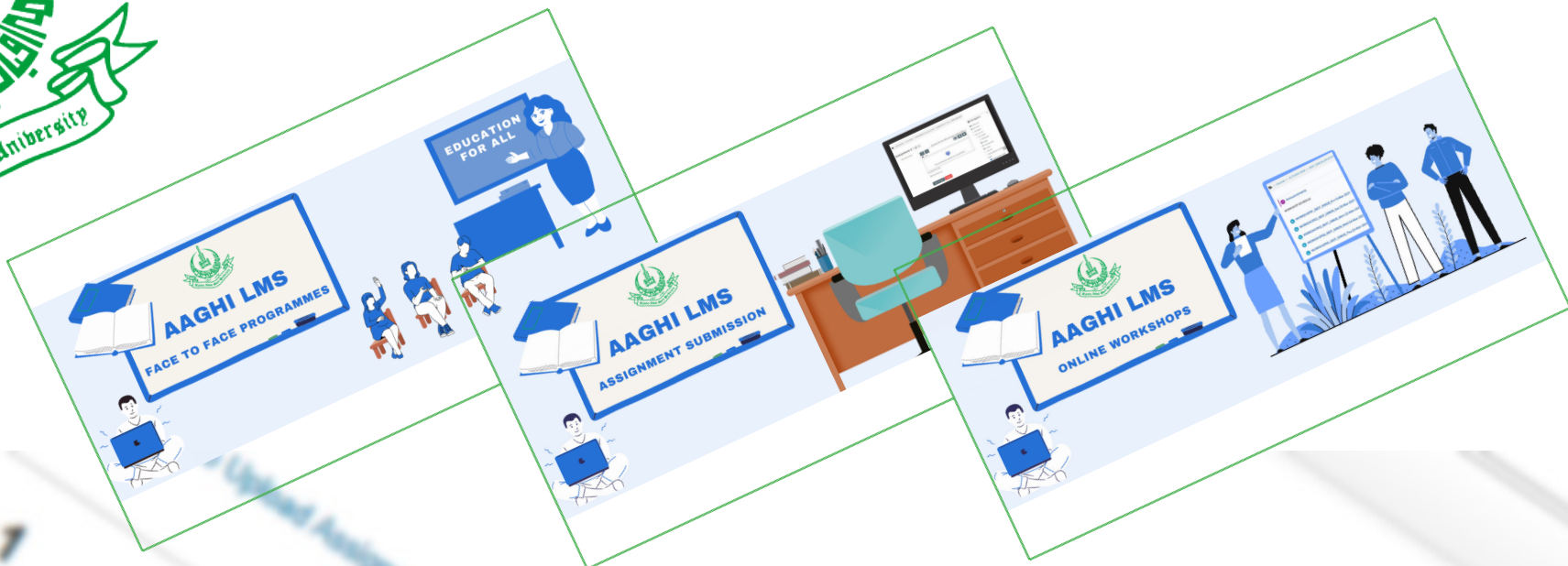


Allama Iqbal Open University

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.

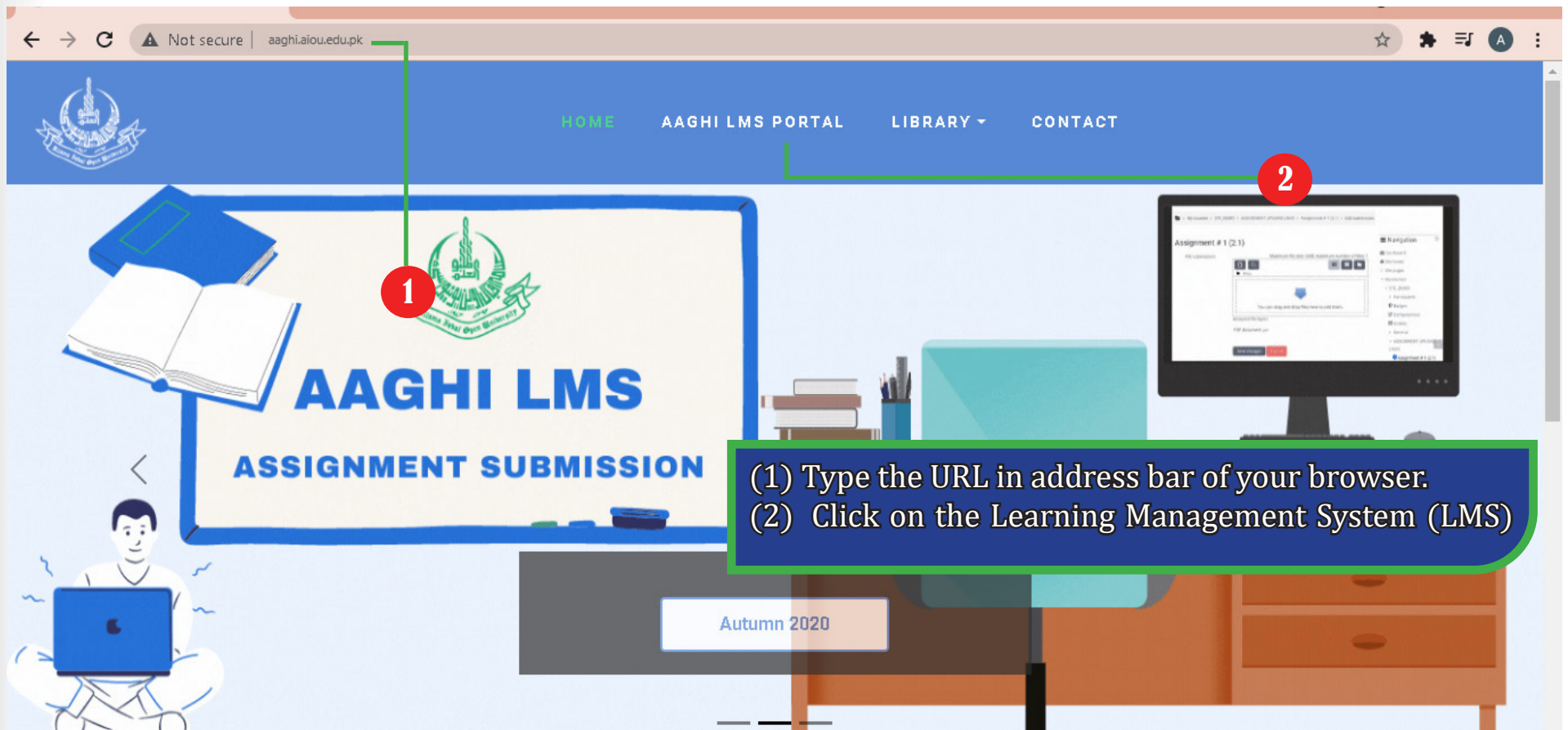


Figure 1

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.

The screenshot shows the AAGHI LMS PORTAL login interface. The browser address bar displays 'aaghi21.aiou.edu.pk/login/index.php'. The page has a teal header with 'AAGHI LMS PORTAL'. Below the header is a login form. A red circle with the number '1' points to the username input field, which contains '20fid03970@aiou.edu.pk'. A red circle with the number '2' points to the password input field, which contains masked characters '.....'. A red circle with the number '3' points to the 'Log in' button. To the right of the password field, there is a link 'Forgotten your username or password?' and a message 'Cookies must be enabled in your browser'. Below the password field, there is a checked checkbox for 'Remember username' and a 'Log in as a guest' button. The text 'Some courses may allow guest access' is also visible.

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.

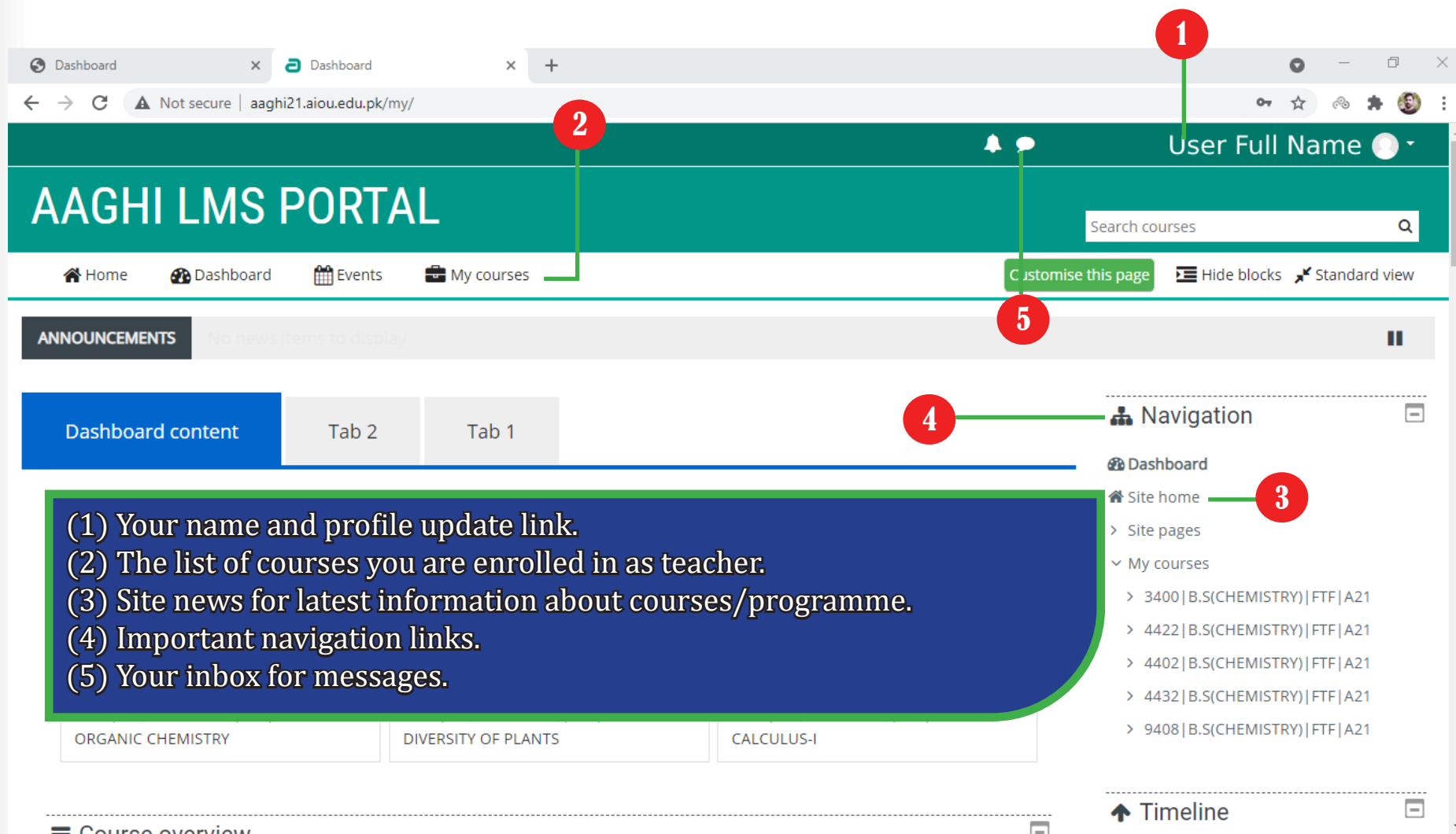


Figure 3

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

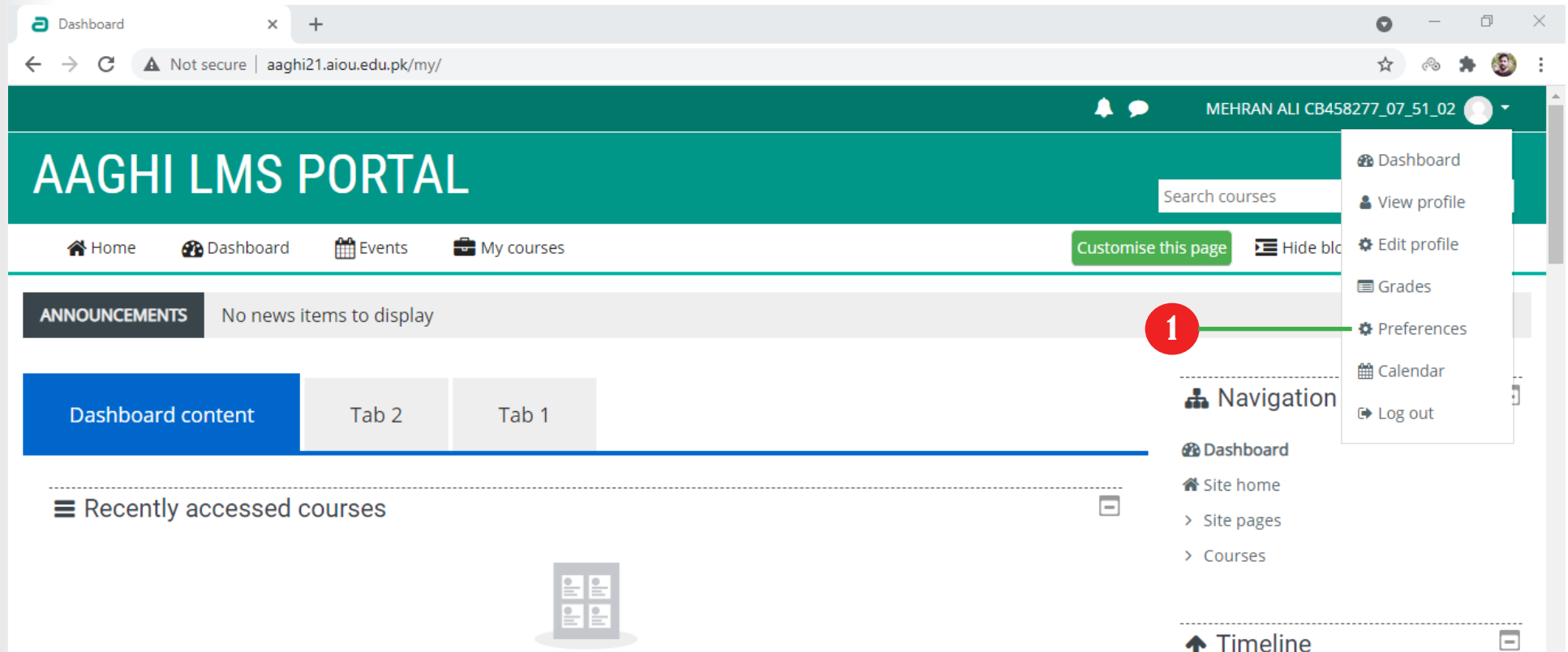


Figure 4

(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”.

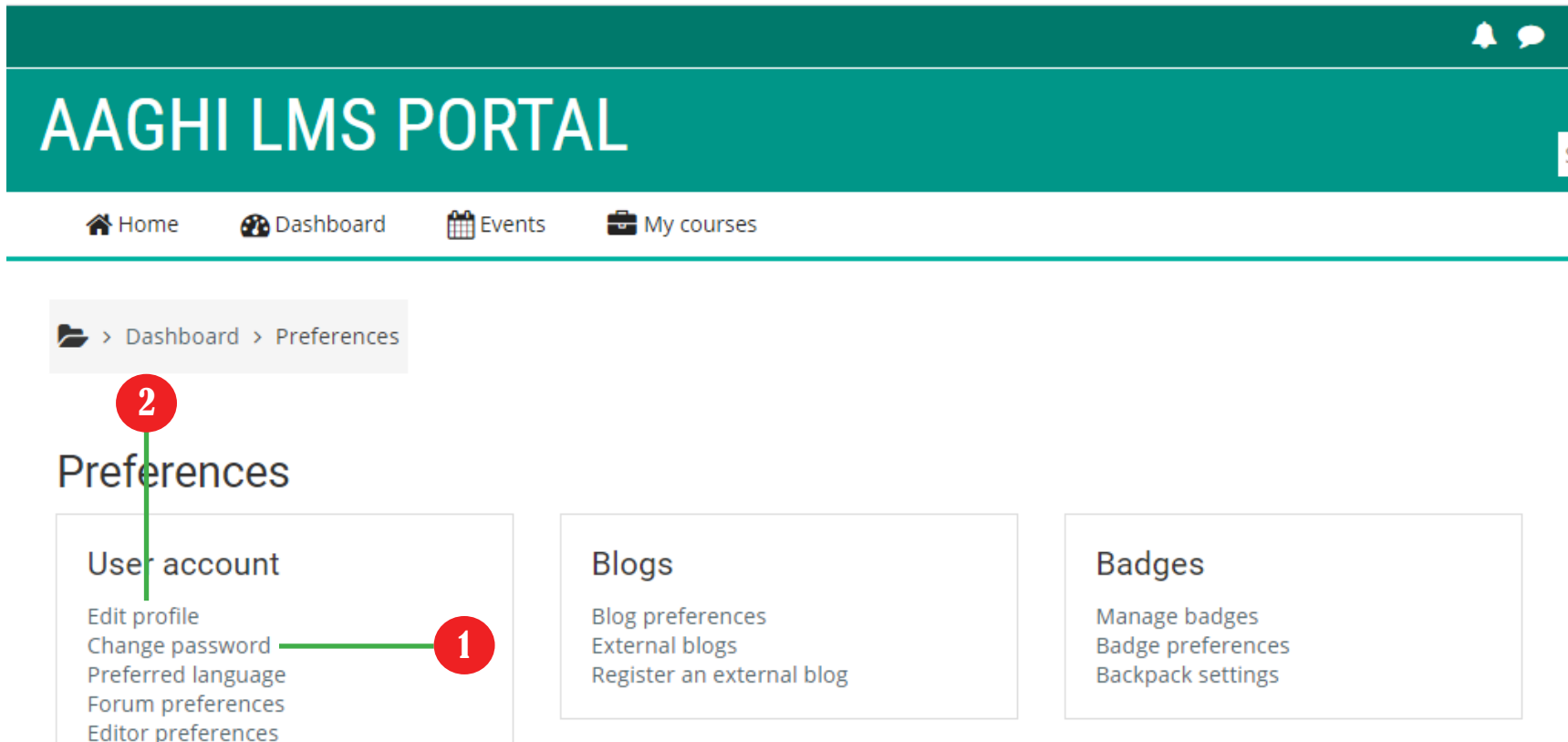


Figure 5

- (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

New password

New password (again)

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.

AAGHI LMS PORTAL: Edit profile

Not secure | aaghi21.aiou.edu.pk/user/edit.php?id=158087&course=1

Home Dashboard Events My courses

Hide blocks Standard view

Dashboard > Preferences > User account > Edit profile

MEHRAN ALI CB458277_07_51_02

General

First name: MEHRAN ALI

Surname: CB458277_07_51_02

Email address: 20fid03970@aiou.edu.pk

Email display: Allow only other course members to see my email address

MoodleNet profile: ?

City/town: ISLAMABAD

Select a country: Select a country

Server timezone (Asia/Karachi)

Navigation

- Dashboard
- Site home
- Site pages
- Courses

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

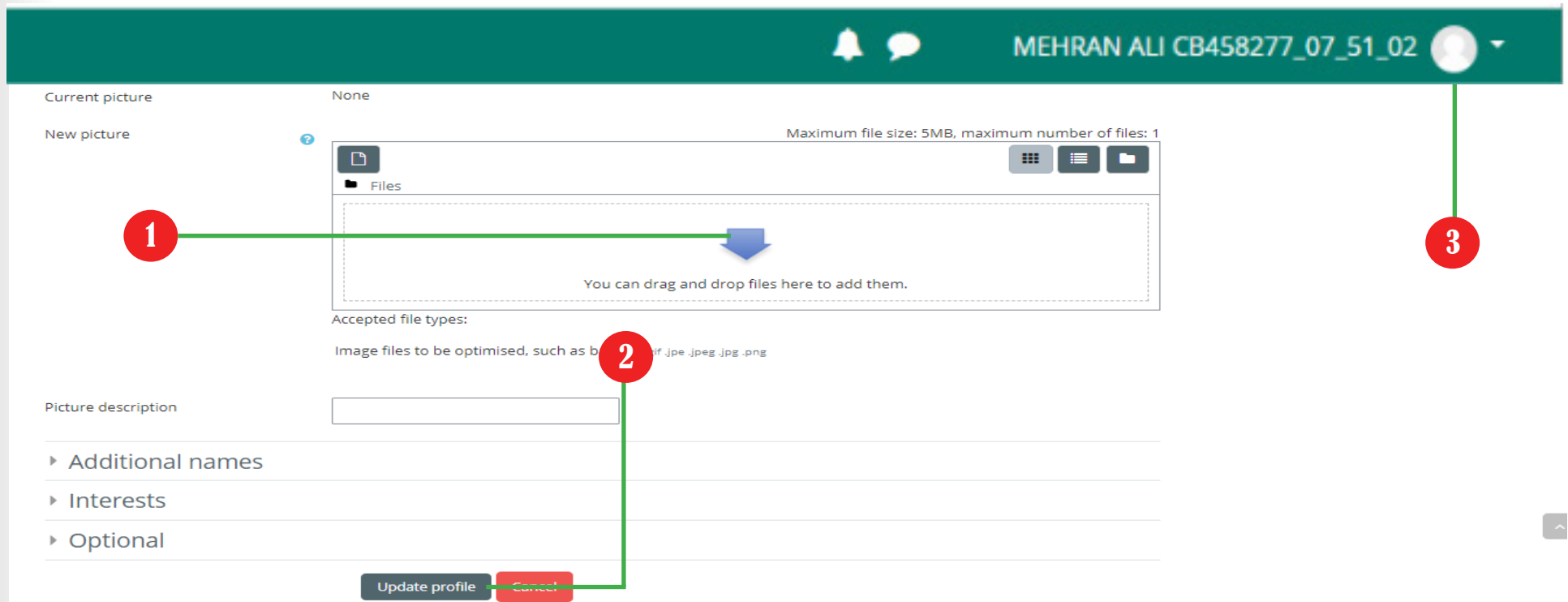


Figure 8

- (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.

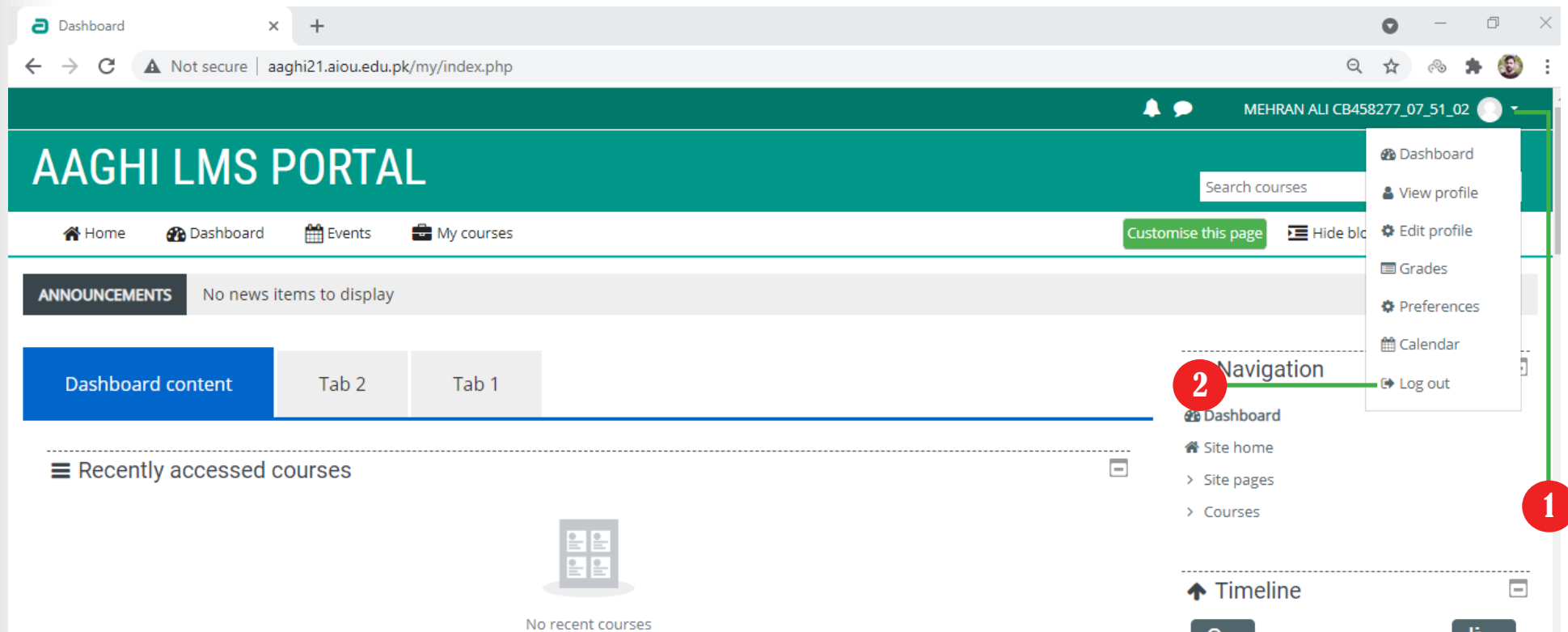


Figure 9

- (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.

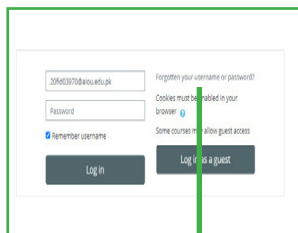


Figure 10

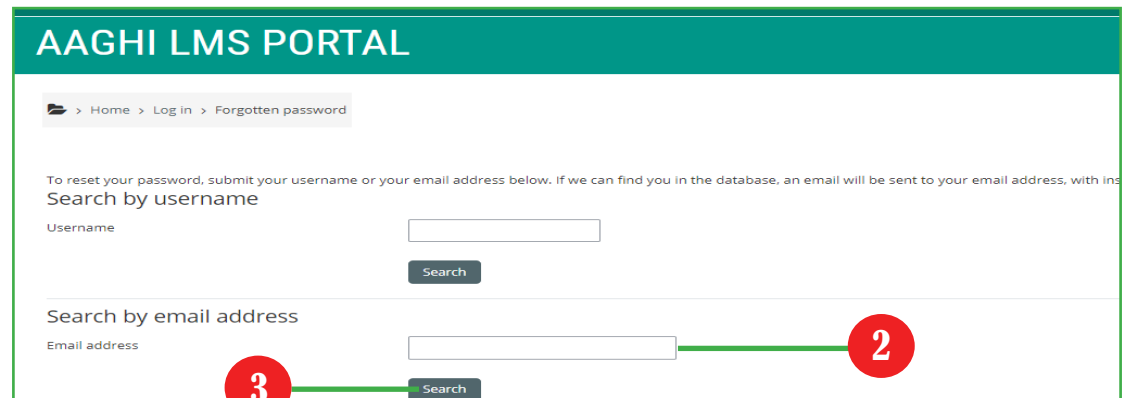


Figure 11

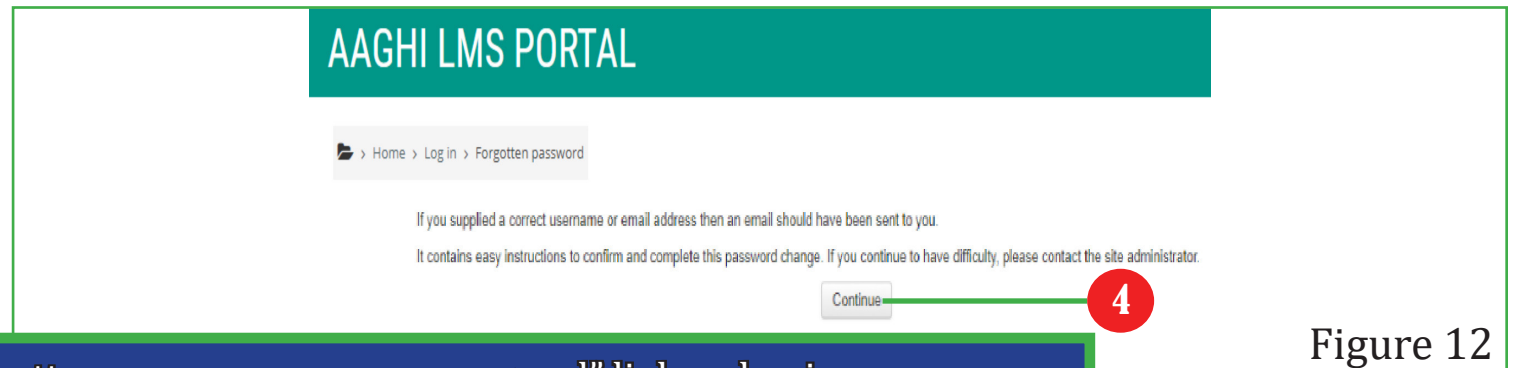


Figure 12

- (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.

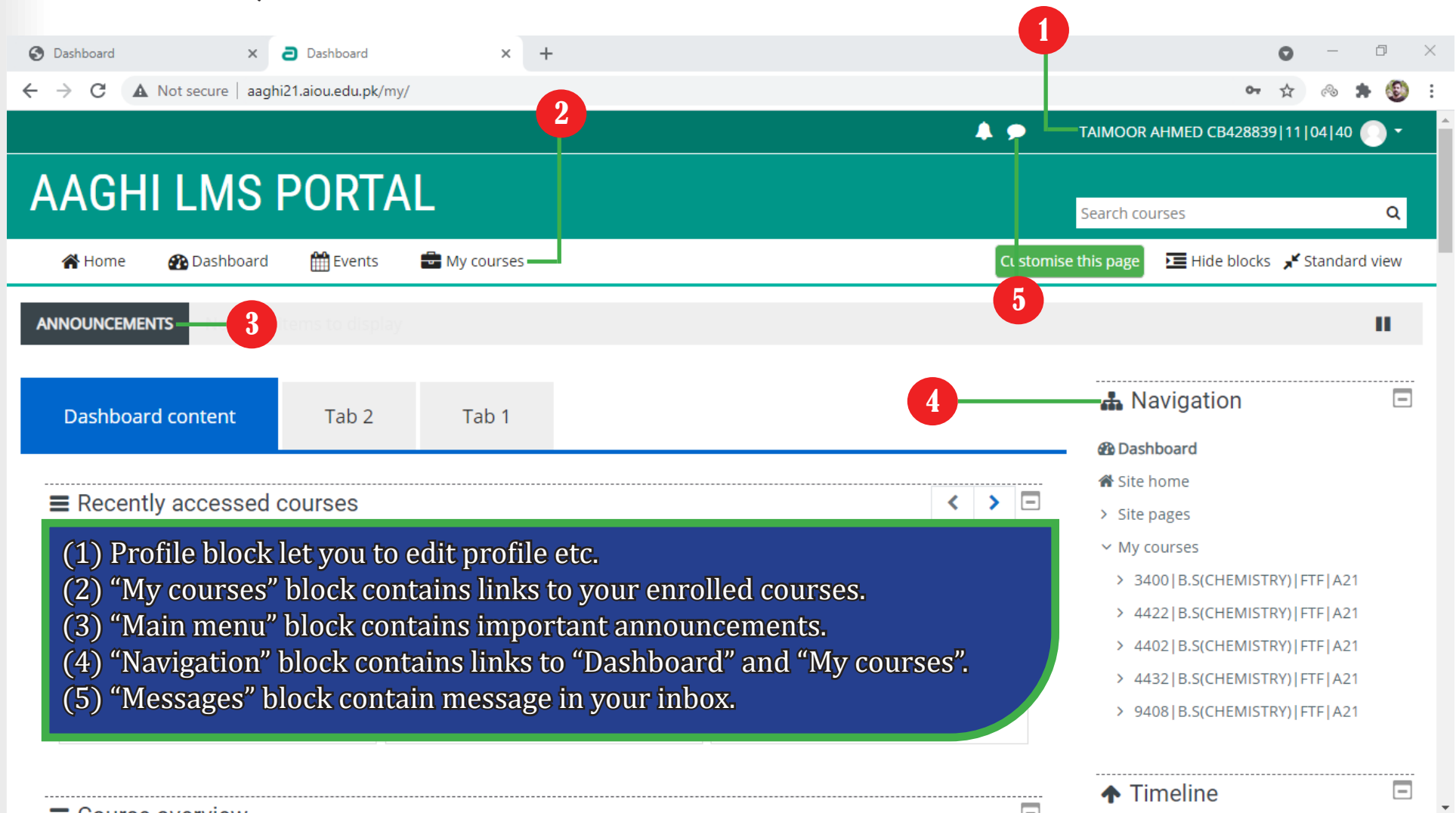


Figure 13

4.2 HOW TO ENTER INTO YOUR COURSE

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

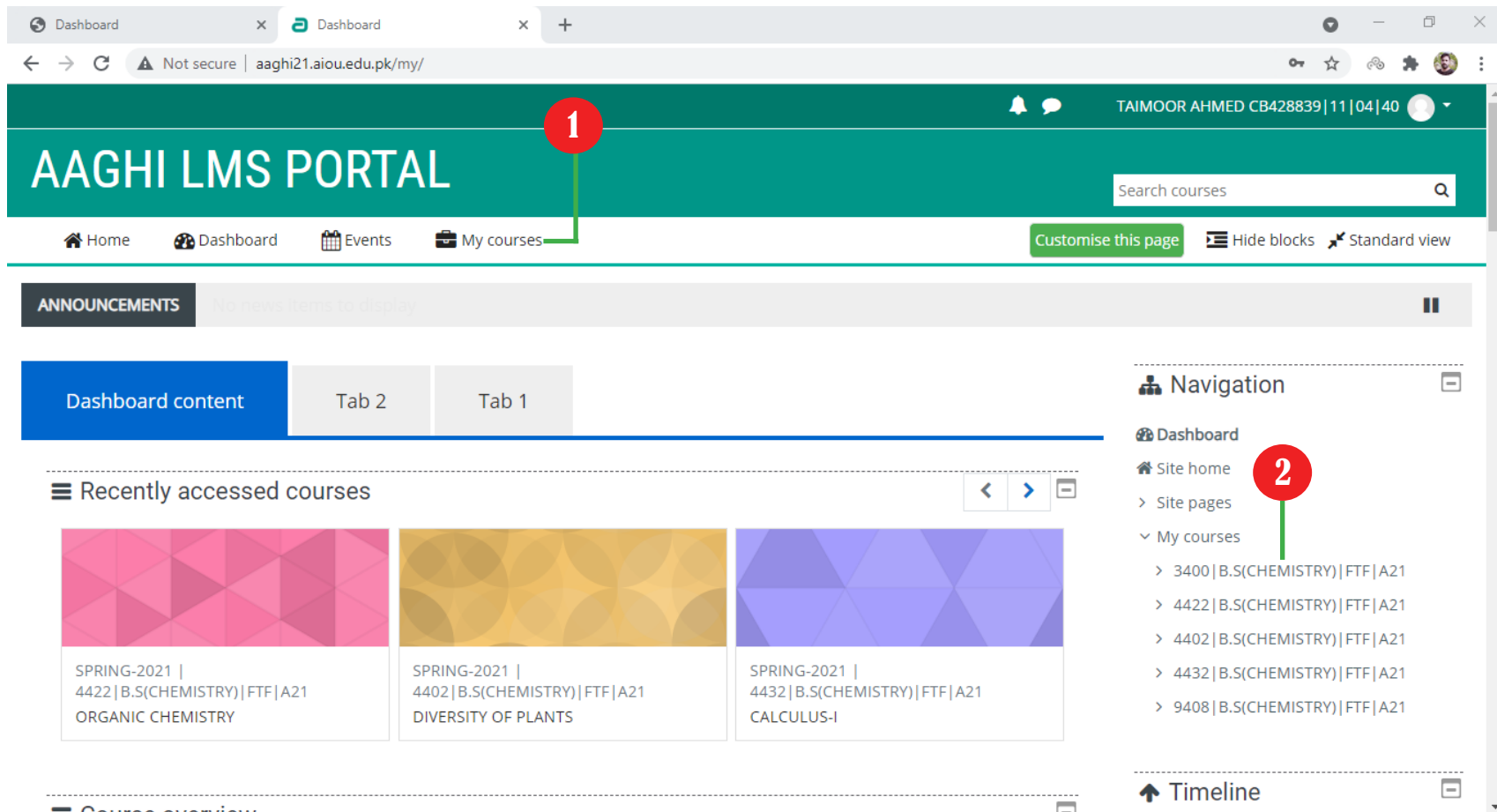


Figure 14

- (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.

The screenshot displays the LMS course interface. At the top, a navigation bar includes links for Home, Dashboard, Events, My courses, and This course. The main content area is divided into two columns. The left column, titled 'Respected LMS Users, Please do not Update/Delete the links in this section', contains a list of course modules: 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). Below this is a 'CLASS SCHEDULE' section with links for CLASS01 Teacher Orientation Course, CLASS02, and CLASS03. The right column contains a sidebar with a 'blocks' menu (3) and an 'Administration' section (4). The 'blocks' menu lists Dashboard, Site home, Site pages, My courses, and a list of courses including '1799 | PH.D(CHEMISTRY) | FTF | A21'. The 'Administration' section lists Course administration, Edit settings (5), Turn editing on, Course completion, Users, Unenrol me from 1799 | PH.D(CHEMISTRY) | FTF | A21, Filters, Reports, Gradebook setup, and Badges. Red circles with numbers 1 through 5 are placed over the 'Announcements' link, the 'Participants' link, the 'blocks' menu, the 'Edit settings' link, and the 'Turn editing on' link, respectively.

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 LMS interface for a course titled '1799|PH.D(CHEMISTRY)|FTF|A21'. The main section is 'COURSE EVALUATION COMPONENTS', which lists various 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' highlights the 'Edit settings' option in the dropdown menu for the 'Assignment # 1 (2.1)' activity. The dropdown menu also includes 'Move right', 'Hide', 'Duplicate', 'Assign roles', and 'Delete'. The right sidebar contains 'Navigation' and 'Administration' sections.

(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

PREVIOUS ACTIVITY Attendance (7.1) NEXT ACTIVITY Assignment # 2 (2.2)

Jump to...

Navigation

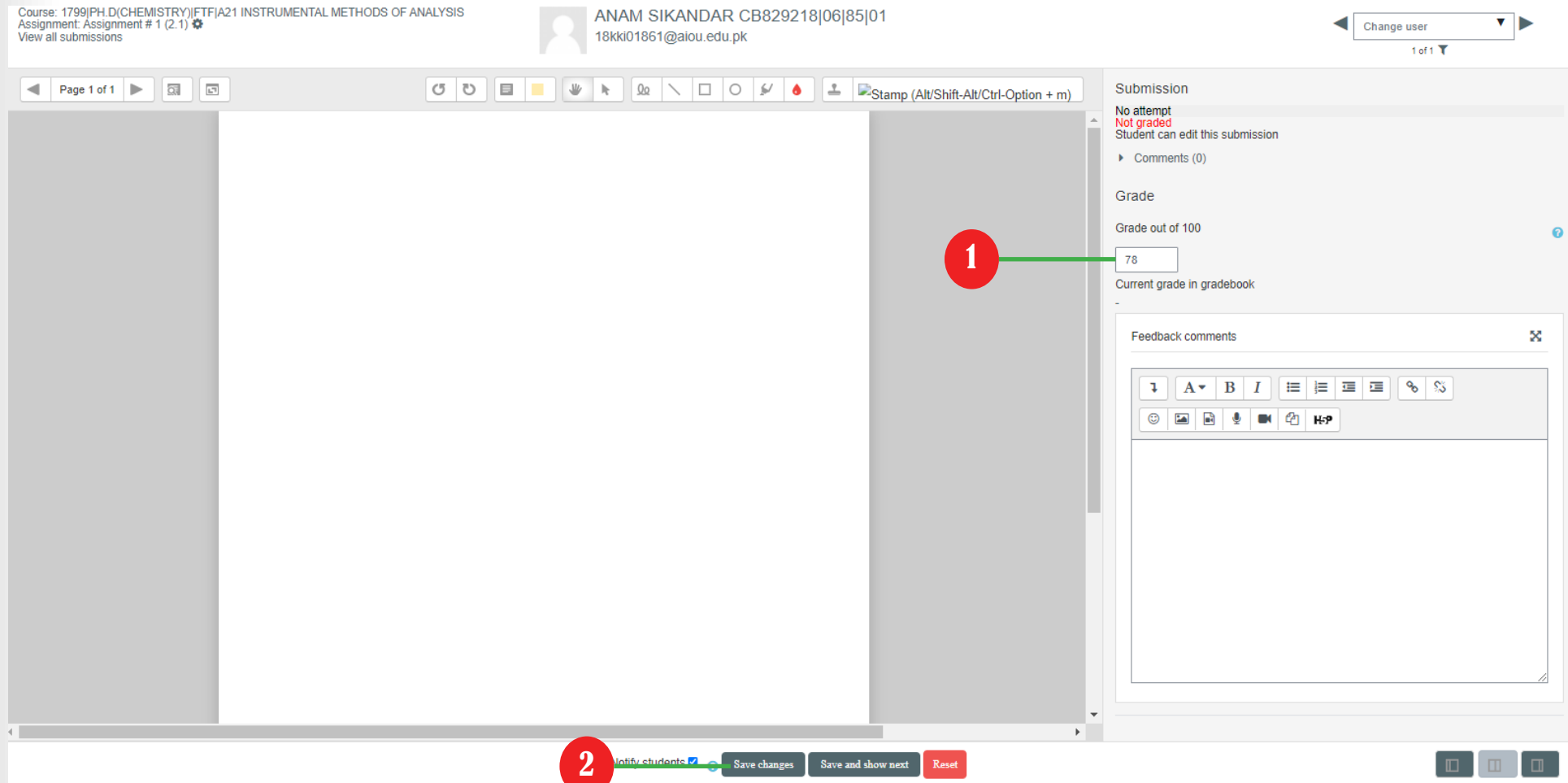
- Dashboard
- Site home
- Site pages
- My courses
 - 1799 | PH.D(CHEMISTRY) | FTF | A21
 - Participants
 - Badges
 - Competencies
 - Grades
 - COURSE EVALUATION COMPONENTS
 - Announcements
 - Attendance (7.1)
 - Assignment # 1 (2.1)
 - Assignment # 2 (2.2)
 - Viva (3.1)
 - Workshop Marks (4.1)
 - Practical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



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

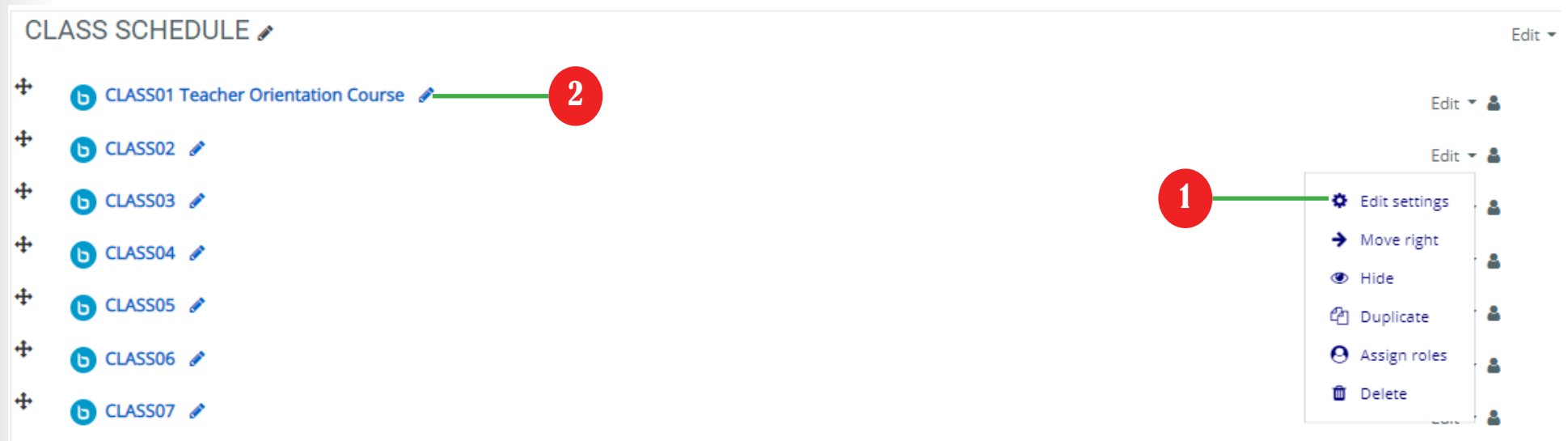
The main content area is titled 'COURSE EVALUATION COMPONENTS' and includes a warning: 'Respected LMS Users, Please do not Update/Delete the links in this section'. Below this, a list of course components is shown, each with an 'Add' icon, a name, and an 'Edit' button. The components are: Announcements, 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), and Presentation Marks (11.1). The 'Exam (1.1)' row is highlighted, and its 'Edit' button is circled in red with the number '1'.

On the right side, there is a 'Navigation' panel with links: Dashboard, Site home, Site pages, My courses, 1799|PH.D(CHEMISTRY)|FTF|A21, Participants, Badges, Competencies, Grades, COURSE EVALUATION COMPONENTS, and CLASS SCHEDULE. Below this is an 'Administration' panel with links: Course administration, Edit settings, Turn editing off (highlighted with a green line), Course completion, Users, Unenrol me from 1799|PH.D(CHEMISTRY)|FTF|A21, Filters, and Reports.

(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

Join closed

28 September 2020 20:15 ☒ Enable

▶ Common module settings

▶ Restrict access

▶ Activity completion

▶ Tags

▶ Competencies

Save and return to course Save and discard Cancel

There are required fields in this form marked 1.

- (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 displays the Moodle course administration interface. At the top, there is a navigation bar with links: 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'. The main content area is divided into two columns. The left column contains a section titled 'Respected LMS Users, Please do not Update/Delete the links in this section' followed by a list of course 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). Below this list is a section titled 'CLASS SCHEDULE' with three items: CLASS01 Teacher Orientation Course, CLASS02, and CLASS03. The right column contains a sidebar with a 'Dashboard' section and an 'Administration' section. The 'Administration' section is expanded, showing options like 'Course administration', 'Edit settings', 'Turn editing on', 'Course completion', 'Users', 'Unenrol me from 1799 | PH.D(CHEMISTRY) | FTF | A21', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Backup', 'Restore', and 'Import'. A red circle with the number '1' is placed over the 'Turn editing on' button, with a green line pointing to it.

(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.

Home Dashboard Events My courses This course

Hide blocks Standard view

> Dashboard > My courses > 1799|PH.D(CHEMISTRY)|FTF|A21

COURSE EVALUATION COMPONENTS

Respected LMS Users,
Please do not Update/Delete the links in this section

- 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)

1

Navigation

- Dashboard
- Site home
- Site pages
- My courses
 - 1799|PH.D(CHEMISTRY)|FTF|A21
 - Participants
 - Badges
 - Competencies
 - Grades
 - COURSE EVALUATION COMPONENTS
 - CLASS SCHEDULE

Administration

- Course administration
 - Edit settings
 - Turn editing off
 - Course completion
 - Users
 - Unenrol me from 1799|PH.D(CHEMISTRY)|FTF|A21
 - Filters
 - Reports

+ Add an activity or resource

(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 course activity settings interface. On the left, a sidebar lists various settings categories: General, Availability, Submission types, Feedback types, Submission settings, Group submission settings, Notifications, Turnitin plagiarism plugin settings, and Grade. The 'Grade' category is selected and highlighted with a red circle labeled '1'. The main content area shows the 'Grade' settings. The 'Type' is set to 'Point'. The 'Maximum grade' is set to '100', with a red circle labeled '2' highlighting this input field. Other settings include 'Grading method' (Simple direct grading), 'Grade category' (Uncategorised), 'Grade to pass' (0.00), 'Anonymous submissions' (No), and 'Hide grader identity from students' (No). On the right, a sidebar shows the course structure, including 'Site home', 'Site pages', 'My courses', and '1799|PH.D(CHEMISTRY)|FTF|A21'. Under 'COURSE EVALUATION COMPONENTS', various activities are listed, such as '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)'. At the bottom right, there is an 'Administration' section with options for 'Assignment administration', 'Edit settings', 'Group overrides', and 'User overrides'.

- (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.

Maximum grade
100

Grading method
Simple direct grading

Grade category
Uncategorised

Grade to pass
0.00

Anonymous submissions
No

Hide grader identity from students
No

Use marking workflow
No

Common module settings

Restrict access

Activity completion

Tags

Competencies

1 Save and return to course Save and display Cancel

There are required fields in this form marked 1.

Administration

- 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
 - Download all submissions
- Course administration
- Site administration

Search

(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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