

# How to Use and Navigate in Vivaan LMS (Learning Management System) Brought to you by Aan Systems

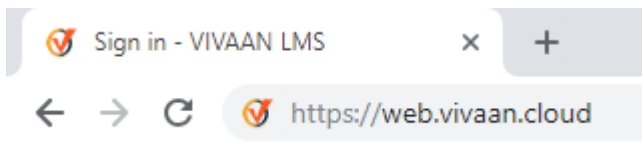


How-To Manual ©Vivaan LMS and Aan Systems, v1.3, 10-24-2018

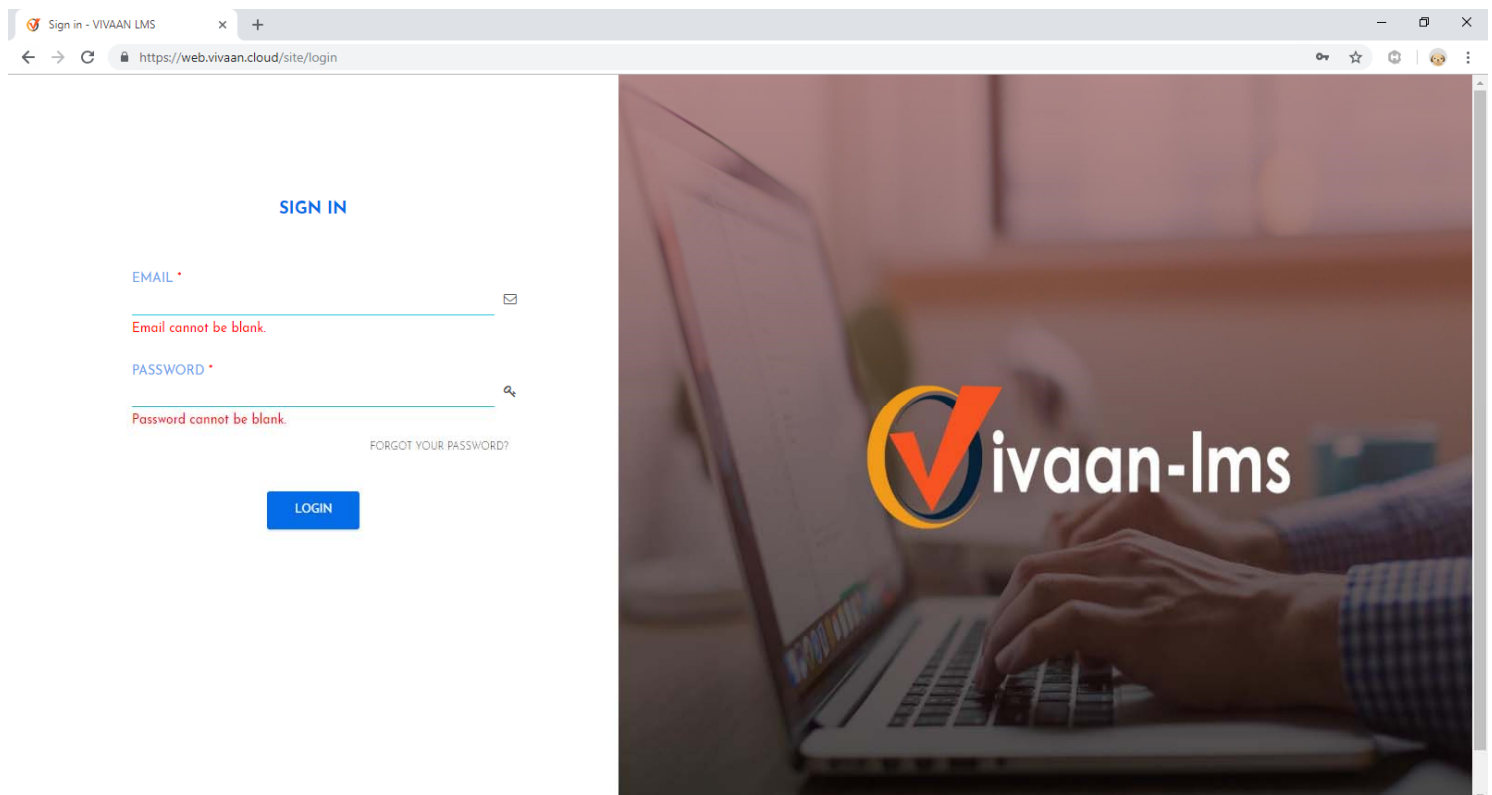
**Purpose:** The purpose of this How-To manual is to make the ease of navigation through the Vivaan LMS a little easier. There are also video tutorials to supplement your learning that will be available throughout the Vivaan LMS.

## **Step-By-Step Process:**

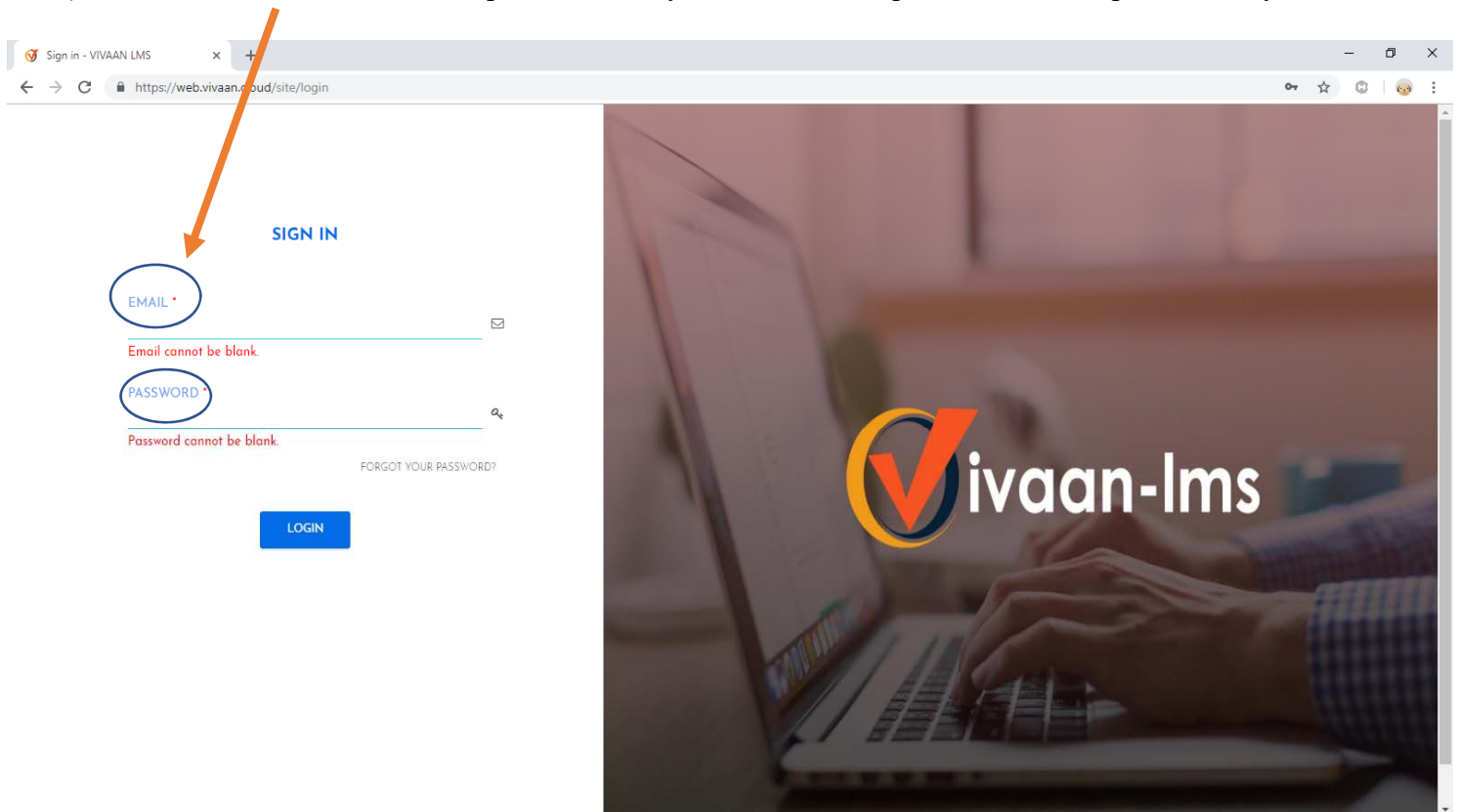
- 1) Pull up a new browser and enter the following in the URL: <https://web.vivaan.cloud>



- 2) This is the first screen you will see after inputting the URL above:

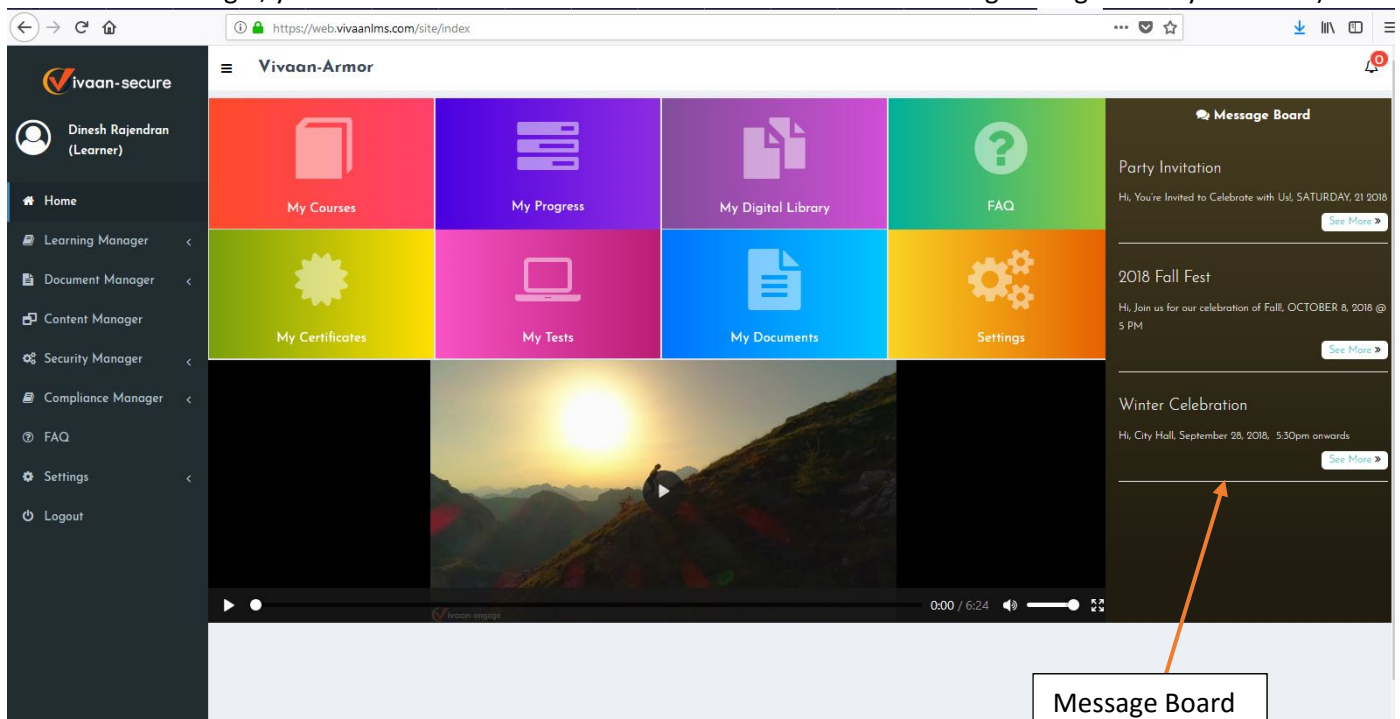


3) Enter in the email address and password that your admin or corporate leader has provided to you.



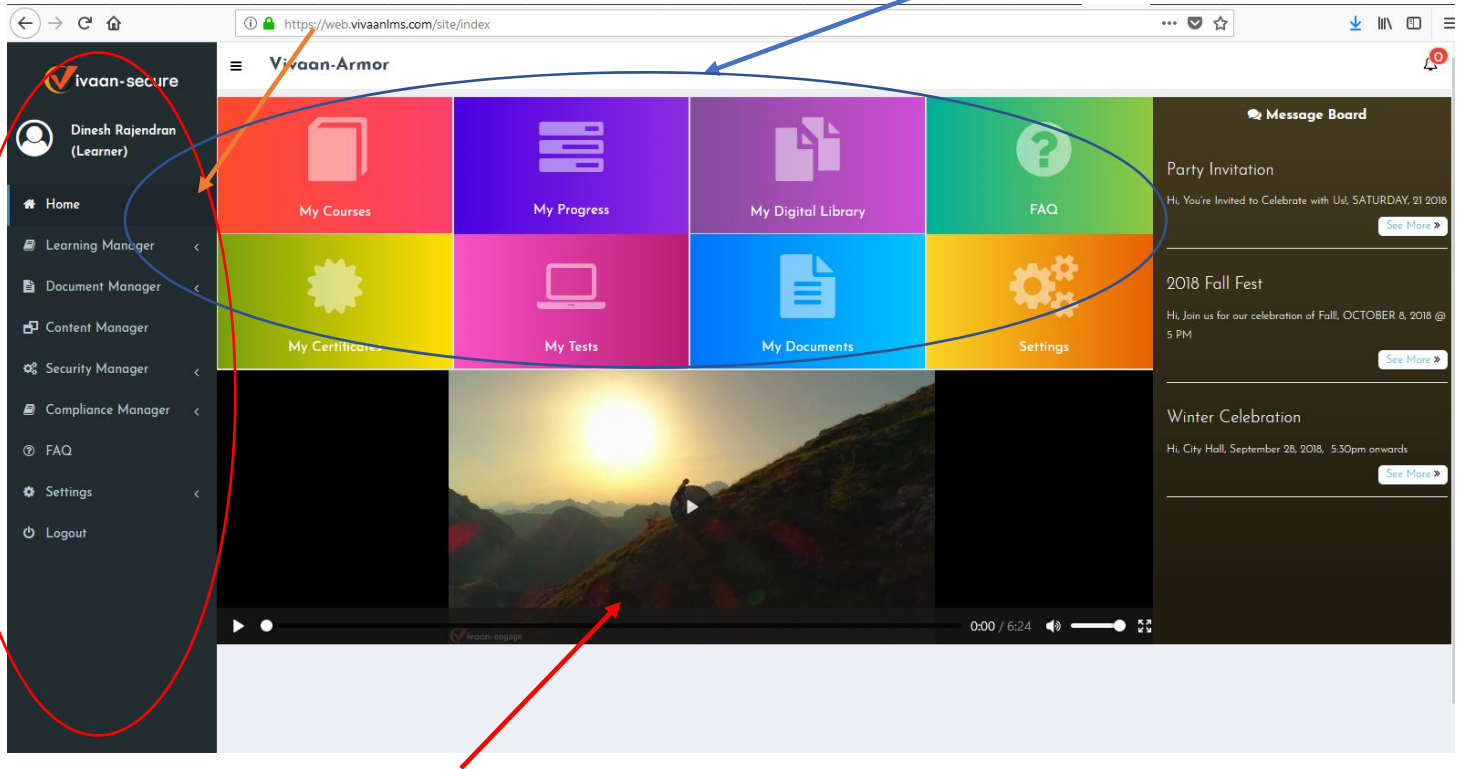
Each learner or super admin, branch manager, etc., will have their own login and password. Each level of management will have different privileges in terms of being able to create classes, accounts, learners depending on the level of power that they have in the hierarchy of the LMS. This hierarchical assignment is determined by your company and the individual learners, and admin are assigned responsibilities and/classes accordingly.

4) After successful login, you should see the main home screen of the Vivaan Learning Management System LMS).



5) Let's speak briefly about each section so you are familiar with the sections on the home page. Please note that video tutorials will also be made available throughout the Vivaan LMS.

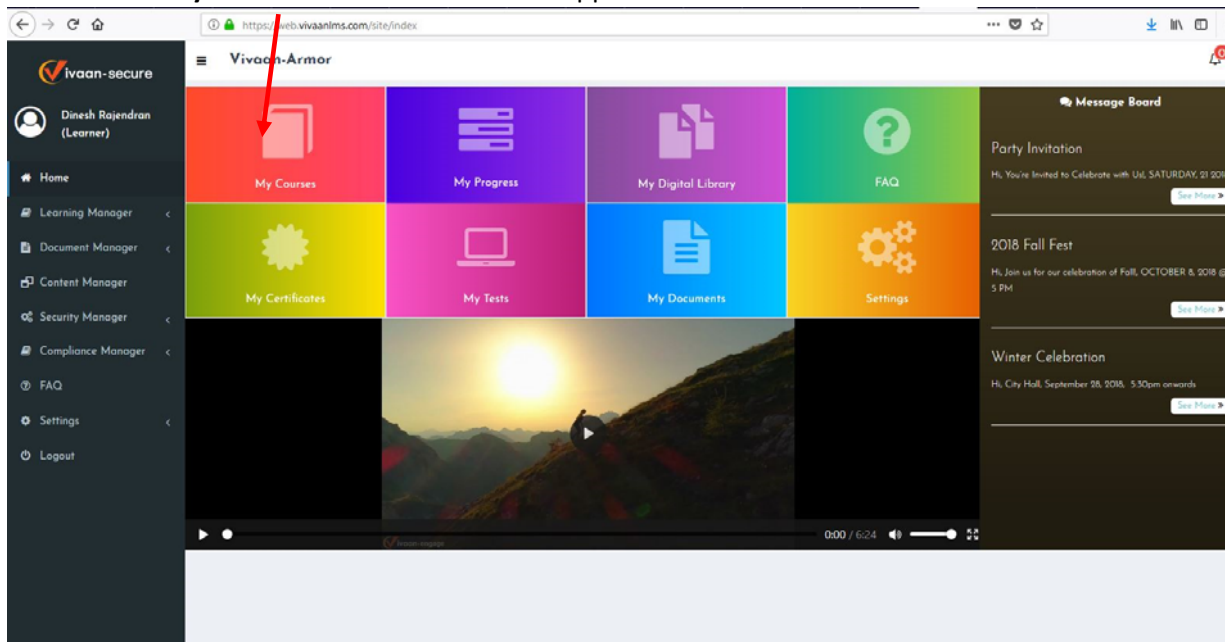
**TIPS:** On the left-hand side in the grey area, you can see the different choices of the **menu**: User name, Home, Learning Manager, Document Manager, Content Manager, FAQ, Settings, Logout, About Us. Also, the colored boxes give the users a very visual way of clicking on the information that they need. For example, in Settings, the users manage their account personal information like email, phone, and address.



This is a **video section** of the Vivaan LMS.

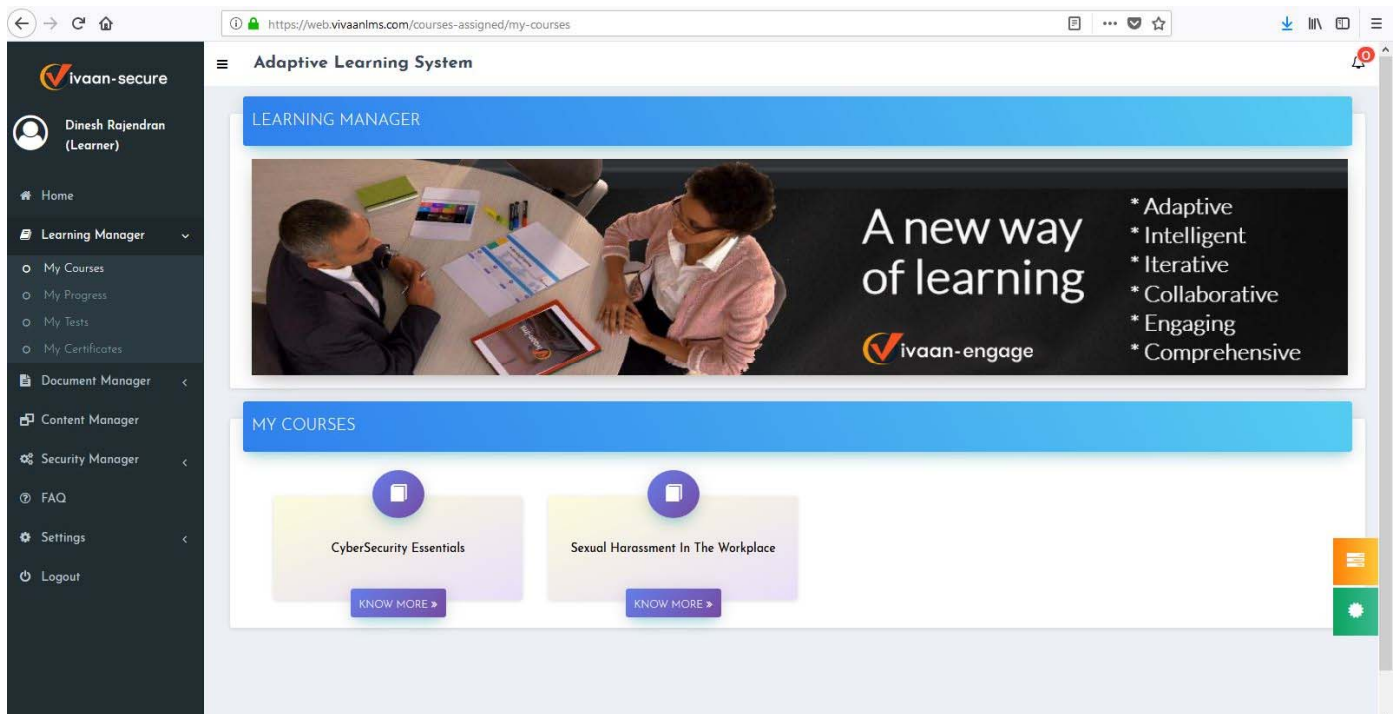
**Tips:** Each of the Buttons and Links that were created on the Vivaan LMS are pretty much self-explanatory and were designed with a friendly User Interface (UI). But let's give a thorough walk-through in some of the select topics and sections.

6) Let's click on **My Course** above and see what happens.

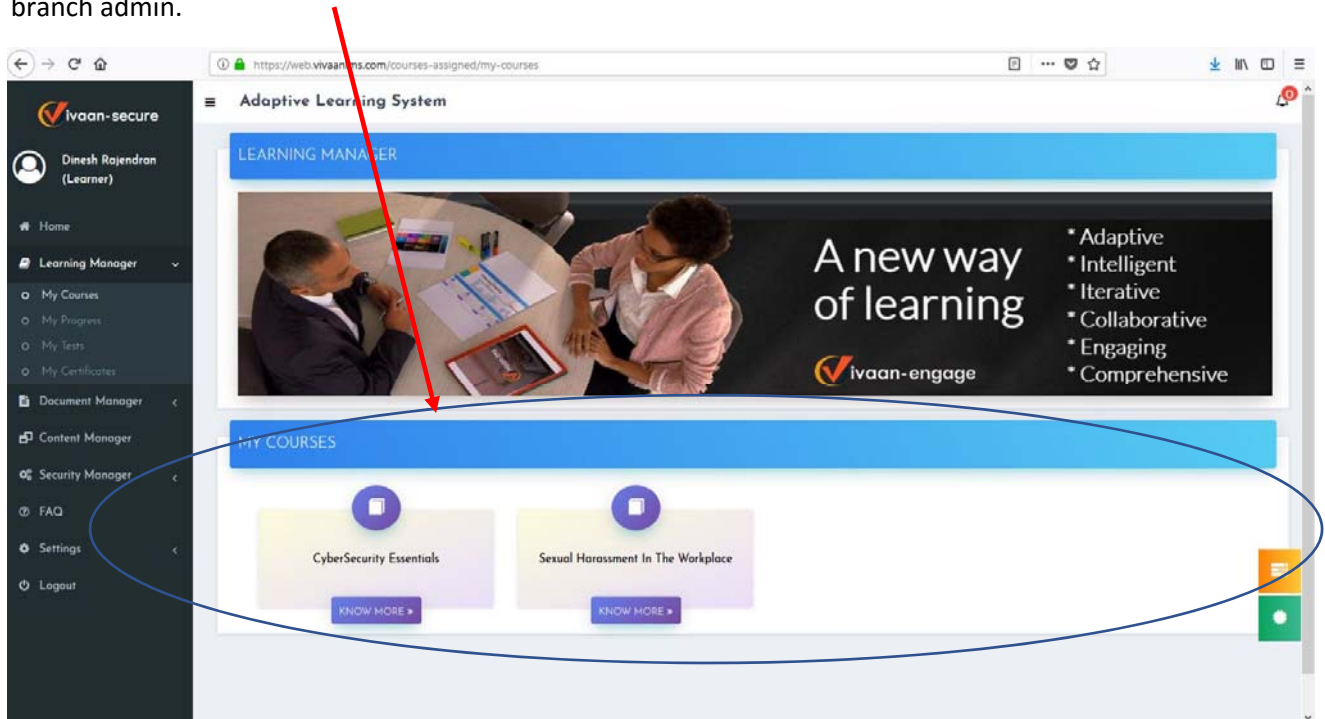


7) After clicking on **My Courses**, you should see this screen that shows the **Learning Manager** and the **Adaptive Learning System**. There are 4 simple steps that comprises the learning process in Vivaan LMS.

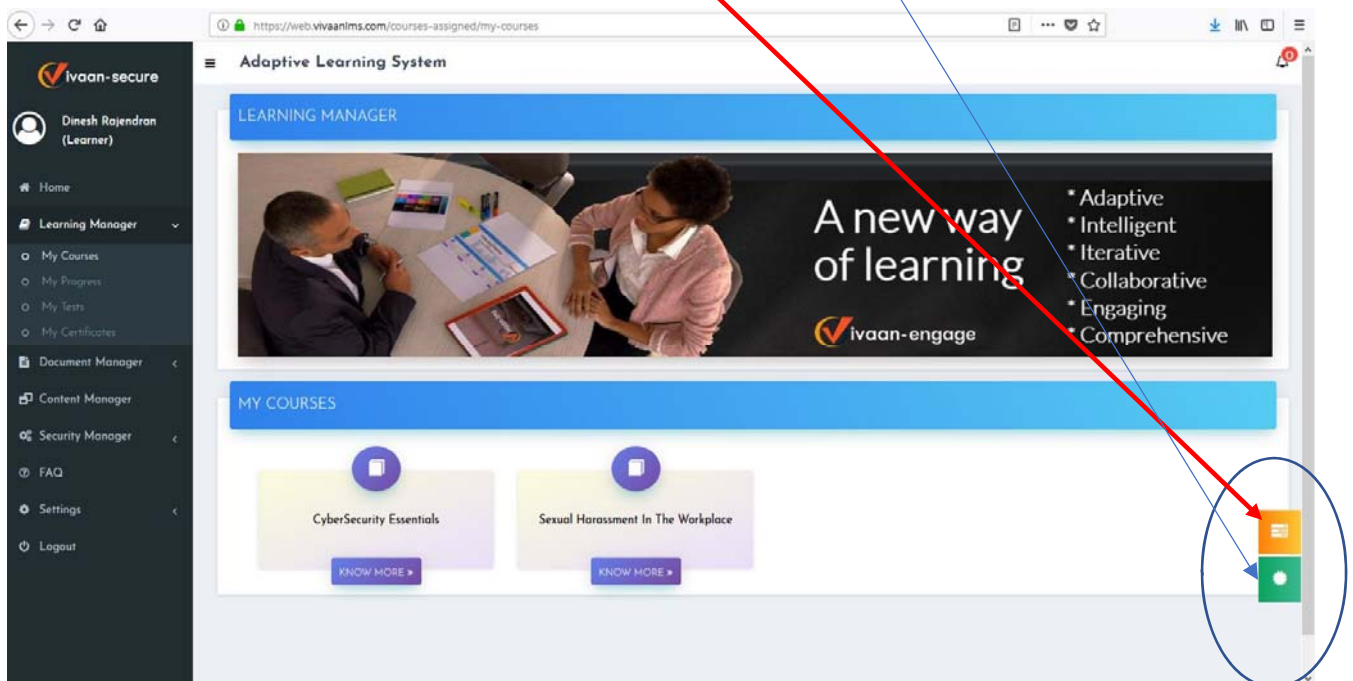
- a. **Step 1:** Self-Paced main course with extensive content
- b. **Step 2:** Quiz to test and enhance overall grasp of the topic. These are weighted quizzes.
- c. **Step 3:** Micro-Lessons for incremental learning
- d. **Step 4:** Review Materials for insightful understanding – reach a deeper level of learning



- 8) In the **My Courses** Section, will be listed on the courses that the learner has been officially assigned and has access by your corporation. To gain more access to more courses, please check with your admin, corporate admin, or branch admin.

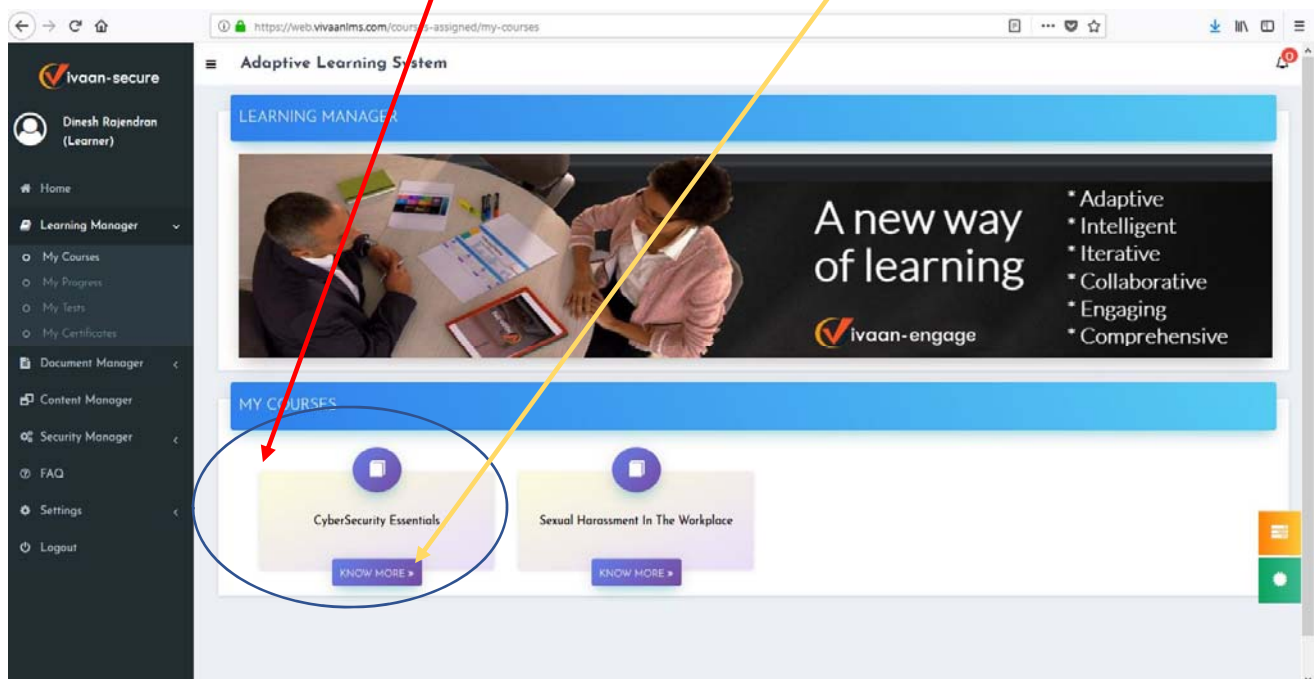


- 9) On this screen you can also see buttons for **My Progress** and **My Certificates**. After starting a course in the My Courses Section, the learner will begin to see progress.

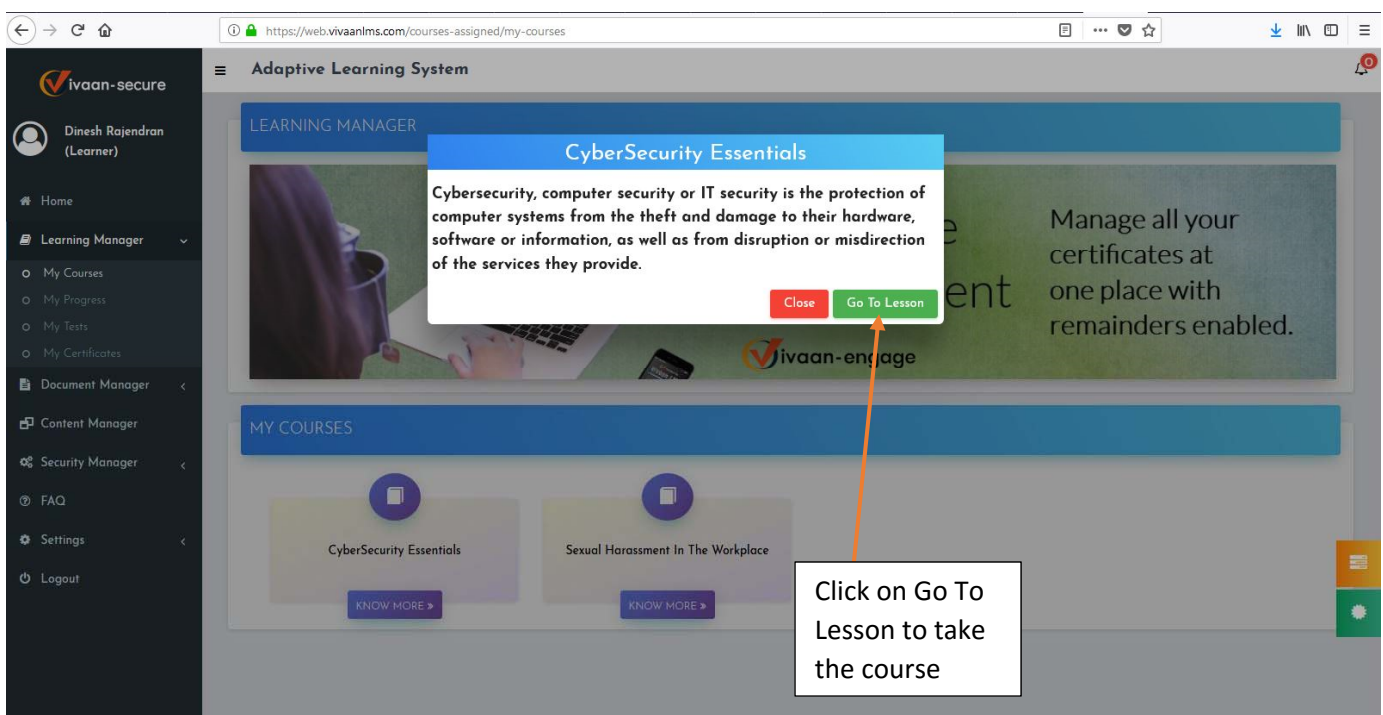




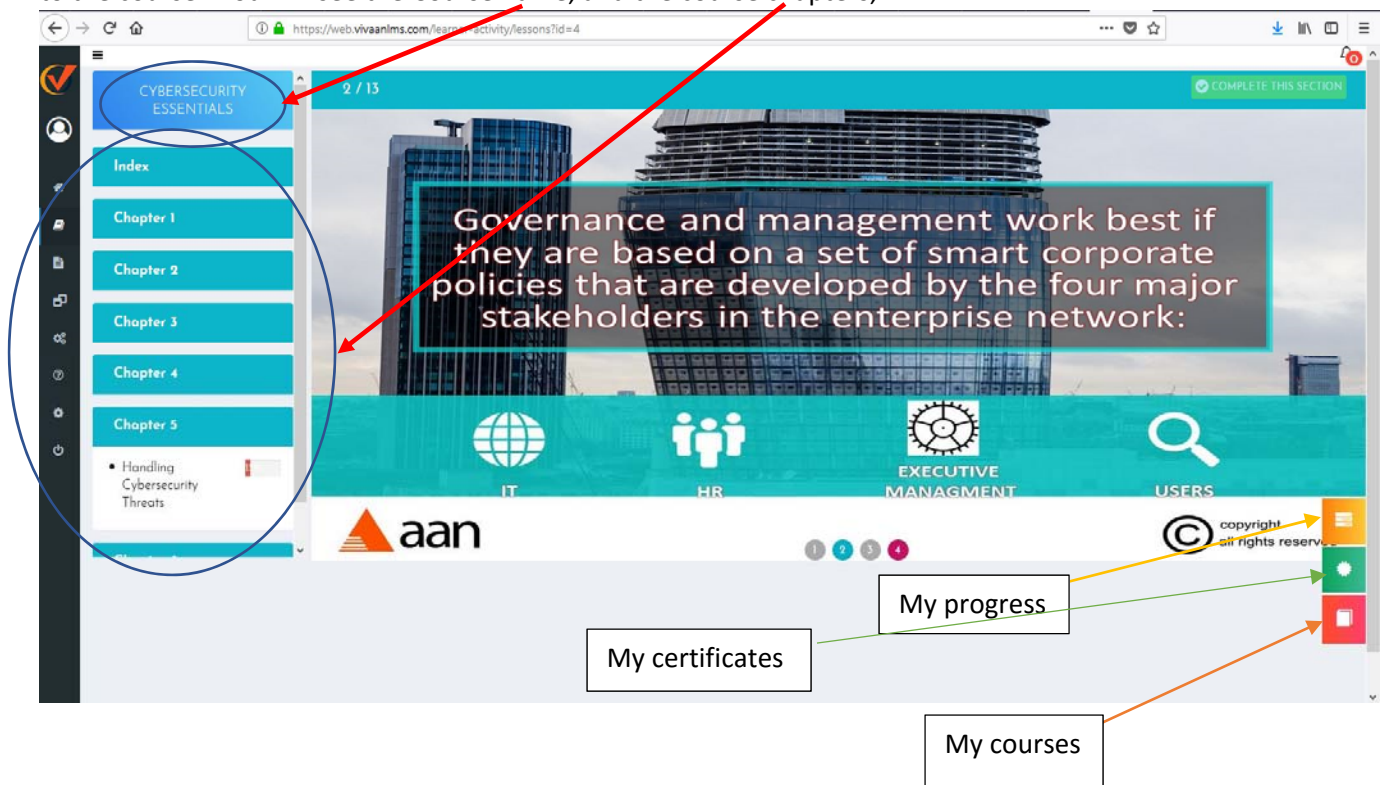
- 10) Once a course is completed, the user is presented with a certification of completion screen and the system will update to 100% completed for that course.
- 11) Let's start a course. Go to the **My Courses** section and click on **Know More** under any of the courses that have been assigned to you.



- 12) After clicking on the KNOW MORE button, you should see this screen (the message will vary based on the courses that you are assigned).



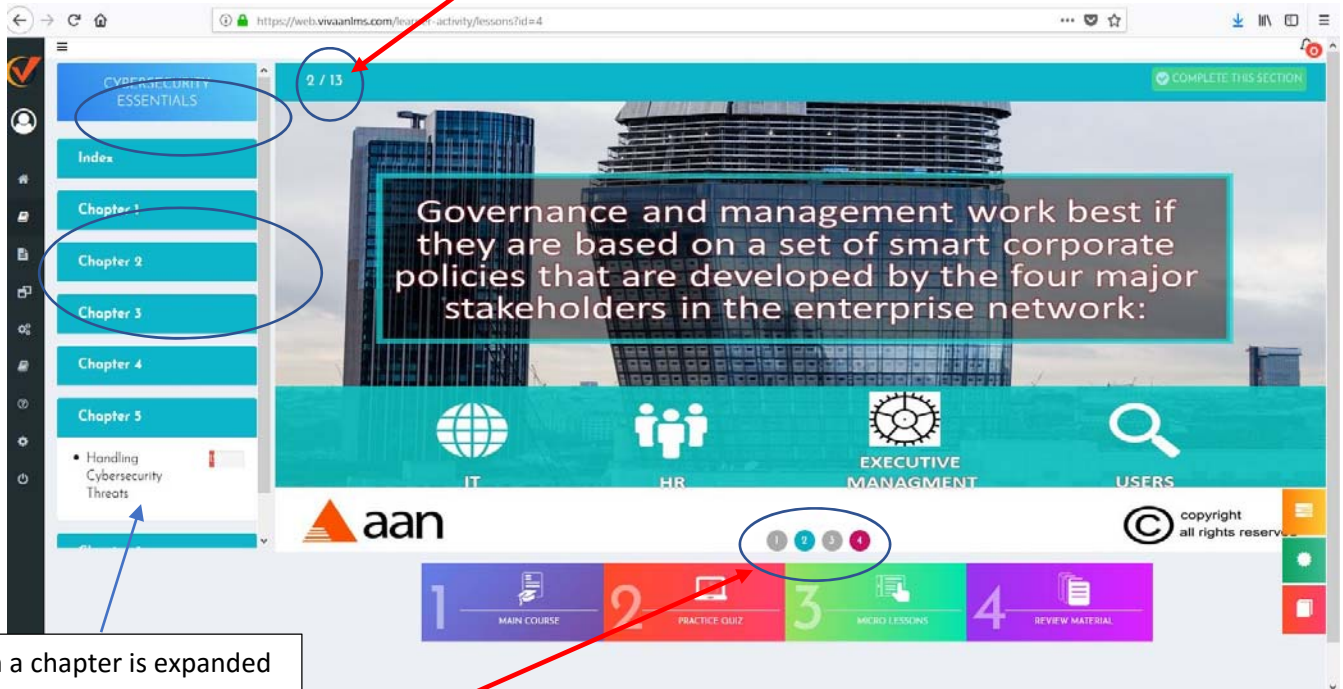
13) After clicking on the **Know More** button from the previous screen in the **My Courses** section, you should be taken to the course. You will see the Course name, and the course chapters,



14) Here's a review of the 4 types of learning:



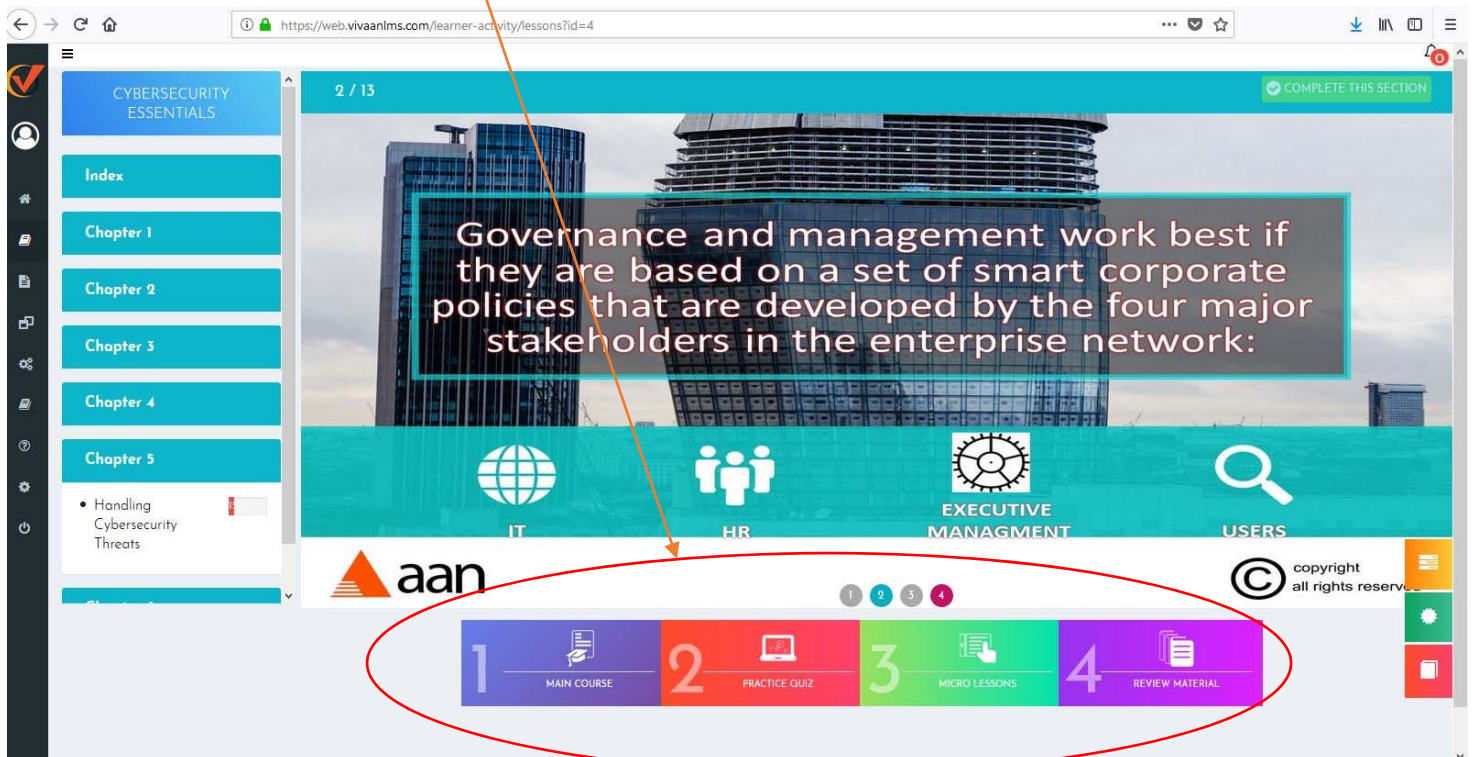
- 15) While taking the course, the number at the top shows the learner what page they are on compared to how many pages are in that section. For example, 2/13 means the learner is on page 2 out of 13 pages in the Chapter 5 section of the Introduction Section of Cyber Security Essentials Course.



When a chapter is expanded it will have a white block area like this

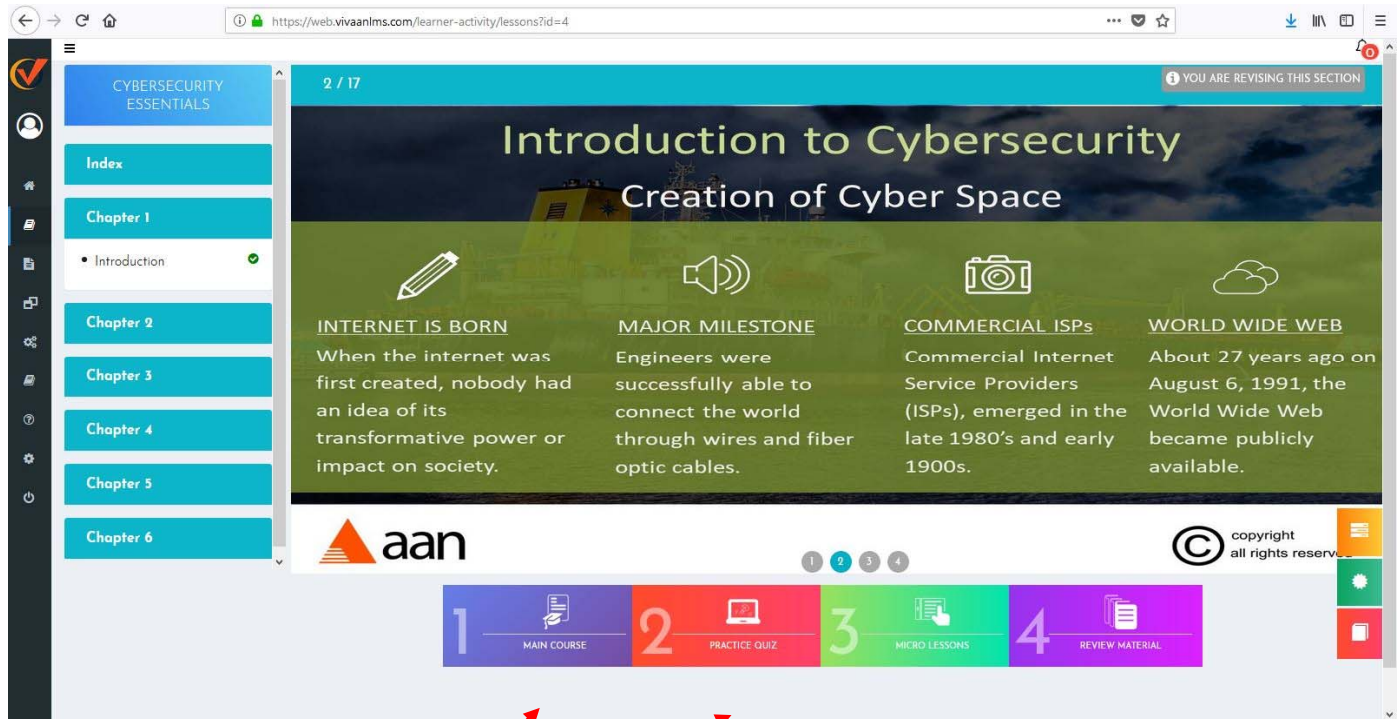
The smaller numbers at the bottom of the course screen helps the learner to jump pages quickly.

- 16) The bigger boxes labeled 1,2,3,4 were the types of learning. Let's describe what happens when the learner clicks on each of the buttons.



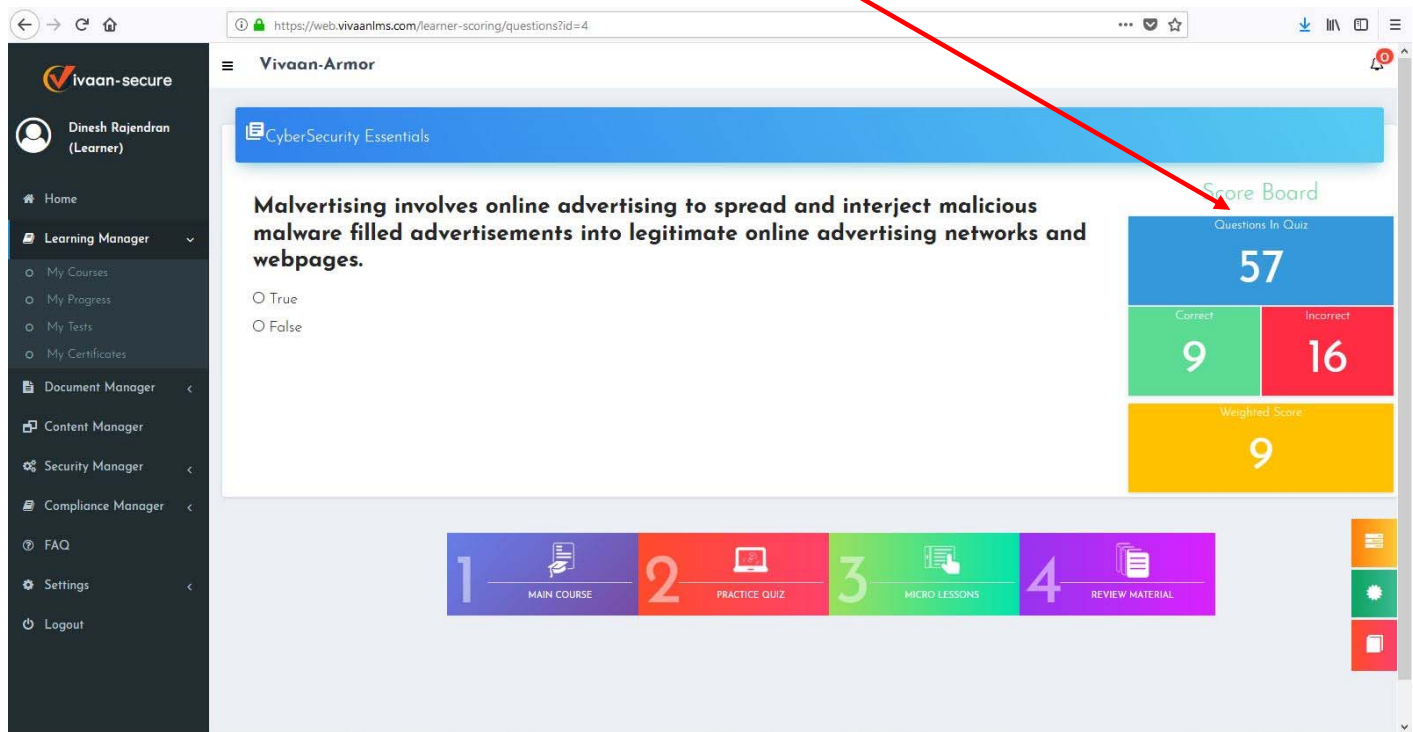


17.

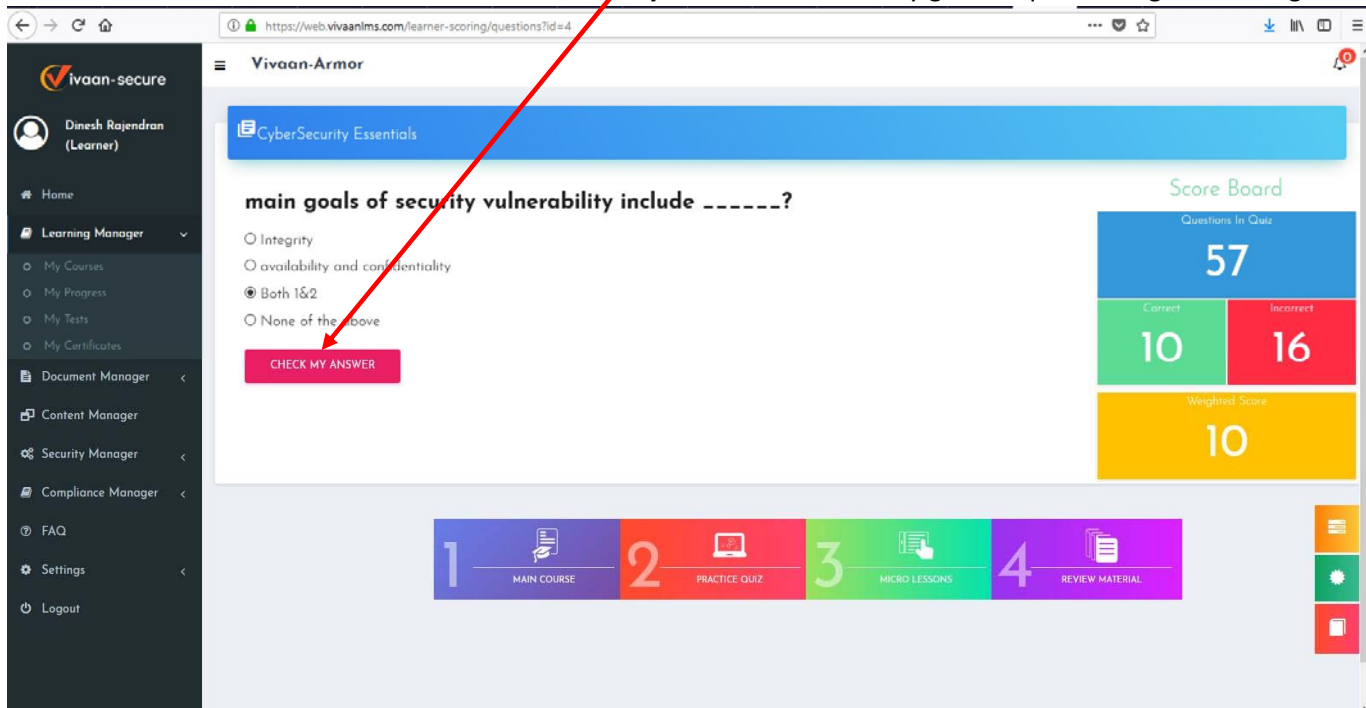


- Clicking on the **#1 Main Course** Button brings the learner back to the main course, which we are viewing right now.
- Clicking on the **#2 Quiz** Button brings the learner to the quiz screen, where the learner will have quiz questions to answer. There is a score board on the right-hand side. Here is a screenshot of the quiz screen.

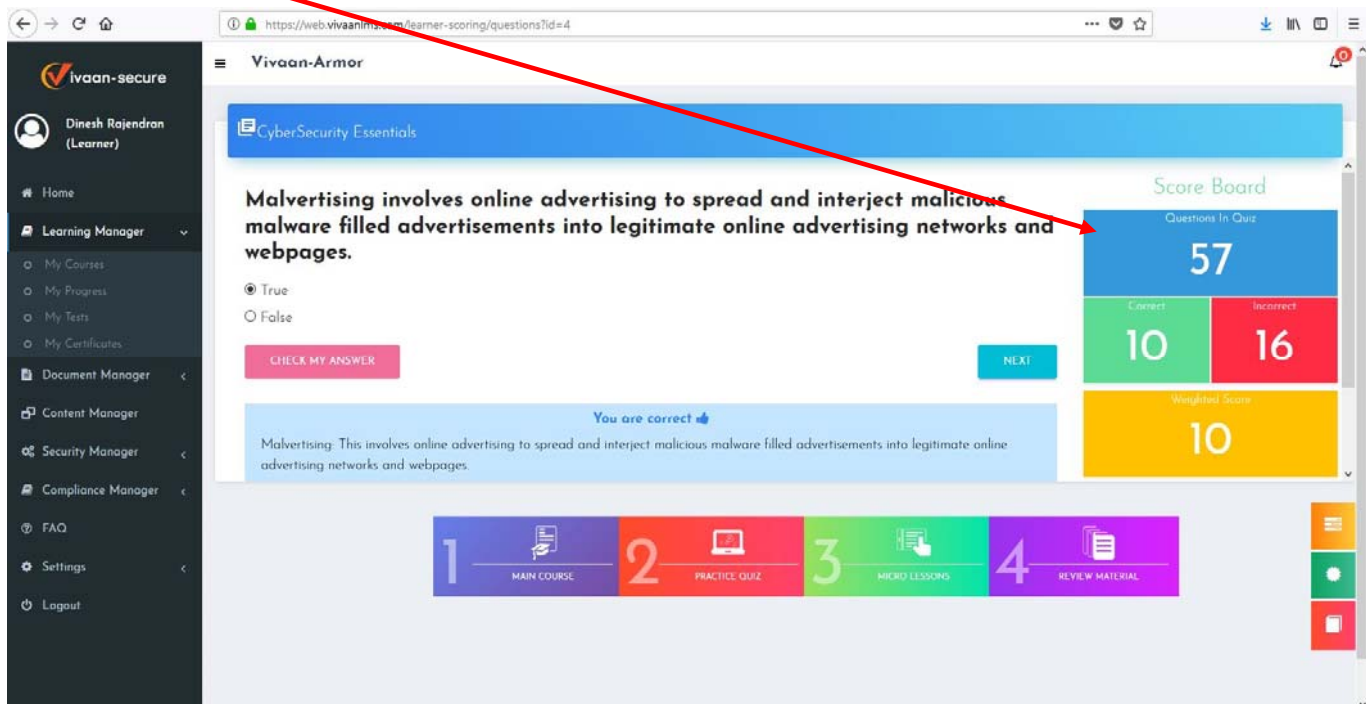
18. Scoreboard:



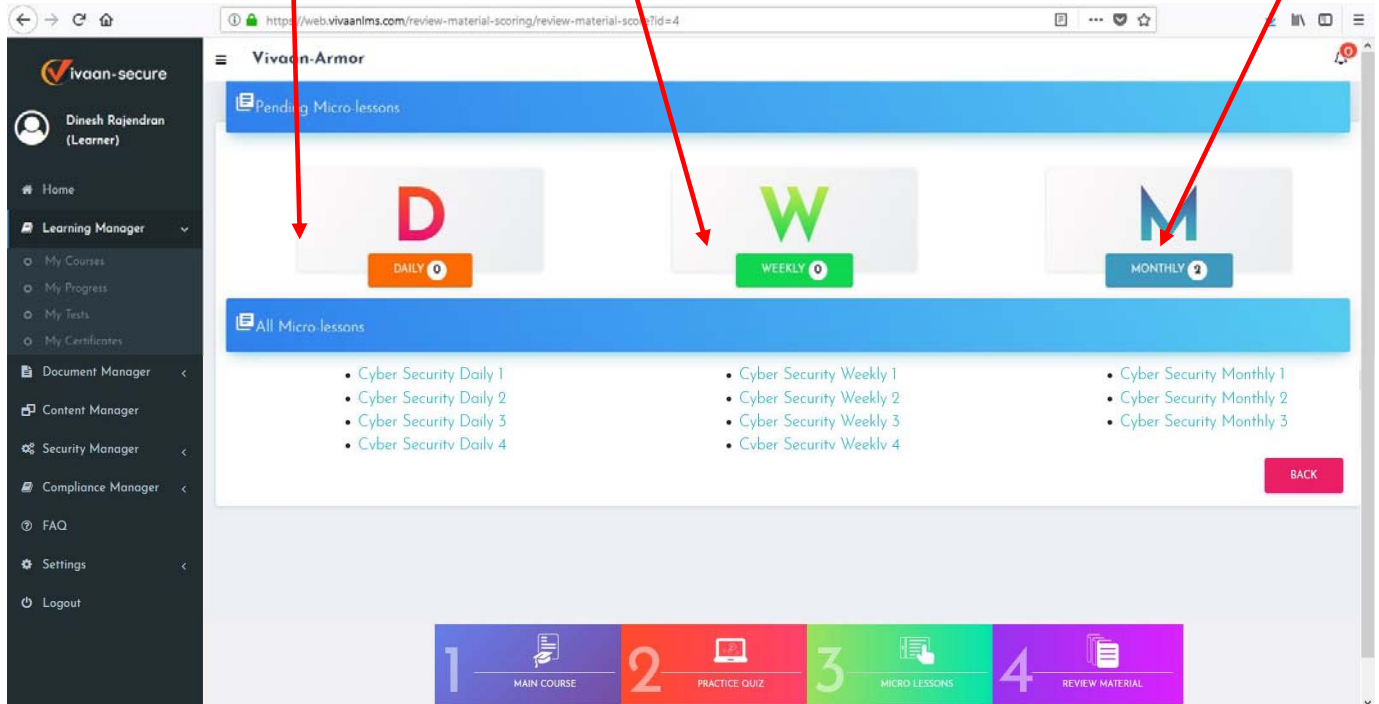
19) Learners will make an answer choice and hit **Check My Answer** to see if they got the question right or wrong.



20) After hitting on **Check My Answer**, the user will be graded and an explanation of the answer is given. Notice that the **score board** is updated accordingly.

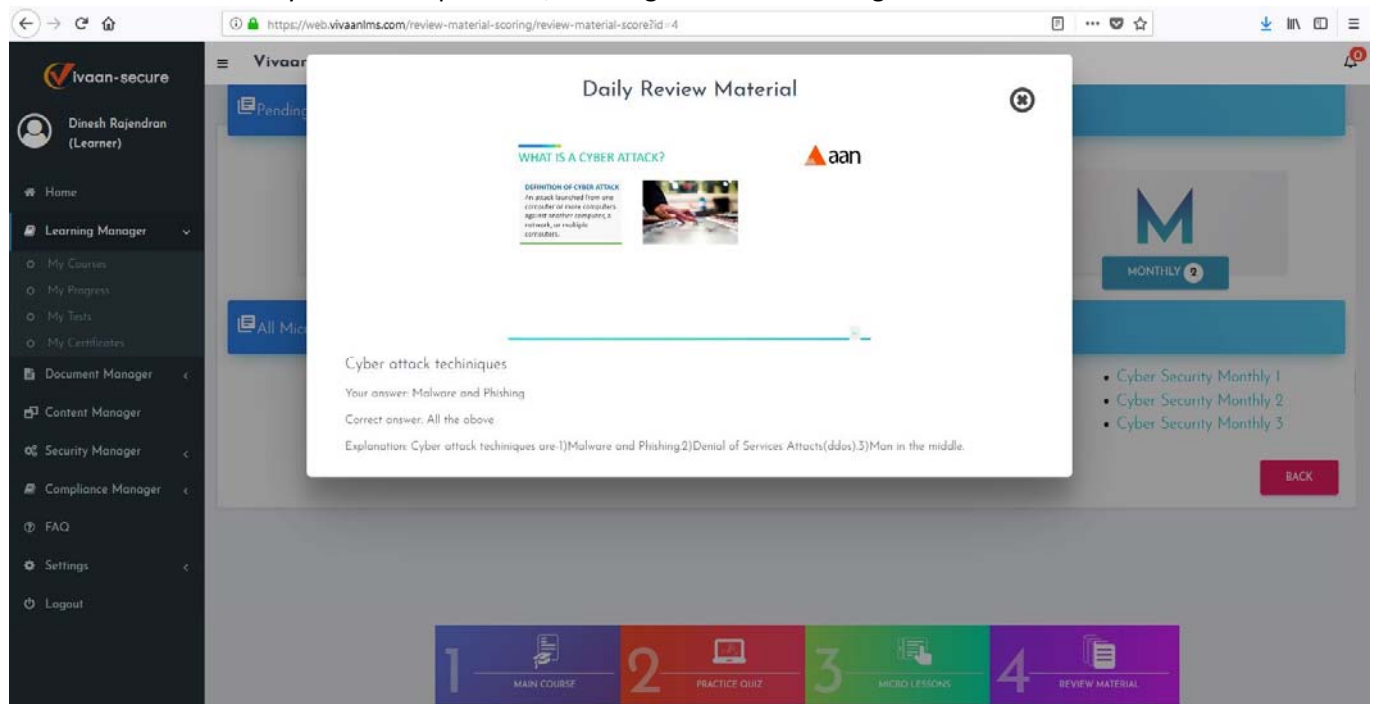


- 21) If the learner clicks on #3 Micro Lessons, the following screen is presented and helps the user with more micro lesson quizzes. The Daily are simple questions, weekly are a little more complex and reviewing, and the monthly is really comprehensive, which usually has the entire ebook broken down into chapters.

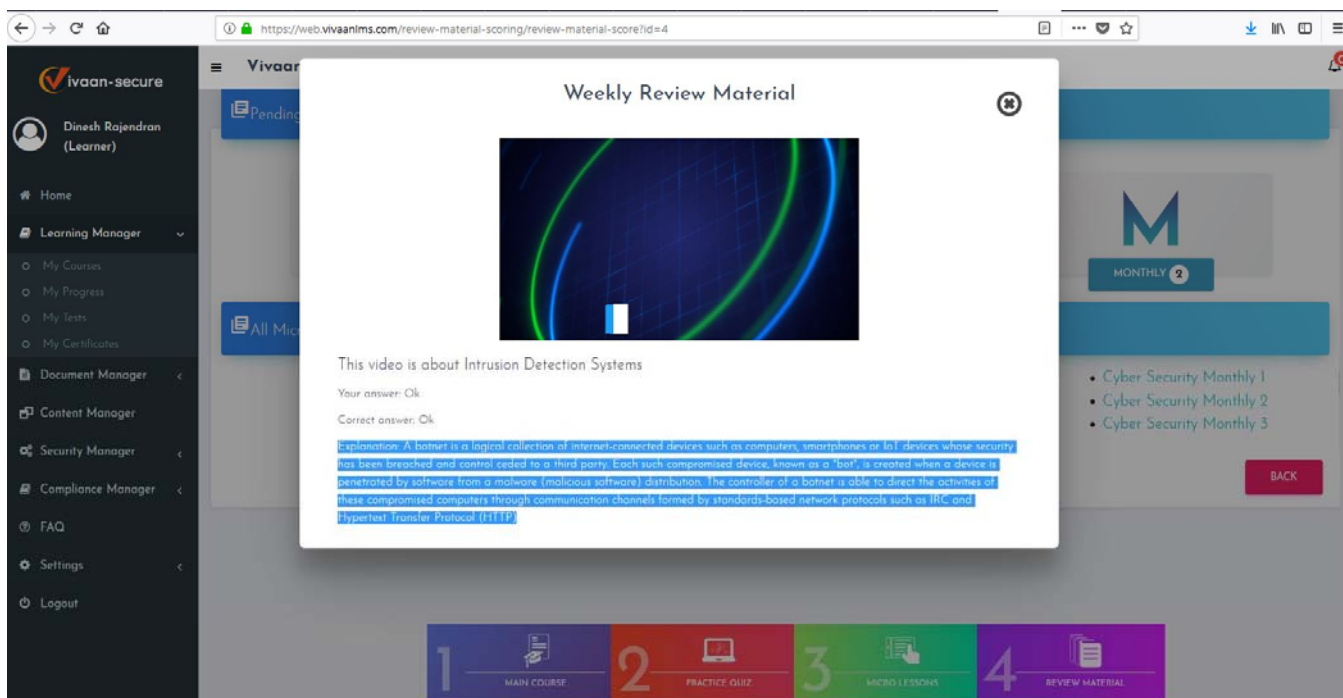


- 22) Taking a look at this screen tells the learner that they have 0 daily quizzes today, 0 weekly quizzes, and 2 monthly quiz.

- 23) Since there were 0 **daily quizzes**, here is a screen shot of the **Daily Micro Lessons** when the learner just re-clicks into one of their already answered questions, showing them the resulting score.



24) Since there were also 0 **weekly quizzes**, we are again presented with the opportunity to review through already answered questions and view the score.

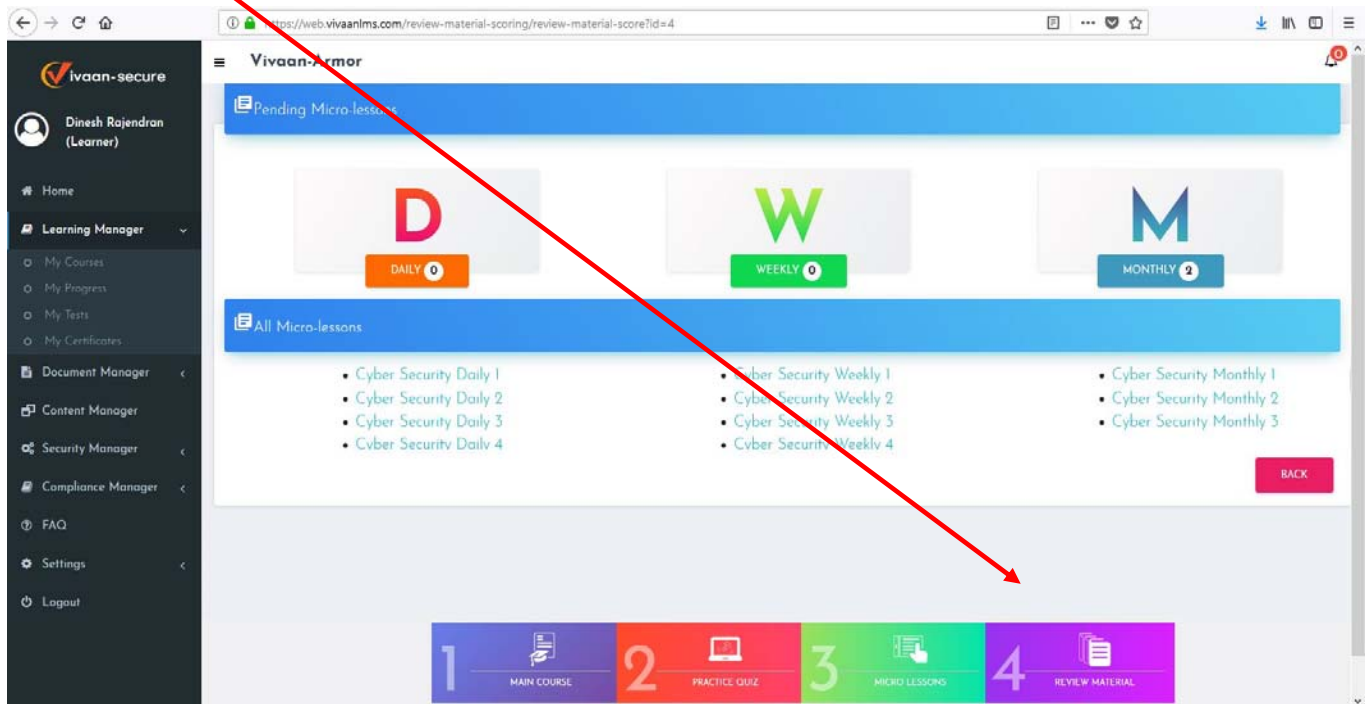


25) The **monthly Micro Lessons** have a few pages for the user to review the material in more detail.

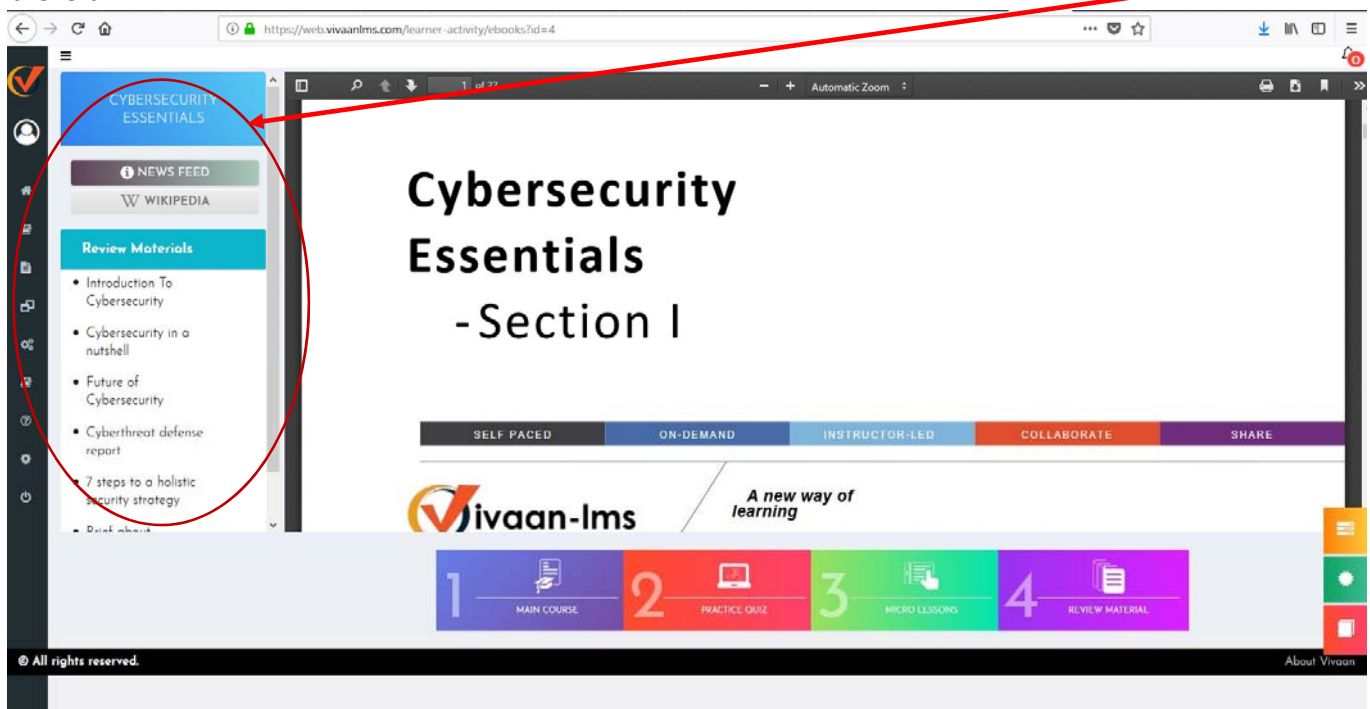




26) Up to this point, the learner is now complete with steps 1,2,3 of the screen below, and the user now clicks on #4 Review Material.



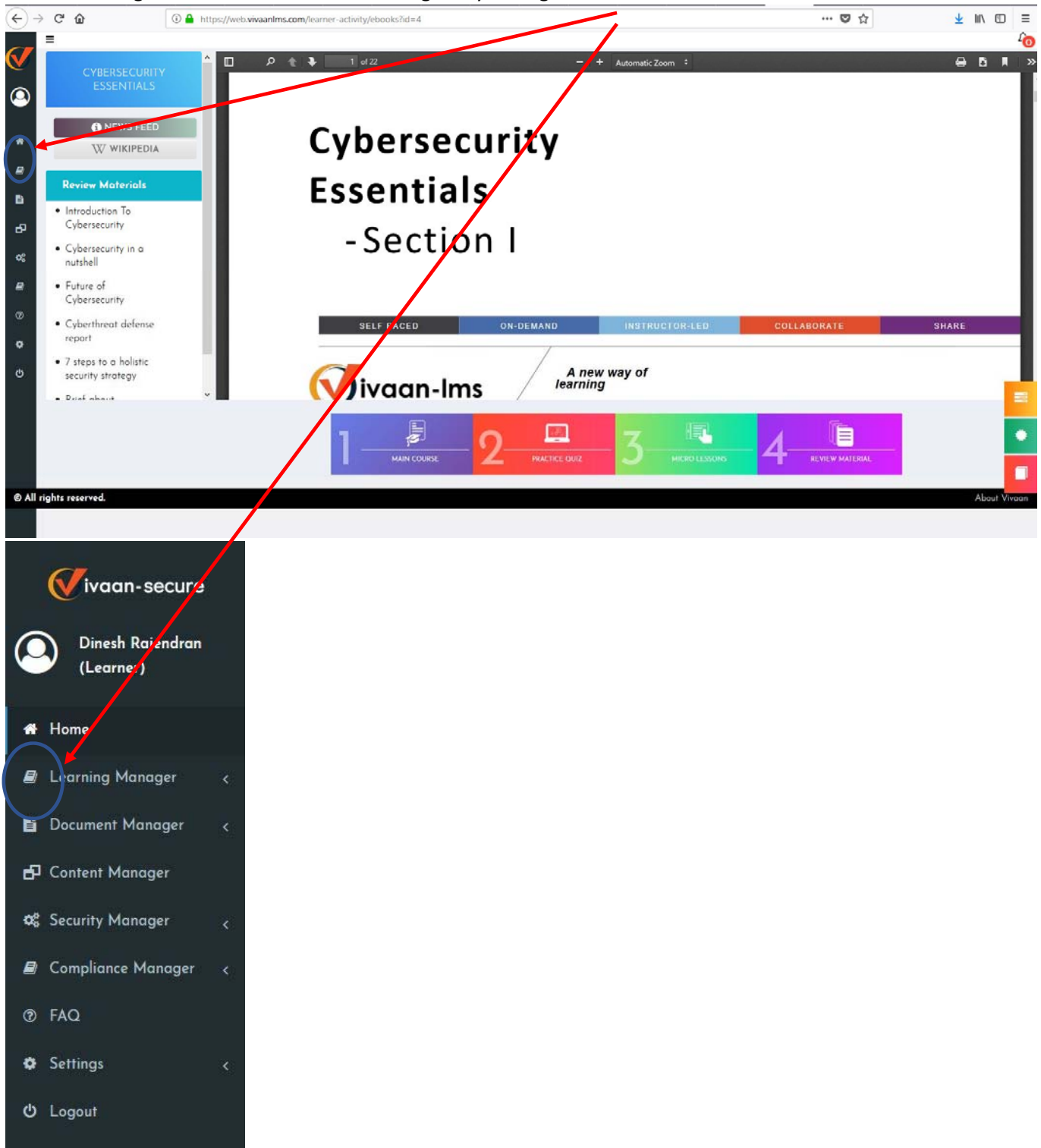
27) The following Review Material Screen is now presented. Go through all the review materials and with the links to the left.



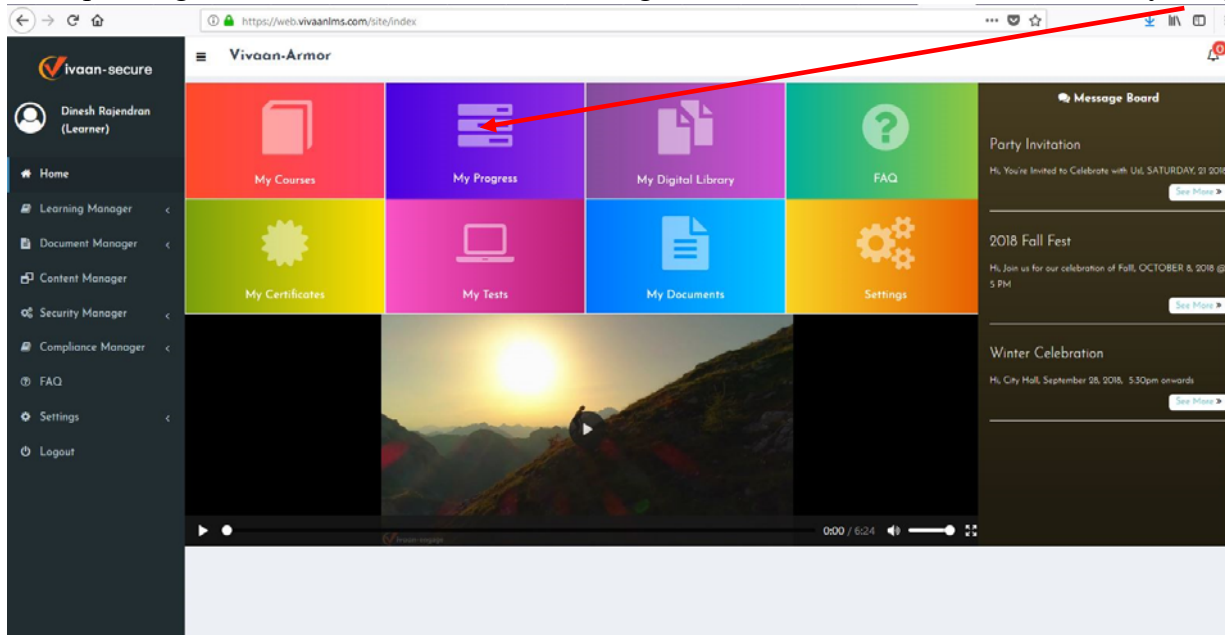
28) The user can also click on **Wikipedia** and **Newsfeed**.

The screenshot displays the Vivaan LMS interface. On the left sidebar, there is a navigation menu with the following items: a home icon, a user profile icon, a 'CYBERSECURITY ESSENTIALS' button (highlighted with a blue circle and an arrow), a 'NEWS FEED' button, a 'WIKIPEDIA' button, and a 'Review Materials' section containing a list of topics: 'Introduction To Cybersecurity', 'Cybersecurity in a nutshell', 'Future of Cybersecurity', 'Cyberthreat defense report', '7 steps to a holistic security strategy', and 'Brief about...'. The main content area features two article cards. The first card is titled 'Accelerating PCI Data Security Standard projects with Deep Security as a Service' (dated Sep 27, 2018 6:00:17 PM) and includes an image of a man in a server room. The second card is titled 'It's Everyone's Job to Ensure Online Safety at Work' (dated Oct 17, 2018 1:05:17 PM) and includes an image of a group of people with the text 'EDUCATE ALL EMPLOYEES TO BE #CYBERAWARE'. Both cards have a 'READ MORE...' button. At the bottom, a navigation bar contains four colored buttons: '1 MAIN COURSE' (blue), '2 PRACTICE QUIZ' (red), '3 MICRO LESSONS' (green), and '4 REVIEW MATERIAL' (purple). The footer shows '© All rights reserved.' and 'About Vivaan'.

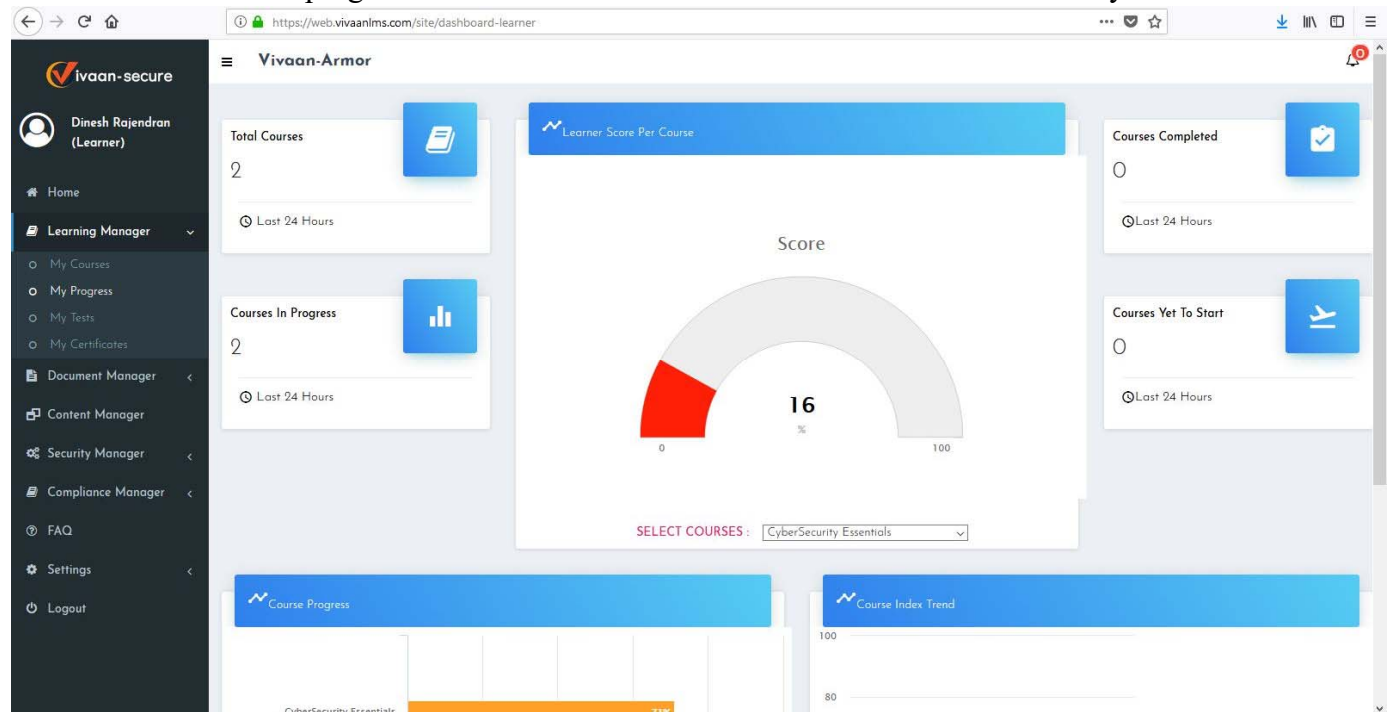
29) Now let's navigate back to the **Home screen** again by hitting the home icon.



30) After pressing the home button, the learner will again be at the home screen. Press on **My Progress**.

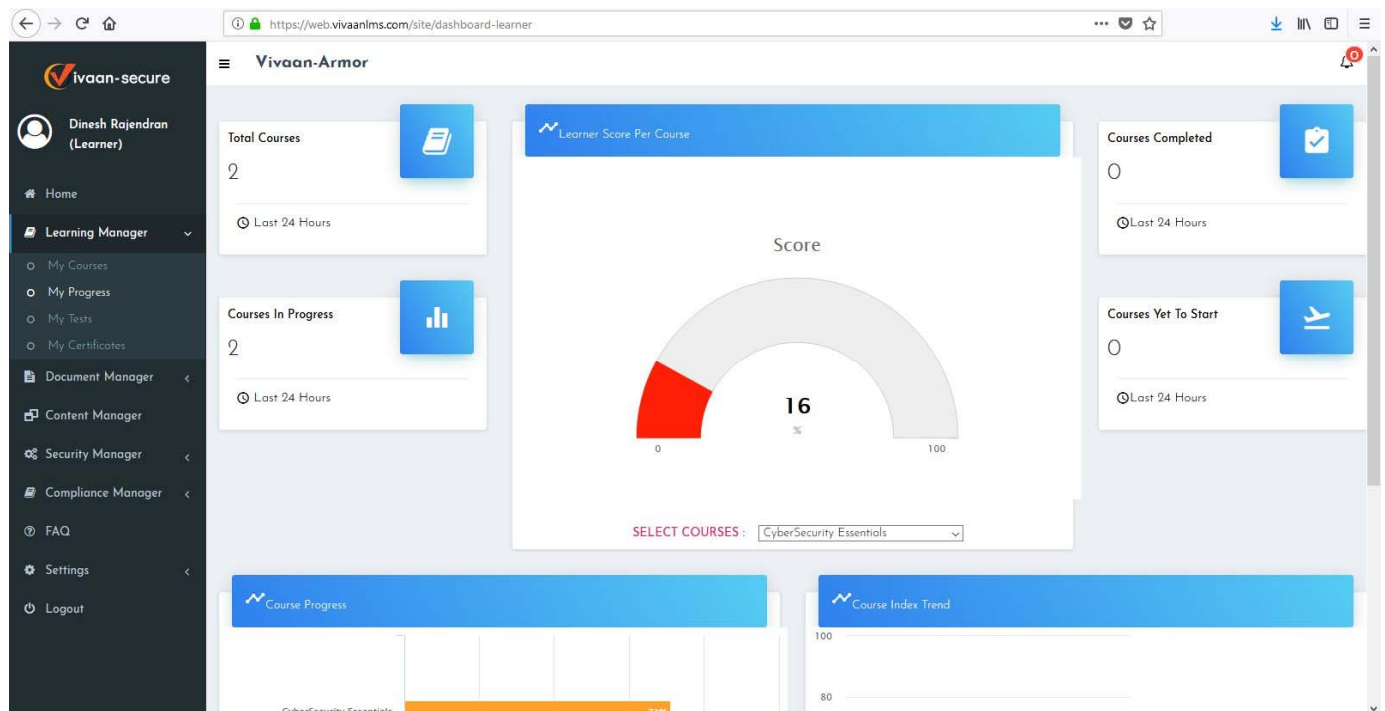


31) We can now check the progress of our courses since we started to take a course already.

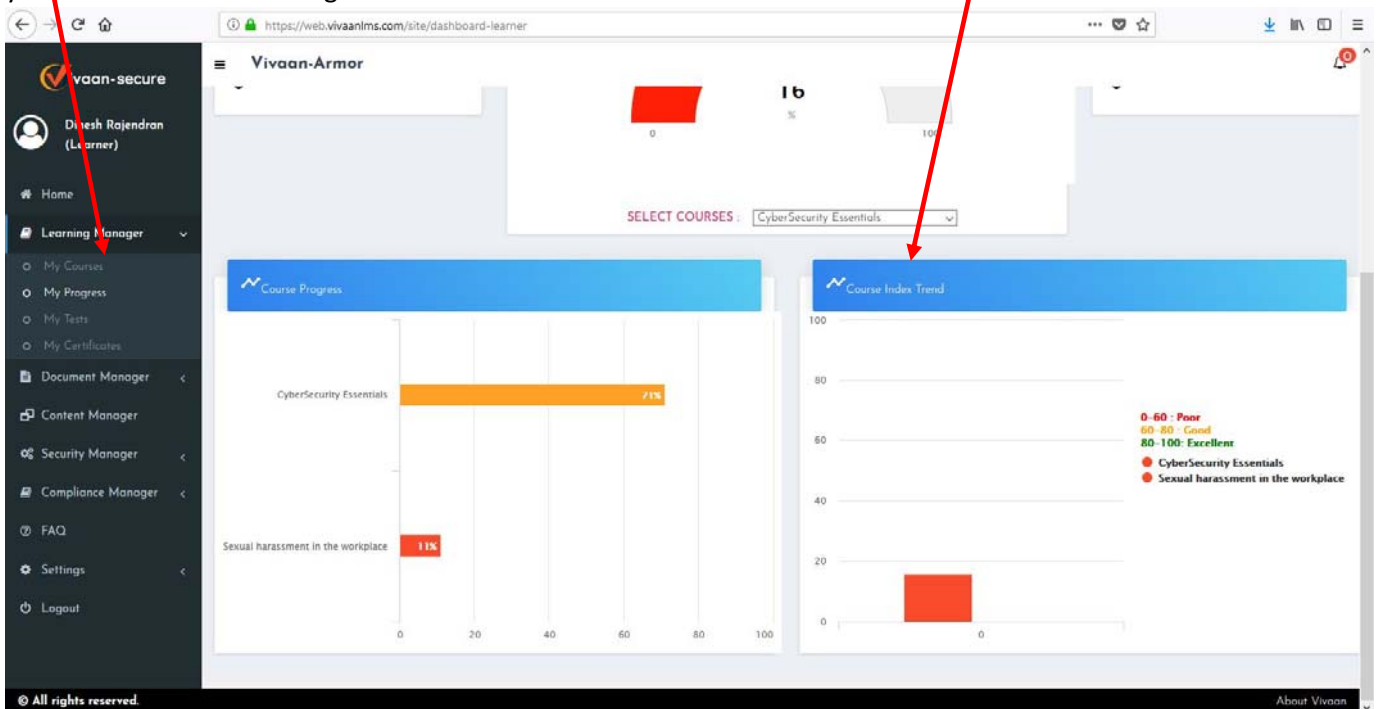




32) In the center there is a section called **Learner Score Per Course**. There is a pull-down menu, in which the user can select the course to display a score.



33) Scrolling down a bit on the **Progress Screen**, more useful statistics can be drawn from the graph. The **Course Progress** shows the progress of each course that the learner has. The **Course Index Trend**, tracks the performance of each topic as a company so that your corporation can target which areas your employees are struggling in so that you can focus more training on that area.



34) Lastly, learners can also click on FAQ to get to Facts and questions.

