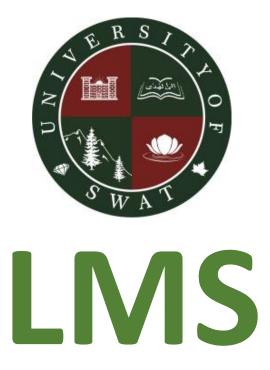
UNVERSITY OF SWAT

Aspiring for Quality education with Relevance



Learning Management System

User Manual for Teachers

Directorate of IT, University of Swat Sector D, Kanju Town Ship Swat KPK

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Welcome to Learning Management System!

University of Swat Learning Management System (LMS) provides students and faculty a secure online environment for online teaching and learning, course management, and collaborative learning.

The Learning Management System (LMS) provides functionality that can be used by faculty members and students to facilitate classroom and distance learning in a web-based environment.

Course management and learning tools allow instructors to add lectures schedule and lectures material (such as notes, slides), add and mark assignments, conduct online tests and other assessments.

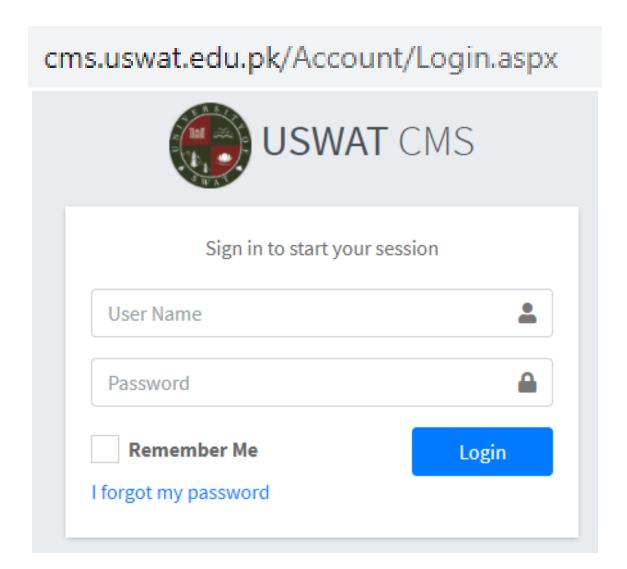
Students can view and access their course schedules, course descriptions, Online Lectures, assignments, grades, quizzes and many other services. They can also complete online assignments and participate in live sessions

Some of the key features of the LMS include:

- Course Details: all course details like the overview of course, web links, course FAQs,
 course glossary, course-related contents and downloads and scheme of study.
- Students can view time-critical information and announcement from instructor or from university.
- Students can view summarized academic record to monitor academic progress
- Online tests and quizzes

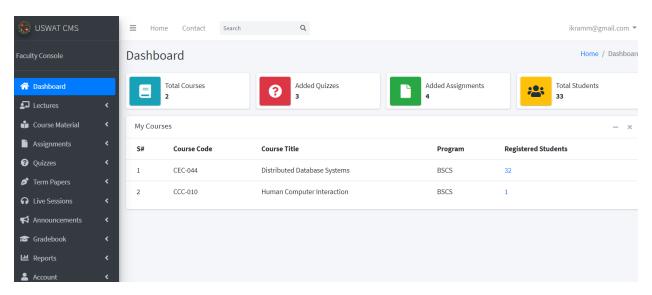
Login CMS

- 1. Open installed Browser on your computer that is Google Chrome or Internet Explorer
- 2. Type cms.uswat.edu.pk/Account/Login.aspx in search bar and press Enter
- 3. Enter your User Name provided by University of Swat
- 4. Enter password provided from University of Swat Administration via Email
- 5. Tik Remember me for next time Login without entering User Name and Password
- 6. Click on Login Button



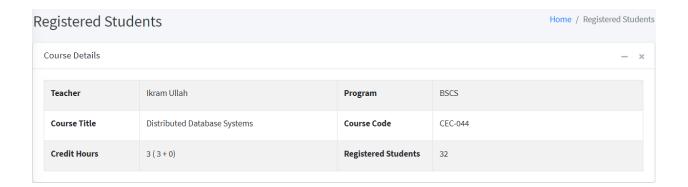
Dashboard

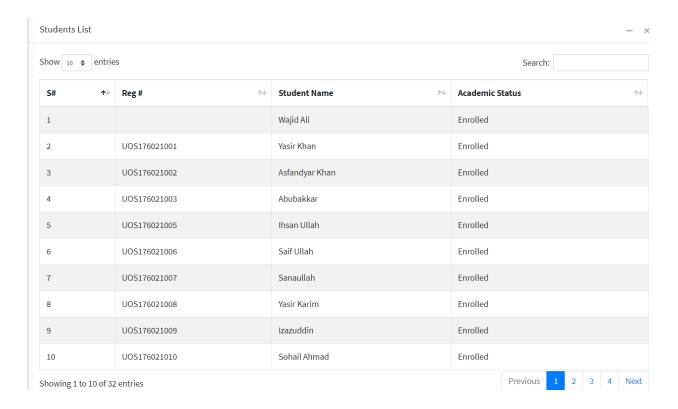
After logging in a Dashboard Screen Will be appear where teachers can have access to their total registered courses, lectures, course material, assignments, Quizzes, presentations, practical laboratory work, term papers, live sessions, announcements, grade book, reports and account information



Teacher can select any of menu from left hand side, to add course related information, manage added information and I if needed can delete irrelevant or outdated information from CMS

In the main dashboard screen teachers can view their registered students by clicking the number of students under registered students heading, students can be finding out by inserting student name in the search bar. You can increase and decrease the number of students in the page by changing number of shown entries on the top of the list





Lectures

In this tab Teacher can add week wise theory lecture/lab lectures,

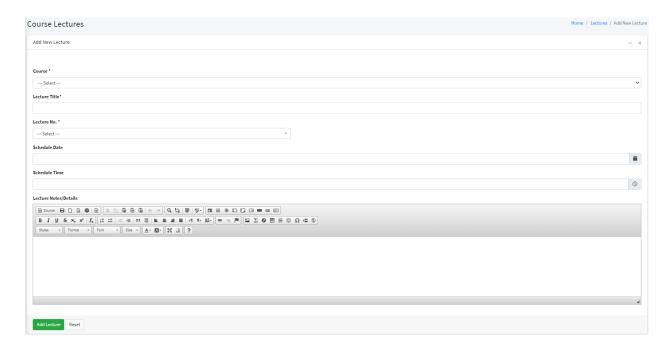
Lectures -> Add New Lecture/ Add New Lab

Under Add New Lectures/Add New Lab tab teachers can add and update week wise Lectures/Labs and manage uploaded lectures/Labs

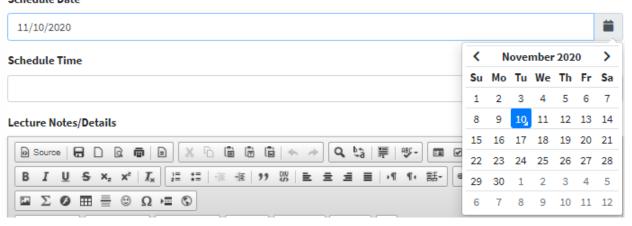
To add a lecture, Click on Lectures tab and then click Add New Lecture

The following screen will be appeared Follow these Steps:

- 1. Select the desired course from your registered courses in which you are uploading a lecture
- 2. Add Lecture title
- 3. Select Lecture No. (consider no.1 while uploading Week 1 Lectures)

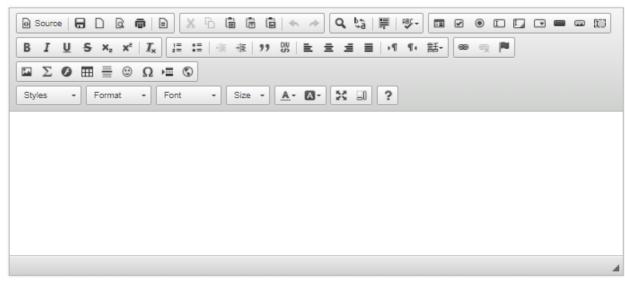


4. Schedule Lecture date form right side using Calendar Schedule Pate



- 5. Schedule Lecture time
- 6. Add Lecture Notes/Details in the Box with proper formatting

Lecture Notes/Details



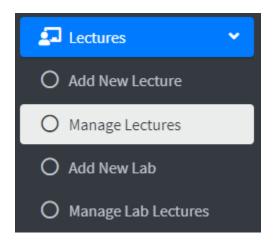
7. To successfully add lecture, click on Add Lecture or Reset if want to reset entries



The same process will be used while uploading practical Lab Lecture/Lab Work

Lectures -> Manage Lectures/Manage Lab Lectures

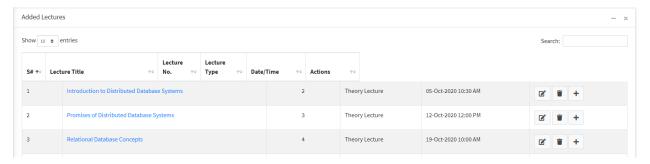
Under Manage Lectures/Manage Lab Lecture tabs teachers can manage uploaded lectures/Labs



To Manage uploaded lecture, Click on Lectures tab and then click Manage Lectures and Follow below Steps:



- 1. Select your registered course
- 2. Click on Load Lectures, Uploaded lectures will be shown



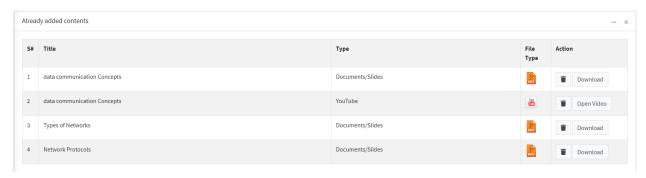
- 3. To upload lecture contents, click on lecture title, A new page will open
- 4. You can select content Category such as:
 - a. Document/Slides
 - b. Audio
 - c. Html
 - d. Video
 - e. YouTube Video
 - f. Image





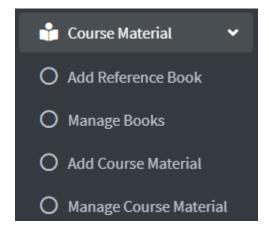
- 5. Select Documents/Slides
- 6. Add Content Title/Name
- 7. Click on Choose File to be uploaded from your computer
- 8. Add Description to your Content
- 9. Click Save to Add Content to the Lecture

Uploaded Lectures will be shown, where you can see document Type, File Type and action buttons, you can Delete or Download your lecture contents



Course Material

Under Course Materials you can add Reference Book, Manage Books, Add Course Material and Manage Course Material



Course Material -> Add Reference Book

To Add a Reference Book Click Add Reference Book, select desired Course, Add Title of the Book and fill these attributes

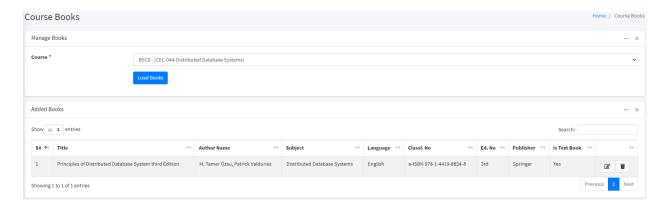
- a. Author(s) use comma between authors if more than one author
- b. Subject Name
- c. Language
- d. Classification No
- e. Edition No
- f. Publisher
- g. Book URL (address)
- h. Tik if Book is Textbook
- 1. Click Save button to add Reference Book

Manage Books

To manage uploaded Reference books, click on manage Books tab Select desired course and click on Load Books

You can view your uploaded reference book and take actions such as edit it or delete it



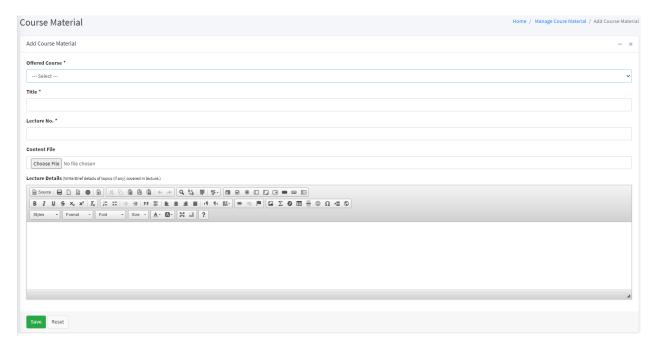


Add Course Material

In this tab you can add Course Materials Such as Books in PDF or another format related to offered course

To add course material

- 1. Click on Add Course Material
- 2. Select offered Course from drop down menu
- 3. Add Title to the Material and Lecture no.
- 4. Click Choose File to add Content Files from your computer
- 5. Write brief details of topics (if any) covered in lecture
- 6. Click Save button

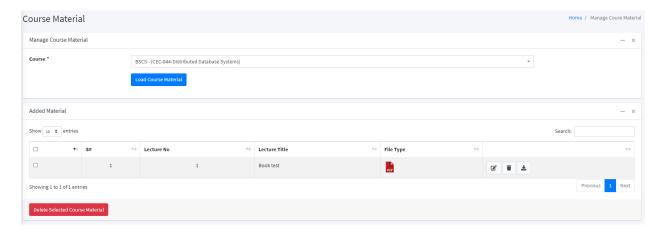


Manage Course Material

To manage course material, Click on Manage Course, Select offered course and click on Load Course Material

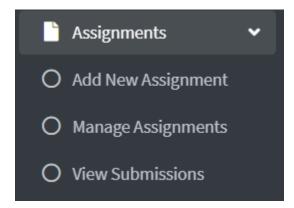
You can see added materials in the list and can do the following

- a. Edit added Materials
- b. Download it
- c. Delete Selected Course Material



Assignments/Presentations/Lab

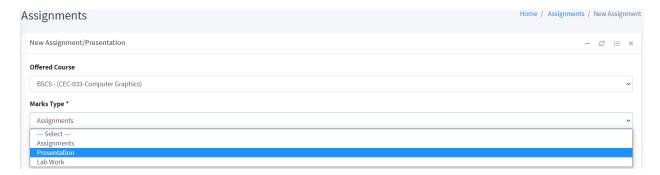
In this tab Teacher can add and manage new Assignments/ presentations/ Labs and view students' assignments Submission status



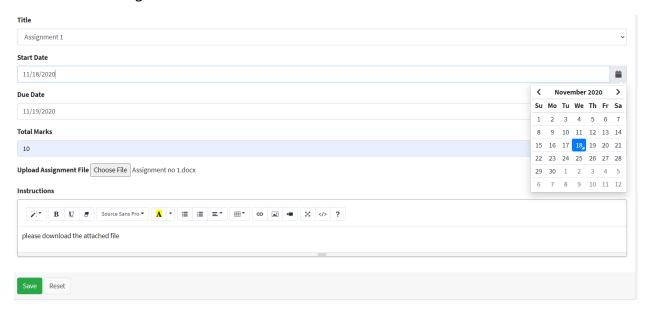
To add new assignments/presentation/Lab, Click on Add new Assignments

Select offered course from drop down menu, then select Marks type from one of the following

- Assignments
- Presentation
- Lab work



Select title for your assignment/ presentation / lab then add start date, due date, total marks and upload assignment file from your computer by clicking choose file button, finally add instructions in the given text area and click on Save button.



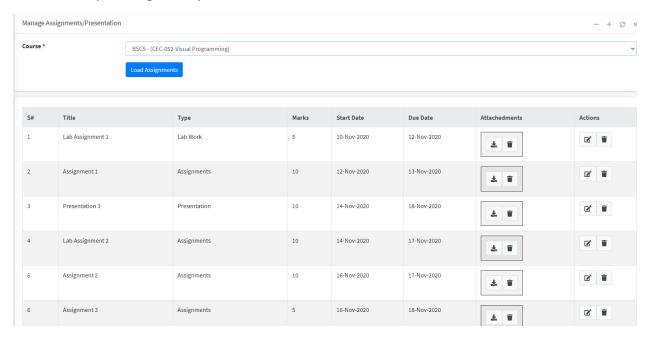
Your assignment will be successfully saved



Manage Assignments

Under this tab teacher can manage added assignments, presentations and laboratory work. To manage assignments, click on Manage Assignments under Assignments tab. A new page will be open, select a course from drop down list and click on Load assignments

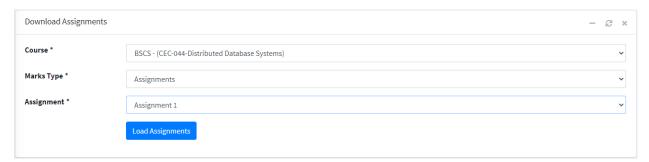
A list of uploaded assignments, presentations and Lab work will be displayed with serial no, Title, Type, Marks, start date, Due Date and attachments which can be downloaded and deleted and edited by clicking on respective link.



View Submissions

In this tab teacher can download assignments submitted by students and can also allow resubmission to students who haven't submitted pending tasks in the due time due to a valid reason

To download assignments/ view submissions click on View submissions under Assignments tab, select respective course from drop down menu, select marks type(assignments/presentations) and click on Load Assignments



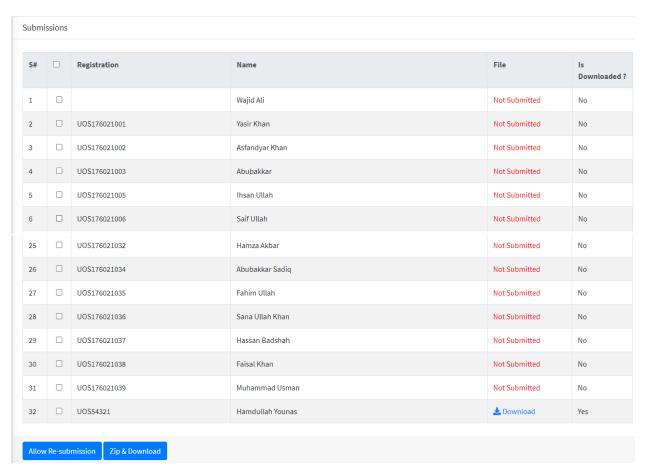
Submissions will be displayed on the current page with registration no, Name, file (submitted/Not) and download status

To download submitted file from students, click on **Download** option

To allow a student to re submit the assignment, first mark the student and then click on Allow Re-submission, teacher can allow multiple students to allow resubmission by marking students first in the list

To download assignments in bulk, marks students who submitted assignments and click on **Zip** & **Download**

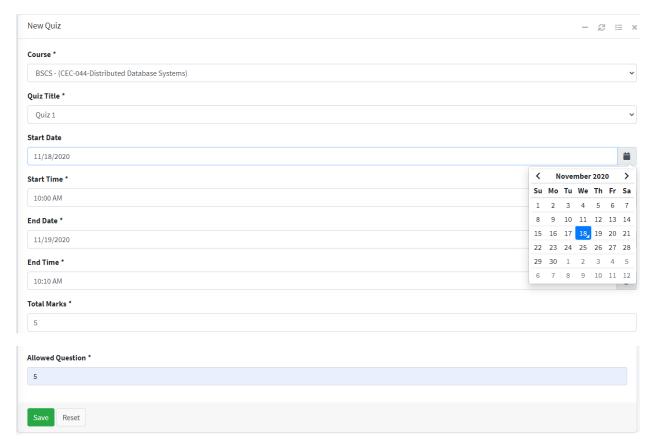
When files are downloaded, it is the responsibility of teacher check students' assignments and then add marks in **Grade Book** Menu



Quizzes

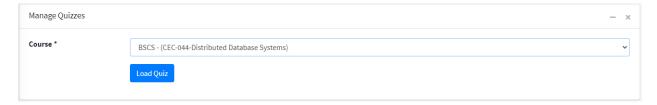
In this tab, teacher can add New Quiz, Manage Quiz, add questions to quizzes, manage quiz questions and View attempted quizzes

To add New Quiz, Click on Add New Quiz, under Quizzes tab, select course from drop down menu, add quiz title, set start and end date using calendar, enter end time for quiz, set total marks and duration of quiz in minutes also set number of questions in quiz, finally click on Save button

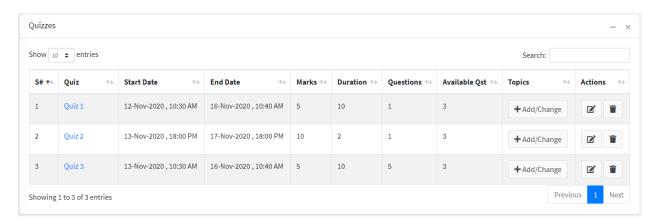


Manage Quiz

To manage added quizzes, click on Manage Quizzes under Quizzes tab, select course from drop down menu and click on Load Quizzes



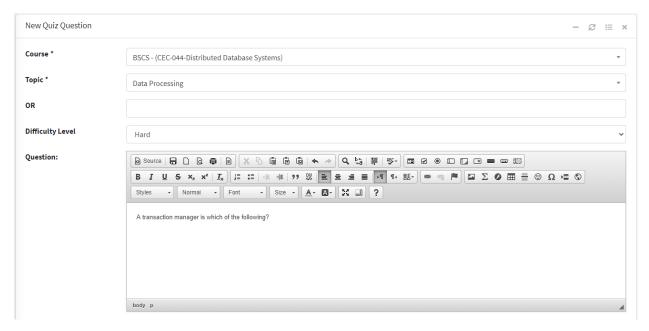
Added guizzes will be displayed on the same page



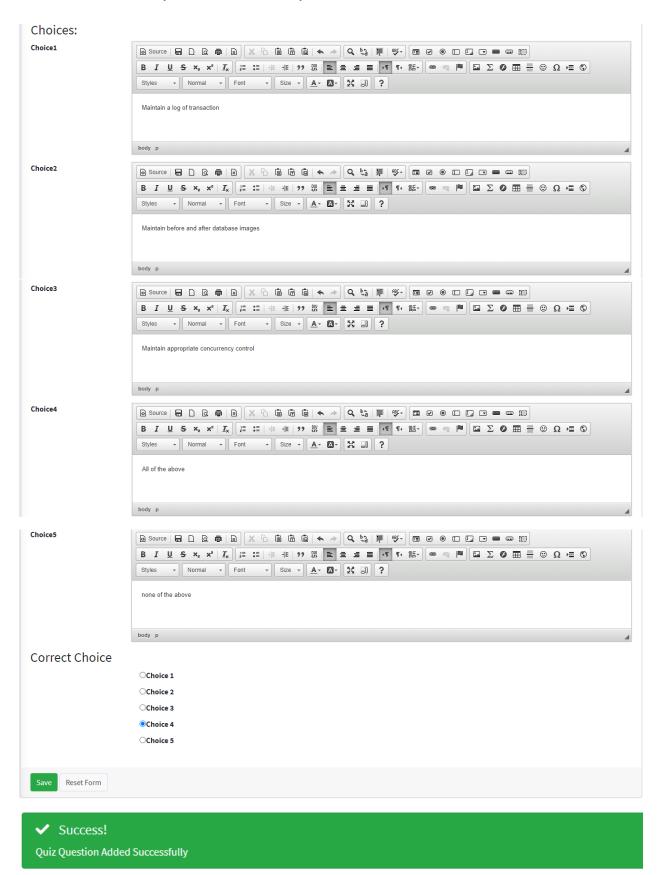
Teacher can have access to recently added quizzes, to view attempted quizzes click on the quiz name, to add or change quiz topic, click on add/change button below Topics heading, to edit or delete quiz, click on action buttons

Add Quiz Question

While quiz is created, teacher have to add questions to the quiz, to do so click on Add Quiz Questions under Quizzes menu, New Quiz Question page will be opened, select course from drop down menu, add topic to the quiz, select difficulty level from drop down menu, insert quiz question in the Question text area

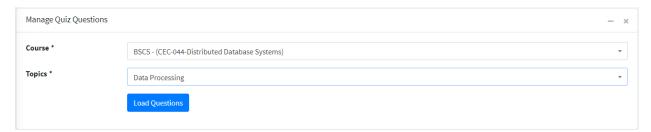


add multiple choices in Choices text areas, finally select correct choice from radio buttons at the bottom and click Save button



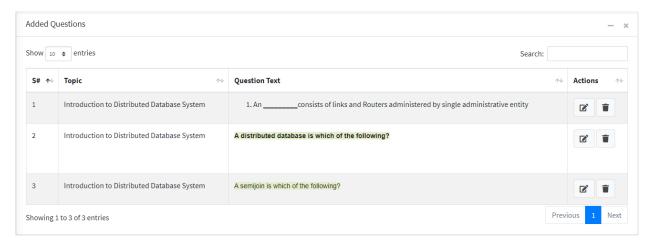
Manage Quiz Questions

To manage quiz questions, click on Manage Quiz Questions under Quizzes tab, Manage Quiz Questions page will be opened, select course from drop down menu, select quiz topic and click on Load Questions

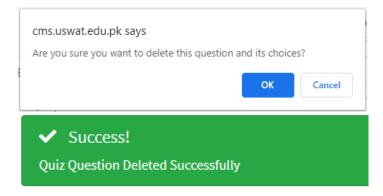


Added Questions will be displayed on the same page, you can see quiz topic, Question text and action buttons i.e. is to edit or delete added quiz questions

To edit a quiz question, click on edit button to edit quiz question and to delete quiz question click on delete button



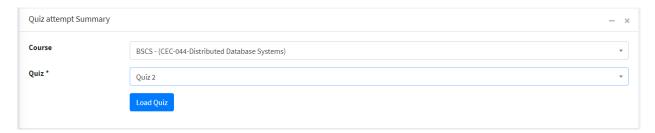
When delete button clicked CMS will ask that are you sure to delete this question and its choice, click **OK** to delete quiz question



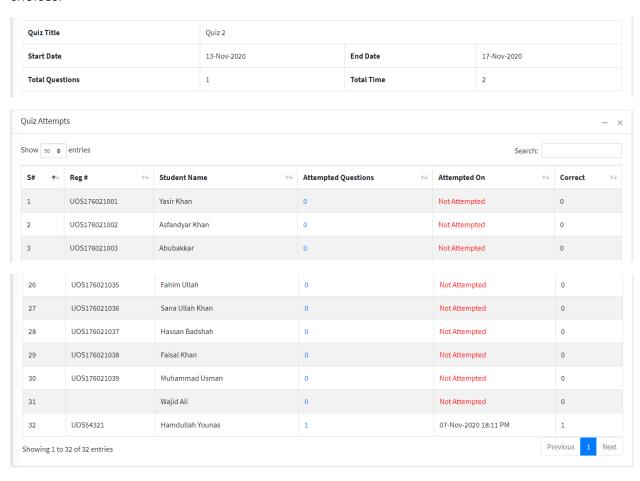
View Attempted Quizzes

To view quiz attempt summary, click on View attempt Quizzes under Quizzes tab.

It will take you to the Quiz attempt Summary page, select course from drop down menu, select quiz and click on Load Quiz



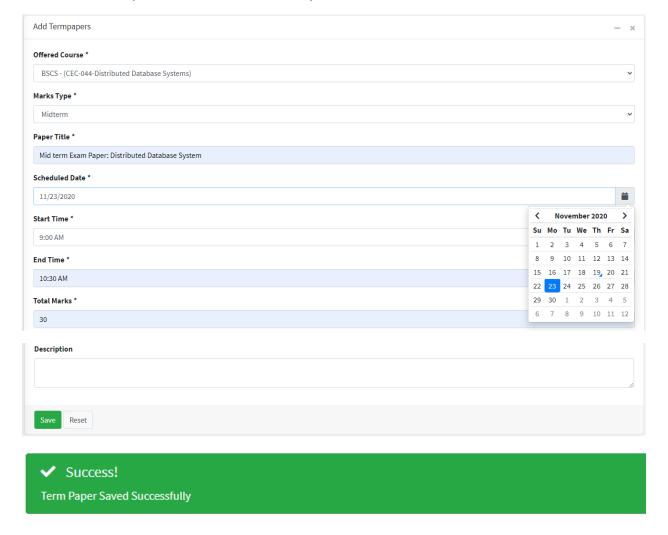
Quiz details and attempt summary will be display on the same screen with student's registration numbers, names, Attempted questions, attempted on/not and correct attempted choices.



Term papers

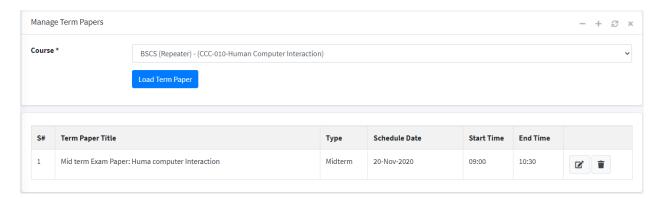
In order to calculate grades of students, teacher had to add mid-term and final-term papers in online CMS system, to add term papers, click on Add Term Paper under Term papers tab, it will take you to Term Papers page.

Select offered course from drop down menu, then select Mark Type (mid-term or final term), add Paper title, schedule paper date using calendar option, set start and end time, add total marks and description in the text area, finally click on Save button



Manage Term Papers

To update, edit or delete term papers, click on Manage Term papers under Term Papers, it will take you to Manage term paper page, select course from drop down menu and click on Load Term Paper, It will display added term papers in the list below with Term Paper Title, Type (mid-term/Final term), schedule date, start time, end time and action buttons to edit or delete term papers

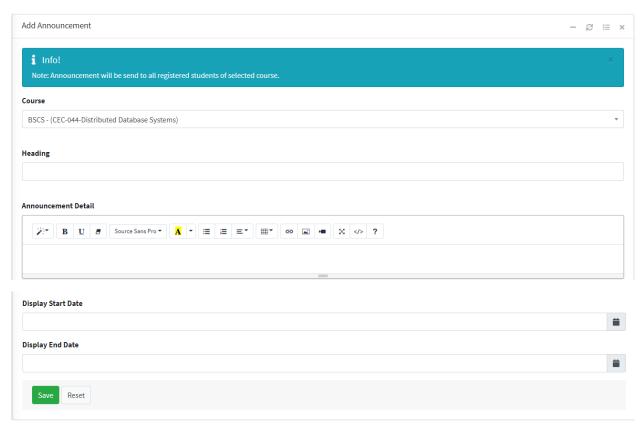


Live Sessions

Live session can be created by teacher to interact with students Online to deliver lectures or discuss events with students during live streaming

Announcements

In this tab teacher can add time critical information which will be send to all registered students of registered course, to add new announcement click on **Add New** button under **Announcements tab**, select course from drop down menu, add heading to the announcement, announcements details, display start date, display end date and click on Save button

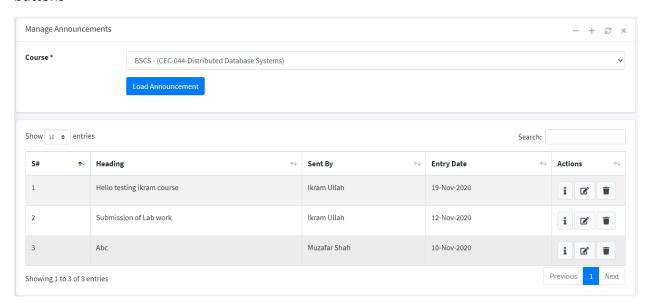


Announcement will be added successfully

Manage Announcements

To edit or delete added announcements, click on **Manage announcements** under Announcements tab, select course from drop down menu and click on **Load announcements**.

Added announcements will be displayed on the same screen with heading, sent by, Entry date and action buttons, take desired action, you can click on announcements detail, edit or delete buttons



Grade Book

This tab takes students to the page where a brief overview of grades is displayed. First of all, all the Courses are listed for which students are registered. Against each course is the Score achieved in that particular course. The score is the cumulative percentage of individual marks taken. The GPA is then calculated using the marks listed in the score field. The GPA obtained is then fed in a specified criterion and the Grade is calculated. Any remarks about the grade, GPA, or score are displayed in the Remarks field. In the end, the percentage is calculated according to a defined criterion.

In grade book teacher can add and manage assignments, quizzes and term papers marks

Add Assignments/Presentations Marks

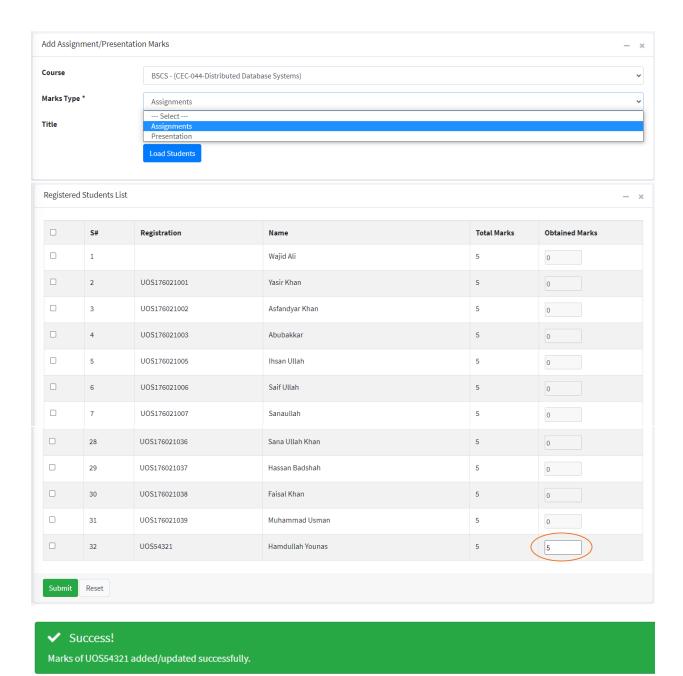
In order to add marks, students first must download assignment/presentations file from LMS student panel and then submitted that in concern area in LMS, teacher had also to download students submitted files from **View submission** page under **Assignments** tab

To add assignments/ Presentations marks, Click on **Add Assignments Marks**, under Grade Book, it will take you to Add assignments/Presentations page

Select respective course from drop down menu, select marks type (Assignment/Presentations) then select title of same assignment/presentations number and click on **Load Students**.

It will display registered students list with their registration numbers, Name, Total marks in concern assignments/presentations.

Select students and insert obtained marks of students in the empty fields and click on Submit button

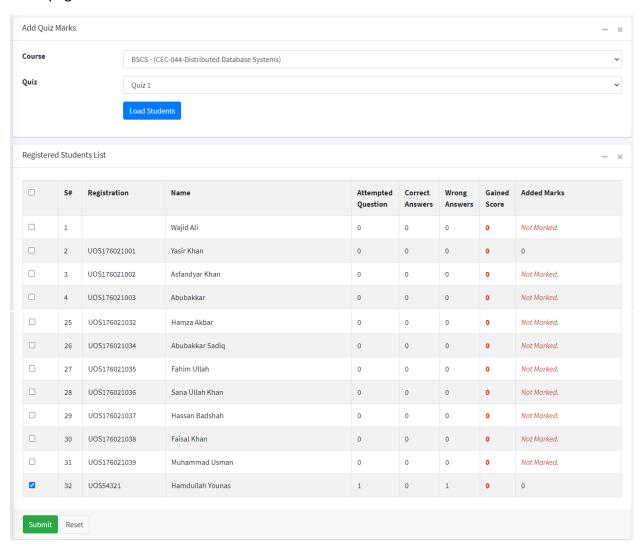


Add Quiz Marks

As you already know in **Quizzes** tab that teacher can add quizzes along with quiz questions, Students had to attempt quizzes online, teacher did not need to add marks in Quiz as their score in quizzes will be added automatically in the Grade book

To view students Quiz marks, Click on **Add Quiz Marks** under Grade Book, select respective course and quiz number from drop down menu and click on **Load Students**

Registered Students list along with their registration numbers, Name, Attempted Questions, Correct Answers, Wrong Answers, Gained Score and Added Marks List will be displayed in the same page.



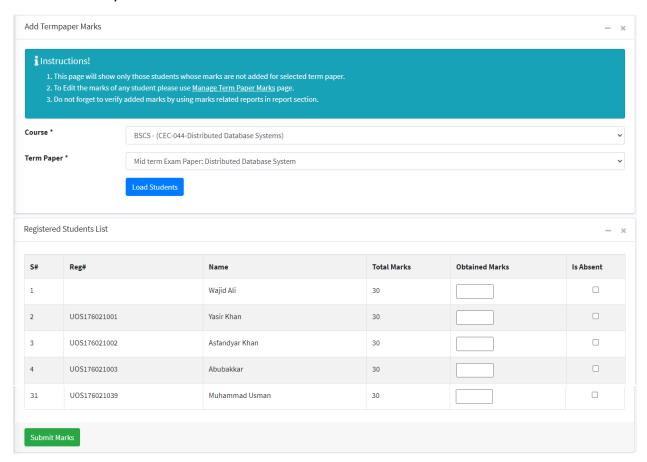
Add Term Paper Marks

To add term papers marks, Click on **Add Term Papers Marks** under **Grade Book**, it will take you to Term papers Marks page with below instructions,

- 1. This page will show only those students whose marks are not added for selected term paper.
- 2. To Edit the marks of any student please use Manage Term Paper Marks page.
- 3. Do not forget to verify added marks by using marks related reports in report section.

Select course and Term paper (mid/final term) from drop down menu and click on **Load Students**, Registered Students list will be displayed on the same page, with their registration numbers, names, total marks, obtained marks empty field and 'is absent' check box.

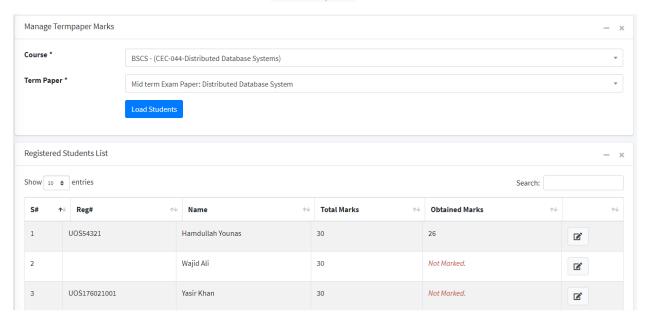
Enter Students obtained marks in obtained marks field and check if students were absent during physical examination and click on Submit button, students' marks will be successfully added to LMS system



Manage Term Paper Marks

To manage term papers marks, click on **Manage term paper marks** under Grade Book Section, it will take you to the Manage term paper Marks page, in this tab teacher can edit students term paper marks, To do so, select course and term paper from drop down menu and click **Load Students**

Registered Students list will be displayed on the same page with their registratrion number, name, Total Marks, Obtaind Marks and @ edit option



Click on detail option, it will take you to Add term paper page, update student term paper marks and click on Save button, Term paper marks will be updated successfully

