HiEd LMS Learner's Guide

ONLINE CELL, CENTRE FOR DISTANCE EDUCATION,

ANNA UNIVERSITY, CHENNAI, TAMIL NADU

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1. Login

Steps:

1. To log into LMS, visit **https://onlinelearning.annauniv.edu**
2. Enter your username and password and click the 'Log In' button to login to your LMS Portal.
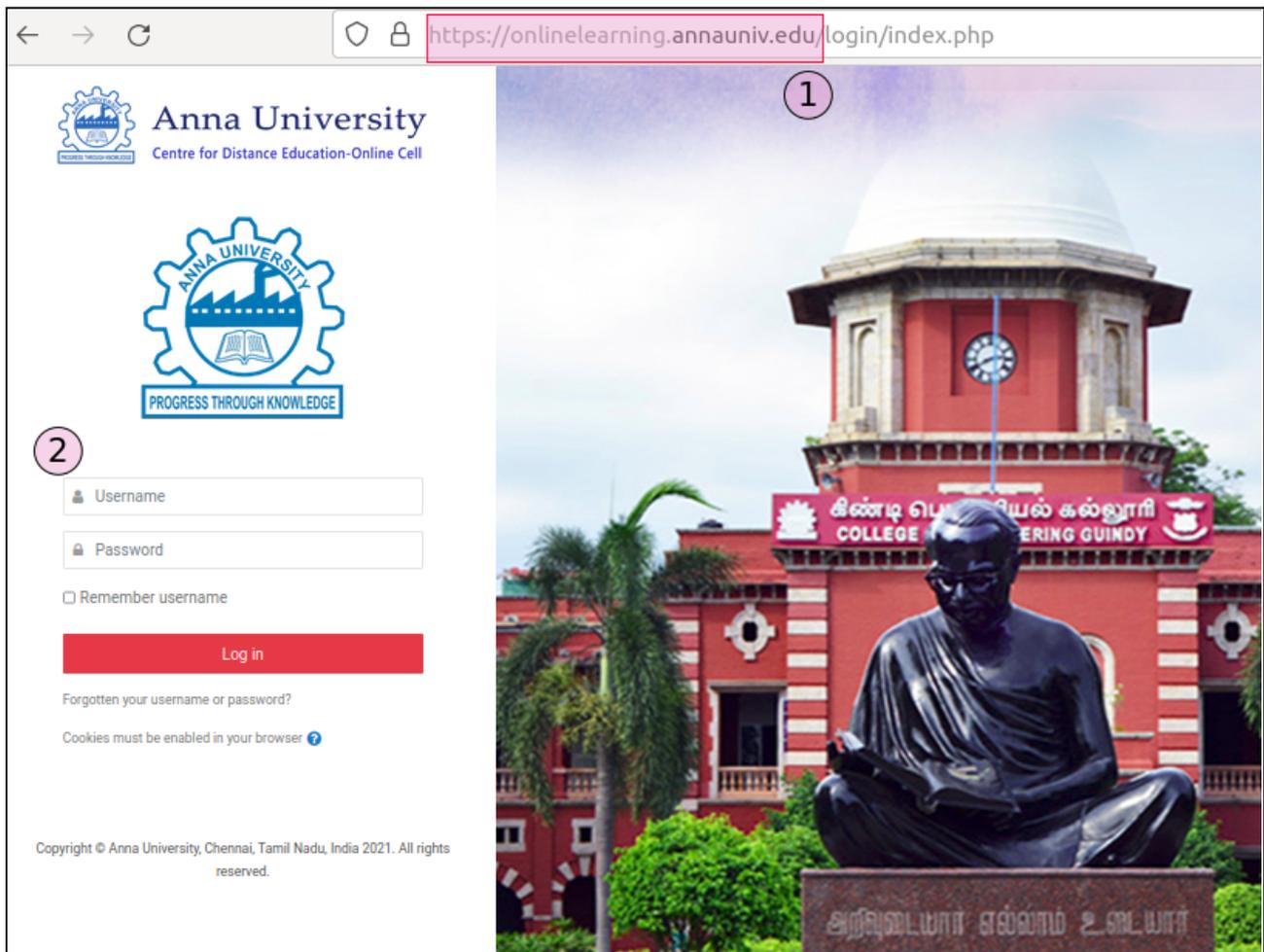
2. Dashboard

The Dashboard is a page for providing you with details of your progress and upcoming deadlines. In the centre is the Course overview block which allows you to easily track required activities and courses.
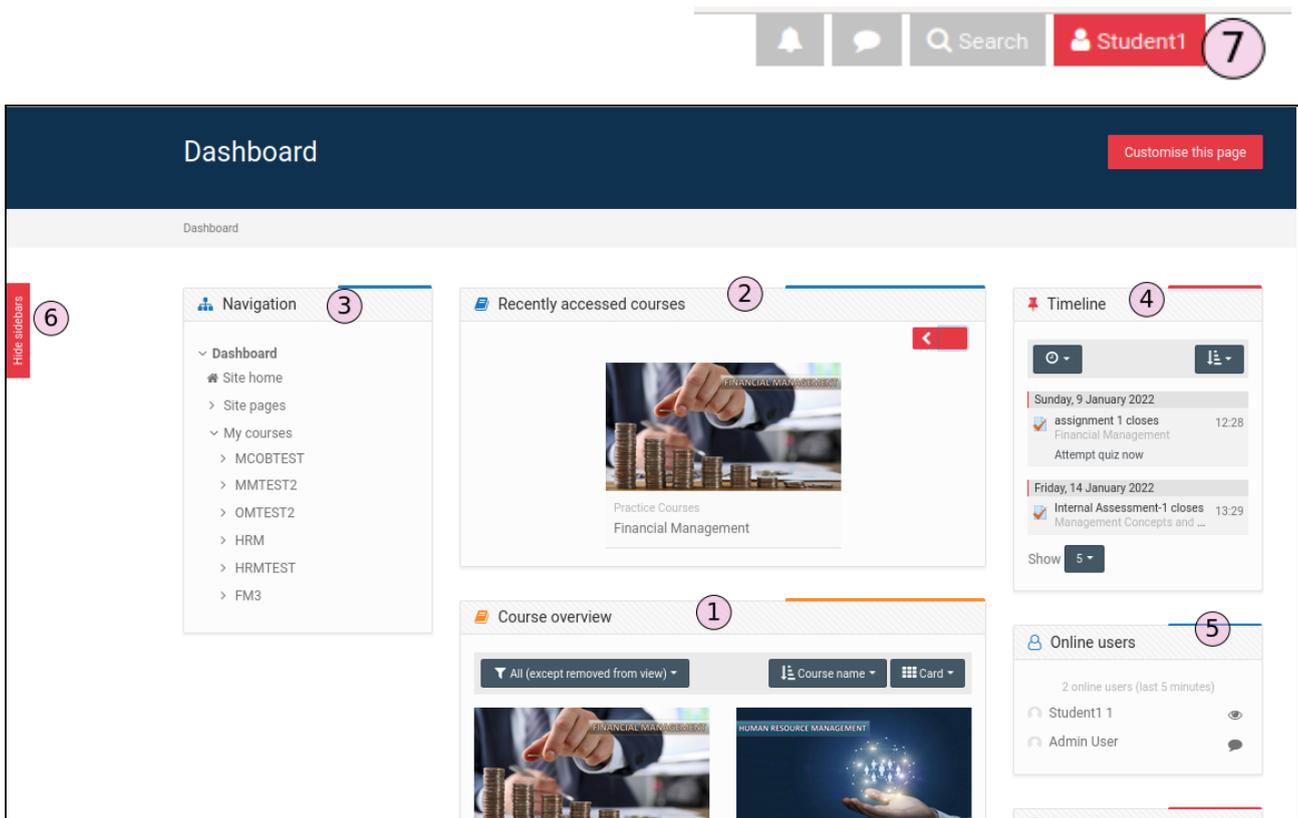
Options

1. **Course overview** block shows a list of all courses in which a user is enrolled/has an assigned role.

2. **Recently accessed courses** block shows the recently accessed courses.

3. **Navigation block** is used to access pages such as Dashboard, Site home, My courses, etc.

4. **Timeline** block shows the upcoming course activities

5. **Online users** block shows the list of online users.

6. **Hide/Show Sidebar**. The sidebars or blocks can be hidden/shown by choosing 'hide/show sidebar' option.

7. **Profile** allows the user to view or update his/her profile information such name, description, email, phone, profile picture, etc

3. User Profile

Your profile contains information about you that other users can see by clicking on your name. Profile information includes the description of yourself (if you have entered one) , your name, location, email address (if you chose to make it accessible) and the list of courses you are enrolled in and a picture.
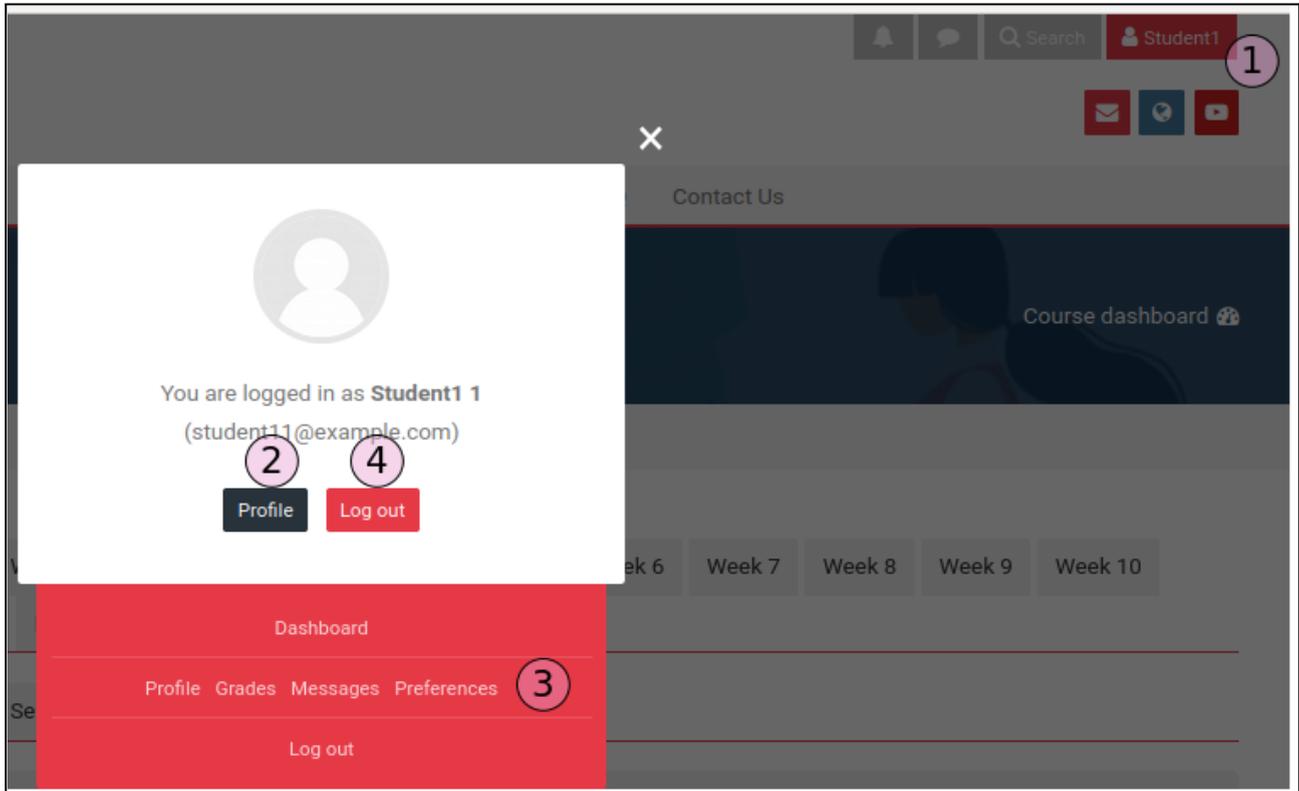

Steps

1. Click on your name on the top right corner to open the profile popup screen.
2. **Profile** option is used to view or update your profile information such as user description, profile image, etc.
3. **Preferences** option can be used to change your password and other preferences.
4. **Logout** option is used to end your current session.
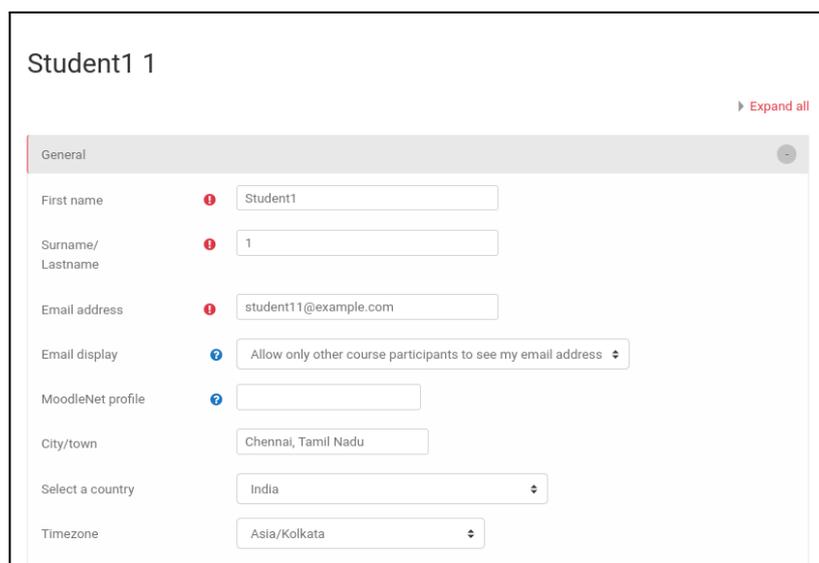
4. Course Overview

Course is a space on LMS where you have access to the course resources and activities.
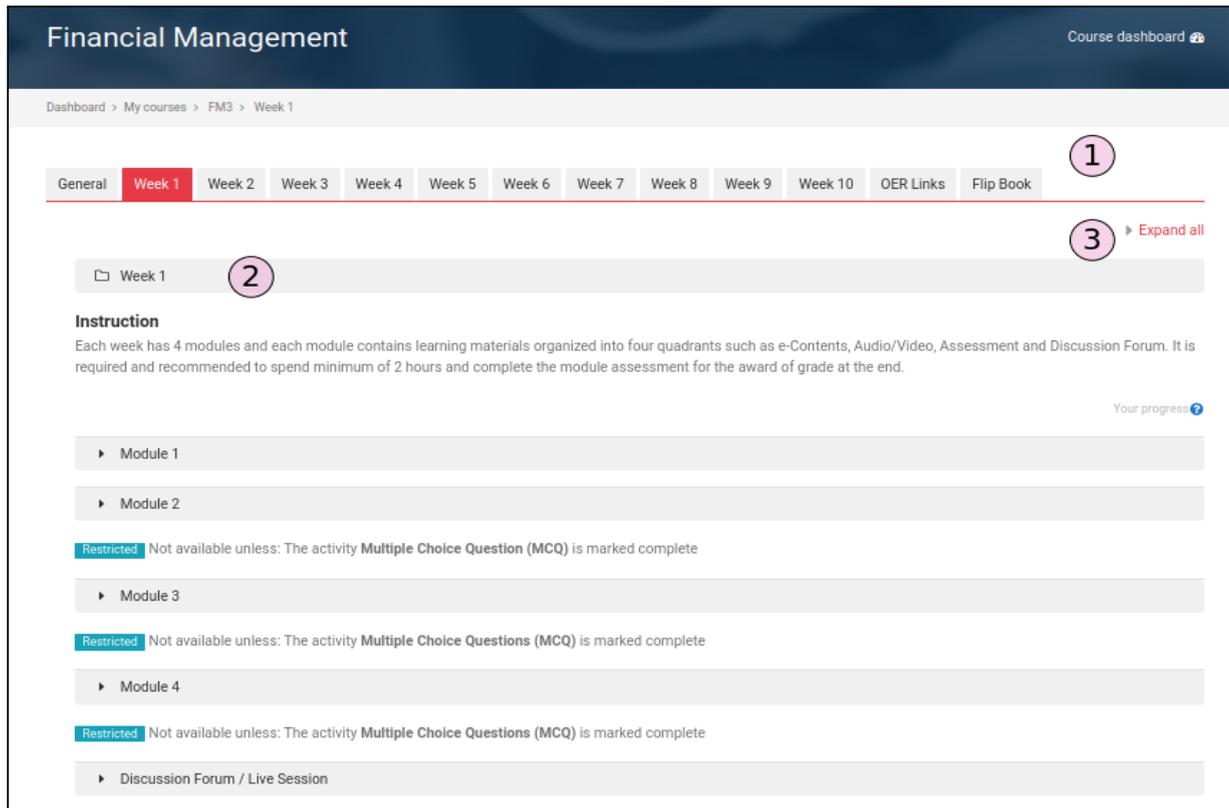
1. **Weeks:** Course is divided into various sections such as General, Week 1, Week 2, etc.

2. **Modules**: Each section consists of four modules and a Discussion Forum/Live Session. Each module consists of eContent, Audio/Video resources and Assessments.

3. **Expand All**: This option is used to show the module contents in a detailed view.

   Module Overview
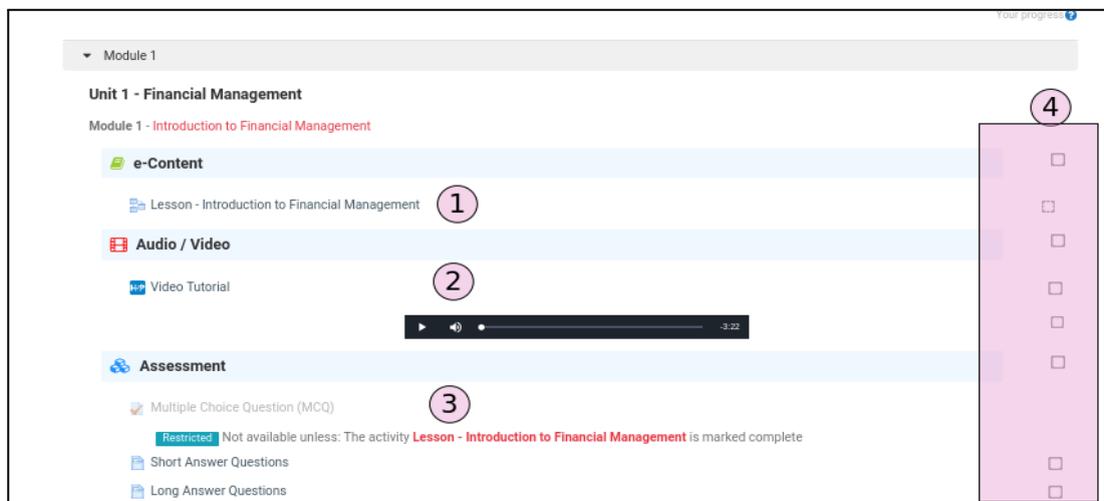
   Lesson activity, 2.Audio/Video content, 3. Assessment and 4. Activity completion status.

5. Activities/Resources

5.1 eContent – Lesson Activity

By clicking on a Lesson you will see an introductory page with one or more buttons to navigate to other pages of the lesson. You will be able to finish your lesson by reaching the end of the lesson page.

Steps:

The lesson will be shown when the lesson link is clicked.

1. Button which will take you to the next page of the lesson.
2. Close button can be used to close the activity page.
3. Navigation block can be used to switch to the next activity.

5.2 Audio/Video Content

Steps:

1. The video content of a module can be opened by clicking on the Video link.
2. Click the play button to start watching the video. The video controls are available at the bottom of the player.
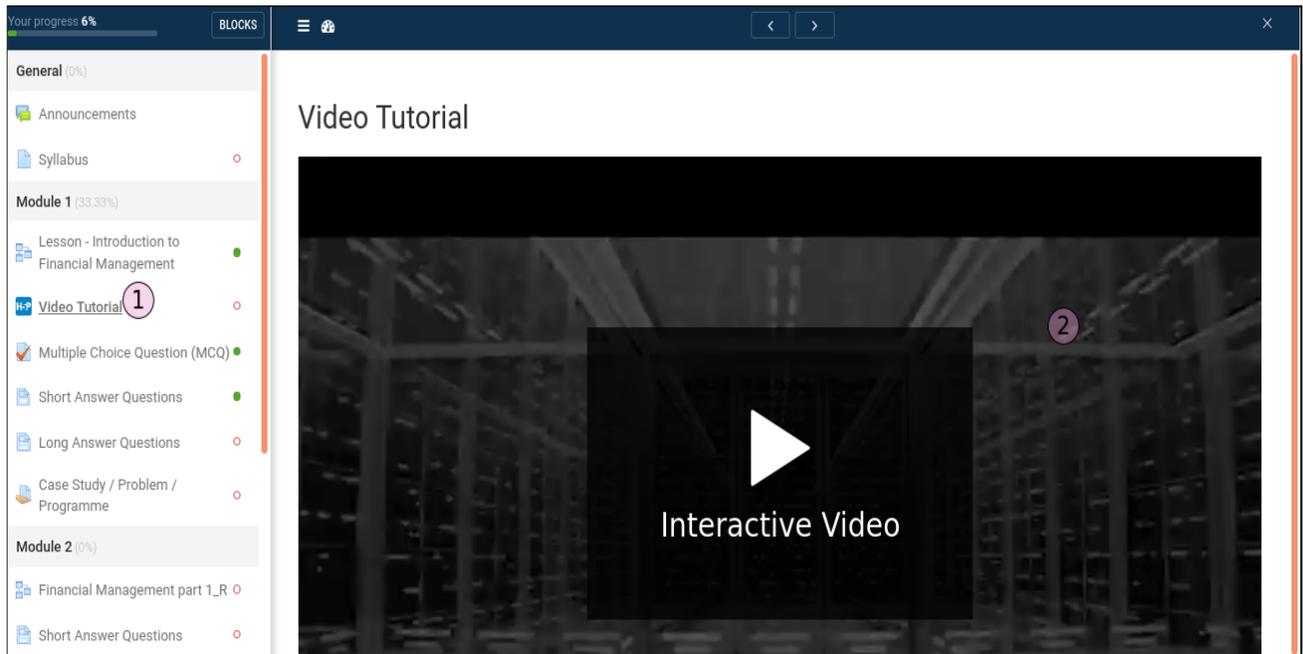

5.3 MCQ/Quiz Activity

Steps:

1. Quiz overview page will show the quiz settings such as number of attempts, Time limit, etc. You will be able to start the quiz by clicking on the 'Attempt quiz now' button.
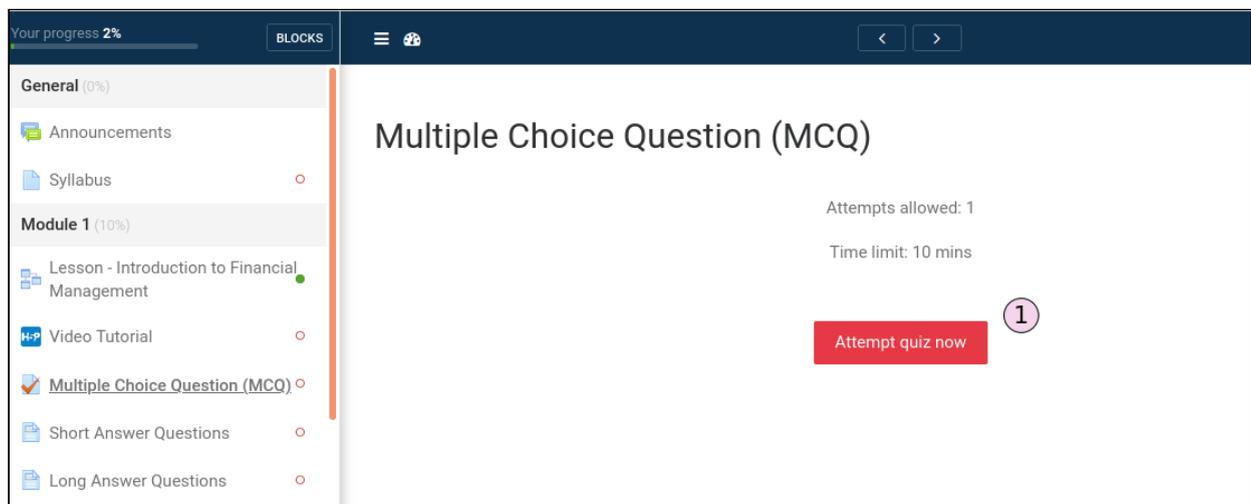
2. Question Page

1. Choose the answer from the list of answers. If you want to flag a question to look at later, click on the flag icon next to the questions. The flag will turn red and the corner of the question's box in the navigation window will also turn red.
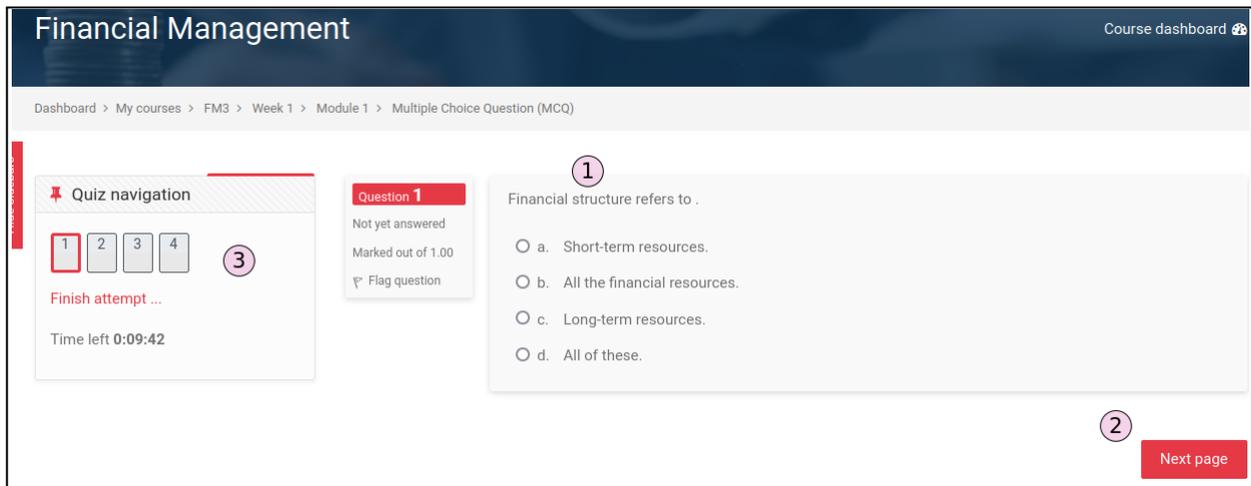

2. If the quiz covers multiple pages, you will need to click the Next button to see the next page. This will automatically save your answer.

3. You can keep track of where you are in a quiz by looking at the Quiz Navigation window. Clicking on any number in the navigation window will bring you to that question. Also, clicking on Finish Attempt will bring you to the final screen of the quiz. After the last question, you will be taken to a Summary of attempt window. This will show you whether or not you have answered all of the questions in the test and any flags you may have set. When you are ready to submit your quiz, be sure to click the Submit all and finish button on the last page.

5.4 Self Study – Short Questions, Long Questions and Case Studies/Programs/Problems

Steps:

1. Click on the 'Short Answer Questions' to open the page.
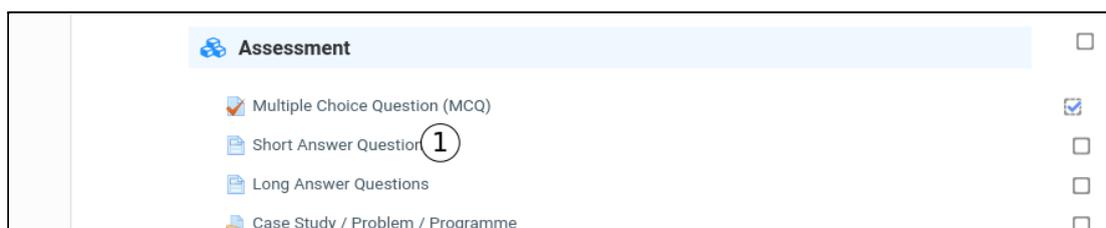
2. Page content is displayed with information
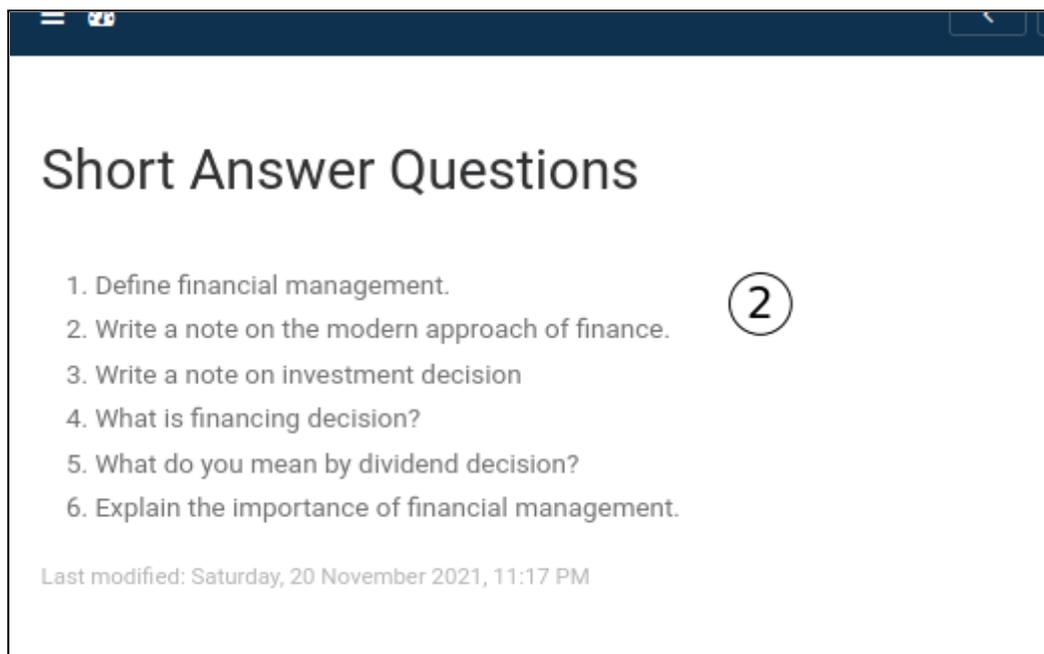
5.5 Discussion Forum Activity

A forum is a way to have online discussions or share information with your instructor and classmates.

Steps:

1. Click on the Discussion Forum link to open the discussion forum page
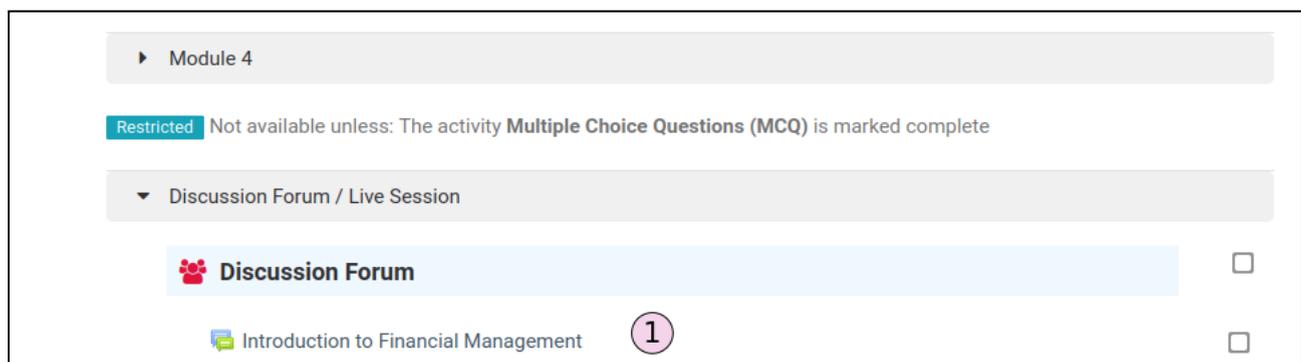
Create a new topic for discussion

1. You can add a new topic for discussion by clicking on the 'Add a new discussion topic' button. A new form will open for you to post your message in the message box with a subject line.

2. To reply to a question/forum click the name of the topic in the forum.
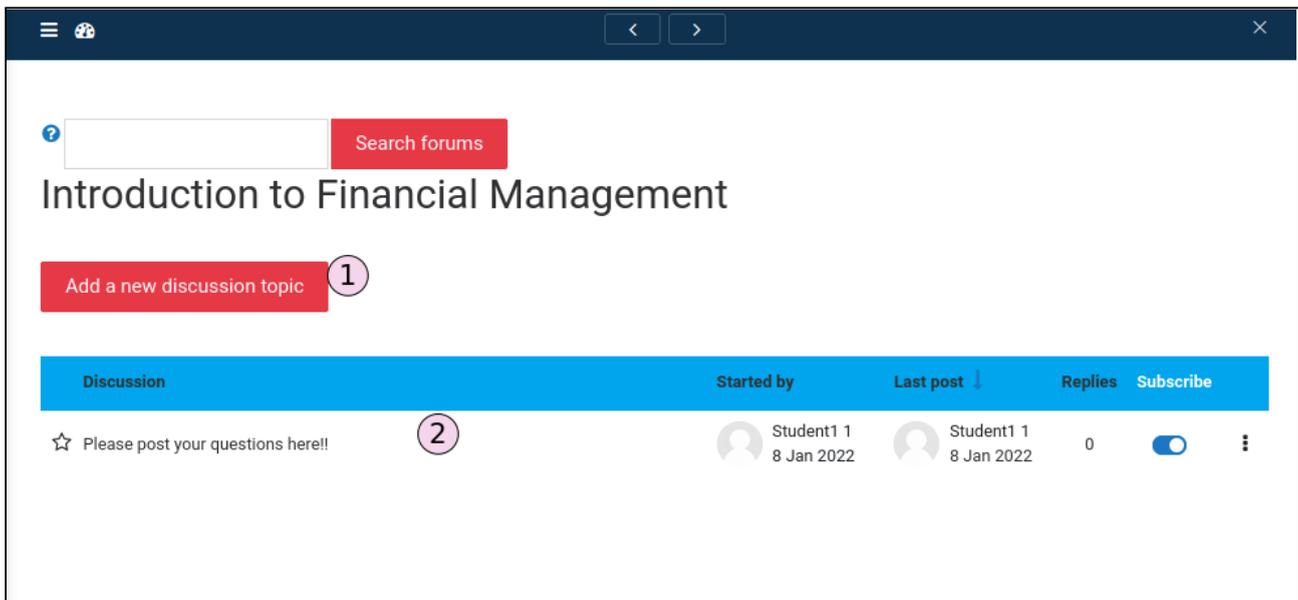
Replying to a forum topic or question:

1. Click the **Reply** link at the bottom right of the post to which you want to reply.
2. Post your message in the message box
3. Click the 'Post to forum' button to post your reply.
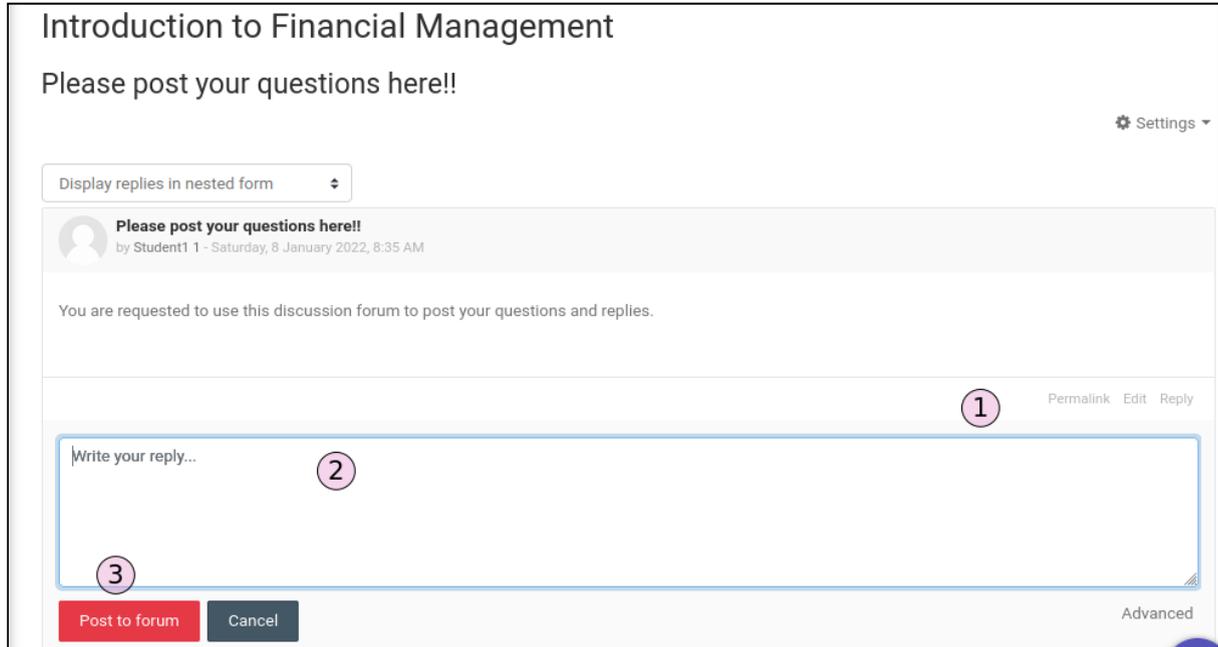
## 5.6 Webinar/Live Session

To attend live classes, click on the live session link in the course page.

Steps:

1. Click on 'Join Session' to join the live session.
2. The list of recordings will be available under the 'Recordings' option.
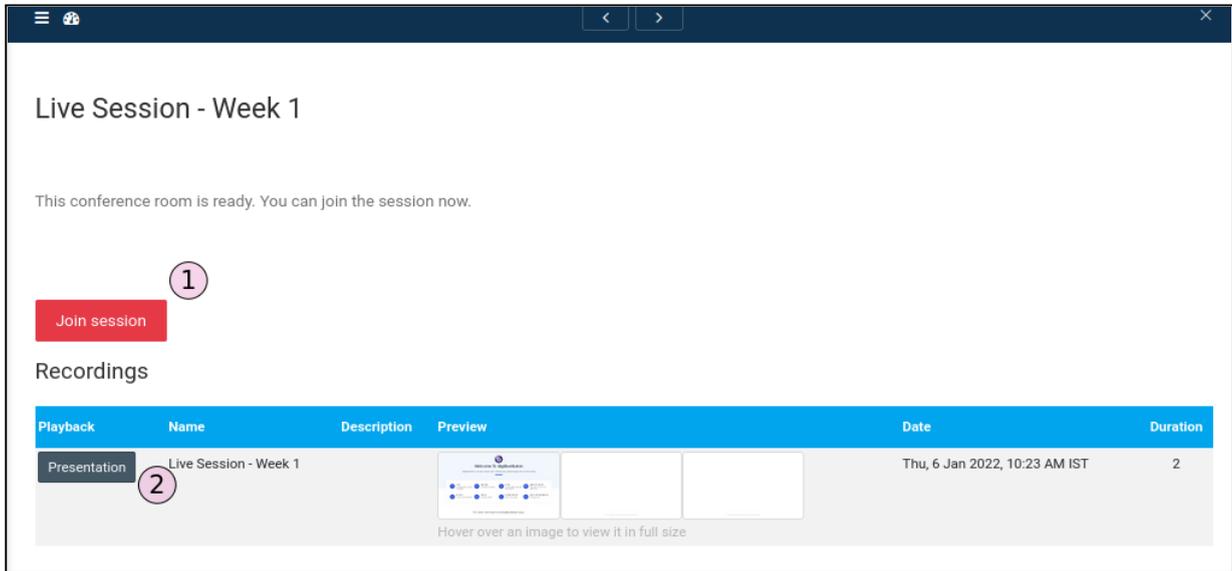
Live Session
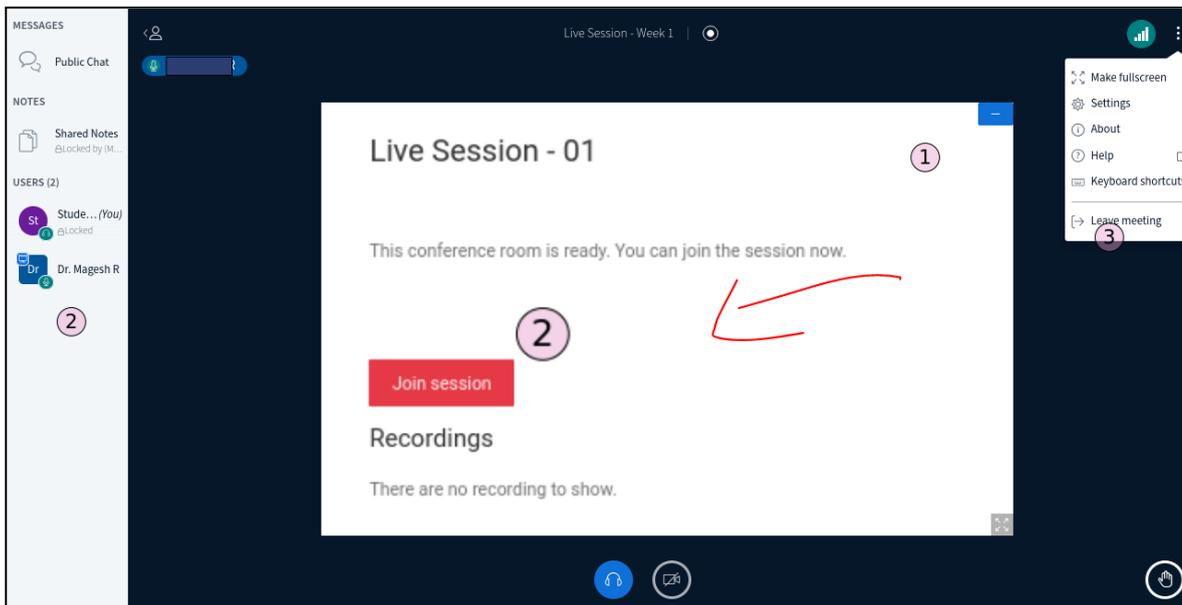
1. Presentation area where the slide/whiteboard is shown.
2. Students can send messages using the public/private chat option.
3. Leave meeting option can be used to leave the meeting.

5.7 Assignment Activity

Click on the assignment you need to submit.
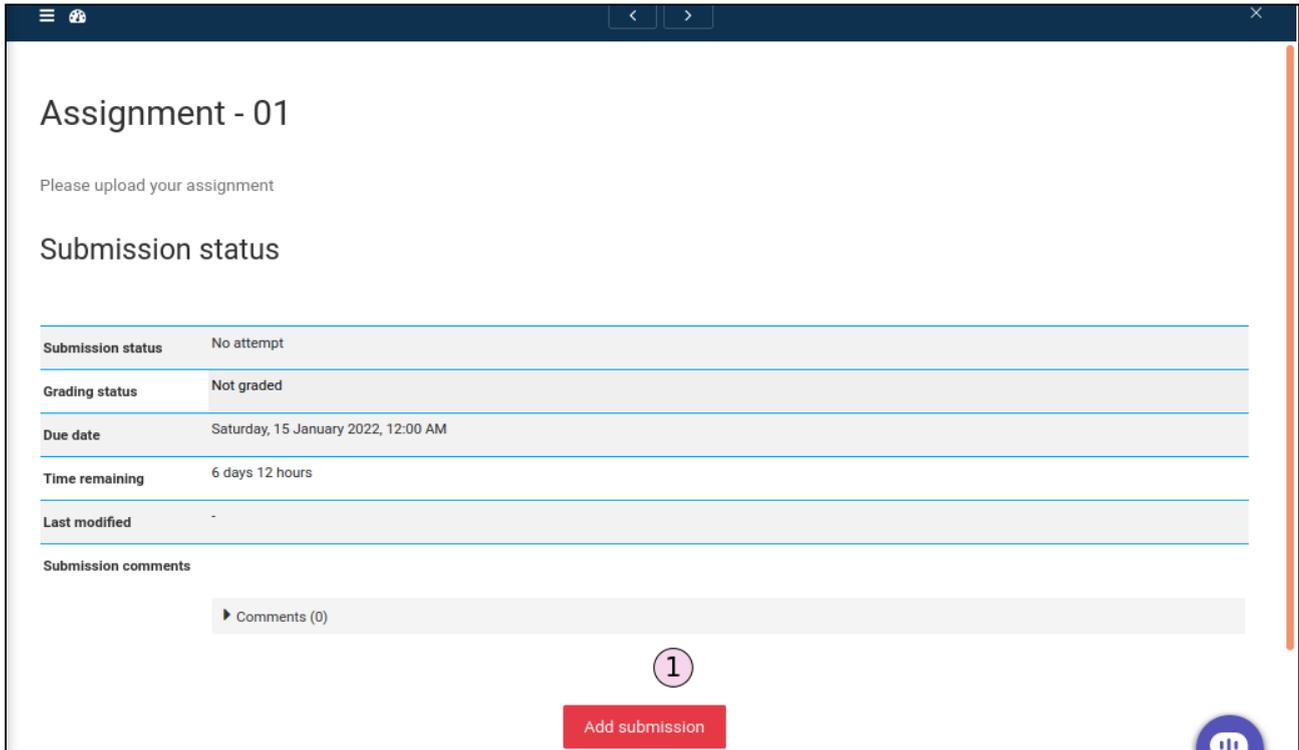
Steps:

1. This will bring you to the **Submission Status** page where you click on **Add Submission.**

2. Click on Browse then Upload your File. You can also drag and drop your file into the area below.
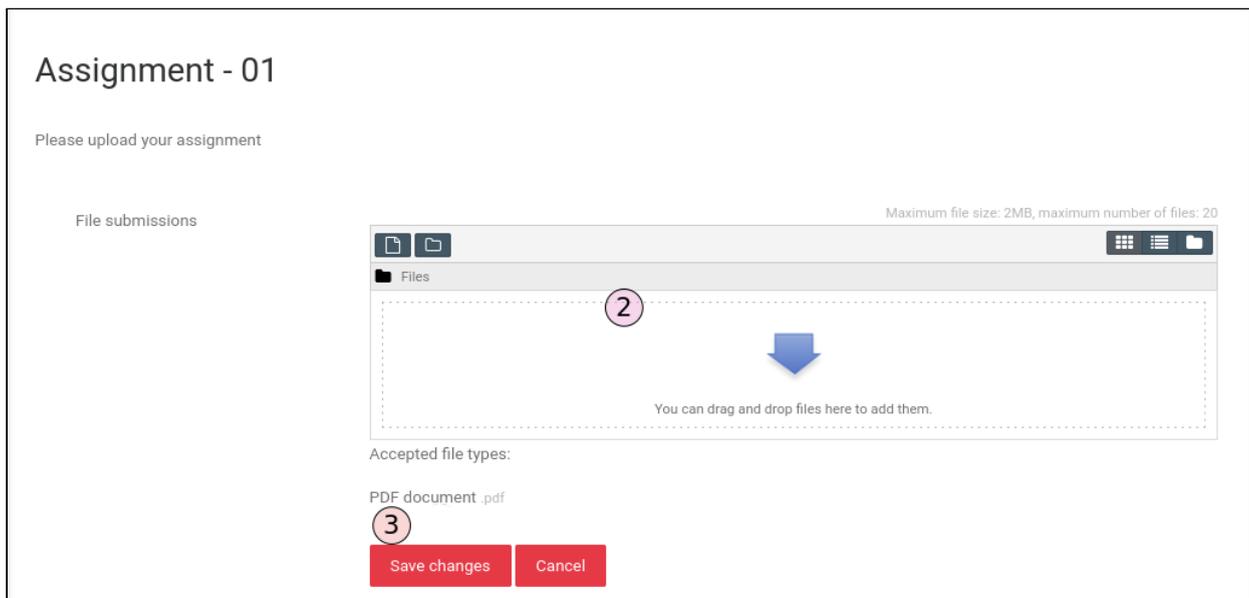
3. Click on the "Save Changes" button to save the changes.

4. Click on 'Edit submission' to make changes in the existing assignment.

Assignment - 01

Please upload your assignment

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Saturday, 15 January 2022, 12:00 AM
Time remaining	6 days 12 hours
Last modified	Saturday, 8 January 2022, 11:42 AM
File submissions	Checklist Report (7).pdf 8 January 2022, 11:42 AM
Submission comments	▶ Comments (0)

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Edit submission   Remove submission

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<u>Support</u>

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