

# OpenLMS Administrator Guide

OpenLMS Team

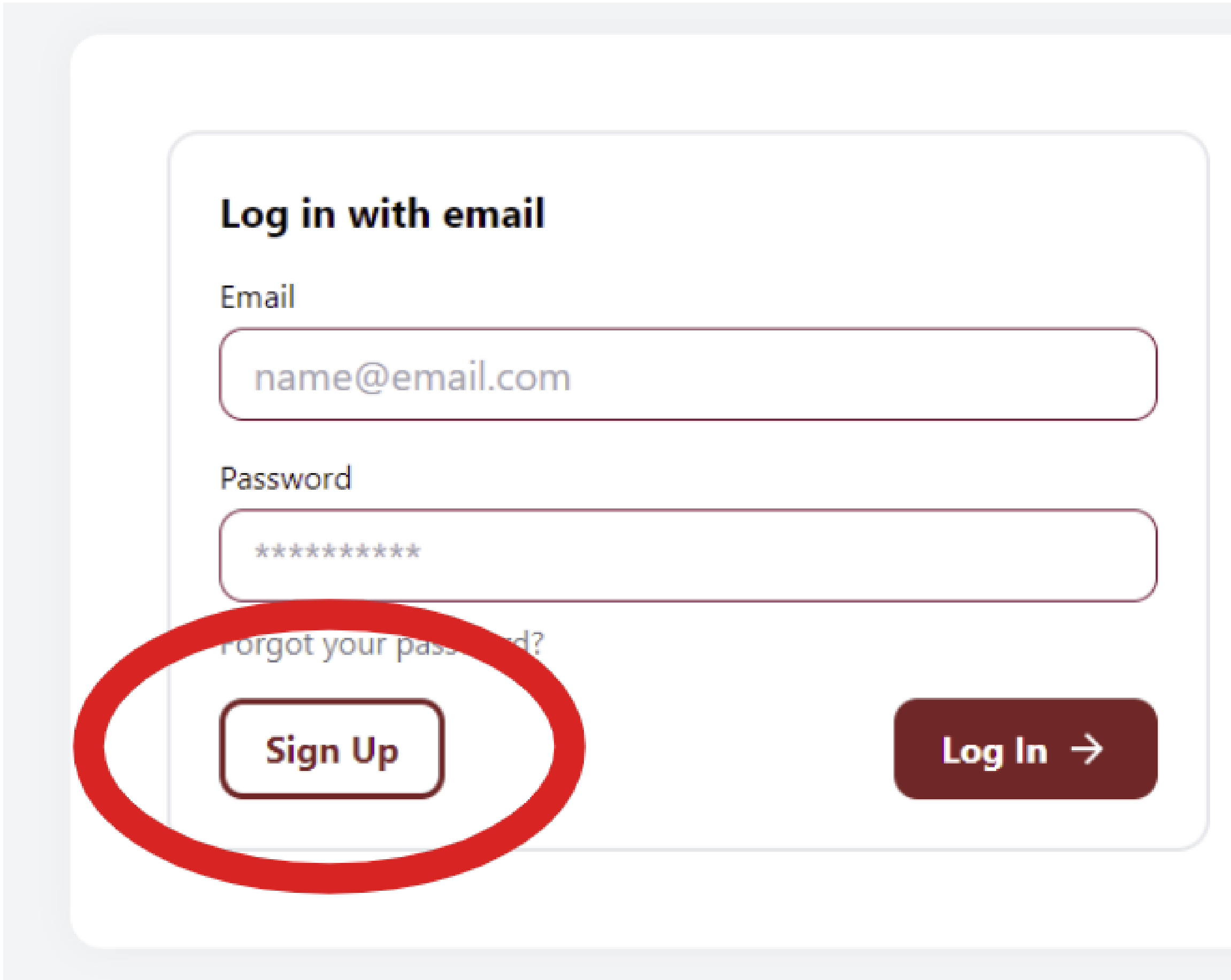
Queen’s University, Kingston, ON, Canada

April 1, 2024

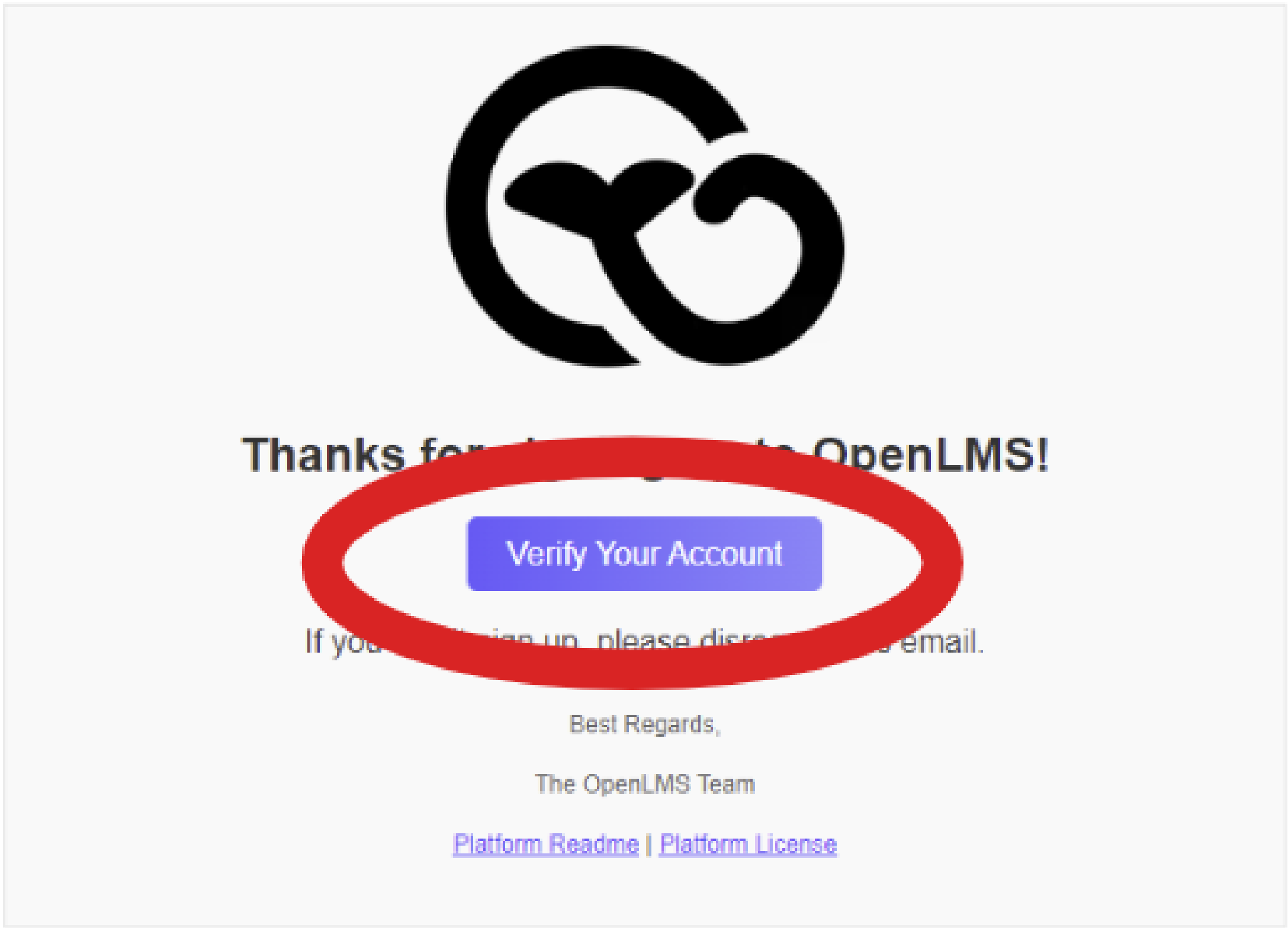
## MANAGING YOUR OPENLMS ACCOUNT

### How to Create an Account

1. Click "Sign Up" on the main page to make an account!

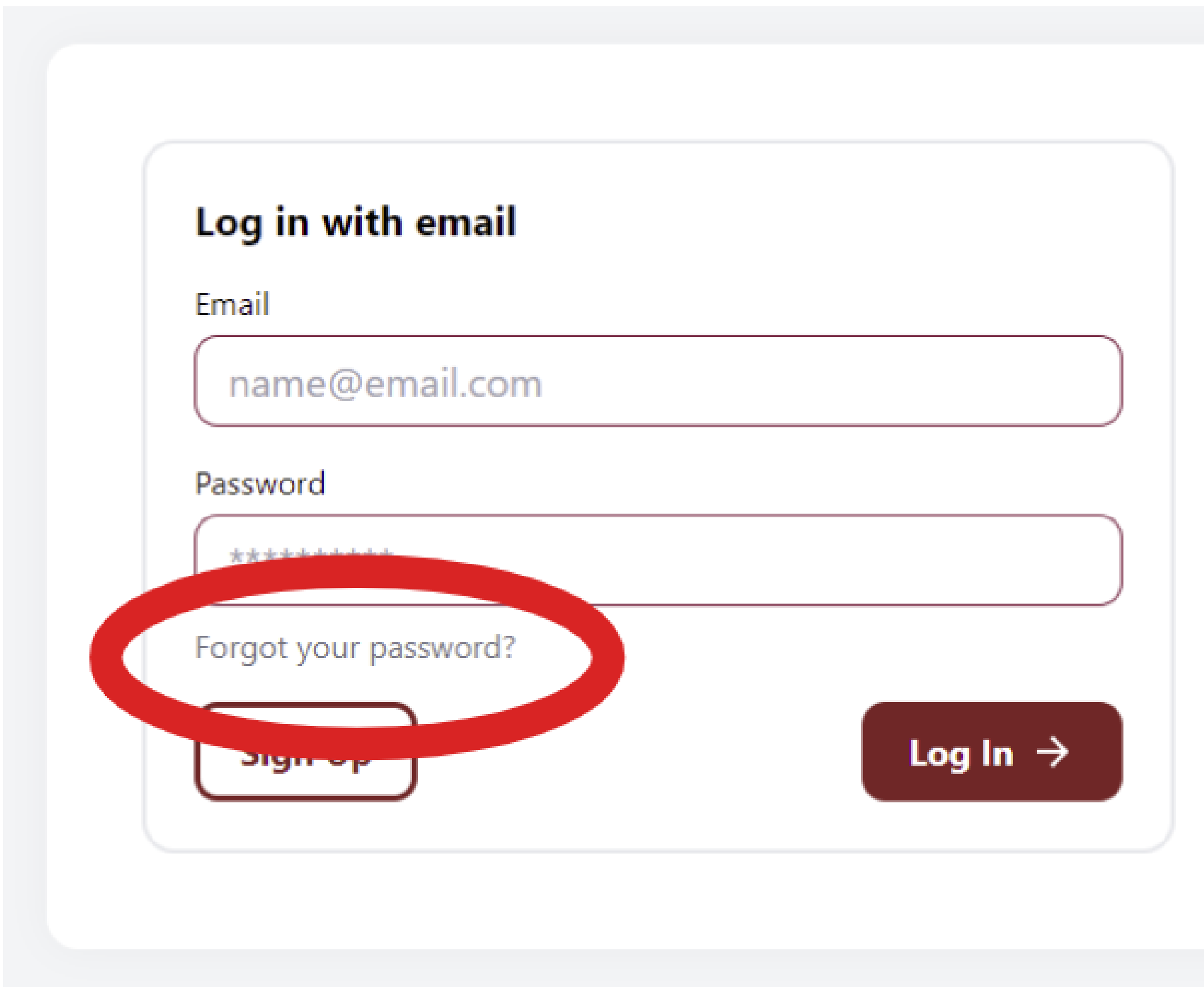


2. Once you have submitted your account information, you must validate your email before logging in. Below is what the email will look like.

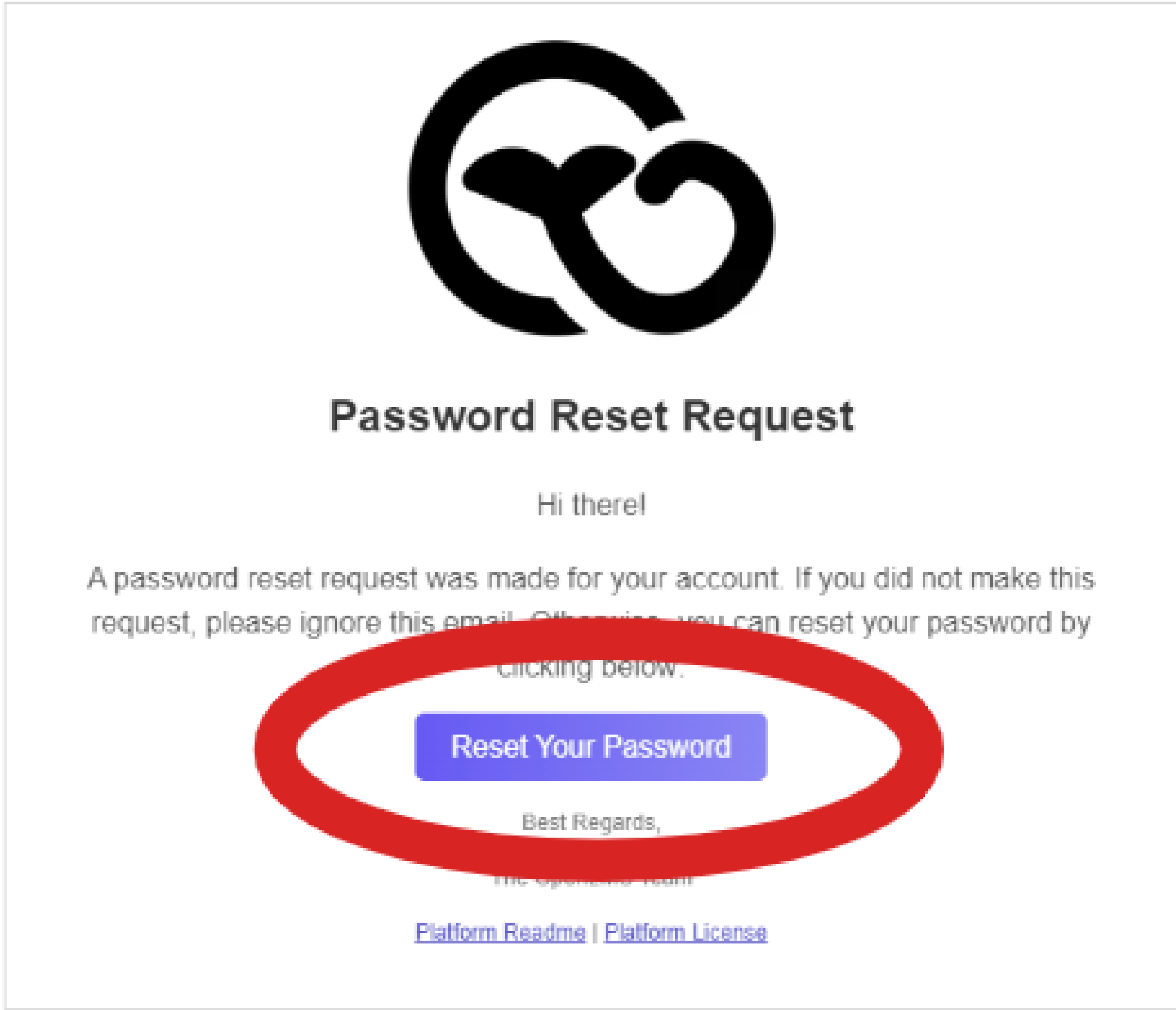


### How to Change Your Password

1. Click the "Forgot your password?" text and submit your email.



2. Check your inbox and follow the instructions detailed in the email.



### How to Sign Out of Your Account

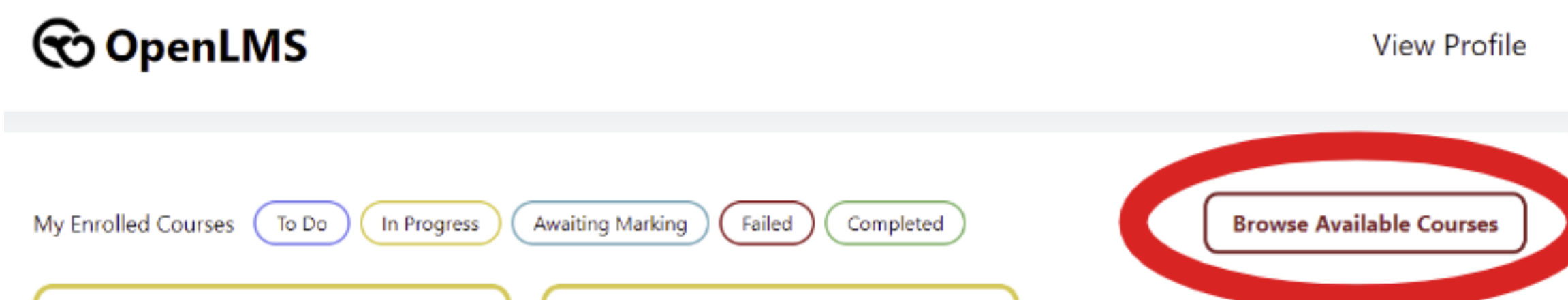
Navigate to "View Profile" in the top right, and you should see the "Log Out" button.

## FEATURES

### Learners

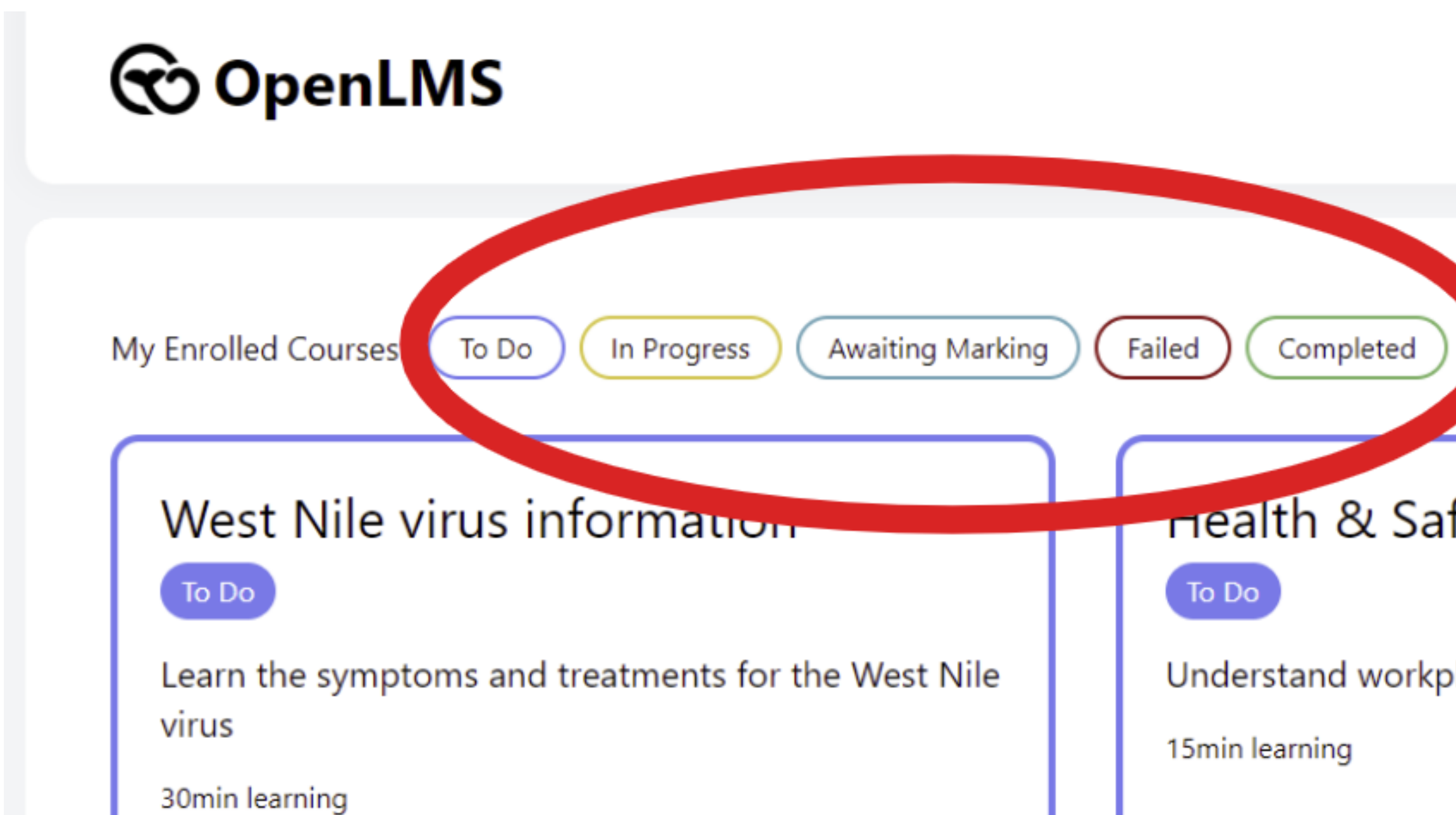
#### Browse available courses

Once you have navigated to "Browse Available Courses", click on a course and then "Enroll" to enroll.



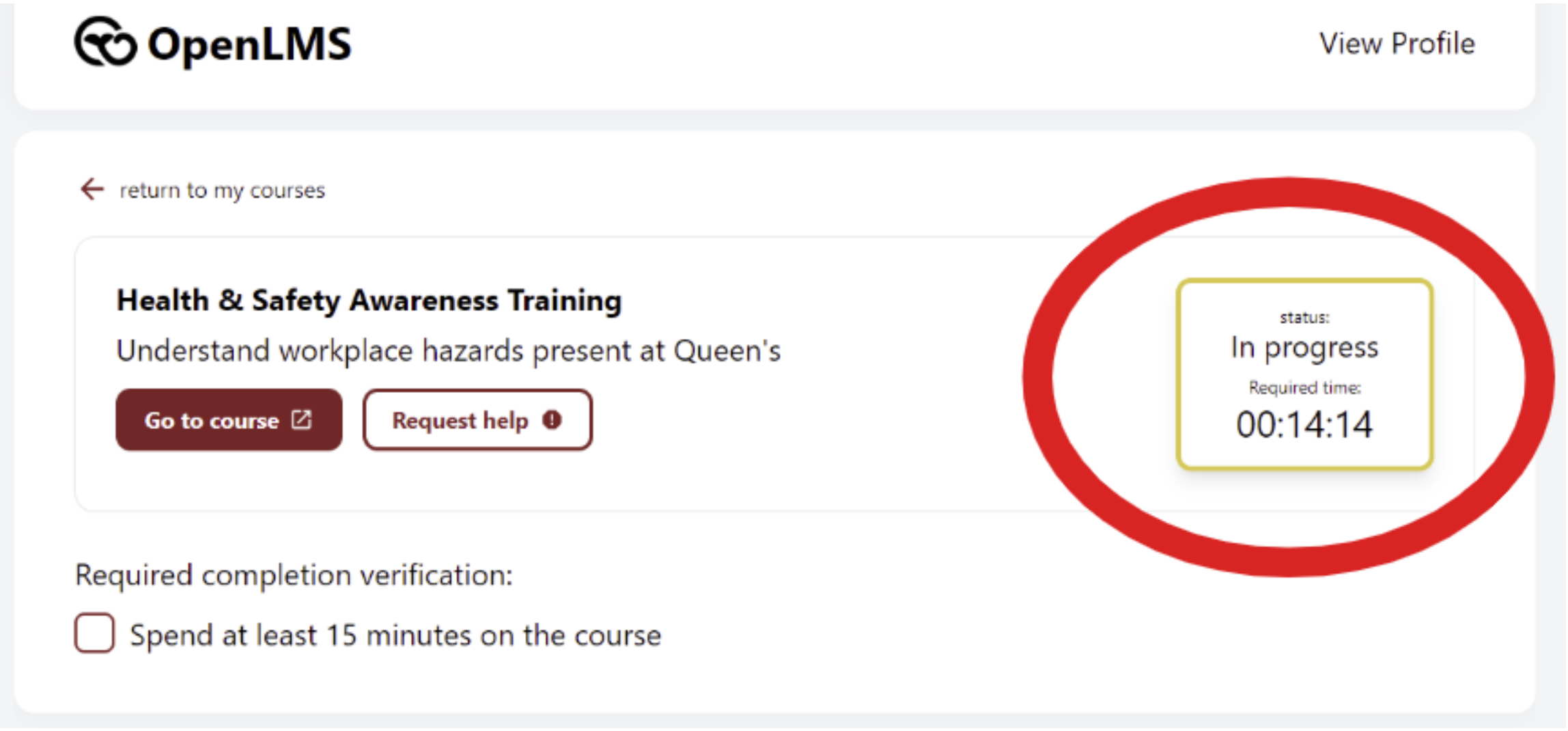
#### Filter your enrolled courses

Unselecting a course type will remove that course type from the homepage.

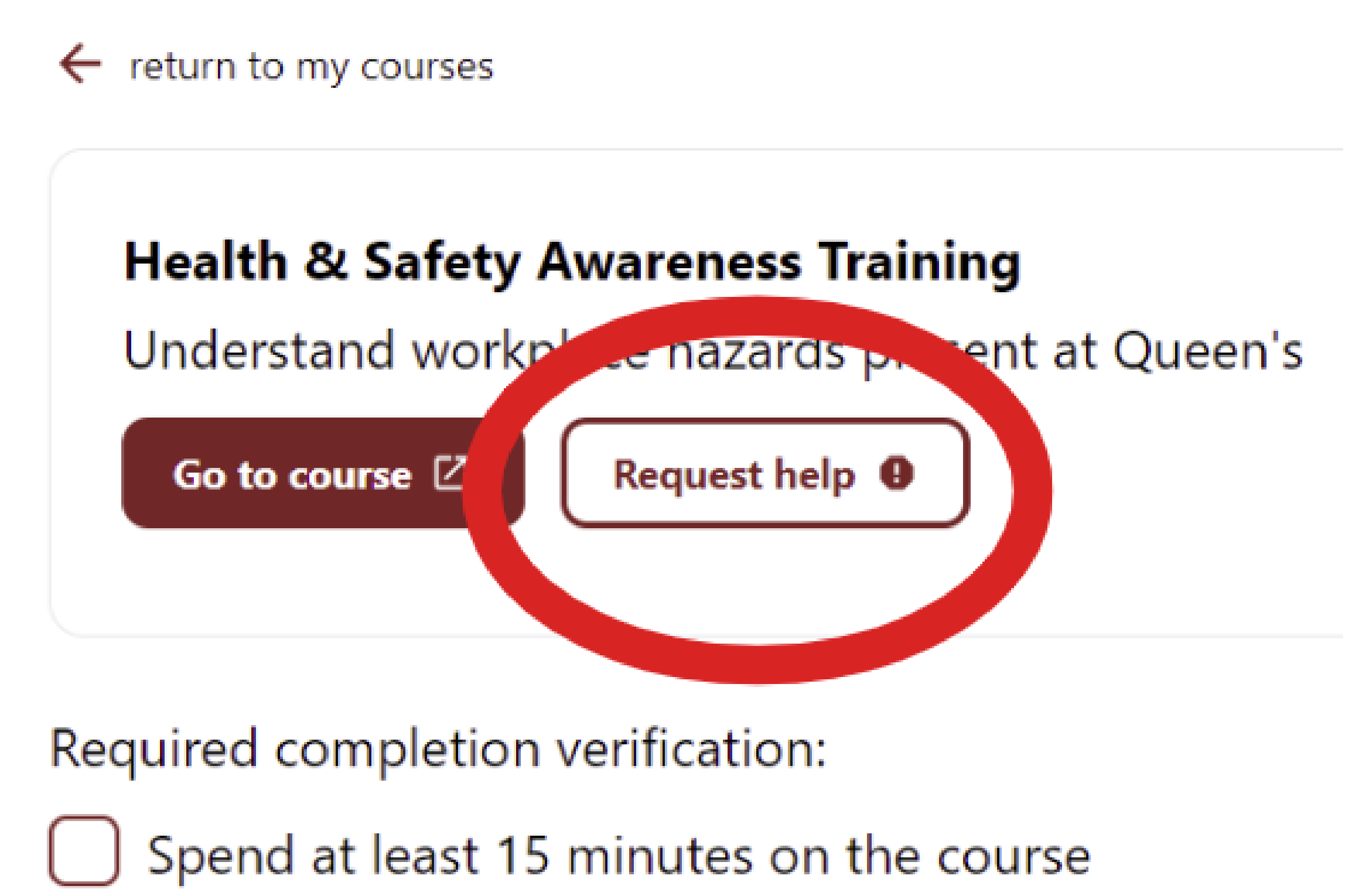


#### Complete a course

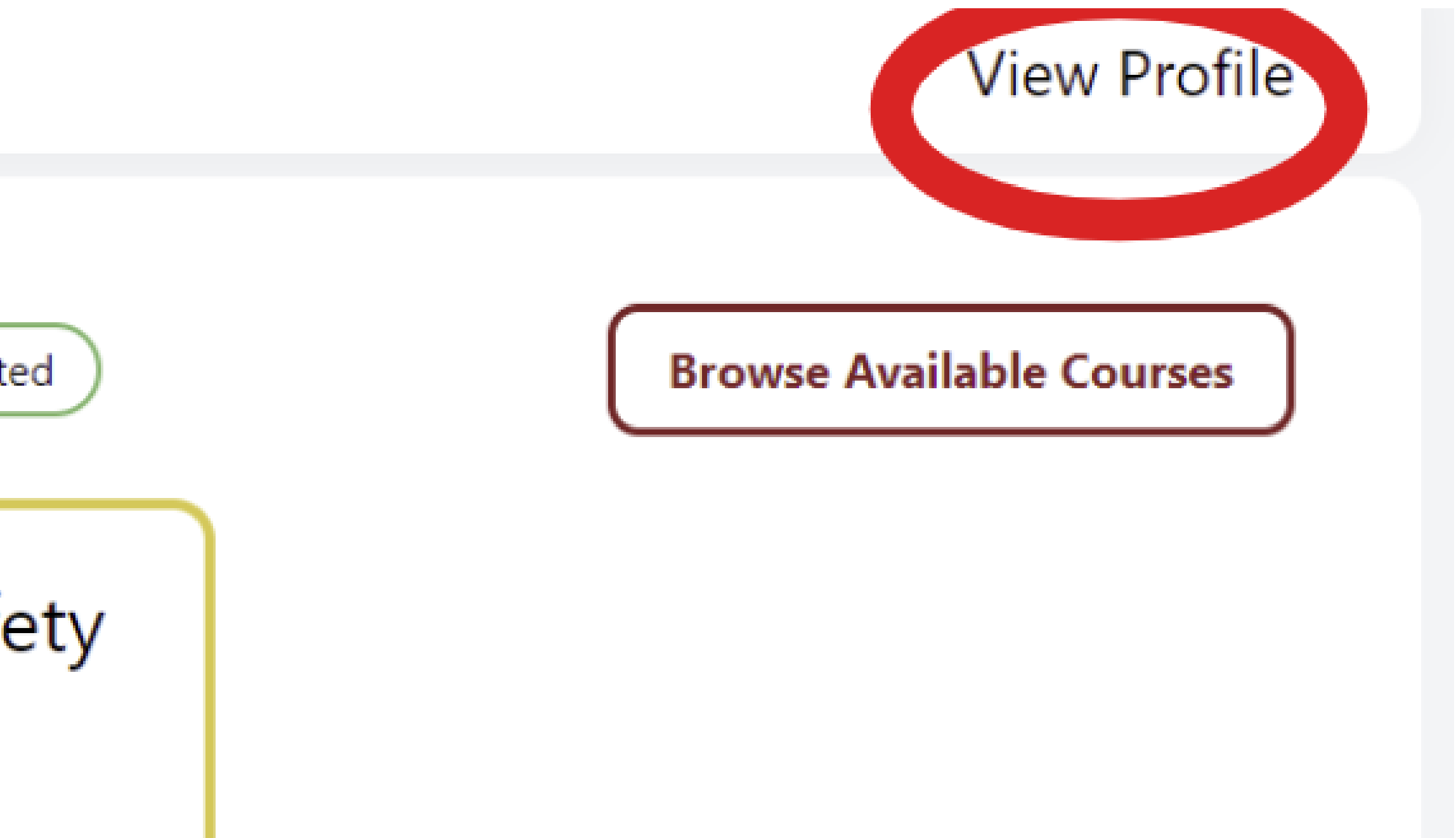
Once "Start course" has been clicked, learners must spend at least the "Required time" on the course before they can complete the quiz.



**Request help on a course**  
This can be accessed on every course page.



**View completed courses**  
Completed courses are visible on your profile.



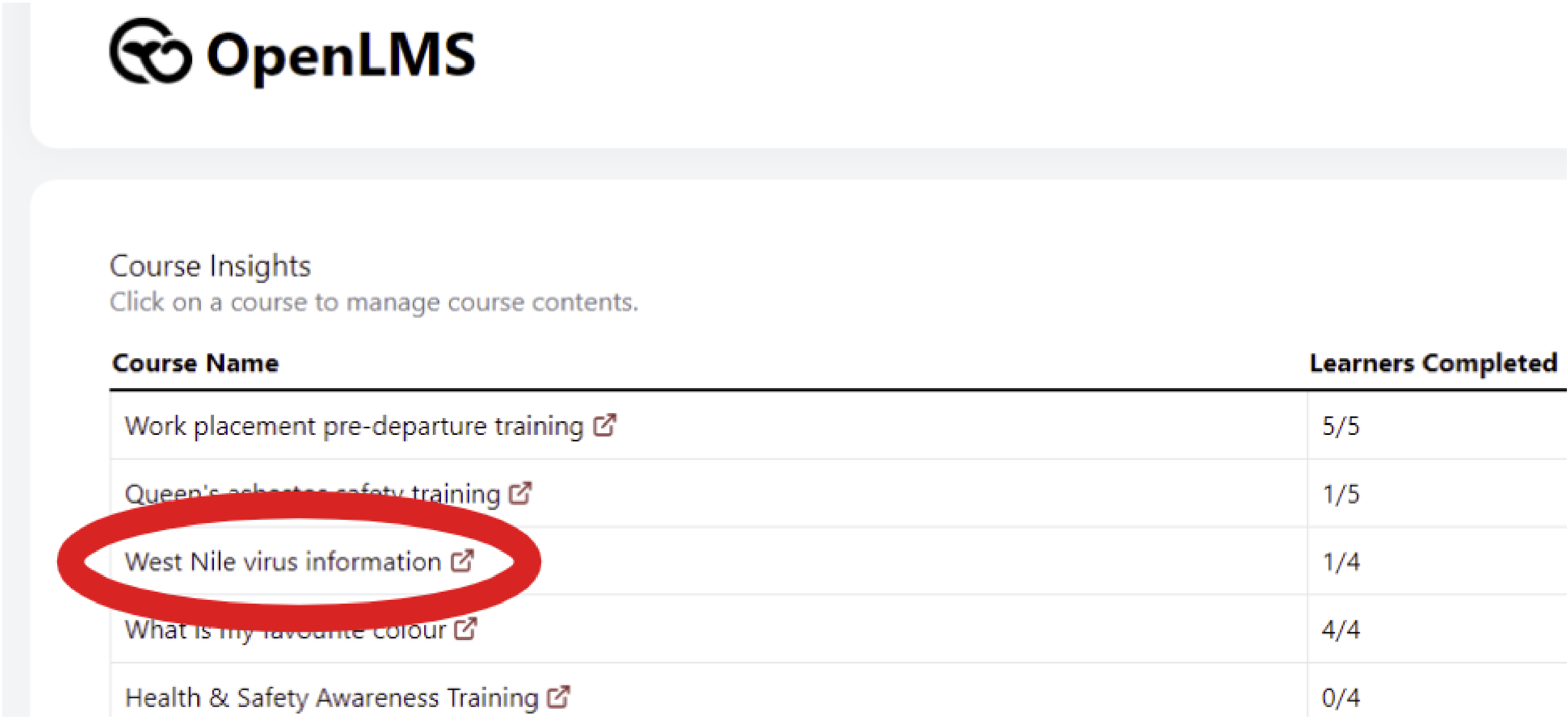
**Request technical support or access platform user guide**  
These buttons are accessible from the footer, which can be viewed by expanding the arrow at the bottom of the screen.



Administrators & Developers

These features are accessible from the Admin Tools page.

**View insights on courses you have created**  
To view more insights on a specific course, click on the course name.

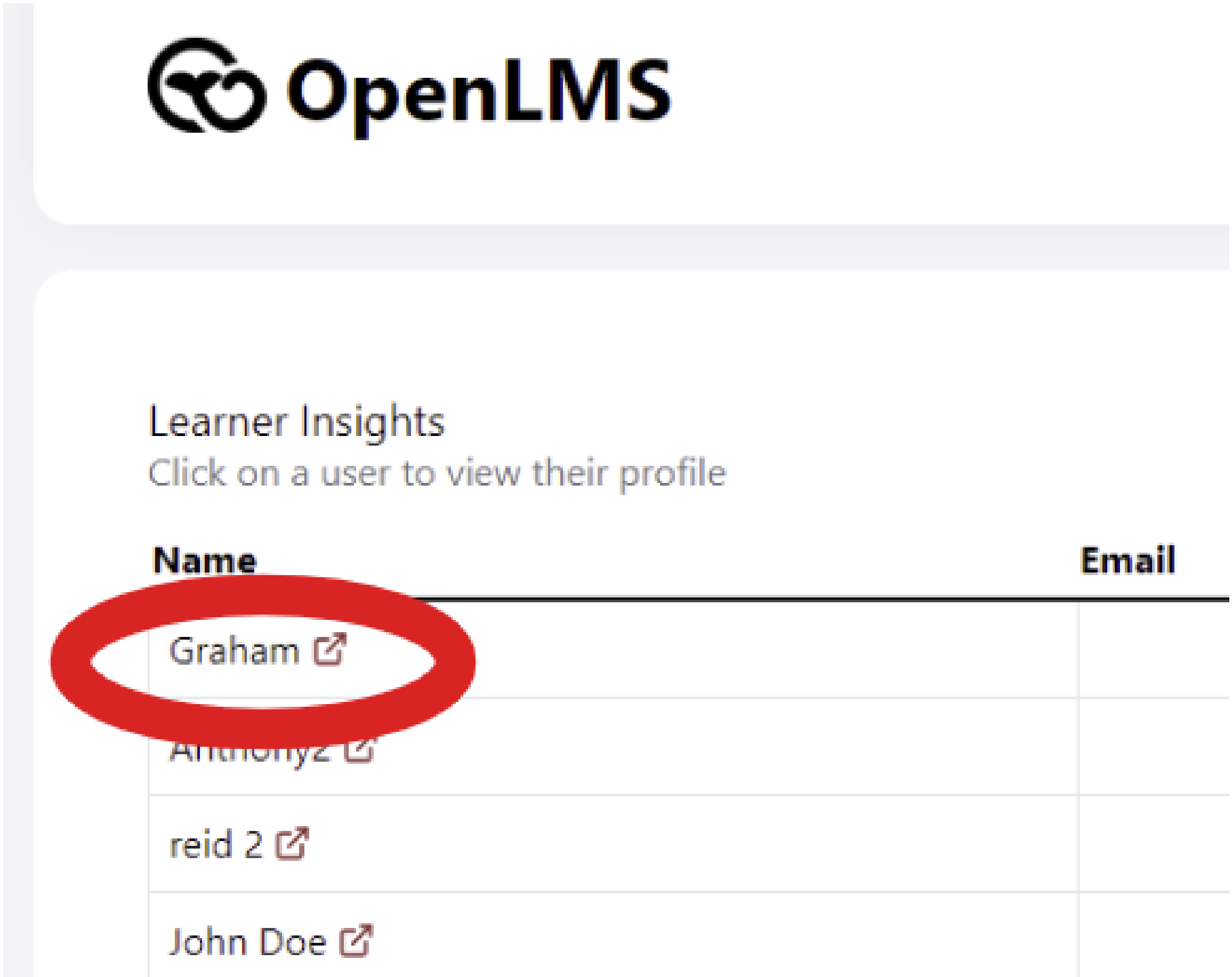


**Create a course**  
Refer to “Course management” section for more details.

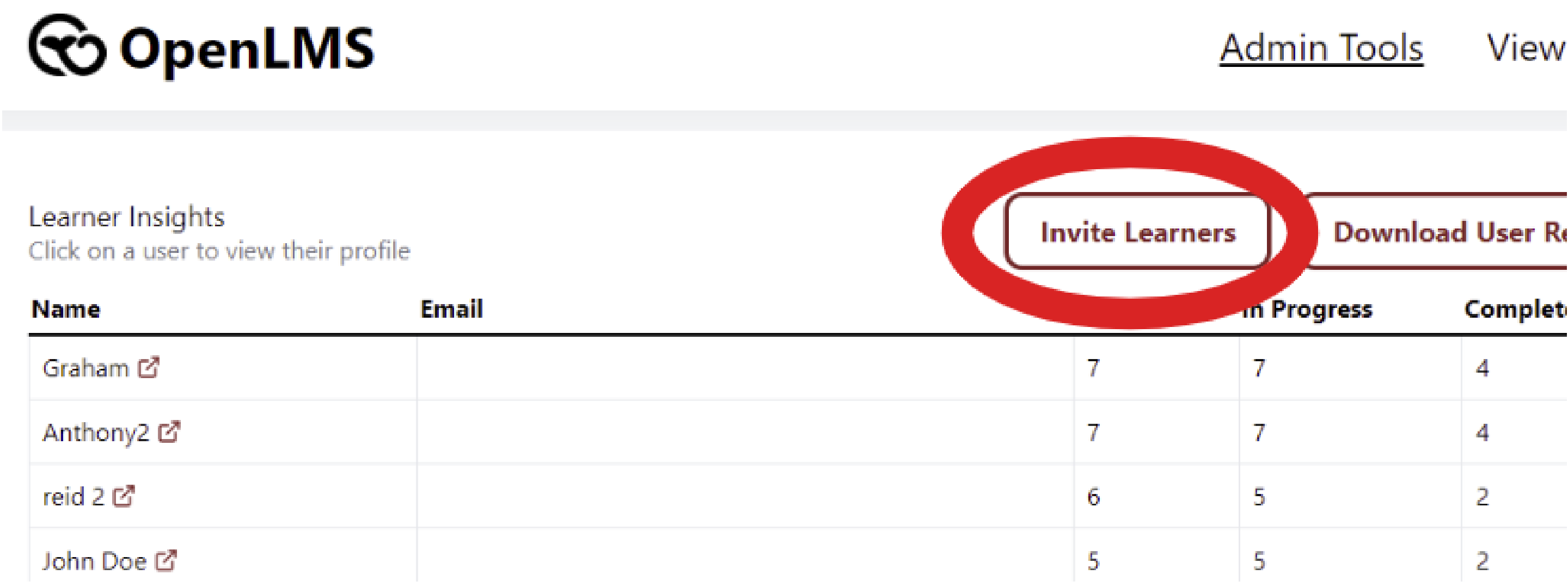
**Download data on courses you have created**  
Refer to “Where to find data” section for more details.

**Edit a course you have created**  
Refer to the “Course management” section for more details.

**View insights on learners using OpenLMS**  
To view the profile of a specific learner, click on their name.



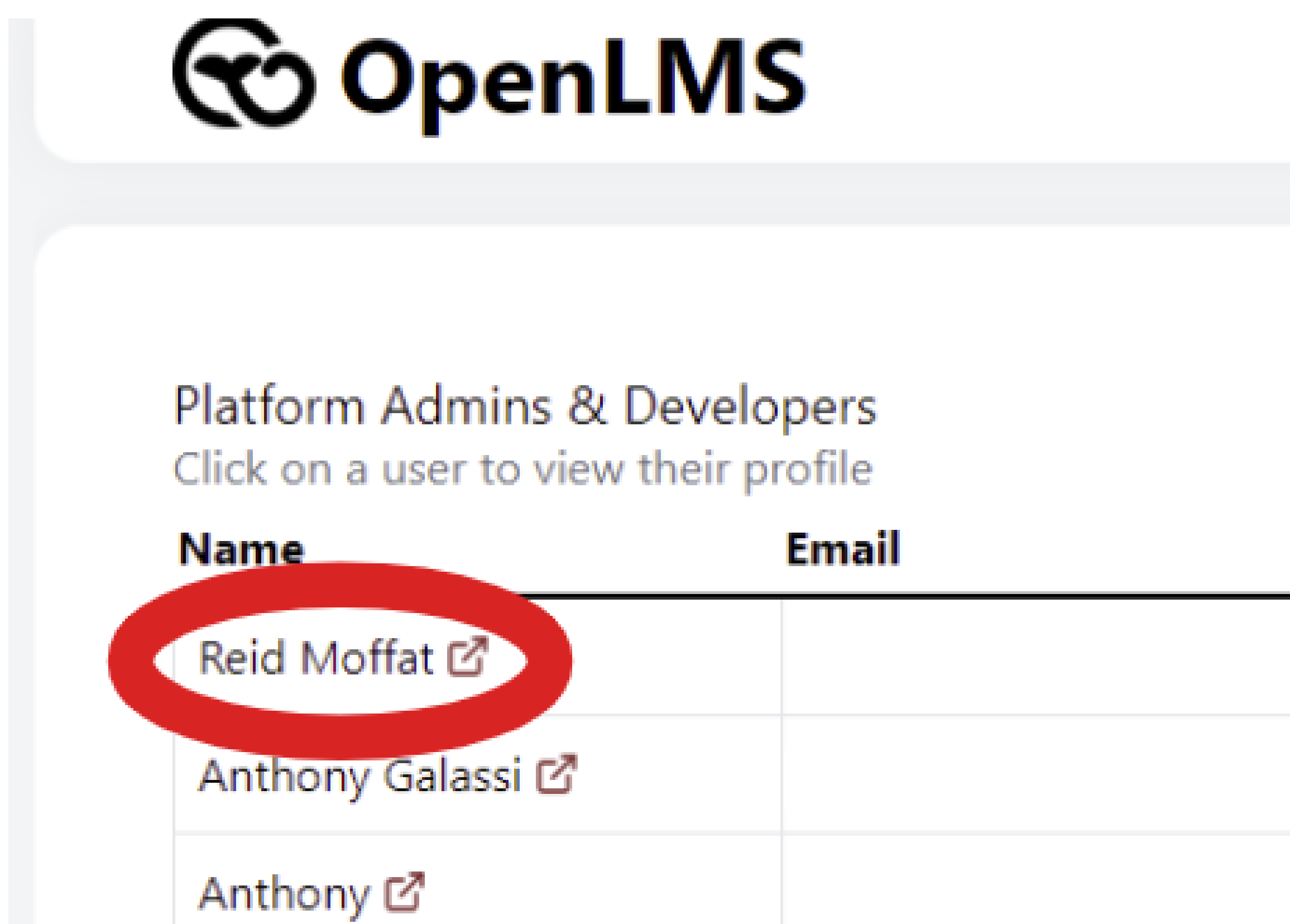
**Invite learners to OpenLMS**  
This will send an email inviting learners to OpenLMS. You can enter a singular email or upload a CSV with a single row of consecutive cells populated with valid emails.



**Download data on learners**  
Refer to “Where to find data” section for more details.

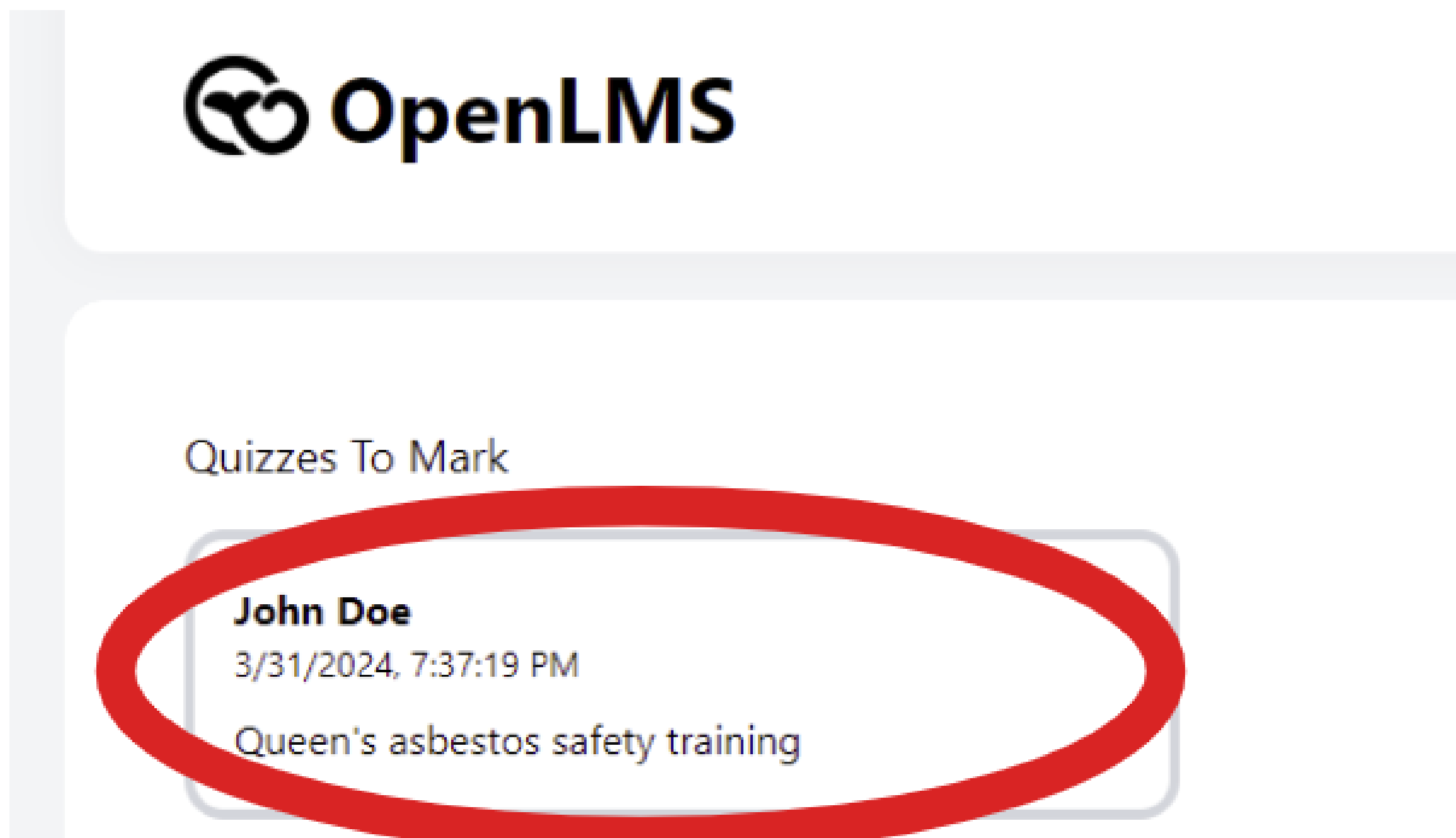
**View insights on other administrators and developers using OpenLMS**  
To view more insights on a specific person, click on their name.





Mark quizzes submitted by learners

Click on a quiz to begin marking. Multiple choice and true/false questions will appear automatically marked.



Request technical support or access platform user guide

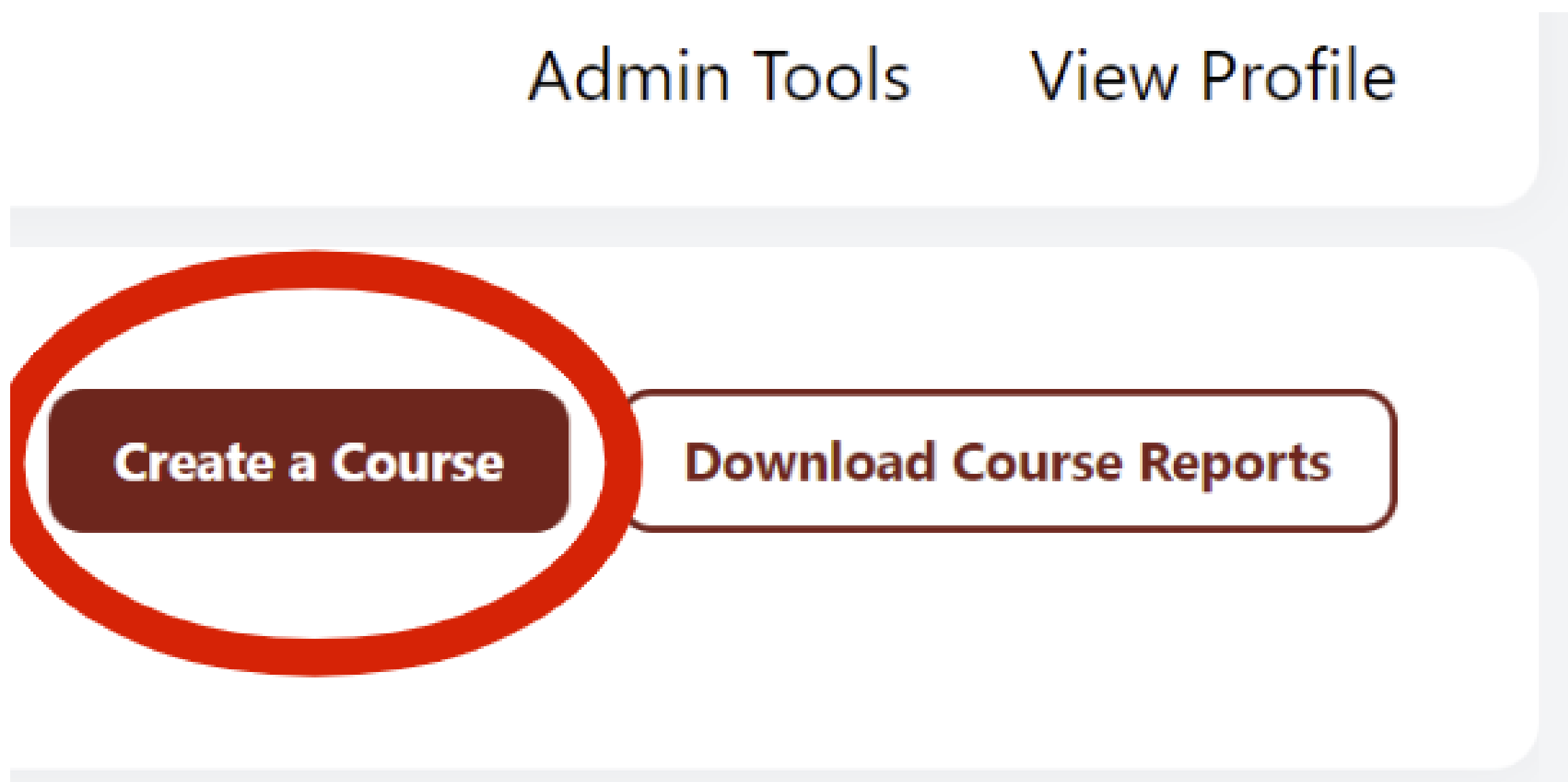
These buttons are accessible from the footer, which can be viewed by expanding the arrow at the bottom of the screen.

Courses Created	Courses Published
8	8
1	1
0	0
0	0
2	2

COURSE MANAGEMENT

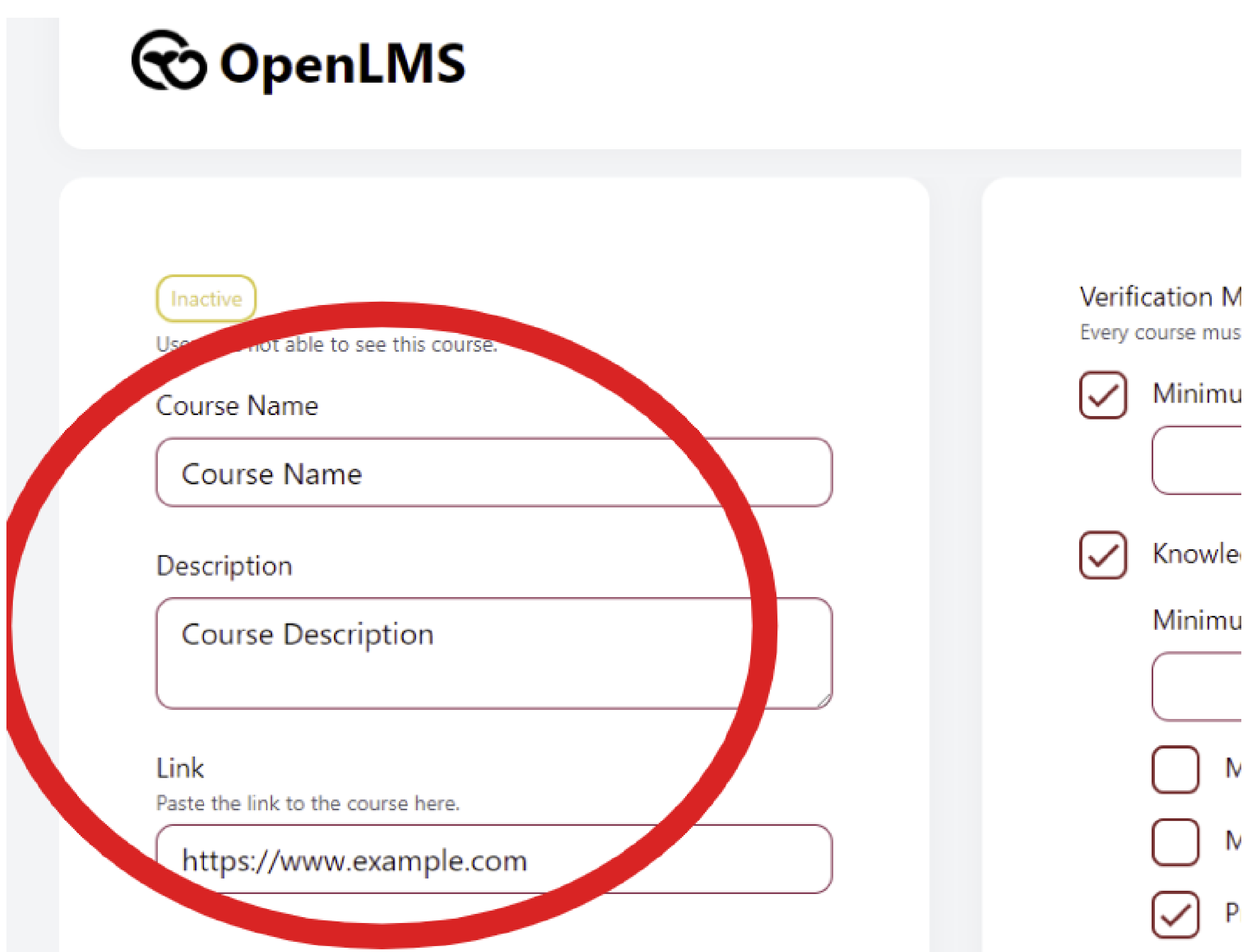
Create a Course

A course can be created on the Course Insights section of the Admin Tools page.



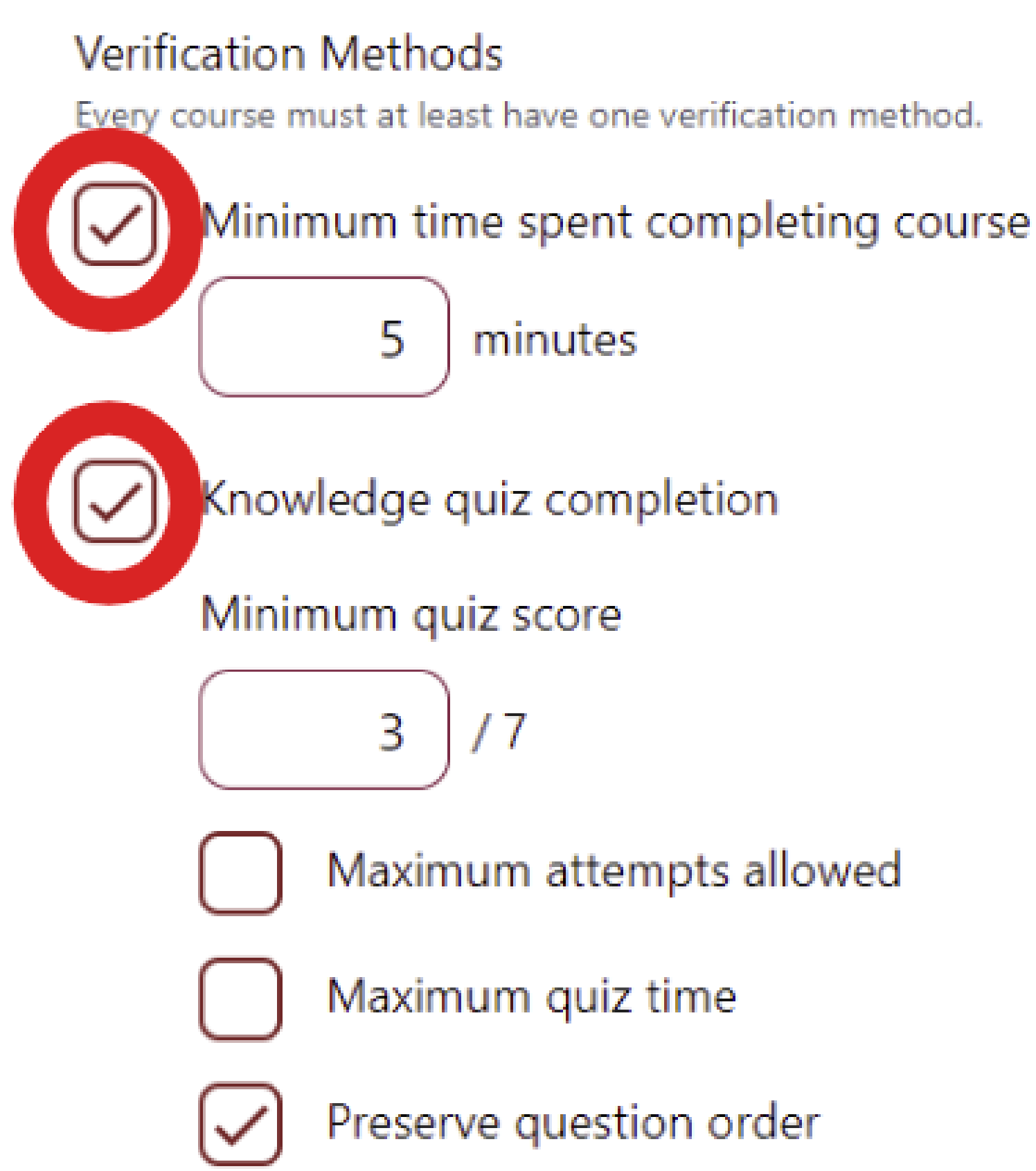
Discard the course at any point by clicking “Discard changes” in the top right.

1. Give your course a name, description, and add the course link!



2. Customize the verification methods:

- Checking “Minimum required course completion time” will allow you to enforce that learners spend a specified amount of time on your course.
- Checking “Completion knowledge quiz” will allow you to create a quiz that learners take at the end of a course. See “Knowledge quiz creation” below for more details.

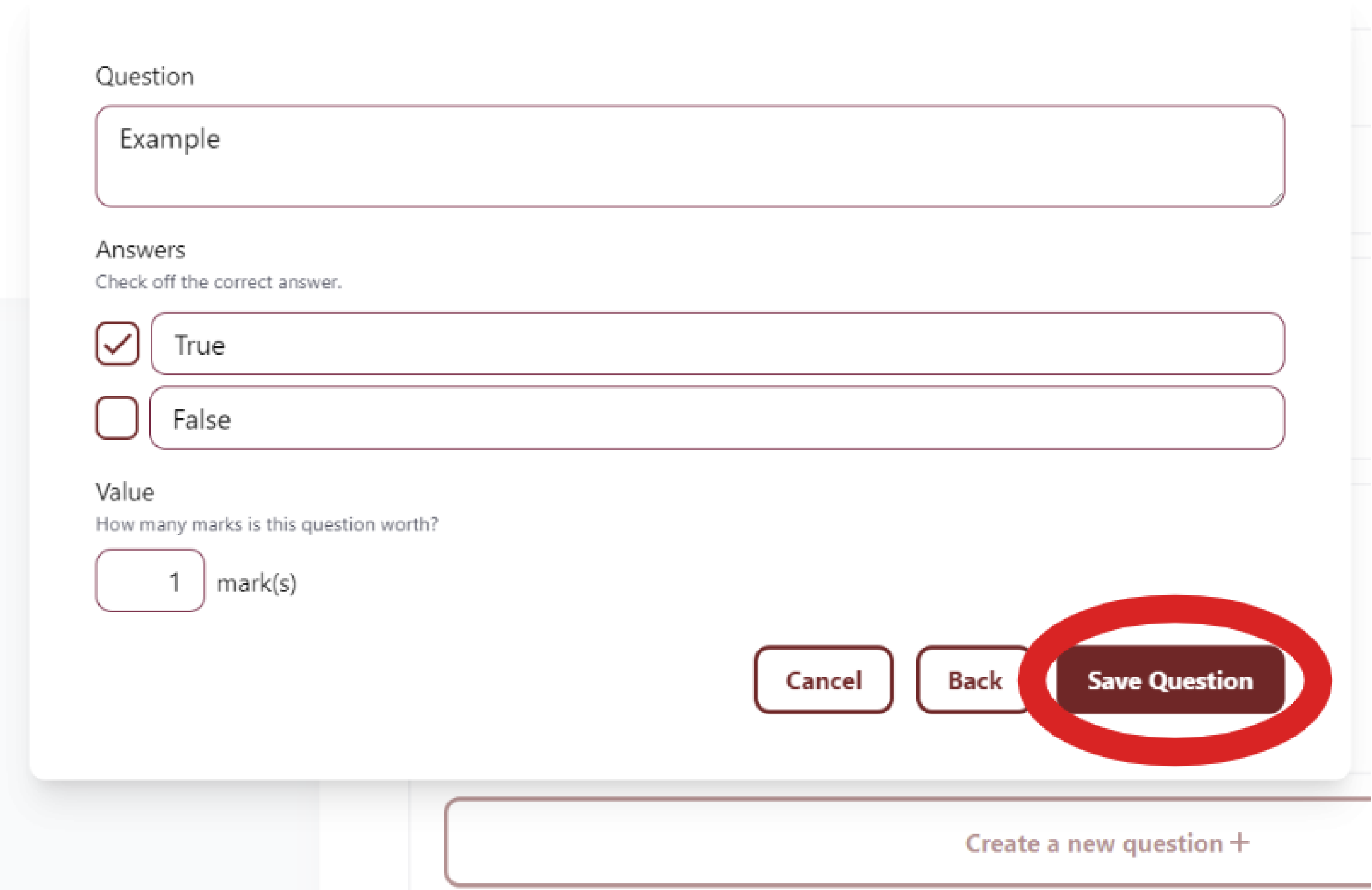


- 3. To create the course, click “Create course” in the top right.
- 4. To publish the course, click the new “Publish Course” button in the top right.

Create a Knowledge Quiz

1. Click “Create a new question” at the bottom of the course creation page to add a question.

- Select a question type.
- Fill in the fields as specified on the screen and click “Save Question”.



- To edit a question, click the pencil icon.
- To delete a question, click the trash bin icon.

Quiz Questions (3 questions)

Q1) Example (5 marks)

Q2) Example (1 marks)

a) True

b) False

2. Enter a minimum number of points required to pass the course.

Knowledge quiz completion

Minimum quiz score

3

/ 7

Maximum attempts allowed

1

attempt

Maximum quiz time

15

minutes

3. Checking “Maximum attempts allowed” will allow you to give learners multiple attempts at the quiz.

4. Checking “Maximum quiz completion time” will allow you to give learners a time limit to complete the quiz.

5. Checking “Preserve question order” will make sure that the question order is NOT random for each learner. When this is checked, the arrows on each question can be used to change the question order.

Maximum attempts allowed

1

attempt

Maximum quiz time

15

minutes

Preserve question order

Quiz Questions (3 questions)

Q1) Example (5 marks)

Q2) Example (1 marks)

a) True

b) False

### Edit a Course

1. Navigate to “Course Insights” and click the course you would like to edit.
2. Click “Edit Course Details” to change any information. For guidance on how to navigate this page, refer to the “Knowledge quiz creation” section above.

Admin Tools

View Profile

Edit Course Details

3. Once the changes have been made, click “Update course” on the top right.

### Unpublish or Delete a Course

1. Navigate to “Course Insights” and click on the course you would like to unpublish or delete.
2. Click “Edit Course Details”.
3. Click either “Unpublish Course” or “Delete course” in the top left.

### WHERE TO FIND DATA

Data can be downloaded on the “Admin Tools” page of the site.

### Downloading Course Reports

This will download a zip file containing 5 .csv files:

- Course attempt data
- Course data
- Quiz attempt data
- Quiz question attempt data
- Quiz question data

Search for a course...

Create a Course

Download Course Reports

Learners Completed	Average Completion Time	Average Quiz Score
5/5	45.8 minutes	77.8%
1/5	607 minutes	75%
1/4	2398 minutes	90.9%
4/4	5.5 minutes	62.5%

### Downloading User Reports

This will download a .csv file containing all user data.

Invite Learners

Download User Reports

Enrolled	In Progress	Completed
7	6	3
7	7	4
5	5	2
2	2	0

### ACKNOWLEDGEMENT

We sincerely thank Steven Ding and Meghan Norris for all of their guidance, advice, feedback, and time that they’ve given us in developing this platform. It truly has improved the overall quality of our capstone project and each team member has come out of this project having learned many things and become a stronger software developer.

We’d also like to acknowledge our course coordinator Dr. Anwar Hossain for enabling us to put our best foot forward via his feedback to our capstone presentations throughout the course!

We look forward to continuing our journey in the Computing world!