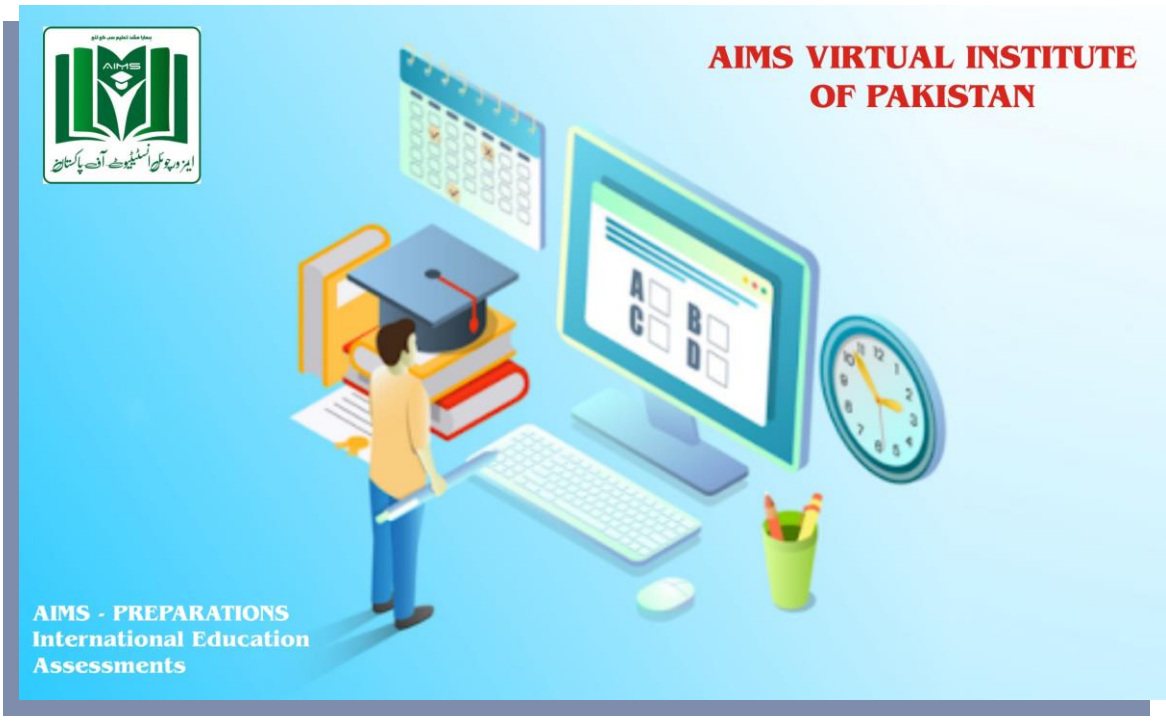
ADMIN TRAINING MANUAL

AIMS Learning Management System

SPECTRUM CONNECT - LMS



AIMS Spectrum Connect LMS

LMS
learning management system

Ahmed College of Pharmacy (Pvt) Ltd.
Head office: Main GT Road near Green Town Kangani Wala
over Head Bridge Adjacent Global College, Gujranwala
info@alliedinstitutes.edu.pk | www.alliedinstitutes.edupk| Tel. +92 55 427 44 47

Table of Contents

What is Learning Management System? 6
Uploading and sharing materials: 6
Forums and chats: 6
Why Should You Use a LMS? 6
Student demand 7
Student schedules 7
Better courses 7
1. Getting Started 7
Login to Learning Management System 8
2. Dashboard 9
Global Navigation 10
Dashboard 10
View Profile 10
Edit Profile 11
Grades 13
Preferences 14
Calendar 16
Switch role to... 17
Log out 18
Messages and Notification 18
Main Menu 20
Home 20
Dashboard 21
Events 21
22
My Courses 22
Hide/Show Blocks 22
Standard View/Full Screen 22
Side Menu Blocks 23
Private files 23

Navigation 23
Others 23
3. Course Administration 23
Edit Settings 23
Turn Editing on 23
Course Completion 24
Users 24
Gradebook Setup 24
Backup 24
Restore 24
Import 24
Reset 24
Question Bank 24
4. Edit Settings 25
5. Grades 26
Manage General Settings 26
Manage category Settings 27
Manage Grade item Settings 27
Manage Scales 29
Manage Letters 30
Export gradebook/Grades 31
Import gradebook/Grades 32
Question Bank 32
Import Question Bank 33
Export Question Bank 33
6. Users 34
Accounts 34
Browse List of User 34
Bulk User Actions 34
Add a New User 36
User Default Preferences 36
Cohorts 37

Upload Users 38
Upload User Pictures 40
7. Courses 41
Manage Courses and Categories 41
Create a New Category 43
Create a New Course 44

What is Learning Management System?

LMSs are web applications, meaning that they run on a server and are accessed by using a web browser. Your Spectrum LMS server is probably located in your university or department, but it can be anywhere in the world. You and your students can access the system from any place with an Internet connection.

At their most basic, LMS give educators tools to create a course web site and provide access control so only enrolled students can view it. LMSs also offer a wide variety of tools that can make your course more effective. They provide an easy way to upload and share materials, hold online discussions and chats, give quizzes and surveys, gather and review assignments, and record grades. Let‘s take a quick look at each of these features and how they might be useful:

Uploading and sharing materials:

Most LMSs provide tools to easily publish content. Instead of using an HTML editor and then sending your documents to a server via FTP, you simply use a web form to store your syllabus on the server. Many instructors upload their syllabus, lecture notes, reading assignments, and articles for students to access whenever they want.

Forums and chats:

Online forums and chats provide a means of communication outside of classroom meetings. Forums give your students more time to generate their responses and can lead to more thoughtful discussions. Chats, on the other hand, give you a way to quickly and easily communicate with remote students. They can be used for project discussions between groups of students or for last-minute questions the day before an exam.

Why Should You Use an LMS?

We‘ve run classes for thousands of years without the use of computers and the Web. —Chalk and talk are still the predominant method of delivering instruction. While traditional face-to-face meetings can still be effective, applying the tools listed above opens up new possibilities for learning that weren‘t possible twenty years ago. Currently, there is a lot of research into how to effectively combine online learning and face-to-face meetings in what are called —hybrid courses or —blended learning.

Hybrid courses combine the best of both worlds. Imagine moving most of your content delivery to an online environment and saving your course time for discussion, questions, and problem solving. Many instructors have found they can save time and increase student learning by allowing students to engage in the material outside of class. This allows them to use face-to-face time for troubleshooting.

Online discussions give many students the opportunity to express themselves in ways they couldn‘t in a regular class. Many students are reluctant to speak in class because of shyness, uncertainty, or language issues. It‘s a boon to many students to have the ability to take their time to compose questions and answers in an online discussion, and instructors report much higher participation levels online than in class.

There are several other reasons to think about using an LMS in your courses:

Student demand

Students are becoming more technically savvy, and they want to get many of their course materials off the Web. Once online, they can access the latest information at any time and make as many copies of the materials as they need. Having grown up with instant messaging and other Internet communication tools, many students find that online communication is second nature.

Student schedules

With rising tuition, many students are working more hours to make ends meet while they are in school. About half of all students now work at least 20 hours a week to meet school expenses. With an LMS, they can communicate with the instructor or their peers whenever their schedules permit. They can also take quizzes or read course material during their lunch breaks. Working students need flexible access to courses, and a LMS is a powerful way to give them what they need.

Better courses

If used well, LMSs can make your classes more effective and efficient. By moving some parts of your course online, you can more effectively take advantage of scheduled face-to-face time to engage students‘ questions and ideas. For example, if you move your content delivery from an in-class lecture to an online document, you can then use lecture time to ask students about what they didn‘t understand. If you also use an online forum, you can bring the best ideas and questions from the forum into your classroom. We‘ll discuss lots of strategies and case studies for effective practice throughout the book.

1. Getting Started

Spectrum LMS is a web-based tool you can access through a web browser. This means that in order to use Spectrum LMS, you need a computer with a web browser installed and an Internet connection. You also need to have the web address (called a Uniform Resource Locator, or URL) of a server running Spectrum LMS.

Login to Learning Management System

You must already have a Spectrum LMS account created to be able to log-in. Please contact your Spectrum LMS Administrator to get a Spectrum LMS account. Log in using your login and password provided by the administrator by following steps.

The URL (**www.aimslms.eduserv.com.au)** provided by the administrator redirects you to the login page.

1. Navigate to the Login Form provided.
2. Type Username and password in the respective fields.
3. Click on the Login.

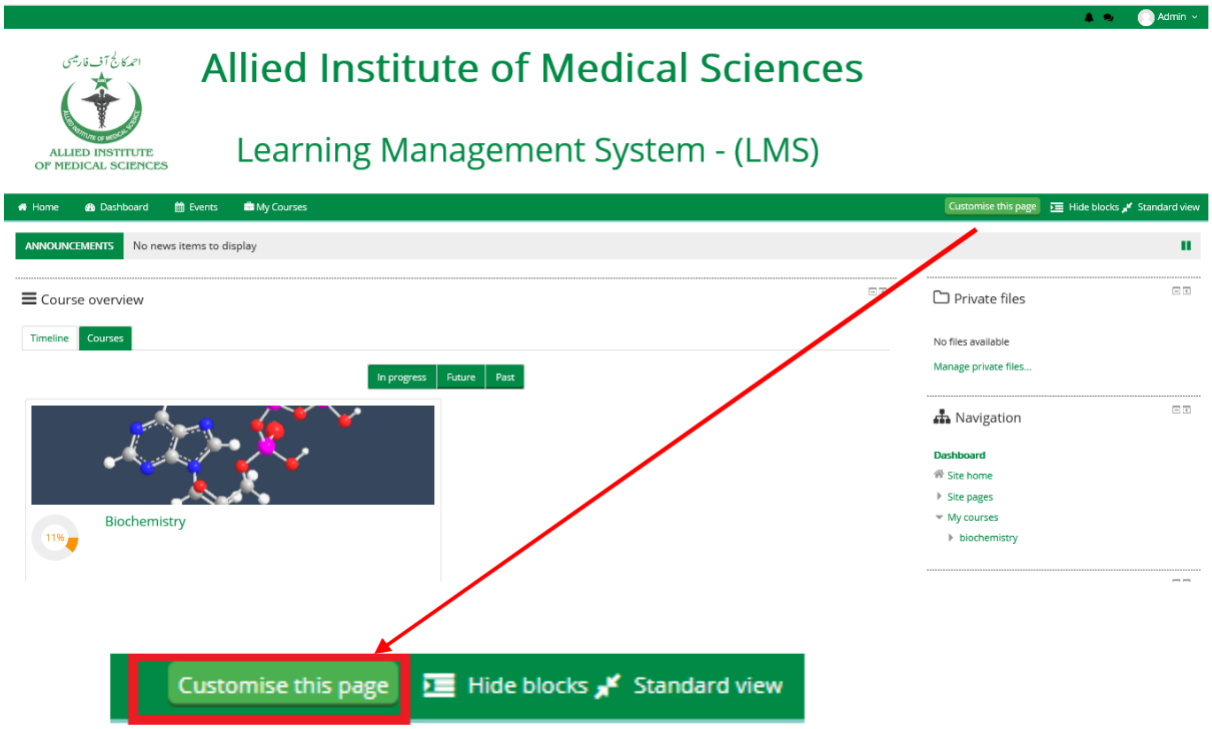
4. On Clicking Login you will be redirected to **Dashboard.**

2. Dashboard

Dashboard (formerly known as '**My home**') is a customizable page for providing users with links to their courses and activities within them, such as unread forum posts and upcoming assignments.

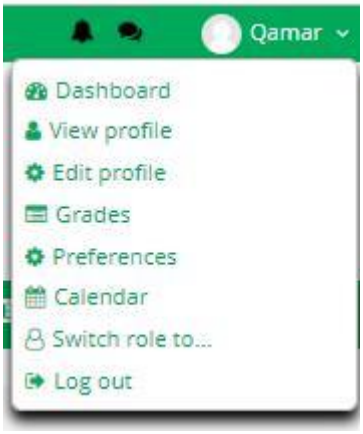
- Dashboard usually has the Course overview block in the central column. Depending on the site settings for this block, categories and child courses may display under the main courses. For information about the appearance of this block within the Dashboard.

- On the Dashboard, the courses in the Navigation block are expanded by default (as in the screenshot below) whereas they are collapsed by default elsewhere in Spectrum LMS.
- Users can customize their Dashboard and add and remove blocks by clicking the '**Customize this page**' button in the screenshot below:



Global Navigation

From **Navigation Menu** user can access **Dashboard**, **view profile**, **Edit Profile**, **Grades**, **Preferences**, **Calendar**, **Role Switching** and **Log out** Option.

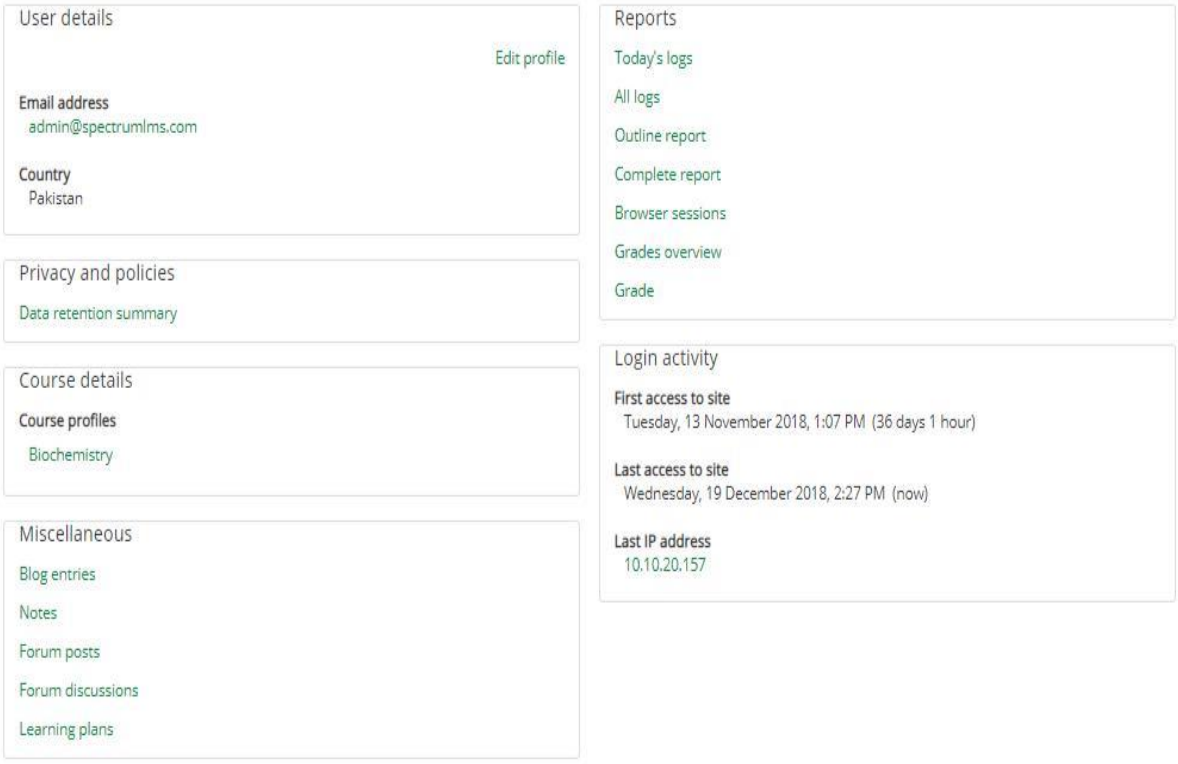


Dashboard

Quick access to Dashboard is also available from the user menu top right of the screen once logged in:

View Profile

Every user in Spectrum LMS has a Profile page which may be reached from the user menu top right and then clicking Profile. This page contains links to further pages allowing the user to edit their profile information and preferences, view their forum/blog posts, and check any reports they have access to.

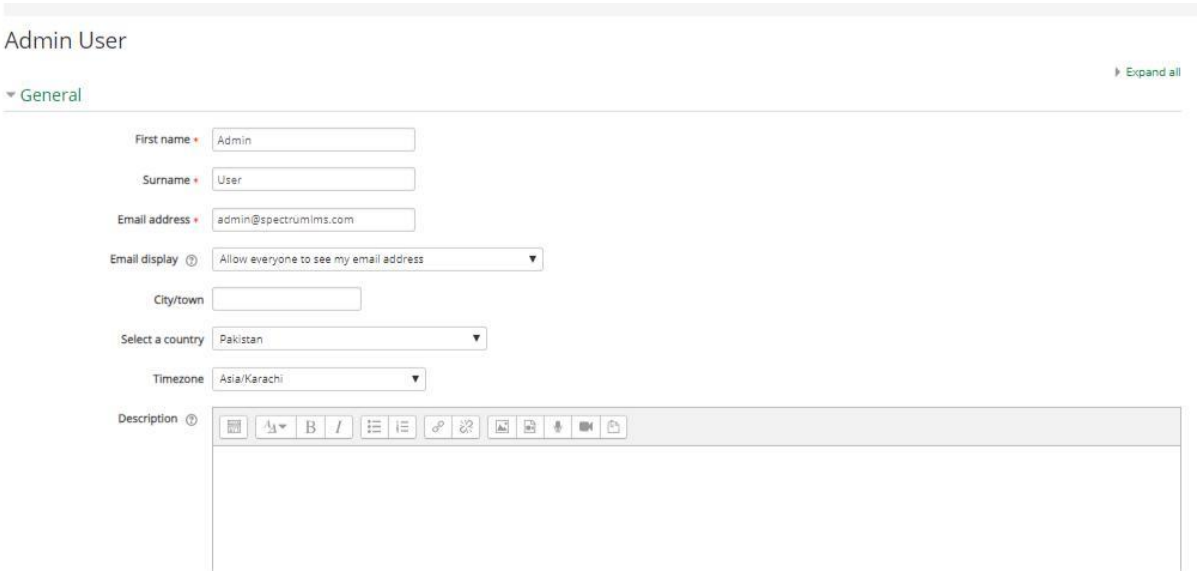


Edit Profile

Individual users can edit their profiles by clicking the Edit profile link accessed from the Profile page in the user menu (top right).

Administrators can update user profiles via ***Administration*** > ***Users*** > ***Accounts*** > ***Add a new user*** or ***Browse list of users*** or by clicking the profile of a user and clicking the Edit profile link in the User details section.

The fields are divided into 6 sections - **General**, **Preferences**, **User picture**, **Additional names** and **Optional** which are all explained below.



Remember to click **'Update profile'** when you have finished.

GENERAL

- This section is expanded by default. First name, Surname and Email address are compulsory fields. Depending on your administrator's settings you may or may not be able to edit these.
- The other settings - City/Town, Country, Time zone and Description are optional. The administrator might already have entered your city and country when your account was created.
- The Time zone field is used to convert time-related messages on the system (such as assignment deadlines) from the local time zone (the time in London) to the correct time in whichever zone you have selected.

USER PICTURE

This section is optional and allows you to choose your own profile picture.
Your current picture is shown, if you have already chosen one.

Note: If the admin has enabled it in ***Administration*** > ***Site Administration*** > ***Users*** > ***Permissions*** > ***User policies***, an avatar you might have attached to your email account will appear as your profile image if you don't upload a different one.

New picture

The "**Choose a file**" button allows you to choose a new picture for your profile. The picture must be in JPG or PNG format (i.e. the names will usually end in .jpg or .png).

To upload an image, click the "**Upload a file**" button from the list in the File_picker, and select the image from your hard disk.

NOTE: Make sure that the file is not larger than the maximum size listed, or it will not be uploaded.

Then click "**Update Profile**" at the bottom - the image file will be cropped to a square and resized down to 100x100 pixels.

When you are taken back to your profile page, the image might not appear to have changed. If this is so, just using the "**Reload**" button in your browser.

ADDITIONAL NAMES

If the administrator has activated this feature, then you will be able to set your alternative or additional names here.

INTERESTS

Use tags here to display your interests on your profile page.

OPTIONAL

There are several optional fields allowing you to add further details to your profile such as contact details and your website.

CUSTOM PROFILE CATEGORIES

If any custom user profile categories and fields have been created on your Spectrum LMS site, they will be listed at the bottom of the **Admin** >**Accounts**>**User profile fields**

UPDATING A USER PROFILE

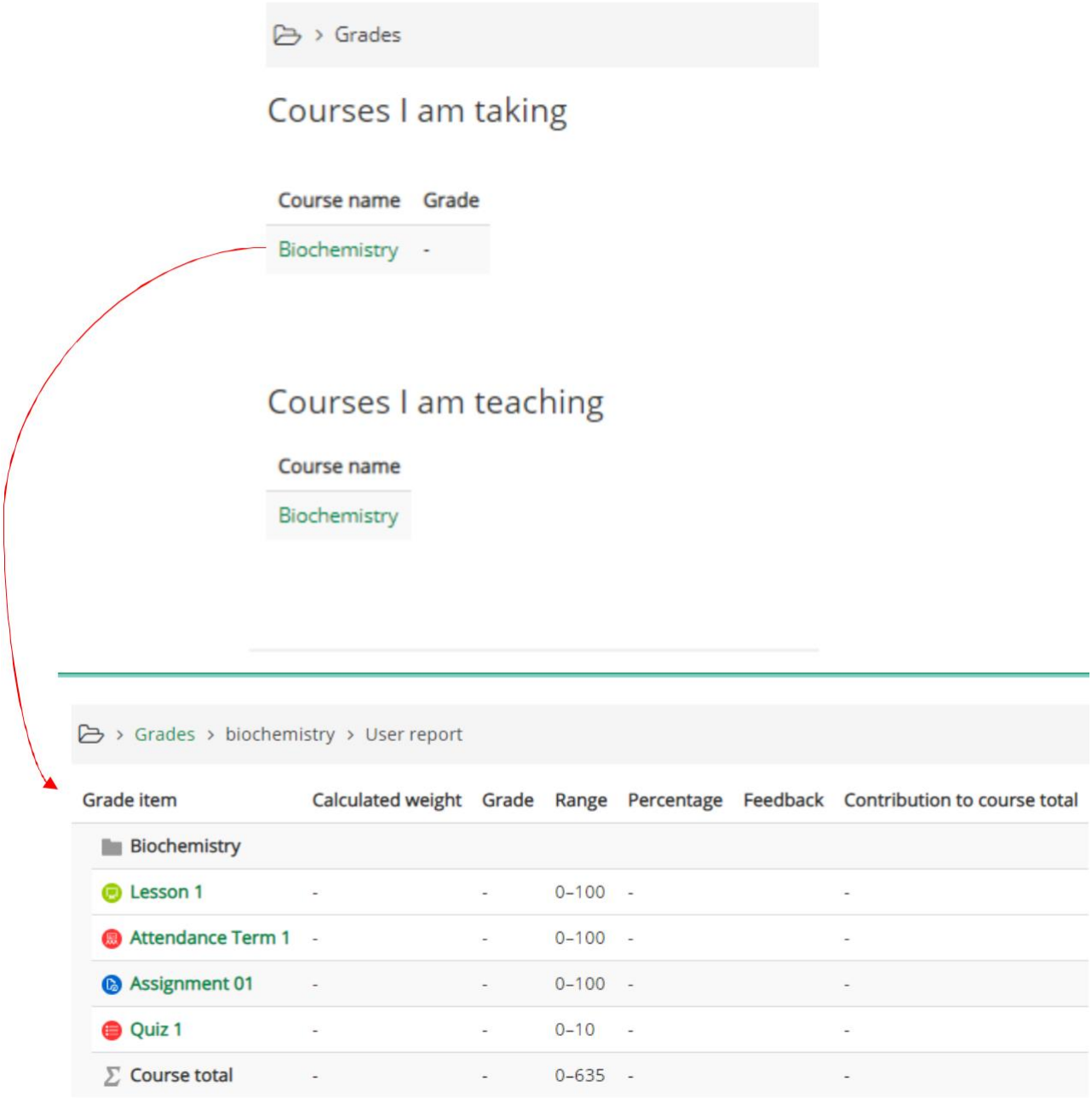
Users with the capabilities can update another user's profile i.e. in addition to being able to edit the profile, other settings such as password, authentication method and force new password may be changed. The username cannot be changed if it has been set by an authentication plugin, such as LDAP.

ACCOUNT DISABLING

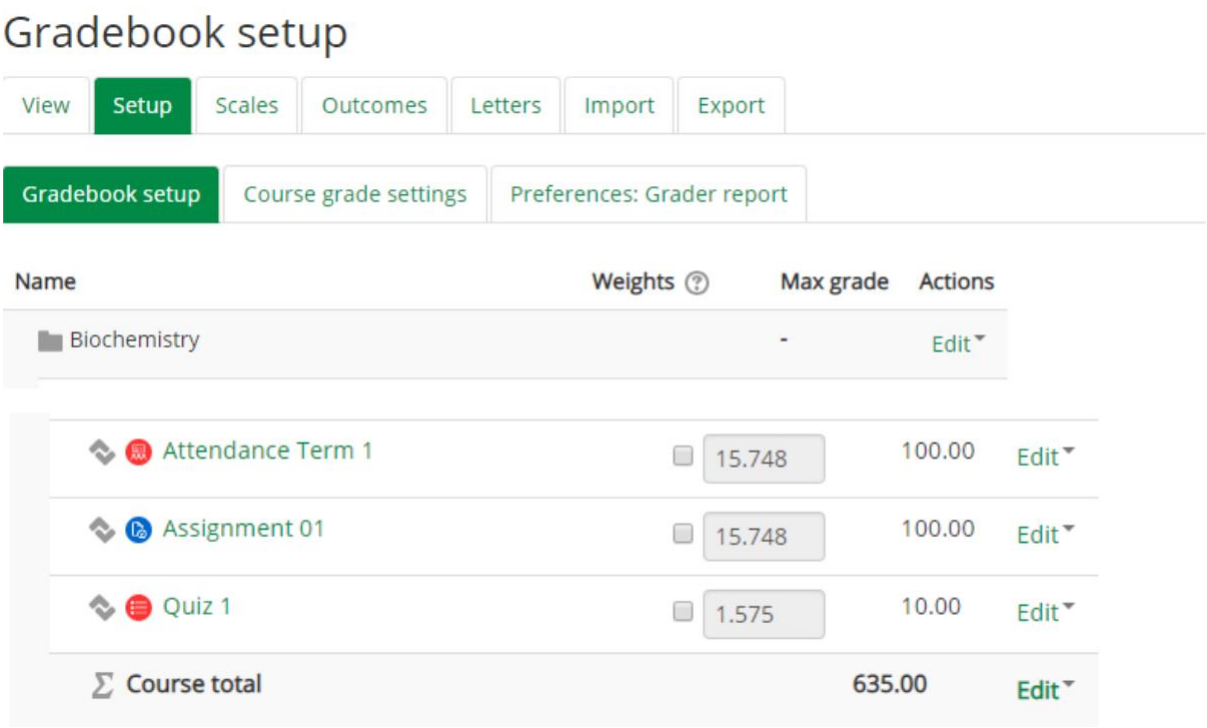
An account may be disabled by setting the authentication method to "**No login**". The account email may not be used to create another account.

Grades

You can see the grades of courses he is taking or teaching. you can also manage course grades as well in which you are teaching.



By Clicking on the courses, you are teaching you will get the following grades list of students.

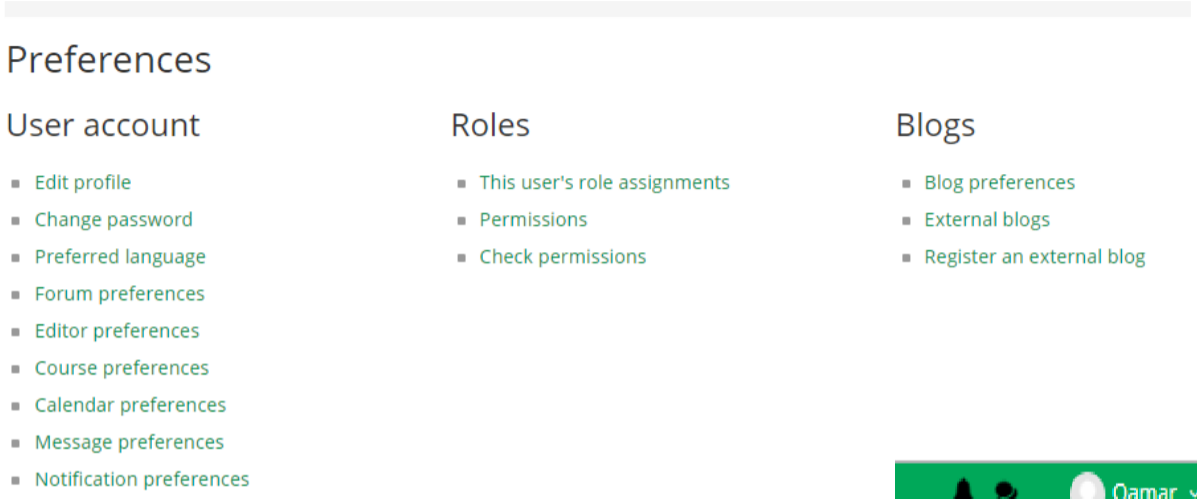


Preferences

The Preferences page gives users quick access to various settings they might wish to edit. It can be accessed directly from the user menu in the top, right corner of Spectrum LMS.

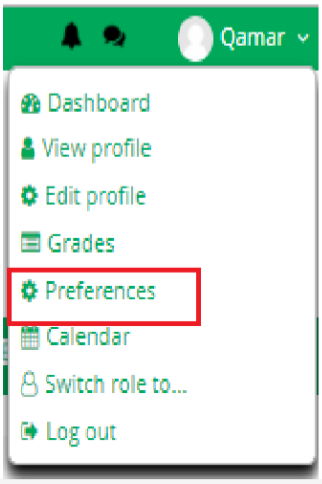
If the theme being used does not include a user menu (which pops up when you click your name in the top, right corner of Spectrum LMS), users will need to go to their Profile page by clicking their name, click '**Edit profile**' and then use the breadcrumb trail to go back to the '**preferences**' page.

The preferences of another user may be accessed from a link on their Profile page, for those who have access to it.



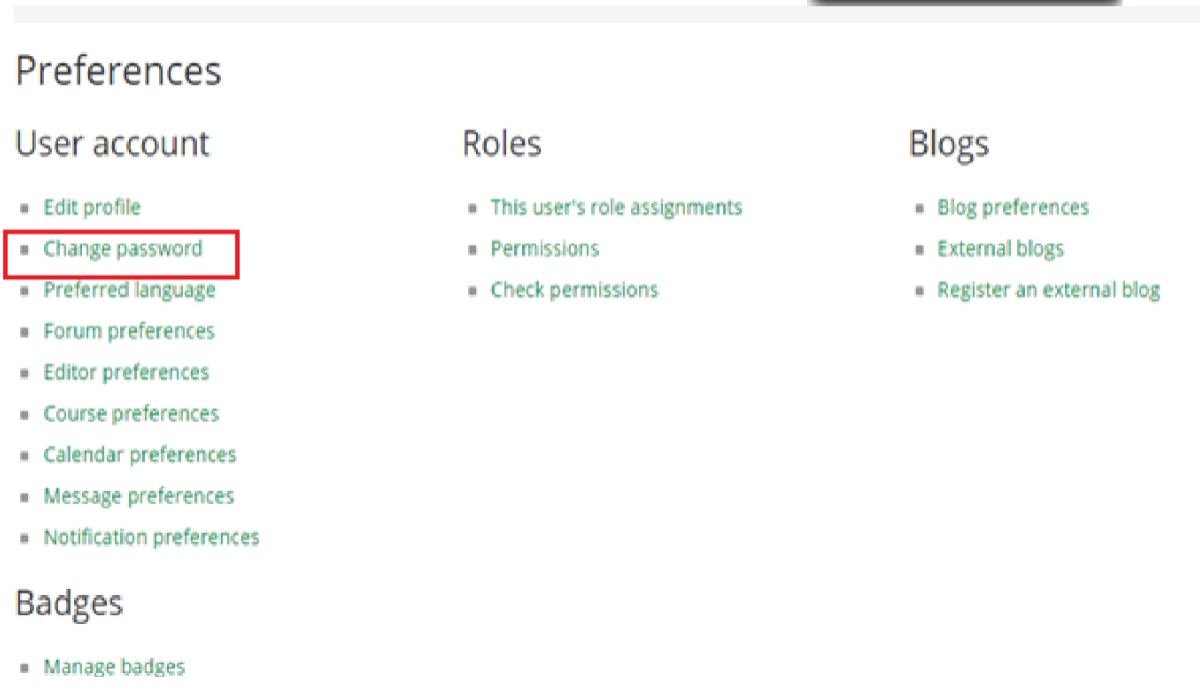
CHANGE PASSWORD

You can change the password of your own choice by following steps:

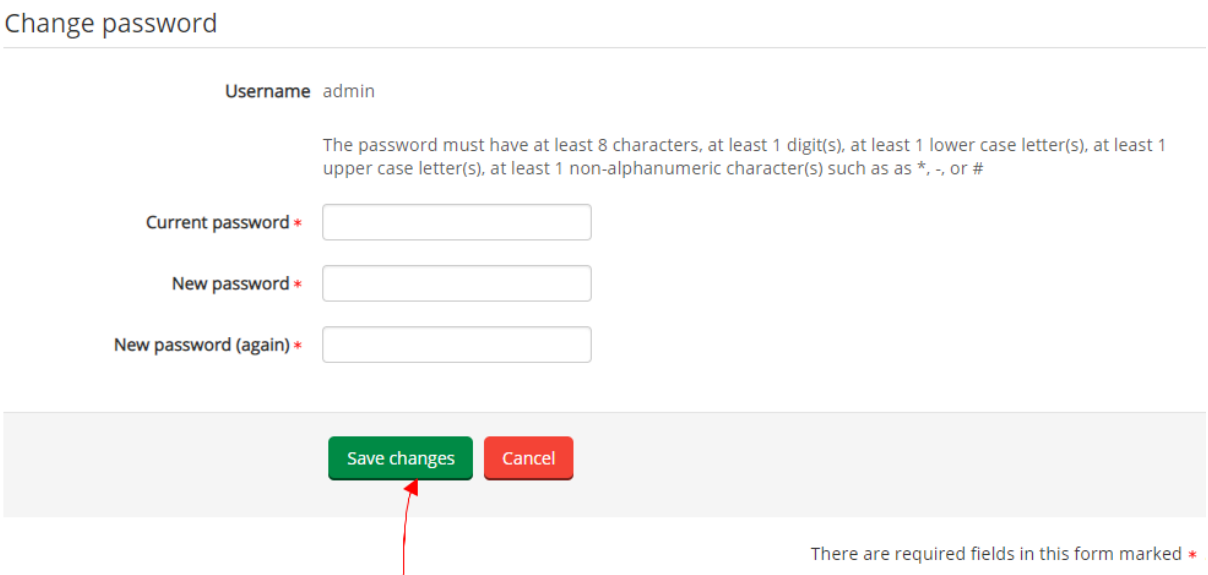


1. Click on **Preference** from the **global navigation** menu.

2. Click on **change password.**



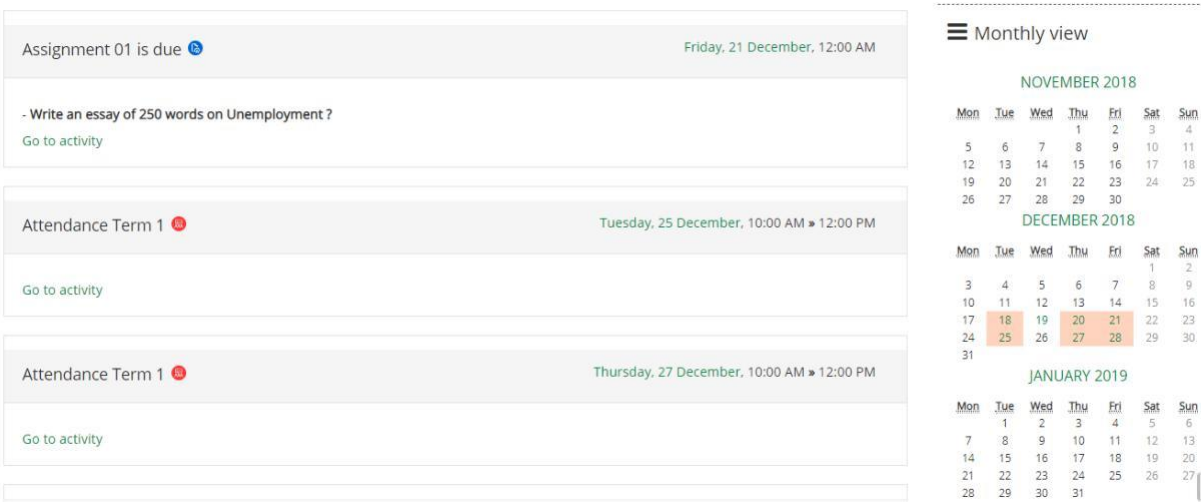
3. Provide the necessary details (Current password, New Password, New password (again)).



4. Click on **Save Changes.**

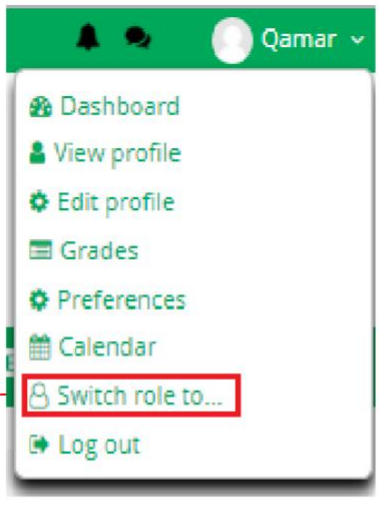
Calendar

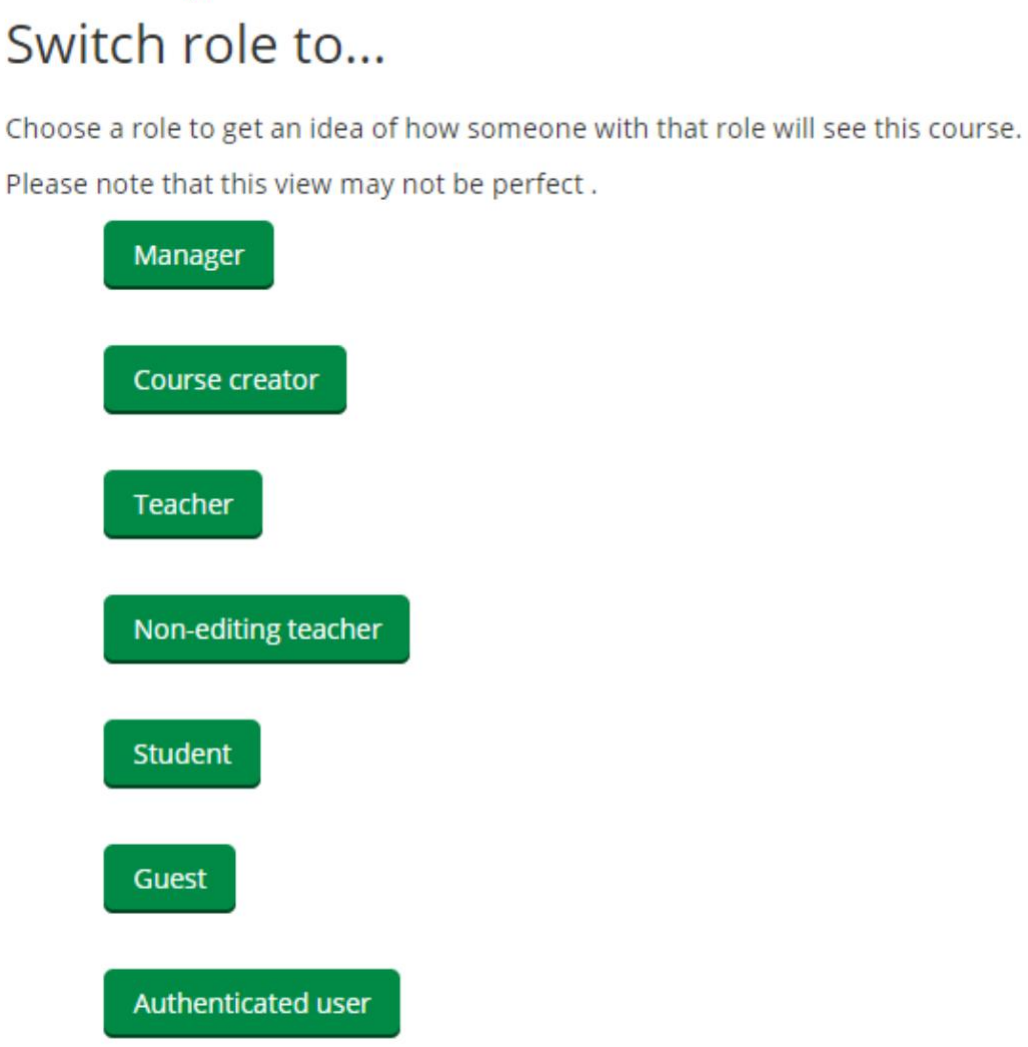
Calendar is used to get the dates of upcoming and ongoing events according to your course.



Switch role to…

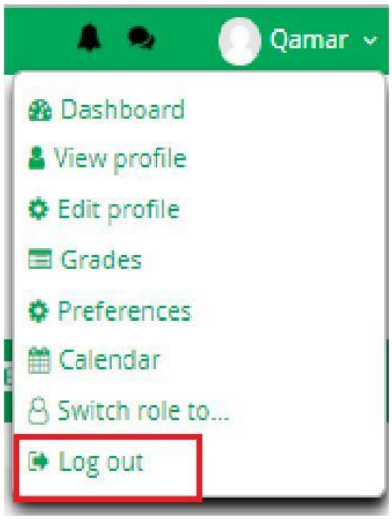
The switch roles feature allows a user to switch temporarily to another role from the user menu 'Switch role' so that they can see what the course would look like to someone with that role.





Log out

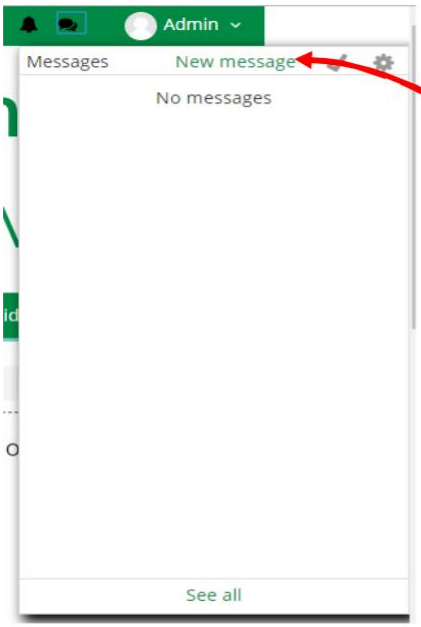
If a user wants to logout go to the **global navigation** menu. Click on **Log out** and you will be redirected to the login page.



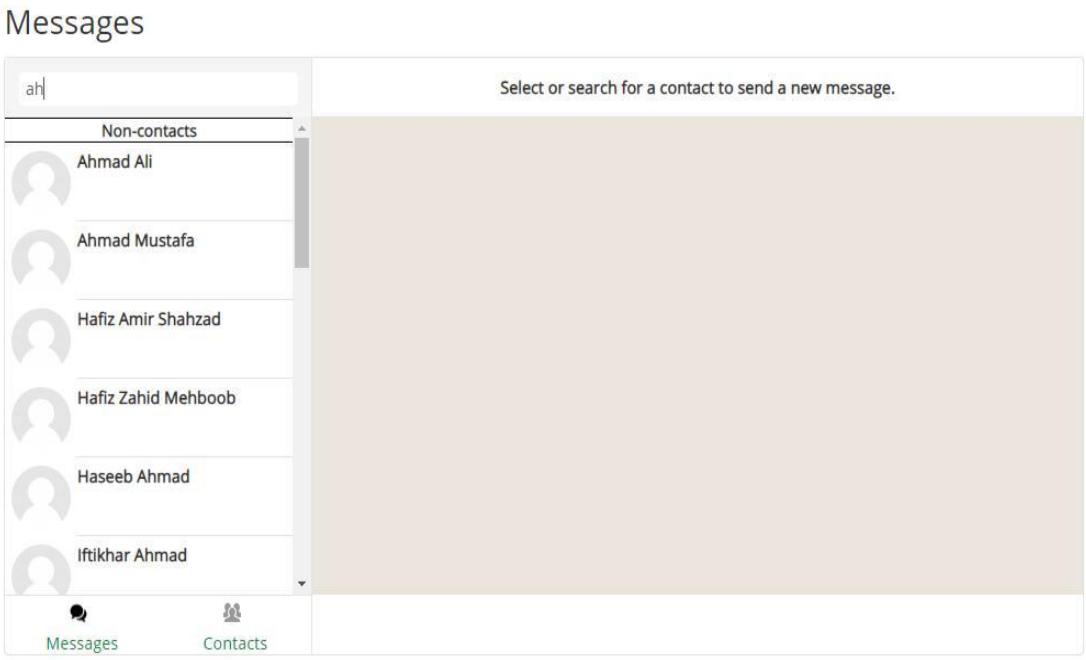
Messages and Notification

User can send and view messages as well as notifications from the Options provided in upper menu.

MESSAGES



1. User can send or create a new message to other users by clicking on **New message** link.



2. Search for the contact and start messaging.
3. User will receive messages in the **No messages** area.

NOTIFICATIONS

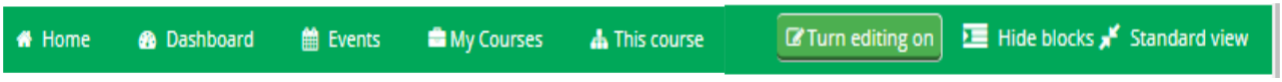
- Notifications alert teachers, students and other users about events in Spectrum LMS such as new forum posts, assignments needing grading or badges awarded.
- New notifications are highlighted with a number in the notification's menu at the top of the screen:

Main Menu

User can navigate to **Home**, **Dashboard**, **Events** and also access to the **Courses** and **This Course** option. My Courses will show the courses in which user is registered as a Teacher, whereas This Course option provides activities and resources about a course. **Turn editing on** option is used to Edit the page and page activities according to desire.

Hide Blocks option is used to hide the Blocks including Navigation, Private files, Administration and others.

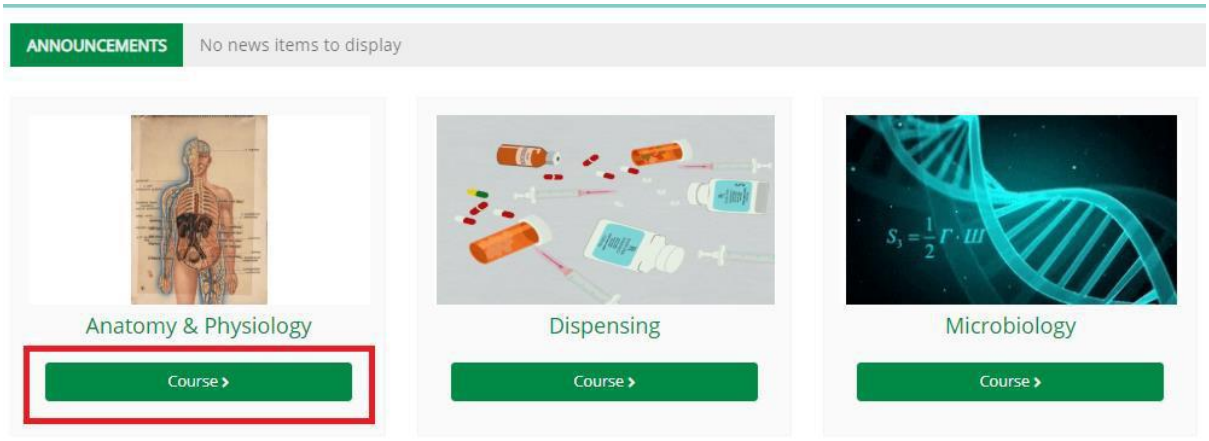
User can toggle between **standard** and **full screen** view.



Home

Home or front page contains site announcements and list of courses. User will get the list of only those courses in which he//she is registered.

User can go into the course by clicking the '**Course**' button below each the course.

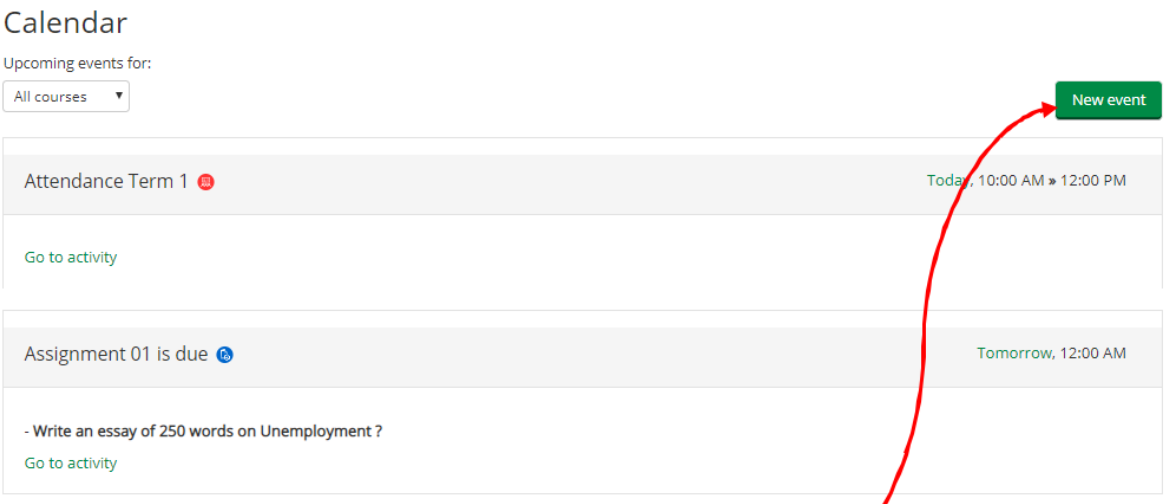


Dashboard

Dashboard is the page shown after logged in it is the page from where you can get news and announcements of your course (example: due assignments or quizzes) in the course overview area. You can also access your registered courses from dashboard.

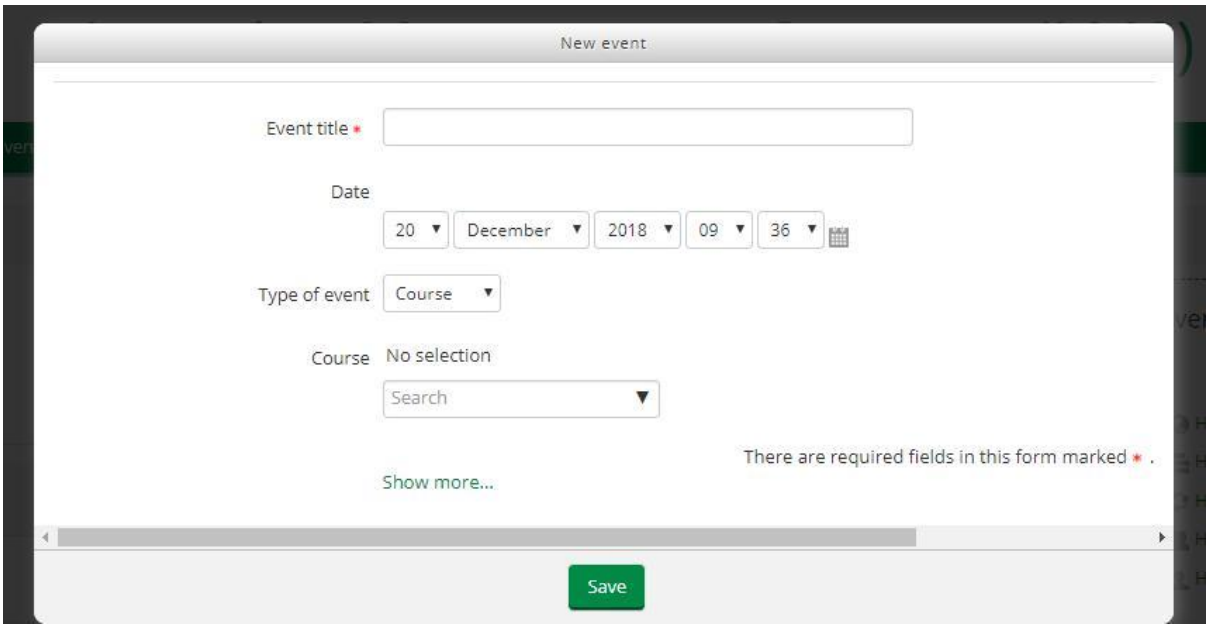
Events

Events are atomic pieces of information describing something that happened in Spectrum LMS.



ADD NEW EVENT

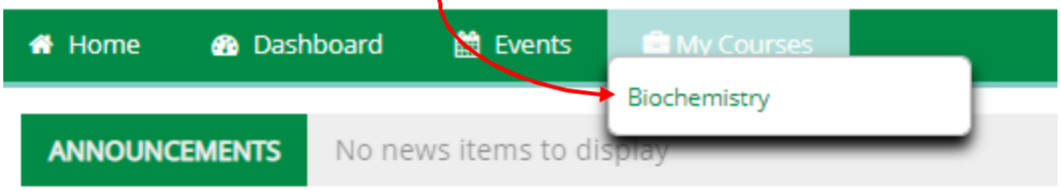
You can add new Event to the calendar by clicking the '**new Event**' button on the right corner of the **Calendar**.



Provide the above given details and Click o **Save** Button. Your Event will be created and displayed on the calendar against the provided **date.**

My Courses

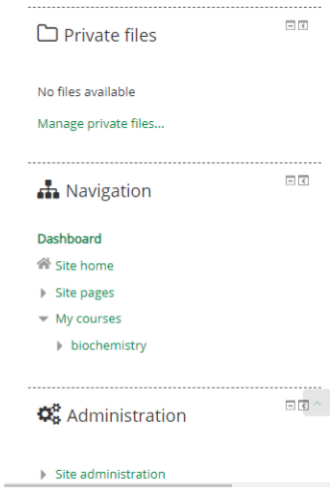
My Courses menu shows all the registered courses in a dropdown you can access the course from here also by clicking the desired course.



Hide/Show Blocks

User can show or hide the side blocks by clicking the

Hide Blocks option.



Standard View/Full Screen

User can toggle between standard or Full Screen View By

Clicking the '**Standard View'** Button

Side Menu Blocks

Side Menu Blocks are used to get quick access to the settings and other useful options provided.

Private files

User can manage private files using this option.

These files can be used further.

Navigation

User can quickly navigate to the option like

Home, Site Pages and Courses option.

Others

User can manage or customize these blocks

From the **Turn Editing on** option. User can

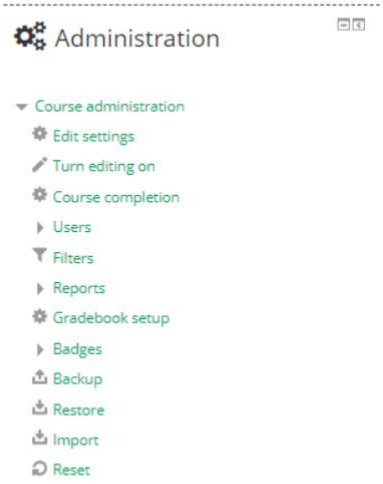
Add the blocks of his/her own choice.

3. Course Administration

User can manage or customize the course using course

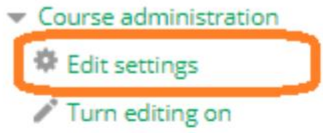
Administration option it provides all the Settings

Related to the course.



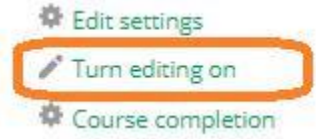
Edit Settings

User can Edit the course general and other settings using this option.



Turn Editing on

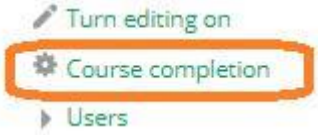
User can edit the Topics, Activities, Quiz Assignments files and resources of a course.



Course Completion

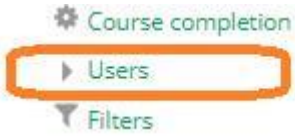
User can manage the activity or course completion settings.

Manual course completion is also managed using this option.



Users

Teacher can manage User enrollments, permissions and groups options.



Gradebook Setup

Admin can manage gradebook Settings, letters,

Scales and other related Settings.

Backup

Teacher can manage backups using this option.

Restore

Teachers can restore the backups in case of any

Data loss.

Import

Teacher can import data from its other courses

To save its time and effort in creating a course.

Reset

Teacher can reset the course settings to default

Using this option.

Question Bank

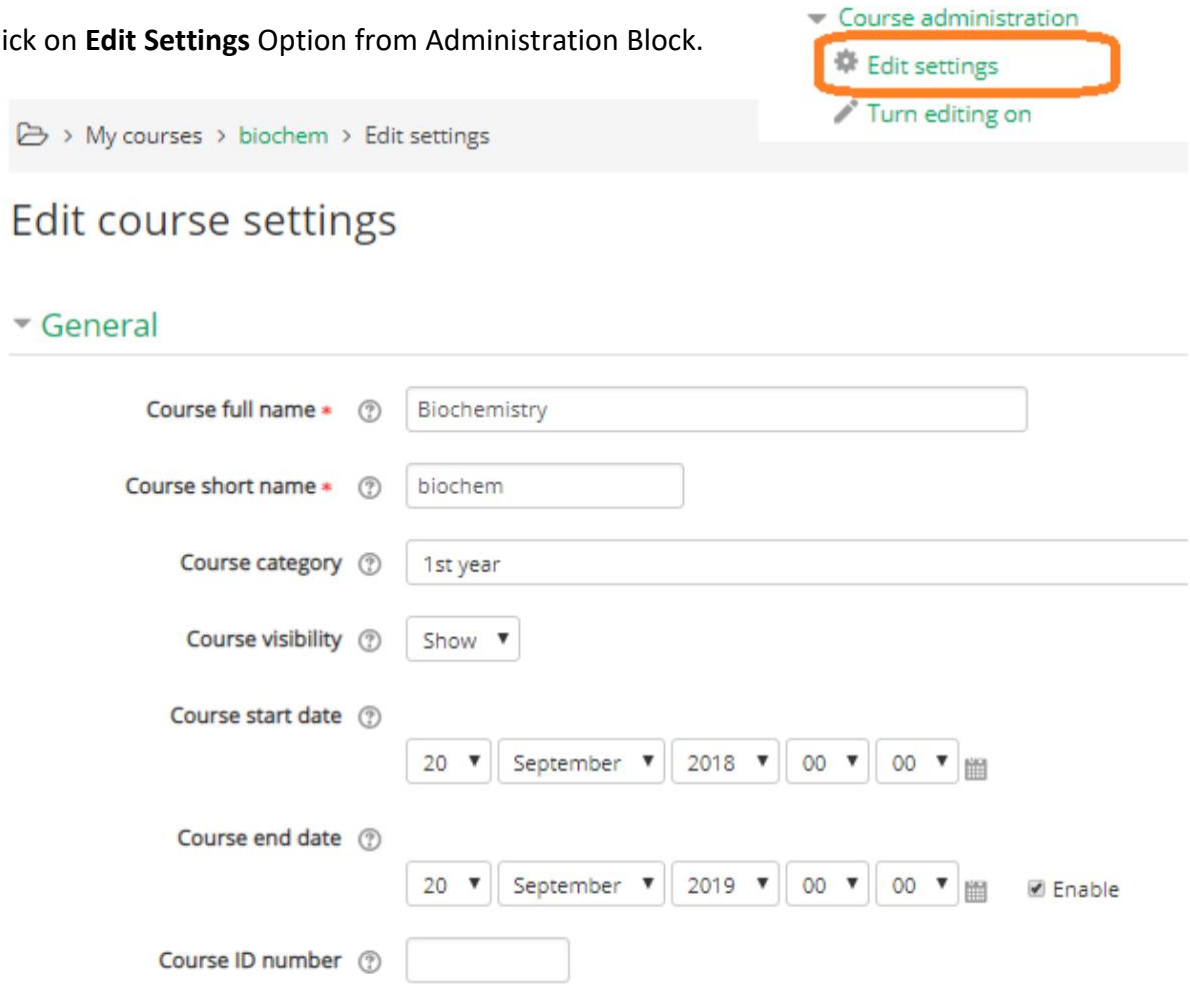
Teacher can upload the all questions at once in different

Formats instead of creating a question one by one.

4. Edit Settings

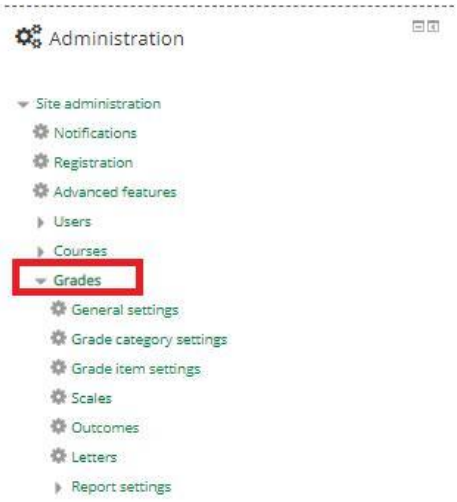
User can edit the settings of a course using the following steps:

1. Click on **Edit Settings** Option from Administration Block.



2. Provide the necessary details.
3. Click **Save and display.**

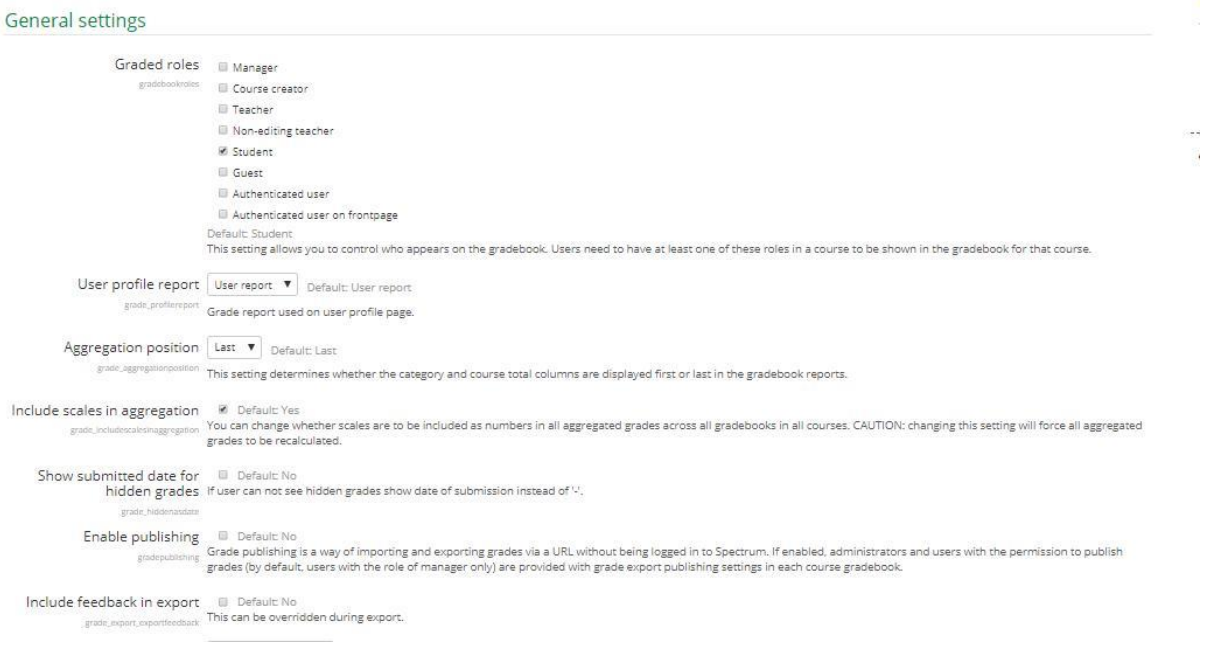
5. Grades



User can change the grade settings by:

1. Click on **Grades.**

Manage General Settings



Manage category Settings

To manage a category:

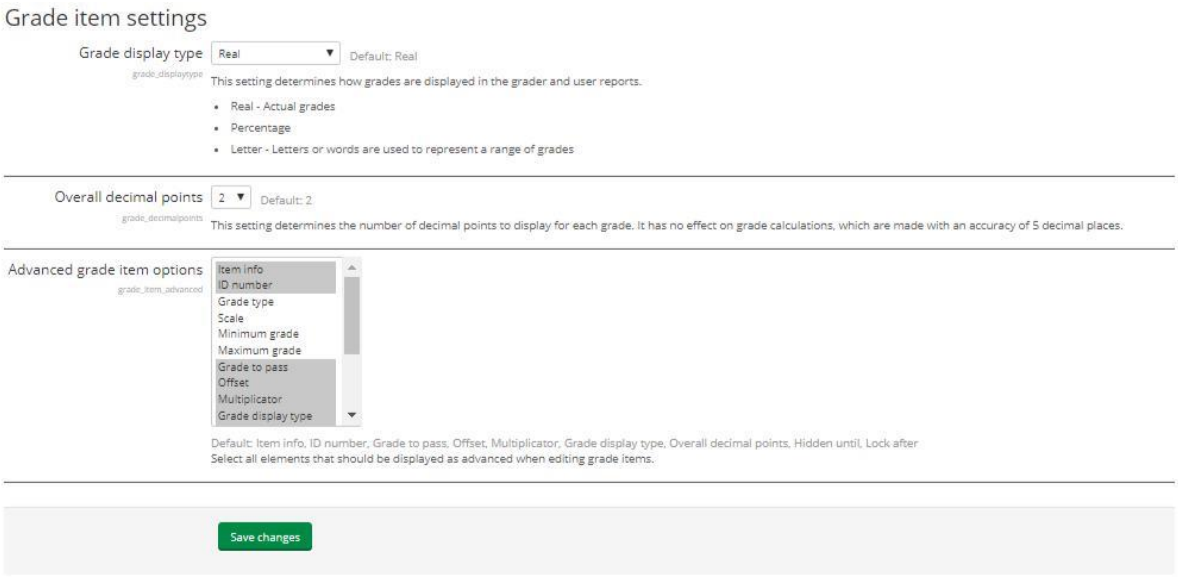
Click on **manage category settings**.

1. Provide the necessary details.
2. Click **Save changes.**

Manage Grade item Settings

To add a grade item:

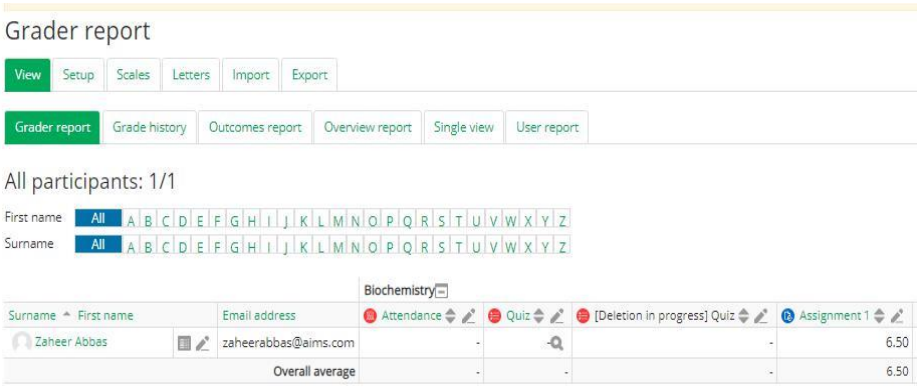
1. Click on **Manage grade item Settings**.



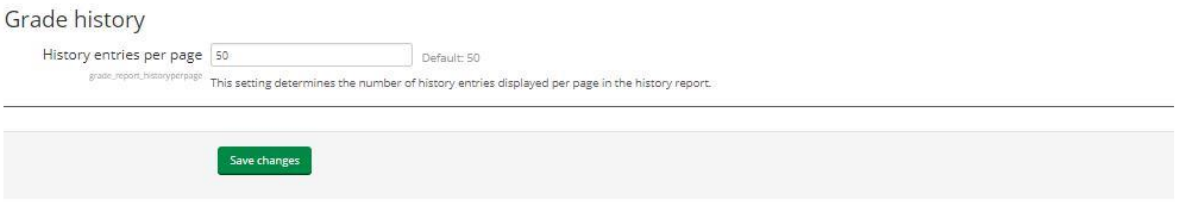
2. Provide necessary details.
3. Click on **save changes**.

User can view:

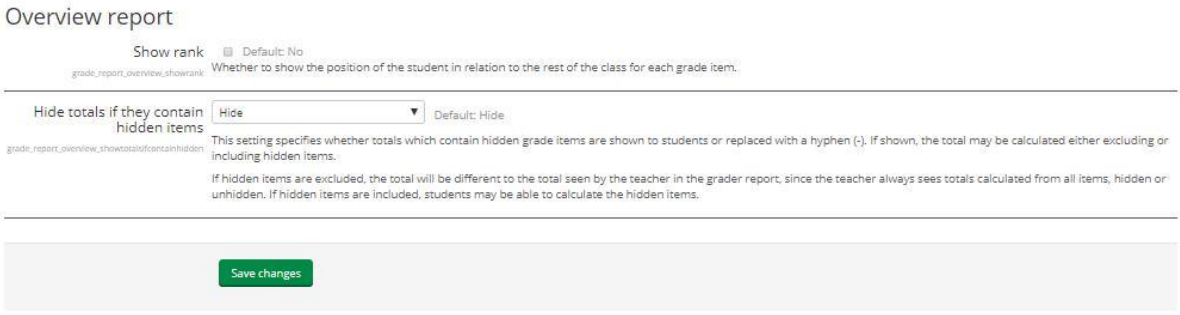
- **Grader report**



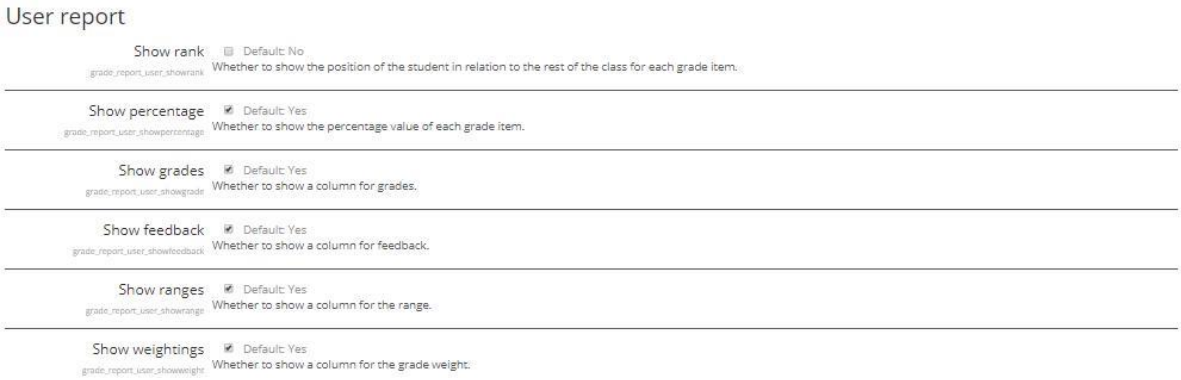
- **grade history**



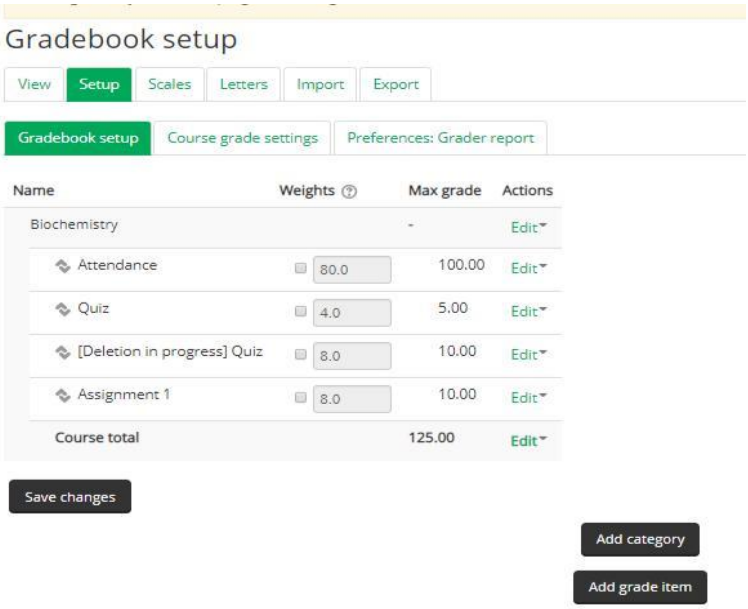
- **overview**



- **user reports.**



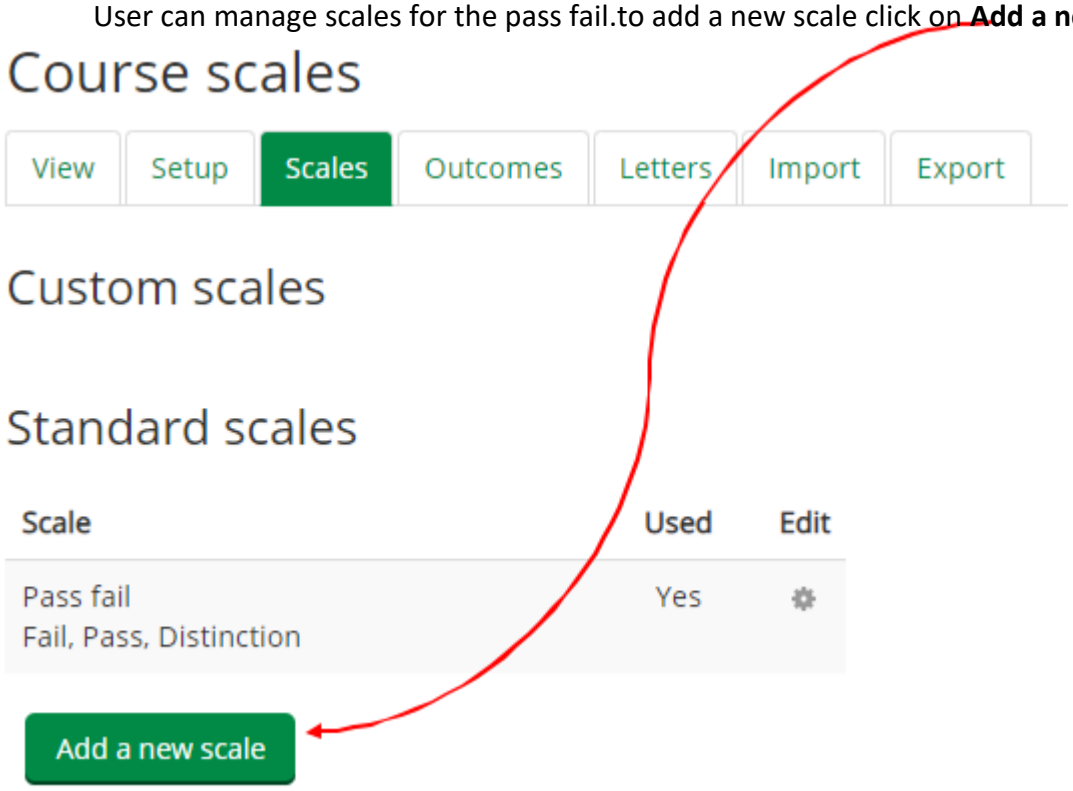
- User can also setup **gradebook**, **preferences** and **course grade** settings.



- User can manage **scales**, **letters**, and also can **import** and **export** gradebook.

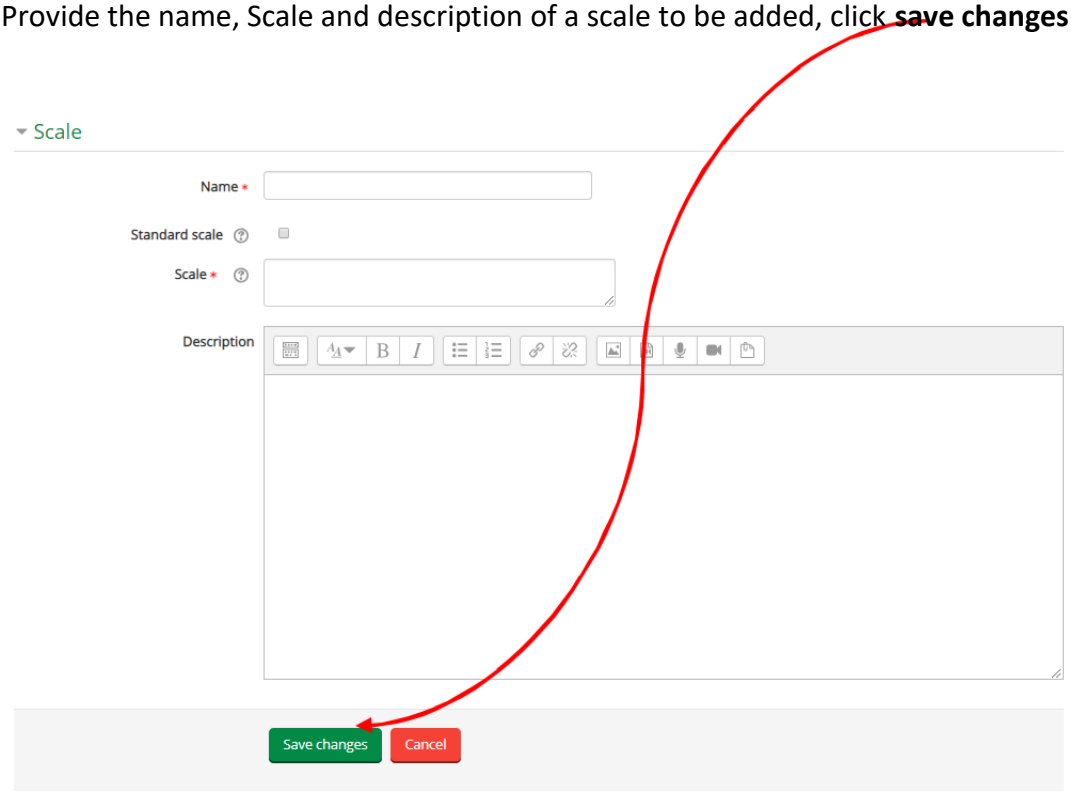
Manage Scales

User can manage scales for the pass fail.to add a new scale click on **Add a new Scale.**



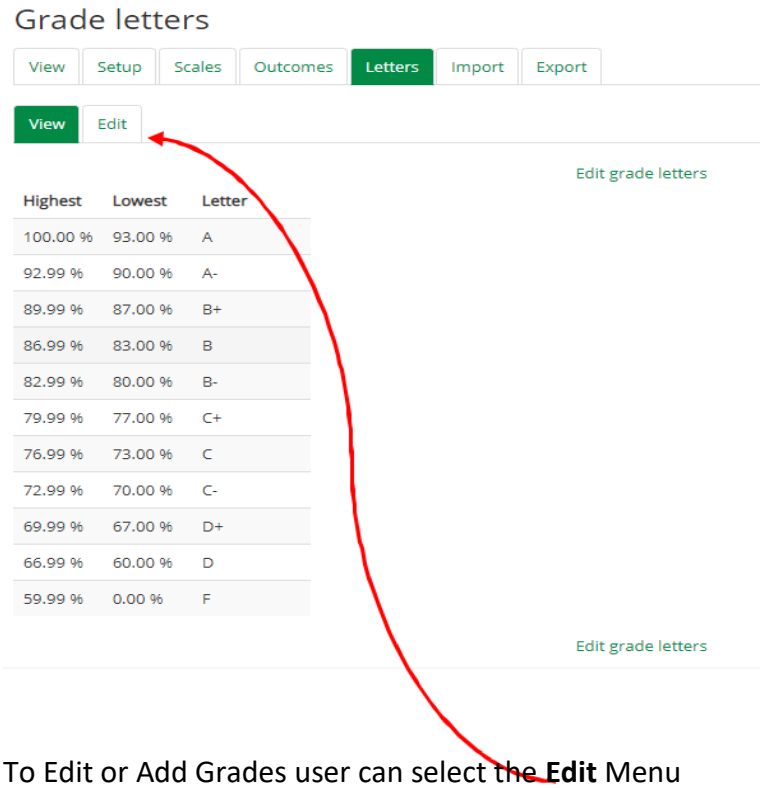
ADD A NEW SCALE

Provide the name, Scale and description of a scale to be added, click **save changes**.

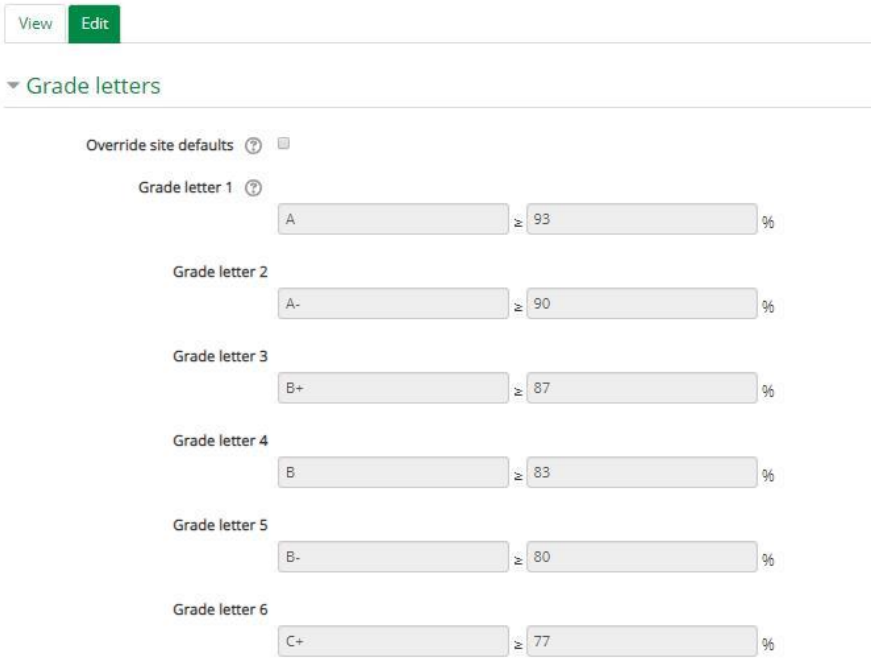


Manage Letters

User can **View** Grade Letters and can also **add** or **edit** the grade letters.



To Edit or Add Grades user can select the **Edit** Menu

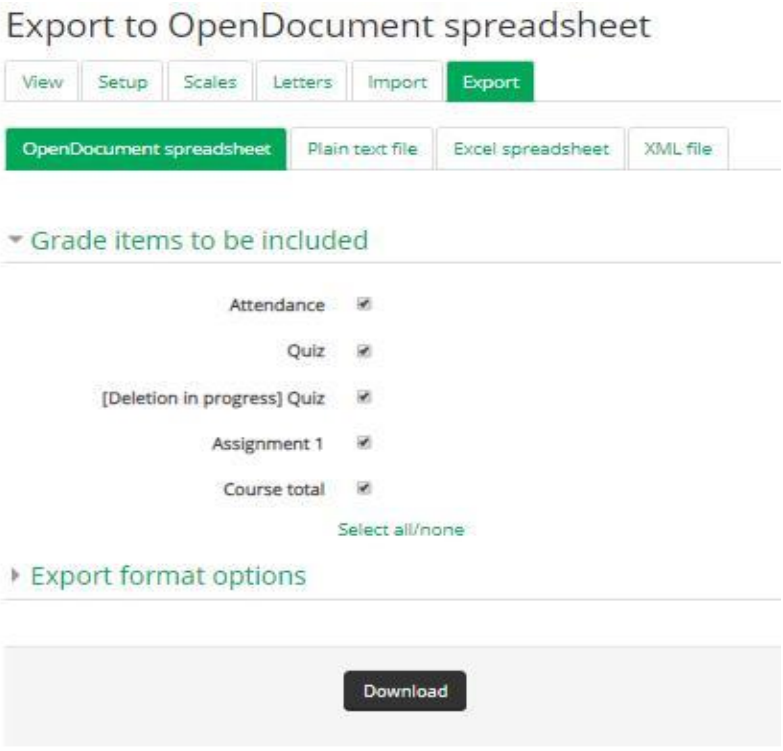


After Edit or Adding a new Grade Letter click on **Save Changes** option.

Export gradebook/Grades

To export a gradebook.

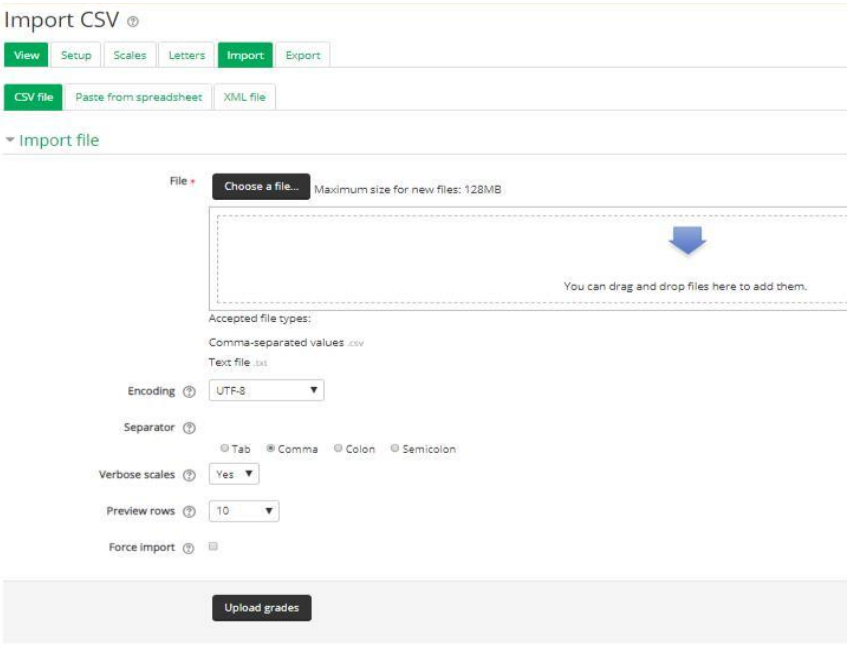
1. Click on **Export**.
2. Provide the necessary details (like grade items to be included and export formats).
3. Click on **Download**.



Import gradebook/Grades

To import a gradebook:

1. Click on **import**.
2. Provide the necessary details.
3. Click on **upload grades**.

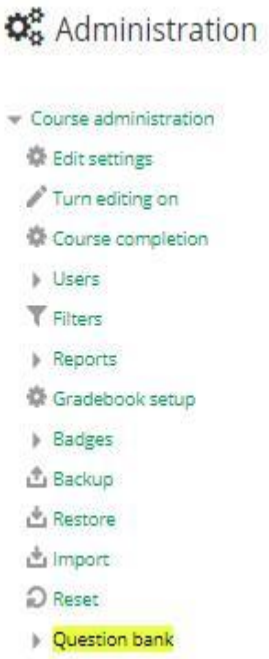


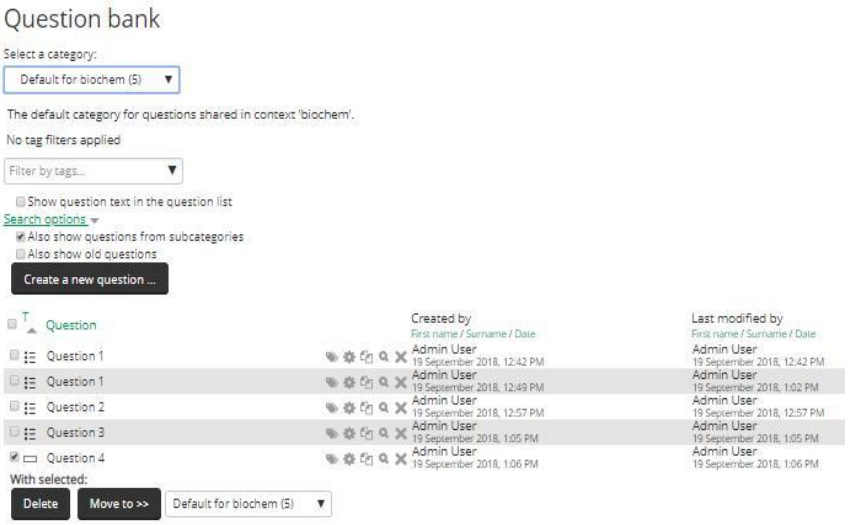
User can import the file in **CSV**, **spreadsheet** and **XML** format.

Question Bank

To add a Question Bank.

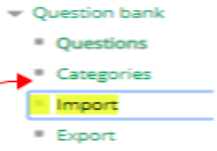
1. Click on Question bank in Administration Block.
2. User can manage questions for a quiz under this option.



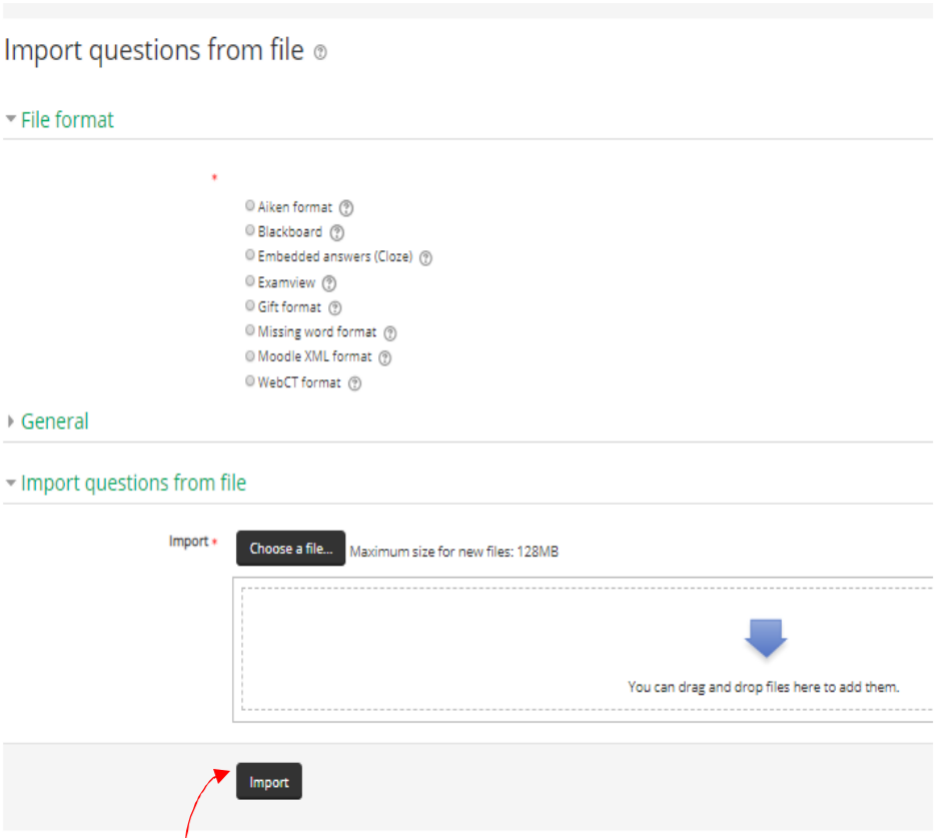


Import Question Bank

To Import question bank.



1. Click on import under the **Question Bank** option.

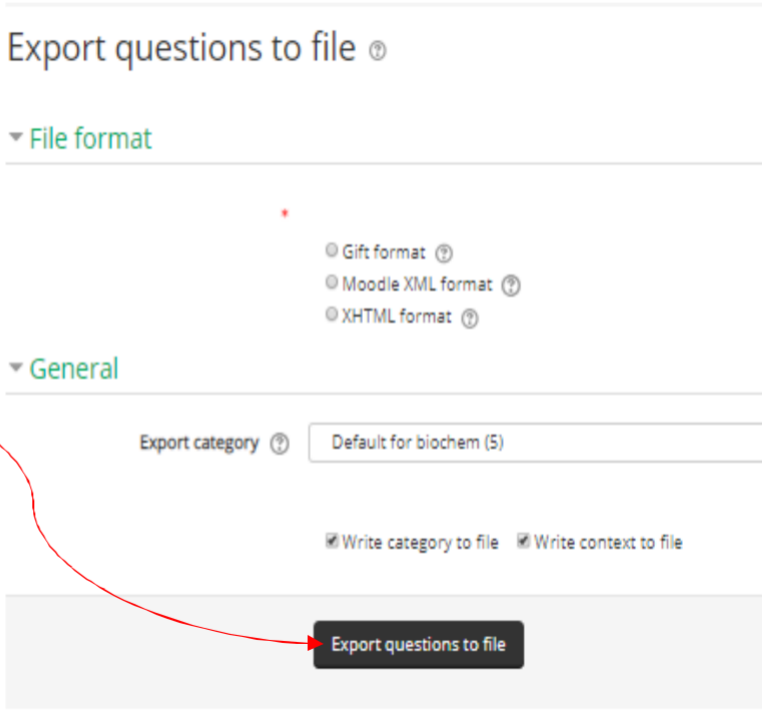


2. Provide the necessary details.
3. Click on **import**.

Export Question Bank

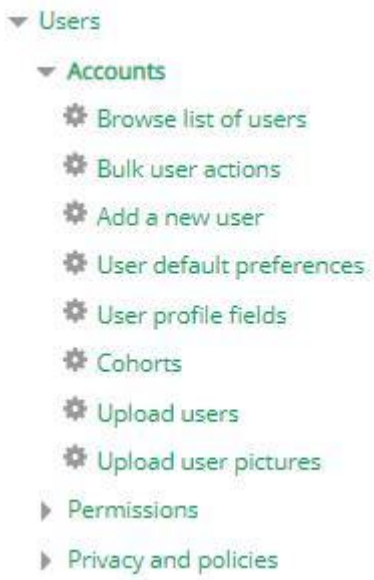
To Import question bank.

1. Click on **Export**.
2. Provide necessary details.
3. Click on **Export question To file**.



6. Users

Admin can manage accounts, permissions and privacy & policy for users using this option in the Administration Block.

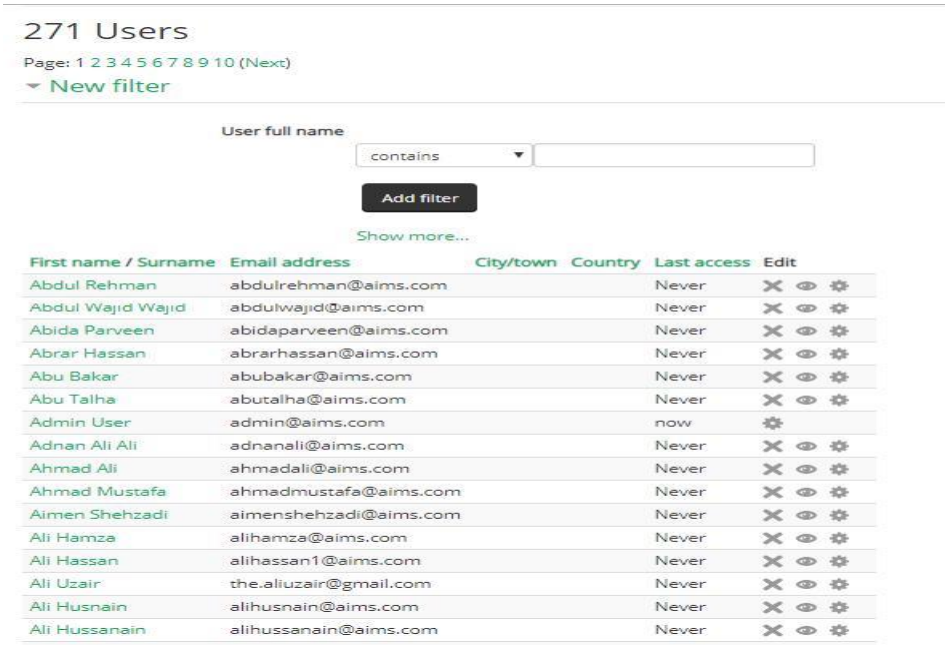


Accounts

In Accounts Option Admin Can Browse list of user, perform Bulk user actions, add a new user, set preferences, manage profile fields, manage cohorts, upload users, and upload user pictures.

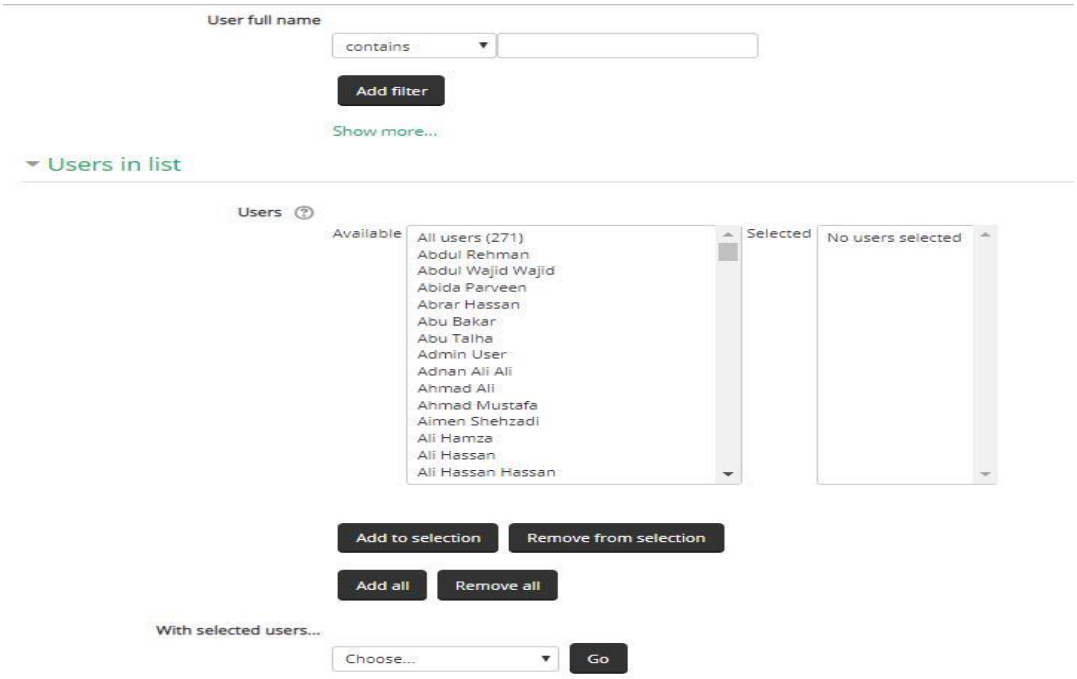
Browse List of User

Admin can browse list of users, can search a user's using filters. Admin can also edit, Delete, hide user as well.



Bulk User Actions

Admin can perform bulk users' actions, can search a user using filters.

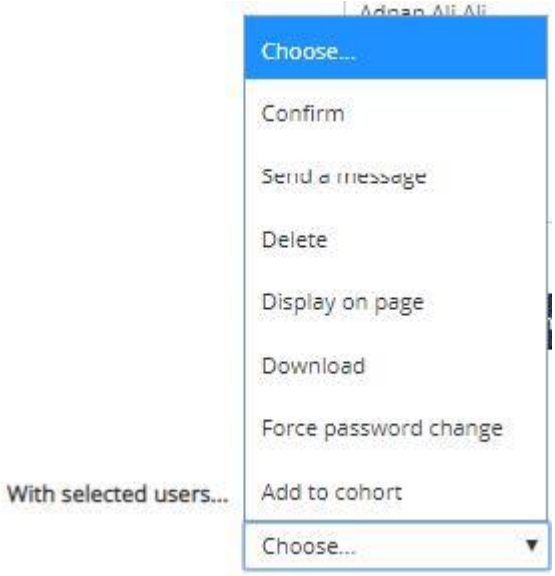


Admin can add available users to selected users list by:

Selecting the one or multiple users

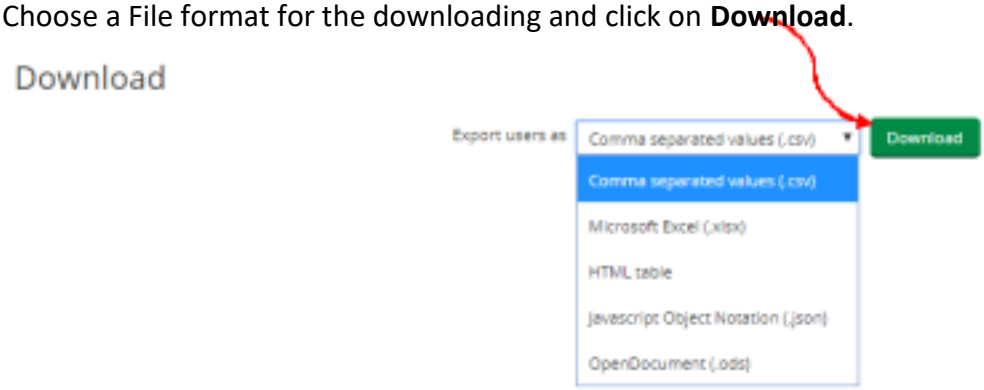
Click on Add to Selection

Admin can also remove user from selection, add all, and remove all. With the selected users Admin can perform the options as shown in the Figure below.



DOWNLOAD

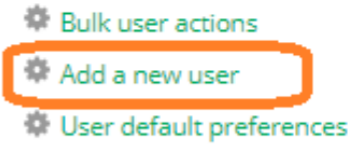
Choose a File format for the downloading and click on **Download**.

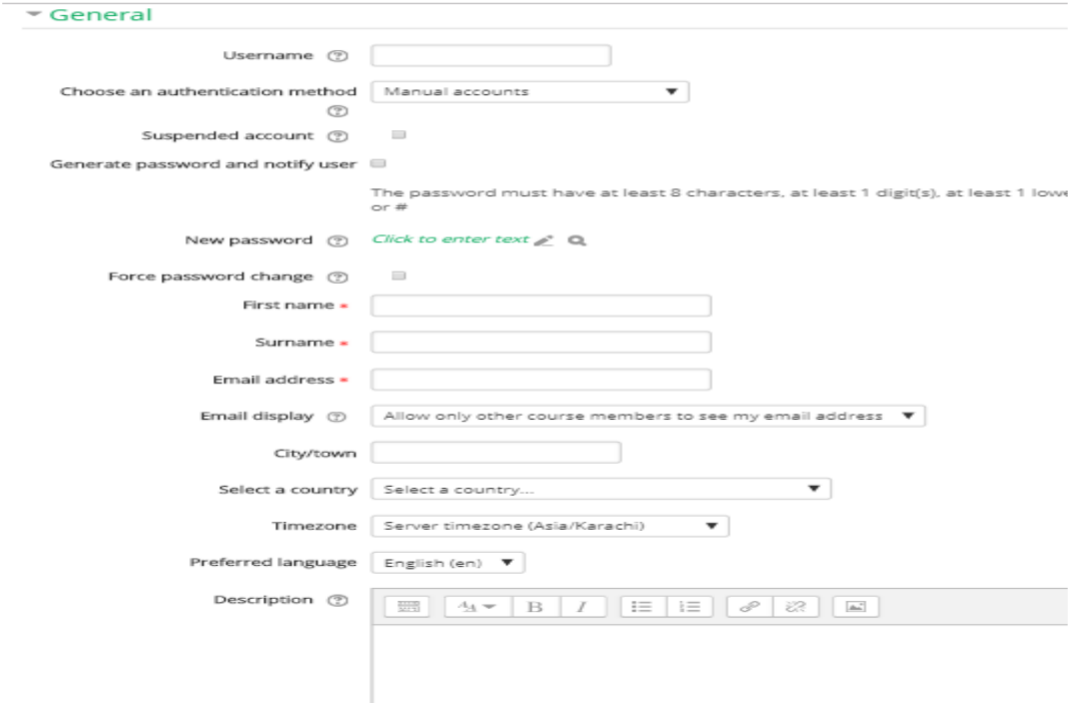


Add a New User

Admin can add a new user to the list using the Add new user option from the Accounts.

1. Click on Add new User Option.
2. Provide the necessary details





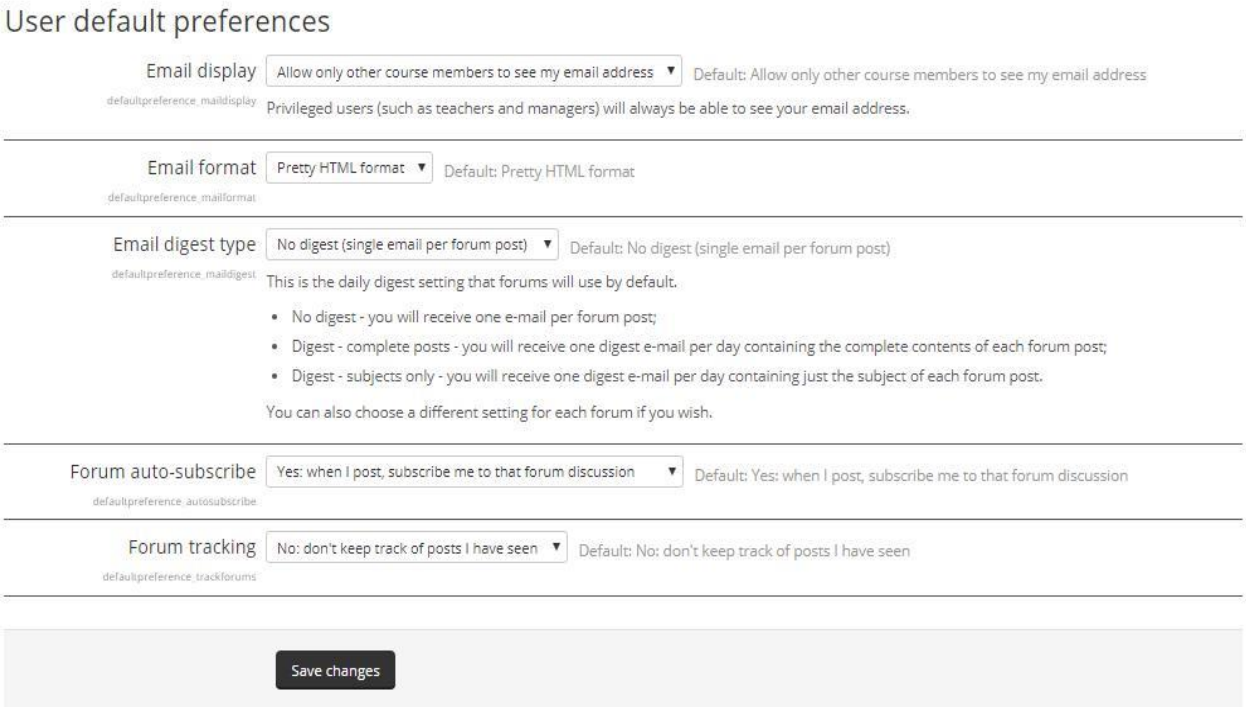
3. Then click create user.

User Default Preferences

Admin can set users default preferences from the Accounts option.

1. Click on User Default Preferences option in Administration Block.

2. Provide the details accordingly.
3. Click on Save Changes.



Cohorts

Admin can manage Cohorts (Groups) using Cohorts option from Administration Block.

1. Click on Cohorts option in Administration Block.

System Cohorts shows the list of Cohorts which are under the system Category, whereas **All cohorts** consist of cohorts with all contexts, to add the new Cohort:

2. Click on Add new cohort.

3. Provide the necessary details.
4. Click on Save Changes.

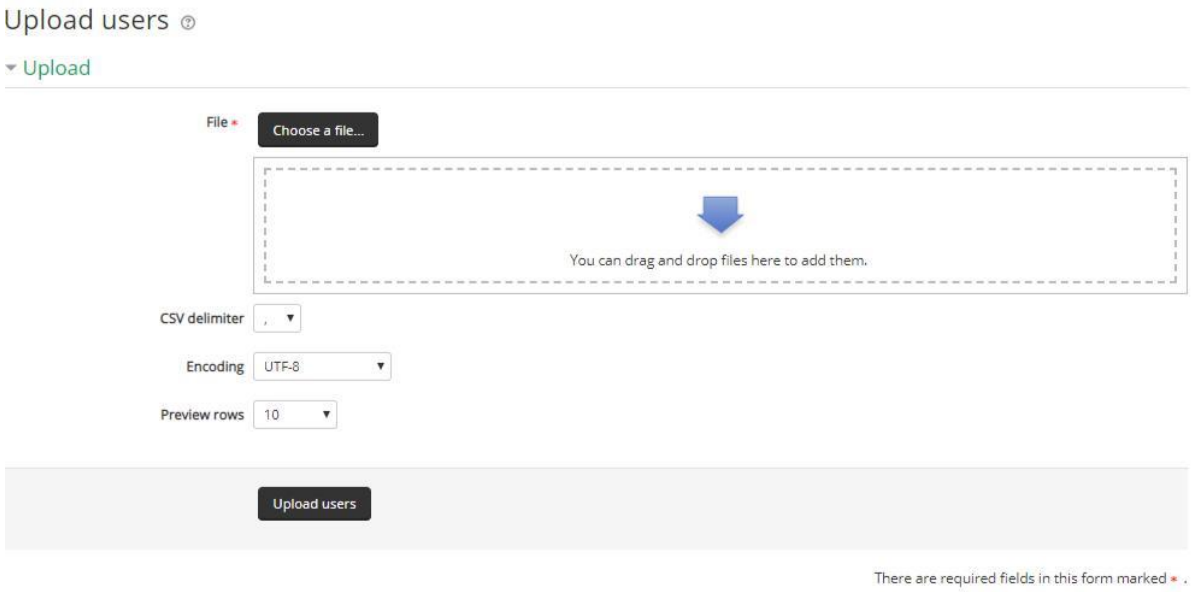
Admin can also upload the cohorts using **Upload Cohorts** option, to upload a cohort:

1. Click on Upload Cohorts.
2. Provide the necessary details.
3. Click Preview.
4. Click Save Changes.

Upload Users

Admin can upload the users by selecting **Users** option from Administration Block.

1. Click on **upload users**.



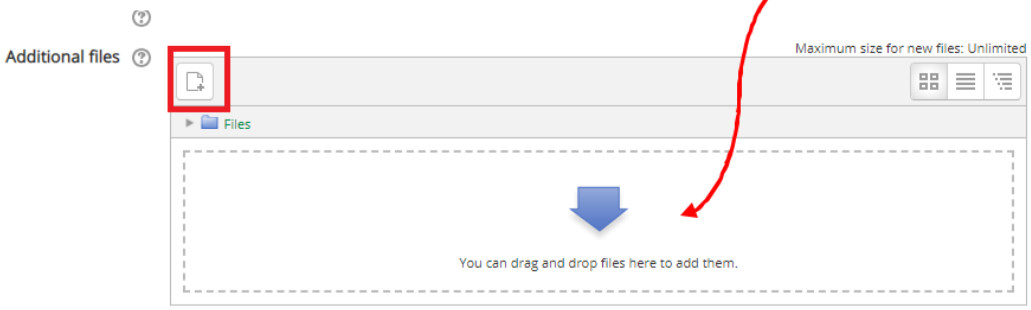
2. Provide the necessary details.

NOTE: The upload file formats are **CSV, xlsx HTML table, json, ods.**

CHOOSE A FILE

To choose a file:

Click on the '**Choose a file'** Option or simply **drag and drop** file in the **dotted area**.

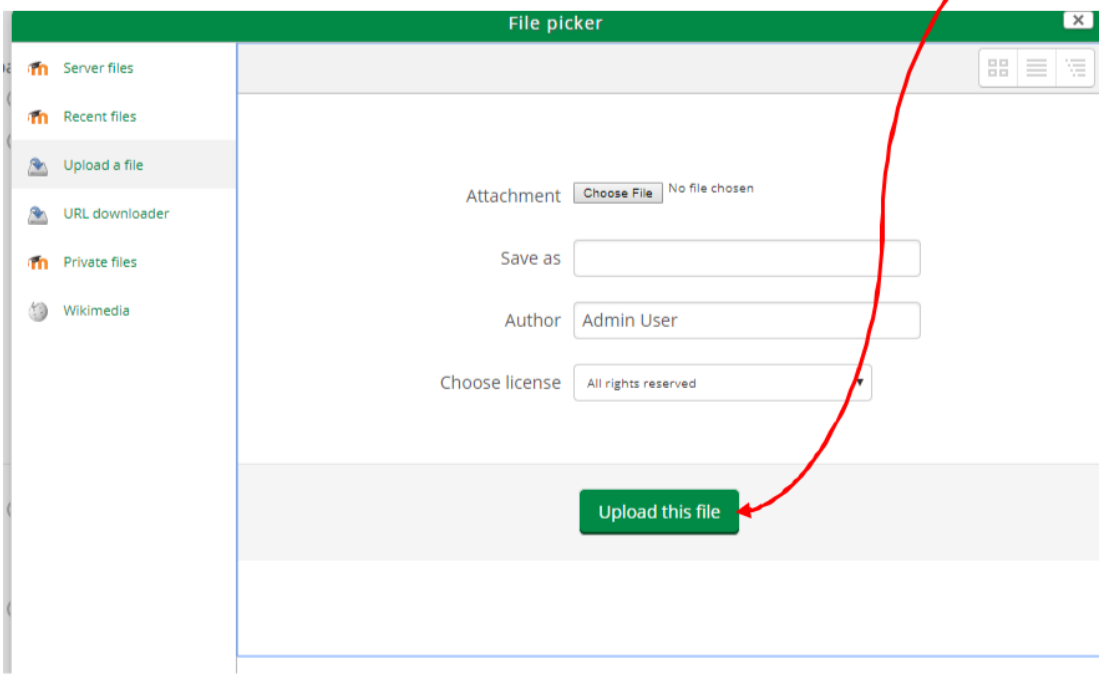


You can upload a file from Server files, recent files upload from local pc, URL downloader, private files, Wikimedia.

To upload a file from local pc:

Click on **Choose File** Option.

Select the file from the local folder, provide the save as Information and click **upload this File**.

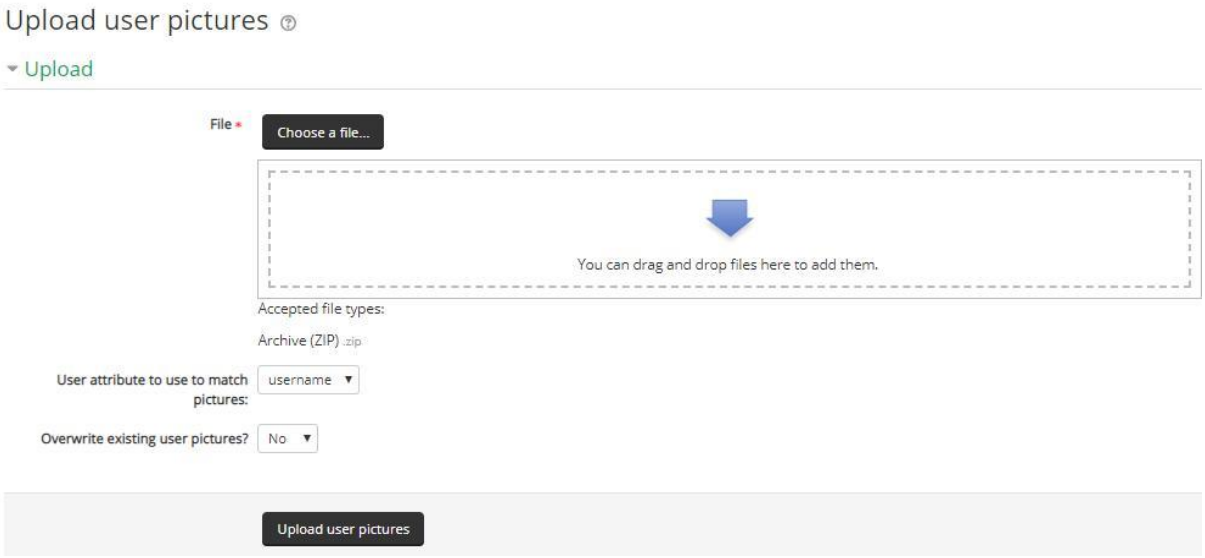


3. Click upload users.
4. List of users uploaded are shown.
5. Click **upload user**.

Upload User Pictures

Admin can upload the user's pictures by selecting **Upload User Pictures** option from Administration Block.

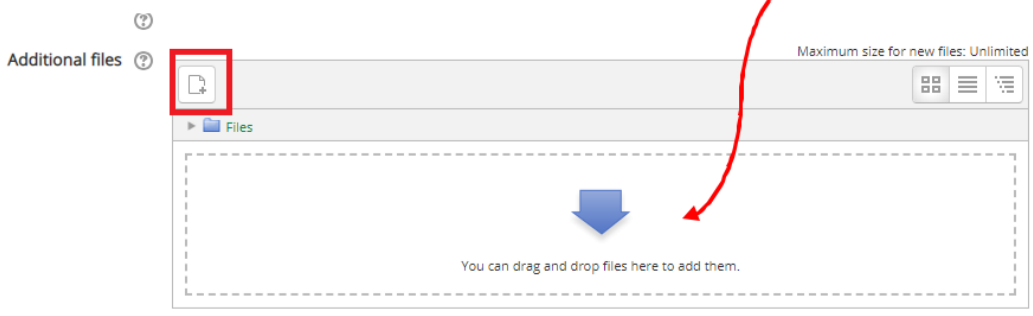
1. Click on upload user pictures.
2. Provide the necessary details.
3. Click upload user pictures.



CHOOSE A FILE

To Choose a file:

Click on the '**Choose a file'** Option or simply **drag and drop** file in the **dotted area**.

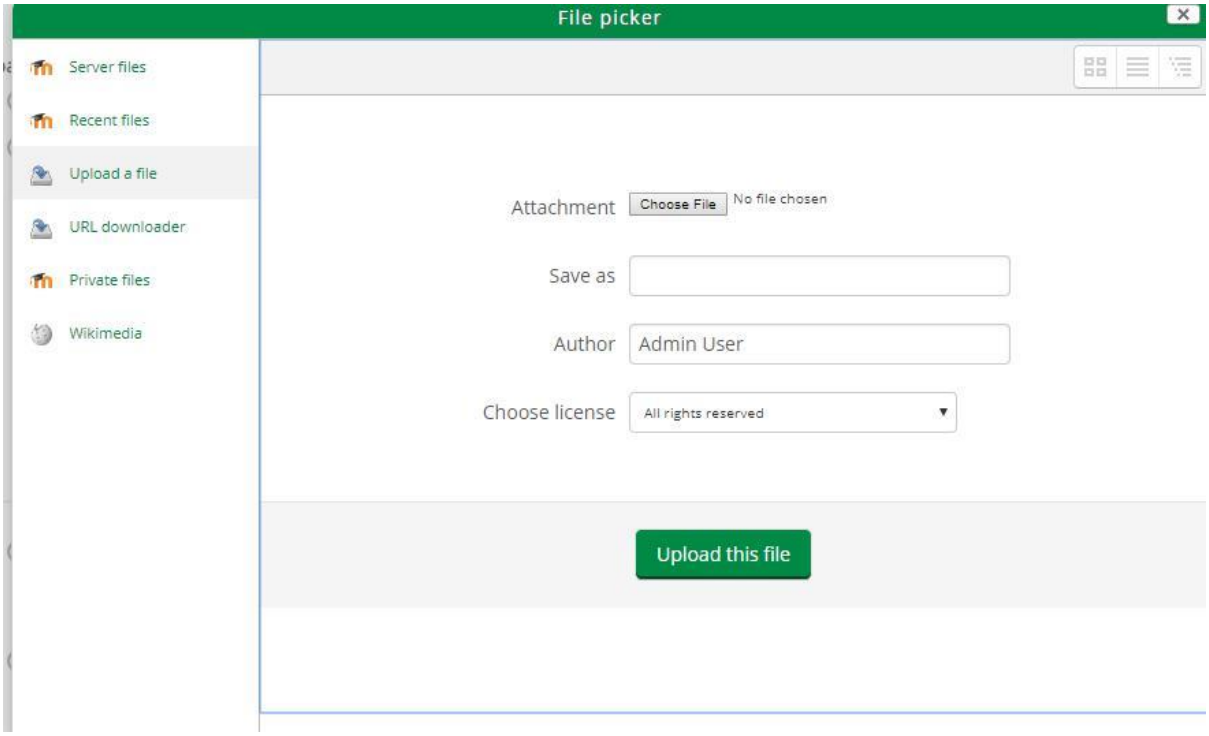


You can upload a file from Server files, recent files upload from local pc, URL downloader, private files, Wikimedia.

To upload a file from local pc:

Click on **Choose File** Option.

Select the file from the local folder, provide the save as Information and click **upload this File**.



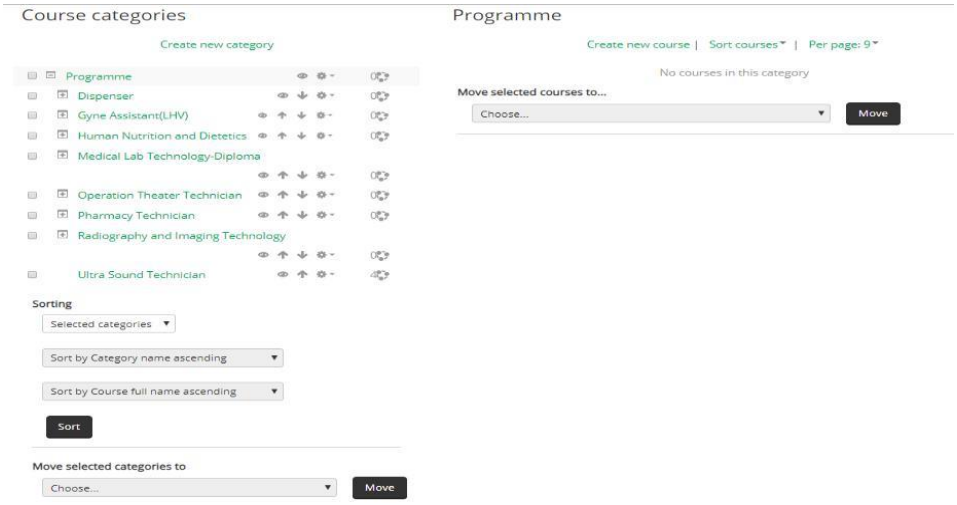
7. Courses

Admin can manage courses and categories, add new category, restore course, course default settings, course request, backups and upload courses for users using Courses option in the Administration Block.

Manage Courses and Categories

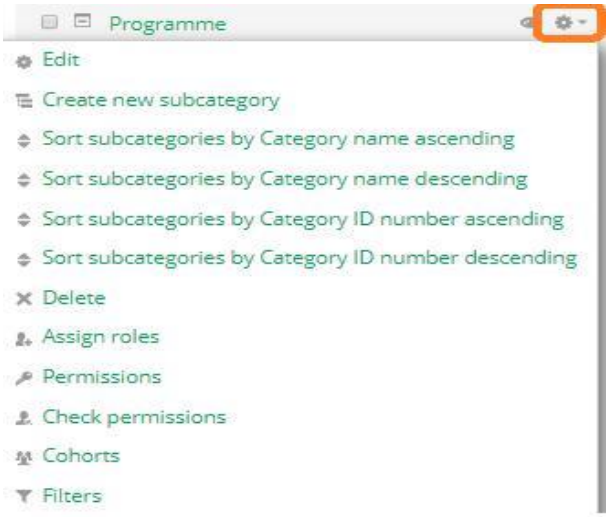
To manage courses and categories:

- Click on Manage course and categories option in Courses option in Administration Block.



User can manage the Course Categories under the **course categories** option.

- Click on settings option provides the following shown options. User can edit, delete, sort assign roles and permissions and other options.



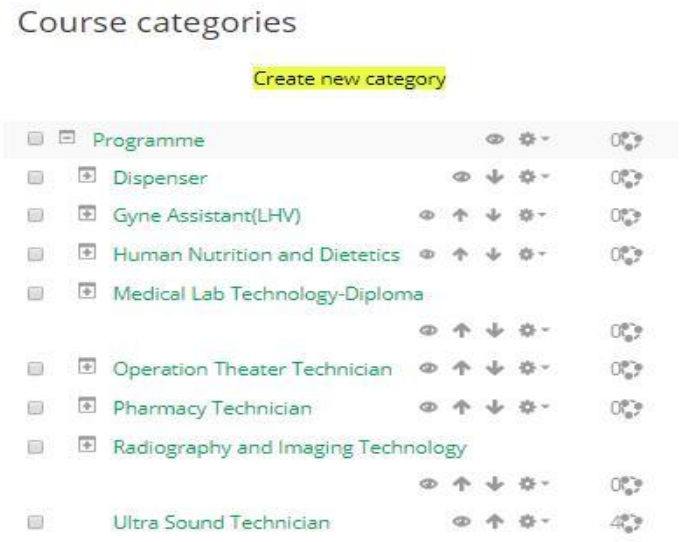
- User can hide the category using the hide option provided in front of a category.

- User can move a category up and down using the up and down arrow keys provided in front of a category.

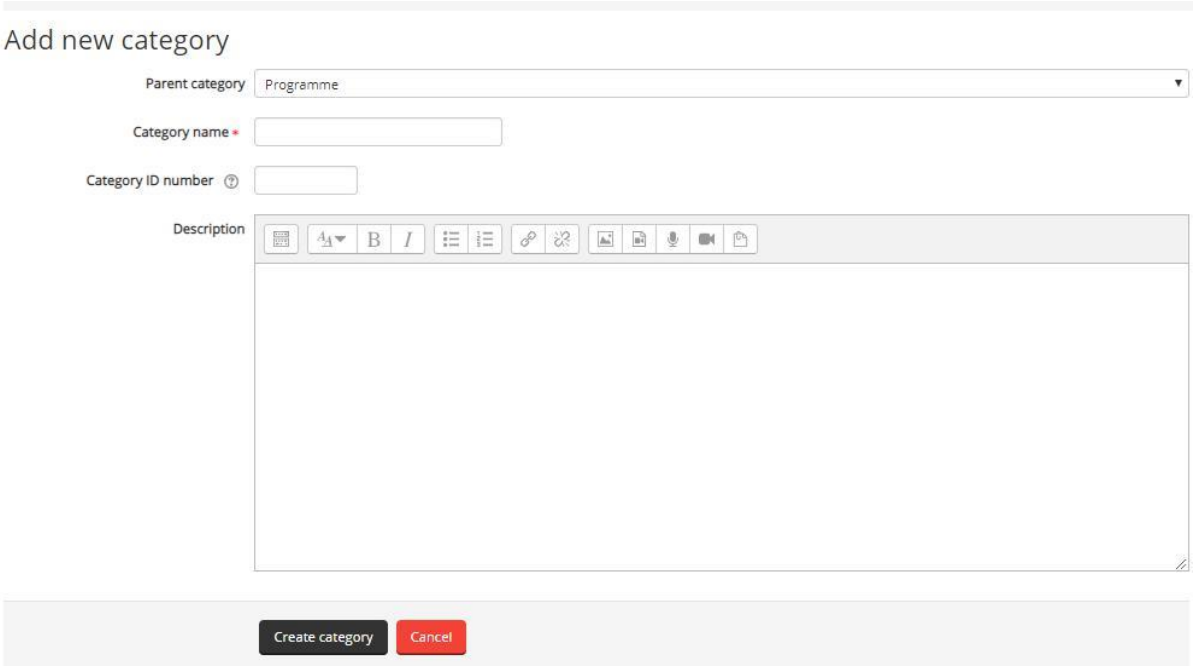
Create a New Category

Admin can add a new category by:

1. Click on **Create New Category** option**.**



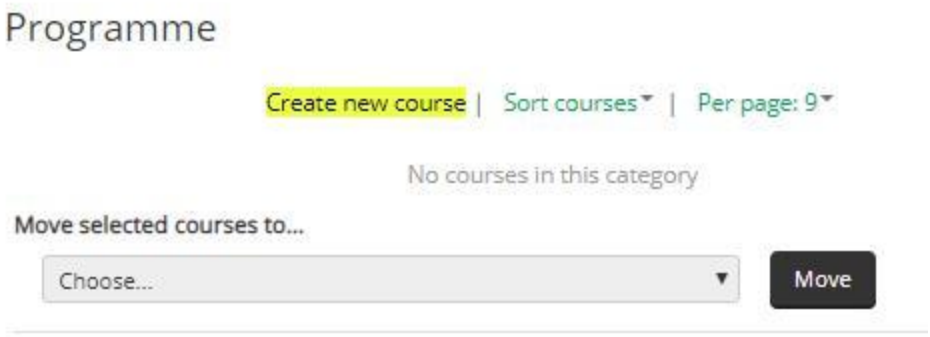
2. Provide the necessary details.
3. Click on Create category option.



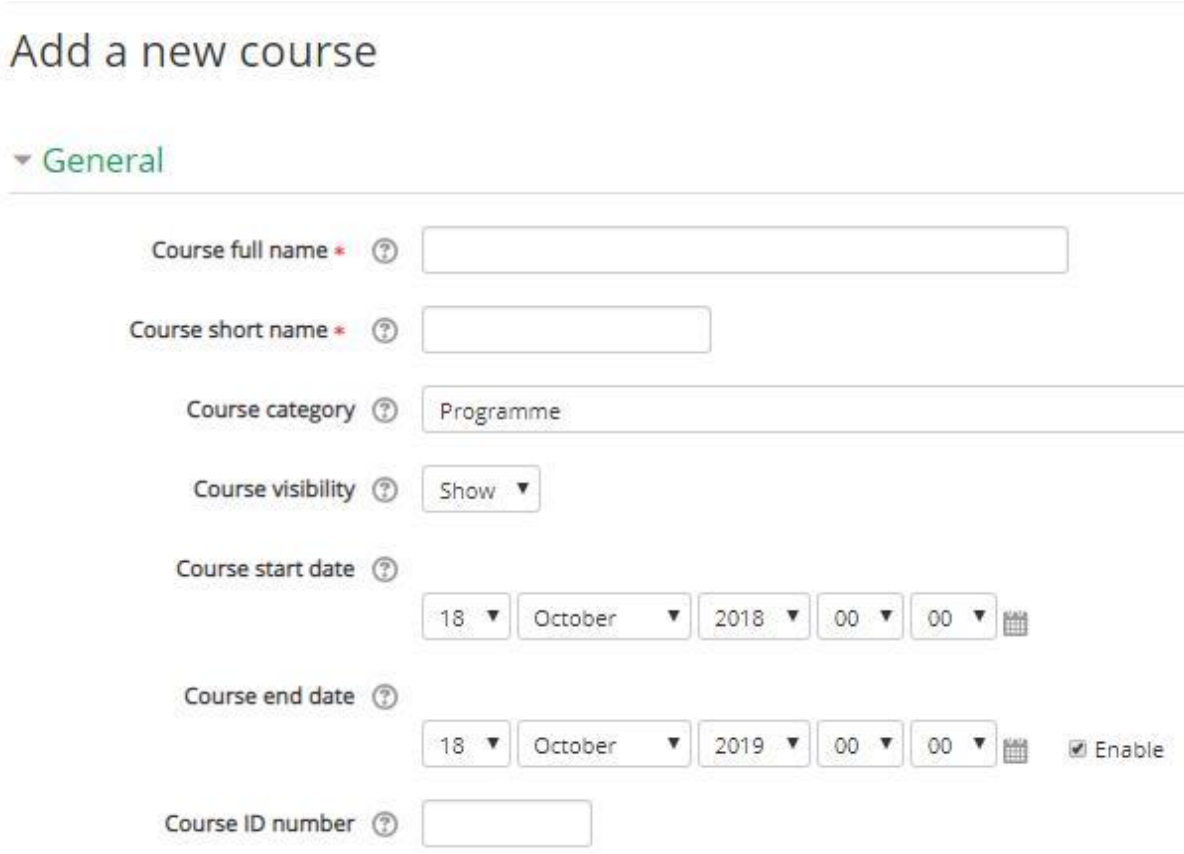
Create a New Course

Admin can create a new course by:

1. Click on **Create New Course** option**.**



2. Provide the necessary details.



3. Click **Save and return** or **Save and Display** option.