LMS

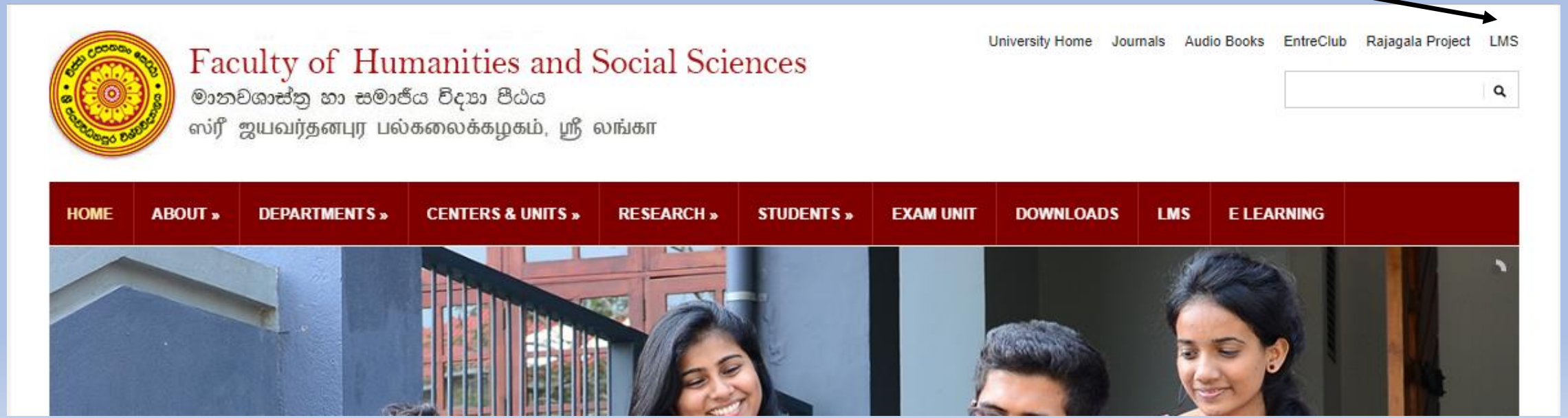
Basic Guide

How to Login and Logout

How to Login to LMS

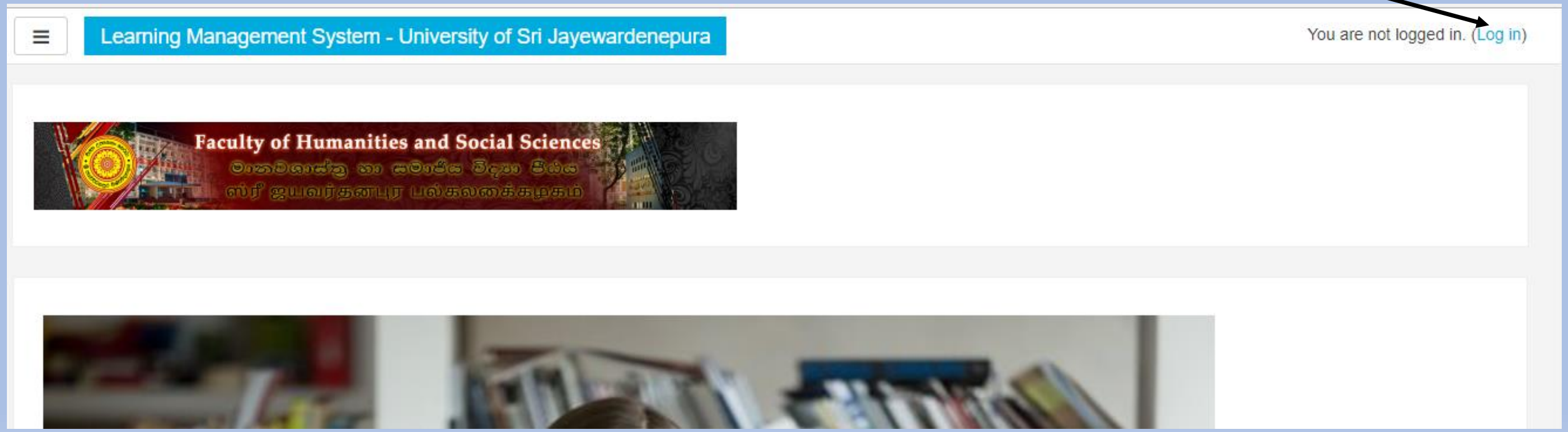
Step 1

Go to the Faculty website and click LMS



Step 2

Click ‘Log in’

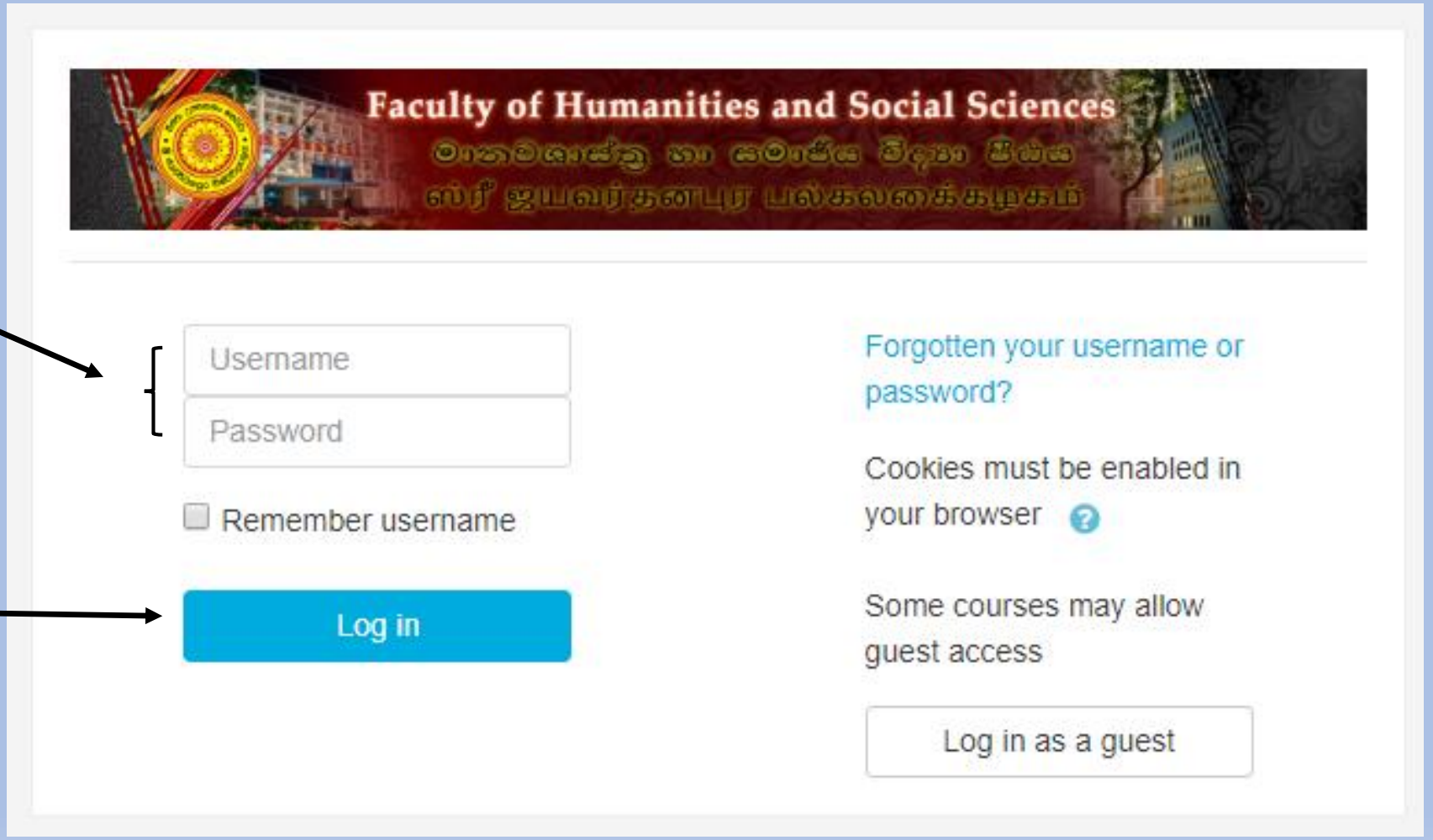


Step 3

Type your username and password

Step 4

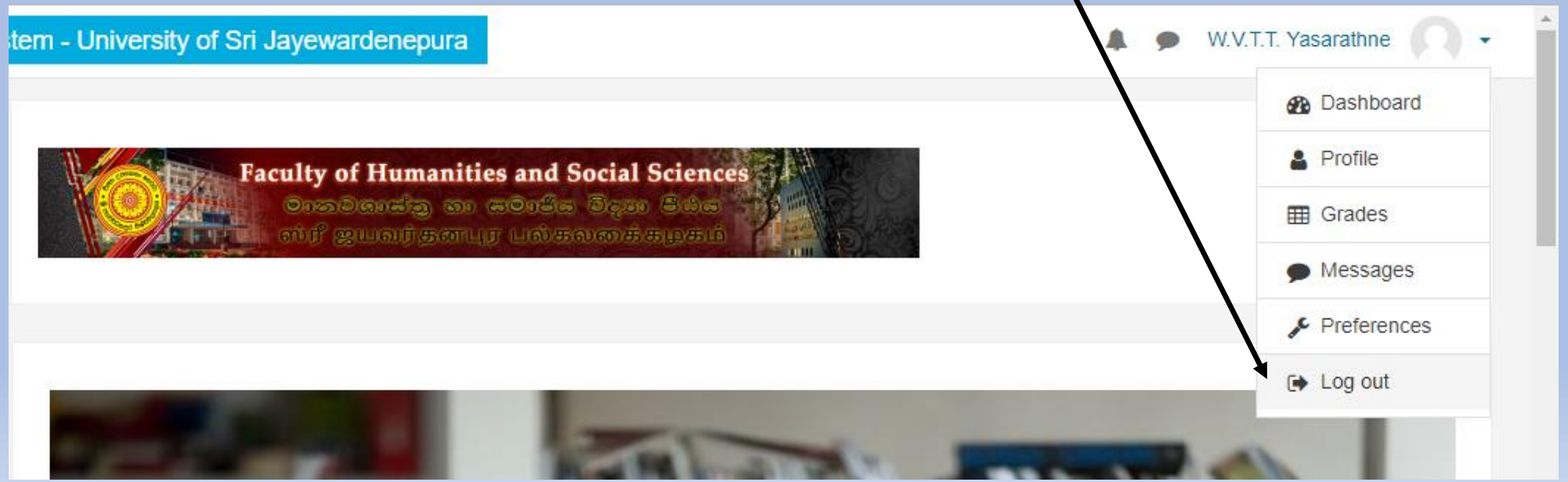
Click ‘Log in’



How to Log out from LMS

Step 1

Click this down arrow and select ‘Log out’

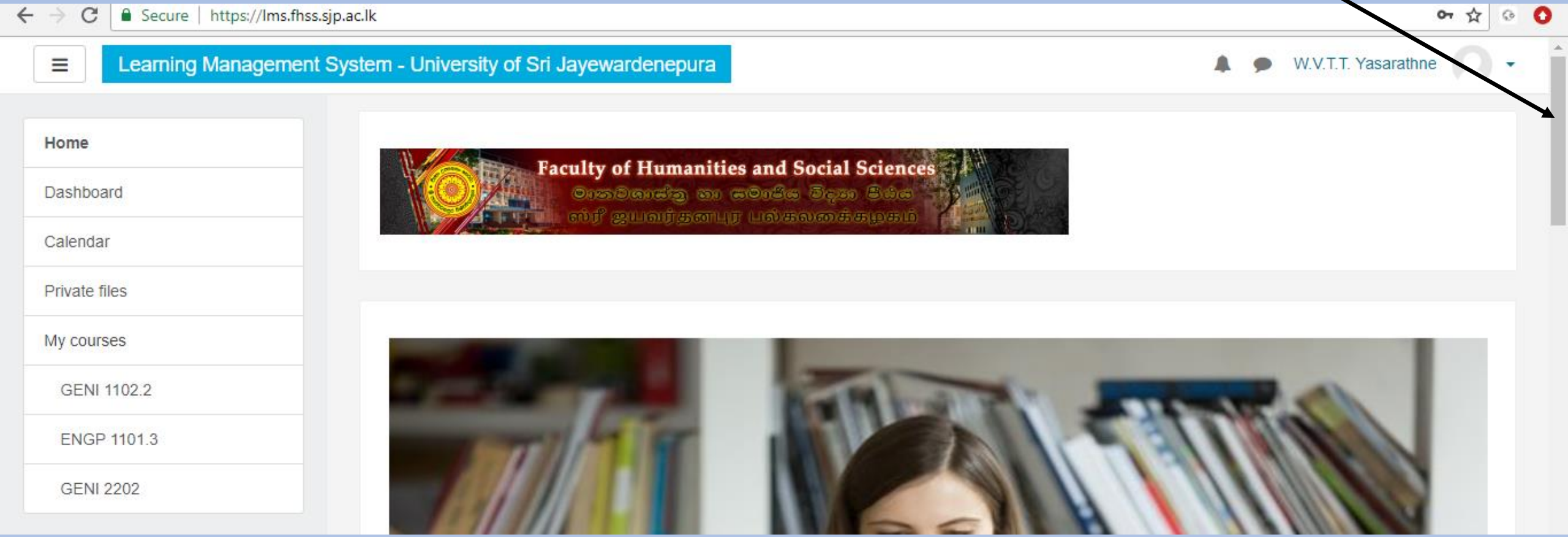


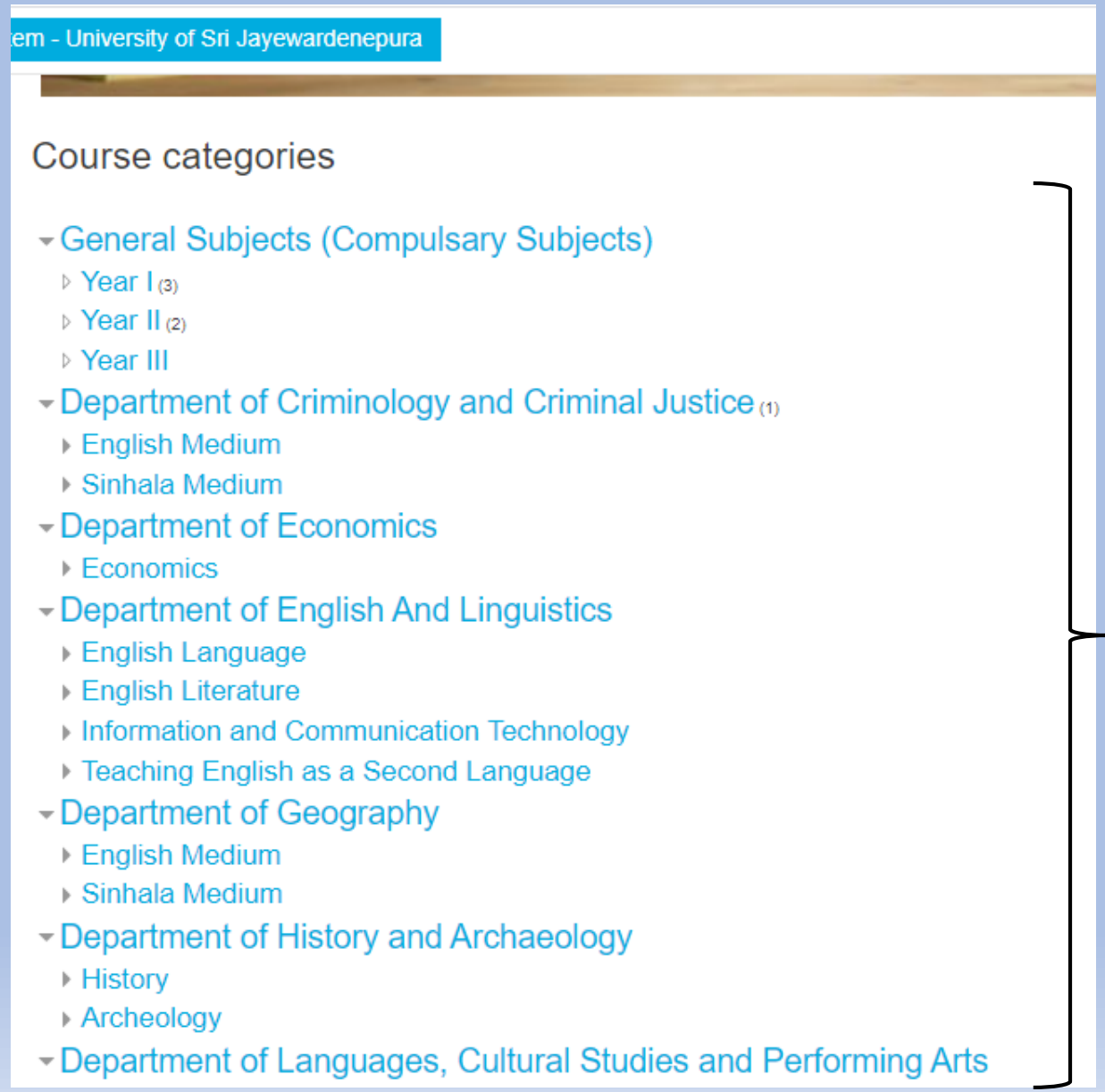
Navigation Through LMS

Interface of your LMS account

Step 1

Scroll down from here and see course categories





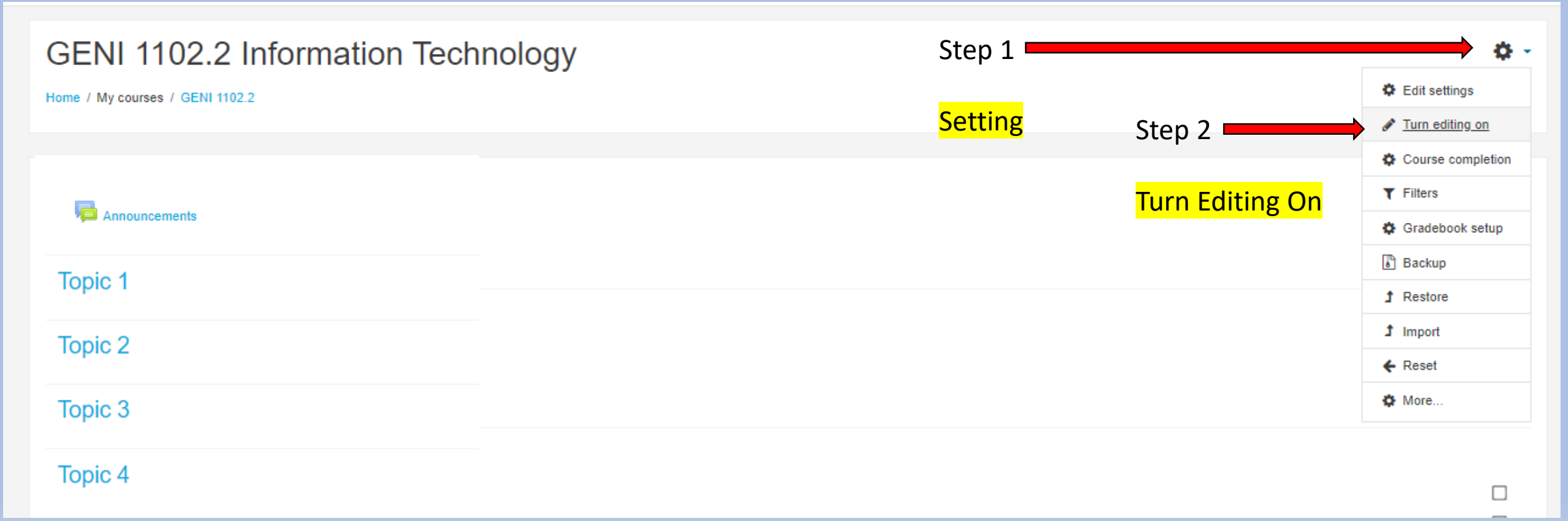
These are the course categories

How to Enable Editing Mode

1.Choose Relevant Department

2.If you click **Department name** you will enter the page which content list of **courses** provided by Department you to choose. Then choose the relevant course.

3.When you choose a course, a page something like bellow will appear. For Editing, click the **Turn editing on** setting as following

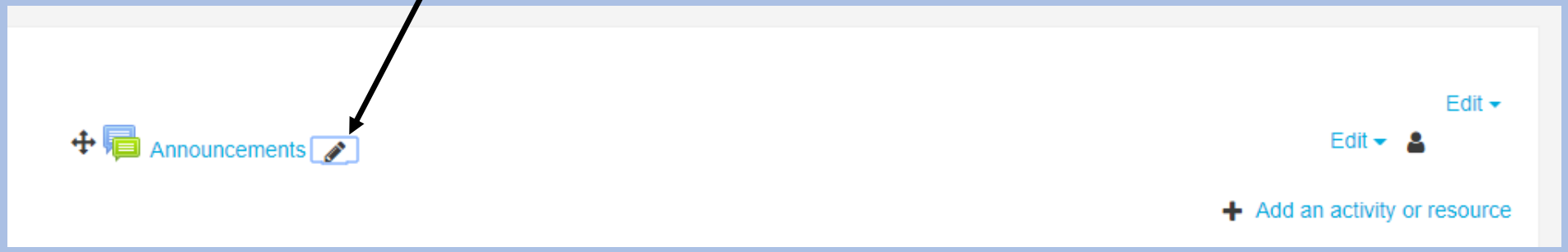


How to Add Announcement on LMS

How to add Announcement on LMS

Step 1

Click this icon and change announcement name as you wish.
(after typing announcement name click enter button)

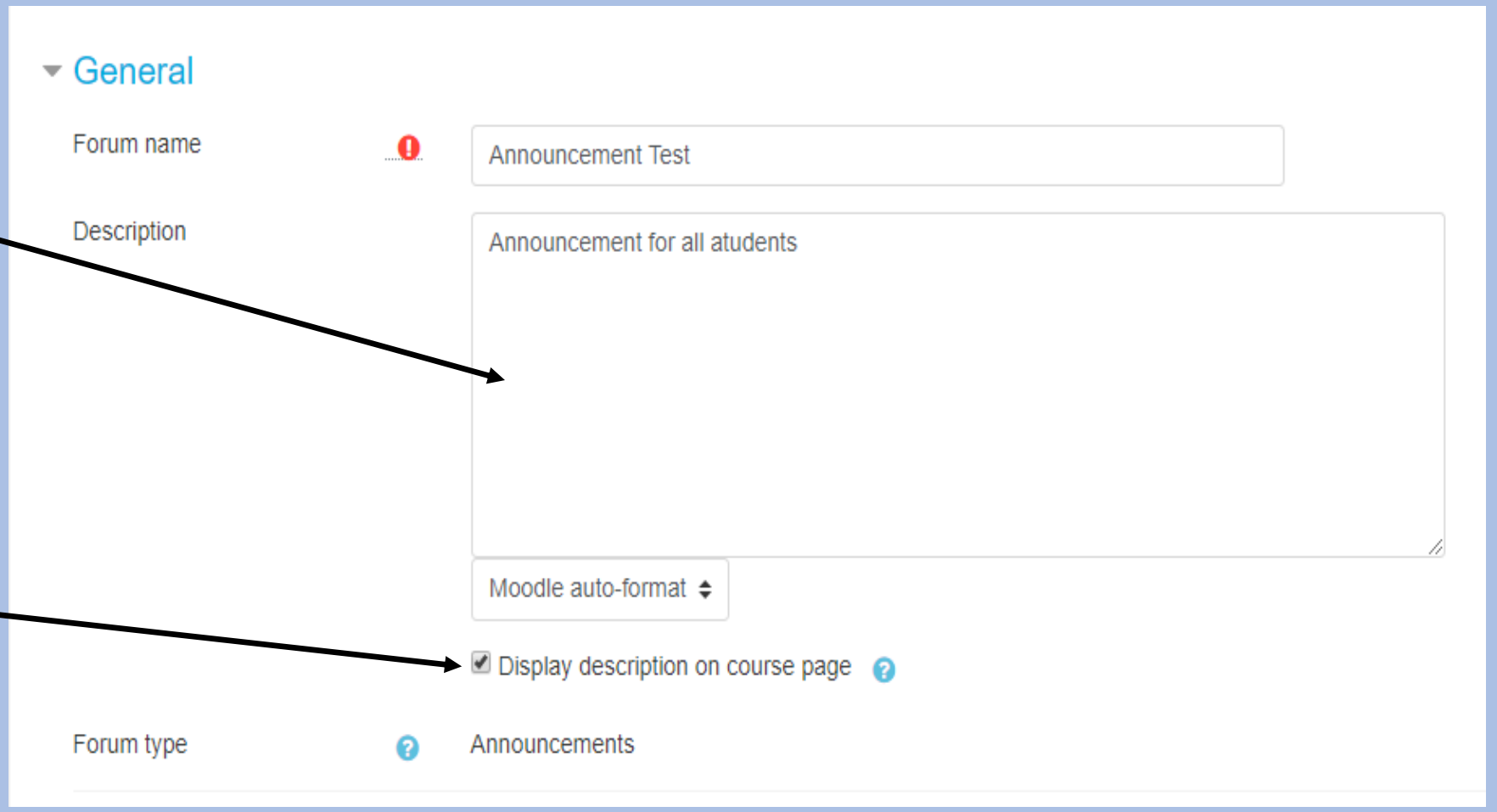


Step 2

Click this down arrow and select ‘Edit settings’.

Step 3

Type your announcement here

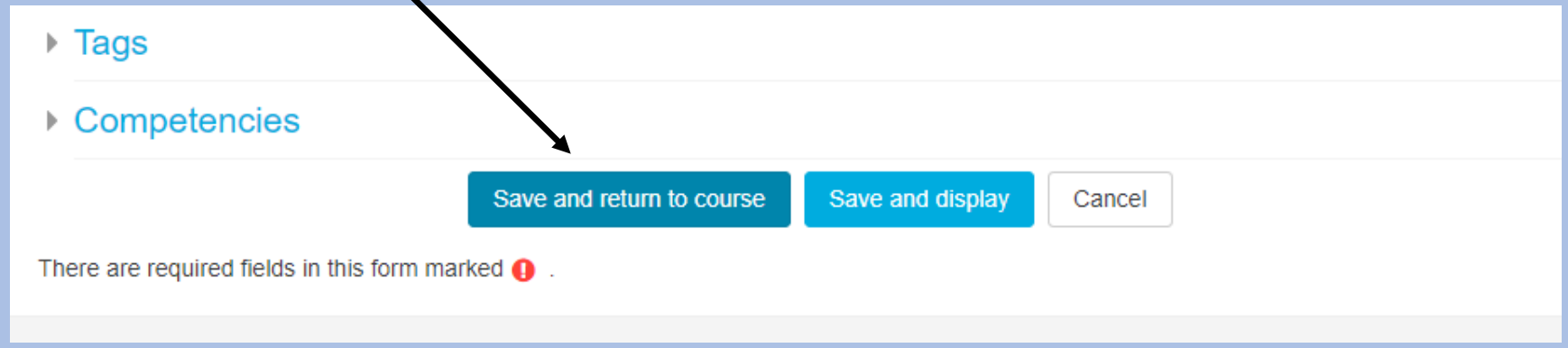


Step 4

Click here for add (√) this symbol

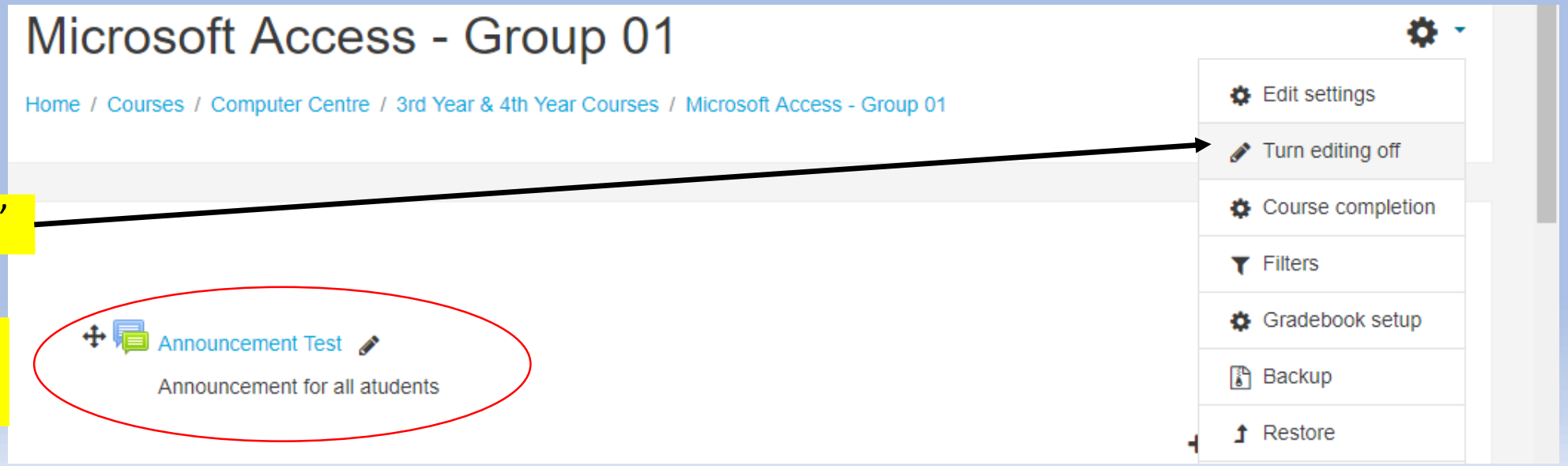
Step 5

Select ‘Save and return to course’



Step 6

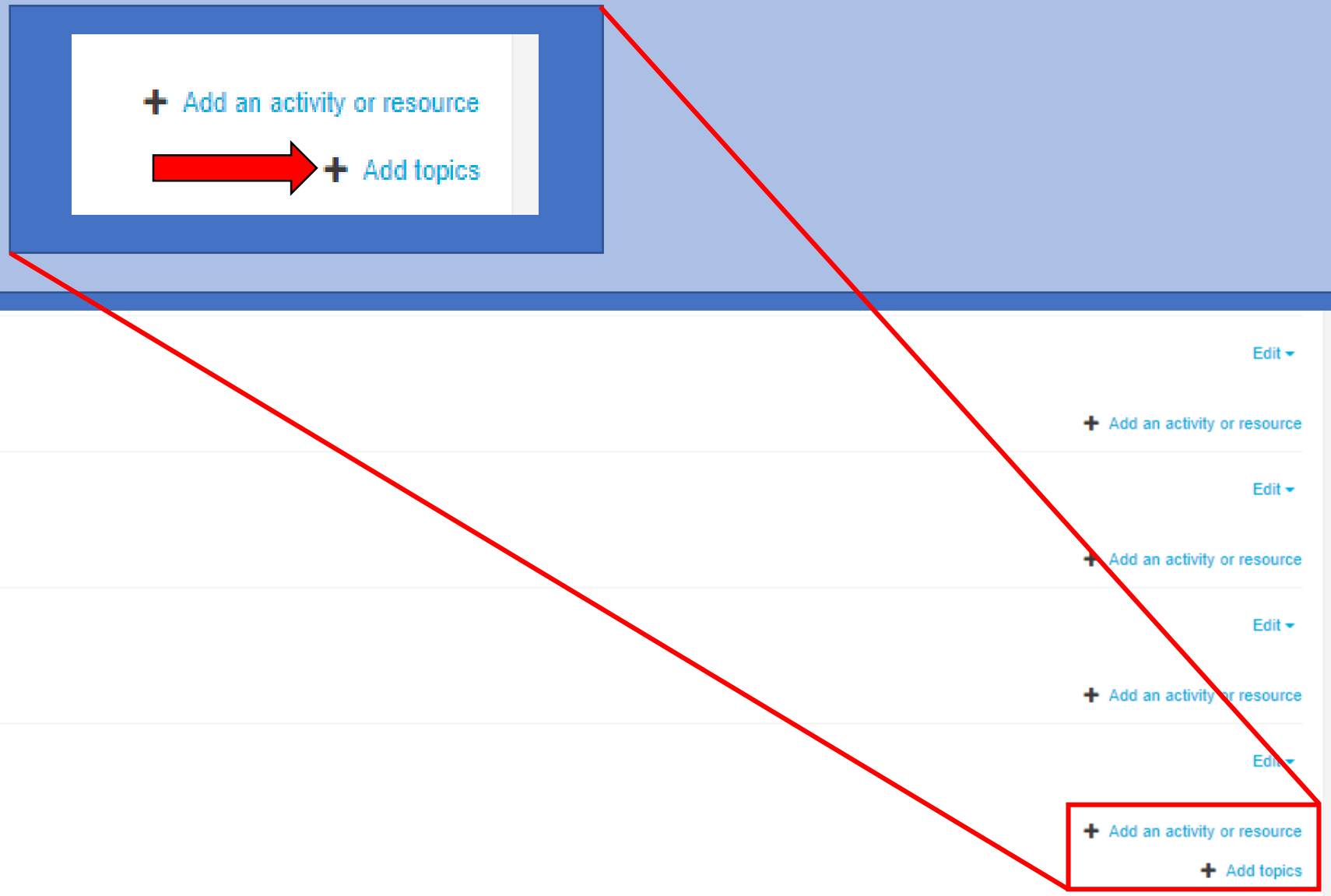
Finally ‘Turn editing off’



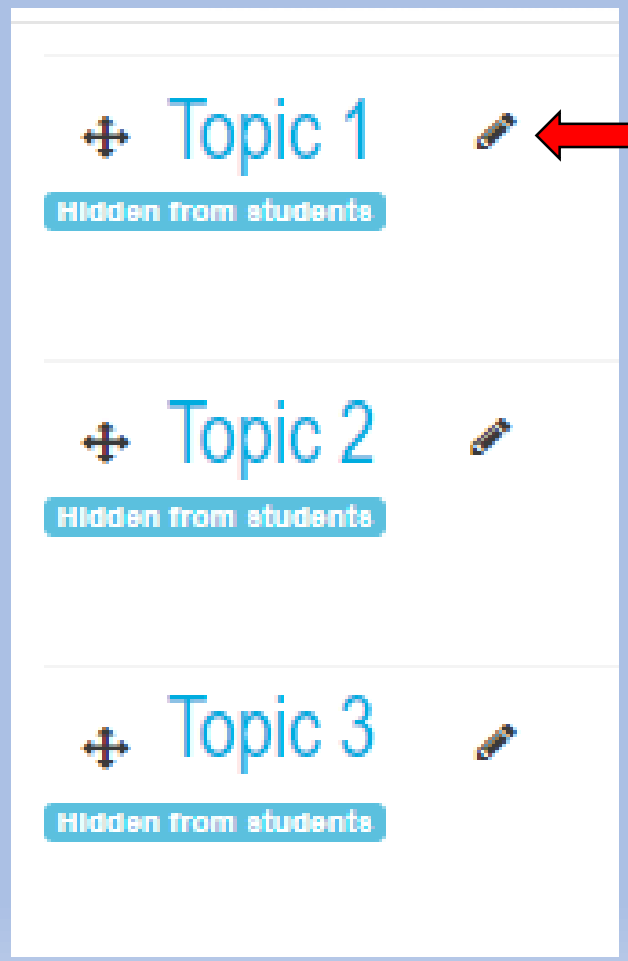
Announcement will appear here

Adding and Changing Topics

1.After turn editing on, you can add topic by clicking **Add topic** button at bottom of page.
After click **Add topic** , you should give how many topic to add (1,2,…)

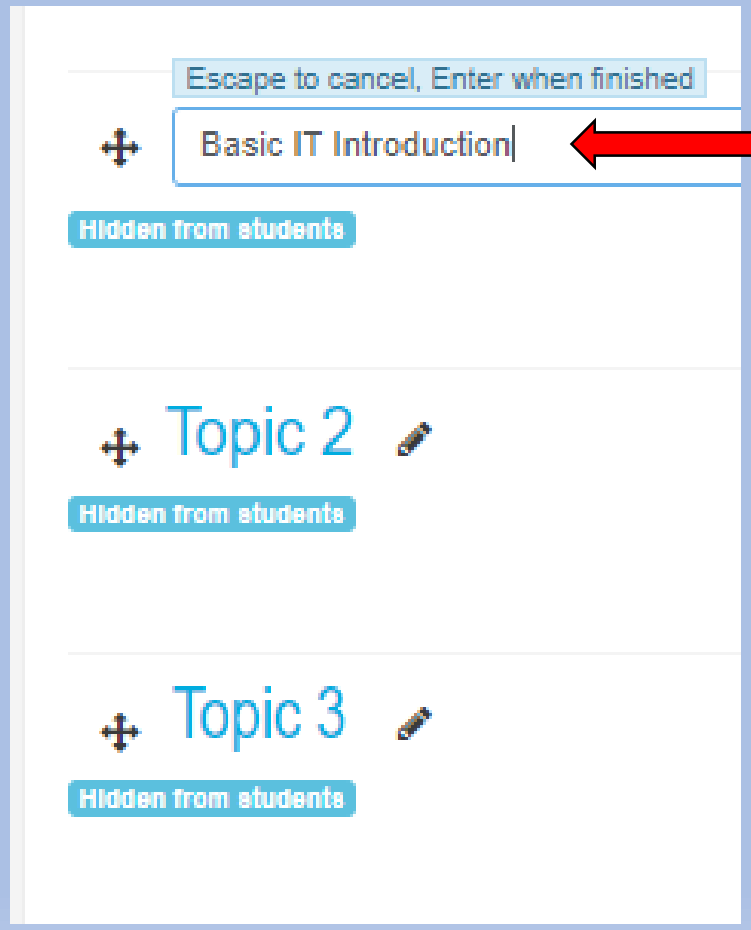


2.If you want, you can change the Topic name as you prefer by clicking edit button. Hit enter button after finish the editing.



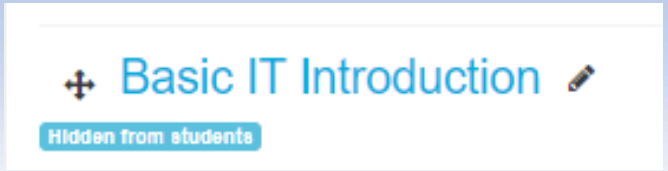
Step 1

Edit button



Step 2

New name (Hit enter button after finish the name)

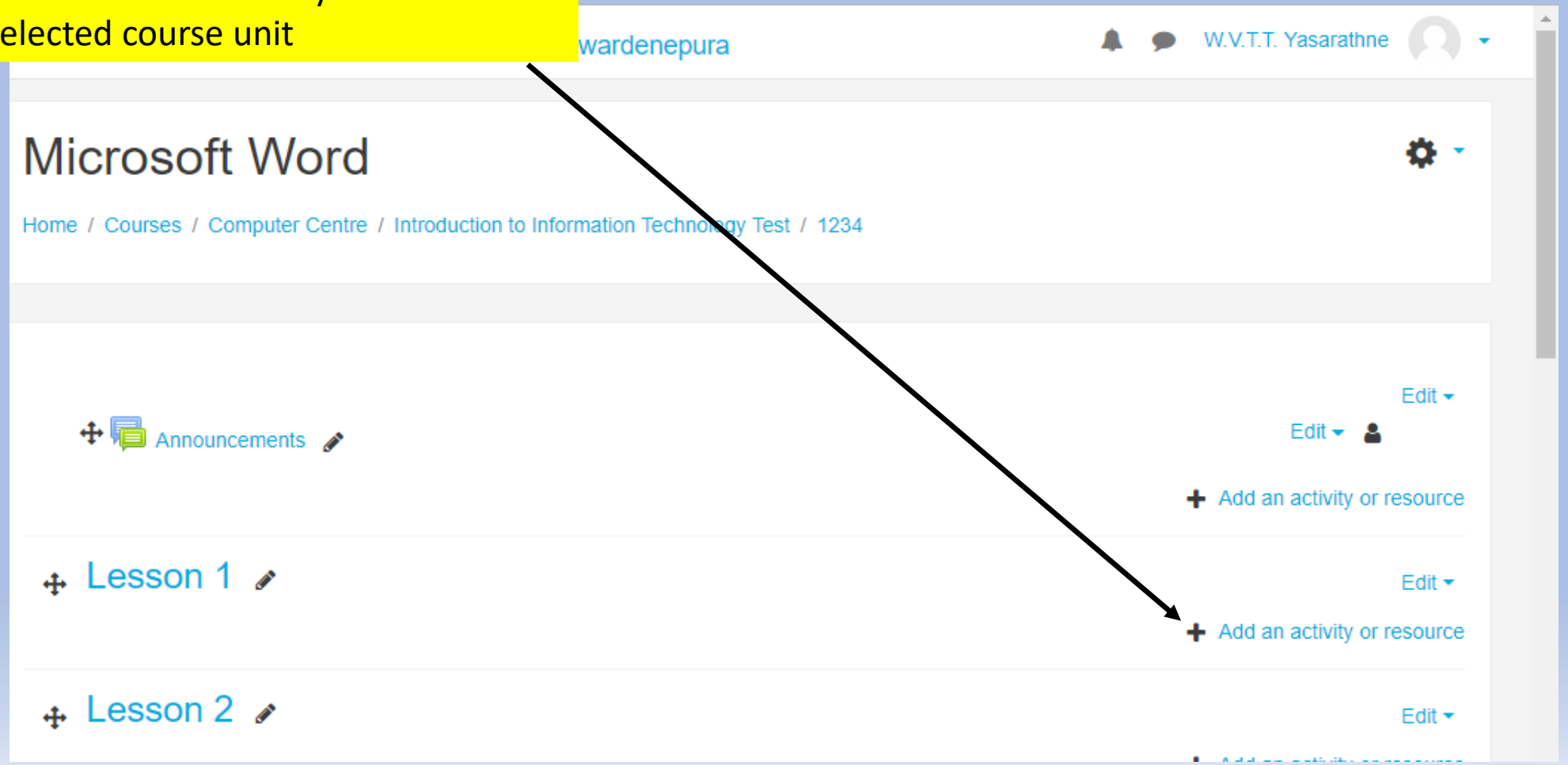


How to Upload a File (Course Material) to LMS

How to upload file on LMS

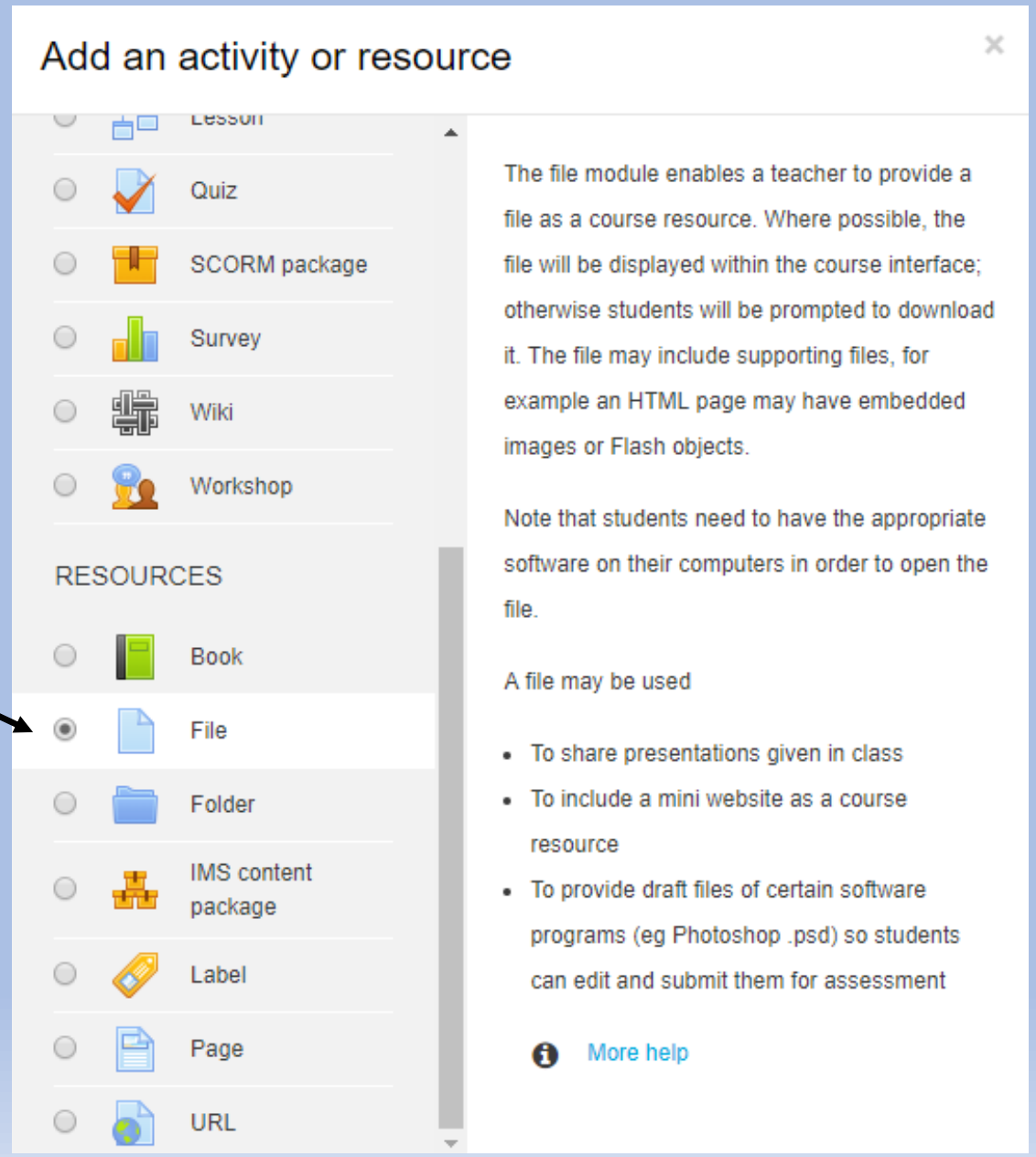
Step 1

Click '+ Add an activity or resource' on selected course unit



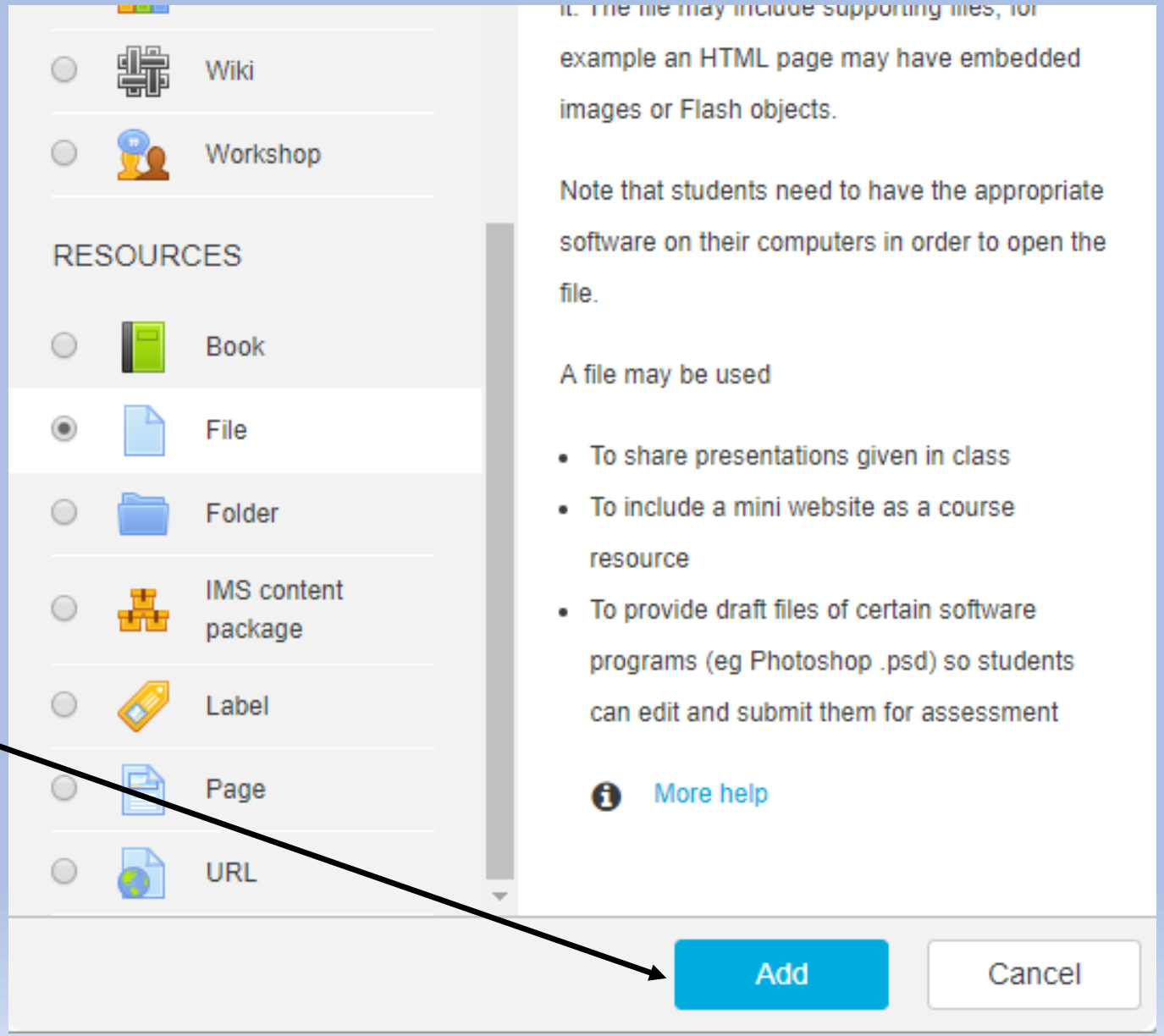
Step 2

Scroll down and click ‘File’ under Resources



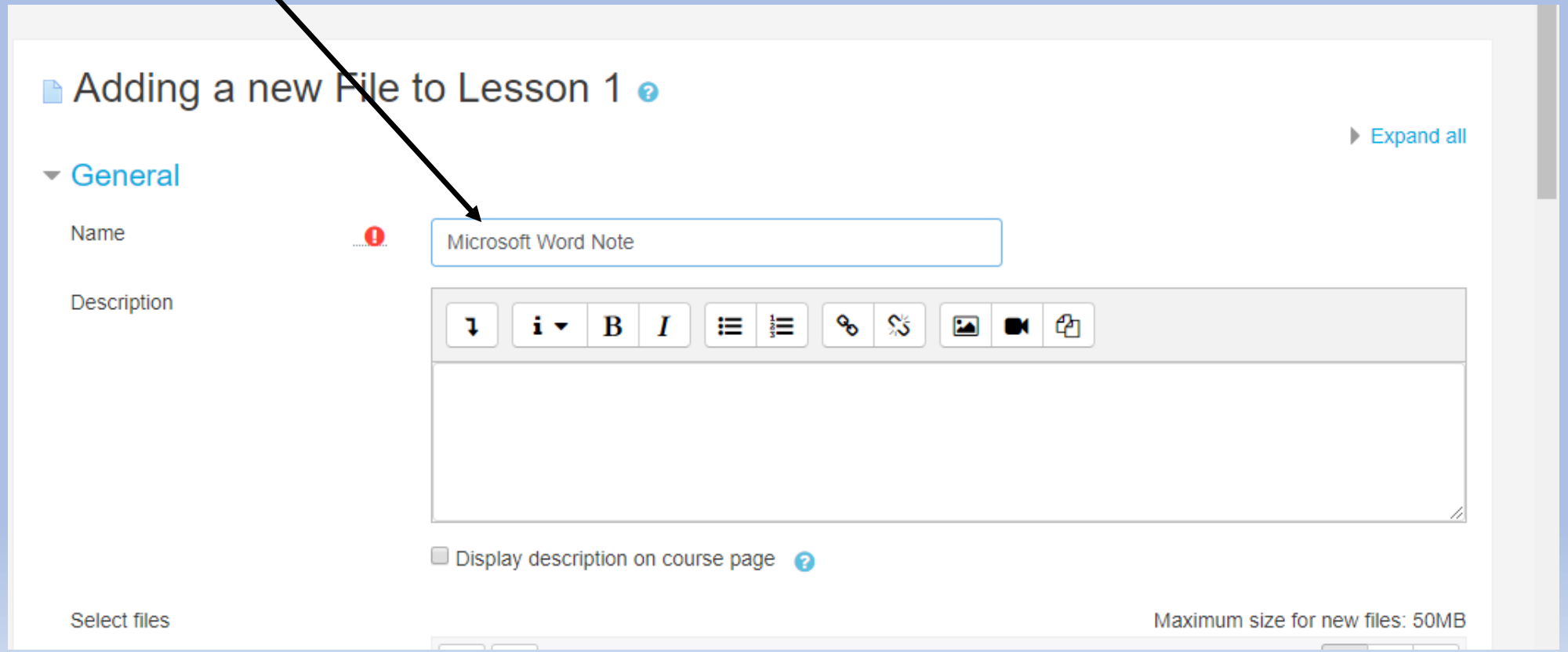
Step 3

Click ‘Add’



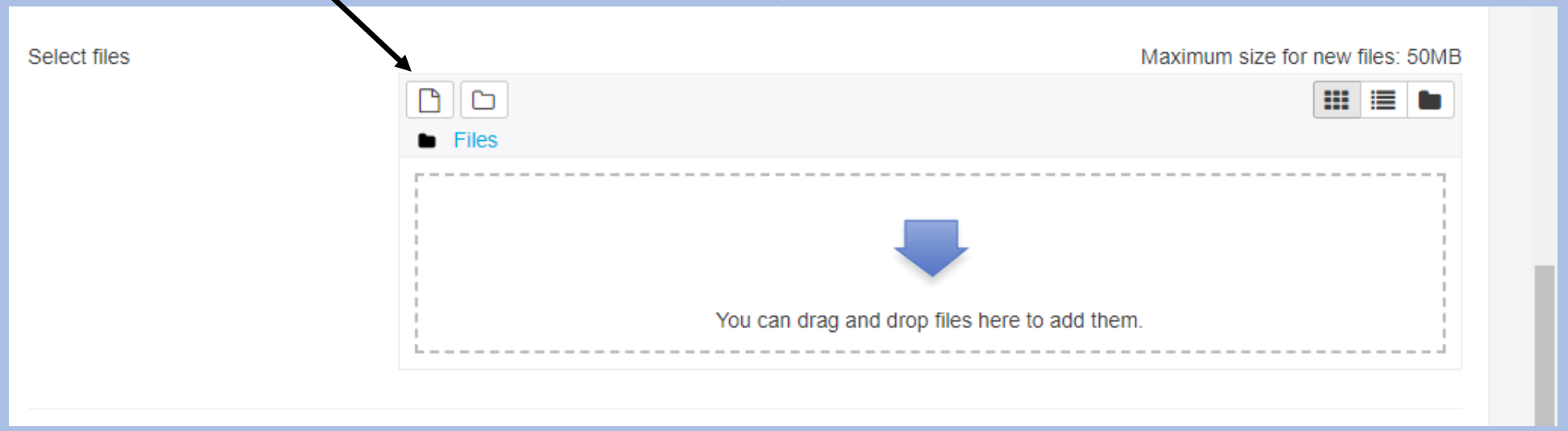
Step 4

Add suitable name



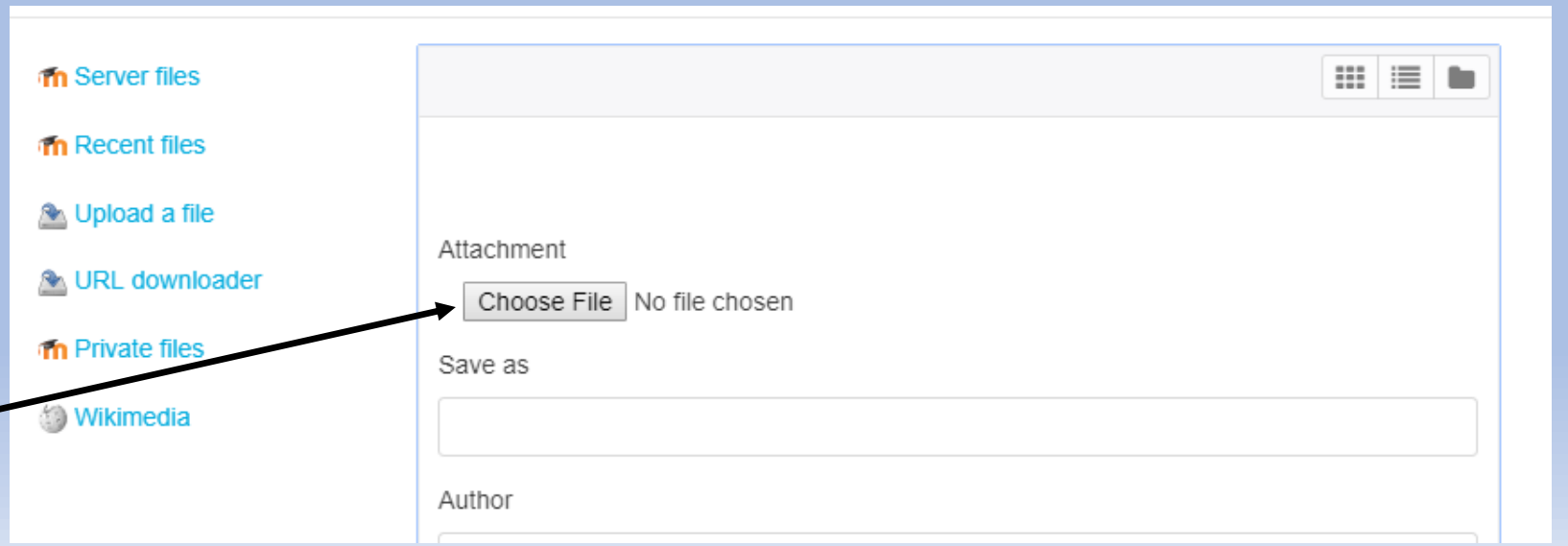
Step 5

Click this icon for upload file



Step 6

Click choose file

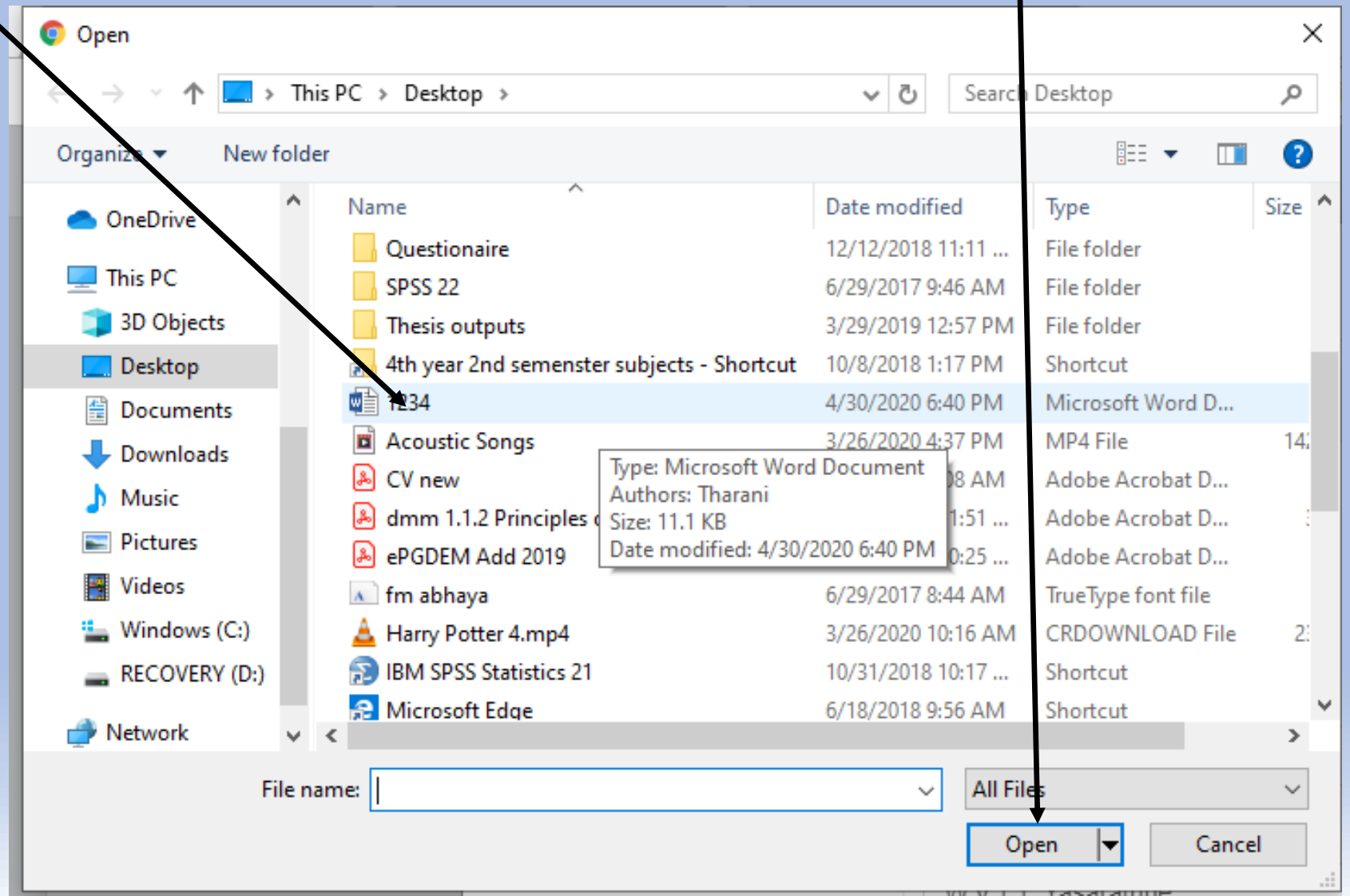


Step 7

Brows the file that you need to upload

Step 8

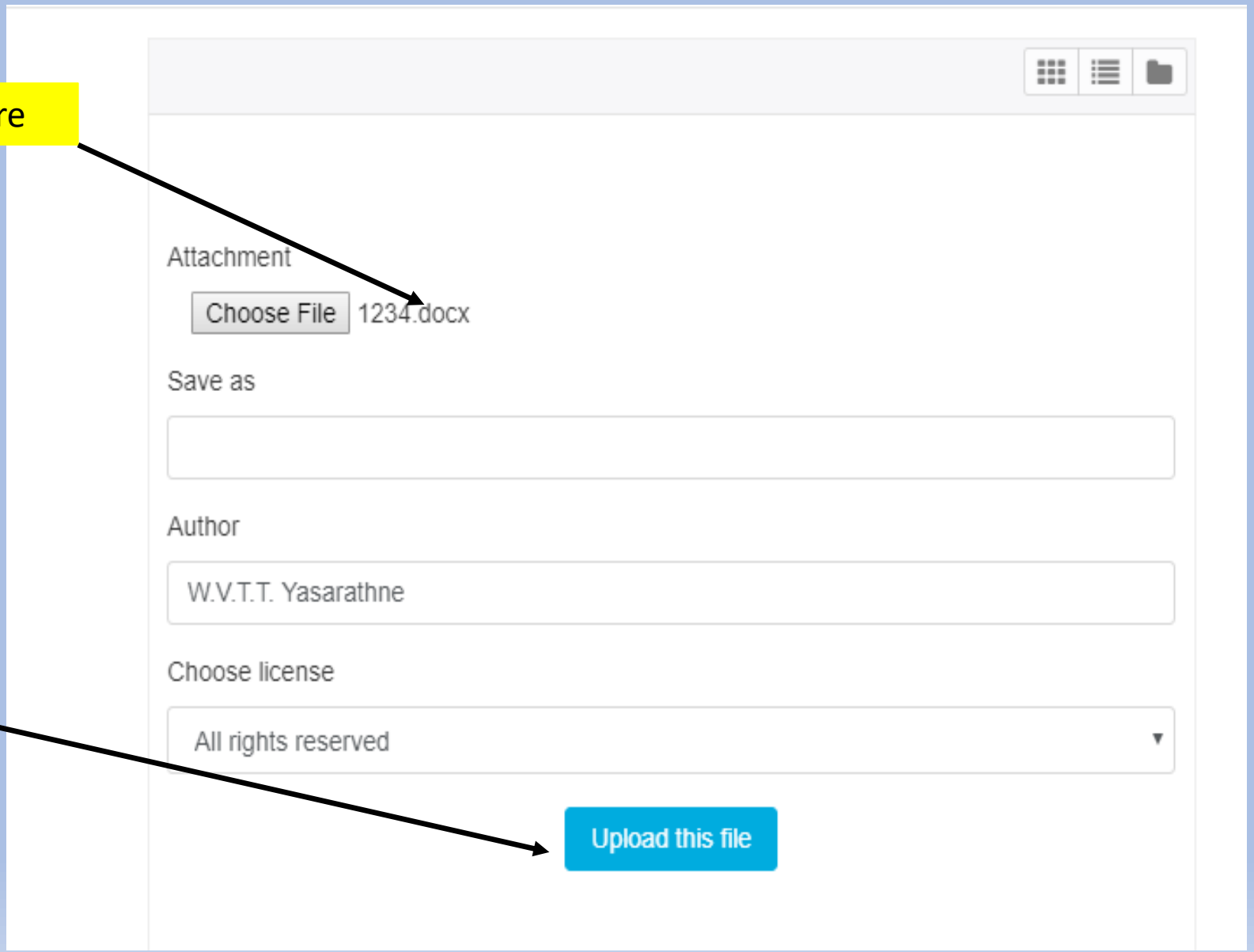
Click ‘Open’



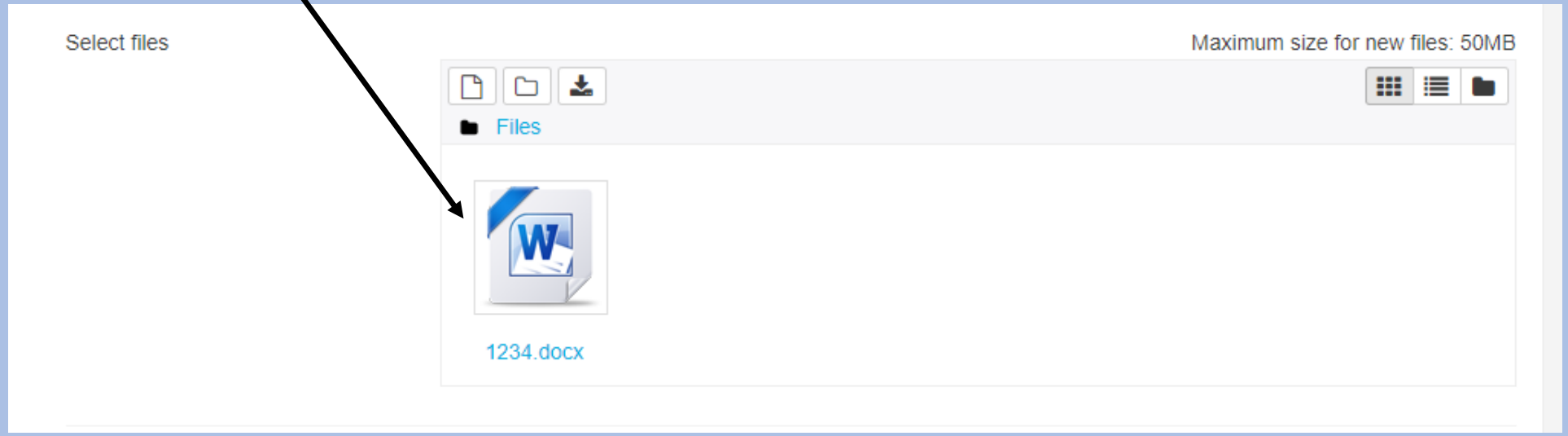
Selected file will appear here

Step 9

Click ‘Upload this file’

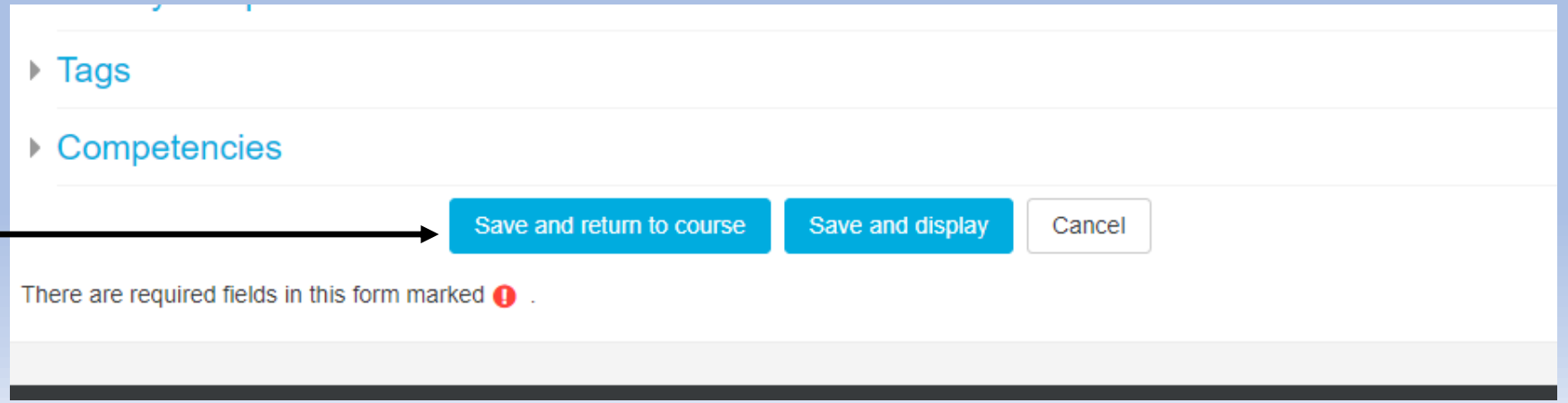


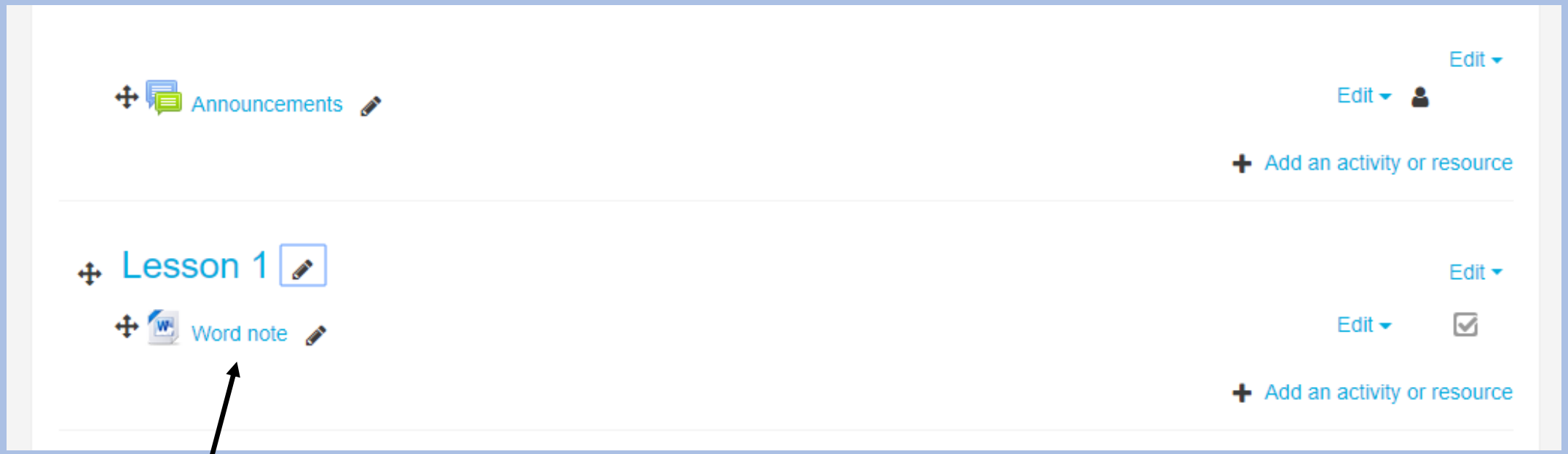
After few seconds or minutes file will appear like this



Step 10

Click ‘Save and return to course’



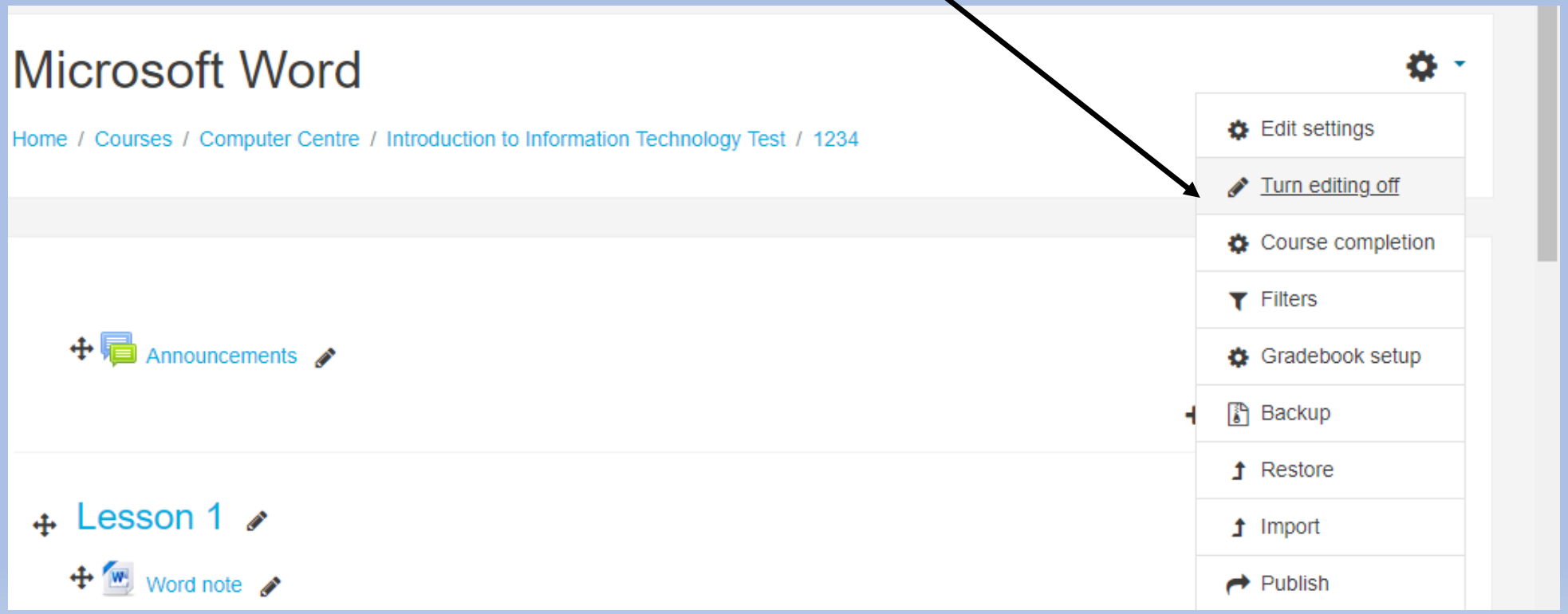


File link will appear like this

Step 11

After editing, finally click ‘Turn editing off’

Very Importance Step

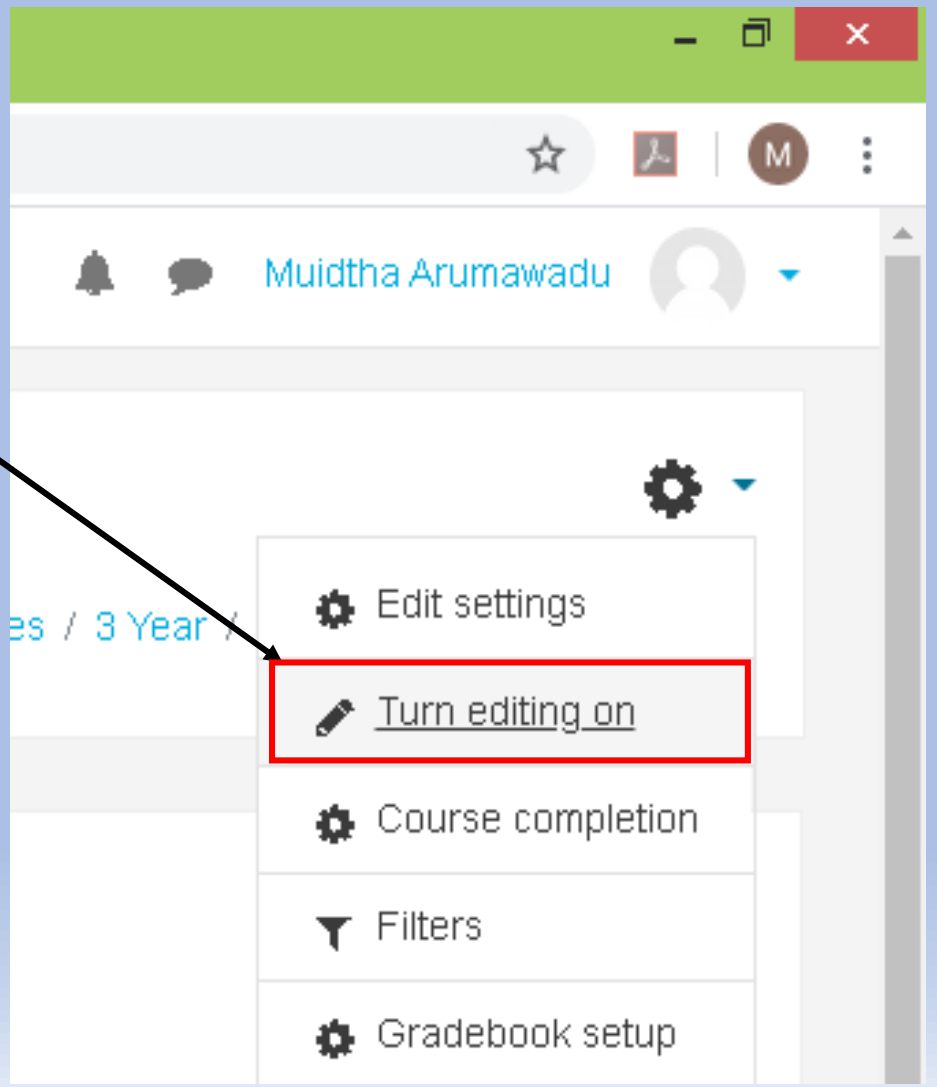


How to Insert Audio Clip on LMS

How to Insert Audio Clip on LMS Lesson

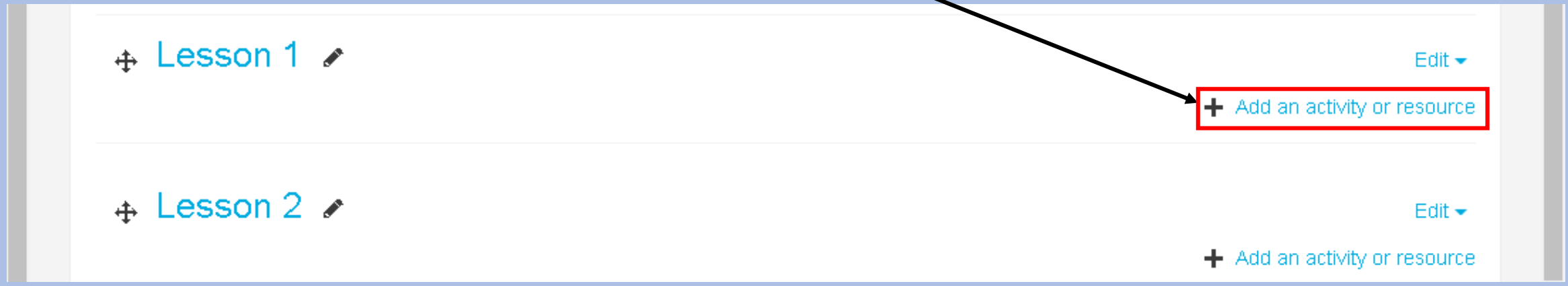
Step 1

Click Turn Editing On



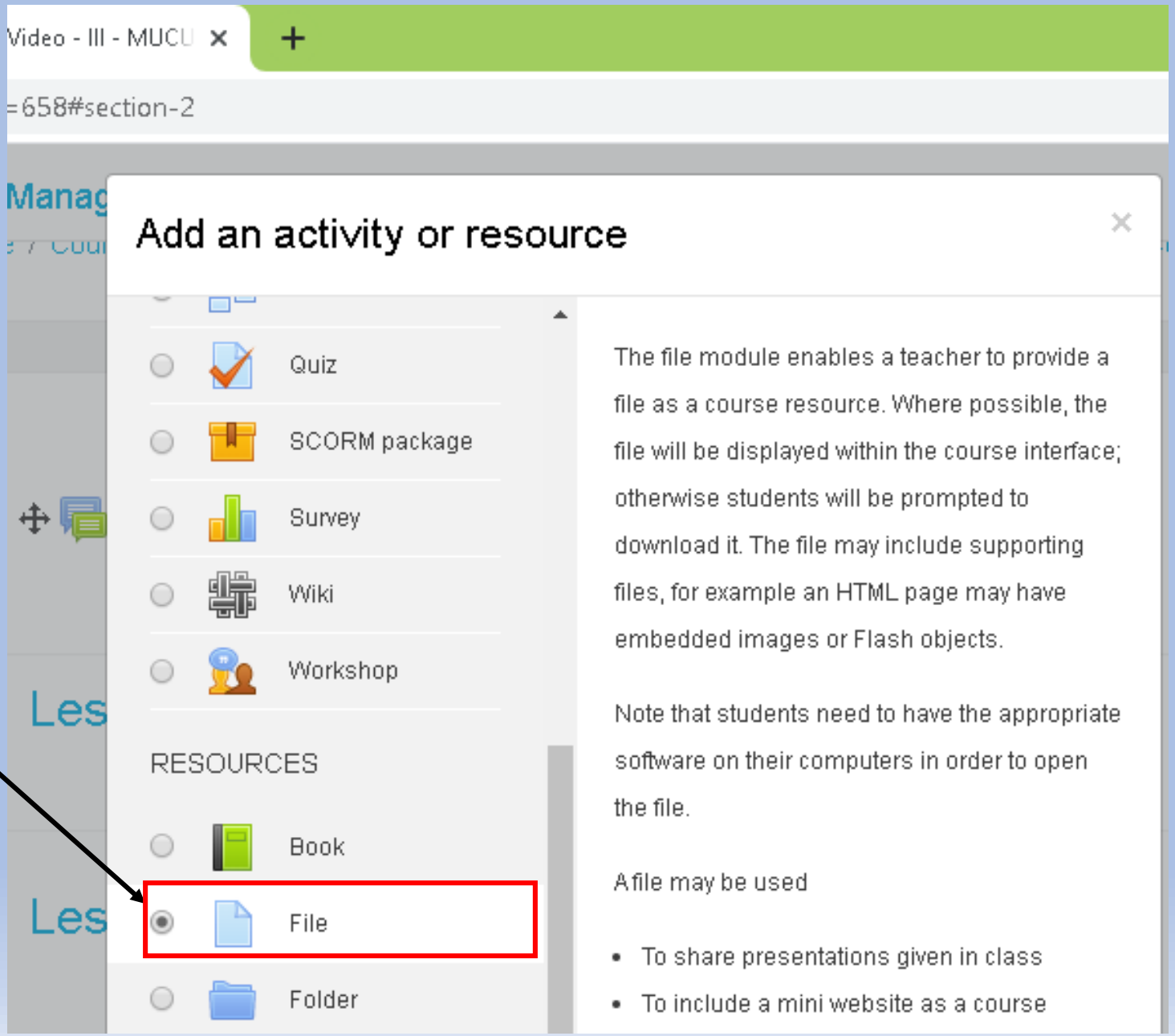
Step 2

Click Add an activity + Mark



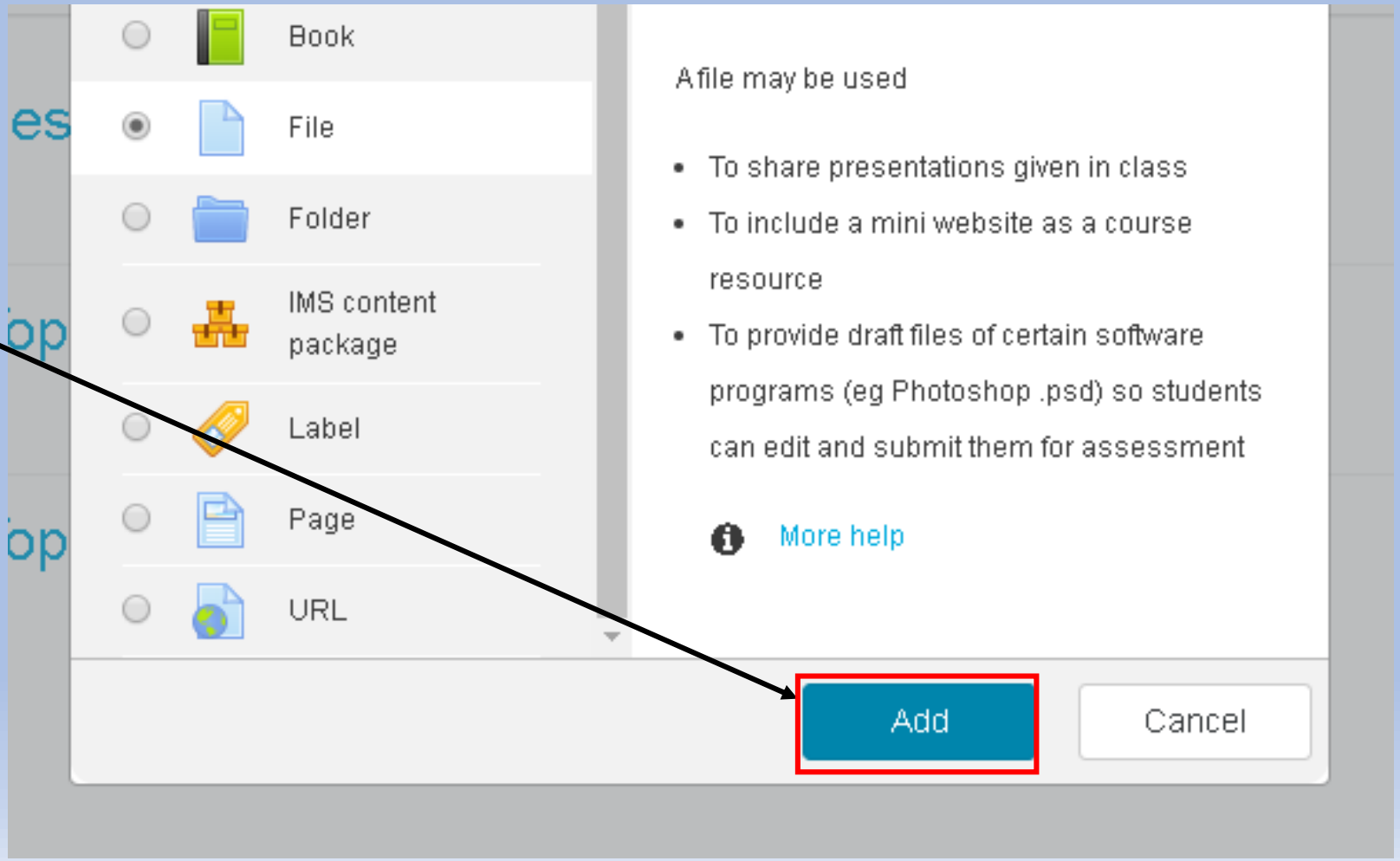
Step 3

Scroll down and Click **File** under RESOURCES



Step 4

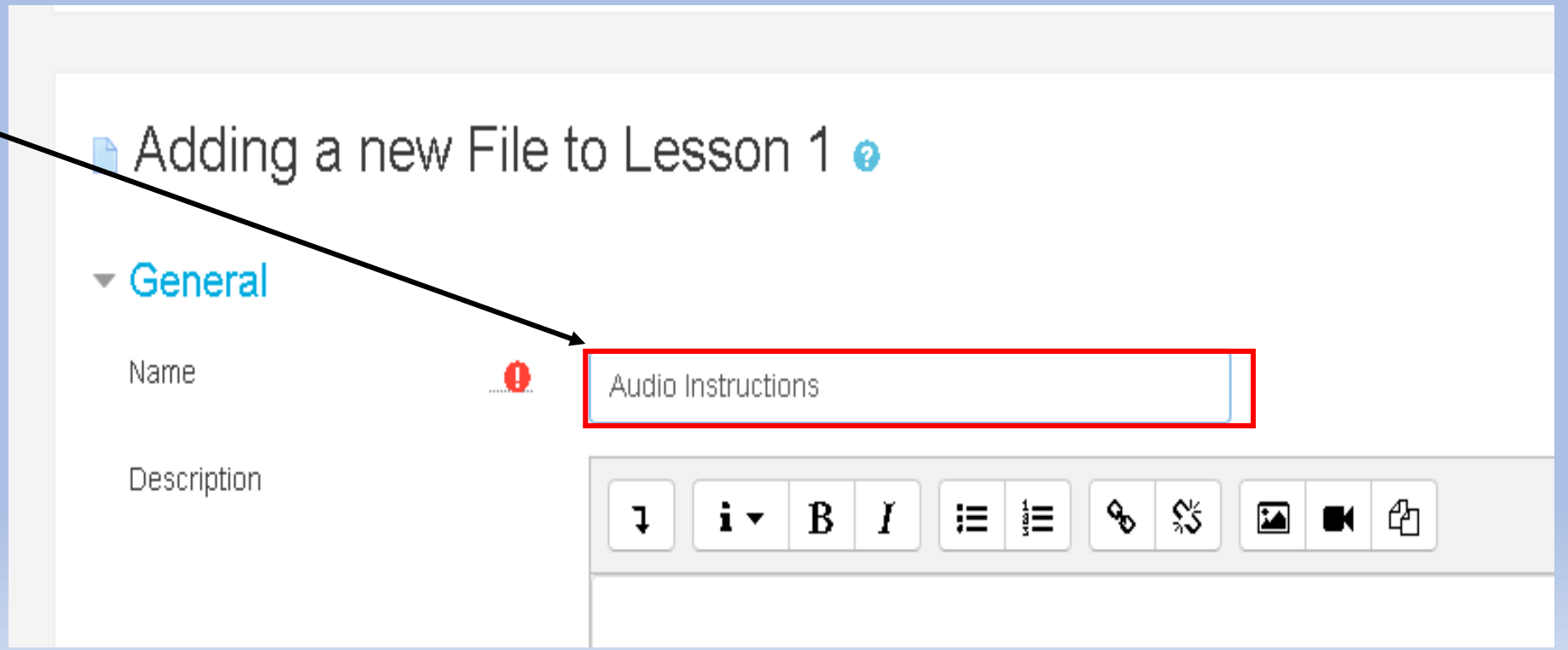
Click on Add



Step 5

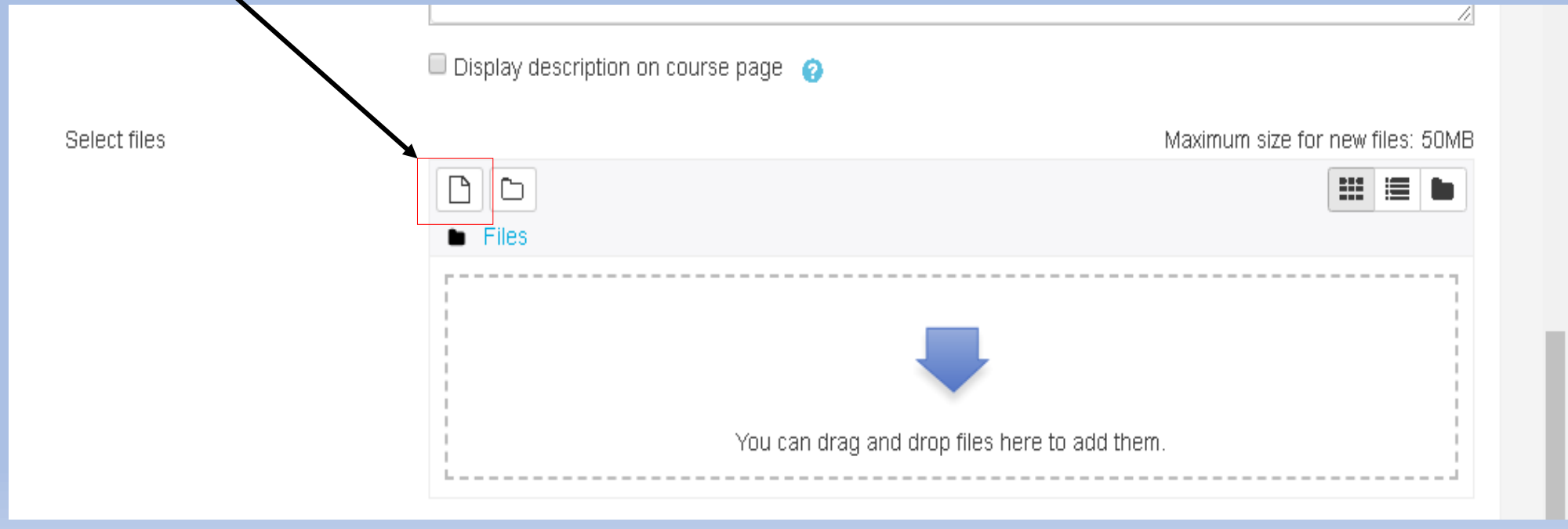
Add suitable **Name**

(This will appear as the link)



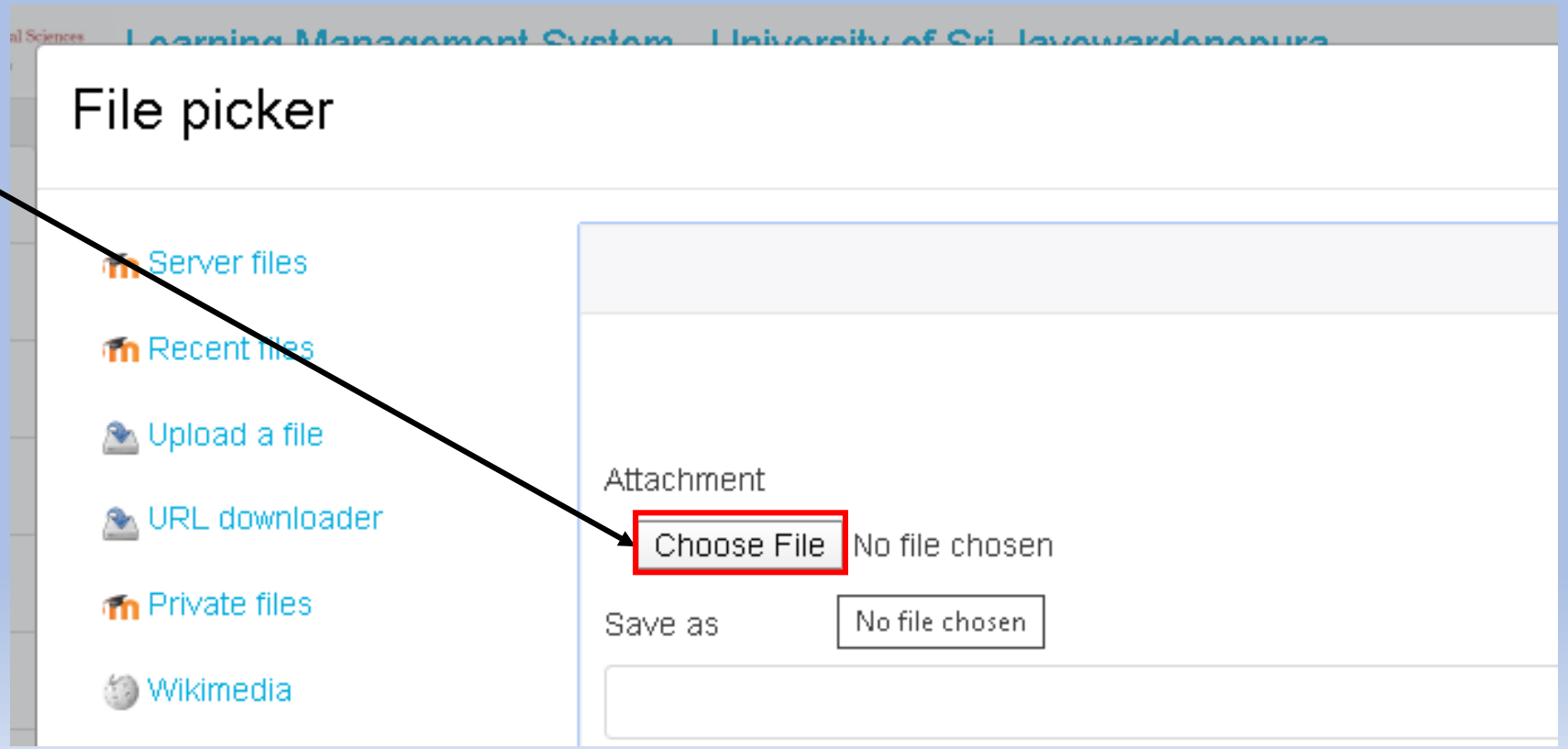
Step 6

Click this Icon under Select files



Step 7

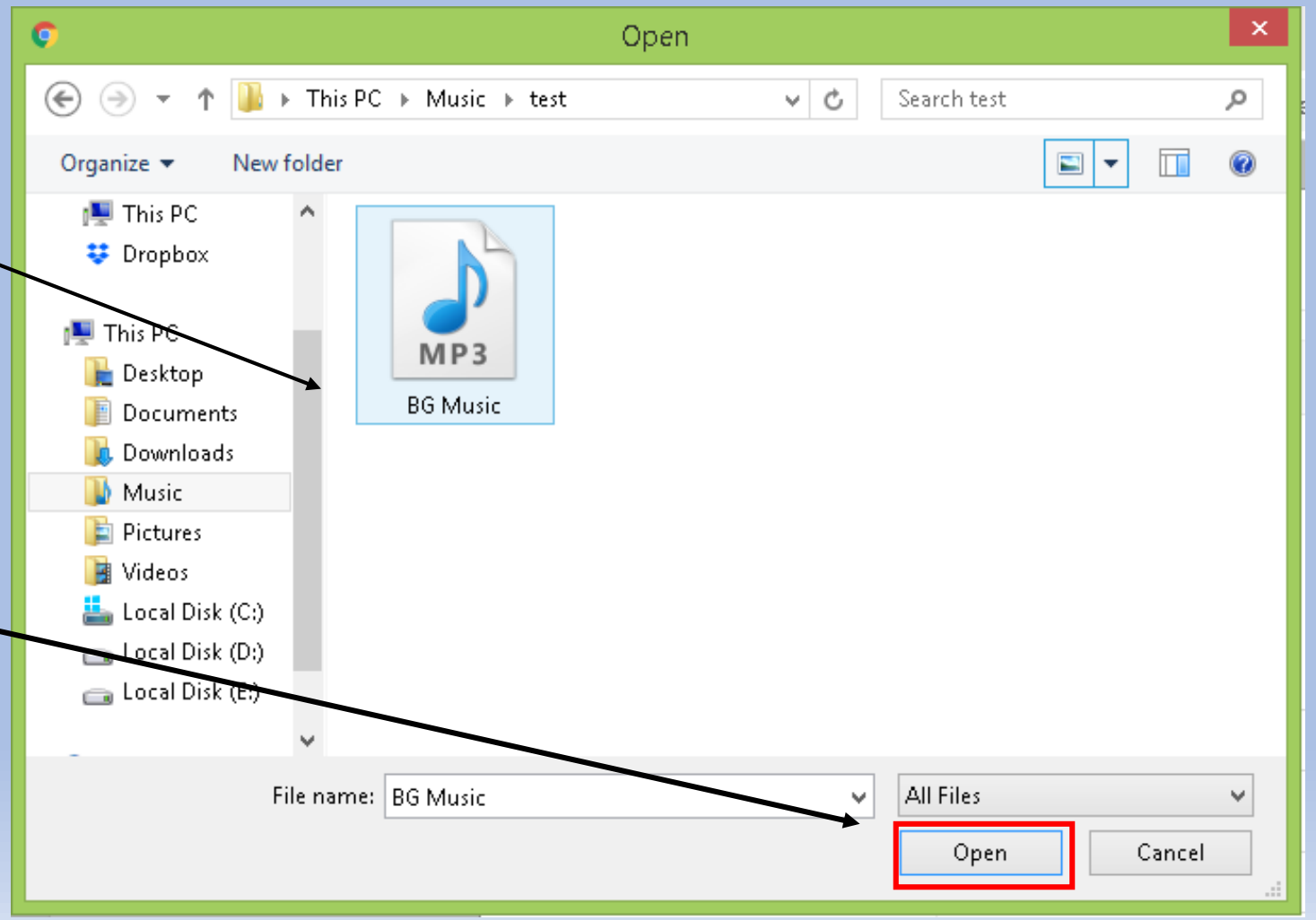
Click Choose file



Step 8

Browse and Select Audio File You need to upload. Then Click **Open**

(Supports.mp3 ,.aac,.wma, .raw file formats)

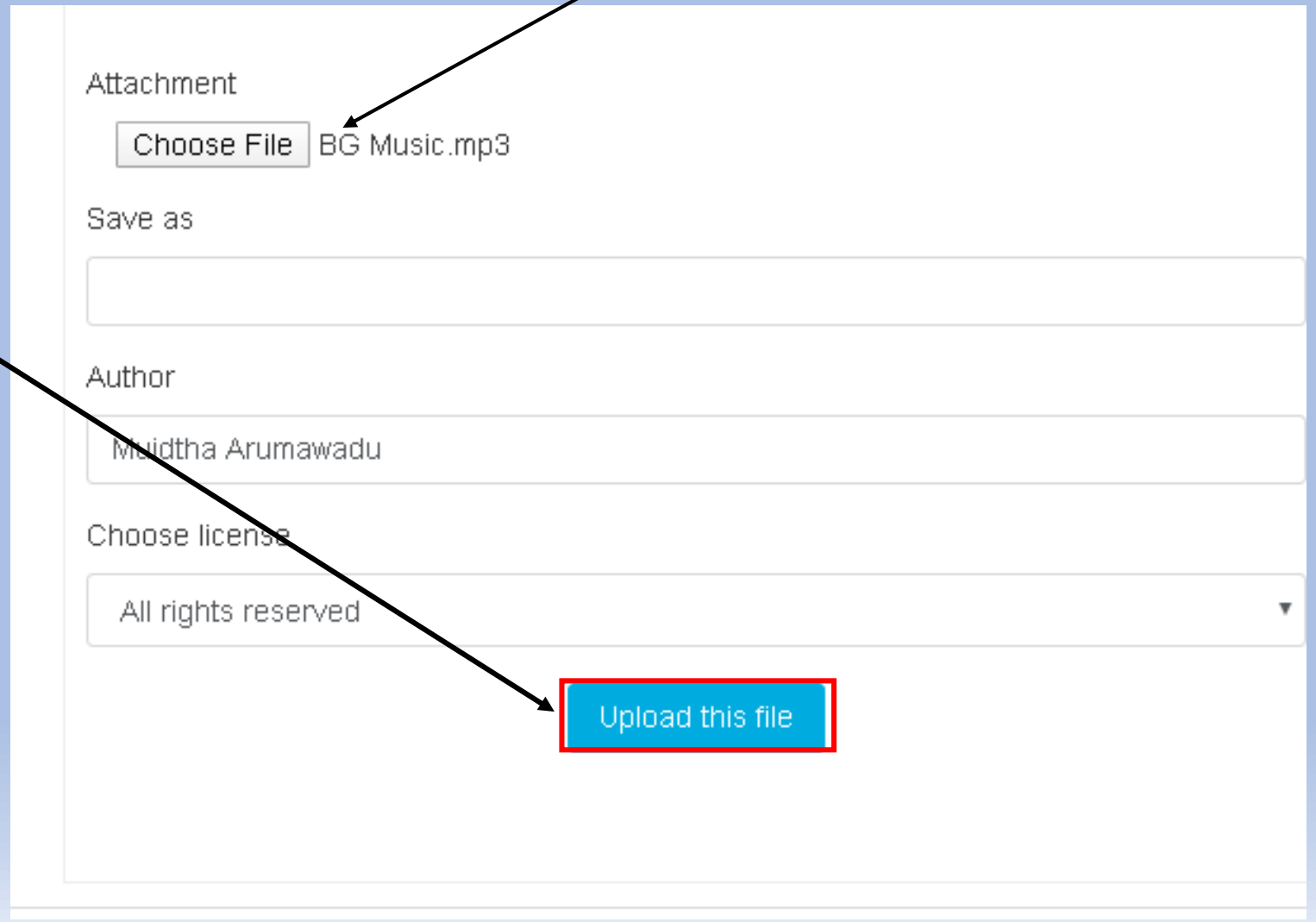


Step 9

Selected Audio Clip File Name appears here

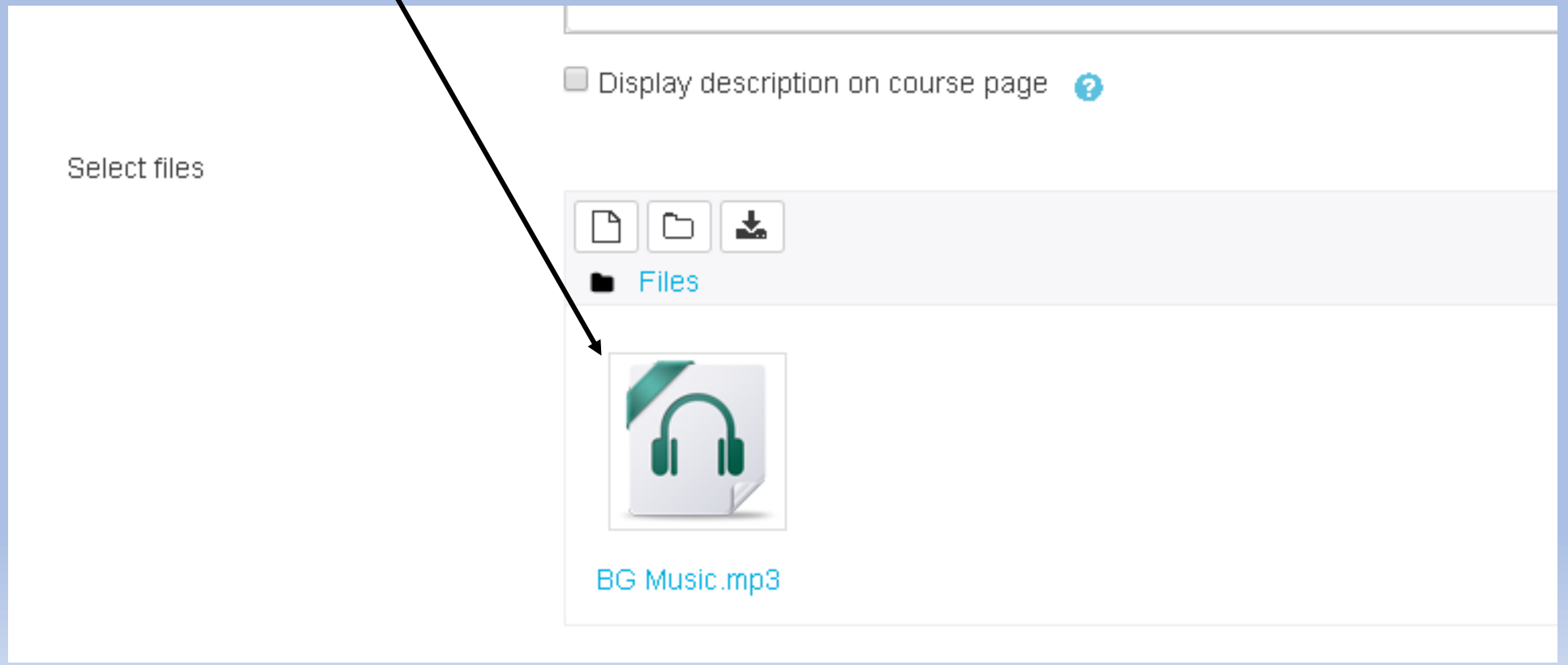
Click **Upload this file**

(Depending on the File Size this may take few seconds or minutes)



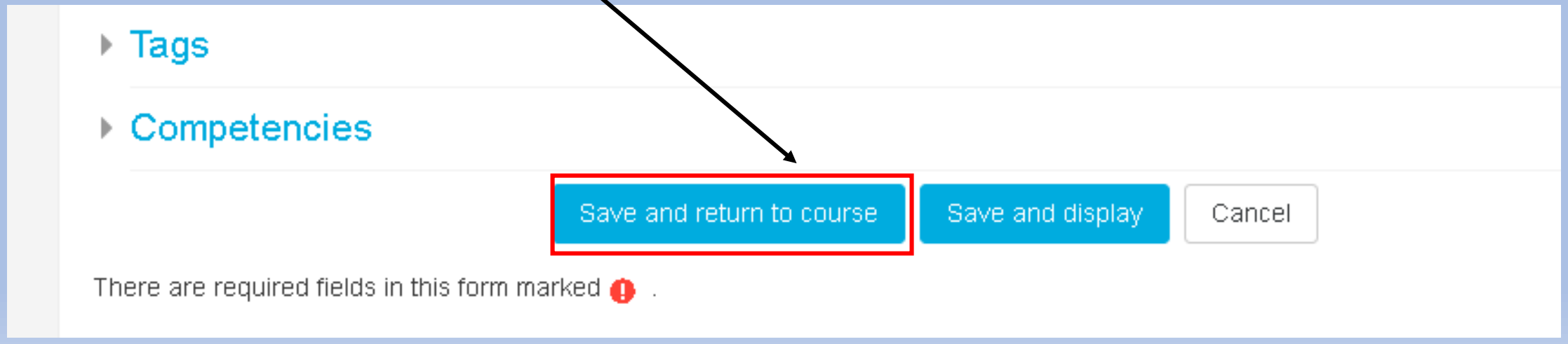
Step 10

After few seconds or minutes file will appear like this



Step 11

Click **save and return to course**

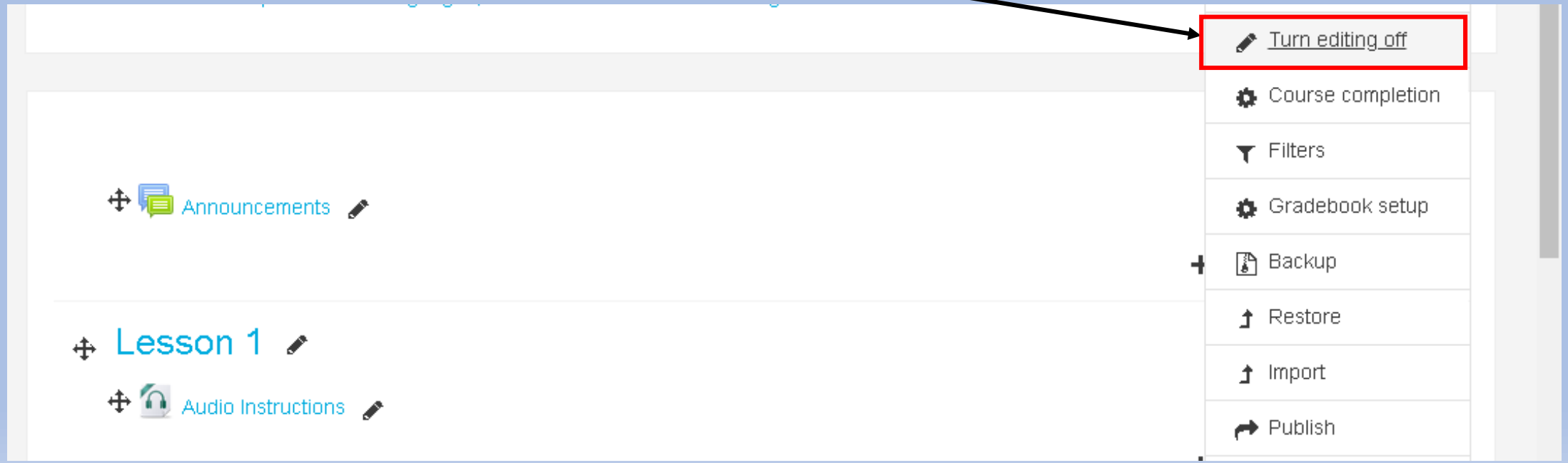


Step 12

Audio Clip Link will appear like this

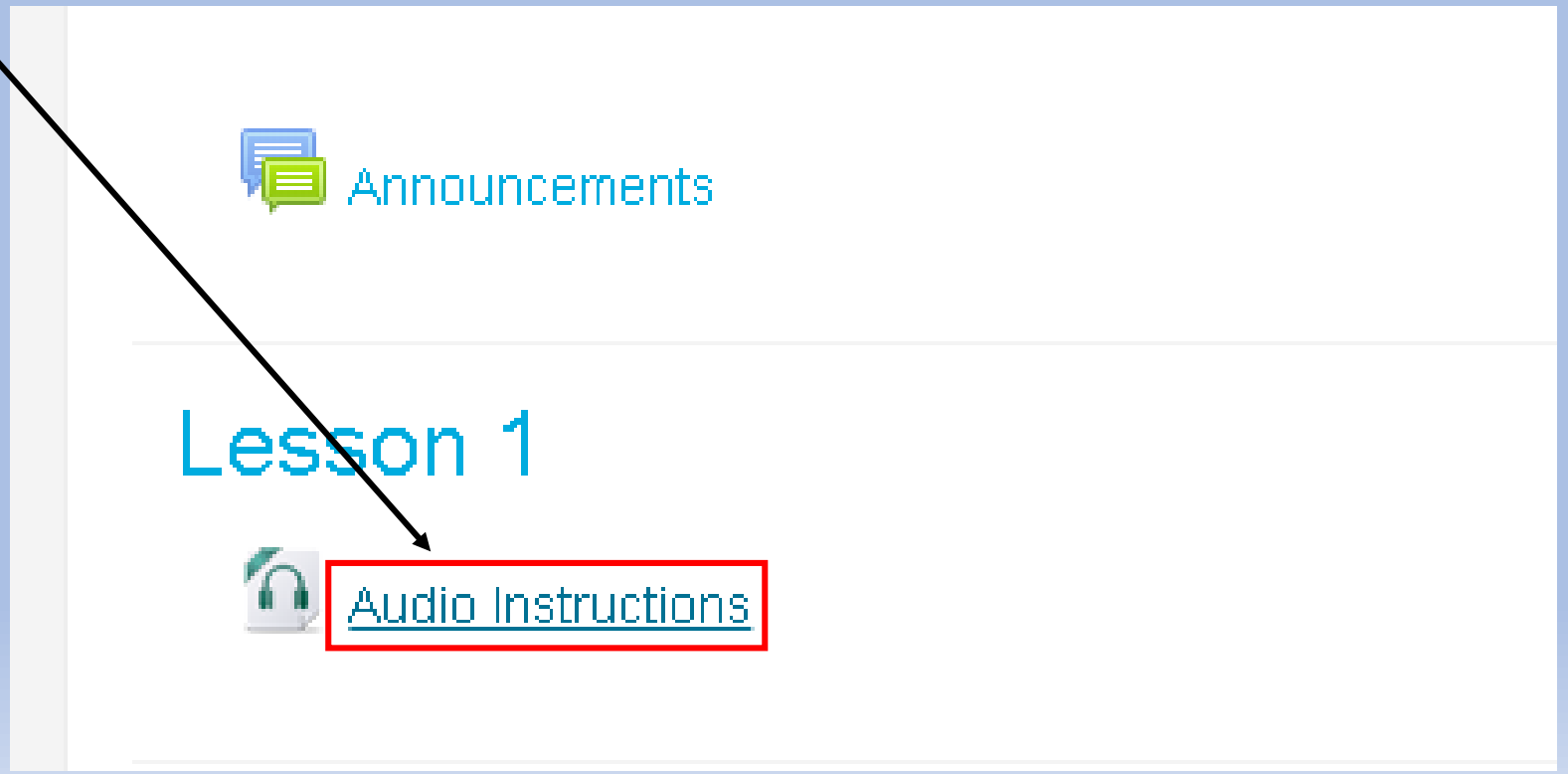
Step 13

Turn editing off



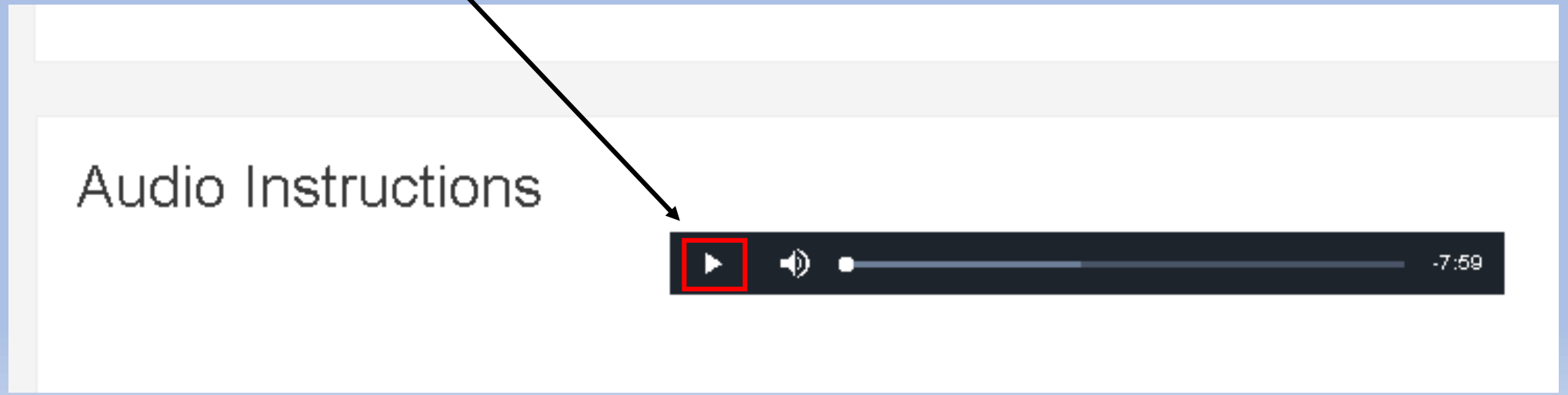
Step 14

Click the link



Step 15

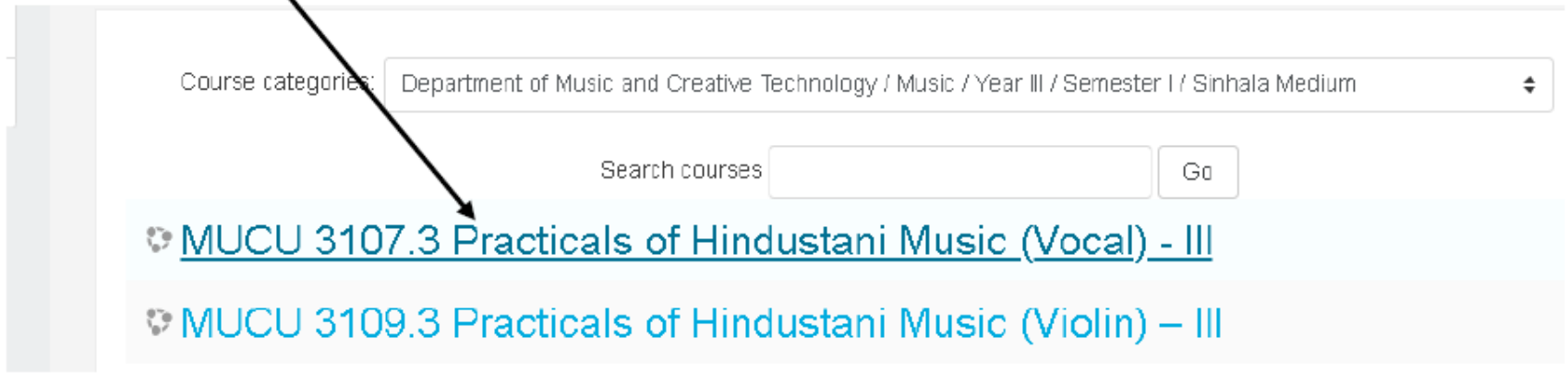
Click the play icon and listen



How to Assign a Lecturer in LMS

Step 1

Select the required course

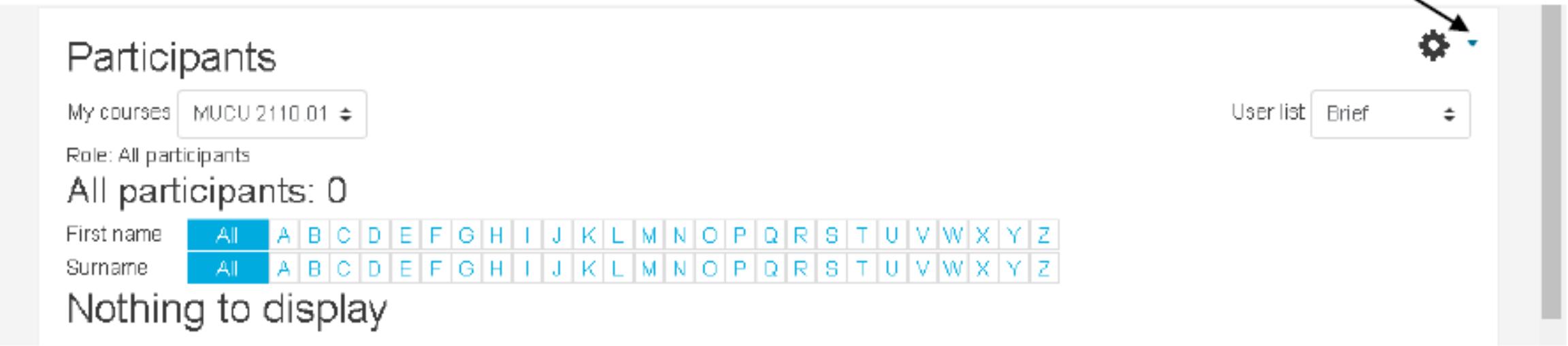


Step 2

Click Participants (if you can't see the Participants click this icon)

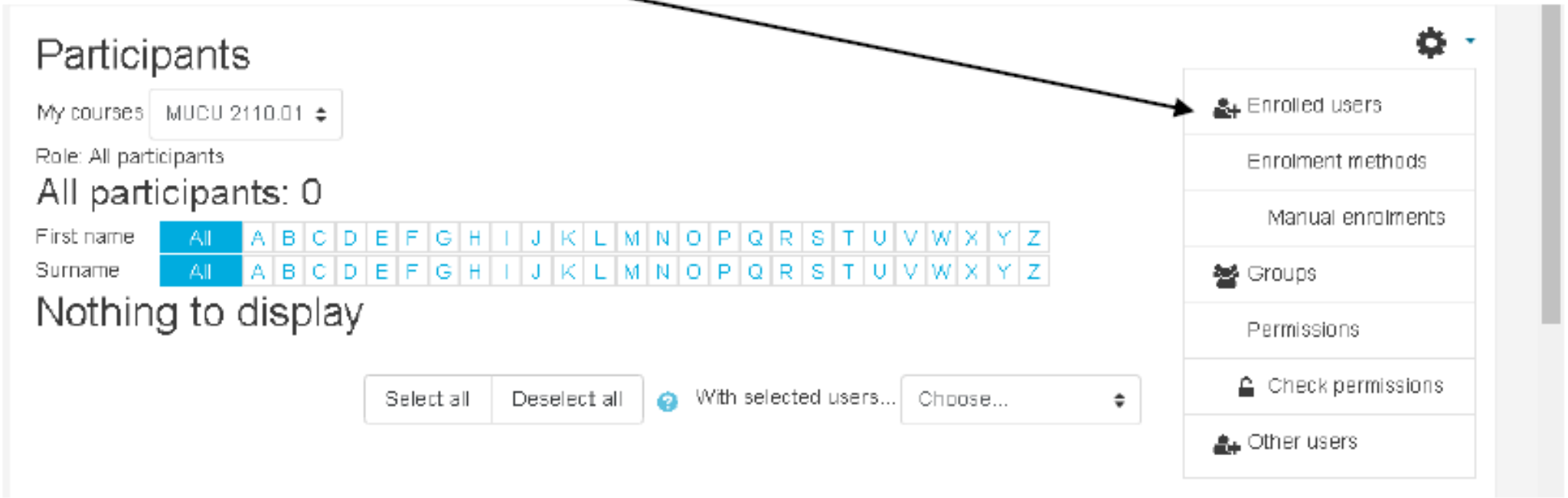
Step 3

Click this drop down



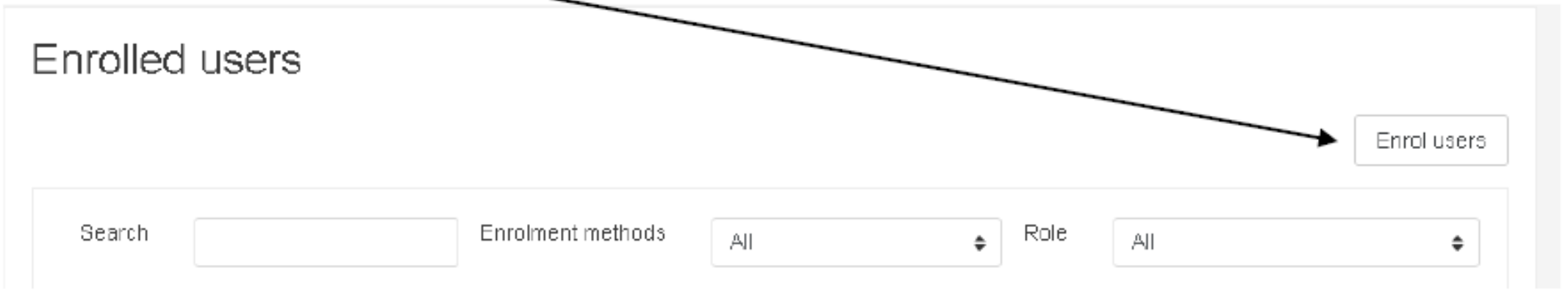
Step 4

Select Enrolled users



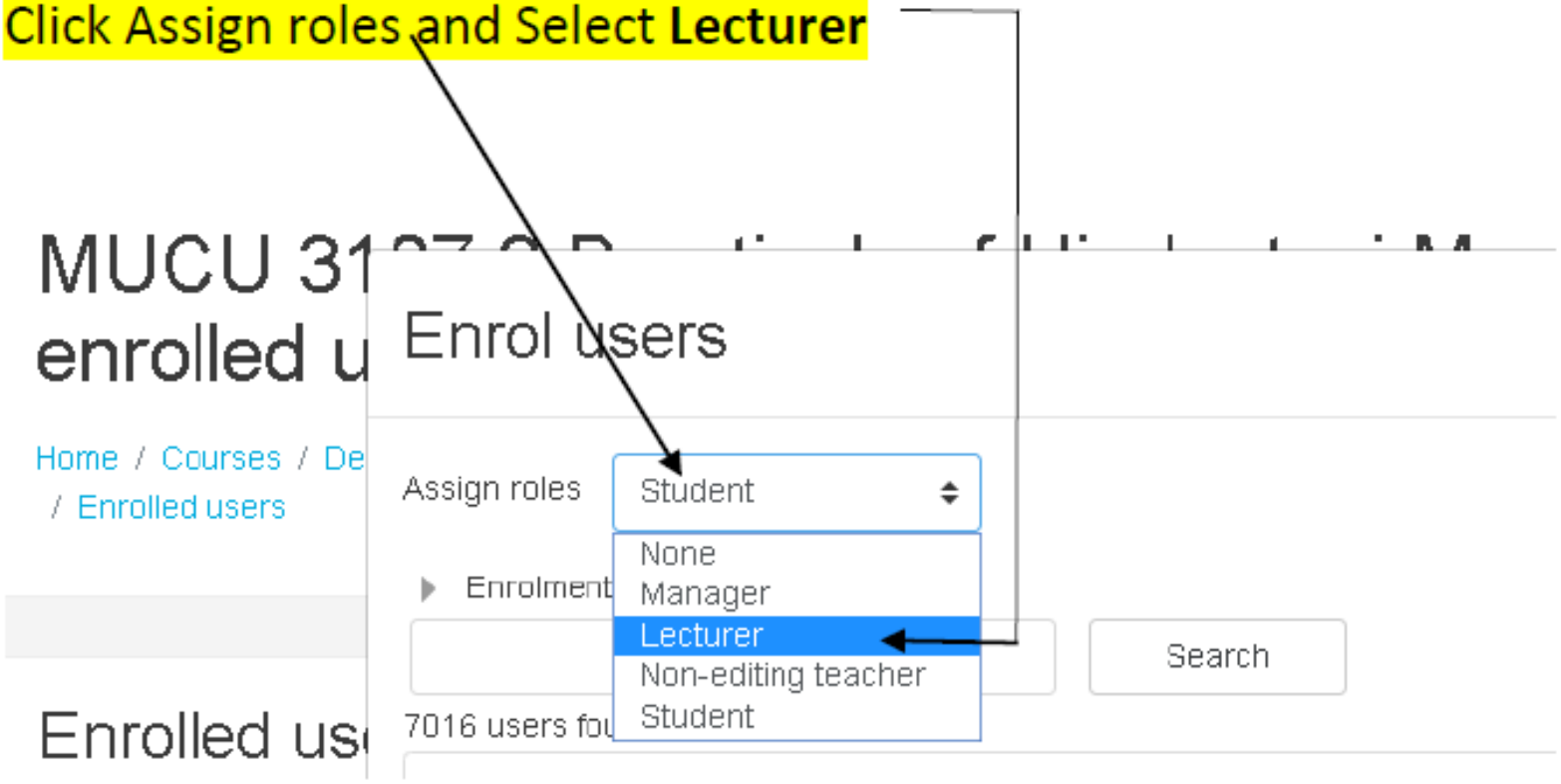
Step 5

Click Enrol users



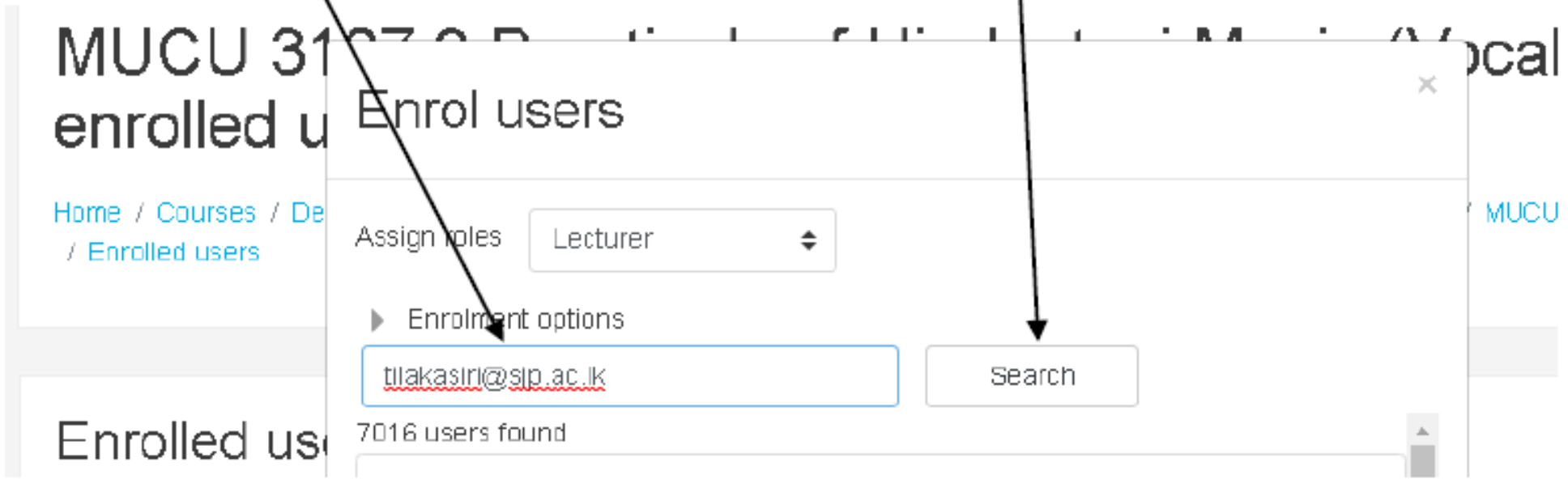
Step 6

Click Assign roles and Select **Lecturer**



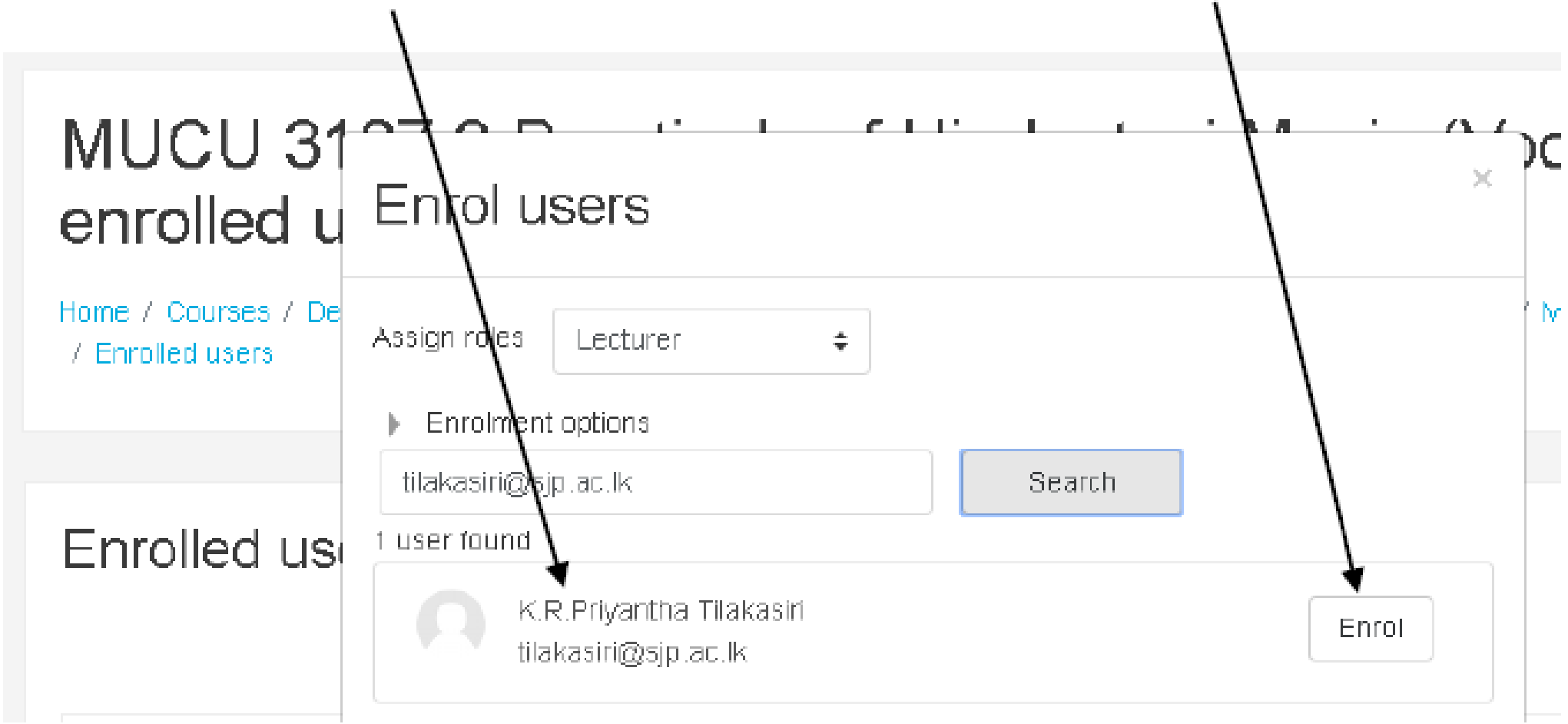
Step 7

Add here relevent email of the lecturer and click Search



Step 8

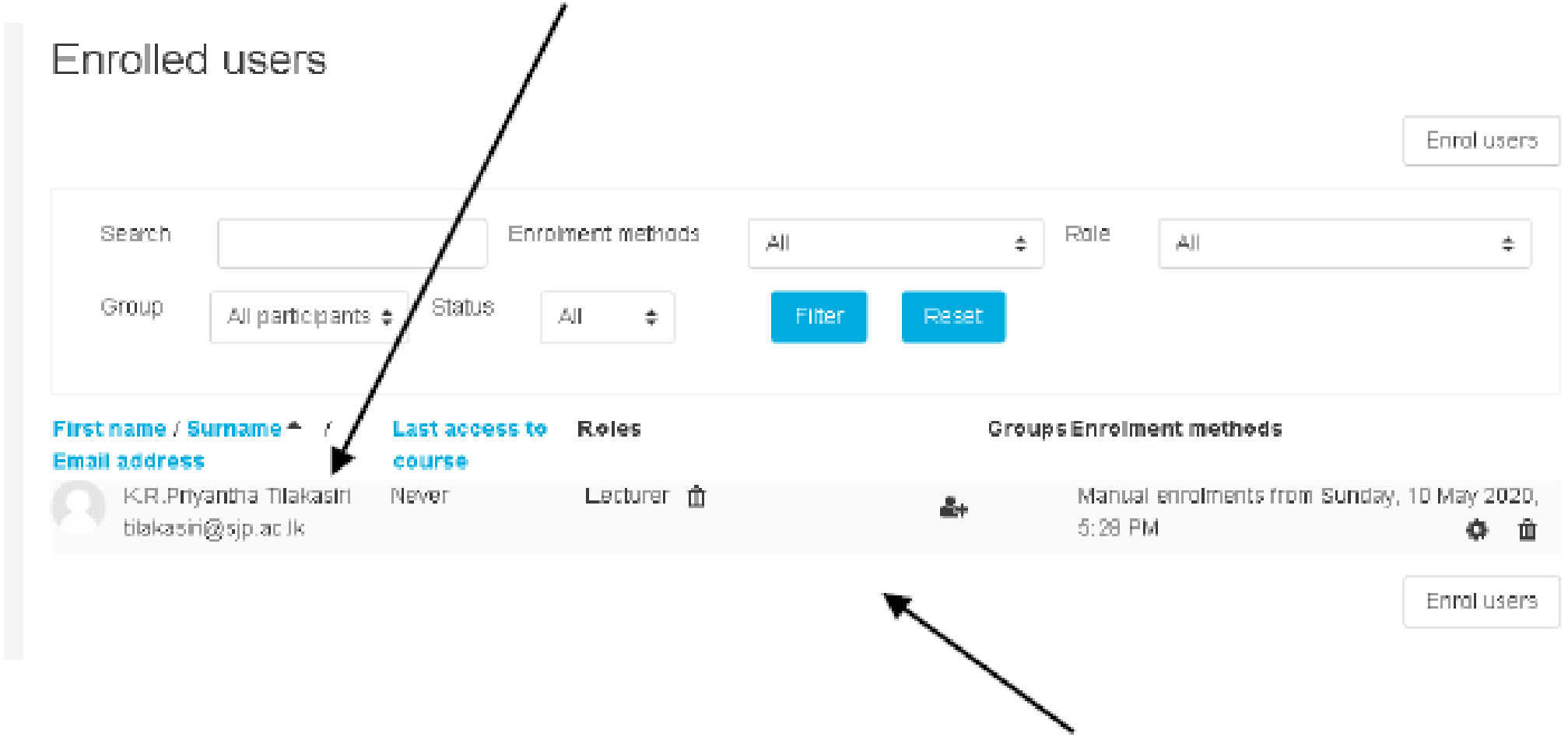
Relevent Name and email will appears and click **Enrol**



Step 9

Click Finish enrolling users

Lecturer details will appear like this

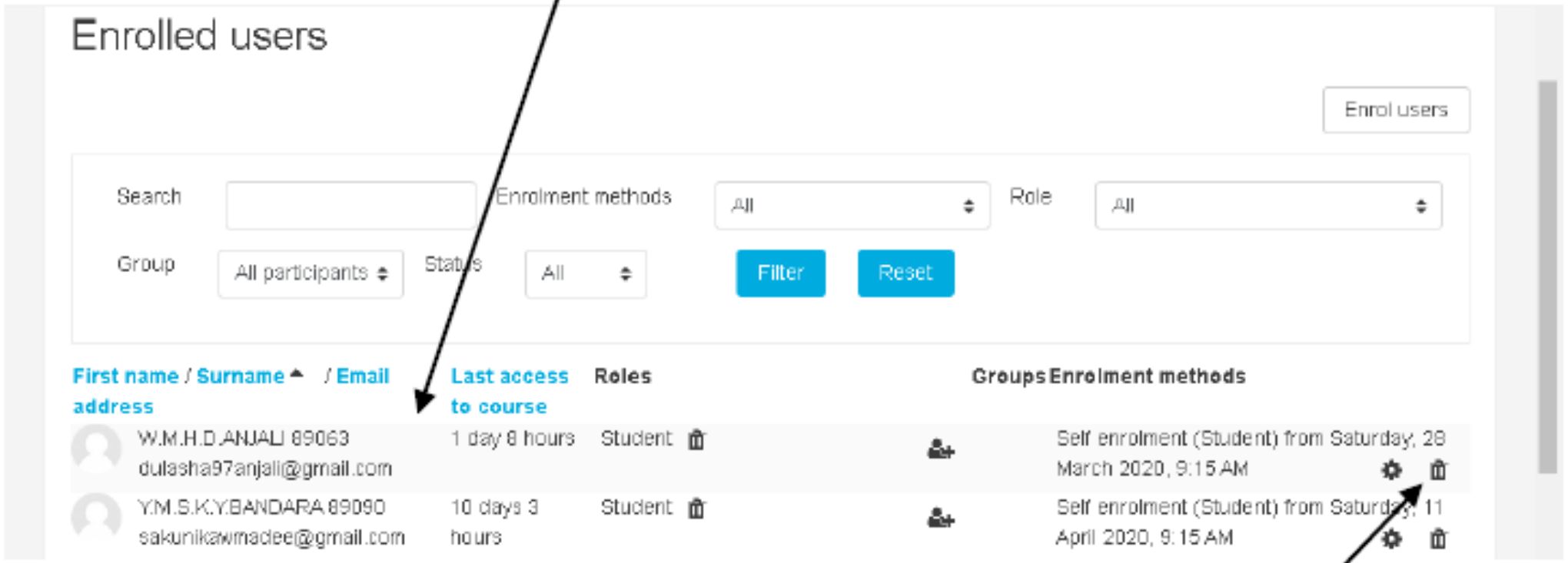


All participants (Lecturers and Students) will appear here as a list

How to Remove a Participant

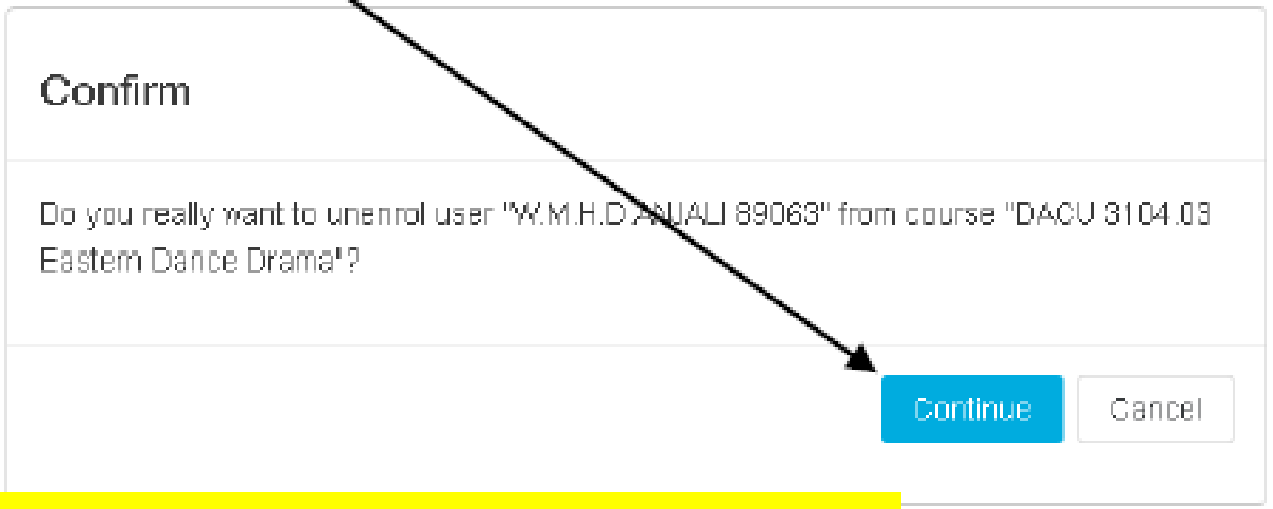
If you need to remove any participant follow Step 1 to 4

Then you will see all the participants like this



Click relevant **Unenrol**

Click continue



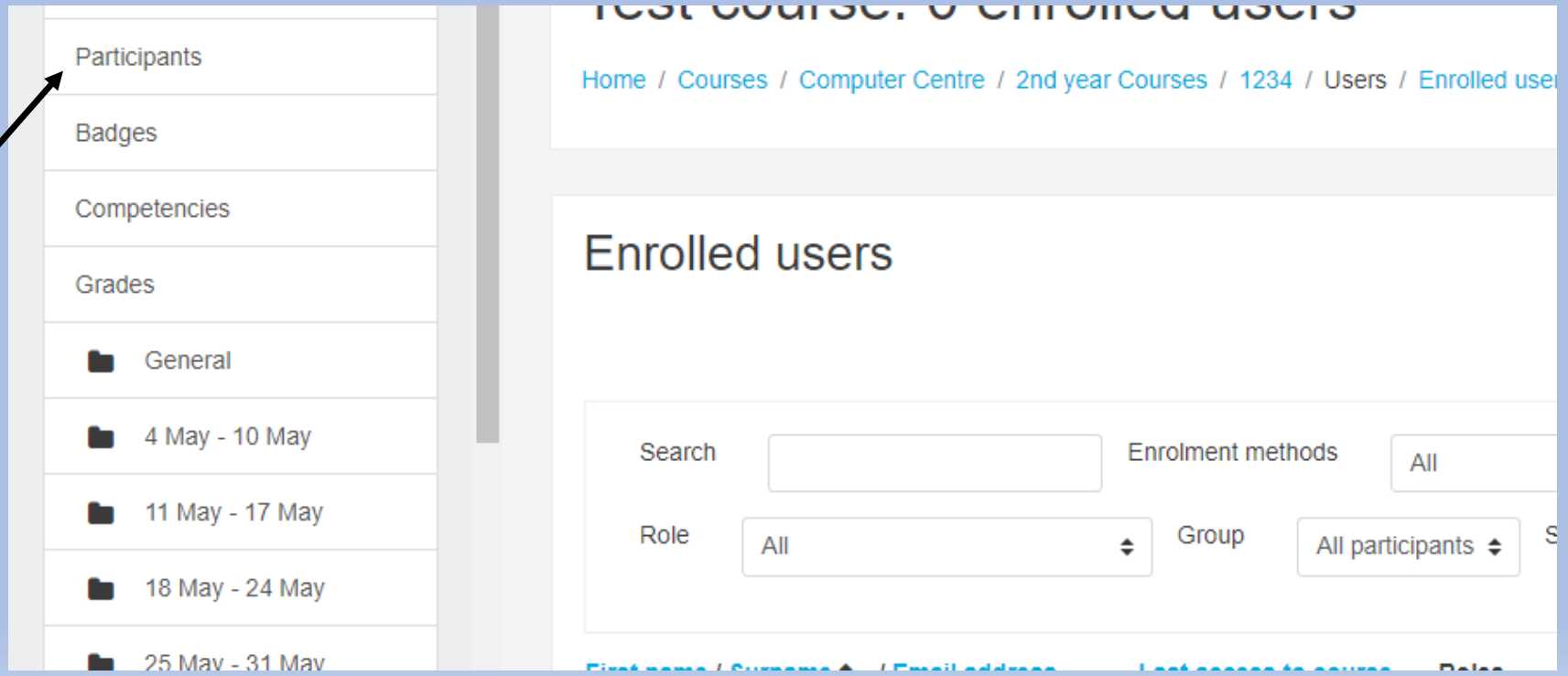
Please do this with extreme caution

How to Enroll and Unenroll Students in LMS

How to Enroll Students in LMS

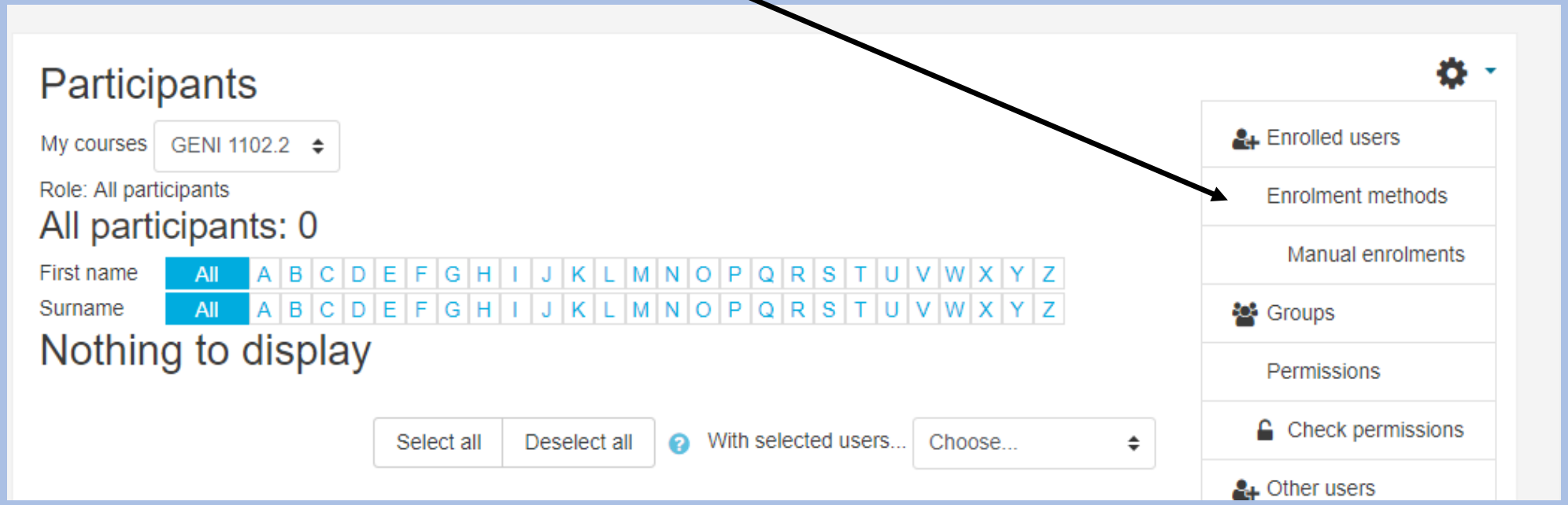
Step 1

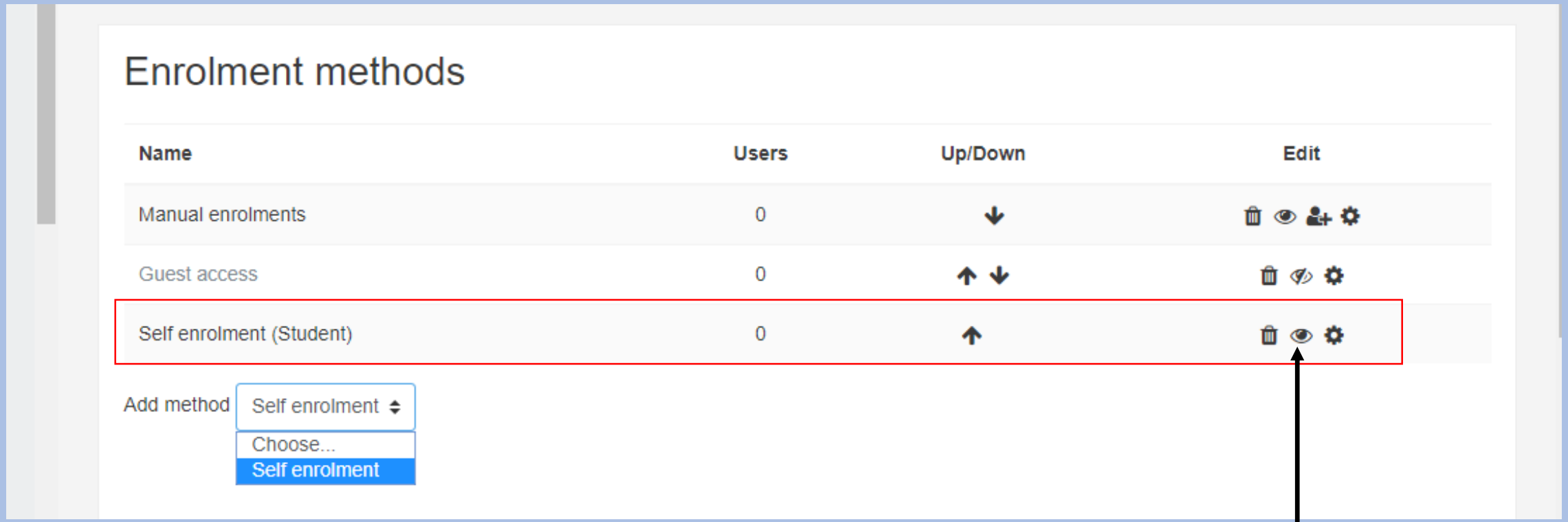
For enroll students, Click ‘Participants’.



Step 2

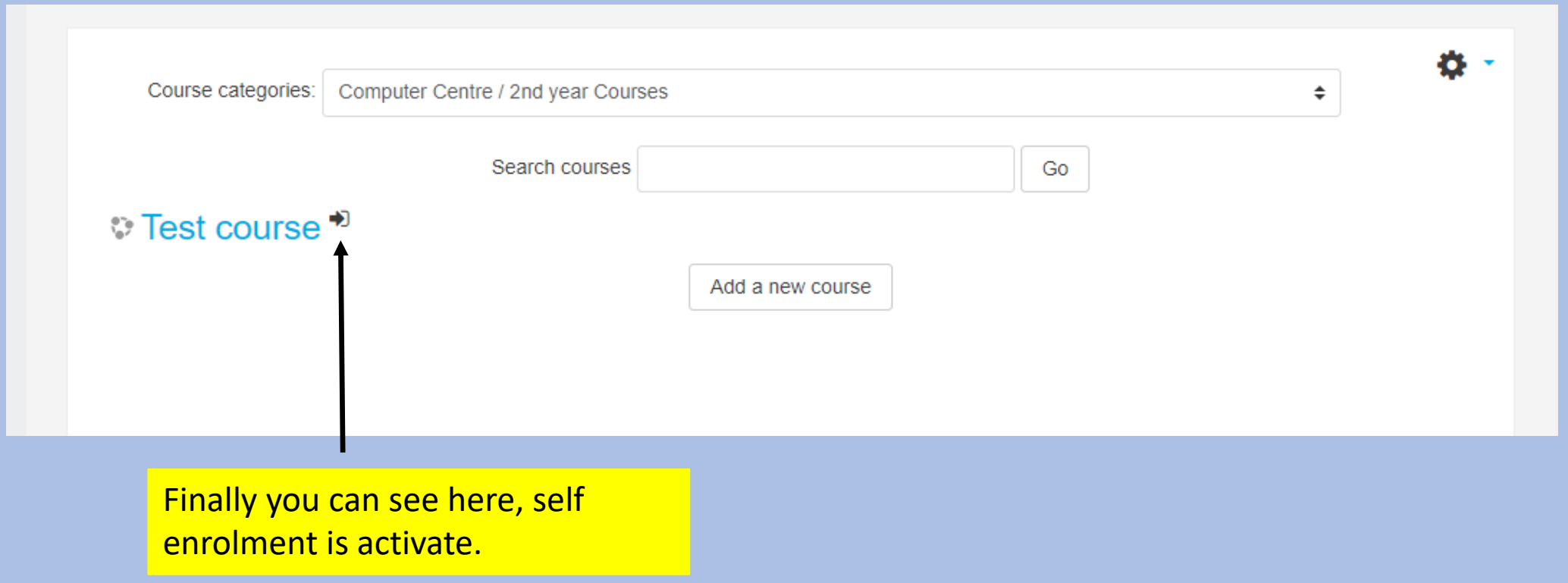
Click ‘Enrolment methods’





Step 3

Go to self enrolment and enable this icon

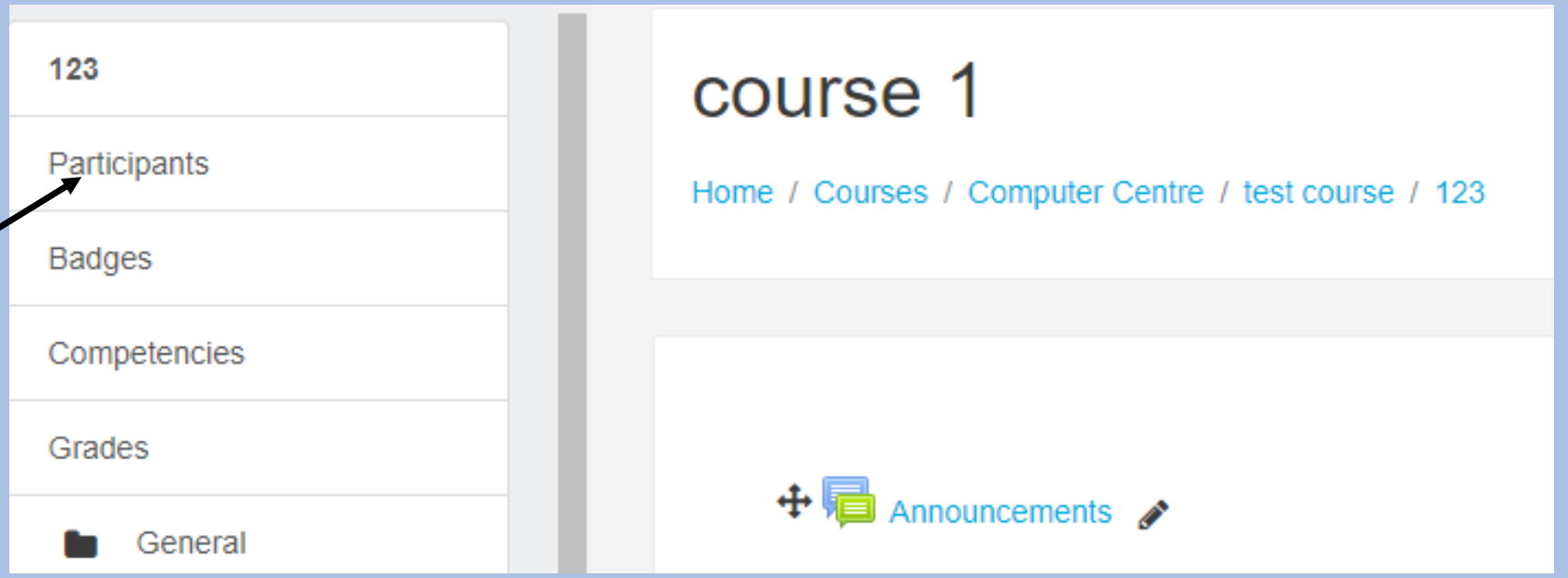


Finally you can see here, self enrolment is activate.

How to unenrolled students on LMS

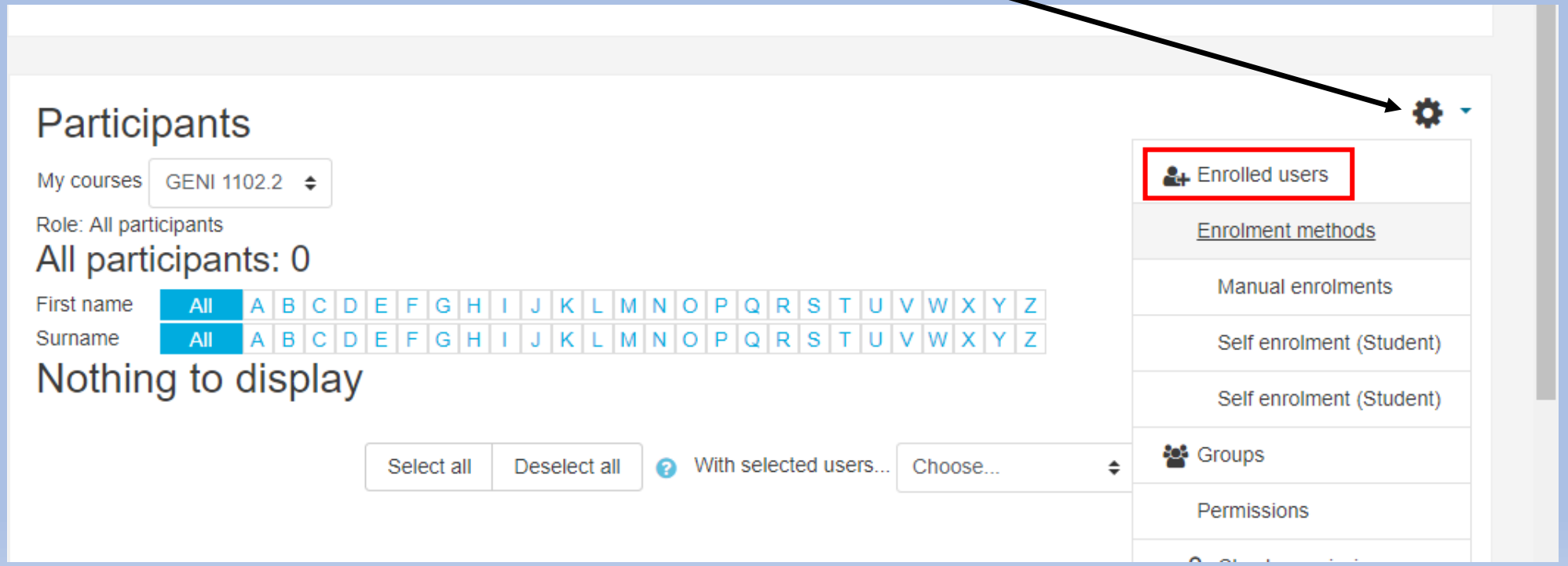
Step 1

Go to the course that you want to unenrolled students and click ‘Participants’.



Step 2

Click here and select ‘Enrolment users’.



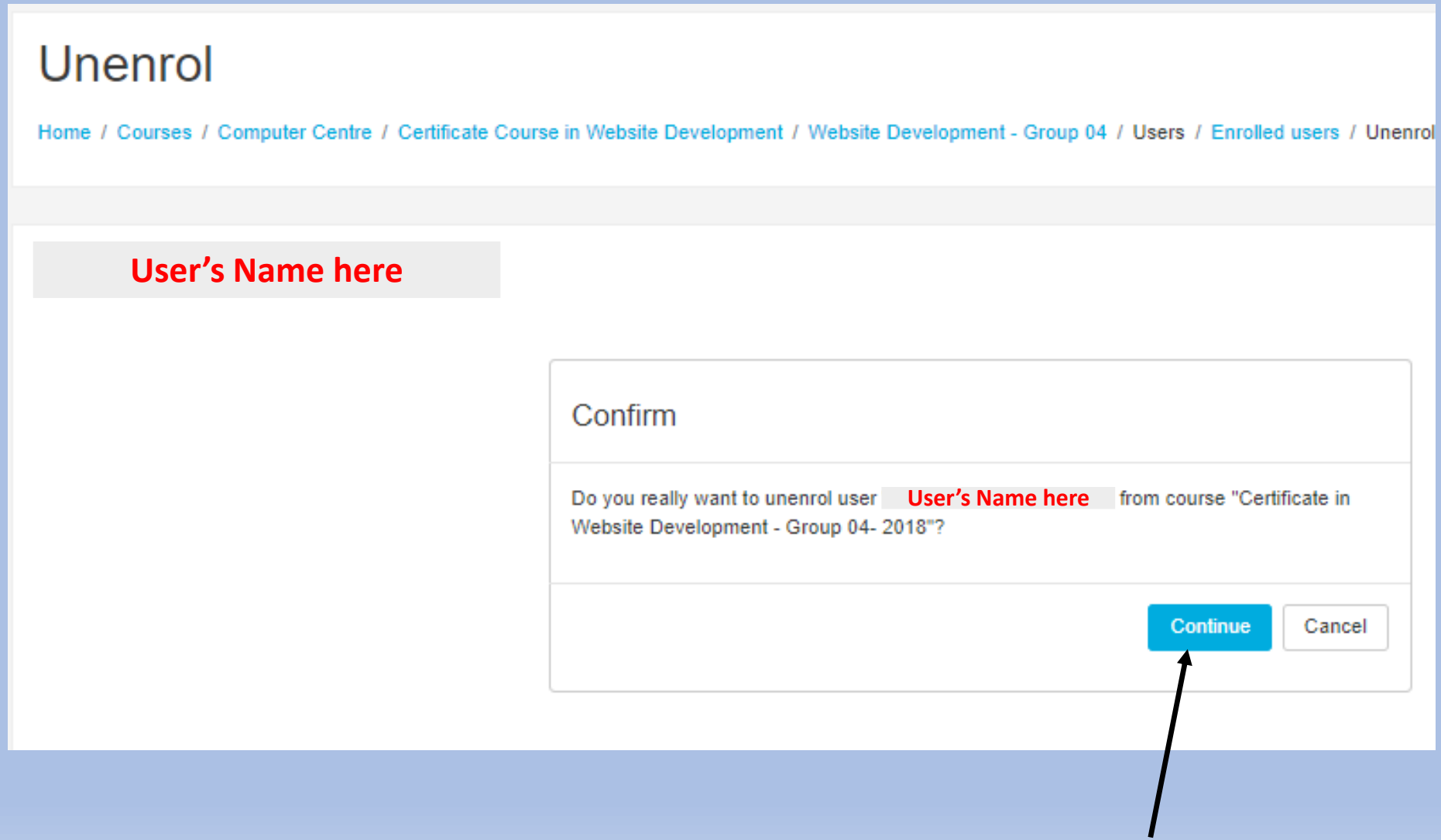
Search | Enrolment methods: All | Role: All | Group: All participants

Status: All | Filter | Reset

First name / Surname / Email address	Last access to course	Roles	Groups	Enrolment methods
I.J.M.M.L.ILANKOON 89274 ilankoonmaheshi@gmail.com	144 days 9 hours	Student		Self enrolment (Student) from Thursday, 19 December 2019, 10:15 AM
P.K.A. MADHUSHANI 89418 anjalee.madhushani@yahoo.com	166 days 8 hours	Student		Self enrolment (Student) from Wednesday, 27 November 2019, 11:19 AM
W.H.N.PERERA 89526 heshnirmala@gmail.com	181 days	Student		Self enrolment (Student) from Tuesday, 12 November 2019, 7:34 PM
N.H.M.M.SENANAYAKE 89660 mails.senanayake@gmail.com	164 days 13 hours	Student		Self enrolment (Student) from Friday, 29 November 2019, 6:09 AM
User's Name here	268 days 5 hours	Student		Self enrolment (Student) from Saturday, 17 August 2019, 2:02 PM
D.M.N.S. ABEYSINGHE 84402@sjp.ac.lk	1 year 191 days	Student		Self enrolment (Student) from Friday, 12 October 2018, 8:35 AM
G.L.O.V. BANDARA 85092@sjp.ac.lk	1 year 151 days	Student		Self enrolment (Student) from Wednesday, 12 December 2018, 3:21 PM
M.D.S.H. CHANDRAPALA 84453@sjp.ac.lk	1 year 114 days	Student		Self enrolment (Student) from Friday, 12 October 2018, 8:34 AM

Step 3

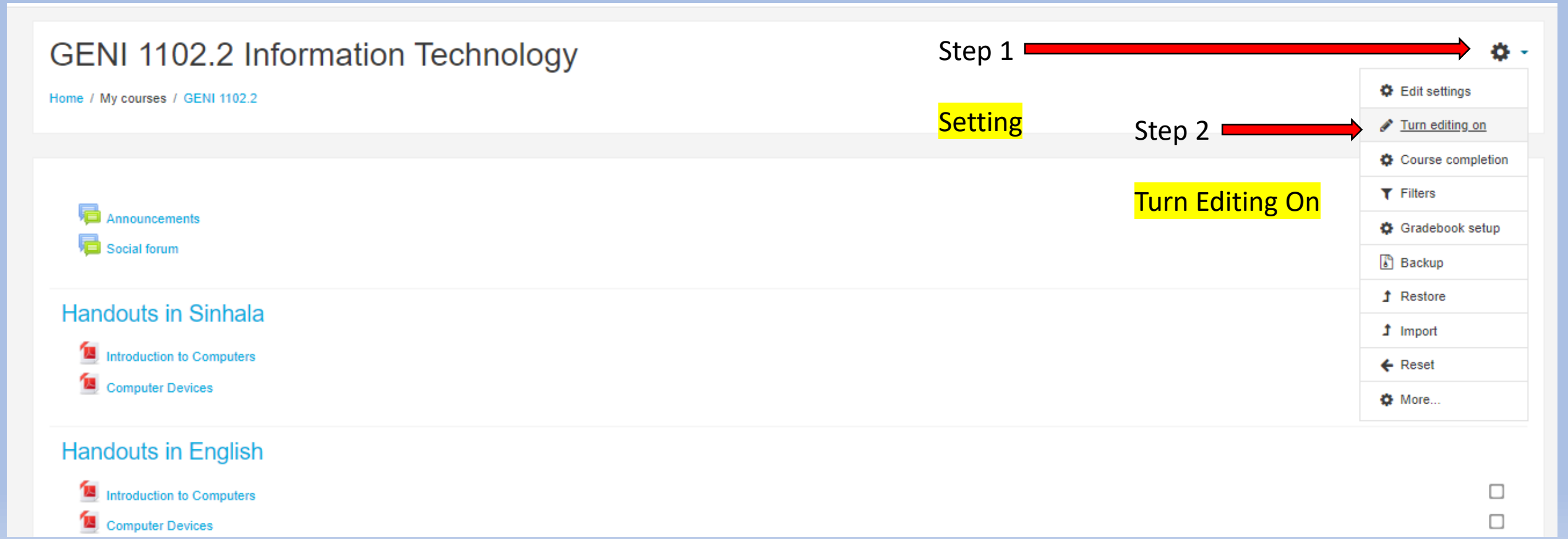
Click on this icon to Unenroll the choose person



Finally it will ask you to confirm your choose and click the confirm button.

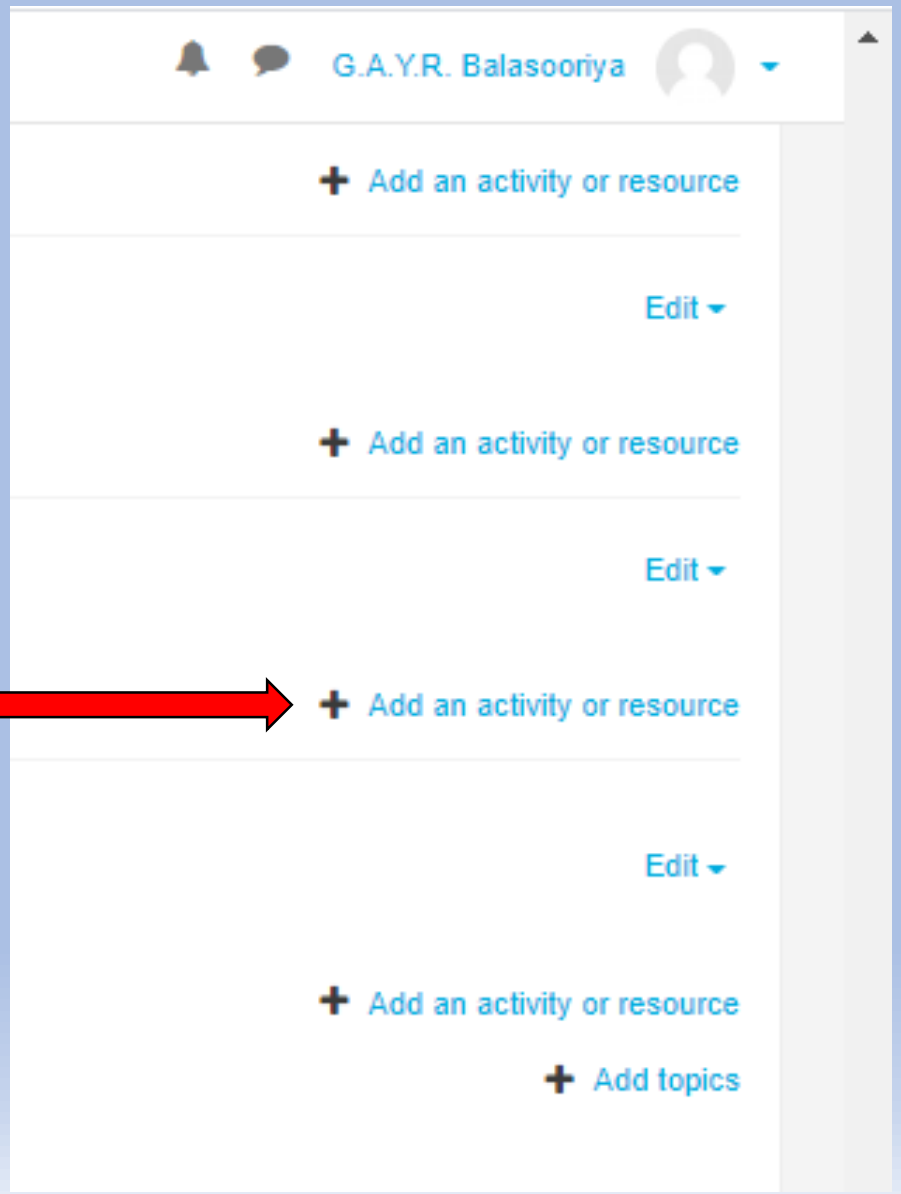
How to Give an Assignment on LMS

First go to your course page. Then, for Editing click the **Turn editing on** setting as following

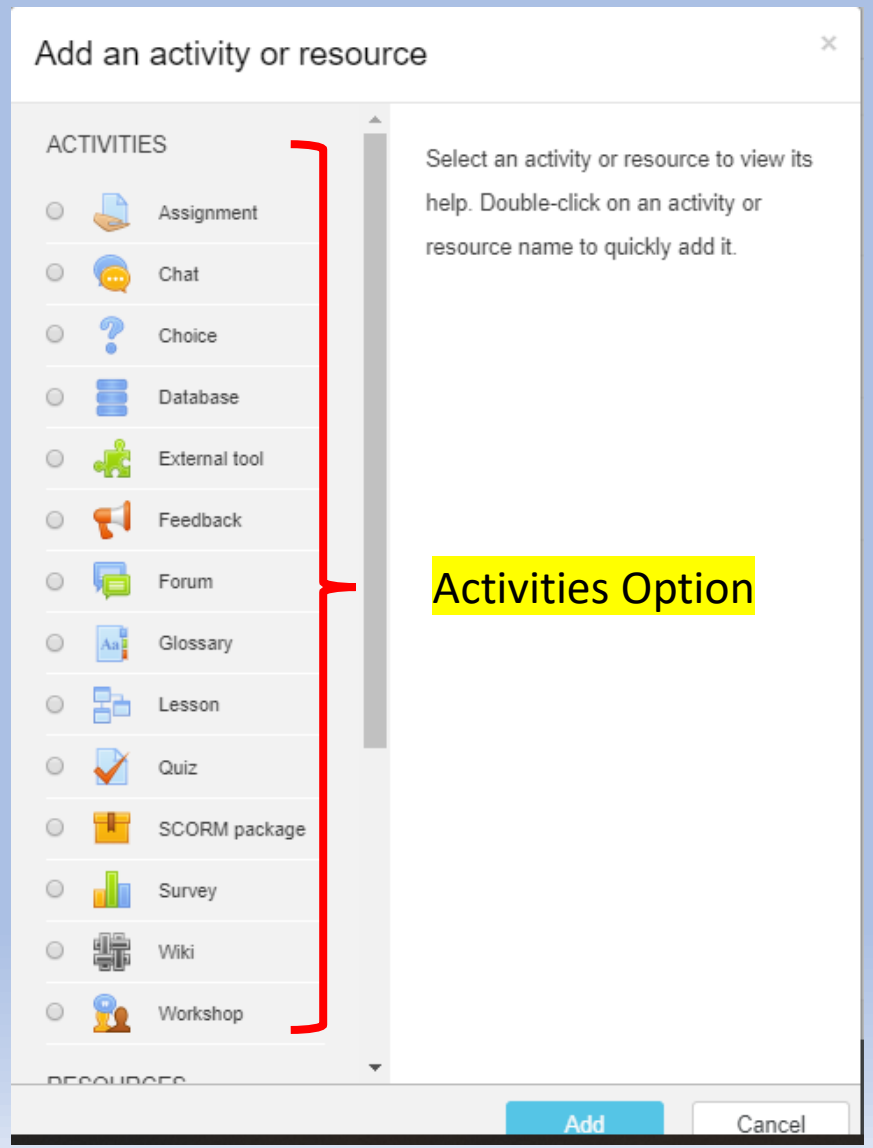


1.Click **+ Add an activity or resource** to add activity (Assignment)

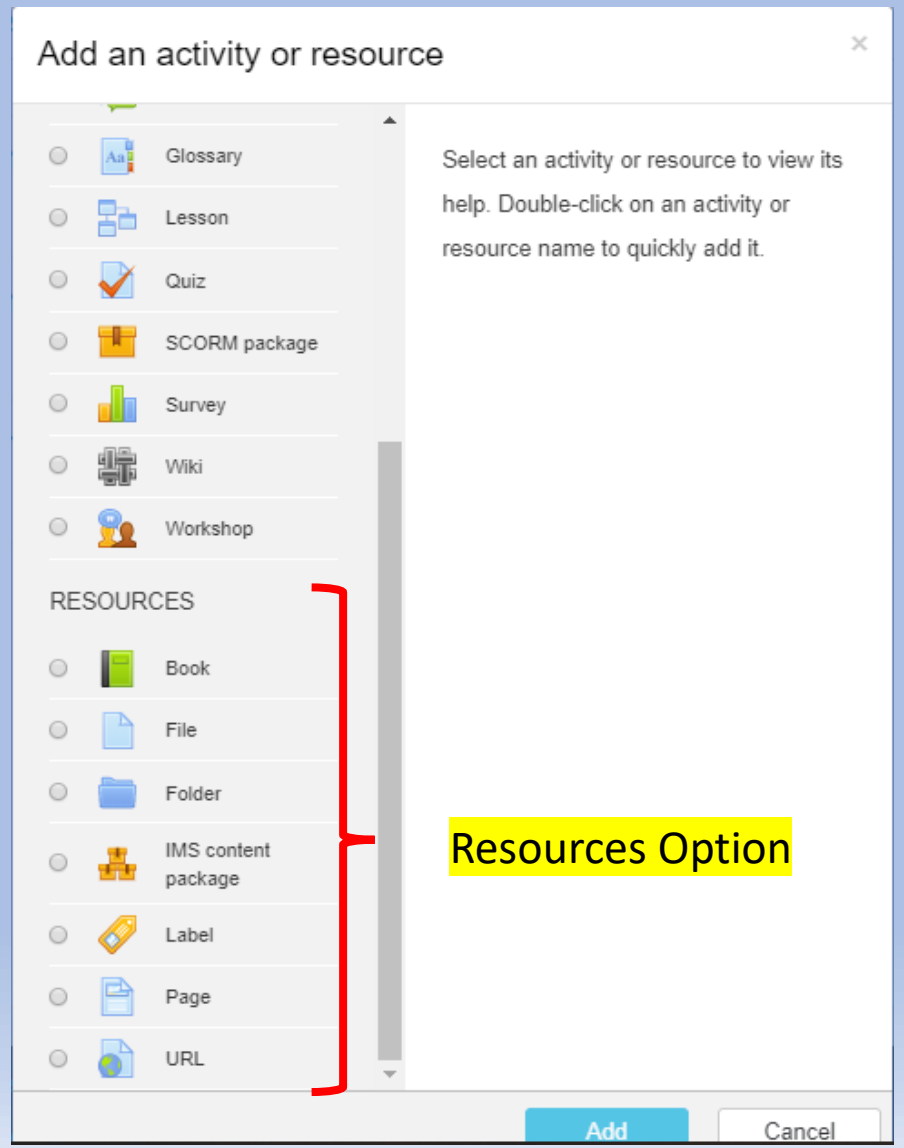
Add an activity or resource



2.After you click **+ Add an activity or resource,** it will get you something like bellow.
It has a Activities an Resource parts separately to choose.



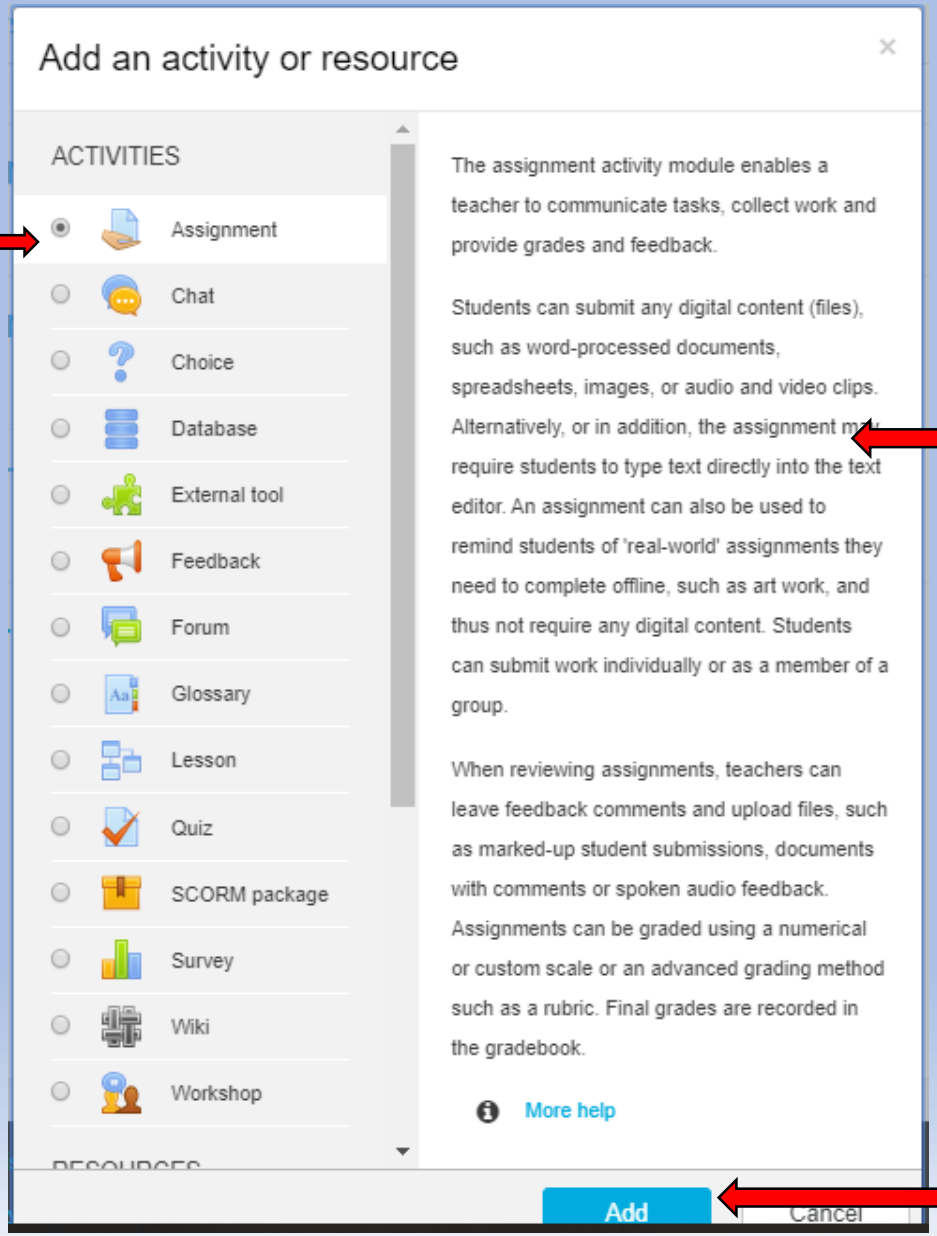
Scroll down



3.Click **Assignment** radio button and click **Add** button

Step 1

Select Assignment

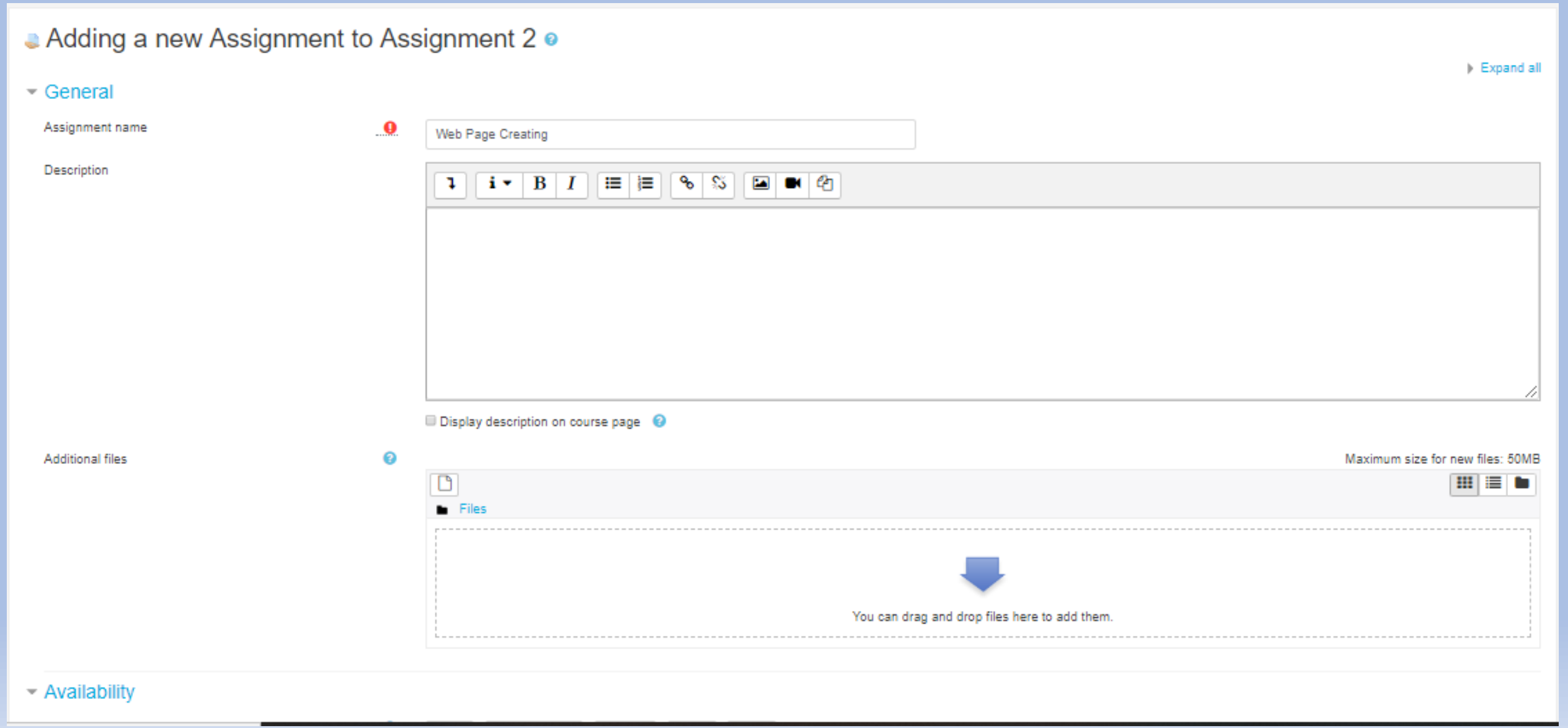


Description (Assignment Description for read)

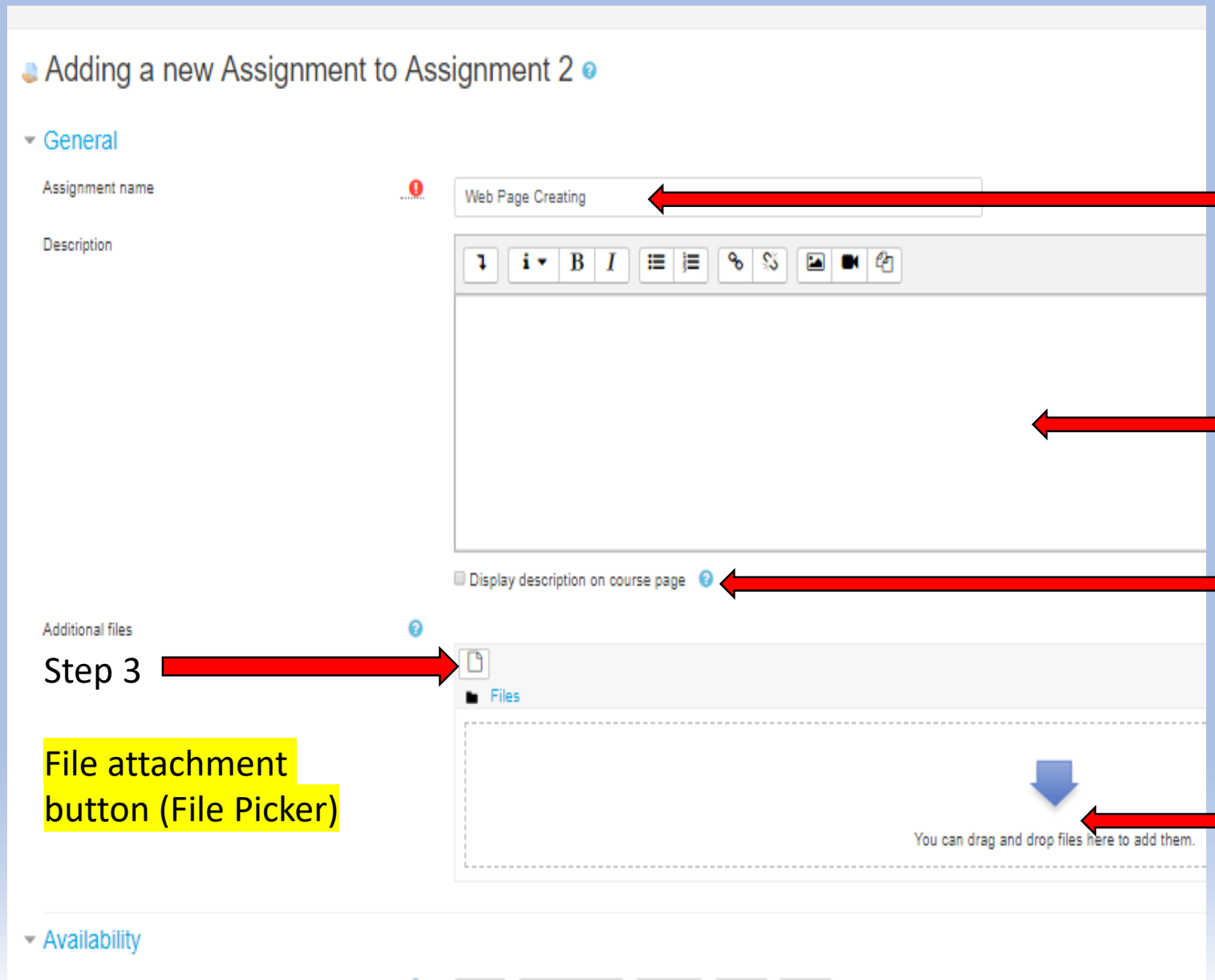
Step 2

Add Button

4.After click Add button, you will have page like bellow.



5.Enter Assignment name and other details as follow.



Step 1

Assignment name (required)

Step 2

Assignment Description (If necessary)

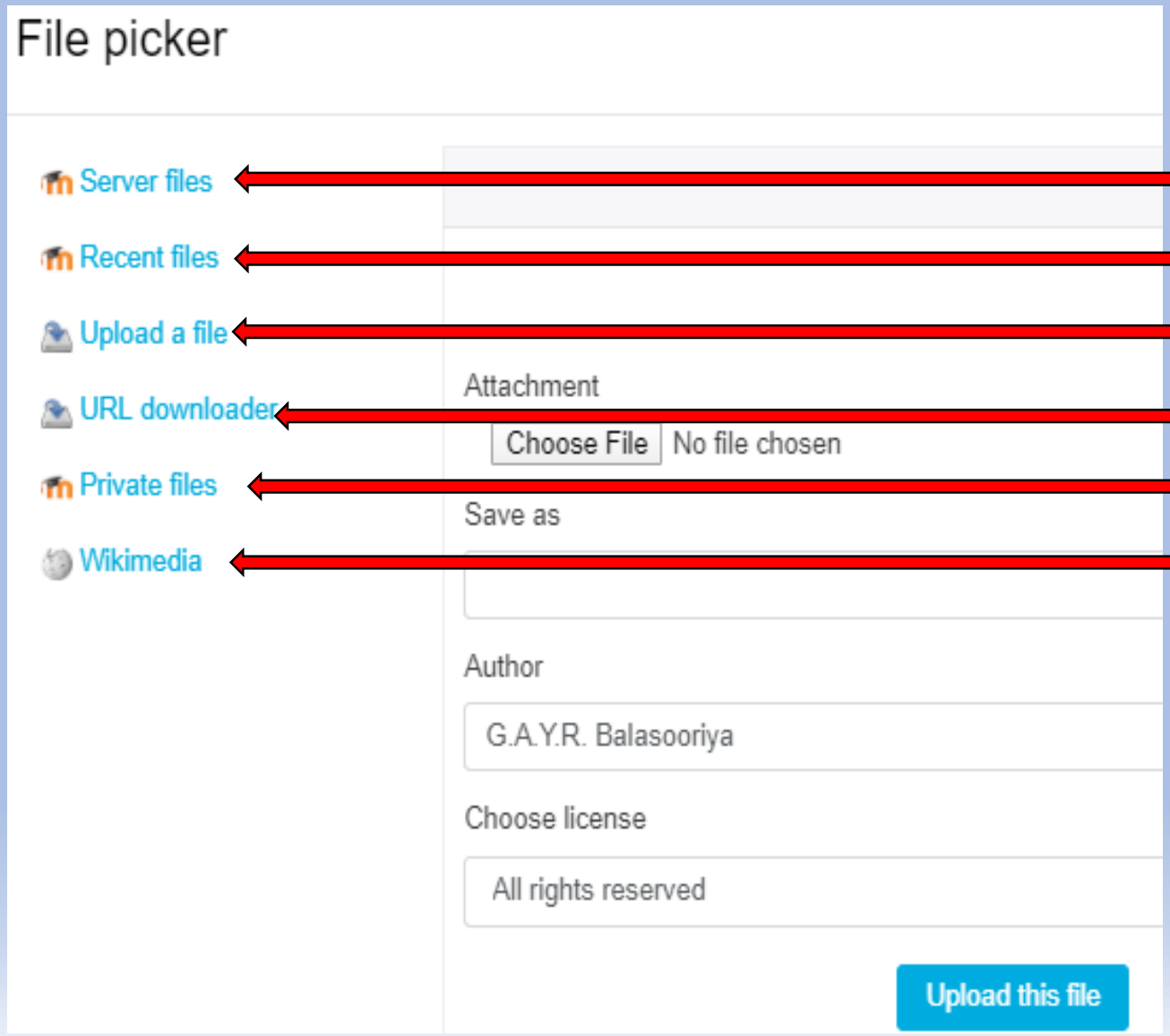
If mark this, above description will show in course page

Step 3

File attachment button (File Picker)

Attachments to students from lecturer will show here after **step 3** finished (Question paper, eBook, etc. under 50MB size)

6.If you click **File attachment button** (**File Picker**) as shown in previous page (step 3), it will bring **File Picker** page as bellow. It show 6 ways to upload a file as below.



Files already in server

Resent used File

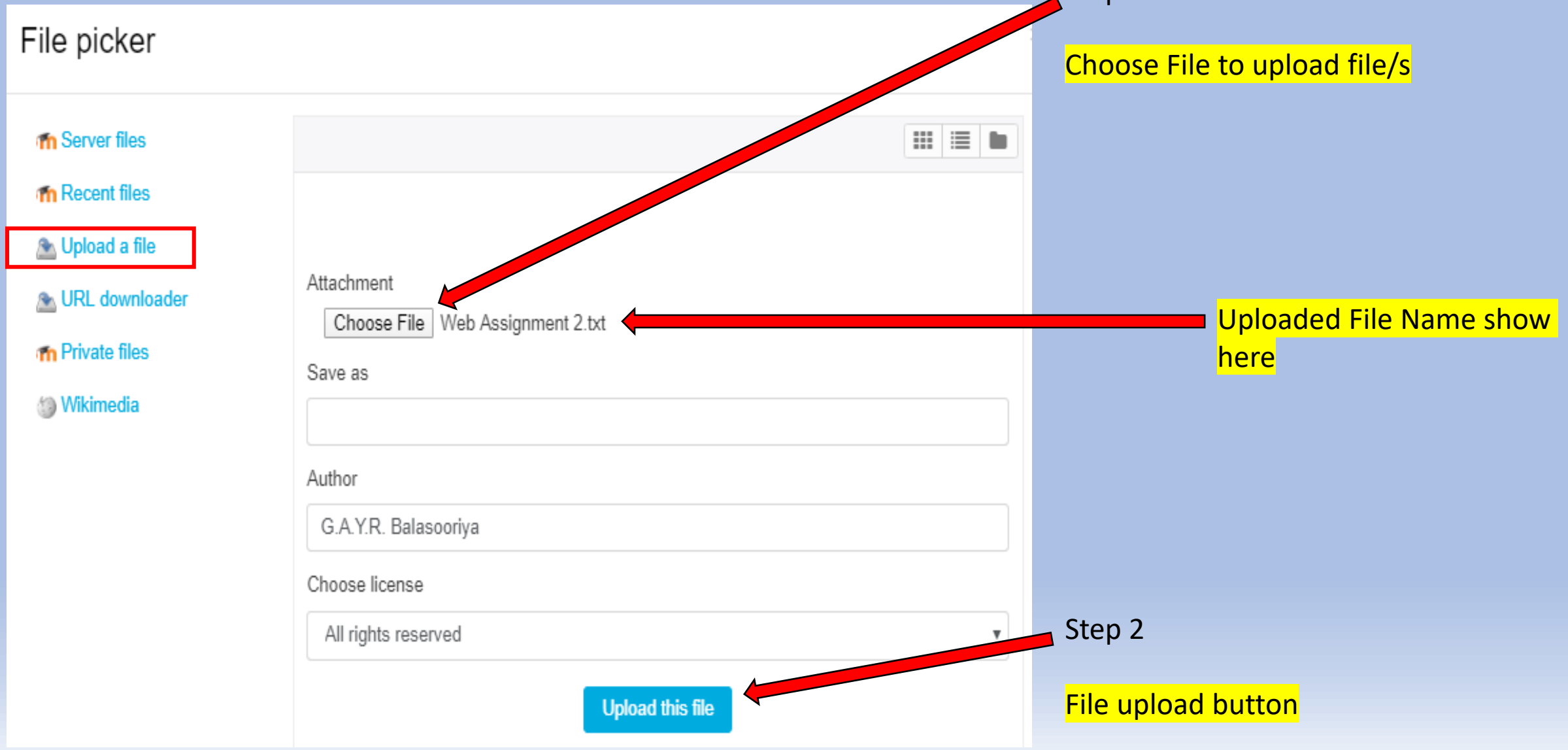
File upload form computer (**For example Let's use this**)

Upload file from given URL address

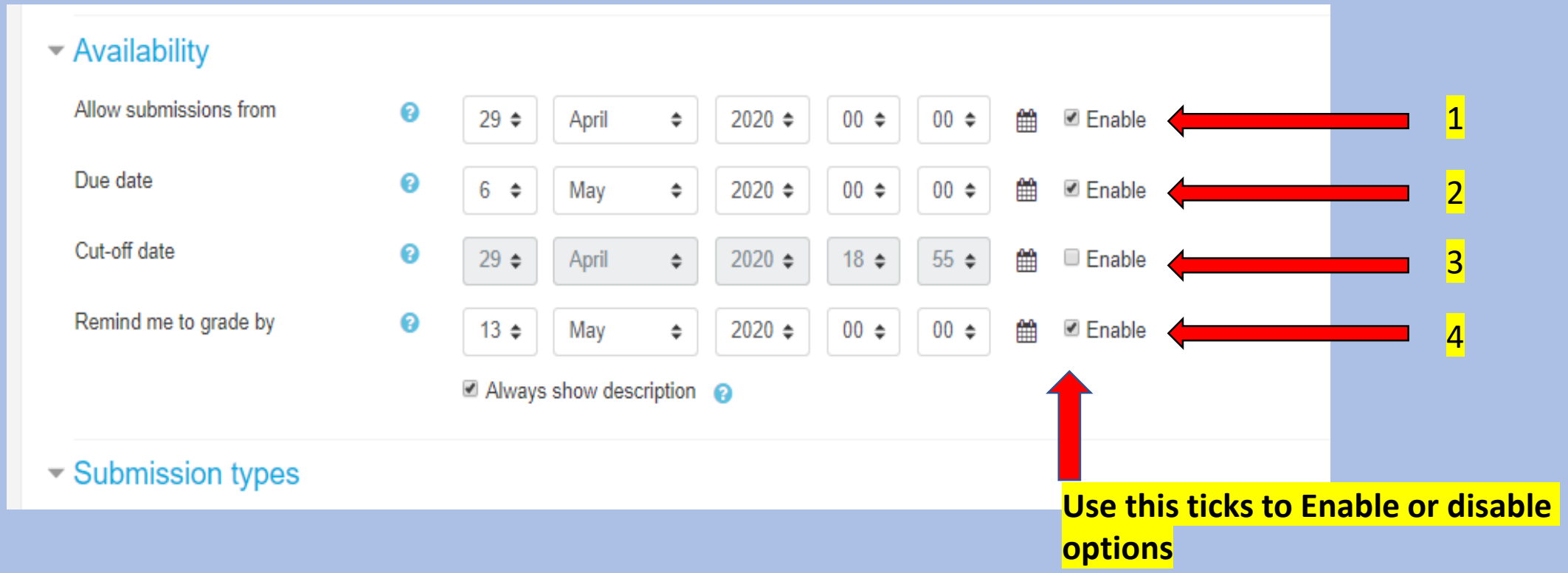
Upload files from your private files

Search and upload files from web

7.If you upload a file from your computer, file name show like following. Then click **Upload this file** button



8.After click upload button, open **Availability** tab (Its in below the File picker). Choose appropriate options (1 - 4) for your assignment. Use ticks to enable or disable options.



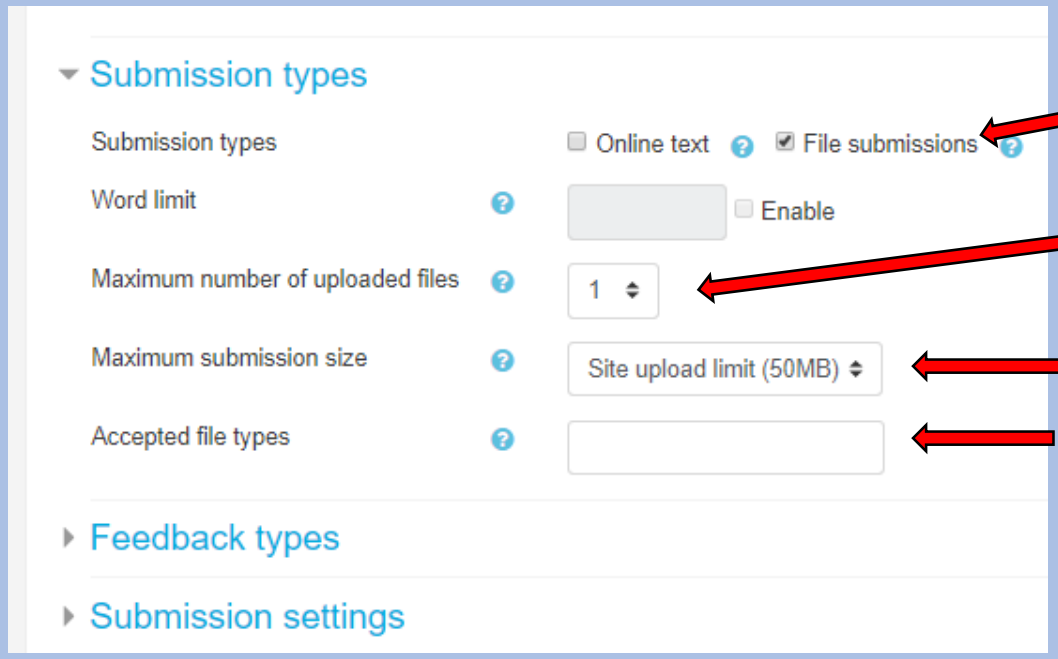
1 - Assignment start date and time

2 - Assignment finishing date and time

3 - After this date students can’t submit

4 - Reminding date to teacher to check and grade students

9.Then, open **Submission types** tab (Its in below the **Availability tab**). Choose submission type as **File submission**,



Step 1

Tick the File submission

Step 2

Number of files student can upload

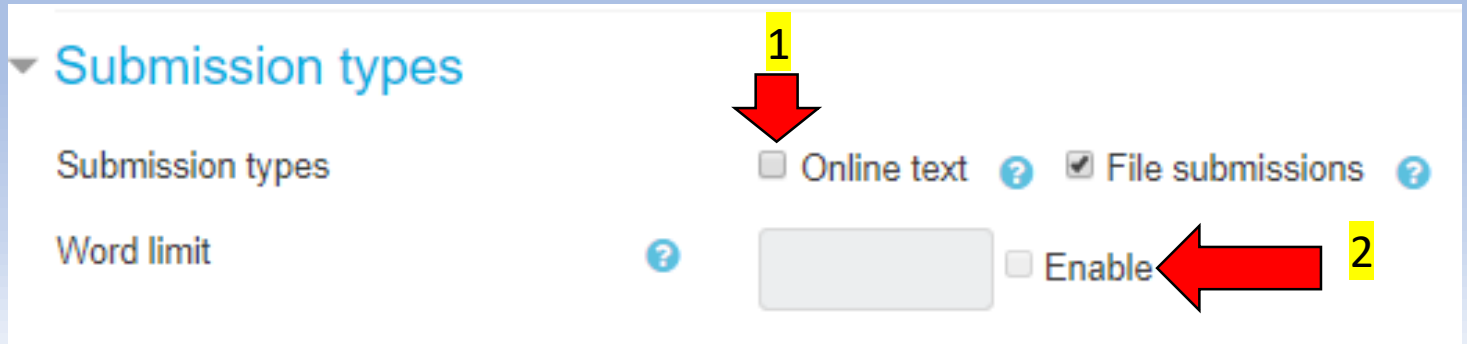
Step 3

Upload file size (Make it maximum)

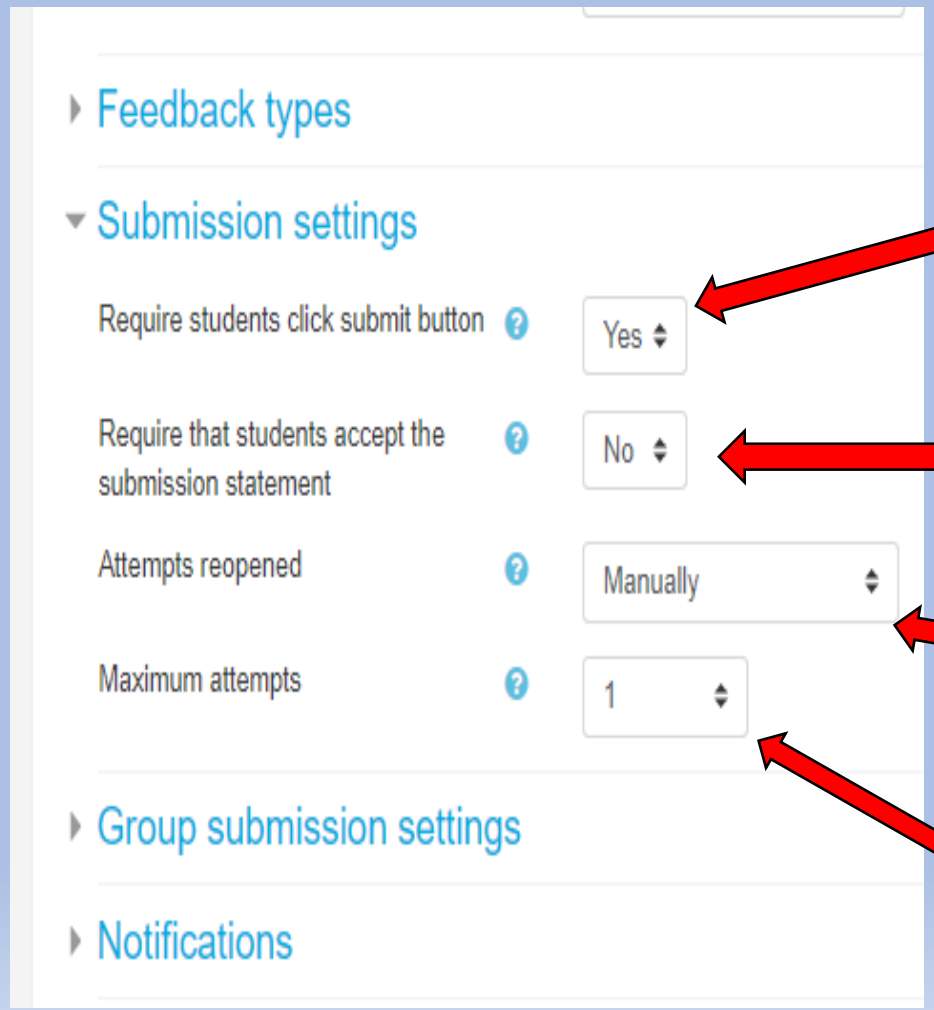
Step 4

File type students should upload (it's better this part leave empty most of time)

If you choose submission types as **Online text**[1], Only you have to do is set the word limit[2] for student's text if you want. Other options will disable automatically.



10. Then, open **Submission setting** tab (Two step below the **Availability Tab**) and set below settings.



Step 1

If this yes, student have to click Submit button to finalize there upload

Step 2

Keep this as No

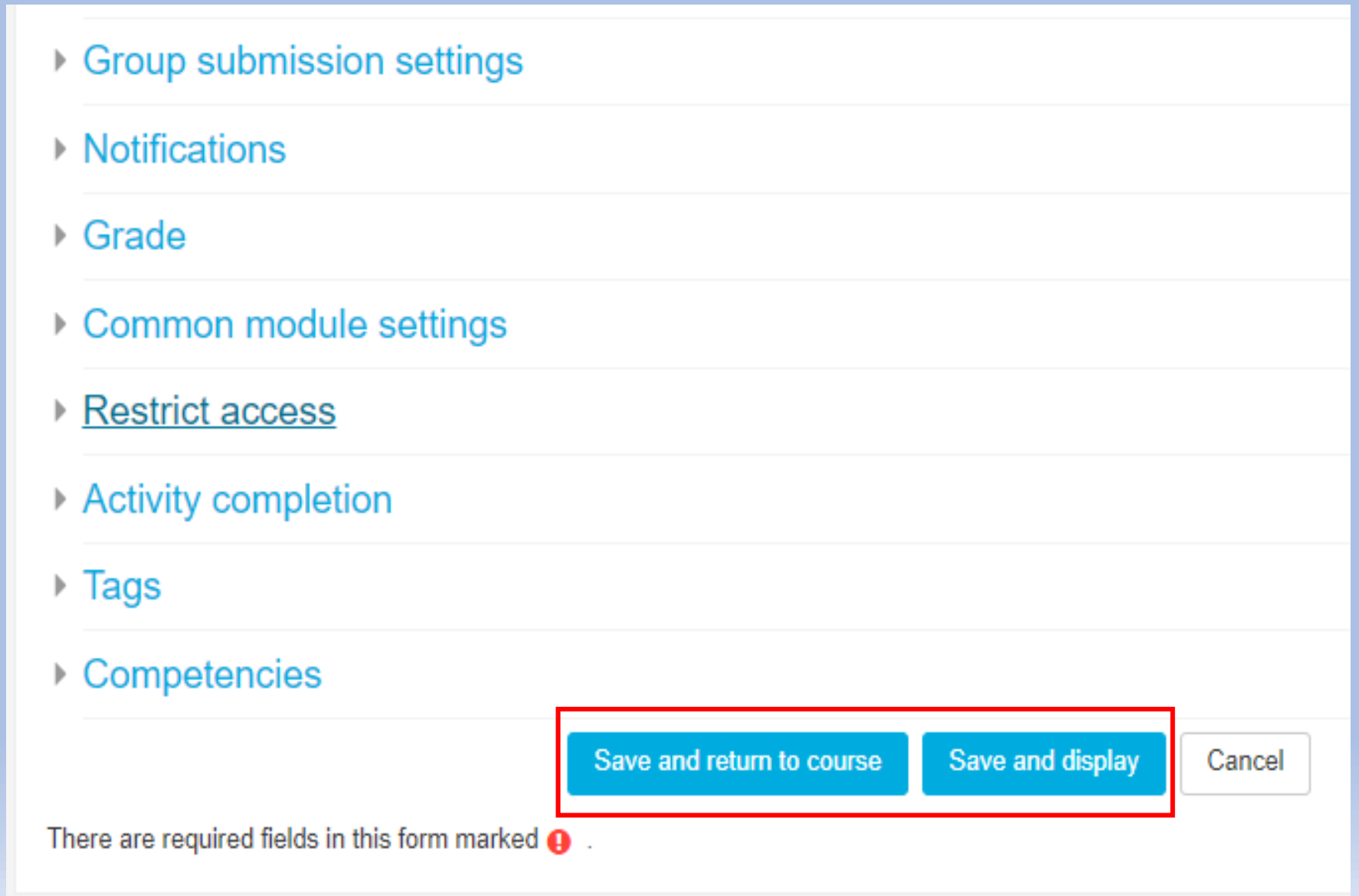
Step 3

Choose Manually

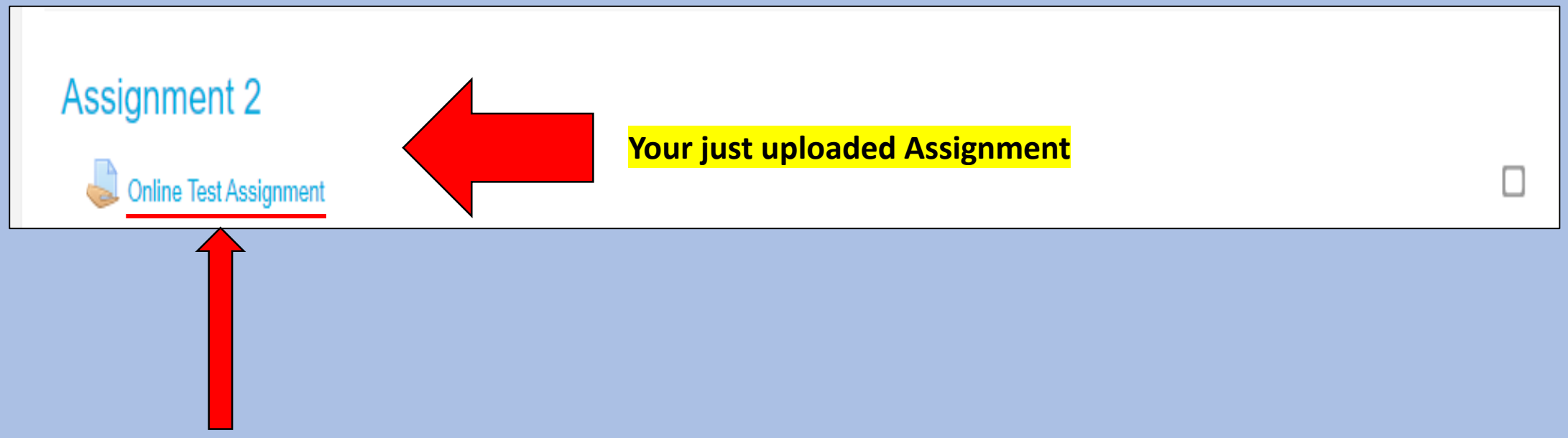
Step 4

How many times student can submit (1 or 2 is good)

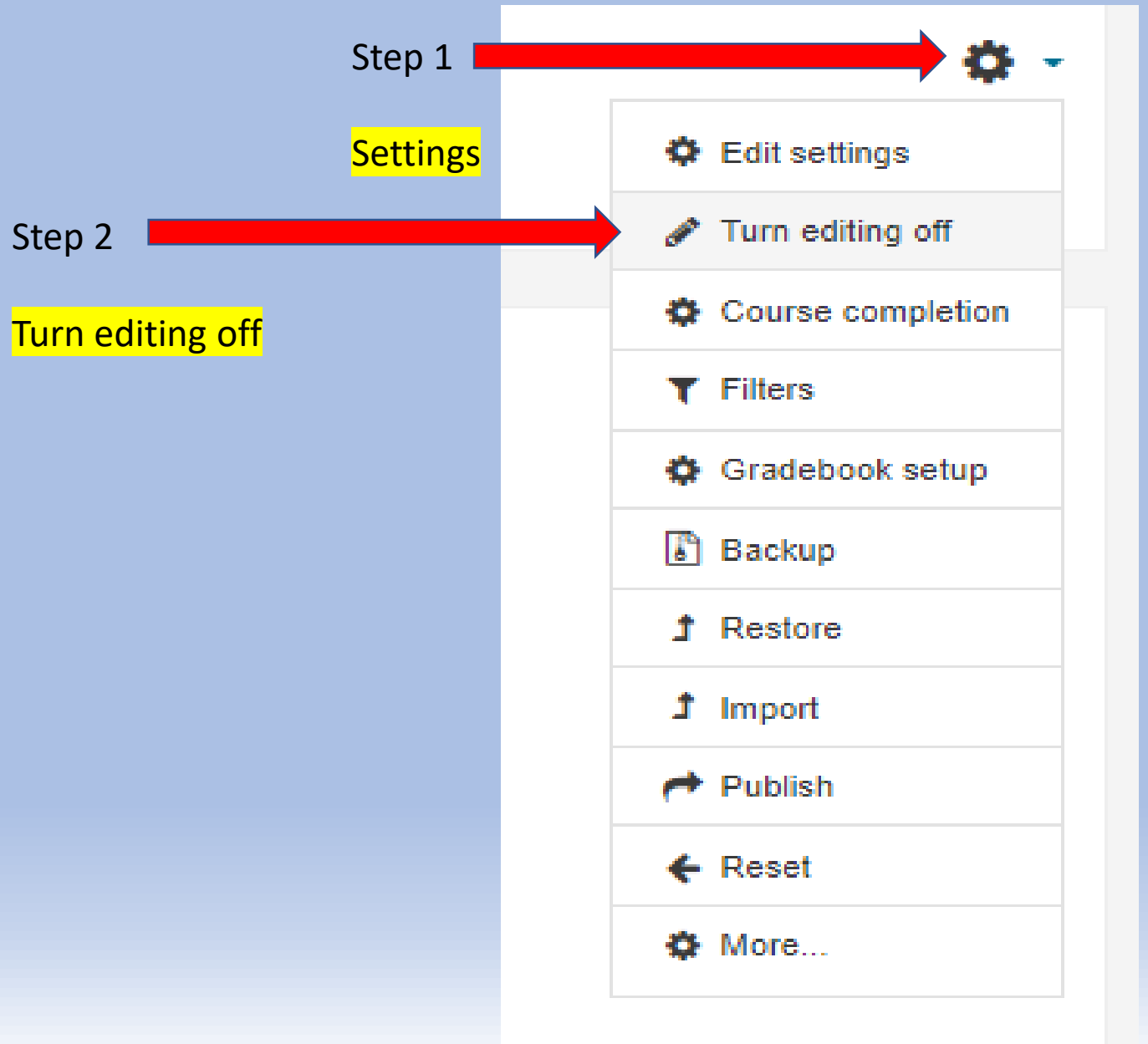
11. To finish click **Save and return to course** or **Save and display** button bottom of the page.



12. If you click **Save and display** button, it will show something like following in course page.

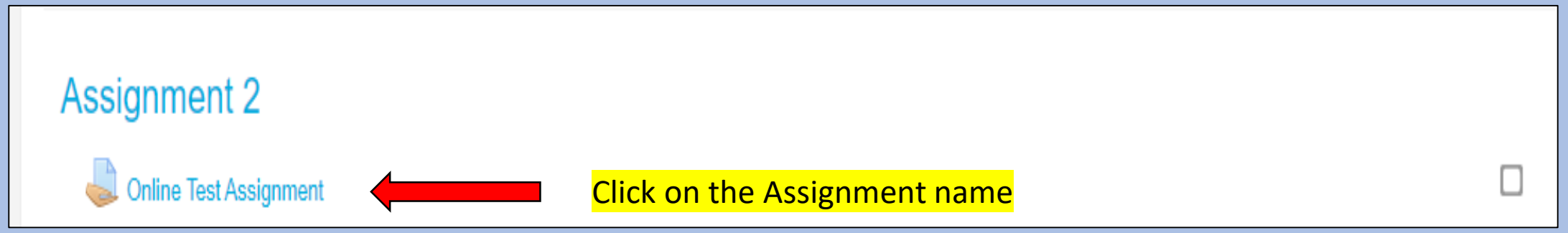


13. In course page, Click the **Turn editing off** setting in settings as following.
Now you have given an Assignment to your students.

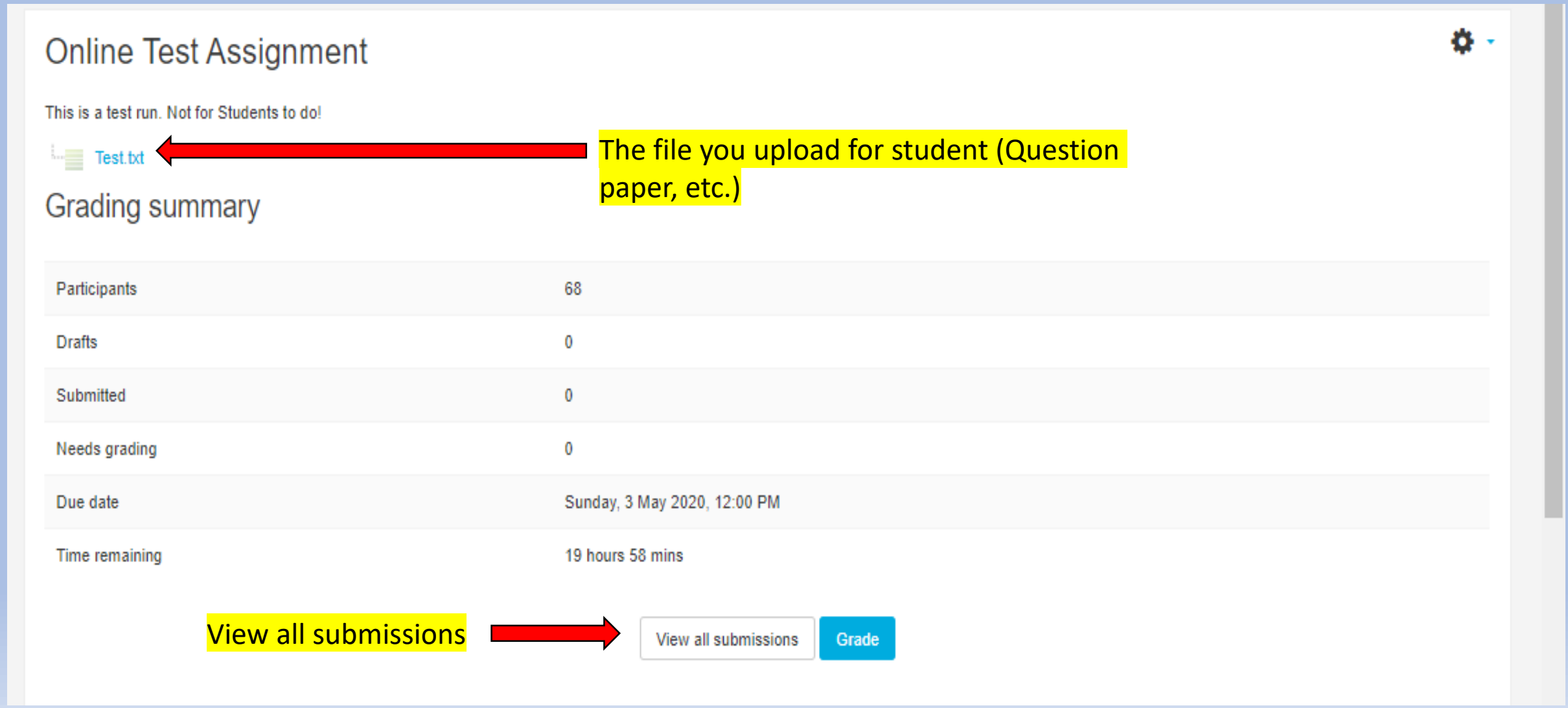


How to Collect Assignments from Students and Grading

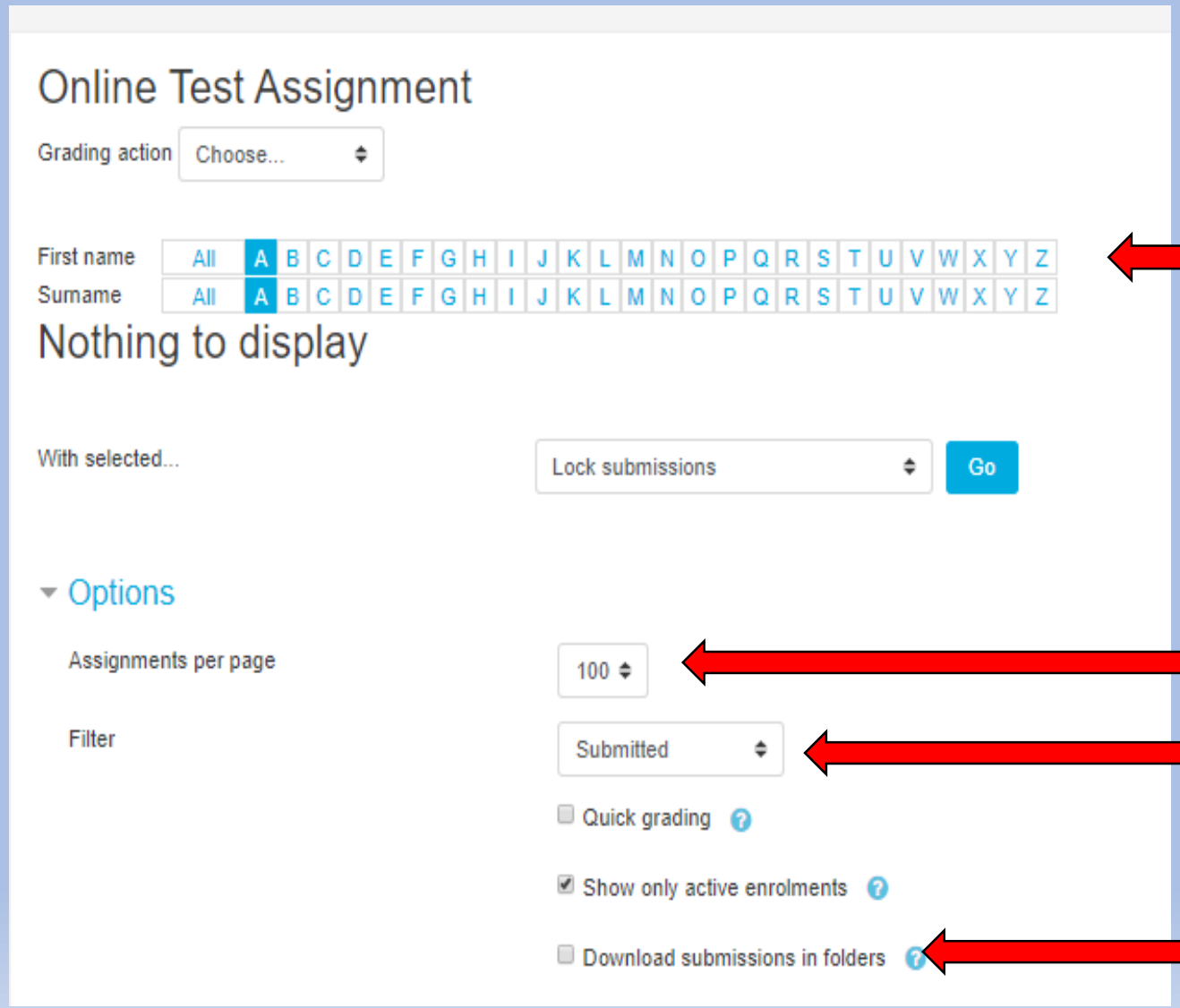
1.Click on the assignment name you given on course page



2.It will show page like following. Click **View all submissions** button.



3.View all submissions button will show page like following.



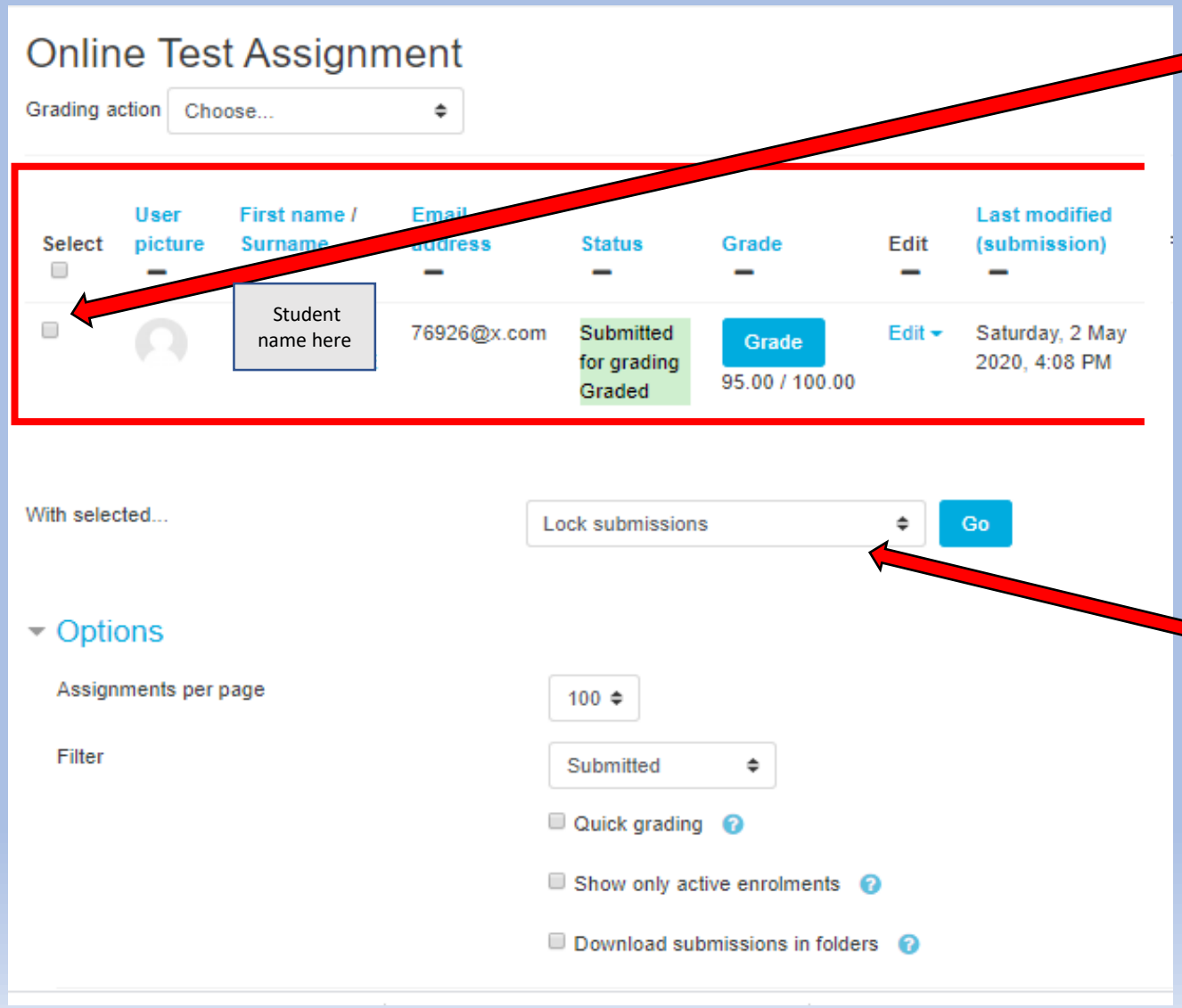
Assignment submitted Students names in alphabetical order

How many assignments show per page

This will help to filter submissions

This will create folder for each student's submission if it ticks

4.After students submit answered files, those files will show as following in **View all submissions** page. You can select students and give some options.



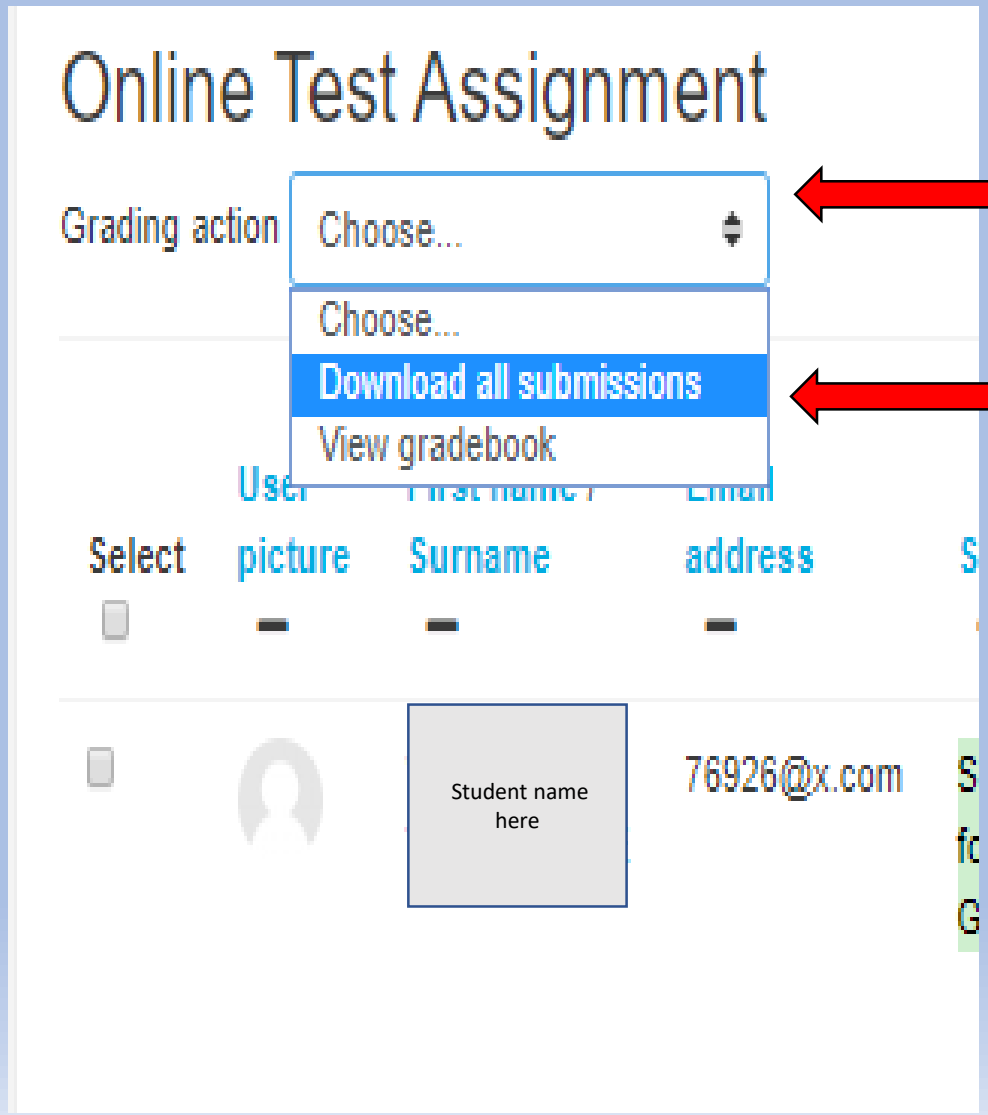
Step 1

Student can select here by tick

Step 2

This options can give to selected students

5.You can download all the submitted files by choosing **Download all submissions** option in **Grading action**. Then automatically files will downloaded.



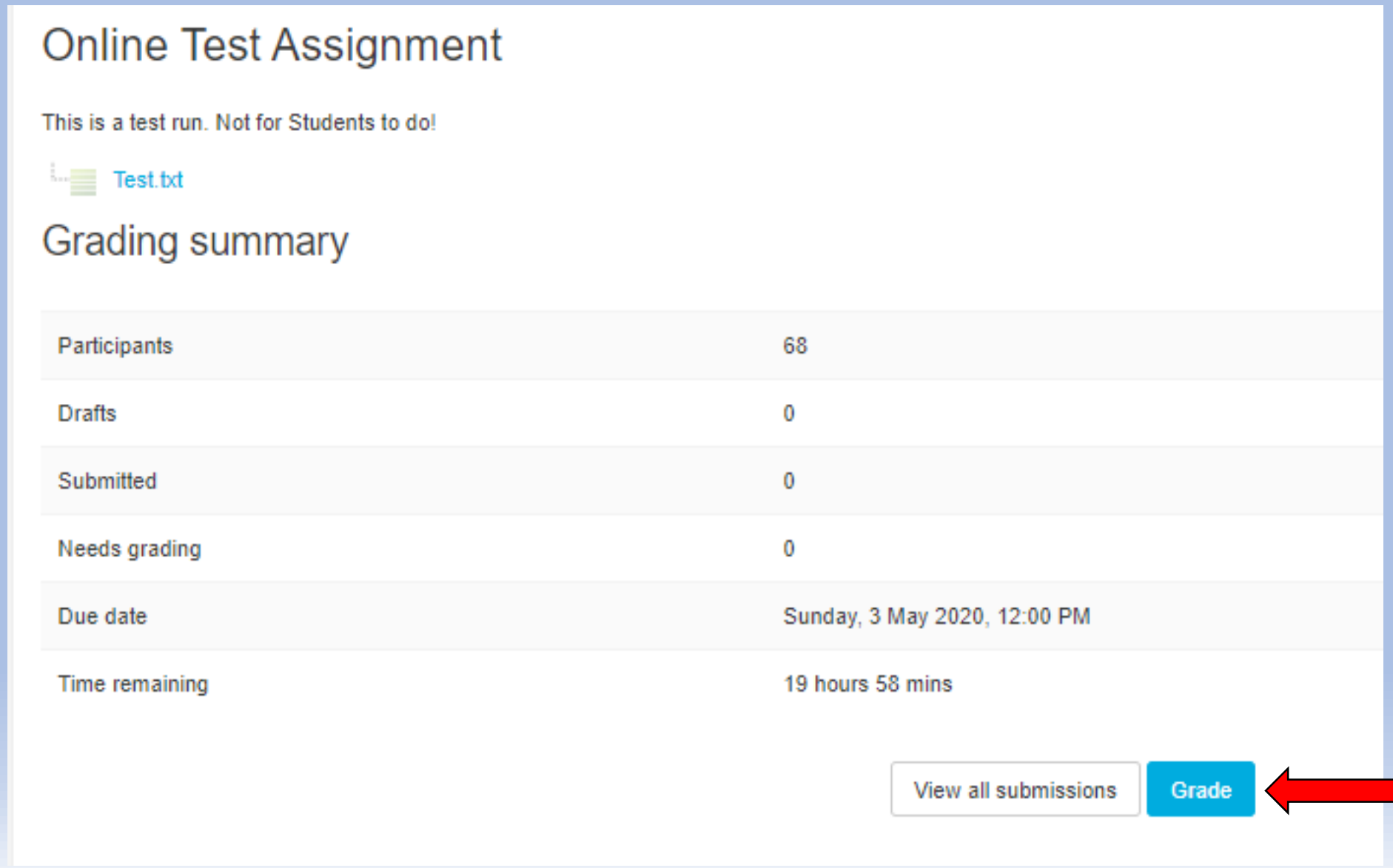
Step 1

Grading action

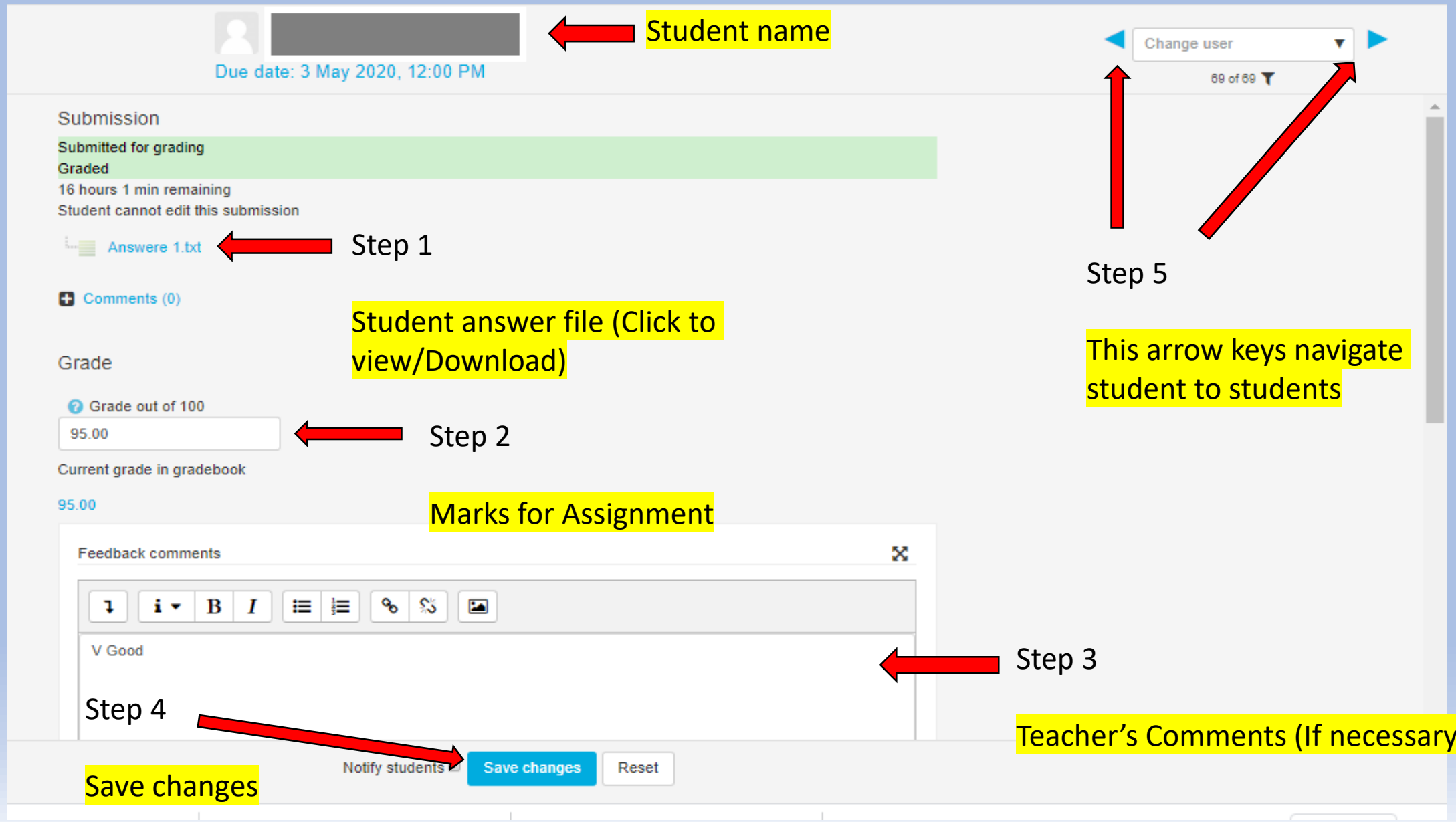
Step 2

Download all submissions

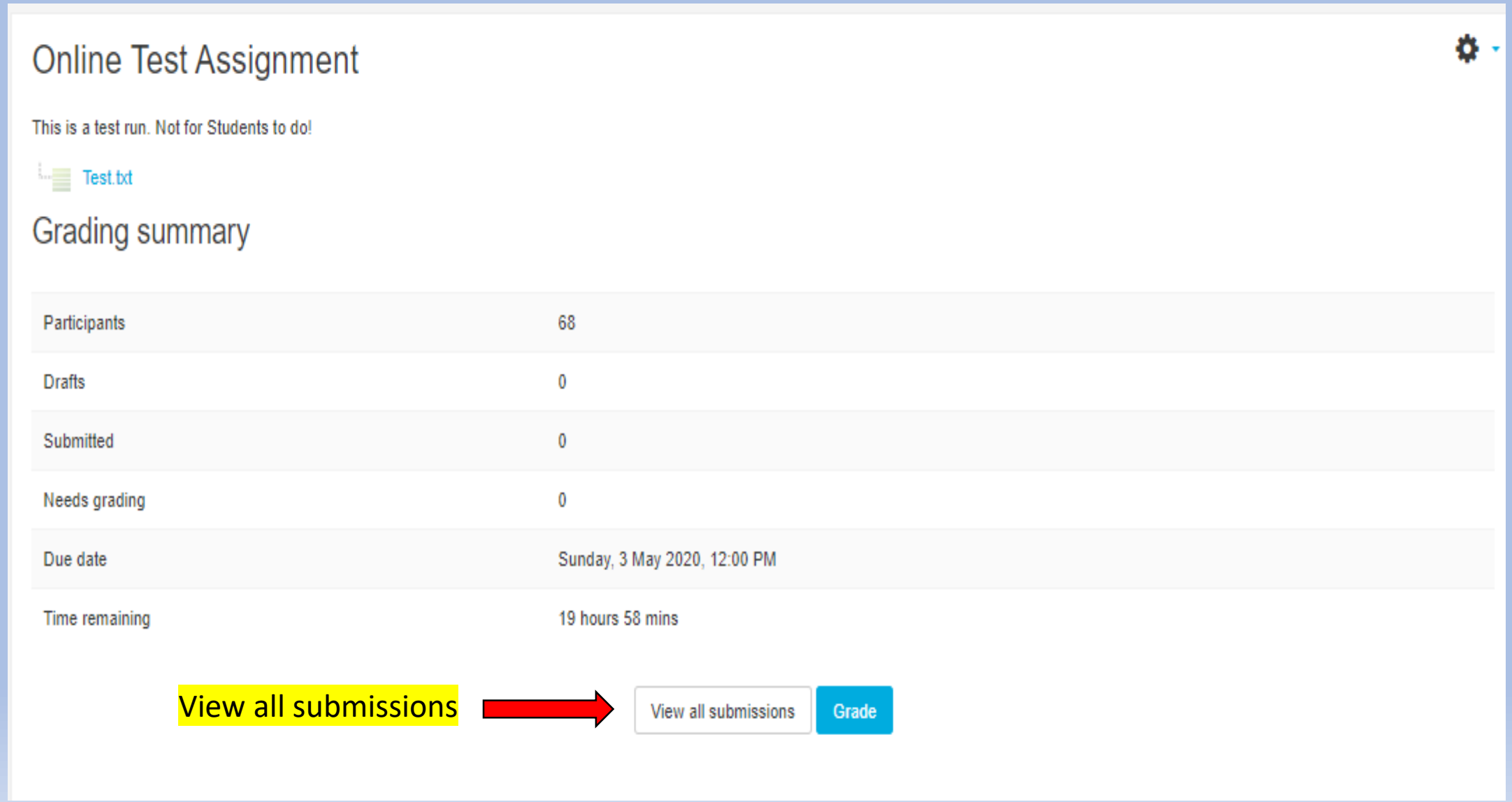
6.Go back to previous page from **View all submissions** page. Then, click **Grade** button to grading students one by one in online. Click **Grade** button.



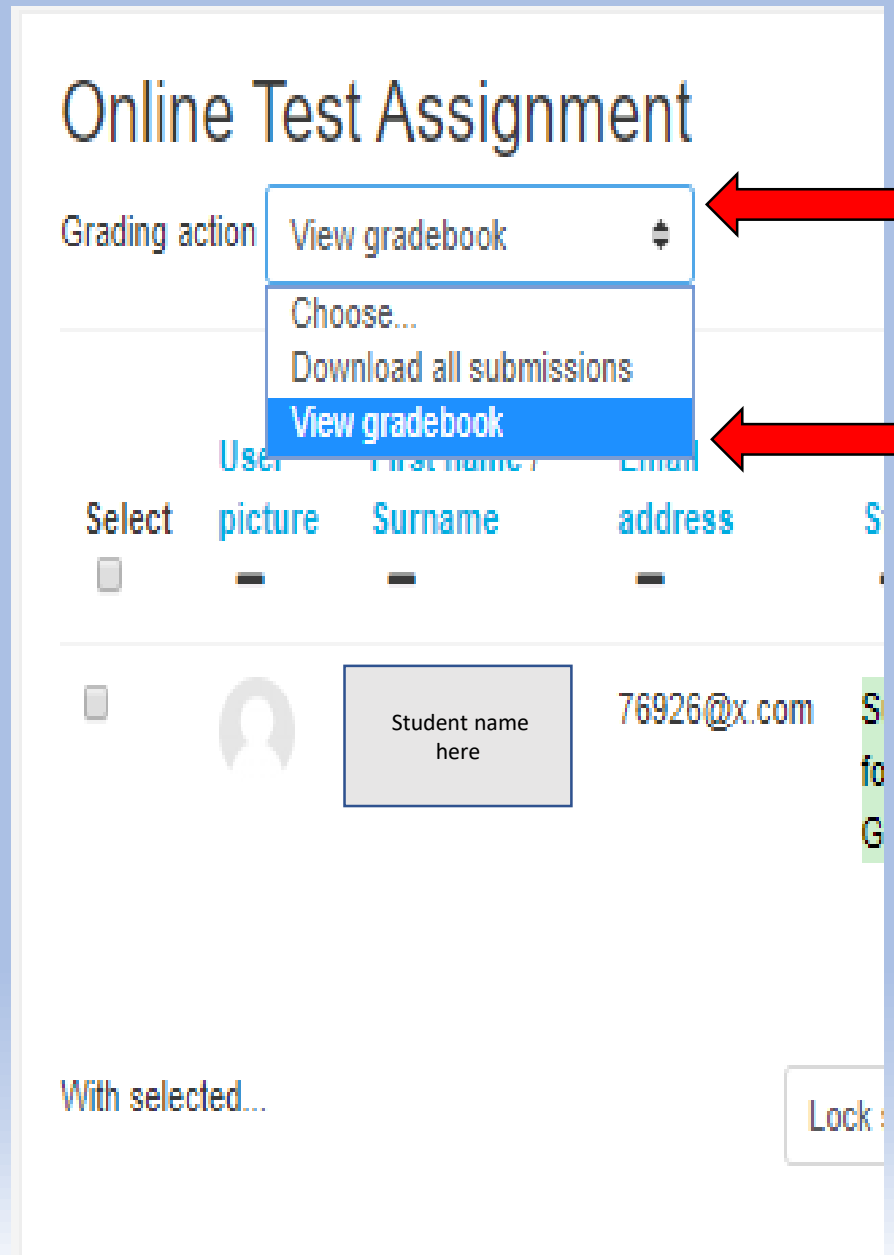
7.This will help you to grade student. After grading click **Save changes,** then move to next student by using arrow key.



8.After done every student grading, go back to **View all submissions** page



9.Click **View gradebook** on **Grading action**.



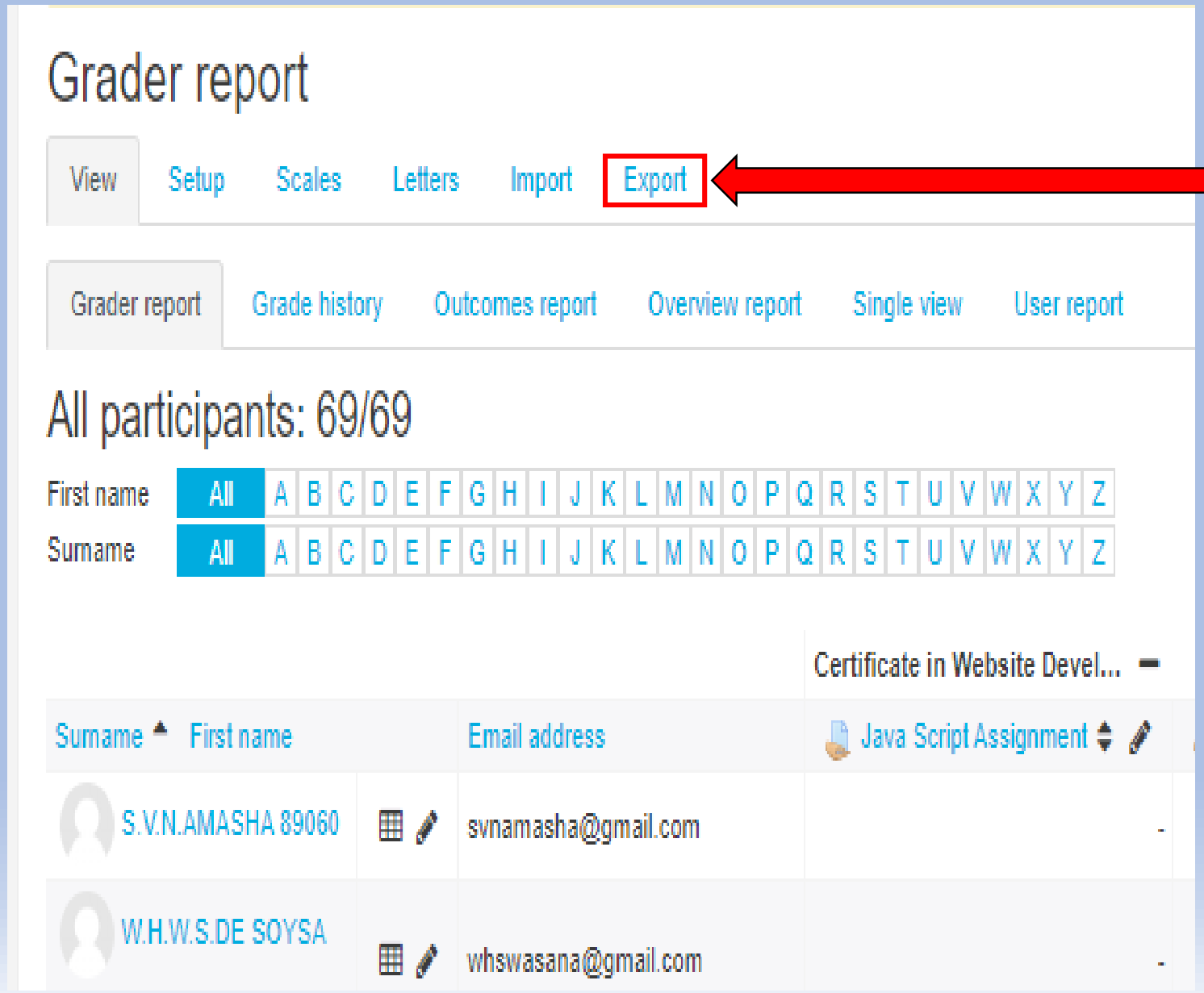
Step 1

Grading action

Step 2

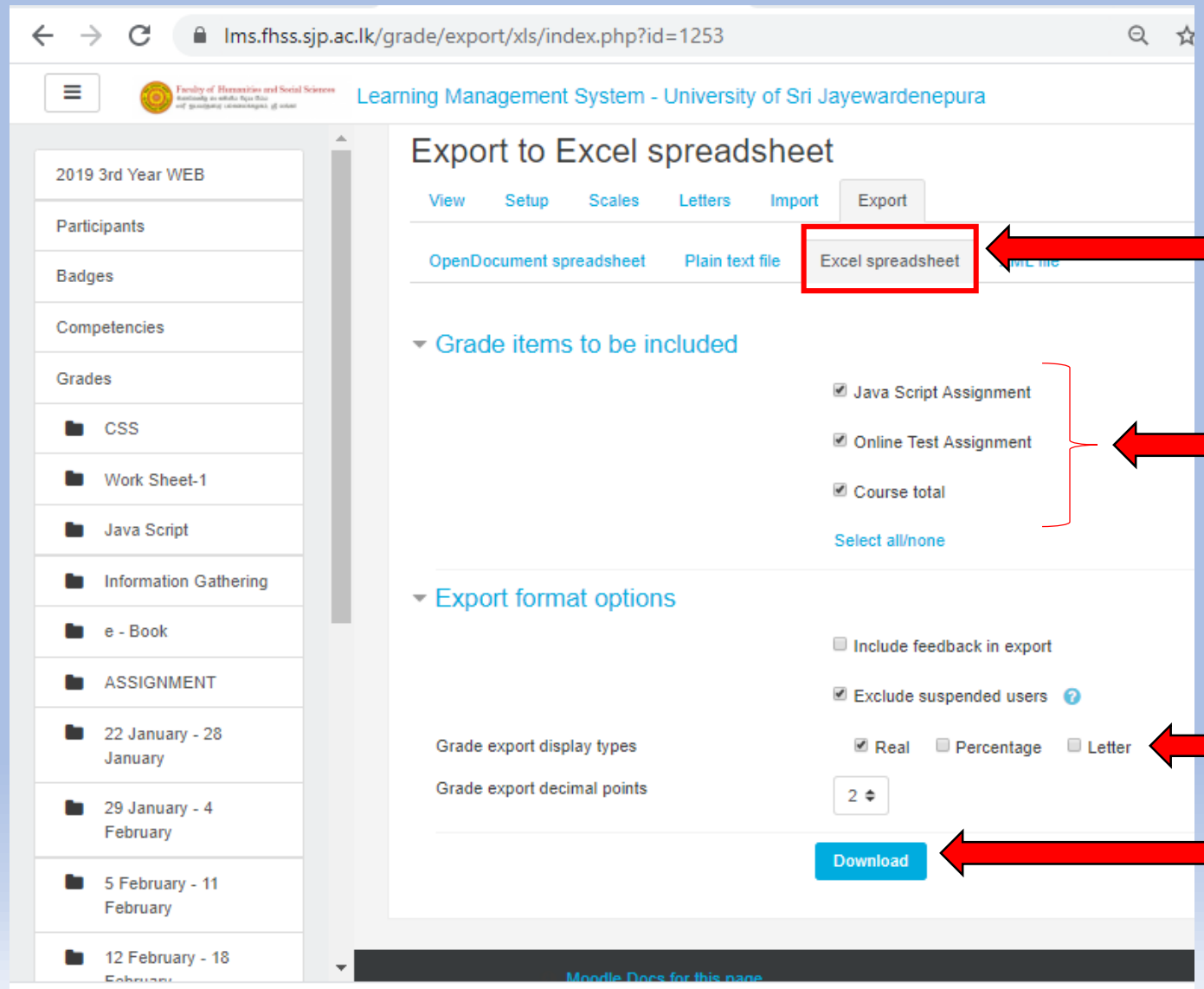
View gradebook

10. It will bring **Grader report** page like bellow. To get result sheet, go to **Export** tab



Export tab

11. Choose **Excel spreadsheet** tab (or any other out put file you want), choose options and click **download**.



Step 1

Excel spreadsheet tab

Step 2

All activities student did (You can choose which one should in result sheet)

Step 3

This show how grade show in result sheet(recommend to use only one option)

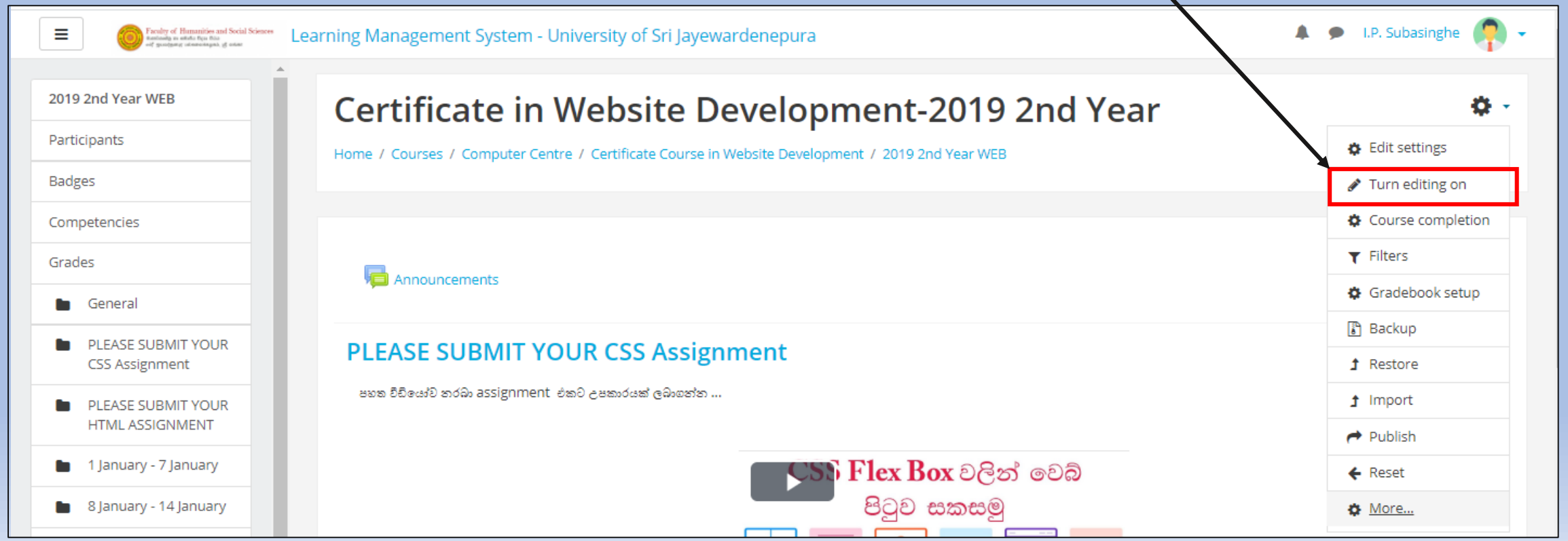
Step 4

Download button

How to Give a Quiz on LMS

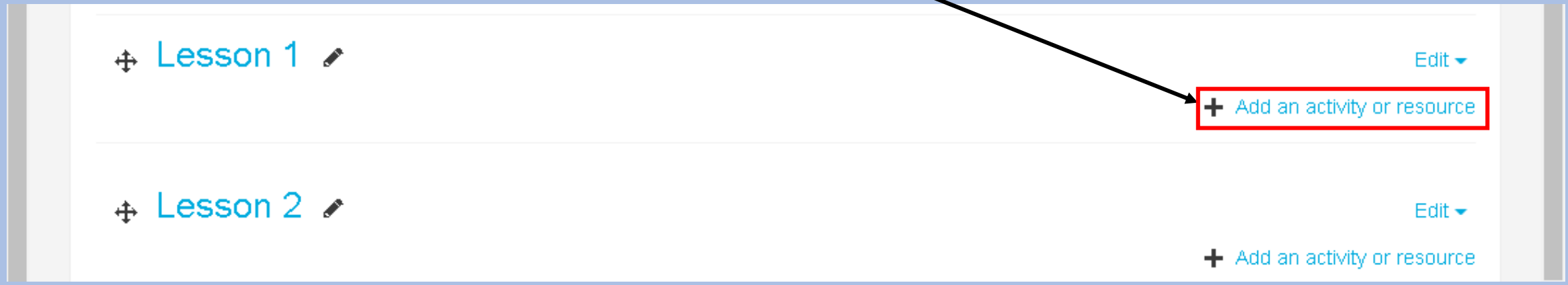
Step 1

Go to the course unit page and click the gear icon at the top corner and select turn on editing



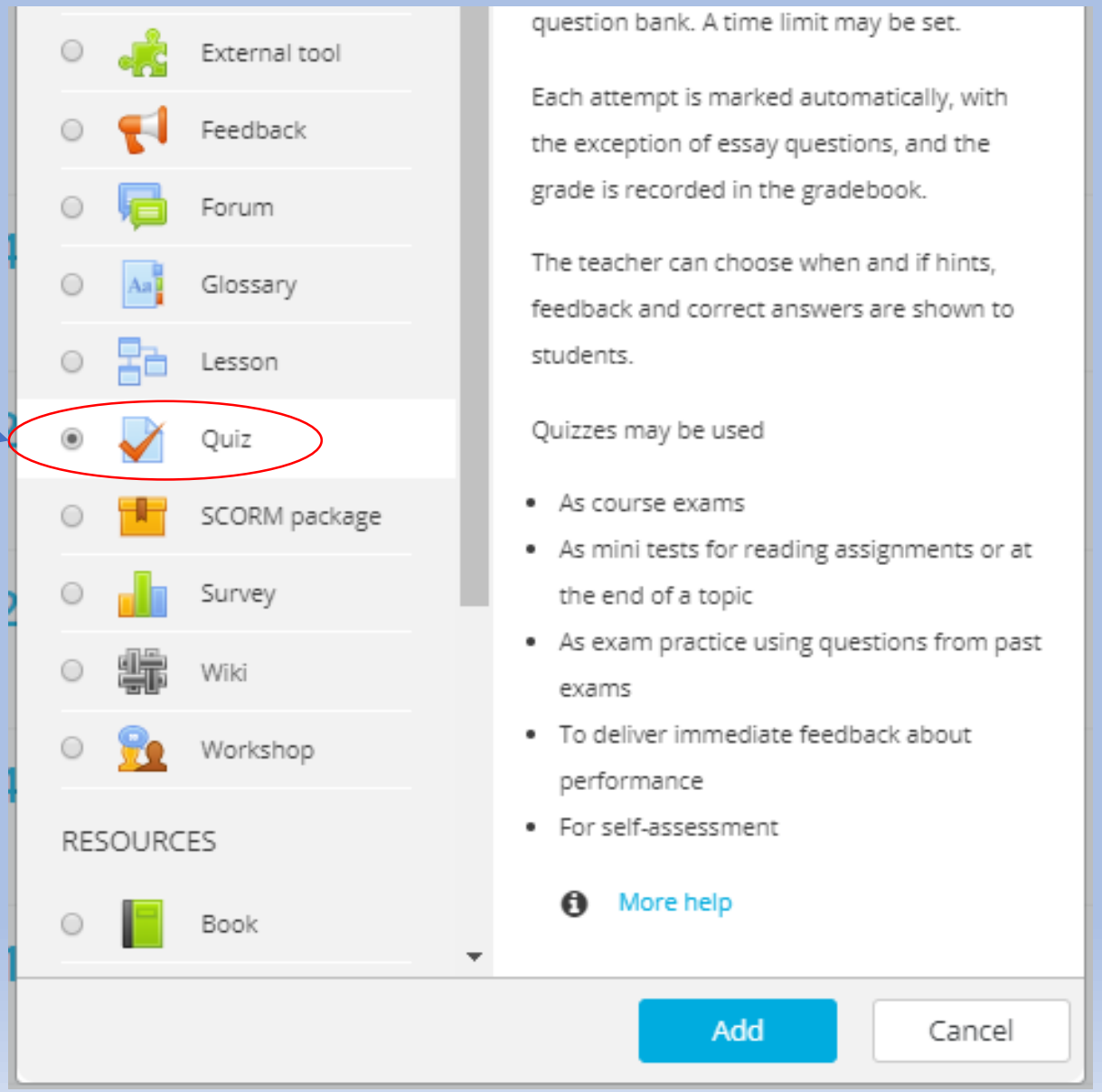
Step 2

Click Add an activity + Mark



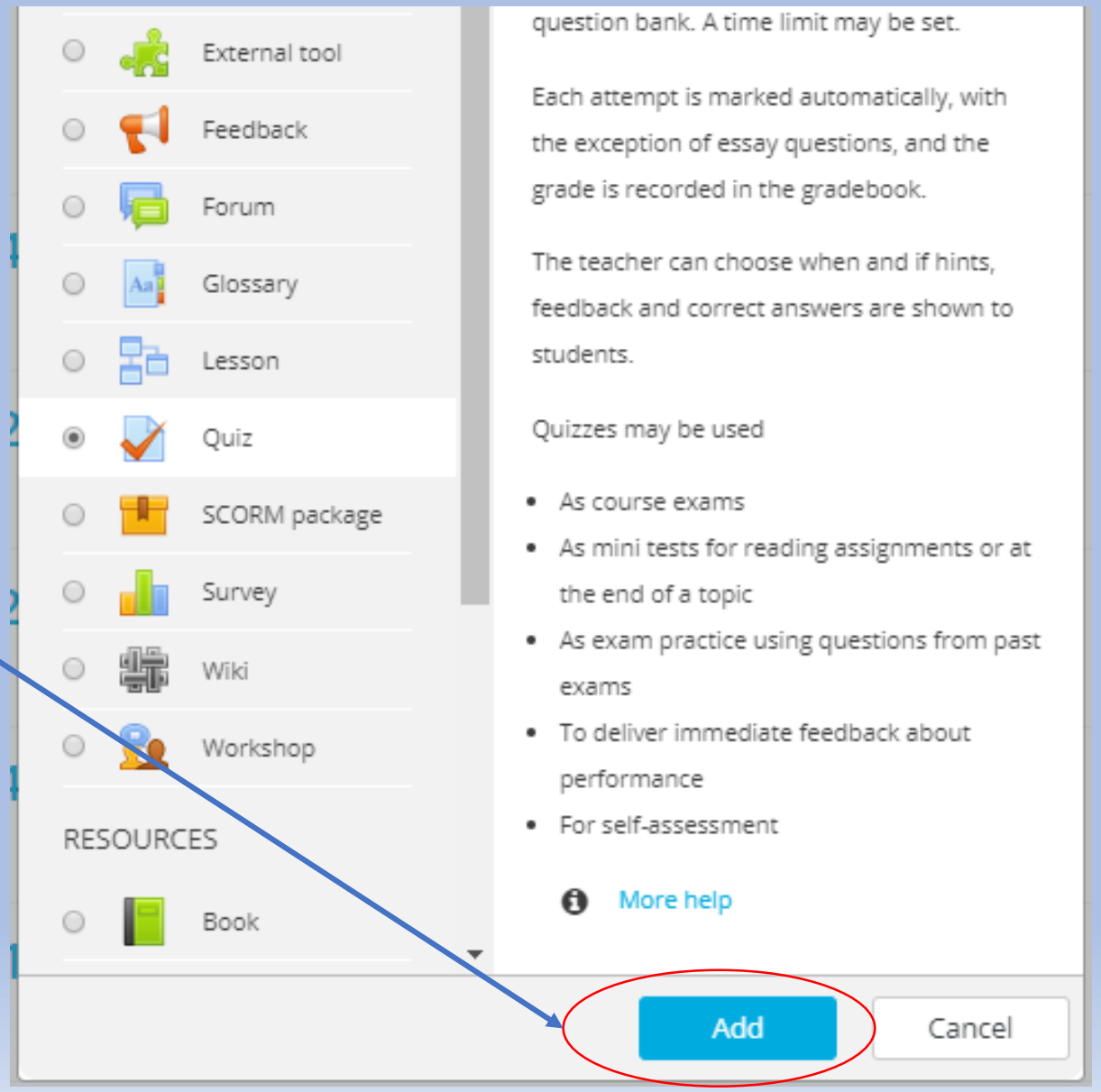
Step 3

Then select the quiz option



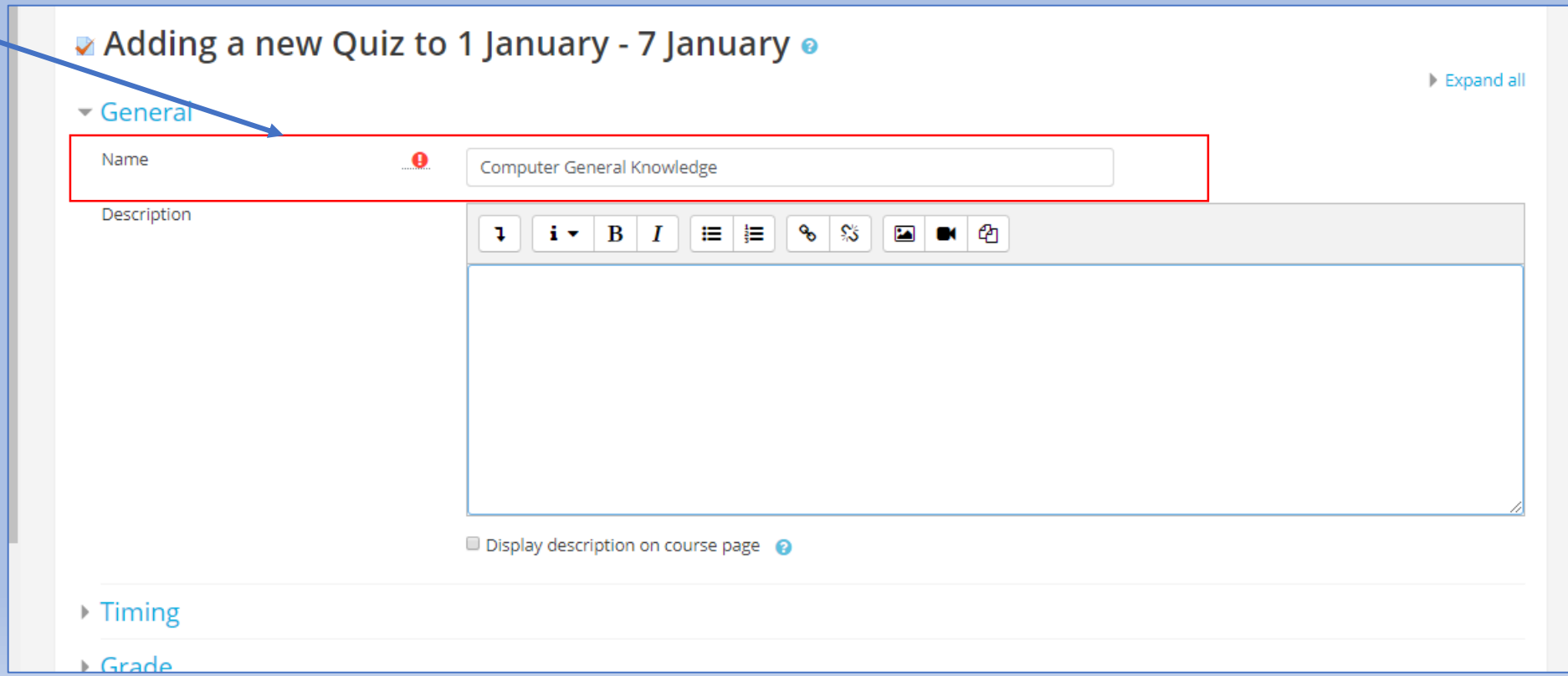
Step 4

Then click add Button



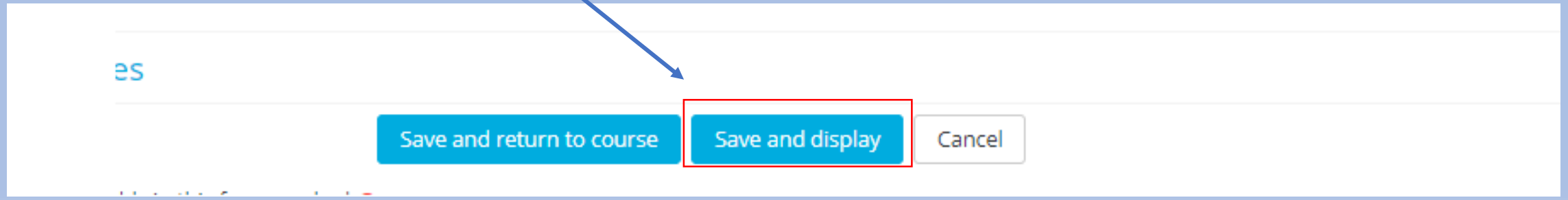
Step 5

Add suitable name for the Quiz page



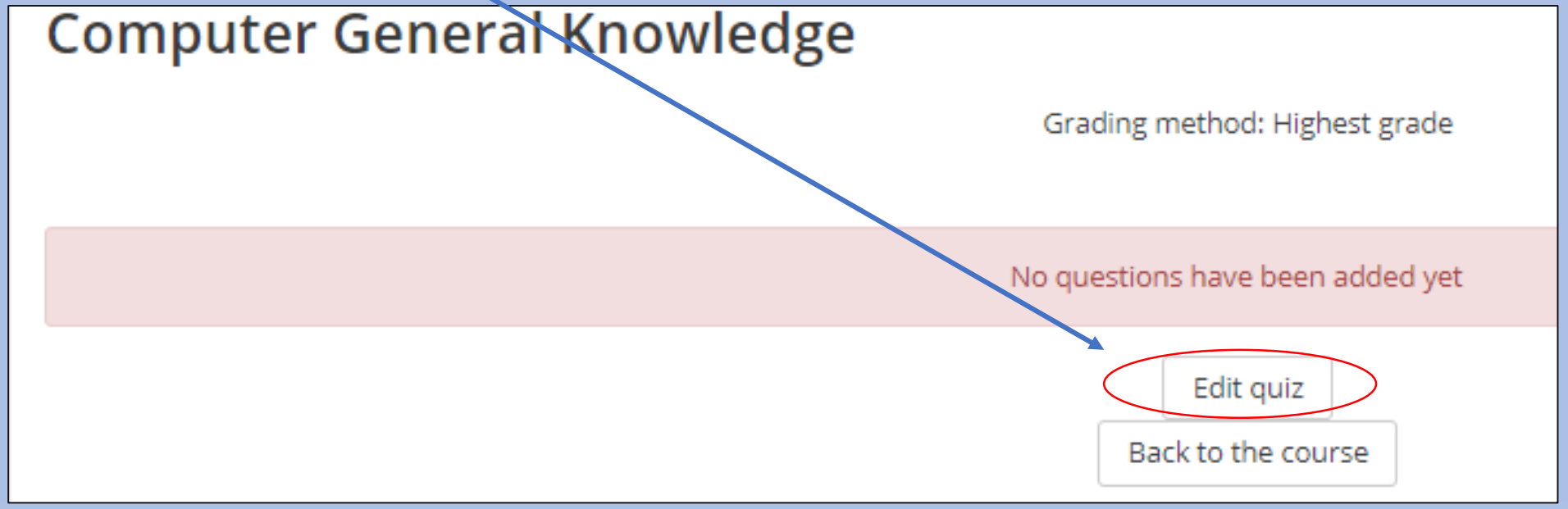
Step 5

Click save And display



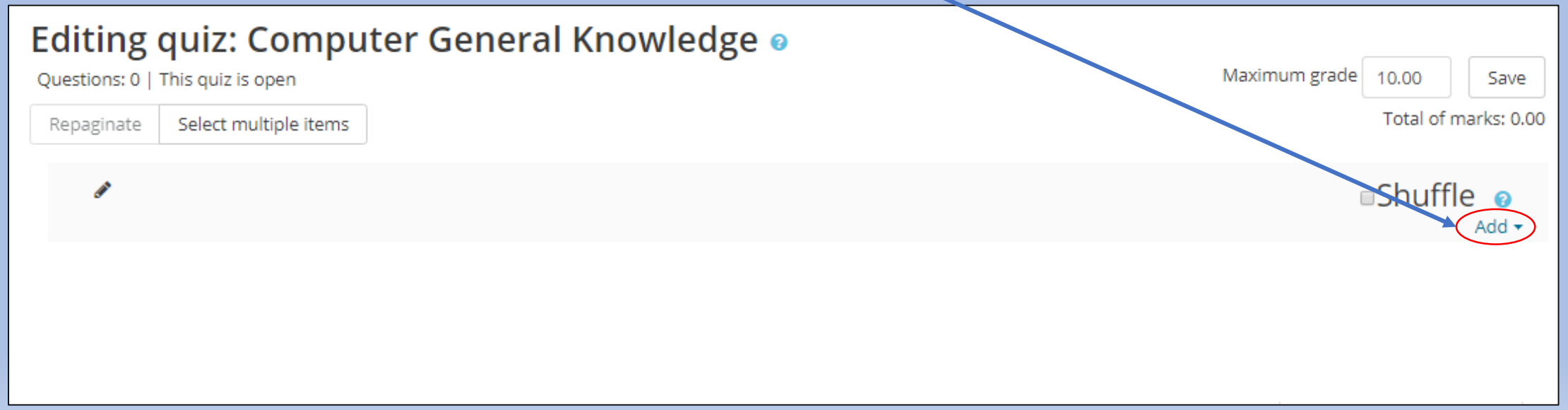
Step 6

Then Click edit quiz button



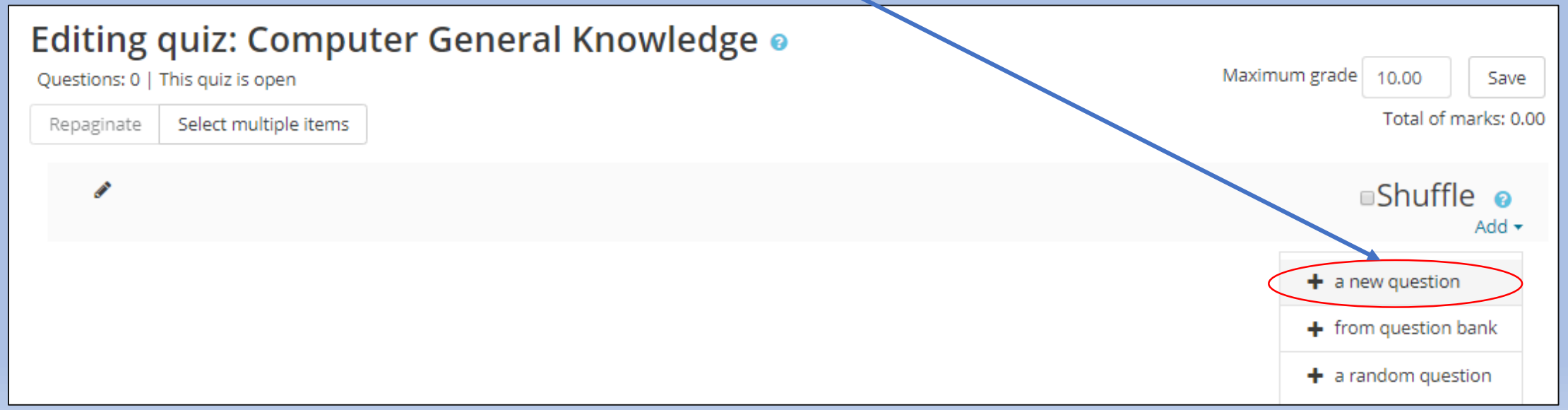
Step 7

Then Click this add icon



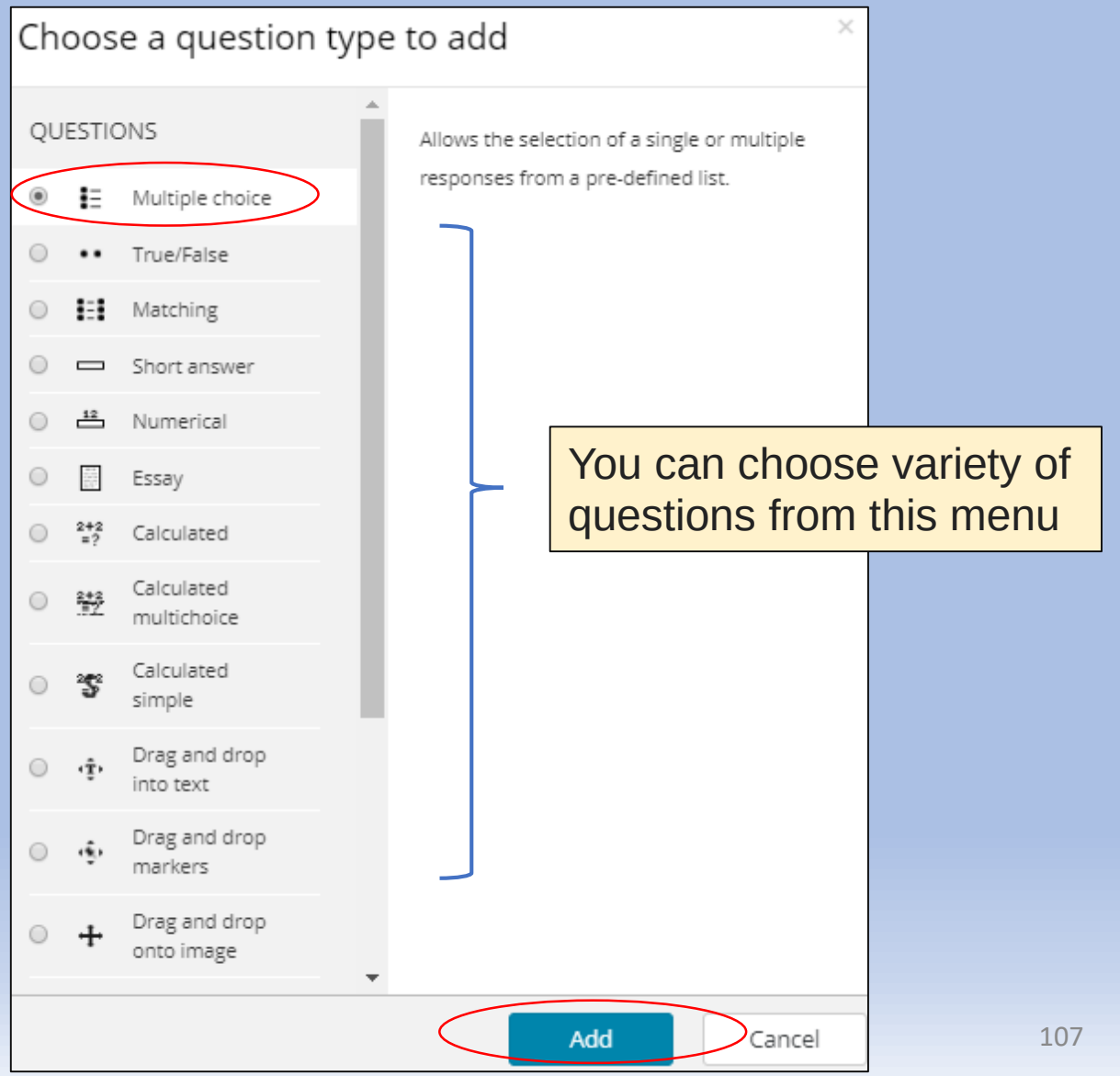
Step 8

Click a new question from appeared drop down menu



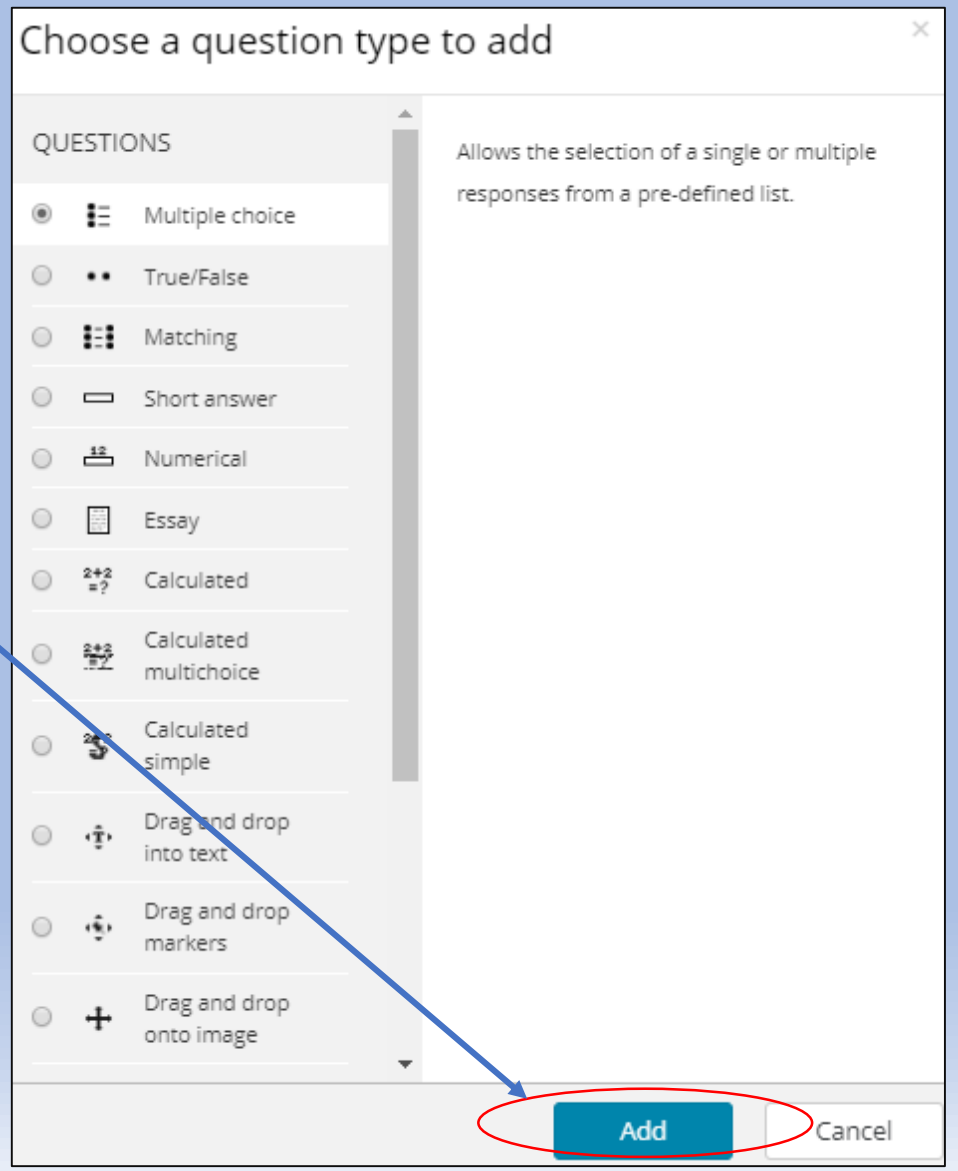
Step 9

Tick multiple choice option



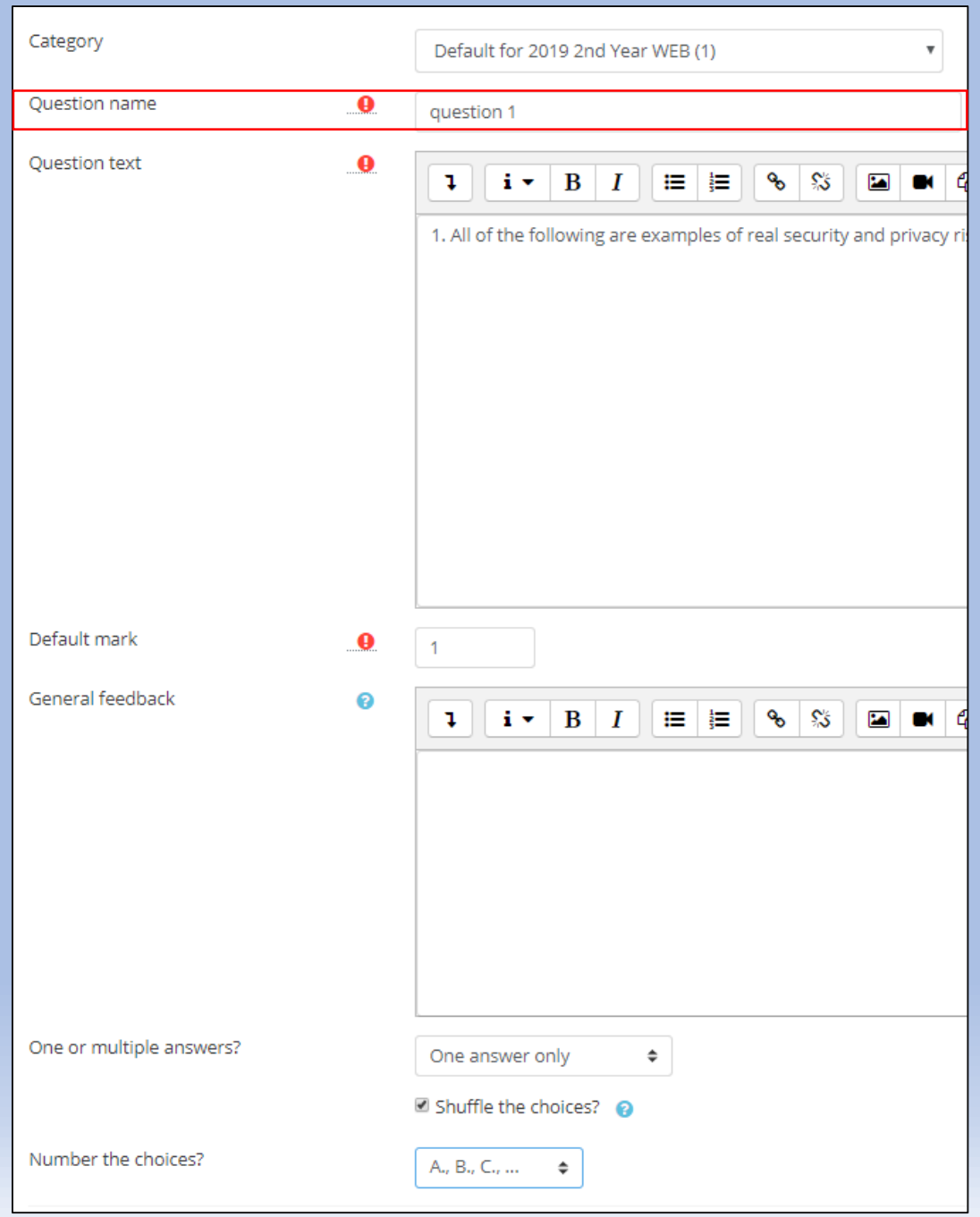
Step 10

Click add Button



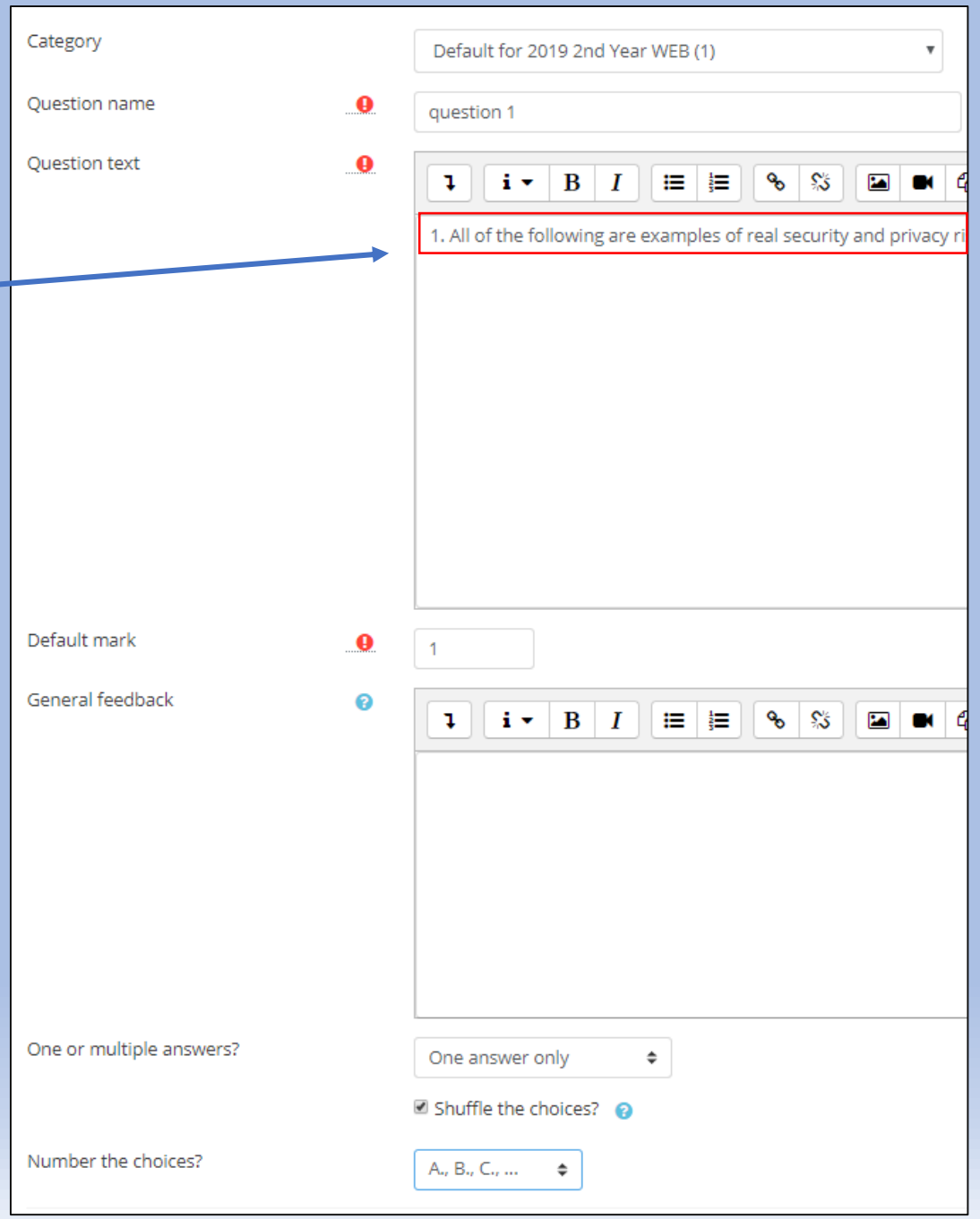
Step 11

Enter a name for Question



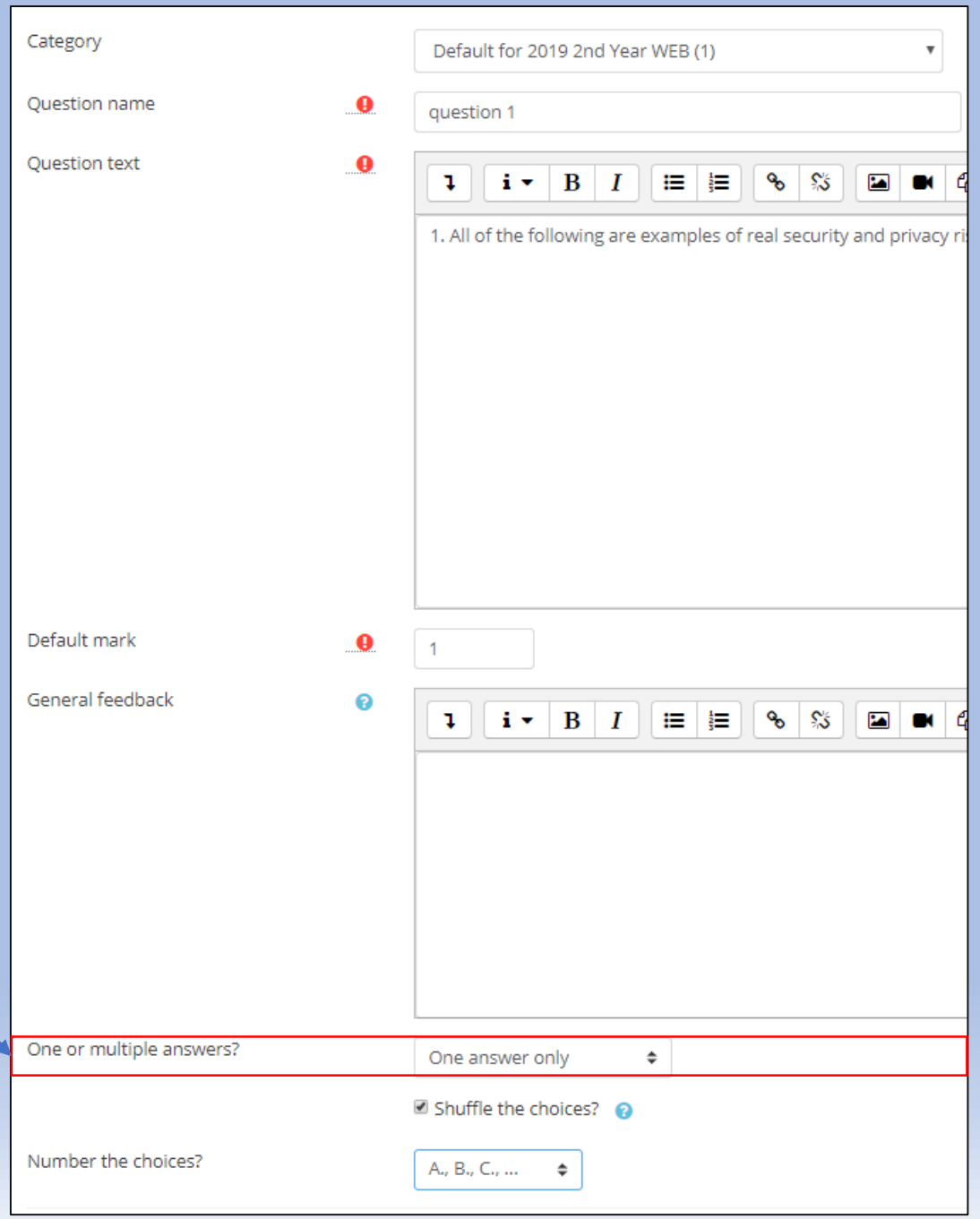
Step 12

You can type the question here



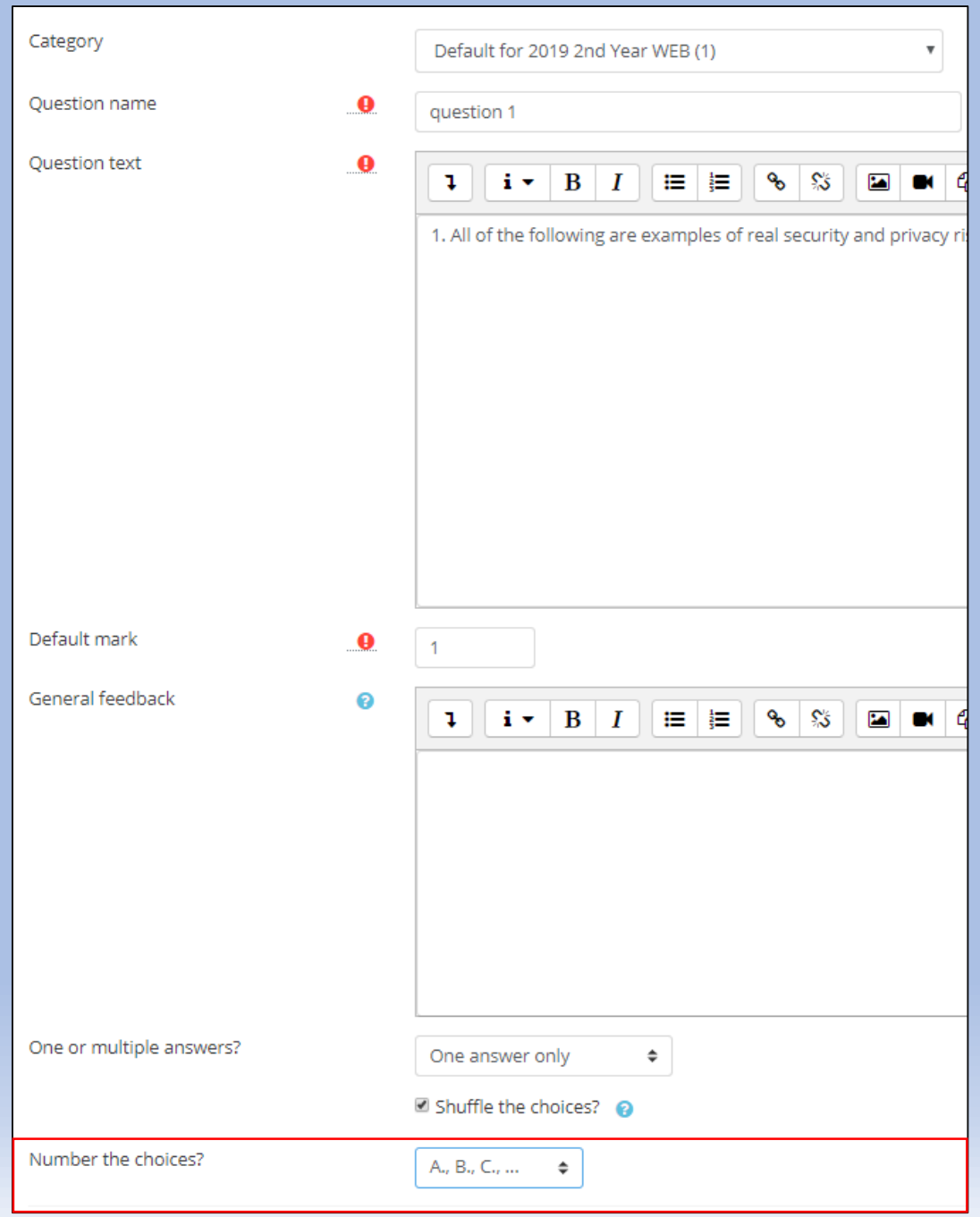
Step 13

Select one answer only from dropdown menu



Step 14

You can select the numbering method for choices

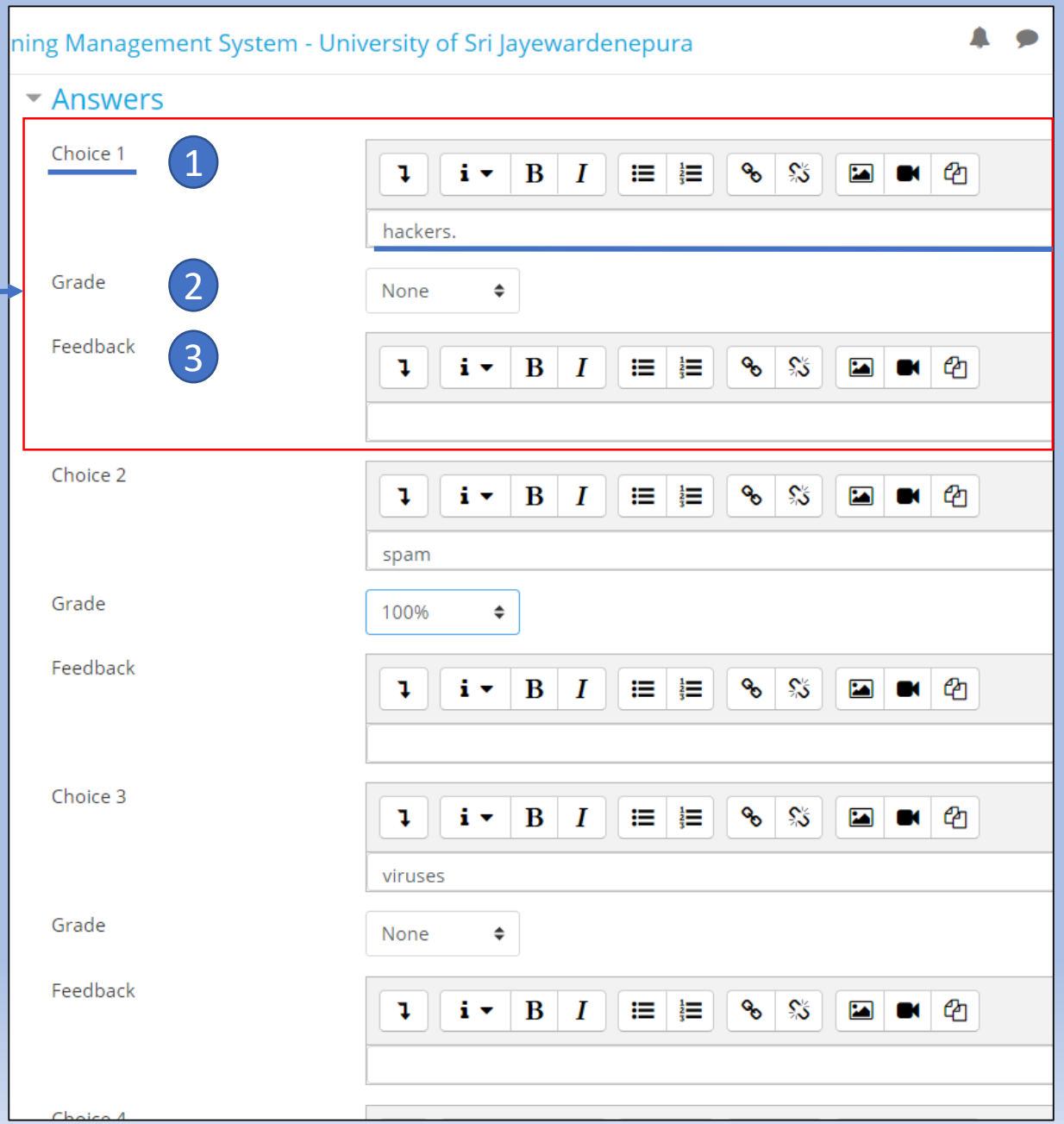


Step 15

Answer Block

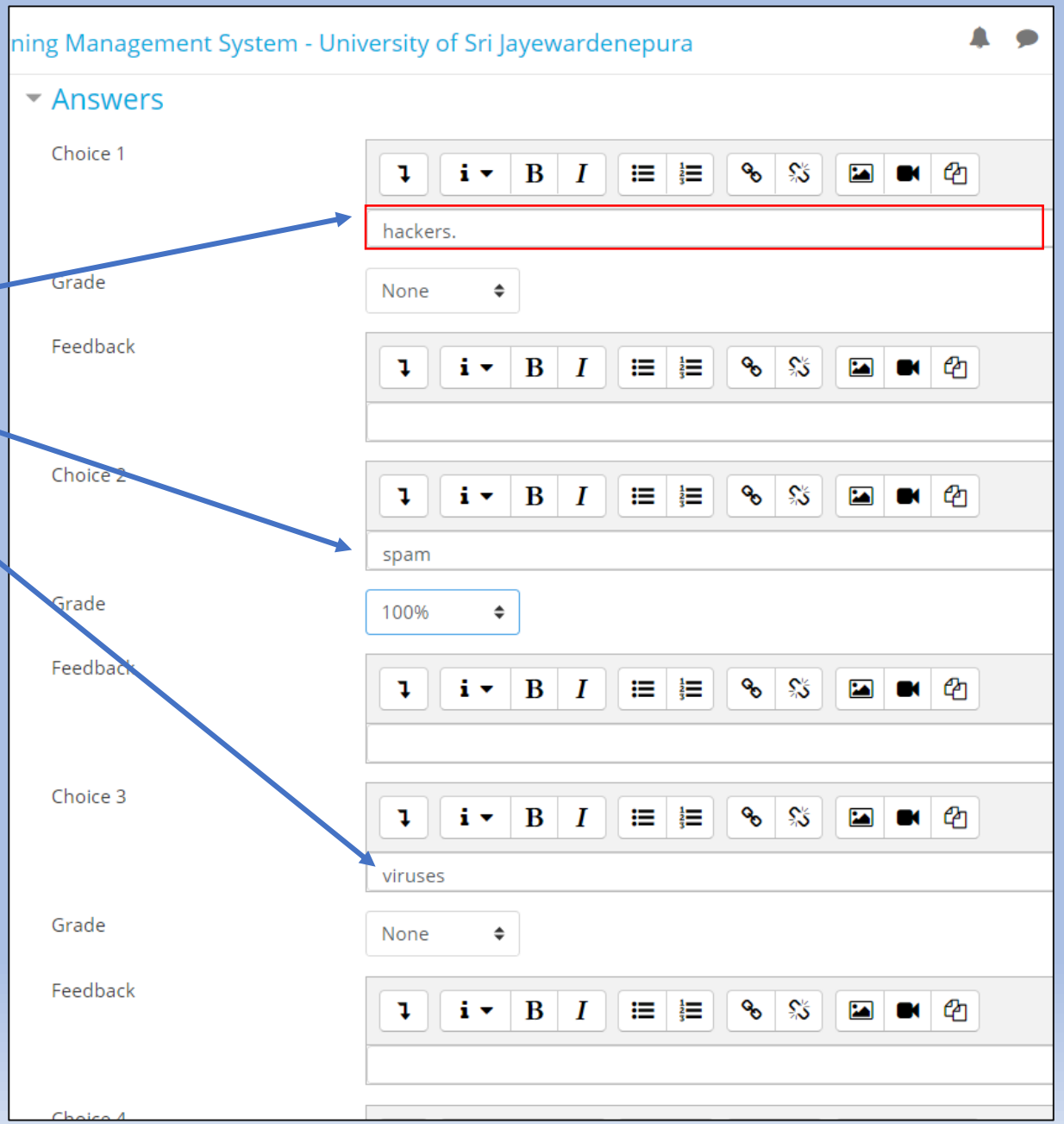
Answer block consists of three parts

1. Choice
2. Grade
3. Feedback



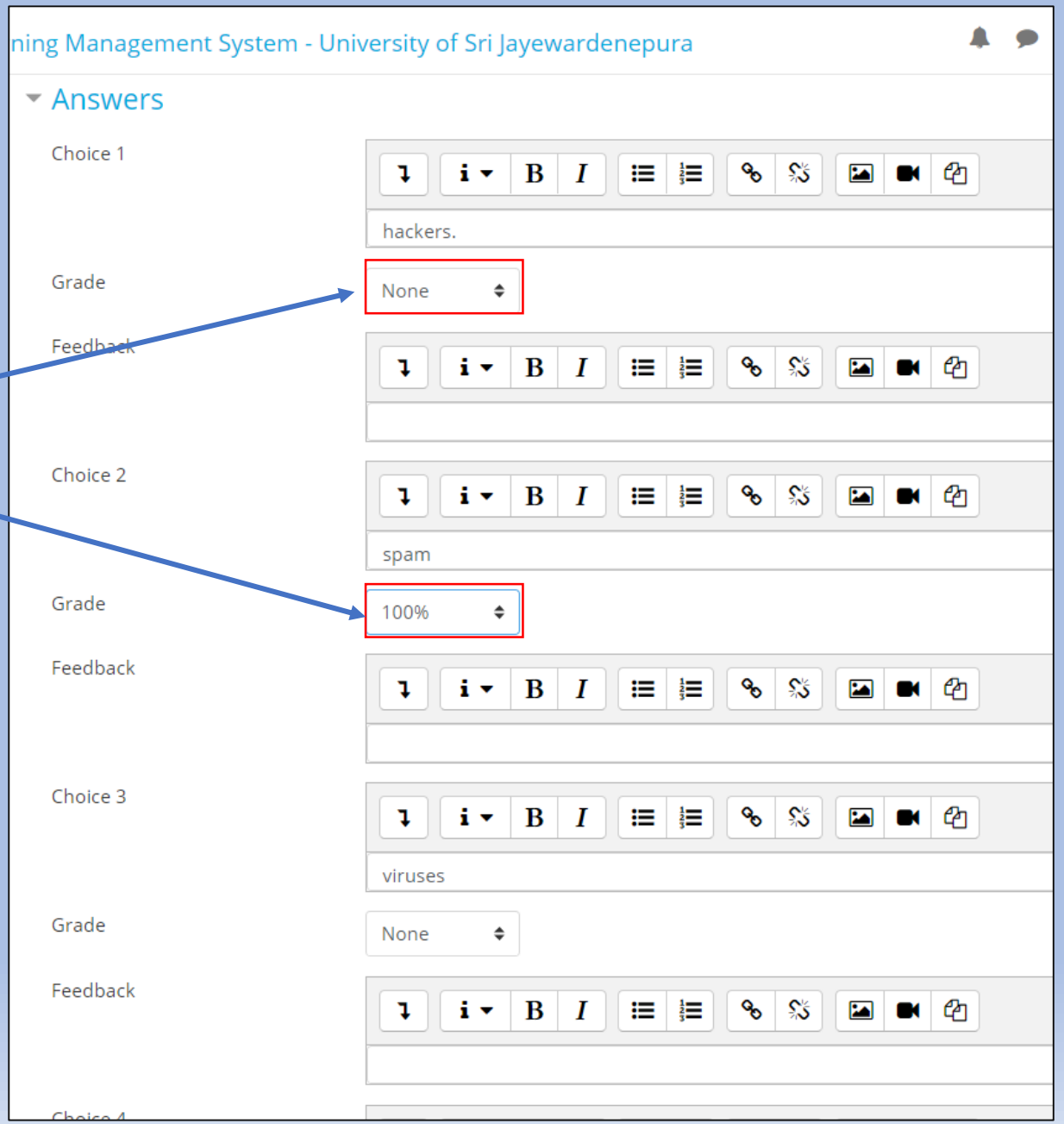
Step 16

Add one answer to one choice



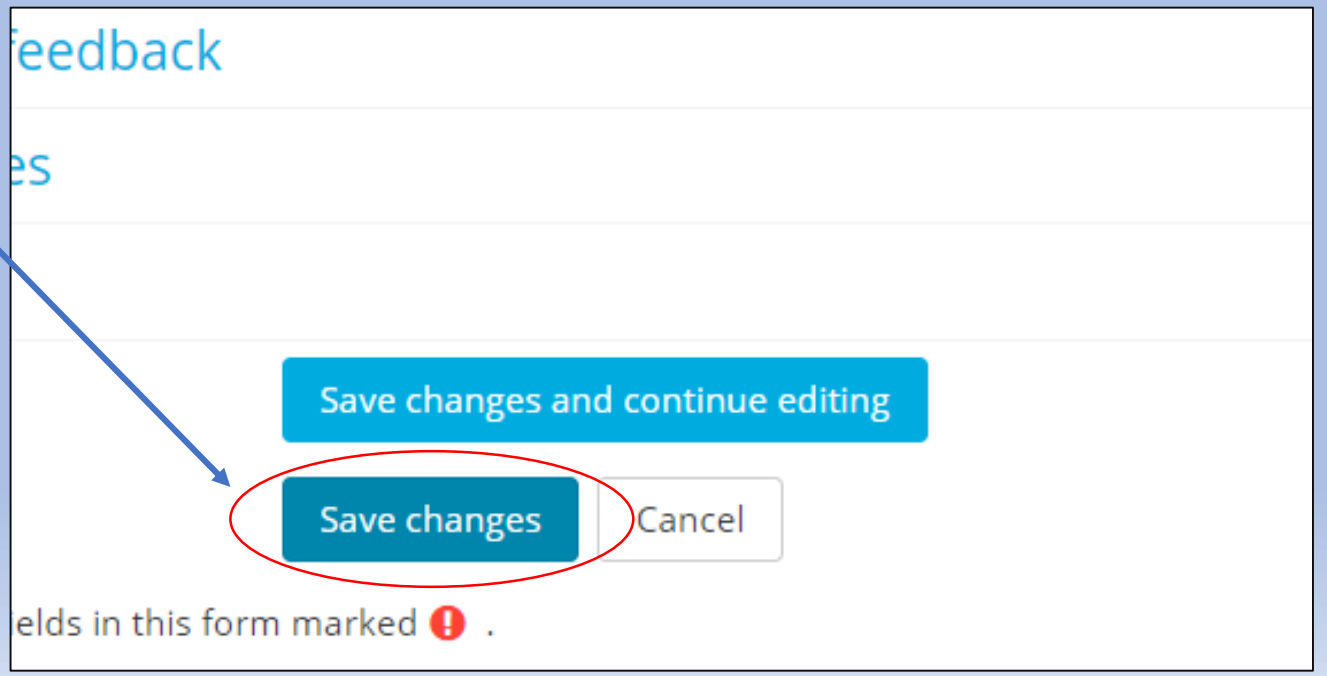
Step 17

If the answer is correct select 100% or the answer is wrong keep none



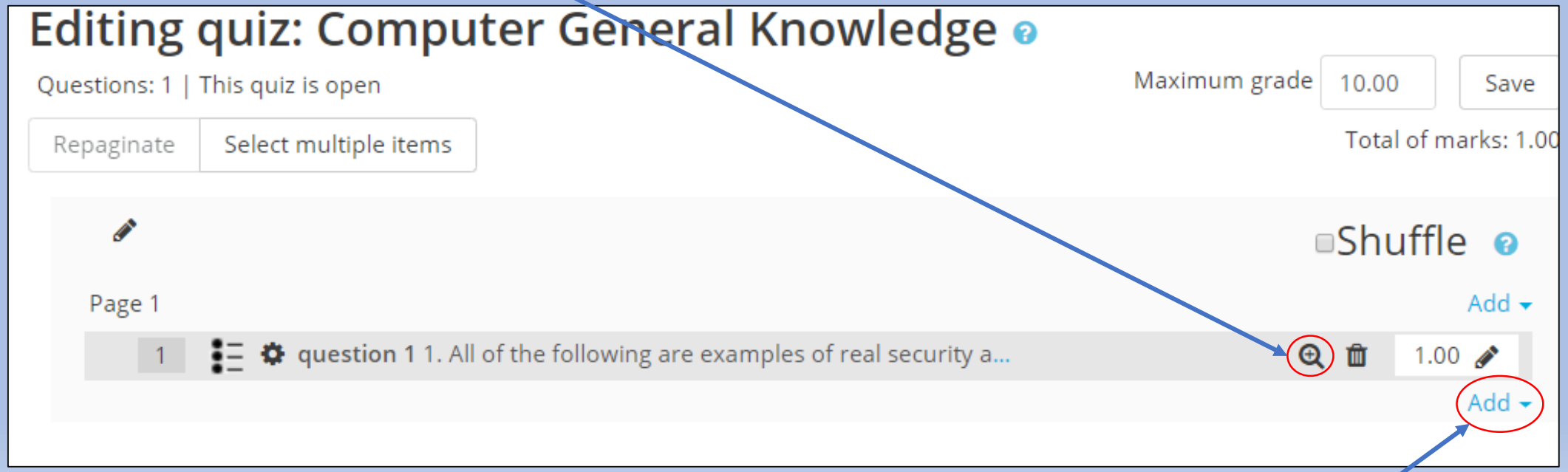
Step 17

Click on save changes



Step 17

Preview Quiz



You can add another quiz