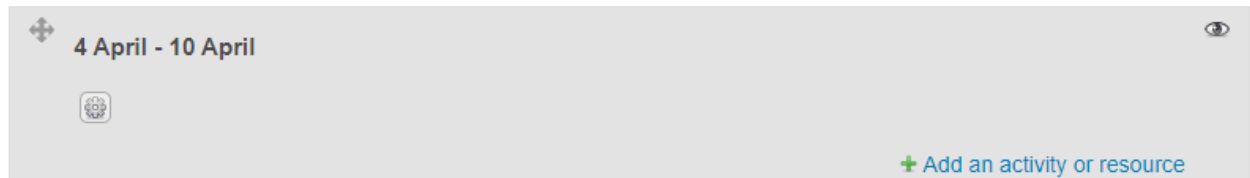
Step 7: Now we are ready for online class.

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Note: before class check web cam & mic for class meeting with students.




Step 8: Share Personal ID and Password for meeting on LMS in particular week (Add Activity).



Step 9: Click to Label option



Step 10: Mention here Meeting Date, Time & Zoom Personal id and Password.

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Adding a new Label to 4 April - 10 April

▼ Collapse all

▼ General

**Label text\***

Paragraph B I

Dear Student:  
 Please Note My Personal Id , Password for Zoom meeting, Date and Time.  
 Date: 06/04/2020  
 Time: 09:00 AM  
 Zoom Personal ID: 415-853-7345  
 Password: 123456  
 Path: p

▼ Common module settings

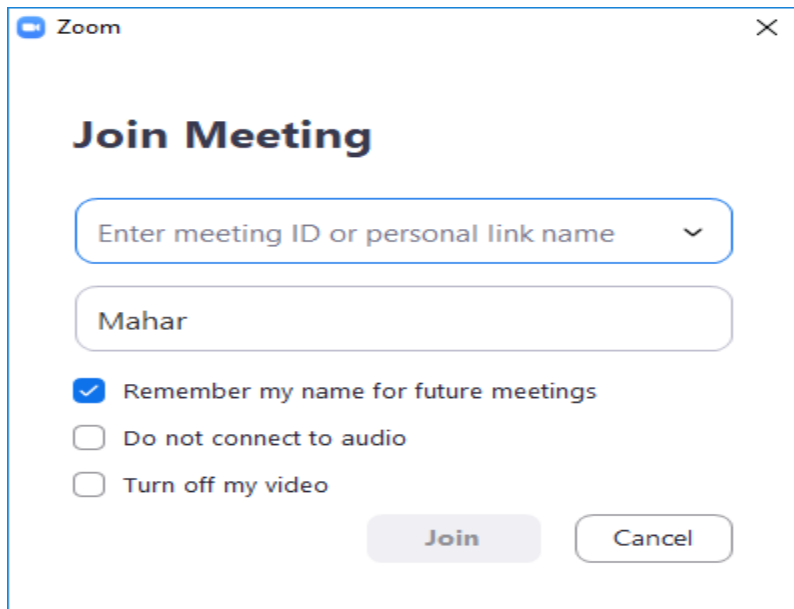
Visible **Show**

[Save and return to course](#) [Cancel](#)

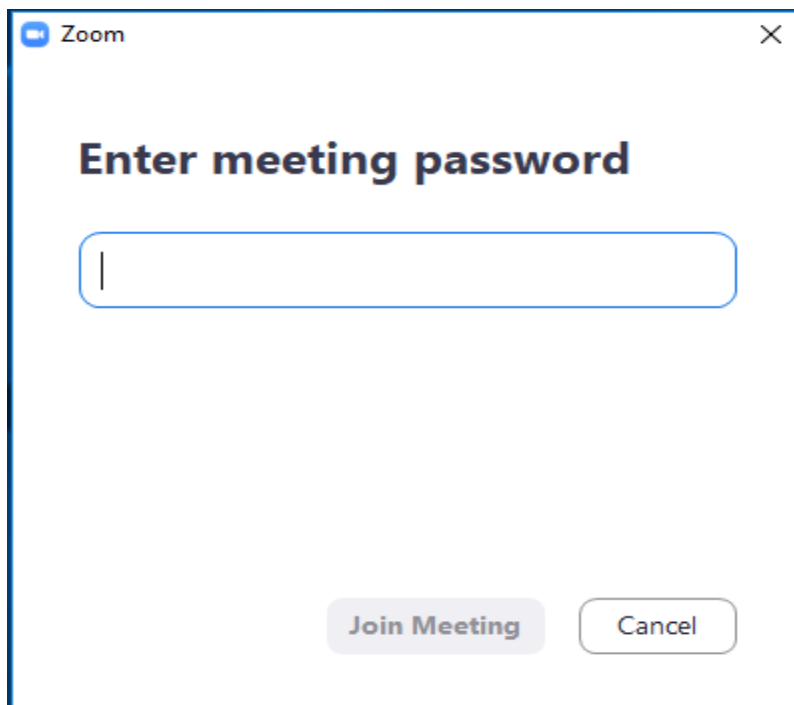
Step 11: Now student just click on “Join Meeting Button”



Step 12: Student just enter Faculty personal Id.




Step 13: Enter meeting password.

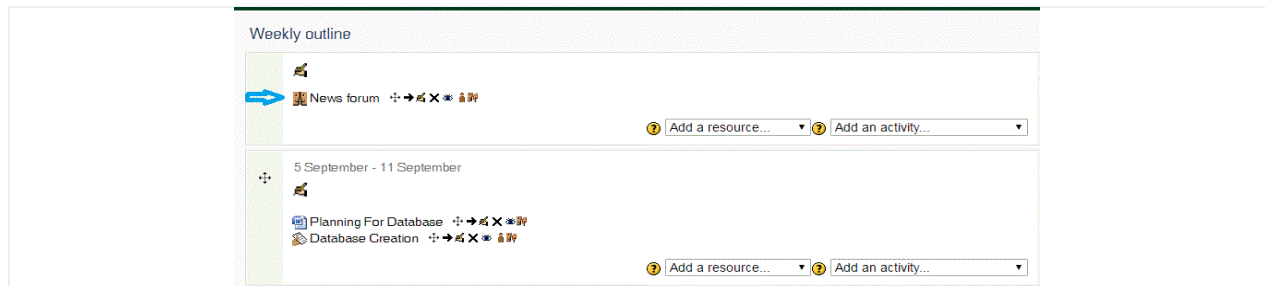


Enjoy the meeting with Zoom.

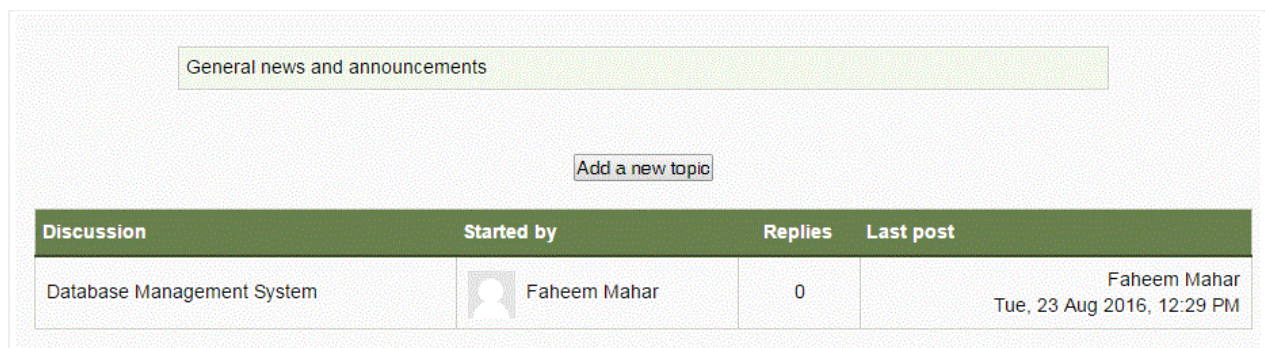
**News Forum**

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The News forum is a special forum for general announcements in each Course

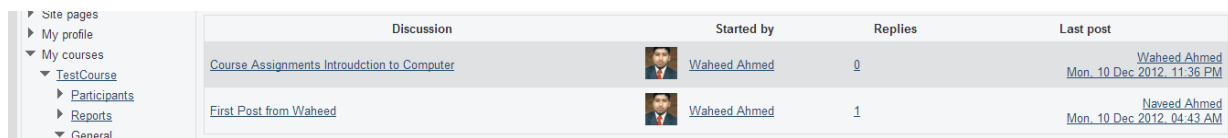


For Adding New News in Particular Course Click on Add New Topic after Clicking on Add a new topic you will be redirected to below page



On the Adding a new topic page, see figure below, in the topic subject field, give your Topic a Name, type the Message, Any attachments etc.

Once you have finished making the necessary changes, click **Post to Forum** at the bottom of the page.

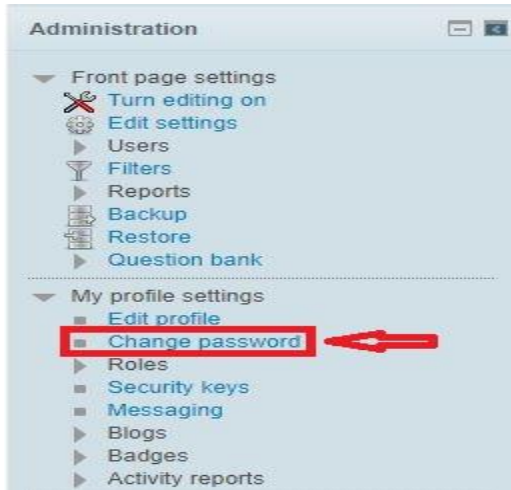


## Changing your Password

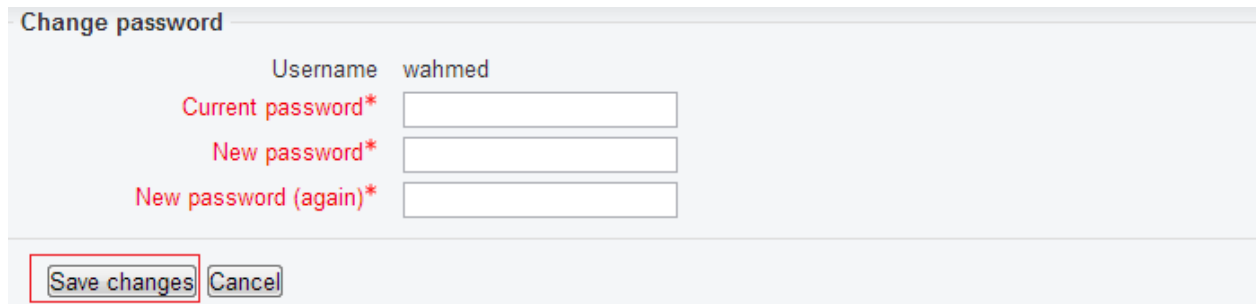
When you login to LMS for the first time, you will be required to change your password

### To change your password:

1. Click on Change password link listed under My Profile settings in the left area of the screen.

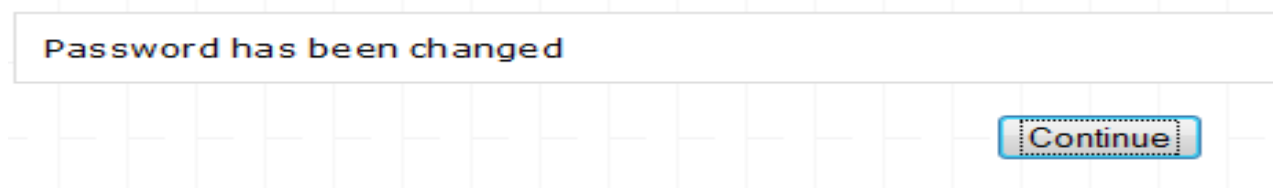


2. Enter your current password once
3. Enter your new password twice
4. click the “Save Changes” button



The image shows a screenshot of the 'Change password' form. The form has a light blue header with the text 'Change password'. Below the header, there is a 'Username' field with the value 'wahmed'. There are three password input fields: 'Current password\*', 'New password\*', and 'New password (again)\*'. At the bottom of the form, there are two buttons: 'Save changes' and 'Cancel'. The 'Save changes' button is highlighted with a red box.


5. Click the Continue button to return to your Profile page.



6. You have now updated your password.

## Editing your Profile:

The Profile contains information about yourself or another user. You are able to view and edit all of the information in your profile.

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Now that you are logged into LMS we would advise that you edit your profile. Editing your profile will allow you to become familiar with the options available to you in order to personalize your environment.

1. To edit your profile look in the **Settings** block on the left hand side of the screen. Click the **My Profile settings** option to expand it, and then the **Edit profile** option, shown below:



2. The Edit Profile screen appears, as illustrated in Figure 2. This contains your user profile summary, which all users can view. You can make changes to your profile from here. Fields displaying an asterisk \* are compulsory and fields which are displayed as grey text are non-editable, e.g. your name and email address.

You will now see a page containing a series of options. Shown in below figure

**General**

First name\* Faheem  
Surname\* Mahar  
Email address\* faheem.mahar@gmail.com  
Email display Allow only other course members to see my email address ▾  
Email format Pretty HTML format ▾  
Email digest type No digest (single email per forum post) ▾  
Forum auto-subscribe Yes: when I post, subscribe me to that forum ▾  
Forum tracking No: don't keep track of posts I have seen ▾  
When editing text Use HTML editor (some browsers only) ▾  
AJAX and Javascript Yes: use advanced web features ▾  
Screen reader No ▾  
City/town Sukkur  
Select a country\* Pakistan  
Timezone UTC+5  
Preferred language English (en)

Description ?

Moodle auto-format ▾

**User picture**

Current picture None  
Delete   
New picture ? Choose a file... Maximum size for new files: 64MB  
No files attached  
Picture description

**Interests**

List of interests ? Enter tags separated by commas

**Optional**

Web page  
ICQ number  
Skype ID  
AIM ID  
Yahoo ID  
MSN ID  
ID number  
Institution  
Department  
Phone  
Mobile phone  
Address


[Update profile](#)

There are required fields in this form marked \*

### The Edit Profile screen

- Once you have updated your profile, scroll to the bottom of the page and click the **Update Profile** button to save the changes.

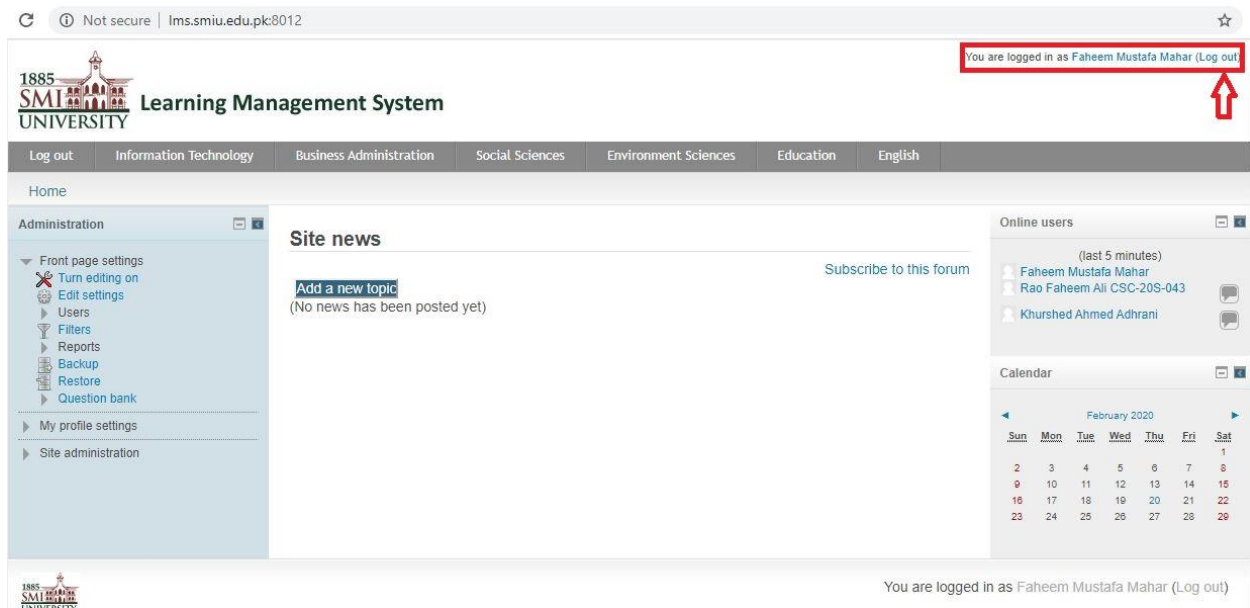


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## How to Logout

Go to Top Right corner and click Logout OR Go to bottom of Page and click Logout

As Shown in below Figures



The screenshot shows the Learning Management System interface. At the top right, a notification bar states "You are logged in as Faheem Mustafa Mahar (Log out)". A red box highlights the "Log out" link, and a red arrow points to it. The interface includes a navigation menu with options like "Log out", "Information Technology", "Business Administration", "Social Sciences", "Environment Sciences", "Education", and "English". The main content area shows "Site news" with a link to "Add a new topic" and "Online users" listing Faheem Mustafa Mahar, Rao Faheem Ali CSC-20S-043, and Khurshed Ahmed Adhrani. A calendar for February 2020 is also visible.

=====Thank You=====