

KRISTU JAYANTI LEARNING MANAGEMENT SYSTEM (KJ-LMS)

USER MANUAL

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INTRODUCTION

What is a Learning Management System?

Learning Management System delivers an apt platform to facilitate the teaching-learning process in this digital era. Both the faculty members and the students can access this platform from anywhere at any time through their specific login credentials. It facilitates the blended mode of teaching-learning process of both online and offline classes by organizing and executing the teaching and learning in a creative manner. The initial consideration of pedagogy design and instructional design for course preparation is a good practice in LMS. Flip classroom concepts can be easily implemented in LMS by uploading the content for the next day's lecture and that will help the students to read and come to the class.

Few guidelines for the effective implementation of LMS:

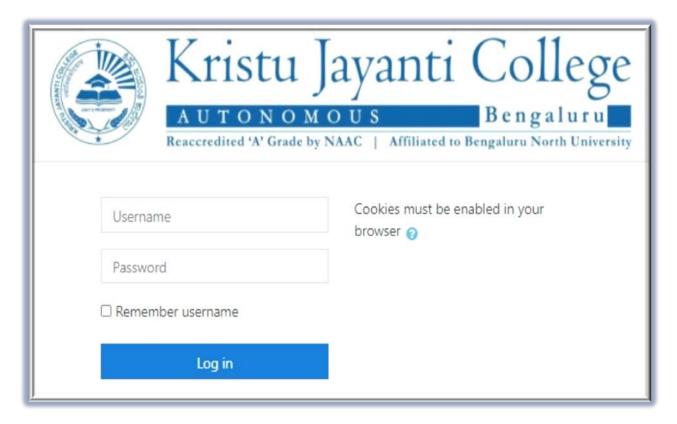
- Best way to start planning our course in LMS is to envision how the students will demonstrate new knowledge or skills (basically learning outcomes). The same can be displayed in the Course landing page.
- Learning outcomes can be displayed for each individual unit.
- It is best to offer your course content in different formats which includes a combination of presentations, Text file (preferably PDF), audio, video and book links.
- The teacher should plan a course content for all the units and each class wise material must be uploaded in LMS (that's the best practice).
- Each day, a teacher can assess the students based on the content delivered in the class by adding an activity (assignment short answer / Essay type questions) or a quiz assessment for a topic. (Example: if 5 topics headings are there in a unit, 5 different activities and assessment can be planned priorly)
- The teachers should make sure that each topic's assessments ties directly to the learning outcomes for the particular topic.
- Each of the activities and the resources (content material) need to connect both the learning outcomes and the assessments.

ABOUT KJC-LMS

Kristu Jayanti College Learning Management System (KJLMS) is a web application that enables the Teachers to create dynamic courses that extend learning to the students, anytime, anywhere. Irrespective of roles and permissions KJLMS meets all the requirements of the different stake holders. KJC-LMS provides extremely customizable environment for both Teaching and Learning.

1. KJLMS Site Access

KJLMS can be accessed through the URL – <u>kristujayantilms.com</u>. KJLMS is managed through authorized administrators to leverage the application for the content management and registration. There are four different users roles are having the access to the KJLMS. Each user group of individuals are given separate login credentials to access the KJLMS



1.1 Administrative Features

Following Administrative features are addressed in KJLMS:

- Customizable Themes
- Secure Authentication and Mass enrollment
- Course Creation and Backup facility
- Managing the users roles and permissions
- Plugin installation and management
- Report Log Access
- Front Page Settings

1.1.1 Customizable Theme

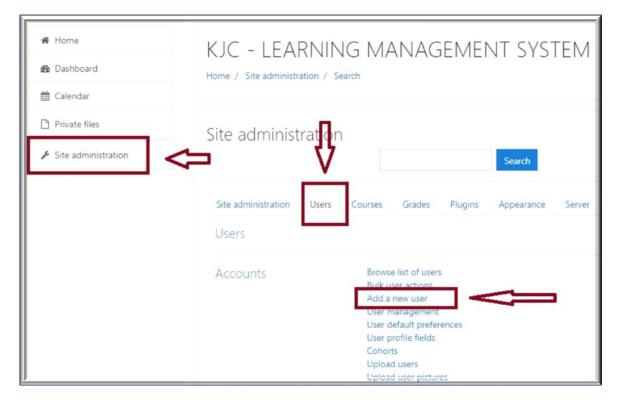
KJLMS customized with the default theme, 'Boost'. To customize the theme, the admin has to select the Appearance option and then theme setting option in Site Administration.



1.1.2 Secure Authentication and Mass enrollment

Everyone using KJLMS site must have an account. Three different account holders are having access to the KJLMS viz. Administrator, Teachers and Students. New user can be added individually or through bulk create accounts via CSV file.

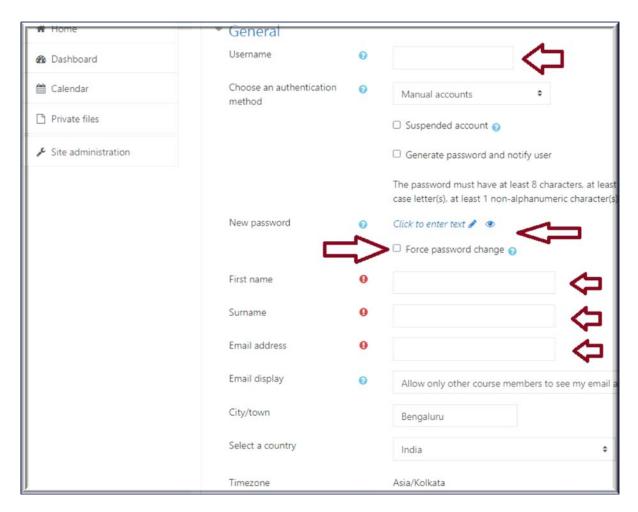
1.1.2.1 To add a new user Admin has to follow the given navigation - **Site Administration**->**User->Add user**



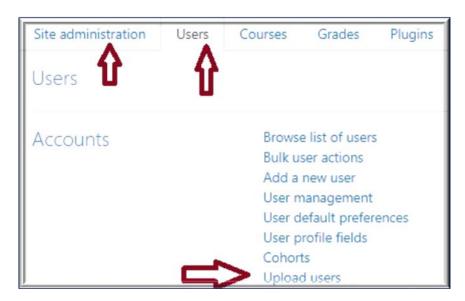
1.1.2.2 After selecting the Add new user option, the Admin has to fill the necessary fields like Username, Password, First name, Surname and Email address.

Note: To make the change password option compulsory, the admin has to check the Force Change password option





1.1.2.3 To add new user in bulk, the admin has to select the Upload user option from the **Site Administration->User->Upload user**

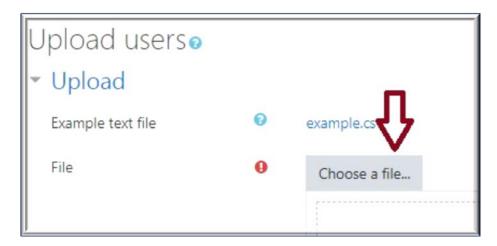


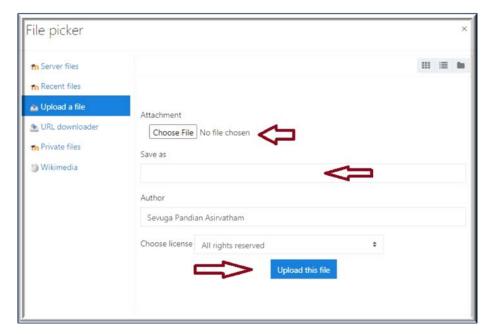
1.1.2.4 To upload users in bulk, the Admin has to prepare the Excel file in CSV format with the limited fields in the file like firstname, lastname, username, password and email

firstname	lastname	username	password	email
abhinavawasthi	2019BCAwithAnalytics	19cs2a1001	*****	19cs2a1001@kristujayanti.com
abinthomas	2019BCAwithAnalytics	19cs2a1002	*****	19cs2a1002@kristujayanti.com
airinelekshmisathish	2019BCAwithAnalytics	19cs2a1003	*****	19cs2a1003@kristujayanti.com

Note: The CSV file can have any number of records in one file. This option helps the Admin to upload the new user data sheet in one click.

Once the Admin ready with the CSV file he/ she clicks the upload user option to add the user in bulk.



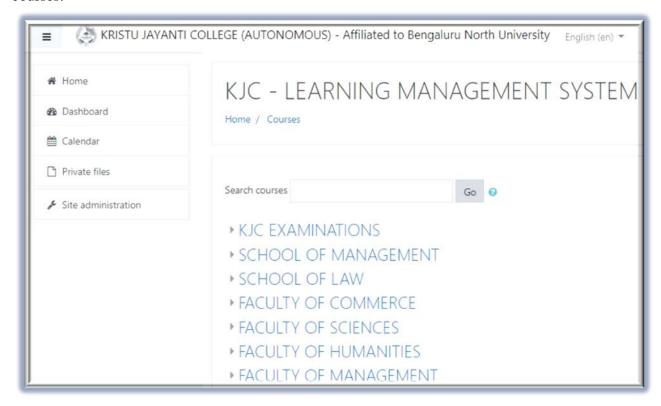


After selecting the Choose a file option, the Admin has to upload the corresponding CSV file.

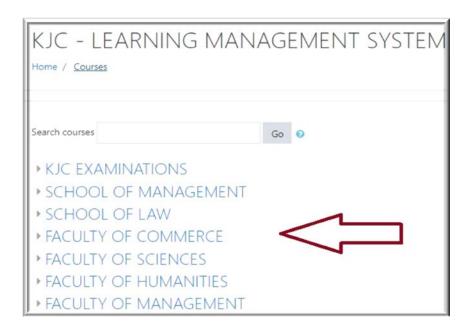
CSV line	firstname	lastname	username	password	email
2	jamesjohnson	2019MAEco	19cm401001		19cm401001@kristujayanti.com
3	lalduhzuali	2019MAEco	19cm401003		19cm401003@kristujayanti.com
4	nirmalrs	2019MAEco	19cm401004		19cm401004@kristujayanti.com

1.1.3 Course Creation and Backup facility

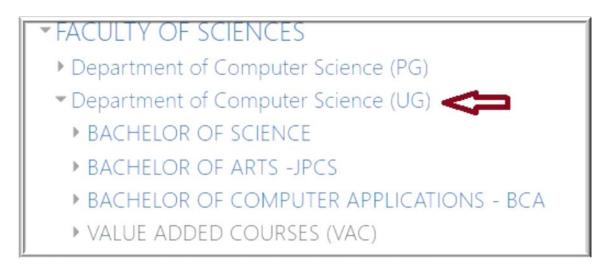
KJLMS Administrators / coordinators are the regulators to define the course template page and enroll the subject teachers to create lecture contents and the related activities for the respective courses.



KJLMS has been customized to have six parent categories to create courses for the benefits of the students. The categories are, KJC Examination for conducting online examinations, School of Management, School of LAW, Faculty of Commerce and Management, Faculty of Sciences and Faculty of Humanities. The regulators can select any of the categories of their choice, to create the course template page.

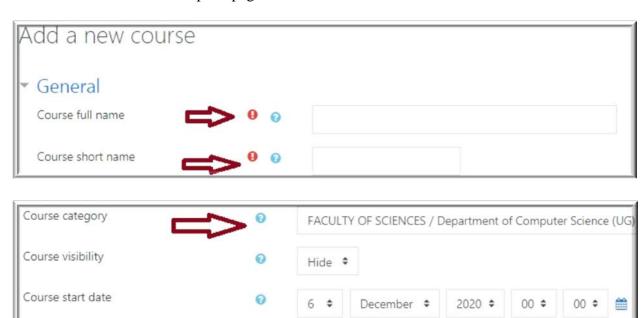


1.1.3.1 After selecting the particular category, the regulators are requested to select corresponding department and the respective semesters to create the course template page.





1.1.3.2 After selecting the Add new course. The regulators has to fill the respective fields in order to create the course template page.



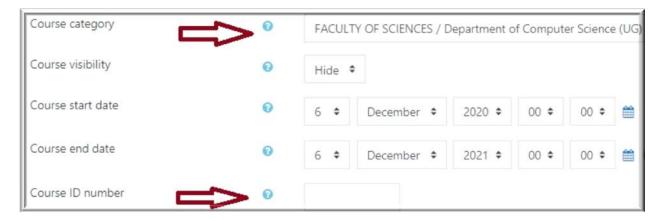
1.1.3.3 The regulators should select the right path in the course category, so that the newly created course will be displayed exactly under the required category. In KJLMS course Id number is the course id generated by the COE for individual courses.

December \$

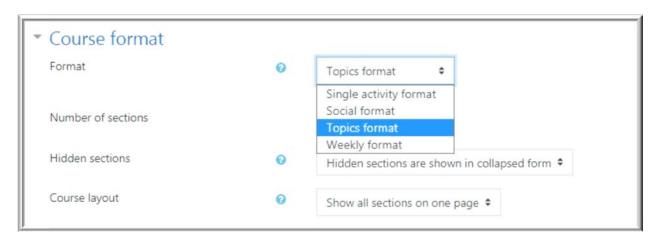
2021 \$

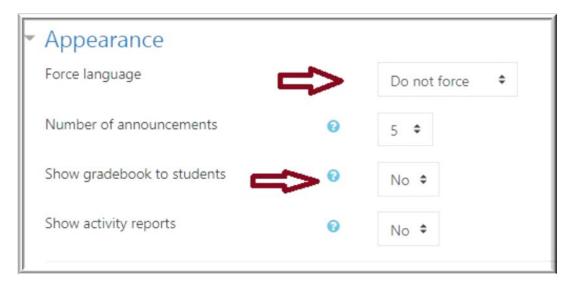
Course end date

Course ID number

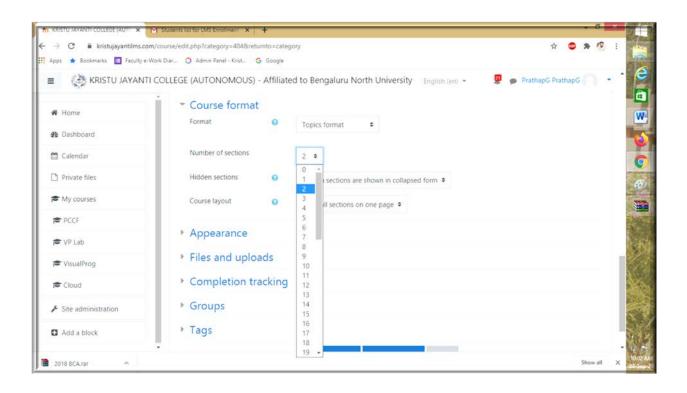


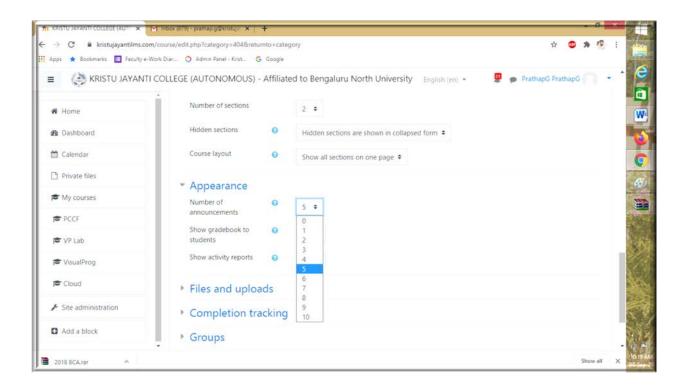
1.1.3.4 The course format field will decide, how the course content to be displayed, whether in topic format, weekly format, single activity format or social format.

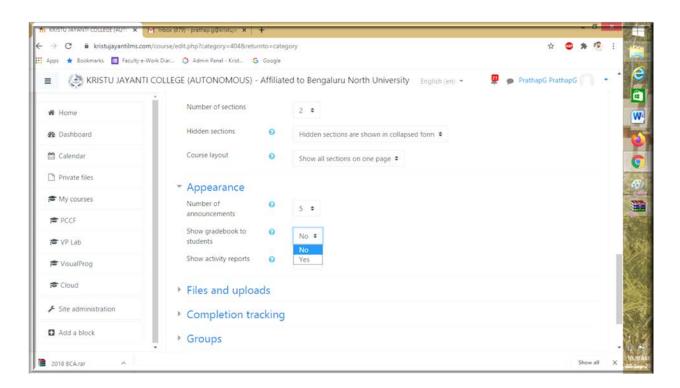


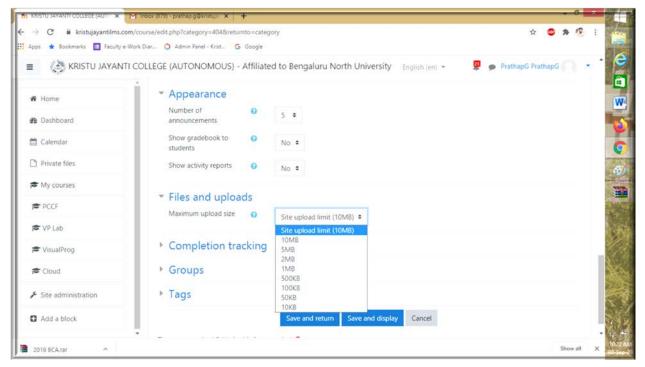


- 1.1.3.5 The appearance option will decide whether the course content to be displayed in a specific language (choice of the regulators) or in default language English (if it is Do not force). And the major selection option for the visibility of the grade book to the students.
- 1.1.3.6 Each course, file upload size option is selected according to the requirement of the respective courses. Even the group creation for the courses can selected from the given option and finally select Save and return option for the



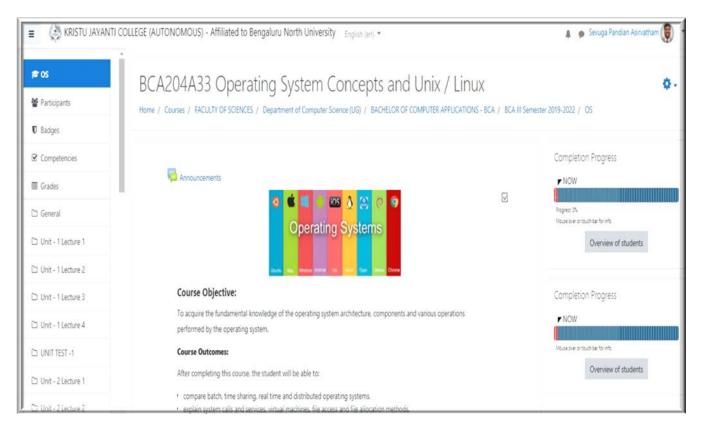








Sample Course Page:

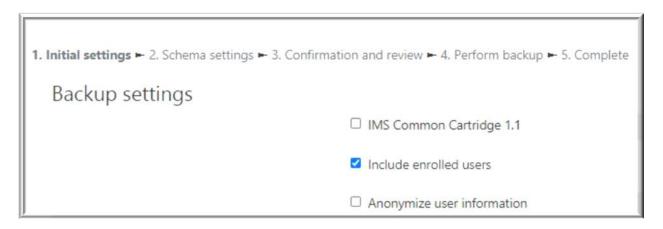


1.1.3.7 Course backup facility

To take the backup of the current course, the regulators has to select the gear icon from the course page and then select the backup option from the list.

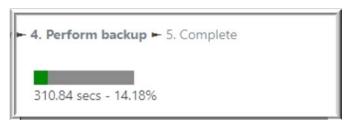




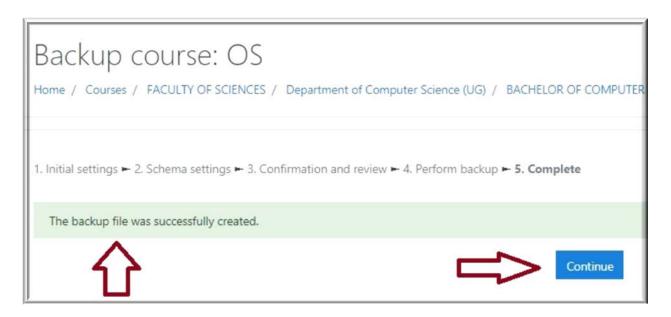


1.1.3.8 In the backup page, the regulators has to select the needed check box for the course backup and then click the Jump to the final step button.





1.1.3.9 After the backup completion, the confirmation message "The Backup file was successfully created" will be displayed.



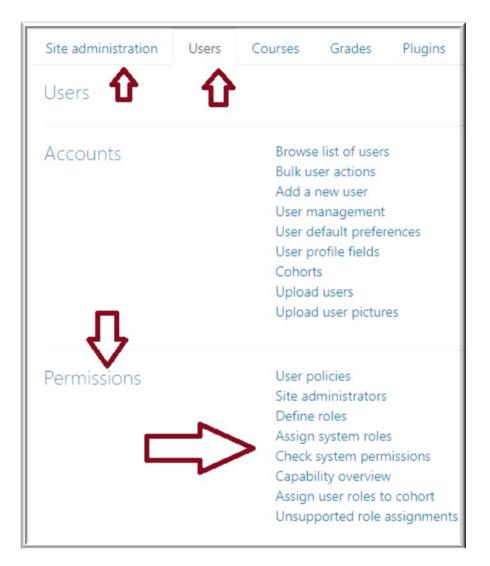


1.1.3.10 In the final step, the regulators can download the backup file **with .mbz extension** and save it for restoring the same course in future.

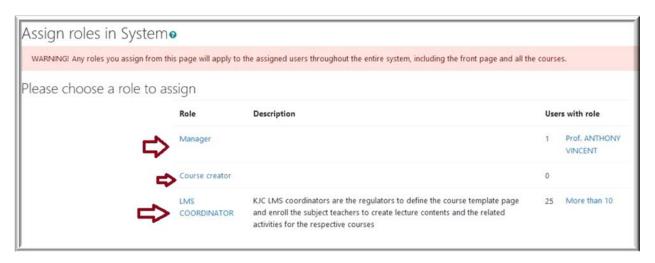
1.1.4 Managing the users roles and permissions

As we mentioned earlier, KJLMS we have five different roles. Site Administrator, Manager, LMS coordinators, Teachers and Students. Each of these roles has the individual privileges in accessing the KJLMS. Site Admin has the highest privilege in all of these roles to assign new roles and to control the permission of all the authenticated users.

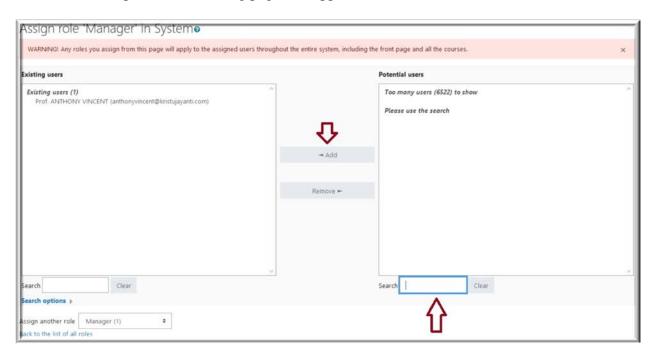
1.1.4.1 To define the permission, the Admin has to navigate the following order: **Site Administration->Users->Permissions**



1.1.4.2 New roles for the teachers can be assigned by the Site Administrator by selecting the option from the permissions list "Assign system roles"



1.1.4.3 To add manager role for the selected user, the Admin has to select the Manager. Once he / she selects the option the following page will appear to add new user for that role.



Search for the potential users and then add the users into the existing user list for the Manager role. The same procedure should be followed to add the LMS Coordinators role. The LMS coordinators role is created as a clone of Manager role to control the accessibility of KJLMS.

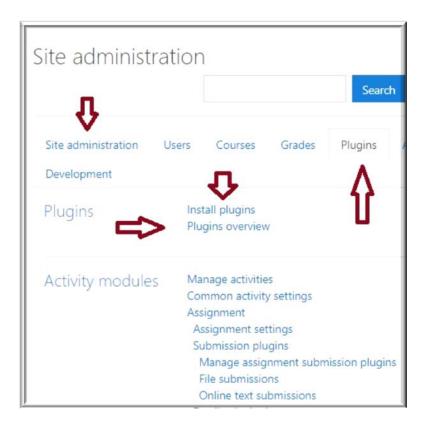
1.1.5 Plugin installation and Management

KJLMS have been customized with various user defined Plugins. Plugins enables systems additional features and functionality, such as adding new activities, quiz type questions, new reports, integrations with other external tools and many more. Plugins can be easily downloaded from the plugin repository - https://moodle.org/plugins (Important - Plugin version support should be verified before the installation)

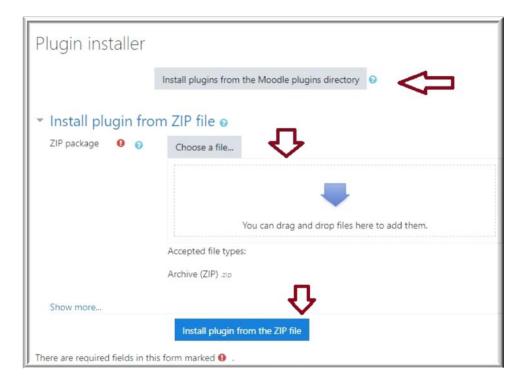
1.1.5.1 Plugin installation

There are two ways to install a Plugin. First method is to directly installation from Directory plugin and the second method is by uploading the appropriate plugin file. To install the plugin, Site Admin should reach to the install plugin option from the Site Administration: **Site Administration->Plugins->Install Plugins**

If the site Admin installs directly from the plugin directory, he / she should check the version support for the plugins and then confirm the installation request and finally check the plugin validation report. In KJLMS, plugin installation was done through the uploading of the plugin zip file.



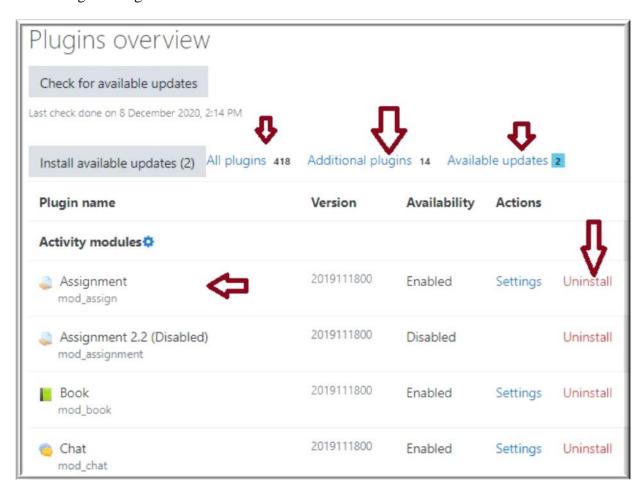
After selecting the "Install Plugins" option, the Site Admin should upload the plugin zip file which was downloaded from the repository. After uploading the zip file in the corresponding text box, the Admin can click the "Install Plugin from the Zip file" button in the bottom.



1.1.5.2 Plugin Management

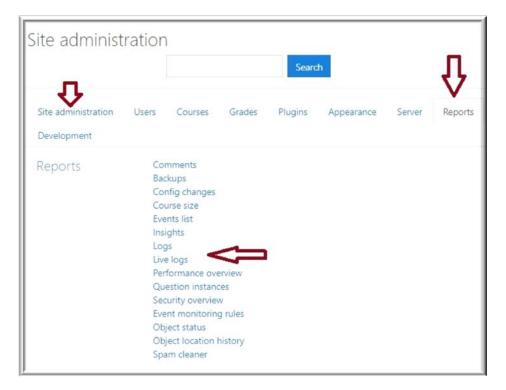
To manage the installed plugins, the Site Admin should the Plugin overview option from Site Administration: Site Administration->Plugins->Plugins Overview

Plugins Overview options gives the detail report of installed Plugins and provide the option for uninstalling the Plugins.



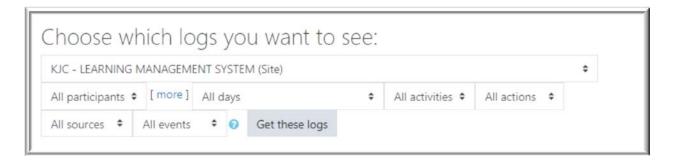
1.1.6 Report Log Access

Log file helps the Site Admin to view and generate reports on activity and participation at course and site level. Following navigation will take Admin to the Log: Site **Administration->Reports**

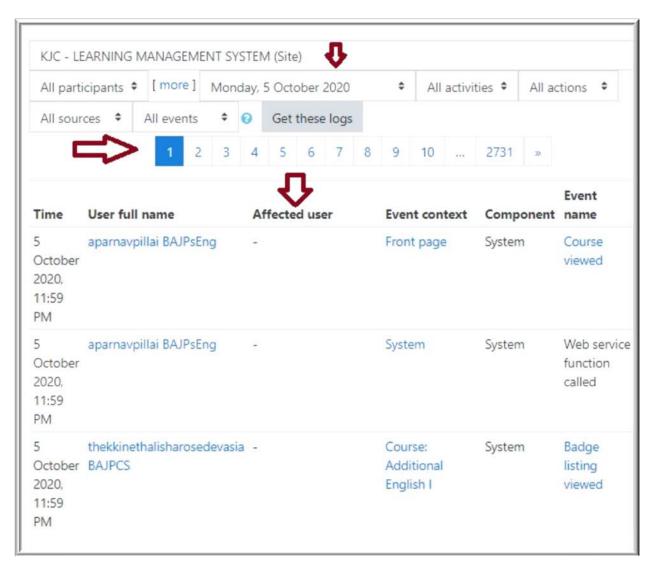


1.1.6.1 Accessing the Logs

The Site Admin can access the Logs of an individual user as well as the entire site.

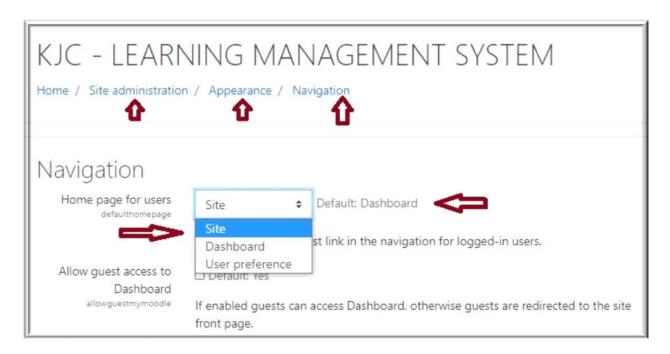


Admin can filter based on the choice given in the Log page. Report can be generated based on the filtering option, such as individual participant or All Participants, particular day or collection of days, individual activity or All Activities.



1.1.7 Front Page Settings

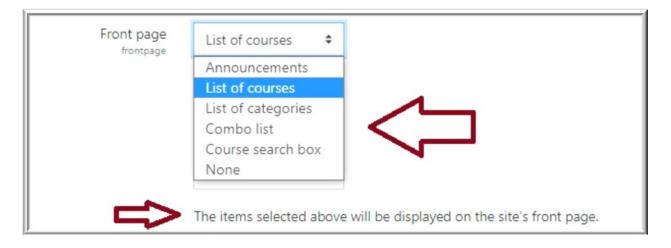
The look and feel of the KJLMS is depends on the option selections on the Front-Page Settings. The default view of Dashboard can be changed to the Site page by the Site Admin: **Site Administration->Appearance->Navigation**



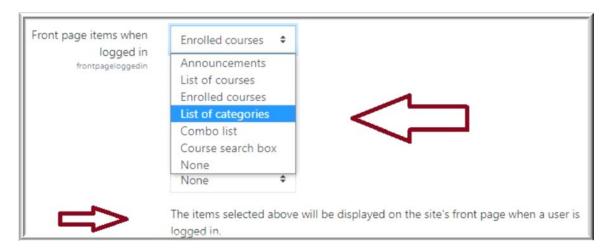
1.1.7.1 The above selection will allow the users to view the Site home page with the option of List of courses display or course category display. In KJLMS, "List of Courses" display has been made as a site page. Site Administration ->Front Page-> Front page Settings



After selecting the Front-page settings, the Admin has the privilege to select the drop-down option to have a specific view of the Front page.



1.1.7.2 The above option is for the user to view the front page before logging in. The Site Admin can change the front-page view for the logged in user by selecting the next option as depicted in the next image. In KJLMS, Enrolled courses option has been selected for the logged in users



2. KJLMS Instructors Access

In KJLMS, an Instructor or Teacher has the responsibility for the course content materials for their courses. They often also manage the enrollments of students and are able to change the layout of the course page.

2.1 Course Development Features

Following course development features are addressed in KJLMS:

- Course Content Template Creation
- Course Enrollment
- Activity Collaboration
- Resource Collaboration
- Assessment Options

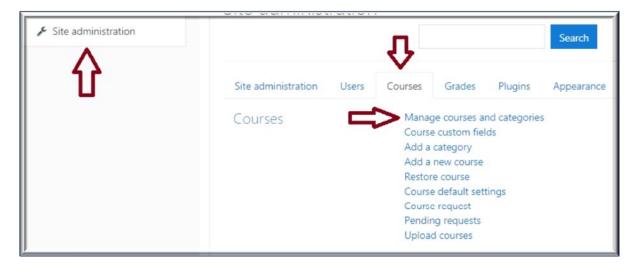
2.1.1 Course Content Template Creation

The heart of KJLMS is the courses that contains the resources and the activities. Creating the course category at the top level is the mandatory process in creating the courses in KJLMS.

2.1.1.1 To add a course category the LMS coordinators should follow the given navigation link:

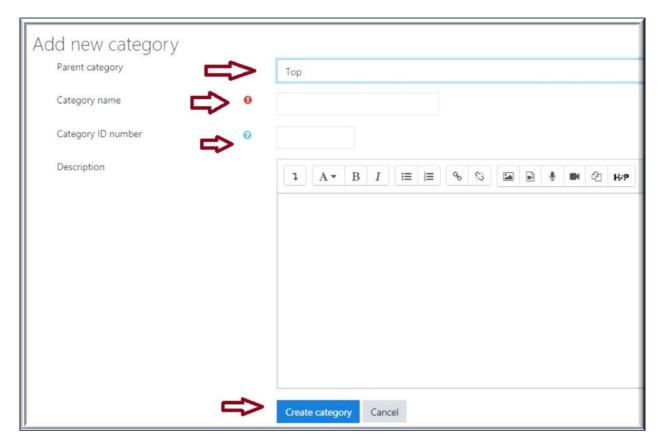
Site administration>Courses>Manage courses and categories

Selecting the Manage course and Categories will take the users to create a new category.



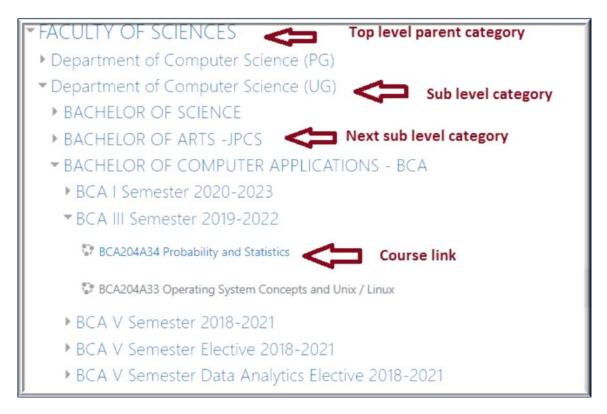


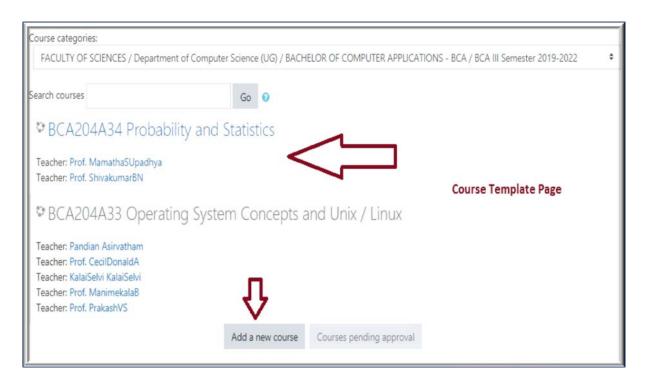
2.1.1.2 The LMS coordinators will fill in the category details for the creating a new course under the selected category. In KJLMS we have created three different deaneries, School of management and School of Law as the parent categories.



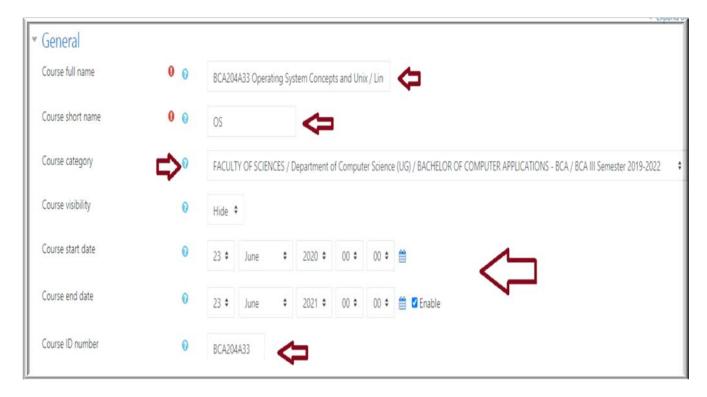


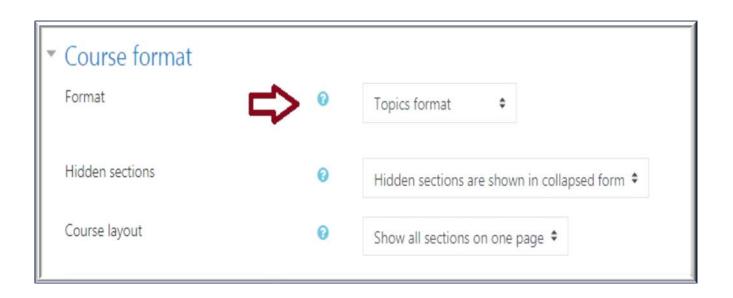
2.1.1.3 Selecting the parent category and the respective department will allow the LMS coordinators to create the course template for the particular courses.

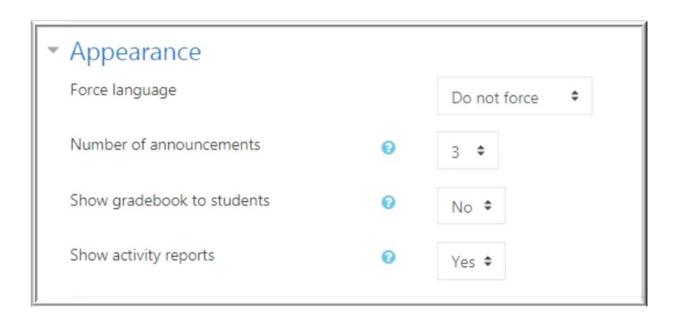


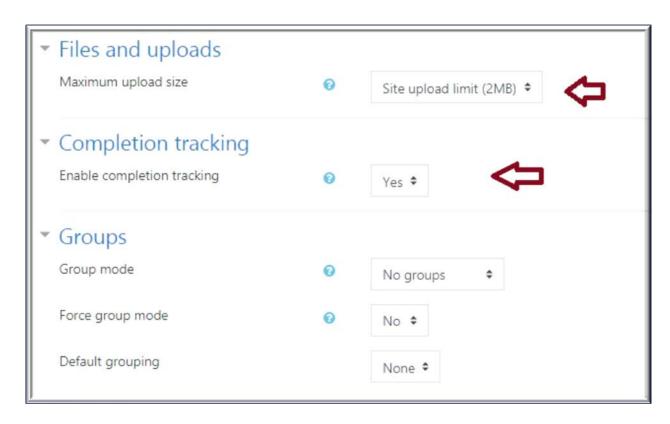


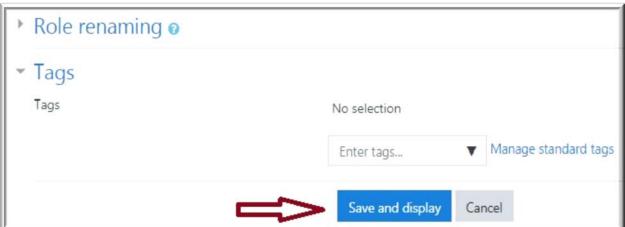
2.1.1.4 In KJLMS the LMS coordinators and Instructors or Teachers are given the privilege to create a new course in the course template page by the giving the following details in the respective text boxes in the subsequent images.











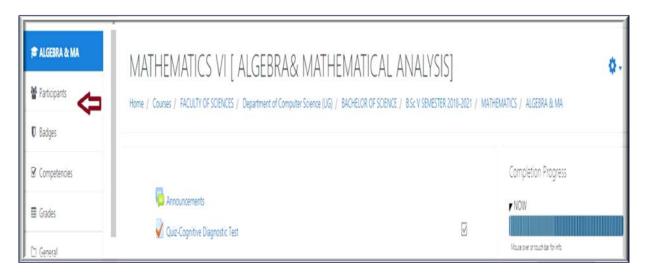
2.1.2 Course Enrollment

There are several enrolment methods available to a teacher, what is available, again, depends on the site administrator. The teacher might enroll students into course automatically. In KJLMS we have given restriction for Self enrollment and the Guest Login. For the security reasons, only through the Manual enrollment the users are allowed to access the KJLMS. The Admin has the privilege to hide the options by disable the eye symbol.

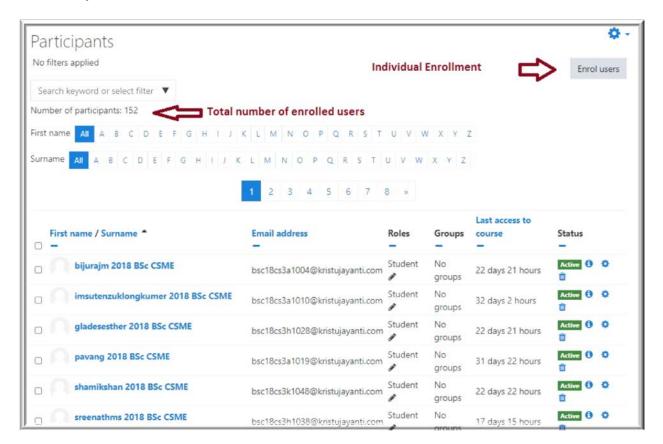
lame	Users	Up/Down	Edit
Manual enrolments	152	V	Û . 4 0
Guest access	0	↑ \	□ 0 0 0
Self enrolment (Student)	0	^	

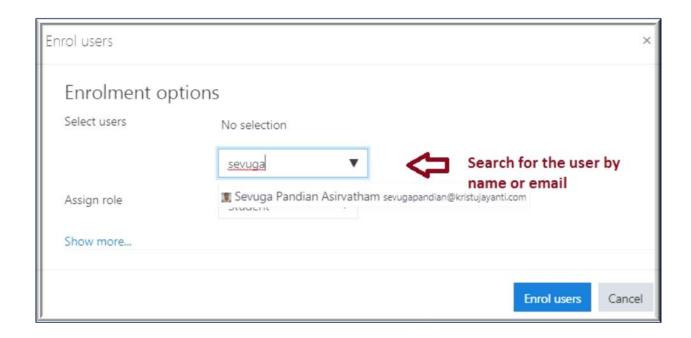
Name	Users	Enable	Up/Down	Settings	Test settings	Uninsta
Manual accounts	8679	\		Settings		
No login	0					
CAS server (SSO)	0	Ø.		Settings	Test settings	Uninstal
External database	0	D		Settings	Test settings	Uninstal
Email-based self-registration	0	40	Ų	Settings		Uninstal
LDAP server	0	40		Settings	Test settings	
LTI	0	10				Uninstal
MNet authentication	0	D		Settings	Test settings	
No authentication	0	Ø		Settings		Uninstal
OAuth 2	0	Ø)		Settings		Uninstal
Shibboleth	0	D		Settings	Test settings	Uninstal
Web services authentication	0	D				

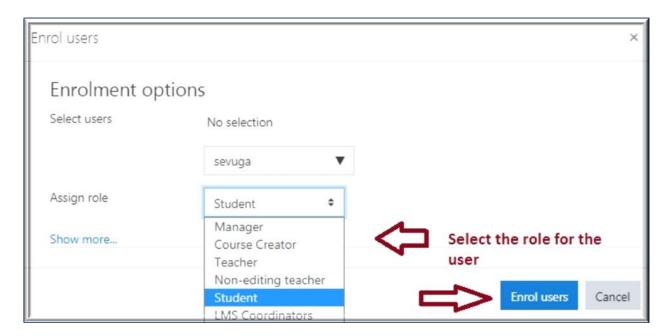
2.1.2.1 Instructors or Teachers and LMS coordinators are given privilege to enroll the students into the course. To enroll the students the authenticated users should navigate to the course page and select the Participants option from the left panel to view the enrolled users.



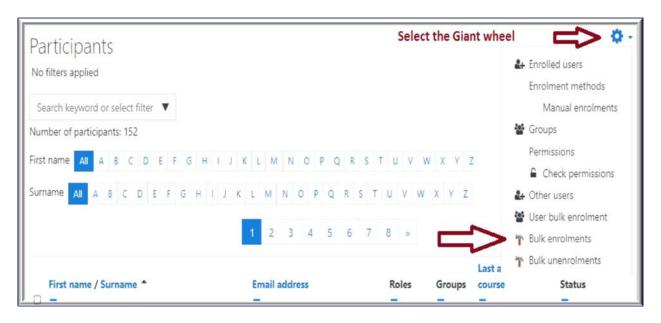
2.1.2.2 There are two ways to enroll the users in KJLMS. First method is to enroll the users individually and the second method is to enroll the users in bulk.



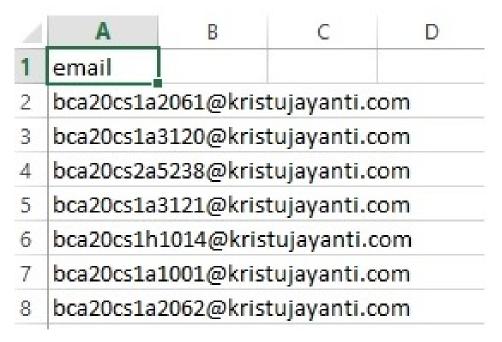




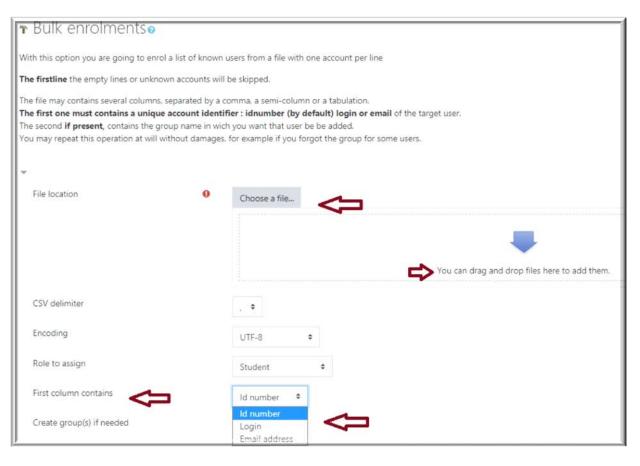
2.1.2.3 To enroll the users in bulk, the Admin, Teachers or LMs coordinators has to select the giant wheel option to navigate through the bulk enrollment.

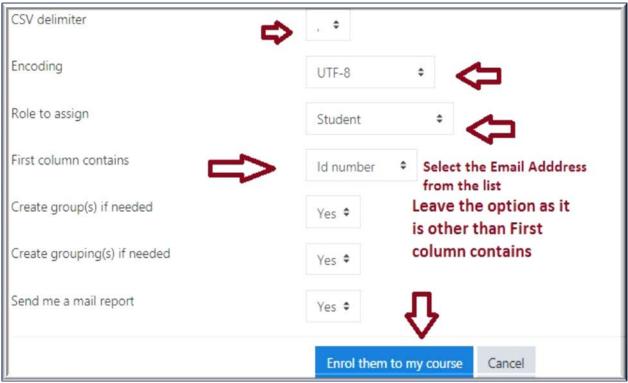


2.1.2.4 For the bulk enrollment the admin or the Teachers should prepare a CSV file with comma delimiter. The CSV file should contain the email id of the users those who are getting enrolled.



After uploading or drag and drop the csv file, the Admin or Teachers should select the First Column contains option to select the Email address as the option. Rest of the options can be left as it is. If the Admin or the Teachers wants to change the role then they can select the Role to assign option.



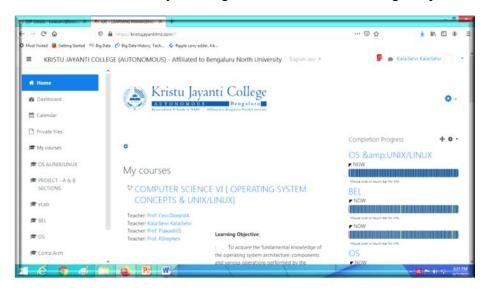


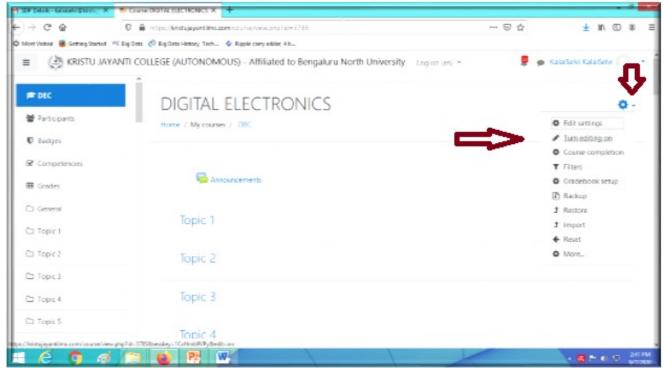
2.1.3 Activity Collaboration

In KJLMS activities are the general group of features in the individual courses. Usually an activity is something that a student will do that interacts with other students and or the teacher.

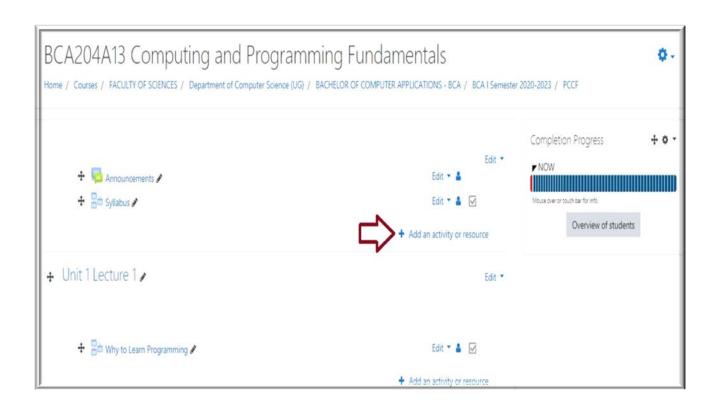
2.1.3.1 Adding a Lesson Activity

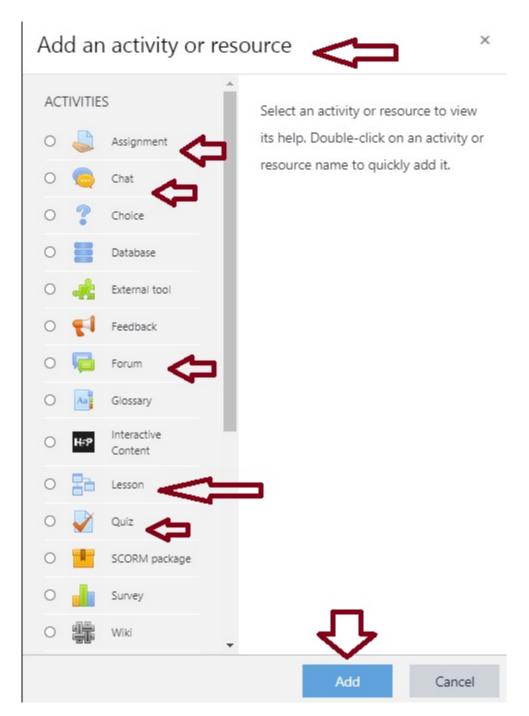
To add a lesson activity, the course teacher has to navigate to the respective course page and select the Turn edit on by clicking the Giant wheel on the right top of the course page.





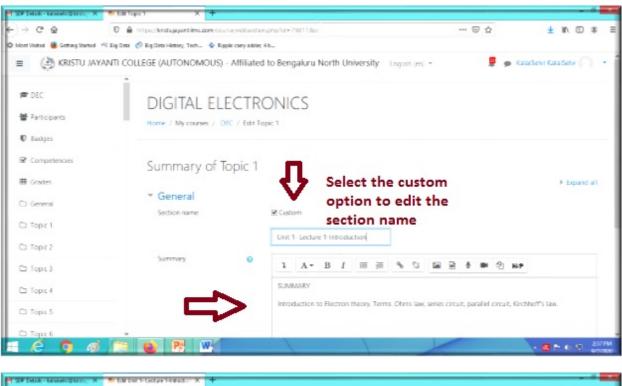
2.1.3.1.1 The teachers has to select the Add activity or Resourse option from course editing page.

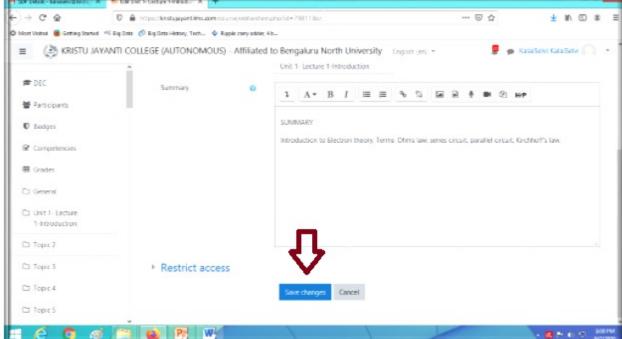




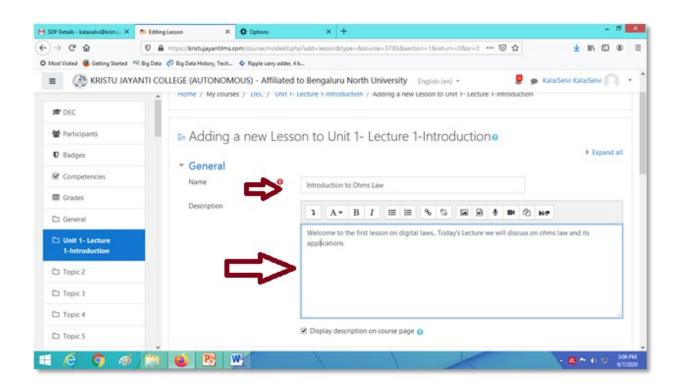
Activity pop-up window will provide options for the activity addition in the respective courses. To add a lesson activity the course teacher has to select the Lesson Activity radio button and then click ADD button.

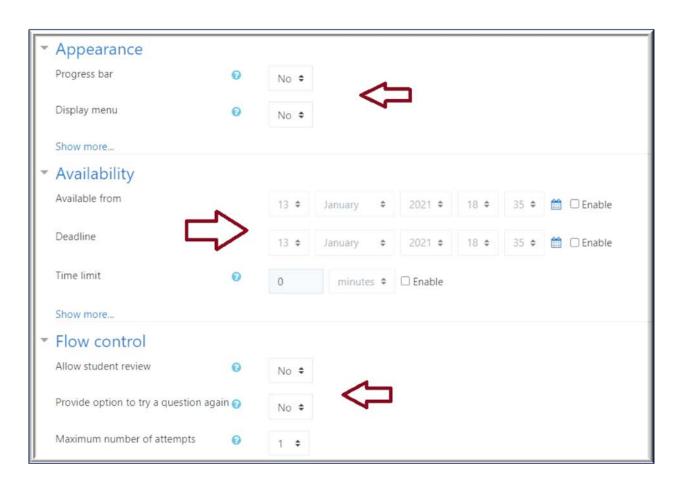
2.1.3.1.2 Enable the **Custom** option. Give a Lesson name. Provide information related to Lesson in the content box provided and Click **Save Change** button to save the changes made.

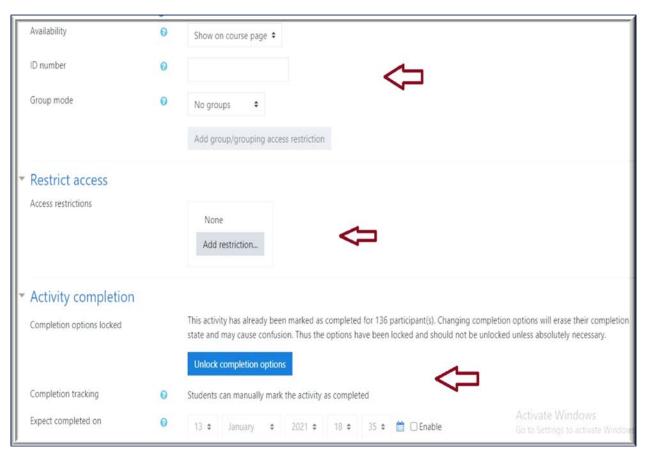


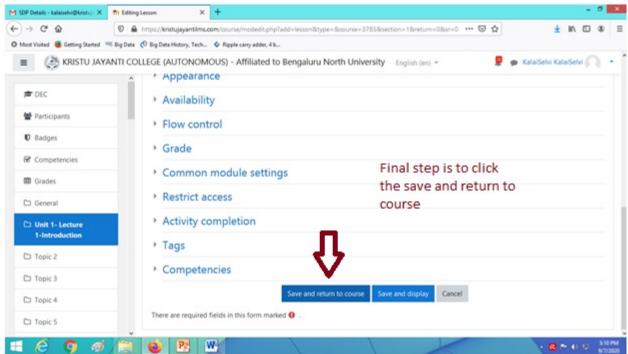


2.1.3.1.3 Give appropriate **lesson title** (Mandatory) and a brief introduction (Optional) and **Enable Display description** on the course page.

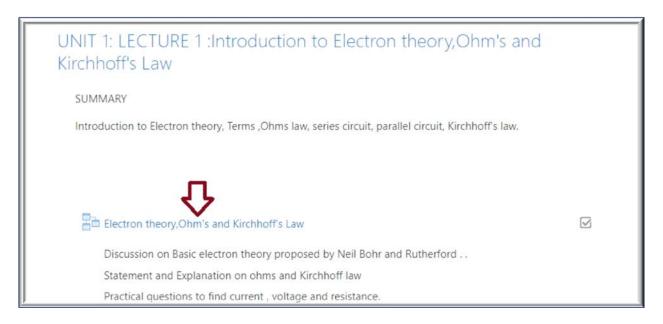


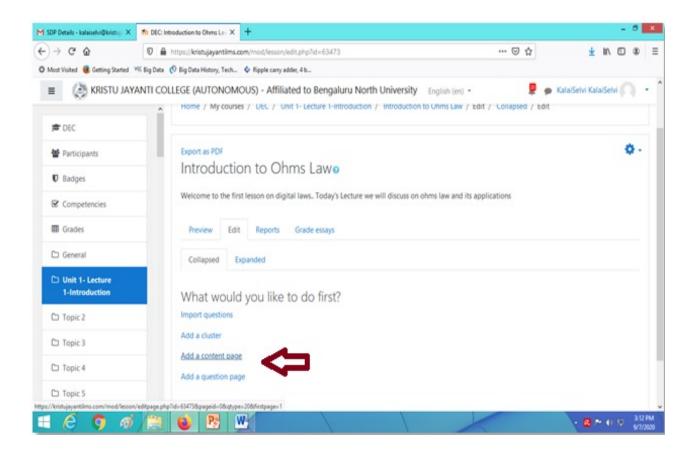




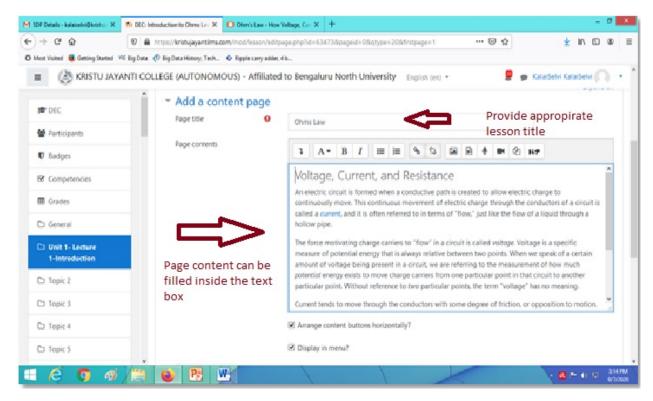


2.1.3.1.4 Teachers can add the content into the lesson activity by selecting the respective lesson name in the course page

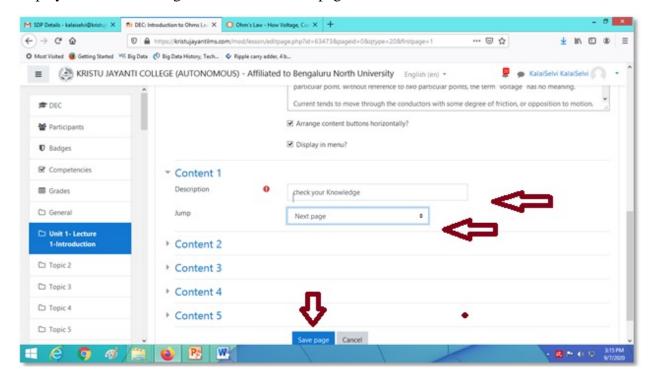


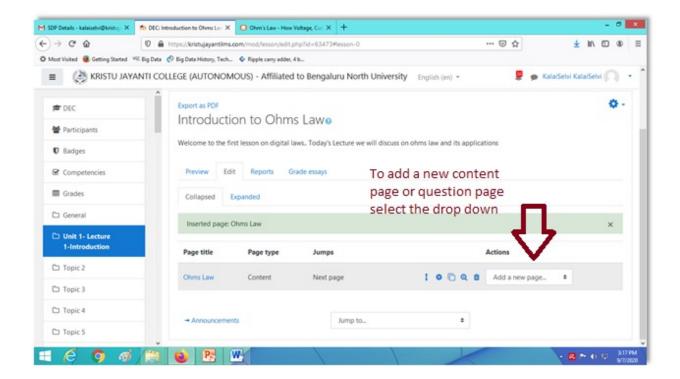


2.1.3.1.5 Teachers can enter the **page Title and Fill the Page content** (either type the content / copy paste the content from the prepared lecture content /insert the image/ insert audio, video)

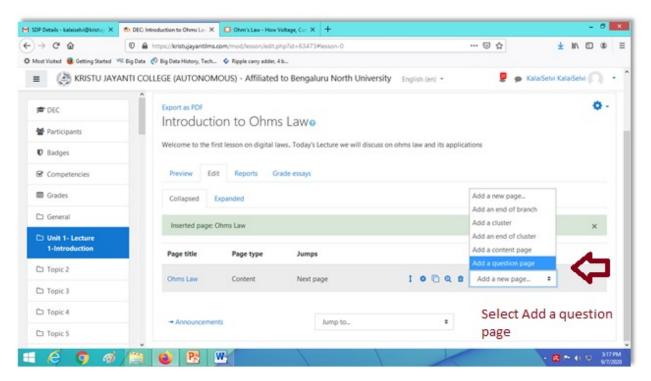


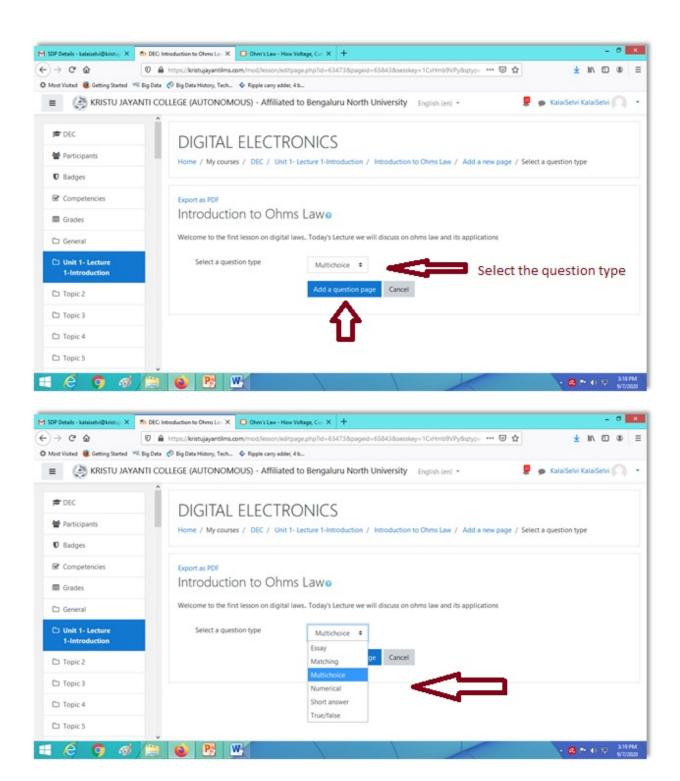
Teachers can add the **Check the knowledge question** in content page, set the questions to be displayed in the Next Page and then click save pages.



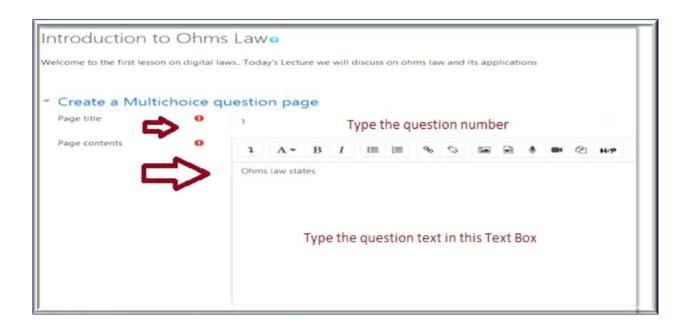


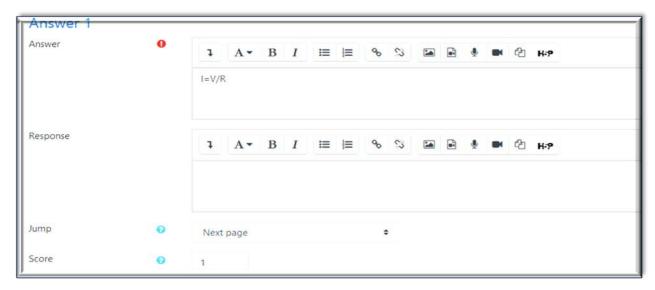
2.1.3.1.6 To add Questions to the content page, teachers can select the Add a Question Page option under **Actions** menu.

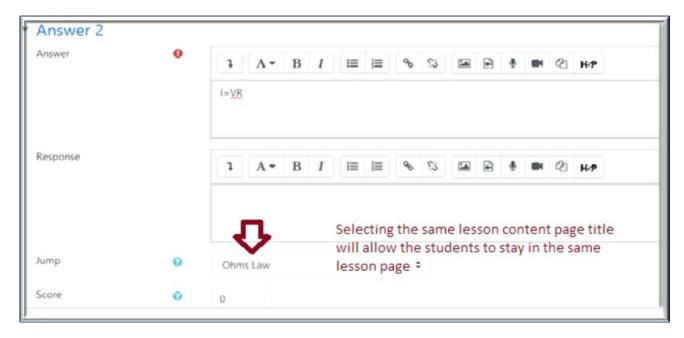




2.1.3.1.7 Teacher has to enter the page Title and page content (question number and question) and give the appropriate choices in the Answer template. For the option with correct answer, Choose **Jump to Next page**, Score as 1. For all other option Choose **Jump to course page** (choose name of the lesson), Score as 0. Selected option will get saved when the teacher clicks the save page button.







2.1.3.2 Adding a Forum Activity

To exchange the ideas between students and teachers by posting comments on a specific thread, the forum activity is used. Files such as images and media can be included in forum posts.

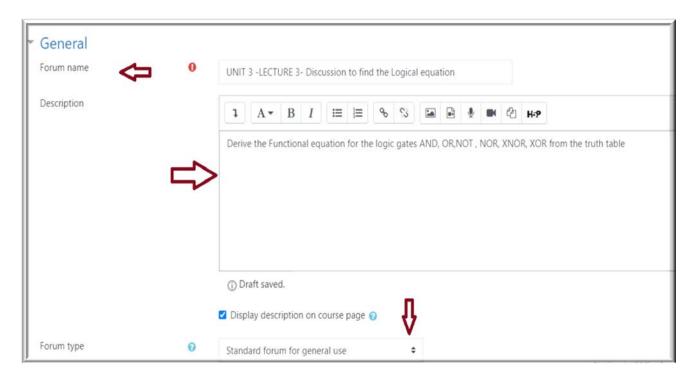
2.1.3.2.1 Teachers can add the forum activity by navigating to the respective course page and click the Add an activity and resource option.



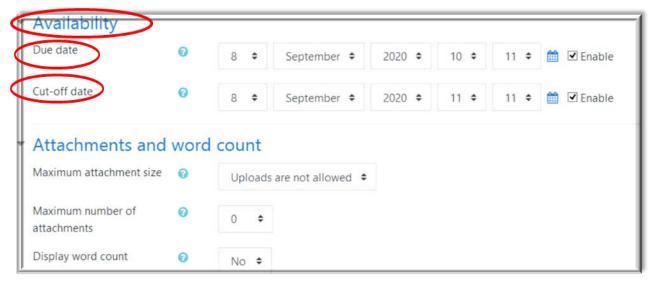
Teachers can select the forum option and click the Add button to add the forum activity into the course page.



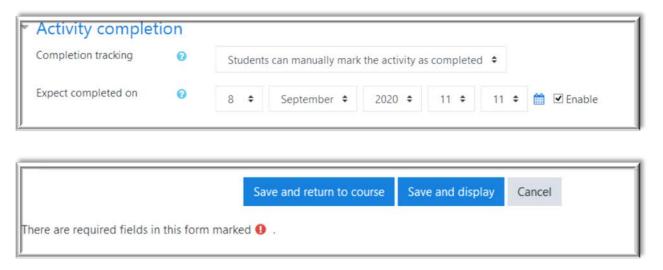
2.1.3.2.2 Teacher has to give the forum name and description. Enable the option **Display** description on course page, and select the Forum Type



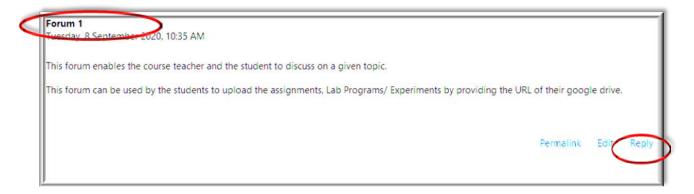
2.1.3.2.3 **Set the availability** of the forum by enabling the due date and Cut-off date.



Go to Activity Completion, enable it, set the completion date and time as same as the Cut-off date and save the selected option.



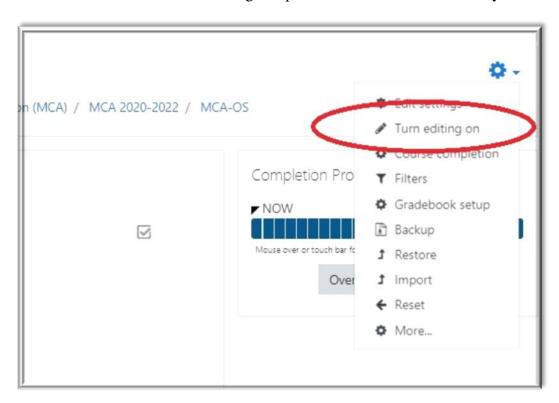
Click on to **the forum in the course page** and view the Forum content, click on to the **reply**, and continue with the discussion

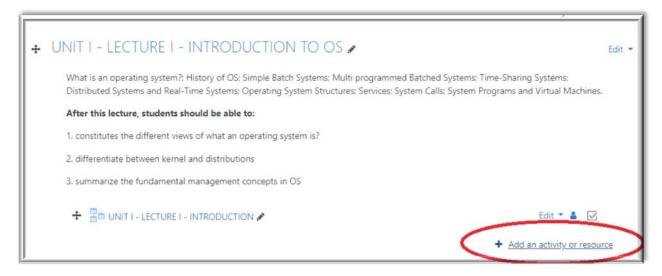


2.1.3.3 Adding an Assignment Activity

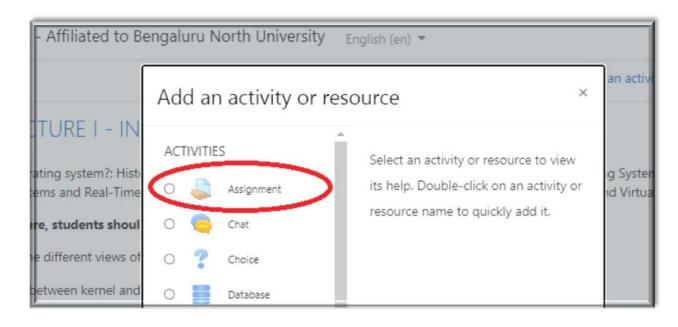
The assignment activity allows the students to submit their work may be in the typed text online or uploaded files assigned by the course teachers.

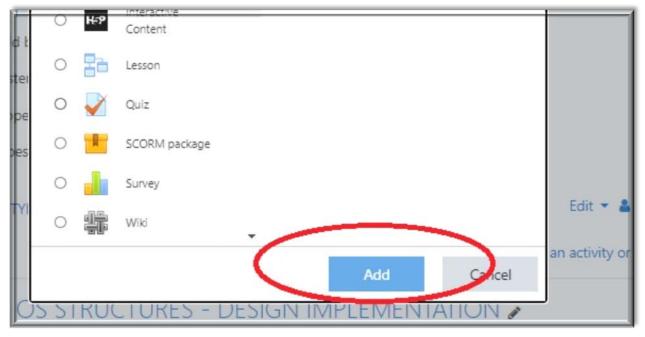
2.1.3.3.1 Teachers can initiate the activity by navigating through the course page and click the Giant wheel to select the Turn editing on option and select "Add an Activity or Resources:



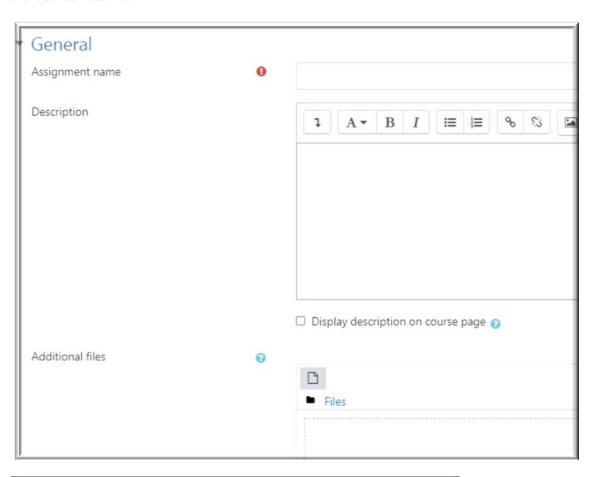


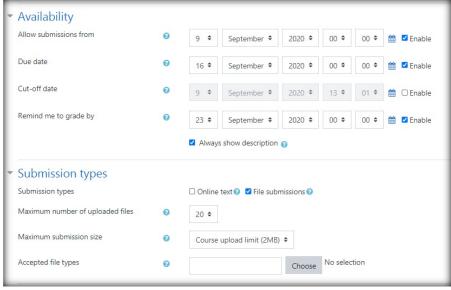
2.1.3.3.2 Teachers has to select the assignment activity from the activity list pop-up and then click the Add button.



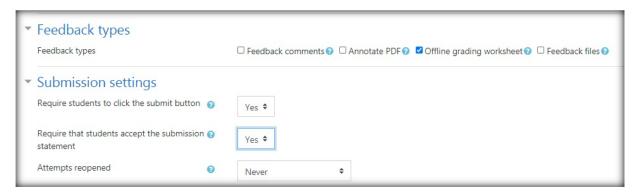


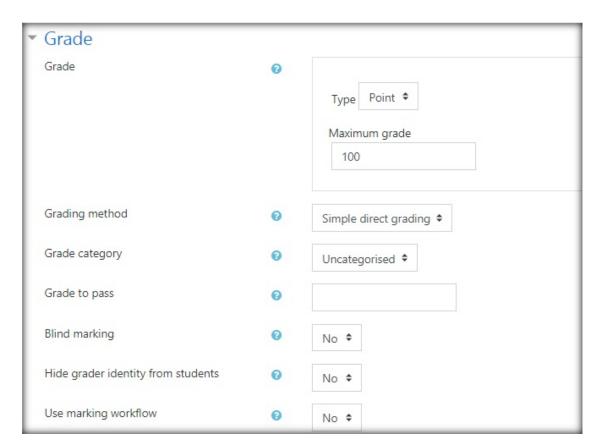
2.1.3.3.3 Teachers can fill in the details- **Name of the assignment**, **description** about the assignment and add the **assignment questions** in a file and we can upload. The other details like Availability of assignments, file submission type, feedback details and Grading will be filled by the course Teacher.



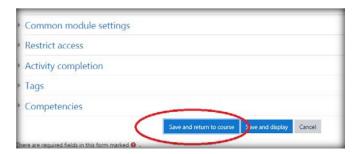


2.1.3.3.4 Select the offline grading option and submission type settings to Yes and Never for Attempts reopened





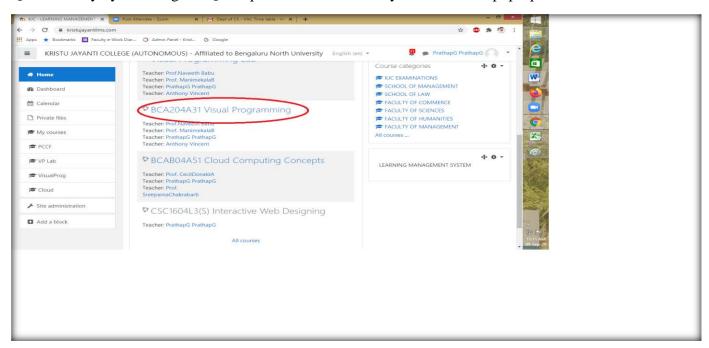
2.1.3.3.5 Finally click sane and return to the course button.

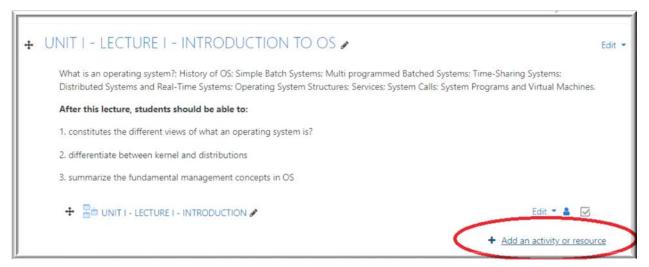


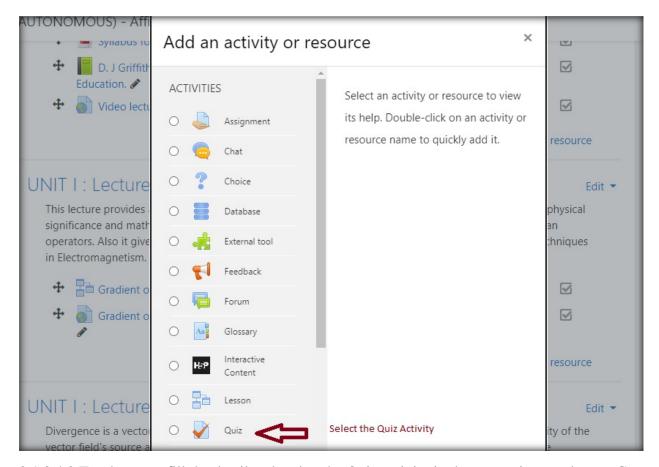
2.1.3.4 Adding a Quiz Activity

The Quiz activity allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown. It is a very powerful activity that can meet many teaching needs, from simple, multiple-choice knowledge tests to complex, self-assessment tasks with detailed feedback.

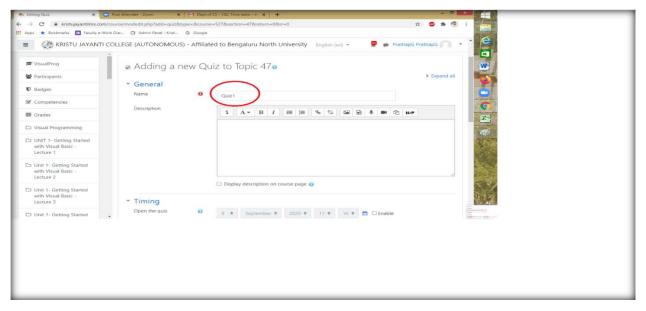
2.1.3.4.1 Teachers will navigate to the particular course content page where he can create the Quiz Activity by selecting the Quiz option from the Activity and Resource pop-up list

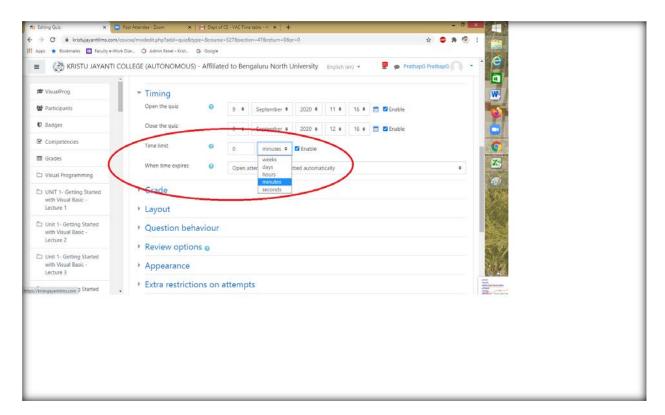




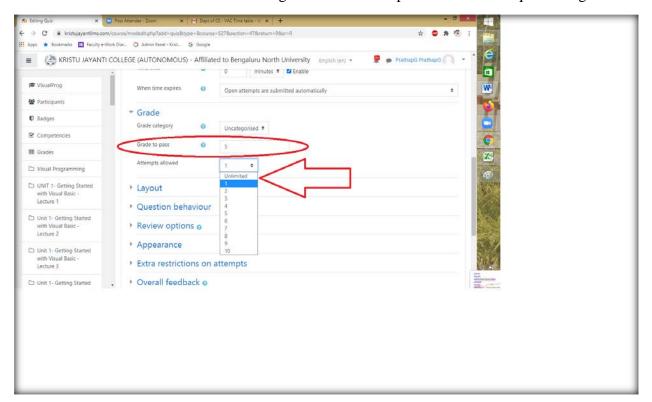


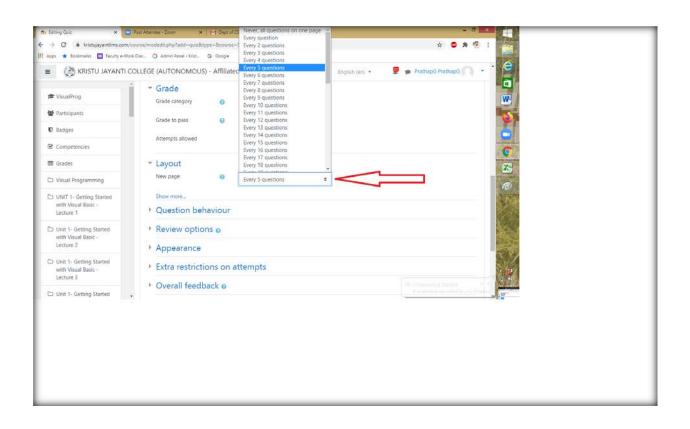
2.1.3.4.2 Teachers can fill the details related to the Quiz activity in the respective text boxes. Go to the Timing, to enable the check box in open and close quiz timing options & set the time

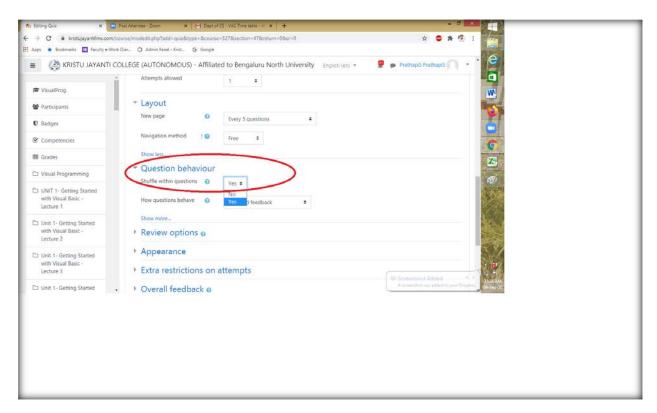




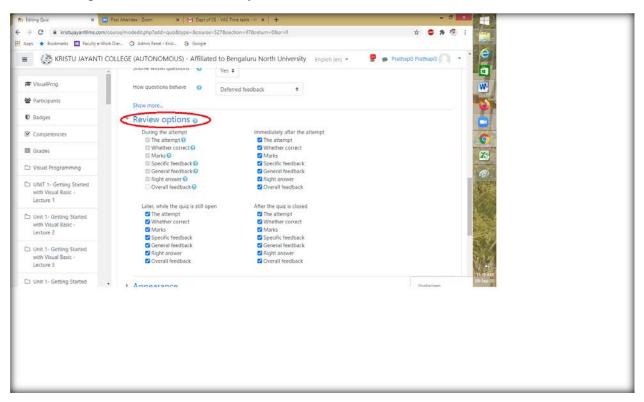
2.1.3.4.3 Teachers can fill in the following details as it is depicted in the subsequent images.

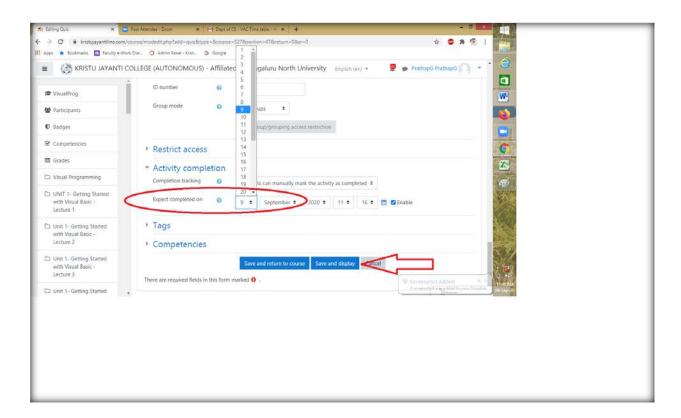




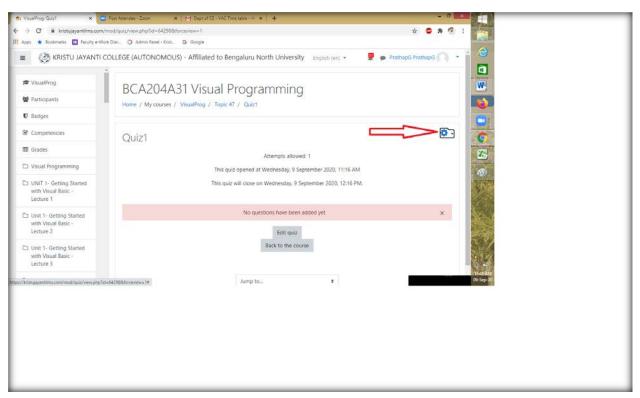


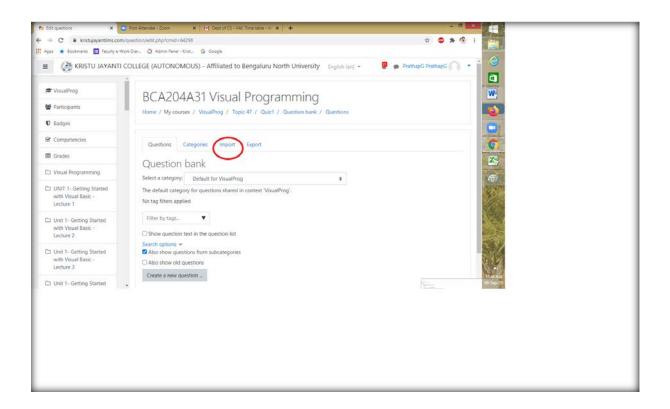
2.1.3.4.4 Teachers can select the Review options and select the appropriate check box to control the review option for the Quiz activity

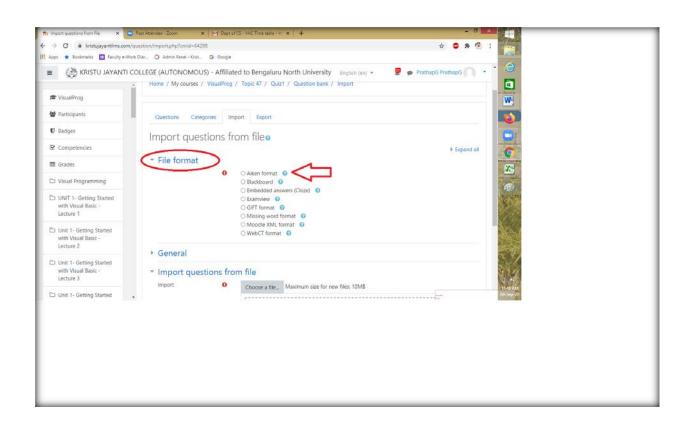


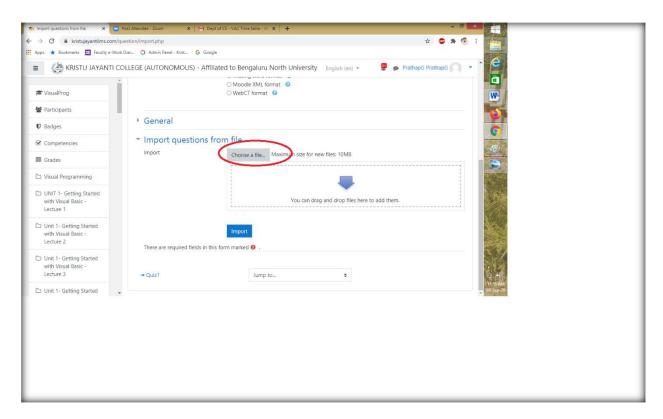


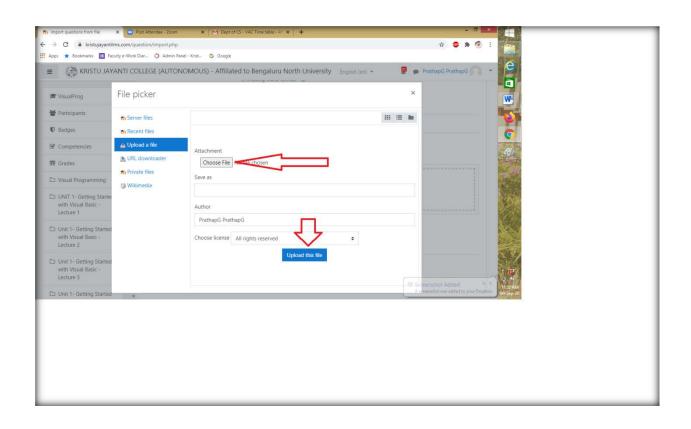
2.1.3.4.5 Teachers are given a privilege to import question bank in a specific format (Aiken Format) into the respective courses. To import question bank, teachers has to navigate the options given in the following images.

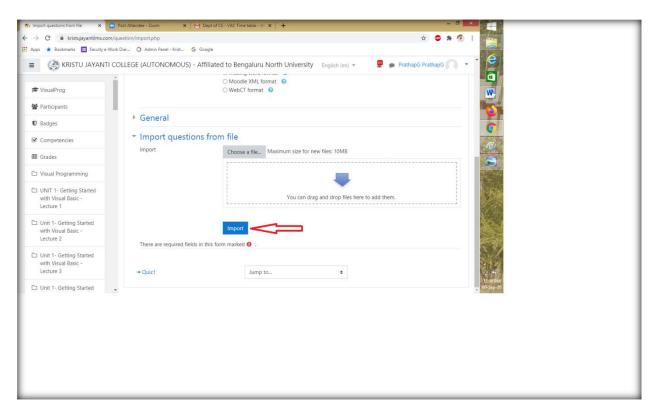


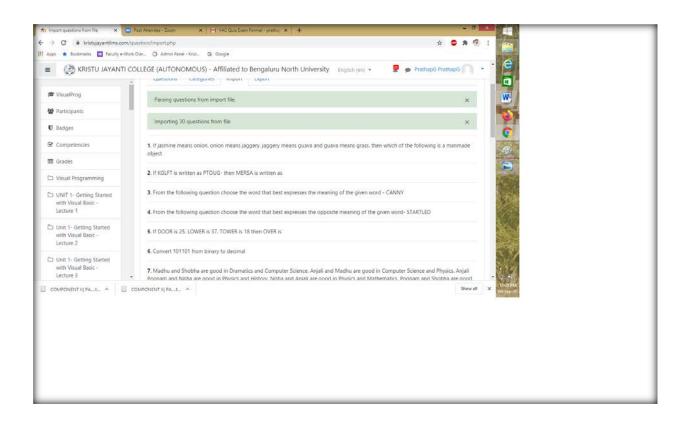


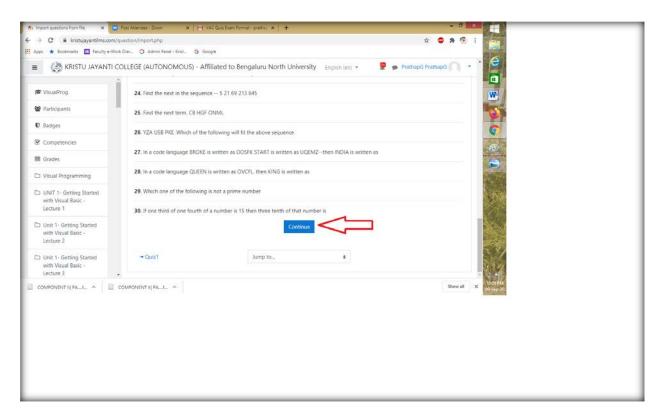




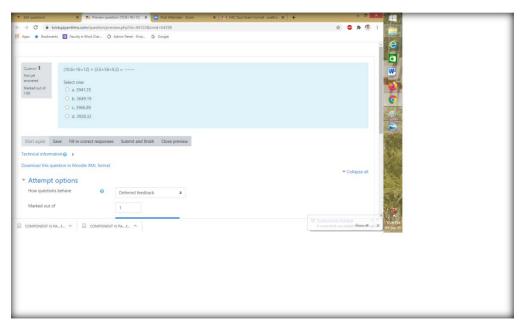








Sample Quiz page display

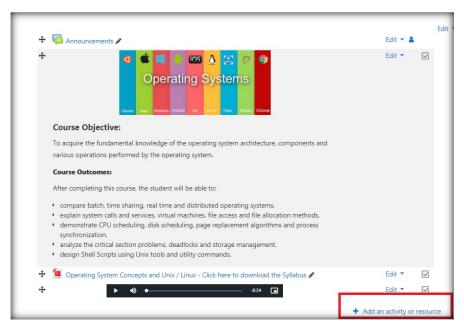


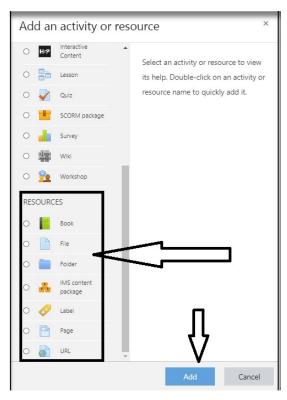
2.1.4 Resource Collaboration

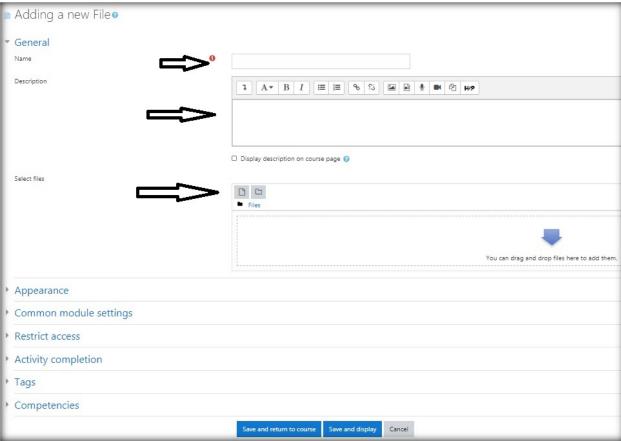
Teachers can use the resource activity to add a lecture content materials, like files or links. KJLMS support a range resource types through which the teachers can add resources by clicking the Add an Activity or Resource link.

2.1.4.1 Adding Files as a resource

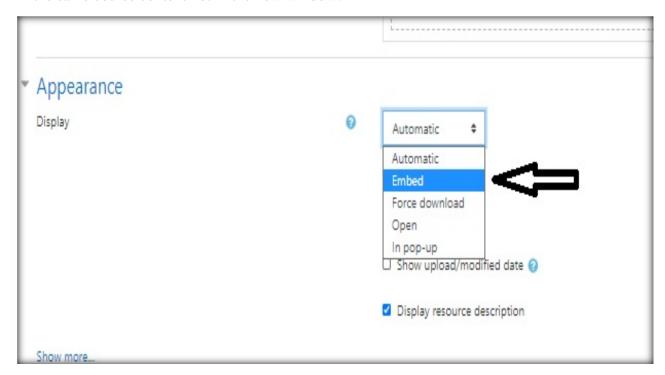
Following steps are followed to add an individual resource.



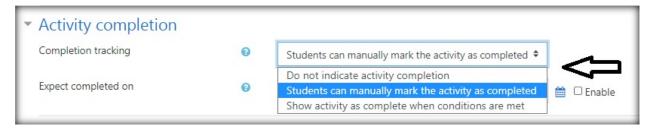


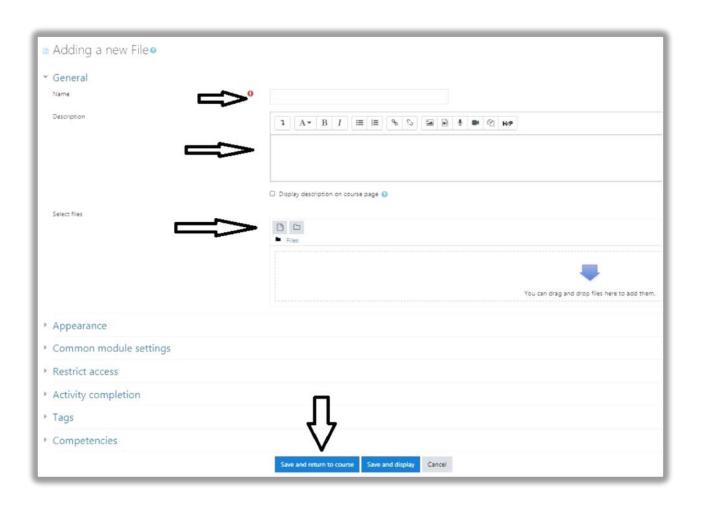


2.1.4.1.2 The Embed option from the drop down list will help the teachers to display the content in the same course content not in the new window.

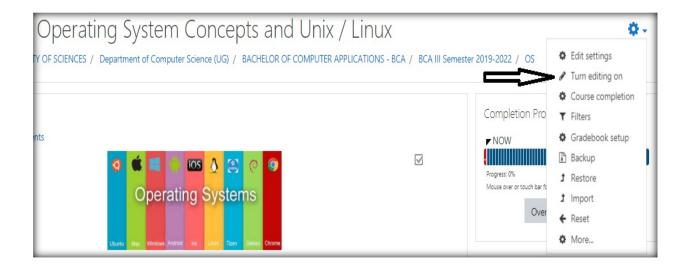


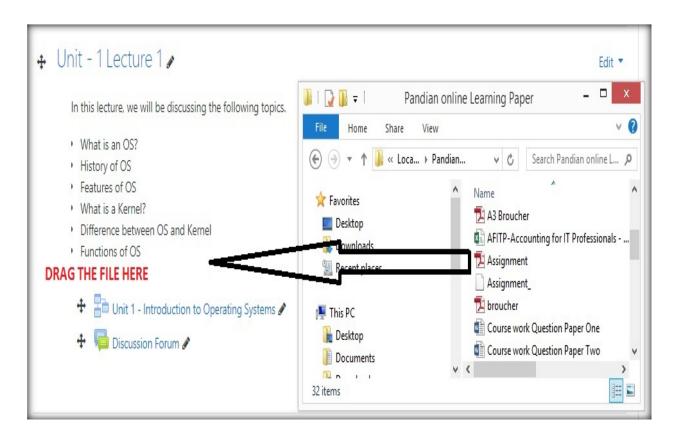
Select the Activity completion option to define the condition for the activity completion.

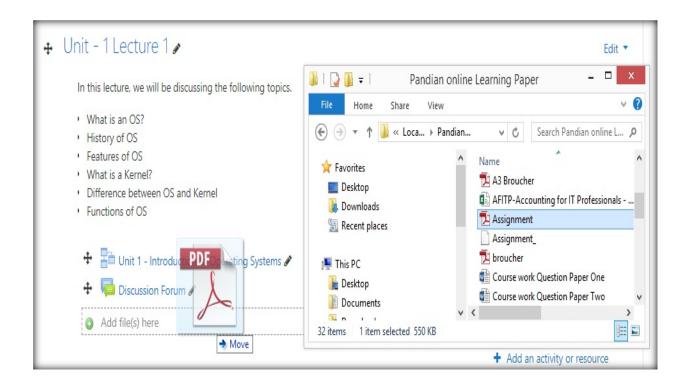




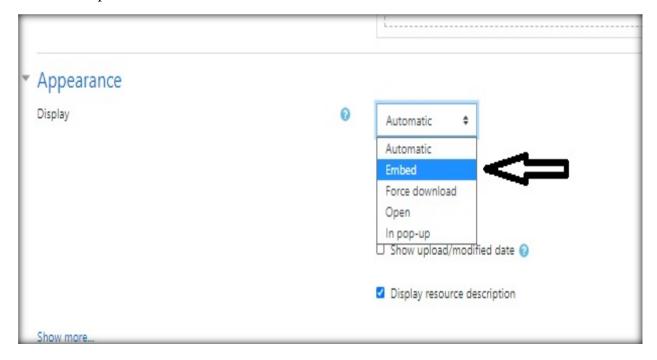
2.1.4.1.3 The other way to do this is to drag and drop the file into the text area. Open the course page scroll down to the topic slot where we have decided to add the resources. Then open the explorer minimize the window, so it will be easy to drag and drop the file.







To display the content page in the same course page the teacher has to select the Embed option from the drop down button.

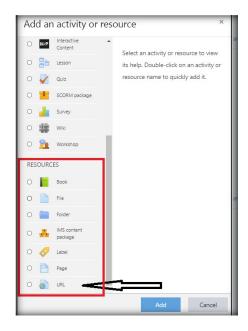


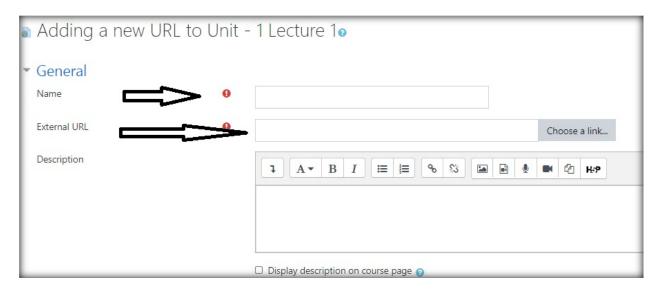
2.1.4.2 Adding the URL page as a Resource

Teachers can open the course page where the resources to be added. Click the Turn editing on. And then select the resource type from the list and click the add button

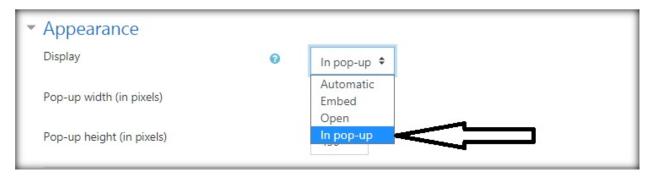


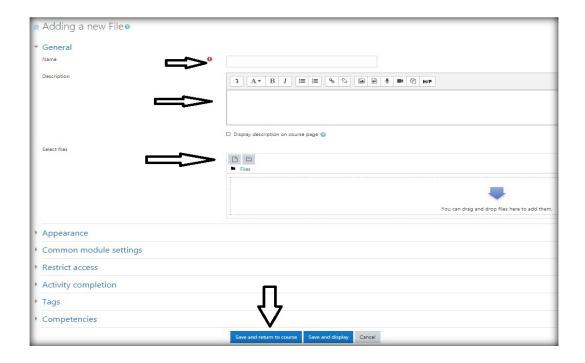
2.1.4.2.1 Selecting the resource type from the list and click the add button



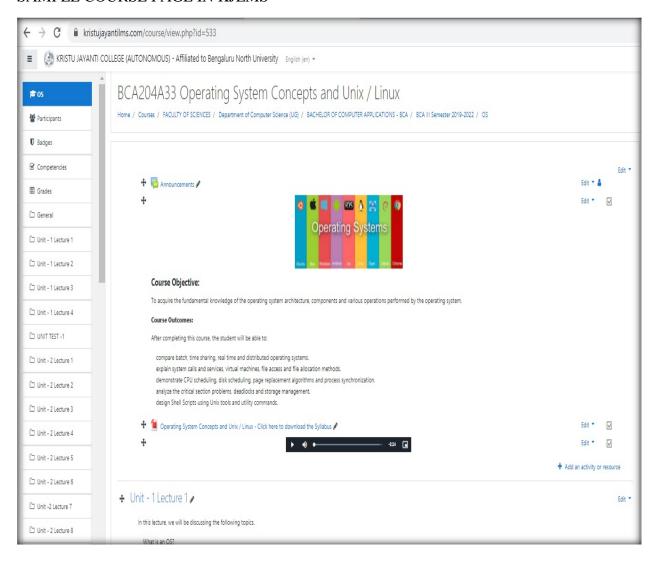


2.1.4.2.2 Select the appearance from the editing page and select Popup option from the list, so the URL link will get opened in the new pop-up window.

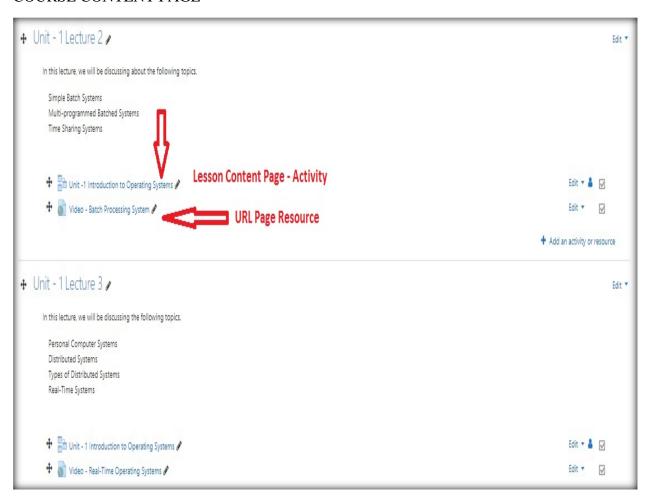




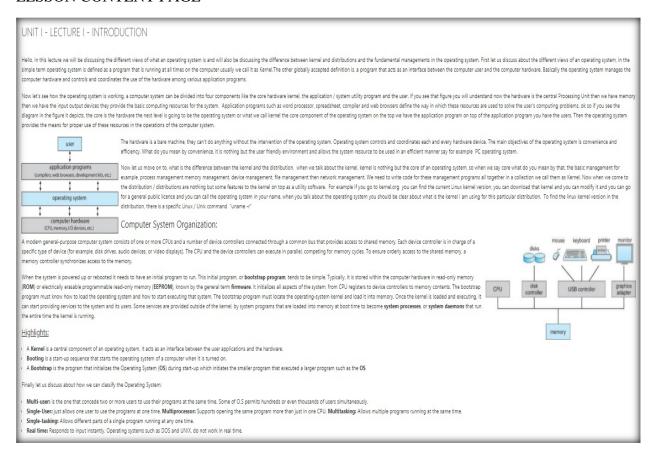
SAMPLE COURSE PAGE IN KJLMS



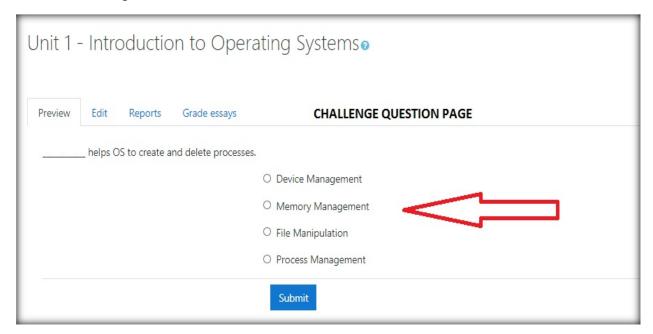
COURSE CONTENT PAGE



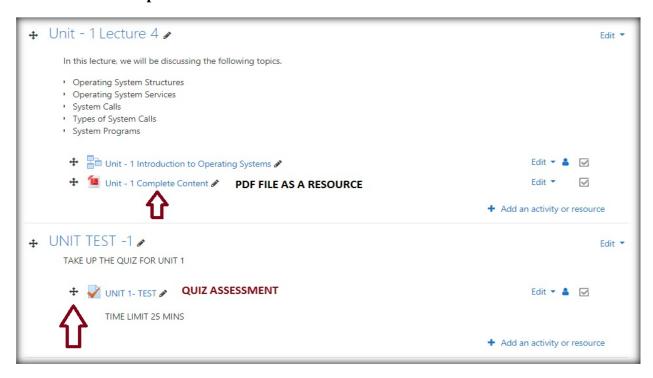
LESSON CONTENT PAGE



CHALLENGE QUESTION:



2.1.5 Assessment Option



Grade Assessment

0	_	_	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /0.50	Q. 2 /0.50	Q. 3 /0.50	Q. 4 /0.50	Q. 5 /0.50	Q. 6 /0.50	Q. 7 /0.50
0			mohiuddinjeelani 2019BCA Review attempt	bca19cs1h1108@kristujayanti.com	Finished	1 September 2020 6:17 PM	1 September 2020 6:30 PM	12 mins 9 secs	6.00	✓ 0.50	✔ 0.50	× 0.00	× 0.00	✓ 0.50	× 0.00	✔ 0.50
			monishas 2019BCA Review attempt	bca19cs1k2176@kristujayanti.com	Finished	1 September 2020 6:18 PM	1 September 2020 6:48 PM	30 mins 53 secs	10.00	✔ 0.50	✔ 0.50	✓ 0.50	✓ 0.50	✓ 0.50	✓ 0.50	✔ 0.50
0			sanathreddyr 2019BCA Review attempt	bca19cs1a3200@kristujayanti.com	Finished	1 September 2020 6:18 PM	1 September 2020 6:43 PM	25 mins 14 secs	7.00	✔ 0.50	✔ 0.50	✓ 0.50	× 0.00	✓ 0.50	× 0.00	✔ 0.50
	•		geesonsunny 2019BCA Review attempt	bca19cs1a1070@kristujayanti.com	Finished	1 September 2020 6:18 PM	1 September 2020 6:25 PM	7 mins 1 sec	1.00	× 0.00	✔ 0.50	× 0.00	× 0.00	✔ 0.50	x -	x -
0	C		afridrahmanpa 2019BCAwithAnalytics Review attempt	bca19cs2h1029@kristujayanti.com	Finished	1 September 2020 6:18 PM	1 September 2020 6:56 PM	38 mins 48 secs	8.50	✔ 0.50	✔ 0.50	✓ 0.50	× 0.00	✓ 0.50	✔ 0.50	✔ 0.50
0			isaacimmanuelxp 2019BCA Review attempt	bca19cs1a1072@kristujayanti.com	Finished	1 September 2020 6:18 PM	1 September 2020 6:32 PM	14 mins 11 secs	10.00	✔ 0.50	✔ 0.50	✔ 0.50	✔ 0.50	✔ 0.50	✔ 0.50	✔ 0.50
0			sharavathicb 2019BCA Review attempt	bca19cs1k4297@kristujayanti.com	Finished	1 September 2020 6:18	1 September 2020 6:51	33 mins 49	10.00	✔ 0.50	✔ 0.50	✓ 0.50	~ 0.50	✔ 0.50	✔ 0.50	✓ 0.50

3. KJLMS Students Access

KJLMS can be accessed through the $URL - \underline{kristujayantilms.com}$. KJLMS can be accessed by the students through their valid authenticated login credentials provided by the Site Administrator.

3.1 Students Access Features

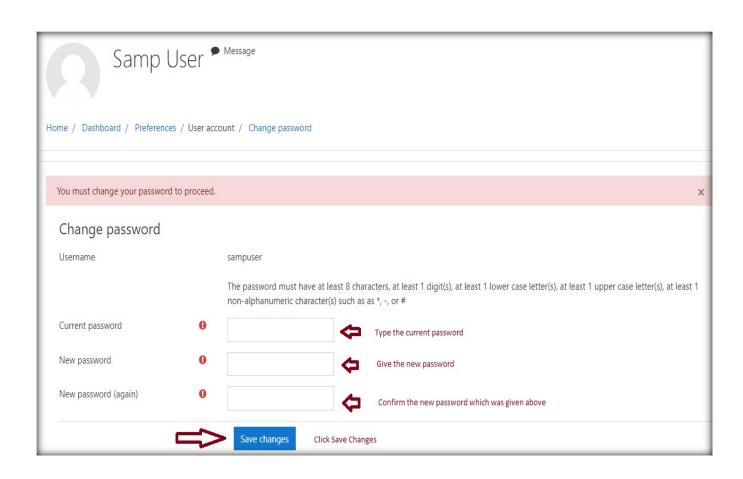
- Change Password Option
- Student Profile Access
- Messages and Notification
- Course Access
- Dashboard Control

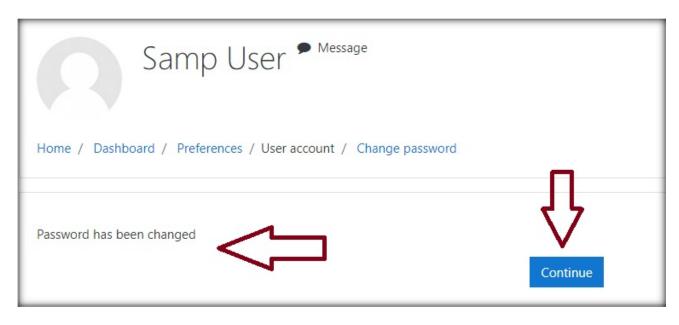
3.1.1 Change Password Option

Students are enrolled in KJLMS through the Manual enrollment. Site Admin can enroll the students to the site through the upload user option in Site Administrator. Following is the navigation: **Site Administration->user->upload users.** The default setting for the force password change is given by the Admin.



3.1.1.1 To change the password, students should provide the current password credentials in the current password text box and then they should provide the New password and confirm the same in the next given box.



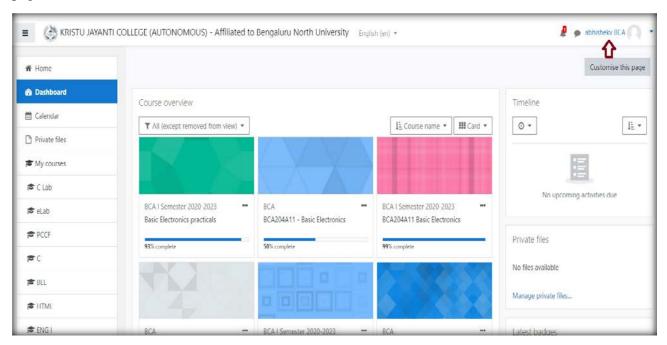


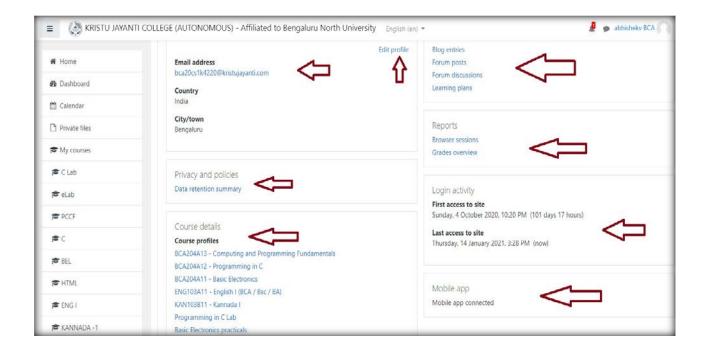
3.1.2 Student Profile Access

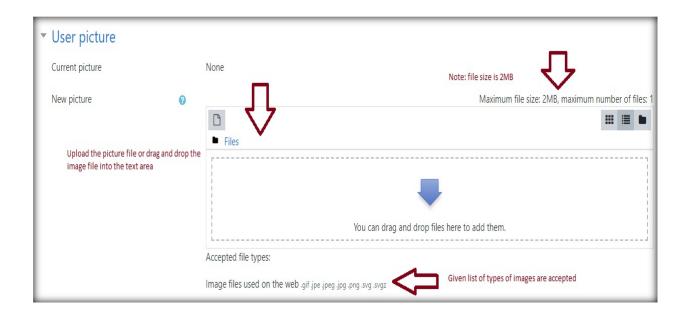
Students are given the privilege to change their profile page, this process will allow the students to become familiar with the options available in order to personalize their environment.

3.1.2.1 Editing the Profile page

Students can edit their profile from the home page itself by clicking the name at the top of the page.





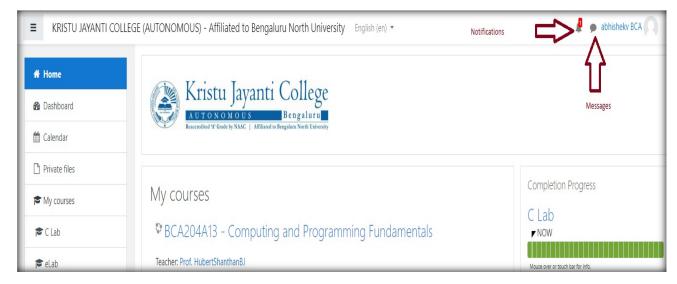


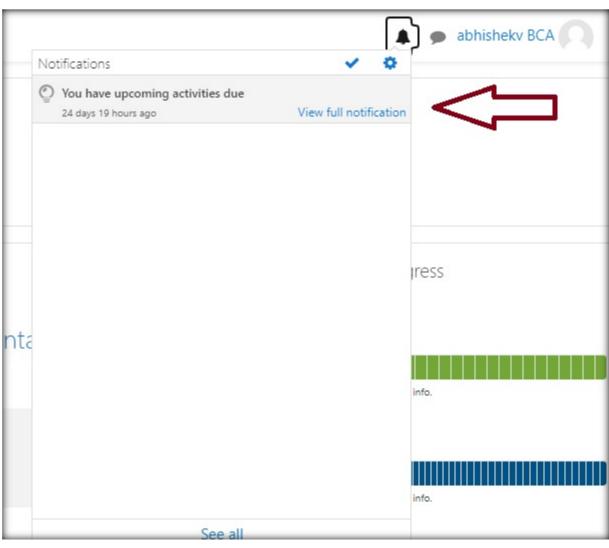
3.1.3 Messages and Notifications

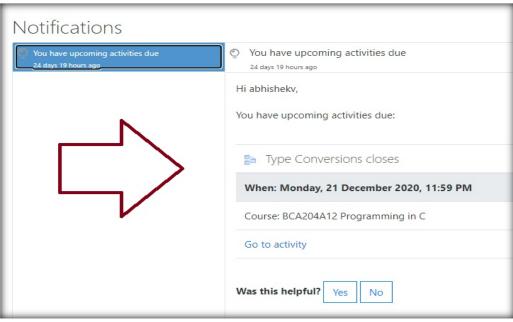
KJLMS can alert the students when they have a new messages from the teacher or from the other participants. Notification related to the Forum post, chat activity and graded assignment can be received by the students.

3.1.3.1 Accessing the Messages and the Notifications

Students can the notification and the messages from the home page itself by clicking the notification bell icon and the message icon next to it at the top of the page.

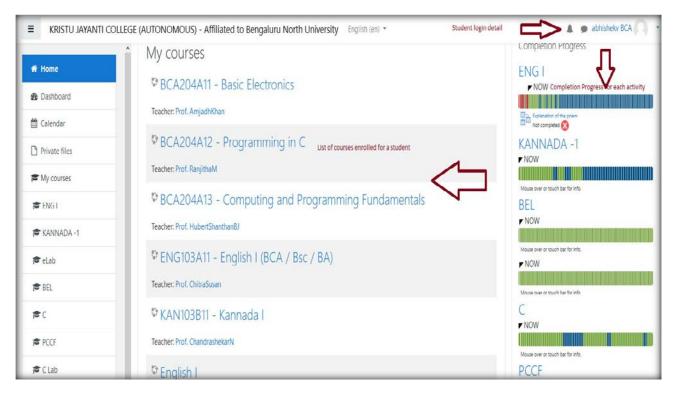






3.1.4 Course Access

Students can access the enrolled courses when they are enrolled by either the administrator or by the course teachers. In KJLMS, only the enrolled courses will get displayed in the front page of the students landing page after their successful login.

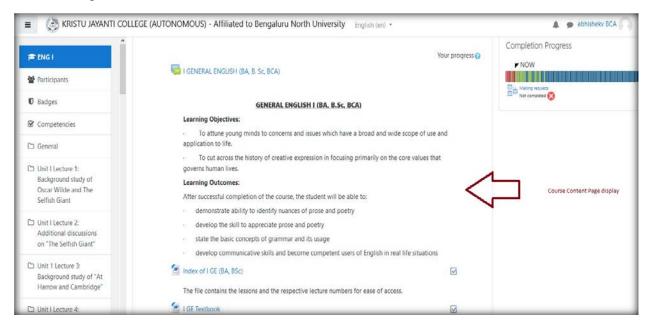


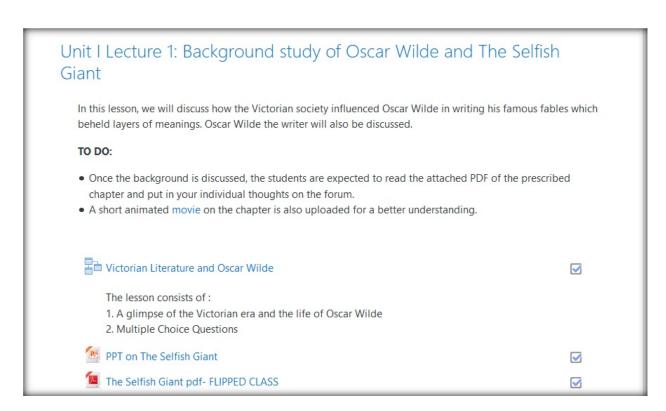
3.1.4.1 Course Content Page Access

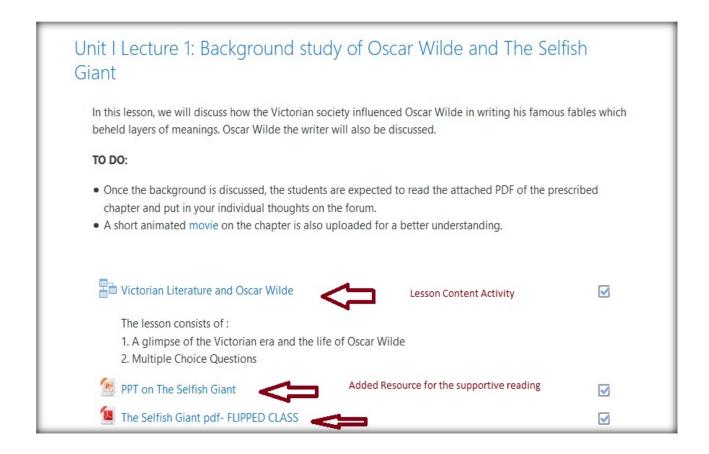
From the list of courses, students can access the course content by selecting the respective courses from the front page.



From the selected course, students can access the course content and the related resource files and the assigned activities.

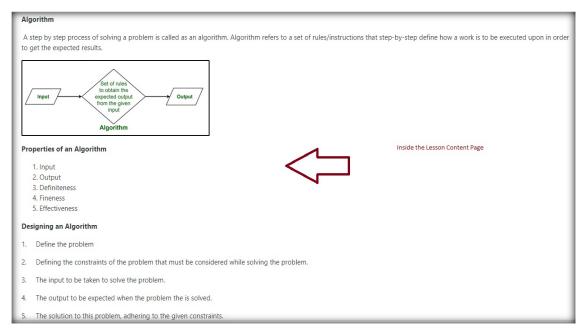




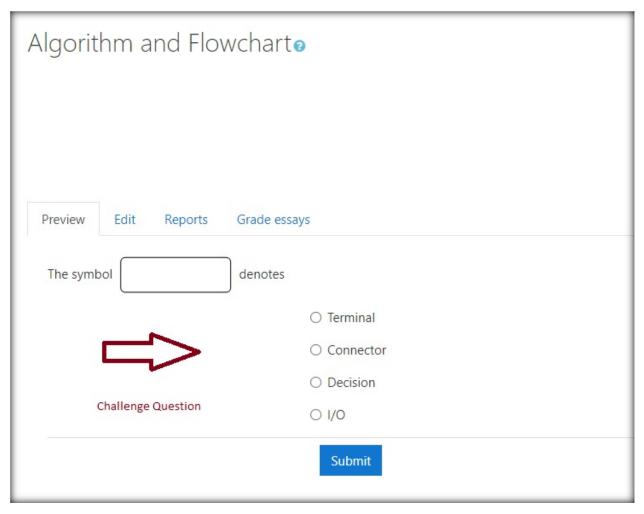


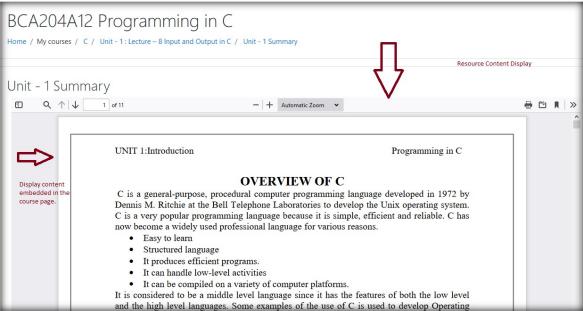
3.1.4.2 Lesson Content Page Access

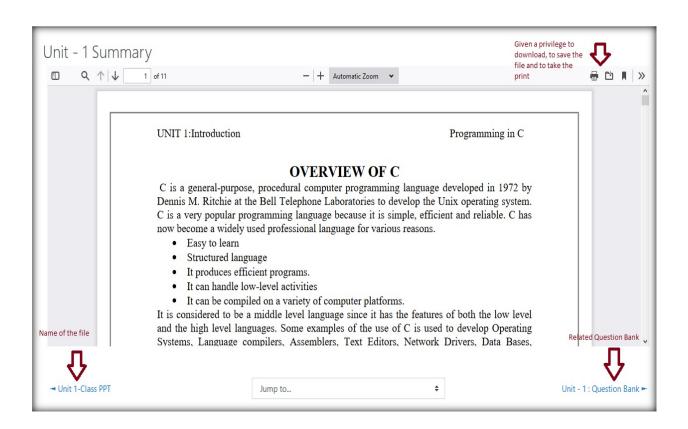
Students can access the lesson content page from the enrolled course page. Flipped Class room concepts has been implemented by providing the access to the Lesson Activity.

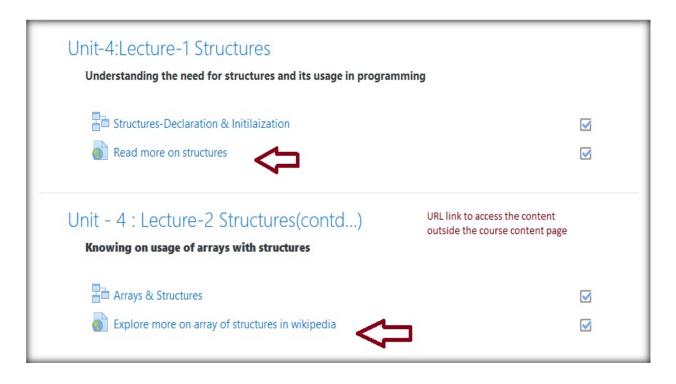


After every page of a reading content, there will be a couple of challenge questions to check the knowledge gained by the students.







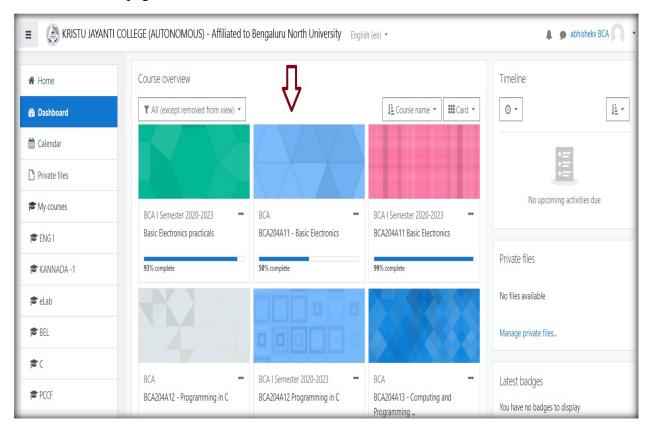


3.1.5 Dashboard Control

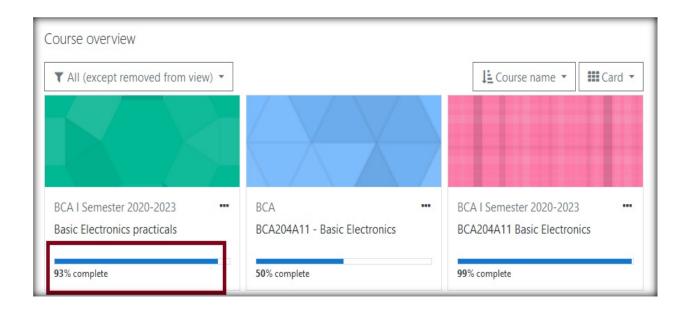
Dashboard is the personal page for each student, where they can customize and view their enrolled courses and outstanding tasks.



Course overview page in the Dashboard



Dashboard access gives the opportunity to the students to view the progress of their course activity completion percentage.



3.1.5.1 Dashboard Customization

Students are allowed to customize the dashboard with respect to the view and Added Blocks.

