

ADMIN TRAINING MANUAL

AIMS Learning Management System SPECTRUM CONNECT - LMS



AIMS VIRTUAL INSTITUTE
OF PAKISTAN



AIMS - PREPARATIONS
International Education
Assessments

AIMS
Spectrum | Connect LMS

LMS
learning management system

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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.

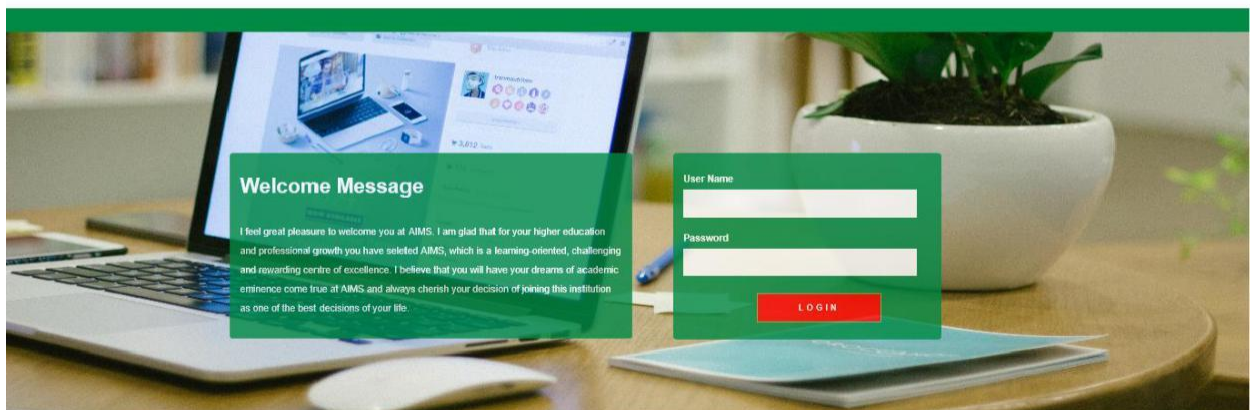
Login to Learning Management System

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.aimsims.eduserv.com.au) provided by the administrator redirects you to the login page.

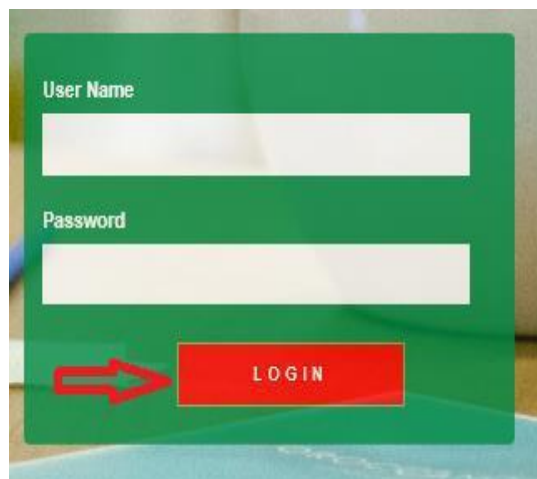


Allied Institute of Medical Sciences Learning Management System - (LMS)



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

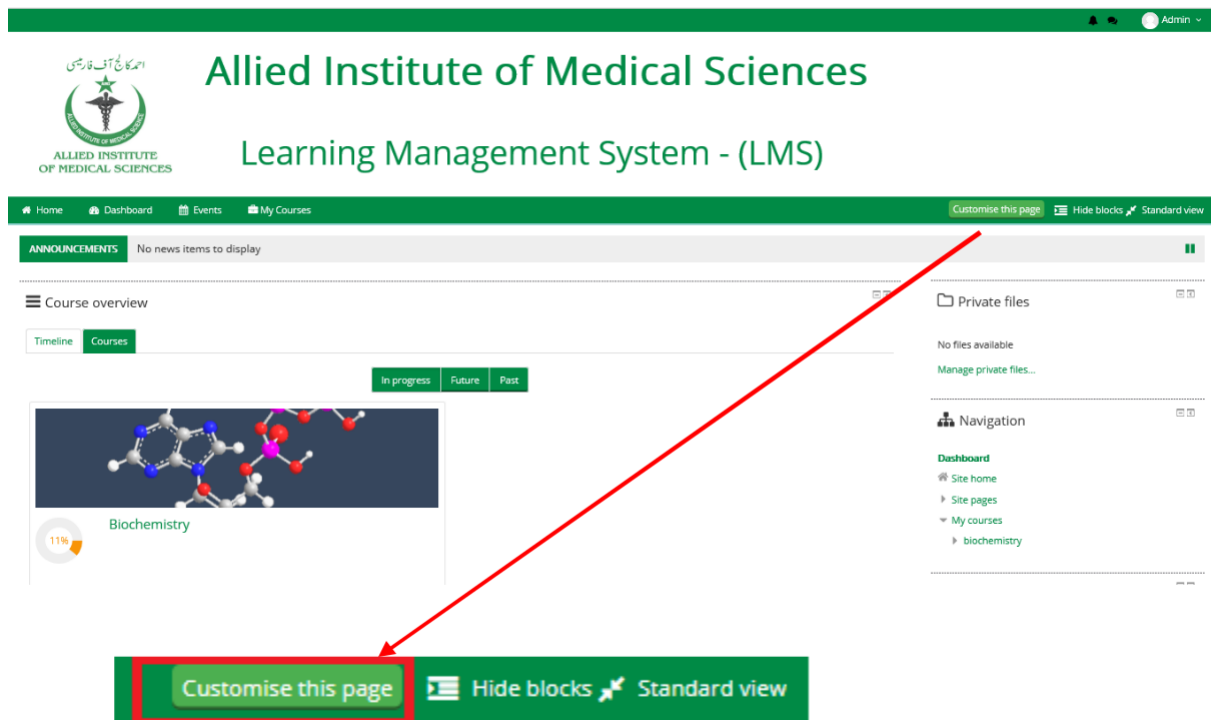


4. On Clicking Login you will be redirected to **Dashboard**.

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.

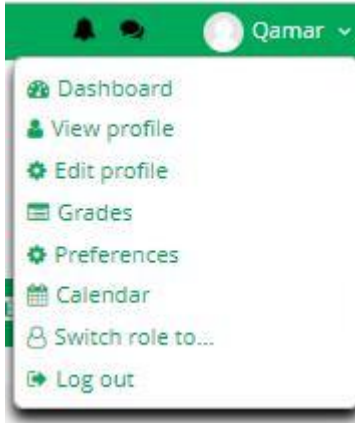
- Dashboard usually has the Course overview block in the central column. Depending on the site settings for this block, categories and child courses may display under the main courses. For information about the appearance of this block within the Dashboard.
- On the Dashboard, the courses in the Navigation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



The screenshot displays the LMS dashboard interface. At the top, there is a green header with the institute's name and logo. Below this is a navigation bar with links for Home, Dashboard, Events, and My Courses. The main content area is divided into several sections: 'ANNOUNCEMENTS' (no items), 'Course overview' (Biochemistry, 11% progress), and 'Private files' (no files available). A 'Navigation' block on the right shows a tree view of the site structure. At the bottom right, a green bar contains three buttons: 'Customise this page', 'Hide blocks', and 'Standard view'. A red box highlights the 'Customise this page' button, and a red arrow points from the text above to it.

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.

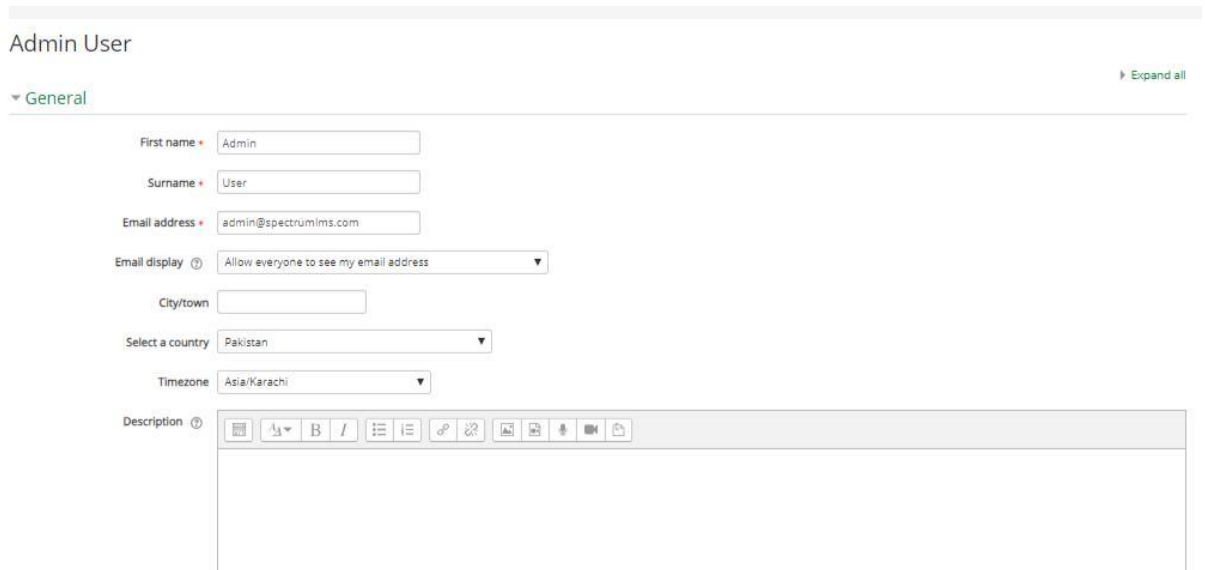
<p>User details Edit profile</p> <p>Email address admin@spectrumlms.com</p> <p>Country Pakistan</p>	<p>Reports</p> <p>Today's logs</p> <p>All logs</p> <p>Outline report</p> <p>Complete report</p> <p>Browser sessions</p> <p>Grades overview</p> <p>Grade</p>
<p>Privacy and policies</p> <p>Data retention summary</p>	<p>Login activity</p> <p>First access to site Tuesday, 13 November 2018, 1:07 PM (36 days 1 hour)</p> <p>Last access to site Wednesday, 19 December 2018, 2:27 PM (now)</p> <p>Last IP address 10.10.20.157</p>
<p>Course details</p> <p>Course profiles Biochemistry</p>	
<p>Miscellaneous</p> <p>Blog entries</p> <p>Notes</p> <p>Forum posts</p> <p>Forum discussions</p> <p>Learning plans</p>	

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.



Admin User ▶ Expand all

▼ General

First name *

Surname *

Email address *

Email display ⓘ

City/town

Select a country

Timezone

Description ⓘ

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.

📁 > Grades

Courses I am taking


Course name	Grade
Biochemistry	-

Courses I am teaching

Course name
Biochemistry

📁 > Grades > biochemistry > User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
📁 Biochemistry						
🟢 Lesson 1	-	-	0-100	-	-	-
🔴 Attendance Term 1	-	-	0-100	-	-	-
📄 Assignment 01	-	-	0-100	-	-	-
📊 Quiz 1	-	-	0-10	-	-	-
📈 Course total	-	-	0-635	-	-	-








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

Gradebook setup

View **Setup** Scales Outcomes Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions
 Biochemistry		-	Edit ▾
 Attendance Term 1	<input type="checkbox"/> 15.748	100.00	Edit ▾
 Assignment 01	<input type="checkbox"/> 15.748	100.00	Edit ▾
 Quiz 1	<input type="checkbox"/> 1.575	10.00	Edit ▾
 Course total		635.00	Edit ▾

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.

Preferences

User account

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences

Badges

- Manage badges

Roles

- This user's role assignments
- Permissions
- Check permissions

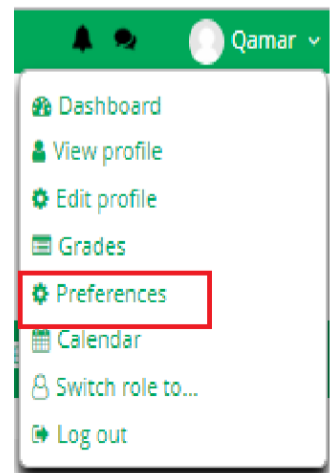
Blogs

- Blog preferences
- External blogs
- Register an external blog

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**.



Preferences

User account

- Edit profile
- **Change password**
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences

Badges

- Manage badges

Roles

- This user's role assignments
- Permissions
- Check permissions

Blogs

- Blog preferences
- External blogs
- Register an external blog

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

Change password

Username admin

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Current password *

New password *

New password (again) *

There are required fields in this form marked *

- Click on **Save Changes**.

Calendar

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

Assignment 01 is due Friday, 21 December, 12:00 AM

- Write an essay of 250 words on Unemployment ?

[Go to activity](#)

Attendance Term 1 Tuesday, 25 December, 10:00 AM ▶ 12:00 PM

[Go to activity](#)

Attendance Term 1 Thursday, 27 December, 10:00 AM ▶ 12:00 PM

[Go to activity](#)

Monthly view

NOVEMBER 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2018

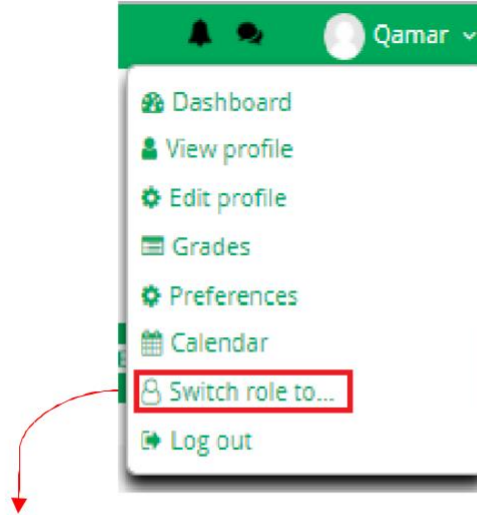
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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.



Switch role to...

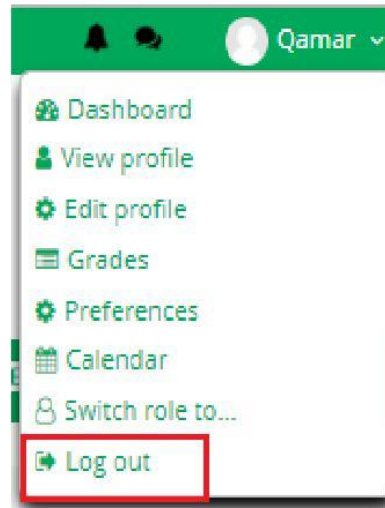
Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect .

- Manager
- Course creator
- Teacher
- Non-editing teacher
- Student
- Guest
- Authenticated user

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.

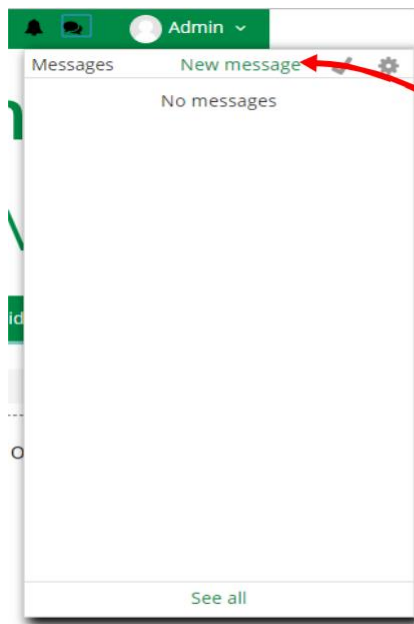


Messages and Notification

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

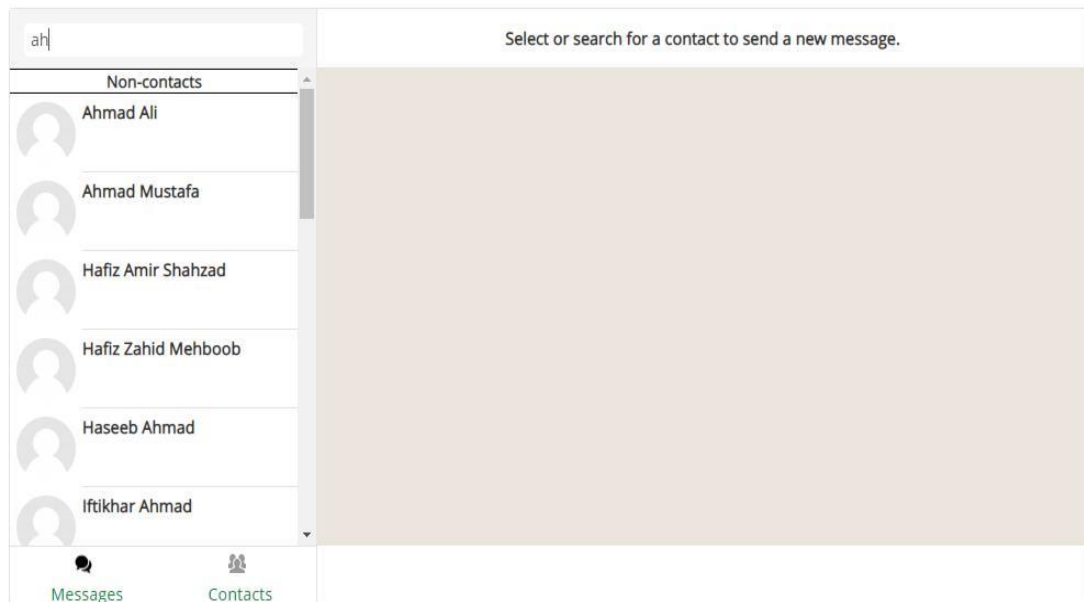


MESSAGES



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

Messages



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:

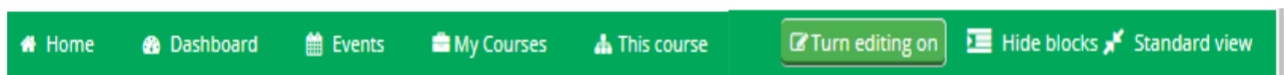


Main Menu

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.

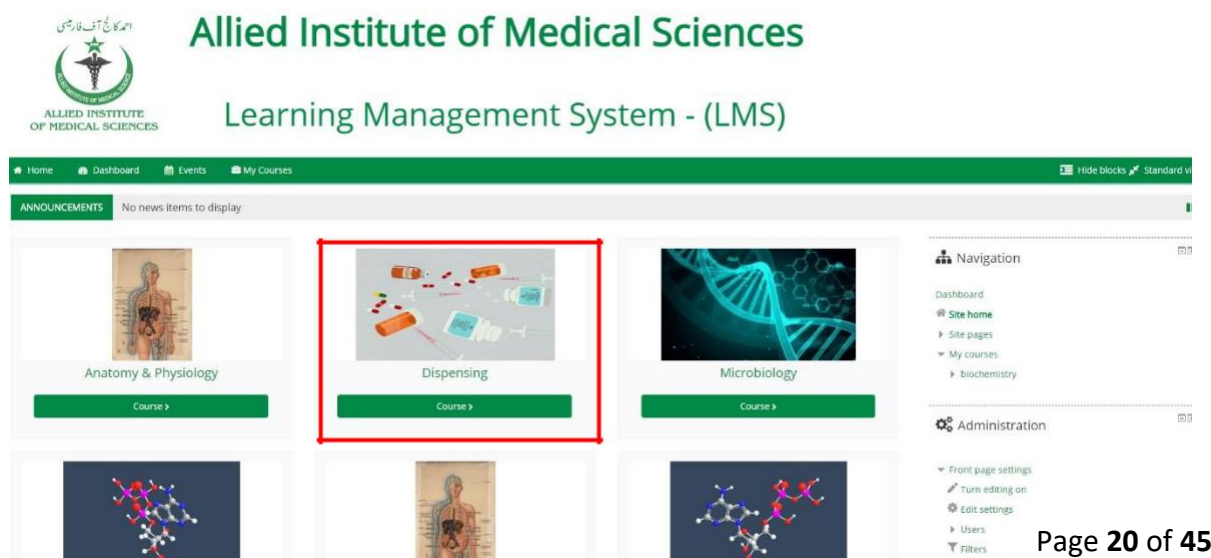
Hide Blocks option is used to hide the Blocks including Navigation, Private files, Administration and others.

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.


ANNOUNCEMENTS

No news items to display




Anatomy & Physiology

Course >



Dispensing

Course >



Microbiology

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.

Calendar

Upcoming events for:

All courses ▾

New event

Attendance Term 1 Today, 10:00 AM » 12:00 PM

Go to activity

Assignment 01 is due Tomorrow, 12:00 AM

- Write an essay of 250 words on Unemployment ?

Go to activity

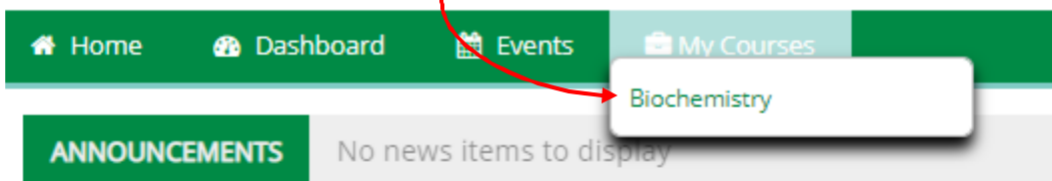
ADD NEW EVENT

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.



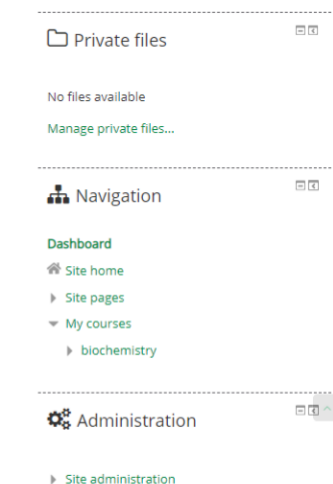
Hide/Show Blocks

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.



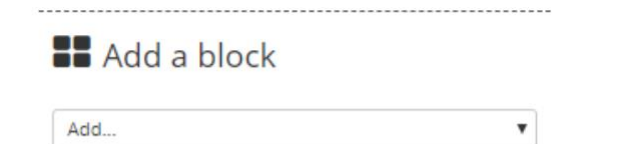
Navigation

User can quickly navigate to the option like
Home, Site Pages and Courses option.



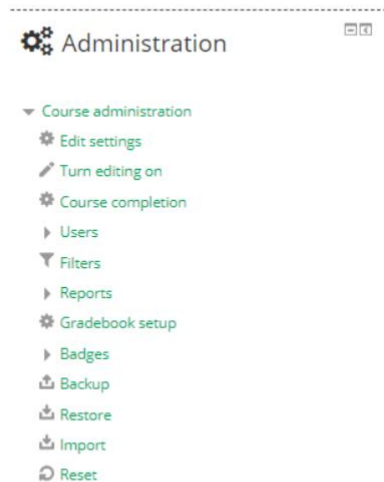
Others

User can manage or customize these blocks
From the **Turn Editing on** option. User can
Add the blocks of his/her own choice.



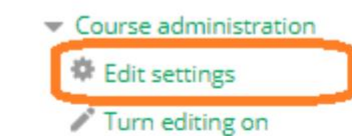
3. Course Administration

User can manage or customize the course using course
Administration option it provides all the Settings
Related to the course.



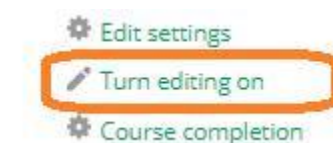
Edit Settings

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.



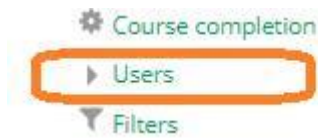
Course Completion

User can manage the activity or course completion settings.
Manual course completion is also managed using this option.



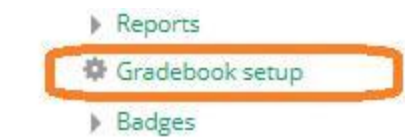
Users

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.



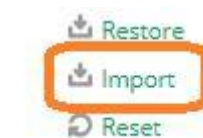
Restore

Teachers can restore the backups in case of any Data loss.



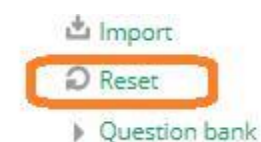
Import

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

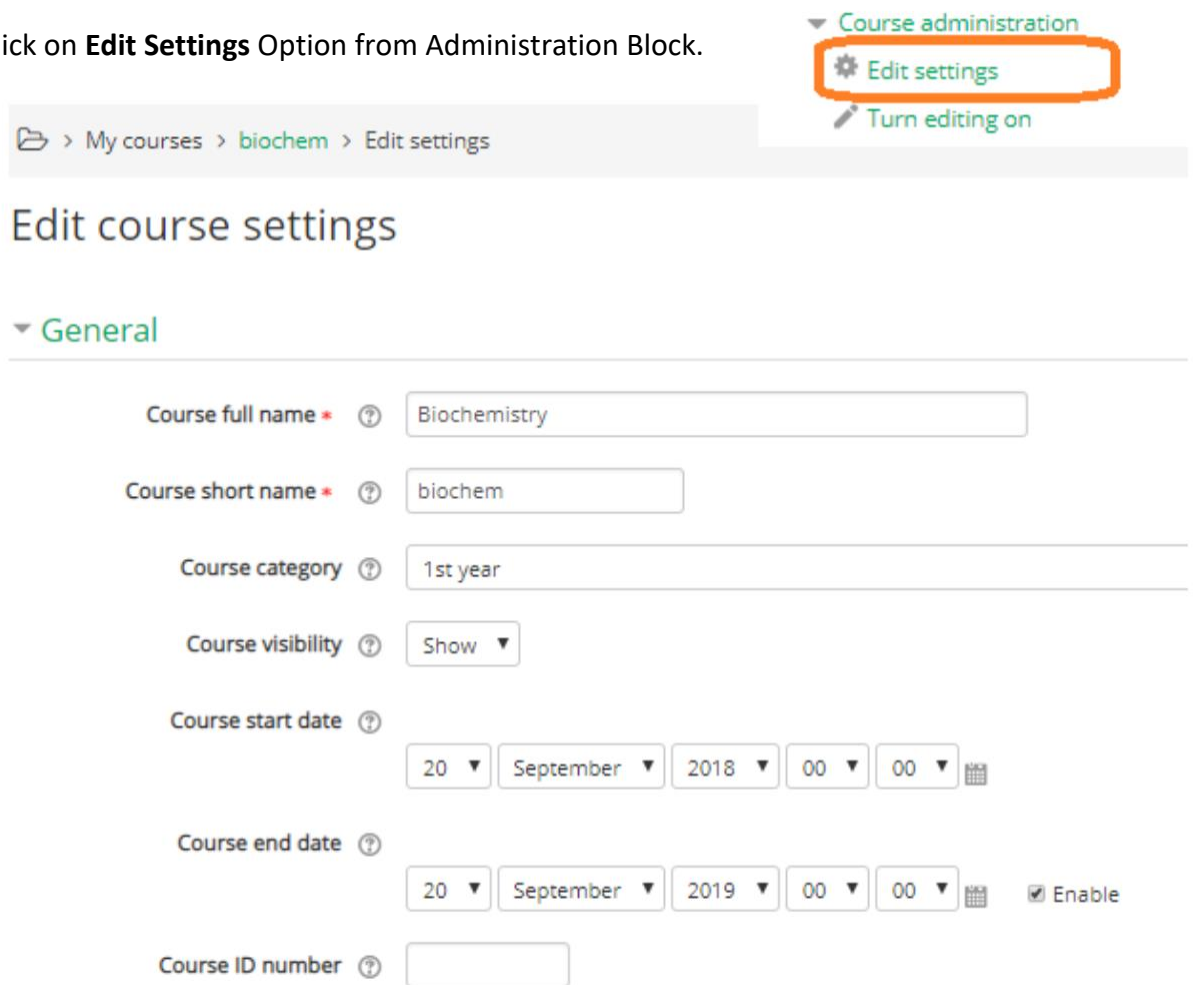
Teacher can upload the all questions at once in different
Formats instead of creating a question one by one.



4. Edit Settings

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

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



Course administration

- Edit settings
- Turn editing on

My courses > biochem > Edit settings

Edit course settings

General

Course full name *

Course short name *

Course category

Course visibility

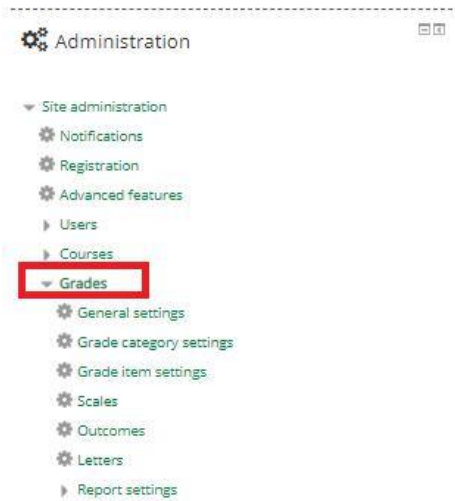
Course start date

Course end date Enable

Course ID number

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

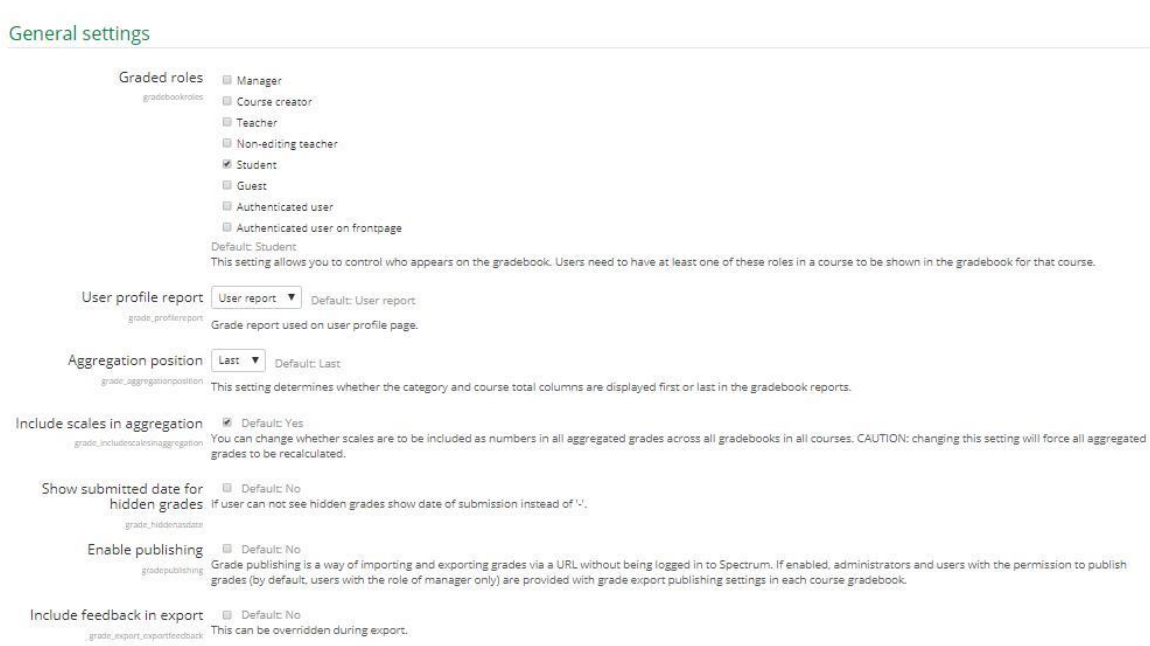
5. Grades



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**.

Grade category settings

Hide forced settings Default: Yes
grade_hideforcedsettings Do not show forced settings in grading UI.

Aggregation Force Advanced
grade_aggregation
 Default: Natural
 The aggregation determines how grades in a category are combined, such as

- Mean of grades - The sum of all grades divided by the total number of grades.
- Median of grades - The middle grade when grades are arranged in order of size
- Lowest grade
- Highest grade
- Mode of grades - The grade that occurs the most frequently
- Natural - The sum of all grade values scaled by weight

Available aggregation types
grade_aggregations_visible

- Mean of grades
- Weighted mean of grades
- Simple weighted mean of grades
- Mean of grades (with extra credits)
- Median of grades
- Lowest grade
- Highest grade
- Mode of grades
- Natural

Default: Natural
 Select all aggregation types that should be available. Hold down the Ctrl key to select multiple items.

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**.

Grade item settings

Grade display type Default: Real
grade_displaytype
 This setting determines how grades are displayed in the grader and user reports.

- Real - Actual grades
- Percentage
- Letter - Letters or words are used to represent a range of grades

Overall decimal points Default: 2
grade_decimalpoints
 This setting determines the number of decimal points to display for each grade. It has no effect on grade calculations, which are made with an accuracy of 5 decimal places.

Advanced grade item options
grade_item_advanced

- Item info
- ID number
- Grade type
- Scale
- Minimum grade
- Maximum grade
- Grade to pass
- Offset
- Multiplicator
- Grade display type

Default: Item info, ID number, Grade to pass, Offset, Multiplicator, Grade display type, Overall decimal points, Hidden until, Lock after
 Select all elements that should be displayed as advanced when editing grade items.

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

User can view:

- Grader report**

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 1/1

First name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Biochemistry

Surname	First name	Email address	Attendance	Quiz	[Deletion in progress] Quiz	Assignment 1
Zaheer Abbas		zaheerabbas@aims.com	-	-	-	6.50
Overall average			-	-	-	6.50

- grade history**

Grade history

History entries per page: Default: 50
grade_report_historyperpage This setting determines the number of history entries displayed per page in the history report.

- overview**

Overview report

Show rank Default: No
grade_report_overview_showrank Whether to show the position of the student in relation to the rest of the class for each grade item.

Hide totals if they contain hidden items: Default: Hide
grade_report_overview_showtotalofcoursehidden This setting specifies whether totals which contain hidden grade items are shown to students or replaced with a hyphen (-). If shown, the total may be calculated either excluding or including hidden items.
 If hidden items are excluded, the total will be different to the total seen by the teacher in the grader report, since the teacher always sees totals calculated from all items, hidden or unhidden. If hidden items are included, students may be able to calculate the hidden items.

- user reports.**

User report

Show rank Default: No
grade_report_user_showrank Whether to show the position of the student in relation to the rest of the class for each grade item.

Show percentage Default: Yes
grade_report_user_showpercentage Whether to show the percentage value of each grade item.

Show grades Default: Yes
grade_report_user_showgrade Whether to show a column for grades.

Show feedback Default: Yes
grade_report_user_showfeedback Whether to show a column for feedback.

Show ranges Default: Yes
grade_report_user_showrange Whether to show a column for the range.

Show weightings Default: Yes
grade_report_user_showweight Whether to show a column for the grade weight.

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

Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions
Biochemistry		-	Edit
Attendance	80.0	100.00	Edit
Quiz	4.0	5.00	Edit
[Deletion in progress] Quiz	8.0	10.00	Edit
Assignment 1	8.0	10.00	Edit
Course total		125.00	Edit

Save changes

Add category

Add grade item

- 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**.

Course scales

View Setup Scales Outcomes Letters Import Export

Custom scales

Standard scales

Scale	Used	Edit
Pass fail Fail, Pass, Distinction	Yes	⚙️

Add a new scale

ADD A NEW SCALE

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


▼ Scale

Name *

Standard scale ?

Scale * ?

Description



Manage Letters

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

Grade letters

[Edit grade letters](#)

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

[Edit grade letters](#)

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

View Edit

Grade letters

Override site defaults

Grade letter 1

A 93 %

Grade letter 2

A- 90 %

Grade letter 3

B+ 87 %

Grade letter 4

B 83 %

Grade letter 5

B- 80 %

Grade letter 6

C+ 77 %

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**.

Export to OpenDocument spreadsheet

View Setup Scales Letters Import **Export**

OpenDocument spreadsheet Plain text file Excel spreadsheet XML file

Grade items to be included

Attendance

Quiz

[Deletion in progress] Quiz

Assignment 1

Course total

Select all/none

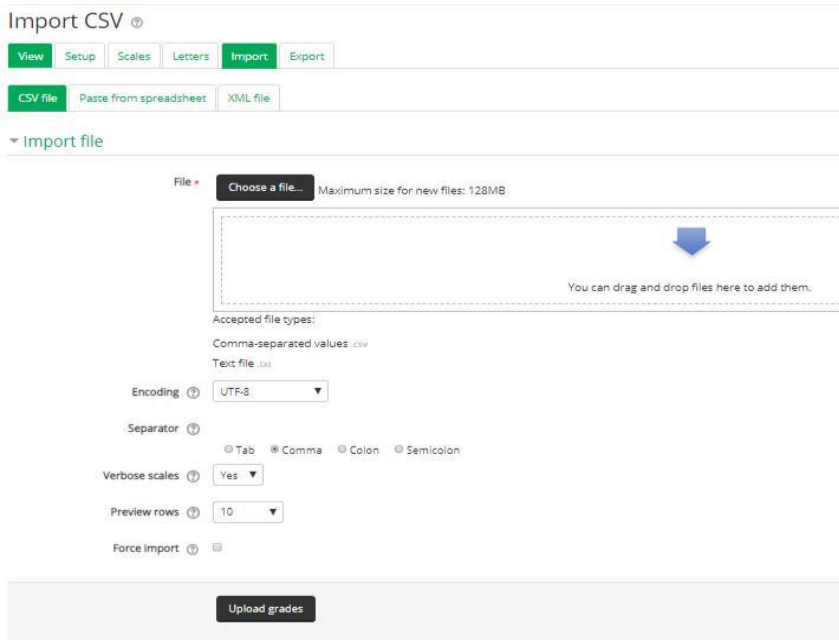
Export format options

Download

Import gradebook/Grades

To import a gradebook:

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



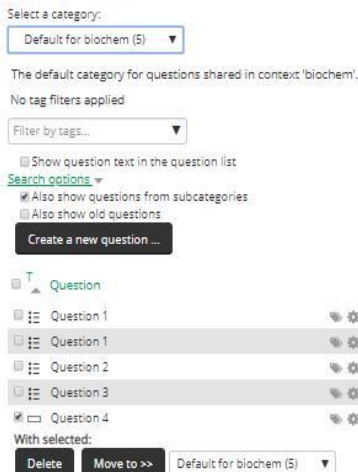
User can import the file in **CSV, spreadsheet** and **XML** format.

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.

Question bank



Question	Created by	Last modified by
Question 1	Admin User 19 September 2018, 12:42 PM	Admin User 19 September 2018, 12:42 PM
Question 1	Admin User 19 September 2018, 12:49 PM	Admin User 19 September 2018, 10:2 PM
Question 2	Admin User 19 September 2018, 12:57 PM	Admin User 19 September 2018, 12:57 PM
Question 3	Admin User 19 September 2018, 1:05 PM	Admin User 19 September 2018, 1:05 PM
Question 4	Admin User 19 September 2018, 1:06 PM	Admin User 19 September 2018, 1:06 PM

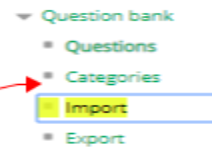
Administration

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank**

Import Question Bank

To Import question bank.

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



Import questions from file ⓘ

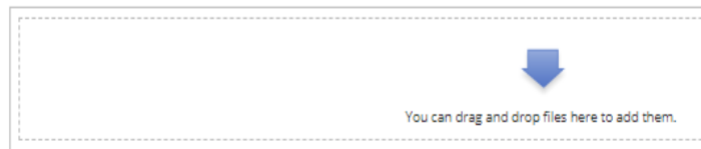
File format

- Aiken format ⓘ
- Blackboard ⓘ
- Embedded answers (Cloze) ⓘ
- Examview ⓘ
- Gift format ⓘ
- Missing word format ⓘ
- Moodle XML format ⓘ
- WebCT format ⓘ

General

Import questions from file

Import * Choose a file... Maximum size for new files: 128MB



Import

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**.

Export questions to file ⓘ

File format

- Gift format ⓘ
- Moodle XML format ⓘ
- XHTML format ⓘ

General

Export category ⓘ Default for biochem (5)

Write category to file Write context to file

Export questions 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.

- ▼ Users
 - ▼ Accounts
 - ⚙ Browse list of users
 - ⚙ Bulk user actions
 - ⚙ Add a new user
 - ⚙ User default preferences
 - ⚙ User profile fields
 - ⚙ Cohorts
 - ⚙ Upload users
 - ⚙ Upload user pictures
 - ▶ Permissions
 - ▶ Privacy and policies

271 Users

Page: 1 2 3 4 5 6 7 8 9 10 (Next)

▼ New filter

User full name

contains

Add filter

Show more...

First name / Surname	Email address	City/town	Country	Last access	Edit
Abdul Rehman	abdulrehman@aims.com			Never	✕ 👁 ⚙
Abdul Wajid Wajid	abdulwajid@aims.com			Never	✕ 👁 ⚙
Abida Parveen	abidaparveen@aims.com			Never	✕ 👁 ⚙
Abrar Hassan	abrarhassan@aims.com			Never	✕ 👁 ⚙
Abu Bakar	abubakar@aims.com			Never	✕ 👁 ⚙
Abu Talha	abutalha@aims.com			Never	✕ 👁 ⚙
Admin User	admin@aims.com			now	⚙
Adnan Ali Ali	adnanali@aims.com			Never	✕ 👁 ⚙
Ahmad Ali	ahmadali@aims.com			Never	✕ 👁 ⚙
Ahmad Mustafa	ahmadmustafa@aims.com			Never	✕ 👁 ⚙
Aimen Shehzadi	aimenshehzadi@aims.com			Never	✕ 👁 ⚙
Ali Hamza	aliamza@aims.com			Never	✕ 👁 ⚙
Ali Hassan	alihassan1@aims.com			Never	✕ 👁 ⚙
Ali Uzair	the.aliuzair@gmail.com			Never	✕ 👁 ⚙
Ali Husnain	alihusnain@aims.com			Never	✕ 👁 ⚙
Ali Hussainain	alihussainain@aims.com			Never	✕ 👁 ⚙

Bulk User Actions

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

User full name

contains

Add filter

[Show more...](#)

▼ **Users in list**

Users ?

Available	Selected
<ul style="list-style-type: none"> All users (271) Abdul Rehman Abdul Wajid Wajid Abida Parveen Abrar Hassan Abu Bakar Abu Talha Admin User Adnan Ali Ali Ahmad Ali Ahmed Mustafa Aimen Shehzadi Ali Hamza Ali Hassan Ali Hassan Hassan 	No users selected

Add to selection **Remove from selection**
Add all **Remove all**

With selected users... **Go**

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.

Adnan Ali Ali

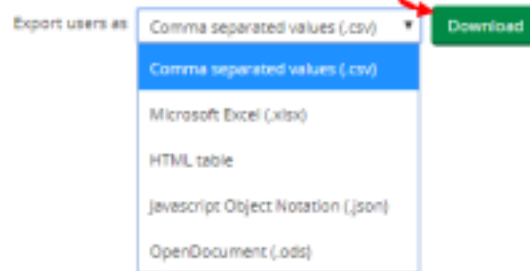
With selected users...

- Choose...
- Confirm
- Send a message
- Delete
- Display on page
- Download
- Force password change
- Add to cohort
- Choose...

DOWNLOAD

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

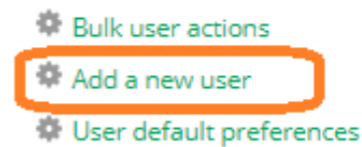
Download



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



▼ **General**

Username

Choose an authentication method

Suspended account

Generate password and notify user

The password must have at least 8 characters, at least 1 digit(s), at least 1 low or #

New password

Force password change

First name

Surname

Email address

Email display

City/town

Select a country

Timezone

Preferred language

Description

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.

User default preferences

Email display Default: Allow only other course members to see my email address
defaultpreference_maildisplay Privileged users (such as teachers and managers) will always be able to see your email address.

Email format Default: Pretty HTML format
defaultpreference_mailformat

Email digest type Default: No digest (single email per forum post)
defaultpreference_maildigest This is the daily digest setting that forums will use by default.

- No digest - you will receive one e-mail per forum post;
- Digest - complete posts - you will receive one digest e-mail per day containing the complete contents of each forum post;
- Digest - subjects only - you will receive one digest e-mail per day containing just the subject of each forum post.

You can also choose a different setting for each forum if you wish.

Forum auto-subscribe Default: Yes: when I post, subscribe me to that forum discussion
defaultpreference_autosubscribe

Forum tracking Default: No: don't keep track of posts I have seen
defaultpreference_trackforums

Cohorts

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

1. Click on Cohorts option in Administration Block.

Home > Site administration > Users > Accounts > Cohorts

System: available cohorts

Search cohort

Name	Cohort ID	Description	Cohort size	Source

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**.

Upload users ⓘ

▼ Upload

File *



You can drag and drop files here to add them.

CSV delimiter

Encoding

Preview rows

There are required fields in this form marked *.

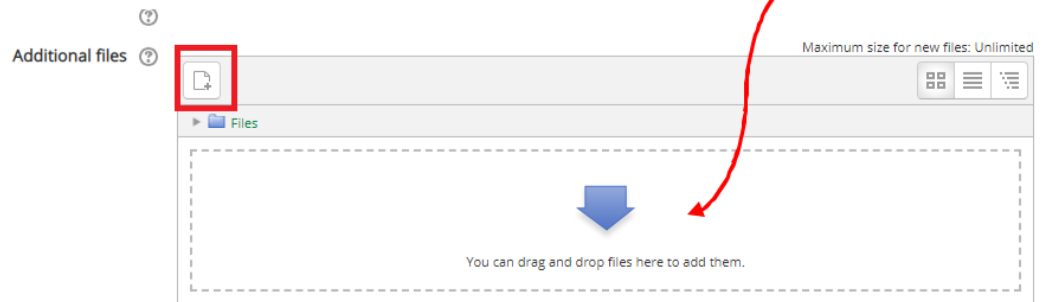
2. Provide the necessary details.

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**.

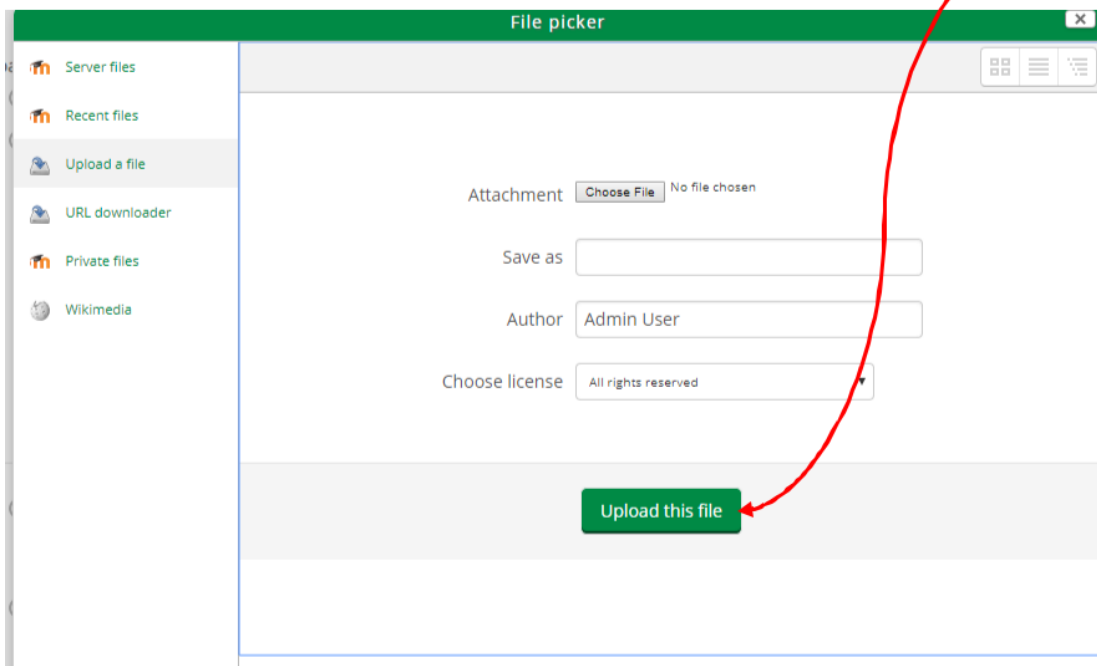


You can upload a file from Server files, recent files upload from local pc, URL downloader, private files, Wikimedia.

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.

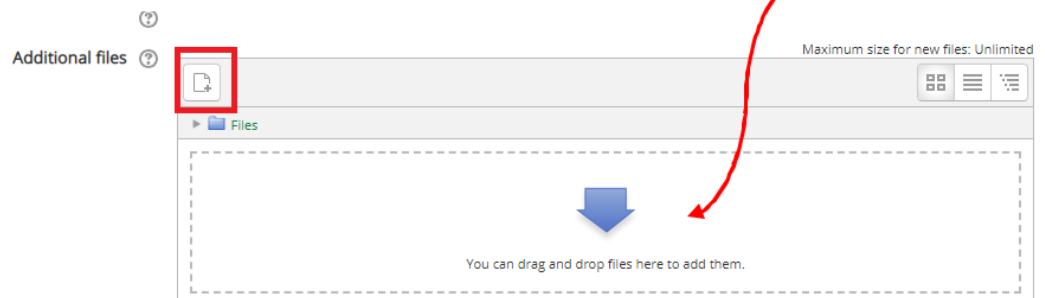
Upload user pictures ?

Upload

CHOOSE A FILE

To Choose a file:

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

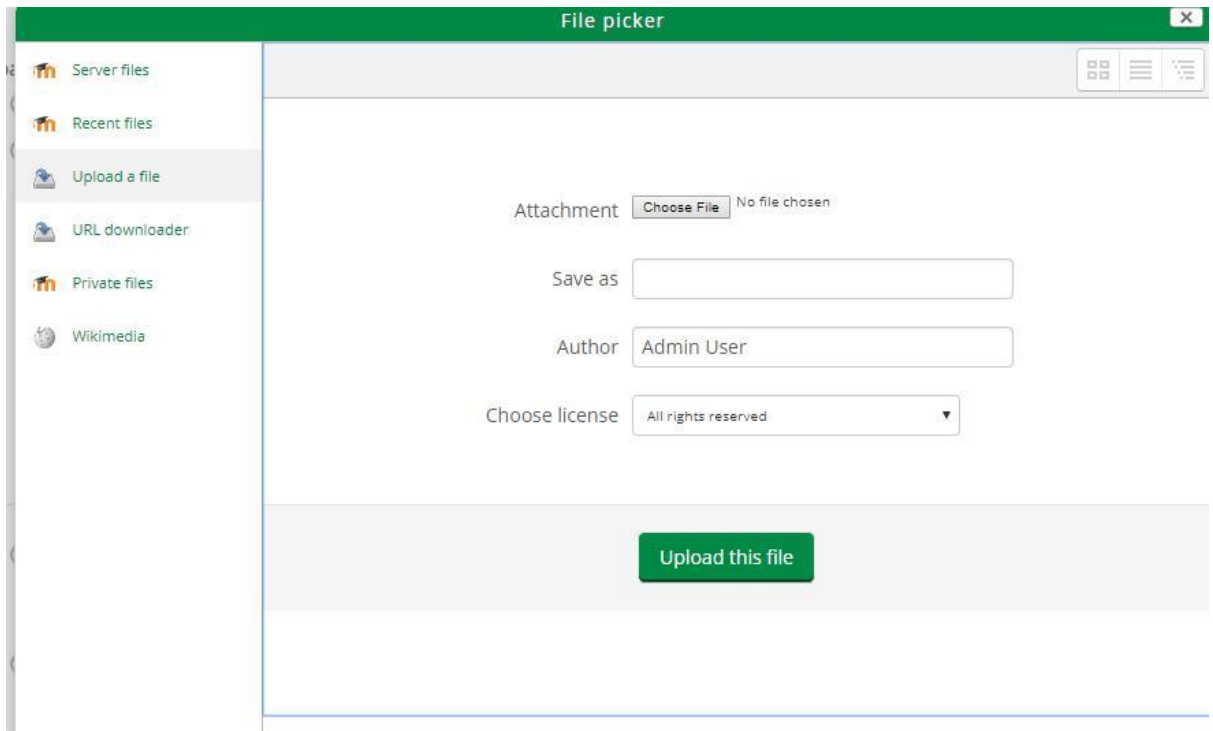


You can upload a file from Server files, recent files upload from local pc, URL downloader, private files, Wikimedia.

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.

Course categories

Create new category

- Programme
- Dispenser
- Gyne Assistant(LHV)
- Human Nutrition and Dietetics
- Medical Lab Technology-Diploma
- Operation Theater Technician
- Pharmacy Technician
- Radiography and Imaging Technology
- Ultra Sound Technician

Sorting

Selected categories

Sort by Category name ascending

Sort by Course full name ascending

Sort

Move selected categories to

Choose... Move

Programme

Create new course | Sort courses | Per page: 9

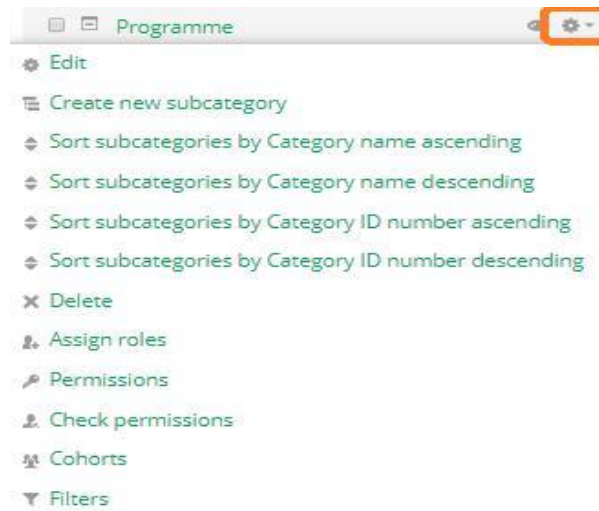
No courses in this category

Move selected courses to...

Choose... Move

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.

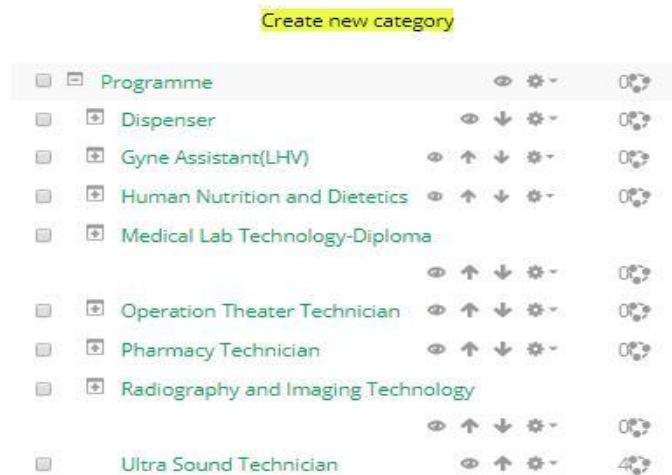


Create a New Category

Admin can add a new category by:

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

Course categories



- Provide the necessary details.
- Click on Create category option.


Add new category

Parent category

Category name

Category ID number

Description



Create a New Course

Admin can create a new course by:

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

Programme

[Create new course](#) | [Sort courses](#) | [Per page: 9](#)

No courses in this category

Move selected courses to...

2. Provide the necessary details.

