



Training Manual:

Document detail:

Category	Information
Document	A Startup guide for new LMS users
Version	1.1
Department	FUI LMS Project
Status	Final Issued
Authors	IT and MIS Department
Issue Date	April - 2020
Distributor	LMS Internals
Disclaimer	This document contains confidential information. It should not be distributed without prior approval from IT & MIS Department

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i. Introduction :

Foundation University Islamabad IT & MIS team developed Learning Management Systems (LMS). You can use to provide Course Materials such as hand-outs, lecture notes and PowerPoint presentations to your students. You can also use more interactive ways which require input from your students. Activities such as discussion forums, quizzes and assignment drop-boxes are available for you to use. Learning Management is easy to use, and should be very straightforward for anyone who is comfortable using the web. This document will provide you with an understanding of LMS basic features, and will show you how to set up your modules, add and manage content, and make your LMS available to students.

ii. Accessing a FUI LMS:

Make sure internet browser installed on your computer, type the following address into the address bar.

- Go to – <http://121.52.150.118/>

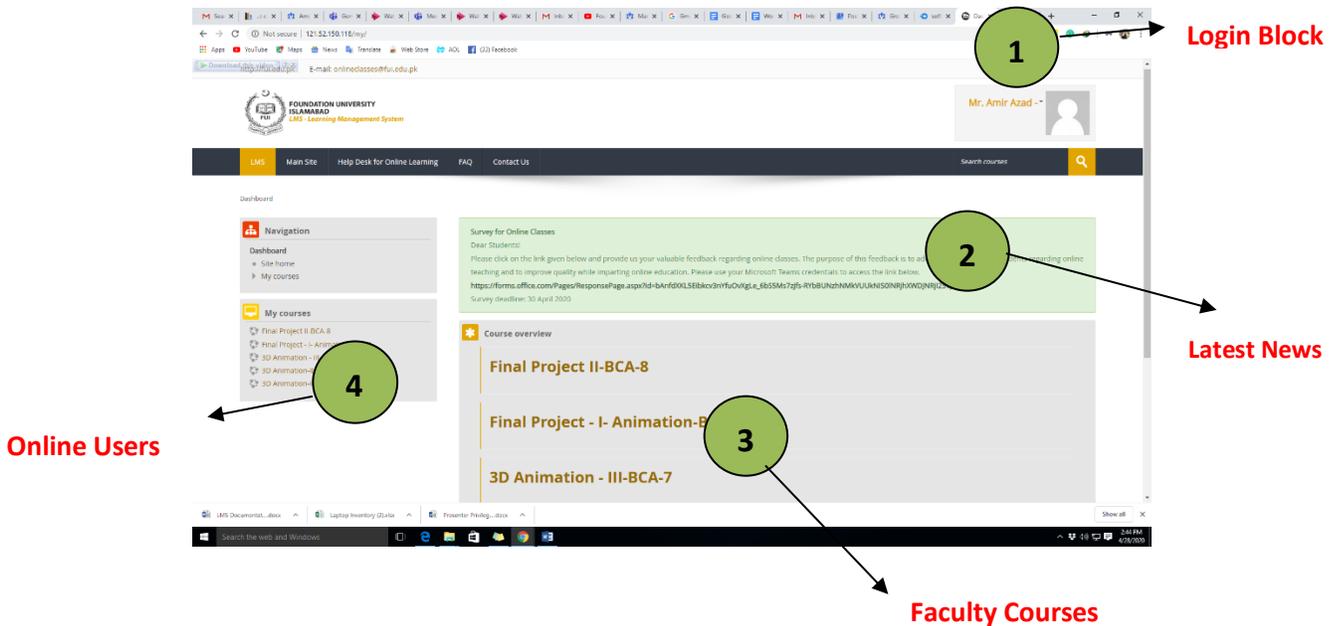


Figure 01 : LMS Introduction

The LMS front page, pictured above, is the first thing you'll see every time you log in to LMS, and contains profile information, a list of all your modules and some useful tools, called Blocks.

- Use the following credentials to sign in and you'll be up and running:
 - a) **Username:**(enter the **user id** provided to you by the LMS team)
 - b) **Password:** (enter the **password** provided to you by the LMS team)
- Complete the account registration by verifying your account information and primary email address.

Note:

We created a temporary password that you use to sign in for the first time, but we recommend that you change your password on your first login to ensure your account security.

iii. FUI LMS Account Updating :

Kindly follow these steps to activate your LMS account:

1. Enter your primary email address.

waseem shaikh ▶ Expand all

▼ General

First name* waseem

Surname* shaikh

Email address* waseem@yahoo.com

City/town

Select a country Select a country...

Timezone Server's local time

Description ?

Enter your Primary email address

Figure 02: Home> My profile settings > Edit Profile

▼ **User picture**

Current picture None

New picture ? Maximum size for new files: 32MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Picture description

▶ **Additional names**

▼ **Interests**

List of interests ? Enter tags separated by commas

▶ **Optional**

Update profile

There are required fields in this form marked *.

Click on update profile after adding primary email address and filling all fields in red colour.

Figure 03: My home>> My profile settings > Edit Profile > Click update profile.

iv. Password Format

Following are the rules and guidelines that may help in creating a strong LMS password that are secure.

Two essential password rules:

Following two rules are bare minimal that LMS users should follow while creating an LMS password.

Rule 1 – Password Length: The password must be at least 8 characters in length. The more character in the passwords is better, as the time taken to crack the password by an attacker will be longer. 10 characters or longer are better.

Rule 2 – Password Complexity: Should contain at least one character from each of the following group. At least 4 characters in your passwords should be each one of the following.

1. digit(s),
2. 1 lower case letter(s),
3. 1 upper case letter(s),
4. 1 non-alphanumeric character(s)

Rules Summary:

§ 8 = 8 characters minimum length

§ 4 = 1 lower case + 1 upper case + 1 digit + 1 non-alphanumeric character

Examples:

Examples of FUI LMS passwords include:

- De2#vust
- 5sd\$oiPhw
- er89TI*q

“Treat your password like your toothbrush. Don’t let anybody else use it, and get a new one every six months” – Clifford Stoll

v. How to Reset your Password on FUI LMS :

In order to recover your password, please follow the steps below.

1. Click on [“Forgotten your username or password”](#) link.



The screenshot shows a login form with the following elements:

- Log in** (title)
- Invalid login, please try again** (error message with a warning icon)
- Username** and **Password** input fields
- Remember username**
- Log in** button
- Forgotten** link (highlighted with a red box and containing the text **Forgotten your username or password?**)
- Some courses may allow guest access**
- Log in as a guest** button

Figure 04: My home>Login to the site

2. Fill one of the two searches on the page, either by your LMS User ID OR by the E-mail Address you provided on the LMS Profile.

The image shows two search sections. The first section is titled "Search by username" and contains a text input field with the placeholder "Username" and a "Search" button. The second section is titled "Search by email address" and contains a text input field with the placeholder "Email address" and a "Search" button. Red boxes highlight the input fields, and red arrows point to the "Search" buttons.

Figure 04: Password Reset

Please feel free to contact at onlineclasses@fui.edu.pk email if you need any further assistance.

vi. Editing your Student Profile:

FUI Learning Management System provides you with a personal profile that applies to all LMS Courses that you are enrolled in. You can edit your profile information at any time. You can choose to hide or display your email address, include a photo or an avatar, or add a link to your website

Go to Administration block, click 'Edit Profile (to display dropdown menu) then 'Edit profile'.



Figure 05: Edit Profile

Scroll down to User picture and select 'Add'. A file picker window will appear. Select and press the button to locate and upload an image. Scroll down to the bottom of the screen and press 'Update profile' to finish updating your profile.

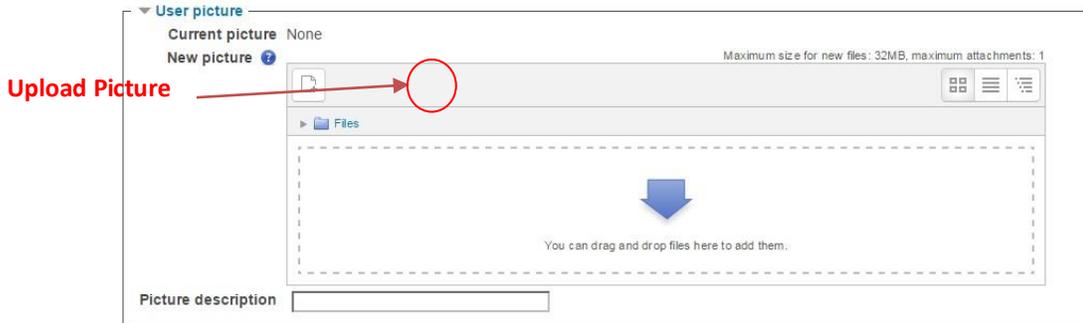


Figure 05 : Edit Profile



vii. My Course:

After logging in users will be taken to the “My Course” screen where they see their courses. To enter a course locate the “Courses Available To You” block. Note: Make sure the block is expanded. See Figure

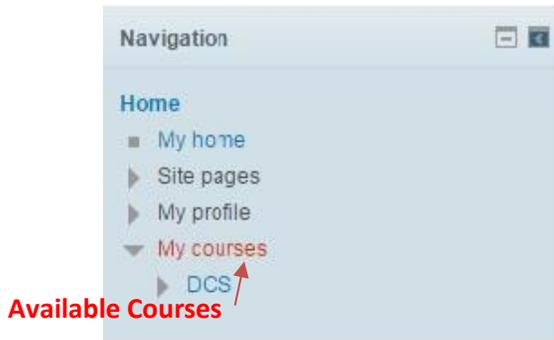


Figure 06: Course Edit

Enter a Course by Clicking on the course title. For Example, "DCS" in above figure.

- After Clicking the Course In which you enrolled, there will be a different type of task available to show you. Like "Quizzes", "Assignments" etc.

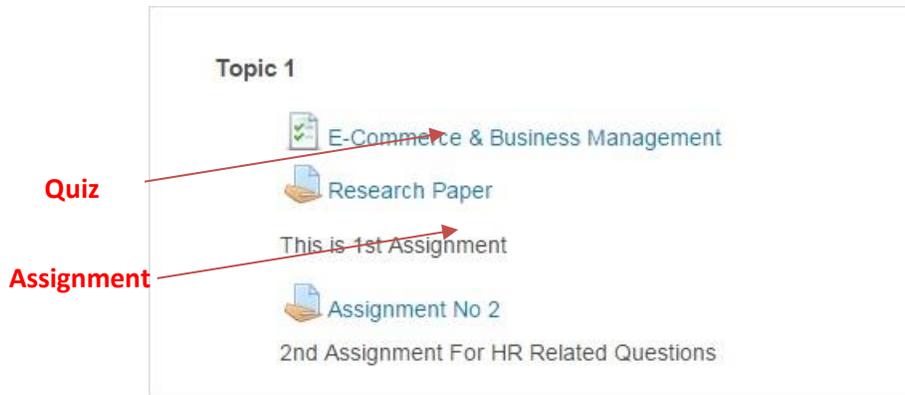


Figure 07 : Quiz & Assignments

viii. Receiving Assessment Task Marks or grades:

In this system we introduce Grade book Feature. Through gradebook feature student can view their grades as well as marks. Click the grade in the Administration block on the left side of LMS Screen.



Figure 08 : Student Grades

This will take you to the Grades module. The table on this screen will list all the assessable items (assignments, quizzes, etc.) included in the Course, the maximum score for each assignment, and the mark or grade you have achieved for each Quiz or assignment.

Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Diploma in Communication Skills						
E-Commerce & Business Management	47.37 %	54.00	0-90	60.00 %		28.42 %
Research Paper	52.63 %	90.00	0-100	90.00 %		47.37 %
Assignment No 2	0.00 % (Empty)	-	A-F	-		0.00 %
Course total Simple weighted mean of grades.	-	75.79	0-100	75.79 %		-

Figure 09 : Result Sheet

Note: 40% is the passing criteria for all course, below 40% score will re-attempt the test.

ix. LMS Online Quiz:

The Quiz activity module allows admission/Examination officers to design and set quizzes consisting of a large variety of Question types, among them multiple choices, true-false and short answer questions. These questions are kept in the site Question bank and can be re-used within sites and between sites. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback and/or show the correct answers. Quizzes are useful to keeping students up to date. They can be used for assessment or practice. However, if they are to be used for assessment marks, you might want to consider some of the following:

- Creating random questions where 1 or 2 questions are chosen from each category of 3 or more questions. A number of categories would be used.
- Randomizing the question order
- Randomizing the multiple choice options order.
- Setting a short time allowed to do the quiz
- Setting a short period of time that the quiz is available
- If allowing more than one attempt, consider time between attempts
Allow only 1 question per screen
- Open in a secure window (safe Exam Browser can be used)

x. Adding Quiz activity:

After Login the Admission/Examination Officer

The first step to creating a quiz is to add the Quiz activity to your LMS module.

- 1) Within your LMS module, turn editing on.
- 2) Navigate to the section in which you would like to add the Quiz activity. Click on the Add an activity link



Figure 10: Adding Quiz Activity

Note that if you have the activity chooser turned on, a link to **“Add an activity or resource”** will appear, rather than the above dropdown menus

3) Select Quiz from the list of options.



Figure 11: Quizzes View

xI. Configuring the Quiz activity:

On the page that follows, you are presented with a number of configurable options that will determine how and when the quiz will function. Note that you may need to click on the expand icon next to each of the following headings in order to display any additional configurable options

Name this is the name of the quiz that you and your students will see displayed on the front page of the module, for instance, Quiz 1 — Ecommerce-Test.

Description the description field is an optional but useful field in which important or relevant information can be displayed to students before they attempt the quiz. For instance, within the description field you may wish to remind students about quiz timings, pass grades, and other useful information. You may also choose to use the description field to outline any emergency plans if anything were to go wrong, for instance, powers cuts or network outages.

Timing the timing options can be tailored depending on how you intend to use the Quiz activity. Where appropriate, you can specify quiz opening and closing times, as well as any time limits on attempts.

The **When time expires** option is used to determine how the quiz will behave if the time expires whilst a student is making an attempt.

Note that if a quiz attempt time limit has been set, a countdown timer will be displayed within the quiz navigation block.

Name* Sem 1 Quiz 1

Introduction

There are 15 random questions in this quiz and it is worth 5%.

You will have 15 minutes to complete the quiz once you begin. This should be plenty of time if you have studied your notes and text.

Path: p

Open the quiz 22 February 2012 09 00 Enable

Close the quiz 24 February 2012 17 00 Enable

Time limit 15 minutes Enable

Attempts allowed 1

Grading method Highest grade

Grade

Grade category Choc1

Figure 12: Quiz Configuring

XII. Grade category:

This is important if you have a number of quizzes and want a quiz category mark or you want some not counted.

Use the **Attempts allowed** field to specify how many times a student may attempt the quiz.

If you specify that more than one attempt is allowed, the **Grading method** option is unlocked — this can be used to determine how the final grades are calculated across multiple attempts.

XIII. Questions Behavior:

- **Shuffle within questions**

If yes for Shuffle within, then the order of answers within each question will be randomly shuffled each time a student attempts this quiz. Of course, this only applies to questions have multiple answers displayed, such as Multiple Choice or Matching Questions. Intention is simply to make it a little harder for students to copy from each other.

- **How questions behave**

Students can interact with the questions in the quiz in various different ways. For example, you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.

- **Restrict access**

Access from/to dates determine when students can see a link to the Quiz activity on the front page of the System. They **do not** determine the open and close dates for the quiz. Therefore, **in the majority of cases there is no need to enable this setting.**

Once you have finished configuring the Quiz activity, **click Save and display** at the bottom of the page.

The page that follows displays a brief overview of your quiz, including its title, description, timing information and the number of attempts allowed. As the overview page notes, no questions have been added yet. To begin adding questions to your quiz, click Edit quiz.

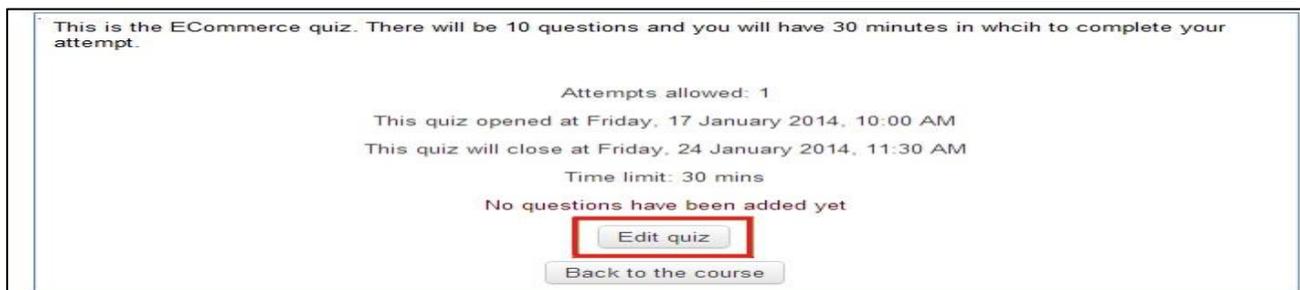
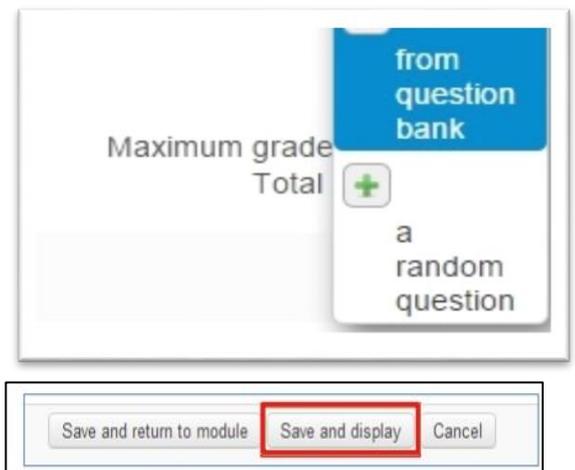


Figure 13 : Quizzes Behavior

xiv. Adding questions to your quiz

Clicking on the **Edit quiz** button opens the **quiz editing page** (screen shot below) where you can begin adding questions to your quiz. There are a number of options available on this page:

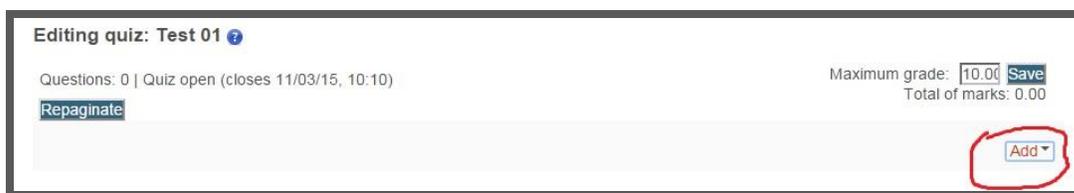


Figure 14: Quiz Marks Setting

- **Maximum grade**

This is the overall maximum grade that students can obtain on this quiz. The default value is set to 100.

- **Add**

Clicking this option offers three ways of adding questions to the quiz:

- a. From question bank - allows you to select and add a question from a question bank
- b. Add a random question — clicking this option enables you to add a random question from a question bank.

To add a new question to the quiz:

- a) Click Add a question

b) From the list that follows, select a question type to add and then click next

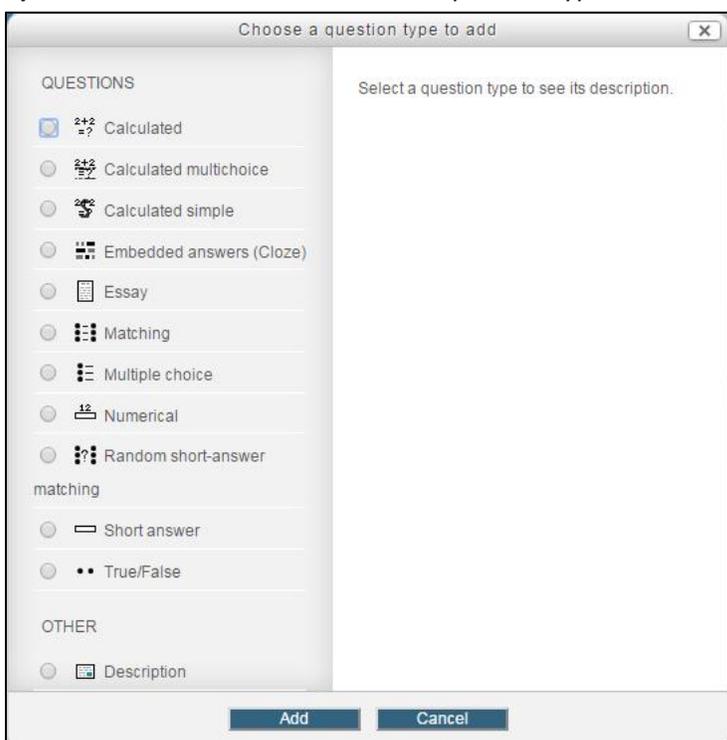


Figure 15: Quiz Type Setting

There are variety of question types are available in the above figure. You can select any one of them from your quiz pattern.

Suppose I have select multiple choice option from the question list.

- **Multiple Choice Questions (MCQs)**

Multiple Choice Questions enable the selection of single or multiple responses from a pre-defined list. The Multiple Choice Question type has a number of configurable options:

like Question Name, Question Text Default Mark, One or multiple answers, Shuffle the choices, Number of choices and Answers.

XV. Editing quiz settings

If you need to edit the quiz settings and/or add or remove questions, you can do so by:

1) Clicking on the link to your quiz from your front page

2 a) Selecting Edit settings from the administration block (use this option for editing the general quiz settings such as title, description, timings, etc.)

2 b) Selecting Edit quiz from the administration block (use this option for adding, removing or editing questions*). To edit a question, click on the question title from within the Edit quiz page.

Note: that whilst in preview mode you can quickly edit an individual question by selecting edit question next to any question in the preview window.

XVI. Attempting the quiz

Within the specified time window, students will be able to attempt your quiz. To make an attempt, students will need to:

- 1) Click on the link to the quiz front page
- 2) On the page that follows, the student will be presented with the quiz title, description and timing information. The page will also stipulate how many attempts can be made, i.e. 1. To begin an attempt, the student must click attempt quiz now. The student will receive a pop-up warning asking if they are sure they'd like to attempt the quiz, by selecting start attempt, the quiz attempt will begin.

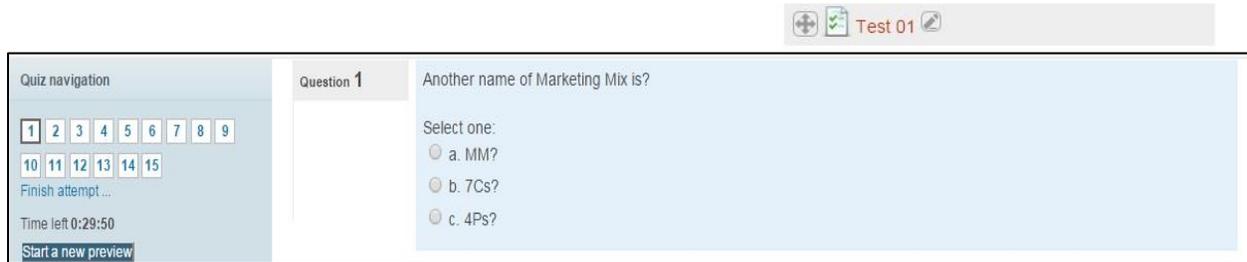


Figure 16 : Quiz attempting

3) The page that follows displays the quiz questions. Depending on the question type, students may be required to check radio buttons, select items from dropdown menus or type in their answers. Depending on the number of questions, students may need to click next at the bottom of the page to advance to the next page of questions.

4) In the top left-hand corner of the page there is a quiz navigation block (right). Students are able to click on individual question numbers to navigate directly to a particular question.

5) After making responses, students can click **Finish attempt** to end their attempt (3). This saves the student's progress but has not yet submitted their responses for marking.



6) The page that follows provides the student with a summary of their attempt, indicating whether any questions still need to be answered. **And this point, the student has three options:**

a) If there is sufficient time remaining, the student can select return to attempt to amend and/or answer further questions.

b) Subject to the above timing restrictions, the student can also choose to exit the quiz and return to it at a later time or date (see below) — their current progress will be saved.

c). Or, to submit their attempt for marking, the student can **click submit all and finish**

For students who choose to save their progress and return to their attempt at a later time (ii), they can access the quiz and begin where they left off by clicking on the link to the quiz on the System front page and then select **continue the last attempt**.

Students can access their marks

1) Clicking the link to the quiz on the System front page

2) Depending on the Review options the System page that follows may include the overall grade, the total number of marks obtained and any general feedback. Students can view individual responses and answer-specific feedback by clicking on Review (where applicable).

XVII. Grade Book:

Setting up LMS gradebook involves followings main steps:

1. Create gradebook categories
2. Add grades in gradebook
3. Show letter grades in gradebook
4. Export gradebook/ grader report

The grader report/ gradebook is the main instructor's view of the reports in LMS The grade book collects items that have been graded, and allows instructor to view and change them as well as sort them out into categories and calculate totals in various ways.

1. Access the course grader report at Course Homepage / ► Grade administration / ► Grader report

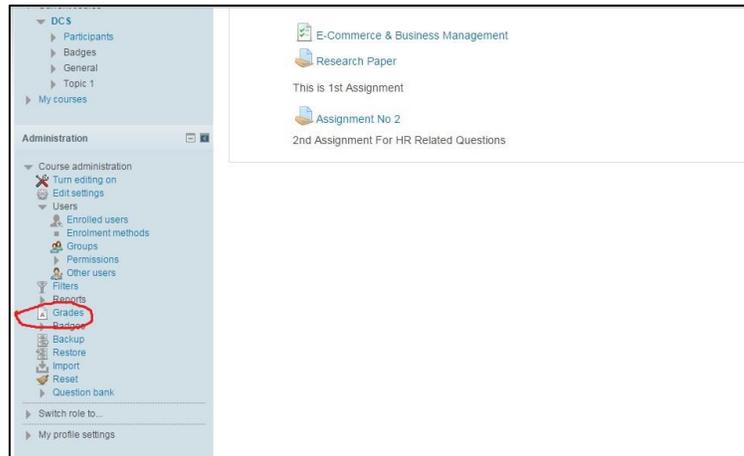


Figure 16 : Grade Report

By default the grader report contains three column, Student name, Registration Number and course total as shown in following screenshot.

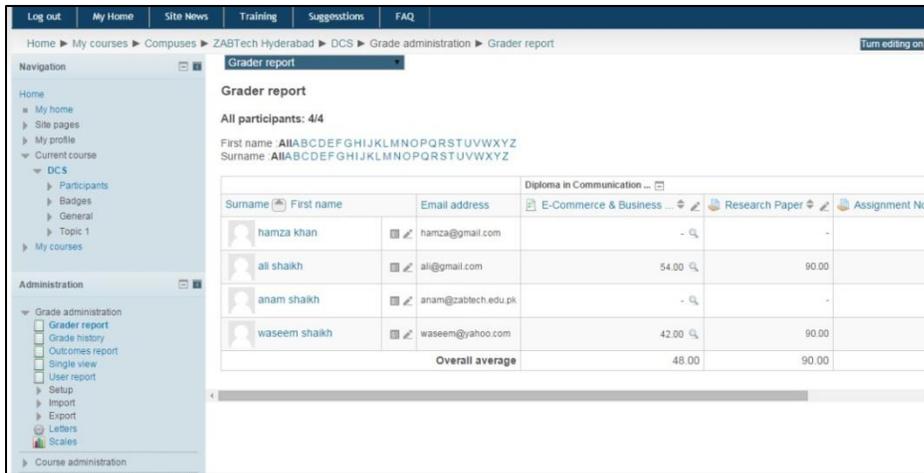


Figure 17: Grades Full Report

XVIII. Grade Categories:

Grades can be organized into grade categories. A grade category has its own aggregated grade which is calculated from its grade items. There is no limit to the level of nesting of categories (a category may belong to another category). However, each grade item may belong to only one category. For example “Assignment” is category and “Assignment no 1” is item of “Assignment” category.

1. To add a grade category in course gradebook, go to the
Homepage/ ► Grade administration / ► Categories and items / ► Add Category

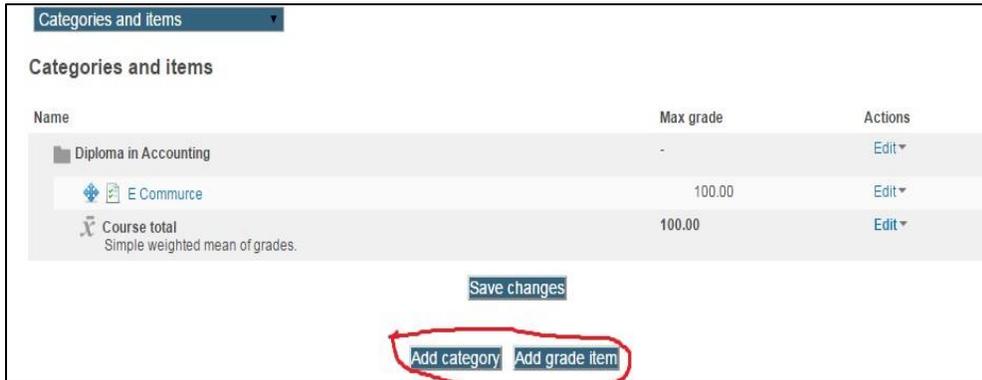


Figure 18: Add Quiz Category

Following screen will appear to you after clicking on “Add category” button

Figure 19: Add Category

- I. Write the name for category
- II. Select the desired grades aggregation type from the dropdown determines how grades in a category are combined.
Mostly following two aggregation types are used for calculating grades:
 - a) **Weighted mean of grades:** This method is used if you plan to assign “different weightages” to the items within a category. The weightage of grade item will be set while creating the grade item.

Example:

A1 70/100 weight 10,

A2 20/80 weight 5,

A3 10/10 weight 3,

Category max 100:

$$(0.7*10 + 0.25*5 + 1.0*3)/18 = 0.625 \rightarrow 62.5/100$$

b) **Simple weighted mean of grades:** This method is selected if you plan to assign “same weightages” to all items within a category, or if you want to set “all items weightages as their total marks within a category”.

Example:

A1 70/100,

A2 20/80,

A3 10/10,

Category max 100:

$$(0.7*100 + 0.25*80 + 1.0*10)/190 = 0.526 \rightarrow 52.6/100$$

c) Any other aggregation type can be selected.

- Mean of grades - The sum of all grades divided by the total number of grades
- Median of grades - The middle grade when grades are arranged in order of size
- Lowest grade -
- Highest grade -
- Mode of grades - The grade that occurs the most frequently
- Sum of grades - The sum of all grade values, with scale grades being ignored

iii. “Grade type” should be set to “value” for assigning numerical values to grades.

v. Maximum grade determines the total grades for that specific category.

Example: If assignments category has 10% weightage out of course total 100 marks, maximum grade for assignment category should be set to 10, all items (assignments) placed in this category will be aggregated for the total of 10 marks.

v. Grade category can be set to hidden and locked if required.

vi. Save the changes.

The created category will be visible under main course category when you switch to full view of grader report at Course Homepage / ► Grade administration / ► Categories and items

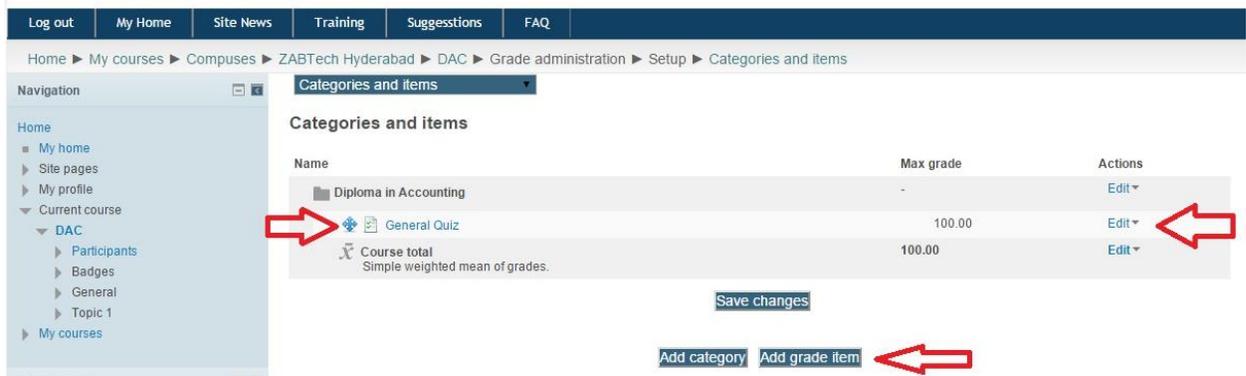


Figure 20 : Edit Category & Add Grade Item

XIX. Add Grades in Gradebook

Once you have created all categories and grade items, you can simply add students' grades in grade sheet.

1. Click on "Turn editing on" button available at top right corner of the page.
2. After turning editing on, the interface will switch to editing mode as shown following:

All participants: 8/8

First name : **A**I|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 : **A**I|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

			Diploma in Accounting	
Surname	First name	Email address	General Quiz	Course total
Controls				
amir abbasi	aeincharge@zabtech.edu.pk		<input type="text"/>	<input type="text"/>
Zeeshan Ali	zeeshan@zabtech.edu.pk		<input type="text"/>	<input type="text"/>
gulzar Brohi	gulzar@zabtech.edu.pk		<input type="text" value="20.00"/>	<input type="text" value="40.00"/>
hamza khan	hamza@gmail.com		<input type="text"/>	<input type="text"/>
ali shaikh	ali@gmail.com		<input type="text" value="40.00"/>	<input type="text" value="40.00"/>
anam shaikh	anam@zabtech.edu.pk		<input type="text"/>	<input type="text"/>
ghazala shaikh	jstc.lrk@zabtech.edu.pk		<input type="text"/>	<input type="text"/>
Admin User	zabtech@p3picpni0566.prod.phx3.secureserver.net		<input type="text"/>	<input type="text"/>
Overall average			30.00	40.00

Figure 21 : Adding Grades in a Gradebook

3. You can enter grades for each activity against each student name.
4. Click on "Submit" button to save the entered grades.
5. Average of all grade items, category grades and course grades will be calculated automatically and will appear in the last row of grade book.

XX. Show Letter grades in Gradebook

1. Click "Turn editing on" button.
2. Click on edit icon appears under main course category name as mentioned in following screen shot

			Diploma in Accounting	
Surname	First name	Email address	General Quiz	Course total
			Controls	
	amir abbasi		<input type="text"/>	<input type="text"/>
	Zeeshan Ali		<input type="text"/>	<input type="text"/>
	guizar Brohi		20.00	40.00
	hamza khan		<input type="text"/>	<input type="text"/>
	ali shaikh		40.00	40.00
Overall average			30.00	40.00

Figure 22 : Show Letter grades

3. Scroll down to category settings page, by default the option “Default (Real)” is set to “Grade Display Type”. You have to set this option to “Real (Letter)” as shown under:

Grade category

Category name

Aggregation: Simple weighted mean of grades

Category total

Category total name*

Item info*

ID number*

Grade type: Value

Scale: Use no scale

Maximum grade: 100.00

Minimum grade: 40.00

Grade to pass*: 0.00

Grade display type*: Real (letter)

Overall decimal points*: Default (2)

Hidden:

Hidden until*: 23 March 2015 12:50 Enable

Locked:

Lock after*: 23 March 2015 12:50 Enable

Save changes Cancel

Figure 23 : Select Grade Type

4. Save changes and click on “Turn editing off”. The letter grades will appear in gradebook along with course final grades as shown following

Grader report

All participants: 8/8

First name :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname	First name	Email address	Diploma in Accounting	
			General Quiz	Course total
amir abbasi			-	-
Zeeshan Ali			-	-
gulzar Brohi			20.00 (F)	40.00 (F)
hamza khan			-	-
ali shaikh			40.00 (D)	40.00 (F)
anam shaikh			-	-
ghazala shaikh			-	-
Admin User			-	-
Overall average			30.00 (F)	40.00 (F)

Figure 24 : Final Grades View

5. Default letter grades will be assigned to all grades according to calculated average of the course total. Teacher or Admission Officer can change the grade boundaries set by the system.

XXI. Export Gradebook/ Grader Report

1. You can export the grade sheet as Excel spread sheet from Course Homepage / ► Grade administration / ► Export / ► Excel spreadsheet

The screenshot shows a dropdown menu on the left with 'Excel spreadsheet' highlighted by a red arrow. The background shows a table with columns for 'Email address', 'General Quiz', and 'Course total'. The table data is as follows:

Diploma in Accounting		
Email address	General Quiz	Course total
	-	-
	-	-
	20.00 (F)	40.00 (F)
hamza khan	-	-
ali shaikh	40.00 (D)	40.00 (F)
anam shaikh	-	-
Overall average	30.00 (F)	40.00 (F)

Figure 25 : View and Download Reports

2. Click on “Download” button to download the grade sheet as excel spreadsheet.

The screenshot shows the 'Export to Excel spreadsheet' dialog box. It has a dropdown menu at the top set to 'Excel spreadsheet'. Below it are two sections: 'Grade items to be included' and 'Export format options'. The 'Download' button at the bottom is highlighted with a red box.

Export to Excel spreadsheet

Grade items to be included

- General Quiz
- 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

Figure 25 : Download Reports