

iLTMS

for

TRAINERS

User Guide

iLTMS User Guide for Trainer

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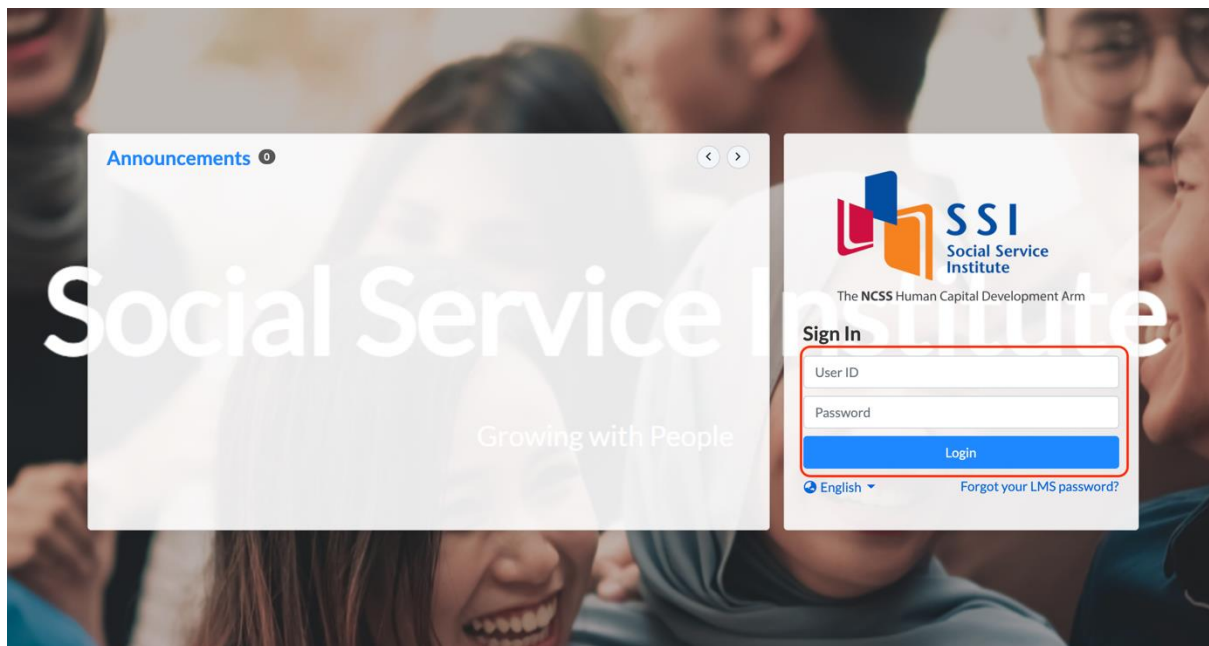
Logging Into the LMS Portal

Step 1: Using Google Chrome or Microsoft Edge browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/lms>.

Step 2: On the Main Landing Page, fill in the “**Sign in**” section with the User ID and Password that has been assigned to you.

Step 3: Click “**Login**” to sign in to the LMS Portal.

Note: Your User ID and Password for LMS and Trainer’s Portal are not the same



Picture Reference: Main Landing Page

Forgot Your Password?

If you have forgotten your password, you can reset the password from the Main Landing Page.

Step 1: Click “**Forgot your LMS Password?**” on the Main Landing Page (see above picture) to reset your password.

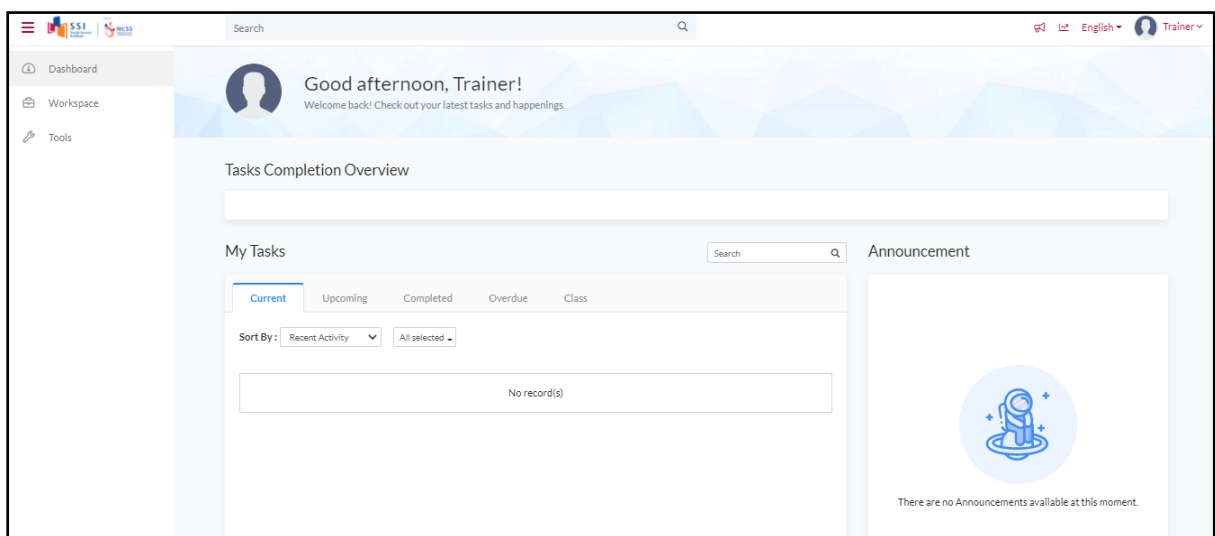
Step 2: Fill in your “**User ID**”, complete the security check and click “**Send Email**”.

If you have forgotten your UserID, check your course confirmation email, or alternatively, contact SSI at socialserviceinstitute@ncss.gov.sg.

Step 3: An email would be sent to your registered email address shortly with instructions on how to reset your password.

Note: If no password is received, please check your spam or junk mail folders.

Upon signing into the LMS Portal, you would be directed to the “**Dashboard**”.



Picture Reference: Dashboard

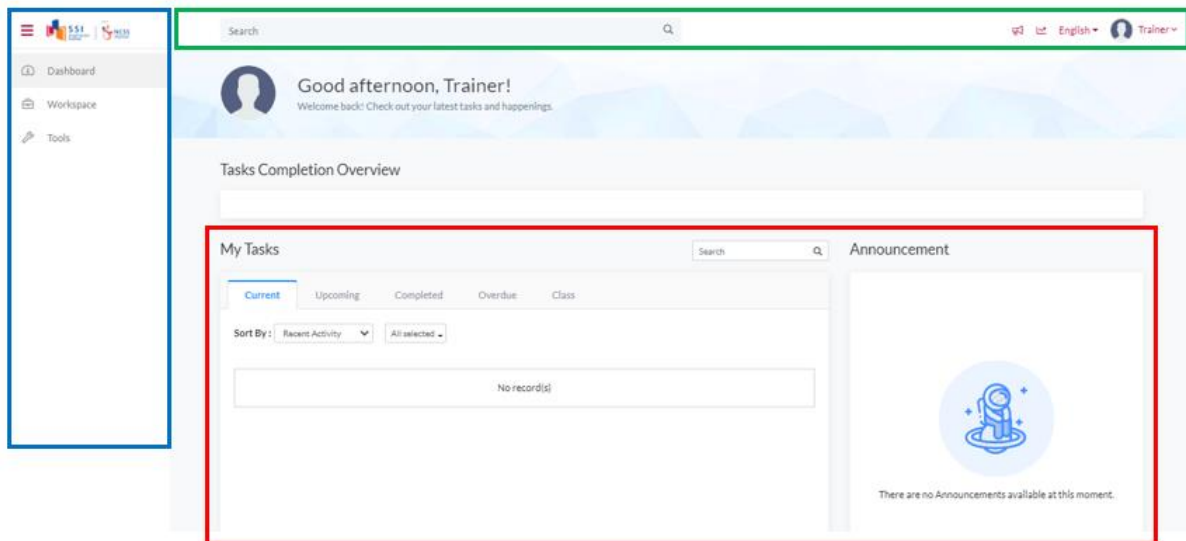
Navigating the LMS Portal

This section shares with you some key features and guide you on how to navigate around the LMS Portal.

Upon logging in, you will see the “**Dashboard**” page. The three key panels in this page are:

- **Top Panel (in green)** – From this panel, you will be able to amend your personal information, change the display language (*English or Simplified Chinese*) and view any announcements shared with you. You will also be able to hide and view the Navigation Panel.
- **Navigation Panel (in blue)** – From this panel, you will be able to navigate to the various pages within the LMS Portal.
- **Main Panel (in red)** – From this panel, you will be able to view the courses you are enrolled as a Learner and have a quick view of announcements shared with you.

Please refer below sections for detailed information on each panel.



Picture Reference: Dashboard

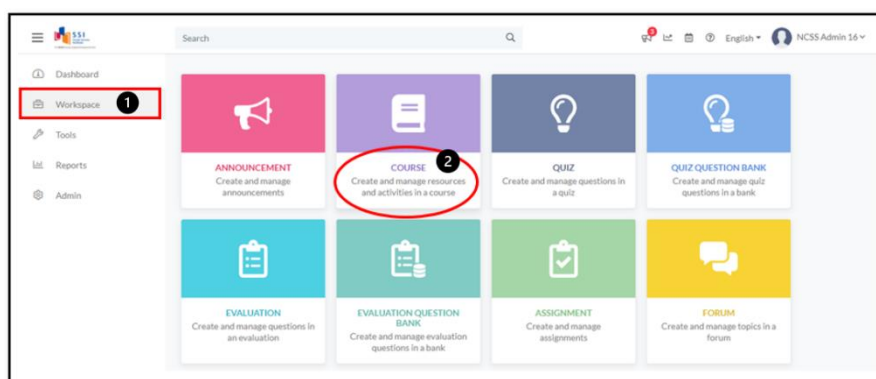
Course Learning Materials

Note: You would only be able to view course materials for the courses which you are training with SSI. If you wish to share additional materials with learners, please contact your respective SSI Programme Managers.

Accessing the Courses

Step 1: To view course content, you will need to first access the course assigned to you. Click **“Workspace”** under the **Left Panel**.

Step 2: Click **“Course”** and you will be redirected to a list of courses.

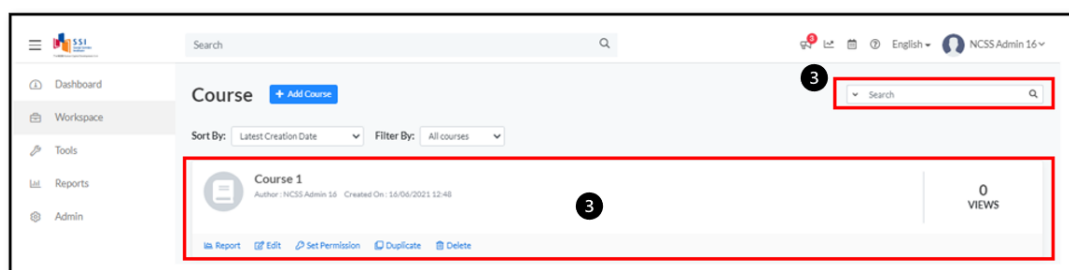


Picture Reference: Workspace

Step 3: You can either scroll down to select the Course you wish to view, or you can search for the course using the search bar at the top right-hand corner of the page. To open a course, click on the selected course.

Note: You would notice that there is an option for you to “Add Course” Please do not create any course / content in the LMS portal.

You would also see options to create quizzes, assignments, evaluation and forums under Workspace. Please do not click on them.



Picture Reference: Course Page

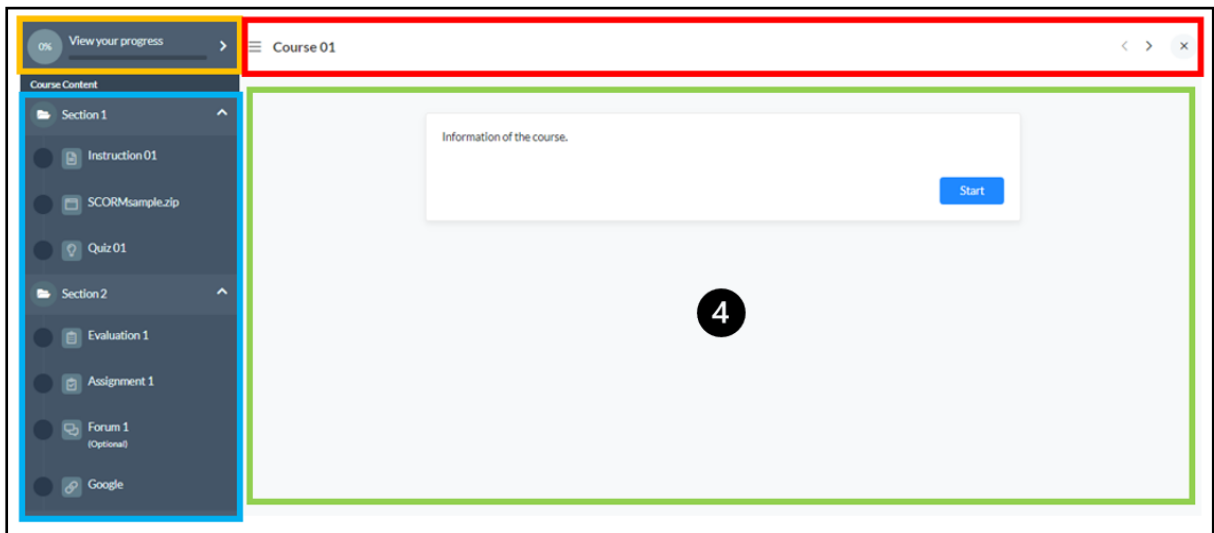
Step 4: After selecting the course, you will be redirected to the **Main Course Page** where you should see the various learning contents uploaded for the course.

**If the page does not open, ensure that you have allowed pop-ups on your browser.*

Main Course Page

The Main Course Page has four sections:

- **Top Bar (in red)** – This displays the course name and allows you to navigate (*arrow buttons*) and close (*x button*) the Main Course Page.
- **Main Section (in green)** – This displays the course overview, and the course learning contents when they are opened.
- **Navigation Menu (in blue)** – This displays all the course learning contents uploaded for the course and allows you to navigate the various learning contents.
- **Course Progress Indicator (in orange)** – This displays your overall progress in this course. This is relevant only for tracking learner's progress.

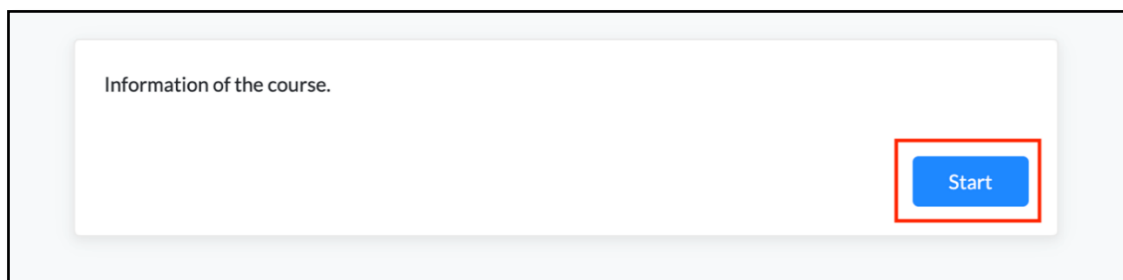


Picture Reference: Course Main Page

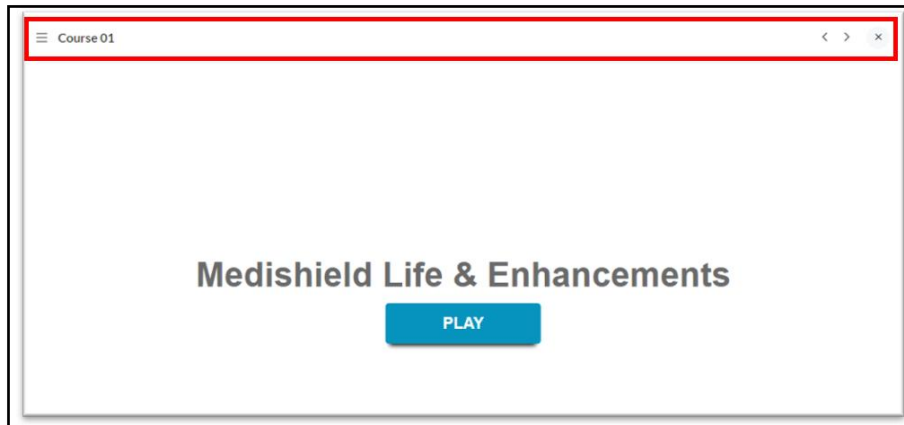
Main Section

When you are first redirected to the Course Main Page (*see picture above*), the course overview and learning outcomes for the course will be displayed.

To begin, click “**Start**” and the first learning content will be loaded.



Picture Reference: Main Section



Picture Reference: Viewing Learning Contents

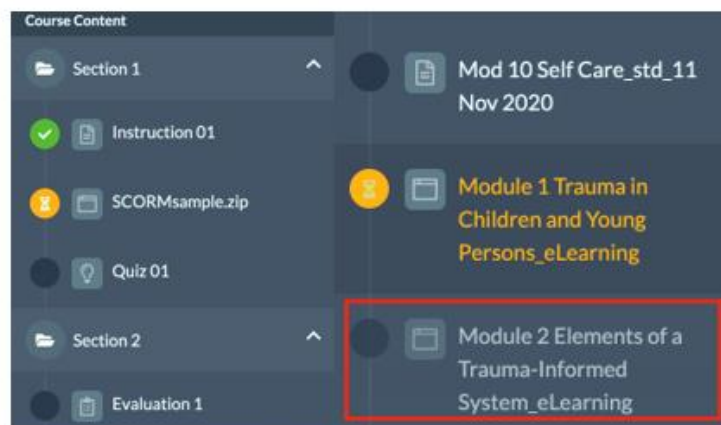
Use the **Navigation Arrows** (< and >) on the **Top Bar** (see picture above) to go to the next or previous learning content. Use the “X” button to exit the **Main Course Page** and return to the **Dashboard**.



Picture Reference: Icons on Top Bar

Navigation Menu

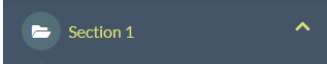










You may also choose to view the learning contents uploaded for the course by using the **Navigation Menu**.



Picture Reference: Navigation Menu

In some courses, the learning contents may be divided into different sections. In others, there may be a pre-set condition an earlier content must be completed before the next learning content is unlocked. Such conditional content would be **greyed out and cannot be opened until the condition is fulfilled**.

Under the **Navigation Menu**, there are also several icons used:

| | |
|---|---|
| The various sections in the course are separated with the folder icon |  |
| The course learning materials are classified as follows: |  Documents |
| |  E-Learning Activity |
| |  Video |
| |  Quiz |
| |  Forum Activity |
| |  Assignment |
| |  External Link |
| The completion status of each learning content will be stated as follows: |  Not Attempted |
| |  Incomplete |
| |  Completed |

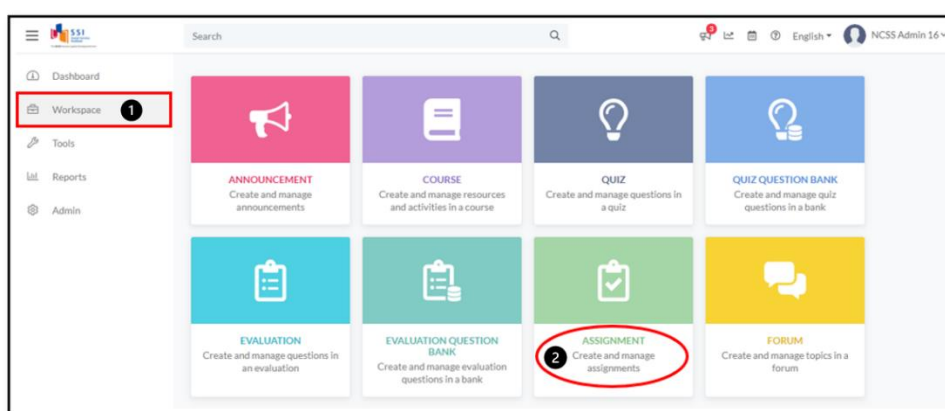
Assignments

This section will guide you on how to access and mark assignments.

Accessing Assignments

Step 1: If an assignment has been created for your course, there may be a requirement to mark those assignments depending on the respective assessment plans for the course. Please check with the SSI Programme Managers for more information. To access the assignments, click **“Workspace”** under the **Left Panel**.

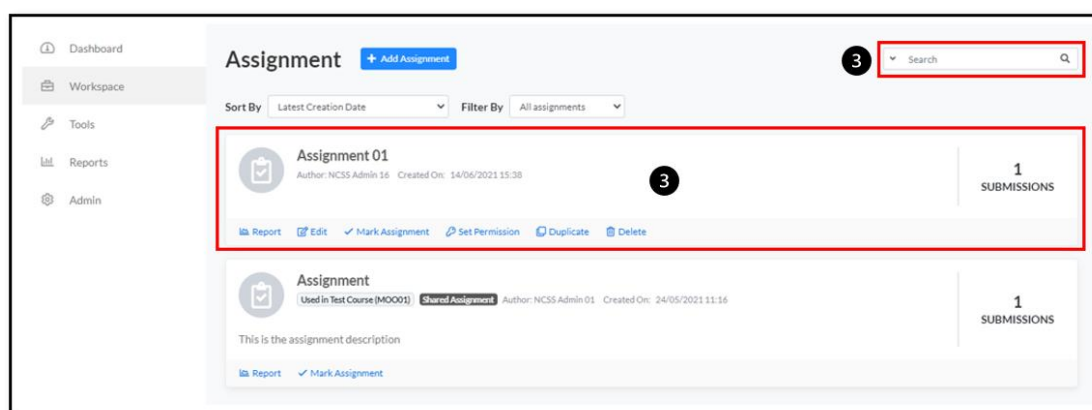
Step 2: Click **“Assignment”** and you will be redirected to a list of assignments created under your course.



Picture Reference: Workspace

Step 3: You can either scroll down to select the Assignment you wish to mark or, you can search for the course using the search bar at the top right-hand corner of the Assignment page. If you click the Assignment, you will be able to preview it.

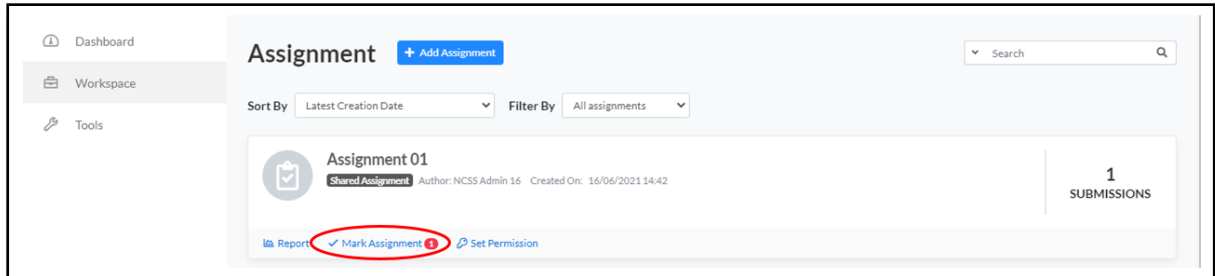
**If the page does not open, ensure that you have allowed pop-ups on your browser.*



Picture Reference: Assignment Page

Marking of Assignments

Step 1: To mark an assignment, click **“Mark Assignment”** under the name of the course that you want to mark.

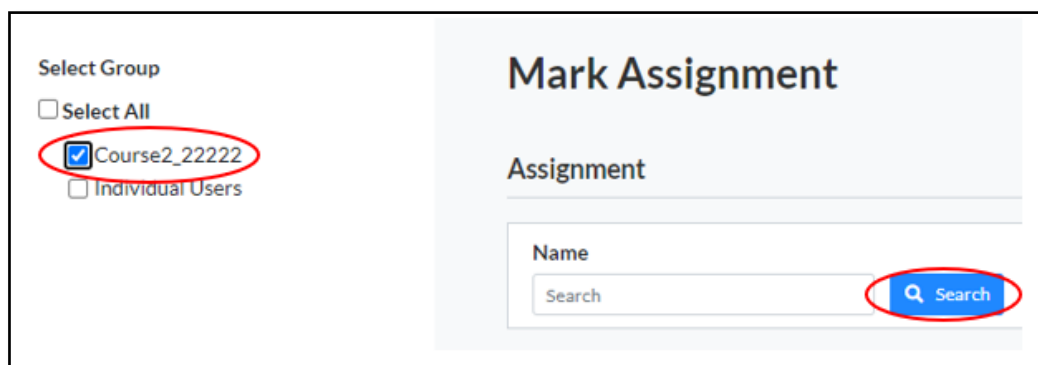


Picture Reference: Assignment Page

Step 2: You will be redirected to a **“Mark Assignment”** page.

**If the page does not open, ensure that you have allowed pop-ups on your browser.*

Step 3: Select the course run which you are currently marking. You can also choose to search for the individual learner using the search box. Select the **Course Run** and click **“Search”**.



Picture Reference: Marking Assignment Page

Step 4: Once you have selected the course run, the submissions by learners will be displayed. Under this page, there are 5 sections you need to take note of:

| | a | b | c | d | e |
|--------------------------|----------|-----------------|-------------------------------------|------------------|------------------|
| | No | Name | Attachment | Response | Score |
| <input type="checkbox"/> | 1 | NCSS Learner 01 | Screenshot2021-06-14at4.02.57PM.png | Testing response | 100.00 |
| | | | Download All | | |
| | | | | | 0/500 characters |

Picture Reference: Marking Assignment Page

- a) **Name** – This is the name of the learner who is submitting the assignment for marking. You have to select the check box in order to mark the specific learner's assignment.

| <input checked="" type="checkbox"/> | No | Name | Attachment | Response | Score | Feedback |
|-------------------------------------|----|-----------------|---|------------------|--------|-----------------------------|
| <input checked="" type="checkbox"/> | 1 | NCSS Learner 01 | Screenshot2021-06-14at4.02.57PM.png Download All | Testing response | 100.00 | <div>0/500 characters</div> |

Picture Reference: Marking Assignment Page

- b) **Attachment** – If your learner has submitted an attachment to be downloaded, it will be found here and downloadable by you for review. Click “**Download All**” to download a copy of the assignment for review.

Do note that you would not be able to upload the marked assignment back to learners. The marked assignment (*hard copy or soft copy depending on the course*) will need to be submitted to SSI for quality assurance purposes. Please check with the SSI Programme Manager for more information.

| <input checked="" type="checkbox"/> | No | Name | Attachment | Response | Score | Feedback |
|-------------------------------------|----|-----------------|---|------------------|--------|-----------------------------|
| <input checked="" type="checkbox"/> | 1 | NCSS Learner 01 | Screenshot2021-06-14at4.02.57PM.png Download All | Testing response | 100.00 | <div>0/500 characters</div> |

Picture Reference: Marking Assignment Page

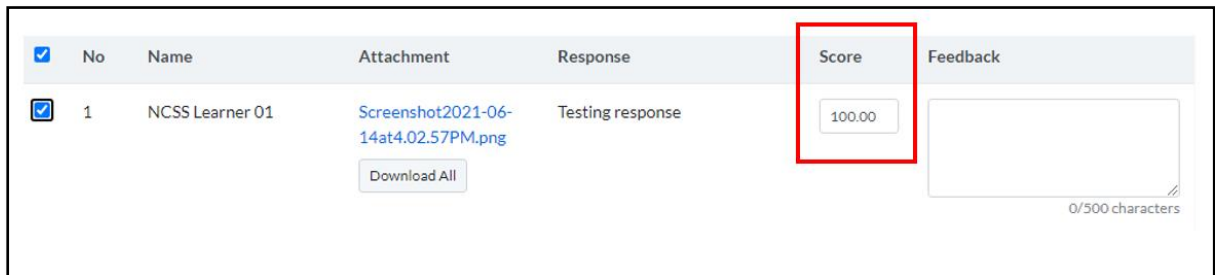
- c) **Response** – If the assignment has requested for learners to provide a text response, the learner's response will be shown here for marking. If this was not required of learners, this column will be disabled. (*As shown below*)

| <input checked="" type="checkbox"/> | No | Name | Attachment | Response | Score | Feedback |
|-------------------------------------|----|-----------------|---|---|--------|-----------------------------|
| <input checked="" type="checkbox"/> | 1 | NCSS Learner 01 | Screenshot2021-06-14at4.02.57PM.png Download All | Testing response With Text Response | 100.00 | <div>0/500 characters</div> |
| <input checked="" type="checkbox"/> | No | Name | Attachment | Response | Score | Feedback |
| <input checked="" type="checkbox"/> | 1 | NCSS Learner 01 | Screenshot2021-06-14at4.02.57PM.png Download All | With no Text Response | 100.00 | <div>0/500 characters</div> |

Picture Reference: Marking Assignment Page

- d) **Score** – This allows you to provide a score of the assignment submitted by the learner. Click the “**Score Box**” to change the score accordingly.

Kindly note that whether a score is to be given for the assignment is dependent on the Assessment Plan. This is not a mandatory field. Please check with the SSI Programme Manager for more information.

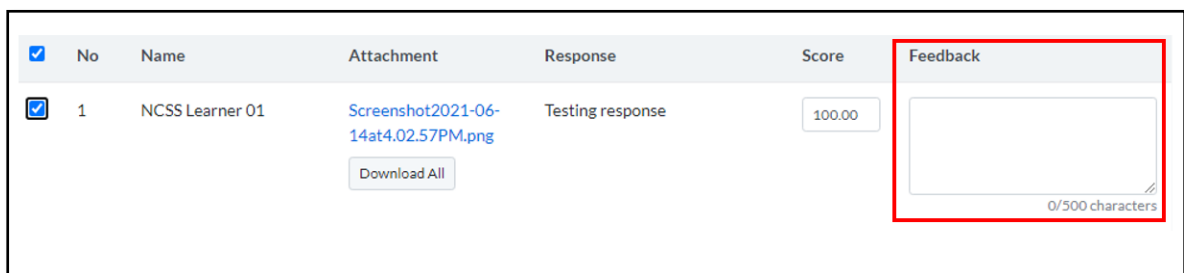


| <input checked="" type="checkbox"/> | No | Name | Attachment | Response | Score | Feedback |
|-------------------------------------|----|-----------------|---|------------------|--------|---------------------------------|
| <input checked="" type="checkbox"/> | 1 | NCSS Learner 01 | Screenshot2021-06-14at4.02.57PM.png Download All | Testing response | 100.00 | <div></div> 0/500 characters |

Picture Reference: Marking Assignment Page

- e) **Feedback** – This section allows you to provide feedback to learners on their assignments. Click the “**Feedback Box**” to leave a feedback.

Note: Feedback cannot be edited after you have marked the assignment.

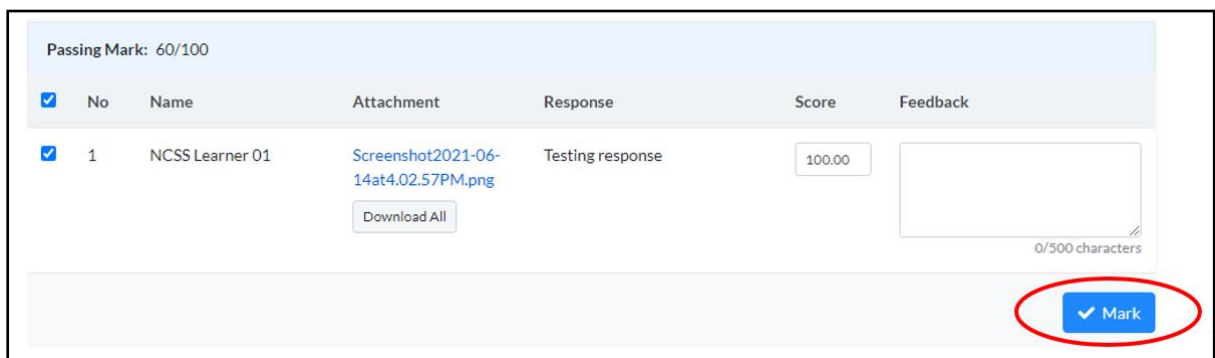


| <input checked="" type="checkbox"/> | No | Name | Attachment | Response | Score | Feedback |
|-------------------------------------|----|-----------------|---|------------------|--------|---------------------------------|
| <input checked="" type="checkbox"/> | 1 | NCSS Learner 01 | Screenshot2021-06-14at4.02.57PM.png Download All | Testing response | 100.00 | <div></div> 0/500 characters |

Picture Reference: Marking Assignment Page

Step 5: Click “**Mark**” to complete the marking of assignments.

Note: Learners will not be notified.



Passing Mark: 60/100

| <input checked="" type="checkbox"/> | No | Name | Attachment | Response | Score | Feedback |
|-------------------------------------|----|-----------------|---|------------------|--------|---------------------------------|
| <input checked="" type="checkbox"/> | 1 | NCSS Learner 01 | Screenshot2021-06-14at4.02.57PM.png Download All | Testing response | 100.00 | <div></div> 0/500 characters |

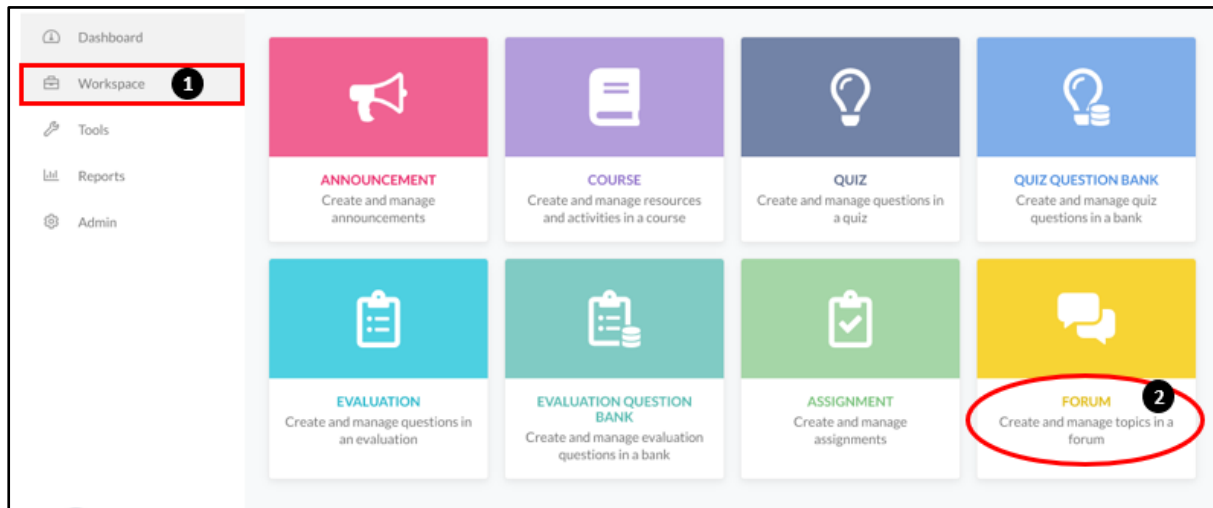
Picture Reference: Marking Assignment Page

Forums

In some courses, you may be required to contribute and/or comment on forum posts by learners. This section will guide you on how to create forum topics and respond to Forum Posts.

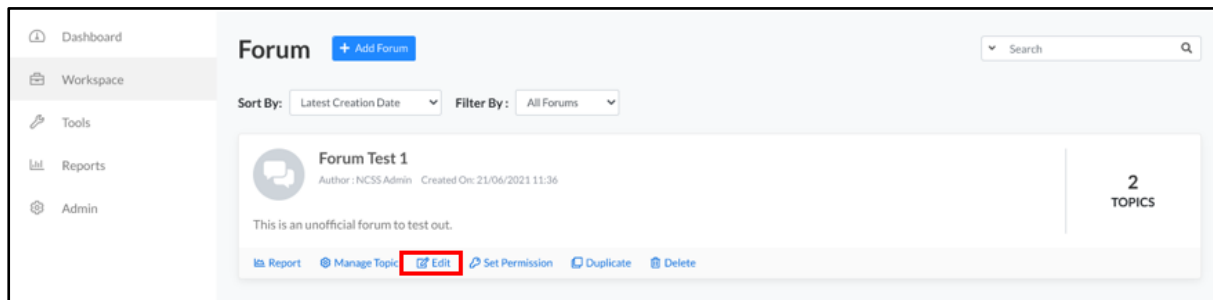
Creating Forum Topics

Step 1: From the **left panel**, click **“Workspace”** and **“Forum”**.



Picture Reference: Workspace

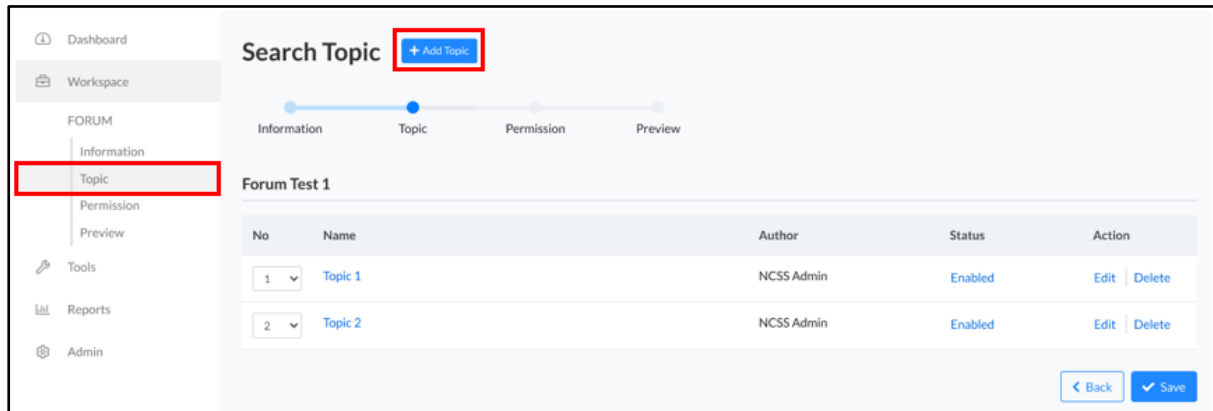
Step 2: You will be redirected to the forum page. Click **“Edit”** under the Forum that you would like to add topics to.



Picture Reference: Forum

Step 3: Once you have landed on the **“Forum Setup”**, from the **left panel**, Click **“Topic”**.

Step 4: To add a new topic, Click **“+Add Topic”**.



Picture Reference: Search Topic

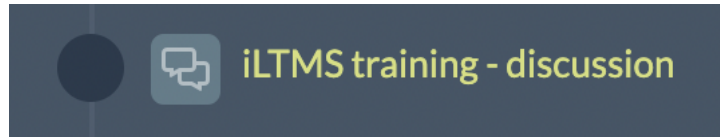
Step 5: On the “**Forum Topic**” page, fill in the “**Title**” and “**Description**”. To add any attachments, Click “**+Add Attachment**”.

Once done, Click “**Save**”.

Picture Reference: Forum Topic

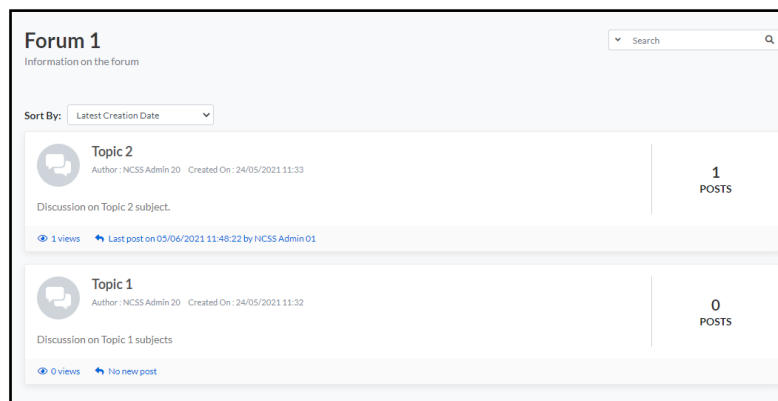
Contributing to Forum Discussion

Step 1: From the “**Navigation Menu**” in the “**Course Main Page**”, click the Forum Activity.



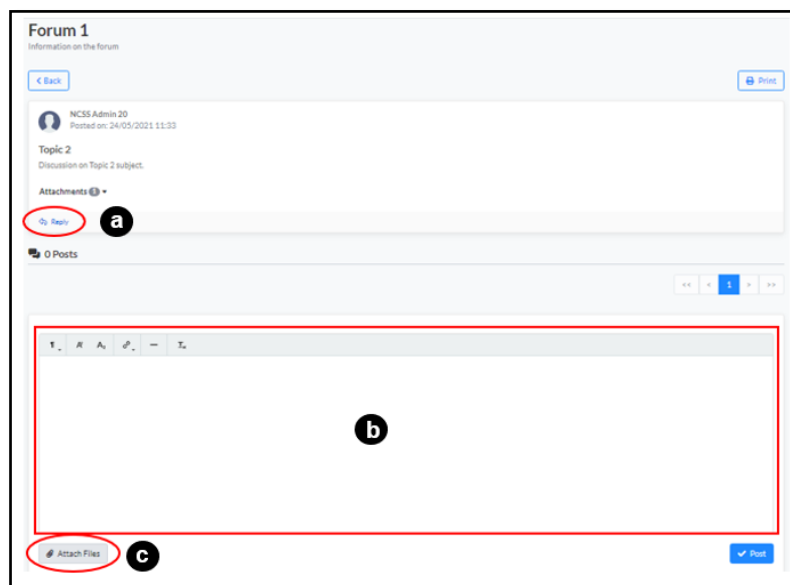
Picture Reference: Forum Activity

Step 2: Click the “**Forum Topic**” to open.



Picture Reference: List of Forum Topics

Step 3: A new page would open. Under this page, there are 3 sections you need to take note of:

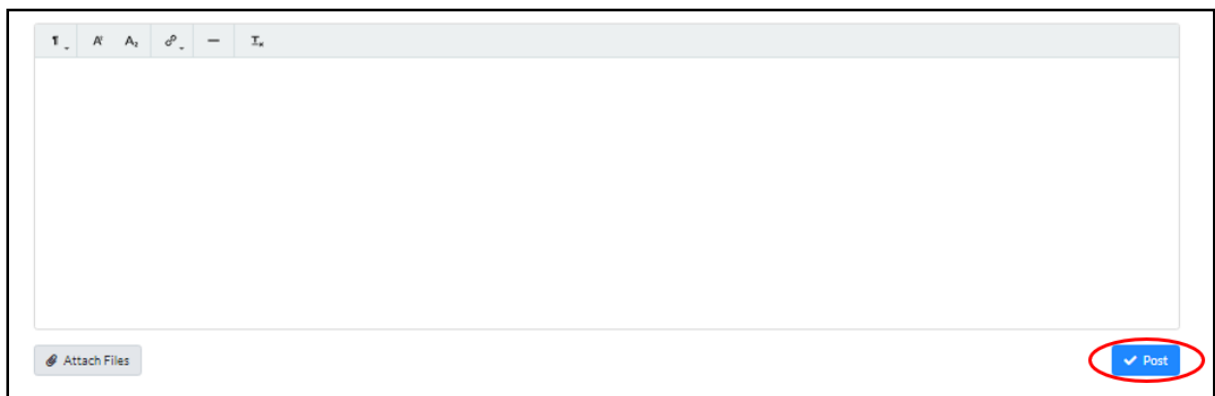


Picture Reference: Posting on a Forum

- a. **Reply** – This allows you to leave your respond on specific forum posts that has been posted by other users. Click **“Reply”** to respond.
- b. **Text Box** – This allows you to type in your respond for the forum.
- c. **Attach Files** – Besides a text respond, you can also attach a file, Click **“Attach File”** to upload.

Step 4: Click **“Post”** to post your response.

Note: Learners will not be notified

A screenshot of a forum post interface. At the top, there is a toolbar with icons for text formatting (bold, italic, underline, strikethrough, link, unlink, list, quote, code, etc.). Below the toolbar is a large, empty text box for typing the response. At the bottom left of the text box, there is a button labeled 'Attach Files' with a paperclip icon. At the bottom right, there is a blue button with a white checkmark and the word 'Post', which is circled in red.

Picture Reference: Posting on a Forum

Logging into the Lecturer Portal

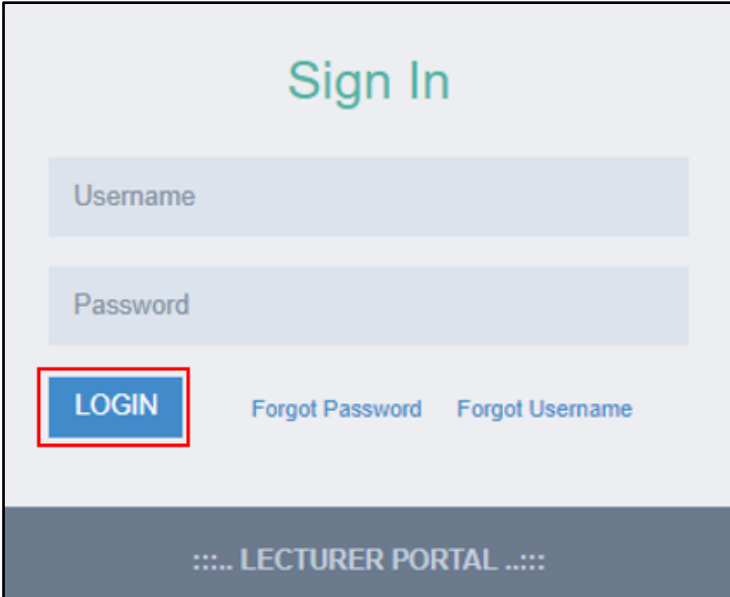
This section provides information on how to login to the SSI Lecturer / Trainer Portal.

Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/lecturer>. You will be directed to the “**Main Landing Page**”.

Note: Recommended Browsers - Google Chrome, Safari or Microsoft Edge

Step 2: On the Main Landing Page, key in your Username and Password and click “**Login**”.

Step 3: You would be redirected to the “[Home](#)” page.

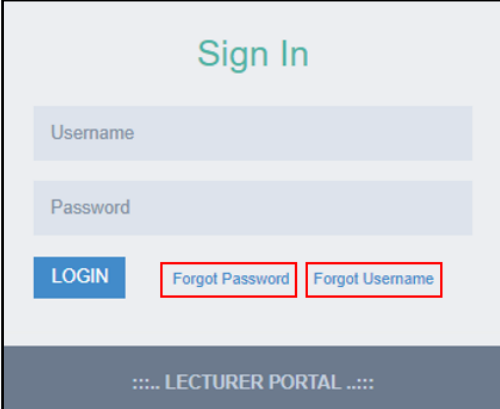
A screenshot of a web page titled "Sign In" in green text. Below the title are two light blue input fields labeled "Username" and "Password". Below these fields is a blue button with the word "LOGIN" in white, which is highlighted with a red rectangular border. To the right of the "LOGIN" button are two links: "Forgot Password" and "Forgot Username". At the bottom of the page, there is a dark blue footer bar with the text ":::: LECTURER PORTAL :::" in white.

Picture Reference: Main Landing Page

Forgot Your Password / Username?

If you have forgotten your password or username, you can reset from the Main Landing Page.

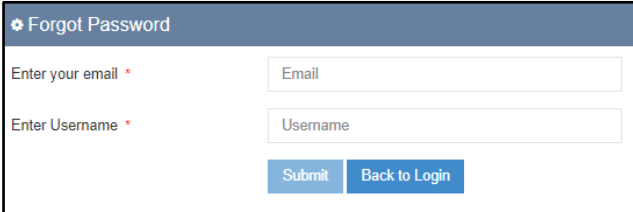
Step 1: Click “**Forgot Password?**” or “**Forgot Username?**” on the Main Landing Page to reset your password or retrieve your username.



Picture Reference: Main Landing Page

To Reset Password:

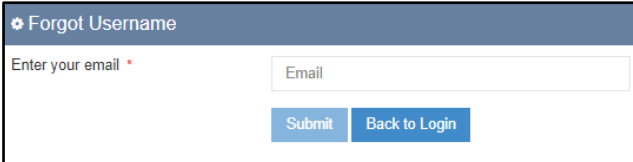
Step 2: Key in your “**email**” and “**username**” and click “**submit**”.



Picture Reference: Forgot Password Page

To Reset Username:

Step 2: Key in your “**email**” and click “**Submit**”.



Picture Reference: Forgot Username Page

Note: Ensure that the email address provided is the same email address you registered with SSL.

Step 3: An email will be sent to you with your username and/or instructions on how to reset your password.

You may also wish to check your Spam or Junk folders for the email. If no email is received within 1 hour, please contact SSI at socialserviceinstitute@ncss.gov.sg.

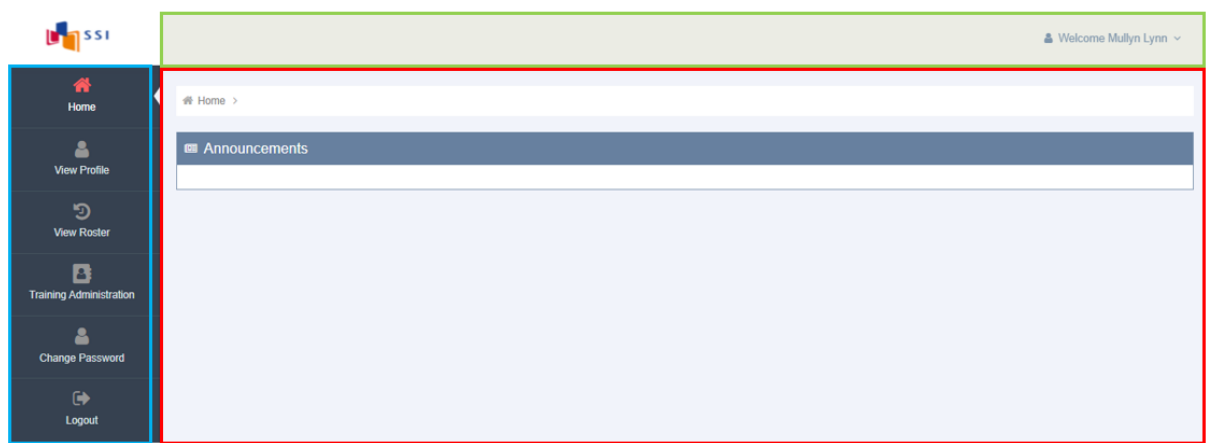
Navigating the SSI Lecturer Portal

This section will share with you some key features and help you navigate the SSI Lecturer Portal.

Home

The first page you see upon login is the “**Home**” page with three sections:

- **Top Bar** (in green) – This allows you to log out from your account.
- **Main Section** (in red) – This displays any announcements which have been published to you.
- **Navigation Menu** (in blue) – This displays the various pages in SSI Lecturer Portal and allows you to navigate between them.



Picture Reference: Home Page

Top Bar



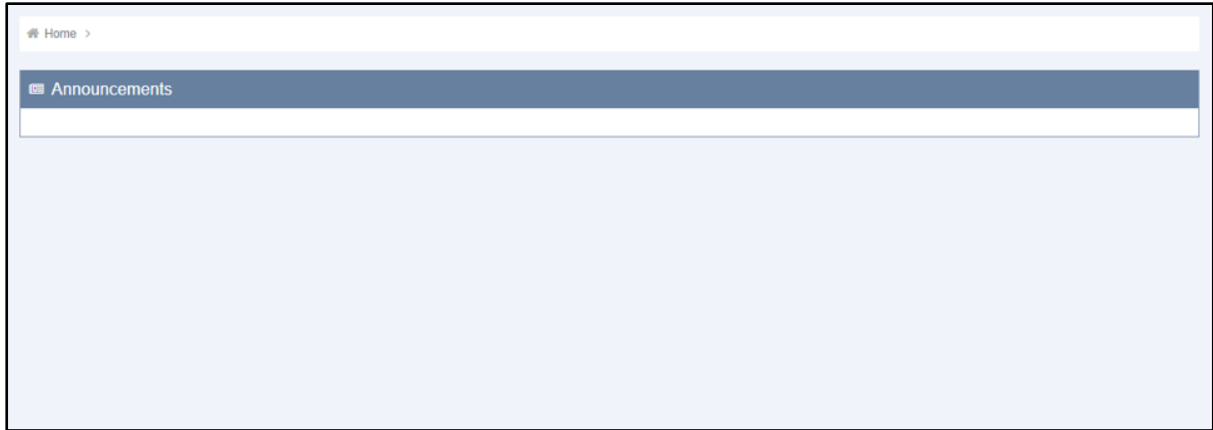
Picture Reference: Top Bar

There is one icon located on the top right-hand corner of the “**Top Bar**”:

- User Account (your name):** To log out from the Lecturer Portal

Main Section

The **Main Section** will display the **announcements** which is published by SSI to you. Click the announcements to view them.

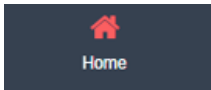
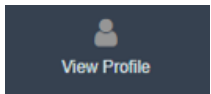
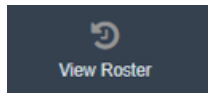


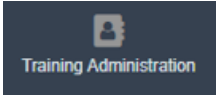
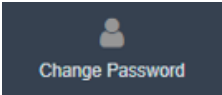
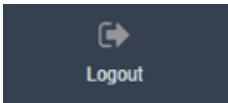
Picture Reference: Main Section

Navigation Menu

There are various sections menu and sub-menus for you to choose from via the **Navigation Menu**. For more information, please refer to the following sections.

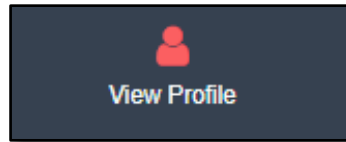
Under the Navigation Menu, there are several icons used:

| The various sections menu is classified as follows: | Sections Menu | Sub-menus |
|---|---|--|
| |  | There is no sub menu for Home |
| |  | There is no sub menu for View Profile |
| |  | <ul style="list-style-type: none"> • Lecturer Timetable • Training History |

| | | |
|---|---|--|
| <p><i>The various sections menu is classified as follows:</i></p> |  | <ul style="list-style-type: none"> • Training Session |
| |  | <p>There is no sub menu for Change Password</p> |
| |  | <p>There is no sub menu for Logout</p> |

View Profile

Step 1: To view your detailed particulars, click **“View Profile”** from the **“Navigation Menu”**.



Picture Reference: Navigation Menu

Step 2: A summary page of your details will be displayed on the **“Main Section”**.

The screenshot shows a 'Profile' page with a header bar. Below the header, there's a profile picture placeholder and a 'Choose File' button. To the right, user details are listed: Full Name: Mulya Lynn, ID No: S123456789, and Lecturer Type: Trainer. The main section is titled 'Personal Particulars' and contains several dropdown menus and text fields for personal information. At the bottom, there are sections for 'Contact Details', 'Mailing Address', and 'Resume', each with a plus icon to expand. An 'Update' button is located at the bottom left.

Picture Reference: Profile

Edit profile particulars

Step 1: To edit your profile particulars, click and edit the fields you wish to update.

Step 2: Once changes have been made, click **“Update”** at the bottom of the page to save changes.

This screenshot shows the 'Personal Particulars' form with a red rectangular box highlighting the main input area. The fields within the box include: Gender (Female), Date of Birth (04-03-2000), Race (MALAY), Nationality (SINGAPORE CITIZEN), Citizenship (Social Visitor Pass), Preferred Language (English), Highest Qualification Level (Polytechnic advanced diploma), Highest Qualification Name (Diploma), Highest Language Proficiency (English), Salary Range (\$1000 - \$1499), and Are you currently a Trainer? (No). Below the red box, there are expandable sections for 'Contact Details', 'Mailing Address', and 'Resume'. An 'Update' button is located at the bottom left of the form.

Picture Reference: Profile

View Roster

There are two sub-menus under “**View Roster**”, namely:

- Lecturer Timetable:** To view your roster based by category
- Training History:** To view your training history with all schedule and session details

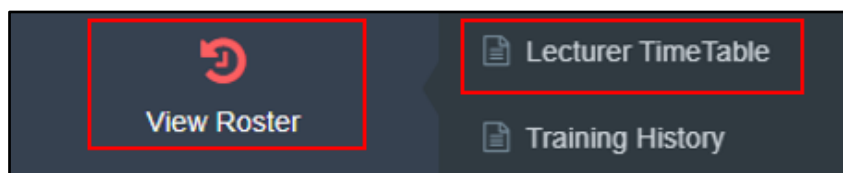


Picture Reference: Navigation Menu

Lecturer Timetable

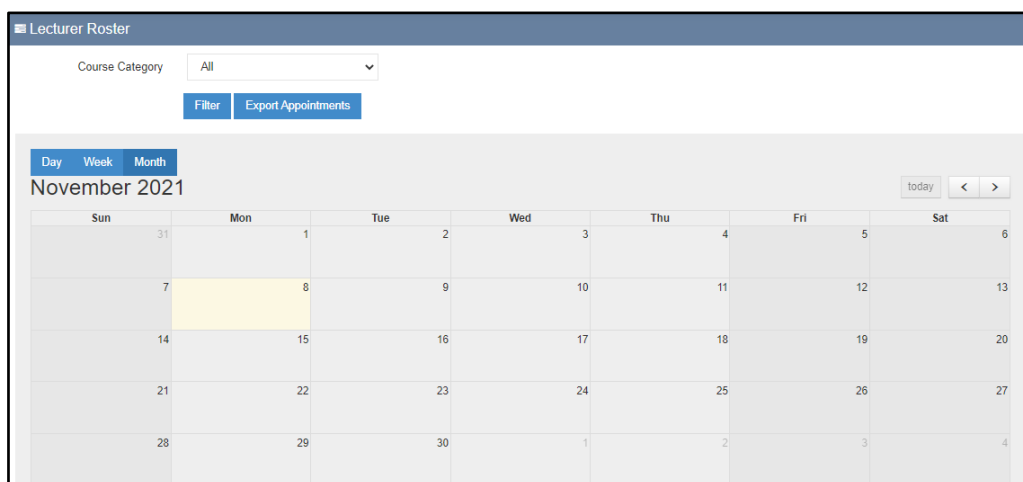
This function allows you to view your training schedule.

Step 1: From the “**Navigation Menu**” click “**View Roster**”, then “**Lecturer Timetable**”



Picture Reference: Navigation Menu

Step 2: You will be redirected to the “**Lecturer Roster**” page where your scheduled training records will be displayed.

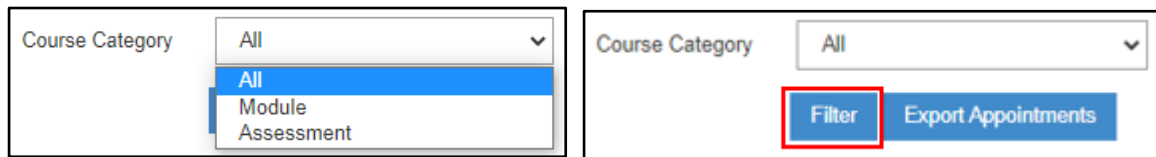


Picture Reference: Lecturer Roster

Step 3: Using the filter function under the “**Course Category**” dropdown menu, you can view the records based on the following categories:

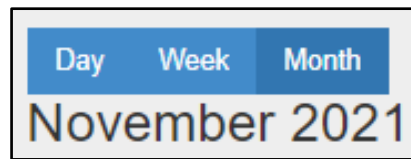
- All
- Module
- Assignment

Step 4: Select the category you wish to filter by then click “**Filter**”.



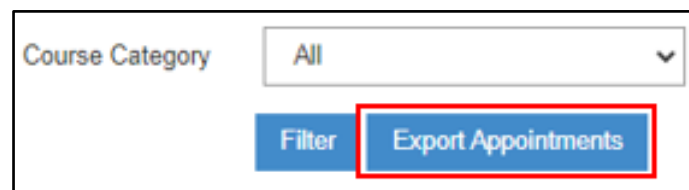
Picture Reference: Lecturer Roster

Step 5: To view your records by date, click “**Day**” / “**Week**” / “**Month**” to change the displayed month.



Picture Reference: Lecturer Roster

Step 5: Click “**Export Appointments**” to export your training schedule in xx format to your device.

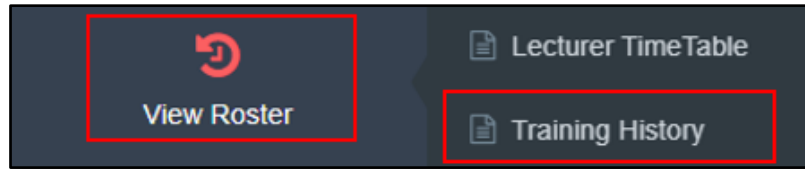


Picture Reference: Lecturer Roster

Training History

This function allows you to view your past training records.

Step 1: From the “**Navigation Menu**” click “**View Roster**”, then “**Training History**”.



Picture Reference: Navigation Menu

Step 2: You will be redirected to the “**Training History**” page where you can view records of your past training sessions.

Step 3: Using the filter function under “**From Start Date**” and “**To Start Date**”, you can view the records based on the selected dates.

Note: The “Start Dates” refer to the first day of the course.

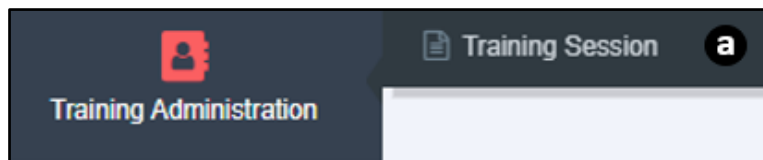


Picture Reference: Training History

Training Administration

There is one sub-menu under “**Training Administration**”, which is,

- a. **Training Session:** To view training sessions

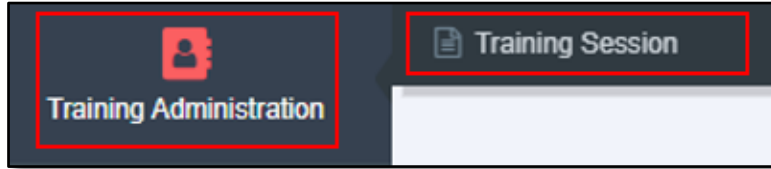


Picture Reference: Navigation Menu

Note: While there is a function to mark attendance, AEs are not required to mark attendance for now. More information will be provided if this changes in the future.

Training Session

Step 1: From the “**Navigation Menu**” click “**Training Administration**”, then “**Training Session**”.



Picture Reference: Navigation Menu

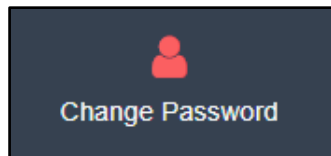
Step 2: You will be redirected to the “**Training Session**” page where you can view the training sessions you are assigned.



Picture Reference: Training Session

Change Password

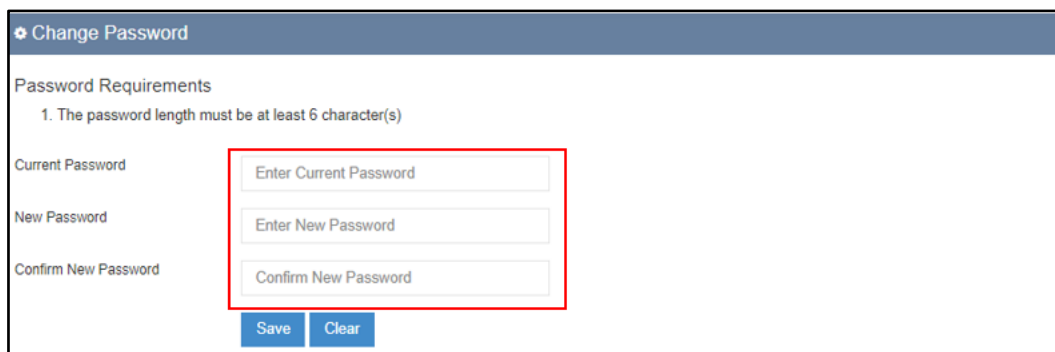
Step 1: From the “**Navigation Menu**” click “**Change Password**”.



Picture Reference: Navigation Menu

Step 2: You will be redirected to the “**Change Password**” page where you can change your password.

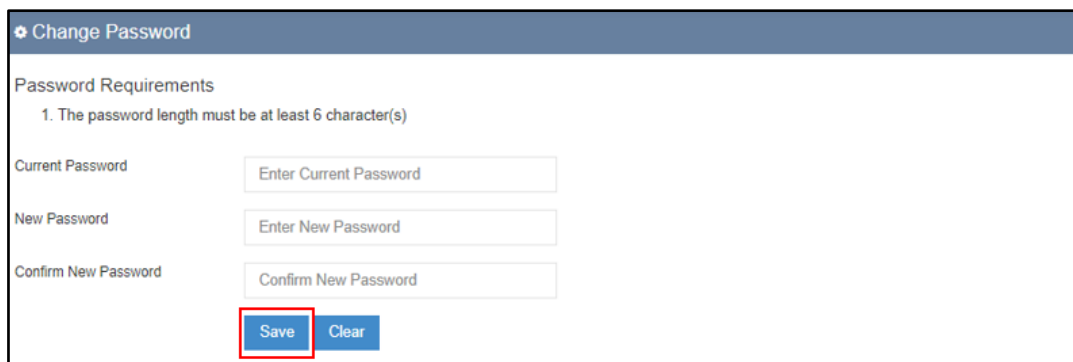
Step 3: Complete the “**Current Password**”, “**New Password**” and “**Confirm New Password**” fields.



The screenshot shows a web form titled "Change Password" with a blue header bar. Below the header, there is a section for "Password Requirements" with a single rule: "1. The password length must be at least 6 character(s)". The form contains three input fields: "Current Password", "New Password", and "Confirm New Password". Each field has a placeholder text "Enter Current Password", "Enter New Password", and "Confirm New Password" respectively. A red rectangular box highlights these three input fields. At the bottom of the form, there are two buttons: "Save" and "Clear".

Picture Reference: Change Password

Step 4: Click “**Save**”.

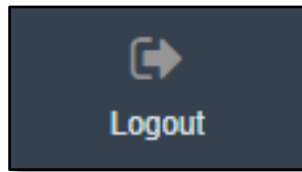


This screenshot shows the same "Change Password" form as the previous one. The "Save" button at the bottom left is now highlighted with a red rectangular box. The input fields and the "Clear" button remain visible but are not highlighted.

Picture Reference: Change Password

Log Out

Step 1: From the “**Navigation Menu**” click “**Logout**”.



Picture Reference: Navigation Menu

Step 2: Alternatively, you can log out by clicking on your **User Account (your name)** on the “**Top Bar**”.



Picture Reference: Top Bar

- End of User Guide -

We hope that this user guide has been useful to help you use the iLTMS LMS Portal. We will be continually reviewing the user guide so that it will better guide you. We thank you for your patience and understanding as you journey with us in our implementation of a new system.

Cheers, The iLTMS Workgroup