

LMS

Basic Guide

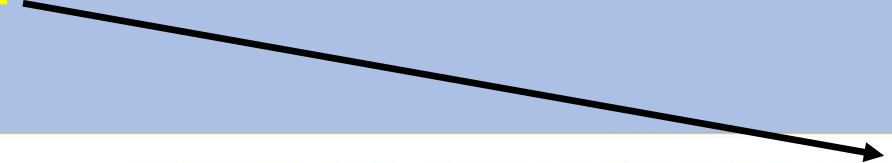


How to Login and Logout

How to Login to LMS

Step 1

Go to the Faculty website and click LMS



Faculty of Humanities and Social Sciences

மனவியல் அம் சமூக சீத்யா சீத்யம்
ஸ்ரீ ஜயவர்தனபுர பல்கலைக்கழகம், ஸ்ரீ லங்கா

[University Home](#) [Journals](#) [Audio Books](#) [EntreClub](#) [Rajagala Project](#) [LMS](#)


HOME	ABOUT »	DEPARTMENTS »	CENTERS & UNITS »	RESEARCH »	STUDENTS »	EXAM UNIT	DOWNLOADS	LMS	E LEARNING
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Step 2

Click 'Log in'




 Learning Management System - University of Sri Jayewardenepura

You are not logged in. ([Log in](#))



Faculty of Humanities and Social Sciences
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ஸ்ரீ ஜயவர்தனபுர பல்கலைக்கழகம்



Step 3

Type your username and password

Step 4

Click 'Log in'



{ Username
Password

☐ Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

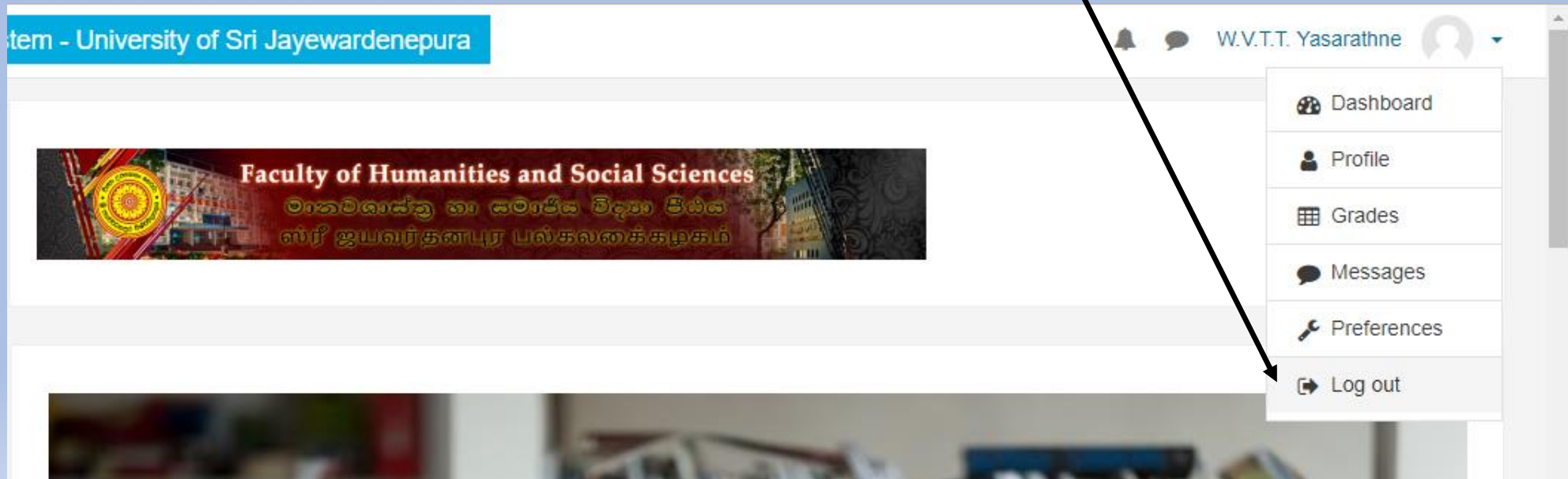
Some courses may allow guest access

Log in as a guest

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

← → ↻ Secure | https://lms.fhss.sjp.ac.lk

☰ Learning Management System - University of Sri Jayewardenepura

🔔 💬 W.V.T.T. Yasaratne

Home

Dashboard

Calendar

Private files

My courses

- GENI 1102.2
- ENGP 1101.3
- GENI 2202

Faculty of Humanities and Social Sciences
මානව ශාස්ත්‍ර හා සමාජීය විද්‍යා පීඨය
ஸர் ஜயவர்தனபுர பல்கலைக்கழகம்

Video player showing a person in front of a bookshelf.

Course categories

- ▼ General Subjects (Compulsary Subjects)
 - ▷ Year I ⁽³⁾
 - ▷ Year II ⁽²⁾
 - ▷ Year III
- ▼ Department of Criminology and Criminal Justice ⁽¹⁾
 - ▷ English Medium
 - ▷ Sinhala Medium
- ▼ Department of Economics
 - ▷ Economics
- ▼ Department of English And Linguistics
 - ▷ English Language
 - ▷ English Literature
 - ▷ Information and Communication Technology
 - ▷ Teaching English as a Second Language
- ▼ Department of Geography
 - ▷ English Medium
 - ▷ Sinhala Medium
- ▼ Department of History and Archaeology
 - ▷ History
 - ▷ Archeology
- ▼ Department of Languages, Cultural Studies and Performing Arts

These are the course categories

How to Enable Editing Mode

1.Choose Relevant Department

Course categories

- ▼ General Subjects (Compulsary Subjects) ← For example Let's use this
 - ▶ Year I ₍₃₎ ← Sub category
 - ▶ Year II ₍₂₎
 - ▶ Year III
- ▼ Department of Criminology and Criminal Justice ₍₁₎ ← Department
 - ▶ English Medium
 - ▶ Sinhala Medium
- ▼ Department of Economics ← Department
 - ▶ Economics
- ▼ Department of English And Linguistics
 - ▶ English Language

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.

LMS - Faculty of Humanities and Social Sciences

[Home](#) / [Courses](#) / [General Subjects \(Compulsory Subjects\)](#) ← Path you came

Course categories: [General Subjects \(Compulsory Subjects\)](#)

Search courses

🔗 [GENI 1102.2 Information Technology](#) → Course

Lecturer: [G.A.Y.R. Balasooriya](#)
Lecturer: [E.K KUMUDUNI](#)
Lecturer: [Suresh Nalaka](#)

🔗 [GENC 1001.2 Sri Lankan Society and Buddhist Culture](#) → Course


Lecturer: [Dunesh Gunathilake](#)
Lecturer: [Ven Yasassi](#)

🔗 [ENGP 1101.3 English in Use](#)

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

GENI 1102.2 Information Technology

[Home](#) / [My courses](#) / [GENI 1102.2](#)

 Announcements

Topic 1

Topic 2

Topic 3


Topic 4

Step 1

Setting

Step 2

Turn Editing On



Edit settings

Turn editing on

Course completion

Filters

Gradebook setup

Backup

Restore

Import

Reset

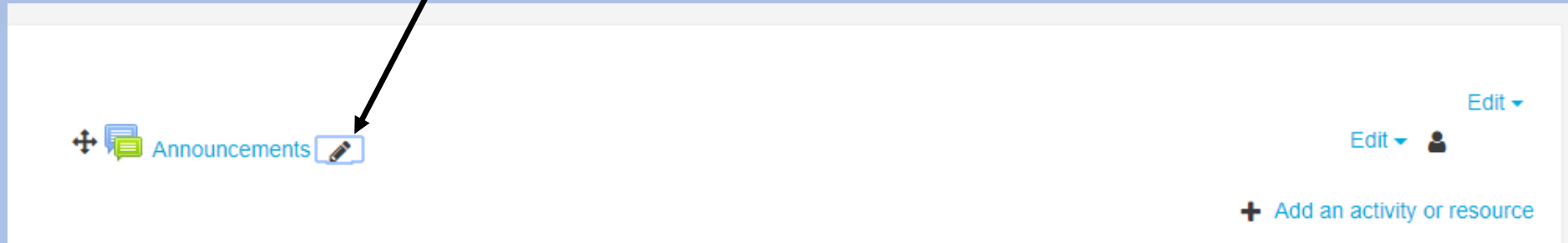
More...

How to Add Announcement on LMS

How to add Announcement on LMS

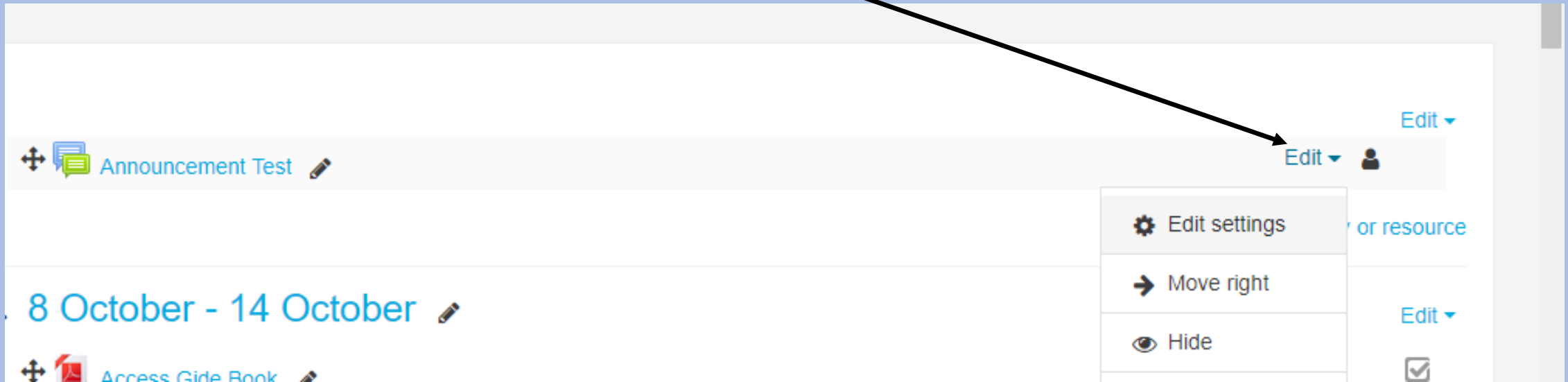
Step 1

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'.

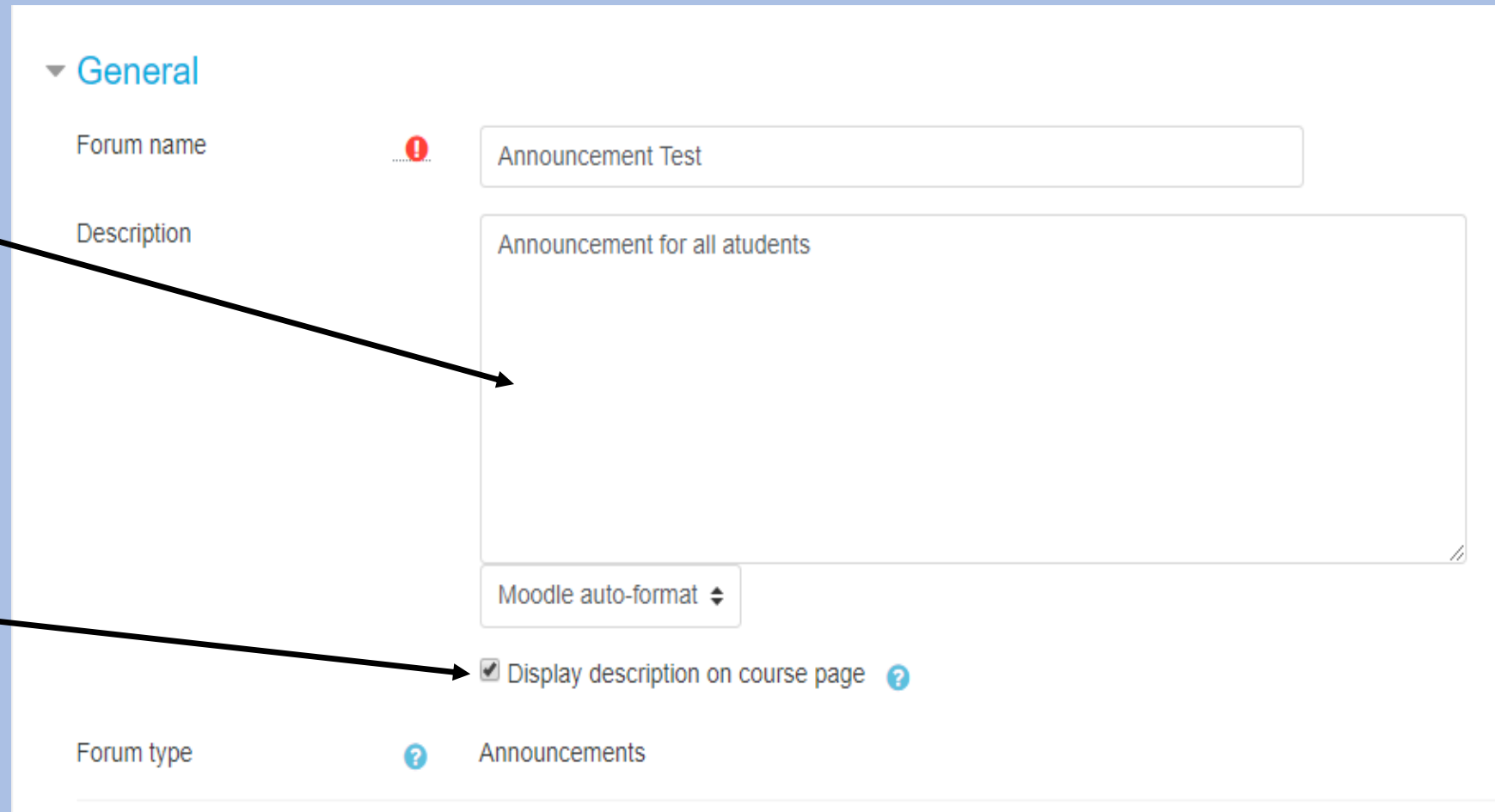


Step 3

Type your
announcement here


Step 4

Click here for add (v)
this symbol



The screenshot shows the 'General' settings for a Moodle forum. The 'Forum name' field contains 'Announcement Test' and has a red warning icon. The 'Description' field contains 'Announcement for all atudents'. Below the description is a 'Moodle auto-format' dropdown menu. At the bottom, the 'Forum type' is set to 'Announcements'. Two black arrows point from the text boxes on the left to the interface: one points to the description text area, and the other points to the 'Display description on course page' checkbox.


▼ General


Forum name  Announcement Test

Description

Announcement for all atudents

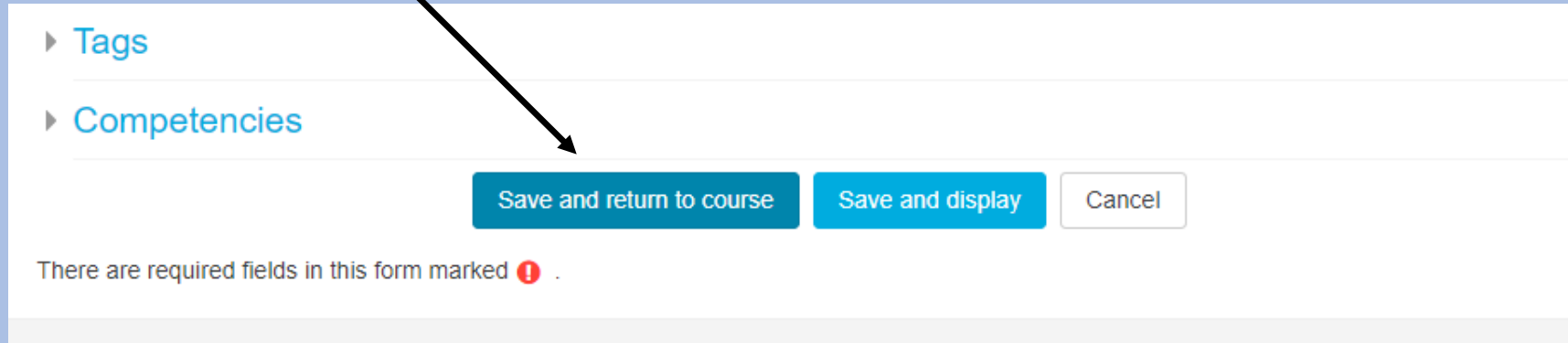
Moodle auto-format ▾

☒ Display description on course page 

Forum type  Announcements

Step 5


Select 'Save and return to course'



► Tags

► Competencies

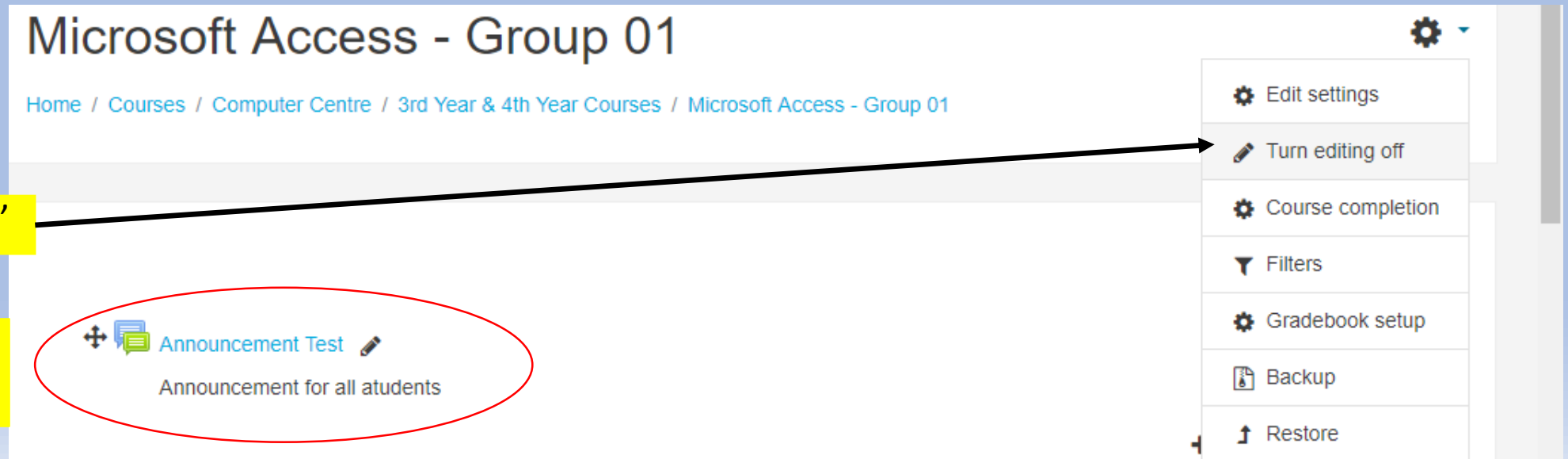
Save and return to course Save and display Cancel

There are required fields in this form marked .

Step 6

Finally 'Turn editing off'




Announcement
will appear here



Microsoft Access - Group 01

Home / Courses / Computer Centre / 3rd Year & 4th Year Courses / Microsoft Access - Group 01

- Edit settings
- Turn editing off
- Course completion
- Filters
- Gradebook setup
- Backup
- Restore

  Announcement Test 
Announcement for all atudents

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,...)



+ Topic 10 

Hidden from students

Edit ▾

+ Add an activity or resource

+ Topic 11 

Hidden from students

Edit ▾

+ Add an activity or resource

+ Topic 12 

Hidden from students

Edit ▾

+ Add an activity or resource

+ Topic 13 

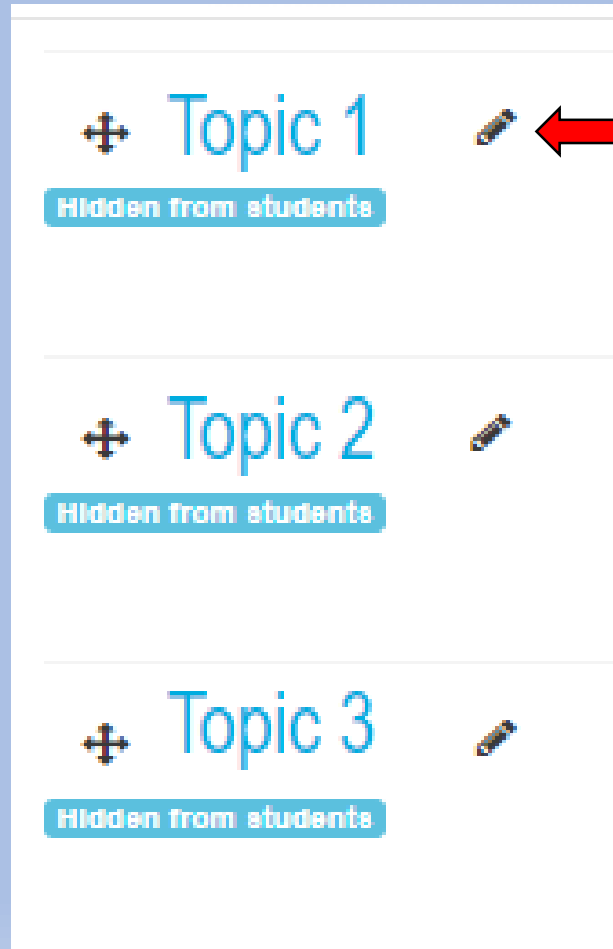
Hidden from students

Edit ▾

+ Add an activity or resource

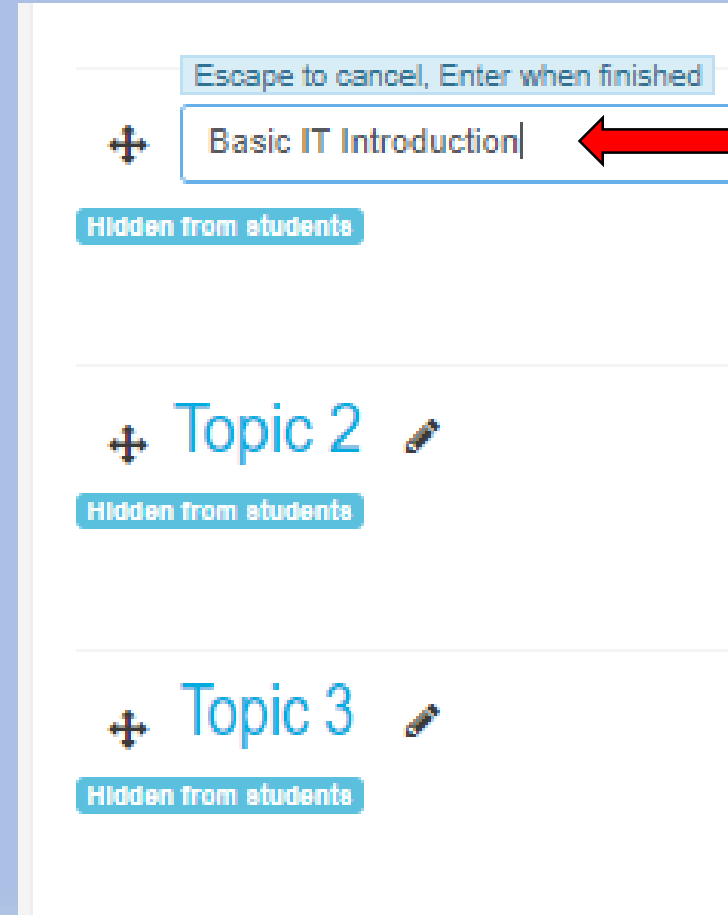
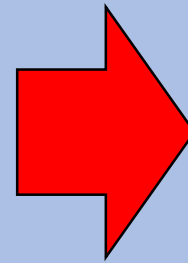
+ Add topics

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



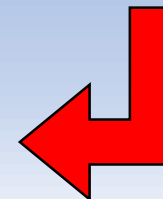
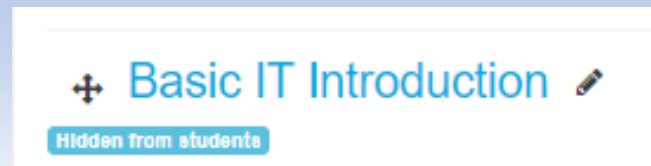
Step 1

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

The screenshot shows the LMS interface for a course unit titled "Microsoft Word". The breadcrumb trail is: Home / Courses / Computer Centre / Introduction to Information Technology Test / 1234. The interface lists three activities: "Announcements", "Lesson 1", and "Lesson 2". Each activity has a plus icon on the left and an "Edit" link on the right. Below each activity is a button labeled "+ Add an activity or resource". A yellow box with the text "Click '+ Add an activity or resource' on selected course unit" is positioned at the top left. A black arrow points from this box to the "+ Add an activity or resource" button next to "Lesson 2".

Step 2

Scroll down and click 'File' under Resources

Add an activity or resource ✕

☐ Lesson

☐ Quiz

☐ SCORM package

☐ Survey

☐ Wiki

☐ Workshop

RESOURCES

☒ File

☐ Folder

☐ IMS content package

☐ Label

☐ Page

☐ URL

The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

Note that students need to have the appropriate software on their computers in order to open the file.

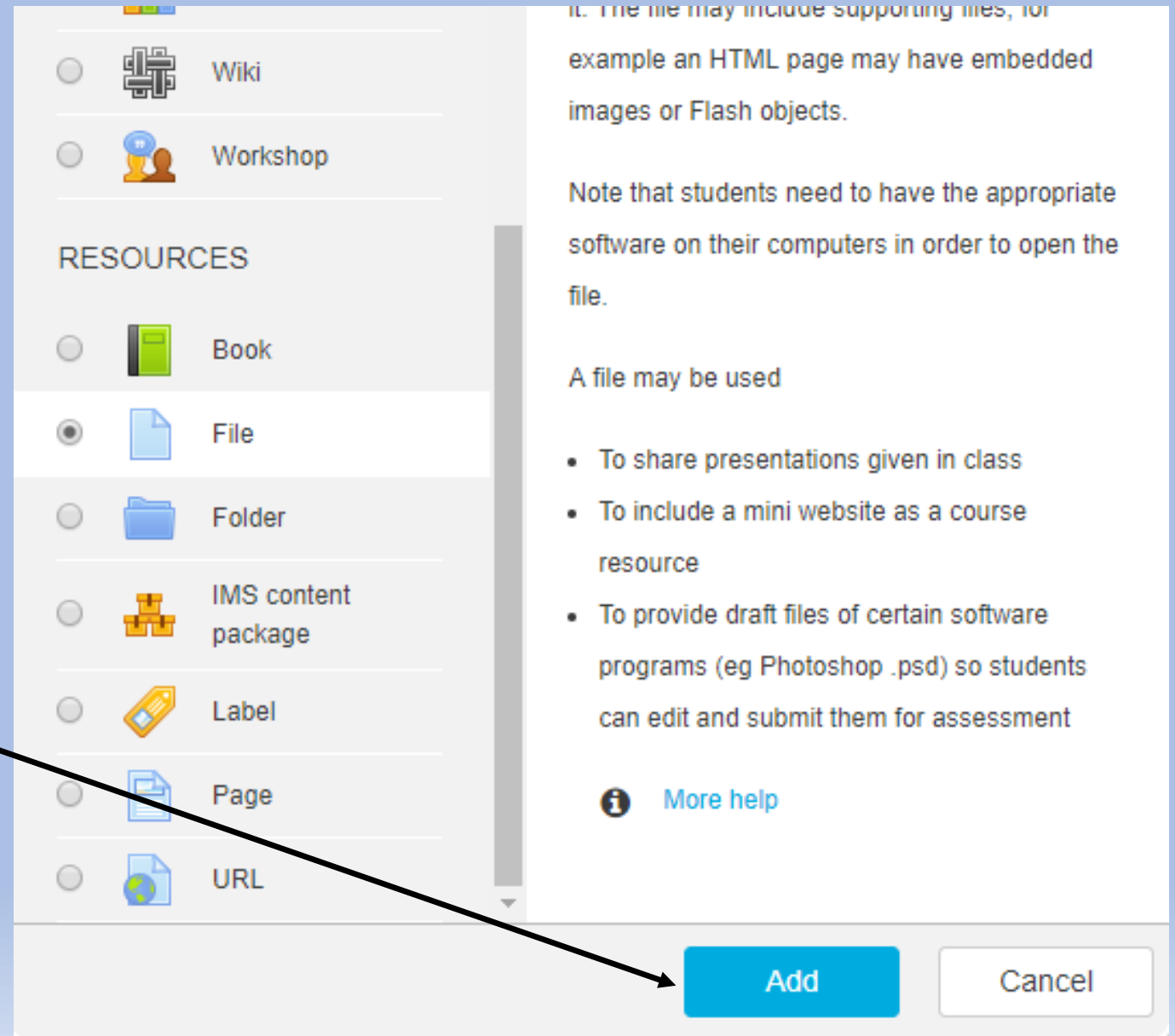
A file may be used

- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment

i [More help](#)

Step 3

Click 'Add'



☐ Wiki

☐ Workshop

RESOURCES

☒ File

☐ Folder

☐ IMS content package

☐ Label

☐ Page


☐ URL

it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used

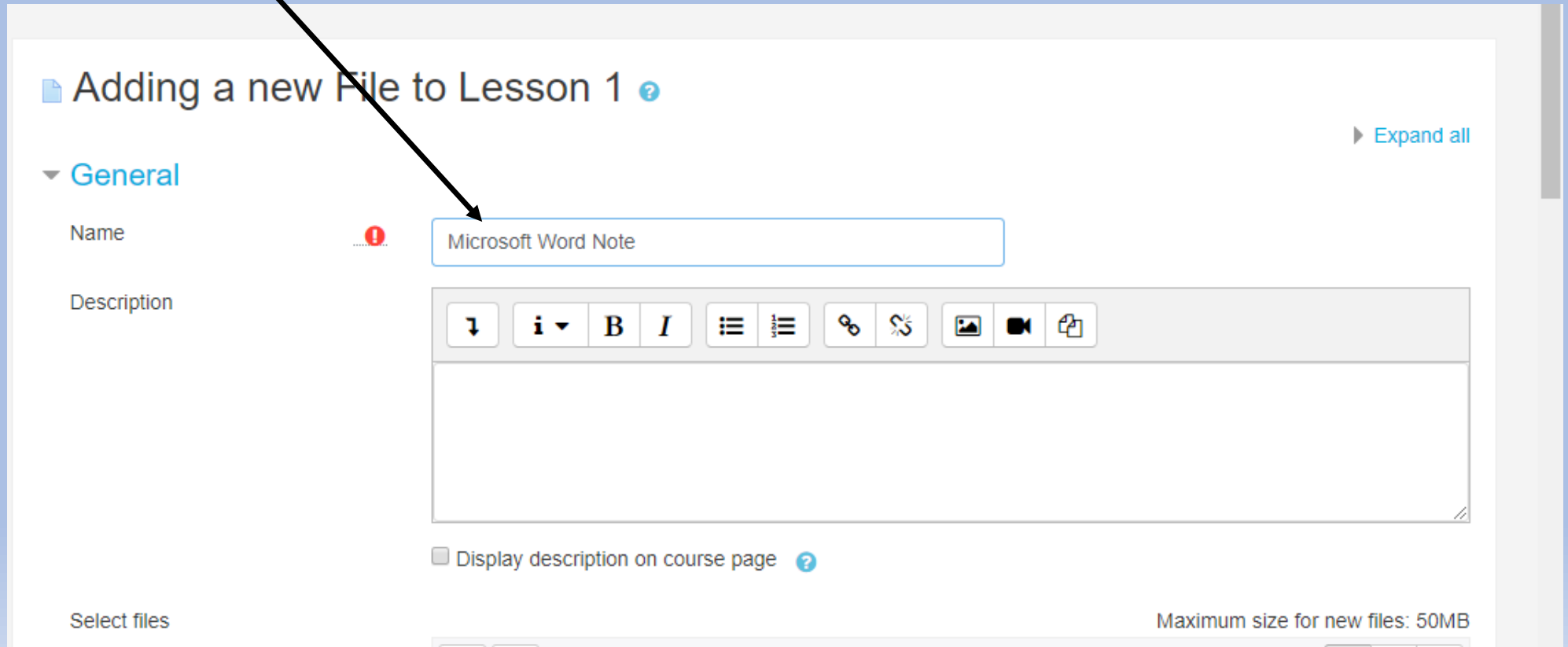
- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment

 [More help](#)

Add Cancel

Step 4


Add suitable name



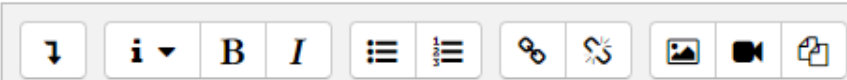
Adding a new File to Lesson 1 ?

► Expand all

▼ General

Name 

Description



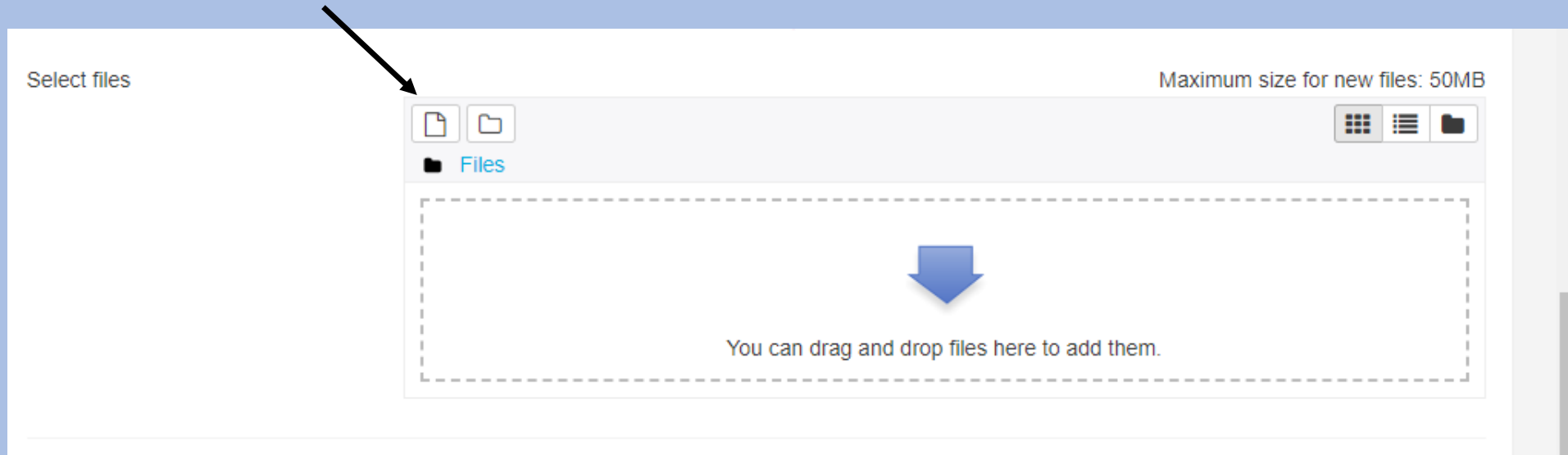
☐ Display description on course page ?

Select files

Maximum size for new files: 50MB

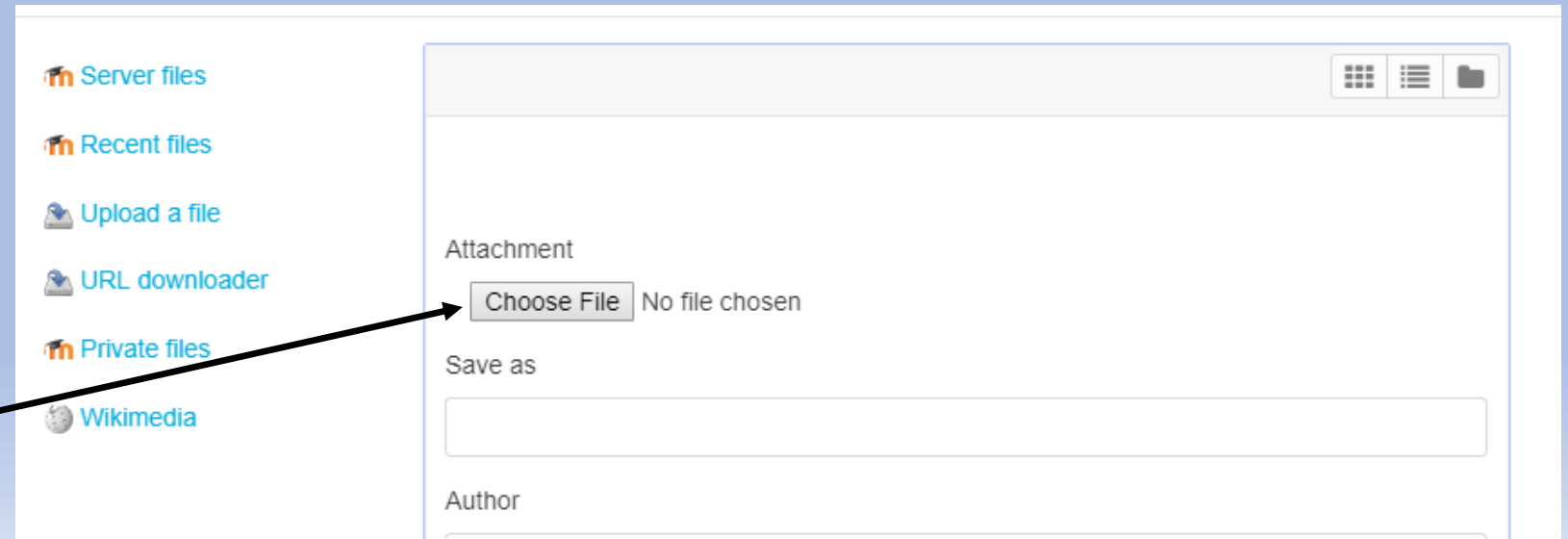
Step 5

Click this icon for upload file



Step 6

Click choose file

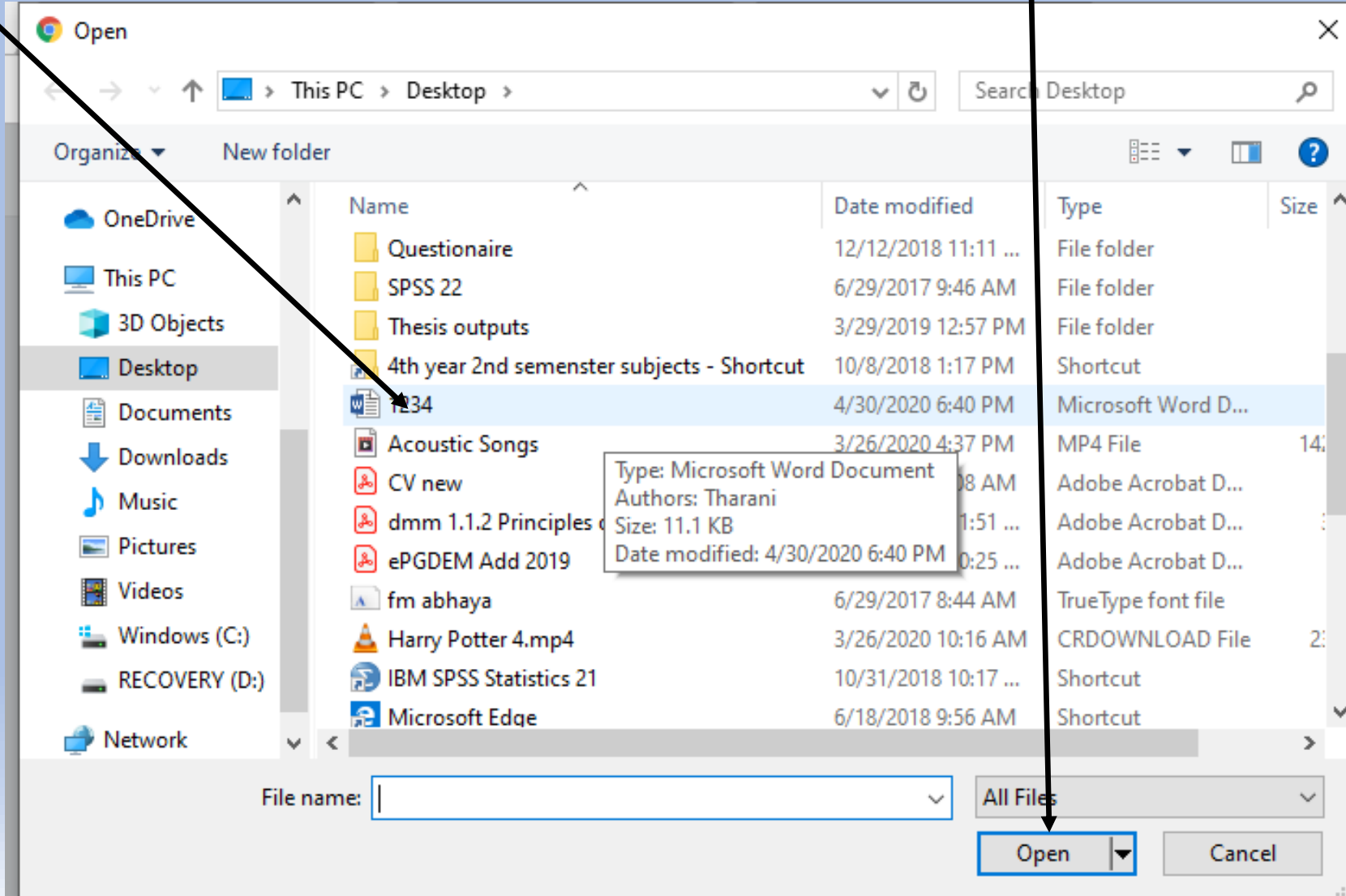


Step 7

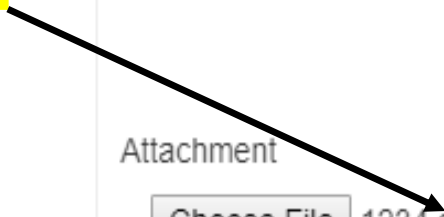
Browses the file that you need to upload

Step 8

Click 'Open'



Selected file will appear here



Step 9

Click 'Upload this file'



Attachment

Choose File

1234.docx

Save as

Author

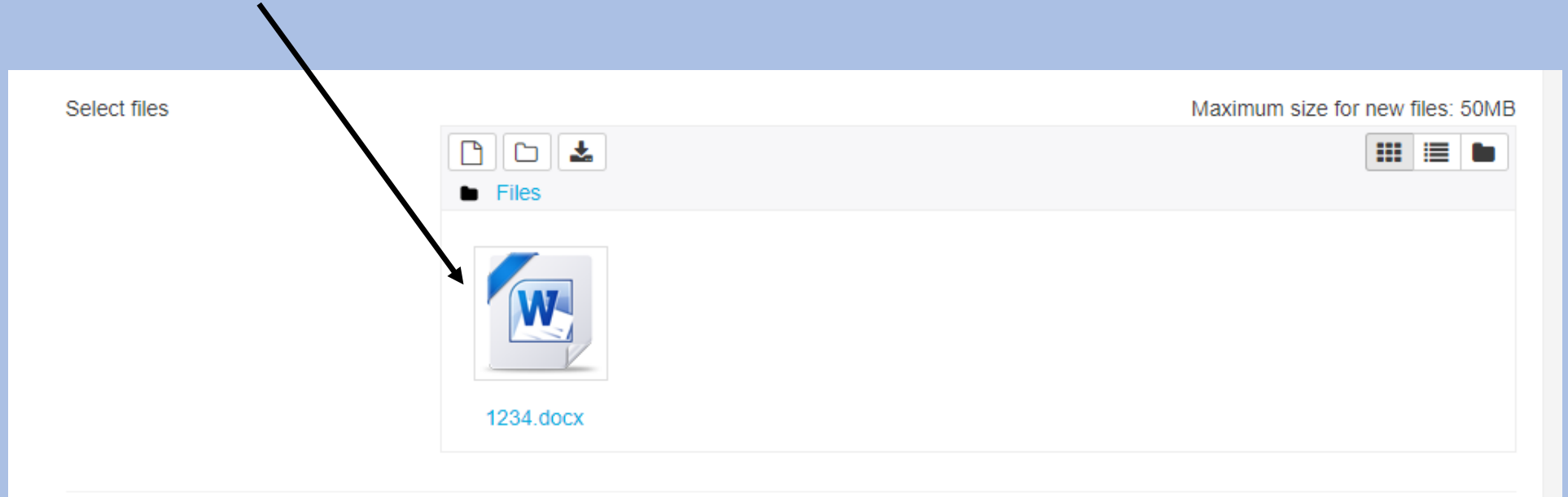
W.V.T.T. Yasarathne

Choose license

All rights reserved

Upload this file

After few seconds or minutes file will appear like this



Step 10

Click 'Save and return to course'

A screenshot of a form. It has two sections: "Tags" and "Competencies", each with a right-pointing triangle icon. At the bottom, there are three buttons: "Save and return to course" (blue), "Save and display" (blue), and "Cancel" (white with a grey border). An arrow from the text "Click 'Save and return to course'" points to the "Save and return to course" button. Below the buttons, there is a message: "There are required fields in this form marked !".

The screenshot displays a user interface for managing course content. It features two main sections: 'Announcements' and 'Lesson 1'. Each section has a title, a plus icon for expansion, and an edit icon. Below 'Lesson 1', there is a 'Word note' item, which is a document icon with a 'W' and a pencil icon. To the right of each section, there are 'Edit' links and a 'Add an activity or resource' button. An arrow points from a yellow text box at the bottom left to the 'Word note' item.

Announcements

Lesson 1

Word note

Edit

Edit

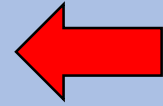
+ Add an activity or resource

+ Add an activity or resource

File link will appear like this

Step 11

After editing, finally click 'Turn editing off'



Very Importance Step

The screenshot displays the Microsoft Word interface. At the top, the title 'Microsoft Word' is visible. Below it, a breadcrumb trail reads: 'Home / Courses / Computer Centre / Introduction to Information Technology Test / 1234'. On the right side, a settings menu is open, listing various options: 'Edit settings', 'Turn editing off' (highlighted with a red arrow from the text above), 'Course completion', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', and 'Publish'. The main content area on the left shows a section titled 'Lesson 1' with a plus icon and a pencil icon, and a sub-section titled 'Word note' with a plus icon and a pencil icon. There is also an 'Announcements' section with a plus icon and a pencil icon.

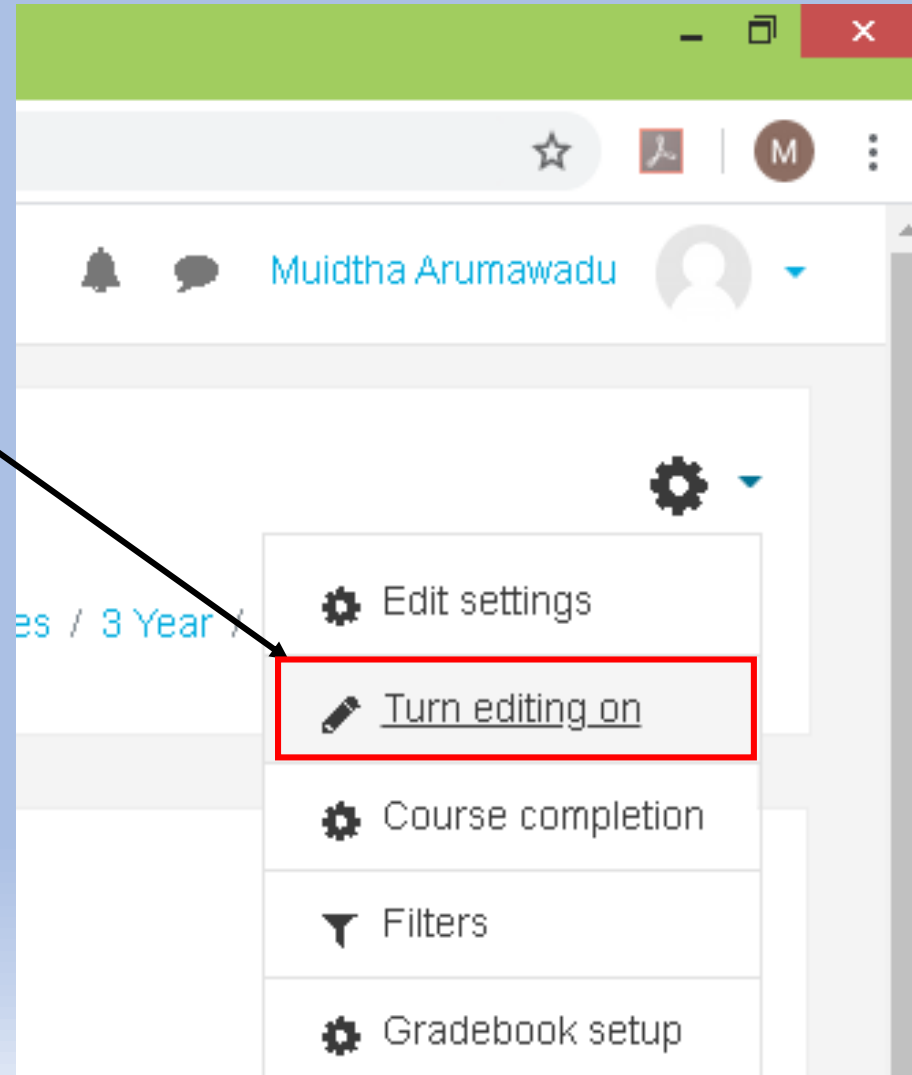
How to Insert Audio Clip on LMS

How to Insert Audio Clip on LMS Lesson

Step

1

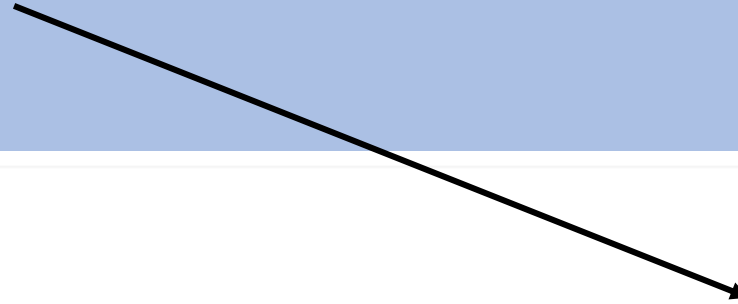
Click Turn Editing On



Step

2

Click Add an activity + Mark



⌵ Lesson 1 ✎

Edit ▼

+ Add an activity or resource

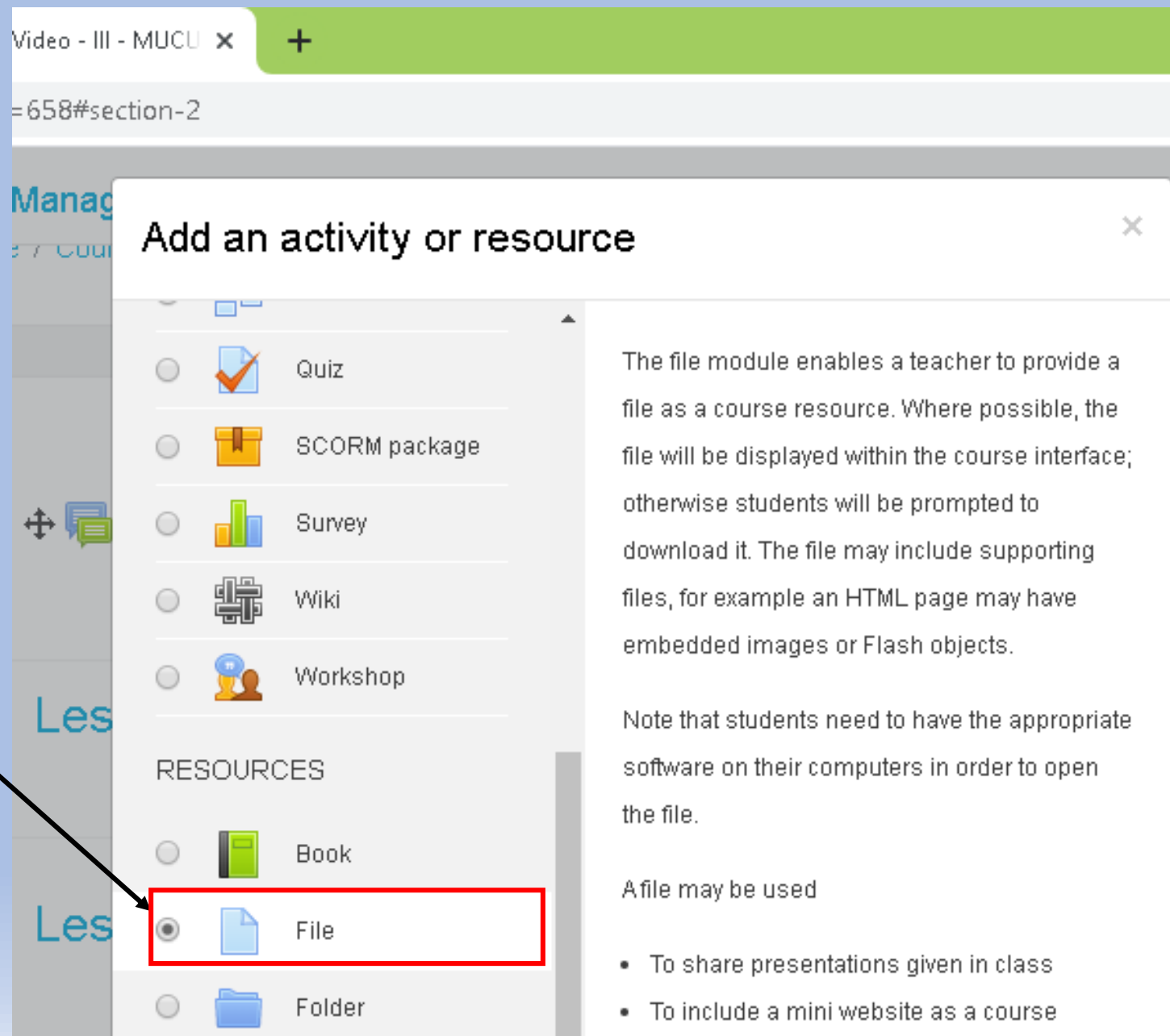
⌵ Lesson 2 ✎

Edit ▼

+ Add an activity or resource

Step 3

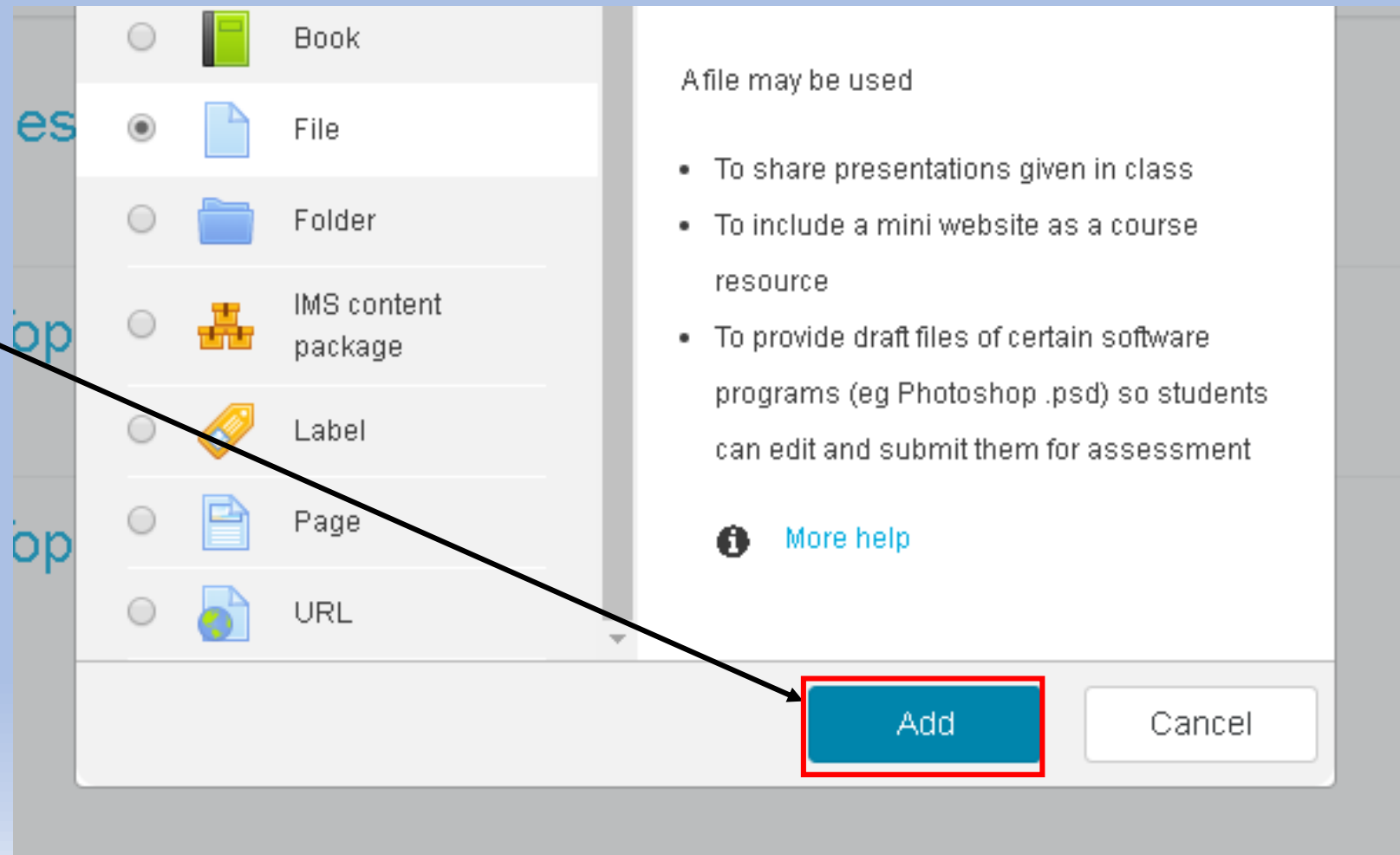
Scroll down and Click **File**
under RESOURCES



Step

4

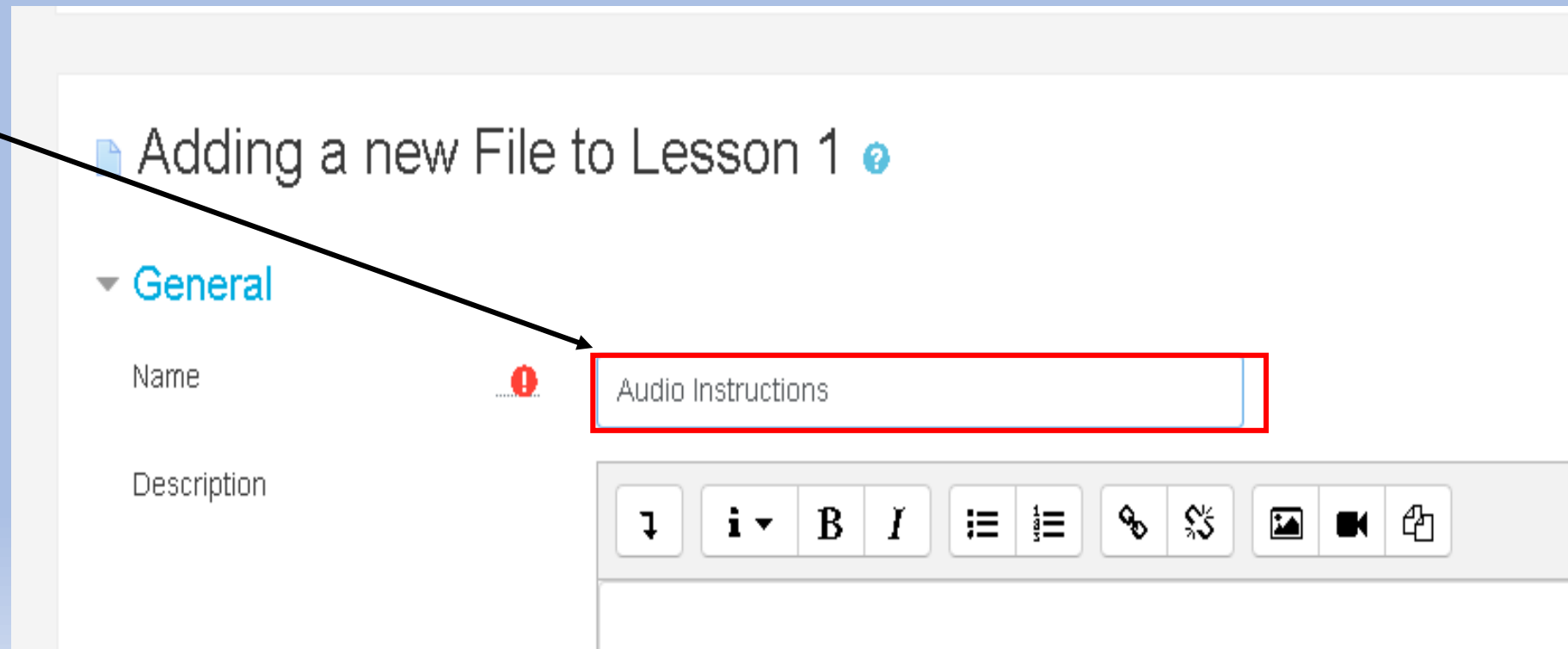
Click on Add



Step 5

Add suitable **Name**


(This will appear as the link)



The screenshot shows a web interface for adding a new file to Lesson 1. The title is "Adding a new File to Lesson 1" with a help icon. A "General" section is expanded, showing a "Name" field and a "Description" field. The "Name" field contains the text "Audio Instructions" and is highlighted with a red border. A red exclamation mark icon is positioned to the left of the "Name" field. A black arrow points from the text "Add suitable Name" to the "Name" field. Below the "Name" field is a rich text editor toolbar with icons for bold, italic, list, link, unlink, image, video, and document.

Adding a new File to Lesson 1 ?

▼ General

Name  Audio Instructions

Description

Rich text editor toolbar: Bold, Italic, List, Link, Unlink, Image, Video, Document.

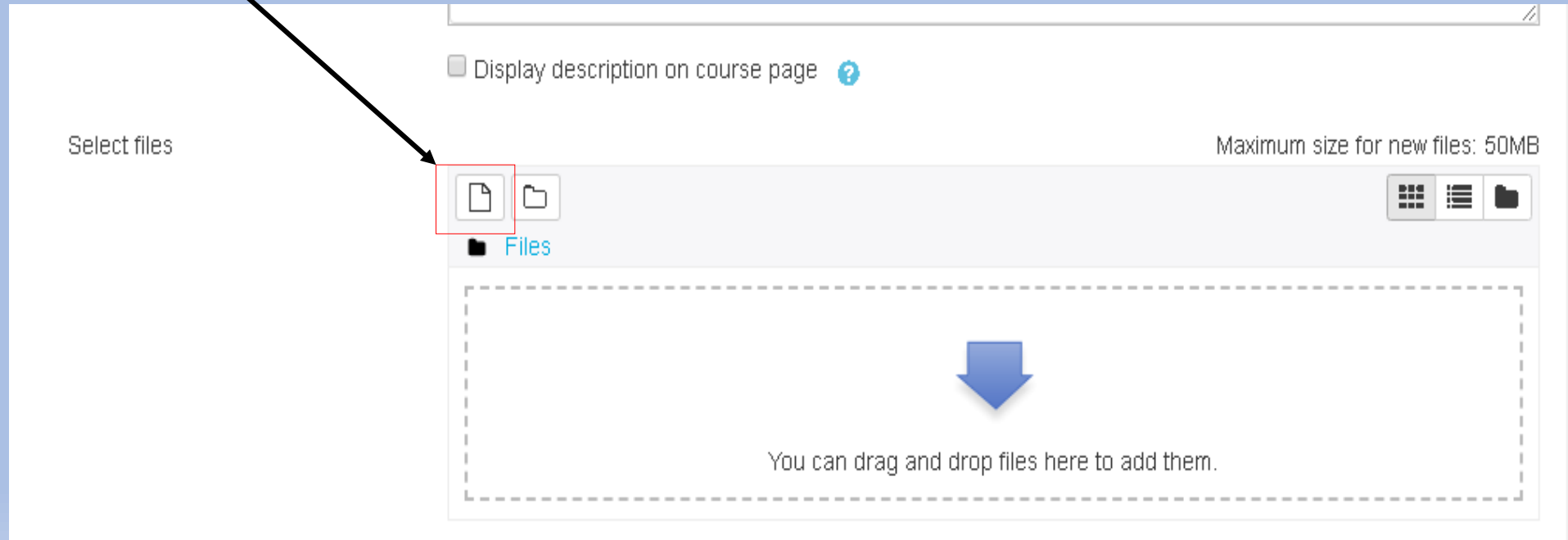
Step

6

Click this



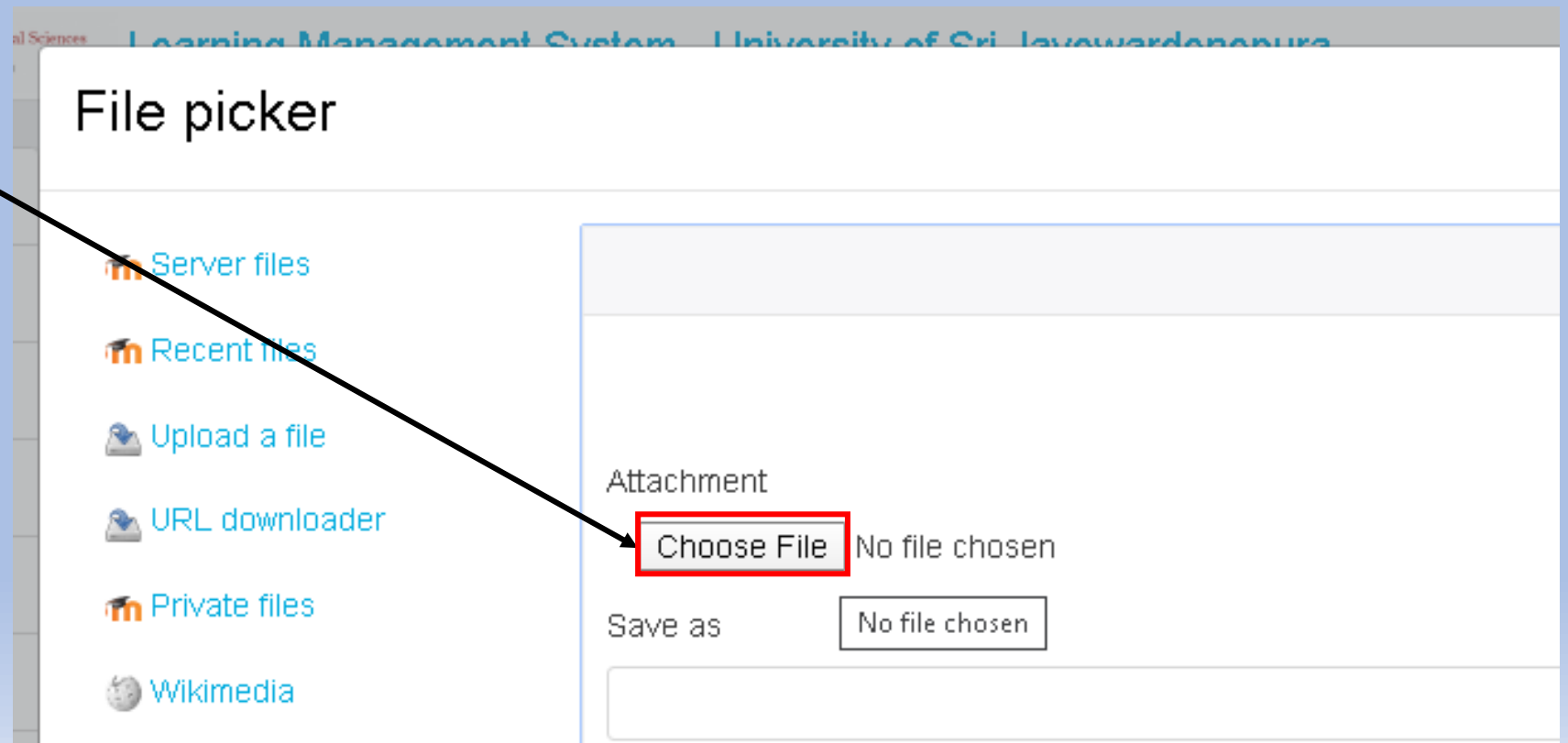
Icon under Select files



Step

7

Click Choose file

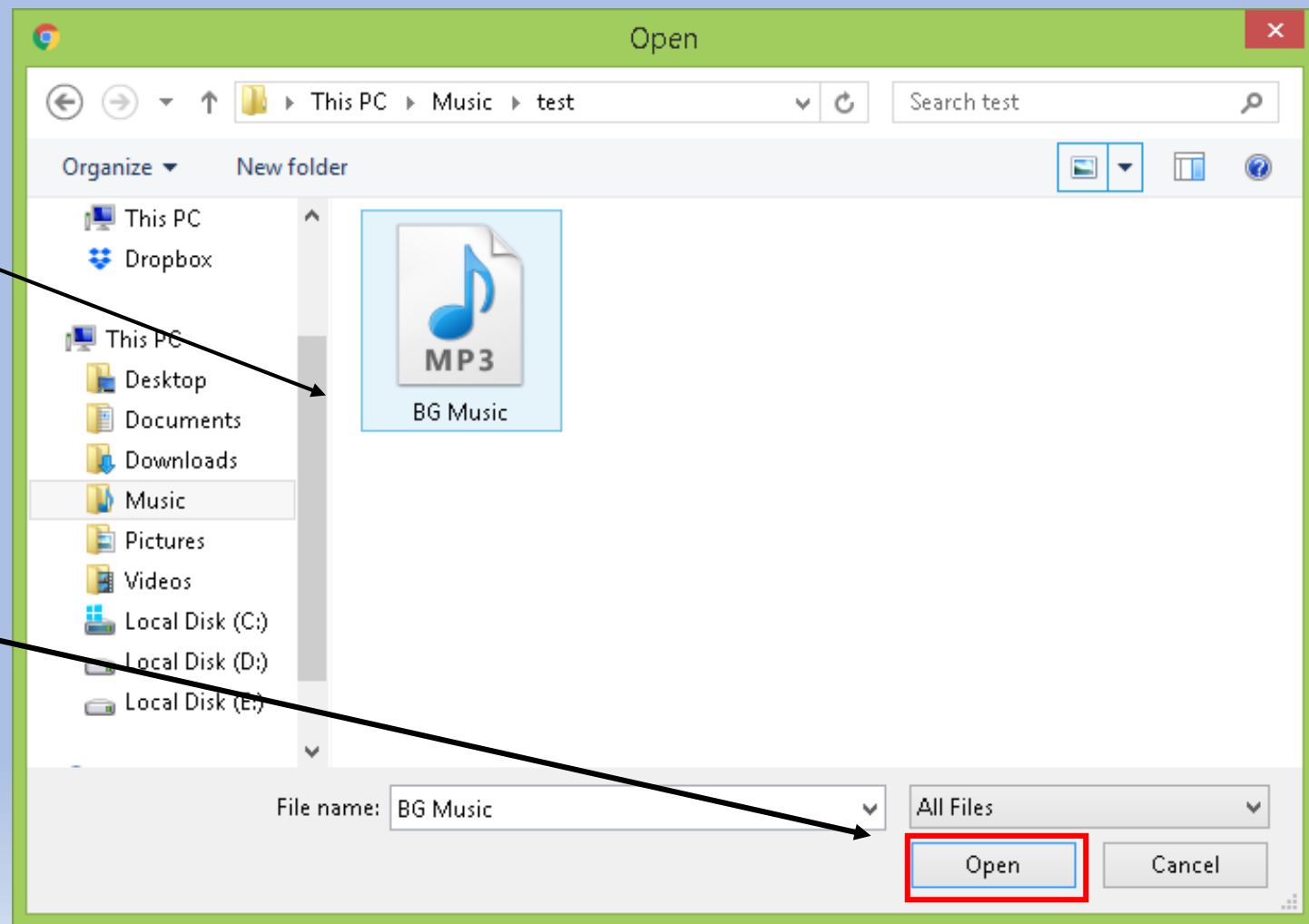


Step 8

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

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

Audio file



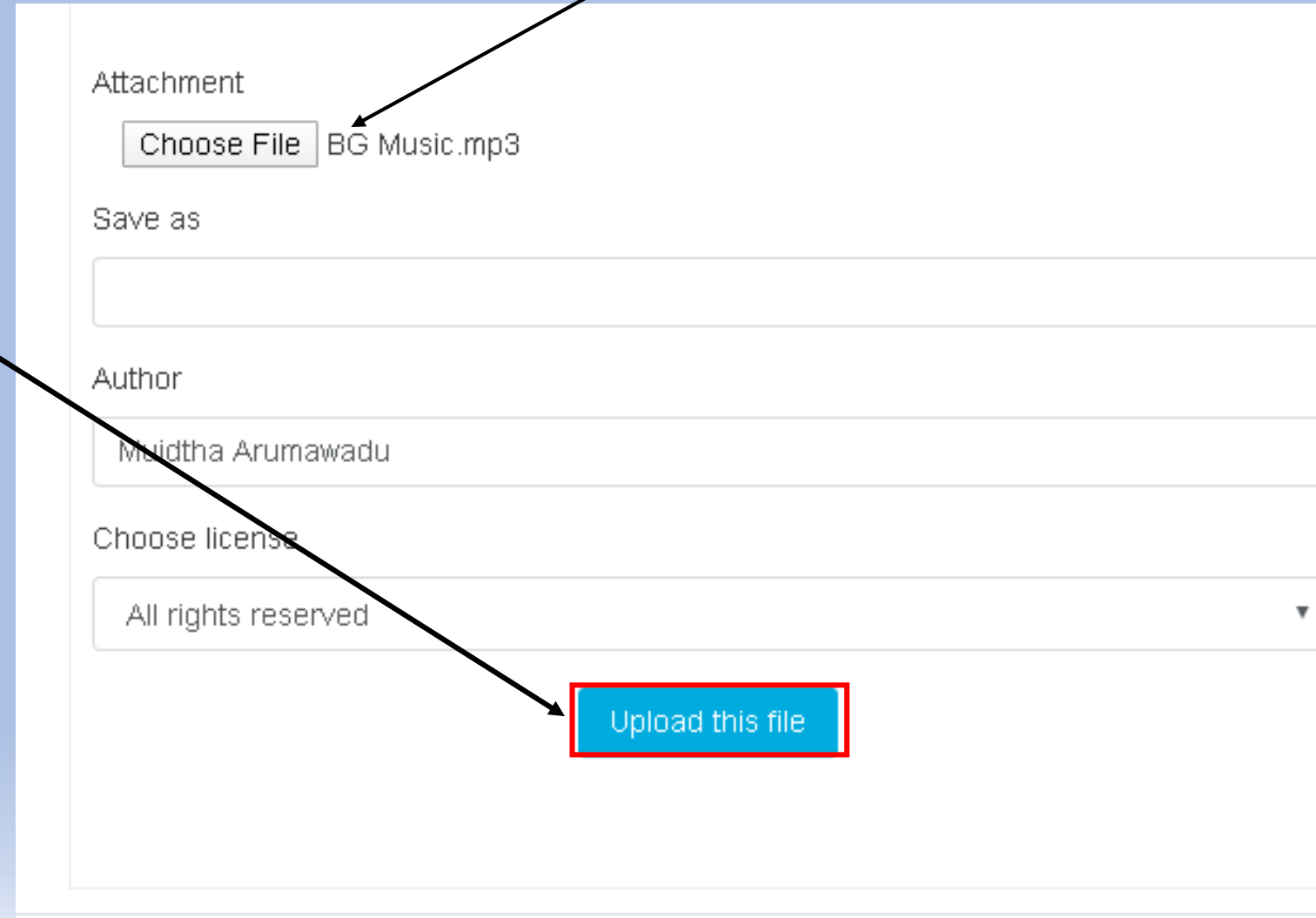
Step

9

Click Upload this file

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

Selected Audio Clip File Name appears here



The screenshot shows a web form for uploading an audio file. It includes fields for 'Attachment' (with a 'Choose File' button and the text 'BG Music.mp3'), 'Save as' (an empty text box), 'Author' (a text box containing 'Maidtha Arumawadu'), and 'Choose license' (a dropdown menu showing 'All rights reserved'). A blue button labeled 'Upload this file' is at the bottom right. Two arrows point from the left-side text to the form: one from 'Click Upload this file' to the 'Upload this file' button, and another from 'Selected Audio Clip File Name appears here' to the 'BG Music.mp3' text.

Attachment

Choose File BG Music.mp3

Save as

Author

Maidtha Arumawadu

Choose license

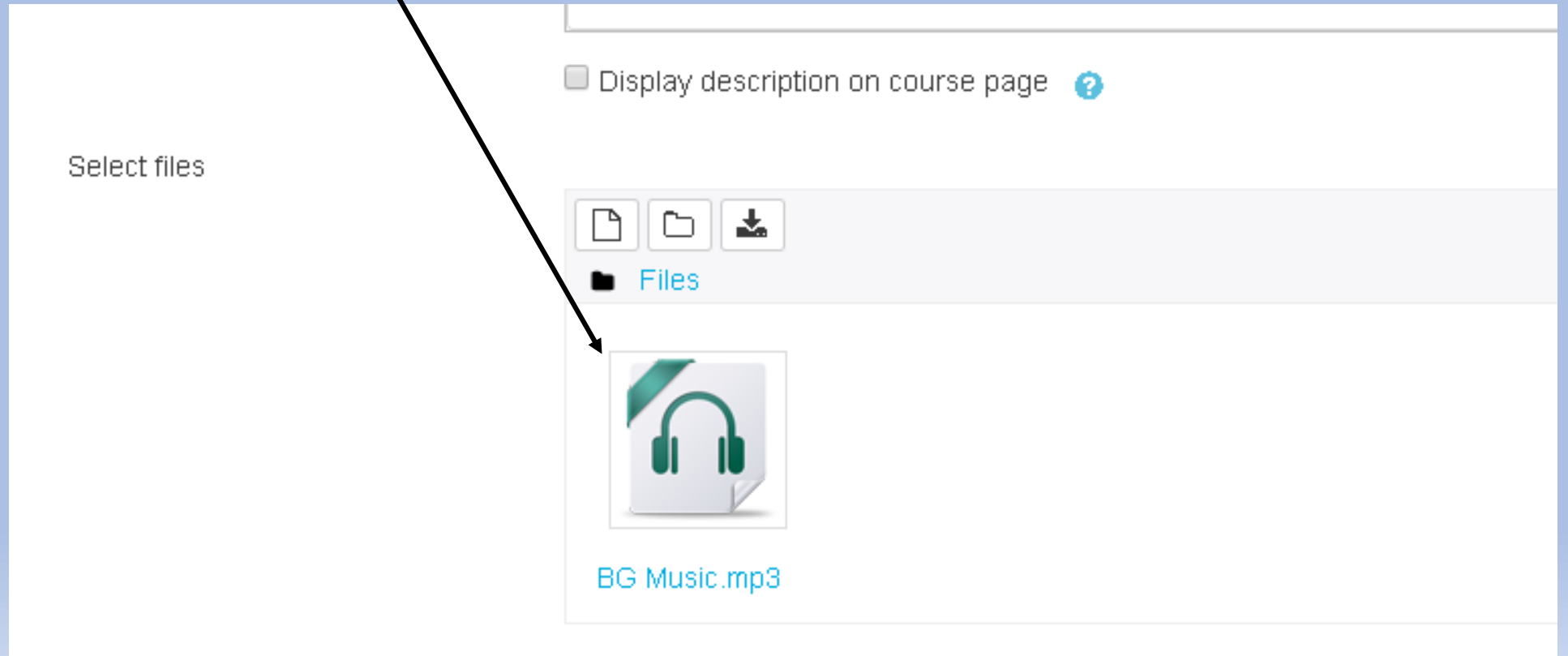
All rights reserved

Upload this file

Step

10

After few seconds or minutes file will appear like this



Step

11

Click **save and return to course**


► Tags

► Competencies

Save and return to course

Save and display

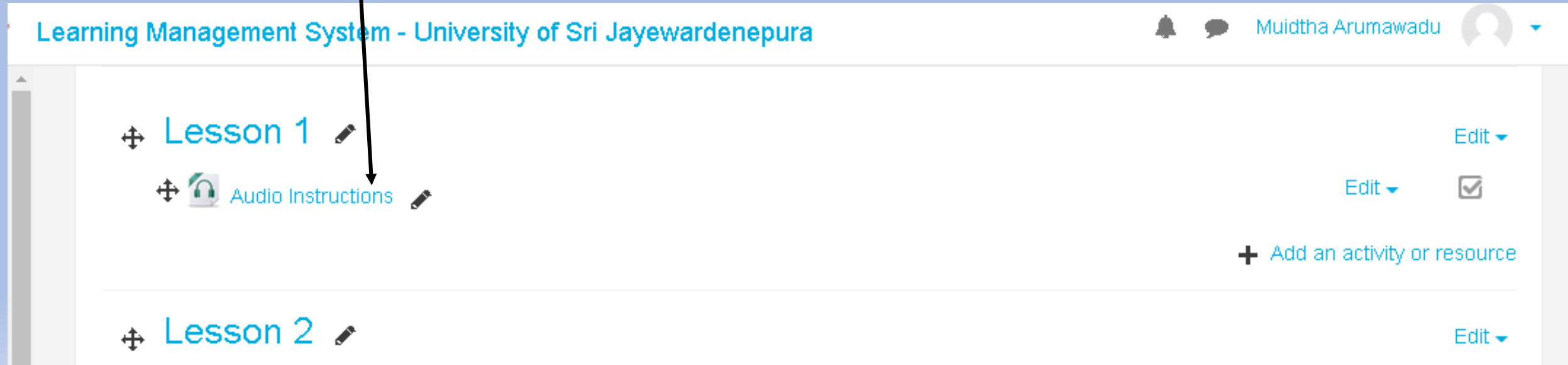
Cancel

There are required fields in this form marked  .

Step

12

Audio Clip Link will appear like this



The screenshot displays the 'Learning Management System - University of Sri Jayewardenepura' interface. The top navigation bar includes a bell icon, a speech bubble icon, the user name 'Muidtha Arumawadu', and a profile icon. The main content area shows a list of lessons. 'Lesson 1' is expanded, revealing an 'Audio Instructions' item, which is highlighted by a yellow box and an arrow pointing from the text 'Audio Clip Link will appear like this'. To the right of 'Lesson 1' is an 'Edit' dropdown menu. To the right of 'Audio Instructions' is an 'Edit' dropdown menu and a checkmark icon. Below 'Lesson 1' is 'Lesson 2', which also has an 'Edit' dropdown menu. At the bottom right of the lesson list is a '+ Add an activity or resource' button.

Learning Management System - University of Sri Jayewardenepura

Lesson 1

Audio Instructions

Lesson 2

Edit

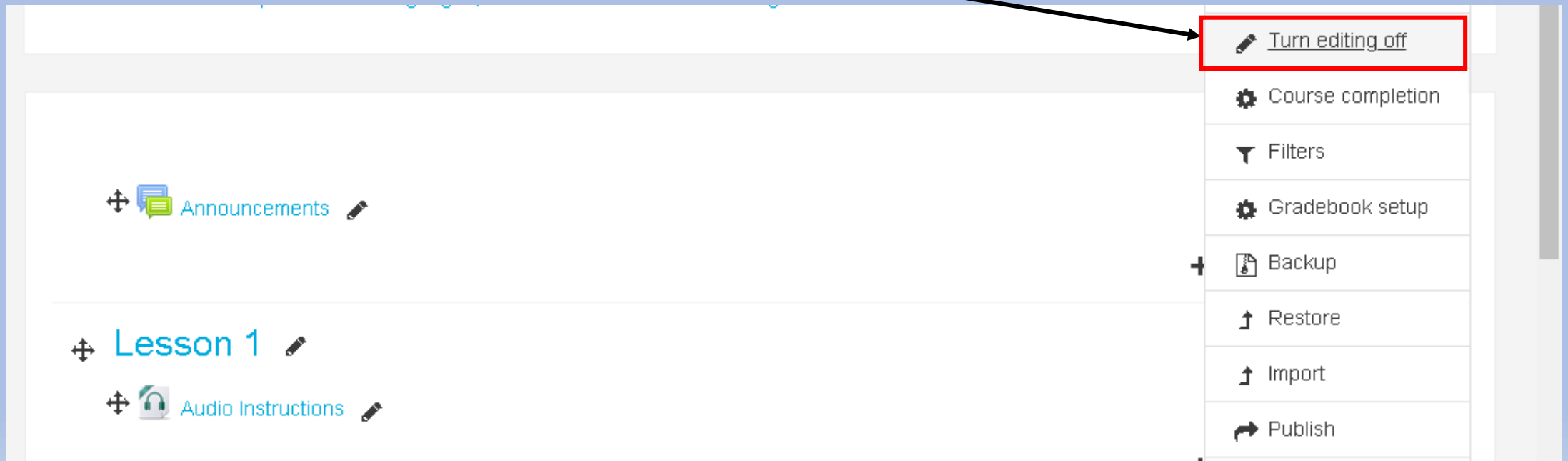
Edit

+ Add an activity or resource

Step

13

Turn editing off



The screenshot shows a Moodle course page. On the right side, a dropdown menu is open, displaying various course management options. The option 'Turn editing off' is highlighted with a red rectangular border. A black arrow points from the text 'Turn editing off' in the yellow box above to this highlighted option. The course content area on the left includes sections for 'Announcements' and 'Lesson 1', each with a plus icon and an edit icon.

- Turn editing off
- Course completion
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Publish

Step

14

Click the link



Announcements

Lesson 1



Audio Instructions

Step

15

Click the play icon and listen

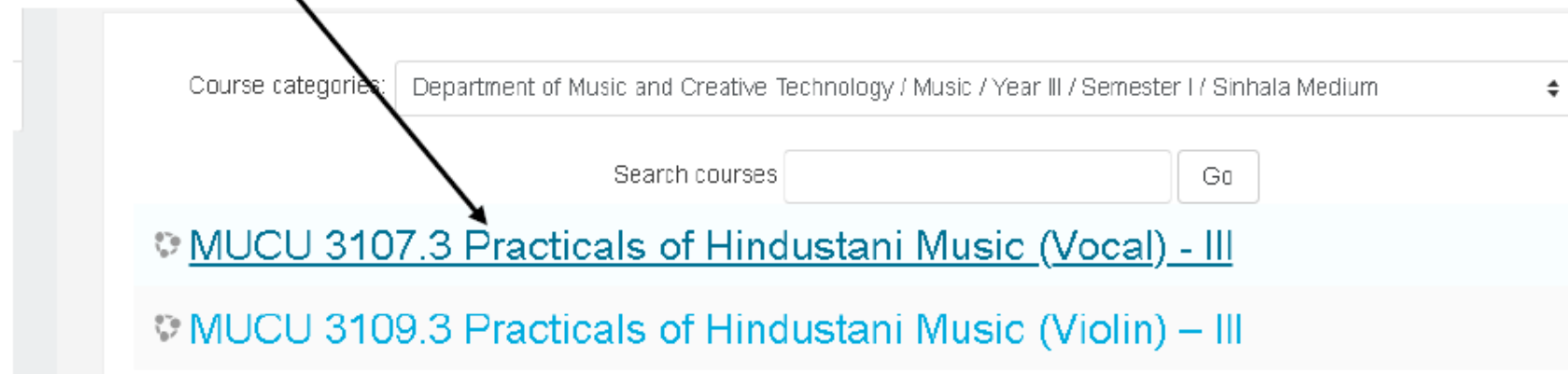
Audio Instructions



How to Assign a Lecturer in LMS

Step 1

Select the required course



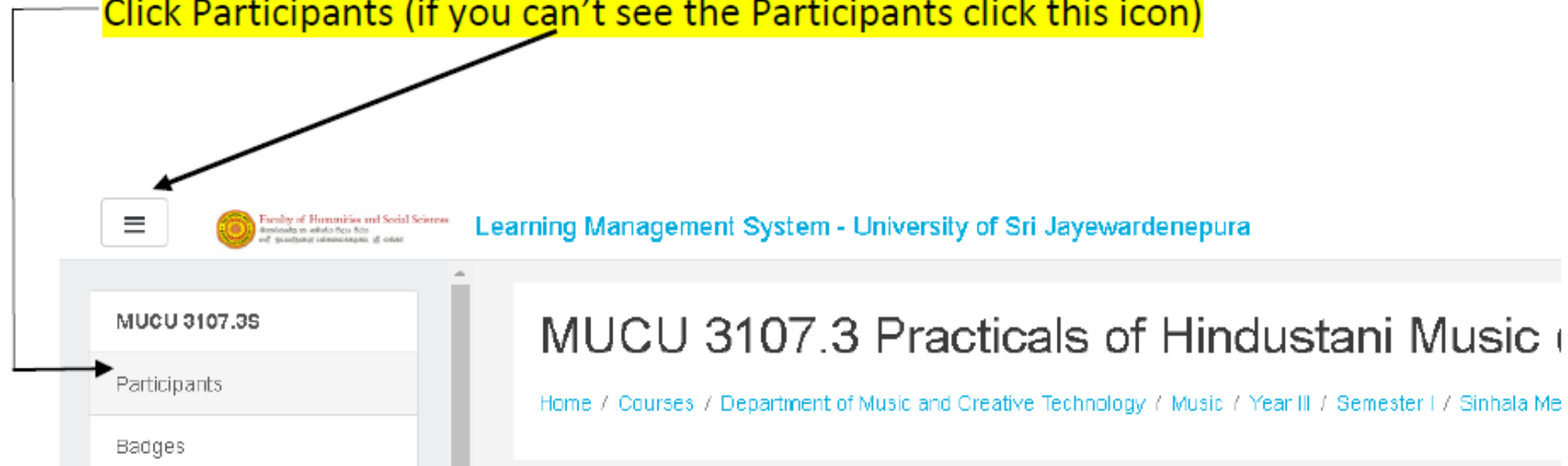
Course categories: Department of Music and Creative Technology / Music / Year III / Semester I / Sinhala Medium

Search courses Go

- [MUCU 3107.3 Practicals of Hindustani Music \(Vocal\) - III](#)
- [MUCU 3109.3 Practicals of Hindustani Music \(Violin\) – III](#)

Step 2

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



Family of Humanities and Social Sciences
සමාජ හා මානව විද්‍යා විද්‍යාලය
විද්‍යාලයේ පාලන ක්‍රමය

Learning Management System - University of Sri Jayewardenepura

MUCU 3107.3S

Participants

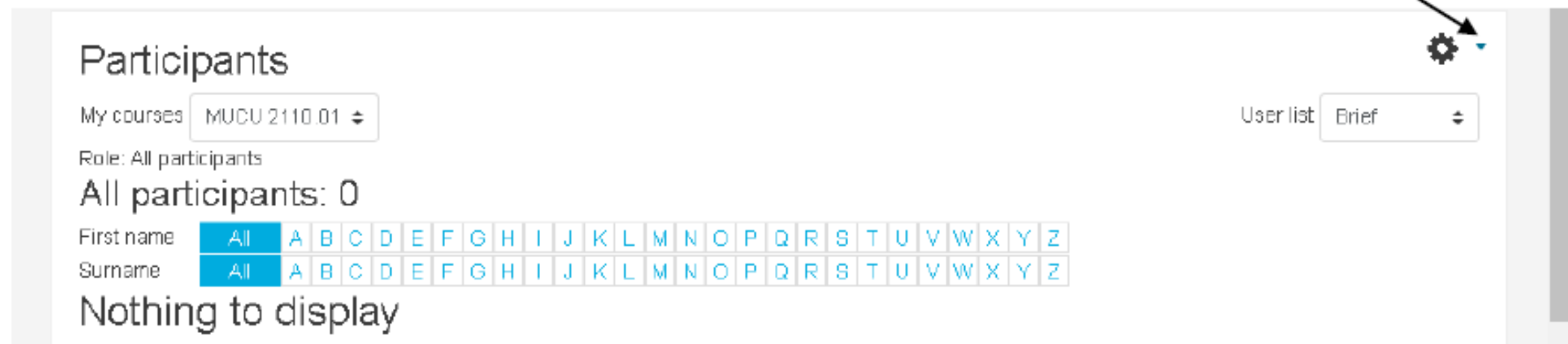
Badges

MUCU 3107.3 Practicals of Hindustani Music (Vocal) - III

[Home](#) / [Courses](#) / [Department of Music and Creative Technology](#) / [Music](#) / [Year III](#) / [Semester I](#) / [Sinhala Medium](#)

Step 3

Click this drop down



Participants

My courses MUCU 2110.01

Role: All participants

User list Brief

All participants: 0

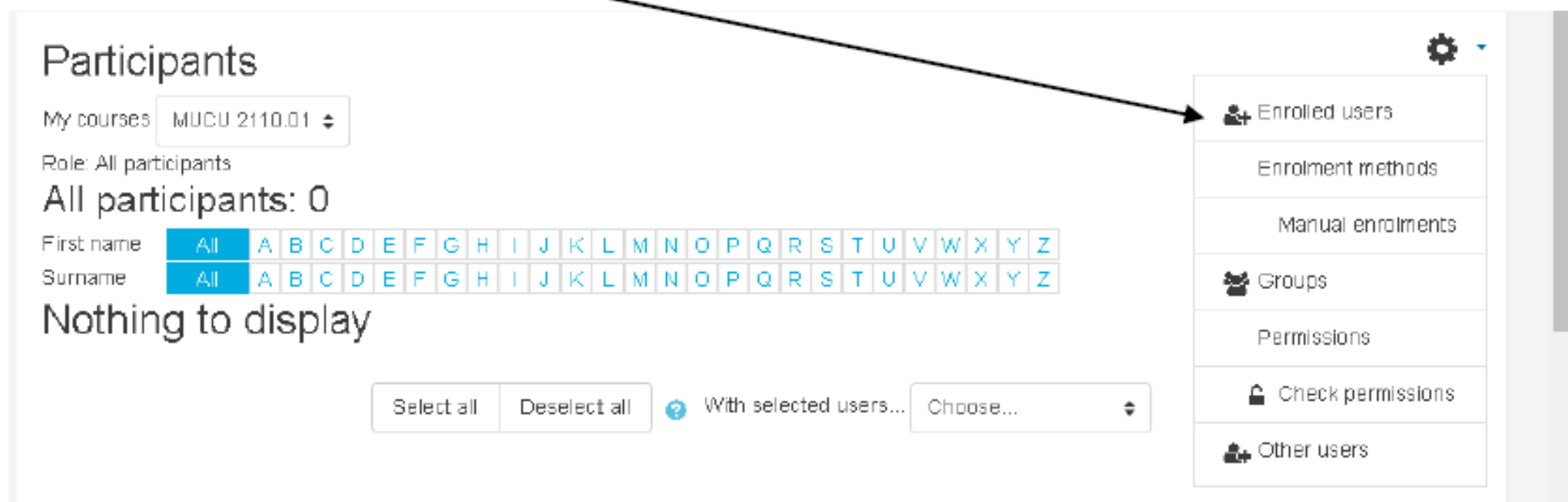
First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nothing to display

Step 4

Select Enrolled users



Participants

My courses: MUCU 2110.01

Role: All participants

All participants: 0

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nothing to display

Select all Deselect all With selected users... Choose...

- Enrolled users
- Enrolment methods
- Manual enrolments
- Groups
- Permissions
- Check permissions
- Other users

Step 5

Click Enrol users



The screenshot shows a web interface for managing enrolled users. At the top left, the text "Enrolled users" is displayed. Below this, there is a search bar labeled "Search" and two dropdown menus labeled "Enrolment methods" and "Role", both currently set to "All". To the right of these filters is a button labeled "Enrol users". A black arrow originates from the text "Click Enrol users" in the yellow box above and points directly to the "Enrol users" button.

Enrolled users

Search

Enrolment methods

Role

Enrol users

Step 6

Click Assign roles and Select **Lecturer**

MUCU 3127050

enrolled users

[Home](#) / [Courses](#) / [Details](#) / [Enrolled users](#)

Enrol users

Assign roles

Enrolment

7016 users found

Search

Student

None

Manager

Lecturer

Non-editing teacher

Student

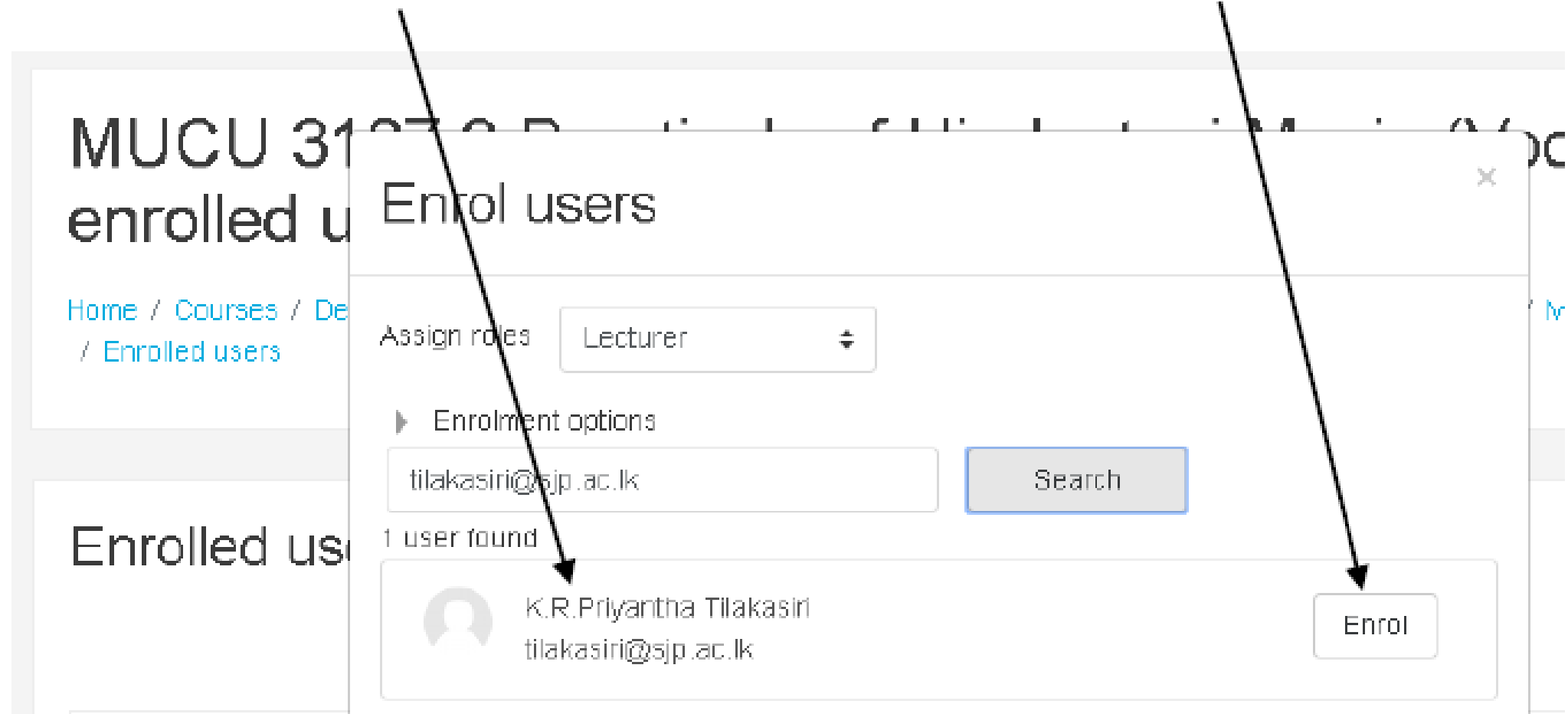
Step 7

Add here relevent email of the lecturer and click Search

The screenshot shows the 'Enrol users' dialog box in Moodle. The 'Assign roles' dropdown is set to 'Lecturer'. The 'Enrolment options' section is expanded, showing a search field with the email address 'tlakasiri@slp.ac.lk' and a 'Search' button. A red arrow points to the search field, and a blue arrow points to the 'Search' button. The background shows the 'Enrolled users' page for the course 'MUCU 310705 - Introduction to the MUCU system'.

Step 8

Relevant Name and email will appear and click **Enrol**



The screenshot shows the 'Enrol users' interface in Moodle. The page title is 'MUCU 310705 - Introduction to the History of Sri Lanka'. The breadcrumb trail is 'Home / Courses / De / Enrolled users'. The 'Assign roles' dropdown is set to 'Lecturer'. Under 'Enrolment options', the search input contains 'tilakasiri@sjp.ac.lk' and the 'Search' button is highlighted. Below the search bar, it says '1 user found'. The search result shows a user profile icon, the name 'K.R.Priyantha Tilakasiri', and the email 'tilakasiri@sjp.ac.lk'. An 'Enrol' button is located to the right of the user information. Two arrows from the text above point to the email address and the 'Enrol' button.

MUCU 310705 - Introduction to the History of Sri Lanka

enrolled users

Home / Courses / De / Enrolled users

Assign roles: Lecturer

Enrolment options

tilakasiri@sjp.ac.lk Search

1 user found

K.R.Priyantha Tilakasiri
tilakasiri@sjp.ac.lk Enrol

Step 9

Click Finish enrolling users



Enrolment options

tilakasiri@sjp.ac.lk

Search

1 user found

	K.R.Priyantha Tilakasiri tilakasiri@sjp.ac.lk
---	--

Finish enrolling users






Lecturer details will appear like this

Enrolled users

Enrol users

Search Enrolment methods Role

Group Status

First name / Surname Email address	Last access to course	Roles	Groups	Enrolment methods
 K.R.Priyantha Tilakasiri tilakasiri@sjp.ac.lk	Never	Lecturer 		Manual enrolments from Sunday, 10 May 2020, 5:28 PM  

Enrol users

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

Enrolled users

Enrol users

Search Enrolment methods Role

Group Status

First name / Surname ▲ / Email address	Last access to course	Roles	Groups	Enrolment methods
 W.M.H.D.ANJALI 89063 dulasha97anjali@gmail.com	1 day 8 hours	Student 		Self enrolment (Student) from Saturday, 28 March 2020, 9:15 AM  
 Y.M.S.K.Y.BANDARA 89090 sakunika@madee@gmail.com	10 days 3 hours	Student 		Self enrolment (Student) from Saturday, 11 April 2020, 9:15 AM  

Click relevant **Unenrol**

Click continue

Confirm

Do you really want to unenrol user "W.M.H.D.AJALI 89063" from course "DACU 3104.03 Eastern Dance Drama"?

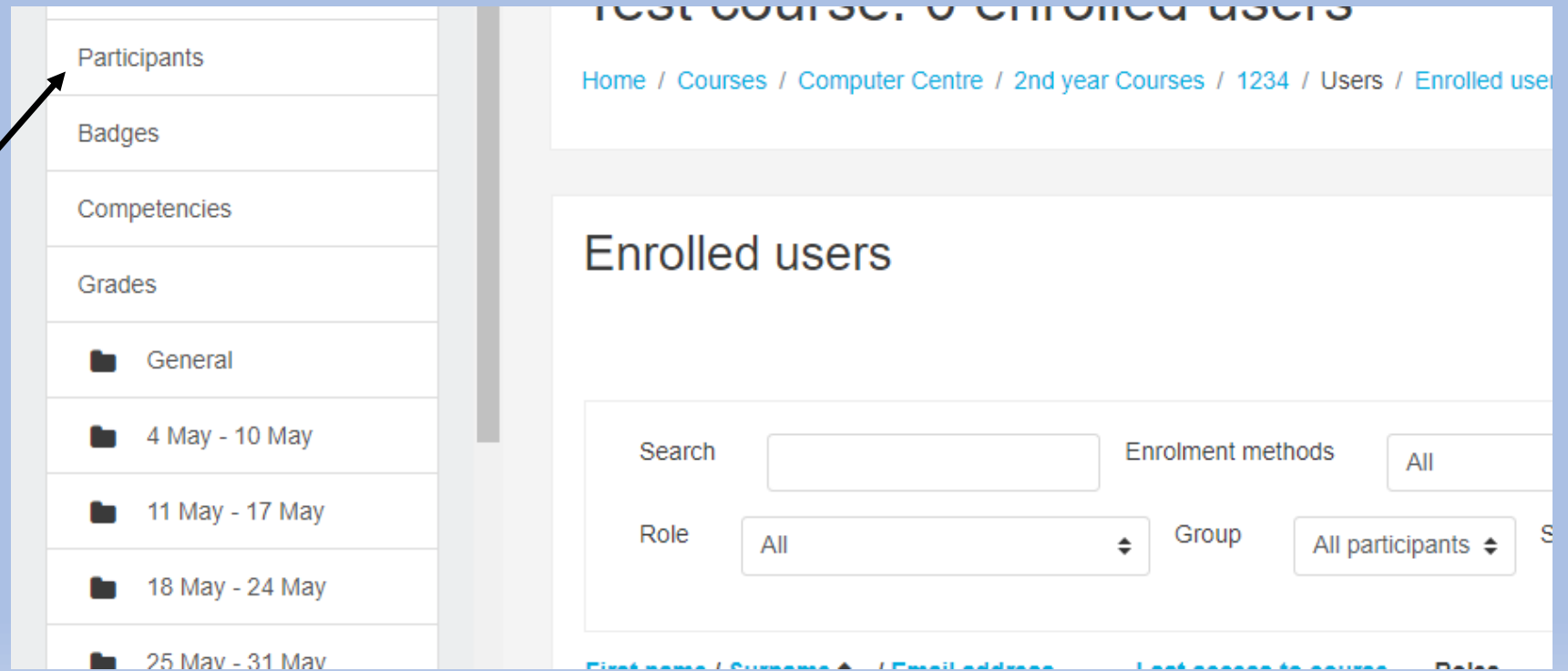
Please do this with extreme caution

How to Enroll and Unenroll Students in LMS

How to Enroll Students in LMS

Step 1

For enroll students, Click 'Participants'.



The screenshot displays the LMS interface. On the left, a sidebar menu lists 'Participants', 'Badges', 'Competencies', and 'Grades'. Below these are folders for different time periods: 'General', '4 May - 10 May', '11 May - 17 May', '18 May - 24 May', and '25 May - 31 May'. An arrow points from the 'Participants' menu item to the main content area. The main content area shows the breadcrumb trail: 'Home / Courses / Computer Centre / 2nd year Courses / 1234 / Users / Enrolled users'. Below this is the 'Enrolled users' section, which includes a search bar, 'Enrolment methods' set to 'All', 'Role' set to 'All', and 'Group' set to 'All participants'. At the bottom, the start of a table is visible with columns: 'First name / Surname', 'Email address', 'Last access to course', and 'Role'.

Step 2

Click 'Enrolment methods'

Participants

My courses: GENI 1102.2

Role: All participants

All participants: 0

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z











Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nothing to display

Select all Deselect all ? With selected users... Choose...

- Enrolled users
- Enrolment methods**
- Manual enrolments
- Groups
- Permissions
- Check permissions
- Other users

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	0	↓	   
Guest access	0	↑ ↓	  
Self enrolment (Student)	0	↑	  

Add method

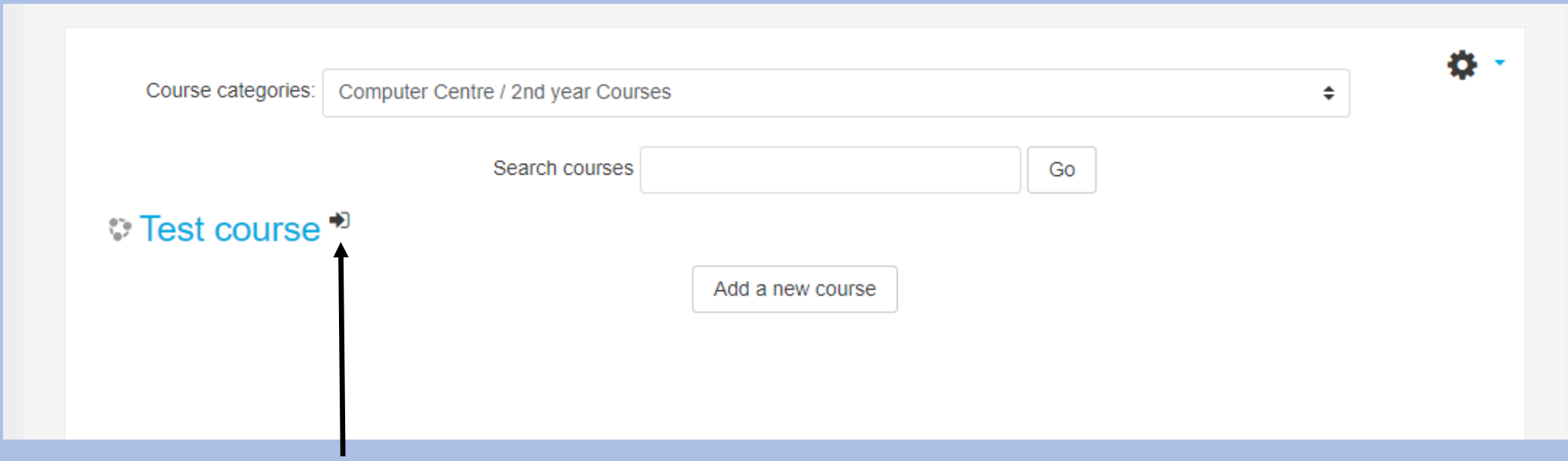
Self enrolment ▾

Choose...

Self enrolment

Step 3

Go to self enrolment and enable this icon

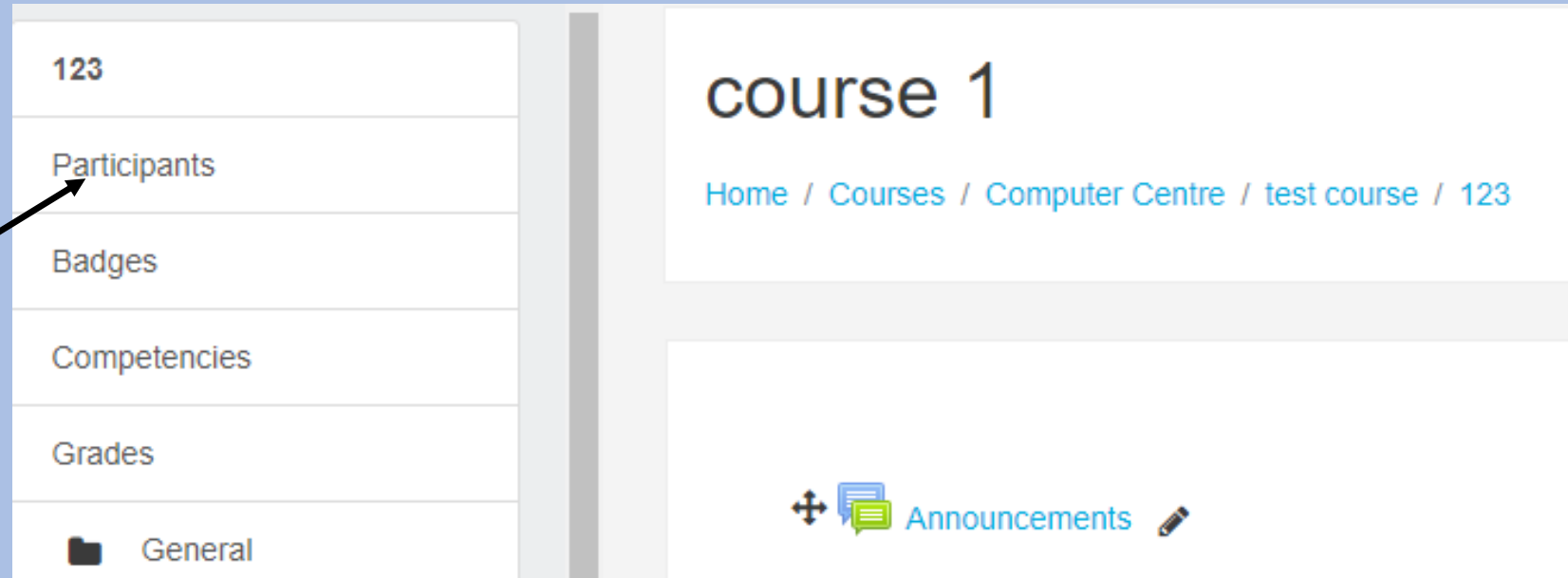


Finally you can see here, self enrolment is activate.

How to unenrolled students on LMS

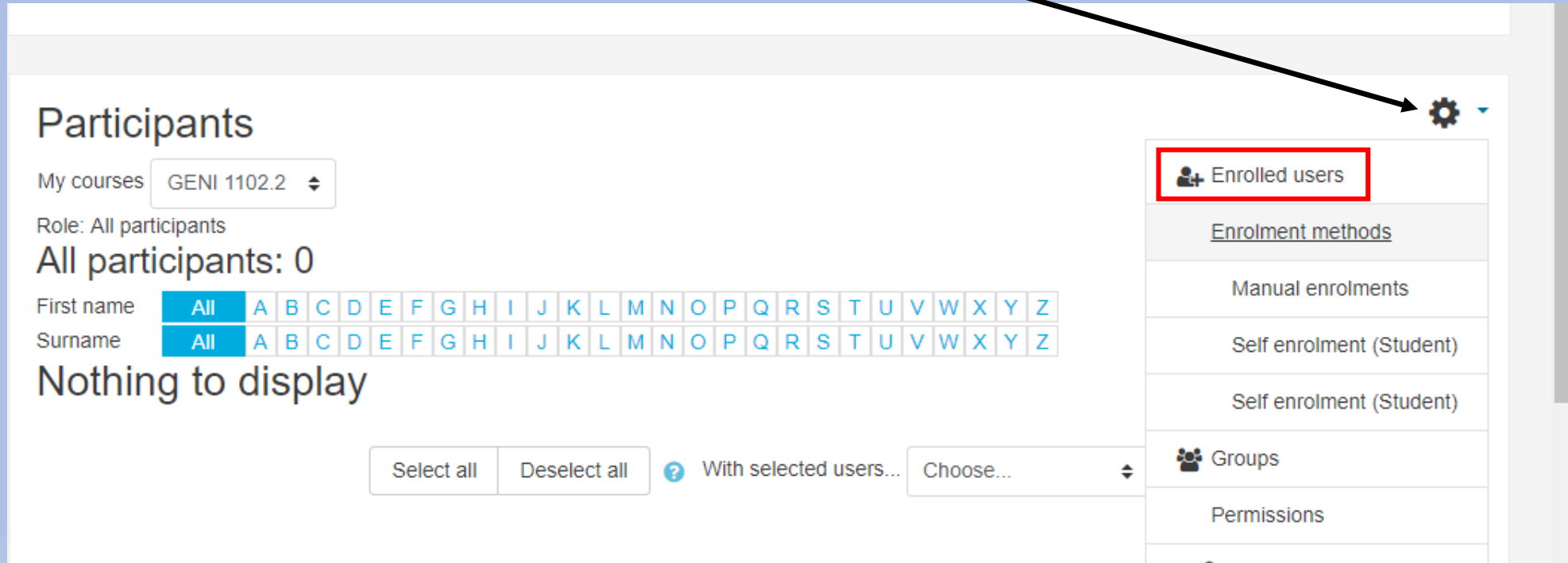
Step 1

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



Step 2

Click here and select 'Enrolment users'.



Participants

My courses: GENI 1102.2

Role: All participants

All participants: 0

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nothing to display

Select all Deselect all ? With selected users... Choose...

- Enrolled users**
- Enrolment methods
 - Manual enrolments
 - Self enrolment (Student)
 - Self enrolment (Student)
- Groups
- Permissions

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

Unenrol

[Home](#) / [Courses](#) / [Computer Centre](#) / [Certificate Course in Website Development](#) / [Website Development - Group 04](#) / [Users](#) / [Enrolled users](#) / Unenrol

User's Name here

Confirm

Do you really want to unenrol user **User's Name here** from course "Certificate in Website Development - Group 04- 2018"?

Continue

Cancel

Finally it will ask you to confirm your choice 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

GENI 1102.2 Information Technology

[Home](#) / [My courses](#) / [GENI 1102.2](#)

-  Announcements
-  Social forum

Handouts in Sinhala

-  Introduction to Computers
-  Computer Devices

Handouts in English

-  Introduction to Computers
-  Computer Devices











Step 1



Setting

Step 2

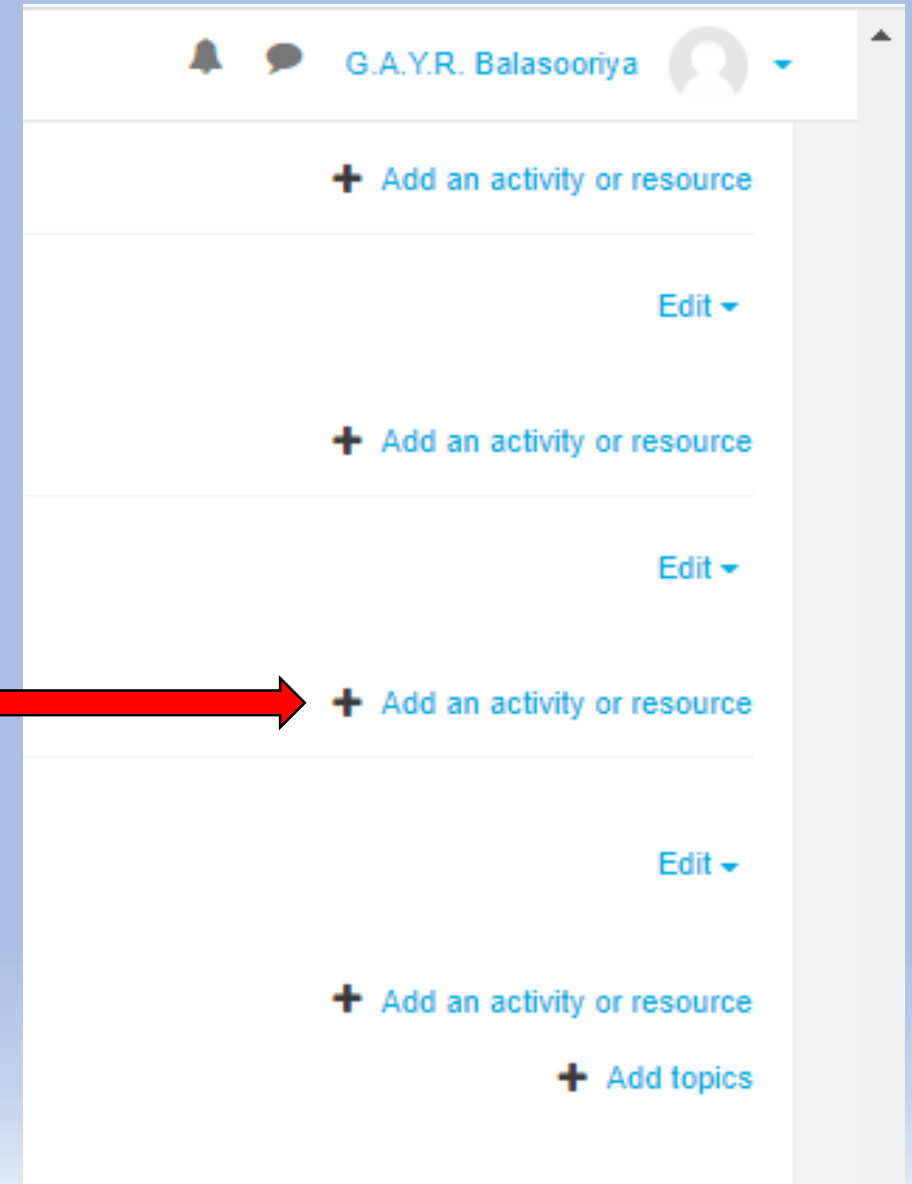
Turn Editing On

-  Edit settings
-  Turn editing on
-  Course completion
-  Filters
-  Gradebook setup
-  Backup
-  Restore
-  Import
-  Reset
-  More...

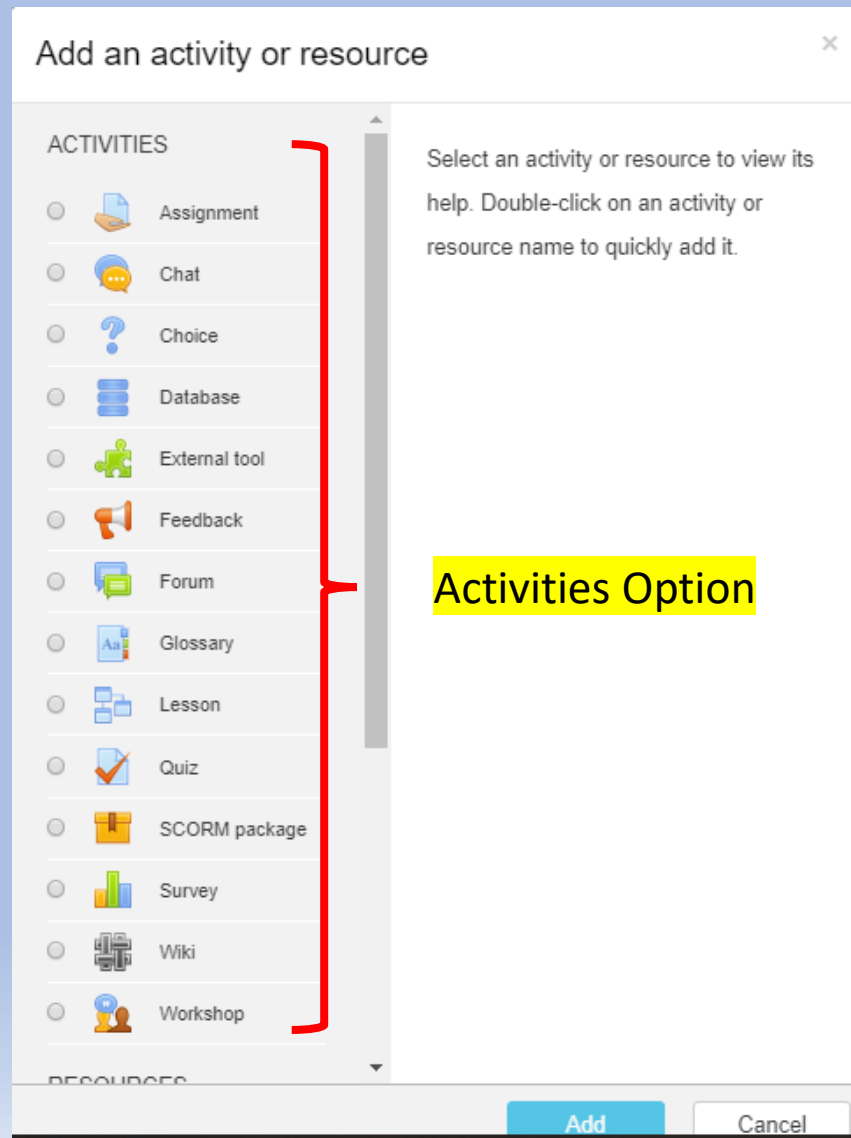


1. Click + Add an activity or resource to add activity (Assignment)

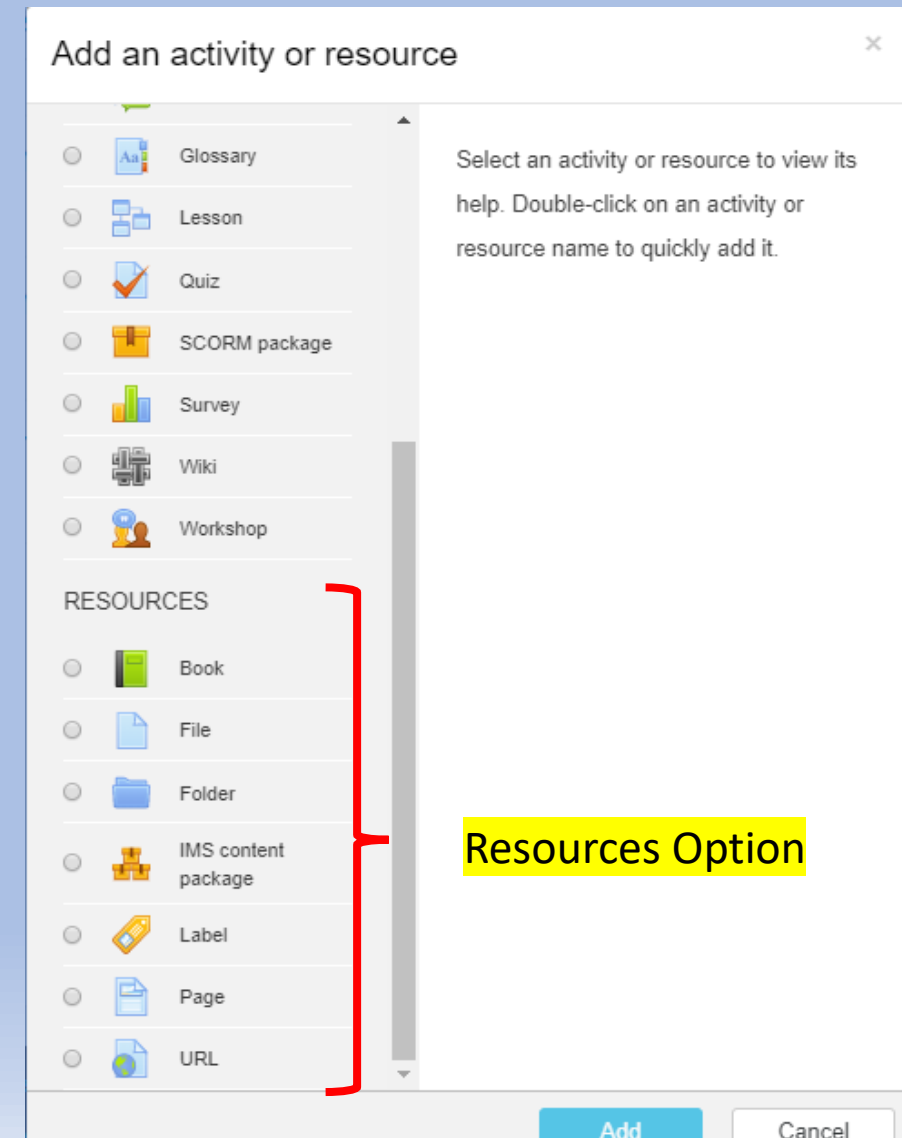
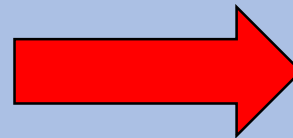
Add an activity or resource



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

Add an activity or resource

ACTIVITIES

- ☒ Assignment
- ☐ Chat
- ☐ Choice
- ☐ Database
- ☐ External tool
- ☐ Feedback
- ☐ Forum
- ☐ Glossary
- ☐ Lesson
- ☐ Quiz
- ☐ SCORM package
- ☐ Survey
- ☐ Wiki
- ☐ Workshop

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment module require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

[More help](#)

RESOURCES

Add **Cancel**

Description
(Assignment Description
for read)

Step 2

Add Button

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

Adding a new Assignment to Assignment 2 ?

[Expand all](#)

General

Assignment name !

Description

↶

i ▼

B

I

☰

☷

🔗

🔄

🖼️

🎥

📎

☐ Display description on course page ?

Additional files ? Maximum size for new files: 50MB

📎

Files

☰

☷

📁

↓

You can drag and drop files here to add them.

Availability

5. Enter Assignment name and other details as follow.


The screenshot shows a web interface for adding a new assignment. The form is titled "Adding a new Assignment to Assignment 2". It has a "General" section with the following fields:


- Assignment name:** A text input field containing "Web Page Creating". A red arrow points to this field from the annotation "Step 1" and "Assignment name (required)".
- Description:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, and document. A red arrow points to this area from the annotation "Step 2" and "Assignment Description (If necessary)".
- Display description on course page:** A checkbox. A red arrow points to this checkbox from the annotation "If mark this, above description will show in course page".
- Additional files:** A section with a "Files" folder icon and a dashed box for file uploads. A red arrow points to the "Files" icon from the annotation "Step 3" and "File attachment button (File Picker)". Below the dashed box is a blue arrow pointing down and the text "You can drag and drop files here to add them." A red arrow points to this area from the annotation "Attachments to students from lecturer will show here after step 3 finished (Question paper, eBook, etc. under 50MB size)".


The "Availability" section is partially visible at the bottom.


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.


File picker


 Server files

 Recent files

 Upload a file

 URL downloader

 Private files

 Wikimedia

Attachment

Choose File

No file chosen

Save as

Author

G.A.Y.R. Balasooriya

Choose license

All rights reserved

Upload this file

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

The image shows a 'File picker' interface. On the left, a sidebar contains links: 'Server files', 'Recent files', 'Upload a file' (highlighted with a red box), 'URL downloader', 'Private files', and 'Wikimedia'. The main area is titled 'Attachment' and contains a 'Choose File' button, the text 'Web Assignment 2.txt', a 'Save as' text input field, an 'Author' text input field with 'G.A.Y.R. Balasooriya', and a 'Choose license' dropdown menu with 'All rights reserved'. At the bottom is a blue 'Upload this file' button. Two red arrows indicate steps: 'Step 1' points to the 'Choose File' button with the annotation 'Choose File to upload file/s'; 'Step 2' points to the 'Upload this file' button with the annotation 'File upload button'. A third red arrow points to the text 'Web Assignment 2.txt' with the annotation 'Uploaded File Name show here'.

File picker

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Choose File Web Assignment 2.txt

Save as

Author

G.A.Y.R. Balasooriya

Choose license

All rights reserved

Upload this file

Step 1

Choose File to upload file/s

Uploaded File Name show here

Step 2

File upload button

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

▼ Availability

Allow submissions from	29	April	2020	00	00	<input checked="" type="checkbox"/> Enable	1
Due date	6	May	2020	00	00	<input checked="" type="checkbox"/> Enable	2
Cut-off date	29	April	2020	18	55	<input type="checkbox"/> Enable	3
Remind me to grade by	13	May	2020	00	00	<input checked="" type="checkbox"/> Enable	4

☒ Always show description

▼ Submission types

Use this 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**,

The screenshot shows the 'Submission types' configuration panel. It includes a 'Submission types' section with checkboxes for 'Online text' and 'File submissions'. Below this are fields for 'Word limit', 'Maximum number of uploaded files' (set to 1), 'Maximum submission size' (set to 'Site upload limit (50MB)'), and 'Accepted file types'. There are also links for 'Feedback types' and 'Submission settings'.

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.

This screenshot shows the 'Submission types' configuration panel with two red arrows and yellow boxes indicating specific steps. Arrow 1 points to the 'Online text' checkbox, which is unchecked. Arrow 2 points to the 'Word limit' field, which is empty and has an 'Enable' checkbox next to it.

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

Feedback types

Submission settings

Require students click submit button ? Yes

Require that students accept the submission statement ? No

Attempts reopened ? Manually

Maximum attempts ? 1

Group submission settings

Notifications

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.

▶ [Group submission settings](#)

▶ [Notifications](#)

▶ [Grade](#)

▶ [Common module settings](#)

▶ [Restrict access](#)

▶ [Activity completion](#)


▶ [Tags](#)

▶ [Competencies](#)

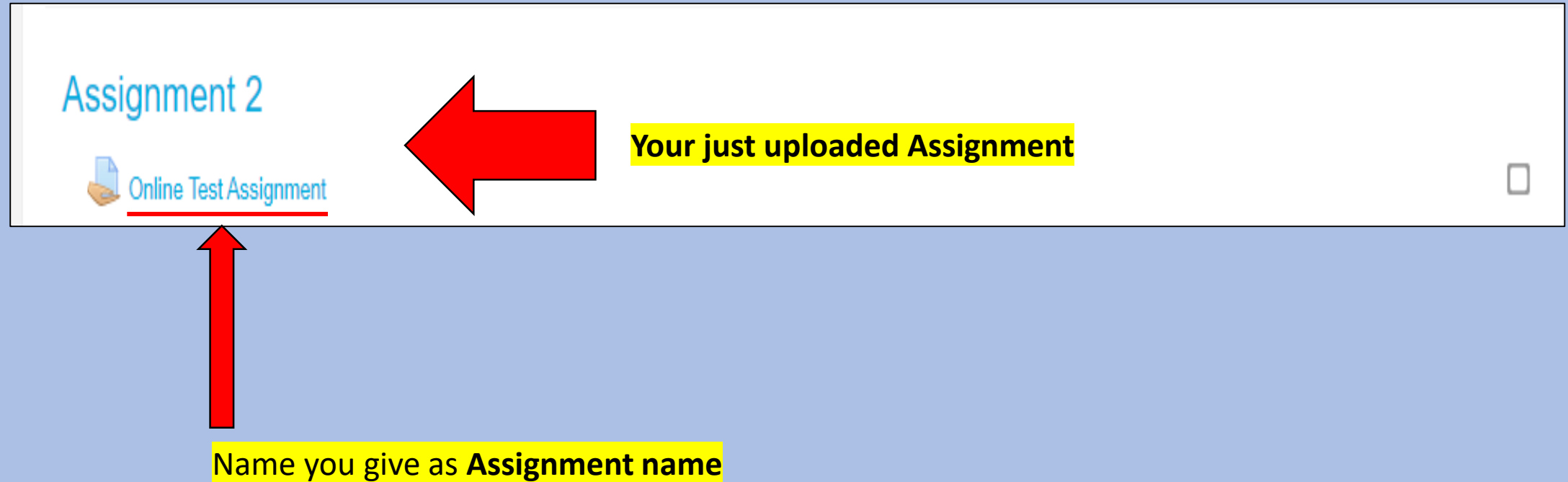
Save and return to course

Save and display

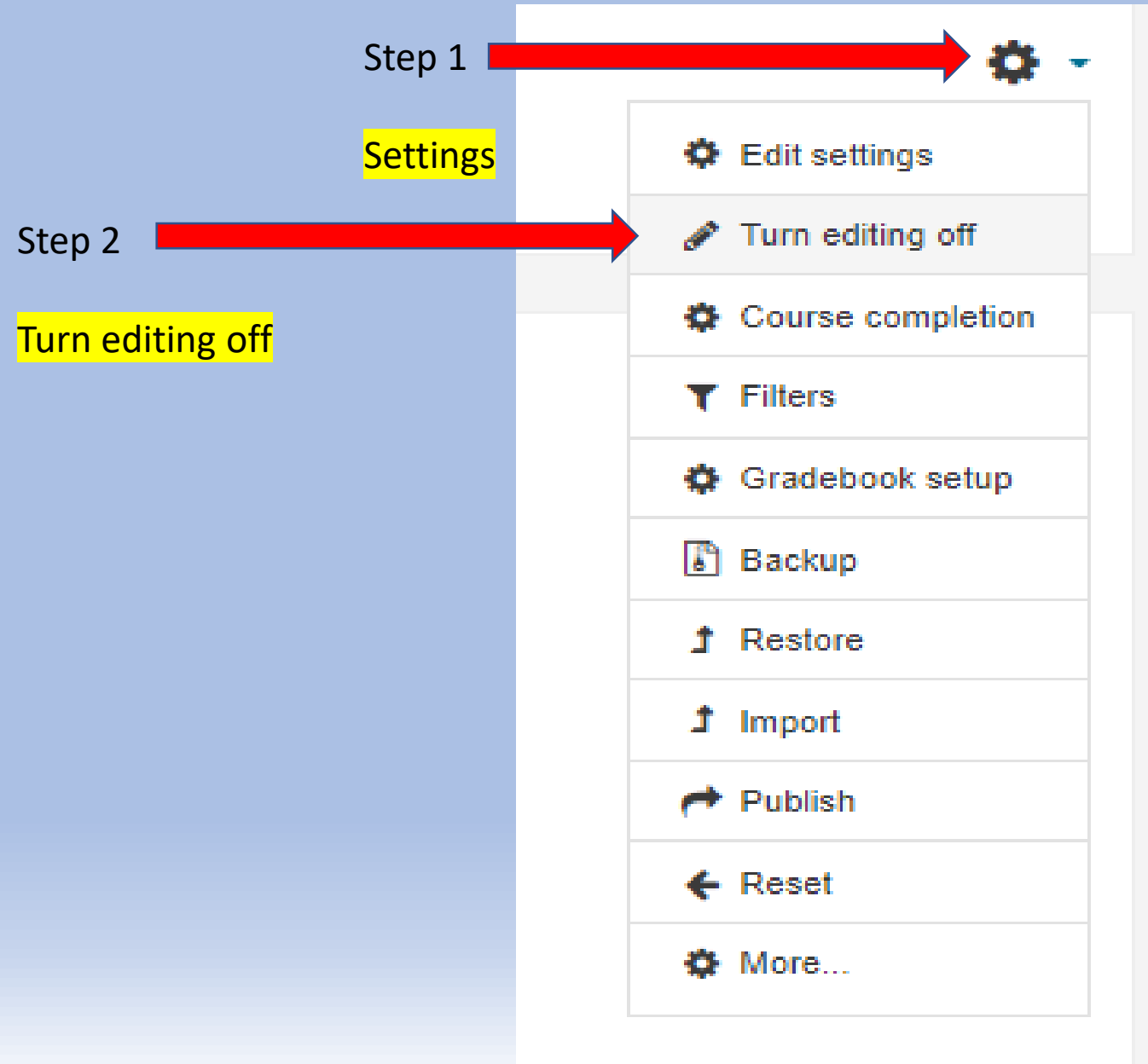
Cancel

There are required fields in this form marked  .

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

Assignment 2



Online Test Assignment



Click on the Assignment name



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

Online Test Assignment

This is a test run. Not for Students to do!

Test.txt

The file you upload for student (Question paper, etc.)

Grading summary

Participants	68
Drafts	0
Submitted	0
Needs grading	0
Due date	Sunday, 3 May 2020, 12:00 PM
Time remaining	19 hours 58 mins

View all submissions

View all submissions

Grade

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

Online Test Assignment

Grading action Choose...

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Nothing to display

With selected... Lock submissions Go

▼ Options

Assignments per page 100

Filter Submitted

☐ Quick grading ?

☒ Show only active enrolments ?

☐ Download submissions in folders ?

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.

Online Test Assignment

Grading action

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>		Student name here	76926@x.com	Submitted for grading Graded	<input type="button" value="Grade"/> 95.00 / 100.00	<input type="button" value="Edit"/>	Saturday, 2 May 2020, 4:08 PM

With selected...

Options

Assignments per page

Filter

☐ Quick grading ?

☐ Show only active enrolments ?

☐ Download submissions in folders ?

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.

Online Test Assignment

Grading action

Choose...

Choose...

Download all submissions

View gradebook

Step 1

Grading action

Step 2


Download all submissions

Select	picture	Surname	address	S
		<div>Student name here</div>	76926@x.com	S fc G

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.

Online Test Assignment

This is a test run. Not for Students to do!

 [Test.txt](#)

Grading summary

Participants	68
Drafts	0
Submitted	0
Needs grading	0
Due date	Sunday, 3 May 2020, 12:00 PM
Time remaining	19 hours 58 mins

View all submissions

Grade



Grade button

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

The screenshot shows the Canvas LMS submission interface. Annotations include:

- Student name:** Points to the student's profile picture and name at the top left.
- Due date:** Points to the text "Due date: 3 May 2020, 12:00 PM".
- Submission status:** Points to the green bar indicating "Submitted for grading" and "Graded".
- Step 1:** Points to the file "Answer 1.txt" under the "Submitted for grading" section.
- Comments (0):** Points to the "Comments (0)" link.
- Grade:** Points to the "Grade out of 100" section showing a score of 95.00.
- Current grade in gradebook:** Points to the "95.00" score.
- Marks for Assignment:** Points to the "Feedback comments" section.
- Step 3:** Points to the "Feedback comments" text area.
- Teacher's Comments (If necessary):** Points to the "Feedback comments" text area.
- Step 4:** Points to the "Save changes" button.
- Save changes:** Points to the "Save changes" button.
- Step 5:** Points to the "Change user" dropdown menu.
- This arrow keys navigate student to students:** Points to the "Change user" dropdown menu.

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

Online Test Assignment



This is a test run. Not for Students to do!

 Test.txt

Grading summary

Participants	68
Drafts	0
Submitted	0
Needs grading	0
Due date	Sunday, 3 May 2020, 12:00 PM
Time remaining	19 hours 58 mins

View all submissions



View all submissions

Grade

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

Online Test Assignment

Grading action

View gradebook

Choose...

Download all submissions

View gradebook

Step 1

Grading action

Step 2

View gradebook

Select	User picture	First name	Surname	Email	address
<input type="checkbox"/>				76926@x.com	

Student name here

76926@x.com

With selected...

Lock

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

Grader report

View

Setup

Scales

Letters

Import

Export

Grader report

Grade history

Outcomes report

Overview report

Single view

User report

All participants: 69/69

First name

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Sumame

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Certificate in Website Devel... -

Sumame	First name	Email address	Java Script Assignment
	S.V.N.AMASHA 89060	svnamasha@gmail.com	-
	W.H.W.S.DE SOYSA	whswasana@gmail.com	-

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

← → ↻ 🔒 lms.fhss.sjp.ac.lk/grade/export/xls/index.php?id=1253 🔍 ☆

☰ Faculty of Humanities and Social Sciences
Continuously an ethical, open-minded
and innovative university of studies

Learning Management System - University of Sri Jayewardenepura

2019 3rd Year WEB

Participants

Badges

Competencies

Grades

📁 CSS

📁 Work Sheet-1

📁 Java Script

📁 Information Gathering

📁 e - Book

📁 ASSIGNMENT

📁 22 January - 28 January

📁 29 January - 4 February

📁 5 February - 11 February

📁 12 February - 18 February

Export to Excel spreadsheet

View Setup Scales Letters Import **Export**

OpenDocument spreadsheet Plain text file **Excel spreadsheet** [HTML file](#)

▼ Grade items to be included

☒ Java Script Assignment

☒ Online Test Assignment

☒ Course total

[Select all/none](#)

▼ Export format options

☐ Include feedback in export

☒ Exclude suspended users ?

Grade export display types

☒ Real ☐ Percentage ☐ Letter

Grade export decimal points

2

Download

[Moodle Docs for this page](#)

Step 1

Excel spreadsheet tab

Step 2

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

Step 3

Step 4

Download button

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

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

2019 2nd Year WEB

Participants

Badges

Competencies

Grades

General

PLEASE SUBMIT YOUR CSS Assignment

PLEASE SUBMIT YOUR HTML ASSIGNMENT

1 January - 7 January

8 January - 14 January

Announcements

PLEASE SUBMIT YOUR CSS Assignment

සහන විච්ඡේදන නිර්මාණය assignment එකට උපකාරයක් ලබාගන්න ...

CSS Flex Box වලින් වෙබ් පිටුව සකසමු

Edit settings

Turn editing on

Course completion

Filters

Gradebook setup

Backup

Restore

Import

Publish

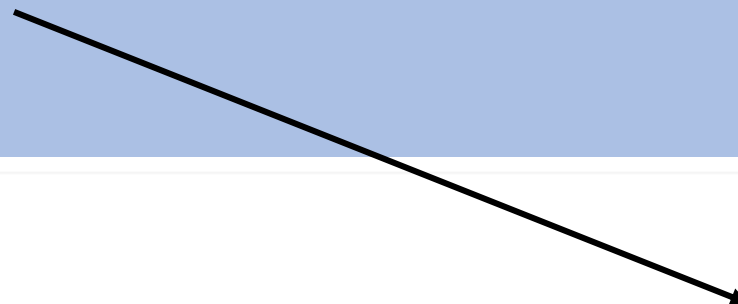
Reset

More...

Step

2

Click Add an activity + Mark



⌕ Lesson 1 ✎

Edit ▼

+ Add an activity or resource

⌕ Lesson 2 ✎

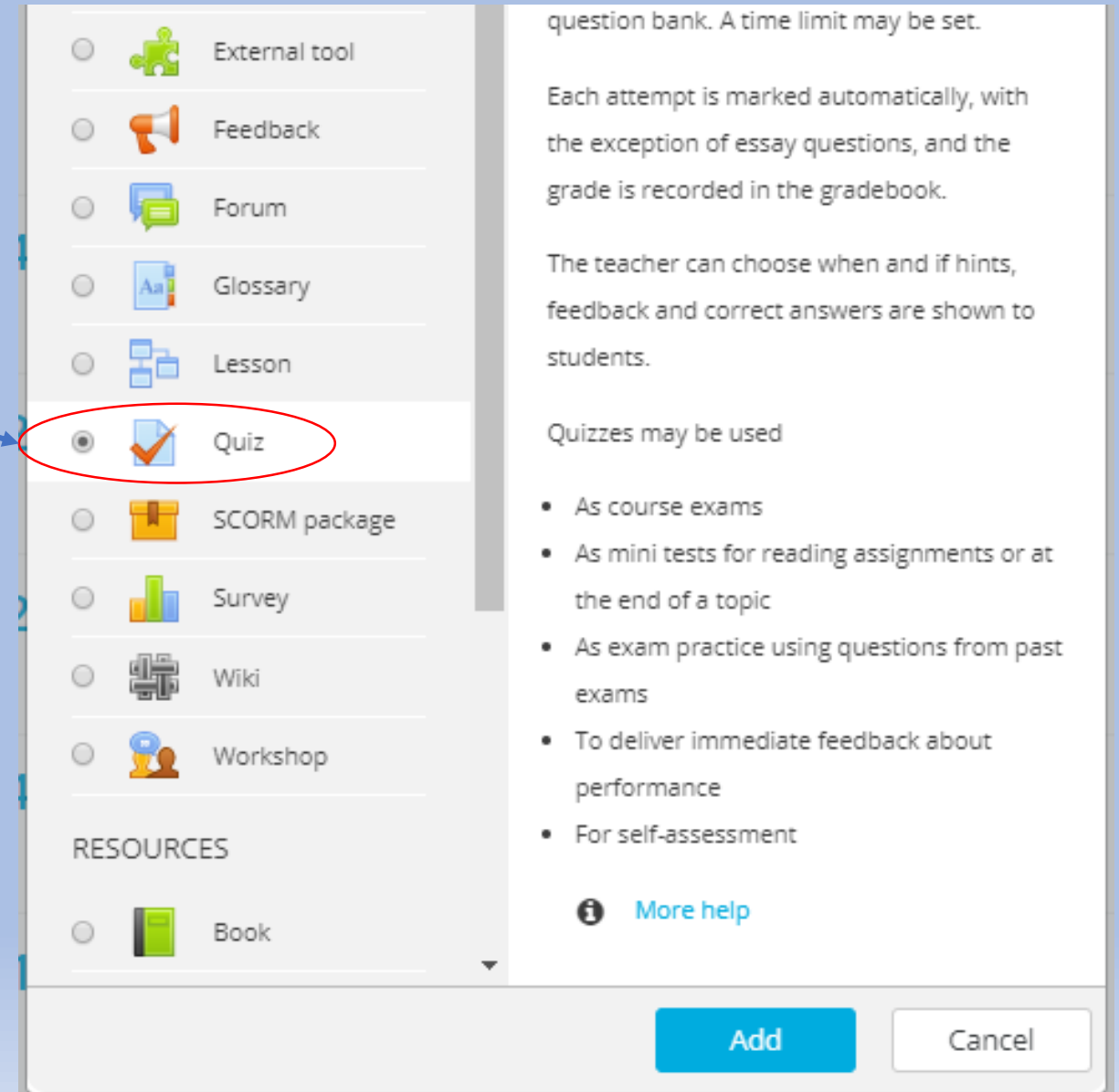
Edit ▼

+ Add an activity or resource

Step

3

Then select the quiz option



The screenshot shows a sidebar menu on the left with various activity options, each with a radio button. The 'Quiz' option, represented by a blue document icon with a checkmark, is selected and circled in red. A blue arrow points from the text 'Then select the quiz option' to this option. Below the sidebar is a section titled 'RESOURCES' with a 'Book' option. To the right of the sidebar is a panel with descriptive text and a list of uses for quizzes. At the bottom right are 'Add' and 'Cancel' buttons.

question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

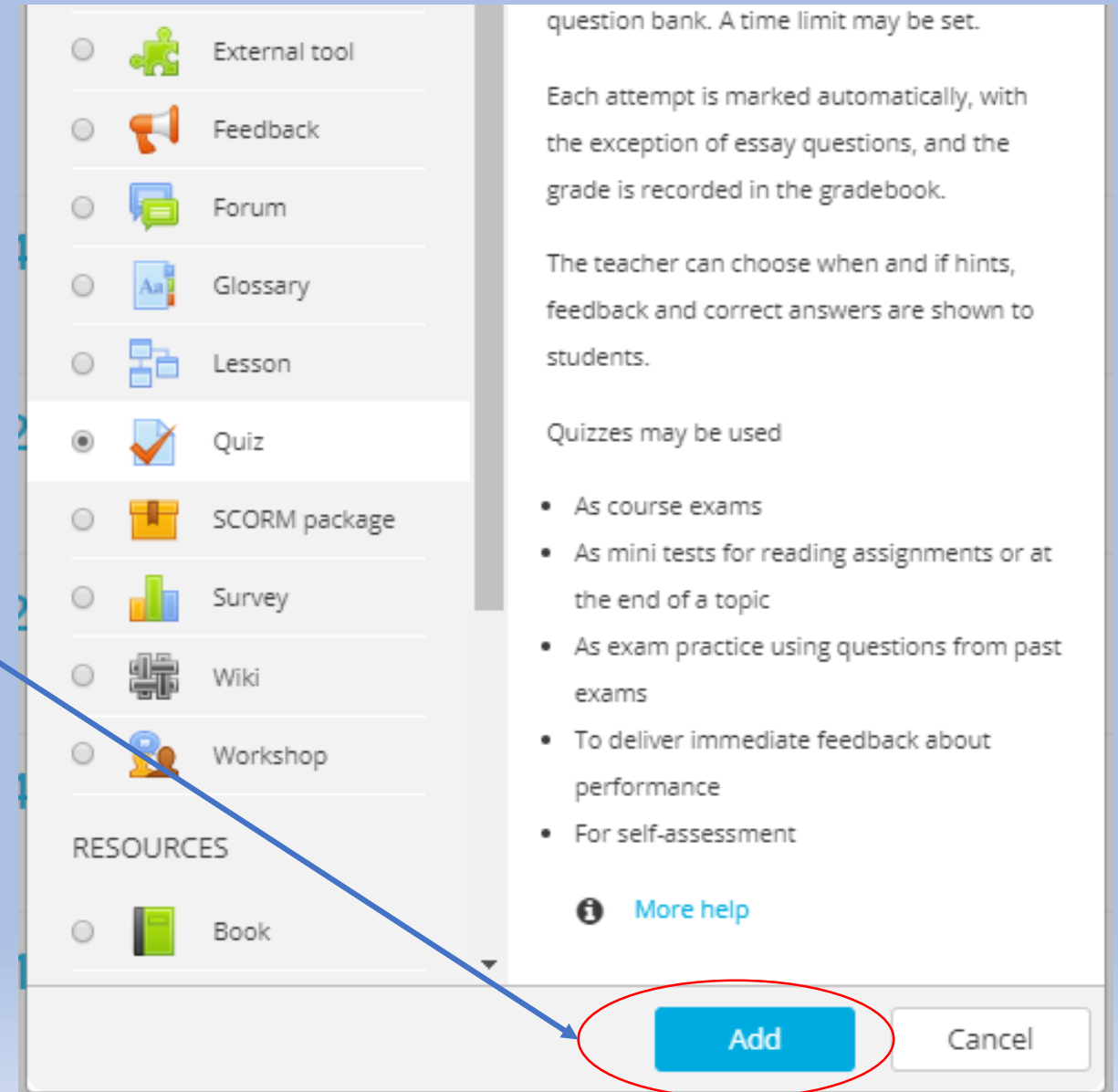
i [More help](#)

Add **Cancel**

Step

4

Then click add Button




question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

 [More help](#)

Add Cancel


Step 5

Add suitable name for the Quiz page











Adding a new Quiz to 1 January - 7 January ?

Expand all

General

Name  Computer General Knowledge

Description

   **B** *I*       

☐ Display description on course page ?

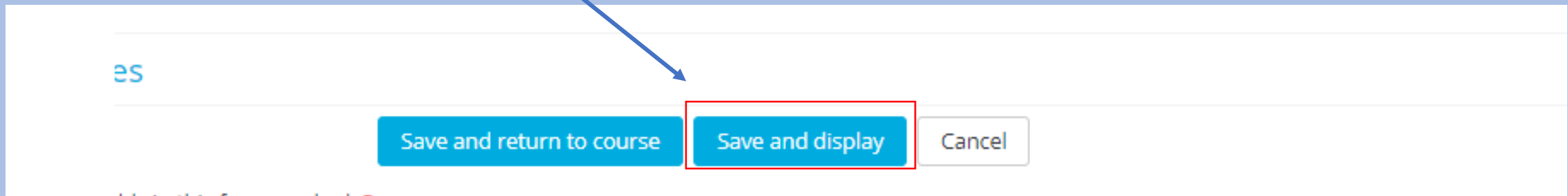
Timing

Grade

Step

5

Click save And display

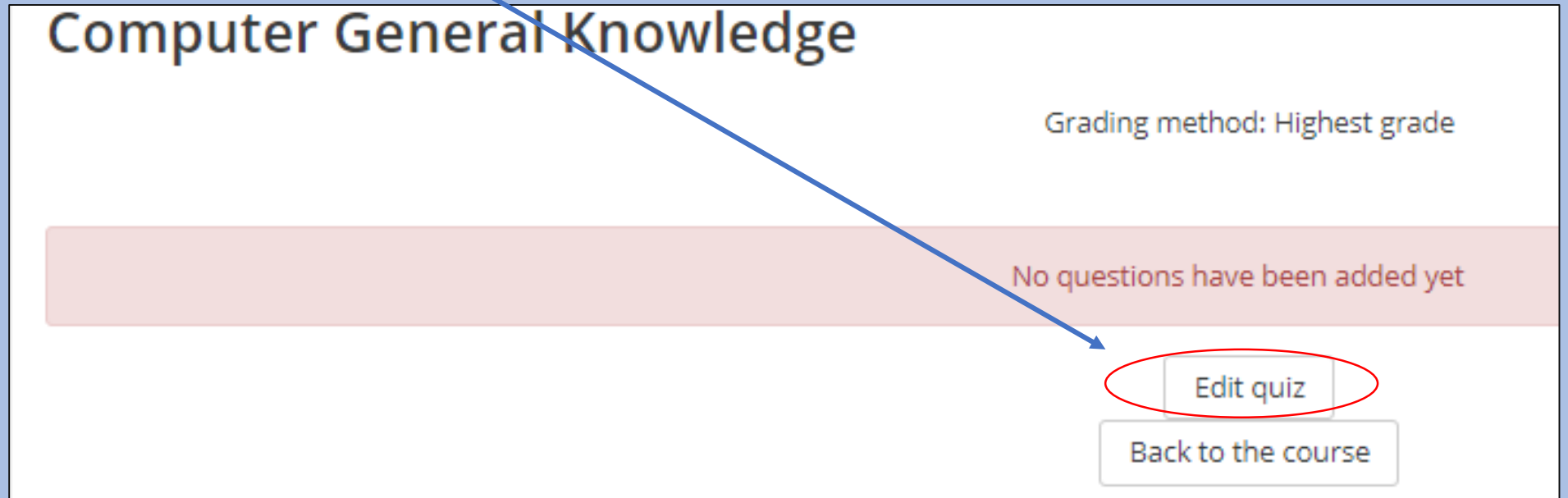


es

Save and return to course Save and display Cancel

Step 6

Then Click edit quiz button



The screenshot shows a quiz editing interface. At the top, the title 'Computer General Knowledge' is displayed. To the right, it says 'Grading method: Highest grade'. Below this is a large red rectangular area with the text 'No questions have been added yet'. At the bottom right, there are two buttons: 'Edit quiz' and 'Back to the course'. The 'Edit quiz' button is circled in red, and a blue arrow points from the yellow instruction box to it.

Computer General Knowledge

Grading method: Highest grade

No questions have been added yet

Edit quiz

Back to the course

Step

7

Then Click this add icon

Editing quiz: Computer General Knowledge ?

Questions: 0 | This quiz is open

Repaginate

Select multiple items

Maximum grade 10.00

Save

Total of marks: 0.00



Shuffle ?
Add ▾

Step

8

Click a new question from appeared drop down menu

Editing quiz: Computer General Knowledge ?

Questions: 0 | This quiz is open

Repaginate

Select multiple items

Maximum grade 10.00

Save

Total of marks: 0.00

Shuffle ?
Add ▾

+ a new question

+ from question bank

+ a random question

Step

9

Tick multiple choice option

Choose a question type to add

QUESTIONS

- ☒ Multiple choice
- ☐ True/False
- ☐ Matching
- ☐ Short answer
- ☐ Numerical
- ☐ Essay
- ☐ Calculated
- ☐ Calculated multichoice
- ☐ Calculated simple
- ☐ Drag and drop into text
- ☐ Drag and drop markers
- ☐ Drag and drop onto image

Allows the selection of a single or multiple responses from a pre-defined list.

Add Cancel

You can choose variety of questions from this menu

Step

10

Click add Button

Choose a question type to add

QUESTIONS

- ☒ Multiple choice
- ☐ True/False
- ☐ Matching
- ☐ Short answer
- ☐ Numerical
- ☐ Essay
- ☐ Calculated
- ☐ Calculated multichoice
- ☐ Calculated simple
- ☐ Drag and drop into text
- ☐ Drag and drop markers
- ☐ Drag and drop onto image

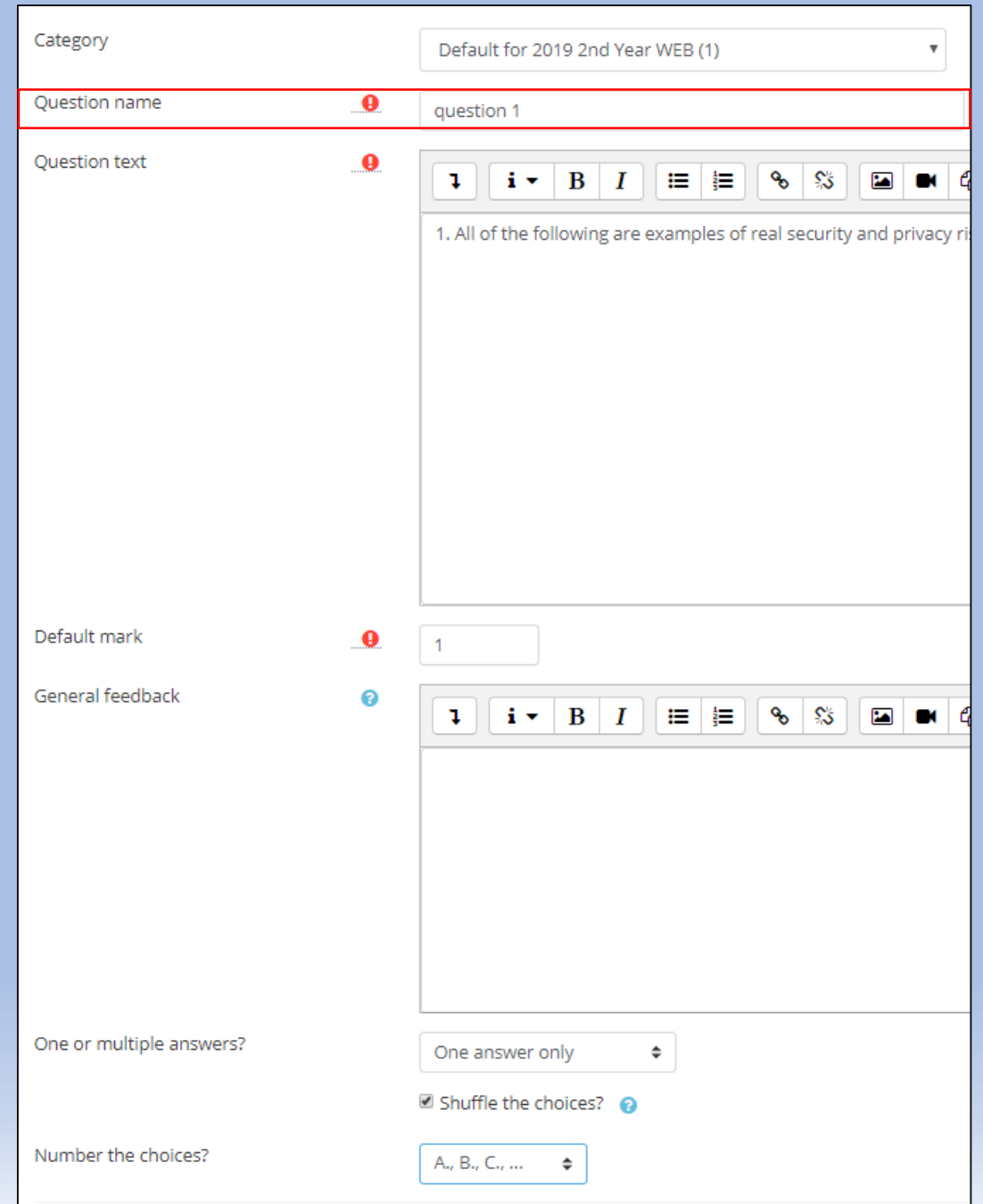
Allows the selection of a single or multiple responses from a pre-defined list.

Add Cancel

Step

11

Enter a name for
Question



Category: Default for 2019 2nd Year WEB (1)

Question name: question 1

Question text: 1. All of the following are examples of real security and privacy ri

Default mark: 1

General feedback:

One or multiple answers?: One answer only

☒ Shuffle the choices?

Number the choices?: A., B., C., ...

Step 12

You can type the question here

Category		Default for 2019 2nd Year WEB (1)
Question name	!	question 1
Question text	!	<div>1. All of the following are examples of real security and privacy ri</div>
Default mark	!	1
General feedback	?	
One or multiple answers?		One answer only
		<input checked="" type="checkbox"/> Shuffle the choices? ?
Number the choices?		A., B., C., ...

Step 13

Select one
answer only from
dropdown menu

Category Default for 2019 2nd Year WEB (1)

Question name ! question 1

Question text !

1. All of the following are examples of real security and privacy ri

Default mark ! 1

General feedback ?

One or multiple answers? One answer only

☒ Shuffle the choices? ?

Number the choices? A., B., C., ...

Step 14

You can select
the numbering
method for
choices

Category Default for 2019 2nd Year WEB (1)

Question name ! question 1

Question text !

1. All of the following are examples of real security and privacy ri

Default mark ! 1

General feedback ?

One or multiple answers? One answer only

☒ Shuffle the choices? ?

Number the choices? A., B., C., ...

Step

15

Answer Block

Answer block consists of three parts

1. Choice
2. Grade
3. Feedback

Learning Management System - University of Sri Jayewardenepura

▼ Answers

Choice 1 1

hackers.

Grade 2 None

Feedback 3

Choice 2

spam

Grade 100%

Feedback

Choice 3

viruses

Grade None

Feedback

Choice 4

Step 16

Add one answer
to one choice

Learning Management System - University of Sri Jayewardenepura

▼ Answers

Choice 1

hackers.

Grade: None

Feedback

Choice 2

spam

Grade: 100%

Feedback

Choice 3

viruses

Grade: None

Feedback

Choice 4

Step 17

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

Learning Management System - University of Sri Jayewardenepura

▼ Answers

Choice 1

hackers.

Grade: None

Feedback

Choice 2

spam

Grade: 100%

Feedback

Choice 3

viruses

Grade: None

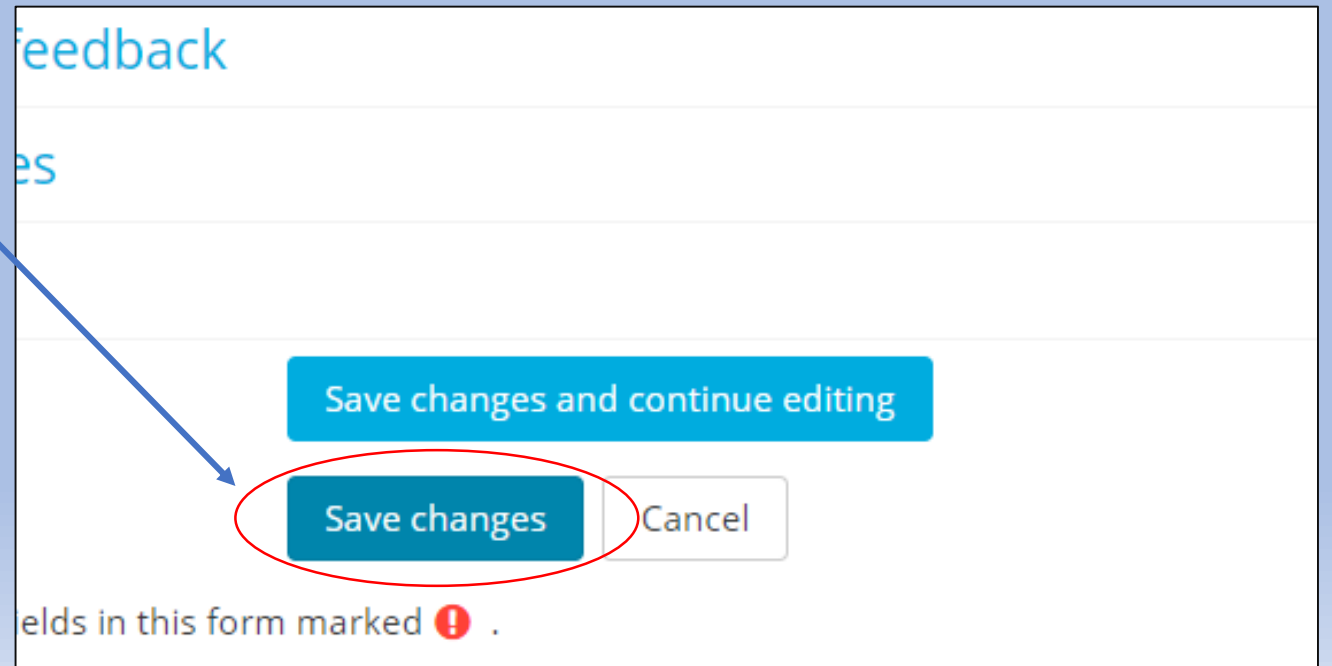
Feedback

Choice 4

Step

17

Click on save
changes



Feedback

es

Save changes and continue editing

Save changes Cancel

Fields in this form marked ! .

Step

17

Preview Quiz

Editing quiz: Computer General Knowledge ?

Questions: 1 | This quiz is open

Maximum grade 10.00 Save

Repaginate Select multiple items

Total of marks: 1.00

Shuffle ?

Page 1

1 question 1 1. All of the following are examples of real security a...

1.00 Add

You can add
another quiz