

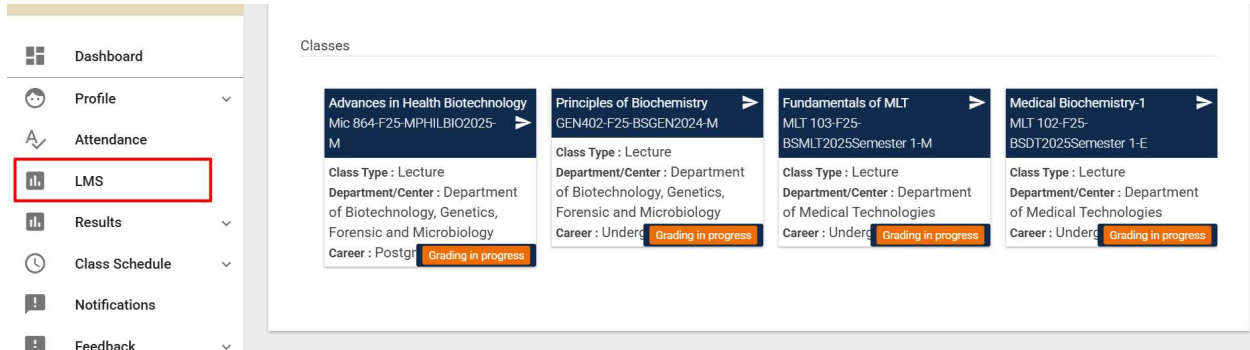
# UNIVERSITY OF SWAT



## Learning Management System Faculty Portal Manual

## Login into CMS faculty account

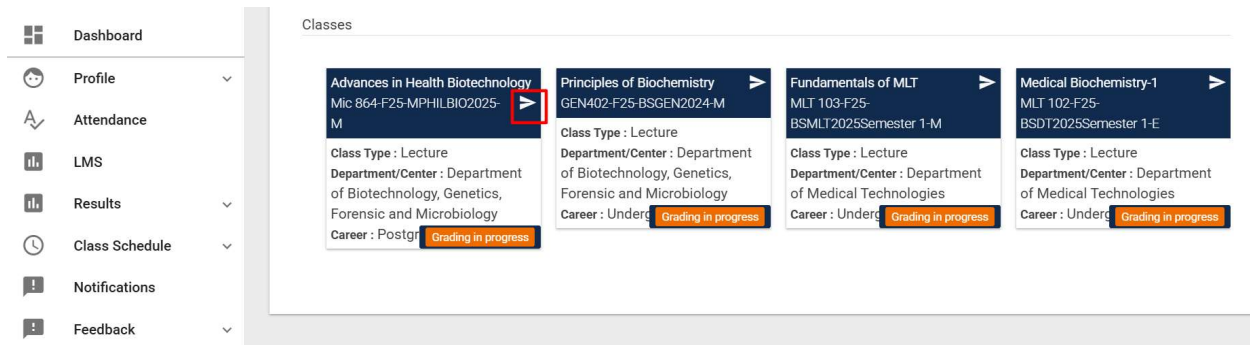
### 1. In menu select the LMS



The screenshot shows the CMS faculty account dashboard. On the left is a navigation menu with items: Dashboard, Profile, Attendance, LMS (highlighted with a red box), Results, Class Schedule, Notifications, and Feedback. The main content area is titled 'Classes' and displays four course cards:

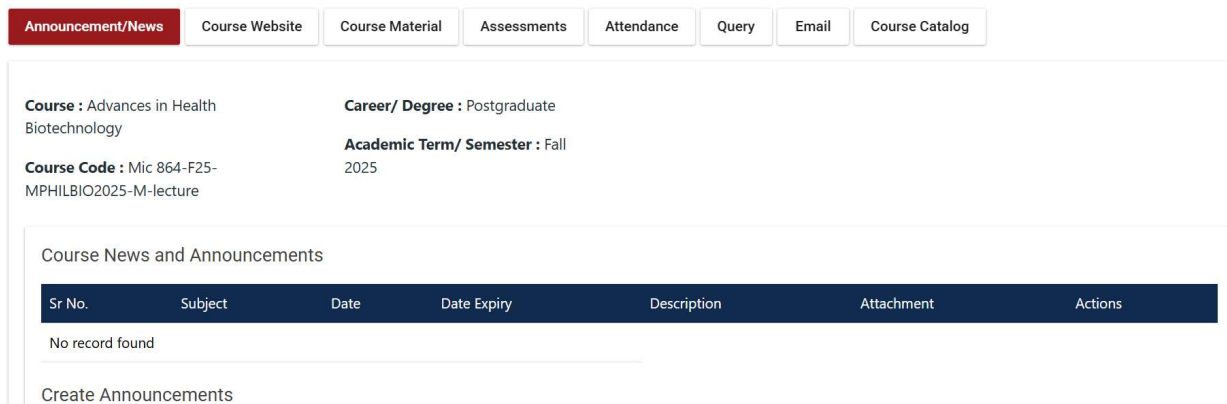
- Advances in Health Biotechnology**  
Mic 864-F25-MPHILBIO2025-M  
Class Type : Lecture  
Department/Center : Department of Biotechnology, Genetics, Forensic and Microbiology  
Career : Postgraduate **Grading in progress**
- Principles of Biochemistry**  
GEN402-F25-BSGEN2024-M  
Class Type : Lecture  
Department/Center : Department of Biotechnology, Genetics, Forensic and Microbiology  
Career : Undergraduate **Grading in progress**
- Fundamentals of MLT**  
MLT 103-F25-BSMLT2025Semester 1-M  
Class Type : Lecture  
Department/Center : Department of Medical Technologies  
Career : Undergraduate **Grading in progress**
- Medical Biochemistry-1**  
MLT 102-F25-BSDT2025Semester 1-E  
Class Type : Lecture  
Department/Center : Department of Medical Technologies  
Career : Undergraduate **Grading in progress**

### Select the course



The screenshot shows the same CMS faculty account dashboard as above. The 'LMS' menu item is no longer highlighted. In the 'Classes' section, the first course card, 'Advances in Health Biotechnology', is highlighted with a red box. The other course cards remain visible and unchanged.

### 2. Enter announcements as per your department schedule or class schedule



The screenshot shows the CMS announcement management interface. At the top, there are several tabs: **Announcement/News** (selected), Course Website, Course Material, Assessments, Attendance, Query, Email, and Course Catalog. Below the tabs, the following information is displayed:

**Course :** Advances in Health Biotechnology  
**Career/ Degree :** Postgraduate  
**Course Code :** Mic 864-F25-MPHILBIO2025-M-lecture  
**Academic Term/ Semester :** Fall 2025

Below this information is a section titled 'Course News and Announcements' containing a table with the following columns: Sr No., Subject, Date, Date Expiry, Description, Attachment, and Actions. The table currently shows 'No record found'.

At the bottom of the section, there is a link labeled 'Create Announcements'.

### 3. Click on course website and enter all the relevant information

Announcement/News **Course Website** Course Material Assessments Attendance Query Email Course Catalog

**Course :** Advances in Health Biotechnology  
**Course Code :** Mic 864-F25-MPHILBIO2025-M-lecture  
**Career/ Degree :** Postgraduate  
**Academic Term/ Semester :** Fall 2025

Course News and Announcements

Sr No.	Subject	Date	Date Expiry	Description	Attachment	Actions
No record found						

Create Announcements

Course Information **Additional Info** Calendar of Activities Course Books Web Resources

**Course :** Advances in Health Biotechnology  
**Course Code :** Mic 864-F25-MPHILBIO2025-M-lecture  
**Career/ Degree :** Postgraduate  
**Academic Term/ Semester :** Fall 2025

Course Requirements

Source | X | Copy | Paste | Undo | Redo | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Bulleted List | Numbered List | Indent Left | Indent Right | Quote | Link | Unlink | Table | Table of Contents | Help

Styles - | Format - | ?

### 4. Enter course material

Announcement/News Course Website **Course Material** Assessments Attendance Query Email Course Catalog

**Course :** Advances in Health Biotechnology  
**Course Code :** Mic 864-F25-MPHILBIO2025-M-lecture  
**Career/ Degree :** Postgraduate  
**Academic Term/ Semester :** Fall 2025

Course Material

Sr No.	Course Material File	Description	Actions
No record found			

Create Info

## 5. In the assessment portion of the LMS, choose the assignment and upload the assignment to the students





**Course :** Advances in Health Biotechnology  
**Course Code :** Mic 864-F25-MPHILBIO2025-M-lecture

**Career/ Degree :** Postgraduate  
**Academic Term/ Semester :** Fall 2025

ASSESSMENTS CONFIGURE ASSESSMENTS

Assessments list

Please Note: Assessment code should be unique













Seq	Type	Name	Code	Max Marks	Assessment Date	Downloadable	Student Visibility	Actions
1	Assignment/Prese		A1	20.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	   

## 6. Upload assignment for the students

ASSESSMENTS CONFIGURE ASSESSMENTS

Assessments list

Please Note: Assessment code should be unique




Seq	Type	Name	Code	Max Marks	Assessment Date	Downloadable	Student Visibility	Actions
1	Assignment/Prese		A1	20.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	   
2	Final		F1	50.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	   
3	MidTerm		M1	30.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	   

## 7. Add attachment

The screenshot shows the LMS interface for 'Advances in Health Biotechnology' with the course 'MPHILBIO2025-M-lecture'. The 'ASSESSMENTS' section is active, and the 'CONFIGURE ASSESSMENTS' tab is selected. An 'Attachment' dialog box is open, with the 'Add Attachment' button highlighted by a red box. Below the dialog, the 'Assessments list' table is visible, with the 'Add Attachment' icon in the 'Actions' column of the first row highlighted by a red box.

Assessments list

Please Note: Assessment code should be unique




Seq	Type	Name	Code	Max Marks	Assessment Date	Downloadable	Student Visibility	Actions
1	Assignment/Prese	A1	20.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Final	F1	50.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3	MidTerm	M1	30.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		

## 8. View student uploaded attachments

The screenshot shows the 'Assessments list' table in the LMS interface. The 'View Attachments' icon in the 'Actions' column of the first row is highlighted by a red box.

Assessments list

Please Note: Assessment code should be unique

Seq	Type	Name	Code	Max Marks	Assessment Date	Downloadable	Student Visibility	Actions
1	Assignment/Prese	A1	20.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Final	F1	50.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3	MidTerm	M1	30.0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		

## 9. Query submitted by students (if any)

Announcement/News Course Website Course Material Assessments Attendance **Query** Email Course Catalog

**Course :** Advances in Health Biotechnology  
**Course Code :** Mic 864-F25-MPHILBIO2025-M-lecture

**Career/ Degree :** Postgraduate  
**Academic Term/ Semester :** Fall 2025

[NEW QUERIES](#) [ANSWERED QUERIES](#)

Query

Sr No.	Student	Date	Question	Actions
No record found				