# Learning Management System (LMS) -Staff Guide

**Staff manual.**

Introduction

# Introduction

A learning management system is a software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, materials or learning and development programs.

The NWIS learning management system allows for a smooth transition of data from the classroom to the parent and student portal. This allows for student's to take ownership of their educational journey while allow allowing the parents to be an equivalent part of it.

The staff and admin periodically update the LMS with the day to day tasks and activities of the students, both academic and recreational. The LMS also allows for the parents to be able to view (if any) disciplinary infractions as well as the current learning goals of the students.

Student rubrics are updated periodically showcasing their participation and levels of understanding in a subject. Weekly plans and daily work along with student assignments can also be found here.
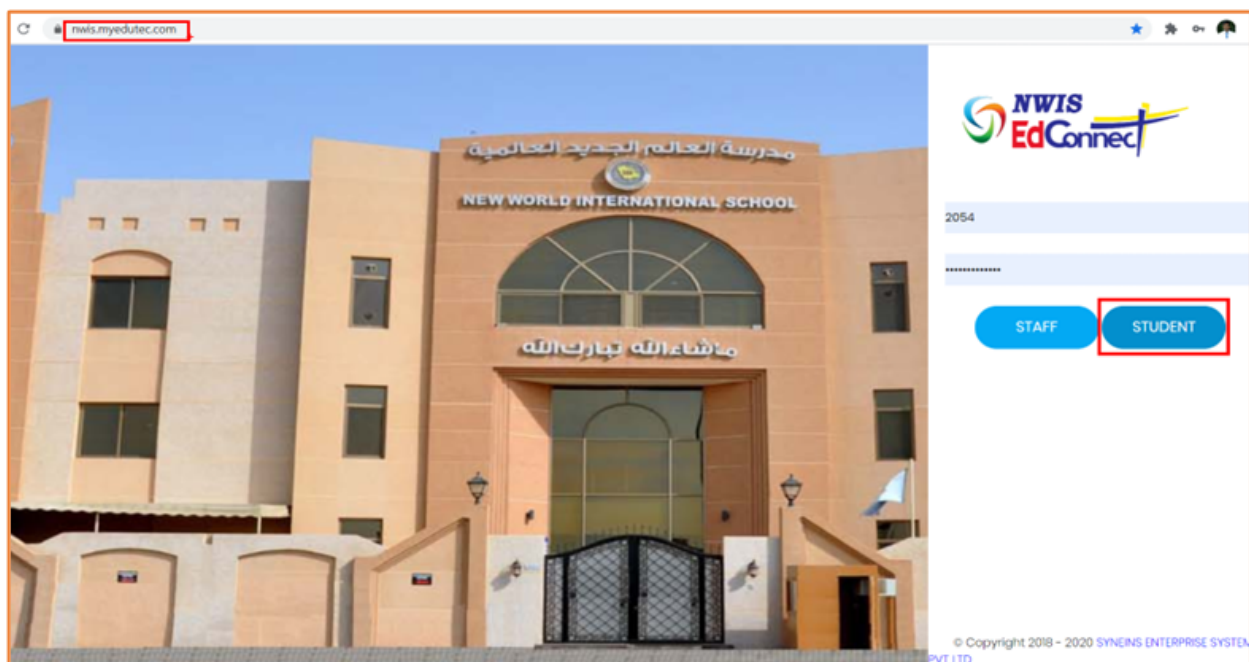
# Getting started

# Login

The login detail including the password will be provided to you by the school administration once the registration is complete. To get started follow the instructions given below:
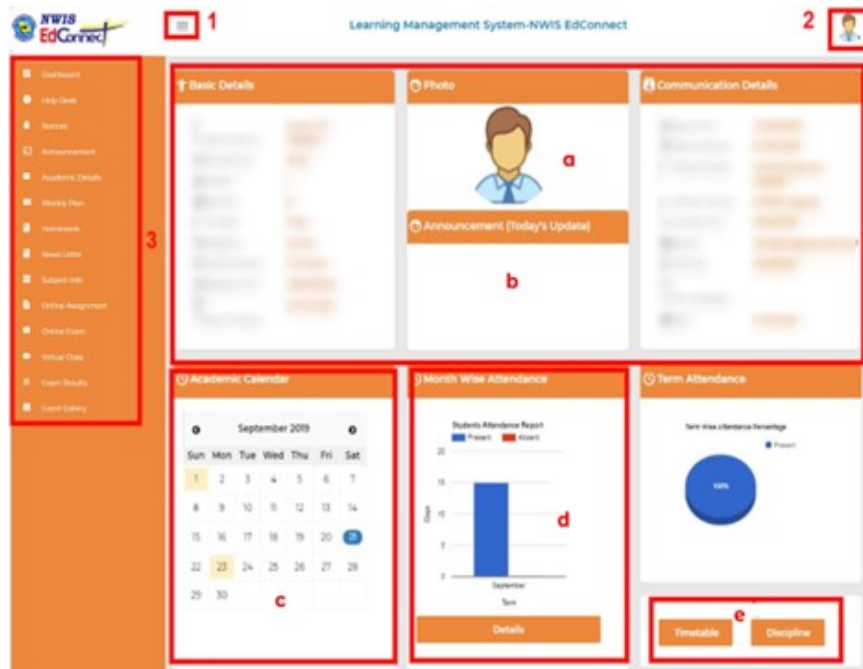
1. Go to https://www.newworldschool.com.sa/ and select **Student LMS.**



2. Enter the student ID and password and click on **STUDENT.** This takes you to the student portal.
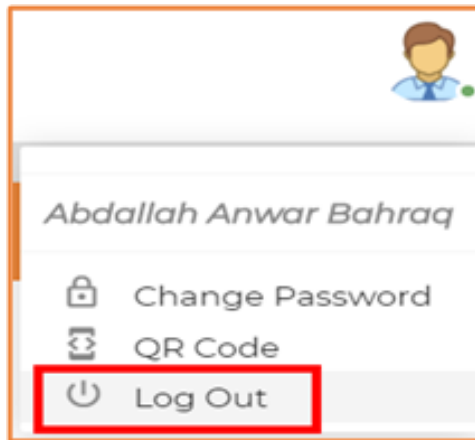
3.  The student dashboard will be displayed allowing you to navigate to the necessary pages.



## Logout

Once you have completed your tasks you can end the session by logging out.

1.  Click on user profile.
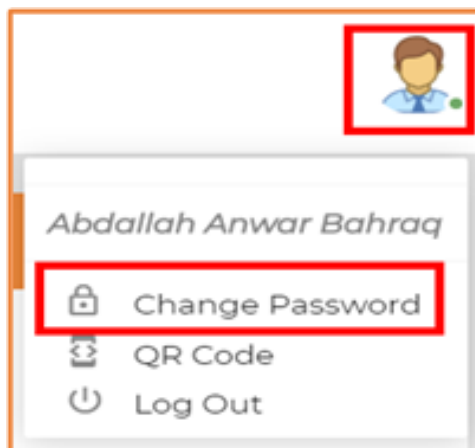
2.  Select **Log Out**.

💡   Make sure to log out only when you have completed all your tasks.

## Change password

If you wish to change your password for security reasons, you may do so.
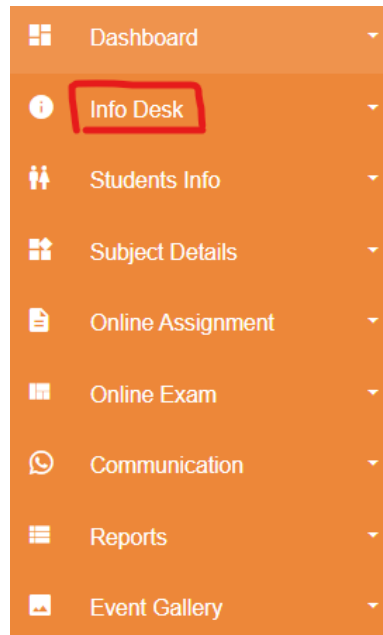
1.  Click on user profile.

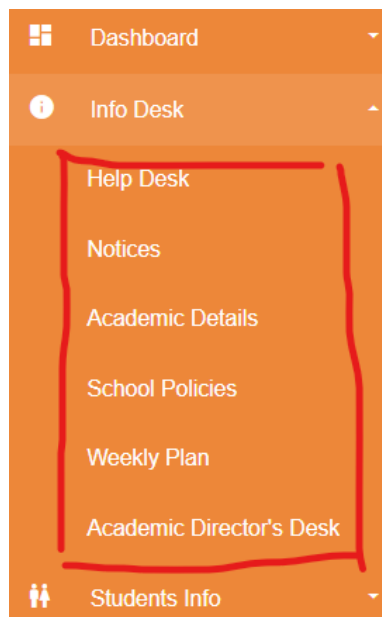2.  Select **Change Password**.



# Info Desk

Info Desk consists of all the necessary academic and school oriented details which is applicable by the school staff.

1. Go to dashboard.
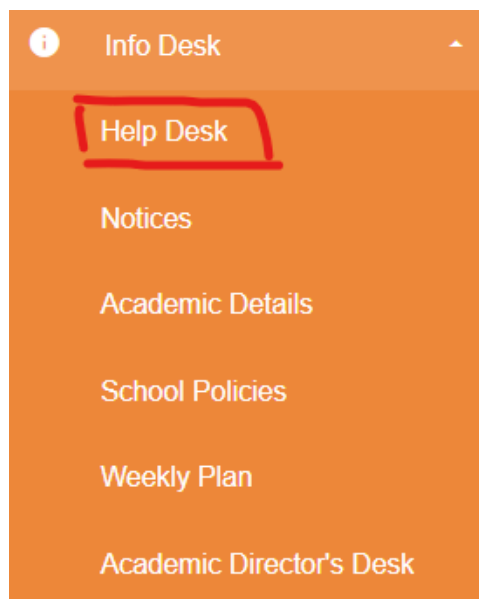
2. Select **Info Desk.**



3. Choose the necessary option.

# Help desk

For accessing helpful guides and documents uploaded by the school admin you may use the help desk option.

1. Go to your dashboard.

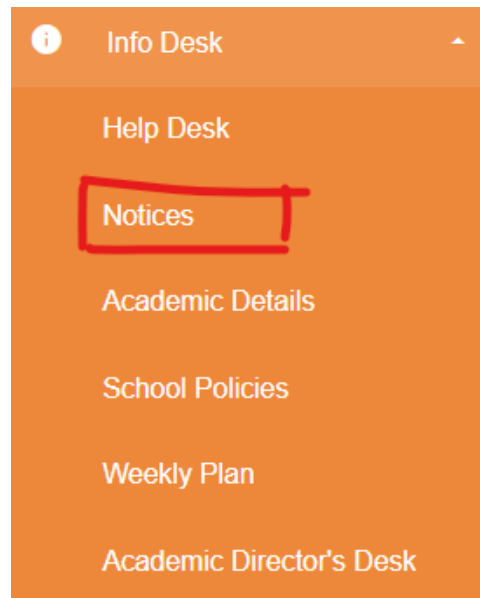2. Click Info Desk

3. Select **Help Desk**.



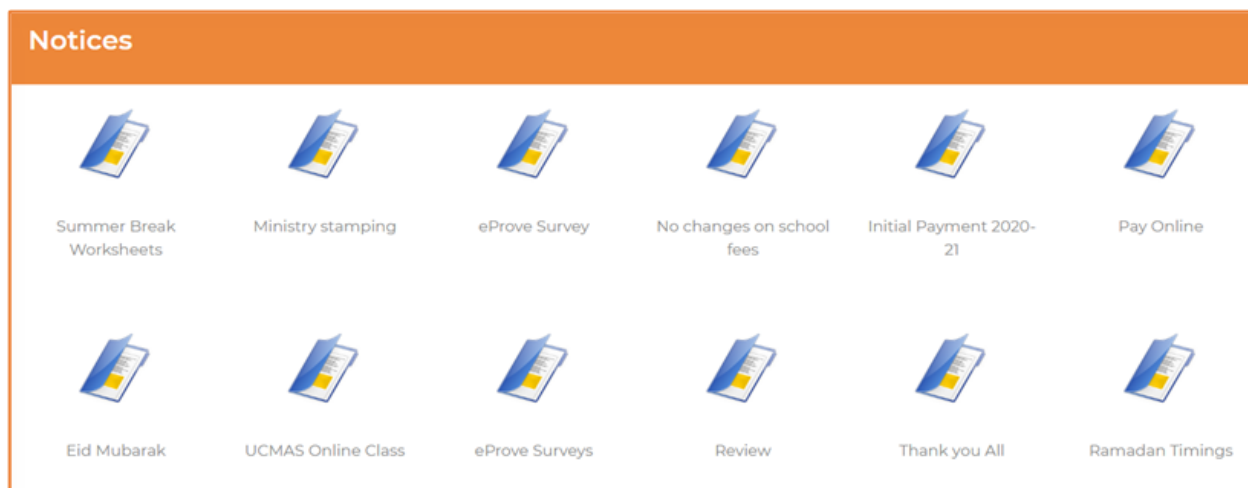3. Select the file you wish to open.



# Notices

The school admin will upload notices periodically pertaining to any events academic or non-academic along with ministry related information.

1. Go to dashboard.

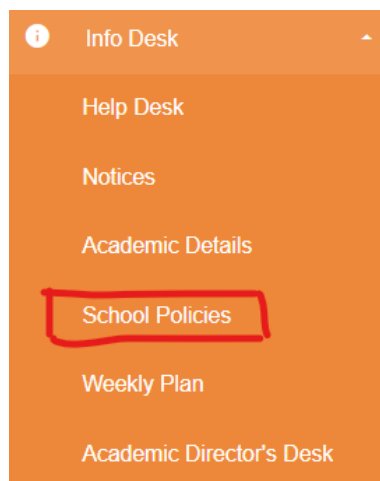2. Click Info Desk.

3. Select **Notices**.
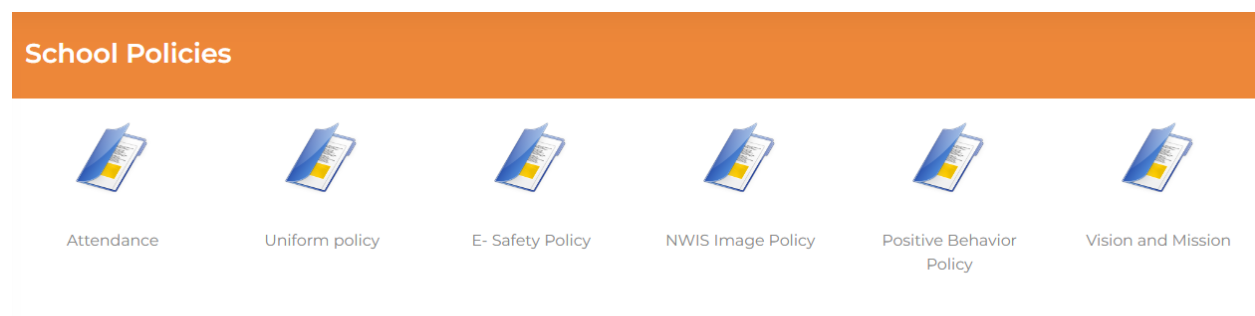


3. Click on the required Notice.



## School Policies

The policies put into place by the school management can be found here.

1. Go to dashboard.

2. Go to Info Desk.
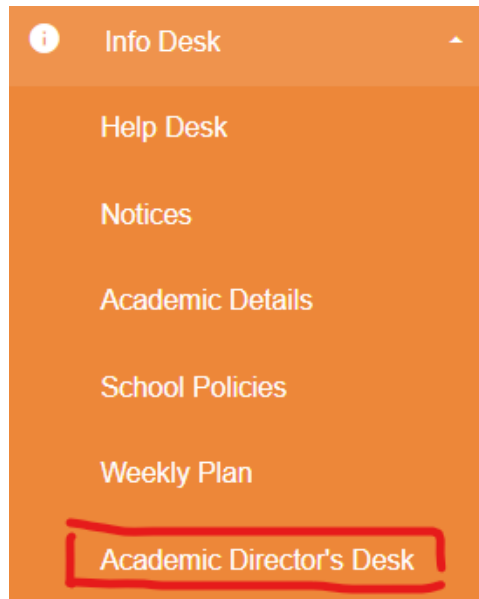
3. Select **School Policies.**



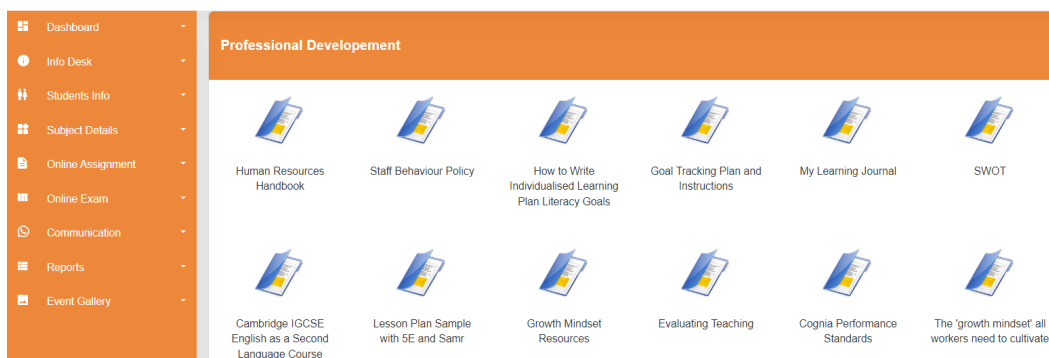3. Select the policy you wish to view.



## Academic Director's Desk

The Academic Director's Desk consists of all the guides, plans, learning strategies and academic instruction's to be followed by the staff throughout the year.

1. Go to dashboard.

2. Go to Info Desk.

3. Select **Academic Director's Desk.**
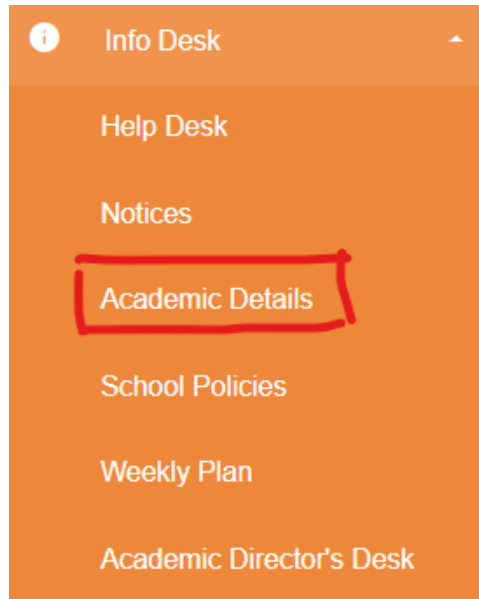
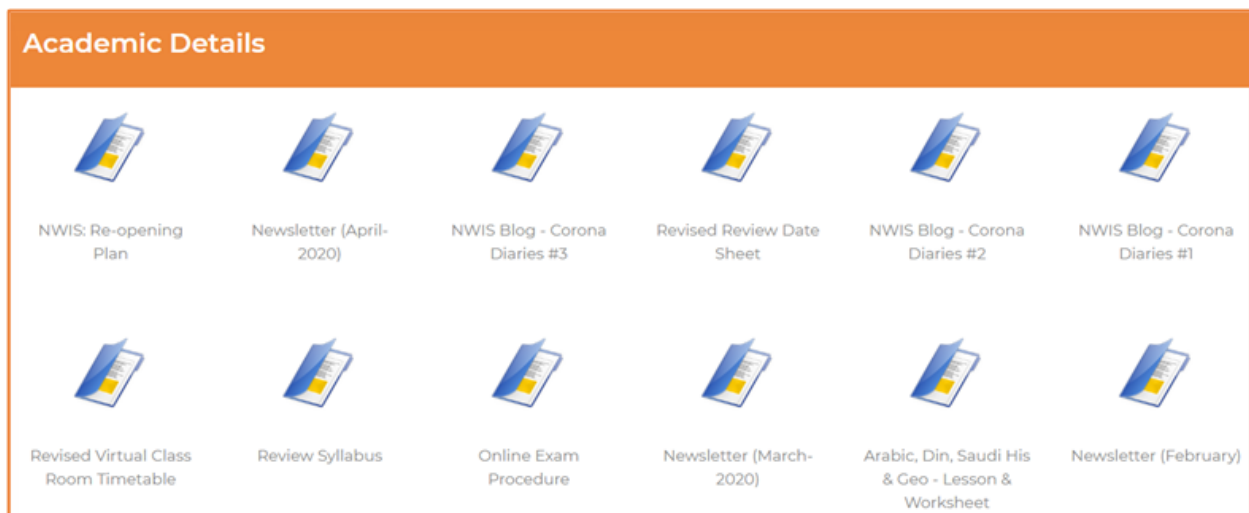4. Choose the plan you wish to view.



# Academics

## Academic details

Academic details consists of all the information related to the overall subjects of the school including assessment, exam and other miscellaneous academic information.

1. Go to your dashboard.

2. Click on Info Desk.

3. Select **Academic Details.**
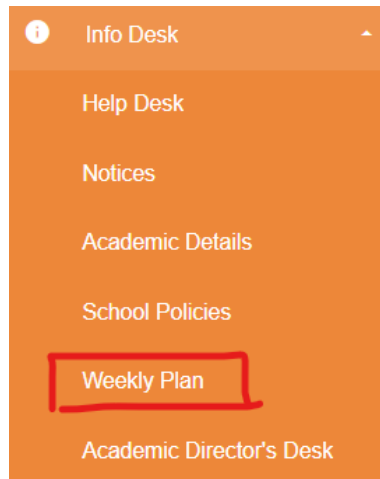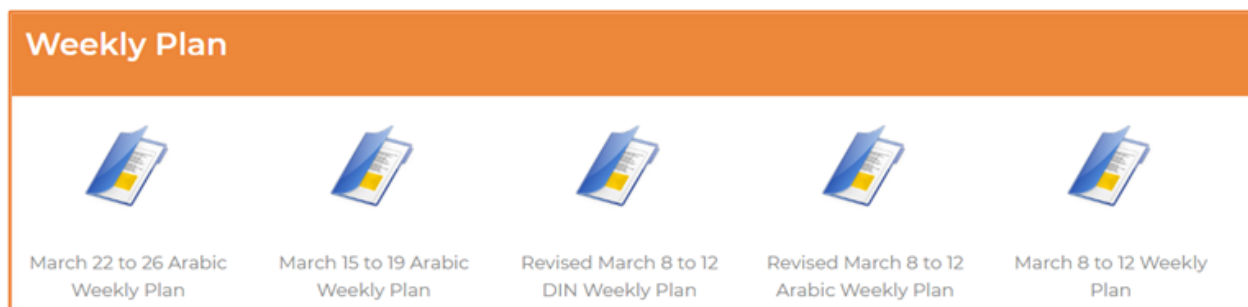
3. Select the required file.



# Weekly Plan

Weekly plans contain information regarding the syllabus that is to be covered throughout the week along with the homework.

1. Go to your dashboard.

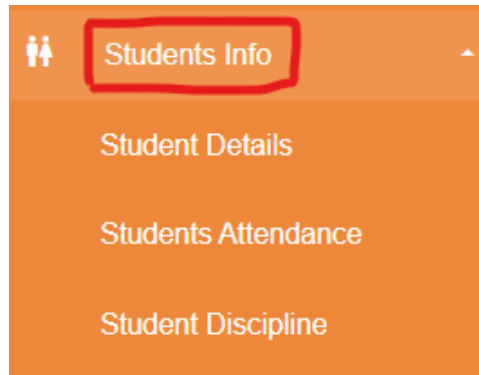2. Click Info Desk.

3. Select the **Weekly Plan**.



4. Choose the upcoming weeks plan.



# Students Info

Students Info provides the staff with all the access to the details, behavioral or otherwise of their students.
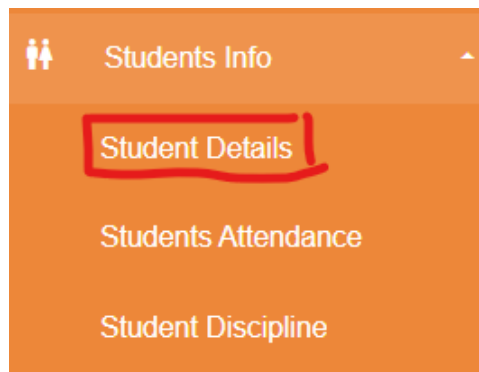
1. Go to dashboard.

2. Select **Students Info.**

3. Choose the detail you wish to view.

# Student Details

Student details allows the teacher to view the contact and other details regarding the student.

1. Go to Students Info.

2. Select **Student Details.**



3. Enter the detail to view the section details of the students.

# Student Attendance

1. Go to Students Info.

2. Select **Students Attendance.** You can mark the student Present, Absent, Absent With Excuse or Late.
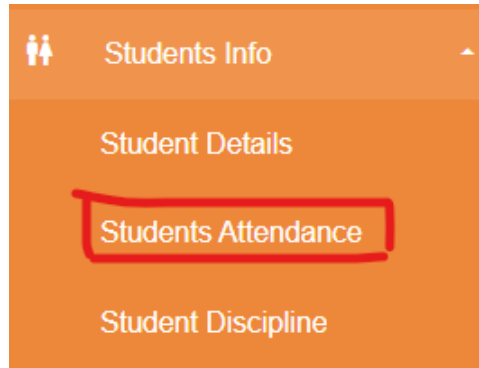


3. Enter the detail to view the section details of the students.

💡 Only the homeroom teachers can enter the attendance.



# Student Discipline

1. Go to Student Info.

2. Select **Student Discipline.**
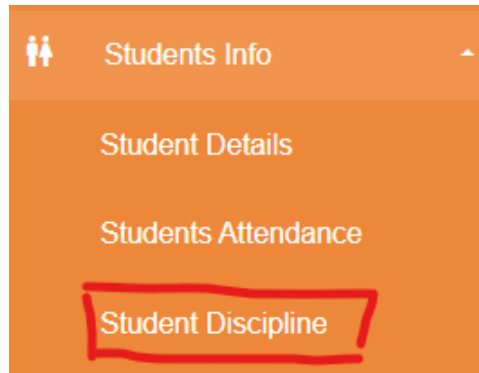
3. Select the section of the of the student you wish to add discipline to.



4. Based on the student behavior you can add the necessary discipline.



5. Once added the infraction will reflect in the parent account.

# Subject Details

All information and details involving a particular subject will be displayed here.

# Daily Work

Students can access their homework assignments from their LMS.

1. Go to dashboard.

2. Click Subject Details.

3. Select **Daily Work.**
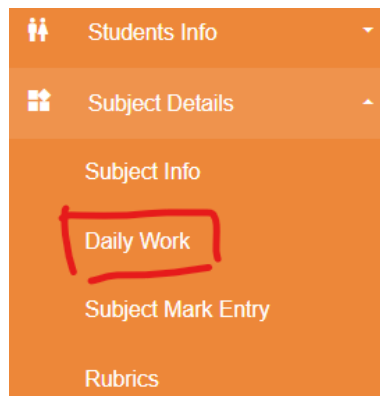


3. Choose the assignment you wish to view.
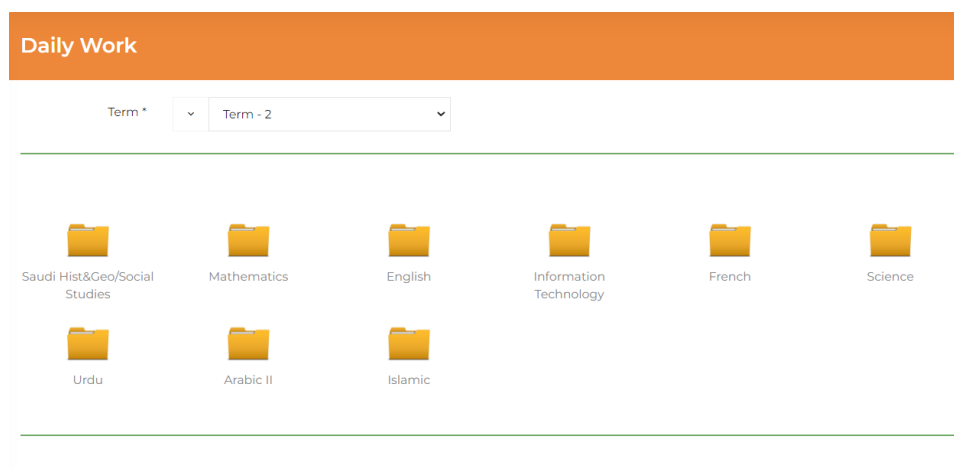


# Rubrics

Rubrics showcases student participation, involvement and growth within a student. They are updated semester wise.

1. Go to dashboard.

2. Select Subject Details

3. Select the option for **Rubrics**.
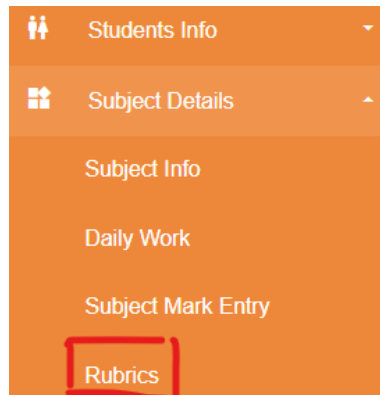


4. Once the rubrics has been uploaded, it will be displayed.
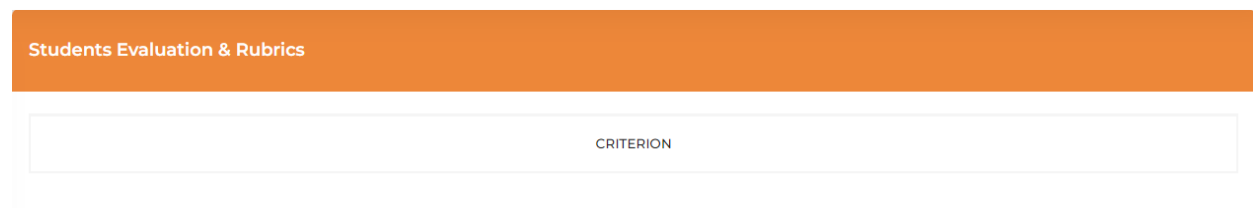


# Subject Info

Subject Info contains the information regarding a particular subject.

1. Go to dashboard.

2. Go to Subject Details.

3. Select **Subject Info.**
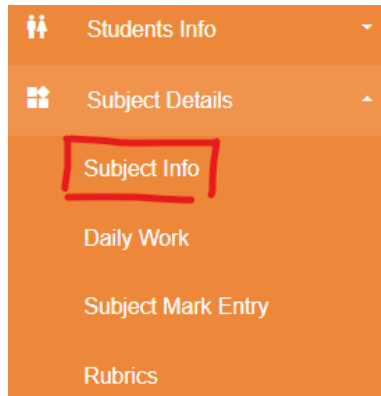
4. The information related to the subject will be displayed here.
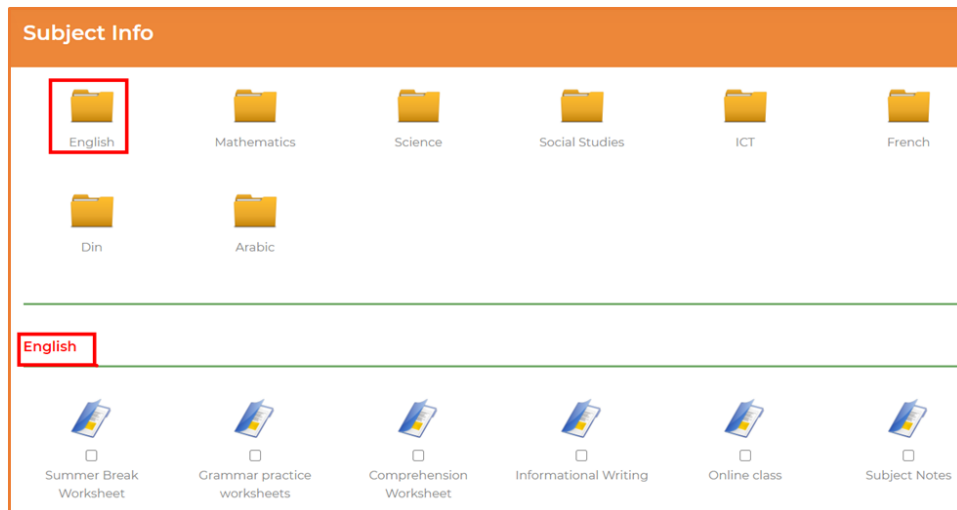


# Subject Mark Entry

Once an assessment or exam has been completed the teachers can upload the marks to the LMS for the students to view.

1. Go to dashboard.

2. Select Subject Details.

3. Choose **Subject Mark Info.**

4. Select your Grade, Section, Term and Exam Type.

5. Create Sub Categories and Categories indicating the marks you wish to provide.



6. Publish your Categories.

7. It will be visible to all the teachers of the subject.

💡 Once published the categories can only be deleted by an admin.

# Online Assignment

To access any homework uploaded along with an attachment or a simple description to be completed by the students can be found here.

1. Go to dashboard.

2. Select **Online Assignment.**
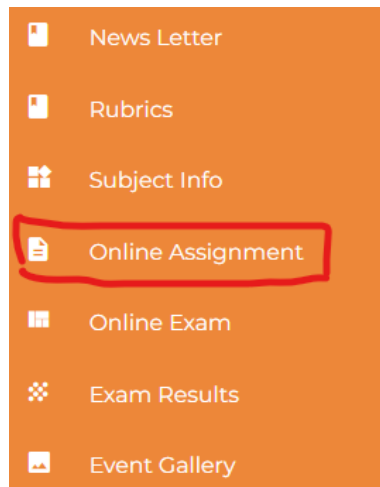


3. Select the assignment you wish to provide.

> 💡 The due date of the assignment will be visible next to it.

4. A '📎' sign will indicate that an attachment is present.

5. Download the attachment to view it.



| S.NO | ASSIGNMENT NAME | DESCRIPTION | OPENING DATE | CLOSING DATE | ATTACHED FILE | ANSWER | STAFF REMARKS |
|------|-----------------|-------------|--------------|--------------|---------------|--------|---------------|
| 1 | ENGLISH HOMEWORK FOR SEPT 16-20, 2018 | ENGLISH HOMEWORK for the week of September 16 to September 20, 2018. Send the textbooks/practice books/or notebooks on the day mentioned in the homework. | 13-09-2018 23:00:00 | 19-09-2018 23:00:00 | | | |
| 2 | ENGLISH HOMEWORK FOR SEPT 9 - SEPT 13 | ENGLISH HOMEWORK for the week of September 9 to September 13, 2018. Kindly send the textbooks/practice books/or notebooks mentioned in the homework. | 07-09-2018 12:00:00 | 13-09-2018 17:00:00 | | CLOSED | |

6. Students can respond to the assignment either by text or upload an attachment.

7. Once uploaded the respective subject teacher will respond.

# Online Exam

Online exams are set by teachers, window will be enabled at the given time frame, Students need to take the exam within that time frame.

1. Go to dashboard.

2. Select **Online Exam** from the dashboard.
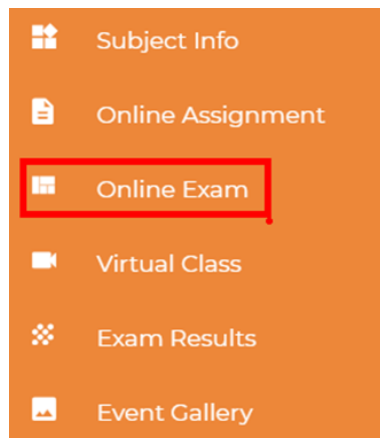


3. Select the particular subject.

4. Create the exam.

5. Add in the questions.

6. Make sure the questions are MCQ or True/False type.

> 💡 If the time of the examination has elapsed then the **START** button will not appear.

| S.NO | EXAM NAME | START DATE | END DATE | DURATION(MINS) | STATUS |
|------|-----------|------------|----------|----------------|--------|
| 1 | Test-1 | 27-08-2018 04:45 PM | 29-08-2018 04:45 PM | 5 |  |

7. **SAVE** your exam.

8. Once your exam is completed, publish your exam.

9. The status will allow you to view the results.

| S.NO | EXAM NAME | START DATE | END DATE | DURATION(MINS) | STATUS |
|------|-----------|------------|----------|----------------|--------|
| 1 | Test-1 | 27-08-2018 04:45 PM | 27-08-2018 04:45 PM | 5 |  |

> 💡 Online Exam can be accessed only from the web browser (Google Chrome). **DO NOT** use a mobile or tab browser as it can lead to an error.

# Reports

## Student Attendance

# Event Gallery

Student pictures of respective events will be uploaded in the Event Gallery.

1. Go to dashboard.
2. Select **Event Gallery.**
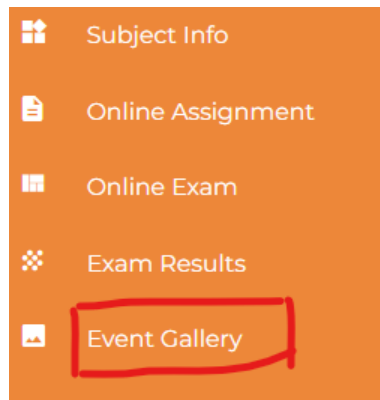


3. Choose the necessary event.
4. View the pictures.
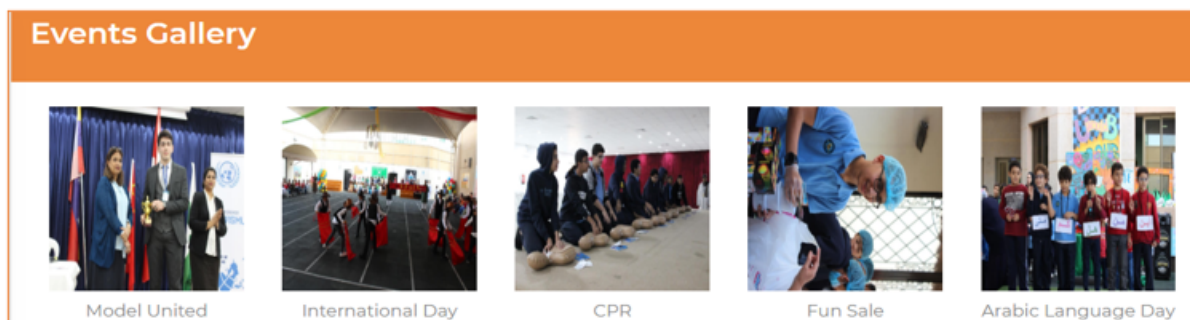


# Recreational

## News Letter

Student's can contribute their creative pieces such as art work, writing to be published in the news letter.

1. Go to dashboard.
2. Select **News Letter.**
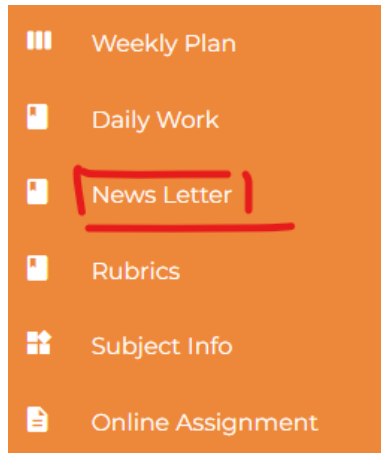
3. Select the News Letter issue that you wish to view.



4. Submissions for the News Letter can be given to the homeroom teacher or coordinator.

# Mobile Application

NWIS ha implemented a mobile App for Parents  to check their ward's academic performance, daily homework, attendance, notices, announcements and events . This Mobile App is available for both Apple IOS and Google Android mobiles and tablets. Install the NWIS EdConnect+ application from App store/Play store into your mobile or tab
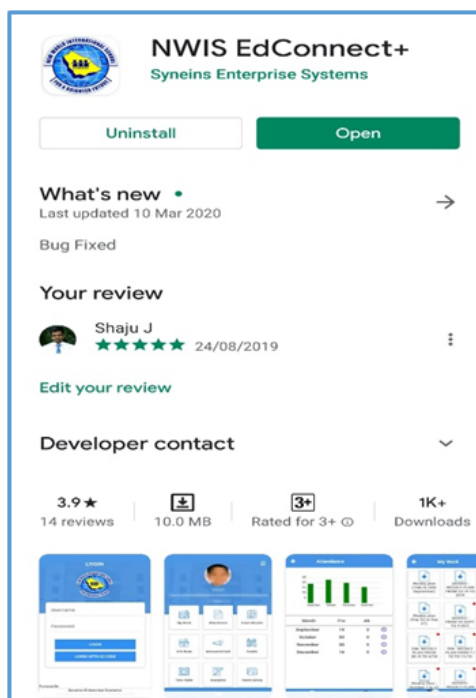
Supported Operating Systems is: Android Version 4.4 and above

> 💡 **The functionality of Online Examination and Online Assessment are available only in web login of students.**

This Mobile App receives an automatic announcement message when there is an activity posted in the school by the admin or the class teacher like homework, weekly plan, online exams, online assignments, notices etc. It is recommended for parents to read and pass it to their wards accordingly.

# Login

The Login procedure is similar to that of the web based portal with the additional feature being that of the QR code. If you wish to login with the QR code then:
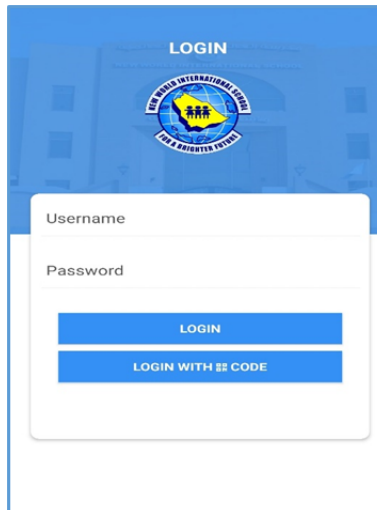
1. Log into the web based portal.

2. Scan the QR code under the profile details of the student in the web based login using your phone.

3. You'll be automatically logged in.
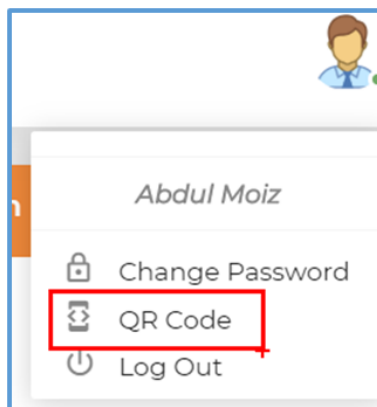


# Dashboard

Dashboard allows you to quickly navigate through the portal and access the necessary information.
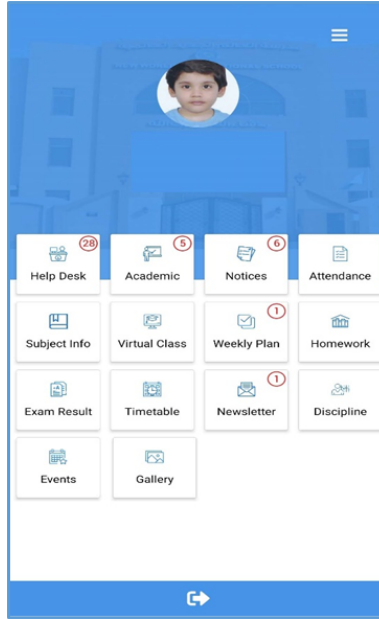
1. Log into your account.

2. Select the task you wish to perform.

3. Log out once completed.

💡 If you exit the application without logging out then you can re enter the application without having to log in once more.

## Settings

Accessing the setting from the top right hand corner allows you the flexibility of adding siblings if necessary. This lets you view multiple data efficiently without having to log in multiple times.

1. **A -** Add siblings by clicking this button, you can add all siblings in one login, this is a one-time setup, it will not ask for login credentials all the time.

2. **B -** This icon indicates the selected student, if there are more siblings added, the app shows the details of the selected student, you can switch to another student by selecting their name in this drop down.

3. **C** - You can view the student profile by clicking this button.

4. **D -** This option is enabled to delete student from the added list, please note if there is only one student then this icon will not be displayed.

5. **E -** You can directly change the password in the app without going to web, you can change the password of the selected student. To change the password of another sibling, select him/her from the list then change the password.

> 💡 Please note the settings you make in one mobile or tablet will not be reflected in another, **you need to re-do it again on another one.**

Do not share your login credentials with others, in case you happen to login on other parents mobile, make sure you delete your ward from the list.

# Sample View

This showcases a simple run through of the mobile application.

https://s3-us-west-2.amazonaws.com/secure.notion-static.com/bcda3dc9-413c-4498-886d-700e324fbcc1/Untitled_design.mp4

## Sub Category Creation

**Sub Category Name**     📅 [                    ]          [ Create ]

| S.NO | SUB CATEGORY NAME | DELETE & EDIT |
|------|------------------|---------------|