Sindh Madressatul Islam University, Karachi

Effective usage
of
Learning Management System

	Name	Designation
Prepared By:	**Faheem Mustafa Mahar**	**Computer Program Officer**
Reviewed By:	**Waheem Ahmed Abro**	**Computer Program Officer**
Approved By:	**Shah Muhammad Butt**	**Director IT**

What is LMS?

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

How do I access LMS?

You can access LMS through a web browser (such as Internet Explorer or Mozilla Firefox) on any internet-connected computer. This means that you can access LMS from home as easily as you can from the University campus.
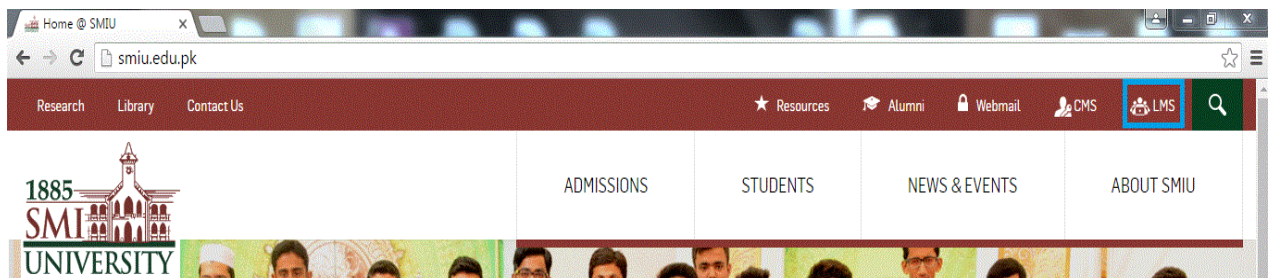
1. To access LMS, open your web browser. LMS supports all major internet browsers such as IE, Firefox, Safari, Opera, etc. (Firefox / Google Chorom are recommended.)

2. Type http://lms.smiu.edu.pk/ in the URL address, then pressing Enter on your keyboard.

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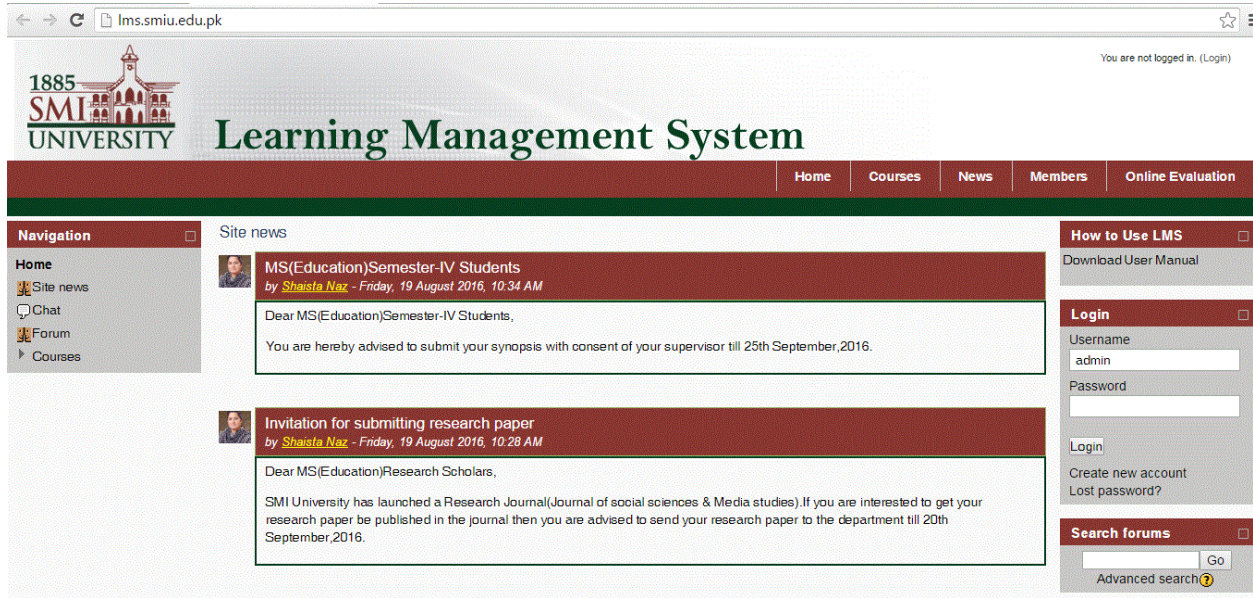
Visit SMIU website (http://smiu.edu.pk)

Go E-Services Menu and Click Learning Management System

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

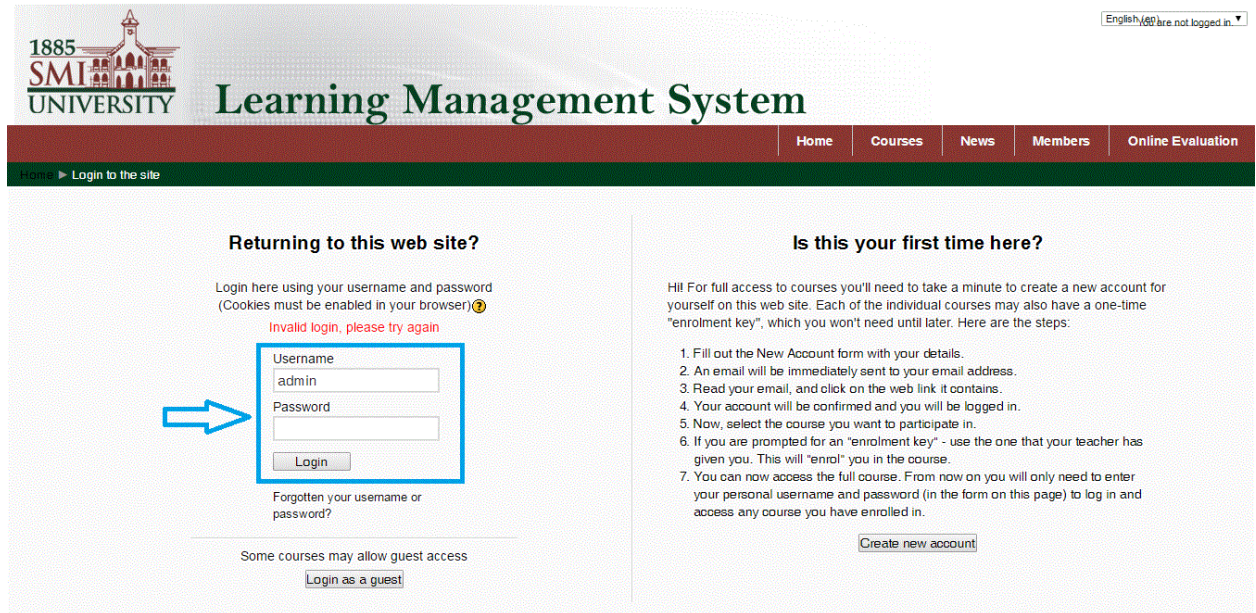4. Before you can work on your course pages you first need to Log in. Click the Login link in the Upper Corner.

5. Type your user name and password in the login block and click the Login button
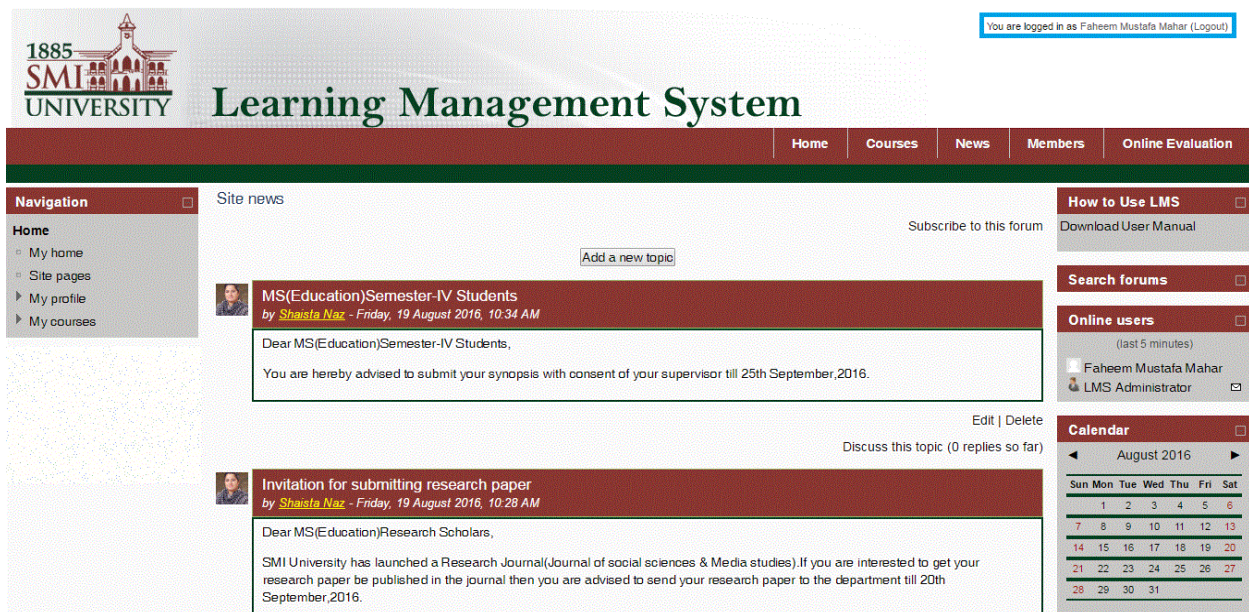
Note: If you do not have an account you will need to create one. Read carefully the text under the heading, *is this your first time here?*

What will I find in LMS?

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

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

Enrolling Users (Students)

1. Select The Course for user enrollment.

2. Select the link for user enrollment.

3. Click the "Enroll User" button

4. A Pop up will appear like below.
    Search the user and click "Enrol" Button for student enrollment and Click on Button "Finishing Enrolling user" to complete the enroll process.
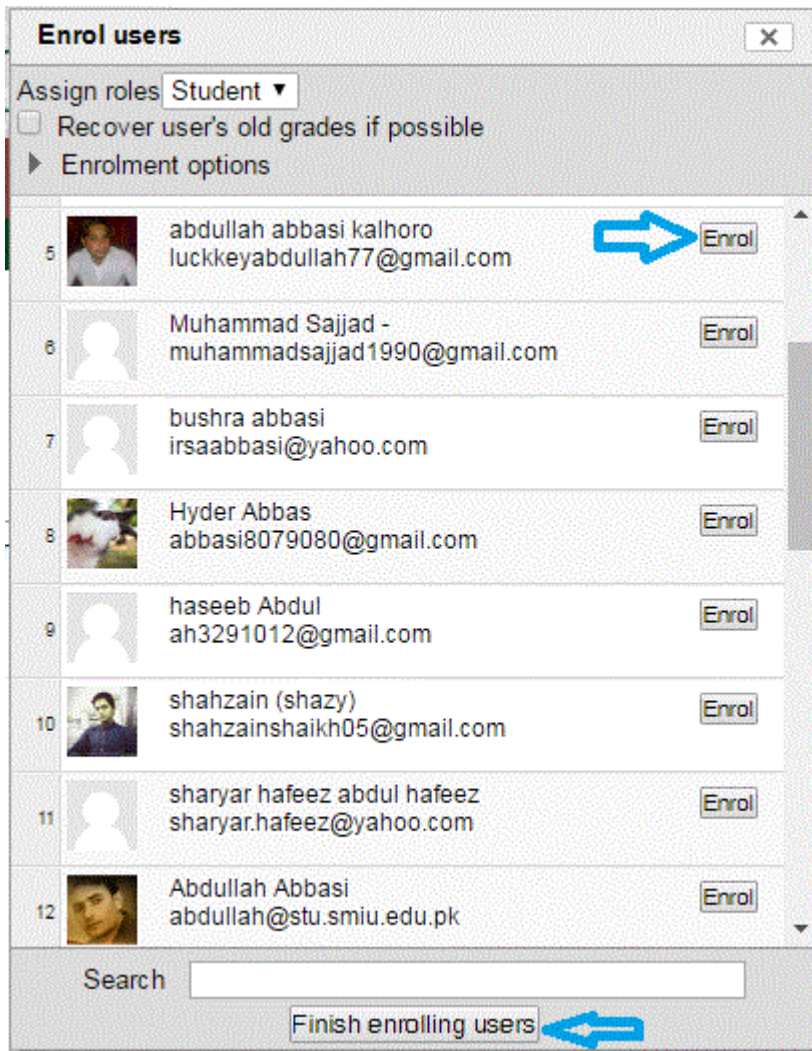
5. Select the User role Student
6. Click on the Enroll button in front of each Name whom you want to add into particular course
7. Click on **Finish enrolling Users** button to finish the enrollment.

Accessing a course:

After you login, you should click on the course you want to enter in the My Courses area. Be sure to click the name of the course and not the instructor's name. Clicking the instructor's name will take you to their profile and not into the course.
You are now viewing the course homepage
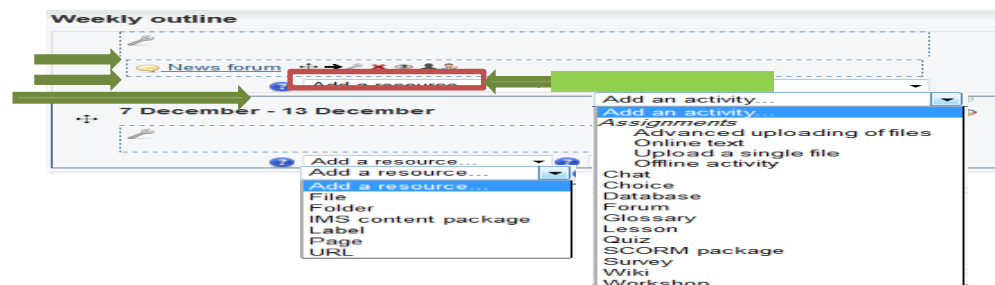
Add / Edit Course Contents

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

(When you move to the particular section)

- A resource is an item that a teacher can use to support learning, such as a file or link.

- An activity is a general name for a group of features in course. Usually an activity is something that a student will do that interacts with other students and or the teacher.
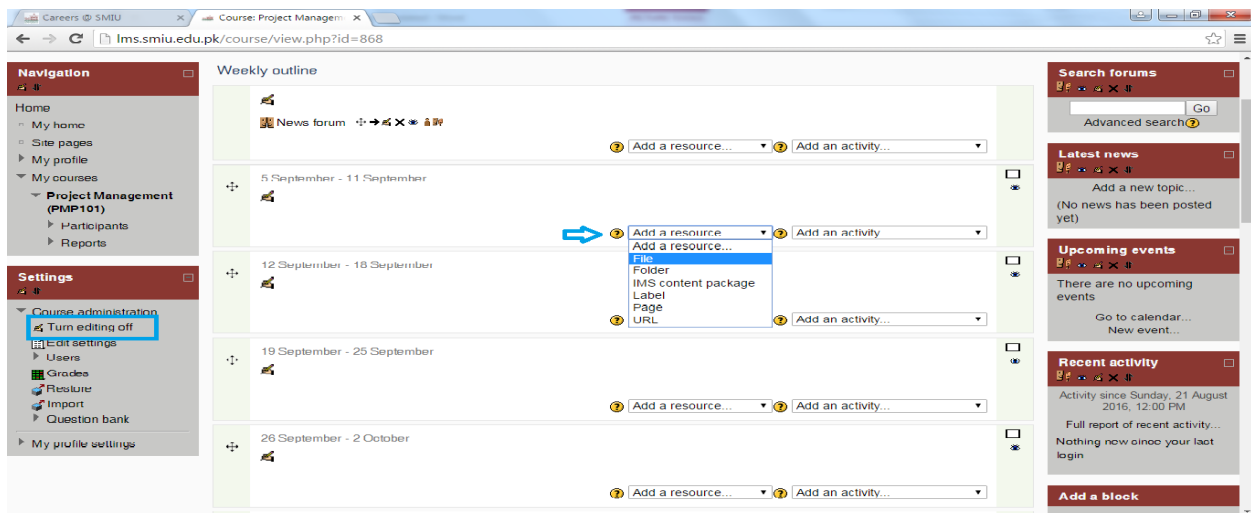
Adding Resources (Uploading Files)

Once you have logged into LMS, on your course page, click **Turn editing on** (top right). Editing icons and drop-down menus will appear.
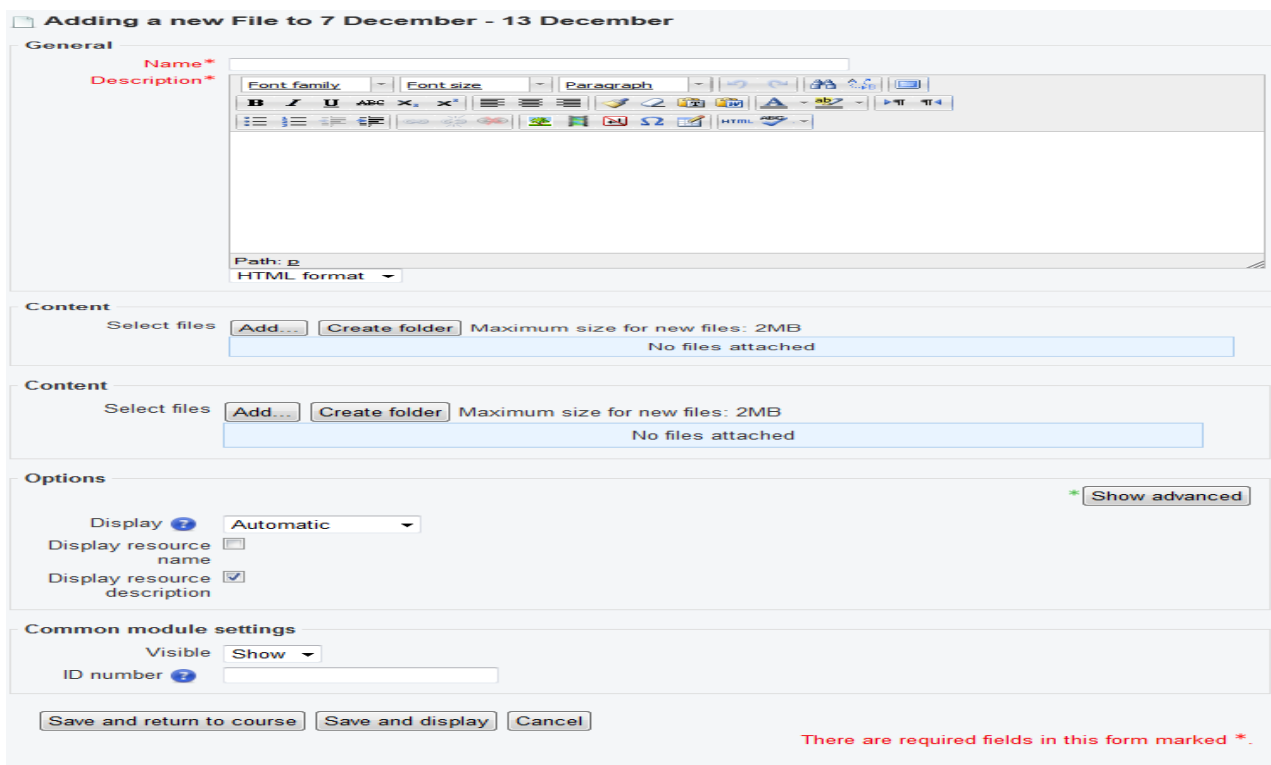
Note: When you turn ON editing mode you will find these additional options on your screen
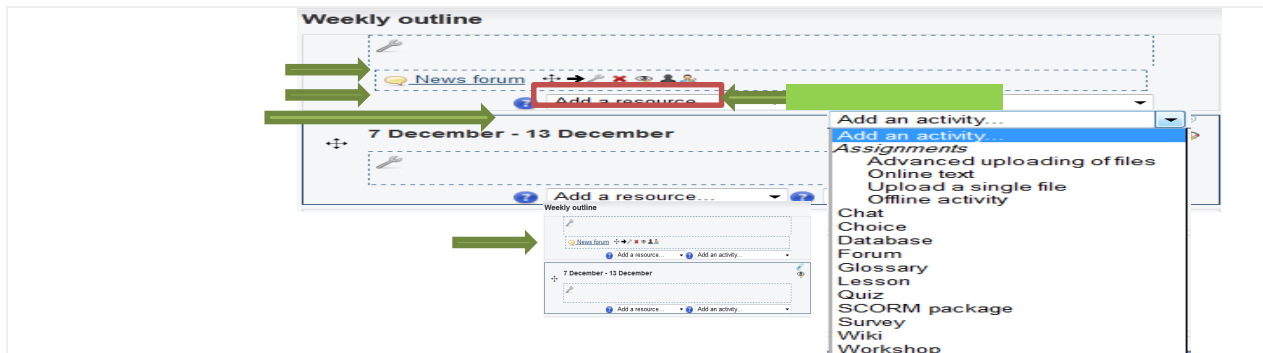
1. Locate the *Topic* or *Weekly Section* where you will add the file. (If you are using the *Collapsed topics* format, open the Section.)

2. At the bottom of the section, click **Add a resource...** and from the from-down menu, select the kind of *Resource* you would like to add:

1. On your course home page, click **Turn editing on** (top right).
2. Locate the *Topic* or *Weekly Section* where you will add the file. (If you are using the *Collapsed topics* format, open the Section.)
3. At the bottom of the section, clicks add **a resource...** and select **File** from the drop-down menu.
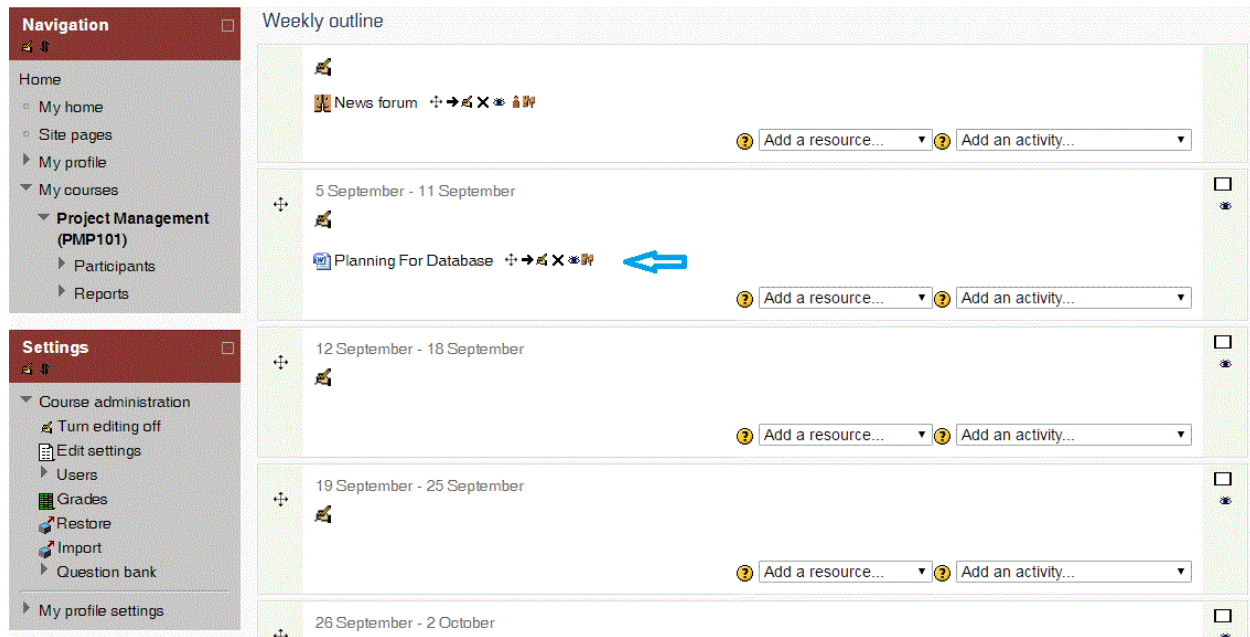
4. In the *Content* box, click **Add**. The *File picker* will open. From the options on the left of the *File picker,* select **Upload a file** then click **Browse** to search for the desired file.

5. In the *File picker,* click **Upload this file**. You will be returned to the *Adding a new file* screen. The *Save as* field should be left blank.

6. Scroll down to the bottom of the window and click **Save and return to course**. You will be returned to your course homepage.

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

Assignments

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

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

Types of Assignments

You can select from four types of assignments
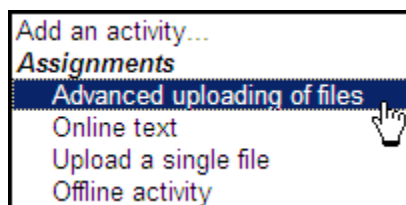
Create an Assignment

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

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

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

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

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

5. Decide whether to prevent late submissions.

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

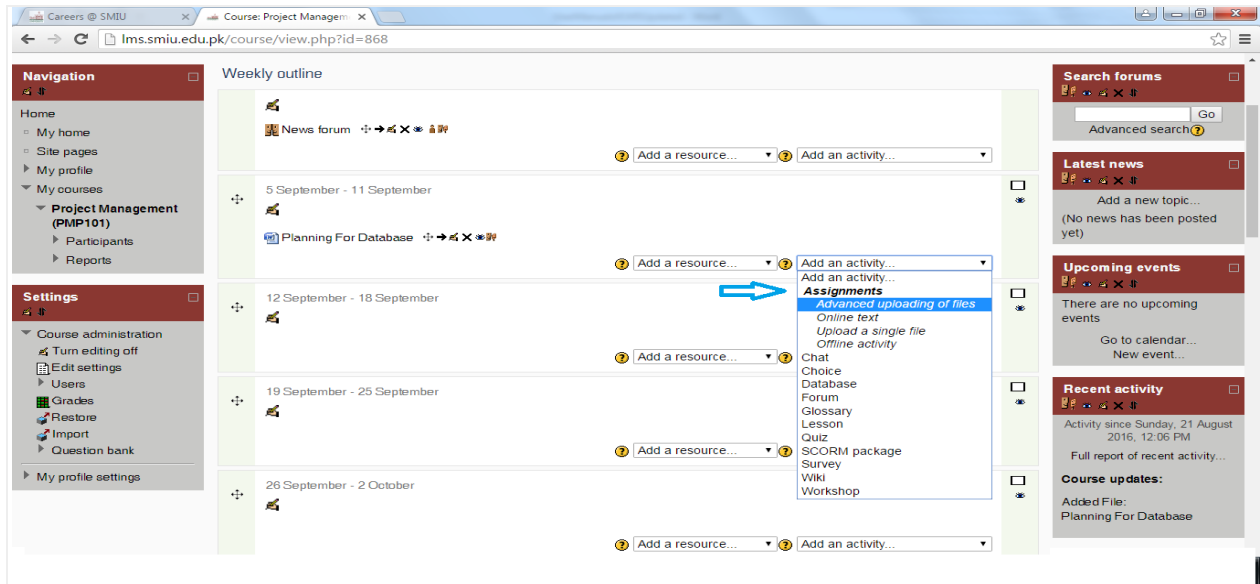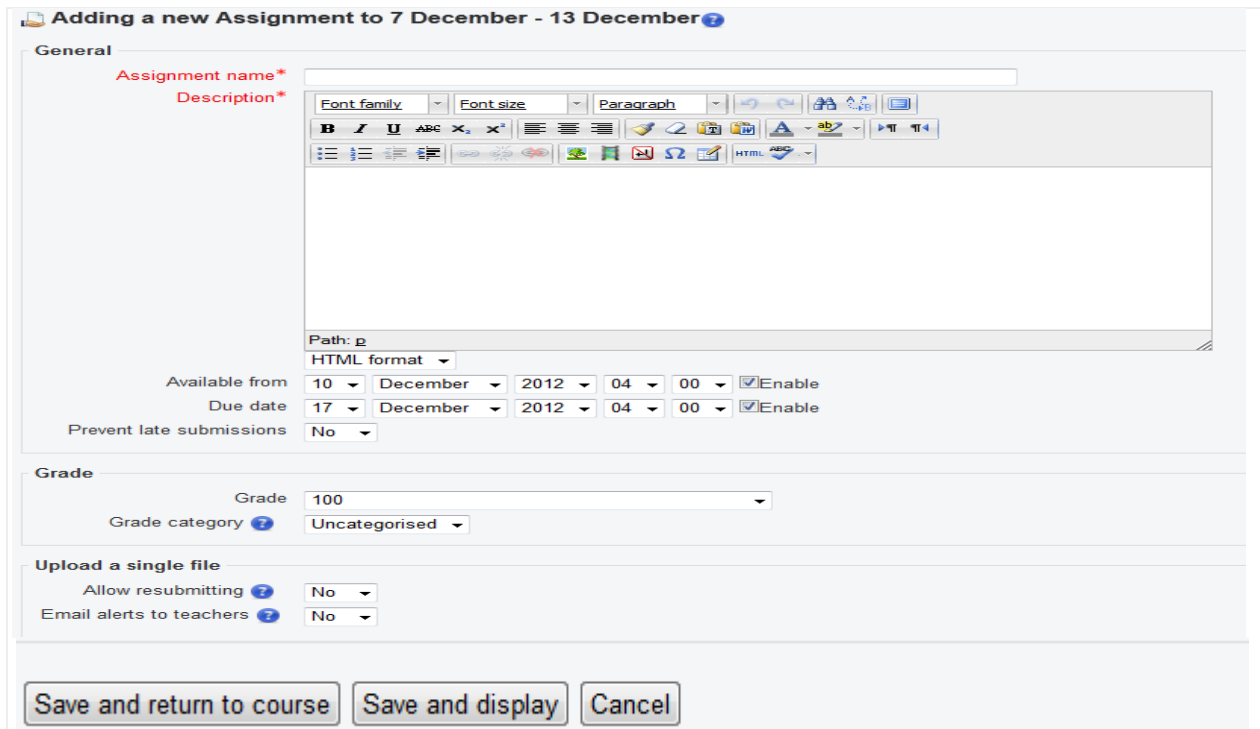**Note**: All assignments must have a name and a description.

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

Edit an Assignment

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

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

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

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

Download All Student Submissions

In addition to viewing student submissions to assignments individually from within LMS , you can download all submissions to a particular assignment as a zip file.
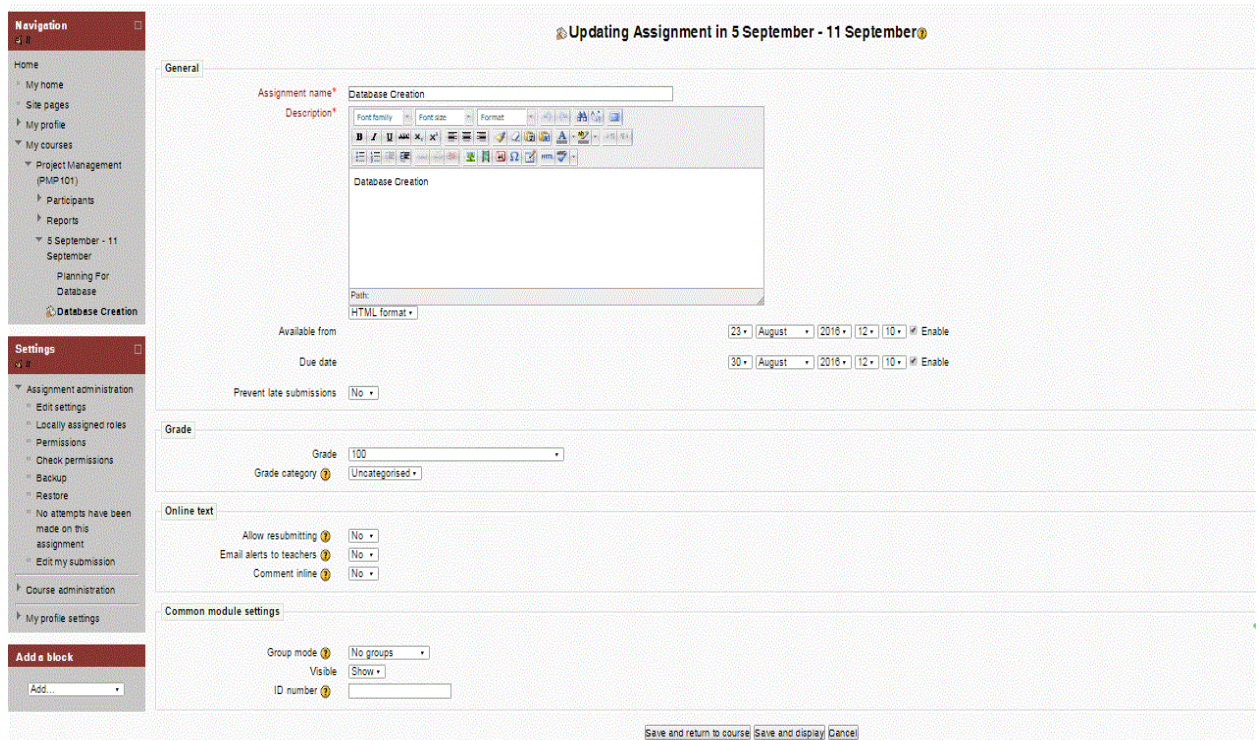
1. Click the name of the assignment on your course homepage. The description for the assignment will open.
2. Click **View submitted assignments** (at the top right). The *Submissions* page will open.
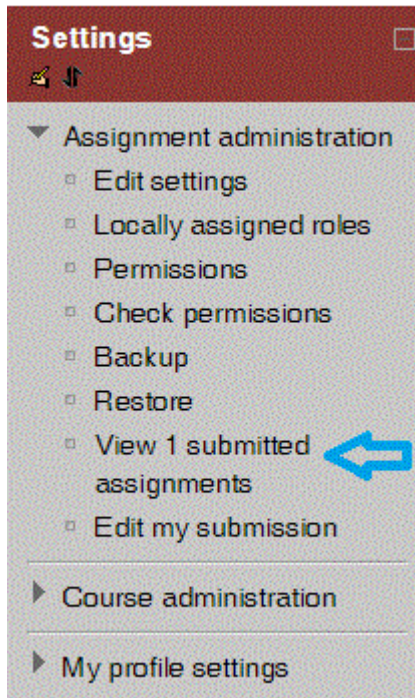
3. Click **Download all assignments as a zip** (at the top right). The zip file will download according to your browser and computer settings.

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

News Forum

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

For Adding New News in Particular Course Click on Add New Topic after Clicking on Add a new topic you will be redirected to below page
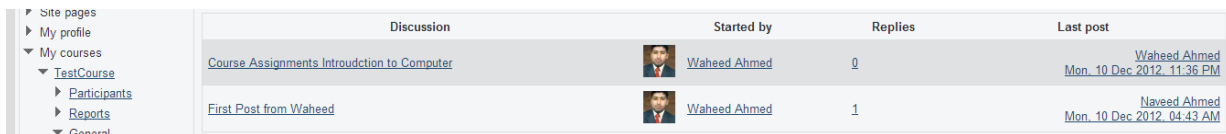
On the Adding a new topic page, see figure below, in the topic subject field, give your Topic a Name, type the Message, Any attachments etc.

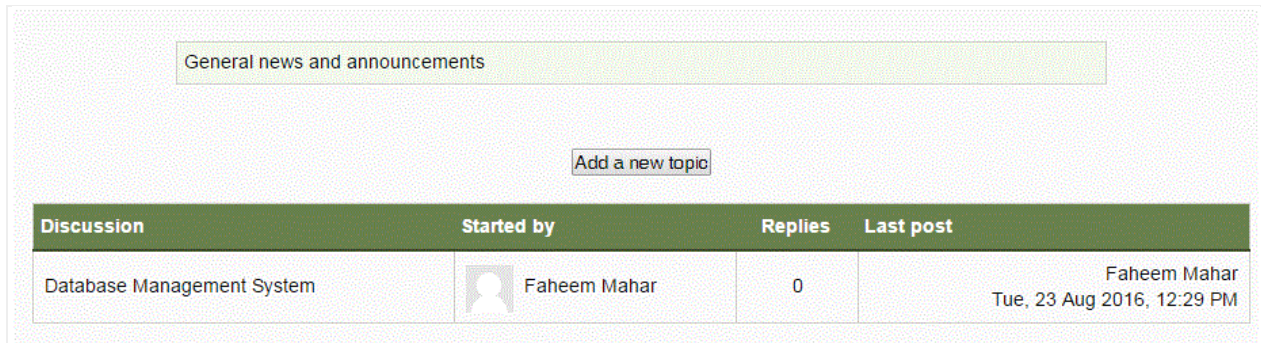Once you have finished making the necessary changes, click **Post to Forum** at the bottom of the page.

Changing your Password

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

To change your password:

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

2. Enter your current password once
3. Enter your new password twice
4. click the "Save Changes" button
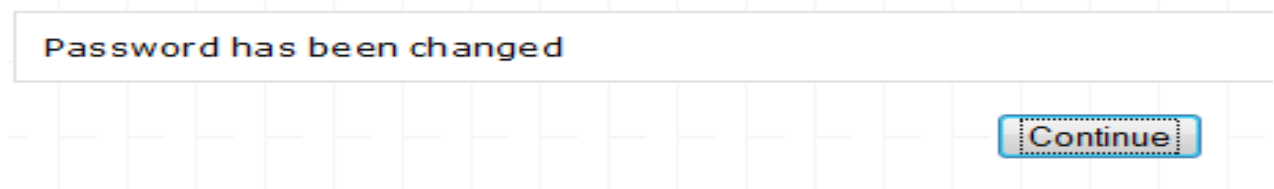
5. Click the Continue button to return to your Profile page.

6. You have now updated your password.

Editing your Profile:

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

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

1. *To edit your profile look in the **Settings** block on the left hand side of the screen. Click the **My Profile settings** option to expand it, and then the Edit profile option, shown below:*
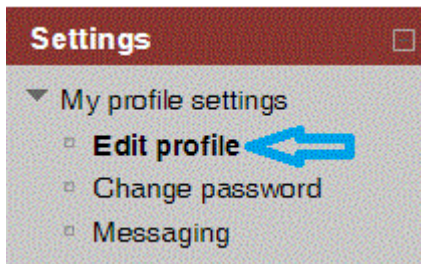
2. The Edit Profile screen appears, as illustrated in Figure 2. This contains your user profile summary, which all users can view. You can make changes to your profile from here. Fields displaying an asterisk * are compulsory and fields which are displayed as grey text are non-editable, e.g. your name and email address.

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

General

First name* Faheem

Surname* Mahar

Email address* faheem.mahar@gmail.com

Email display Allow only other course members to see my email address ▼

Email format Pretty HTML format ▼

Email digest type No digest (single email per forum post) ▼

Forum auto-subscribe Yes: when I post, subscribe me to that forum ▼

Forum tracking No: don't keep track of posts I have seen ▼

When editing text Use HTML editor (some browsers only) ▼

AJAX and Javascript Yes: use advanced web features ▼

Screen reader ⓘ No ▼

City/town* Sukkur

Select a country* Pakistan ▼

Timezone UTC+5

Preferred language English (en) ▼

Description ⓘ

Moodle auto-format ▼

User picture

Current picture None

Delete ☐

New picture ⓘ Choose a file... Maximum size for new files: 64MB

No files attached

Picture description

Interests

List of interests ⓘ Enter tags separated by commas

Optional

Web page

ICQ number

Skype ID

AIM ID

Yahoo ID

MSN ID

ID number

Institution

Department

Phone

Mobile phone

Address

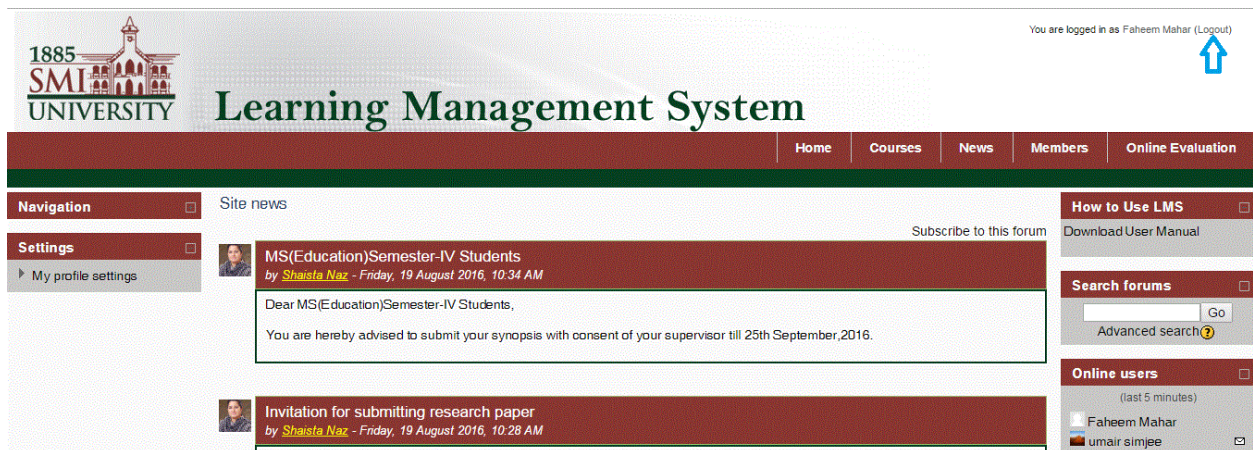Update profile

There are required fields in this form marked *.

The Edit Profile screen

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

How to Logout

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

As Shown in below Figures

==========================*Thank You*================================