



TEACHER TRAINING MANUAL

AIMS Learning Management System



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Table of Contents

What is Learning Management System?	4
Uploading and sharing materials:	4
Forums and chats:.....	4
Why Should You Use an LMS?	4
Student demand	5
Student schedules.....	5
Better courses	5
1. Getting Started	5
Login to Learning Management System	6
2. Dashboard	7
Global Navigation.....	8
Dashboard.....	8
View Profile	8
Edit Profile.....	9
Grades.....	11
Preferences	12
Calendar	14
Log out	15
Messages and Notification	15
Main Menu	16
Home	17
Dashboard	18
Events.....	19
My Courses	20
Hide/Show Blocks	21
Standard View/Full Screen	22
Side Menu Blocks	23
Private files	24

Navigation	19
Others	19
3. Course Administration	20
Edit Settings	20
Turn Editing on.....	20
Course Completion	20
Users	20
Gradebook Setup	20
Backup.....	20
Restore	21
Import	21
Reset	21
Question Bank.....	21
4. Edit Settings.....	21
5. Turn editing on	22
Edit Topic.....	23
Edit Activity	23
Add an Activity or resource.....	23
6. Add Assignment	25
General.....	25
Availability.....	27
Submission Types.....	27
Grades	28
7. Add Quiz	28
General Information	29
Timing.....	29
Grades	30
8. Gradebook Setup	34
Add category.....	35
Add Grade item	35
Manage Scales	38
Manage Letters	39

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, LMSs 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 were 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 a number of other reasons to think about using a 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 a 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.

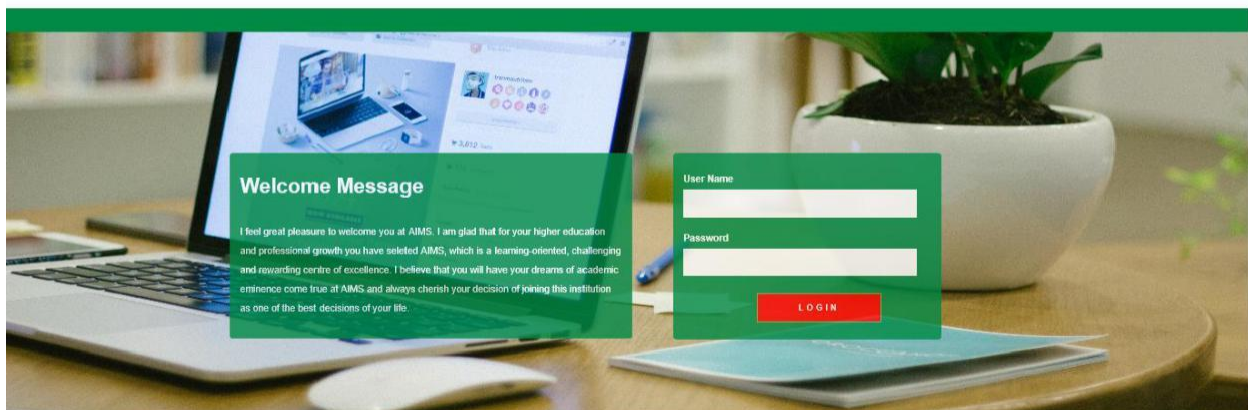
Login to Learning Management System

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

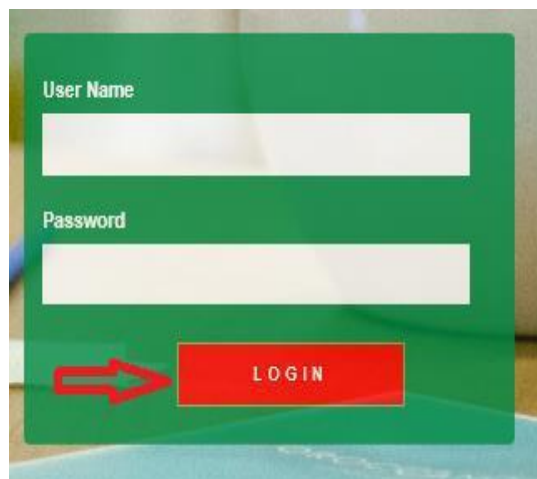


Allied Institute of Medical Sciences Learning Management System - (LMS)



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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.

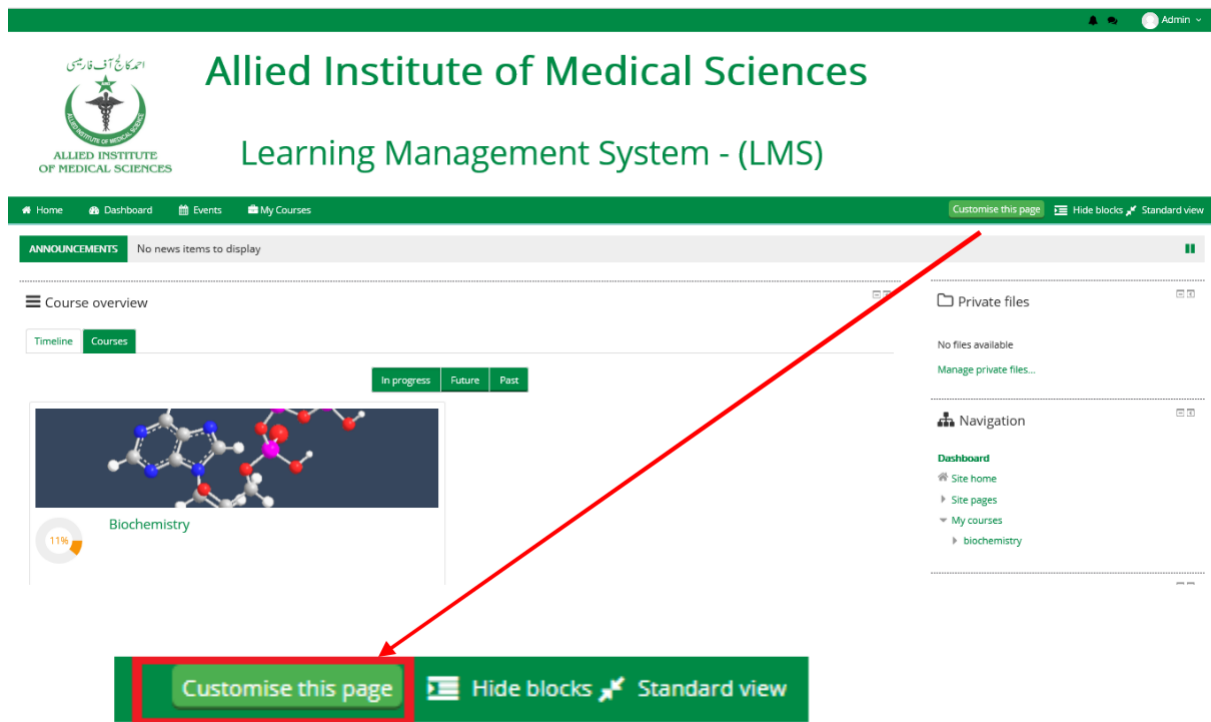


4. On Clicking Login, you will be redirected to **Dashboard**.

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.

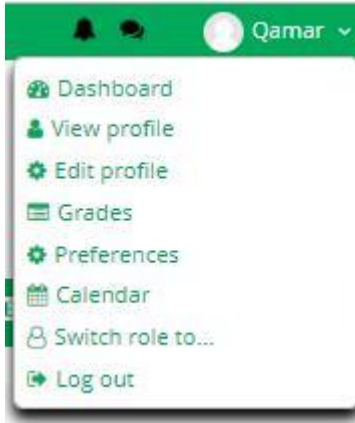
- Dashboard usually has the Course overview block in the central column. Depending on the site settings for this block, categories and child courses may display under the main courses. For information about the appearance of this block within the Dashboard.
- On the Dashboard, the courses in the Navigation 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 navigation bar with 'Home', 'Dashboard', 'Events', and 'My Courses'. Below this, the main content area is titled 'Course overview' and features a 'Biochemistry' course card with a 11% progress indicator. A red box highlights the 'Customise this page' button in the bottom right corner, with a red arrow pointing to it from the text above.

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.

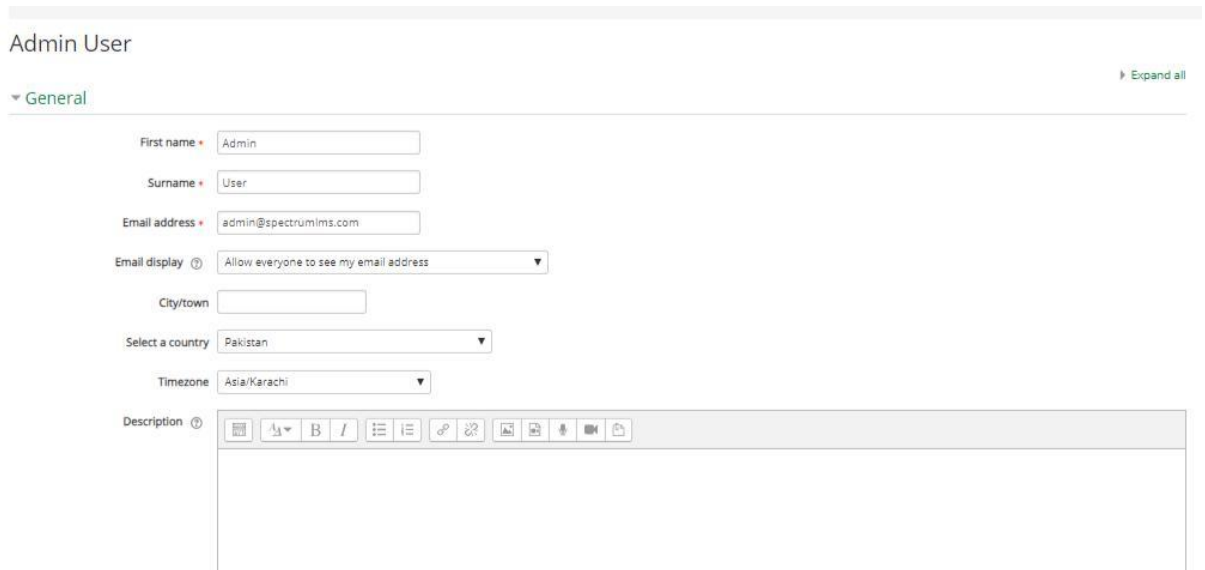
<p>User details Edit profile</p> <p>Email address admin@spectrumlms.com</p> <p>Country Pakistan</p>	<p>Reports</p> <p>Today's logs</p> <p>All logs</p> <p>Outline report</p> <p>Complete report</p> <p>Browser sessions</p> <p>Grades overview</p> <p>Grade</p>
<p>Privacy and policies</p> <p>Data retention 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
<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> ■ Biochemistry </div>		-	Edit [▼]
<div style="display: flex; align-items: center;"> ⌵ Ⓜ Attendance Term 1 </div>	<input type="checkbox"/> 15.748	100.00	Edit [▼]
<div style="display: flex; align-items: center;"> ⌵ Ⓜ Assignment 01 </div>	<input type="checkbox"/> 15.748	100.00	Edit [▼]
<div style="display: flex; align-items: center;"> ⌵ Ⓜ Quiz 1 </div>	<input type="checkbox"/> 1.575	10.00	Edit [▼]
<div style="display: flex; align-items: center;"> Σ Course total </div>		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

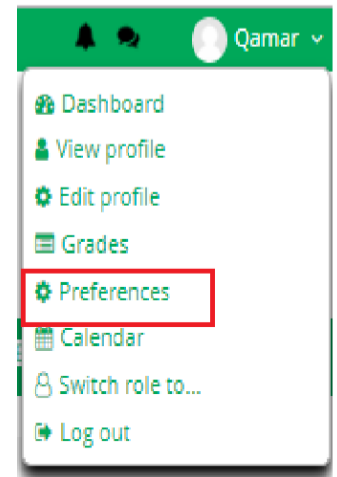
Blogs

- 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

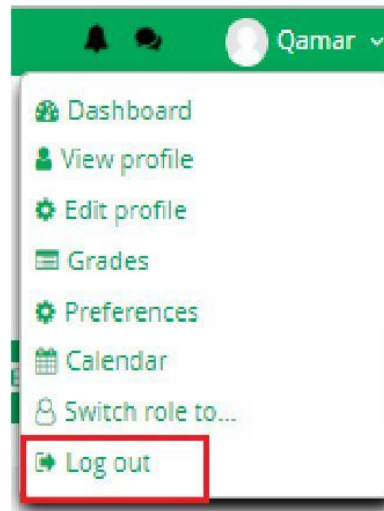
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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			

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.

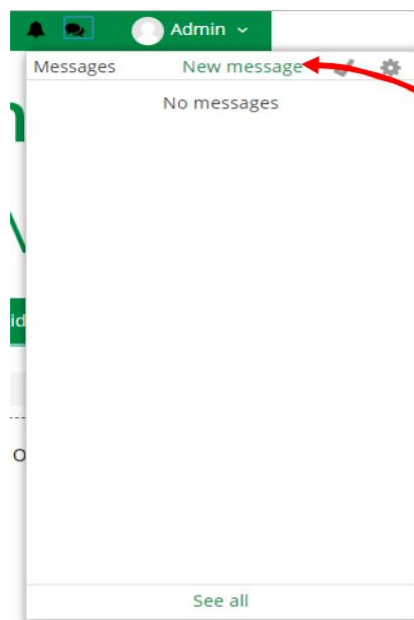


Messages and Notification

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

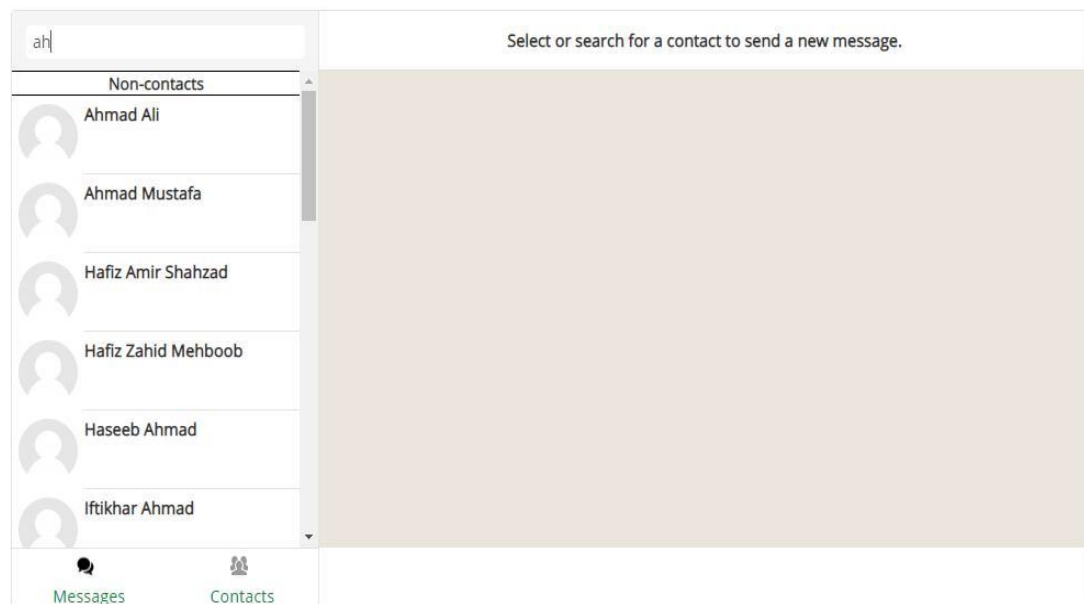


MESSAGES



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 notifications menu at the top of the screen:

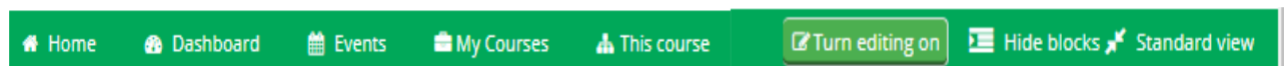


Main Menu

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.

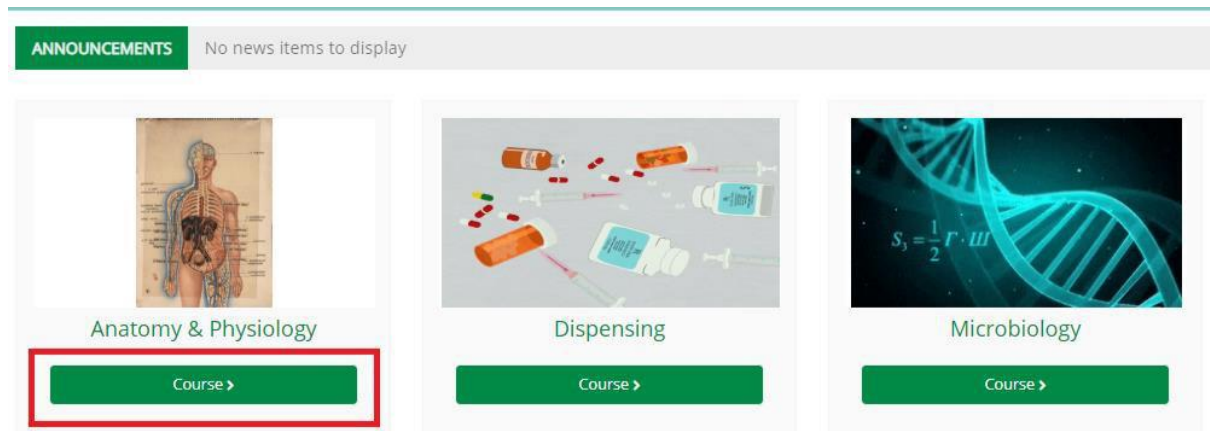


Home

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.

Calendar

Upcoming events for:

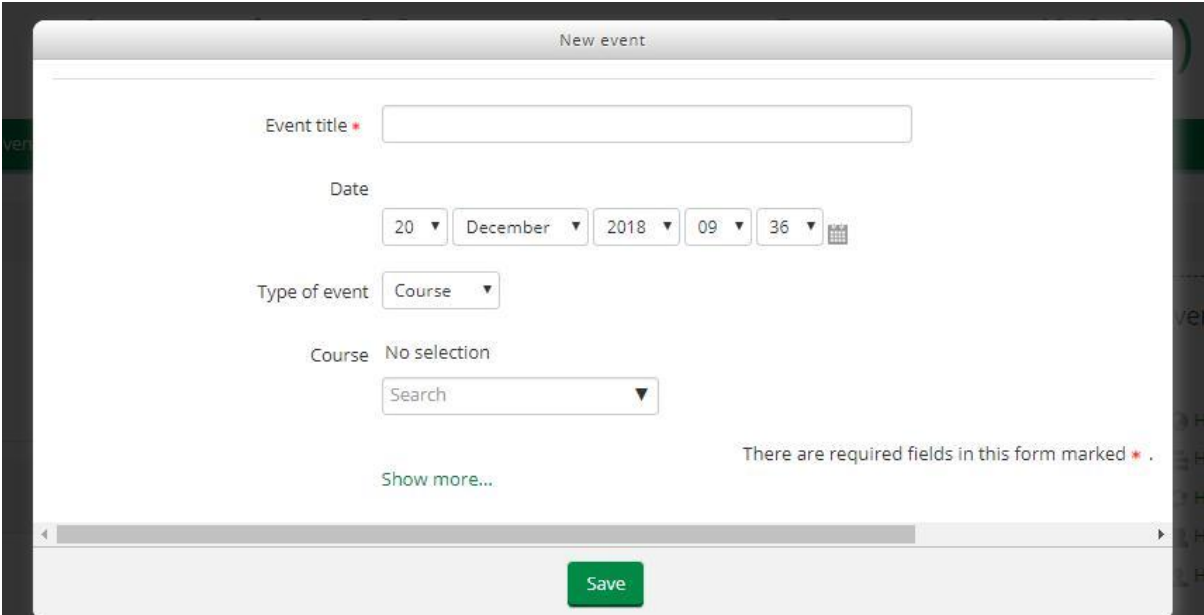
All courses ▾

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	

[New event](#)

ADD NEW EVENT

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



The screenshot shows a 'New event' form with the following fields:

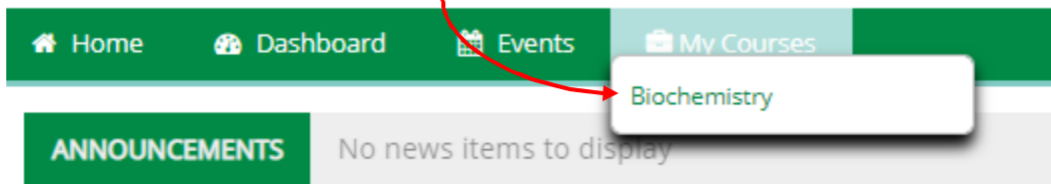
- Event title ***: A text input field.
- Date**: A date picker showing 20, December, 2018, 09, 36.
- Type of event**: A dropdown menu with 'Course' selected.
- Course**: A dropdown menu with 'No selection' and a search input field.

At the bottom right, there is a note: "There are required fields in this form marked *". A green 'Save' button is located at the bottom center.

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.



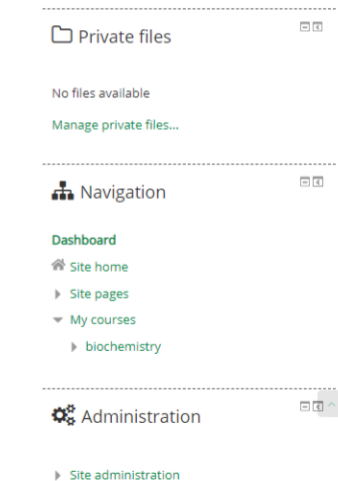
Hide/Show Blocks

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.

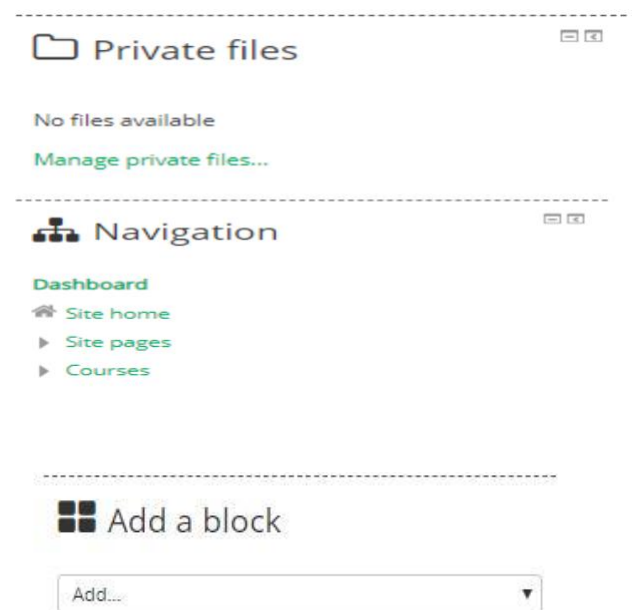
These files can be used further.

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.

Administration

Course administration

- ⚙ Edit settings
- ✍ Turn editing on
- ⚙ Course completion
- Users
- ▾ Filters
- Reports
- ⚙ Gradebook setup
- Badges
- 📁 Backup
- 📁 Restore
- 📁 Import
- 🔄 Reset
- Question bank

Course administration

⚙ Edit settings

✍ Turn editing on

⚙ Edit settings

✍ Turn editing on

⚙ Course completion

✍ Turn editing on

⚙ Course completion

▸ Users

⚙ Course completion

▸ Users

▾ Filters

▸ Reports

⚙ Gradebook setup

▸ Badges

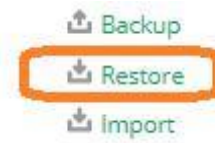
▸ Badges

📁 Backup

📁 Restore

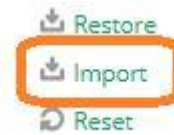
Restore

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.



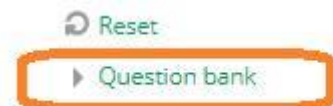
Reset

Teacher can reset the course settings to default Using this option.



Question Bank

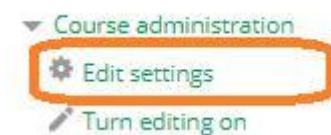
Teacher can upload the all questions at once in different Formats instead of creating a question one by one.



4. Edit Settings

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

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



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

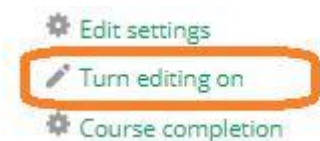
Course ID number

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

5. Turn editing on

User can Edit the course topics, activity and resources according to his/her desire by following steps:

1. Click on Turn editing on option from Administration Block.

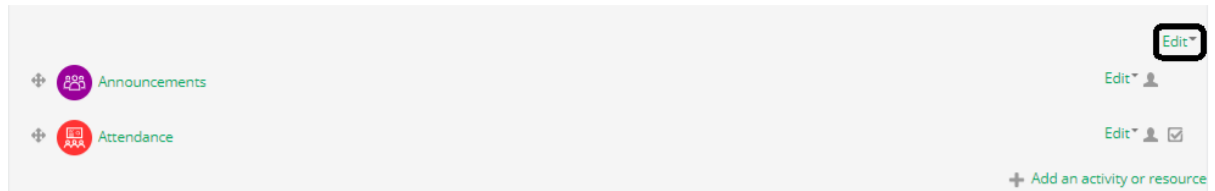


The image shows a list of course activities. The first activity is 'Bio Chemistry' with a red PDF icon. To its right, there is an 'Edit' button with a dropdown arrow and a checkmark icon. Below the list, there is a '+ Add an activity or resource' link.

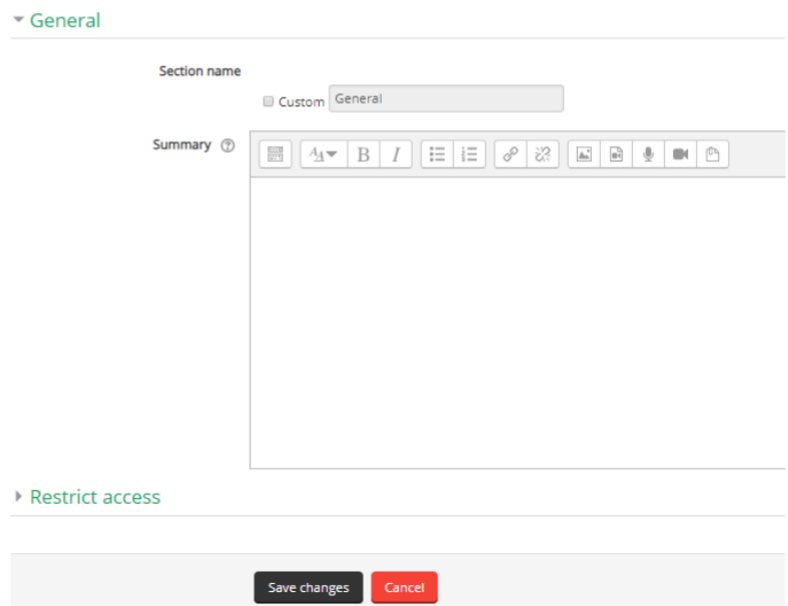
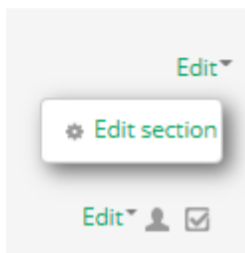
Edit Topic

To edit a topic:

1. Click on Edit Option.



2. Click on Edit Section.



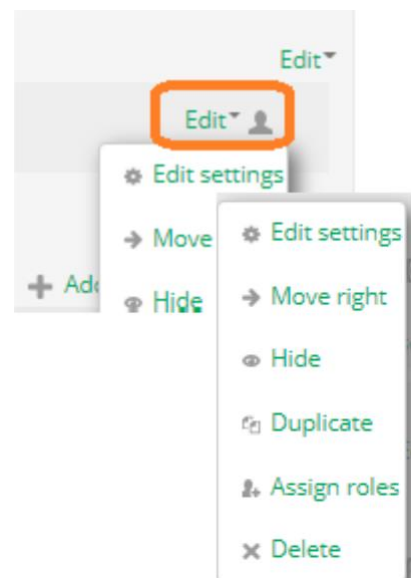
3. Edit the required settings.

4. Click **Save changes** option.

Edit Activity

To edit an activity:

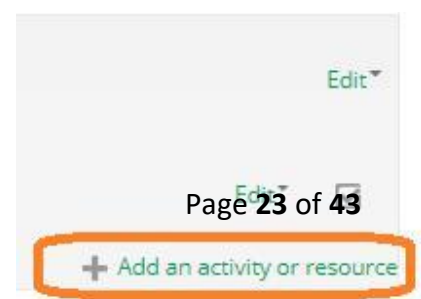
1. Click on **Edit** option.
2. Select one of the options.
3. To Edit Settings click on **Edit Settings**.
4. Provide the necessary Information.
5. Click on Save and display option.



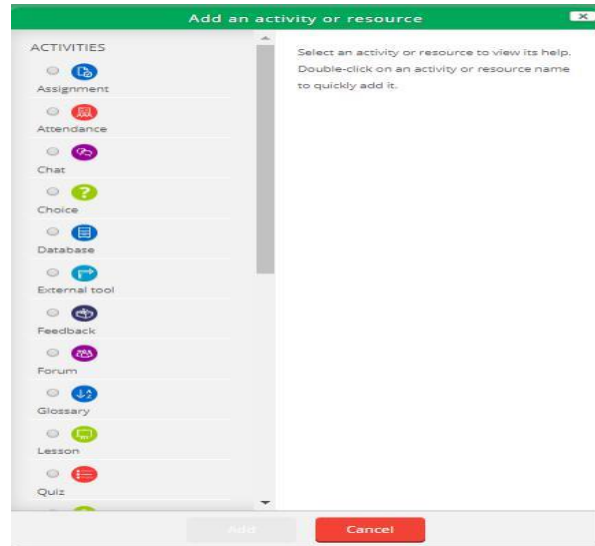
Add an Activity or resource

To add an activity or a resource:

1. Click on **add activity or resource** option.



2. Select the Activity you want to add.
3. Click Add Option.



4. Provide the necessary details.

Adding a new Assignment

General

Assignment name *

Description

Display description on course page



Additional files

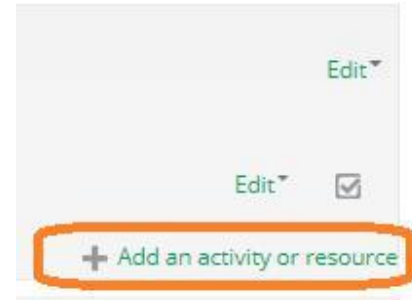


5. Click **Save and display** option.

6. Add Assignment

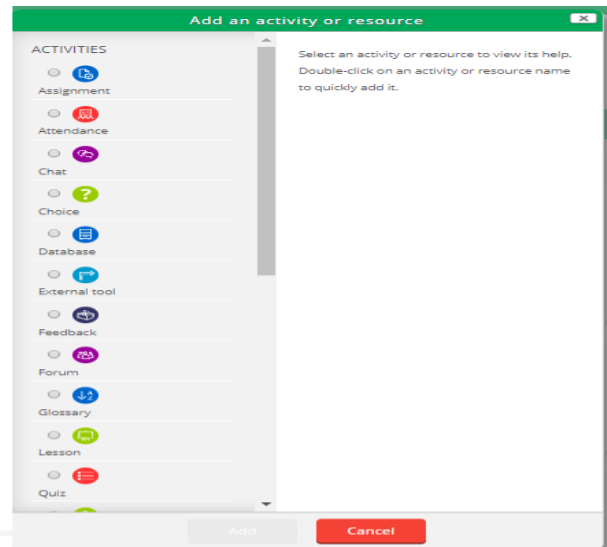
Teacher can add assignment by following steps:

1. Click on **Turn Editing on** Button.
2. Click on **Add an activity or resource link**.
3. Select the **Assignment** Activity.
4. Provide the necessary details.



General

General Information related to the assignment like (Assignment Name, Description, Additional Files).



Adding a new Assignment

General

Assignment name *

Description

Display description on course page



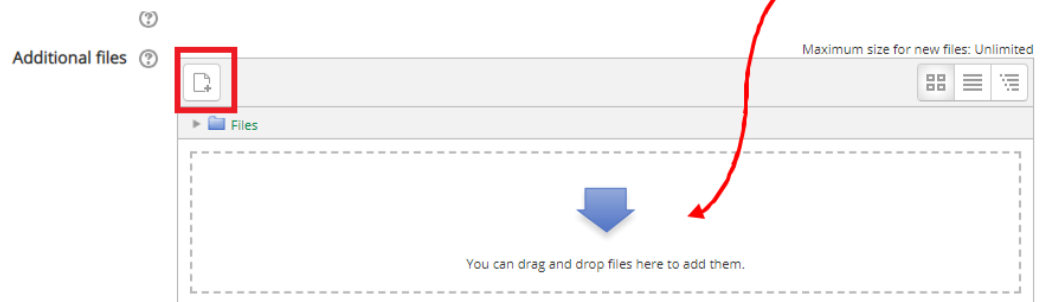
Additional files



UPLOAD ADDITIONAL FILES

To upload additional files:

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

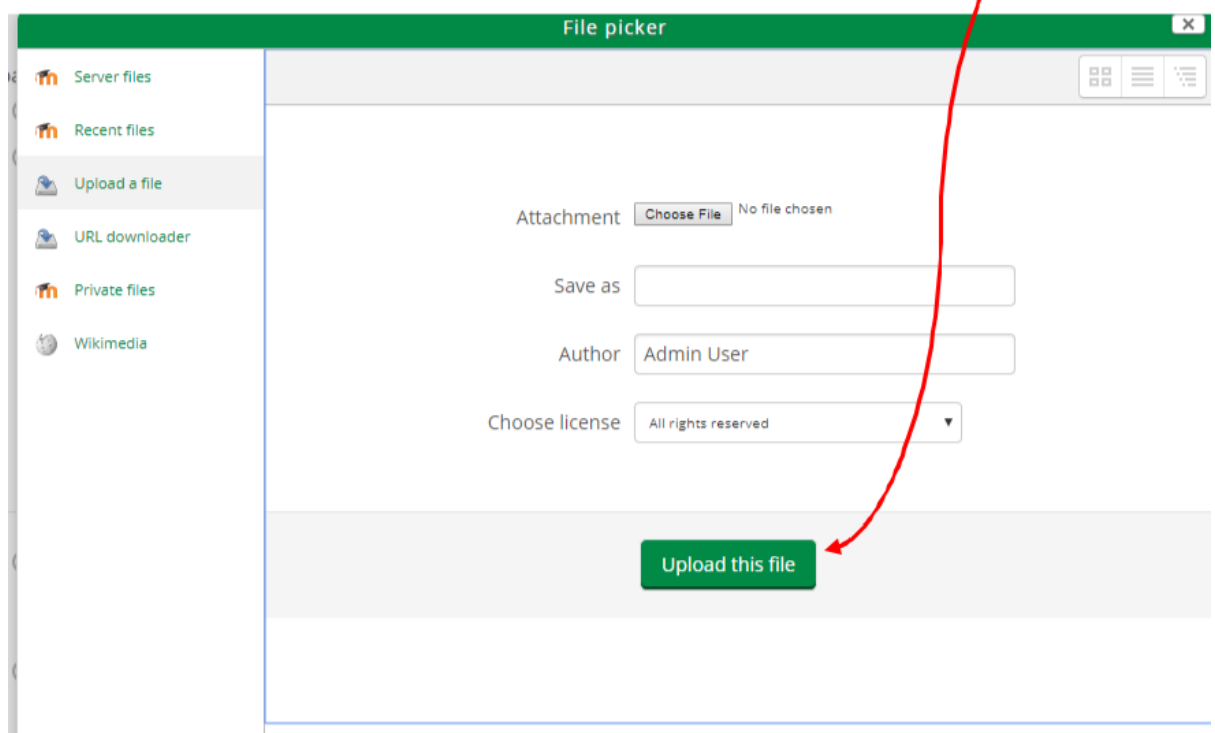


You can upload a file from Server files, Recent files upload from local pc, URL downloader, private files, Wikimedia.

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**.



Availability

Generally, contains the dates of availability of assignment. Dates including (Submission From, Due Date, Cut Off Date, Remind me to grade).

▼ Availability

Allow submissions from ?

20 ▼ December ▼ 2018 ▼ 00 ▼ 00 ▼  Enable

Due date ?

27 ▼ December ▼ 2018 ▼ 00 ▼ 00 ▼  Enable

Cut-off date ?

20 ▼ December ▼ 2018 ▼ 10 ▼ 57 ▼  Enable

Remind me to grade by ?

3 ▼ January ▼ 2019 ▼ 00 ▼ 00 ▼  Enable

Always show description ?

Submission Types

Includes Type of Submission, Word Limit, maximum number of uploaded files, submission size and accepted files types.

▼ Submission types

Submission types

Online text ? File submissions ?

Word limit ?

Enable

Maximum number of uploaded files 20 ▼

?

Maximum submission size ?

Site upload limit (128MB) ▼

Accepted file types ?

No selection

Grades

Includes all the information related to the grades of an assignment.

Grade

Grade ?

Type

Scale

Maximum grade

Grading method

Grade category

Grade to pass

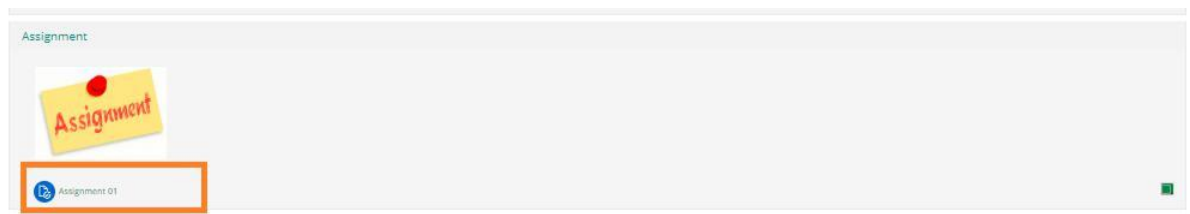
Blind marking

Use marking workflow

Use marking allocation

5. Click on **Save and Display** option.

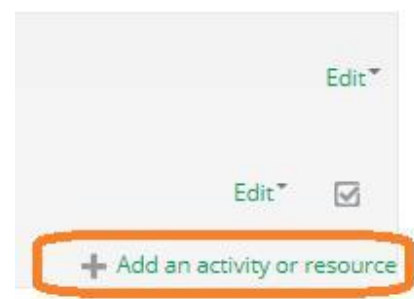
6. It will be then displayed to **teacher and students** on their **course** homepage.



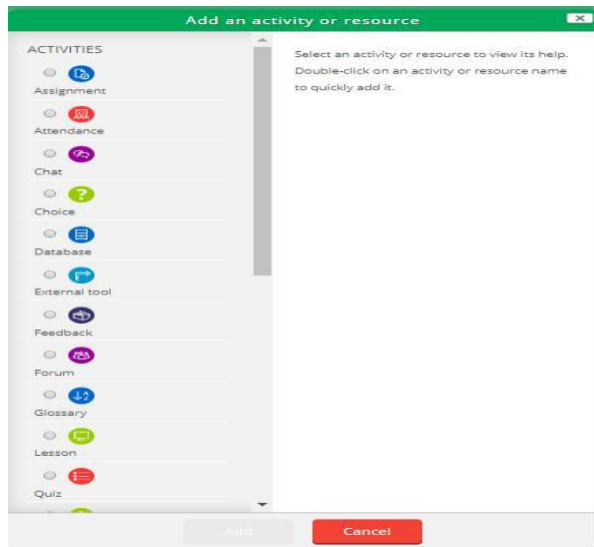
7. Add Quiz

Teacher can add assignment by following steps:

1. Click on **Turn Editing on** Button.
2. Click on **Add an activity or resource link**.



3. Select the **Assignment** Activity.



4. Provide the necessary details.

General Information

General information for the quiz like Name and Description.

▼ General

Name *

Description

Rich text editor toolbar with icons for text formatting (bold, italic, font color), lists, link, unlink, image, video, audio, and print. Below the toolbar is a large text area for the description.

Timing

Availability time information like open or close date, time limit expiry and grace period.

Timing

Open the quiz [?]

20 December 2018 11 19 Enable

Close the quiz

20 December 2018 11 19 Enable

Time limit [?]

0 minutes Enable

When time expires [?] Open attempts are submitted automatically

Submission grace period [?]

1 days Enable

Grades

Includes all the information related to the grades of a Quiz.

Grade

Grade [?]

Type Point

Scale Pass fail

Maximum grade 100

Grading method [?] Simple direct grading

Grade category [?] Uncategorized

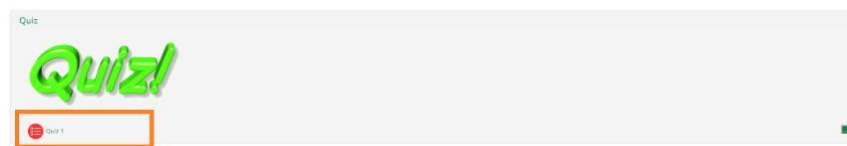
Grade to pass [?]

Blind marking [?] No

Use marking workflow [?] No

Use marking allocation [?] No

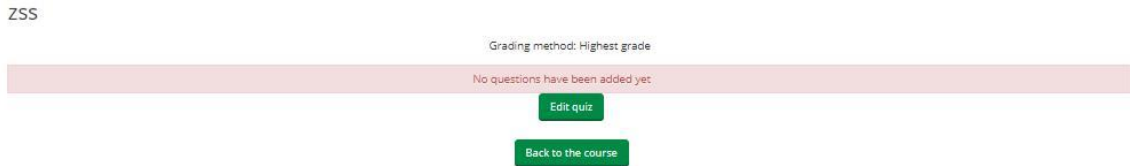
5. Click on **Save and return to course** option.
6. It will be then displayed to **teacher** and **students** on their course homepage.



Add Questions to Quiz

On Adding a Quiz, Click on **Save and Display** option.

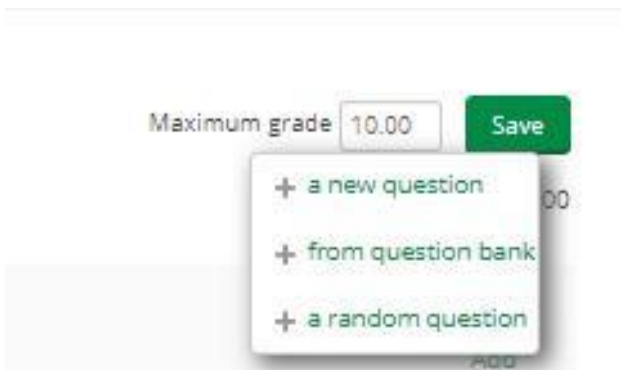
Click on **Edit quiz**.



Click on **add** link to **add a question** in a quiz.

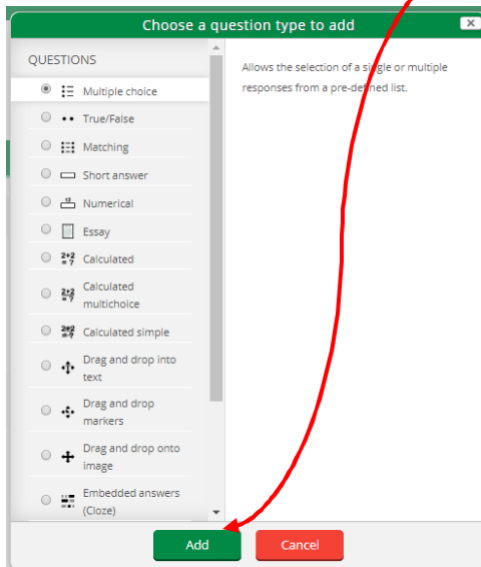


Clicking on **add** link will show the below option:



Add new question

Select a question type and Click on **Add** button.



Provide the necessary details including category, question name, question text, default marks, feedback, one or multiple answers, shuffle choices, number of choices, answers and Grade of each answer and feedback for answers.

Adding a Multiple choice question

Expand all

General

Category: Default for biochem (3)

Question name:

Question text:

Default mark: 1

General feedback:

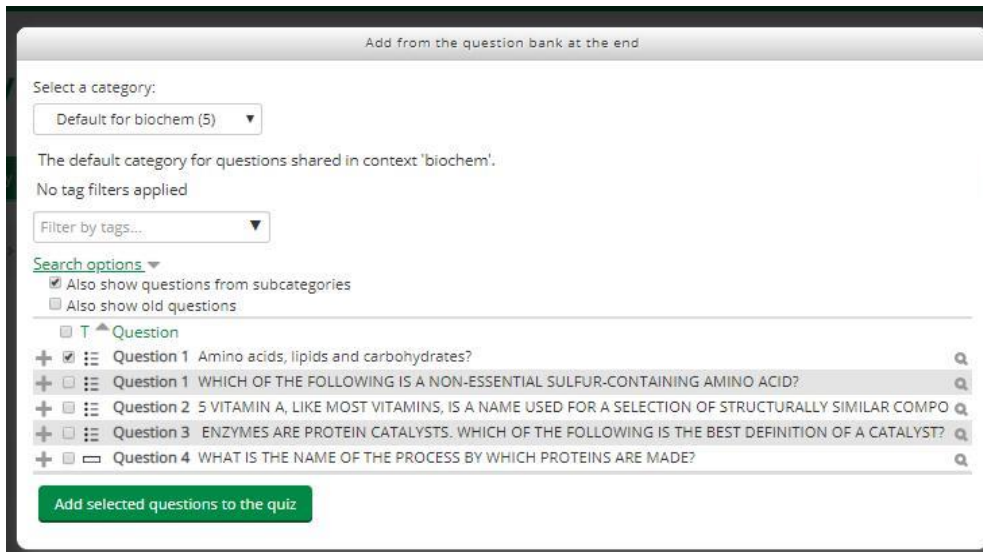
One or multiple answers?: One answer only

Shuffle the choices?:

Number the choices?:

Add question from question bank

Select a category tags for filter select one or multiple questions by checking the checkbox and press **add selected question to the quiz**.



Add from the question bank at the end

Select a category:
Default for biochem (5) ▼

The default category for questions shared in context 'biochem'.

No tag filters applied

Filter by tags... ▼

[Search options](#) ▼

Also show questions from subcategories
 Also show old questions

T ^ Question

Question 1 Amino acids, lipids and carbohydrates? Q

Question 1 WHICH OF THE FOLLOWING IS A NON-ESSENTIAL SULFUR-CONTAINING AMINO ACID? Q

Question 2 5 VITAMIN A, LIKE MOST VITAMINS, IS A NAME USED FOR A SELECTION OF STRUCTURALLY SIMILAR COMPO Q

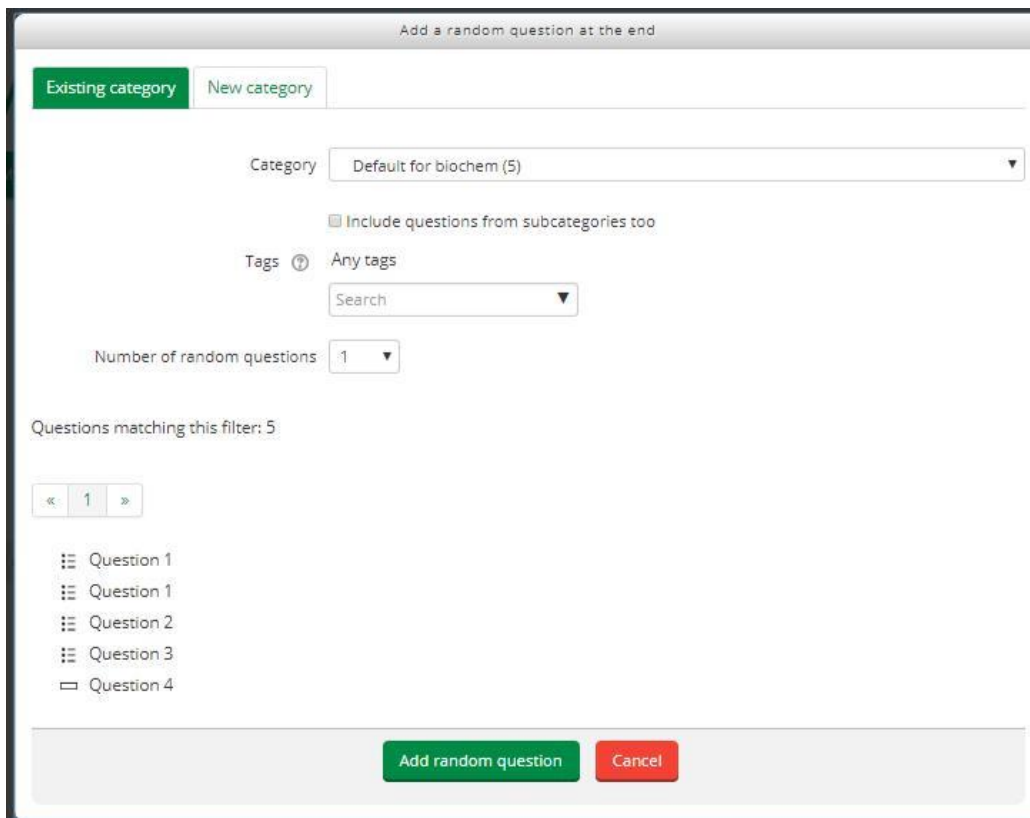
Question 3 ENZYMES ARE PROTEIN CATALYSTS. WHICH OF THE FOLLOWING IS THE BEST DEFINITION OF A CATALYST? Q

Question 4 WHAT IS THE NAME OF THE PROCESS BY WHICH PROTEINS ARE MADE? Q

Add selected questions to the quiz

Add a random question

Select the category, Number of questions and click on **Add random question**.



Add a random question at the end

Existing category | New category

Category: Default for biochem (5) ▼

Include questions from subcategories too

Tags ⓘ Any tags
Search ▼

Number of random questions: 1 ▼

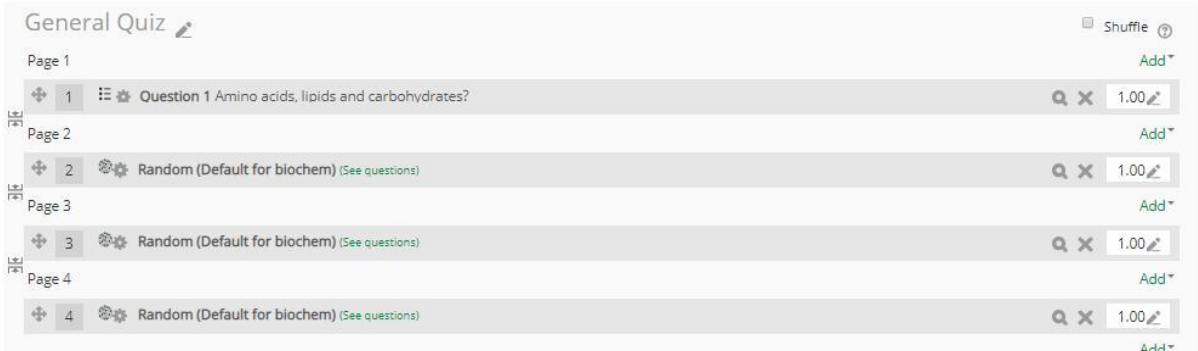
Questions matching this filter: 5

« 1 »

Question 1
 Question 1
 Question 2
 Question 3
 Question 4

Add random question **Cancel**

List of questions will be displayed as below:



The screenshot shows the 'General Quiz' editor interface. It features a 'Shuffle' checkbox and an 'Add' button. The quiz is divided into four pages:

- Page 1: Question 1 Amino acids, lipids and carbohydrates? (Score: 1.00)
- Page 2: Random (Default for biochem) (See questions) (Score: 1.00)
- Page 3: Random (Default for biochem) (See questions) (Score: 1.00)
- Page 4: Random (Default for biochem) (See questions) (Score: 1.00)

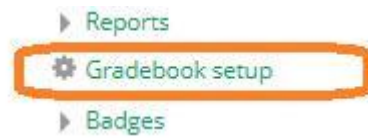
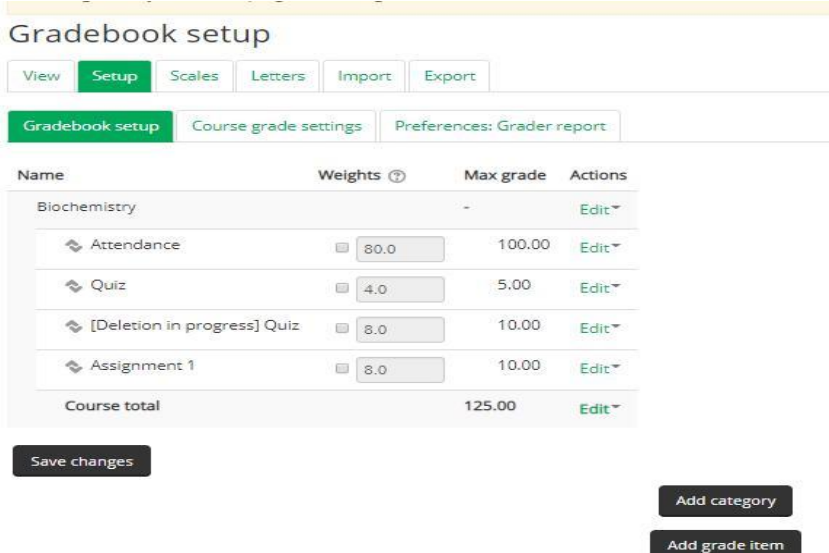
After adding question click on **save** button and then quiz will be displayed in **course** section.



8. Gradebook Setup

User can change the gradebook settings by:

1. Click on **gradebook setup**.

The screenshot shows the 'Gradebook setup' page. It has tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. The 'Setup' tab is active, showing 'Gradebook setup', 'Course grade settings', and '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

Buttons: Save changes, Add category, Add grade item

Add category

To add a category: Click on **Add category**.

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

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

Grade category

Category name

Aggregation

Show more...

Category total

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

Weight adjusted

Weight

Show more...

Save changes Cancel

Add Grade item

To add a grade item:

1. Click on **Add grade item**.

Gradebook setup

View **Setup** Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions
Biochemistry		-	Edit ▾
Attendance	<input type="checkbox"/> 80.0	100.00	Edit ▾
Quiz	<input type="checkbox"/> 4.0	5.00	Edit ▾
[Deletion in progress] Quiz	<input type="checkbox"/> 8.0	10.00	Edit ▾
Assignment 1	<input type="checkbox"/> 8.0	10.00	Edit ▾
Course total		125.00	Edit ▾

Save changes

Add category
Add grade item

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

Grade item

Item name

Grade type ? Value ▾

Scale ? Use no scale ▾

Maximum grade ? 100.00

Minimum grade ? 0.00

Hidden ?

Locked ?

Show more...

Parent category

Weight adjusted ?

Weight ? 0.0

Extra credit ?

Save changes Cancel

- User can view **grader report, grade history, outcomes, overview, user reports.**

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

- 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

Save changes Cancel

Manage Letters

User can **View** Grade Letters(A,A+,A-,B+,B-,C....) and assign percentage to and from for a letter, also **add** or **edit** the grade letters.

Grade letters

View Setup Scales Outcomes **Letters** Import Export

View Edit

[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 %

Grade letter 2 %

Grade letter 3 %

Grade letter 4 %

Grade letter 5 %

Grade letter 6 %

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**.

Import CSV [ⓘ]

View Setup Scales Letters **Import** Export

CSV file Paste from spreadsheet XML file

▼ Import file

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

You can drag and drop files here to add them.

Accepted file types:
Comma-separated values .csv
Text file .txt

Encoding [ⓘ] UTF-8

Separator [ⓘ] Tab Comma Colon Semicolon

Verbose scales [ⓘ] Yes

Preview rows [ⓘ] 10

Force Import [ⓘ]

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

Select a category:
Default for biochem (5)

The default category for questions shared in context 'biochem'.

No tag filters applied

Filter by tags...

Show question text in the question list
[Search options](#)

Also show questions from subcategories
 Also show old questions

Create a new question ...

Question	Created by	Last modified by
	First name / Surname / Date	First name / Surname / Date
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, 1:02 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

With selected: Question 4

Delete Move to >> Default for biochem (5)

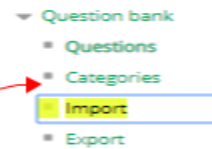
Administration

- ▼ 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

You can drag and drop files here to add them.

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