Training Manual for  
***Learning Management System (LMS) for Happy Land School***

**Company Name**  
*Happy Land School*

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**Welcome Message**

Welcome to the LMS training manual for Happy Land School. This manual is designed to guide you through the key features and functionalities of our Learning Management System. By the end of this training, you should be able to effectively navigate and utilize the system to manage classroom activities, record grades, and enhance communication with students.

Our goal is to make the process of managing student data seamless and more efficient, improving the overall learning experience at Happy Land School.

**Instructions**

This training manual consists of several lessons covering different aspects of the LMS. Each lesson includes step-by-step instructions, videos, and practical activities to help you understand how to use the system.

* Estimated time to complete: 2-3 hours
* After completing all the lessons, there will be a quiz to test your understanding of the system's features. Please ensure you complete the assessment.

**Training Manual**

**Lesson 1: Introduction to LMS**

* Overview of the Learning Management System.
* Key features and benefits.
* How to log in and access your account.
* **[Video/Presentation link -TBF]**

**Lesson 2: Managing Classroom Activities**

* Creating and organizing assignments.
* Recording grades and monitoring student progress.
* **[Step-by-step guide with visuals - TBF]**

**Lesson 3: Setting up Courses**

* How to create and customize courses.
* Assigning activities and setting deadlines.
* **[Video tutorial/Walkthrough - TBF]**

**Assessment**

Please take a short quiz to assess your understanding of the LMS.  
**[Quiz link - Google Form/Type form- TBF]**

**Additional Resources**

* **LMS Help Center:** [Google Docs Link- TBF]
* **Video tutorials for additional features:** [TBF]
* **Customer Support Contact Information:** wilberttan0@gmail.com