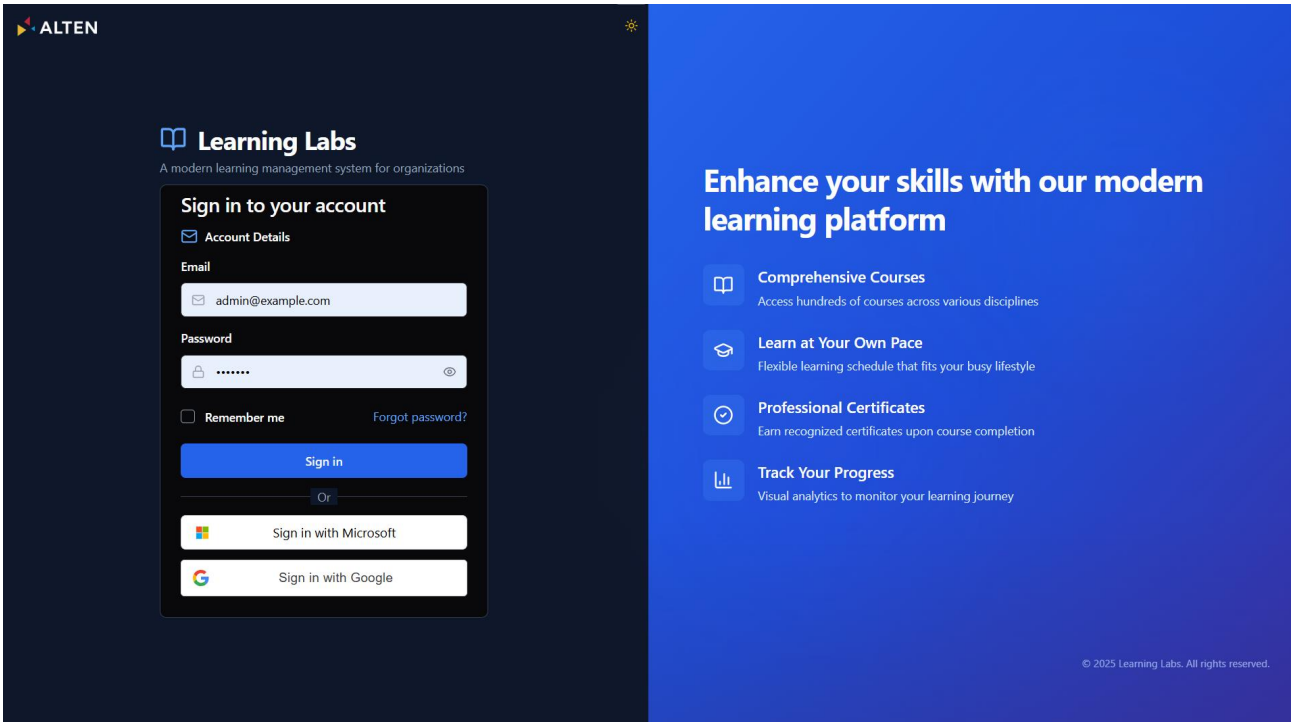
# User Guide

## Learning Labs

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Bangalore 560071, INDIA

## LIST OF ABBREVIATIONS

| Abbreviation | Meaning |
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| | |
| ALTEN GT | Alten Global Technologies Private Limited |
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| Js | Java-Script (Programming Language) |
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LIST OF ABBREVIATIONS ..... 3

1 INTRODUCTION ..... 8

1.1 Purpose of the User Guide ..... 8
1.2 Overview of Learning Labs LMS ..... 8
1.3 Key Features ..... 8
1.4 Target Audience ..... 8

2 SCOPE ..... 9

2.1 What This Guide Covers ..... 9
2.2 What This Guide Does Not Cover ..... 9

3 GETTING STARTED ..... 10

3.1 System Requirements ..... 10
3.2 Accessing the LMS ..... 10
3.3 Creating an Account ..... 10
3.4 Logging In and Out ..... 11

4 ROLE-BASED USER MANAGEMENT ..... 13

4.1 Overview of User Roles ..... 13
4.2 Admin Role ..... 13
*4.2.1 Creating and Managing Users ..... 13*
*4.2.2 Creating and Managing Groups ..... 14*
*4.2.3 Creating Course Categories ..... 15*
*4.2.4 Approving User Registrations ..... 15*
*4.2.5 Assigning Roles to Users ..... 16*
*4.2.6 Approving Course Submissions ..... 17*
4.3 Content Creator Role ..... 17
*4.3.1 Uploading a New Course ..... 17*
*4.3.2 Managing Submitted Courses ..... 18*
4.4 Learner/User Role ..... 18
*4.4.1 Accessing Assigned Courses ..... 18*
*4.4.2 Tracking Course Progress ..... 19*
*4.4.3 Completing Modules and Exams ..... 20*
*4.4.4 Viewing and Downloading Certificates ..... 21*

5 COURSE MANAGEMENT ..... 28

5.1 Creating a Course ..... 28
5.2 Adding Modules ..... 28
5.3 Uploading Video Content ..... 29
5.4 Managing Course Content ..... 29
5.5 Publishing Courses (Admin Approval Process) ..... 29

6 AI-POWERED FEATURES ..... 31

6.1 Auto-Generated Course Thumbnails ..... 31
6.2 Transcript Extraction and Summarization ..... 31

6.3 LLM-Based MCQ Generation ..... 32
6.4 Video Auto-Captioning ..... 33
6.5 Intelligent Chatbot for Doubt Resolution ..... 34

**7 TAKING A COURSE (LEARNER'S GUIDE) ..... 36**

7.1 Starting a New Course ..... 36
7.2 Navigating Course Modules ..... 36
7.3 Taking Module Exams ..... 36
7.4 Earning Certificates ..... 36
7.5 Accessing Past and Current Courses ..... 36

**8 COMMUNICATION AND NOTIFICATIONS ..... 38**

8.1 In-App Notifications ..... 38
8.2 Email Alerts ..... 38
8.3 Admin-to-User Messaging ..... 39

**9 USER DASHBOARD ..... 41**

9.1 Overview ..... 41
9.2 Viewing Profile Information ..... 41
9.3 Tracking Progress ..... 41
9.4 Managing Settings ..... 42

**10 FREQUENTLY ASKED QUESTIONS (FAQ)T ..... 44**

10.1 Troubleshooting ..... 44
10.2 Common Issues and Fixes ..... 44
10.3 Contacting Support ..... 44

**11 APPENDIX ..... 45**

11.1 Change Log ..... 45
11.2 Known Issues ..... 45
11.3 Future Enhancements ..... 45
11.4 Acknowledgements ..... 45

## LIST OF FIGURES

FIGURE 1: LOGIN PAGE ..... 12

## LIST OF TABLES

TABLE 1: REVISION HISTORY ..... 45

# 1 Introduction

## 1.1 Purpose of the User Guide

This user guide is intended to help administrators, content creators, and learners understand and efficiently use the **Learning Labs' Learning Management System (LMS)**. It provides step-by-step instructions, role-specific workflows, and details about the system's features, including AI-powered enhancements, to ensure smooth and productive user experience.

## 1.2 Overview of Learning Labs LMS

Learning Labs is a modern, web-based LMS designed to streamline online learning through intelligent content management, personalized learning paths, and AI-powered automation. The platform allows administrators to manage users and courses, content creators to upload engaging course material, and learners to complete modules, take assessments, and receive certifications. Integrated with powerful AI/ML modules, Learning Labs enhances learning outcomes by automating tasks like video captioning, question generation, and summarization.

## 1.3 Key Features

- **Role-Based Access** for Admins, Content Creators, and Learners
- **Course Approval Workflow** and Group-Based Assignments
- **AI-Assisted Course Uploads** including thumbnail generation, transcript extraction, summarization, and MCQ creation
- **Auto-Captioning** of video content for accessibility
- **LLM-Based Chatbot** for real-time learner support
- **Progress Tracking** and **Certificate Generation**
- **User-Friendly Interface** built with React for responsive and intuitive navigation

## 1.4 Target Audience

This guide is designed for:

- **Administrators**, responsible for managing users, groups, categories, and approvals
- **Content Creators**, responsible for uploading and managing educational content
- **Learners**, who take assigned courses, complete modules, and earn certifications

# 2 Scope

## 2.1 What This Guide Covers

This user guide covers the end-to-end usage of the **Learning Labs LMS** platform from the perspective of all three supported user roles: **Admin**, **Content Creator**, and **Learner**. It provides detailed instructions on how to:

- Access and navigate the LMS
- Manage user accounts and roles
- Create and approve courses
- Upload and structure course content
- Utilize AI-powered features such as automatic thumbnail generation, transcript summarization, MCQ creation, and video captioning
- Engage with the intelligent chatbot for learner support
- Track course progress and download certificates

This guide also includes troubleshooting tips, frequently asked questions, and a glossary of terms for easy reference.

## 2.2 What This Guide Does Not Cover

This guide does **not** include:

- Technical implementation details or source code of the LMS
- Backend system setup or deployment instructions
- Internal AI/ML model training or fine-tuning procedures
- React frontend development or customization instructions
- External third-party integration setups (e.g., SSO, analytics tools)

# 3 Getting Started

## 3.1 System Requirements

To use the Learning Management System (LMS), ensure the following requirements are met:

- **Operating System:**
  - The LMS supports both **Windows** and **Linux** operating systems.
- **Web Browser:**
  - Compatible with any modern browser, including:
    - **Google Chrome**
    - **Mozilla Firefox**
    - **Microsoft Edge**
- **Network Access:**
  - The LMS can be accessed depending on where it's hosted:
    - If hosted **locally** on your system:
      - Access it via: `http://localhost:5000`
    - If hosted on a system within a **local network**:
      - Access it via: `http://<your_ip>:5000`
      - **Note:** Replace `<your_ip>` with the actual IP address of the system running the LMS.

## 3.2 Accessing the LMS

- Once the application is installed and started, the LMS can be accessed through any supported web browser using the appropriate URL:
- `http://localhost:5000` (for local access)
- `http://<your_ip>:5000` (for network access; replace `<your_ip>` with the host system's IP address)
- On first-time startup with an empty PostgreSQL database, the system automatically creates a default admin user.
- The default admin credentials are:
- Email: `admin@example.com`
- Password: `admin123`
- Use this account to log in for the first time.
- After logging in, the admin can proceed to create and manage other user accounts in the system.

## 3.3 Creating an Account

- There are two methods to create a user account in the LMS:

- **Admin-Created Account:**
  The admin can manually create user accounts by logging into the LMS and following these steps:
  - Navigate to the **User Management** section.
  - Click on **"Add User"** and fill in the required details.
  - Assign a role (Admin, Contributor, or Employee).

- **Self-Registration by Users:**
  Users can also create their accounts through the LMS interface by following these steps:
  - Visit the LMS URL: http://<ip>:5000 (shared by the admin).
  - Choose one of the available login options:
    - **Sign in with Google** – Ideal for external/public users.
    - **Sign in with Microsoft** – Ideal for corporate environments (if enabled).
  - Upon first-time login, the system automatically creates the user account with the **Employee** role.
  - A notification is displayed: *"Sign-up successful. You will receive an email after approval."*
  - The user must wait for the admin to approve their account before gaining access.

## 3.4 Logging In and Out

**Logging In**

Users can log in using one of the following methods:

1. **Admin Credentials** – For the default or manually created accounts.
2. **Sign in with Google** – For external or public users.
3. **Sign in with Microsoft** – If supported in the corporate environment.

The admin can manage and approve new users from the **User Management** section:

- Pending accounts are listed under **Pending Approvals**.
- The admin can approve users and assign roles.

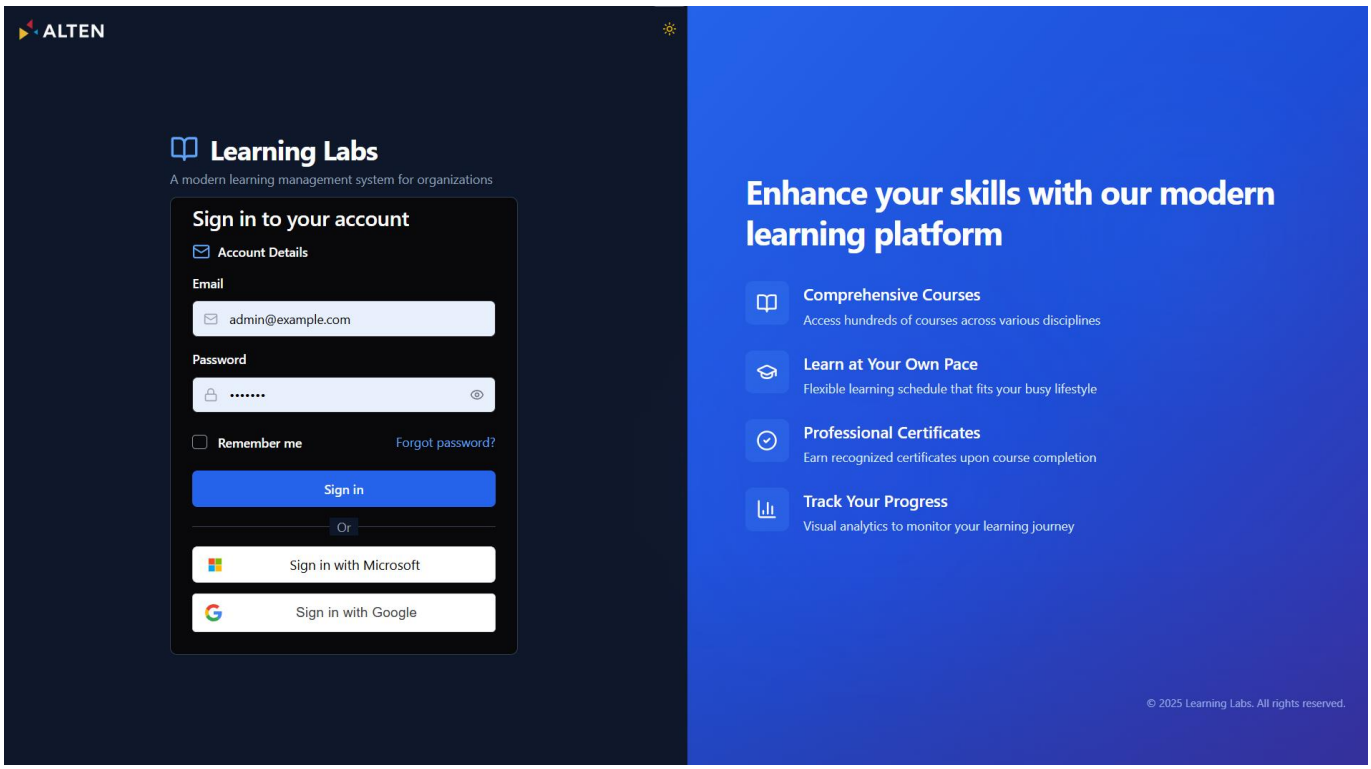


**Figure 3.4: Login Page**

### Logging Out

Users can securely log out from the application by clicking the **Logout** button located in the top navigation bar.

# 4 Role-Based User Management

## 4.1 Overview of User Roles

Users, also referred to as Employees, are the primary learners within the platform. Their role is restricted to consuming content and interacting with learning materials that have been explicitly assigned to them by an administrator. The key capabilities and responsibilities of a User include:

- **Course Access**: Users can only access and engage with courses that have been assigned to them. They do not have the ability to browse or enroll in additional content unless permitted.
- **Learning Engagement**: Users can view instructional videos and, during video playback, interact with an integrated AI chatbot to ask questions or seek clarifications related to the content. The chatbot remains inaccessible outside the video learning environment, including during assessments.
- **Assessment Participation**: Users are required to complete assessments associated with their courses. If unsuccessful, they are allowed to reattempt the assessments. A passing score (e.g., 80%) is necessary to progress and obtain certification.
- **Progress Management**: Users can manually mark modules as complete upon finishing them. The platform also supports resume functionality, allowing users to continue learning from the point they last left off.
- **Certificate Issuance and Verification**: Upon successful course completion and assessment clearance, users are awarded a certificate. Each certificate is embedded with a unique identifier, which enables public verification through a designated URL, ensuring authenticity and preventing tampering.
- **Dashboard Overview**: The user dashboard provides an overview of enrolled courses, including those in progress and completed. It also includes an option to explore additional courses if configured by the administrator.

## 4.2 Admin Role

### 1. Creating and Managing Users

- In the **Admin Dashboard**, there is an **"Add User"** button to create new users.
- Admin enters details like name, email, and assigns a temporary password.
- Once created, users receive their login credentials via email (ensure SMTP credentials are configured for email to work).
- The admin can assign roles (Employee, Contributor, Admin) to the users at the time of creation or later.
- Users receive notifications upon login related to access permissions, password resets, or course assignments.

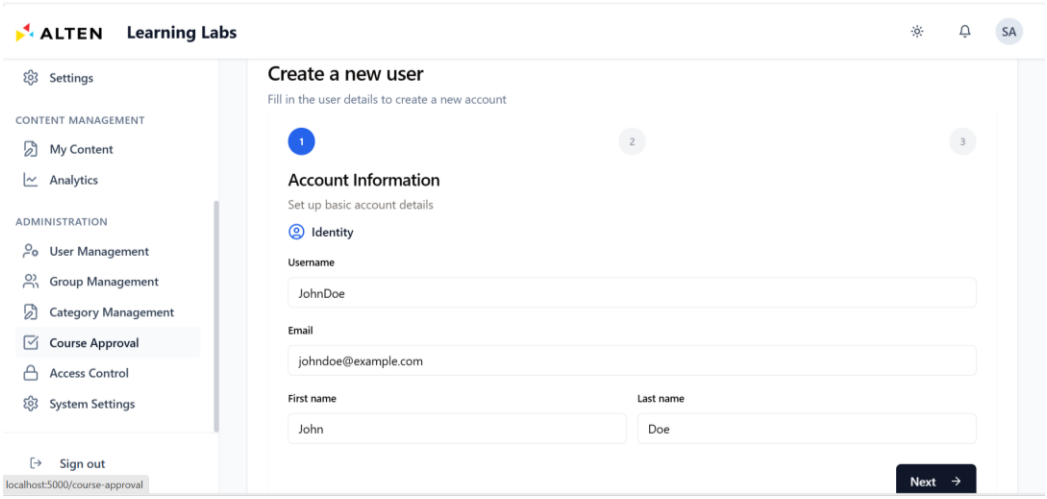


**Figure 4.2.1: User Registration Page**

## 2. Creating and Managing Groups

- Admins can create **Groups** via the **Group Management** section.
- A group consists of **two or more users**.
- Once a group is created, the admin can assign **courses** to the group.
- All users within the group will get access to the assigned course(s).
- This is useful for managing teams or departments undergoing the same training.

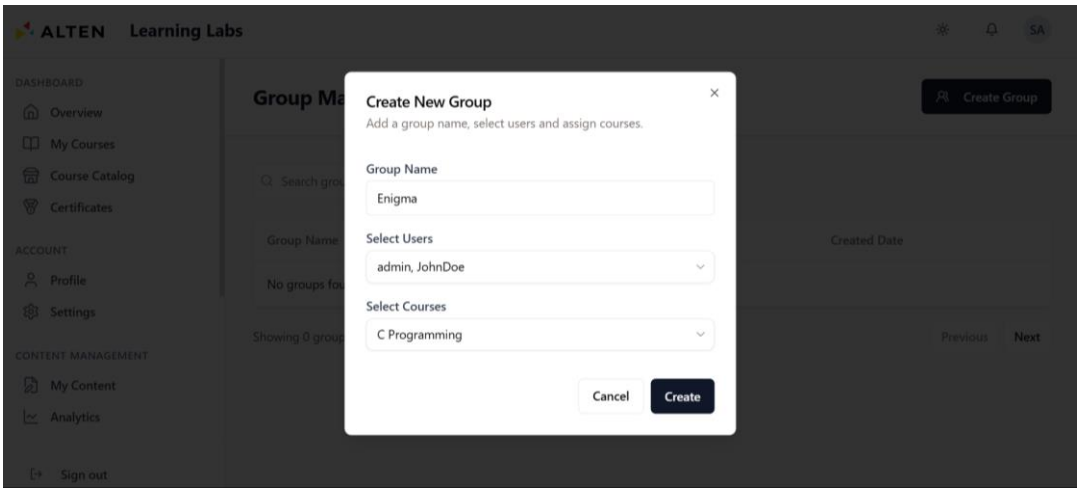


**Figure 4.2.2: Creating new group Page**

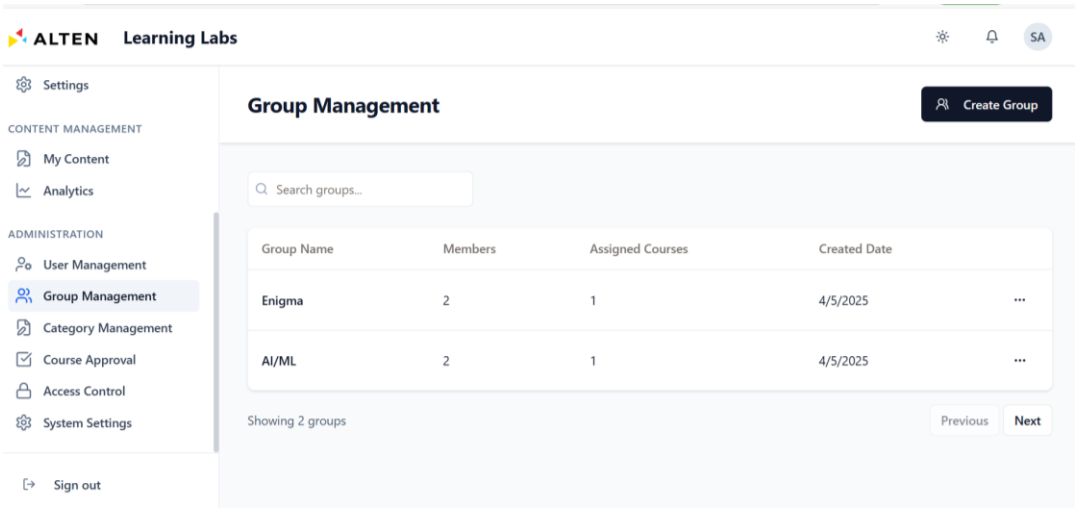


**Figure 4.2.2: Group Management Page**

## 3. Creating Course Categories

- Before a course can be created, **at least one course category must be available**.
- Admins create these categories using the **Category Management** section.
- Categories are used by **contributors** when creating new courses.
- If no categories are available, contributors will not be able to create courses (as the category dropdown will be empty).

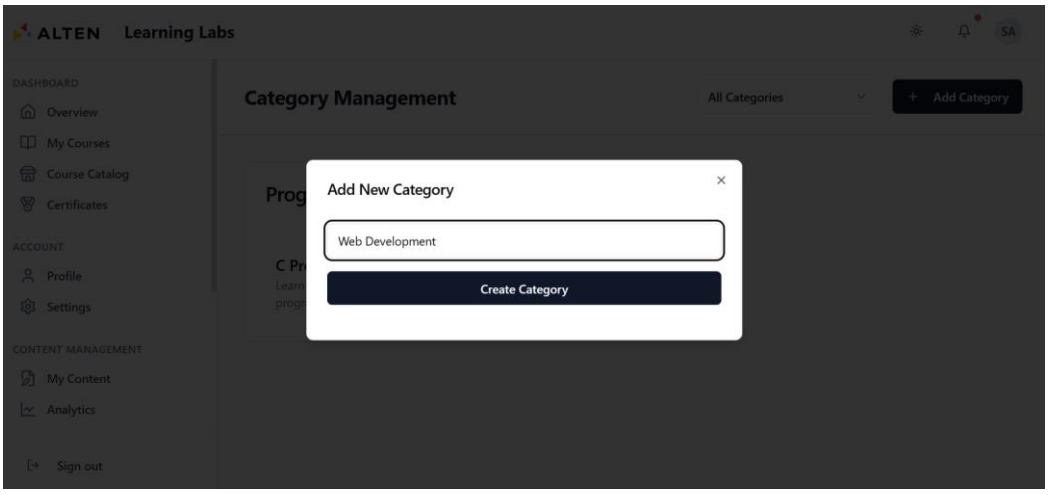


**Figure 4.2.3: Add Category page**

## 4. Approving User Registrations

- When users register or are added manually, notifications appear in the **Admin Dashboard**.
- Admins can **review and approve** these registrations from the **notifications panel**.
- Once approved, users can access the platform and begin using their assigned features.

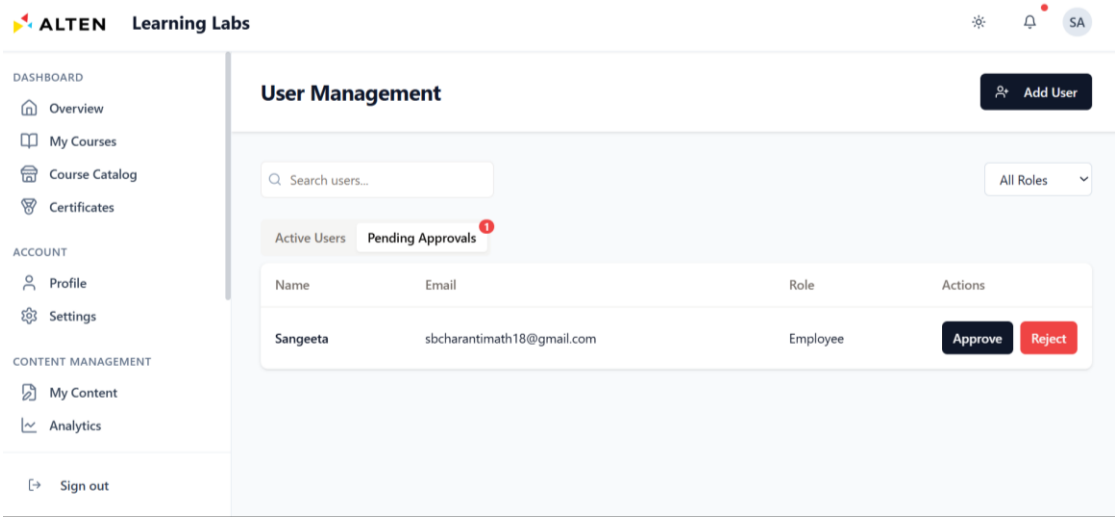


**Figure 4.2.4: User Management Page**

## 5. Assigning Roles to Users

- Roles can be assigned during user creation or later via the **User Management** page.
- The roles include:
  - **Employee**: Basic access
  - **Contributor**: Can create courses, modules, and lessons
  - **Admin**: Full access to all settings and user/course management
- Changing a role dynamically updates the features accessible in the user's sidebar.

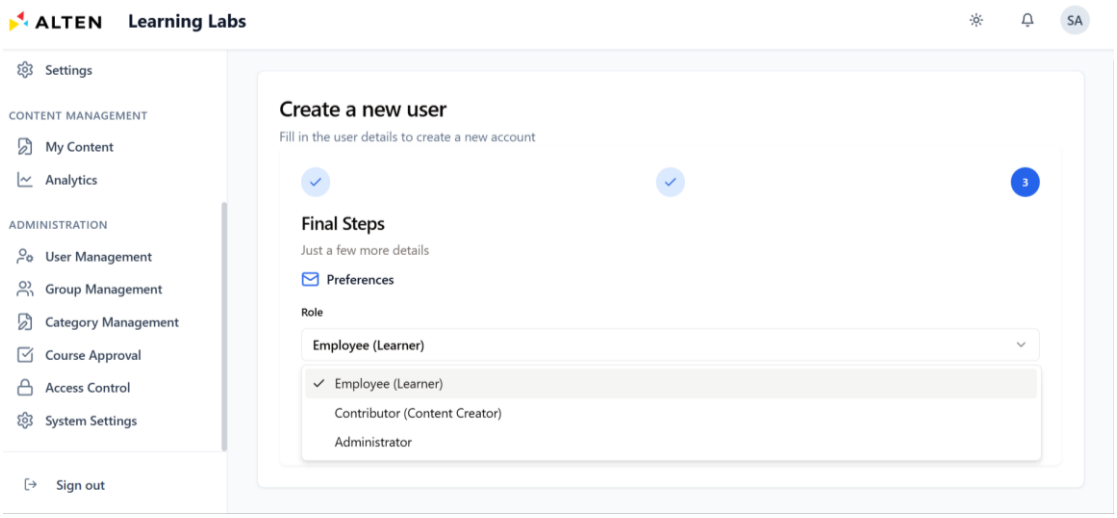


**Figure 4.2.5: Role Assignment Page**

### 6. Approving Course Submissions

- Once a **contributor creates a course** and adds content, it goes into **pending approval**.
- Admins can access the **Course Approval Page** where all submitted courses are listed.
- Each course can be **accepted** or **rejected** by the admin.
- Only **approved courses** are made available to end users (employees or groups).
- This ensures quality control and prevents incomplete or incorrect content from being published.

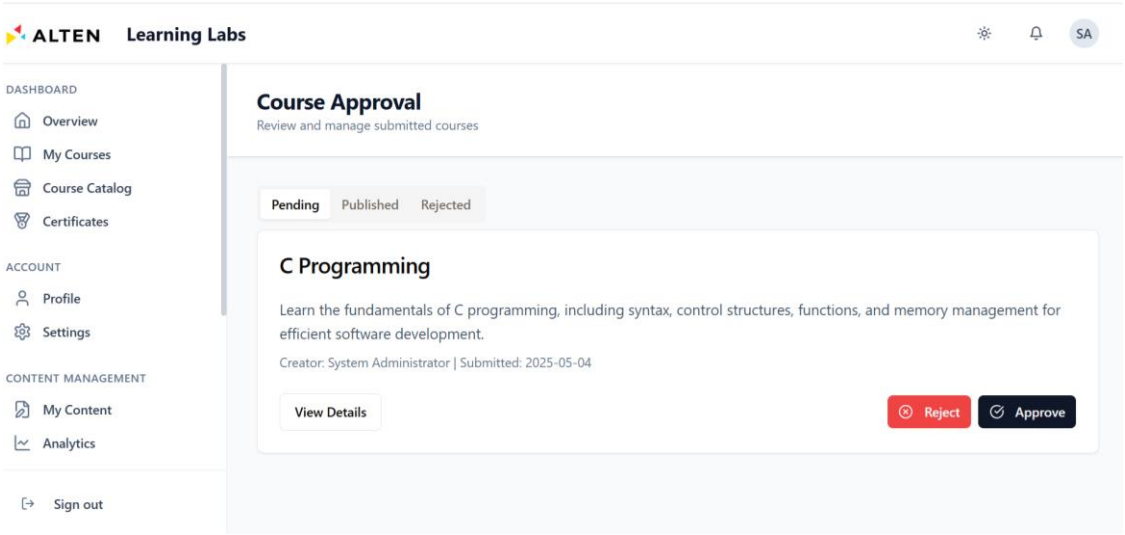


**Figure 4.2.6: Submission Review Page**

## 4.3 Content Creator Role

### 1. Uploading a New Course

2. After creating a user, the next step is to create a category.

3. Category is essential for contributors when creating a course and must be selected before course creation.

4. Admins or contributors can create a category, which will then appear in the course creation dropdown.

5. The Contributor role is required to create a course, although admins also have this ability.

6. Once a contributor logs in for the first time, they will have an empty dashboard and the option to create a course.

7. The contributor selects the appropriate category and begins creating the course.

8. The LMS interface may show four images, from which the contributor can choose one for the course.

9. After course creation, contributors can add modules and lessons by uploading videos.

**10. Managing Submitted Courses**

11. Once a course is created, it appears on the Course Approval page under Pending Courses.

12. The admin must review and approve or reject the course.

13. Approved courses move to the Published Courses section and are visible to others for learning.

14. Admins can reject or delete courses from the Rejected Courses section.

15. After a course is approved, the admin can assign it to users or create a group of users to grant access.

16. Admins can create groups of users and assign them to specific courses.

17. Notifications and emails are sent to users with access to new courses, alerting them about course availability.

18. Admins have full control to assign, approve, or manage groups and courses.

## 4.4 Learner/User Role

**1. Accessing Assigned Courses**

2. Users can view courses they are enrolled in from their dashboard.

3. The dashboard will display the user's name, date, and options to explore courses.

4. Clicking on "Explore Courses" will redirect the user to the course catalog.

5. If users haven't enrolled in a course, they can click "Start Learning" to begin the course, automatically enrolling them in that course.

6. The system will track which courses are "In Progress" and which are "Completed."

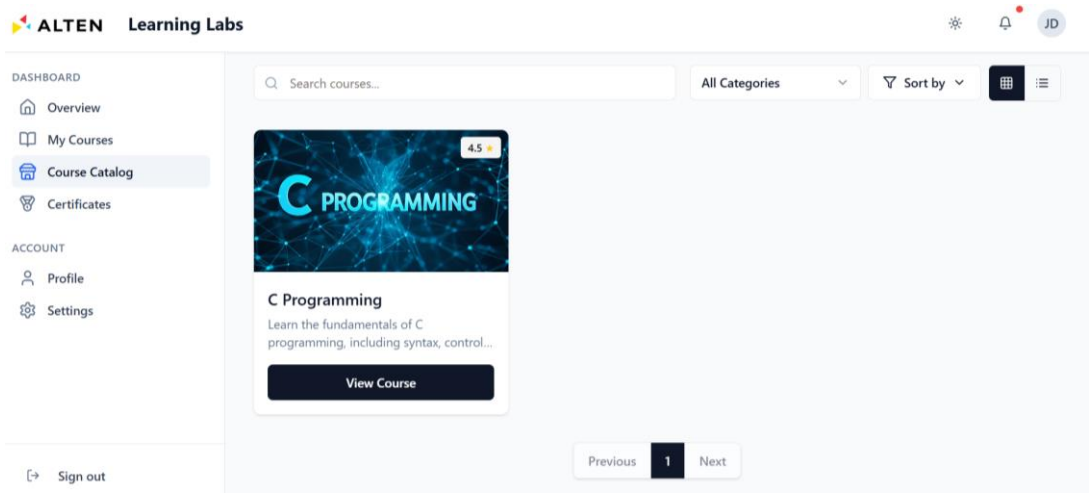


**Figure 4.4.1: Assigned Courses Page**

## 7. Tracking Course Progress

8. Users can continue learning from where they left off in the course by clicking "Continue Learning" (or "Start Learning" if they haven't started yet).

9. The course progress will be saved for each user and can be resumed at any point.

10. If the user is watching a video, they can mark it as complete when finished.

11. A live Bot powered by an LLM model allows the user to ask any questions related to the course while watching the video.

12. Once the video is marked as complete, users can proceed to assessments, which can only be accessed after completing the video.

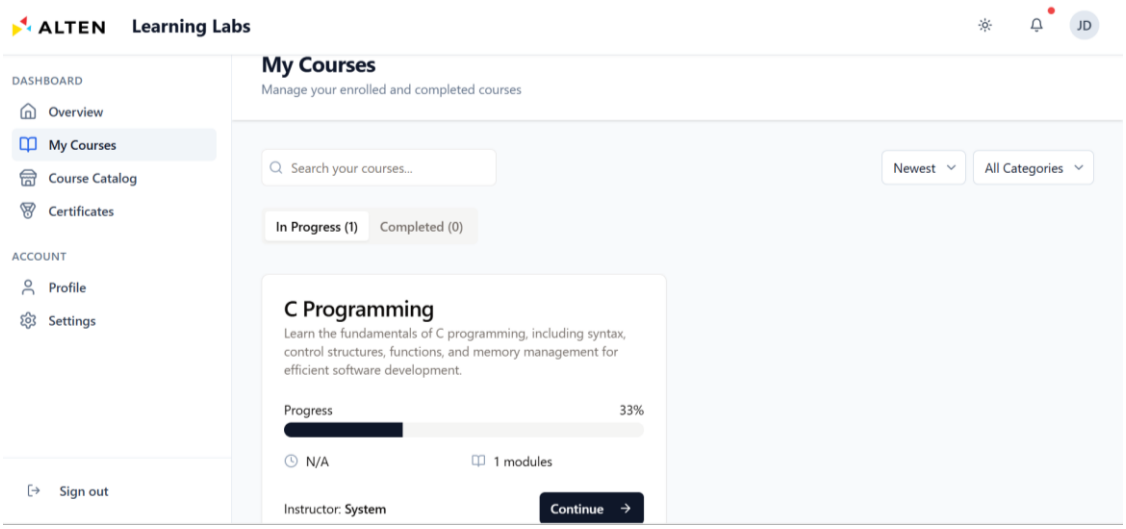


**Figure 4.4.2: Course Progress Tracker Page**

## 13. Completing Modules and Exams

14. After marking a video as complete, users can take the assessment for that video or module.

15. The user will see their score after completing the assessment.

16. To earn a certificate, users need to score at least 80%. If they don't, they need to retake the assessment.

17. If a user passes the assessment, they will be able to see and download their certificate.

18. Each certificate has a unique ID that can be used to verify the authenticity of the certificate via a URL, ensuring it hasn't been tampered with.

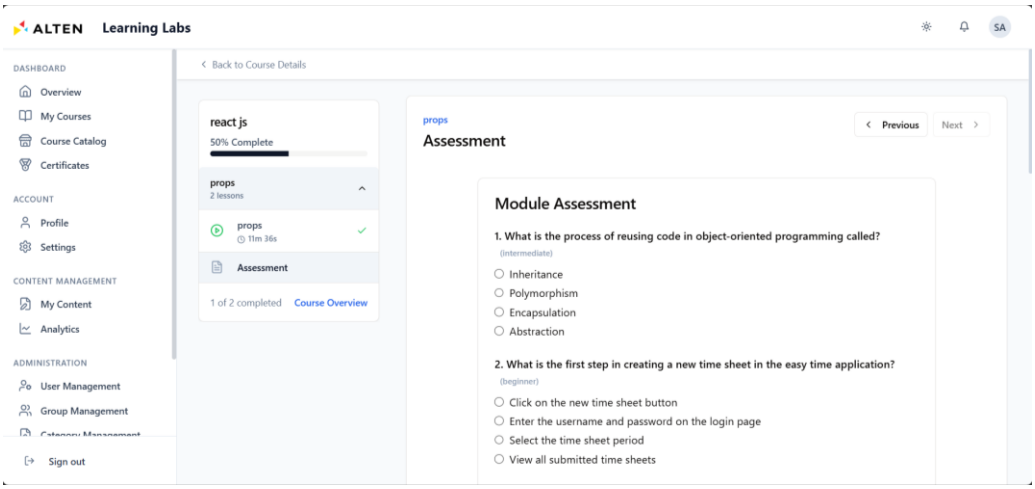

**Figure 4.4.3: Learning Progress Page**

**19. Viewing and Downloading Certificates**

20. After passing the assessment, users can view and download their certificate.

21. The certificate includes a unique ID that can be validated by visiting a public URL (ensuring the certificate's authenticity).

22. Users can track their certificate status after completing each assessment.

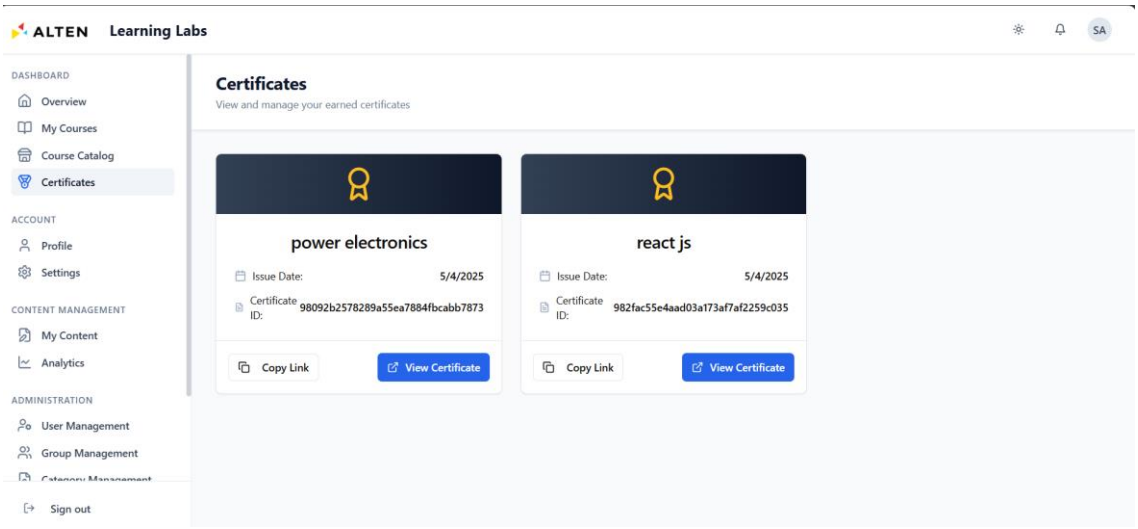


**Figure 4.4.4: Certificate Dashboard page**

**23. Viewing and Downloading Certificates**

24. Users can view their certificate after completing all course modules and submitting the final assessment.

25. The certificate is available under the “Certificate” tab in the course page.

26. Each certificate contains a unique ID to ensure authenticity.

27. This verification confirms that the certificate is original and not edited.

28. Users can also download the certificate as a PDF for sharing or printing.

29. Only users who have completed the course will be able to access **the certificate.**

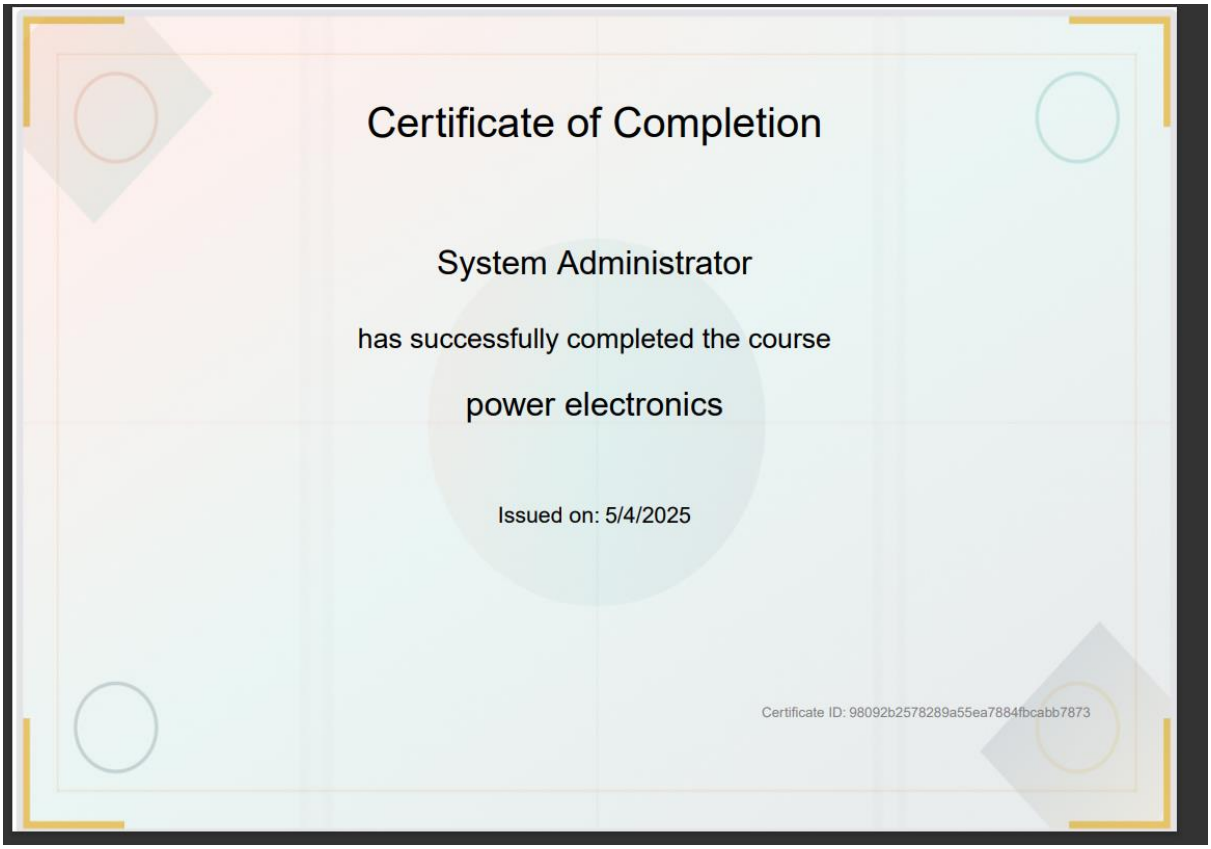


**Figure 4.4.: Certificate page**

## 4.5 Analytics Dashboard

**Accessible to Admins and Contributors Only**

The Learning Management System (LMS) offers a robust analytics dashboard that provides comprehensive insights into learner behavior, course performance, and platform engagement. The dashboard is organized into key sections for better visibility and decision-making.

## 1. Overview Metrics

1. **Total Users -** Displays the total number of active learners currently using the platform**.**

2. **Course Completion -** Represents the average completion rate across all courses. A course is considered complete only if the learner has finished all modules, including videos, assignments, and assessments.

3. **Average Engagement -** Indicates the average weekly time spent learning by each user. This metric helps gauge user involvement and consistency.

4. **Certificates Issued -** Shows the number of certificates issued within the last 30 days based on course completion.

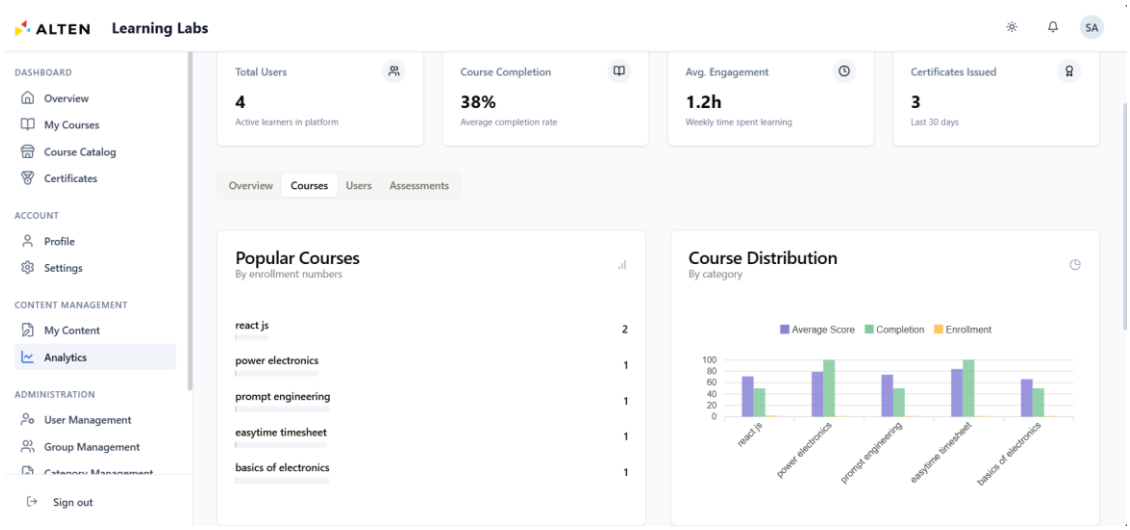


**Figure 4.5.1: Analysis Page(Popular courses and Course distribution)**

## 2. Engagement Overview

5. **Course Enrollments -** Indicates how many users have started each course. Enrollment is recorded when a user clicks to begin the course, regardless of completion.

6. **Course Completion Rates -** Shows the percentage of learners who have completed all components of a course, including videos, assignments, and assessments**.**

7. **User Activity and Engagement -** Reflects how frequently and for how long users interact with the platform. This includes weekly learning hours and platform visits.

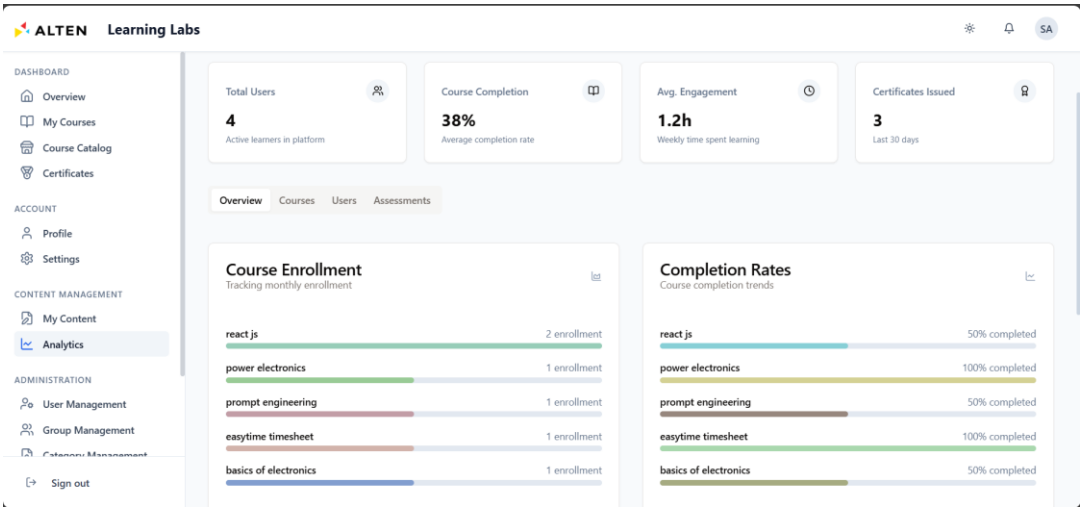


**Figure 4.5.2: Analysis Page(Course enrollment and Completion rates)**

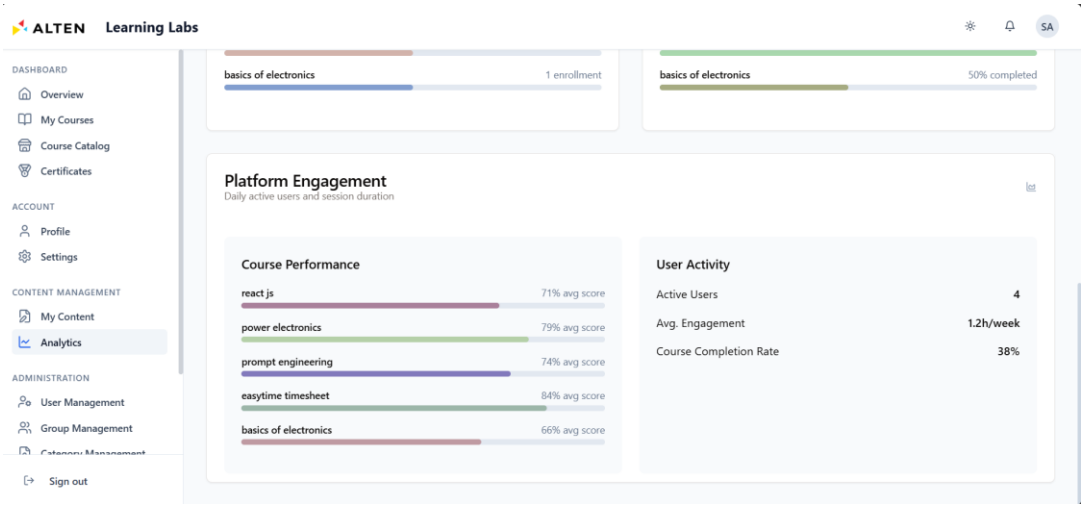


**Figure 4.5.2: Analysis page(Platform Engagement)**

## 3. Course Analytics

8. **Most Popular Courses -** Lists courses based on usage metrics and learner access frequency. Typically sorted in descending order of access or engagement.

9. **Course Distribution -** Visual representation of how users are distributed across different available courses. Often displayed using a donut chart for clarity.

- **Course Performance**
  Shows detailed analytics per course, including:
  - Number of enrollments

- Percentage of completion
- Average assessment scores

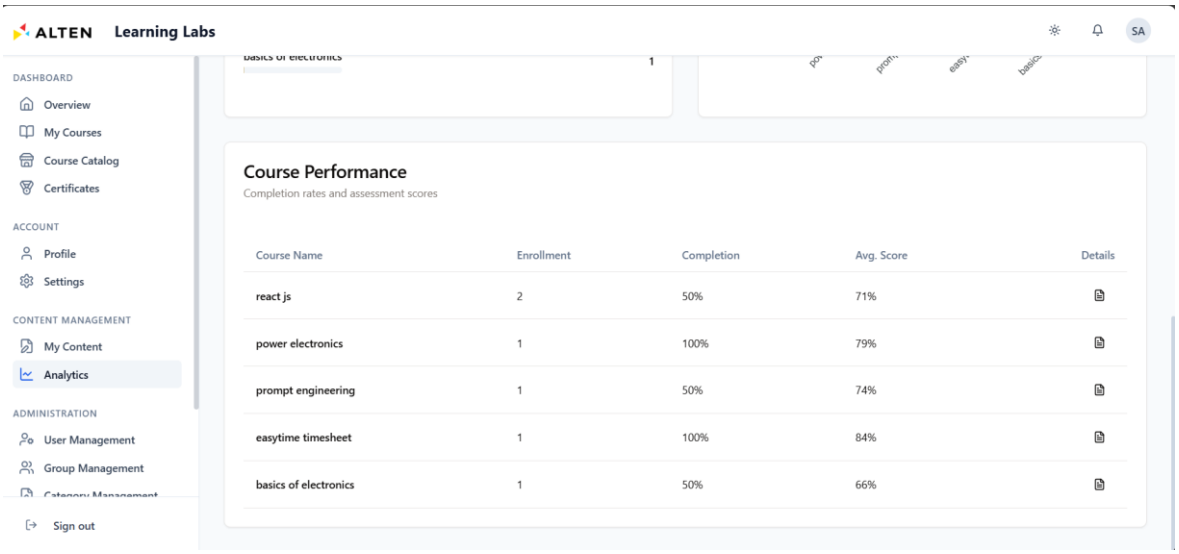


**Figure 4.5.3: Analysis page(Course Performance)**

## 4. User Analytics

**10.** **User Status -** Displays the number of active and inactive users. Represented visually using donut charts to show engagement trends.

11. **User Roles -** Breaks down the current users by their assigned roles such as Admin, Contributor, or Employee.

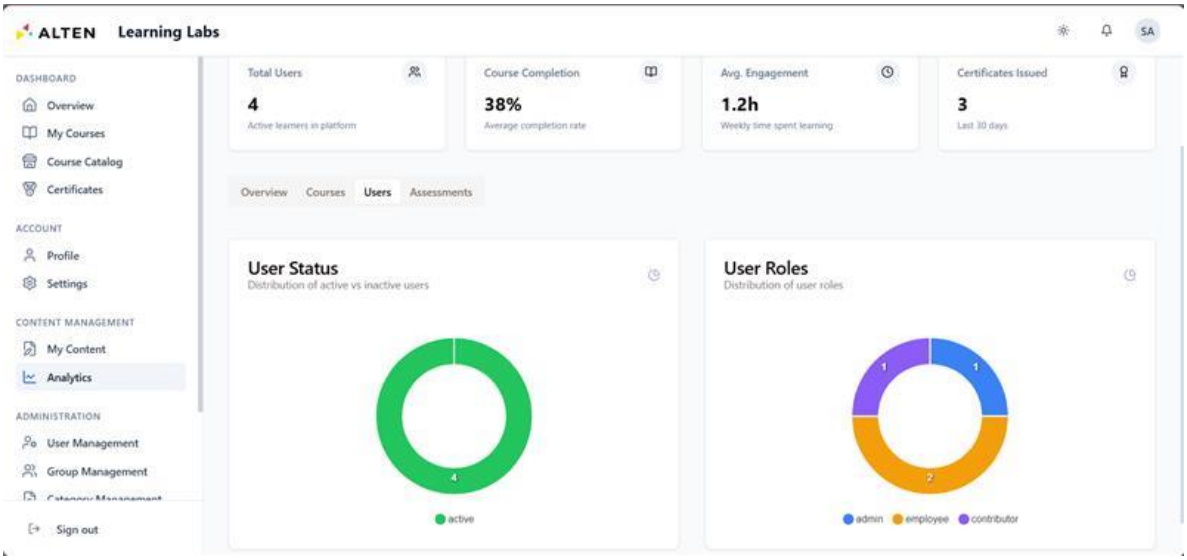


**Figure 4.5.4: Analysis page(User status and user roles)**

## 5. Assessment Analytics

12. **Enrollments by Course -** Presents the number of users enrolled in each course, useful for analyzing course popularity and reach.

**Course Status**

- Displays the current state of each course:
- Published
- Rejected
- In Draft

13. **Enrollments Over Time -** Tracks how course enrollments change over time. This is shown using a line chart and reflects daily or weekly activity. A rising graph indicates increased user activity, while a dip may highlight declining interest.

All analytical charts provide the following interactive and export features:

- Downloadable in SVG, PNG, and CSV formats
- Reset to default view
- Zoom in and out functionality
- Date-range based zoom options for time-series graphs.

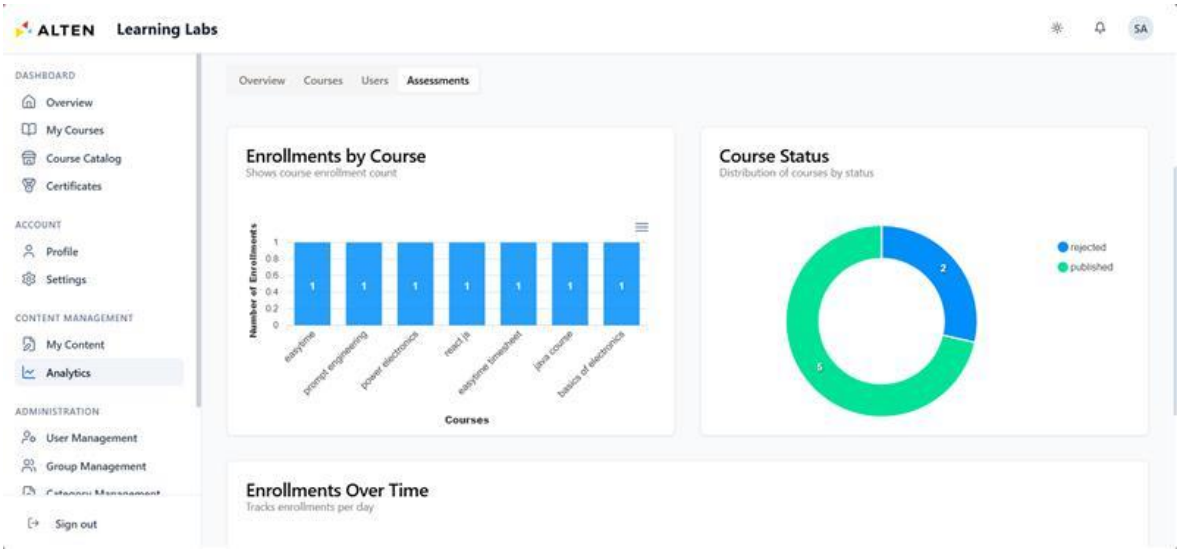


**Figure 4.5: Analysis Page(Enrollments by course and Course status)**

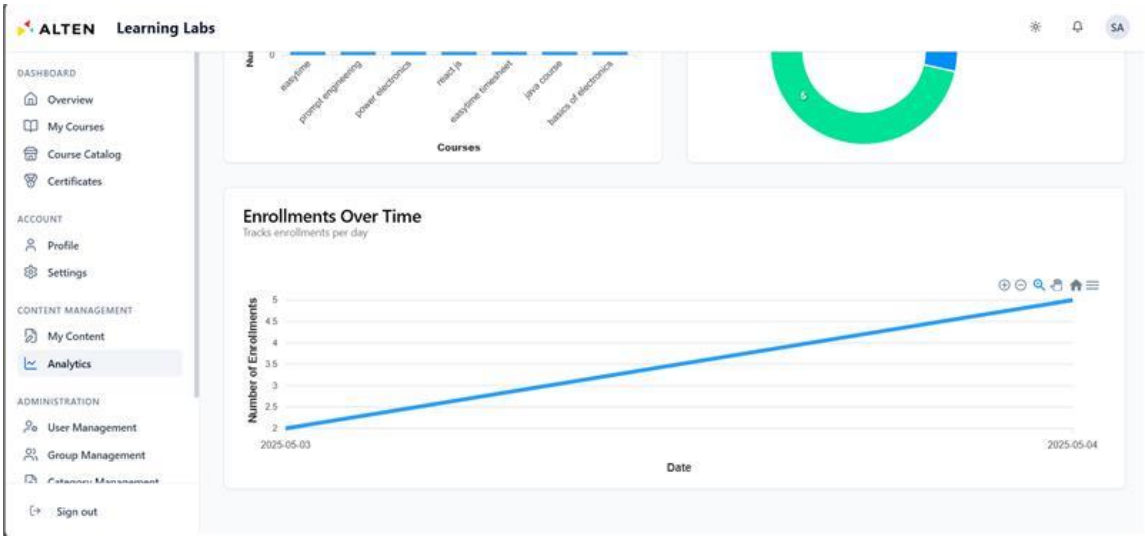


**Figure 4.5: Analysis Page(Enrollments over time)**

# 5 Course Management

## 5.1 Creating a Course

Only **contributors** and **admins** can create courses. Although both can initiate the creation, **course creation primarily belongs to the contributor role**.

### 1. Steps to Create a Course:

- **Log in as a Contributor**: Upon first login, the dashboard will appear empty, but options to create a course will be available.
- **Select a Category**: Choose from the list of available course categories.
- **Enter Course Details**:
    a. **Title** and **Description** must be provided.
    b. Once filled, an **AI model** will automatically generate **4 course images** based on the title and description.
    c. The contributor can select one image of their choice to represent the course.
    d. The selected image is saved in the database.

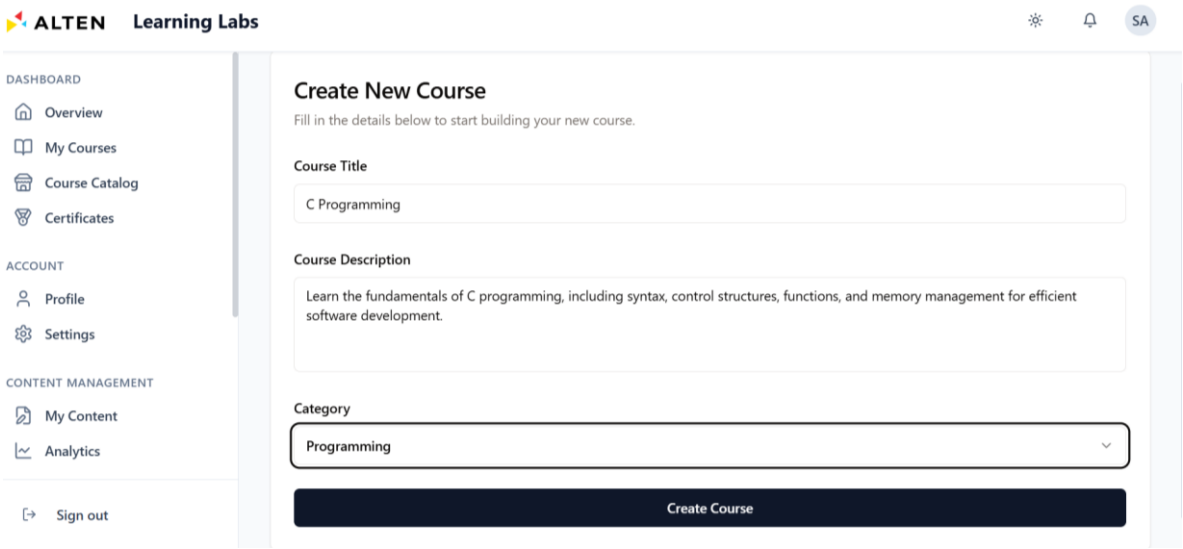


**Figure 5.5.1: Course Creation page**

## 5.2 Adding Modules

Once the course is created:

- Navigate to the course page and click on **“Add Module”**.
- Provide the module title and other necessary information.

- Click **“Save Changes”** to store the module data.

## 5.3 Uploading Video Content

Within each module:

- Use the **“Add Lesson”** option to upload content.
- Upload **videos** or other lesson materials.
- After uploading, click **“Save Changes”**.

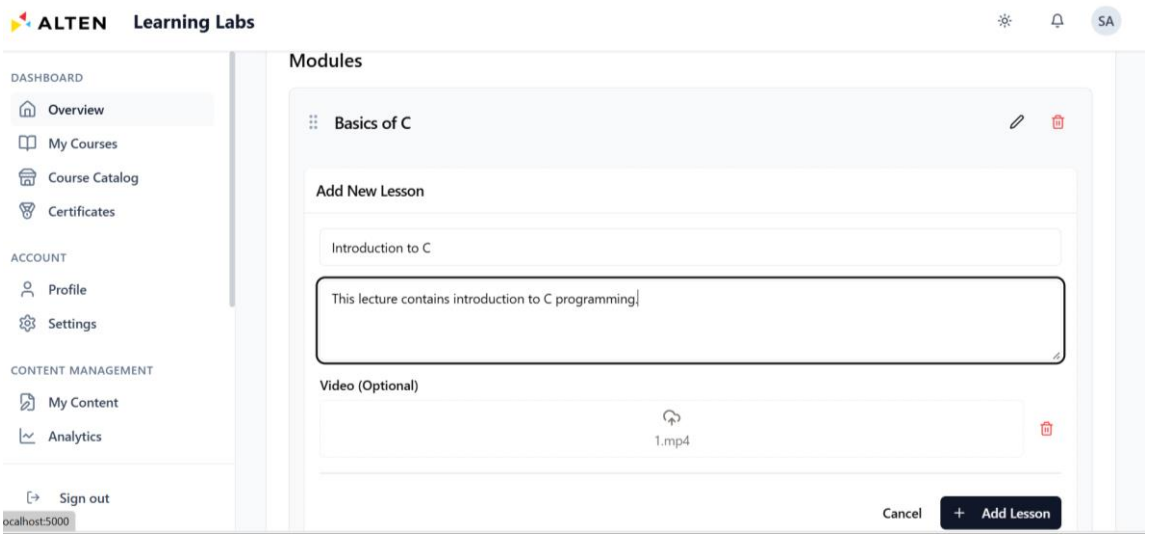


**Figure 5.3: Video Upload Page**

## 5.4 Managing Course Content

When a contributor clicks **“Save Changes”** after uploading lesson content:

- An **ML pipeline** is triggered.
- It **automatically generates**:
  - **Transcript**
  - **Summary**
  - **Questions**
- All generated content is saved directly to the **database**.
- Contributors can **review and manage** these generated resources within the lesson interface.

## 5.5 Publishing Courses (Admin Approval Process)

After a course is created and populated with content:

- **Only admins** have the right to **publish or grant access** to the course.
- **Contributors cannot** publish or give access.
- The publishing process is subject to **admin approval**, ensuring that the content meets quality standards.

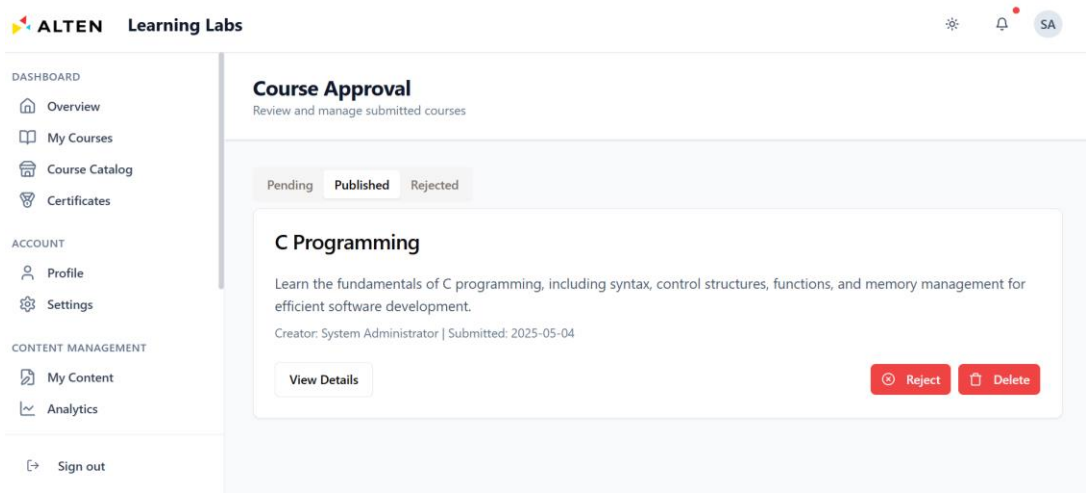


**Figure 5.5: Course Submission & Approval Page**

# 6 AI-Powered Features

Our Learning Management System (LMS) is enhanced with cutting-edge AI technologies to improve user engagement, content delivery, and learning outcomes. Below are the key AI-powered features and their functionalities:

## 6.1 Auto-Generated Course Thumbnails

Automatically generates visually appealing and context-relevant thumbnails for each course based on course title, description, or video content. This helps maintain a consistent design aesthetic across the platform without requiring manual image editing.

**How it helps:**

- Saves time and effort for instructors.
- Enhances visual appeal of course listings.
- Improves learner engagement through better visual cues.

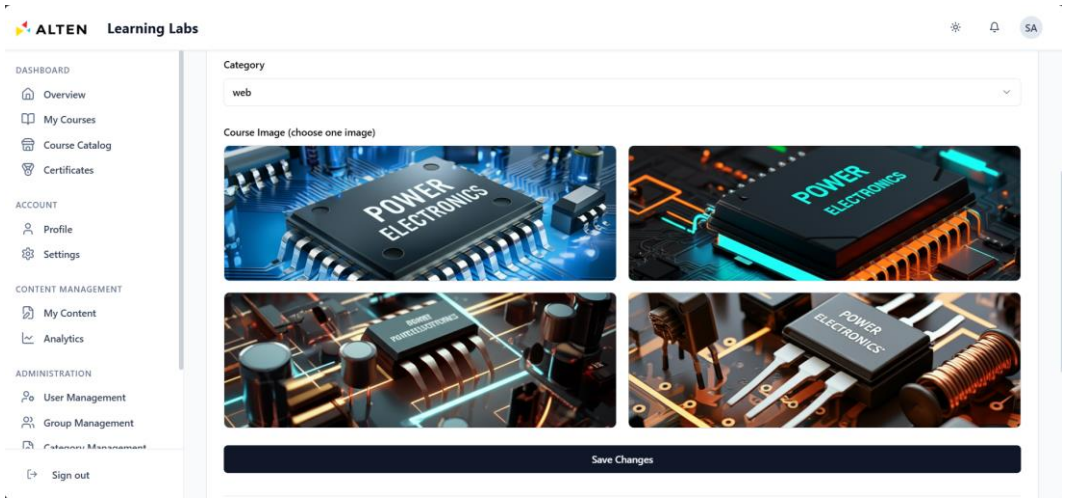


**Figure 6.1: Auto Thumbnail Generator page**

## 6.2 Transcript Extraction and Summarization

Uses speech-to-text and NLP techniques to extract the full transcript from video lectures and summarize it into concise, readable content.

**How it helps:**

- Enables quick review of lengthy video content.
- Improves accessibility for hearing-impaired users.

- Supports note-taking and study material generation.

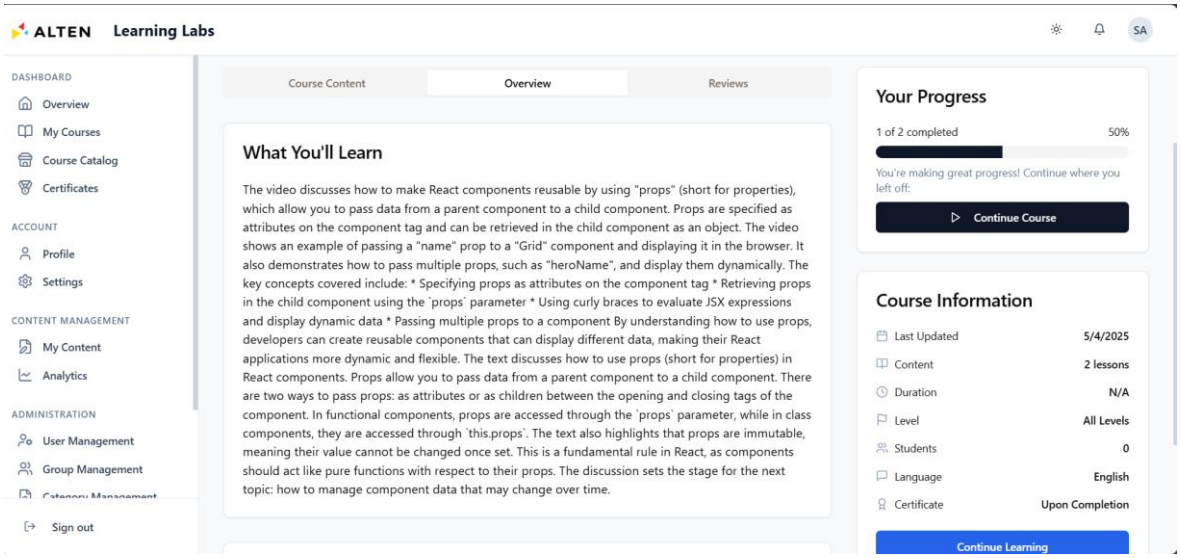


**Figure 6.2: Transcript Extraction & Summary Page**

## 6.3 LLM-Based MCQ Generation

Leverages Large Language Models (LLMs) to automatically generate Multiple Choice Questions (MCQs) from lecture content, transcripts, or uploaded documents.

**How it helps:**

- Helps instructors create quizzes effortlessly.
- Enhances student practice and assessment opportunities.
- Customizable difficulty levels and topics.

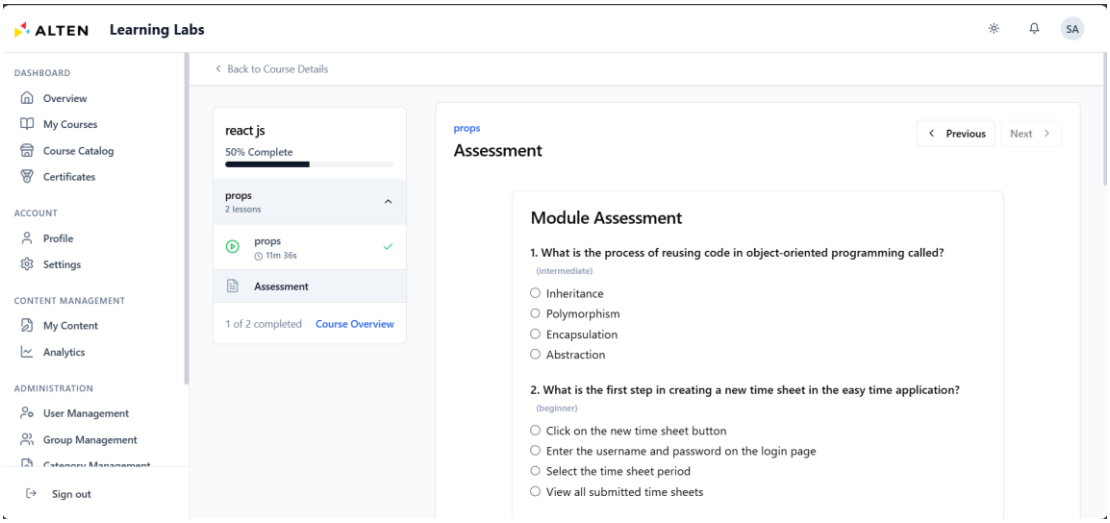


**Figure 6.3: Automated MCQ Creation page**

## 6.4 Video Auto-Captioning

Automatically generates captions for video content in real-time or post-upload using AI-based speech recognition.

**How it helps:**

- Increases accessibility for all learners.
- Supports multilingual learning environments.
- Allows for better understanding of lectures in noisy environments.

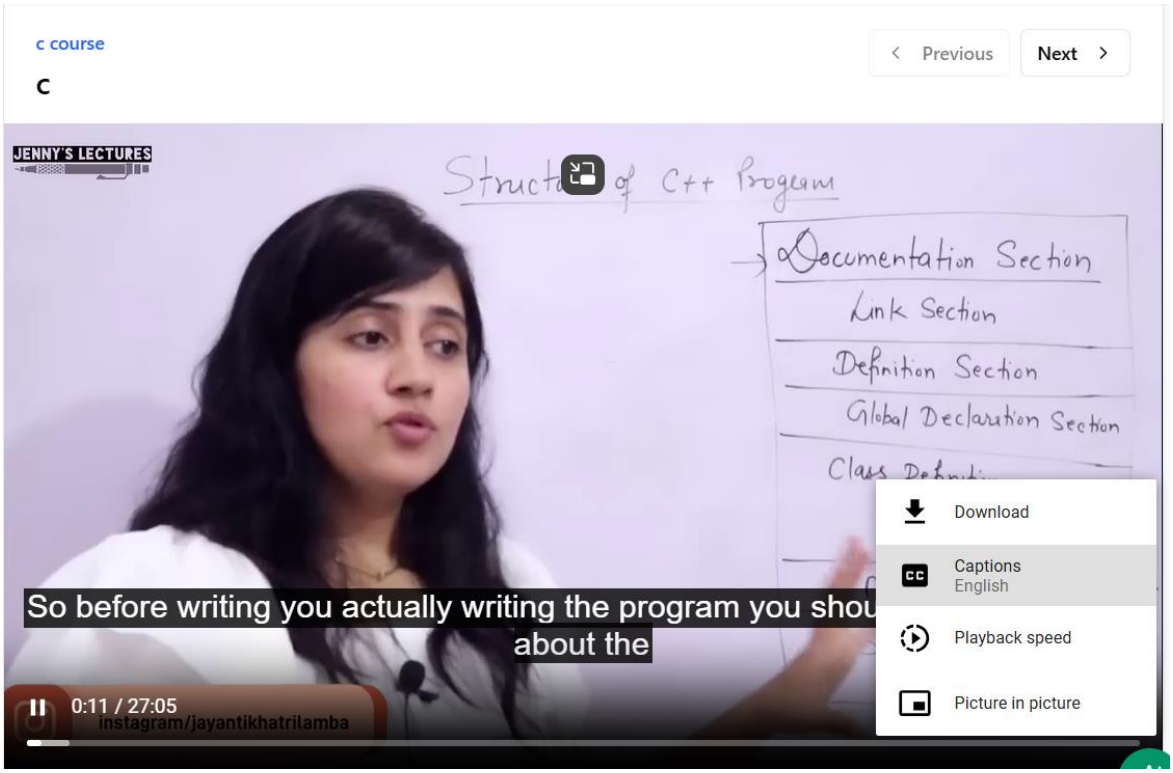


**Figure 6.4: Auto Captioning page**

## 6.5 Intelligent Chatbot for Doubt Resolution

An always-available AI assistant that answers student queries related to course content, schedules, deadlines, or general doubts using contextual understanding.

**How it helps:**

- Provides instant responses to students.
- Reduces instructor workload.
- Improves student satisfaction and retention.

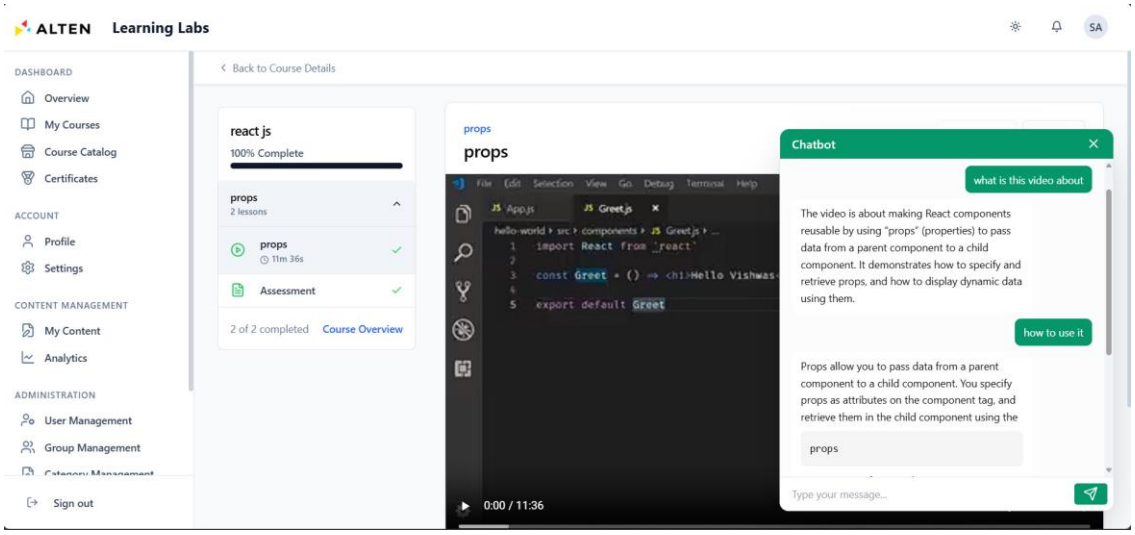


**Figure 6.5: Chatbot page**

# 7 Taking a Course (Learner's Guide)

This section guides learners through the process of accessing and interacting with courses in the Learning Management System (LMS).

## 7.1 Starting a New Course

- Learners can access the **Course Catalog** after logging in.
- Only the courses they have been **granted access** to (by the admin) will be visible here.
- For each listed course:
  - If the user has **not started** the course, the button will show **"Start Learning"**.
  - If the user has already begun the course, it will show **"Continue Learning"**.

## 7.2 Navigating Course Modules

- On clicking **“View Course”**, the learner enters the course viewer.
- A a **popup window (modal)** may appear on top of the screen with additional information. Users will have the option to **close or collapse** this modal to view the course in full screen.
- Course content includes:
  - Video lessons (with **play**, **pause**, **forward/backward 10 seconds**, **playback speed control**, **fullscreen**, and **download options**).
  - **Summary** of the video, if available.
  - Learners can **freely navigate** between modules and lessons as allowed by the course structure.

## 7.3 Taking Module Exams

- At the end of each module or lesson, learners may be presented with **automatically generated questions**.
- These assessments can be used to:
  - Test understanding.
  - Track progress.
- Results may be stored and visible on the learner's dashboard or progress tracker.

## 7.4 Earning Certificates

- Upon successful completion of all course modules and required assessments:
- Learners may be eligible to receive a **certificate of completion**.
- Certificates will be downloadable from the course dashboard.

## 7.5 Accessing Past and Current Courses

- Learners can view their **past and current courses** from the dashboard.
- This includes:
  - Courses in progress (**Continue Learning**).
  - Completed courses.

    - Courses waiting to be started.
- Learners can resume from where they left off, rewatch lessons, or review materials and summaries as needed.

# 8 Communication and Notifications

The Learning Management System (LMS) uses both **in-app notifications** and **emails** to keep users informed about important events, access rights, and system updates.

## 8.1 In-App Notifications

When a user logs in to the LMS, they may see notifications in their dashboard. These notifications typically cover:

- **New course access granted**
- **Password reset alerts**
- **User accepted into the application**

These notifications are designed to alert users about actions that affect their learning or contribution activities directly within the platform.

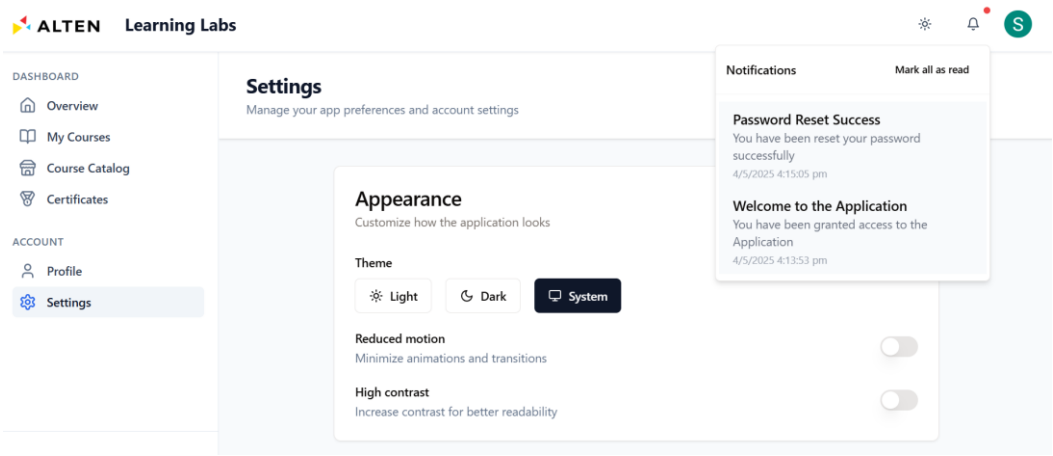


**Figure 8.1: Notifications page**

## 8.2 Email Alerts

Email communication works in parallel with the in-app notification system. Emails are triggered for the following events:

- **Login credentials shared**: When a user is added to the system, they receive an email with their **username and password**.
- **Successful login** confirmation.
- **Course access granted** emails.
- **Password reset instructions**.
- **Contributor notifications** when their course is approved or rejected by the admin.

All these emails ensure that users remain informed, even if they are not actively logged into the LMS.

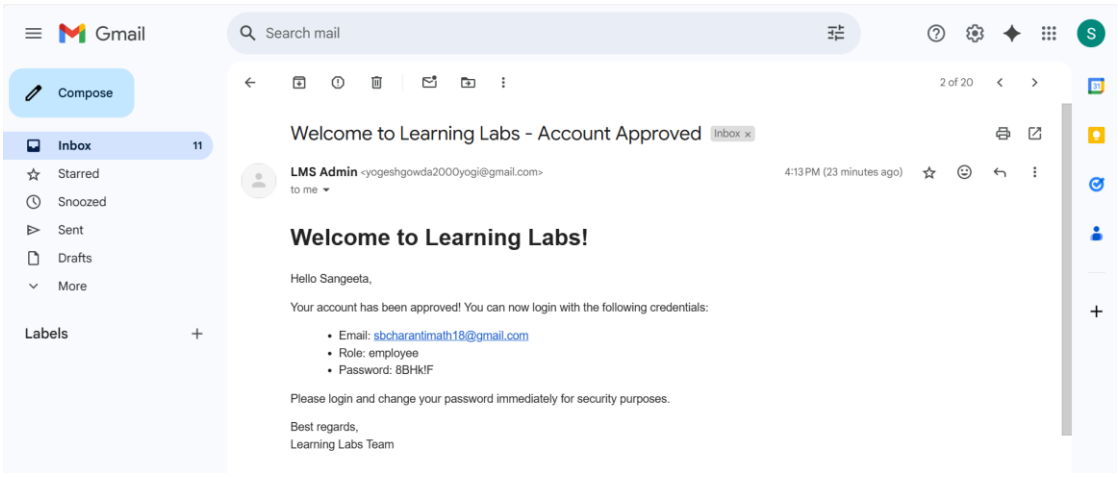


**Figure 8.2: Email alert Page**

## 8.3 Admin-to-User Messaging

Admins have the ability to:

- **Create groups** and assign users.
- Upon assignment, users will receive both:
  - **An email** stating they've been added to a group or granted course access.
  - **An in-app notification** for the same.

This feature supports streamlined communication between admins and learners or contributors, making sure no one misses important updates.

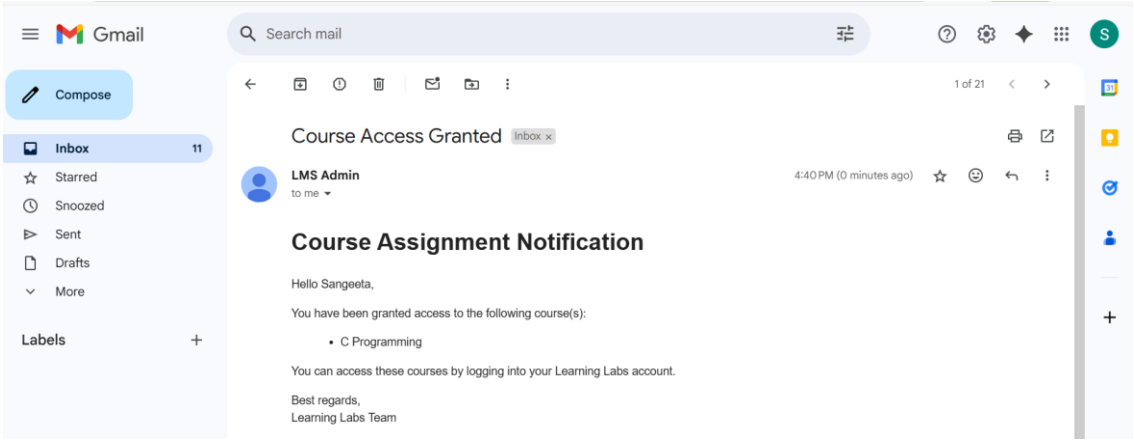


**Figure 8.3: Email-notification page**

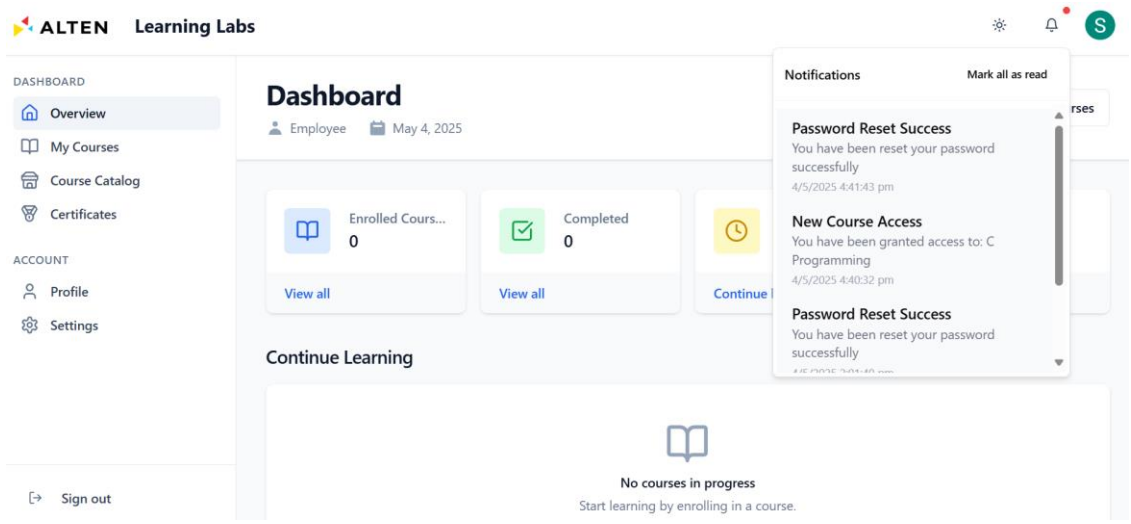


**Figure 8.4: Dashboard page**

# 9 User Dashboard

The User Dashboard provides quick access to personal information, course progress, and key settings. It serves as the central hub for managing the user's learning journey.

## 9.1 Overview

Once logged in, users land on their dashboard, where they can:

- View enrolled courses
- Access learning modules
- Receive system notifications (e.g., course access, password resets)
- Navigate to profile and settings

## 9.2 Viewing Profile Information

Under the **Profile** or **Personal Info** tab, users can view and edit their personal details:

- Editable fields: **First Name**, **Last Name**, **Profile Picture**
- Non-editable fields: **Username**, **Email ID** (display-only for security purposes)

After making changes, clicking **Save Changes** updates the information in the database and reflects immediately in the profile view.

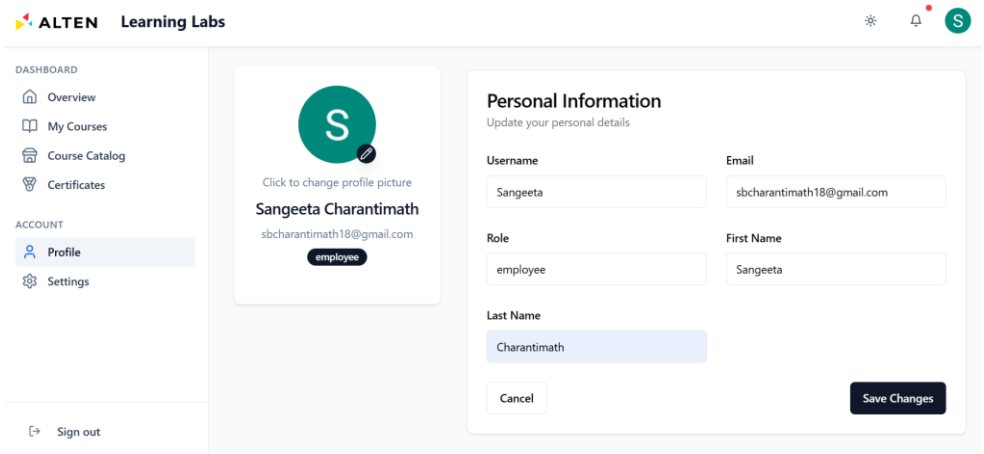


**Figure 8.4: Profile information page**

## 9.3 Tracking Progress

The LMS allows learners to monitor their learning journey through visual and interactive tools. Users can:

- **View completed modules** and lessons marked as "Completed"

- **Track quiz or test scores** after completing assessments
- **See overall course progress** as a percentage or via progress bars
- **Resume from where they left off**, thanks to auto-save functionality
- Identify **pending modules or exams** that need attention

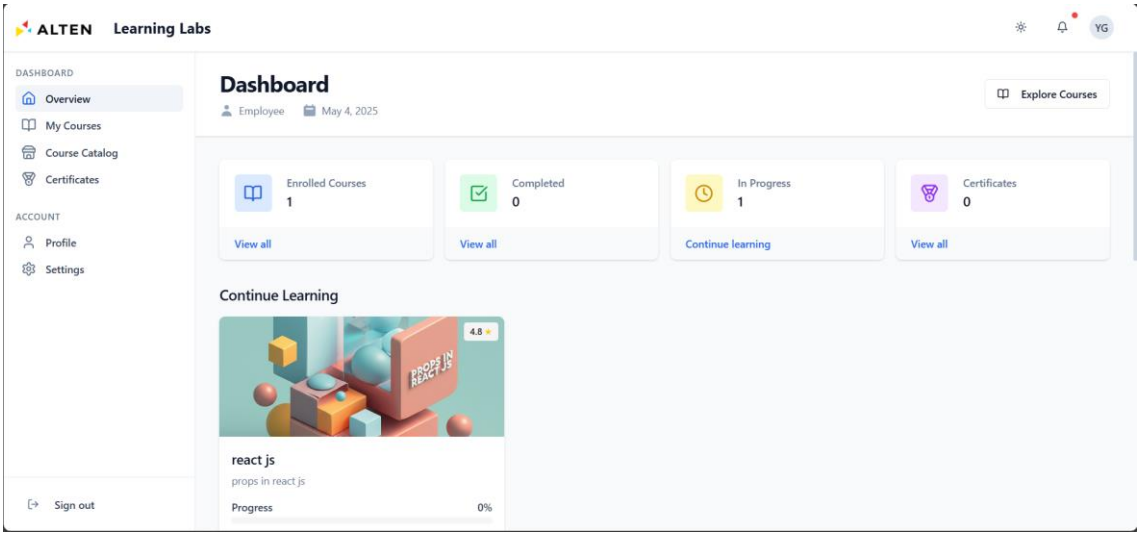


**Figure 9.3: Progress Tracker page**

## 9.4 Managing Settings

Within the **Settings** section of the profile:

- Users can **change their password** by entering the current password and generating a new one.
- **Forgot Password** functionality is also available:
  - Users enter their registered email address.
  - They receive a reset password link via email.
  - On using the new password, they can log in successfully.
  - A **"Password Reset Successful"** notification confirms the change.

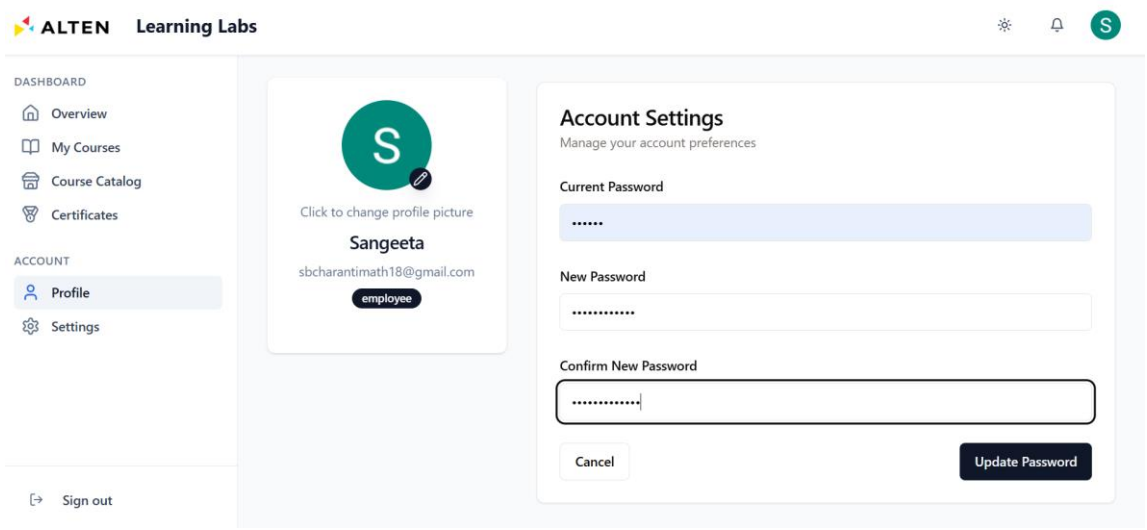


**Figure 9.4: Reset password page**

# 10 Frequently Asked Questions (FAQ)

## 10.1 Troubleshooting

## 10.2 Common Issues and Fixes

## 10.3 Contacting Support

# 11 Appendix

## 11.1 Change Log

**Table 1: Software change log**

| Version | Date | Change |
|---|---|---|
| 1.1 | 05-May-2025 | Released after team review |
| 1.0 | 25-April-2025 | Baser version |

## 11.2 Known Issues

## 11.3 Future Enhancements

## 11.4 Acknowledgements

We would like to thank <REPLIT?>

We would like to thank <Google AI Studio>

We would like to thank AltenGT for providing <AI ML Server>