

Allama Iqbal Open University

Directorate of Information & Communication Technology



AAGHI LEARNING MANAGEMENT SYSTEM (LMS) MANUAL FOR TEACHERS



LEARNING MANAGEMENT SYSTEM (LMS) MANUAL FOR TEACHERS

Dear Students,

Welcome to Teacher's 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 contains course management, student management, teacher management, activity management and resource management modules. The basic theme of LMS is to facilitate learning by streamlining collaboration between teachers and students.

Some conventions used in this manual



Red circle with 1 indicates the steps you have to perform

(1) Perform some actions

This rectangle explains what to perform in a certain steps.

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Section

1

INTRODUCTION TO LMS AND LOG-IN PROCESS

The LMS of AIOU is named AAGHI. The system can be accessed via website address (<http://aaghi.aiou.edu.pk>). The website requires you to provide log-in credentials 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 regional office 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.

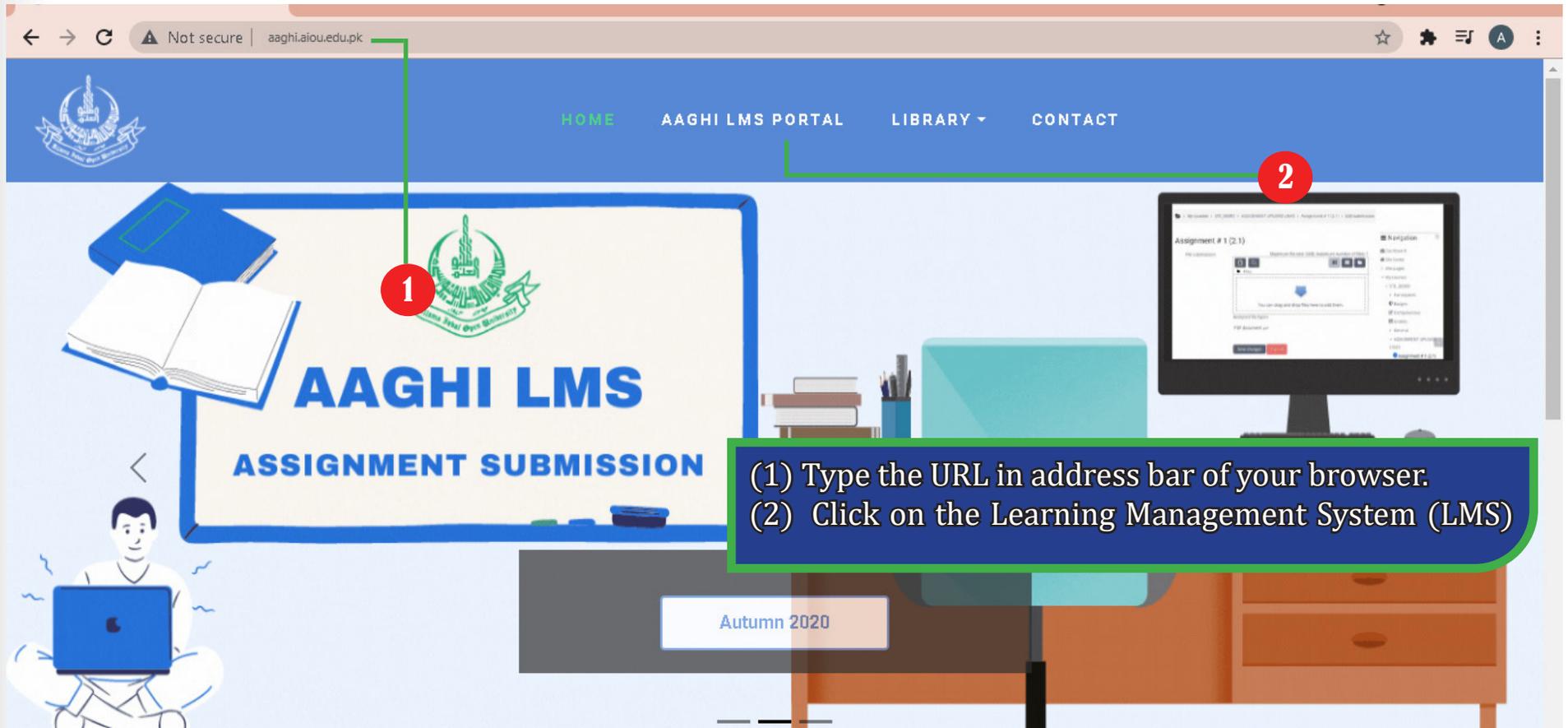


Figure 1

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.

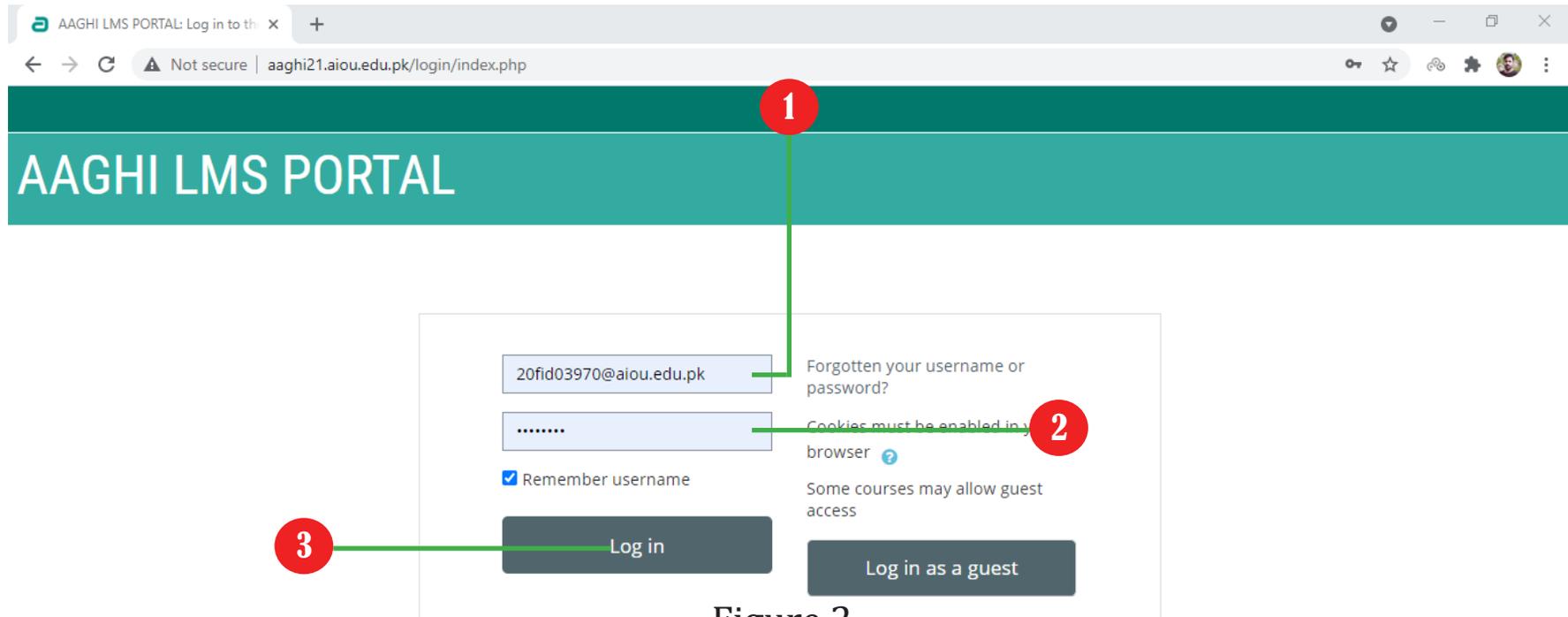


Figure 2

- (1) Type your username, teacher should provide their cnic number (without dashes and spaces).
- (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.

The screenshot shows the AAGHI LMS PORTAL home page. The browser address bar displays 'aaghi21.aiou.edu.pk/my/'. The page features a green header with 'AAGHI LMS PORTAL' and a search bar. A navigation menu includes 'Home', 'Dashboard', 'Events', and 'My courses'. A 'User Full Name' profile link is in the top right. A 'Navigation' sidebar on the right lists 'Dashboard', 'Site home', 'Site pages', 'My courses' (with sub-items like '3400 | B.S(CHEMISTRY)|FTF|A21'), and 'Timeline'. A blue callout box contains five numbered items: (1) Your name and profile update link, (2) The list of courses you are enrolled in as teacher, (3) Site news for latest information about courses/programme, (4) Important navigation links, and (5) Your inbox for messages. The page also shows an 'ANNOUNCEMENTS' section and a 'Course overview' section with course cards for 'ORGANIC CHEMISTRY', 'DIVERSITY OF PLANTS', and 'CALCULUS-I'.

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

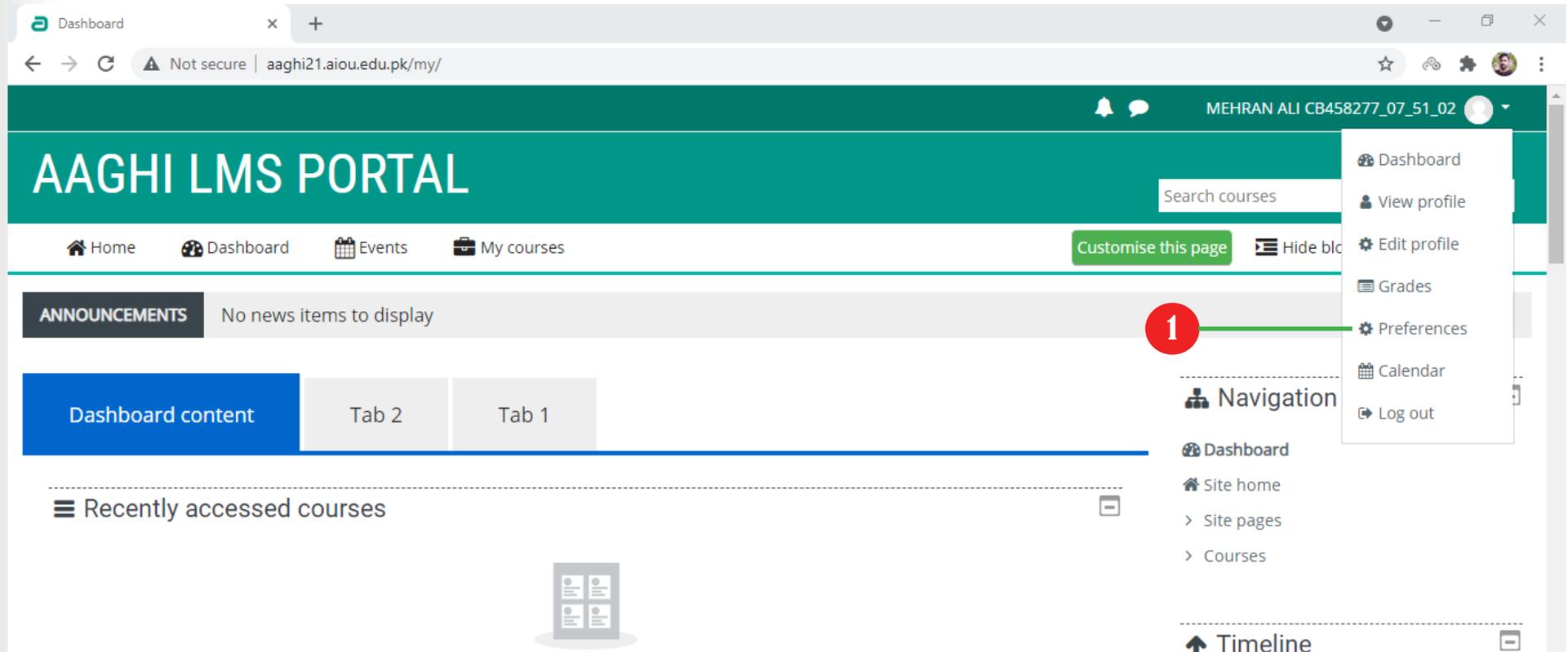


Figure 4

(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”.

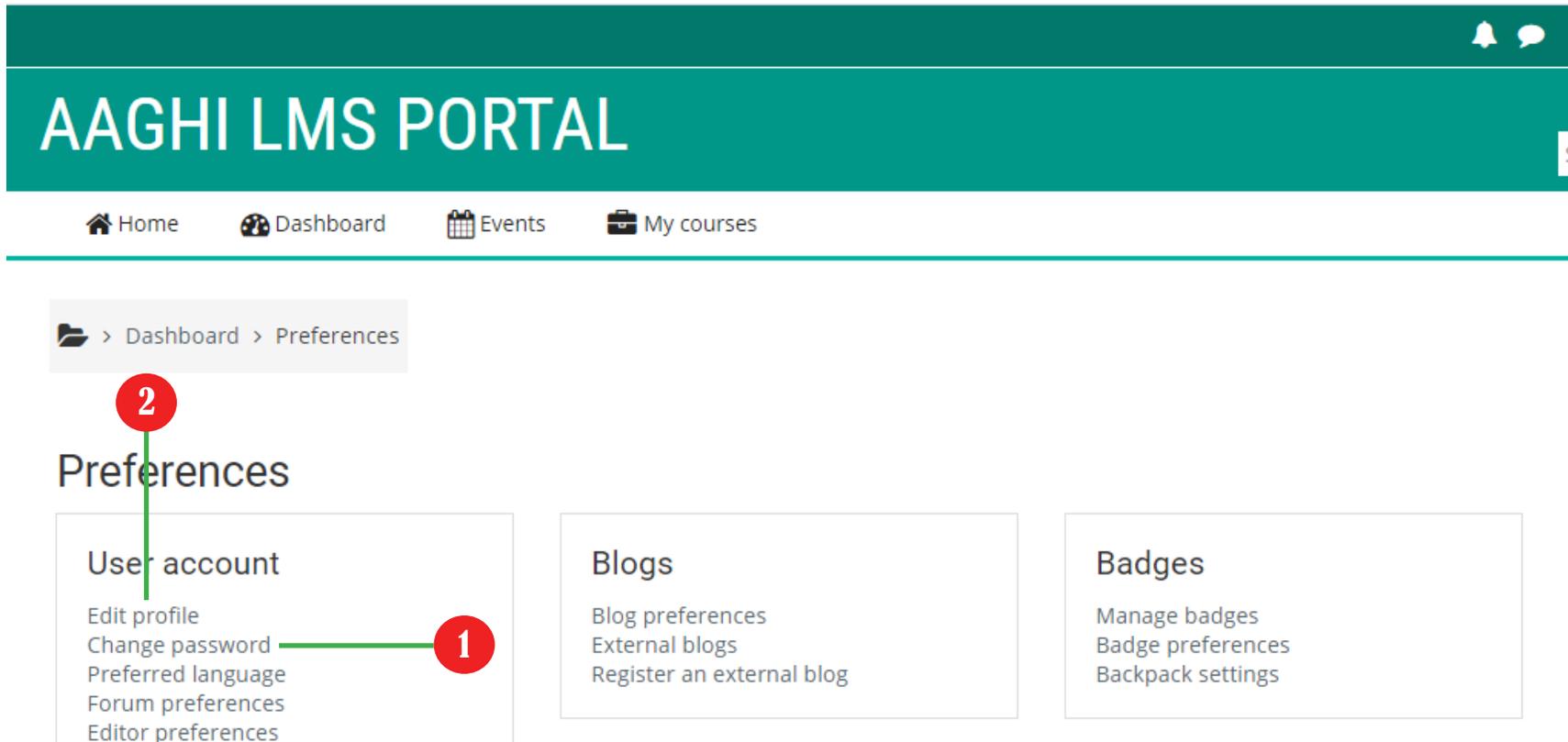


Figure 5

- (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

MEHRAN ALI CB458277_07_51_02

AAGHI LMS PORTAL

Search courses

Home Dashboard Events My courses Hide blocks Standard view

Dashboard > Preferences > User account > Change password

Change password

Username 20fid03970@aiou.edu.pk

Current password 1

New password 2

New password (again) 2

3 Save changes Cancel

Navigation

- Dashboard
- Site home
- > Site pages
- > Courses

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.

The screenshot shows the 'Edit profile' page in the AAGHI LMS Portal. The user's name is MEHRAN ALI CB458277_07_51_02. The 'General' section includes the following fields:

- First name: MEHRAN ALI
- Surname: CB458277_07_51_02
- Email address: 20fid03970@aiou.edu.pk (marked with a red circle 1)
- Email display: Allow only other course members to see my email address (marked with a red circle 2)
- MoodleNet profile: [Empty field]
- City/town: ISLAMABAD (marked with a red circle 3)
- Select a country: Server timezone (Asia/Karachi) (marked with a red circle 4)
- Timezone: Server timezone (Asia/Karachi)

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

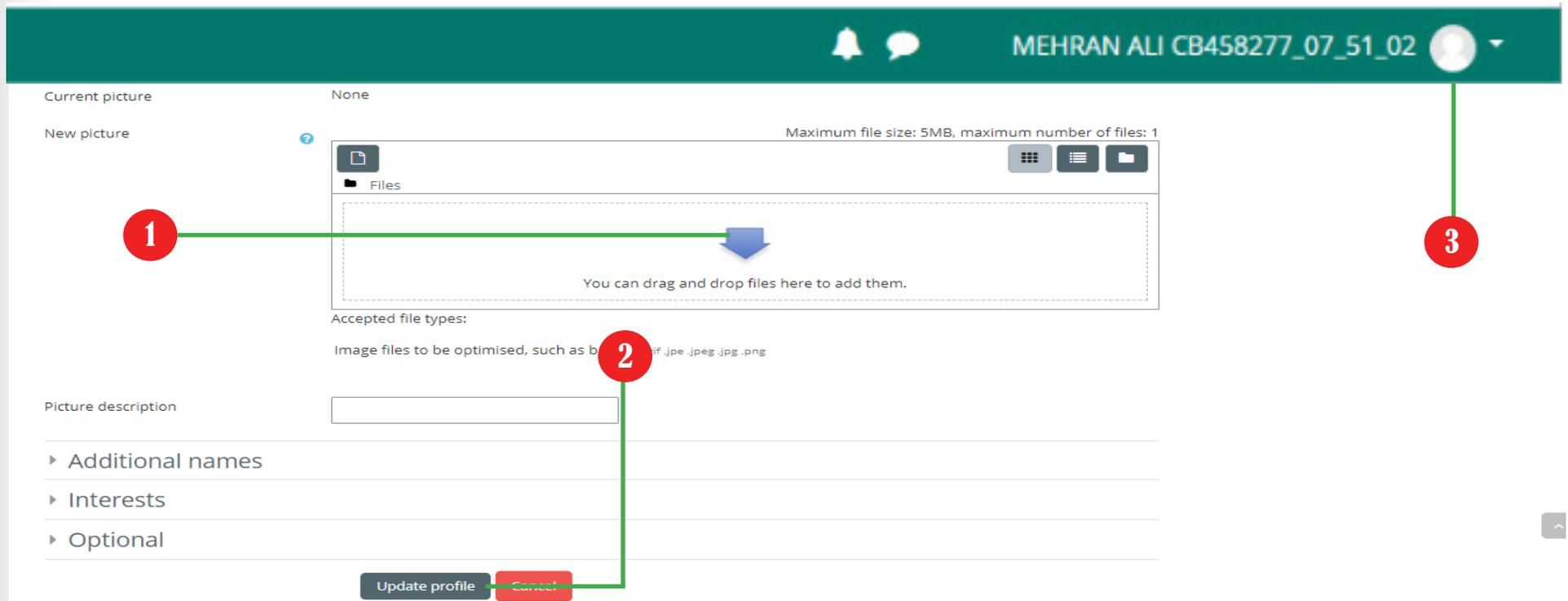


Figure 8

- (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.

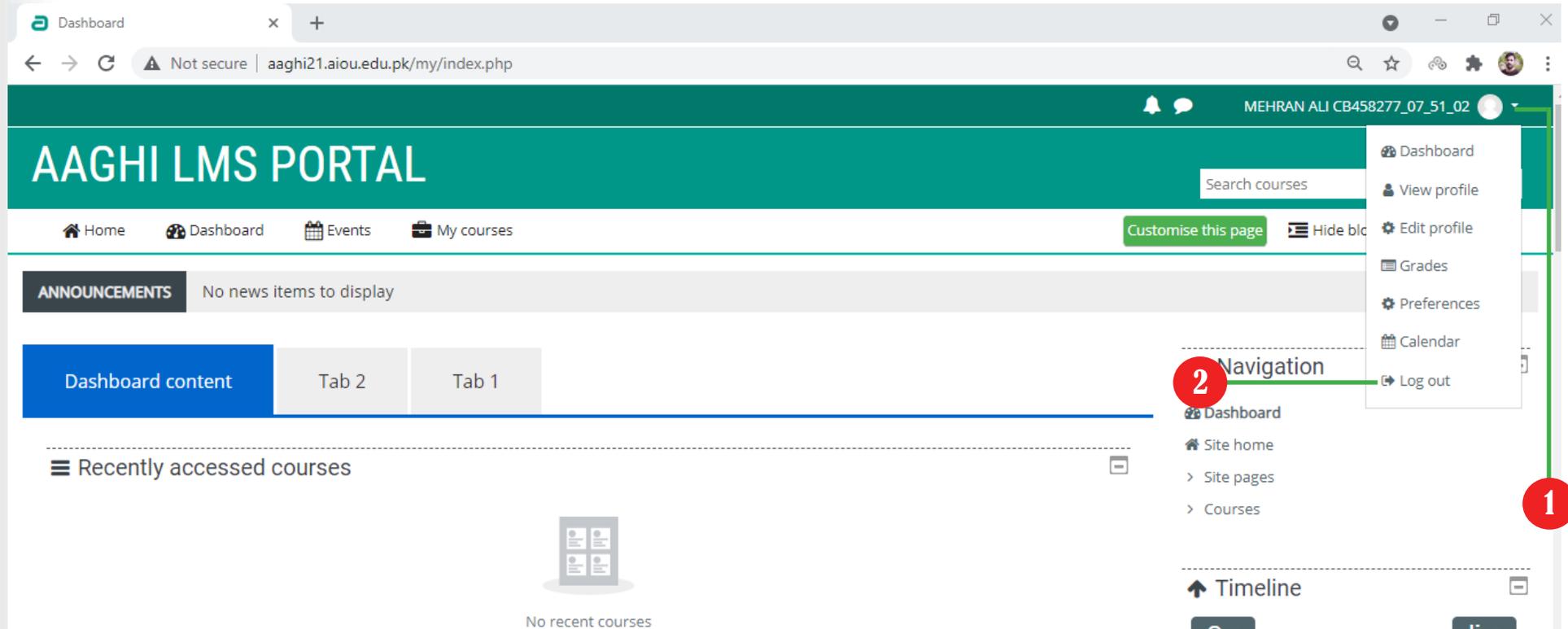


Figure 9

- (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.

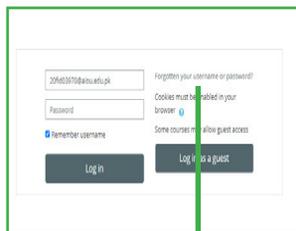


Figure 10

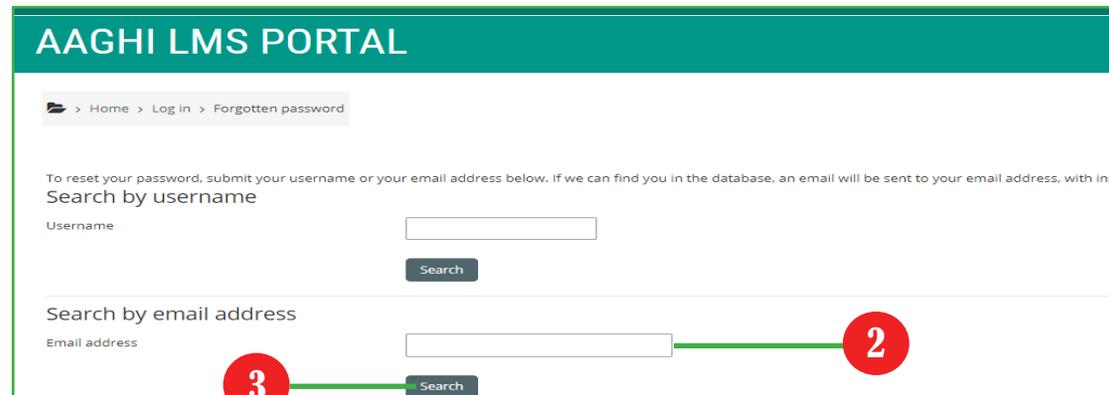


Figure 11

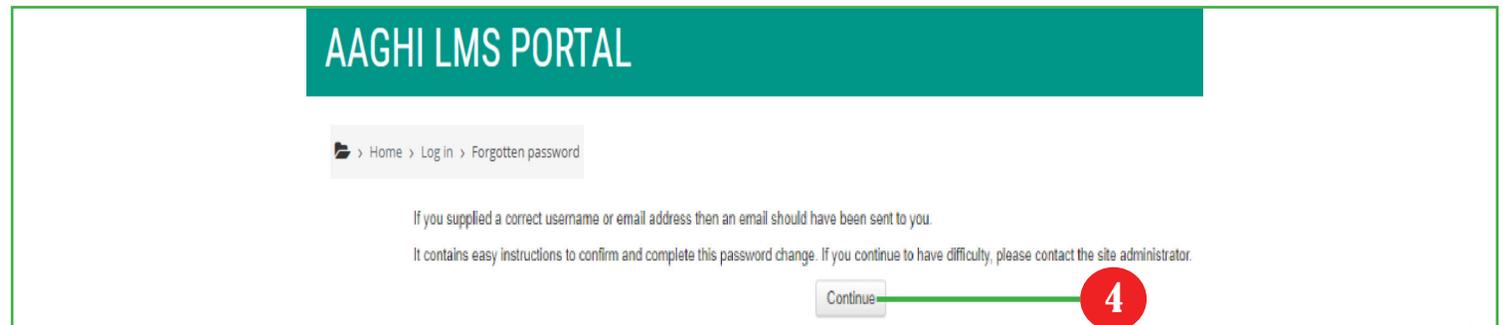


Figure 12

- (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.

The screenshot shows the AAGHI LMS Portal home page. The page has a green header with the text "AAGHI LMS PORTAL" and a search bar. Below the header is a navigation menu with links for Home, Dashboard, Events, and My courses. A "Messages" block is visible in the top right corner, showing a notification for TAIMOOR AHMED. A "Navigation" block is on the right side, listing links for Dashboard, Site home, Site pages, and My courses. A "Recently accessed courses" block is on the left side, showing a list of courses. A legend box at the bottom left explains the numbered callouts:

- (1) Profile block let you to edit profile etc.
- (2) “My courses” block contains links to your enrolled courses.
- (3) “Main menu” block contains important announcements.
- (4) “Navigation” block contains links to “Dashboard” and “My courses”.
- (5) “Messages” block contain message in your inbox.

Figure 13

4.2 HOW TO ENTER INTO YOUR COURSE

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

The screenshot displays the AAGHI LMS PORTAL interface. At the top, the user is identified as TAIMOOR AHMED CB428839 | 11 | 04 | 40. The main navigation bar includes 'Home', 'Dashboard', 'Events', and 'My courses', with a red circle and the number '1' highlighting the 'My courses' link. Below this is an 'ANNOUNCEMENTS' section. The main content area features a 'Dashboard content' tab and a 'Recently accessed courses' section with three course cards: 'ORGANIC CHEMISTRY', 'DIVERSITY OF PLANTS', and 'CALCULUS-I'. On the right, a 'Navigation' sidebar contains a 'My courses' dropdown menu with a red circle and the number '2' highlighting the first course, '3400 | B.S(CHEMISTRY) | FTF | A21'.

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.

The screenshot shows the LMS course interface. At the top, there is a navigation bar with links for Home, Dashboard, Events, My courses, and This course. On the right, there are settings icons and a 'Standard view' button. The main content area is divided into several sections:

- Respected LMS Users, Please do not Update/Delete the links in this section:** This section contains a list of course activities: Announcements (1), Attendance (7.1), Assignment # 1 (2.1), Assignment # 2 (2.2), Viva (3.1), Workshop Marks (4.1), Practical (5.1), MidTerm (6.1), Technical (8.1), Exam (1.1), and Presentation Marks (11.1).
- CLASS SCHEDULE:** This section lists the course classes: CLASS01 Teacher Orientation Course, CLASS02, and CLASS03.
- Administration:** This section contains various administrative options: Course administration, Edit settings (4), Turn editing on (5), Course completion, Users, Unenrol me from 1799 | PH.D(CHEMISTRY)|FTF|A21, Filters, Reports, Gradebook setup, and Badges.

Five red circles with numbers 1 through 5 are placed over the interface, with green lines pointing to specific elements: 1 points to 'Announcements', 2 points to 'Participants' in the 'My courses' list, 3 points to the 'Standard view' button, 4 points to 'Edit settings' in the 'Administration' section, and 5 points to 'Turn editing on' in the 'Administration' section.

Figure 15

- (1) “Announcements” are module to convey information to students.
- (2) List of all the participants in the course.
- (3) List of all courses you are enrolled in as a teacher.
- (4) You can edit course settings through this link.
- (5) Adding new resources and activities to your course.

Section 5

VIEWING ASSIGNMENTS AND GRADING ASSIGNMENTS

Activities in aaghi lms are a way to provide interaction between teacher and students. Activities are performed by students for communication, assessment purpose. In this section we will learn how to add the following activities to a course.

5.1 VIEWING ASSIGNMENT AND GRADING ASSIGNMENTS SUBMITTED BY STUDENTS

To edit the detail setting of any assignment click on the edit setting as shown in figure 16.

The screenshot displays the Moodle course interface. At the top, there is a navigation bar with links for Home, Dashboard, Events, My courses, and This course. On the right, there are settings for Hide blocks and Standard view. Below the navigation bar, the breadcrumb trail shows: Dashboard > My courses > 1799|PH.D(CHEMISTRY)|FTF|A21. The main content area is titled 'COURSE EVALUATION COMPONENTS' and contains a list of activities: Announcements, Attendance (7.1), Assignment # 1 (2.1), Assignment # 2 (2.2), Viva (3.1), Workshop Marks (4.1), Practical (5.1), MidTerm (6.1), Technical (8.1), Exam (1.1), and Presentation Marks (11.1). Each activity has an 'Edit' link. A red circle with the number '1' is placed over the 'Edit' link for 'Assignment # 2 (2.2)'. A dropdown menu is open for this link, showing options: Edit settings, Move right, Hide, Duplicate, Assign roles, and Delete. The 'Edit settings' option is highlighted with a green arrow pointing from the red circle.

(1) To edit any settings of “Assignment” activity click on “Edit” link and select “Edit setting” Edit ---> Edit Setting.

5.2 VIEWING ASSIGNMENT AND GRADING ASSIGNMENTS SUBMITTED BY STUDENTS

To view the assignments submitted by students, and a summary of participants along with number of submissions as shown in figure 17.

Home Dashboard Events My courses This course

Hide blocks Standard view

Dashboard > My courses > 1799 | PH.D(CHEMISTRY) | FTF | A21 > COURSE EVALUATION COMPONENTS > Assignment # 1 (2.1)

Assignment # 1 (2.1)

Grading summary	
Hidden from students	No
Participants	1
Submitted	0
Needs grading	0

View all submissions Grade

Navigation

- Dashboard
- Site home
- Site pages
- My courses
 - 1799 | PH.D(CHEMISTRY) | FTF | A21
 - Participants
 - Badges
 - Competencies
 - Grades
 - COURSE EVALUATION COMPONENTS
 - Announcements
 - Attendance (7.1)
 - Assignment # 1 (2.1)
 - Assignment # 2 (2.2)
 - Viva (3.1)
 - Workshop Marks (4.1)
 - Practical (5.1)
 - MidTerm (6.1)

(1) You can see how many of your students attempted the submission of assignment.

(2) Click “View all submissions” to view and grade assignments.

5.3 VIEWING ASSIGNMENT AND GRADING ASSIGNMENTS SUBMITTED BY STUDENTS

Screenshot for grading assignments of students one at a time as shown in figure 18.

Course: 1799|PH.D(CHEMISTRY)|FTF|A21 INSTRUMENTAL METHODS OF ANALYSIS
Assignment: Assignment # 1 (2.1) View all submissions

ANAM SIKANDAR CB829218|06|85|01
18kki01861@aiou.edu.pk

Change user 1 of 1

Page 1 of 1 Stamp (Alt/Shift-Alt/Ctrl-Option + m)

Submission
No attempt
Not graded
Student can edit this submission
Comments (0)
Grade
Grade out of 100
78
Current grade in gradebook
-

Feedback comments

Notify students Save changes Save and show next Reset

- (1) Grade the assignment here.
- (2) Click “Save changes” button.

Section

6

ADDING NEW CLASS TO YOUR COURSE

Classes are one of a core component in AIOU FTF system. Classes contains a face to face interaction between teachers and students about there course content. Students ask there daily queries about the course in the classes.

6.1 ADDING A CLASS TO YOUR COURSE (STEP -1)

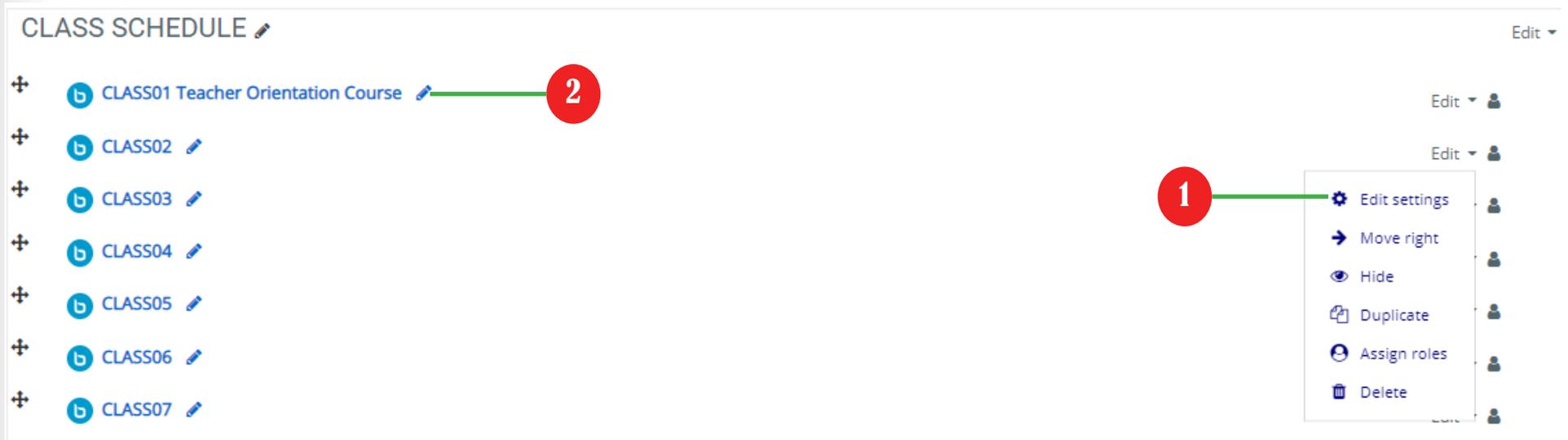
To add a class into your course click on turn on editing button as shown in figure 19.

The screenshot shows a Moodle course interface. At the top, there is a navigation bar with links for Home, Dashboard, Events, My courses, and This course. On the right, there are settings for Hide blocks and Standard view. Below the navigation bar, the breadcrumb trail reads: Dashboard > My courses > 1799|PH.D(CHEMISTRY)|FTF|A21. The main content area is titled 'COURSE EVALUATION COMPONENTS' and contains a list of activities: Announcements, Attendance (7.1), Assignment # 1 (2.1), Assignment # 2 (2.2), Viva (3.1), Workshop Marks (4.1), Practical (5.1), MidTerm (6.1), Technical (8.1), Exam (1.1), and Presentation Marks (11.1). Each activity has an 'Edit' button and a user icon. The 'Exam (1.1)' activity is highlighted in grey, and its 'Edit' button is circled in red with the number '1'. A green arrow points from this button to the 'Turn editing on' button in the Administration sidebar on the right. The sidebar also includes sections for Navigation and Administration, with 'Turn editing on' listed under 'Course administration'.

(1) Click on “Turn editing on” button.

6.2 ADDING A CLASS TO YOUR COURSE (STEP-2)

To add a class into your course click on edit setting button as shown in figure 20.



- (1) To edit any settings of “Class” activity click on “Edit” link and select “Edit setting” Edit ---> Edit Setting.
- (2) Click on the pencil icon as shown in figure and name your suitable class name.

6.3 ADDING A CLASS TO YOUR COURSE (STEP-3)

Schedule a class start and end time along with class starting and ending date as shown in figure 21.

▼ Schedule for session

Join open 28 September 2020 18 45 Enable **1**

Join closed 28 September 2020 20 15 Enable **2**

▶ Common module settings

▶ Restrict access

▶ Activity completion

▶ Tags

▶ Competencies

Save and return to course Save and discard **3** Cancel

There are required fields in this form marked ⓘ.

- (1) Setup the class join date and time and also tick enable.
- (2) Setup the class close date and time and also tick enable.
- (3) Click on “Save and return to course.”

Section

7

HOW TO CHANGE MAXIMUM GRADE MARKS OF ACTIVITY IN YOUR COURSE

Maximum grade marks is a maximum point or score a student can achieve activity of any course.

7.1 CHANGING A MAXIMUM GRADE OR POINTS IN YOUR COURSE ACTIVITY (STEP-1)

To change the maximum grade of your course activity click on the turn editing on as shown in figure 22.

The screenshot shows a Moodle course interface. At the top, there is a navigation bar with links for Home, Dashboard, Events, My courses, and This course. On the right side, there are settings for Hide blocks and Standard view. The main content area is divided into two columns. The left column contains a list of course activities under the heading 'Respected LMS Users, Please do not Update/Delete the links in this section'. The right column contains a sidebar with navigation options, including 'Administration' which is expanded to show 'Turn editing on' highlighted with a red circle and the number 1. Below the 'Turn editing on' button, there are other administrative options like 'Edit settings', 'Course completion', 'Users', 'Unenrol me from 1799 | PH.D(CHEMISTRY) | FTF | A21', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Backup', 'Restore', and 'Import'.

(1) Click on “Turn editing on” button.

7.2 CHANGING A MAXIMUM GRADE OR POINTS IN YOUR COURSE ACTIVITY (STEP-2)

After that click on the edit of the particular activity which you have to change as shown in figure 23.

The screenshot displays a course management interface. At the top, there is a navigation bar with links for Home, Dashboard, Events, My courses, and This course. On the right side of the navigation bar, there are settings for Hide blocks and Standard view. Below the navigation bar, the breadcrumb path is: Dashboard > My courses > 1799|PH.D(CHEMISTRY)|FTF|A21.

The main content area is titled "COURSE EVALUATION COMPONENTS" and includes a sub-header "Respected LMS Users, Please do not Update/Delete the links in this section". Below this, there is a list of activities, each with a plus icon, a name, a grade/points value, and an edit icon. The activities listed are:

- Announcements
- Attendance (7.1)
- Assignment # 1 (2.1)
- Assignment # 2 (2.2)
- Viva (3.1)
- Workshop Marks (4.1)
- Practical (5.1)
- MidTerm (6.1)
- Technical (8.1)
- Exam (1.1)
- Presentation Marks (11.1)

Each activity has an "Edit" button next to it. A red circle with the number "1" is placed over the "Edit" button for the "Attendance (7.1)" activity, with a green line pointing to it. The "Edit" button for "Attendance (7.1)" also has a checkmark icon next to it.

On the right side of the interface, there are two panels: "Navigation" and "Administration". The "Navigation" panel includes links for Dashboard, Site home, Site pages, and My courses. The "Administration" panel includes links for Course administration, Edit settings, Turn editing off, Course completion, Users, Unenrol me from 1799|PH.D(CHEMISTRY)|FTF|A21, Filters, and Reports.

(1) Click on "Edit" button.

7.3 CHANGING A MAXIMUM GRADE OR POINTS IN YOUR COURSE ACTIVITY (STEP-3)

To change the maximum grade of your course activity enter maximum grade into input field click on the turn editing on as shown in figure 24.

The screenshot displays the 'Grade' settings for a course activity. The 'Grade' section is highlighted with a red circle labeled '1'. Within this section, the 'Maximum grade' input field is highlighted with a red circle labeled '2'. The input field currently contains the value '100'. Other settings visible include 'Type' set to 'Point', 'Grading method' set to 'Simple direct grading', 'Grade category' set to 'Uncategorised', 'Grade to pass' set to '0.00', 'Anonymous submissions' set to 'No', and 'Hide grader identity from students' set to 'No'. The right sidebar shows the course navigation menu with 'Grades' and 'COURSE EVALUATION COMPONENTS' visible.

- (1) Click on “Grade” button.
- (2) Put the maximum marks you want to set

7.4 CHANGING A MAXIMUM GRADE OR POINTS IN YOUR COURSE ACTIVITY (STEP-4)

To save the changes click on the “Save and return to course” button as shown in figure 25.

The screenshot displays a settings interface for a course activity. On the left, there are several configuration options:

- Maximum grade: 100
- Grading method: Simple direct grading
- Grade category: Uncategorized
- Grade to pass: 0.00
- Anonymous submissions: No
- Hide grader identity from students: No
- Use marking workflow: No

Below these are expandable sections: Common module settings, Restrict access, Activity completion, Tags, and Competencies.

At the bottom, there are three buttons: "Save and return to course" (highlighted with a red circle and the number 1), "Save and display", and "Cancel".

On the right, there is a sidebar with a list of course activities: MidTerm (6.1), Technical (8.1), Exam (1.1), and Presentation Marks (11.1). Below this is a "CLASS SCHEDULE" link. Further down is an "Administration" section with a gear icon and a list of options: Assignment administration, Edit settings, Group overrides, User overrides, Locally assigned roles, Permissions, Check permissions, Filters, Competency breakdown, Logs, Backup, Restore, Advanced grading, View gradebook, View all submissions, and Download all submissions. At the bottom of the sidebar are "Course administration" and "Site administration" sections, with a search bar.

A message at the bottom right of the main content area states: "There are required fields in this form marked 1."

(1) Click on “Save and return to course” button.

Dear Teachers,

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.



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Reference:

- www.moodle.org

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