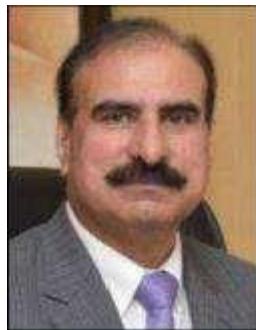




STUDENT GUIDE HOW TO USE LMS



National University of Modern Languages



RECTOR MESSAGE

My dear students, there are hard and arduous times in the lives of individuals as well as nations when all of a sudden life gets disruptive and it all occurs in an extremely tumultuous and unpredictable way. Indeed, there are times when we all go through trials and tribulations and we begin to wonder if life would ever resume its bygone normalcy. It is during these times that our spirits are put to the toughest test and the strength of our belief in Allah as well in humanity is examined with rigor. This is also one such time when all over the world we are seeing the devastating impact of coronavirus — an invisible killer stalking across borders and continents. However, while we are fighting an invisible killer, we cannot sit back and watch ourselves taken over by ignorance and illiteracy. To keep the torch of knowledge aflame, we are called upon to play our part proactively and decisively. Therefore, we have decided to commence online classes from 1st June for which we have been making elaborate preparations. I congratulate the faculty as well as the administration, particularly the ICT Branch, for making their best efforts to cater for the needs and requirements of online teaching. In this context, we have allocated the best of our resources and the provision of the state-of-the-art facilities has been ensured at every step of the way. I am delighted to announce that the Learning Management System (LMS) of the University is going to be our flagship platform for online classes which will ensure quality teaching and optimum learning on the part of students staying home. We are also mindful of those students who may not have access to such facilities because of the remoteness of their respective areas or on account of other affordability issues. Such students are advised to contact their respective departments for assistance. Lastly, let me say that it is also a moment of deep conviction and heart-searching for each one of us to reassess and re-affirm our relation with Allah SWT and His Creation—the humanity at large. Please remember, hard times bring the best out of people and let the future historian write about us:

رہا دشوار ، سحر دور ، گھنی شب لیکن
قابلے ٹھہرے نہ قدموں کی صدائٹھہری ہے

May Allah (SWT) help us and reward our efforts. Ameen!

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REACH TO NUML LMS

You must concentrate on gaining knowledge and education. It is your foremost responsibility. Political awareness of the era is also part of your education. You must be aware of international events and environment. Education is a matter of life and death for our country. Muhammad Ali Jinnah

This section will cover following;

- Access NUML LMS
- Sign Up
- Sign In
- Forget Password

Access to NUML LMS

1. Go to NUML main website: <https://numl.edu.pk/>. On top right side of website click on LMS.

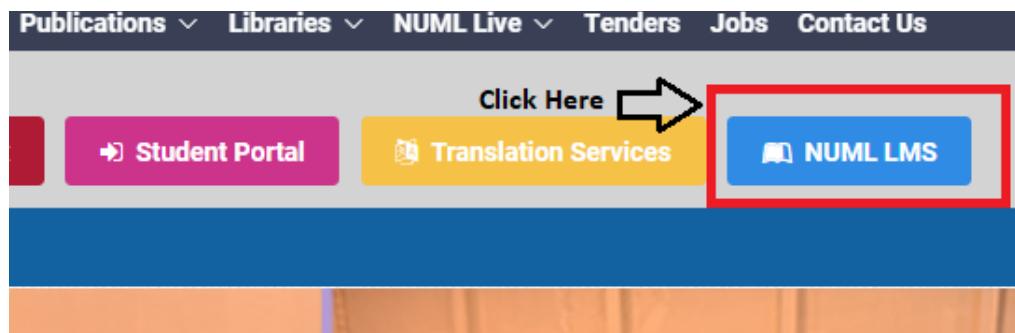


Figure 1 NUML website-> NUML LMS

Sign Up

Students to process their registration through their parent departments. You cannot enroll yourself.

Department Coordinators will provide students the username and password.

Sign In

- 1.** On clicking the NUML LMS Button this screen will be visible. Student will click on their respective faculty to login in the system



Figure 2 NUML LMS Main Page

- 2.** On login page enter your username and password to login (**Provided by Department Coordinator**)

LMS Portal Only For:
Faculty of English Studies (FES)
Faculty of Engineering and CS
(FE&CS)

NOTE: All other Faculties and Regional Campuses, please click
below on your respective LMS portal to login.

If you already have an
LMS account enter
username & password

Username

Password

[Forgotten your username or password?](#)

or Email us at lms@numl.edu.pk

Log in

Figure 3 LMS Login Page

NOTE: Please do not try to create account directly from LMS

- 3.** After login to your account you will see important information on your dashboard such as your registered courses, timeline, calendar etc.

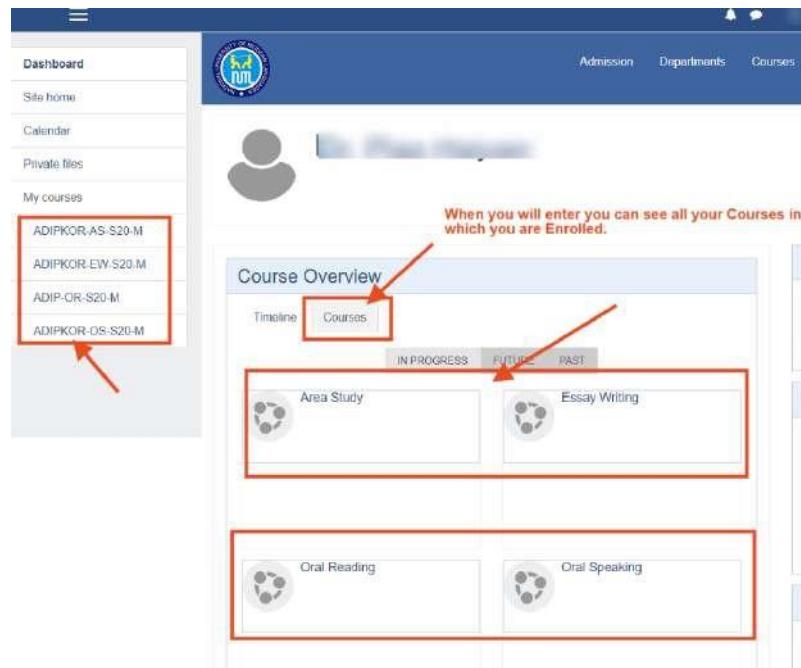


Figure 4 Student Dashboard

Forgotten Password

LMS has a systematic way to recover the password. The user should know his/her username or email as **provided by student parent departments**. Also the user must have access to his/her email inbox. A password reset link will be sent to you from LMS. User needs to click on that for resetting his/her password. Follow the steps listed below for recovering the password.

- From Login Screen, click on “*Forgotten your username or password?*” Link which is highlighted in Figure 5.

LMS Portal Only For:
Faculty of English Studies (FES)
Faculty of Engineering and CS
(FE&CS)

NOTE: All other Faculties and Regional Campuses, please click
 below on your respective LMS portal to login.

[Forgotten your username or password?](#)

or Email us at ims@numl.edu.pk

Log in

Figure 5 Forget Password

- 2.** The account can be searched using email or username. Enter **any** of fields and Press **Search**. This will send an email on address associated with your LMS account.

To reset your password, submit your username or your email address below. If we can find you with instructions how to get access again.

Search by username

Username

Search

↑
Enter your Username and click
search button
Or

↓
Enter your official Email and
press Search button

In both ways you will
receive email to change
password

Search by email address

Email address

Search

Figure 6 Enter Username or Email to reset

- 3.** You will receive a **Link to change password** in your email inbox. Also check spam/junk folder in case of not receiving email in inbox. Click on the reset link which is highlighted in figure below. This will open a password reset form.

Learning Management System: Password reset request Inbox ×



NUML LMS (via NUML-LMS) <lms-admin@numl.edu.pk>

to me ▾

Hi Warda,

A password reset was requested for your account @numl.edu.pk at Learning Management System.

To confirm this request, and set a new password for your account, please go to the following web address:

https://lms2.numl.edu.pk/login/forgot_password.php?token=GyCYofEZi3bSCpCiDbTfBC8o3dS1qfau
(This link is valid for 30 minutes from the time this reset was first requested)

← Click here to
reset your
Password

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

LMS

Reply

Forward

Figure 7 Password Reset Link

- 4.** Enter the new Password in password reset form and click on “*SAVE CHANGES*” button and the password will be changed.

Please enter your new password below, then save changes.

Set password

The screenshot shows a 'Set password' form. At the top, there is a 'Username' field containing '@numl.edu.pk'. Below it is a note: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #'. Two input fields for 'New password' and '(again)' are present, both marked with a red triangle icon indicating they are required. A large orange rectangle highlights these two fields. At the bottom, there are 'Save changes' and 'Cancel' buttons, and a link 'Enter New Password' with an upward arrow icon.

Username @numl.edu.pk

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

New password ▲

New password ▲ (again)

Save changes Cancel

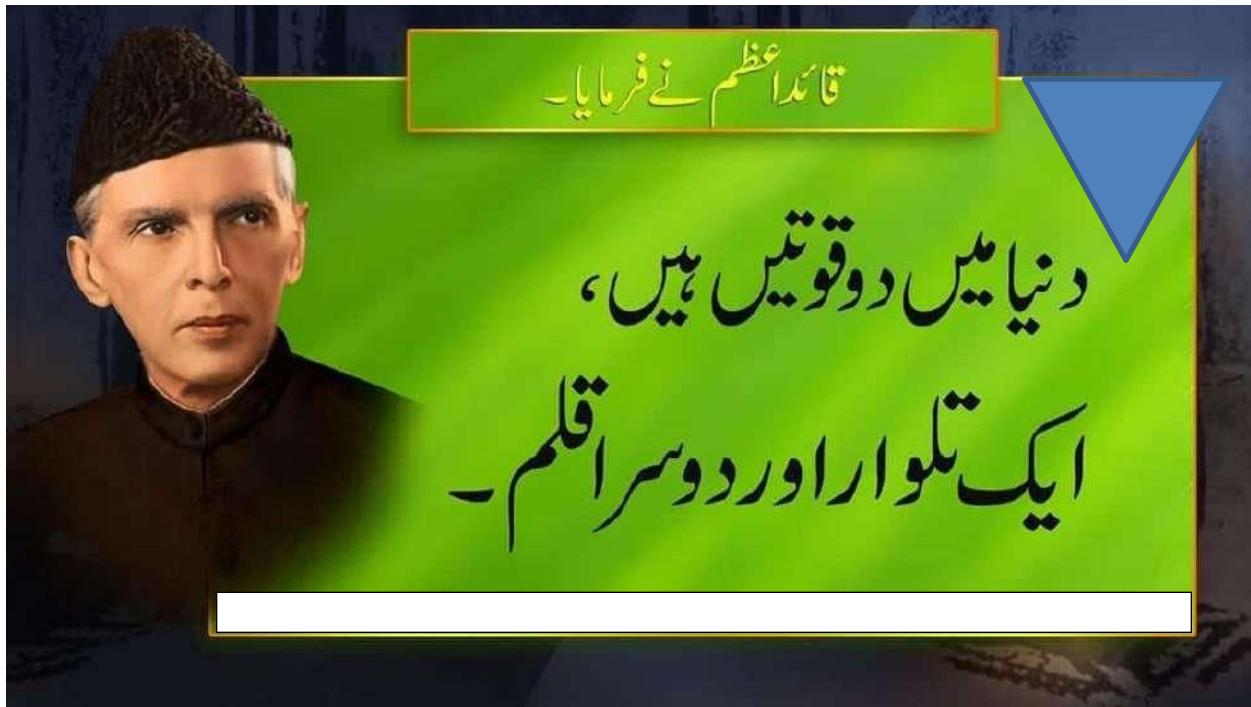
Enter New Password

There are required fields in this form marked ▲ .

Figure 8 Password Change screen

Note: Read the tutorial carefully and note down the different instructions to save your precious time. There are help tips at every tab highlighted with! which may guide you through out your journey inside LMS.

Student Dashboard



On successful login your dashboard will appear which may get updated in terms of data as well as visual improvements. On dashboard all the courses in which you are registered will be visible along with some other options like calendar, private files etc.

The dropdown menu present on top right side of screen is having different options for students as shown in Figure 1.

- i. The Dashboard menu returns student directly to dashboard.
- ii. Using Profile option students can change password and other related information.
- iii. Grades can be viewed by clicking grade. Logout option is available in the dropdown menu



Figure 9 Student Dashboard

On top right corner there will be a **message icon** which contains the details of task assign to student such as assignment, quiz, presentation etc.

On **left side menu** of dashboard students have different options that help students to go to their registered courses, calendar, private files and access course page.

The **center of dashboard** shows two buttons, Timeline and Courses. The courses tab contains the list of all registered courses whilst the timeline includes the progress and milestones such as all the due task including assignment, quizzes and classes etc as shown in Figure 10.

Course Overview

Timeline Courses



SORT BY DATES SORT BY COURSES

Recently overdue

 Computer Basics opens LMS	19 Apr, 21:41	Attempt quiz now
 Assignment #01 is due Zoom Meetings	20 Apr, 00:00	Add submission
 What is Blended Learning? is due LMS	20 Apr, 00:00	Add submission
 LMS-MS Demo is scheduled for LMS	20 Apr, 09:50	View room

Figure 10 Time & Courses Overview

Develop a sound sense of discipline, Character, Initiative and a solid Academic Background. You must devote yourself whole-heartedly to your studies, for that is your first obligation to yourselves, your parents and to the State. You must learn to obey for only then you can learn to command. (Quaid-e-Azam at Islamic College, Peshawar - 12th April, 1948)

[Course HomePage](#)

The students can easily access their course homepage by clicking on their respective course from the dashboard. On this page students can view all the course related updates such as assignments, quizzes or lectures, books, live class and many more.

The screenshot shows the University of Modern Sciences (UMS) LMS course homepage for the 'ICT-LMS' course. At the top, there is a blue header bar with the UMS logo on the left and navigation links for 'Admission', 'Departments', 'Courses', and 'FAQ' on the right. Below the header, the word 'LMS' is prominently displayed. A breadcrumb navigation bar shows 'Dashboard / My courses / ICT-LMS' with a red box around 'My courses / ICT-LMS'. To the right of this, a small icon with an arrow points left, followed by the text 'we are in the selected course'. The main content area includes sections for 'Announcements' (with a document icon), 'Assignments-1' (with a document icon), and 'Attendance' (with a person icon). Under 'Assignments-1', there is a link titled 'What is Blended Learning?' with a computer monitor icon. The entire screenshot is framed by a thin gray border.

Figure 11 Course Homepage

Student will see two types of content here, these are activities and resources.

Activities: These are features in which student can contribute directly like assignment, quiz, forum and many more.

Resources: The content provided by teachers to his students such as lectures, books, videos etc.

All of the available activates and resources are clickable on course homepage and student can simply access with a single click.

Assignment Submission

Students can see their assignments on their course homepages and they will also be notified by notifications. Students can view their assignment details and submit by following the steps below.

1. Click on the assignment title to see the descriptions and submission options. The descriptions will include the status, time and last date of assignment etc.

The screenshot shows a LMS interface. At the top, it says "LMS" and "we are in the selected course". Below that is a breadcrumb navigation: "Dashboard / My courses / ICT-LMS". A red box highlights the "Assignments-1" link. To its right, a tooltip says "this is assignment title, click to know details". Below the assignments section, there's a link "What is Blended Learning?" with a red box around it. A red arrow points from the text "click to know details" to this link. The "Assignments-1" link has a red arrow pointing to it from the left.

Figure 12 View Assignment on course page

2. At bottom there will be an **Add Submission** button. Click on the button to submit your assignment to teacher as shown in Figure 12.

The screenshot shows the assignment details for "What is Blended Learning?". At the top, it says "You are on your assigned assignment page". Below that is the assignment title "What is Blended Learning?" with a red box around it. A red arrow points from the text "Title" to the assignment name. To the left of the title is a link "What Is It, How Do We Do It?". Below the title, there are sections for "Instructions/ comments by teacher" and "Submission status". A red box highlights the "Submission status" link. Below these are assignment details: "Submission status: No attempt", "Grading status: Not graded", "Due date: Monday, 26 April 2020, 12:00 AM", "Time remaining: Assignment is overdue by 5 days 23 hours", "Last modified: -", and "Submission comments: Comments (0)". At the bottom, there's a large red box around the "ADD SUBMISSION" button. A red arrow points from the text "Press the button to submit" to this button. Below the button is the text "Make changes to your submission".

Figure 13 Assignment Page

3. By clicking Add submission button, students will be directed to submission page. The page will allow students to upload file, add text and submit.

NOTE: Before uploading read the file size limit and number of attachments allowed

What is Blended Learning?

What Is It, How Do We Do It?
Attach MS Word Files

Online text

Enter text related to assignment or any information you want to appear with your assignment

File submissions Select file or folder

Maximum size for new files: 750MB; maximum attachments: 1

You can drag and drop files here to add them.

Click → SAVE CHANGES CANCEL

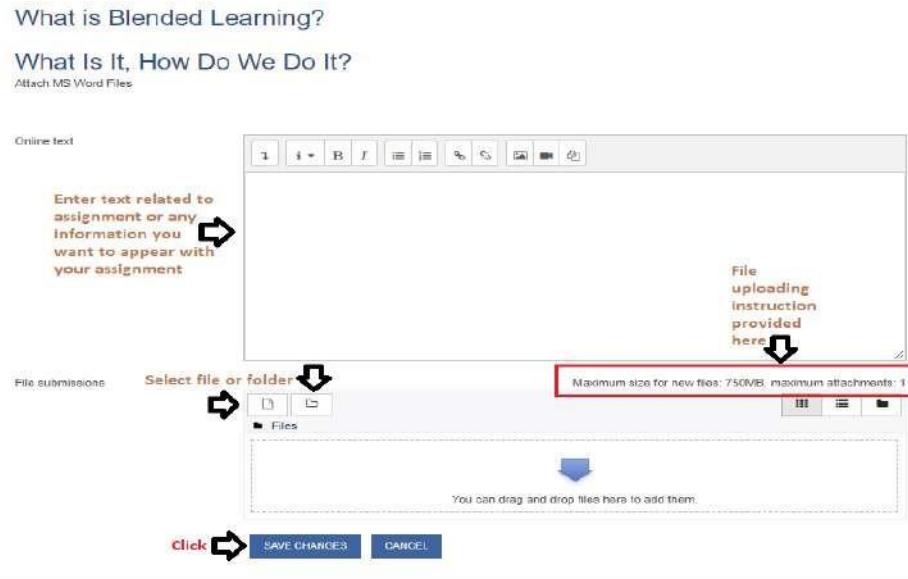


Figure 14 Assignment Submission Page

4. To upload the file click on file icon or drag and drop your file onto the down arrow section. Also file can be uploaded using file picker. The file picker will be opened by clicking the file upload icon.
5. The file picker allows students to browse file on their PC, attach from their recent files or private files on LMS.

File picker

Recent files

Upload a file → Press

Private files

Wikimedia

Attachment Choose File Assignment.docx

Save as

Author Fazal

Choose license All rights reserved

Click → UPLOAD THIS FILE

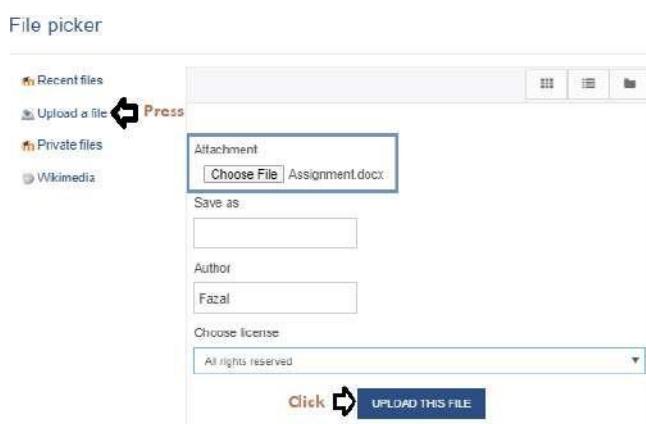


Figure 15 File Picker

- 6 The student need to press save changes button to eventually submit the assignment.

Downloading Resources (Lectures, Books)

The resources are listed at course homepage and teacher can classify week wise or topic wise. These sources can be a video, presentation, document, URL, book etc. Follow the steps below to watch and download these resources.

1. Select the course from Left tab on your main home page or dashboard page.

This screenshot shows the main home page of a university's LMS. On the left, there is a sidebar with various links: Dashboard, Site home, Calendar, Private files, My courses, ICT-LMS, DICT-LM-ZM (which is highlighted with a red box and has a red arrow pointing to it), and Site administration. The main content area features the university logo and navigation links for ADMISSION, DEPARTMENTS, COURSES, REPORTS, FAQ, CONTACT, and HELP. Below this is a 'CUSTOMISE THIS PAGE' button. The 'Recently accessed courses' section displays two cards: 'Department of ICT UMS' and 'Live Meetings Zoom Meetings'. To the right, there is a 'Private files' section showing 'No files available' and a 'Timeline' section.

2. Click on the resource that you want to download as shown in figure below. It will start downloading.

This screenshot shows the course homepage for 'DICT-LM-ZM'. The left sidebar includes links for Participants, Badges, Competencies, Grades, General, Zoom Meeting - 06 April 2020, Zoom Meeting - 13 April 2020, Topic 3, Topic 4, Dashboard, Site home (highlighted with a red box and has a red arrow pointing to it), and Calendar. The main content area displays a 'Zoom Meetings' section with a list of meetings: 'Testing', 'DBA Test', 'Test bbb', and 'download resource test'. At the bottom, there is a file viewer showing '08_Group_Assign_1.doc' (2.707 MB) and a 'Show all' button.

LIVE CLASSES

LMS is integrated to BigBlueButton and ZOOM services for conducting live classrooms. For students, it's really simple to join these classes. The title and description will be shown similar to activities and resources on course homepage.

Joining BigBlueButton

1. Select the course from Left tab on your main home page or dashboard page.

The screenshot shows the LMS dashboard. On the left, there is a sidebar with a red box around the 'My courses' section. Inside this section, the 'ICT-LMS' course is highlighted with a red oval. A blue arrow points from the text 'Select the course from Left tab on your main home page or dashboard page.' to this red oval. The main content area displays 'Recently accessed courses' with two cards: 'Live Meetings' and 'Department of ICT LABS'. At the top right, there are navigation links: ADMISSION, DEPARTMENTS, COURSES, REPORTS, FAQ, CONTACT, and HELP. A 'CUSTOMISE THIS PAGE' button is also visible.

2. Select the live class from Left tab on your course page.

The screenshot shows the ICT-LMS course page. On the left, there is a sidebar with a red box around the 'Live Class' option. A blue arrow points from the text 'Select the live class from Left tab on your course page.' to this red box. The main content area shows course details: Participants, Badges, Competencies (with a checked checkbox), Grades, General, Assignments-1, Attendance, Live Class (highlighted with a red box and a blue arrow), Quiz, and 1st June.

3. Select the class with  icon.

Live Class

 LMS-MS Demo	<input checked="" type="checkbox"/>
 LMS Class - Demo	<input checked="" type="checkbox"/>
 Zoom LMS Demo MS	<input checked="" type="checkbox"/>
 V Class - MS Slot 2	<input checked="" type="checkbox"/>
 Virtual Class - MS Slot 3	<input checked="" type="checkbox"/>
 CS Dept VC	<input checked="" type="checkbox"/>
 Engg& Maths	<input checked="" type="checkbox"/>
 IR VC	<input checked="" type="checkbox"/>
 Psychology - VC	<input checked="" type="checkbox"/>
 Education - VC	<input checked="" type="checkbox"/>
 VC Edu	<input checked="" type="checkbox"/>
 VC - ICT	<input checked="" type="checkbox"/>
 VC - GS	<input checked="" type="checkbox"/>

4. Click on  button to join online live class.

LMS

Dashboard / My courses / ICT-LMS / Live Class / LMS-MS Demo

LMS-MS Demo



This conference room is ready. You can join the session now.



Recordings

There are no recording to show.

Joining Zoom

1. Select the course from Left tab on your main home page or dashboard page.

The screenshot shows the university's Learning Management System (LMS) homepage. At the top, there is a blue header bar with the university's logo and navigation links: ADMISSION, DEPARTMENTS, COURSES, REPORTS, FAQ, CONTACT, and HELP. Below the header is a "CUSTOMISE THIS PAGE" button. On the left, a vertical sidebar menu includes: Dashboard, Site home, Calendar, Private files, My courses, ICT-LMS, DICT-LM-ZM, and Site administration. The main content area features a "Recently accessed courses" section with two items: "Live Meetings" (Zoom Meetings) and "Department of ICT LMS". To the right are sections for "Private files" (No files available) and "Timeline" (with a dropdown arrow).

2. Select the live class from Left tab on your course page.

This screenshot shows the ICT-LMS course page. On the left, there is a sidebar with the following tabs: Participants, Badges, Competencies (which is checked), Grades, General, Assignments-1, Attendance, Live Class, Quiz, and 1st June. The "Live Class" tab is highlighted with a red box and an arrow pointing to it.

3. Select the class with icon.

Live Class

 LMS-MS Demo	<input checked="" type="checkbox"/>
 LMS Class - Demo	<input checked="" type="checkbox"/>
 Zoom LMS Demo MS	<input checked="" type="checkbox"/>
 V Class - MS Slot 2	<input checked="" type="checkbox"/>
 Virtual Class - MS Slot 3	<input checked="" type="checkbox"/>
 CS Deptt VC	<input checked="" type="checkbox"/>
 Engg& Maths	<input checked="" type="checkbox"/>
 IR VC	<input checked="" type="checkbox"/>
 Psychology - VC	<input checked="" type="checkbox"/>
 Education - VC	<input checked="" type="checkbox"/>
 VC Edu	<input checked="" type="checkbox"/>
 VC - ICT	<input checked="" type="checkbox"/>
 VC - GS	<input checked="" type="checkbox"/>

Note: Dear student you may like to visit open source tutorials as available on web. On the following link you may do practice before starting your classes on LMS:

moodle.org/demo

With faith, discipline and
selfless devotion to duty,
there is nothing worthwhile
that you cannot achieve.

یقین، نظم و ضبط، اور بے لوث لگن
کے ساتھ، دنیا کی ایسی کوئی چیز
نہیں جو حاصل نہیں کی جا سکتی۔

