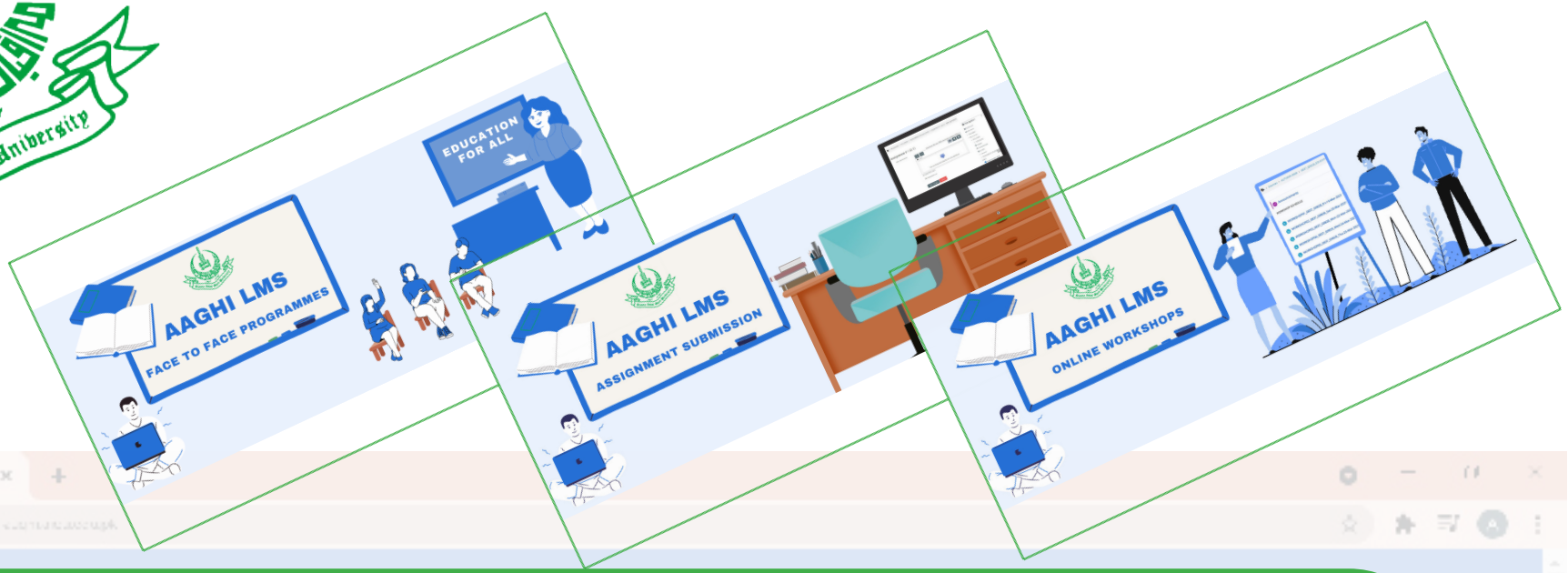
Allama Iqbal Open University

Directorate of Information & Communication Technology



AAGHI LEARNING MANAGEMENT SYSTEM (LMS)

MANUAL FOR STUDENTS

LEARNING MANAGEMENT SYSTEM (LMS) MANUAL FOR STUDENTS

Dear Students,

Welcome to Students' manual for Learning Management System (LMS). This manual will help you to use LMS in an efficient manner. If you have participated in any of our orientation sessions this manual will prove handy to make your way around our system. We will start with brief introduction to LMS followed by phase-wise process to use various features of this system.

What is a LMS?

LMS stands for Learning Management System and is a web-based system to manage various learning oriented activities. The LMS contain course management, student management, teacher management, activity management and resource management modules. The basic theme of a LMS is to facilitate learning by streamlining collaboration between teachers and students.

Some conventions used in this manual

Red circle with 1 indicated the step you have to perform

(1) Perform some action

This rectangle explains what to perform in a certain step.

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Section 1

INTRODUCTION TO AAGHI LEARNING MANAGEMENT SYSTEM AND LOG-IN PROCESS

The LMS of AIOU is named AAGHI (Open Learning Institute of Virtual Education). The system can be accessed via website address (http://aaghi.aiou.edu.pk). The website requires you to provide log-in credential i.e. username and password. Be advised that if you don't know your log-in credentials please contact the LMS Focal Person of your region for any LMS related support Like (Login credentials, Training etc).

Regional Office	Email Address	Regional Office	Email Address	Regional Office	Email Address
ABBOTABAD	lms_abbottabad@aiou.edu.pk	KASUR	lms_kasur@aiou.edu.pk	QUETTA	lms_quetta@aiou.edu.pk
ATTOCK	lms_attock@aiou.edu.pk	KALAT	lms_kalat@aiou.edu.pk	RAHIM YAR KHA	lms_rykhan@aiou.edu.pk
BAHAWALNAGAR	lms_bahawalnagar@aiou.edu.pk	KARACHI	lms_karachi@aiou.edu.pk	RAWALAKOT	lms_rawalakot@aiou.edu.pk
BAHAWALPUR	lms_bahawalpur@aiou.edu.pk	KOHAT	lms_kohat@aiou.edu.pk	RAWALPINDI	lms_rawalpindi@aiou.edu.pk
CHAKWAL	lms_chakwal@aiou.edu.pk	LAHORE	lms_lahore@aiou.edu.pk	SAHIWAL	lms_sahiwal@aiou.edu.pk
CHITRAL	lms_chitral@aiou.edu.pk	LARKANA	lms_larkana@aiou.edu.pk	SARGODHA	lms_sargodha@aiou.edu.pk
D.M.JAMALI	lms_dmjamali@aiou.edu.pk	MALIR	lms_malir@aiou.edu.pk	SHEIKHUPURA	lms_sheikhupura@aiou.edu.pk
DADU	lms_dadu@aiou.edu.pk	D.I. KHAN	lms_dikhan@aiou.edu.pk	SIALKOT	lms_sialkot@aiou.edu.pk
DG KHAN	lms_dgkhan@aiou.edu.pk	MARDAN	lms_mardan@aiou.edu.pk	SKARDU	lms_skardu@aiou.edu.pk
FAISALABAD	lms_faisalabad@aiou.edu.pk	MIANWALI	lms_mianwali@aiou.edu.pk	SUKKUR	lms_sukkur@aiou.edu.pk
GAWADAR/TURBAT	lms_turbat@aiou.edu.pk	MIRPUR AJK	lms_mirpur@aiou.edu.pk	SWAT	lms_swat@aiou.edu.pk
GILGIT	lms_gilgit@aiou.edu.pk	MITHI	lms_mithi@aiou.edu.pk	THATTA	lms_thatta@aiou.edu.pk
GUJRANWALA	lms_gujranwala@aiou.edu.pk	MULTAN	lms_multan@aiou.edu.pk	TIMERGARA	lms_timergara@aiou.edu.pk
HYDERABAD	lms_hyderabad@aiou.edu.pk	MUZAFFARABAD	lms_muzaffarabad@aiou.edu.pk	TOBA TEK SINGH	lms_ttsingh@aiou.edu.pk
ISLAMABAD	lms_isb@aiou.edu.pk	NAGAR	lms_nagar@aiou.edu.pk	UMERKOT	lms_umerkot@aiou.edu.pk
JHANG	lms_jhang@aiou.edu.pk	NAROWAL	lms_narowal@aiou.edu.pk	VEHARI	lms_vehari@aiou.edu.pk
JHELUM	lms_jhelum@aiou.edu.pk	PESHAWAR	lms_peshawar@aiou.edu.pk	ZHOB	lms_zhob@aiou.edu.pk

1.1 WEBSITE ADDRESS OF AAGHI

Type http://aaghi.aiou.edu.pk address in your web browser. After the page is loaded click on "Learning Management System (LMS)" link as shown in Figure 1.

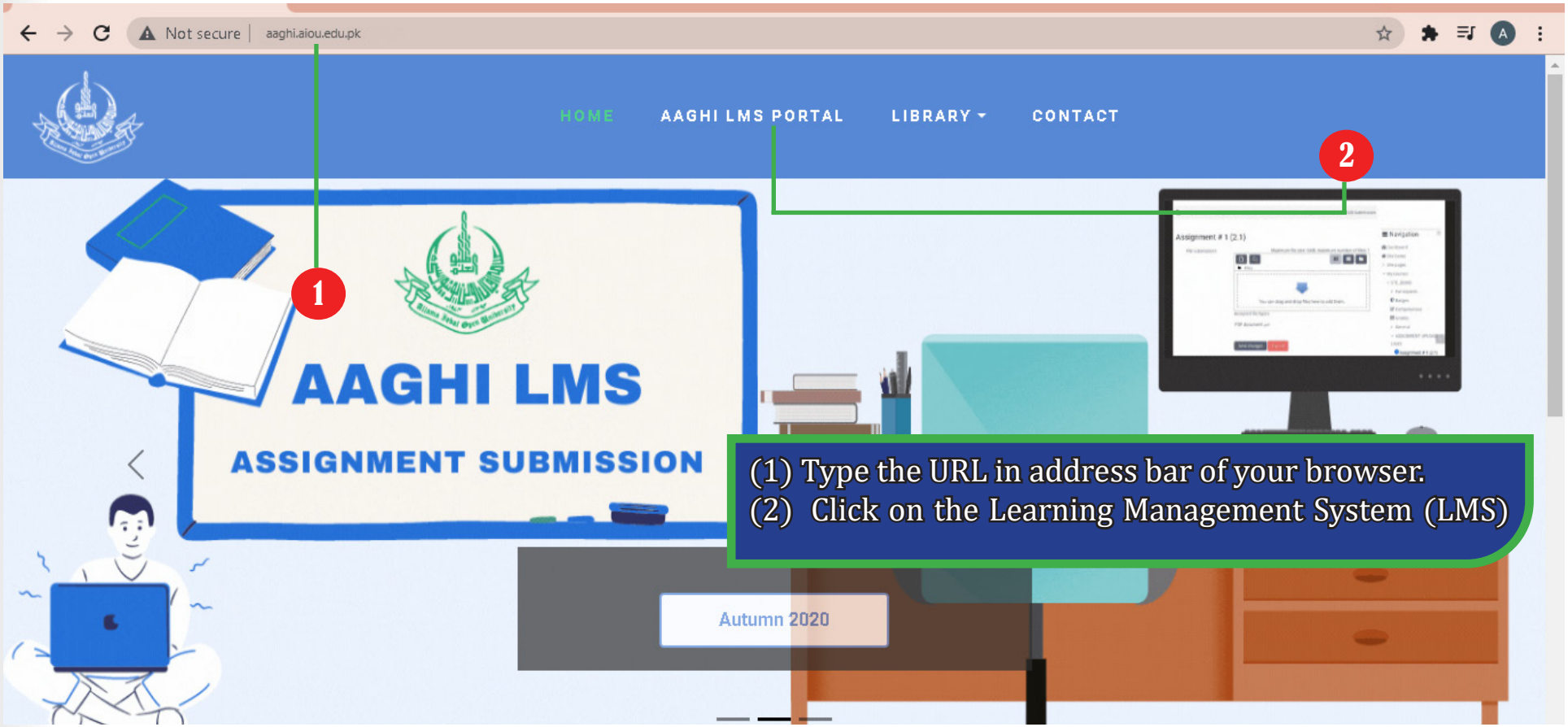

Figure 1

1.2 LOG-IN INTO LMS

The log-in process requires username and password. Type your username and password and click "Log in" button to enter into the LMS as shown in Figure 2.

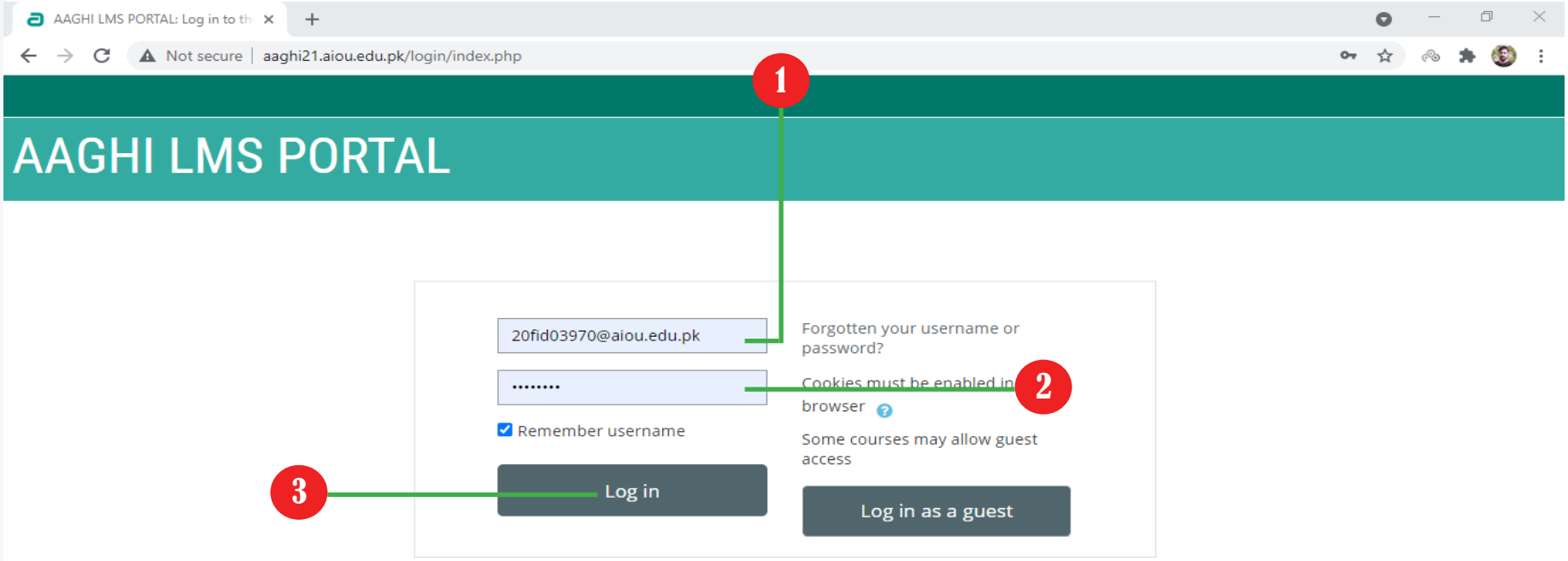

Figure 2

(1) Type your username, student should provide their registration number without dashes and spaces in lower case
(2) Type your password, your password would be communicated to you via email.
(3) Click on "Log in" button.

1.3 HOME PAGE AND LMS BLOCKS

After successful log-in you will see your home page as shown in Figure 3.

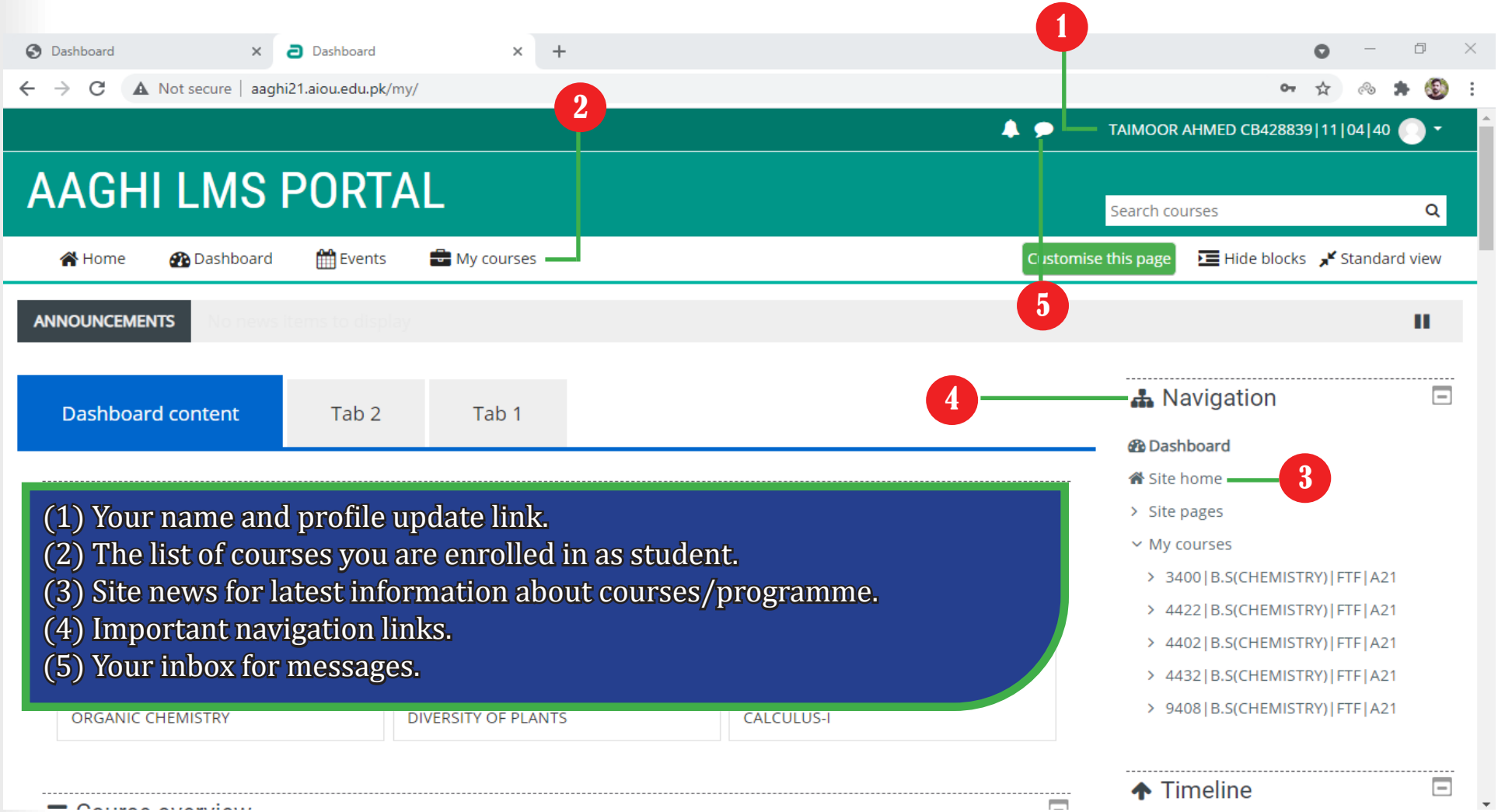

Figure 3

Section 2

UPDATING YOUR ACCOUNT PREFERENCES AND PROFILE

Account preference option provides a centralized page to update different setting of your LMS account. The most important options are “Change password” and “Edit profile”.

2.1 HOW TO CHANGE YOUR ACCOUNT PREFERENCES

In order to change your account preferences, click on your name at top right corner of your page and select "Preferences" option as shown in the Figure 4

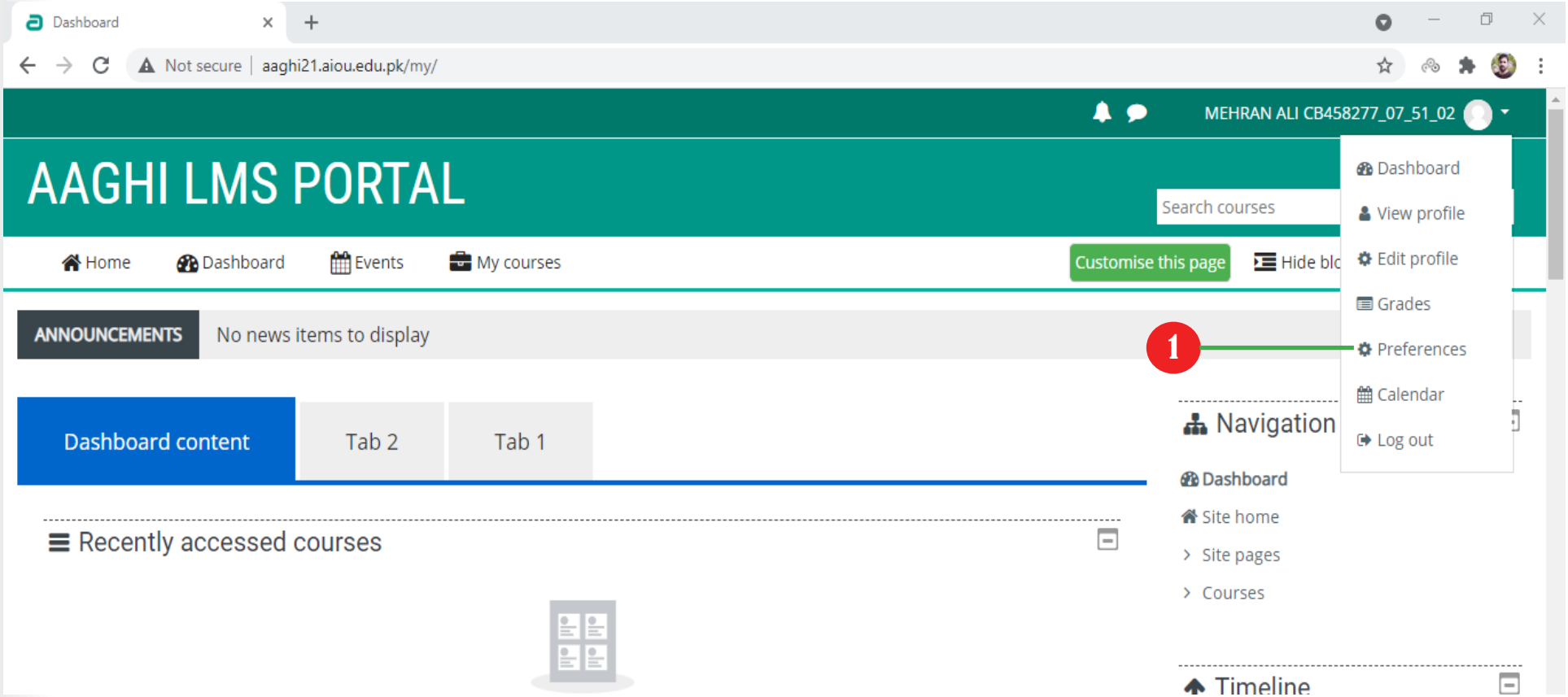

Figure 4

(1) Click on "Preference" link to update account settings.

2.2 LMS ACCOUNT PREFERENCES

Figure 5 shows different settings that you can change on "Preferences" page. The most important options are "Change password" and "Edit profile".

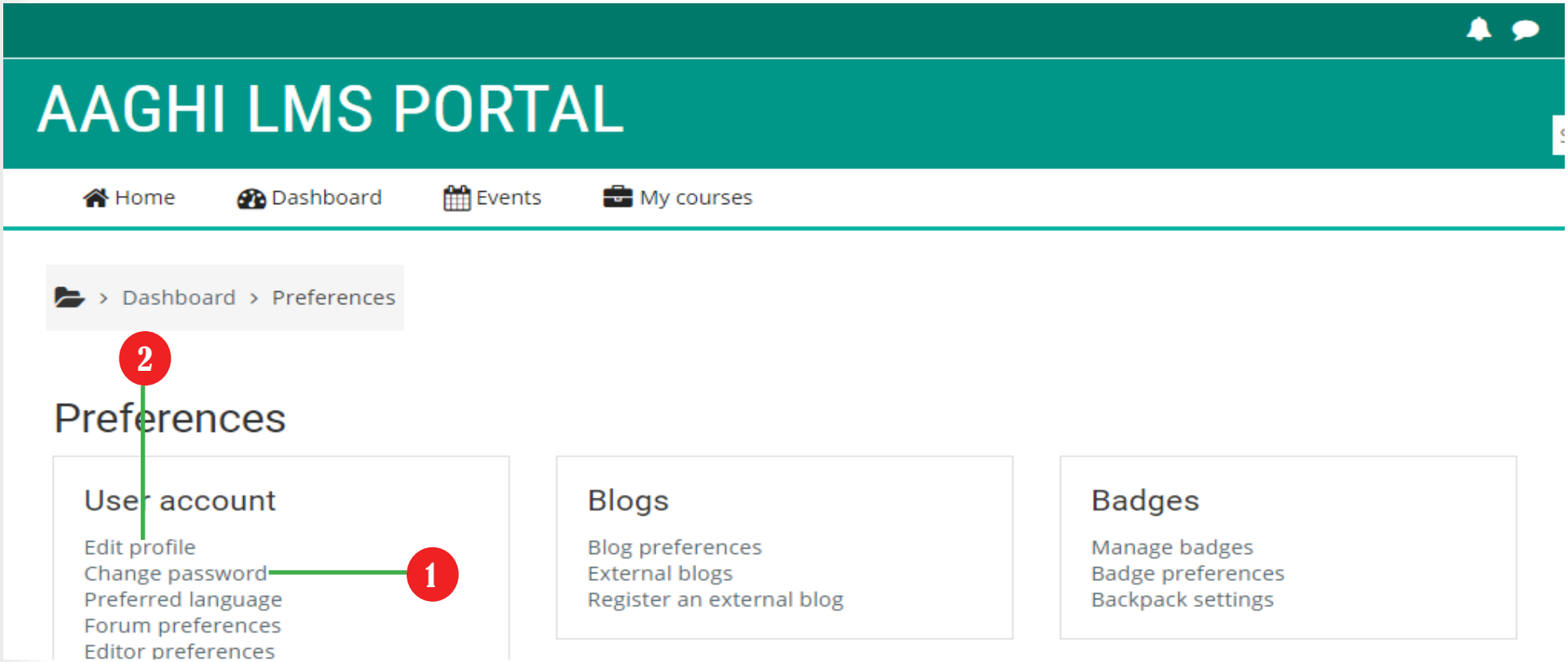

Figure 5

(1) Click on "Change password" link to change your account's password.
(2) Click on "Edit profile" link to change profile settings.

2.3 HOW TO CHANGE YOUR PASSWORD

On “Change password” page under “Preferences” you will be prompted to enter your current password and new password as shown in the Figure 6

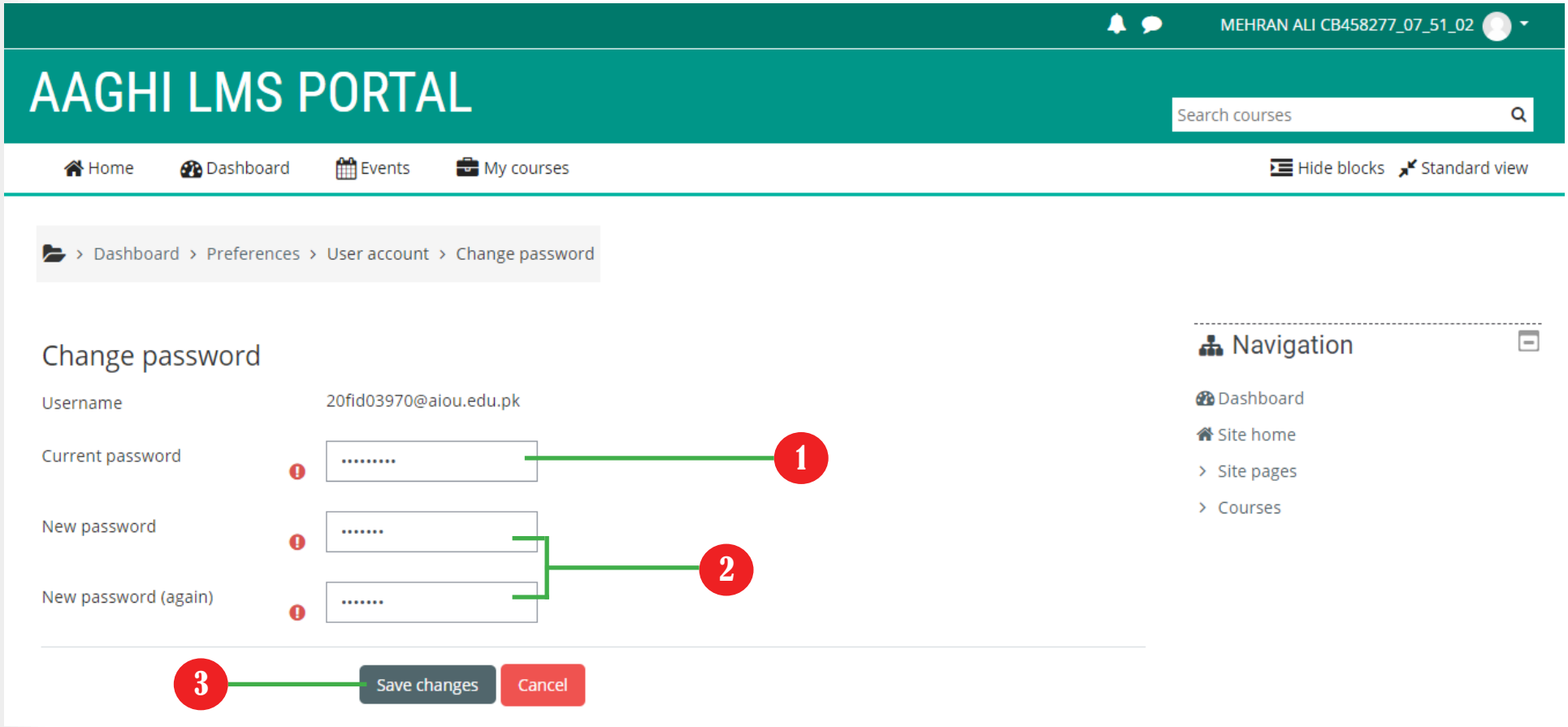

Figure 6

(1) Type your current password.
(2) Type your new password twice.
(3) Click “Save changes” button to update your password.

2.4 HOW TO EDIT YOUR PROFILE

Your account profile contains personal information like your first name, email and picture. You can update your account information by clicking "Edit profile" link under "Preferences" as shown in Figure 7. It is recommended that student update their email address with valid one.

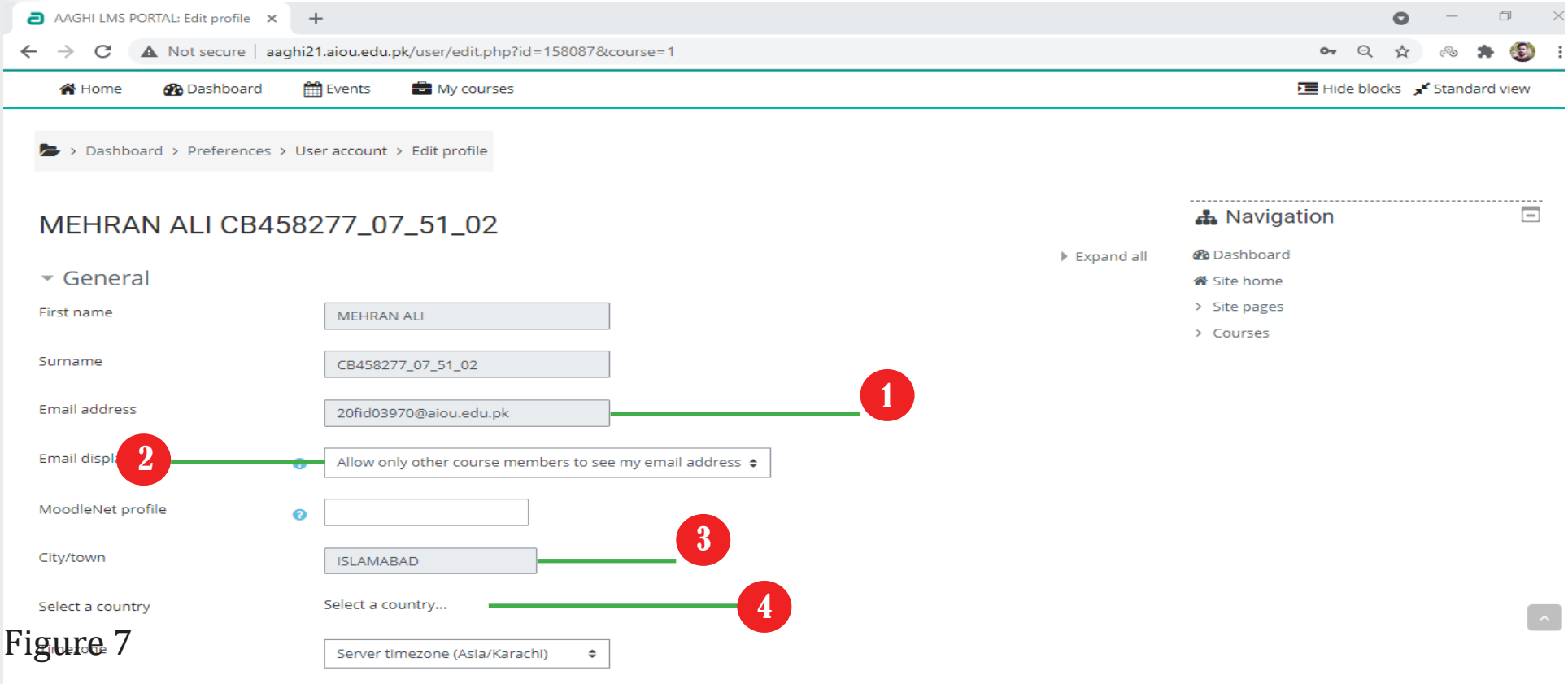

Figure 7

(1) Type to change your email address.
(2) Select option to allow other to see your email address.
(3) You can change your city.
(4) You can update your country.

2.5 HOW TO UPLOAD YOUR PICTURE

On "Edit profile" page you can upload your picture by drag & drop method as shown in Figure 8. In order to drag & drop a picture, open the folder containing your picture file and drag it by pressing and moving the mouse button towards the windows of LMS area and drop it

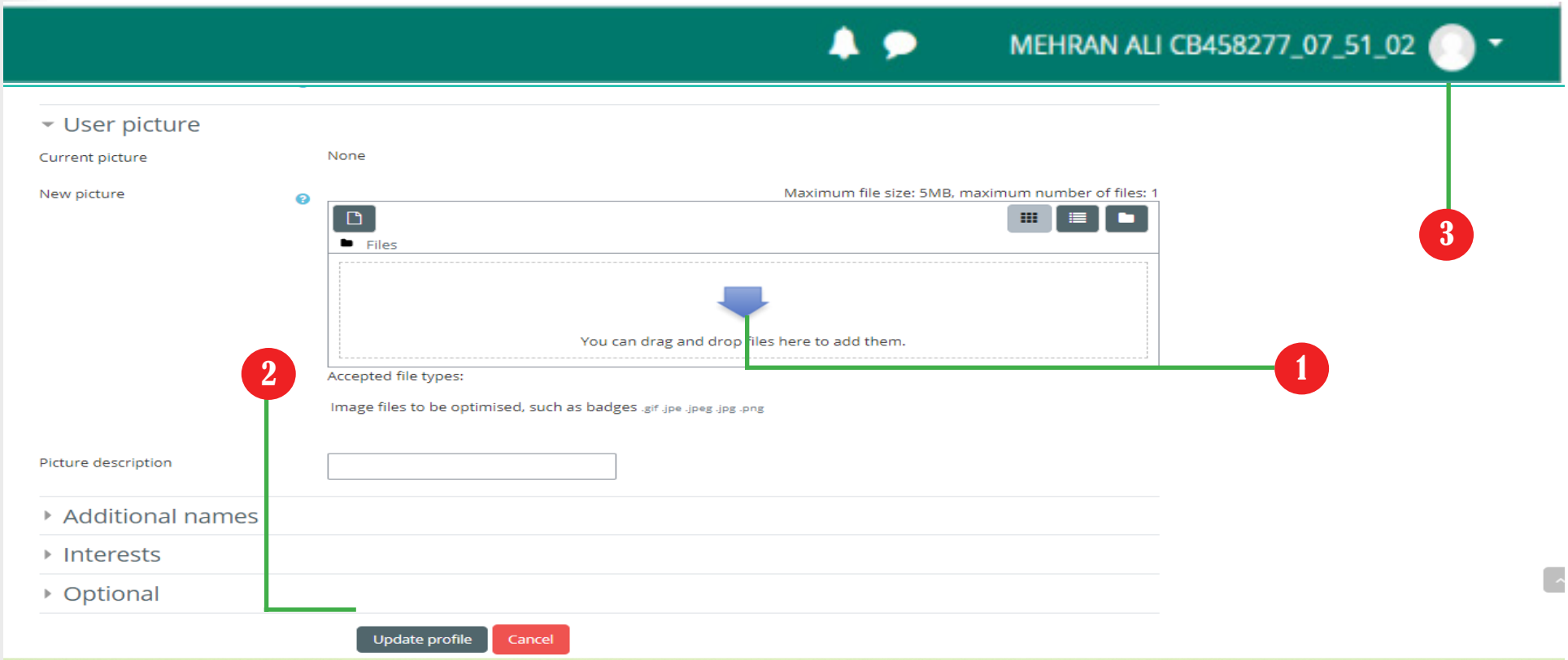

Figure 8

(1) Drag & Drop your picture here.
(2) Click "Update profile" button to reflect change in your profile.
(3) Your picture will appear here along with your name.

Section 3

LOG-OUT AND PASSWORD RECOVERY PROCESS

After completing your work on LMS, it is recommended that you should log-out from your current session. Furthermore, If you have forgotten your password, LMS provide a mechanism to reset password using your email address. This section describes the process to log-out and password recovery using email.

3.1 HOW TO LOG-OUT FROM LMS

To log-out, click on your name in top right corner and select "Log out" as shown in Figure 9.

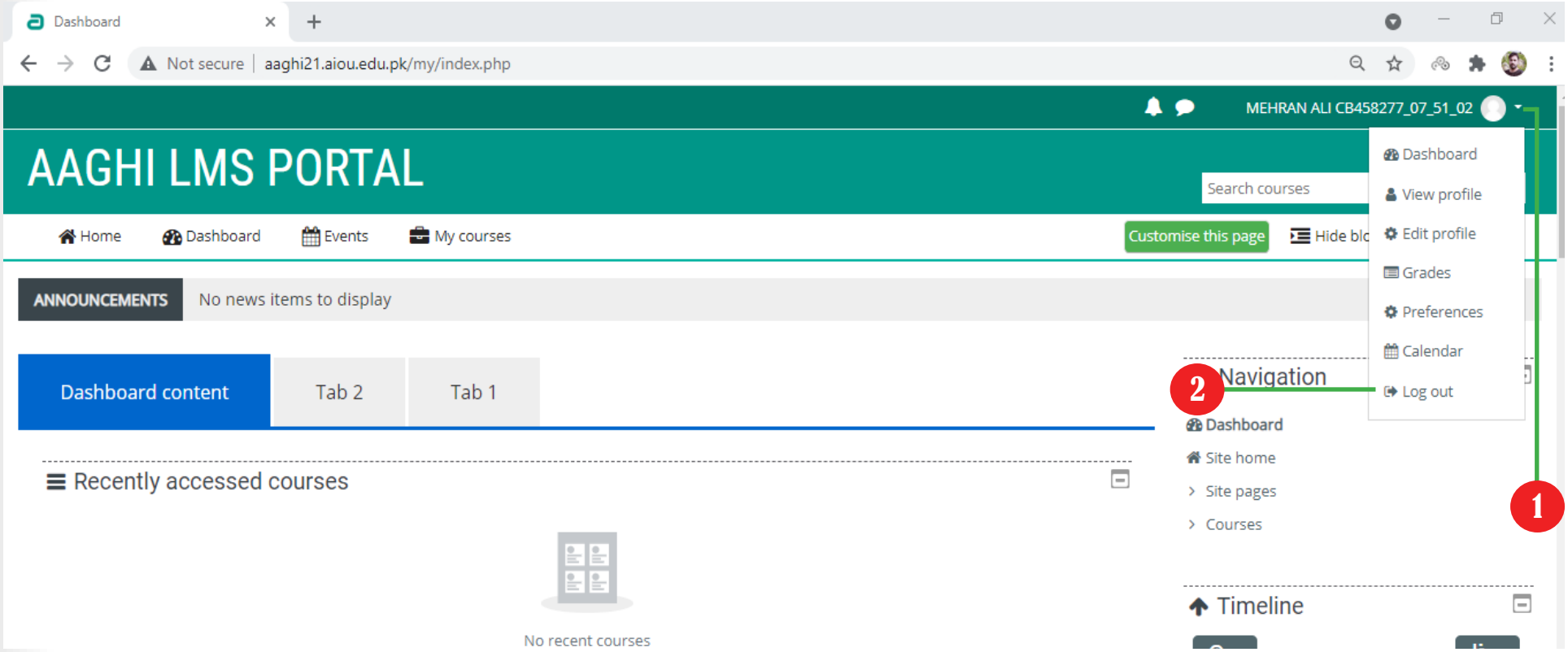

Figure 9

(1) Click on your name to show drop-down menu.
(2) Select "Log out" from drop-down menu.

3.2 HOW TO RESET YOUR PASSWORD

During the usage of LMS account, it might happen that you forgot your password, LMS provides a mechanism to reset the password via email address. Therefore, it is very important that during your registration process you should provide a valid email address. Follow the steps described in Figure 10 to 12 to reset your password.

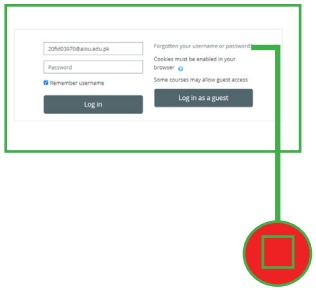

Figure 10

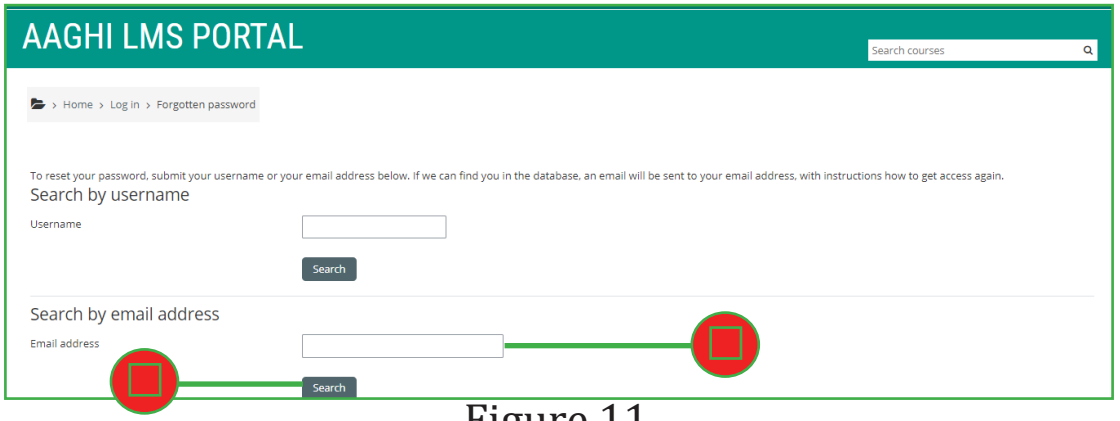

Figure 11

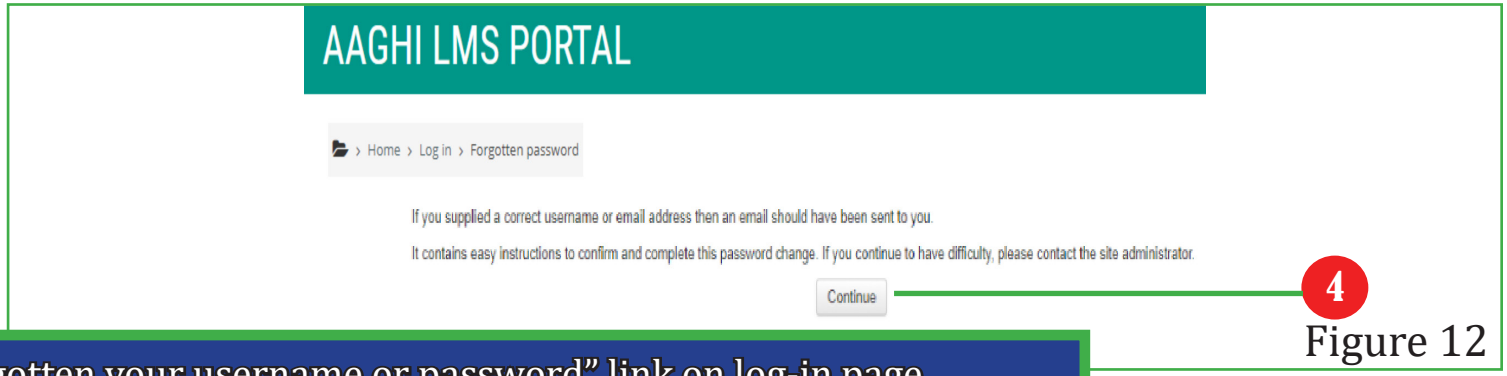

Figure 12

(1) Click on "Forgotten your username or password" link on log-in page.
(2) Provide your valid email address.
(3) Click "Search" button.
(4) Click "Continue" button.
NOTE: After that password reset link will be sent to your email, following which you can reset your password.

Section

4

LMS BLOCKS, HOME PAGE AND COURSE STRUCTURE

When you log-in to LMS, the first page contains different items grouped in form of blocks. These blocks contain links depending upon the location/ context of user. In simple terms these blocks provide suitable links to different options in LMS. The blocks provide you with different items for updating the home page or course settings.

4.1 HOME PAGE

"Home page" is the first page displayed when you log-in. The Figure 13 contains description of different blocks which are contained on "Home page". The "My courses" section contains a list of courses you are enrolled in.

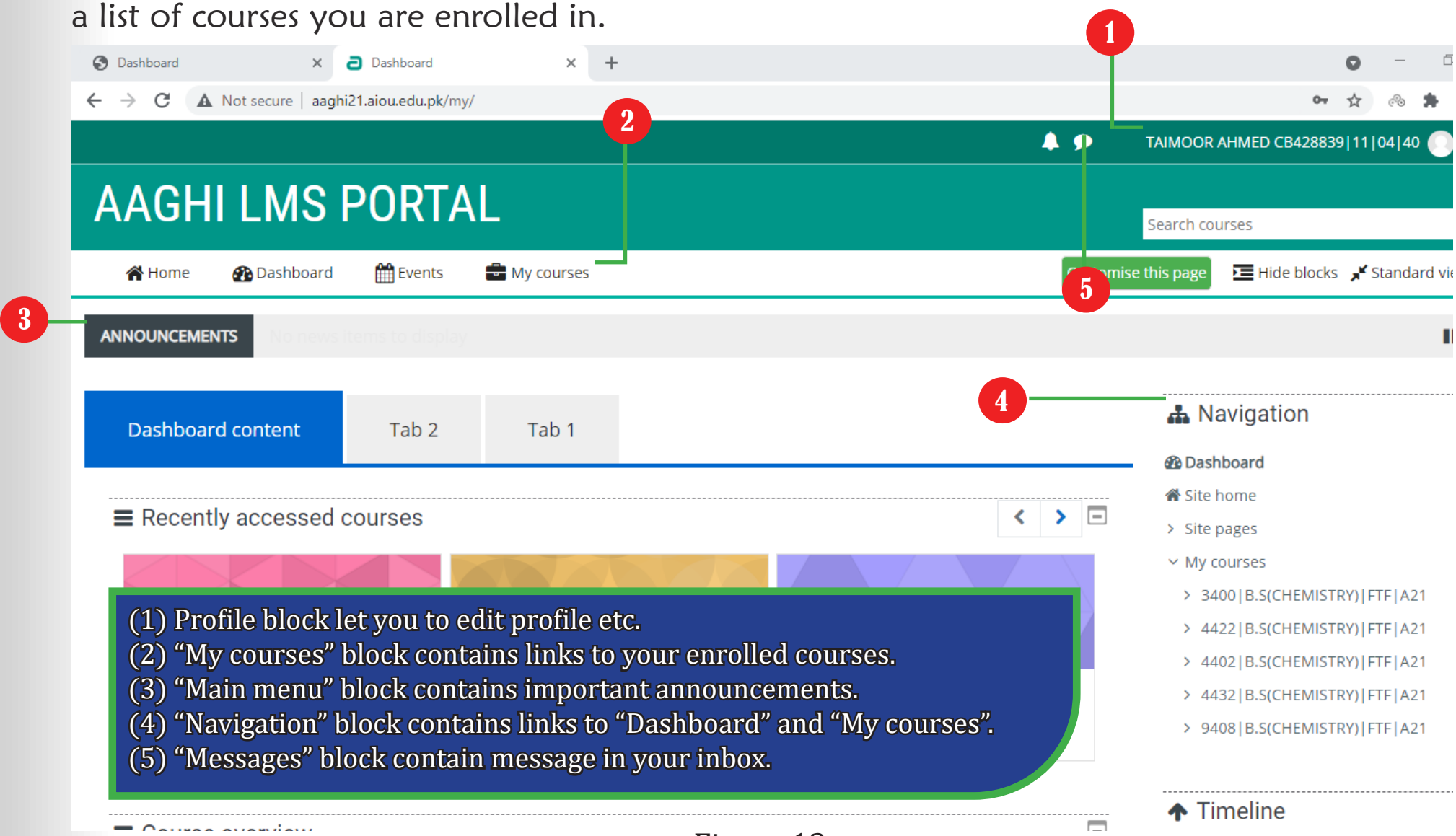

Figure 13

4.2 HOW TO ENTER INTO YOUR COURSE

Click on the course you want to enter as shown in Figure 14

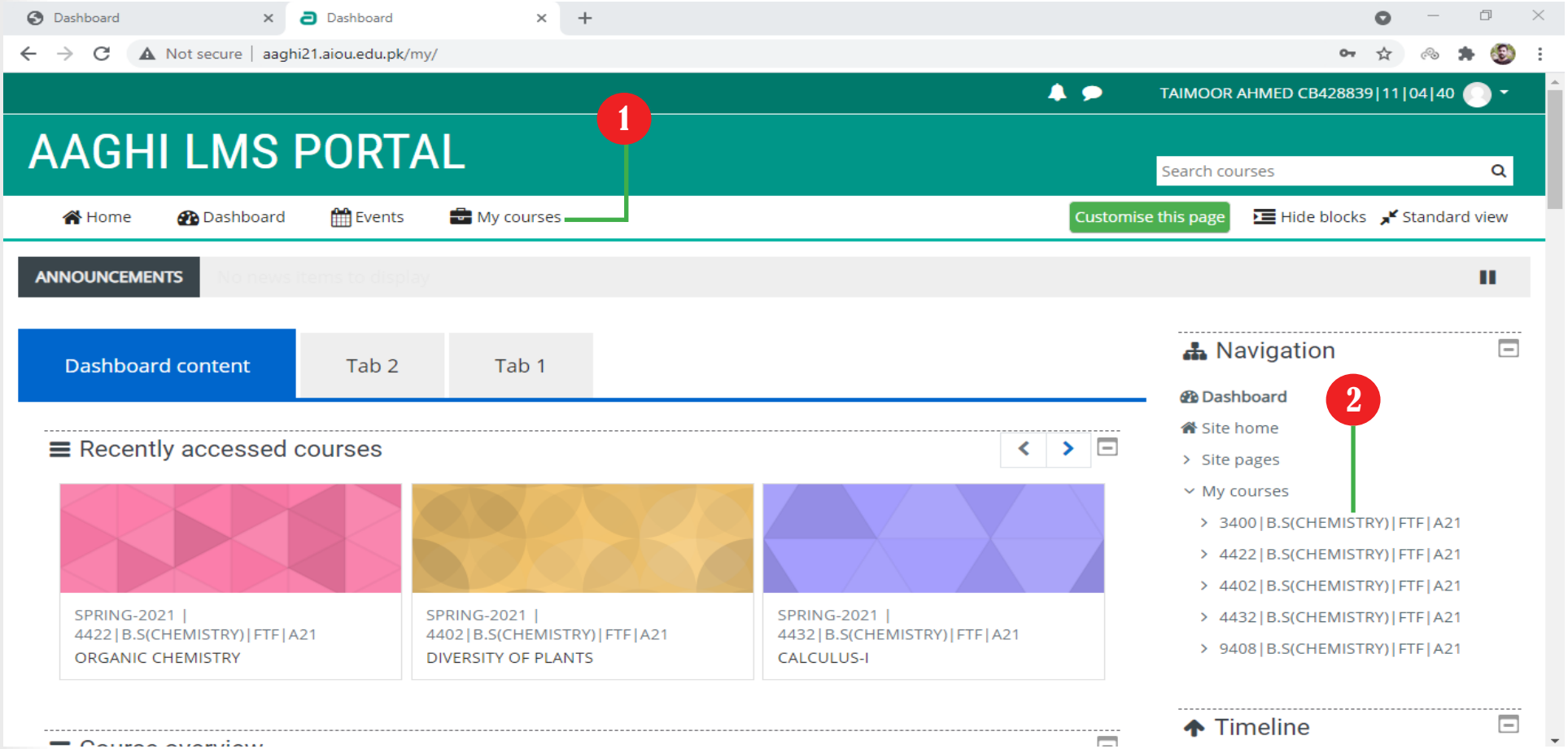

Figure 14

(1) In "My courses" block choose your desired course.
(2) Click on your desired course.

4.3 COURSE STRUCTURE

Once you are inside your desired course, you will see different blocks as shown in Figure 15. Here you will find two type of modules i.e. activities and resources. Activities are performed to achieve a complete on-line tasks and resources are the study materials for a course.

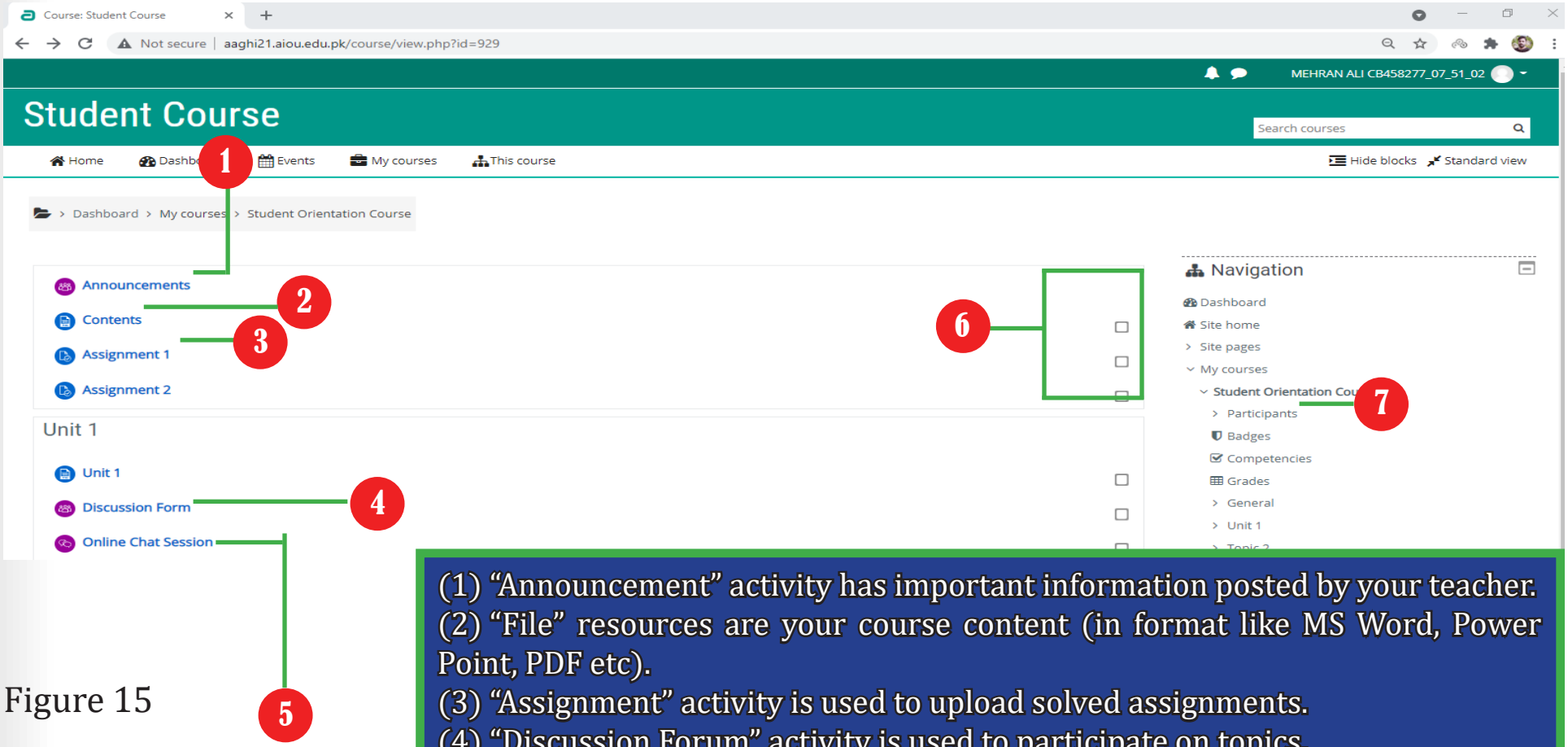

Figure 15

(1) "Announcement" activity has important information posted by your teacher.
(2) "File" resources are your course content (in format like MS Word, Power Point, PDF etc).
(3) "Assignment" activity is used to upload solved assignments.
(4) "Discussion Forum" activity is used to participate on topics.
(5) "Online Chat session" activity is used to have on-line chat with teacher.
(6) "Your progress" monitor is used to indicate completion of various resources and activities.
(7) "Participant" link contains list of participants in a course.

Section

5

DOWNLOADING RESOURCES

Inside your course you will find two different type of modules. First type of module is called resources, it is simply the learning content which you can download to study. Resources can be of different types of format like MS Word, Power Point, PDF, Audio, Video or images. Second type of modules is called activities. As a student you have to perform these activities to complete a task. The main activity type are Announcement, Assignment, Discussion Forum and Chat sessions.

5.1 HOW TO DOWNLOAD FILE RESOURCES

Inside course simply click on the file resource you want to download as shown in Figure 16. This method can be used to download any type of file resources.

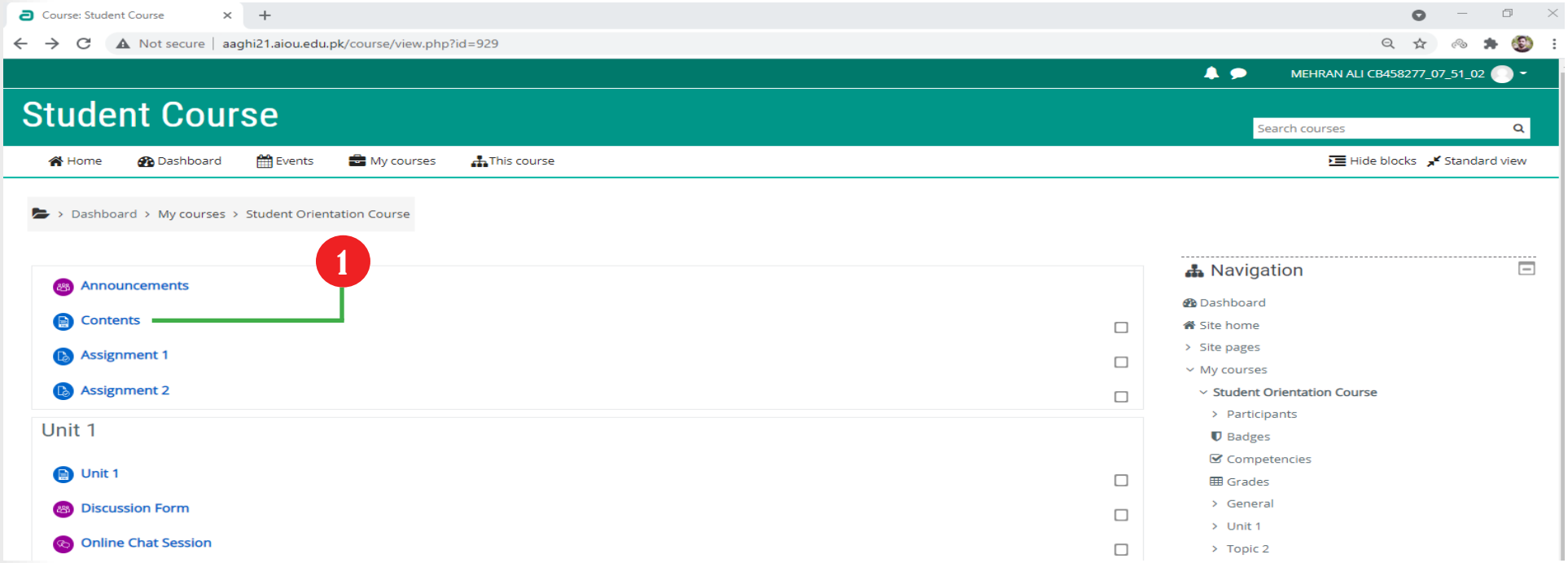

Figure 16

(1) Click on any of the file resource to download it to your PC.

5.2 HOW TO CHECK ANNOUNCEMENTS

In order to check announcements you can click on the "Announcements" module and see all the announcements made by your teacher. Alternatively, you can see the announcements in "Latest announcements" block as shown in Figure 17.

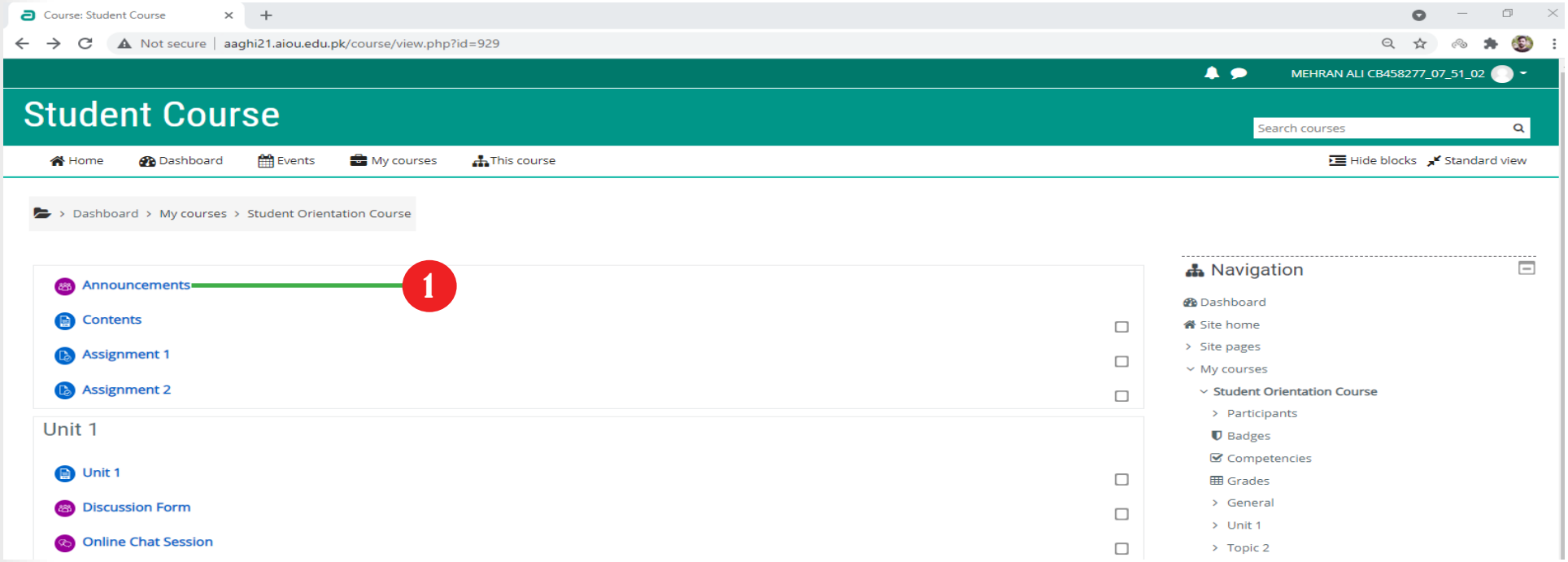

Figure 17

(1) Click on "Announcements" module to see all announcements.

Section 6

UPLOADING SOLVED ASSIGNMENTS THROUGH ASSIGNMENT ACTIVITY OF LMS

Assignments are one of a core component in AIOU ODL system. Assignment contains question about the different learning objective covered in a course. You can download assignment questions for your course through the following address:

http://www.aiou.edu.pk/assg.asp

After downloading questions for assignments, you are supposed to prepare a solution in a file format as instructed by your teacher like MS Word, PDF etc. Once you have prepared solution for your assignment question you will upload it in your account through assignment activity link.

6.1 HOW TO UPLOAD ASSIGNMENT (STEP 1)

In order to upload assignment, you can click on the "link module of assignment" as shown in Figure 18.

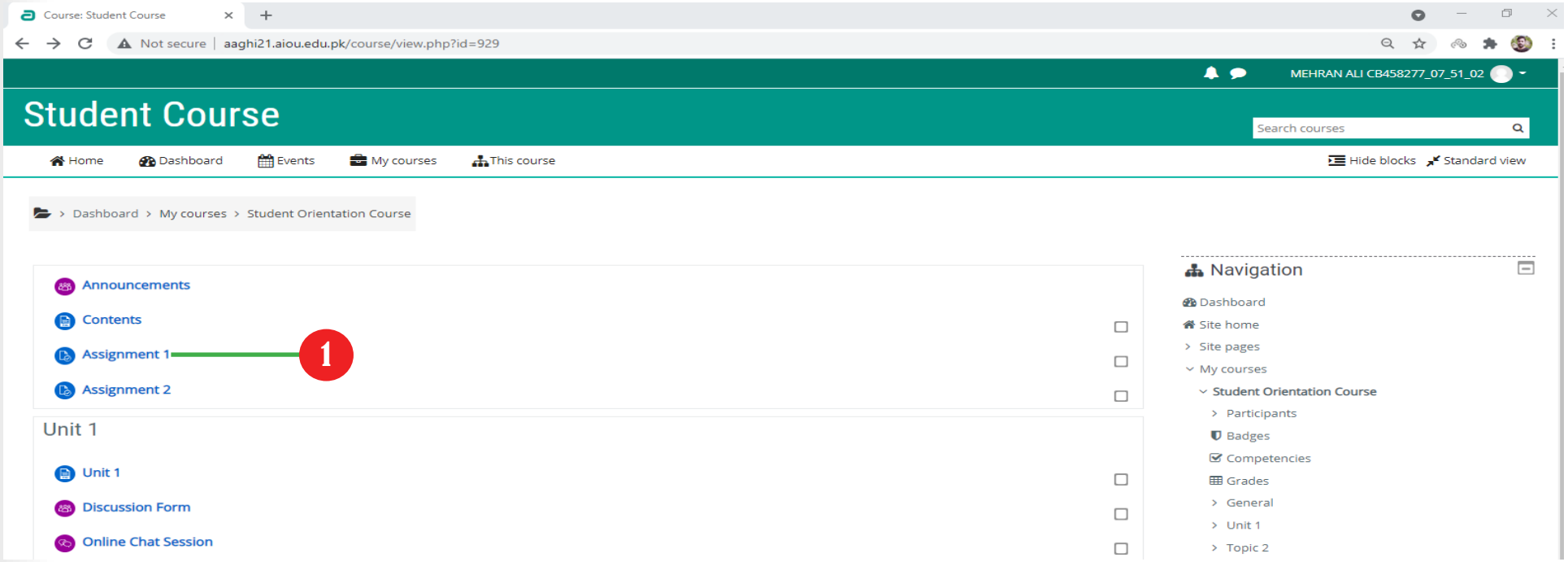

Figure 18

(1) Click on "Assignment" link.

6.2 HOW TO UPLOAD ASSIGNMENT (STEP 2)

On the next page, click on "Add submission" button as shown in Figure 19.

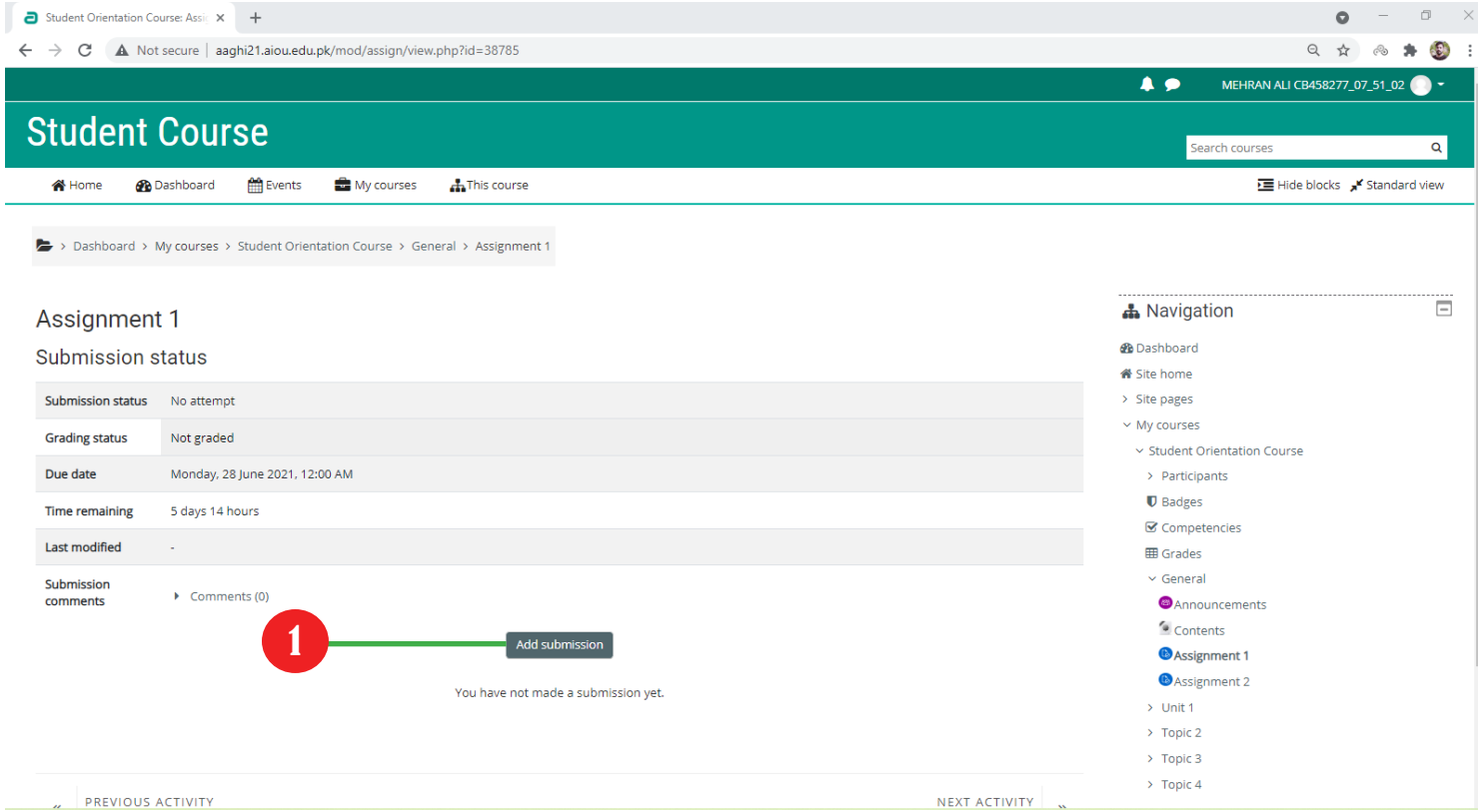

Figure 19

(1) Click on "Add submission" button to find and upload your assignment.

6.3 HOW TO UPLOAD ASSIGNMENT (STEP 3)

On this page find and select the file using drag & drop method and click "Save changes" button as shown in Figure 20.

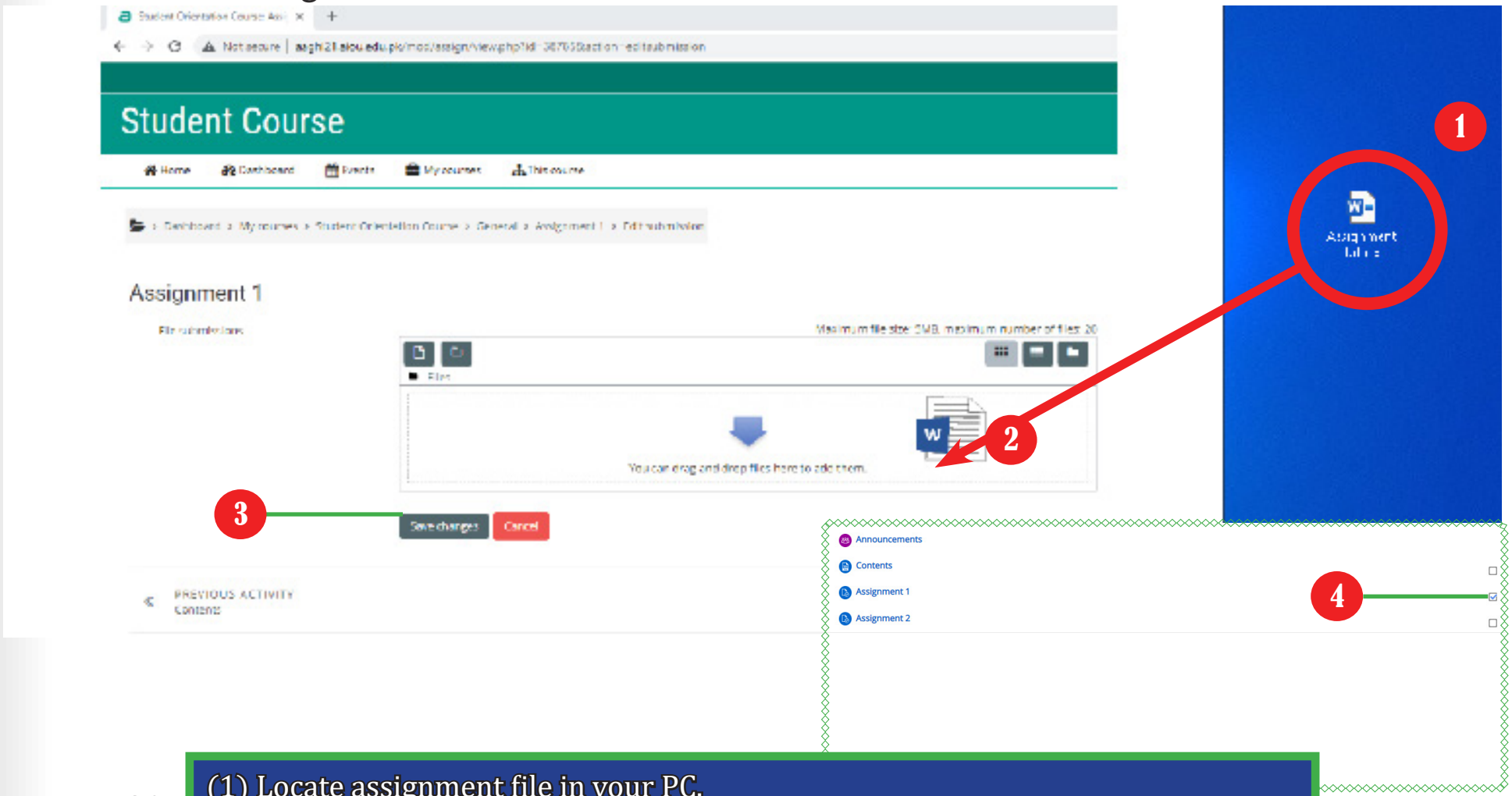

Figure 20

(1) Locate assignment file in your PC.
(2) Drag & Drop the file in "File submission" area.
(3) Click "Save changes" button to upload the assignment.
(4) After successful submission your assignment will have a ticked check-box in front of assignment link under "Your progress" column.

Section 7

ATTENDING THE WORKSHOPS THOUGH ONLINE WORKSHOPS PORTAL OF LMS

AN online workshop is the online equivalent of being in a training room and learning together as a group through collaborative activities. You can check for your workshop schedule through the following address:

https://aiou.edu.pk/Workshops.asp

In our online workshop portal we have a separate workshop classroom for each and every workshop. There are alot of features in our workshop class room dashboard like voice, video, screen sharing, file sharing, and a complete voice management of all the students.

7.1 WEBSITE ADDRESS OF ONLINE WORKSHOPS

Type http://workshop.aiou.edu.pk/login/index.php address in your web browser. After the page is loaded Enter your "Username" and "Password" and click "Log in" button to enter into the Aaghi LMS Workshop Portal as shown in Figure 21.

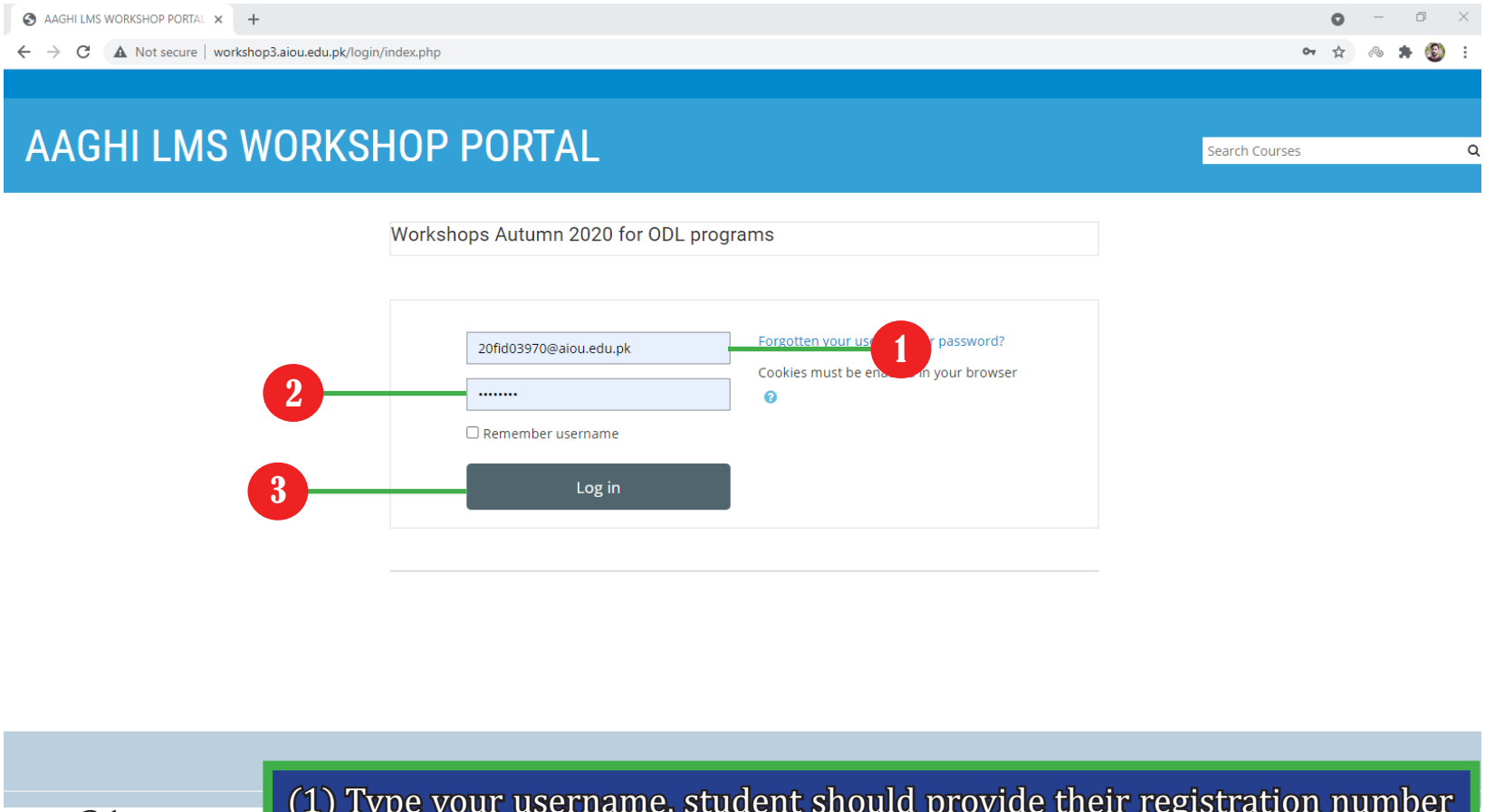

Figure 21

(1) Type your username, student should provide their registration number without dashes and spaces in lower case
(2) Type your password, your password would be communicated to you via email.
(3) Click on "Log in" button.

7.2 HOW TO ATTEND WORKSHOP (STEP 1)

In order to attend workshop, you can click on the "My Course" and then click on the workshop that you have to attend as shown in Figure 22.

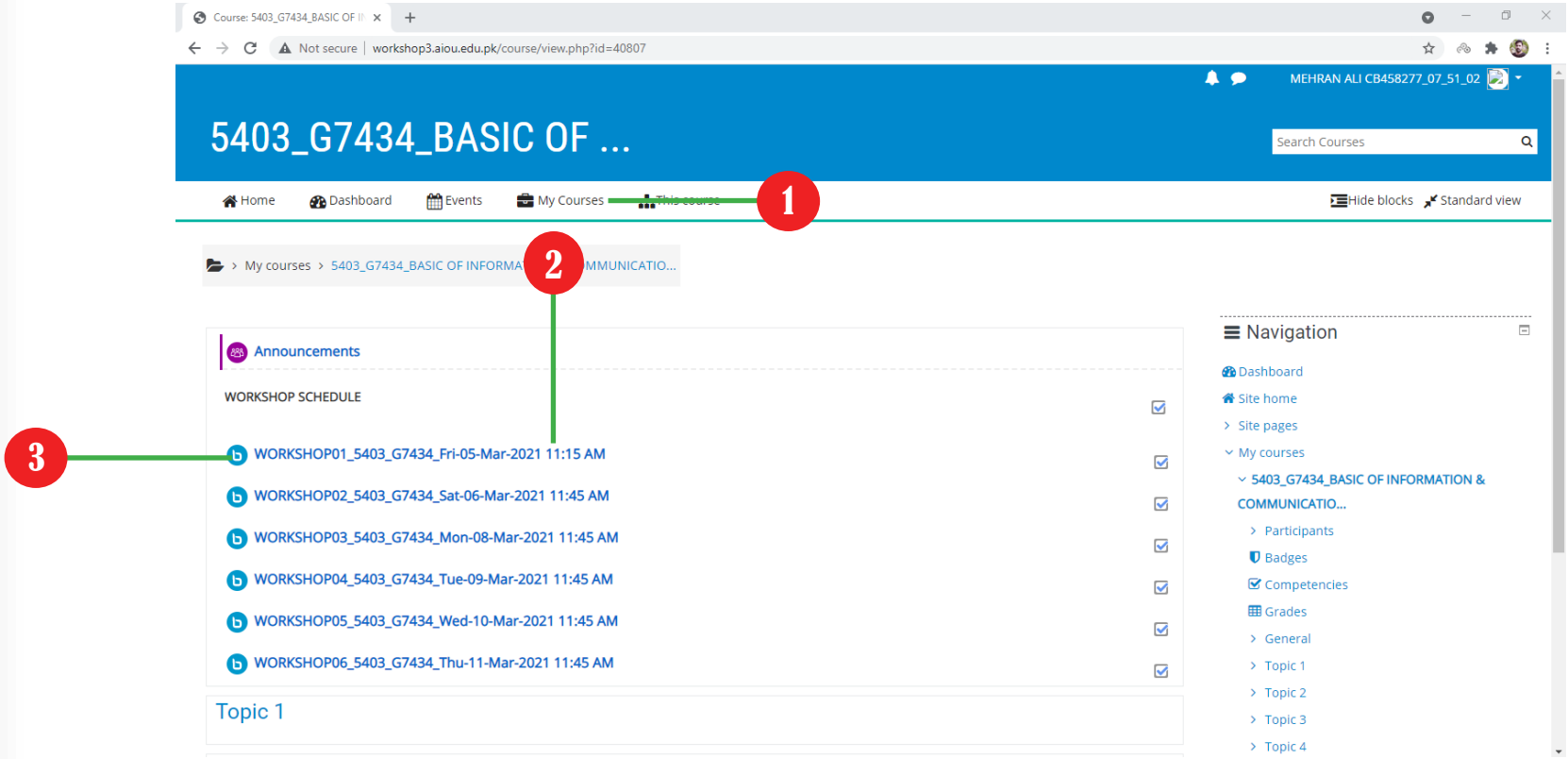

Figure 22

(1) Click on "My Course".
(2) Then check the date and time.
(3) Click on the workshop having a due date and time

7.3 HOW TO ATTEND WORKSHOP (STEP 2)

In order to join workshop session, you can click on the "Join Session" as shown in Figure 23.

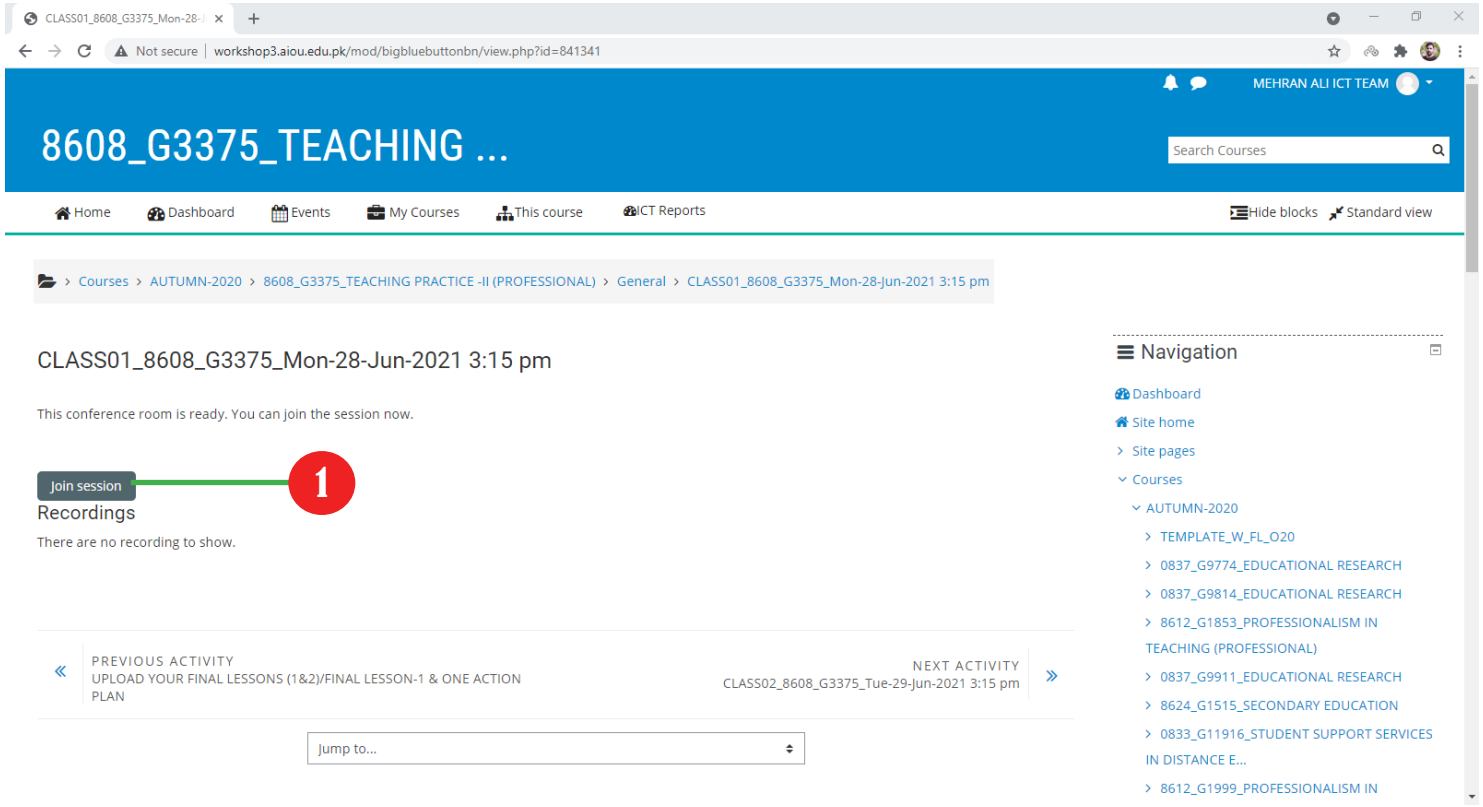

Figure 23

(1) Click on "Join Session" to join workshop session.

7.4 WORKSHOP CLASSROOM DASHBOARD

After click on join session button you will get the workshop classroom dashboard as shown in the figure 24.

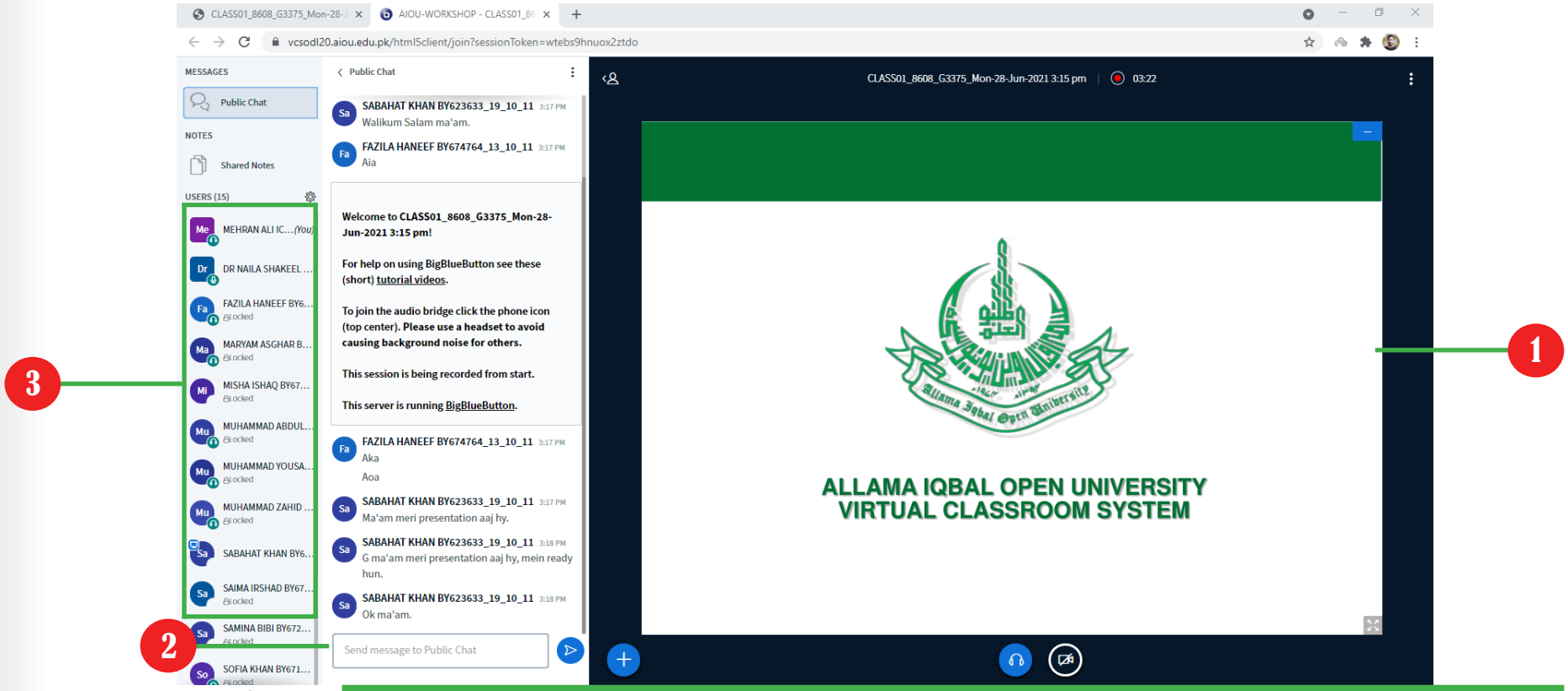

Figure 24

(1) Workshop Presentation Window.
(2) Chat box to ask any question regarding the session content.
(3) Students who are attending the session.

Section

8

PARTICIPATING IN DISCUSSIONS USING DISCUSSION FORUMS

Discussion Forum activity is a good way to discuss topics related to a topic. Your teacher can use discussion forums to have your views on various topics.

8.1 HOW TO PARTICIPATE IN DISCUSSION FORUM (STEP 1)

Click on the "Discussion Forum" link as shown in Figure 25.

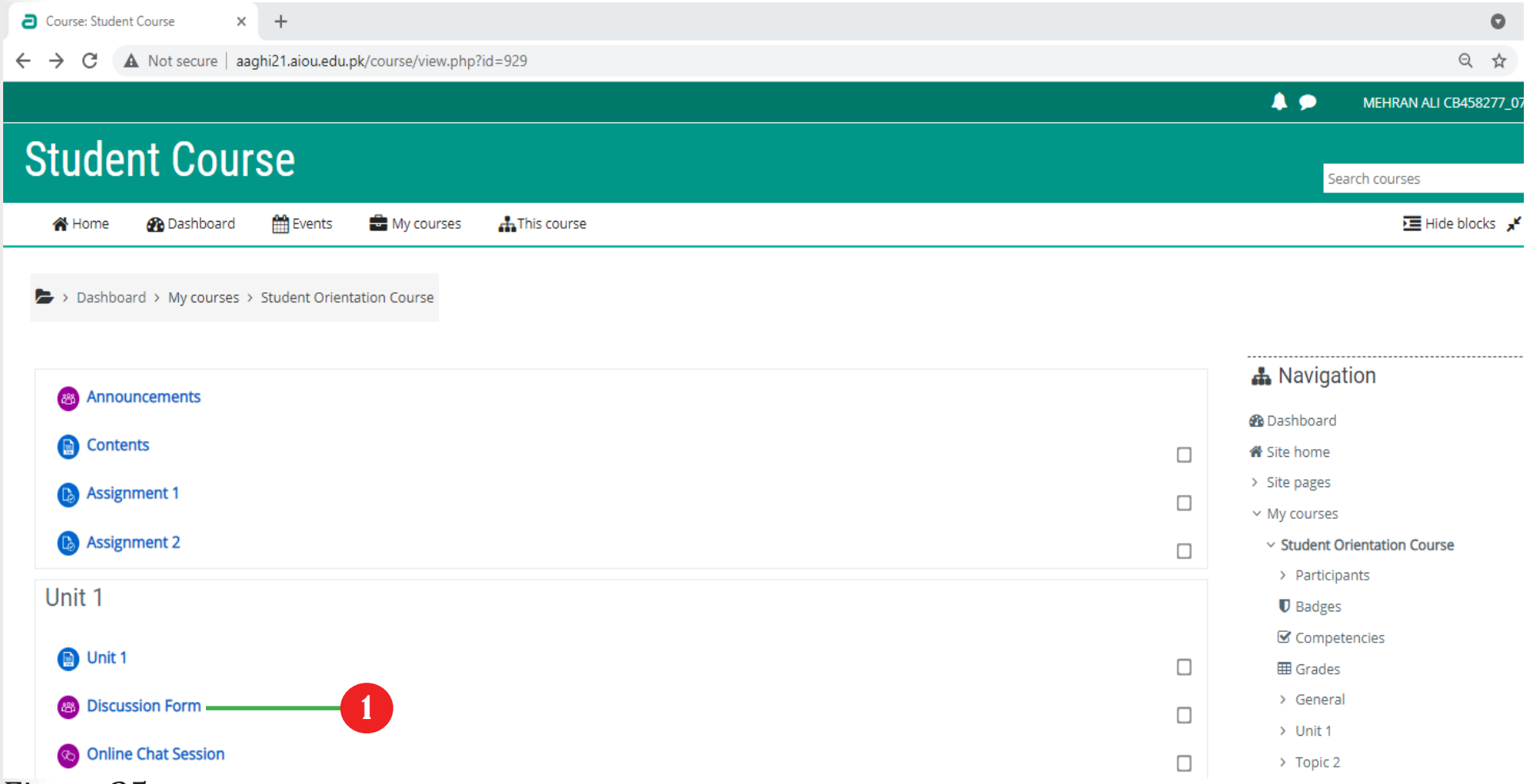

Figure 25

(1) To Participate in a discussion click on "Discussion Forum" activity.

7.2 HOW TO PARTICIPATE IN DISCUSSION FORUM (STEP 2)

On this screen click on the discussion topic you want to participate in as shown in Figure 26.

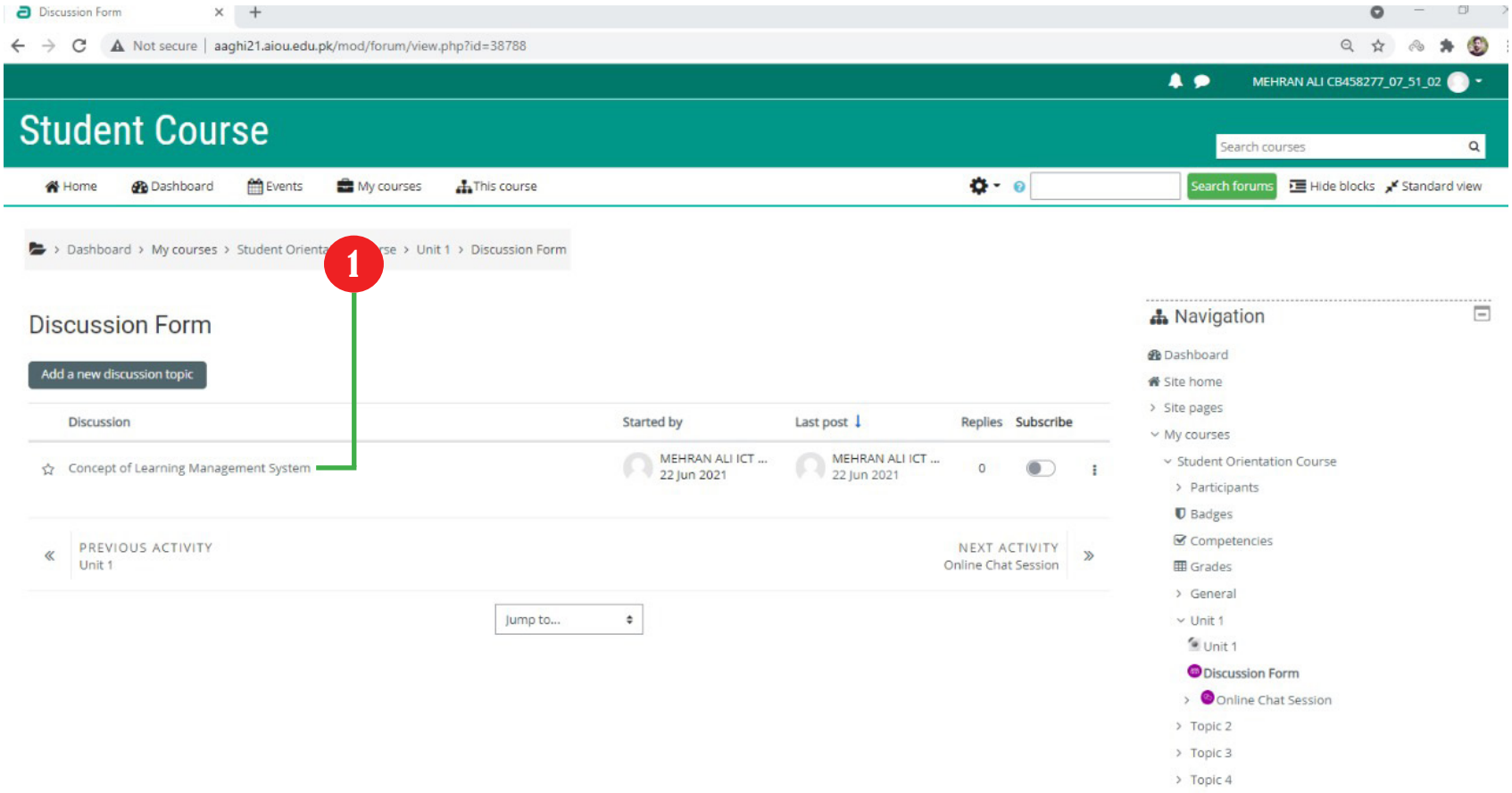

Figure 26

(1) Click on your desired discussion to participate into discussion.

7.3 HOW TO PARTICIPATE IN DISCUSSION FORUM (STEP 3)

After reading the content of a discussion you can also reply back by clicking reply link as shown in Figure 27.

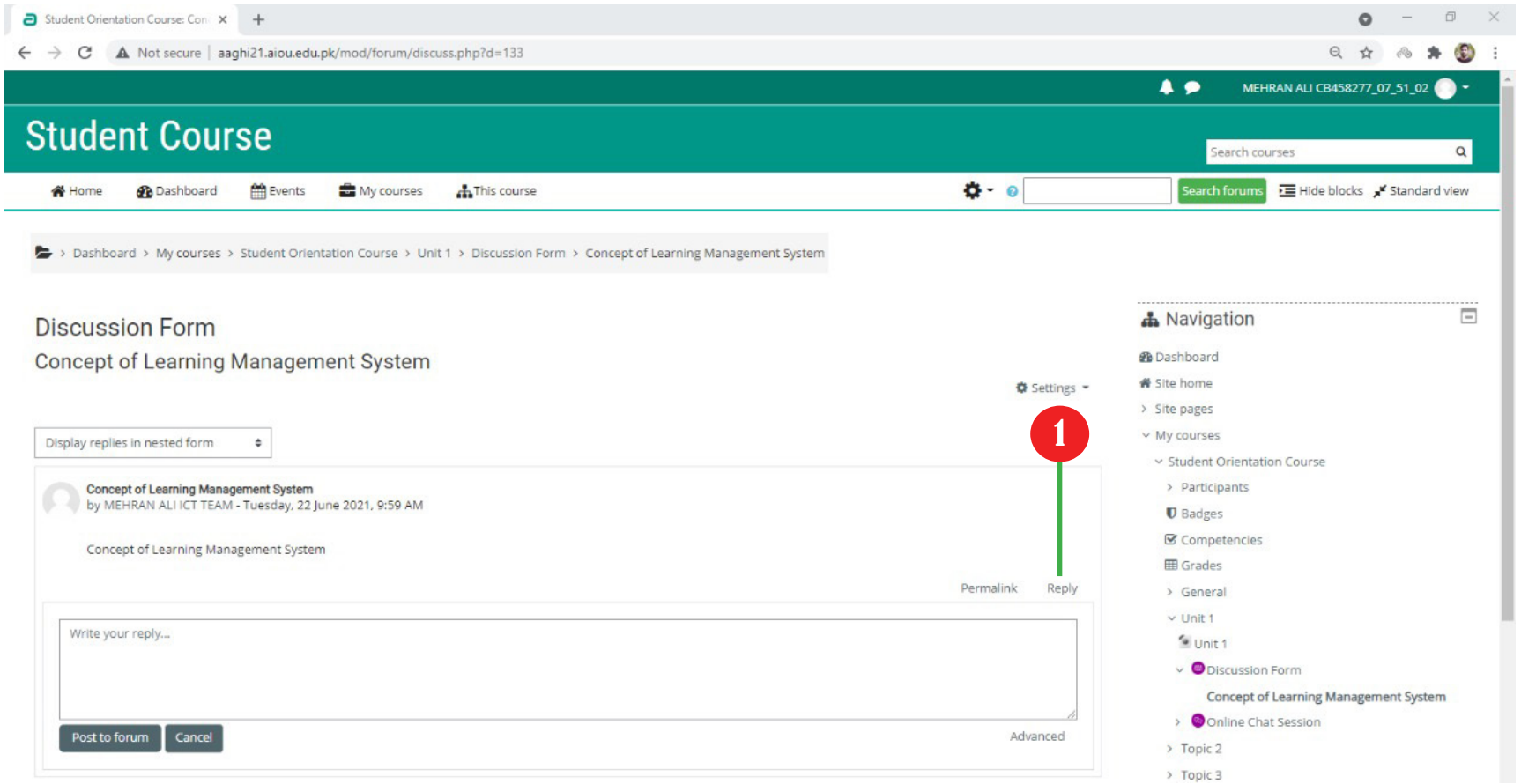

Figure 27

(1) If you want to reply to a topic click on "Reply" link.

7.4 HOW TO PARTICIPATE IN DISCUSSION FORUM (STEP 4)

Write your response/answer about the topic and click "Post to forum" button as shown in Figure 28.

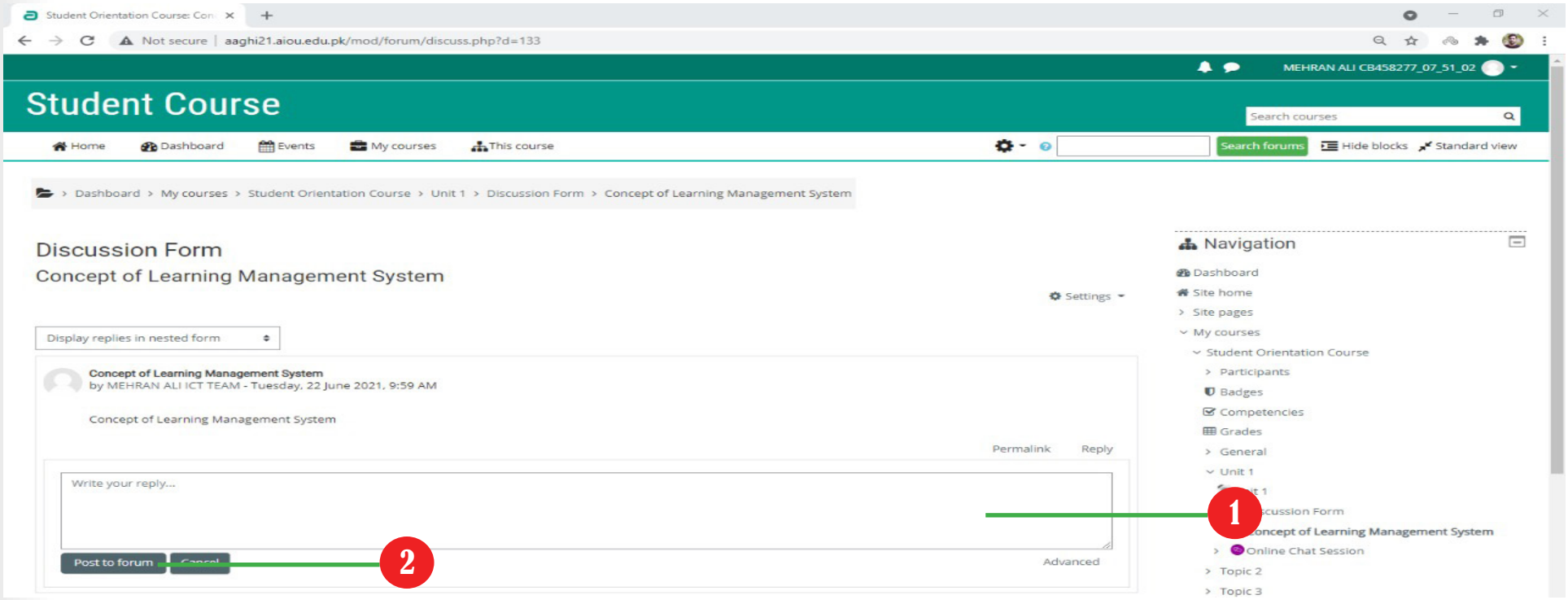

Figure 28

(1) Write your response/question for the topic.
(2) Click "Post to forum" to post your response/question.

Dear Students,
This manual is designed to be self-explanatory, however if you still have some queries about usage of LMS, please refer to manual page no 5.

Directorate of Information & Communication Technology & e-Learning
Allama Iqbal Open University, Islamabad

Reference:

- www.moodle.org

Contributions

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