

Learning Management System (LMS) User Guide

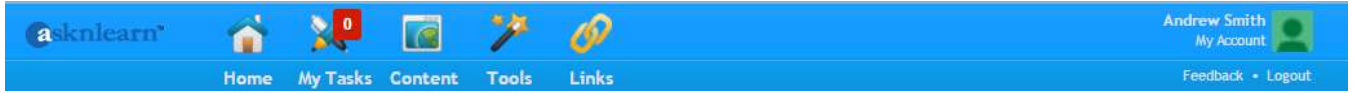
Contents

1. Navigating around the Portal.....	1
1.1. Overview of the Home Page	1
1.2. Launch Bar.....	2
2. Accessing My Tasks	3
3. Quiz	4
3.1. Attempting Quiz.....	4
3.2. Resume Quiz	5
3.3. Quiz Report	6
3.4. Re-attempting the Quiz.....	7
4. Survey.....	8
4.1. Attempting Survey	8
4.2. Resume Survey.....	9
4.3. Survey Report.....	9
5. Lesson.....	10
5.1. Attempting Lesson	10
6. Assignment.....	13
6.1. Attempting Assignment	13

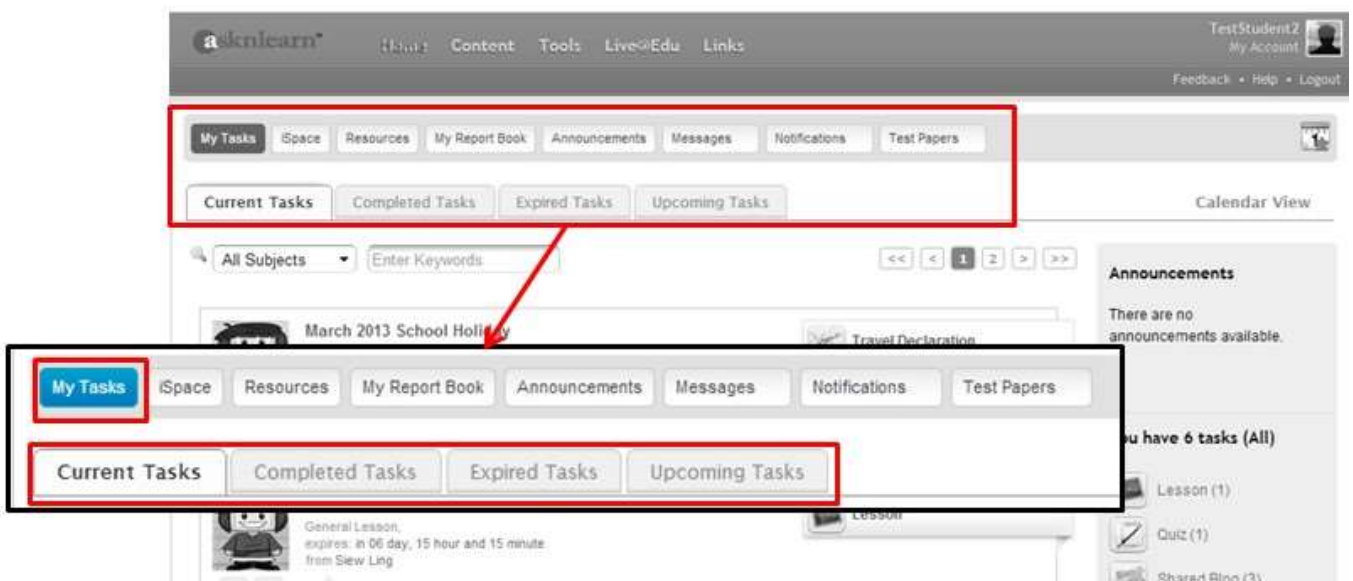
1. Navigating around the Portal

1.1. Overview of the Home Page

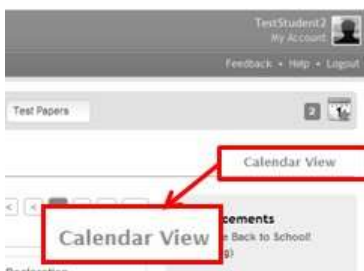
On the top of the portal, shows the **Launch Bar** which consists of different menus and your personal account information.



Navigate to My Tasks tab where all your tasks are listed. There are 4 types of tasks: **Current Tasks**, **Completed Tasks**, **Expired Tasks** and **Upcoming Tasks**. All your tasks are categorised under the different tabs based on your completion status of the tasks assigned to you.



To get an overview of your tasks by month, click on the link **Calendar View**.



Click on the calendar to view events of the month. Number of events for the month is represented by the notification shown.



Get a quick glance of the different type of tasks, announcements and notifications from the **Side Bar**. Add your teachers to your **My Teachers** list.

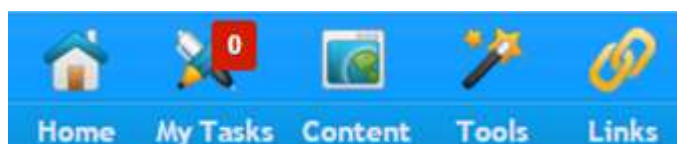


1.2.Launch Bar

On the top of the LMS page, shows the **Launch Bar**. The header background, text color and organization logo are customizable by the administrator using the **Customize UI** module.



Different functional modules are classified under the different hubs as shown in the **Menu Bar**.



All users will be able to view and update their profile information via **My Account** feature. To sign out of your account find **Logout** located below your personal profile

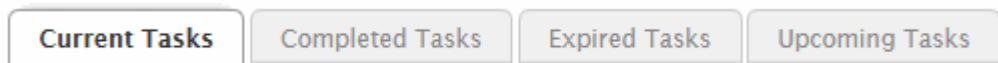


2. Accessing My Tasks

You can find tasks assigned to you by clicking on the **My Tasks** icon found in the **Menu Bar**.



The system categorizes the tasks that have been assigned to you into 4 categories: **Current Tasks**, **Completed Tasks**, **Expired Tasks** and **Upcoming Tasks**.



You can use the **Search** function to look for your tasks or filter your tasks by **Subjects**.



The side bar summarizes the number of tasks you have been assigned / have completed / have expired based on their type. Click to filter the tasks list by the type of tasks.



Current Tasks page lists out all the tasks that have been assigned to you and which are active as of the date you login. Click on the title or icon to launch the task.



Once you have completed the tasks, they will be moved to the **Completed Tasks** tab.

From here you can view the different tasks that you have completed over the years. Select the time range to view the tasks you have completed during the selected period of time.



You can also view your results and report of the task you have completed.

Expired Tasks displays the tasks that have been assigned to you but were not completed by the expiry date/ time.

3. Quiz

3.1. Attempting Quiz

Once you have launched the quiz, you will see the following:

The screenshot shows a quiz interface with the following elements:

- Title of Quiz:** A red box highlights the text "Sample Quiz".
- Number of attempts and time allowed:** A red box highlights the text "This is your attempt #: 1", "You have a maximum attempt of: 5", and "You have 30 minute(s) to complete this Quiz".
- Description of Quiz:** A large red box highlights the "Description:" section, which contains text about the origin of Lorem Ipsum.
- Take Quiz Button:** A green button with a checkmark icon and the text "Take Quiz".

Red arrows point from the labels to the corresponding elements in the screenshot.

1. To start, click on Take Quiz



2. Select or input your responses



1. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

- A. red
- B. green
- C. blue
- D. orange

2. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

- A. Cat
- B. Tree

3. To save your responses and resume the quiz later, click on the Save button. To submit your responses, click on the Submit button

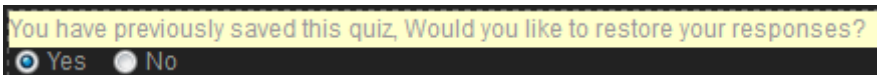
Note:

- The buttons are located at the end of the quiz
- You might not see the Save button depending on the setup of the quiz by your teacher



3.2.Resume Quiz

1. To resume your quiz, launch the quiz from your Current Tasks.
2. You will be prompted if you would like to restore your responses.



3. Select Yes to restore your saved responses or No to clear your previously saved responses.
4. Click on Take Quiz to proceed



3.3. Quiz Report

Depending on the settings defined by your teacher, after you have submitted your quiz response, you may or may not be able to view your result for the quiz.

To print your report, click on the **Print** button located at the top of the report page below is a sample screenshot of the report of your quiz and the analysis:

You are now at Quiz Report. Print

Attempt History	Title of Quiz	Description of Quiz
1	Sample Quiz	Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet...", comes from a line in section 1.10.32. The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.

Summary of Results

Completed by:	TestStudent1 (TestStudent1)
Test Started On:	26 November 2012 (11:16)
Time Taken:	58 min(s)
Number of attempt(s):	1
Total Score / Max Score:	1 / 4
Percentage (No. of Correct Qns / Total no. of Qns x 100 %):	25%

Correct 1 (25%) **Wrong 3 (75%)**

indicates all questions except Essay

To view the details of which questions you have answered correctly and which ones you have not, scroll down to view for each individual questions.

Title:Section 1
Description:General

1. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

A. red
 B. green
 C. blue
 D. orange

Your selected answer

Points you have achieved and feedback from your teacher on your selected answer(s) if any

You scored: 0
MCQ: Please try again

2. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

A. Cat
 B. Tree
 C. Dog
 D. Grass

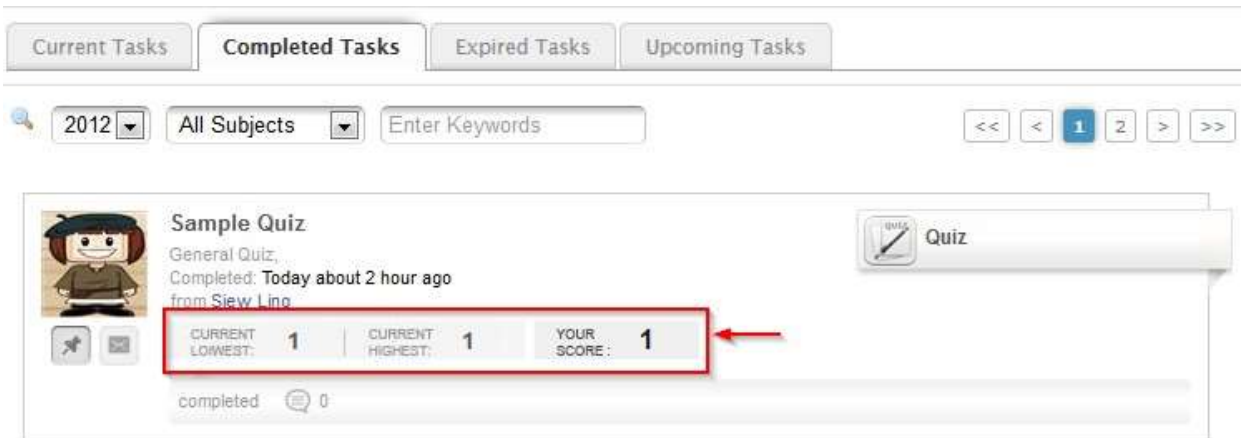
Correct answer

Highlighted in green indicates the correct answer(s) for the questions.

Note: This might be set hidden from your view by your teacher.

3.4.Re-attempting the Quiz

Once you have submitted your responses for the quiz, the task will be moved to your **Completed Tasks** tab. You will be able to see the score you have obtained and the highest score obtained for this quiz.



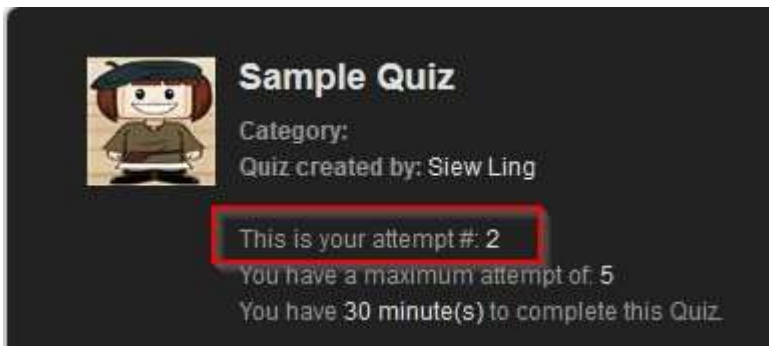
The screenshot shows a navigation bar with four tabs: 'Current Tasks', 'Completed Tasks', 'Expired Tasks', and 'Upcoming Tasks'. Below the tabs are filters for '2012', 'All Subjects', and a search box labeled 'Enter Keywords:'. To the right are navigation arrows and page numbers '1' and '2'. The main content area displays a quiz card for 'Sample Quiz' by 'Siew Ling', completed 'Today about 2 hour ago'. A red box highlights a statistics table with the following data:

CURRENT LOWEST:	1	CURRENT HIGHEST:	1	YOUR SCORE:	1
-----------------	---	------------------	---	-------------	---

A red arrow points to the 'YOUR SCORE: 1' cell. Below the table, it says 'completed' with a comment icon and '0'.

If you are allowed more than 1 attempt to take the quiz and would like to retake the quiz, click on the **Completed Tasks** tab and launch the quiz again.

You will see your attempt number at the start page.

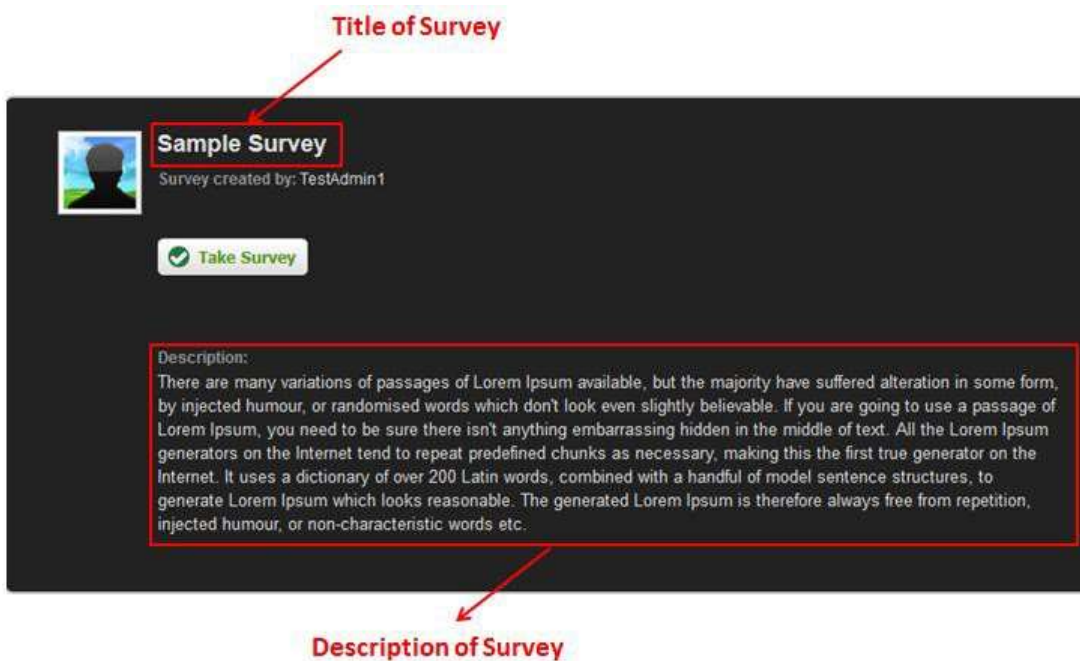


The screenshot shows a dark-themed quiz start screen for 'Sample Quiz' by 'Siew Ling'. It includes a category and a red box highlighting the text: 'This is your attempt #: 2'. Below this, it states 'You have a maximum attempt of 5' and 'You have 30 minute(s) to complete this Quiz.'

4. Survey

4.1. Attempting Survey

Once you have launched the survey, you will see the following:



1. To start, click on **Take Survey**



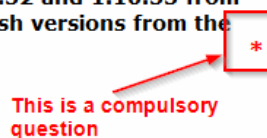
2. Select or input your responses

The screenshot shows a survey question with a title 'Section 1' and a description. The question is marked as compulsory with a red asterisk. The question text is: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.' Below the question are four radio button options: 'Choice 1', 'Choice 2', 'Choice 3', and 'Choice 4'. The second question is a Likert scale question: 'The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.' Below this question is a table with four columns: 'STRONGLY DISAGREE', 'DISAGREE', 'AGREE', and 'STRONGLY AGREE'. The table has four rows, each labeled 'This is Question 1' through 'This is Question 4'. Each row has four radio buttons corresponding to the columns. A 'Reset Selection' button is at the bottom left.

	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE
This is Question 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This is Question 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This is Question 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This is Question 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note: Questions that are marked with an '*' indicates they are compulsory question

ns 1.10.32 and 1.10.33 from
y English versions from the



3. To save your responses and resume the survey later, click on the Save button. Launch the survey from your Current Tasks again to resume. To submit your responses, click on the Submit button.

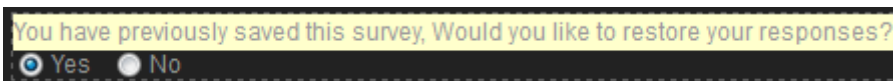
Note:

- The buttons are located at the end of the survey
- You might not see the Save button depending on the setup of the survey by your teacher
- Once submitted, you will not be allowed to re-attempt the survey



4.2. Resume Survey

1. To resume your survey, launch the survey from your **Current Tasks**.
2. You will be prompted if you would like to restore your responses.



3. Select **Yes** to restore your saved responses or **No** to clear your previously saved responses.
4. Click on **Take Survey** to proceed

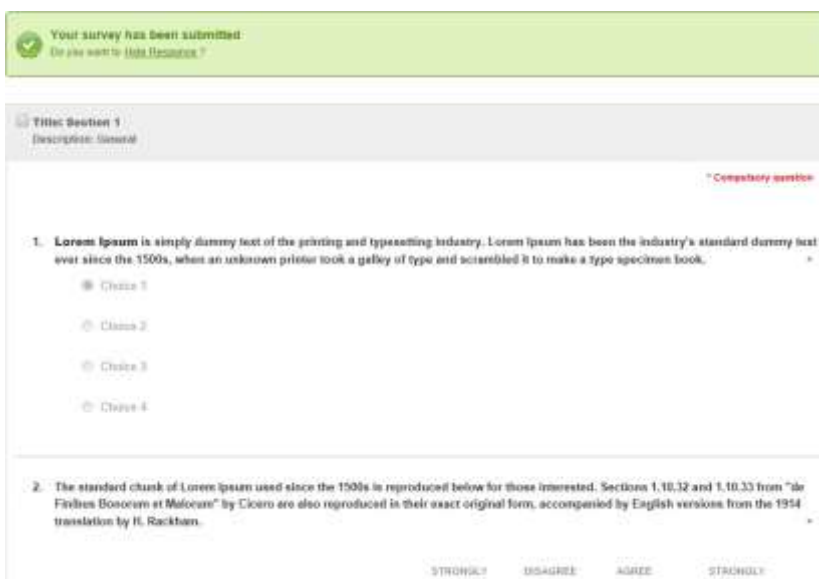


4.3. Survey Report

After you have submitted your survey responses, you may view the report of your responses. To print your report, click on the Print button located at the top of the report page



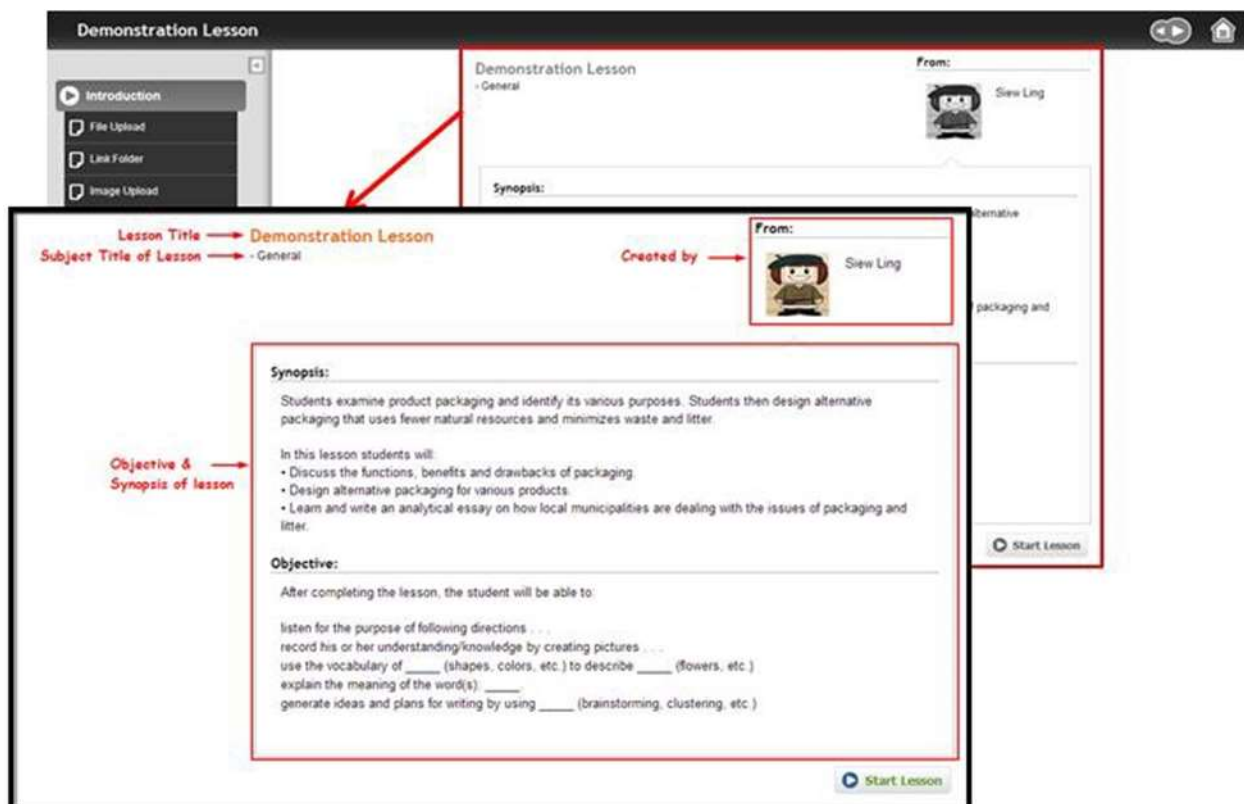
Below is a sample screenshot of the report of your survey:



5. Lesson

5.1. Attempting Lesson

On the lesson start page, you will see the lesson's information such as **Title**, **Subject**, **Objectives** and **Synopsis**.



Located on the top right corner, are the navigation buttons and **Home** button.

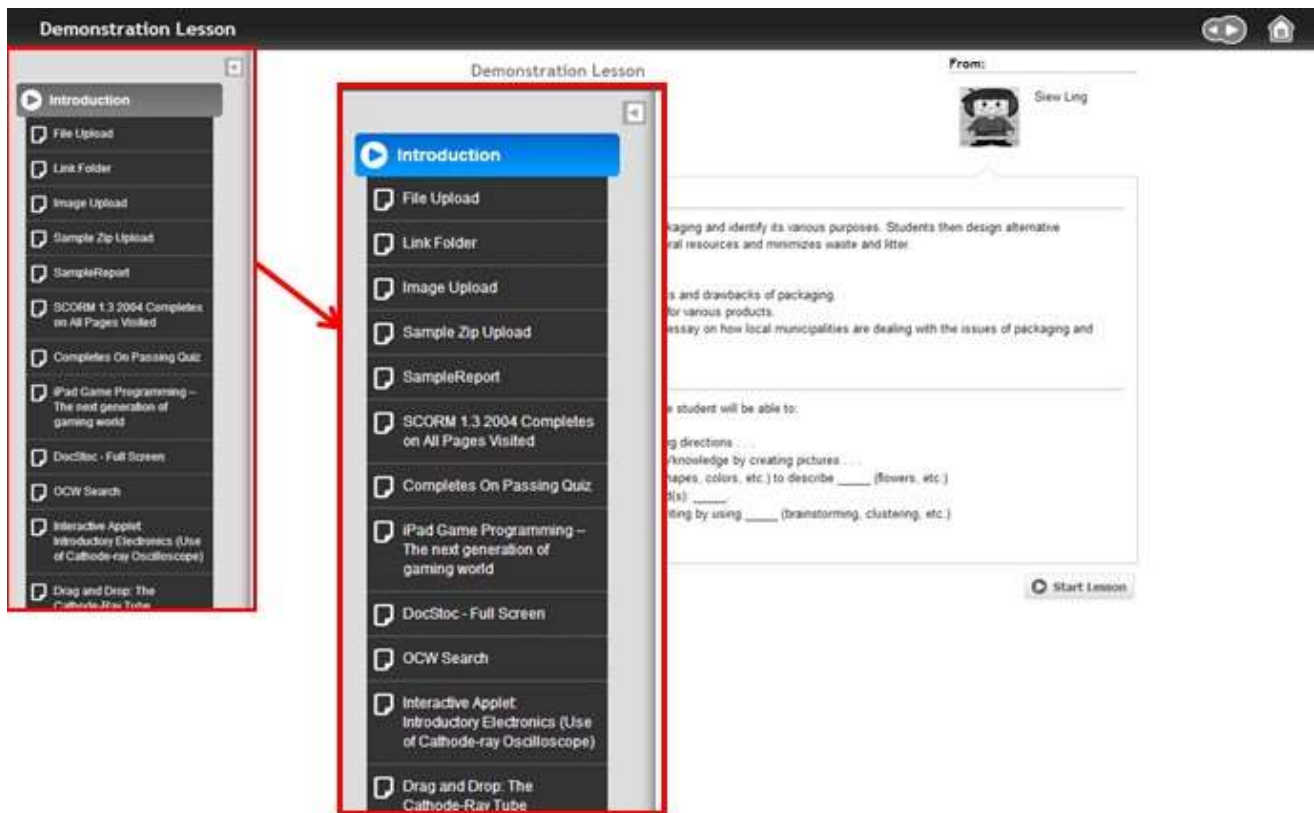


Click on the **left / right arrows** to navigate to the previous / next content

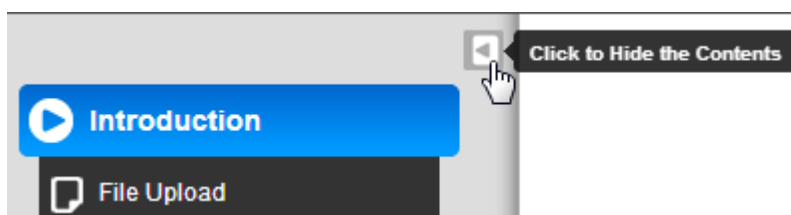


Click on the **Home** button to return to the lesson start page

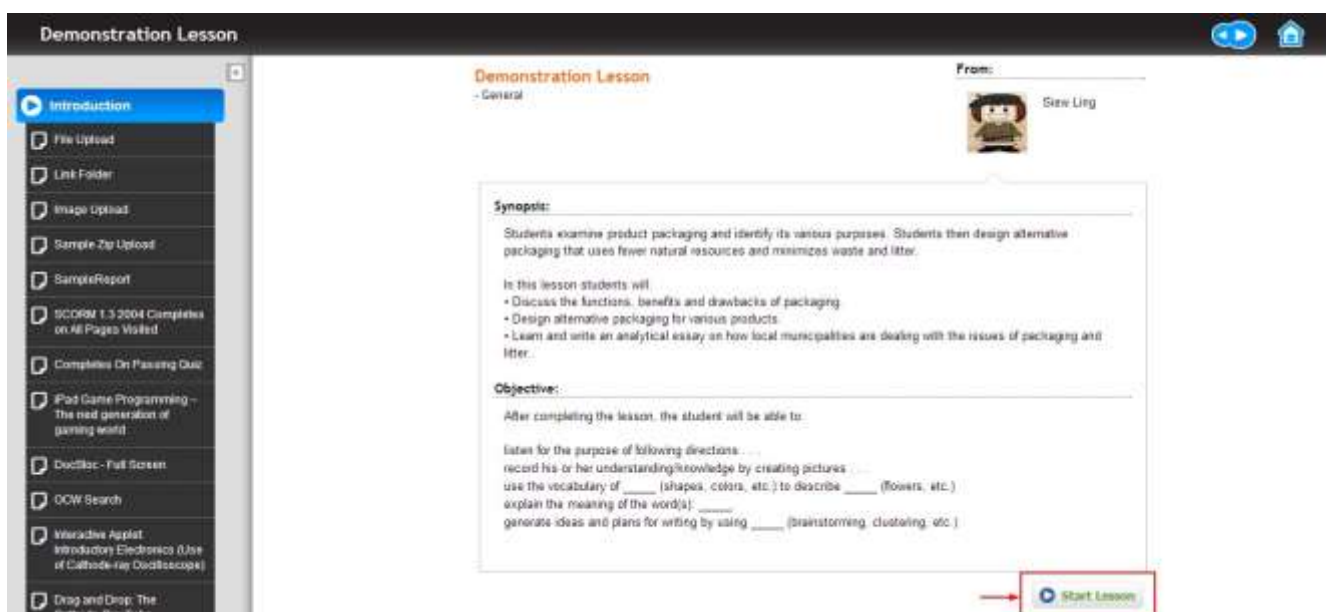
On the left panel shows the contents available in the lesson. Click on the contents to view.



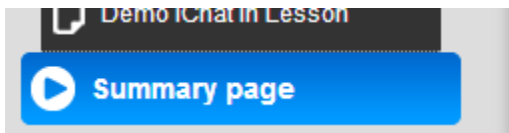
Click on the arrow to show or hide the contents panel



Click on **Start Lesson** button



To view your progress in the lesson, click on **Summary Page**



All the resources in the lesson will be displayed with the individual completion status.

Lesson Summary

No.	Resource	Last accessed	Duration spent (In Minutes)	Access count	Type	Status
1	File Upload	1/4/2013 10:09:01 AM	0	2	Document	Completed
2	Link Folder	1/4/2013 10:09:04 AM	0	2	Link Folder	Completed
3	Image Upload	1/4/2013 10:09:06 AM	0	2	Image	Completed

If you have completed all the resources in the lesson, you will see a message informing you that you have completed the lesson.



Upon lesson completion, you will also see a **Mark Task as Complete** button. By clicking the button, the task will be displayed under your **Completed Tasks** tab.

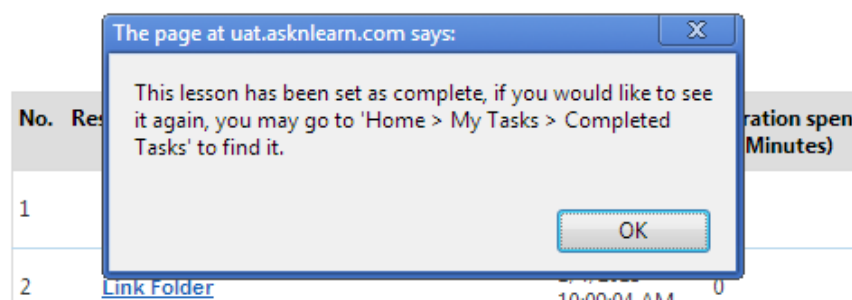
Lesson Summary

Mark task as completed.

No.	Resource	Last accessed	Duration spent (In Minutes)	Access count	Type	Status
1	File Upload	1/4/2013 10:09:01 AM	0	2	Document	Completed

On click the button, there will be a prompt as shown below:

Lesson Summary




Click **OK** to dismiss the message


To exit the lesson and return to the Home page, click on the **Home** found in the **Menu Bar**.

6. Assignment

6.1. Attempting Assignment

Once you have launched the assignment, you will see the following:

Title:	Assignment
Subject:	General
Due On:	 Thursday 28 Jan 2016 - 11:59 PM
Originality	NA

From:  ict [Send Message](#)

Instructions:

Today, we had learnt how upload a file to the LMS "assignment" task. Now it is your turn to try.

You may upload ANY file (text, Microsoft Word, Powerpoint Slide or a picture) to this "assignment" - it doesn't matter what file it is because your job is to just learn how to upload a file.

Once you had uploaded a file, this "assignment" task is done!

Give it a try!












[Proceed with Assignment](#)

1. To start, click on **Proceed with Assignment**



2. Some assignment may require answers or responses, enter your answer or responses in the text box


My Answers / Response:





B *I* U ABC |  |  |     |   |  HTML  



Enter answers or responses here

- Depending on your file type, select one of the options that corresponding to the type of file that you would like to upload

My Attachments:

 You are allowed to upload 1 files.


 File  Rec Video  Rec Audio  Audio/Video



 Drawing  iPad Drawing


Click on **Select File**, and then find the file that you would like to upload from your computer's directory and proceed to upload.

Learning Objects

File Upload Repository

 Choose a file to upload. Then click "**Upload**", after you have the confirm "Title" and "Description".
Note: The maximum size for file upload is 25 MB.

Get file from  My Computer  Dropbox

File Upload  **Select File**

After selecting the file to upload, click on **Upload**.

 Back  Upload

- Click on **Submit Assignment** to submit

 **Submit Assignment**  Cancel

**Note: Once the Assignment is submitted, the Assignment will be placed in 'Completed Tasks'.*