

OpenLMS Administrator Guide

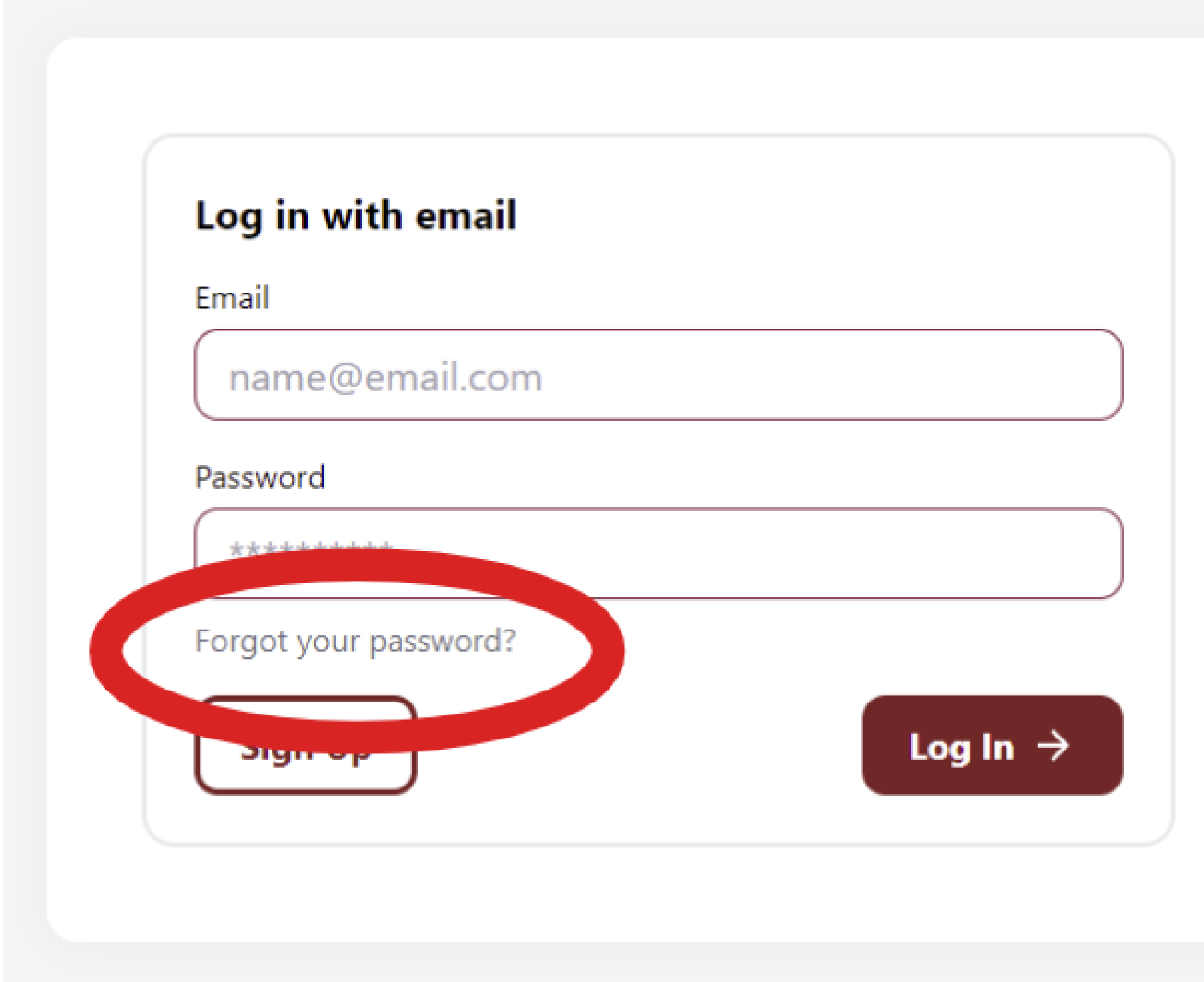
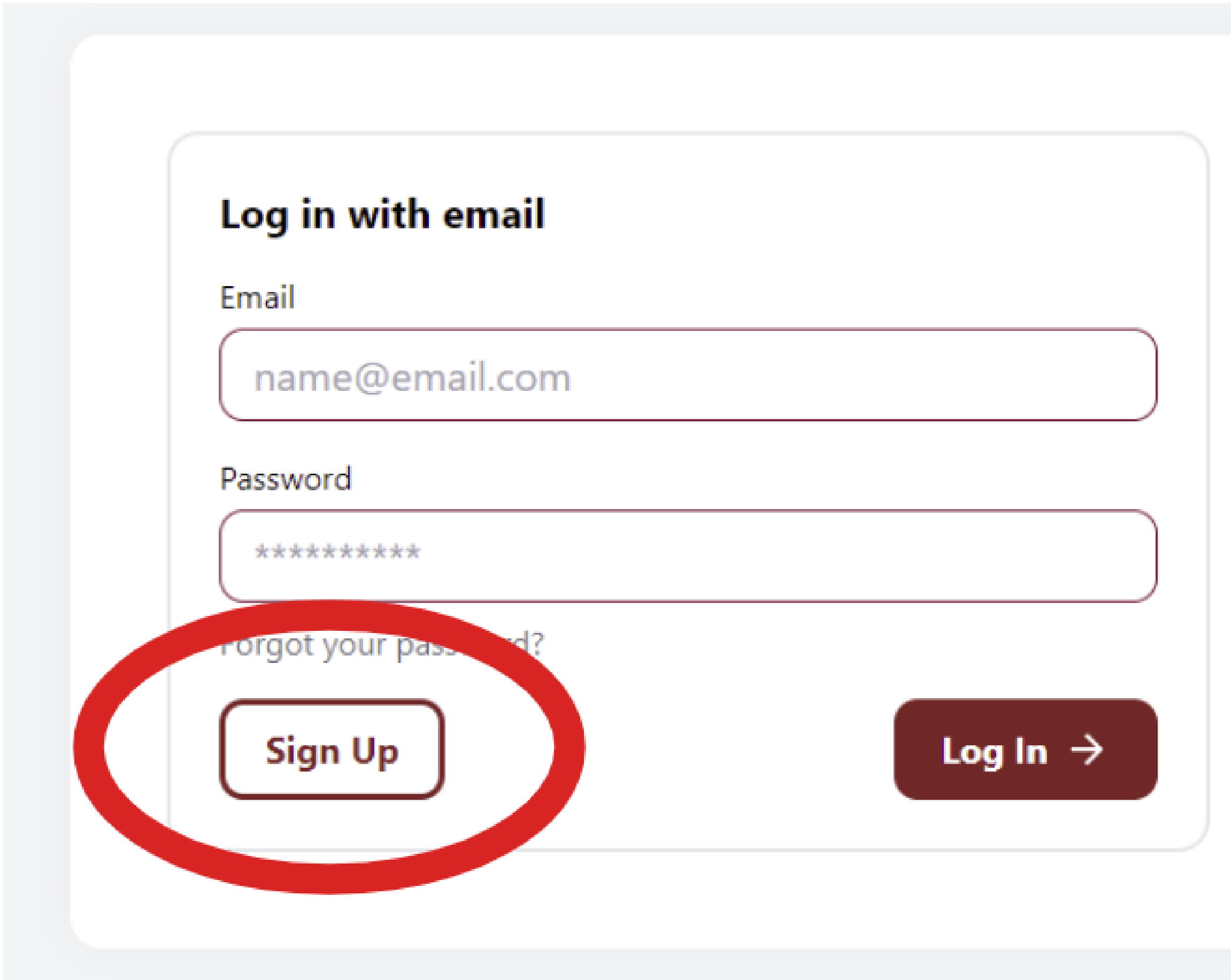
Anthony Galassi, Sara Hall, Reid Moffat, Graham Carkner, Louie Chung
Queen’s University, Kingston, ON, Canada

April 1, 2024

MANAGING YOUR OPENLMS ACCOUNT

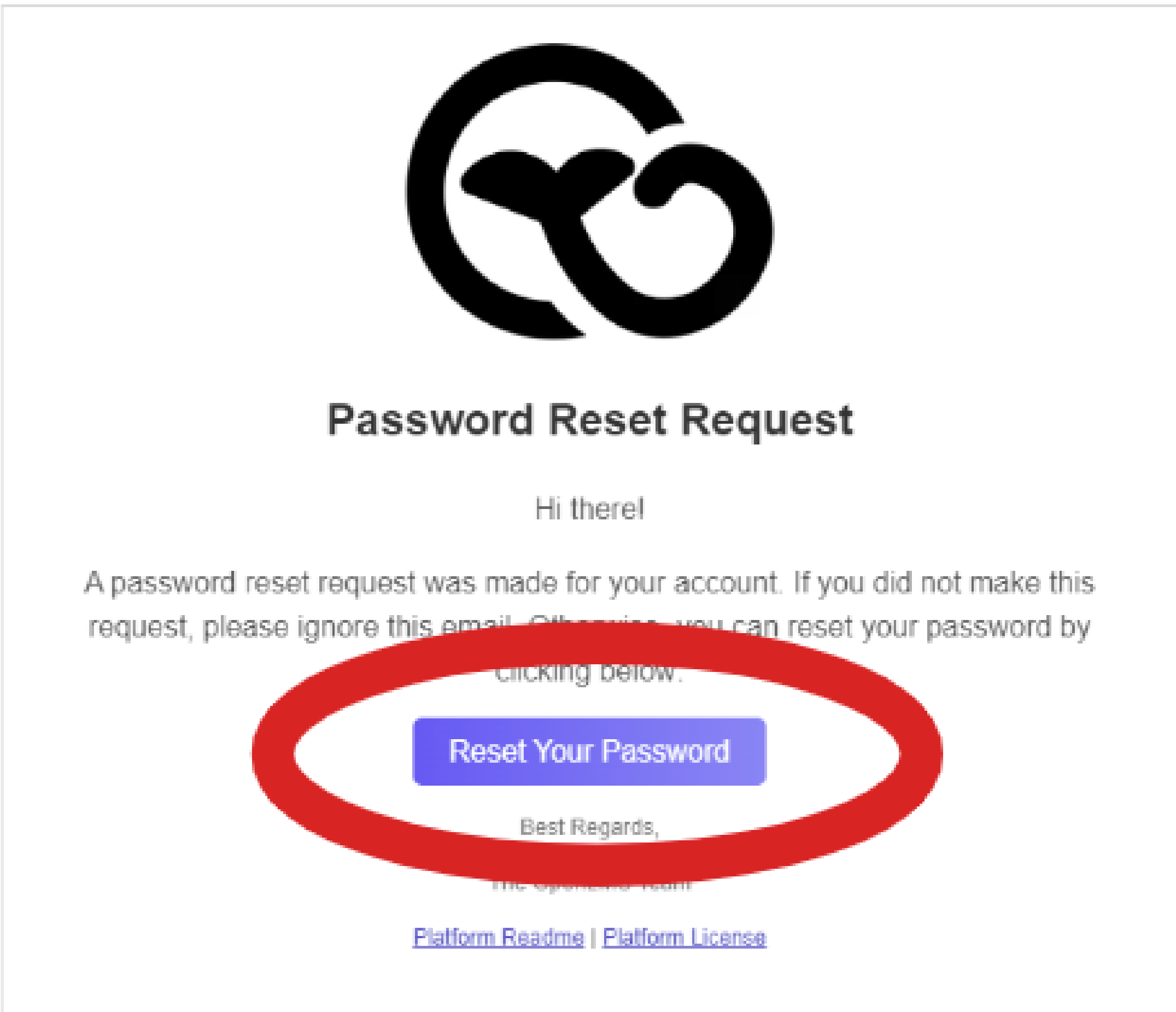
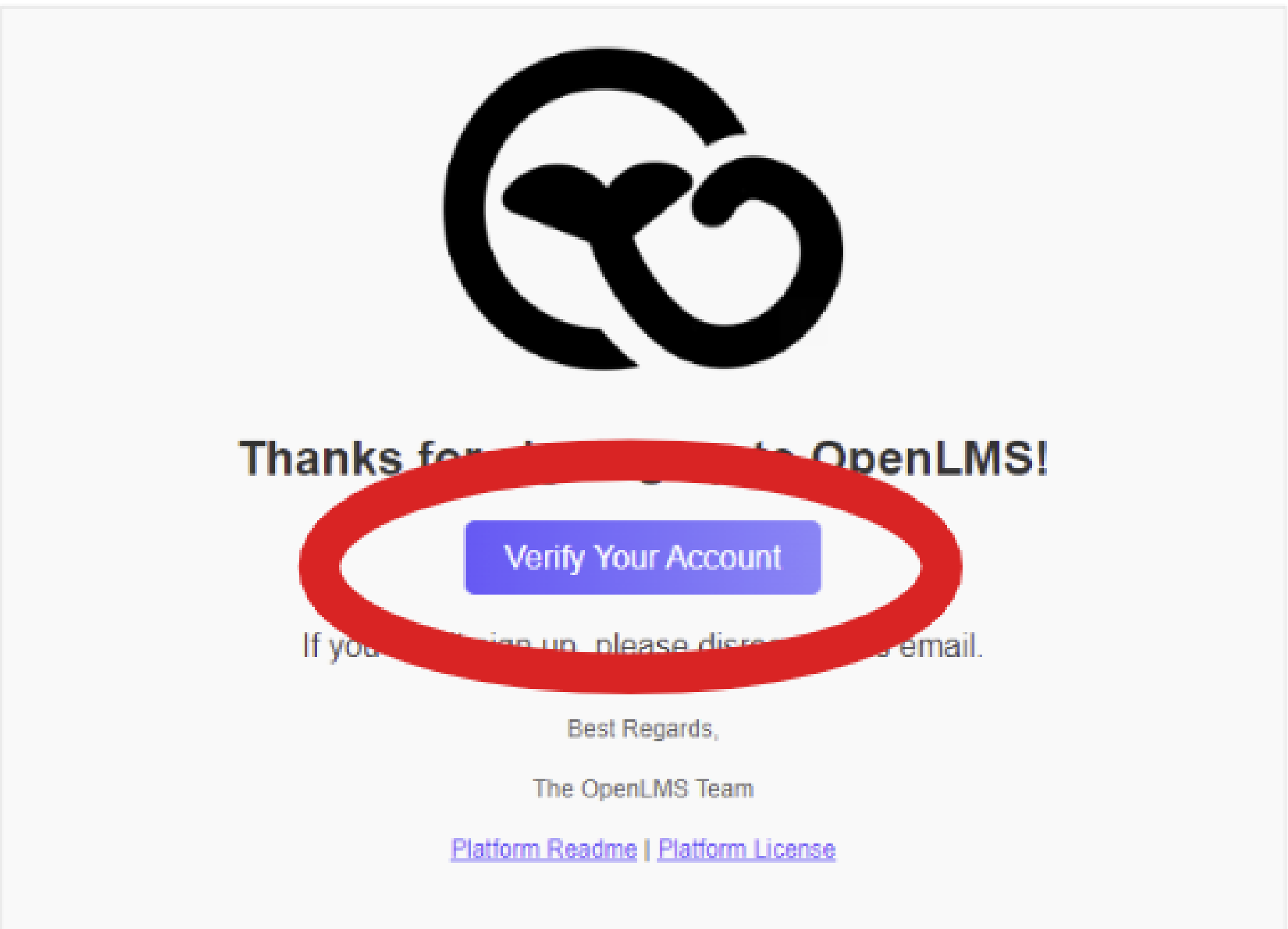
How To Create An Account

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



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

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 Sign Out Of Your Account

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

How To Be Granted Admin Status

Admin status must be set by someone with Developer status. If you do not already have an "Administrator" badge on your profile page when you login, this can be requested through email.

How To Change Your Password

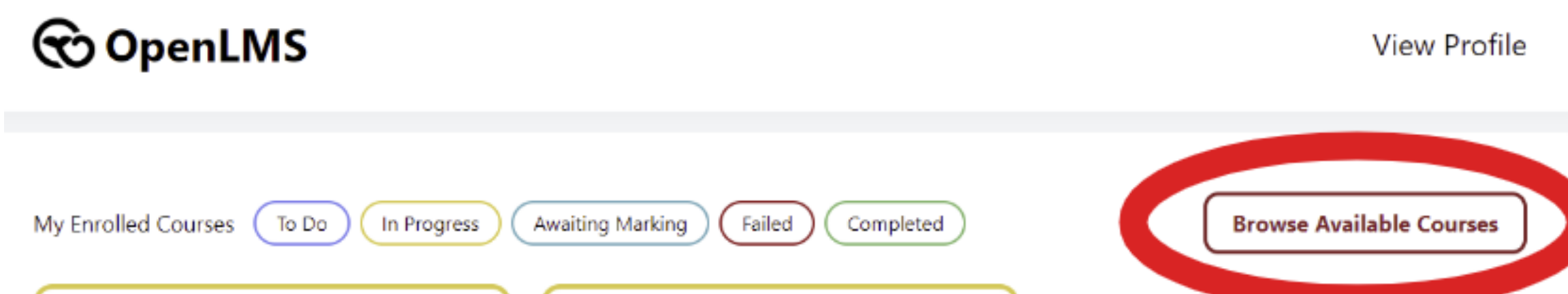
1. Click the "Forgot your password?" text and submit your email.

FEATURES

Learners

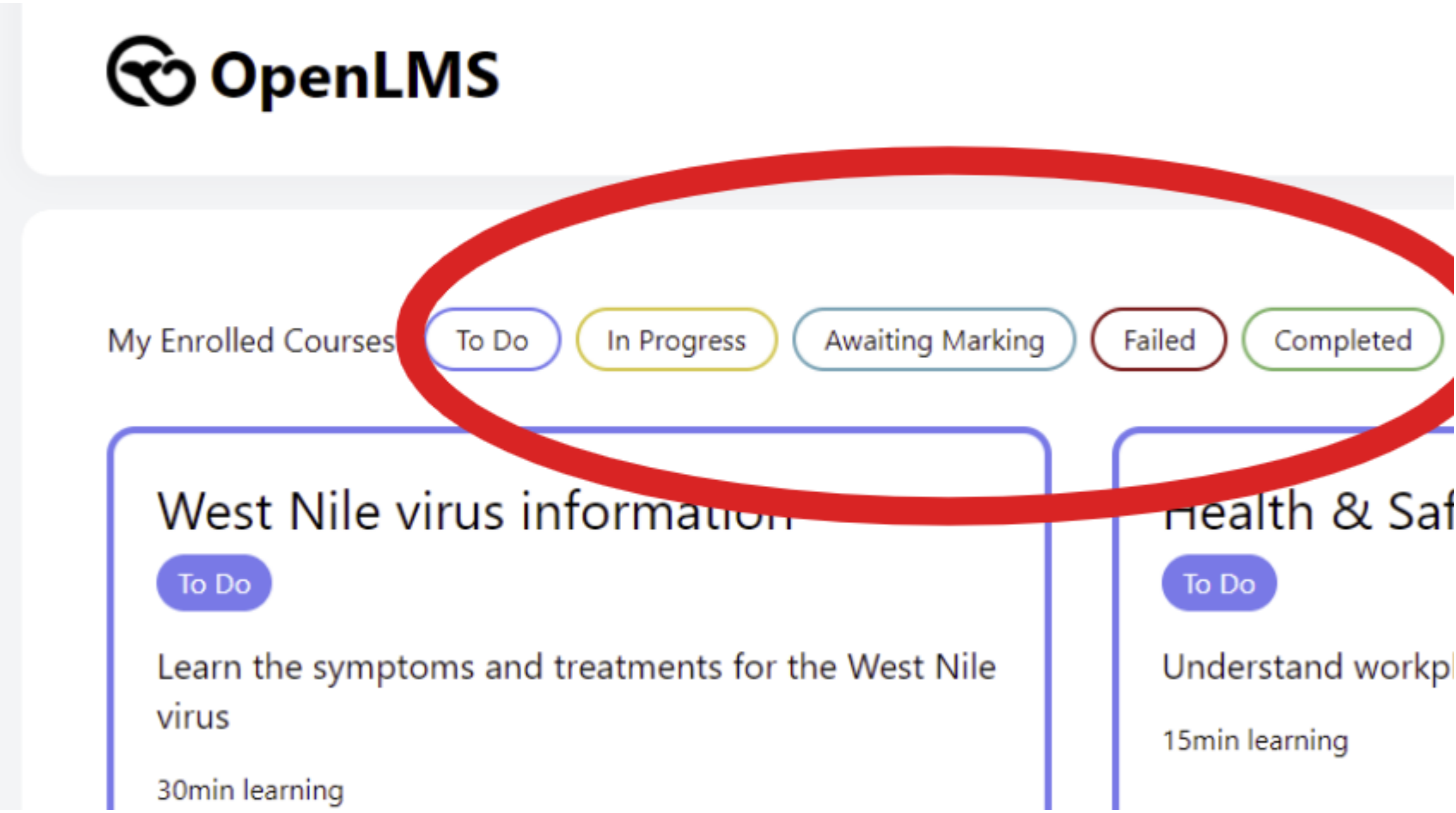
Browse available courses

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



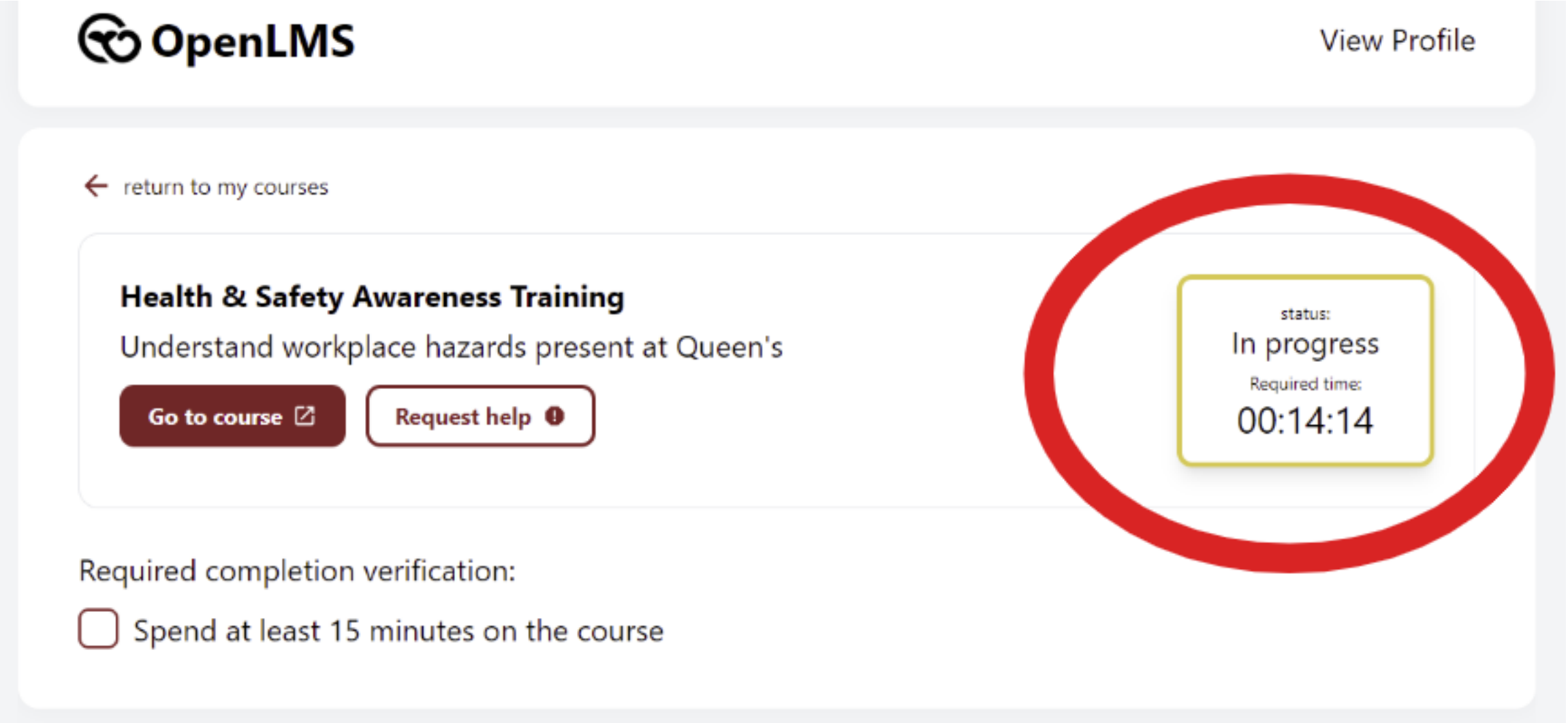
Filter your enrolled courses

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



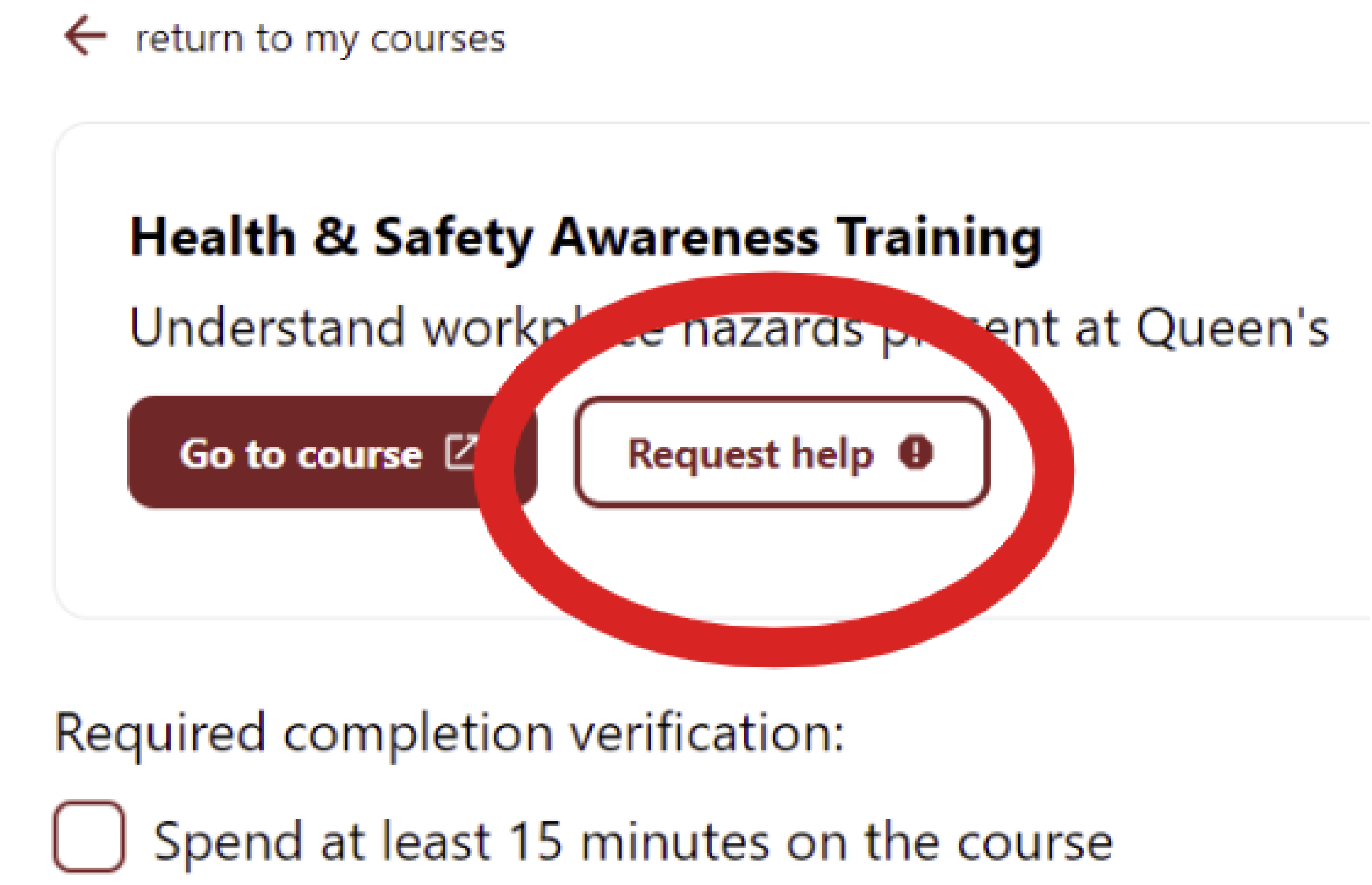
Complete a course

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



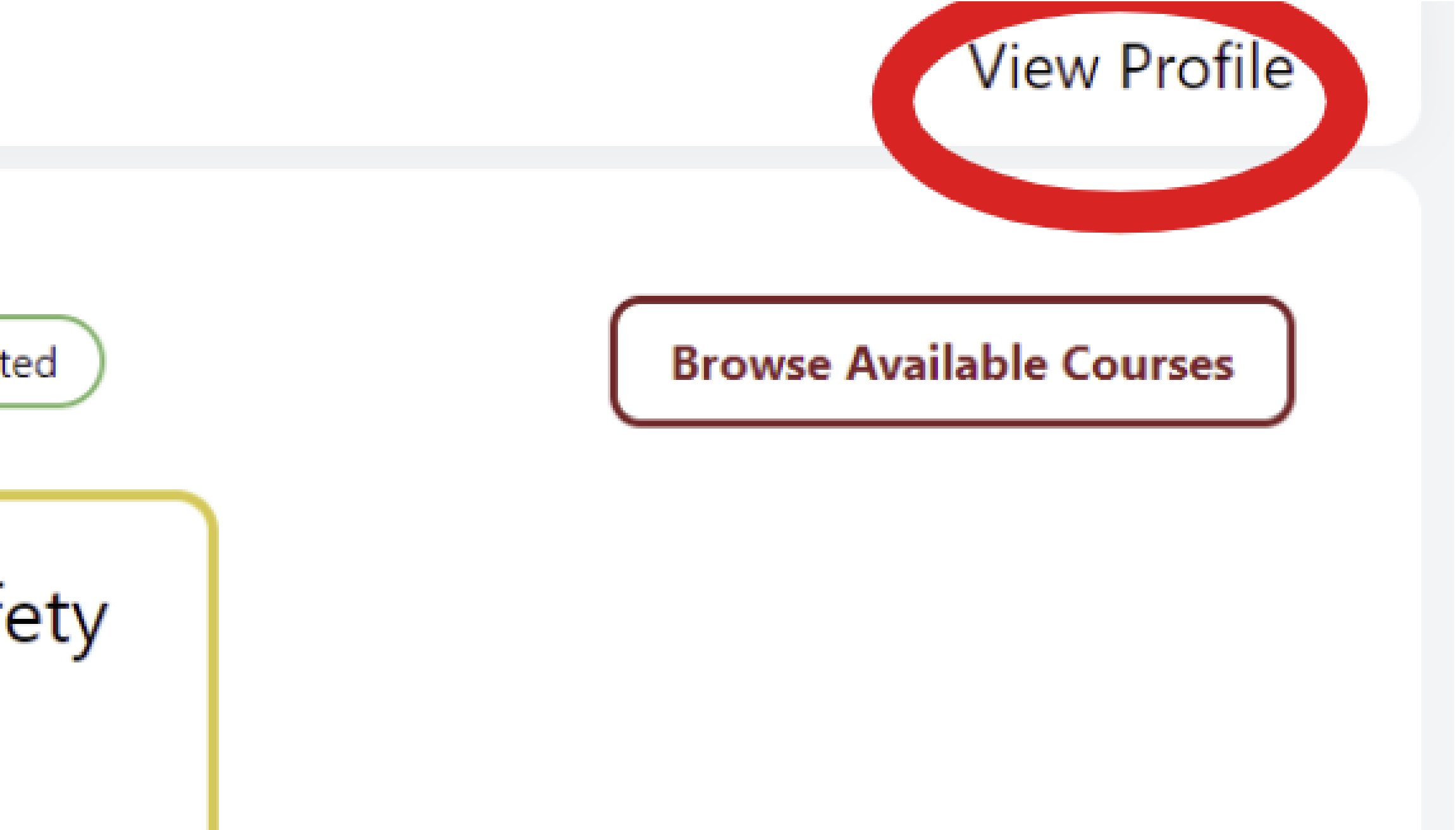
Request help on a course

This can be accessed on every course page.



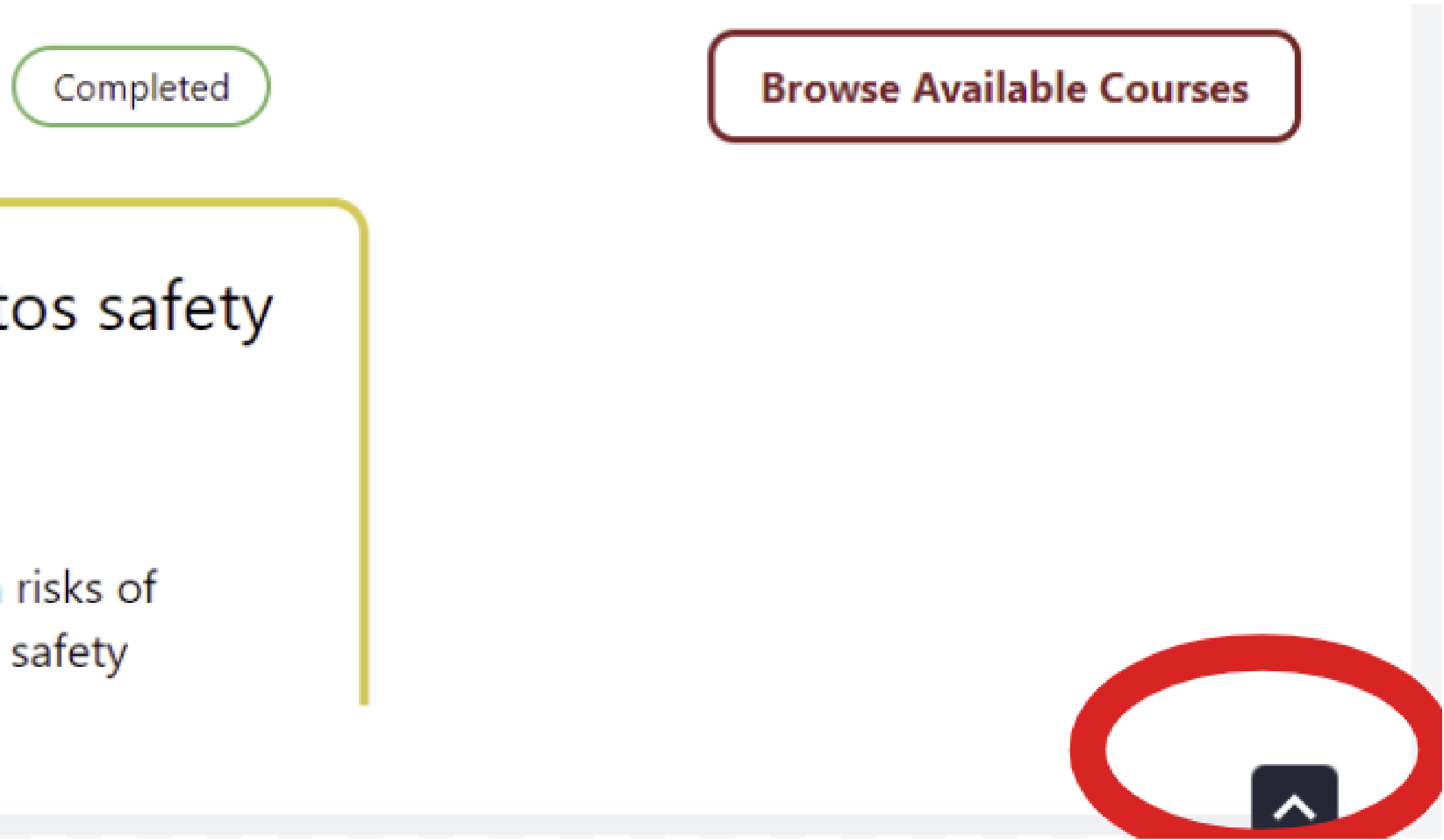
View completed courses

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.

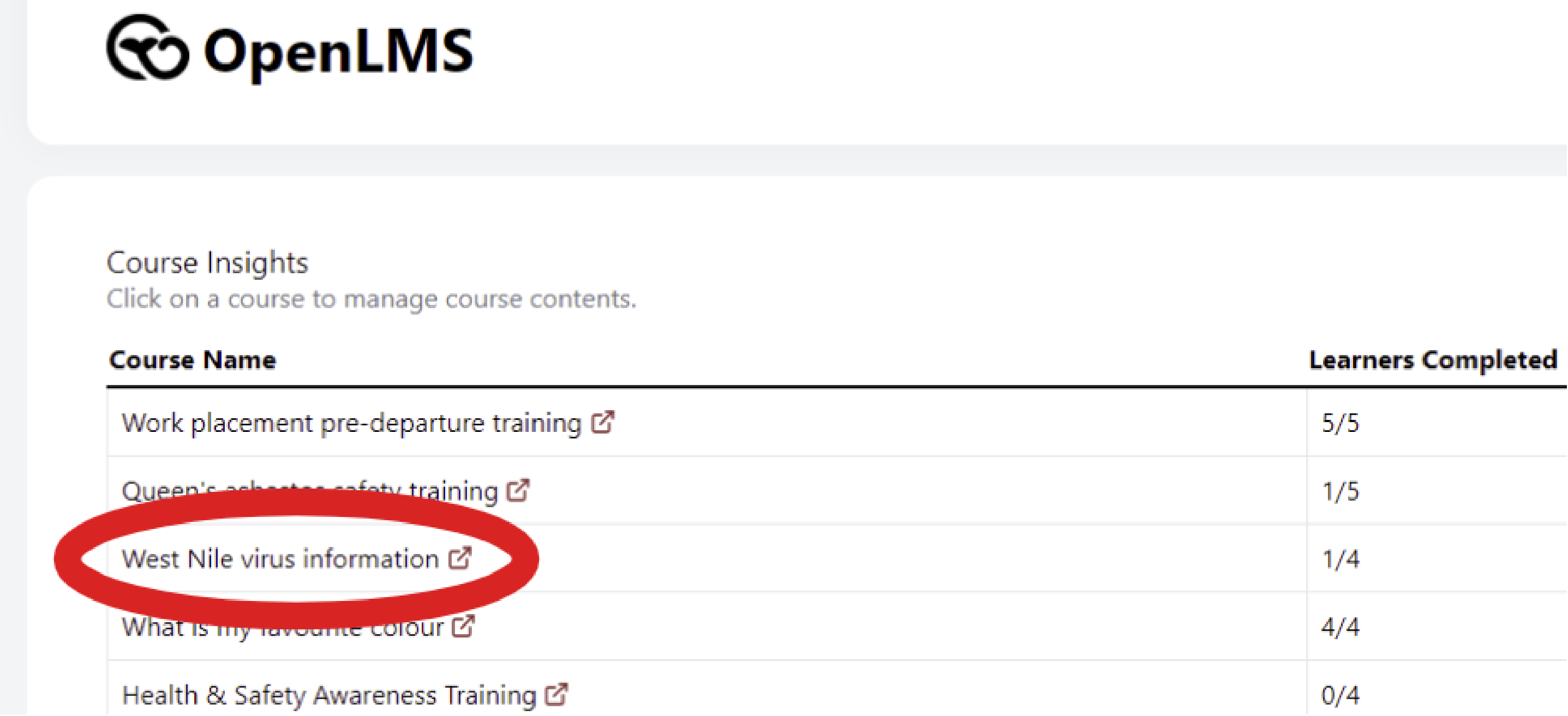


Administrators & Developers

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

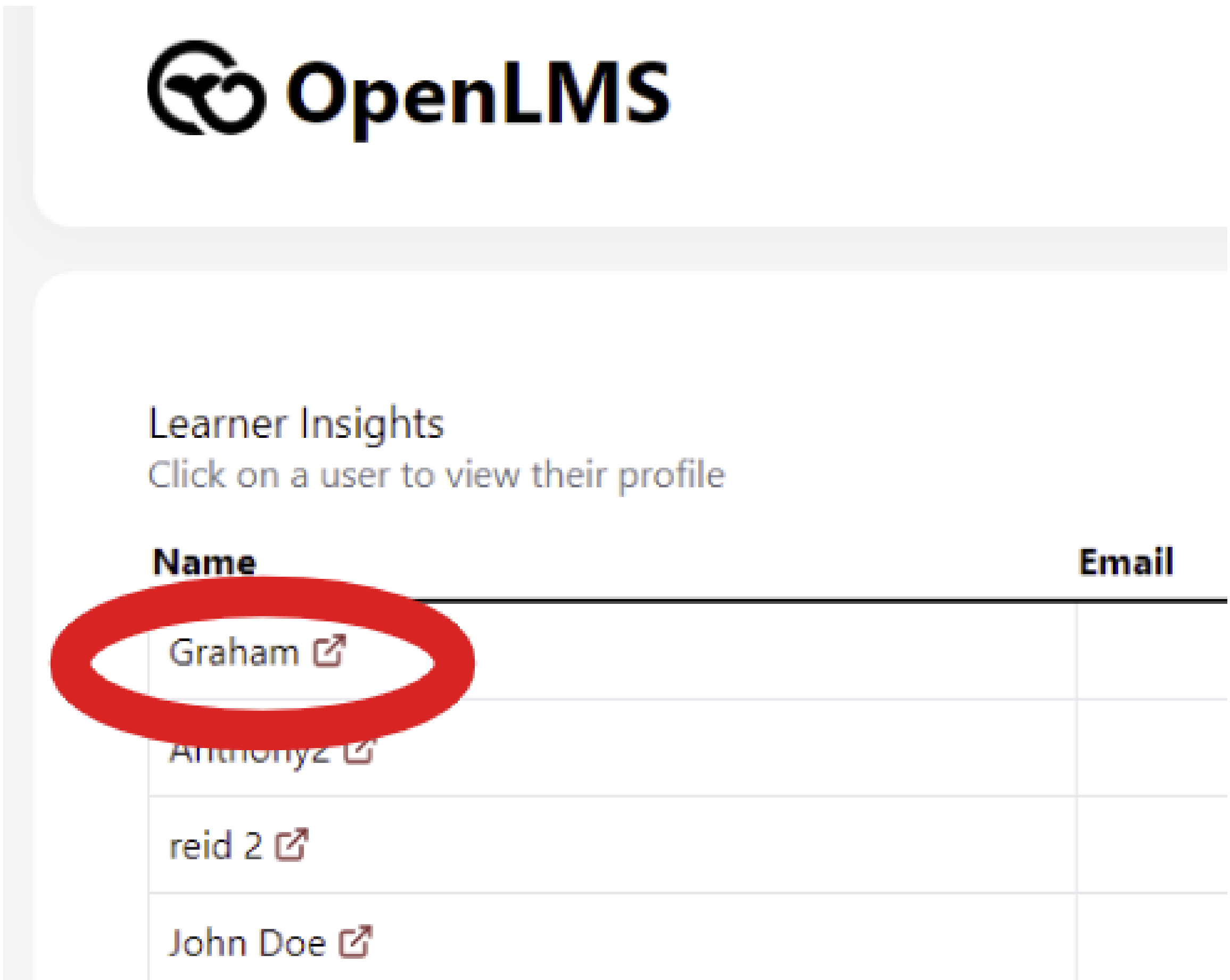
Refer to "Where To Find Data" section for more details.

Edit a course you have created

Refer to the "Course Management" section for more details.

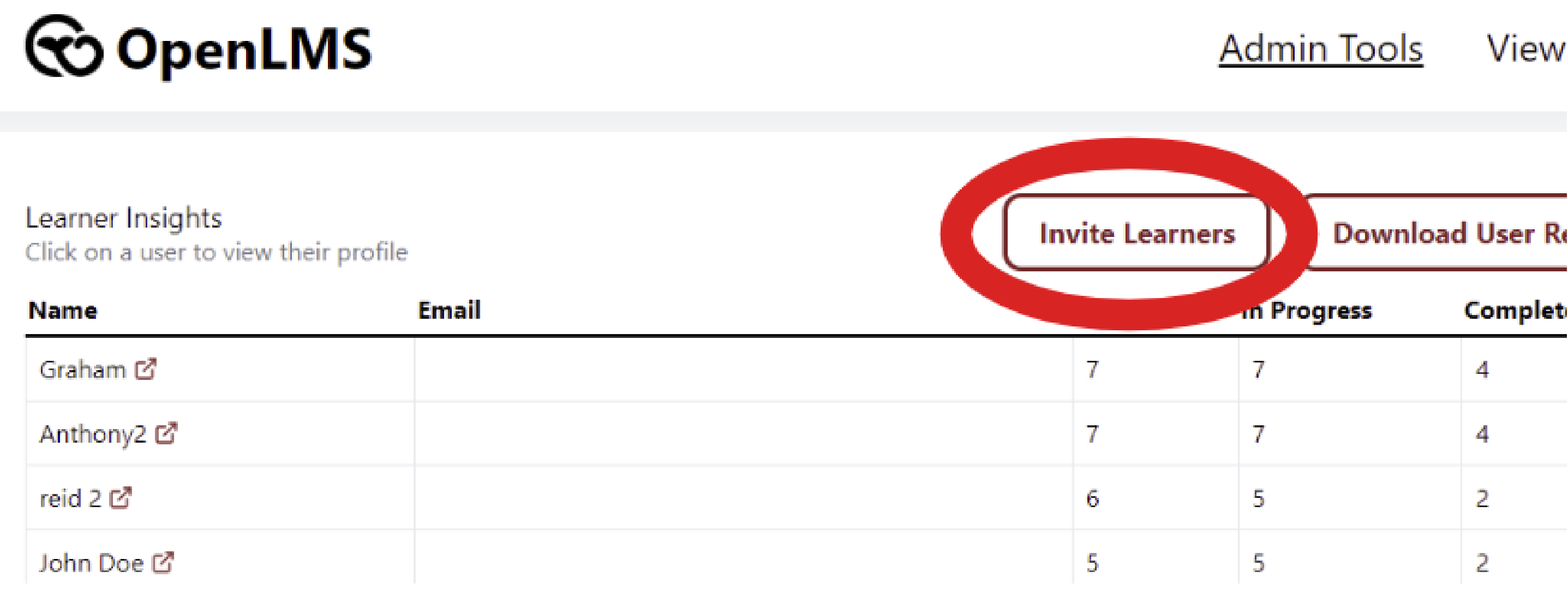
View insights on learners using OpenLMS

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.

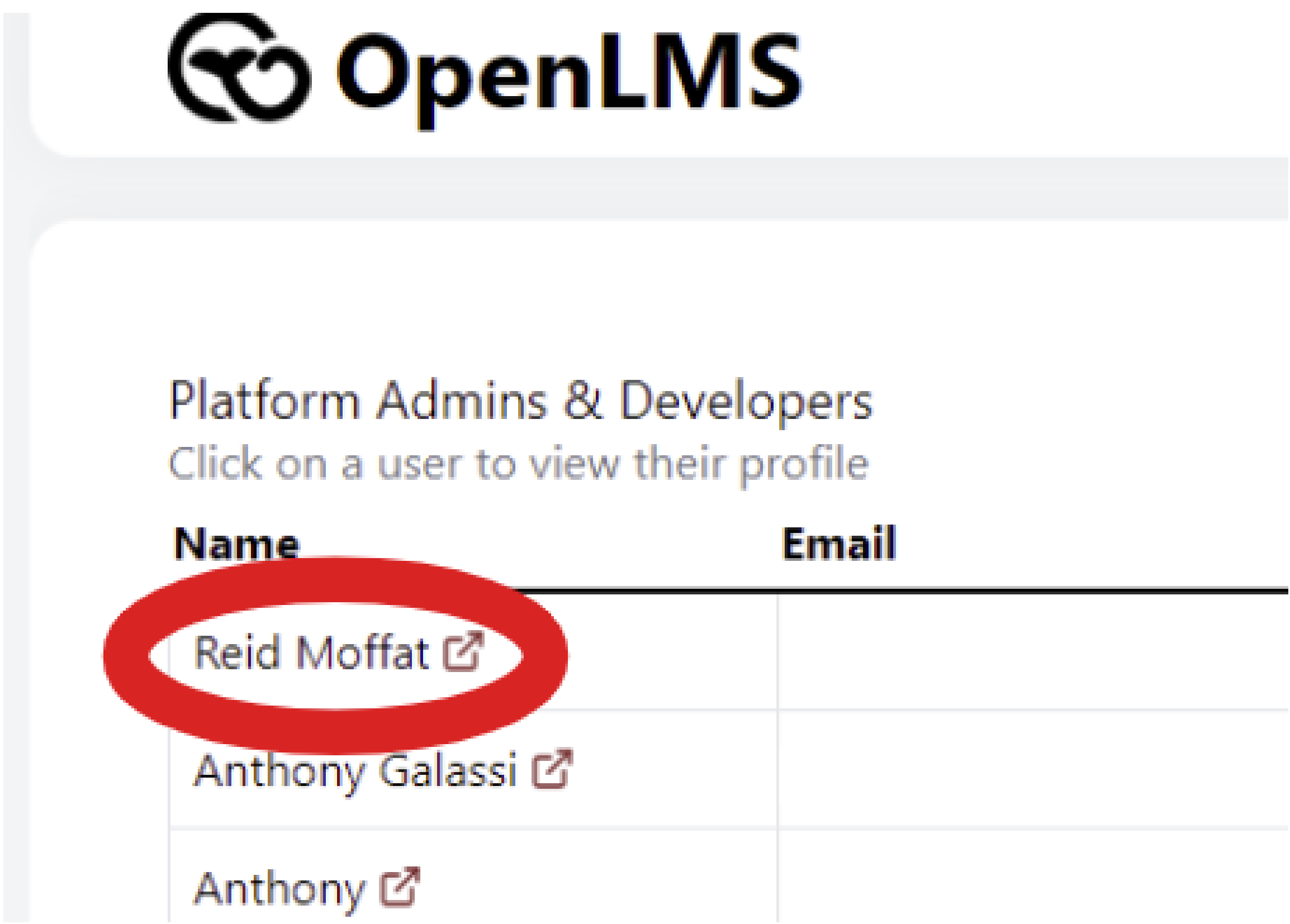


Download data on learners

Refer to "Where To Find Data" section for more details.

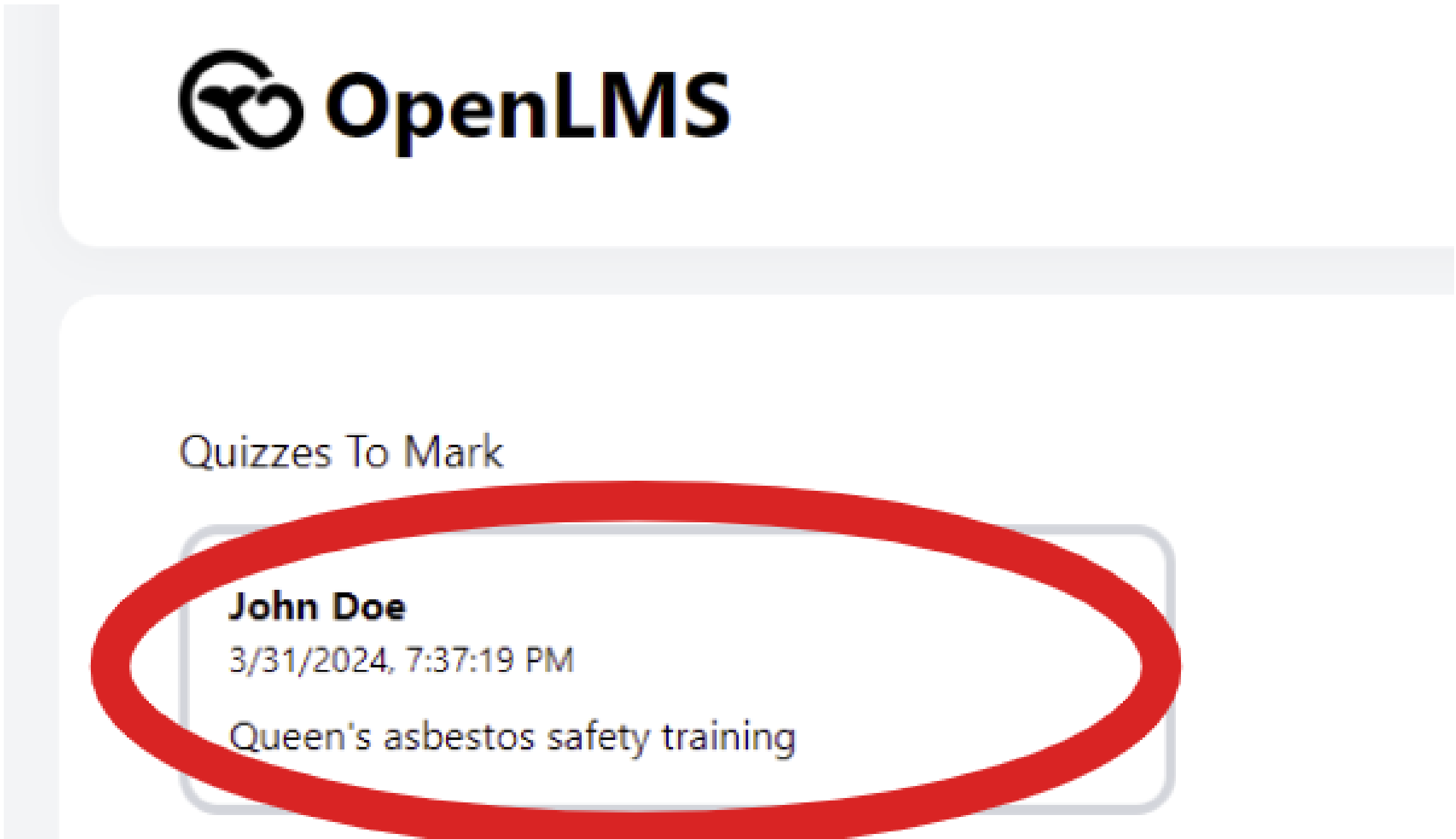
View insights on other administrators and developers using OpenLMS

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

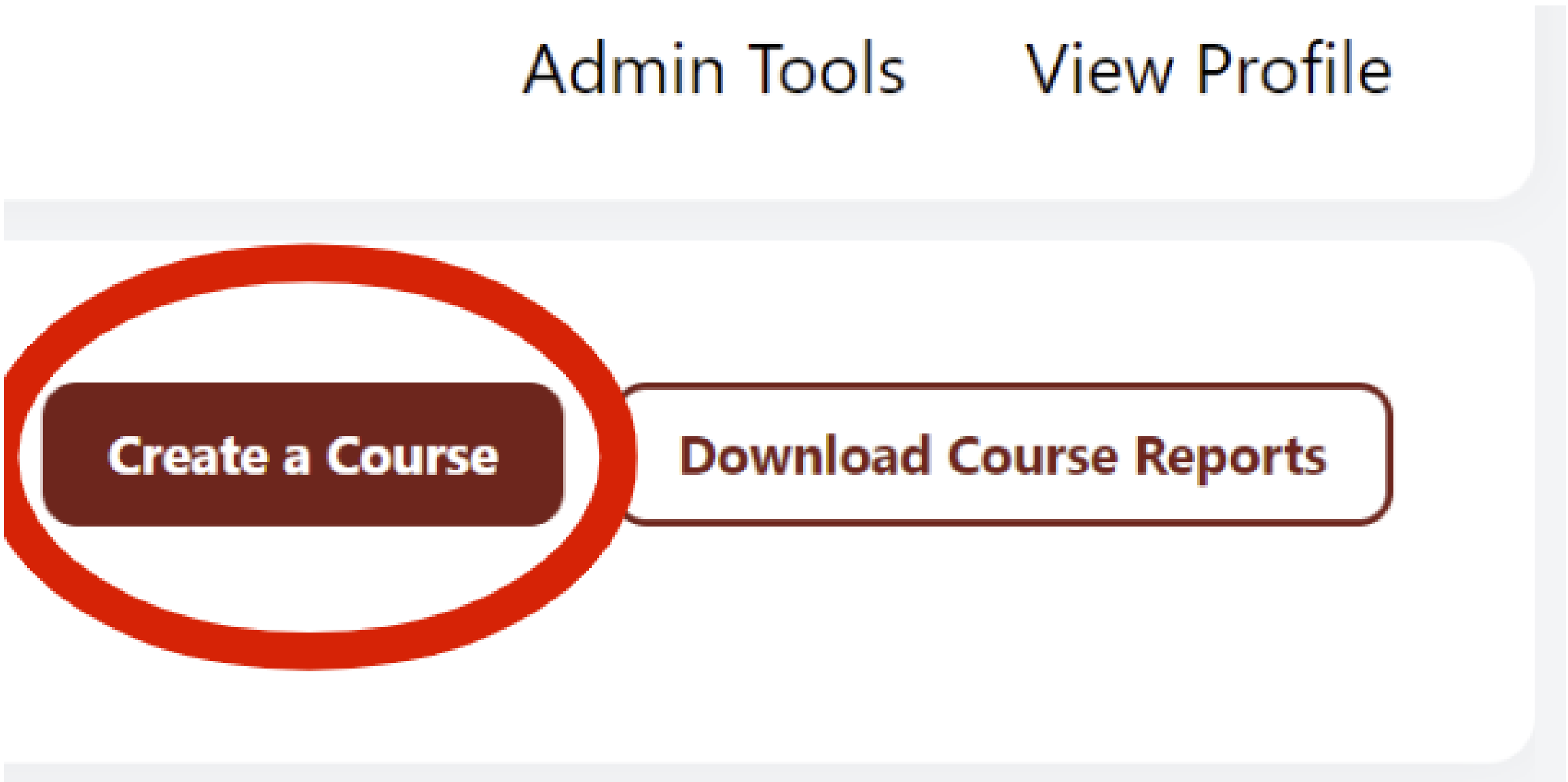
These buttons are accessible from the footer, which can be viewed by expanding the arrow at the bottom of the screen.

| Courses Created | Courses Published |
|-----------------|-------------------|
| 8 | 8 |
| 1 | 1 |
| 0 | 0 |
| 0 | 0 |
| 2 | 2 |

COURSE MANAGEMENT

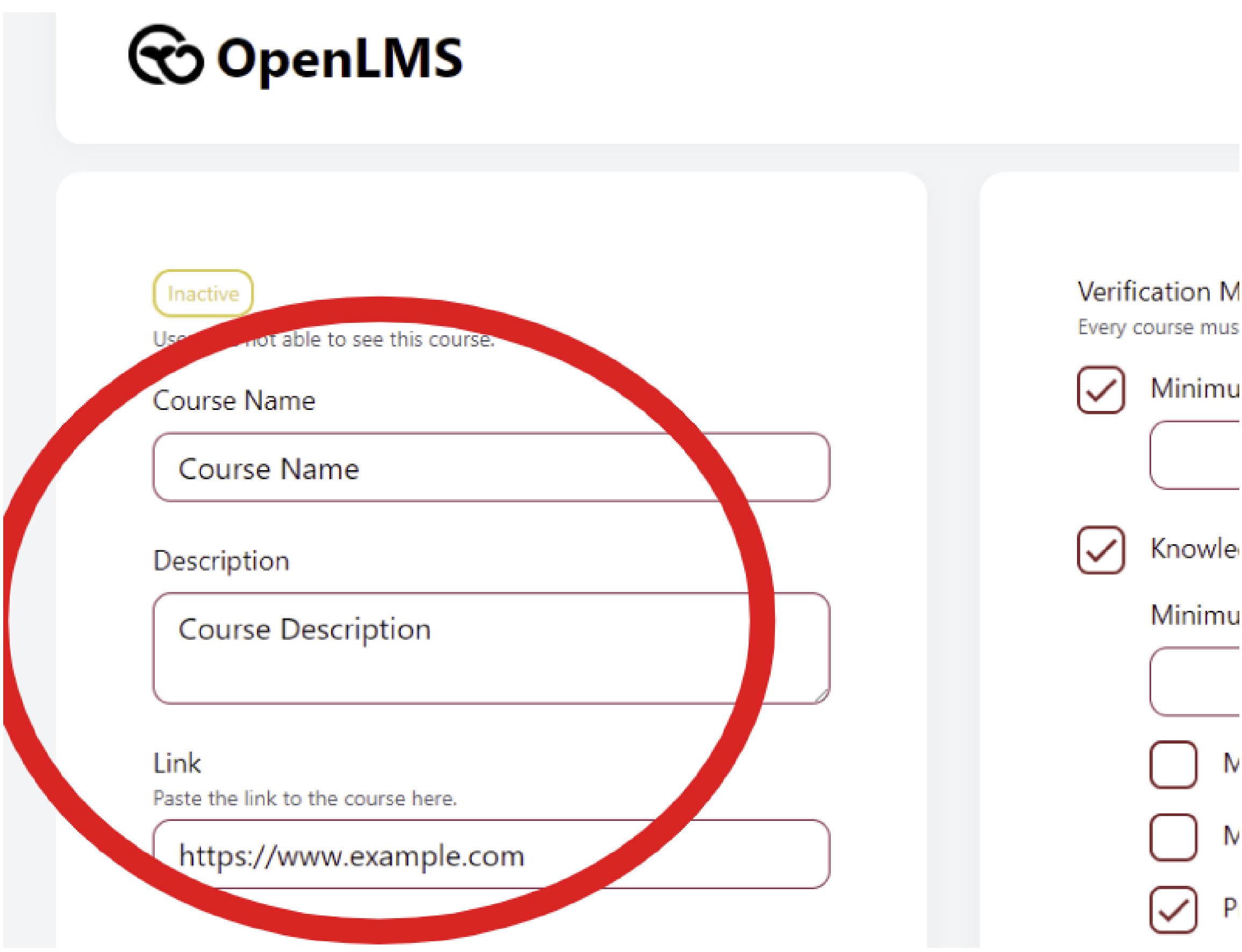
Create A Course

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



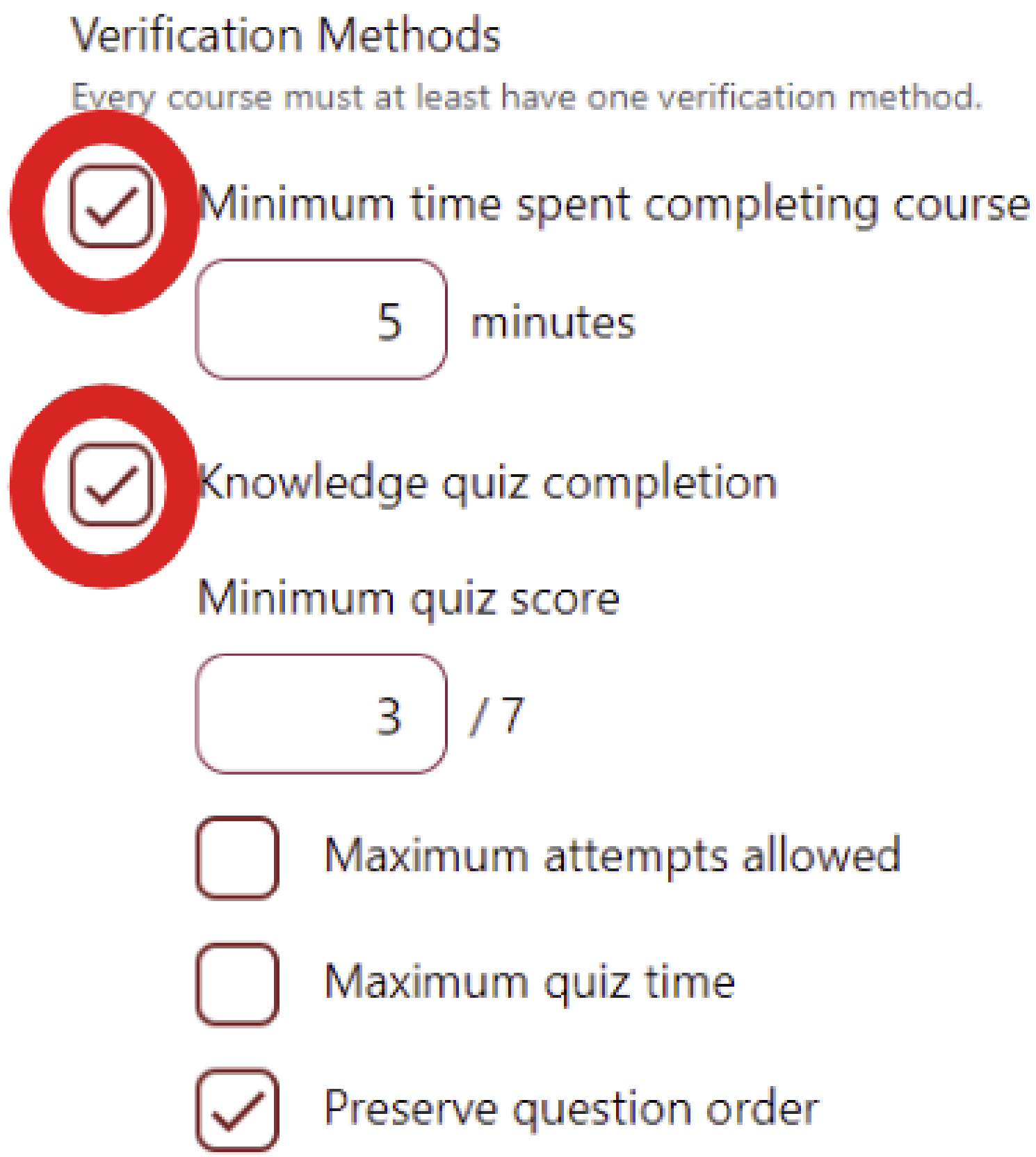
Discard the course at any point by clicking “Discard changes” in the top right.

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.



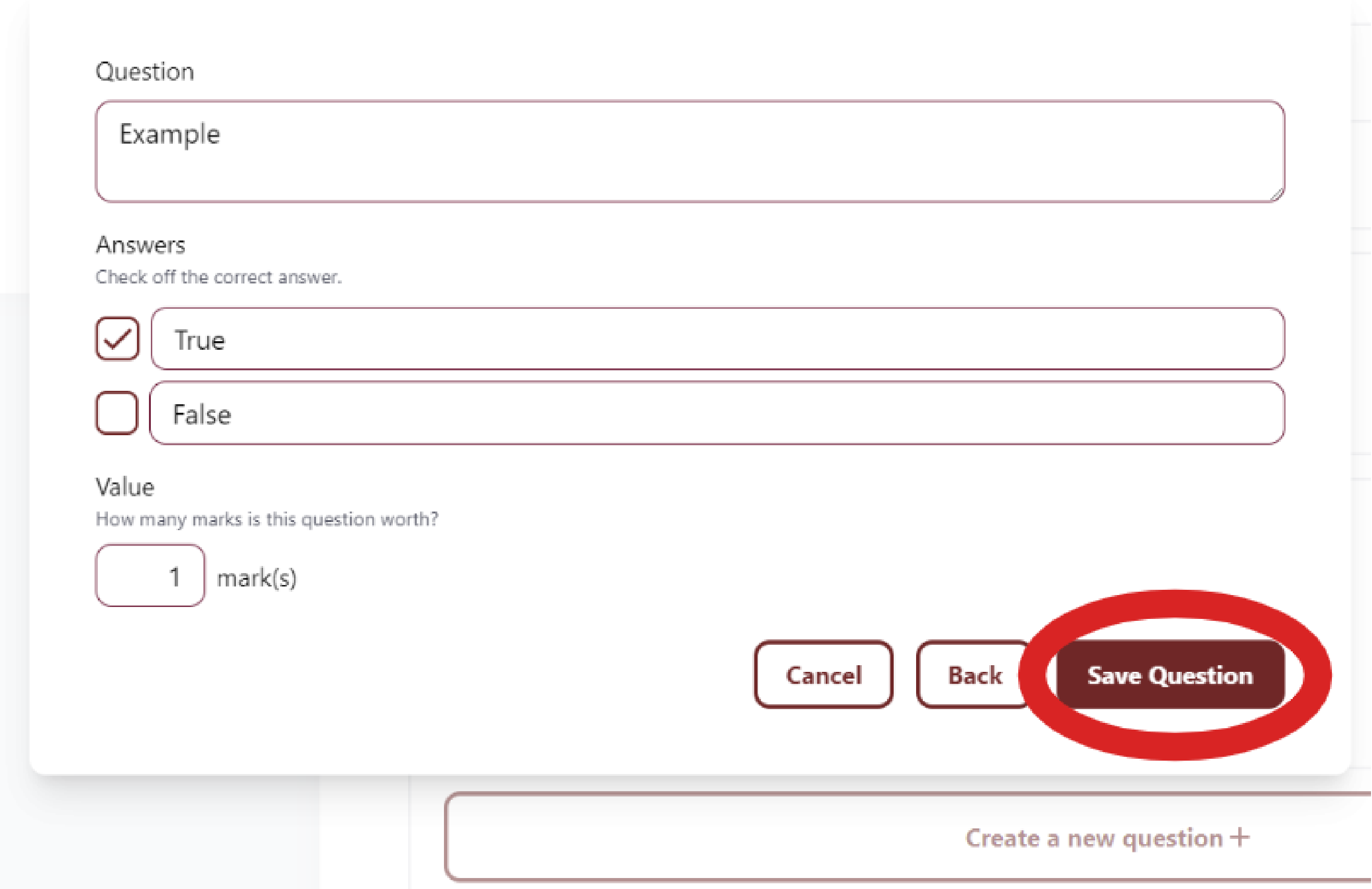
3. To create the course, click “Create course” in the top right.

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 “Create A Knowledge Quiz” 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!