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

# Sindh Madressatul Islam University, Karachi

## Effective usage of Learning Management System

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## What is LMS?

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

## How do I access LMS?

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

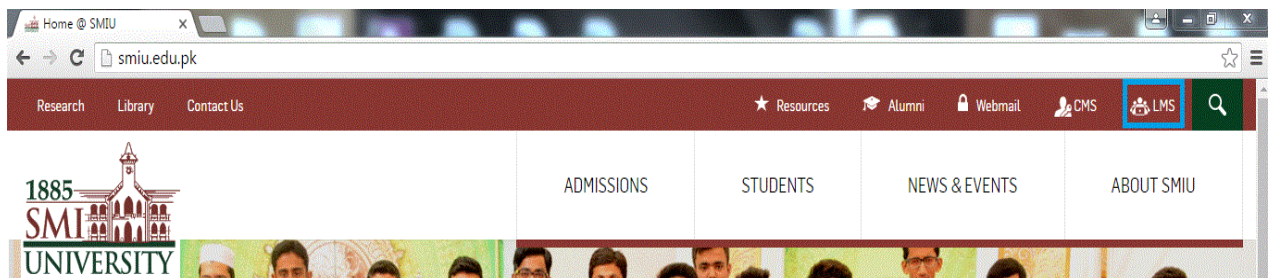
1. To access LMS, open your web browser. LMS supports all major internet browsers such as IE, Firefox, Safari, Opera, etc. (Firefox / Google Chrom are recommended.)
2. Type <http://lms.smiu.edu.pk/> in the URL address, then pressing Enter on your keyboard.




**OR**

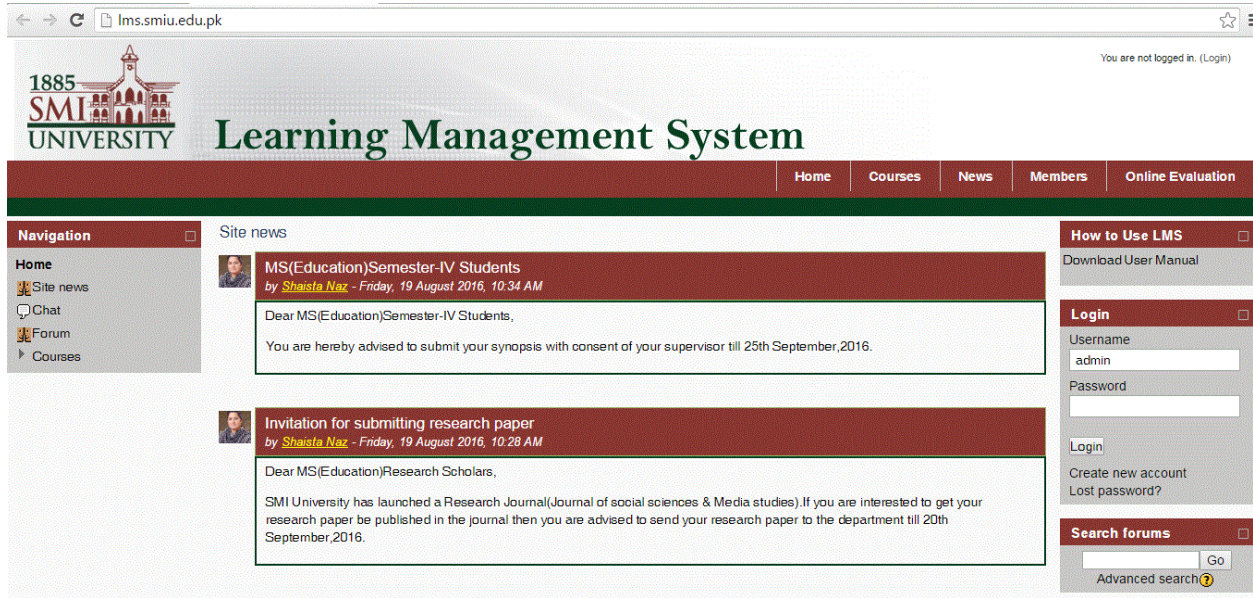
Visit SMIU website (<http://smiu.edu.pk>)

Go E-Services Menu and Click Learning Management System



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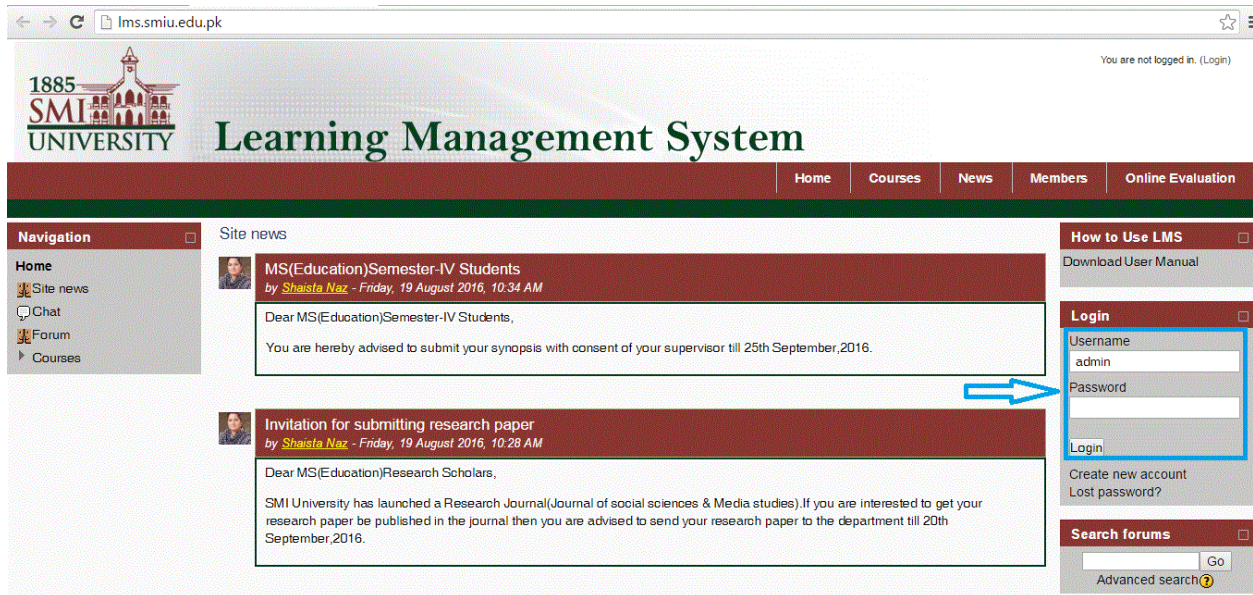
3. You should now see the LMS home page (as shown below).



The screenshot shows the LMS home page with the following elements:


- Header:** SMI University logo and "Learning Management System" title. Navigation tabs: Home, Courses, News, Members, Online Evaluation.
- Navigation Panel:** Home, Site news, Chat, Forum, Courses.
- Site News:**
  - MS(Education)Semester-IV Students:** by Shaista Naz - Friday, 19 August 2016, 10:34 AM. Content: "Dear MS(Education)Semester-IV Students, You are hereby advised to submit your synopsis with consent of your supervisor till 25th September,2016."
  - Invitation for submitting research paper:** by Shaista Naz - Friday, 19 August 2016, 10:28 AM. Content: "Dear MS(Education)Research Scholars, SMI University has launched a Research Journal(Journal of social sciences & Media studies).If you are interested to get your research paper be published in the journal then you are advised to send your research paper to the department till 20th September,2016."
- Right Panel:**
  - How to Use LMS:** Download User Manual
  - Login:** Username (admin), Password, Login, Create new account, Lost password?
  - Search forums:** Search box, Go, Advanced search?

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

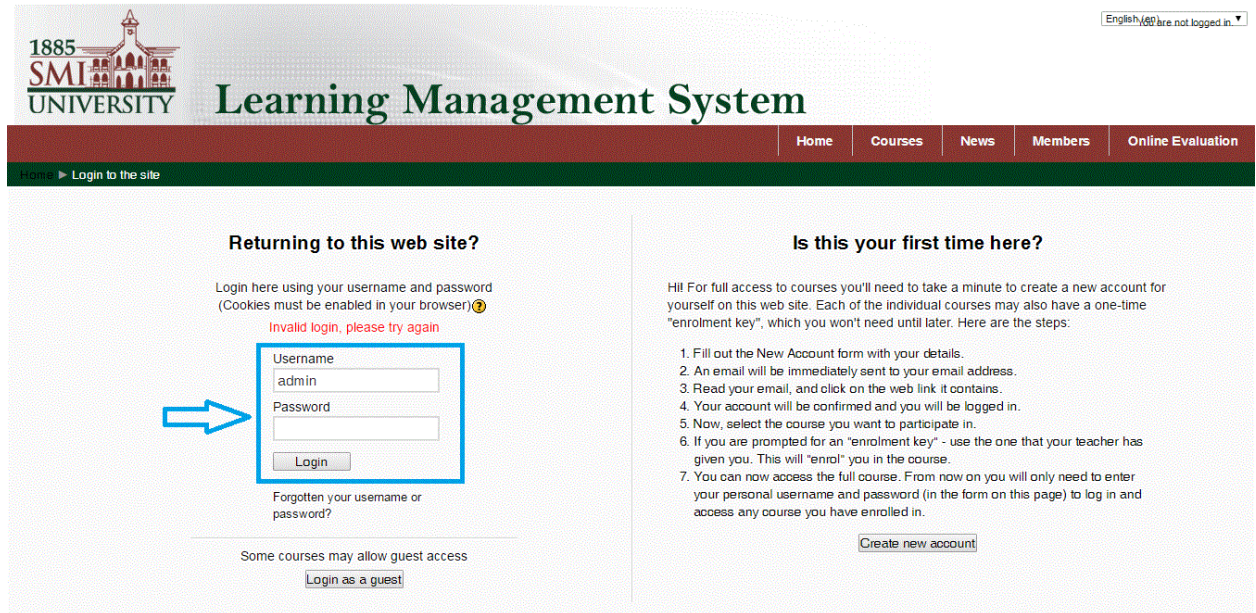


This screenshot is identical to the previous one, but with a blue arrow pointing to the "Login" link in the right-hand panel, indicating the next step in the process.



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



English (60) are not logged in

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## Learning Management System

Home Courses News Members Online Evaluation

Home Login to the site

### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) 🍪

Invalid login, please try again

Username  
admin

Password

Login

Forgotten your username or password?

Some courses may allow guest access

Login as a guest


### Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

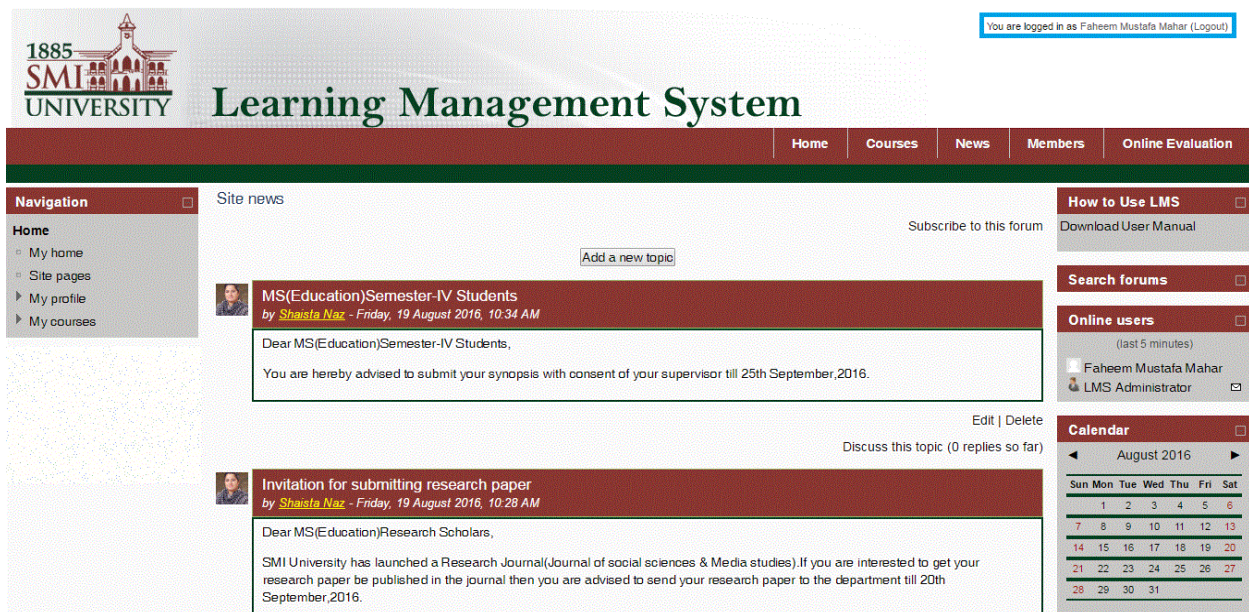
Create new account

**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?*

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## What will I find in LMS?

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



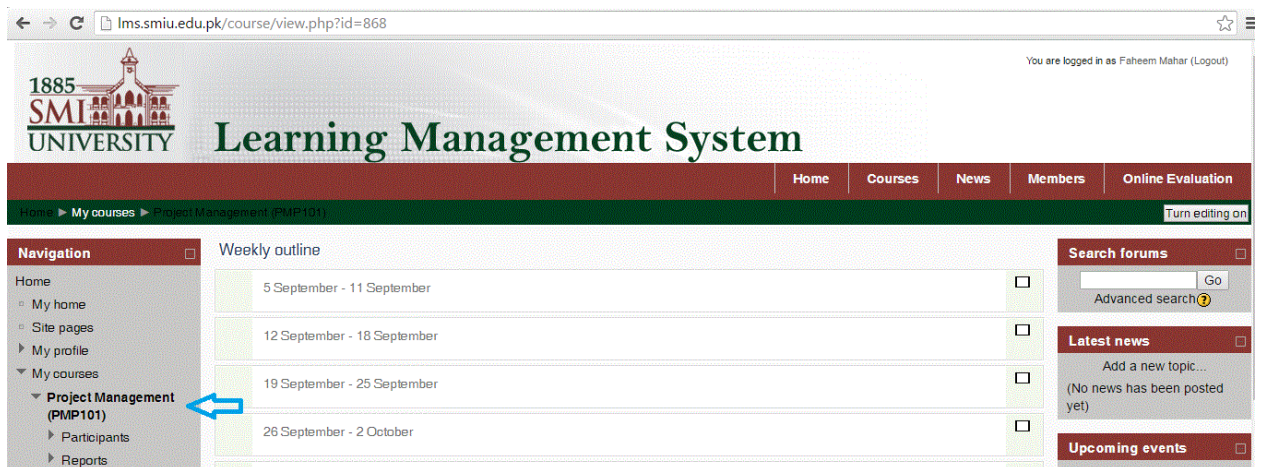
The screenshot shows the LMS homepage with the following elements:

- Header:** SMI University logo and "Learning Management System" title. A user notification at the top right says "You are logged in as Faheem Mustafa Mahar (Logout)".
- Navigation:** Home, Courses, News, Members, Online Evaluation.
- Left Sidebar:** Navigation menu with options: Home, My home, Site pages, My profile, My courses.
- Main Content:** "Site news" section with a forum post titled "MS(Education)Semester-IV Students" by Shaista Naz, dated Friday, 19 August 2016, 10:34 AM. The post content reads: "Dear MS(Education)Semester-IV Students, You are hereby advised to submit your synopsis with consent of your supervisor till 25th September,2016."
- Right Sidebar:** "How to Use LMS" (Download User Manual), "Search forums", "Online users" (Faheem Mustafa Mahar, LMS Administrator), and "Calendar" for August 2016.

**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.




The screenshot shows the course view page for "Project Management (PMP101)". The page includes:

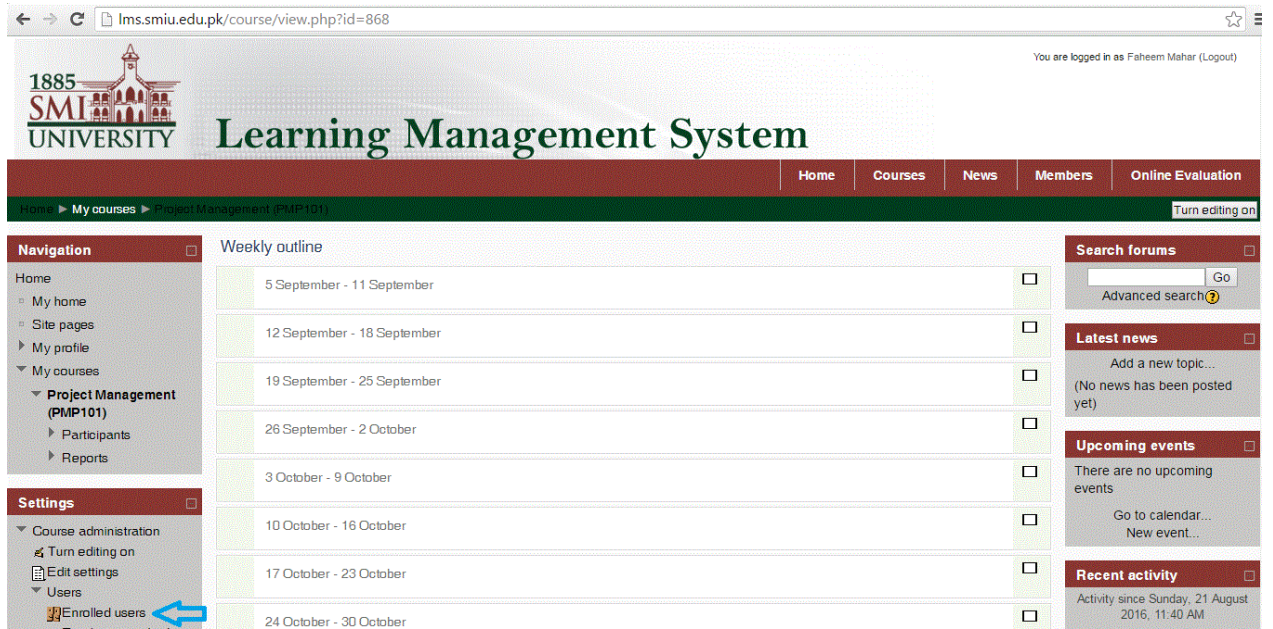
- Header:** SMI University logo and "Learning Management System" title. A user notification at the top right says "You are logged in as Faheem Mahar (Logout)".
- Navigation:** Home, Courses, News, Members, Online Evaluation.
- Left Sidebar:** Navigation menu with options: Home, My home, Site pages, My profile, My courses. The "Project Management (PMP101)" course is selected and highlighted with a blue arrow.
- Main Content:** "Weekly outline" section showing a list of dates and checkboxes for enrollment:
 

5 September - 11 September	<input type="checkbox"/>
12 September - 18 September	<input type="checkbox"/>
19 September - 25 September	<input type="checkbox"/>
26 September - 2 October	<input type="checkbox"/>
- Right Sidebar:** "Search forums", "Latest news" (Add a new topic...), and "Upcoming events".



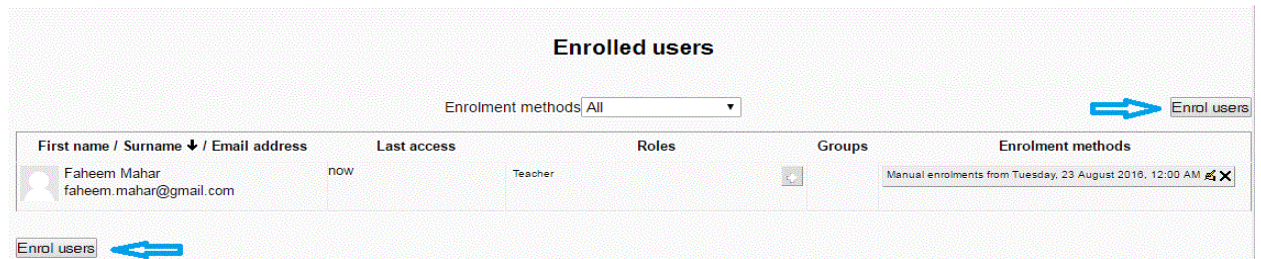
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2. Select the link for user enrollment.




The screenshot shows the LMS interface for the course 'Project Management (PMP101)'. In the 'Settings' menu on the left, the 'Enrolled users' option is highlighted with a blue arrow. The main content area displays a 'Weekly outline' with dates from September to October. Other sidebars include 'Navigation', 'Search forums', 'Latest news', 'Upcoming events', and 'Recent activity'.

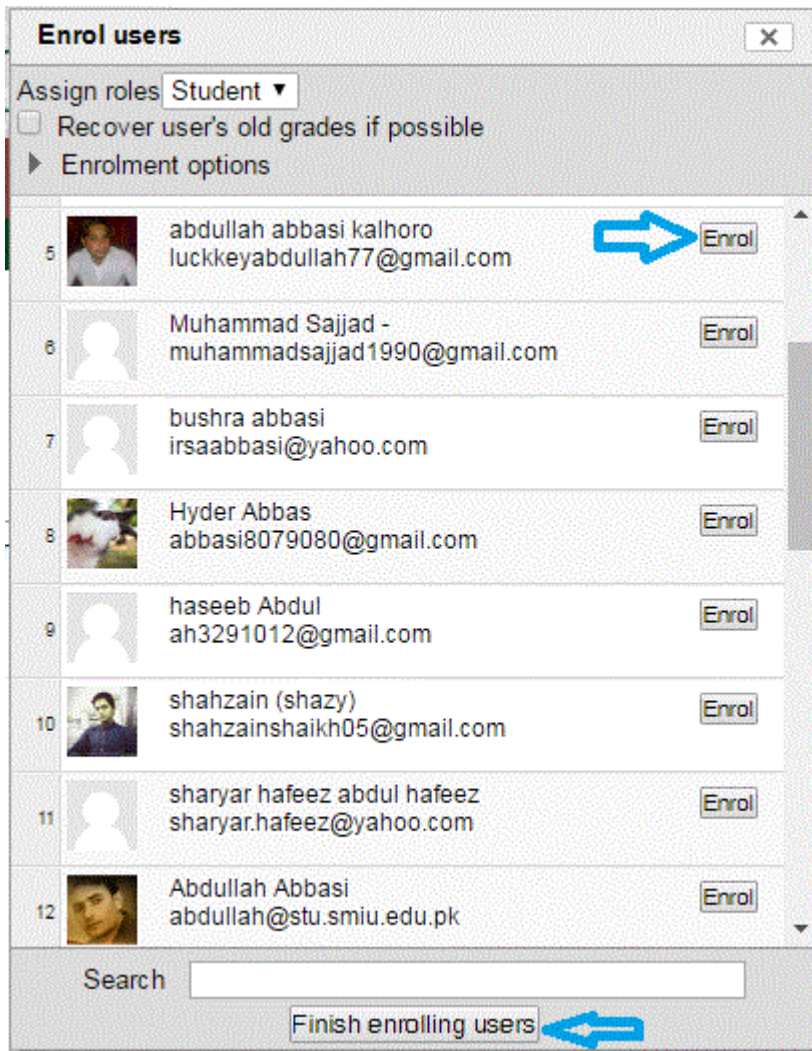
3. Click the "Enroll User" button



The screenshot shows the 'Enrolled users' page. At the top right, there is a button labeled 'Enroll users' with a blue arrow pointing to it. Below this is a table with columns: 'First name / Surname / Email address', 'Last access', 'Roles', 'Groups', and 'Enrolment methods'. The table contains one entry for 'Faheem Mahar' with email 'faheem.mahar@gmail.com', last access 'now', role 'Teacher', and enrolment method 'Manual enrolments from Tuesday, 23 August 2016, 12:00 AM'. At the bottom left, there is another 'Enroll users' button with a blue arrow pointing to it.


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- 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.



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

### Accessing a course:

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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

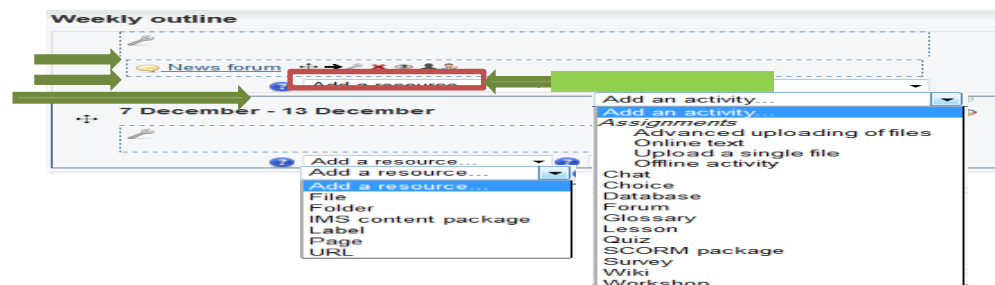


## Add / Edit Course Contents

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.

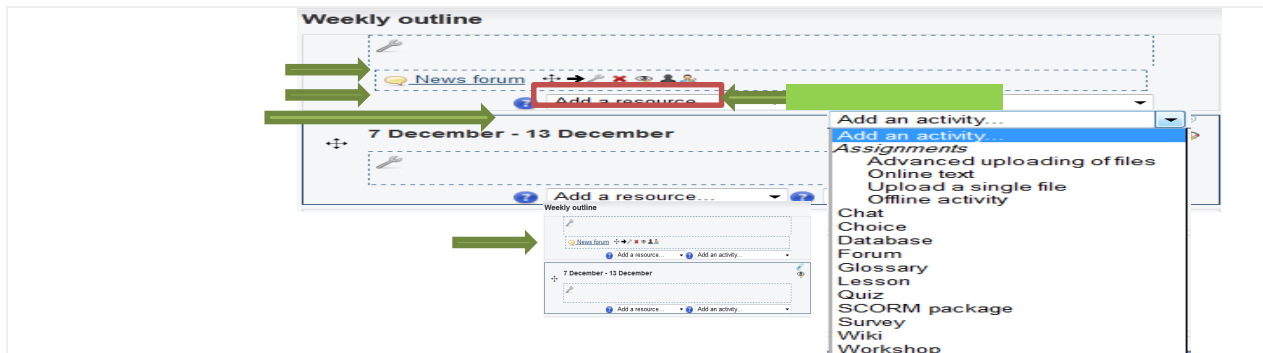




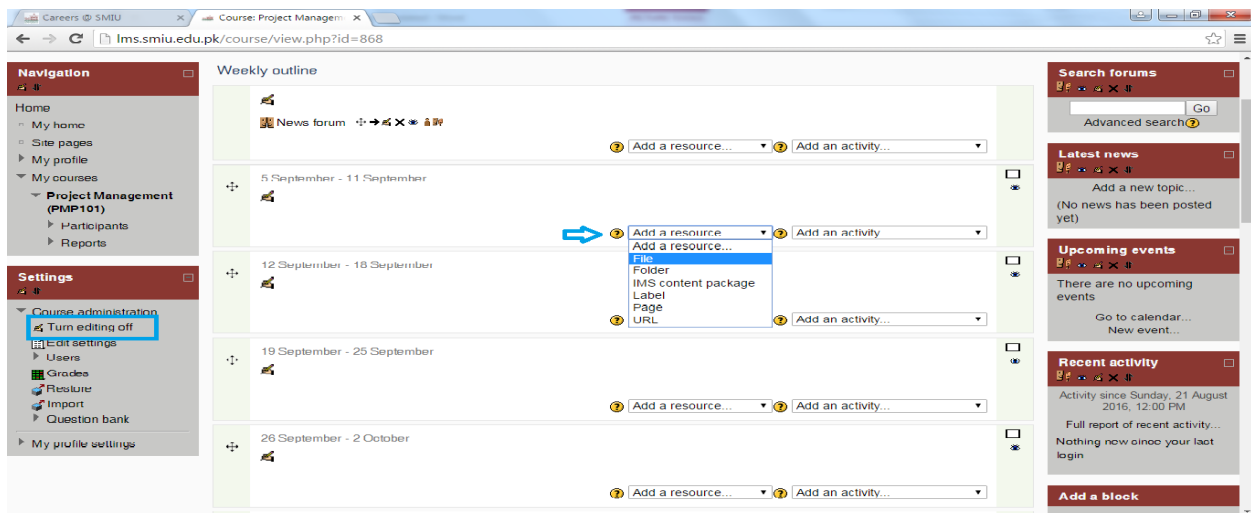
## Adding Resources (Uploading Files)

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

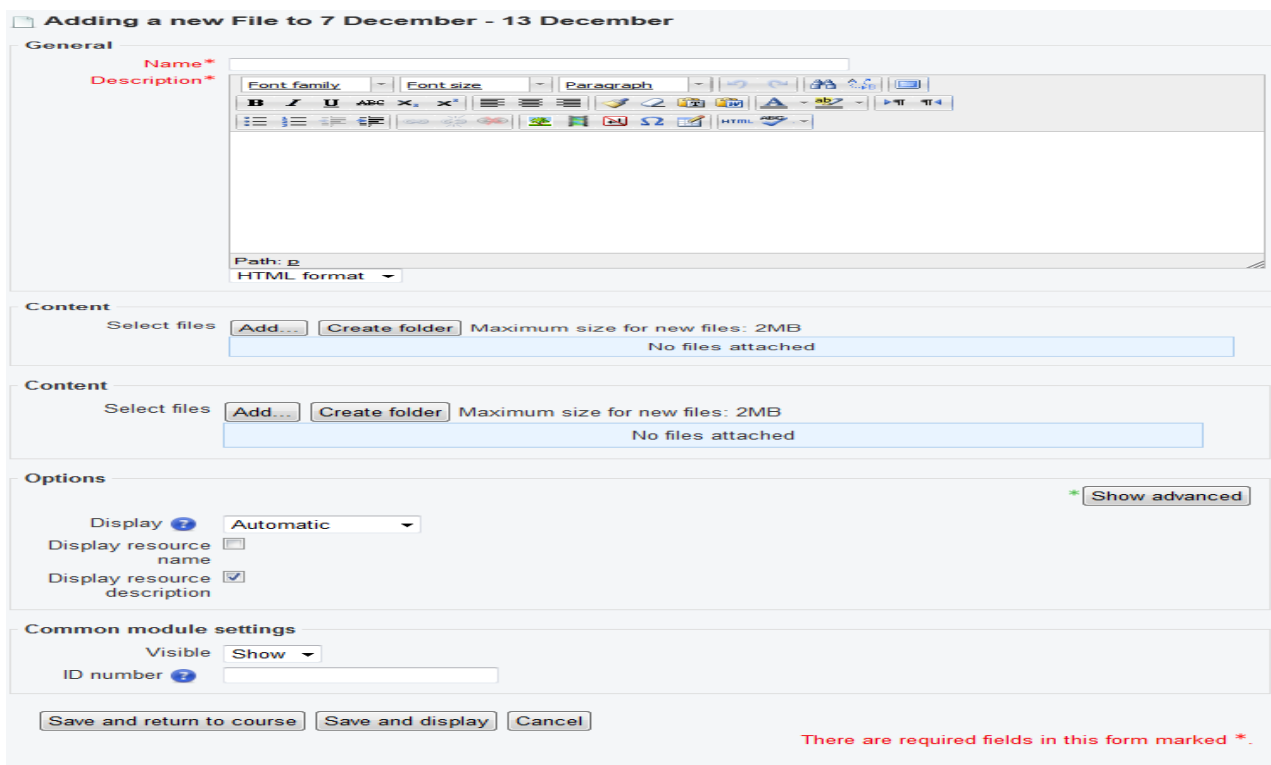
*Note: When you turn ON editing mode you will find these additional options on your screen*



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:




The screenshot shows the 'Weekly outline' page in the LMS. The left sidebar contains 'Navigation' and 'Settings' menus. The 'Settings' menu is expanded to 'Course administration', with 'Turn editing on' highlighted. The main content area shows a weekly outline with sections for 5 September - 11 September, 12 September - 18 September, 19 September - 25 September, and 26 September - 2 October. A blue arrow points to the 'Add a resource...' dropdown menu in the 12 September - 18 September section, which is open and shows 'File' as the selected option. Other options include 'Folder', 'IMS content package', 'Label', 'Page', and 'URL'. The right sidebar contains 'Search forums', 'Latest news', 'Upcoming events', and 'Recent activity' widgets.



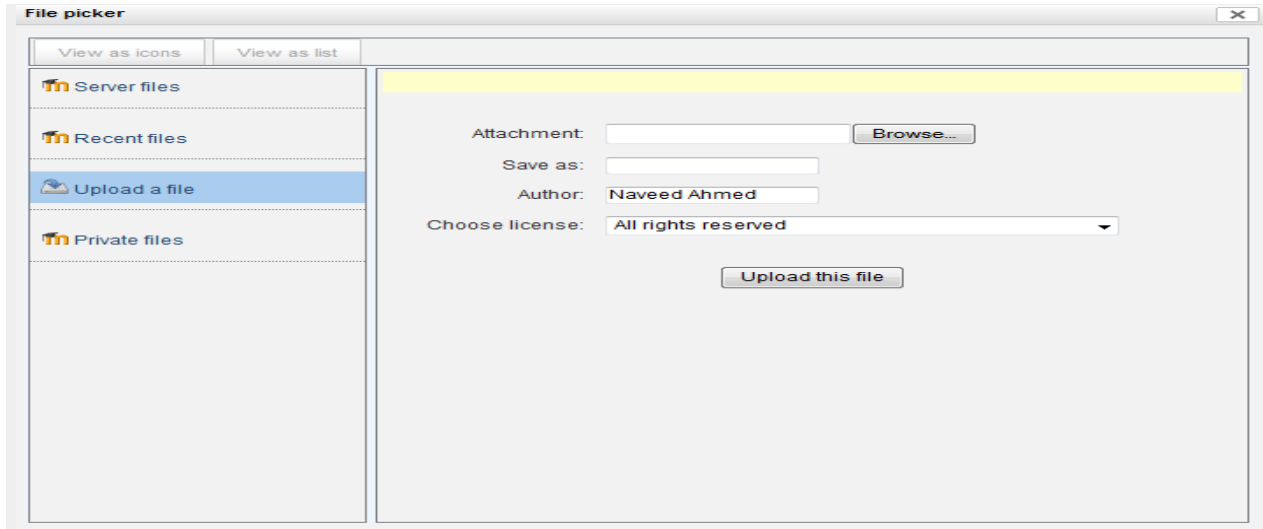
The screenshot shows the 'Adding a new File to 7 December - 13 December' form. The form is divided into several sections: 'General', 'Content', 'Options', and 'Common module settings'. The 'General' section includes fields for 'Name\*' and 'Description\*', a rich text editor with a toolbar, and a 'Path' field. The 'Content' section has two identical 'Select files' areas with 'Add...' and 'Create folder' buttons, and a 'Maximum size for new files: 2MB' limit. The 'Options' section includes a 'Display' dropdown set to 'Automatic', checkboxes for 'Display resource name' and 'Display resource description', and a 'Show advanced' button. The 'Common module settings' section includes a 'Visible' dropdown set to 'Show' and an 'ID number' field. At the bottom, there are 'Save and return to course', 'Save and display', and 'Cancel' buttons. A red note at the bottom right states: 'There are required fields in this form marked \*.'

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.

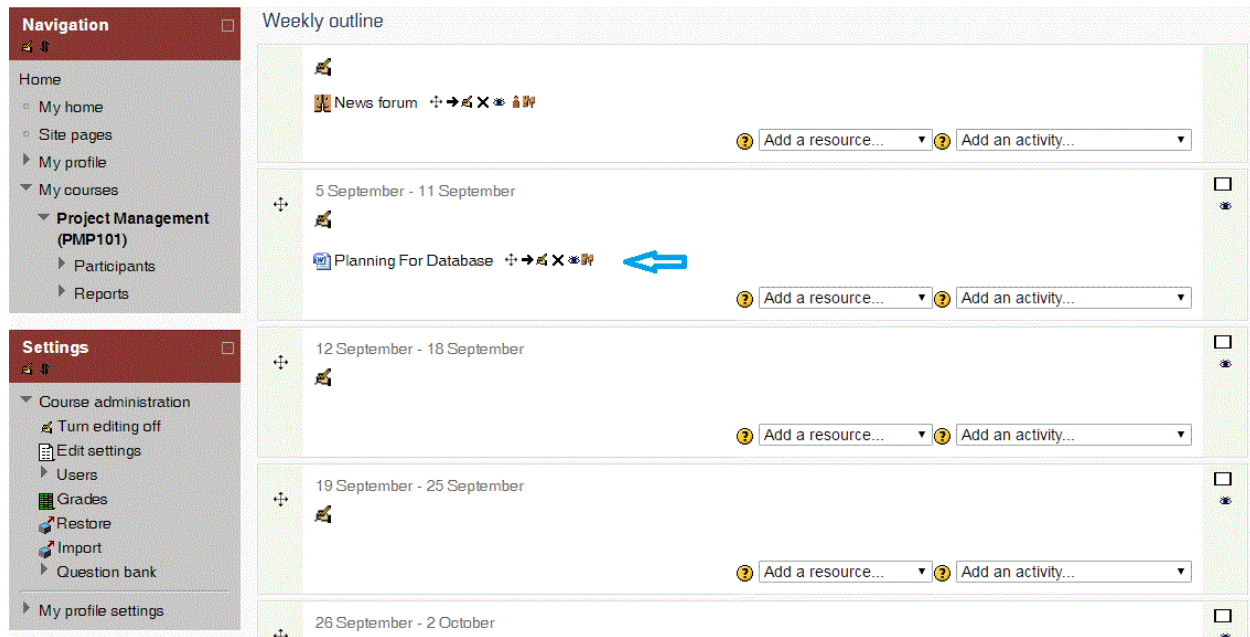


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- In the *Content* box, click **Add**. The *File picker* will open. From the options on the left of the *File picker*, select **Upload a file** then click **Browse** to search for the desired file.



- In the *File picker*, click **Upload this file**. You will be returned to the *Adding a new file* screen. The *Save as* field should be left blank.
  - Scroll down to the bottom of the window and click **Save and return to course**. You will be returned to your course homepage.
- You will be directed back to the course home page, where you will see the resource you just added.



The screenshot shows the 'Weekly outline' interface. On the left, there are two main menu sections: 'Navigation' and 'Settings'. The 'Navigation' menu includes 'Home', 'My home', 'Site pages', 'My profile', and 'My courses'. Under 'My courses', 'Project Management (PMP101)' is expanded to show 'Participants' and 'Reports'. The 'Settings' menu includes 'Course administration' (Turn editing off, Edit settings, Users), 'Grades', 'Restore', 'Import', 'Question bank', and 'My profile settings'. The main content area shows a weekly outline with dates and course titles. A blue arrow points to the 'Add an activity...' dropdown menu for the 'Planning For Database' course.

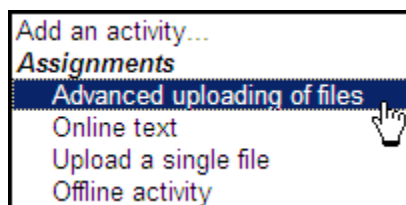
## Assignments

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

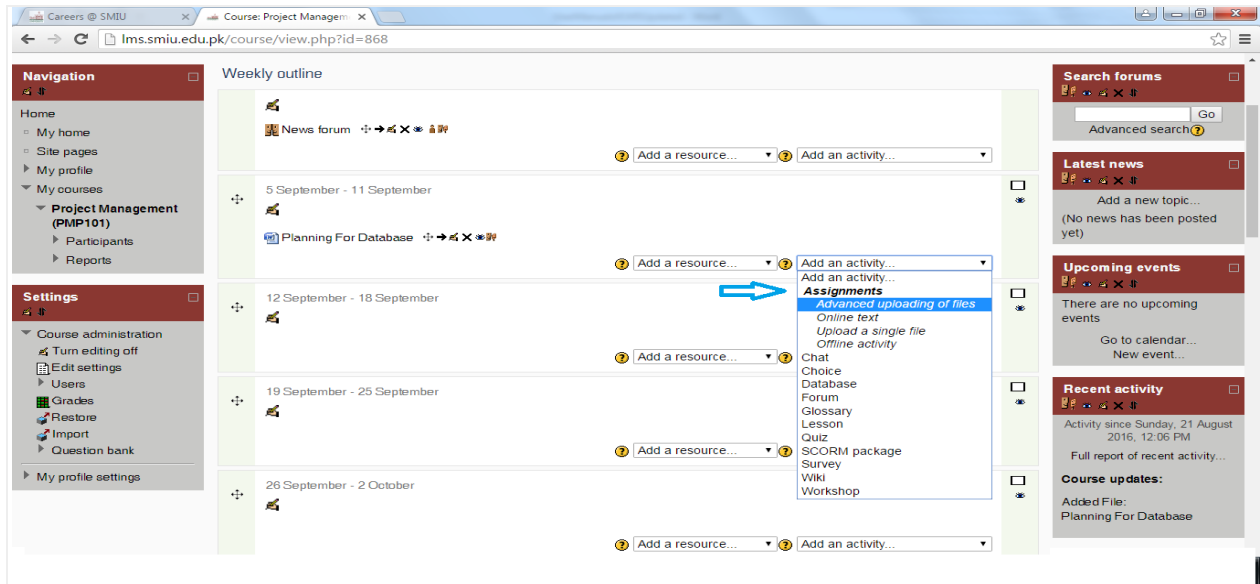
You can select from four types of assignments



## Create an Assignment

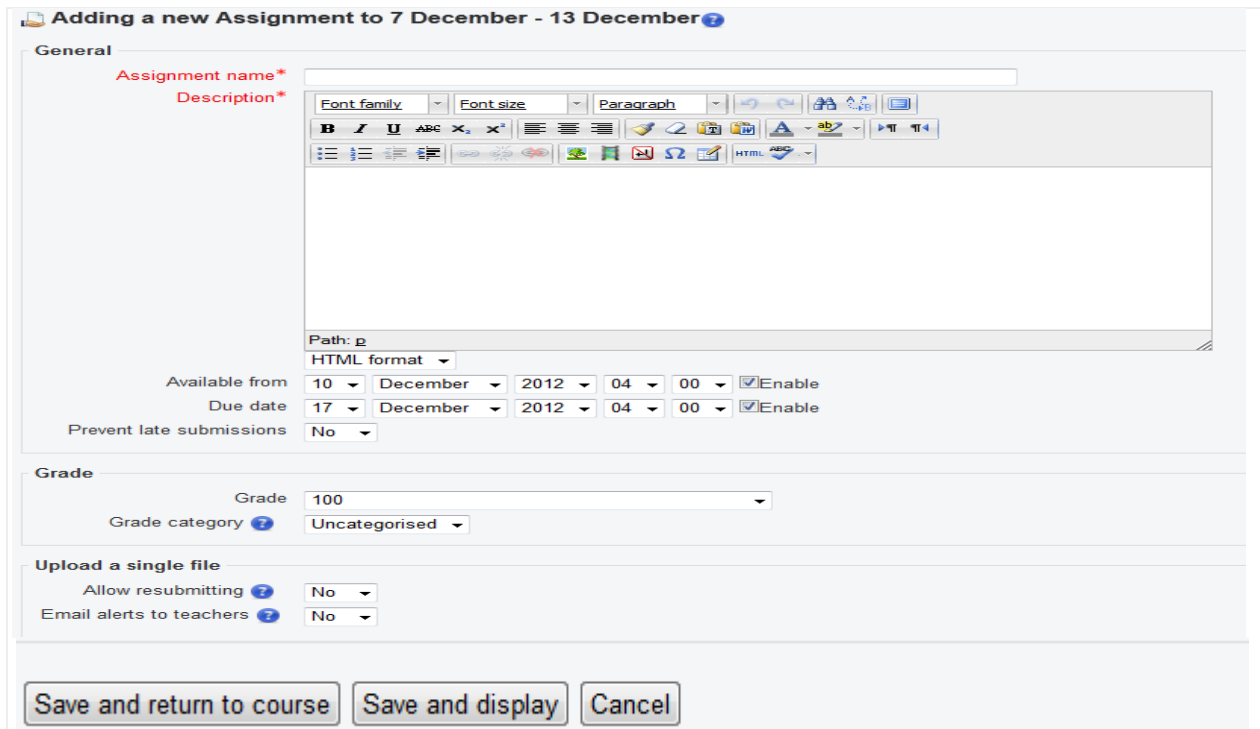
1. Select Turn editing on.
2. Select an assignment type from the Add an activity drop-down menu.






The screenshot shows the 'Weekly outline' page in an LMS. The page is divided into a left sidebar with 'Navigation' and 'Settings' menus, a central content area, and a right sidebar with 'Search forums', 'Latest news', 'Upcoming events', and 'Recent activity' sections. The central area displays a weekly outline with dates and activities. A blue arrow points to the 'Add an activity...' dropdown menu, which is open and shows a list of activity types. The 'Assignments' option is highlighted in blue.

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



The screenshot shows the 'Adding a new Assignment to 7 December - 13 December' form. The form is divided into several sections: 'General', 'Grade', and 'Upload a single file'. The 'General' section includes fields for 'Assignment name\*' and 'Description\*', a rich text editor with a toolbar, a 'Path' field, and date pickers for 'Available from' and 'Due date'. The 'Grade' section includes a 'Grade' dropdown menu and a 'Grade category' dropdown menu. The 'Upload a single file' section includes 'Allow resubmitting' and 'Email alerts to teachers' dropdown menus. At the bottom of the form are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'.

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

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

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

5. Decide whether to prevent late submissions.

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

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

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

## Edit an Assignment


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

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

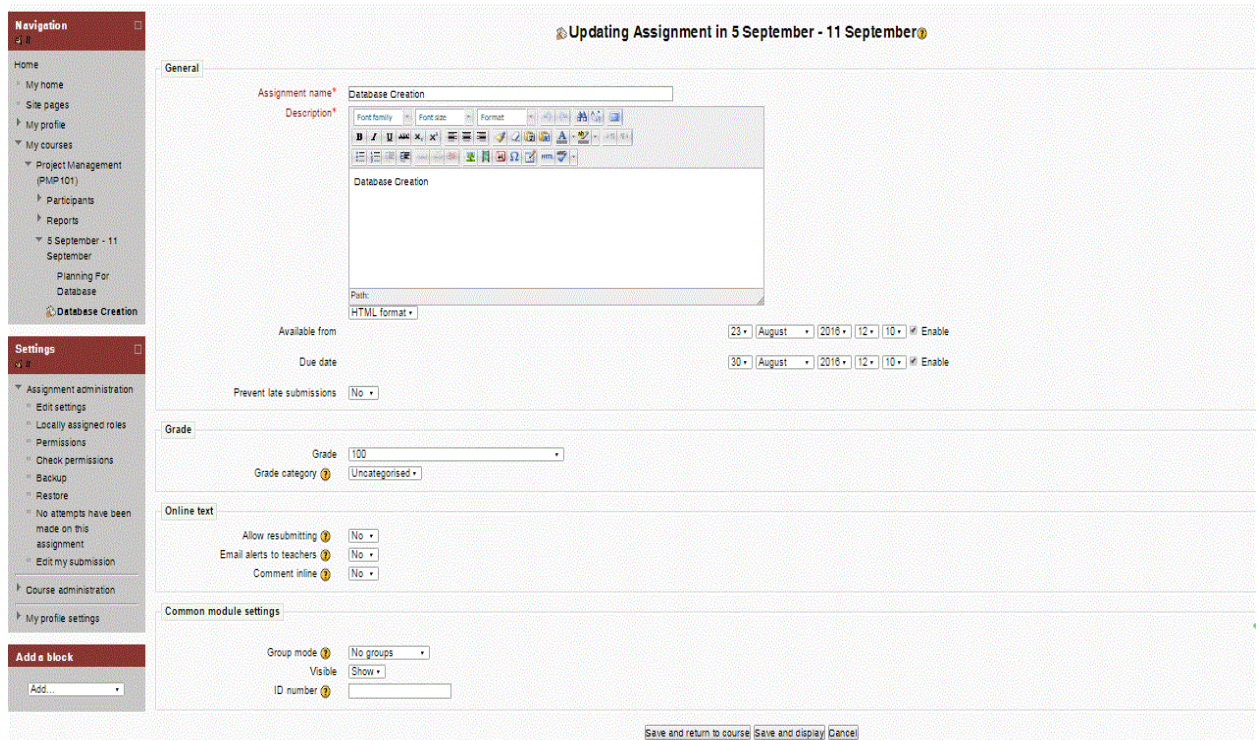


The screenshot displays the Learning Management System (LMS) interface. At the top left is the SMI University logo. The main header reads "Learning Management System". A navigation bar includes links for Home, Courses, News, Members, and Online Evaluation. Below this, a breadcrumb trail shows "Home > My courses > Project Management (PMP101)". A "Turn editing off" button is visible in the top right corner of the course area. The main content area shows a "Weekly outline" for the period "5 September - 11 September". Under this outline, there are two items: "News forum" and "Planning For Database". The "Planning For Database" item has a blue arrow pointing to its "Update" icon (a hand holding a pencil). To the right of the main content area, there are several sidebar widgets: "Search forums", "Latest news" (with a message "No news has been posted yet"), and "Upcoming events".



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




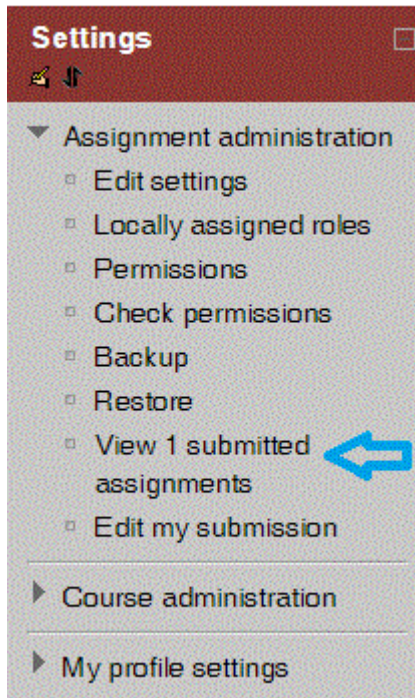
- Once you have finished making the necessary changes, click **Save and return to course** at the bottom of the page.

## Download All Student Submissions

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

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

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

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

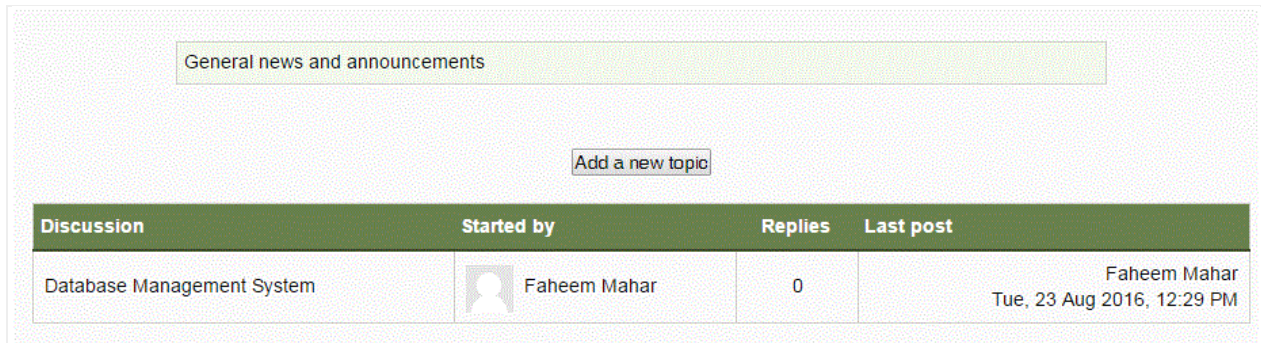
## News Forum

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




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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



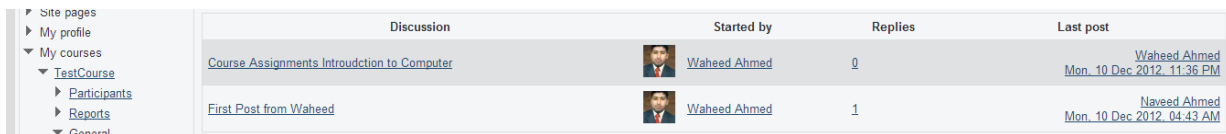
General news and announcements



[Add a new topic](#)

Discussion	Started by	Replies	Last post
Database Management System	 Faheem Mahar	0	Faheem Mahar Tue, 23 Aug 2016, 12:29 PM

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.



Discussion	Started by	Replies	Last post
<a href="#">Course Assignments Introduction to Computer</a>	 <a href="#">Waheed Ahmed</a>	0	<a href="#">Waheed Ahmed</a> Mon, 10 Dec 2012, 11:36 PM
<a href="#">First Post from Waheed</a>	 <a href="#">Waheed Ahmed</a>	1	<a href="#">Naveed Ahmed</a> Mon, 10 Dec 2012, 04:43 AM


## 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.



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You are logged in as Faheem Mahar (Logout)

Home Courses News Members Online Evaluation

Home > Faheem Mahar > Change password

**Navigation**

**Settings**

- My profile settings
  - Edit profile
  - Change password**
  - Messaging

**Change password**

Username mahar

Current password\*

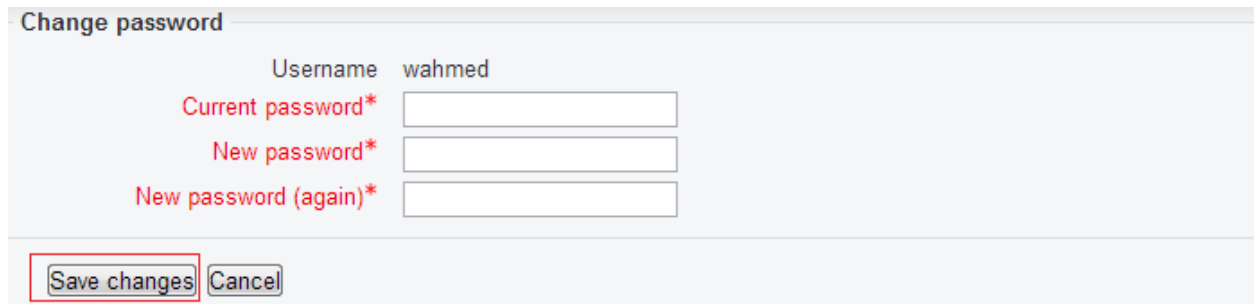
New password\*

New password (again)\*

Save changes Cancel

There are required fields in this form marked \*.

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



**Change password**

Username wahmed

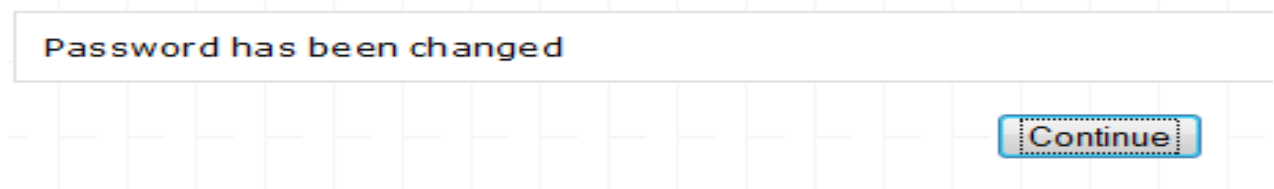
Current password\*

New password\*

New password (again)\*

Save changes Cancel

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




**Password has been changed**

Continue

6. You have now updated your password.

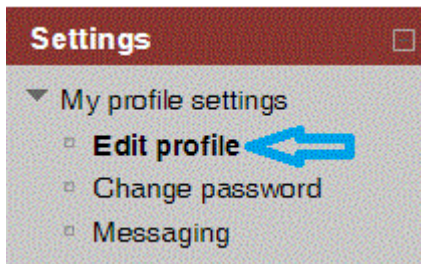
### Editing your Profile:

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

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

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



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

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





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### General

First name\*   
Surname\*   
Email address\*   
Email display   
Email format   
Email digest type   
Forum auto-subscribe   
Forum tracking   
When editing text   
AJAX and Javascript   
Screen reader   
City/town\*   
Select a country\*   
Timezone   
Preferred language

Description

### User picture

Current picture

Delete

New picture  Maximum size for new files: 64MB

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

There are required fields in this form marked \*



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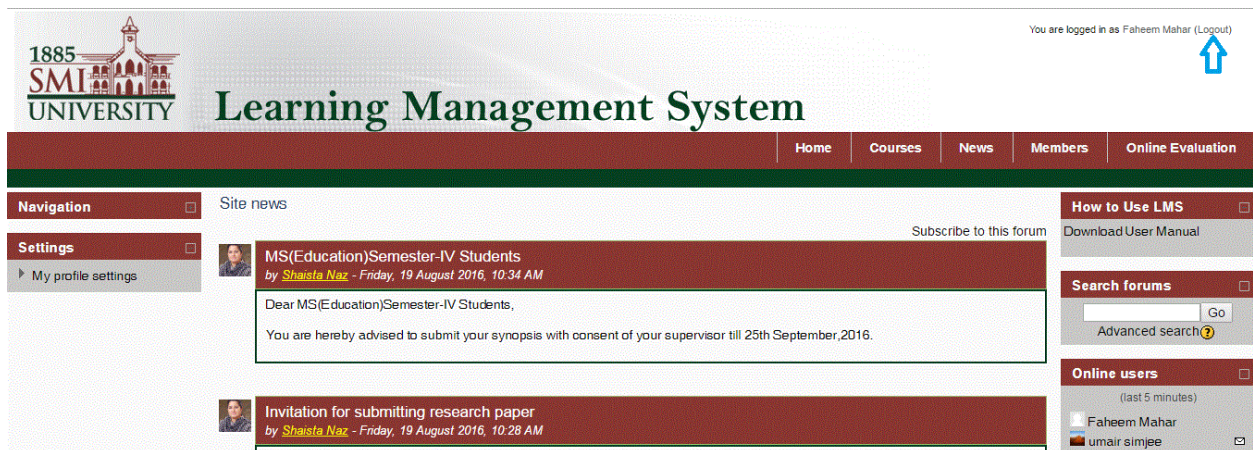
The Edit Profile screen

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

## How to Logout

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

As Shown in below Figures



The screenshot displays the SMI University Learning Management System interface. At the top left is the university logo with the year 1885. The main header reads "Learning Management System". A navigation bar includes links for Home, Courses, News, Members, and Online Evaluation. The user is logged in as Faheem Mahar, with a "Logout" link in the top right corner. On the left, there are sections for "Navigation" (Site news), "Settings" (My profile settings), and "How to Use LMS" (Download User Manual). The main content area shows a forum post titled "MS(Education)Semester-IV Students" by Shaista Naz, dated Friday, 19 August 2016, 10:34 AM. The post content reads: "Dear MS(Education)Semester-IV Students, You are hereby advised to submit your synopsis with consent of your supervisor till 25th September,2016." Below this is another forum post titled "Invitation for submitting research paper" by Shaista Naz, dated Friday, 19 August 2016, 10:28 AM. On the right, there is a "Search forums" section with a search bar and a "Go" button, and an "Online users" section showing Faheem Mahar and umair simjee.

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