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**Learning Management System (LMS)**

**User Guide**

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# Overview

Learning Management System (LMS) User Guide for Schools. This comprehensive guide is designed to assist students, parents, teachers, and school administrators in effectively managing school operations, branches, and student activities. The LMS is a versatile platform that provides a range of functionalities aimed at enhancing the educational experience by streamlining administrative tasks and facilitating interactive learning.

# Key Features

# [2.1 Student Management](#_Toc168814803)

The Student Management feature within the LMS is designed to streamline and enhance the educational experience by providing comprehensive tools for managing student information, assigning students to grades, and tracking their academic progress. Additionally, it offers students the ability to access all course-related resources, complete assignments and quizzes, and view their grades.

# [2.2 Parent Access](#_Toc168814804)

The Parent Access feature within the LMS is designed to keep parents informed and engaged in their child's educational journey. By providing parents with a comprehensive view of their child's academic performance and activities, the LMS ensures that parents can actively support and contribute to their child's learning experience.

# [2.3 Teacher Tools](#_Toc168814805)

The Teacher Tools feature within the LMS is designed to empower educators with the resources they need to effectively manage their classes, develop and deliver course content, and evaluate student performance. By providing a comprehensive suite of tools, the LMS helps teachers enhance their teaching methods and foster an engaging learning environment.

# [2.4 School Administration](#_Toc168814806)

The School Administrators feature within the LMS provides a powerful set of tools designed to help administrators manage school branches, monitor educational activities, and ensure the smooth operation of academic functions. By offering comprehensive oversight capabilities, the LMS enables administrators to maintain high standards of education and support the needs of students, teachers, and parents.

# Introduction

# [3.1 Purpose of the Guide](#_Toc168814810)

This user guide aims to provide a clear and detailed introduction to the LMS, ensuring all users can navigate and utilize the system effectively. Whether you are a student, parent, teacher, or school administrator, this guide will help you understand how to use the LMS to its fullest potential.

# [3.2 Audience](#_Toc168814811)

* **Students**: Learn how to access courses, submit assignments, and track your academic progress.
* **Parents**: Understand how to monitor your child's educational performance and stay informed about their assignments and grades.
* **Teachers**: Discover how to manage your classes, create and distribute educational content, and evaluate student performance.
* **School Administrators**: Gain insights into managing school branches, monitoring educational activities, and ensuring the smooth operation of the school's academic functions.

# Getting Started

# [4.1 System Requirements](#_Toc168814810)

To ensure optimal performance, please make sure your device meets the following system requirements:

* **Operating System**: Windows 10 or later, macOS 10.13 or later, Linux, iOS 12 or later, Android 8 or later
* **Browser**: Latest versions of Chrome, Firefox, Safari, or Edge
* **Internet Connection**: Stable broadband connection

# [4.2 Accessing the LMS](#_Toc168814811)

* **Login**: Visit the LMS website or open the LMS app on your device. Enter your provided login credentials.
* **Dashboard**: Upon successful login, you will be directed to your personalized dashboard. Here, you can access different sections based on your user role (student, parent, teacher, or admin).

# Student Account

To ensure secure access and personalized user experience, each student must log into the LMS using a unique username and password provided by the school management. This section outlines the steps for students to set up and validate their accounts.

#### Steps for Students

1. **Receive Login Credentials**:
   * Each student will receive a username and password from the school management. This information is typically provided via email, a printed document.
2. **Access the LMS**:
   * Visit the LMS website or open the LMS mobile app on your device.
3. **Enter Username and Password**:
   * On the login page, enter the username and password provided by the school management.
4. **Validation**:
   * The LMS will validate the entered credentials to ensure they match the records. If the username and password are correct, the student will be granted access to their account.
   * If the credentials are incorrect, an error message will be displayed. The student should re-enter the correct information or contact school management for assistance.
5. **Accessing the Dashboard**:
   * After successful login and validation, students will be directed to their personalized dashboard. From here, they can access courses, resources, assignments, quizzes, and track their grades and progress.

# [5.1 Student Dashboard Overview](#_Toc168814810)

Upon logging into the LMS, students are greeted with a personalized dashboard that provides easy access to all essential features and resources. The dashboard is designed to be user-friendly, ensuring that students can quickly navigate to the tools they need for their studies.

**Main Tabs on the Student Dashboard**

# [5.1.1 My Courses](#_Toc168814810)

This tab displays all the courses in which the student is currently enrolled. Students can click on a course to access course materials, assignments, quizzes, and grades.

# [5.1.2 Calendar](#_Toc168814810)

The calendar tab provides a comprehensive view of all important dates and deadlines, including assignment due dates, quiz schedules, class sessions, and school events. Students can manage their time effectively by keeping track of upcoming tasks and activities.

# [5.1.3 Leaderboard](#_Toc168814810)

The leaderboard tab shows the rankings of students based on their academic performance and participation. This feature encourages healthy competition and motivates students to strive for excellence.

# [5.1.4 Library](#_Toc168814810)

The library tab offers access to a wealth of educational resources, including e-books, research papers, videos, and other reference materials. Students can search for and download resources relevant to their courses and assignments.

# [5.1.5 Timetable](#_Toc168814810)

The timetable tab provides a detailed schedule of the student’s classes, including times, subjects, and instructor information. This helps students manage their daily and weekly schedules efficiently.

# [5.1.6 Live Class](#_Toc168814810)

The live class tab allows students to join real-time online classes. This feature supports interactive learning by enabling students to participate in live lectures, discussions, and Q&A sessions with their teachers and classmates.

# [5.1.7 Chat Sessions](#_Toc168814810)

The chat sessions feature allows students to communicate with their classmates in real-time. Students can join chat rooms specific to their classes to discuss course materials, collaborate on group projects, and share information. This feature fosters a sense of community and enhances peer-to-peer learning.

# [6.1 My Courses](#_Toc168814810)

When a student selects the "My Courses" tab on the LMS dashboard, they are presented with a comprehensive view of all their assigned courses. This section provides detailed information on how students can navigate through their courses, access resources, complete assignments, and track their progress.

#### Viewing Assigned Courses

* **Course List**: The student will see a list of all courses they are currently enrolled in. Each course will be represented by a clickable link or tile.
* **Course Dashboard**: Clicking on a course will take the student to the specific course dashboard, where they can access all the resources and activities related to that course.

#### Today’s Assigned Tasks

* **Daily Tasks**: The course dashboard highlights tasks assigned for the current day. Students can easily see what needs to be completed and click on tasks to start working on them.
* **Task Links**: Each task link will direct students to the specific assignment or activity page, where they can complete and submit their work.

#### Weekly Resources

Each course is organized into weekly segments, allowing students to easily follow along with the curriculum and manage their workload:

**Weekly Overview**: The course is divided into weeks, with each week containing specific lessons, resources, and assignments.

**When a student clicks on any week within a course, they will see the following:**

* **Lesson Resources**:
  + A list of all lesson materials for that week.
  + Includes notes, videos, presentations, and reading materials.
* **Assignments**:
  + A list of weekly assignments with clear instructions and due dates.
  + Students can click on each assignment to view the details and submit their work.
* **Lesson Practice and Exams**:
  + Practice exercises and exams to help reinforce learning.
  + Students can use these to prepare for assessments.

#### Book Resources and Progress

* **Book Resources**: For courses that include textbooks or other required reading materials, students can view all related book resources. This may include chapters, summaries, and supplementary materials.
* **Progress Tracking**: Students can track their progress in each subject, seeing what has been completed and what is still pending. This helps students stay on top of their studies and ensures they are keeping up with the course requirements.

#### Gradebook

**The gradebook provides a detailed breakdown of the student's performance in each course:**

* **Overall Grades:** The gradebook shows the overall grade for the course, as well as grades for individual components such as exams, quizzes, homework, and classwork.
* **Exam and Quiz Scores:** Separate sections for exam and quiz grades allow students to see how they are performing in assessments.
* **Attendance:** The gradebook includes attendance records, so students can see how their presence in class is affecting their overall performance.
* **Homework and Classwork:** Grades for homework and classwork are listed, providing a clear picture of the student's engagement and effort in the course.