

Lakshya Commerce LMS : Getting Started As a participant

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Minimum System Requirements

You can access Lakshya Commerce LMS from various devices and platforms, on both PC and Mac desktops / laptops, as well as Android and iOS mobile devices. To ensure the most optimal user experience, kindly follow the minimum system requirements mentioned below:

Browser

- The latest Chrome, Firefox, Safari, Edge, or Opera for desktop/laptop

PC Specific Requirements

- Platform: Windows 8.1 or higher with the latest updates installed
- RAM: 4GB or more

Mac Specific Requirements

- Platform: Mac OS X 10.12 or higher with the latest updates installed
- RAM: 4GB or more

Mobile Specific Requirements

- iOS 13.0 and above
- Android 8.0 and above

Network Requirements

- Fiber (or equivalent) Network with minimum 8Mbps download speed.

Lakshya LMS Link

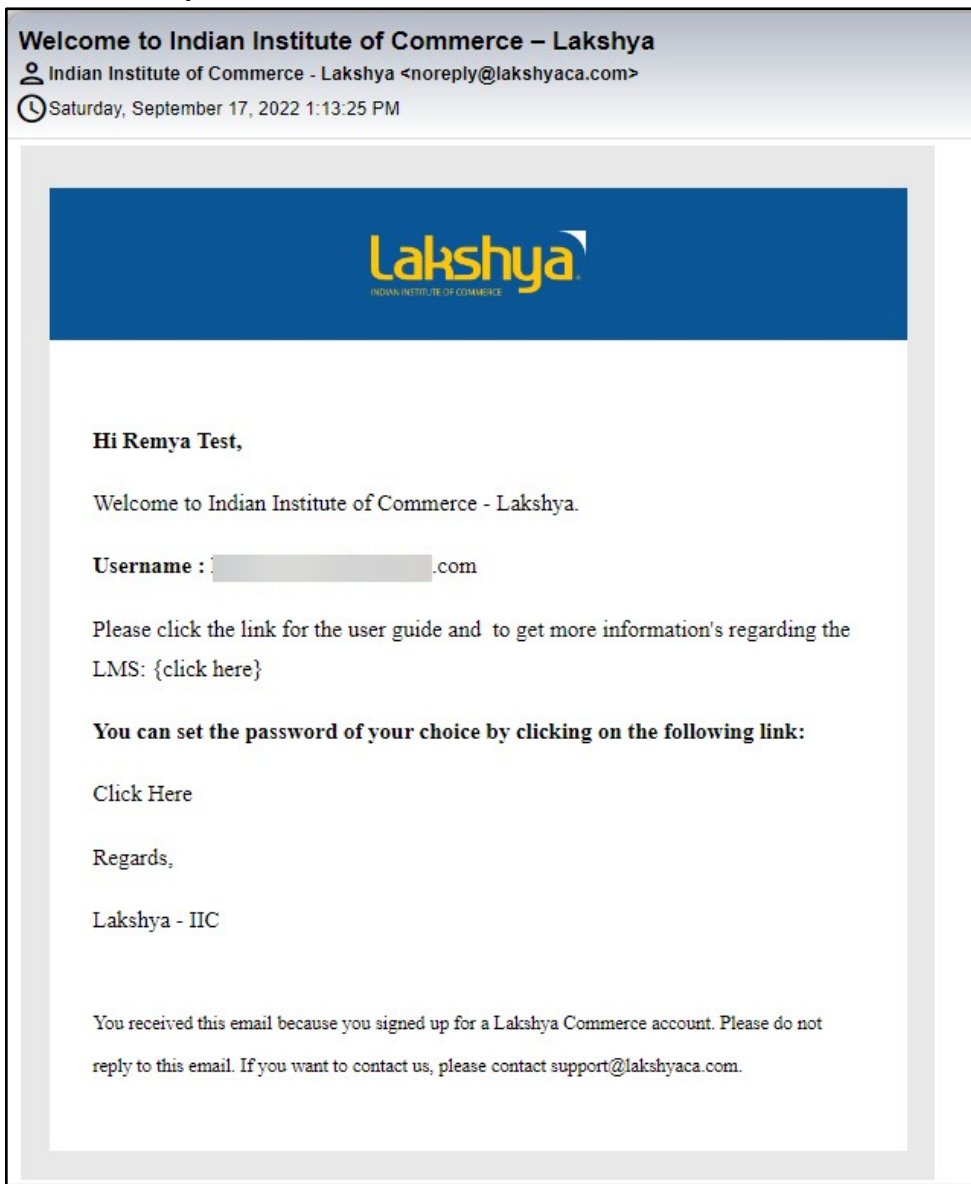
- learn.lakshyacommerce.com

Getting Started as a Participant

This is a quick guide to walk you through the steps in the learning portal.

Login Credentials

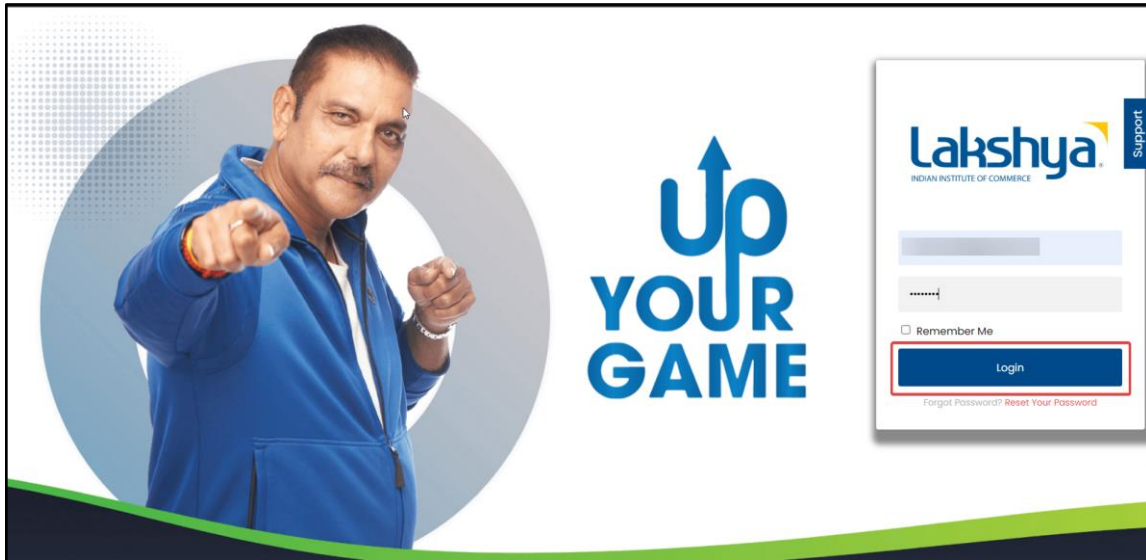
1. As a first time user, you will receive an email with the link to set your password from Lakshya Commerce LMS.
2. An email with further instructions is automatically sent to you. The access comes with a one time expirable link.



3. Click on the link to set your new password.

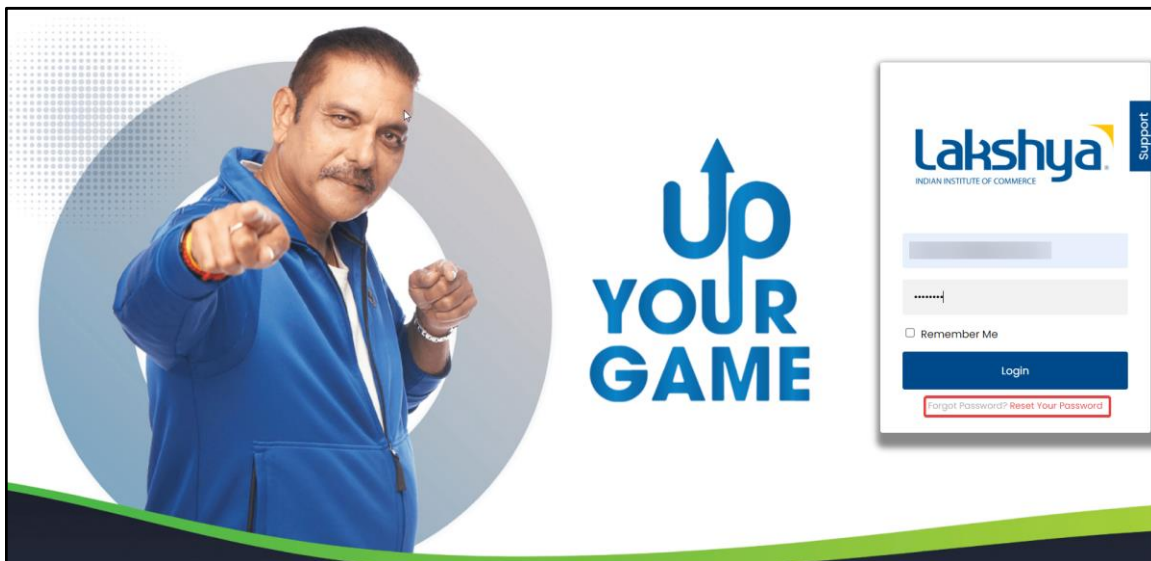
Login Screen

1. In the Login screen, enter your Email Address and Password and click on the 'Login' button.

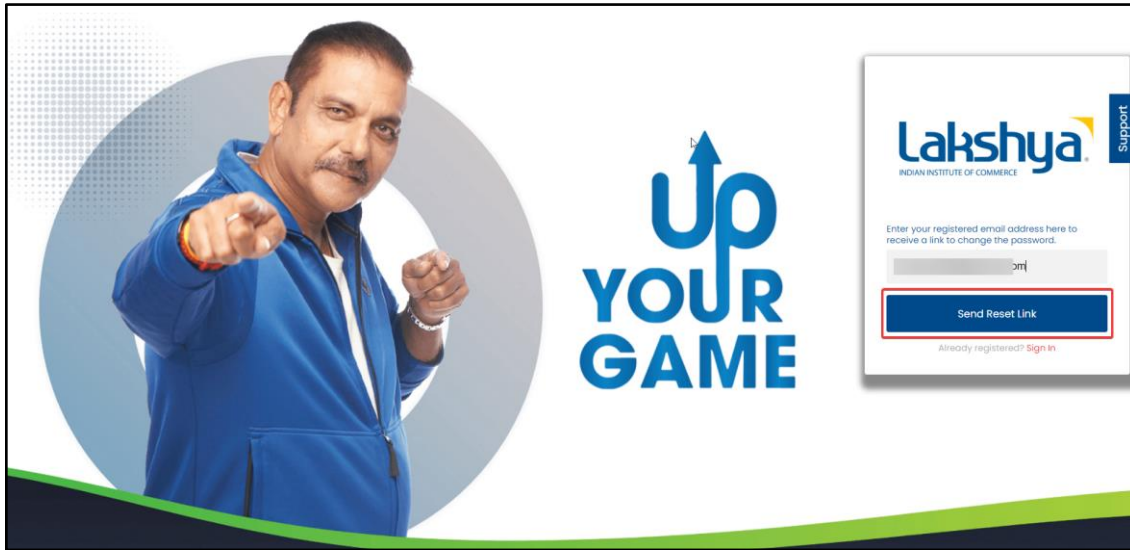


Reset Password

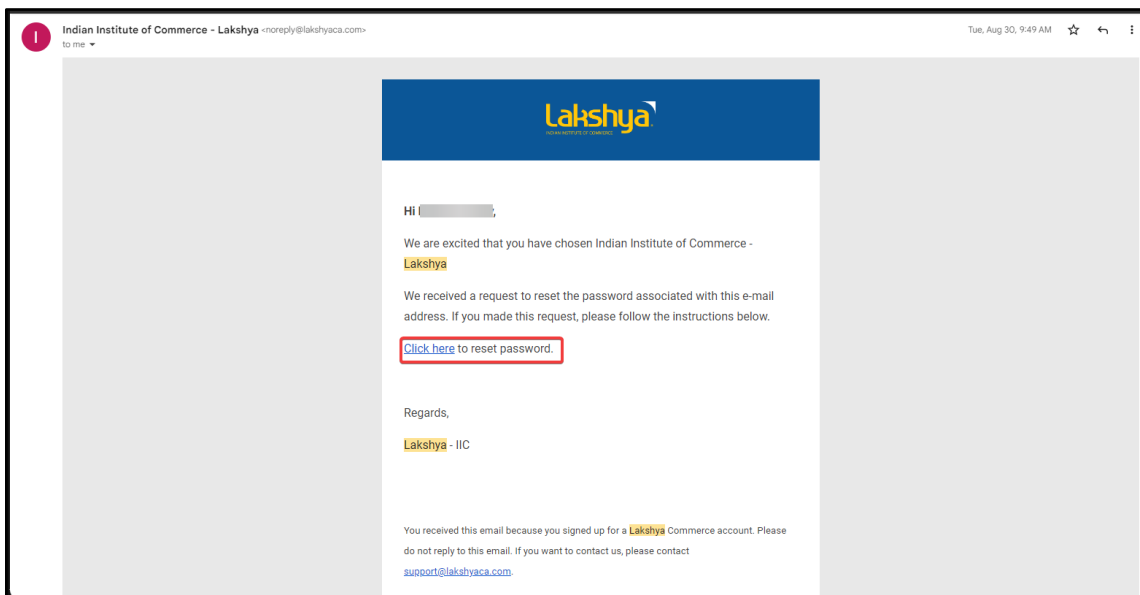
1. In the Login screen, click on 'Reset your password' link below the Login Button.



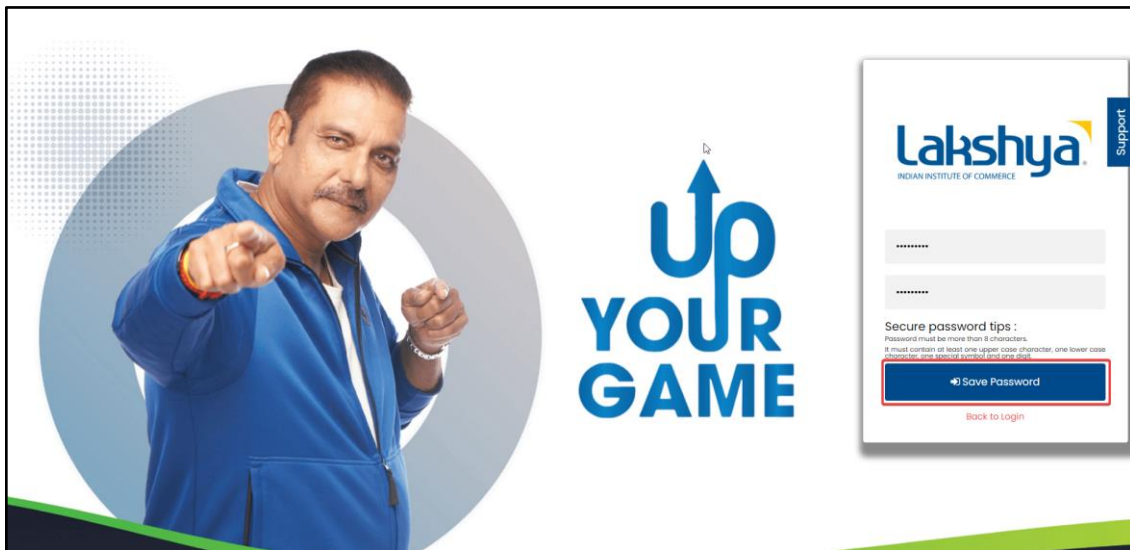
2. Enter your registered Email address/Phone number and Click on 'Send Reset Link'



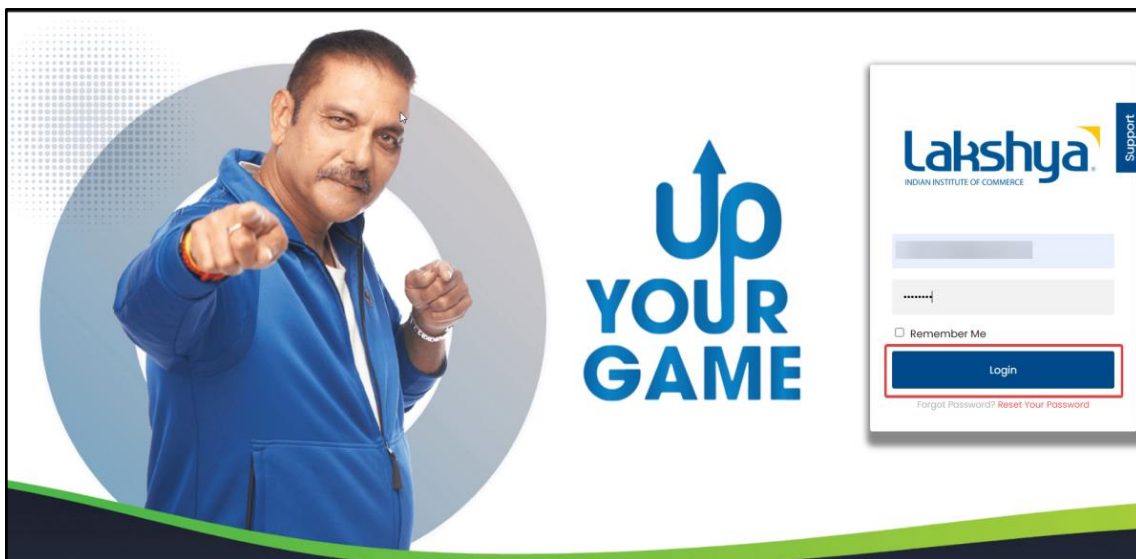
3. Go to your registered email id and click on the link in the email or enter the OTP received on your phone number.



4. Enter a new password and click on 'Save password'

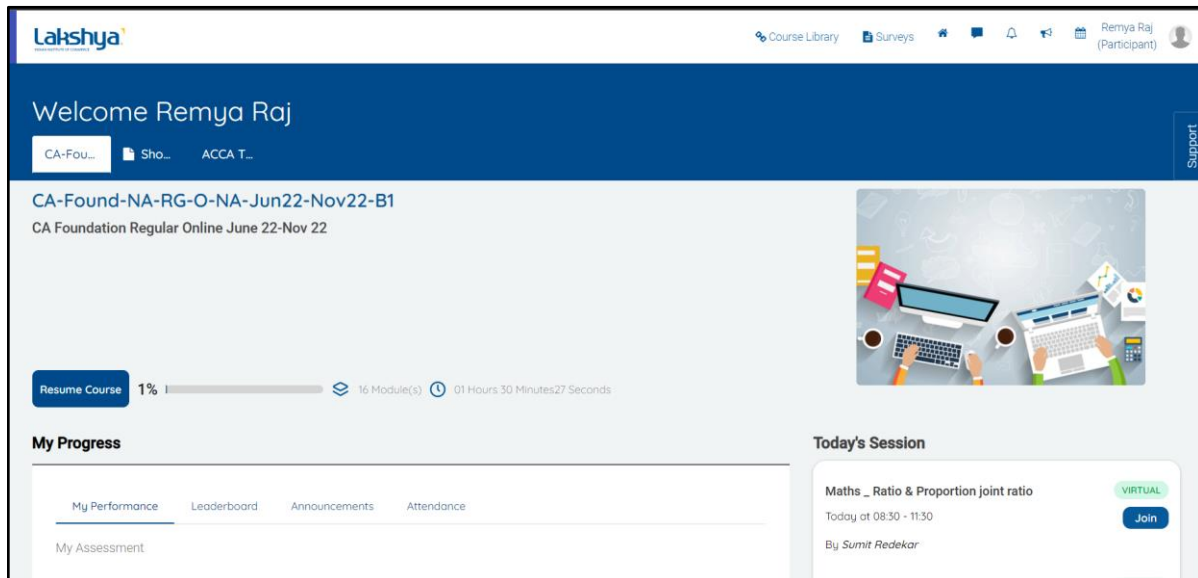


5. Click 'Back to Login' and login to the portal



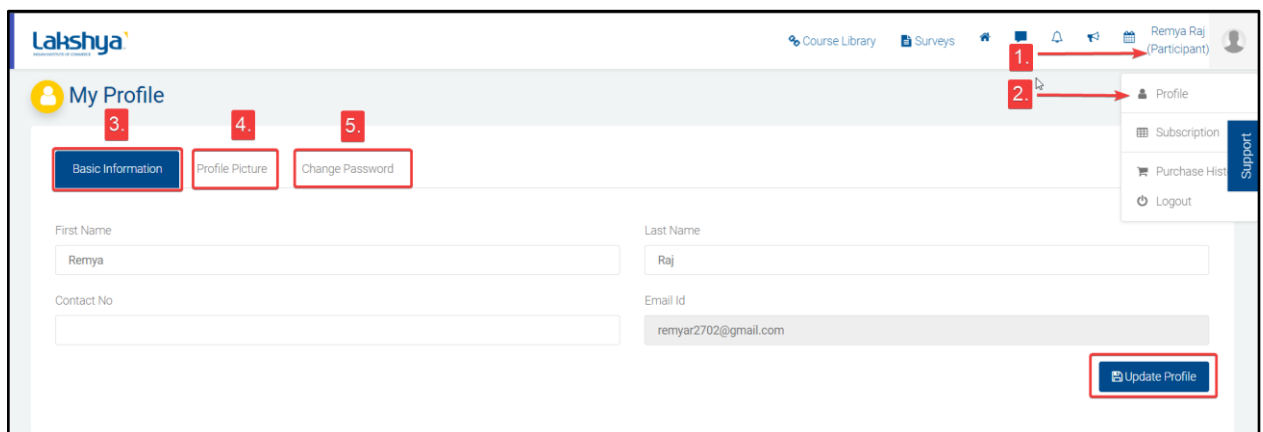
Home Page

1. Once you login to the LMS, you are directed to the Home Page of the LMS.



My Profile

You can update your First Name, Last Name, Contact Number, Password and Profile Picture on “My Profile” page by clicking on ‘Profile’ under the user/ profile icon on the top navigation bar.

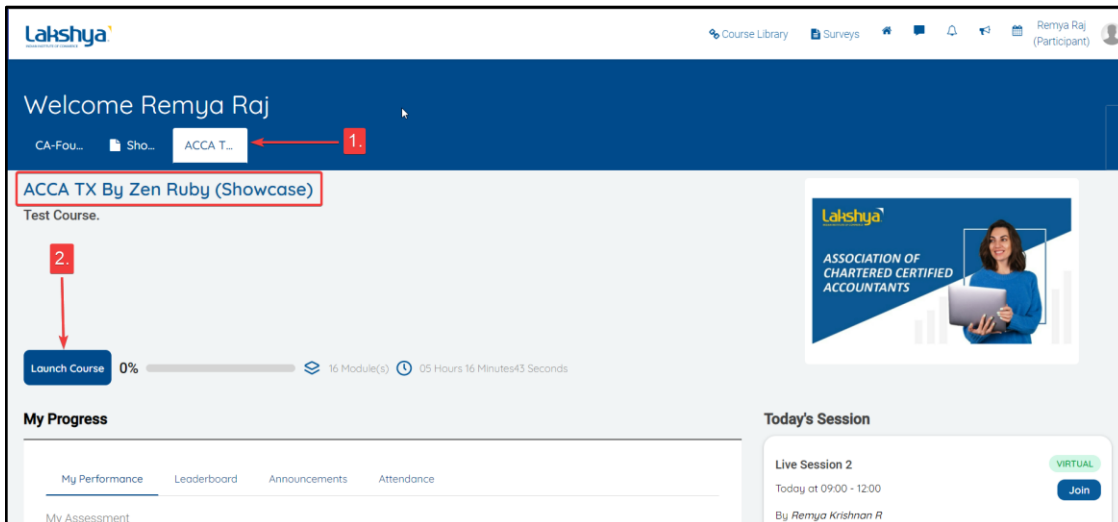


1. Click on your profile image in the top right navigation bar.
2. Click on the Profile option to edit the details
3. Edit your basic details under the ‘Basic Information’ tab and click “Update Profile”
4. Update your profile picture from the ‘Profile Picture’ tab. Choose an image and click “Update ProfilePicture”
5. Update your account password from the ‘Change Password’ tab. Enter your old and new passwords, and click“Update Password.

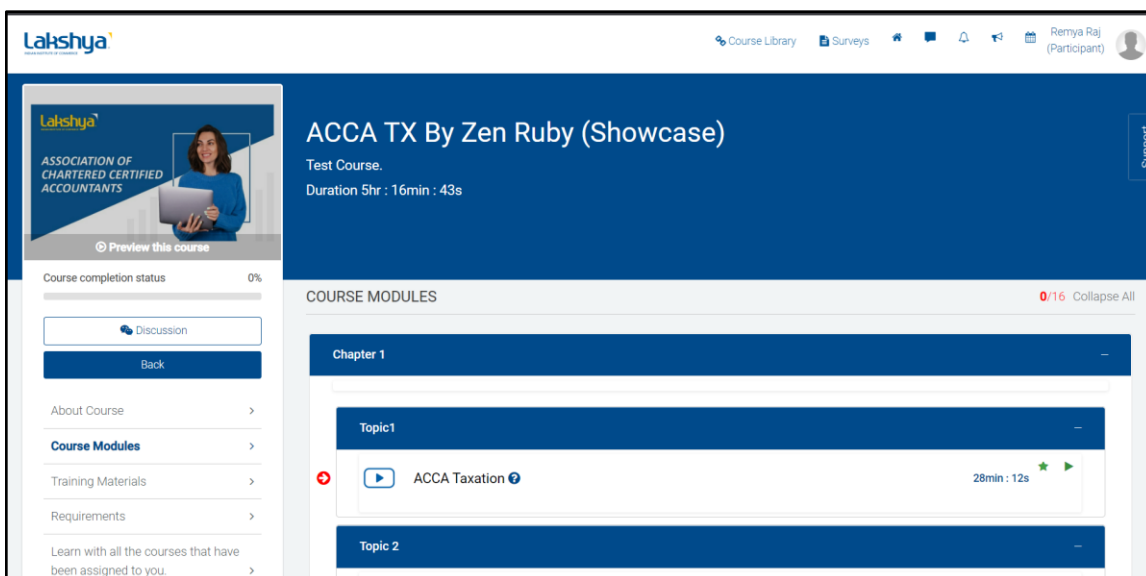
Inside a Course Module

How to Launch and access a Module in the LMS:

1. You can view the list of courses you have been assigned in.

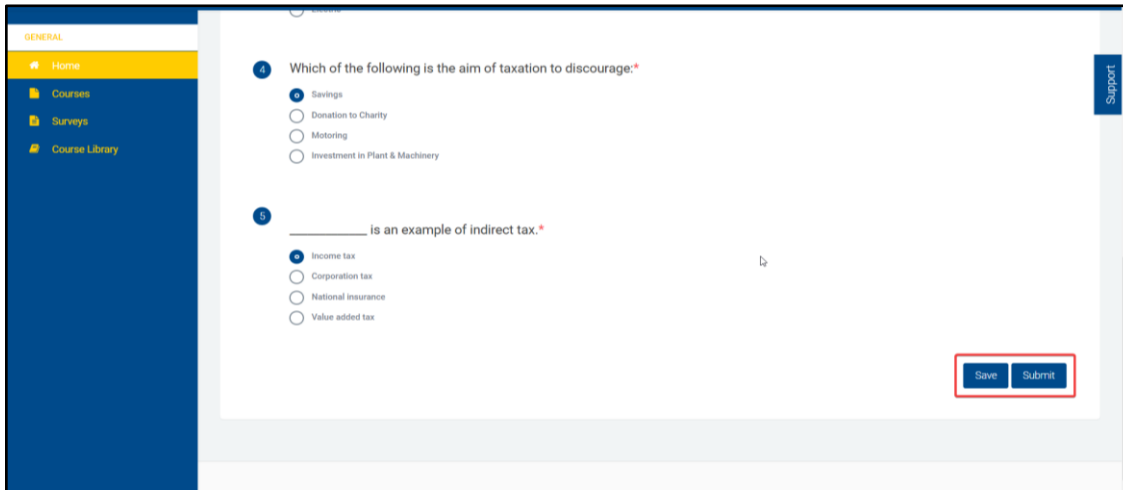


2. Click on “Launch Course” to access the course modules. When a program is assigned to you, click “Launch Program” and then “Launch Course” in the subsequent page.

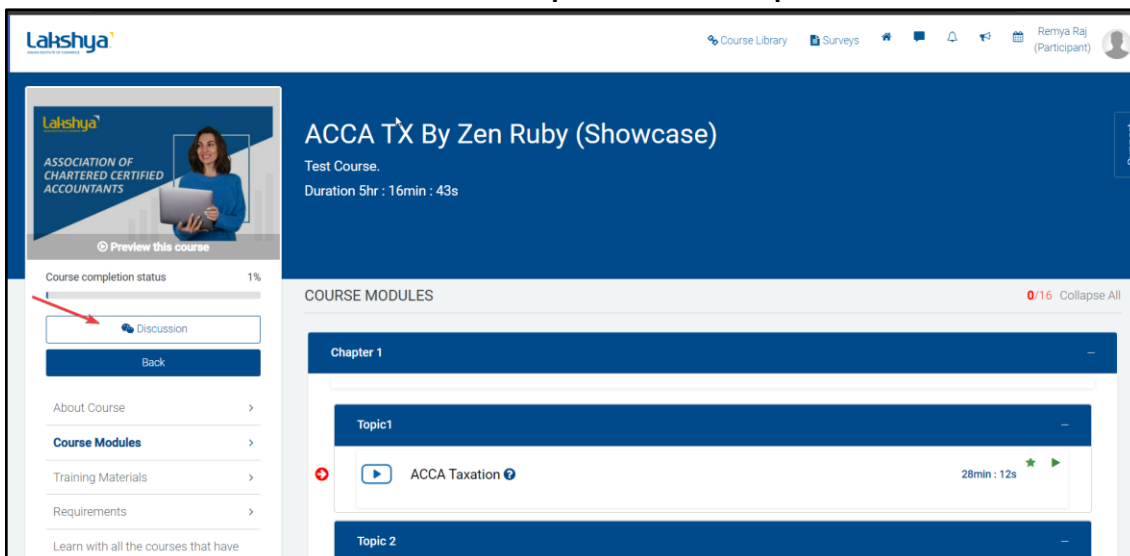


3. This will take you to the Course Modules page, which shows the content, feedback forms, assessments, etc., that are relevant to your course. Access the course modules by just clicking on the respective module.

- When an assessment is assigned to you (You can find it under your Courses), click “Launch Assessment” to take up the test. Once you have answered all the questions click on ‘Save & Submit’

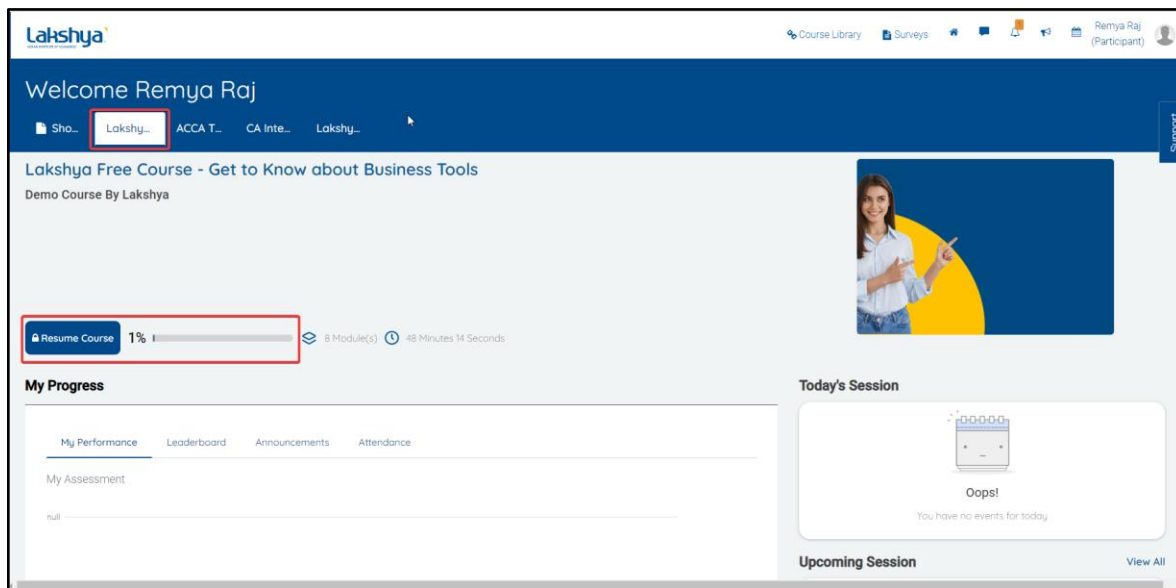


- When an ‘Assignment’ module is assigned to you, click on the module to view the details and description. You can upload your assignment as a document(pdf, word, etc) or video/audio files based on the allowed file types. Click Save or Submit to save and submit your assignment.
- Click on ‘Discussion’ associated with each of your courses to share information, feedback and also interact with the trainer or peers who are part of the course.

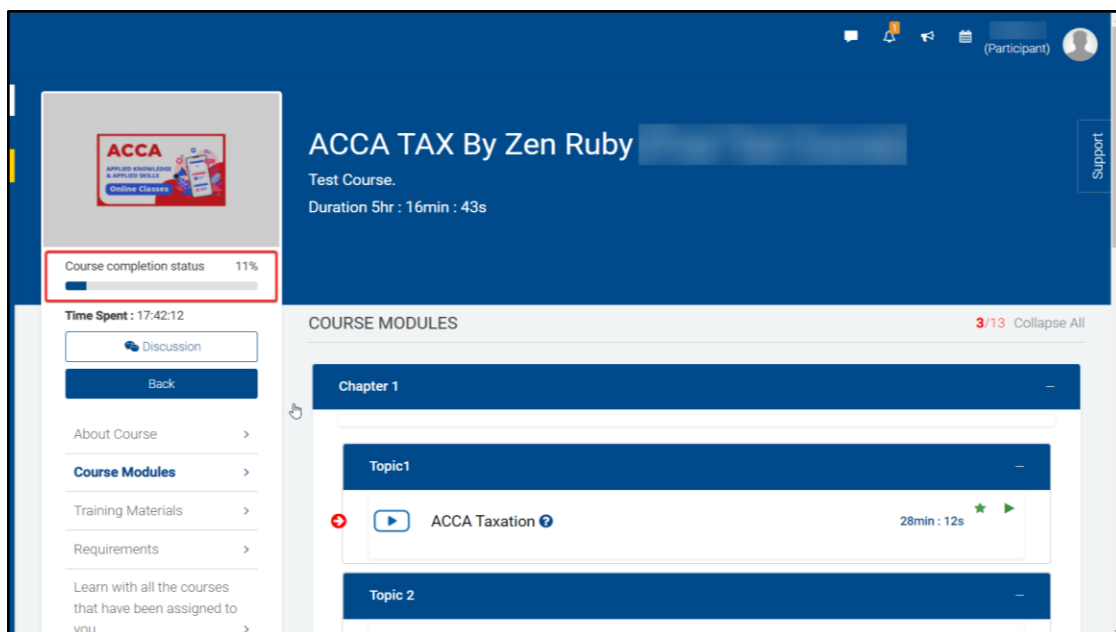


How to track my Learning Progress:

- To track your Course or Program progress, navigate to Courses page from the Dashboard
- Select Course page to filter and view the courses which are showing in the dashboard.

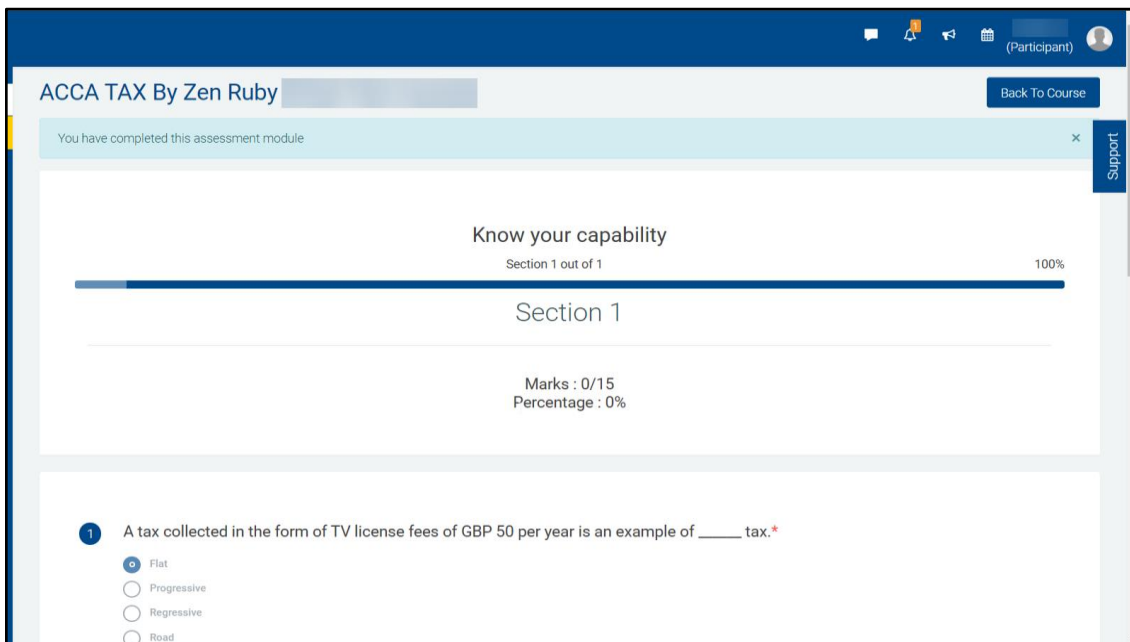
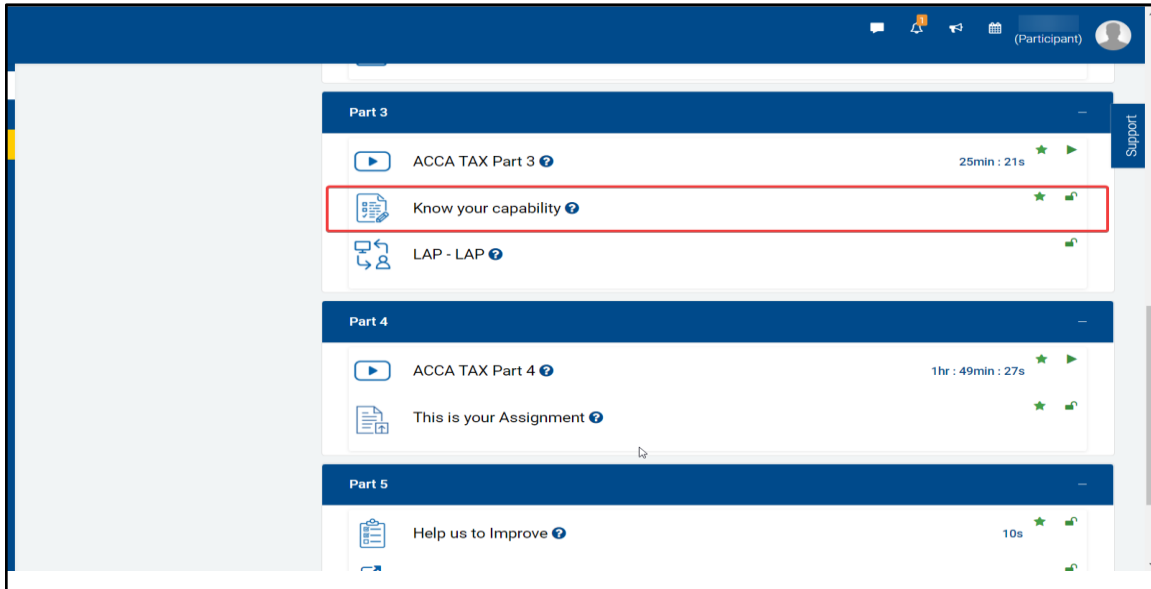


3. Click on Resume Course / Resume Program to navigate to the respective course/program page.
4. The Course/Program completion status will be displayed in the respective Course/Program Card as shown.
5. Similarly, click on 'Launch Course' to view the completion status of each course module and 'Launch Program' to view the completion status of each course in the program.



How to check the Status of a completed module:

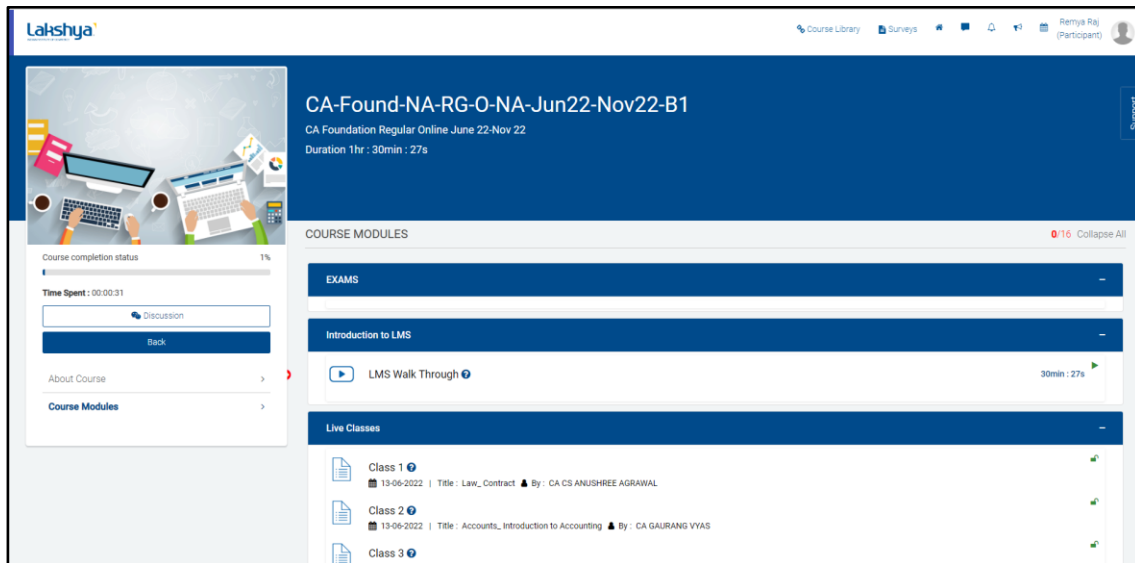
1. Navigate to the Courses page and click on Launch Course/Program
2. To view the completion status and result of the Assessment module:
3. Click on the 'Assessment' module in the Modules page of the course after submitting the assessment.



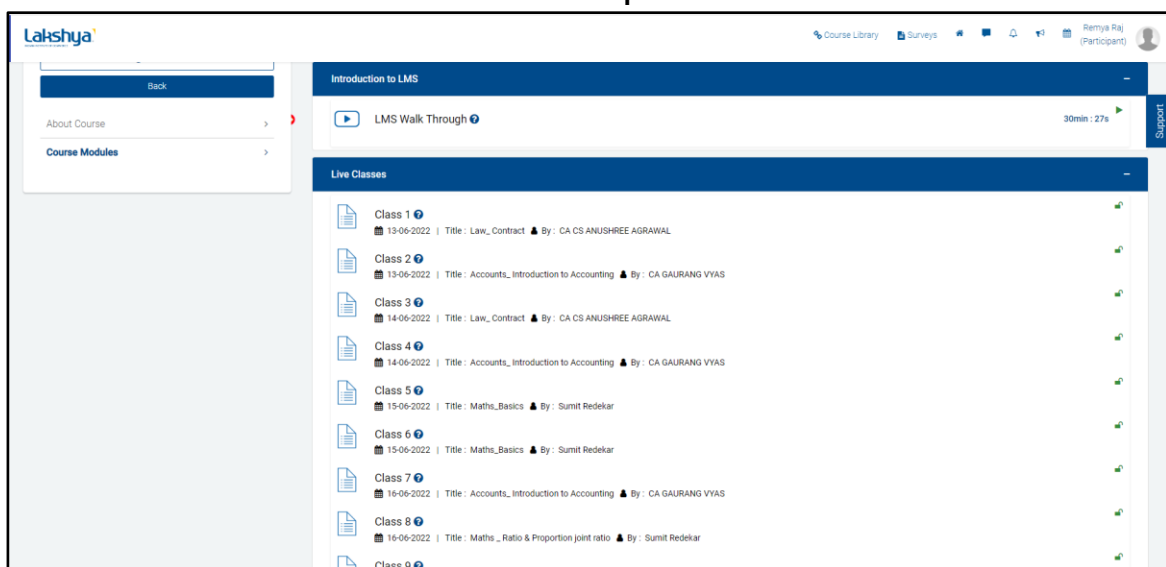
How to view your attendance:

You can view the live class attendance report inside the classroom module.

1. For attendance report Click on “Launch Course” to access the course modules.



2. This will take you to the Course Modules page, which shows the Classroom, Content, Assessments and Other modules that are relevant to your course.
3. Access the course modules by just clicking on the respective module such as the classroom module.
4. Select the classroom module with respect to the date of session.



5. When clicking on the session/classroom you can see the recordings of the class and time spent on the session.

The screenshot displays the Lakshya Free Course interface. At the top, the course title is 'Lakshya Free Course - Get to Know about Business Tools'. Below this, the session title is 'Day 1- Test Session'. The session details include the date '15-06-2022', start time '10:45', end time '10:55', session title 'DRM Test', and status 'Attended: Yes'. A 'Recording 1' button is visible. A table shows the session duration: 'Duration spent: 00:06:36 (66%)'. The table has three columns: 'Join Time', 'Leave Time', and 'Time Captured'. The values are: Join Time: 10:47:34, Leave Time: 10:54:10, and Time Captured: 00:06:36. A 'Next Module' button is at the bottom right.

Join Time	Leave Time	Time Captured
10:47:34	10:54:10	00:06:36

Attending Your Live Classes

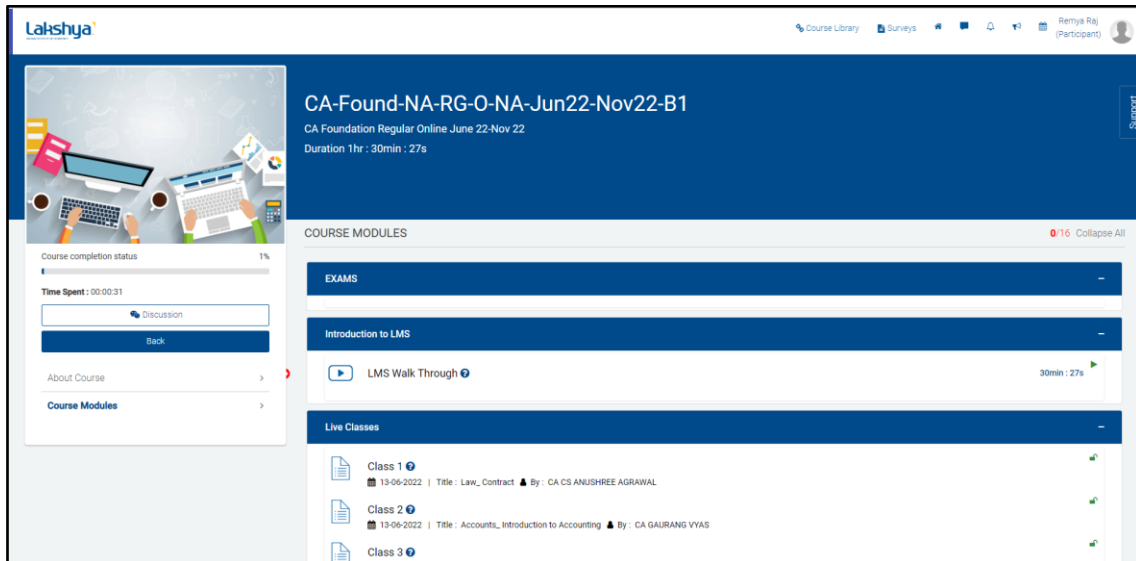
How to view the live class schedule:

You can view the live class schedule in two different ways.

1. Through Classroom Module
2. Through Calendar
3. Through Dashboard

1. Classroom Module

1. You can view the details of all events assigned to a course inside the course view. For that click on the 'launch course' to access the course modules.
2. Access the course modules by just clicking on the respective module such as the classroom module.



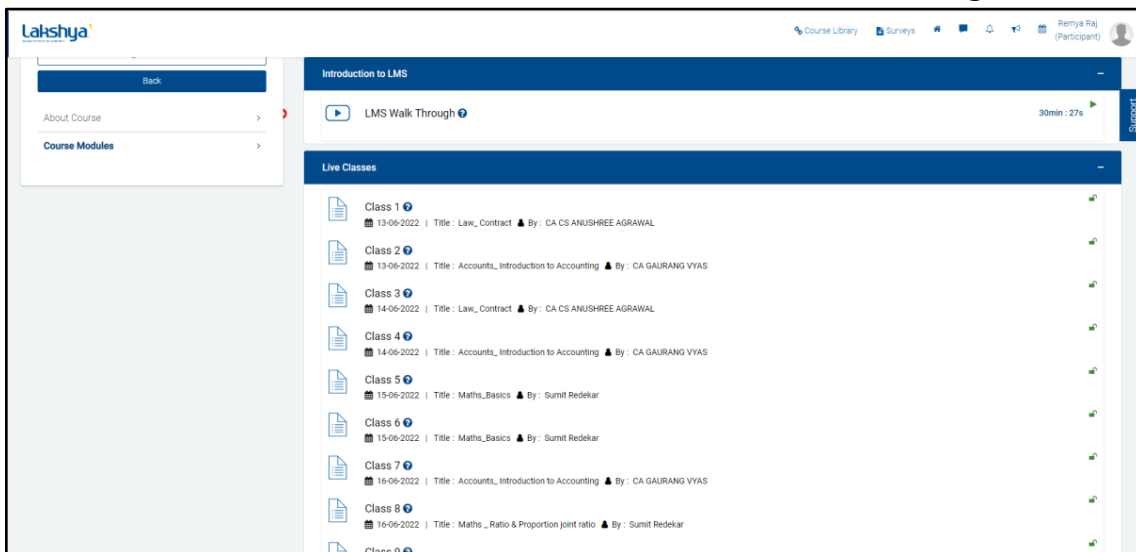
CA-Found-NA-RG-O-NA-Jun22-Nov22-B1
CA Foundation Regular Online June 22-Nov 22
Duration 1hr : 30min : 27s

Course completion status: 1%
Time Spent: 00:00:31

COURSE MODULES

- EXAMS
- Introduction to LMS
 - LMS Walk Through (30min : 27s)
- Live Classes
 - Class 1 (13-06-2022 | Title: Law_Contract | By: CA CS ANUSHREE AGRAWAL)
 - Class 2 (13-06-2022 | Title: Accounts, Introduction to Accounting | By: CA GAURANG VYAS)
 - Class 3 (13-06-2022 | Title: Law_Contract | By: CA CS ANUSHREE AGRAWAL)

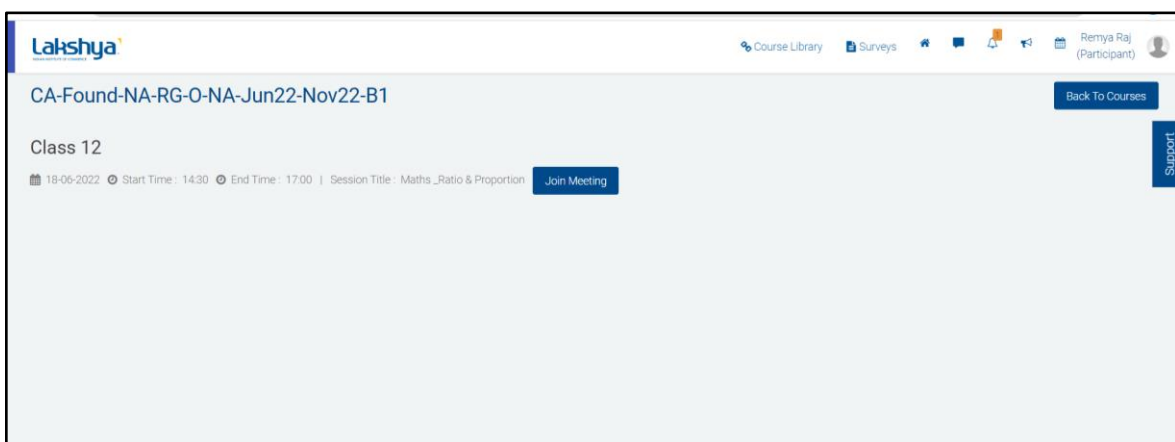
3. Click on the Classroom module named 'Live Class and Recordings'



Live Classes

- Class 1 (13-06-2022 | Title: Law_Contract | By: CA CS ANUSHREE AGRAWAL)
- Class 2 (13-06-2022 | Title: Accounts, Introduction to Accounting | By: CA GAURANG VYAS)
- Class 3 (14-06-2022 | Title: Law_Contract | By: CA CS ANUSHREE AGRAWAL)
- Class 4 (14-06-2022 | Title: Accounts, Introduction to Accounting | By: CA GAURANG VYAS)
- Class 5 (15-06-2022 | Title: Maths_Basics | By: Sumit Redekar)
- Class 6 (15-06-2022 | Title: Maths_Basics | By: Sumit Redekar)
- Class 7 (16-06-2022 | Title: Accounts, Introduction to Accounting | By: CA GAURANG VYAS)
- Class 8 (16-06-2022 | Title: Maths, Ratio & Proportion joint ratio | By: Sumit Redekar)
- Class 9 (16-06-2022 | Title: Maths, Ratio & Proportion joint ratio | By: Sumit Redekar)

4. Click on the session name with refer to the appropriate date.

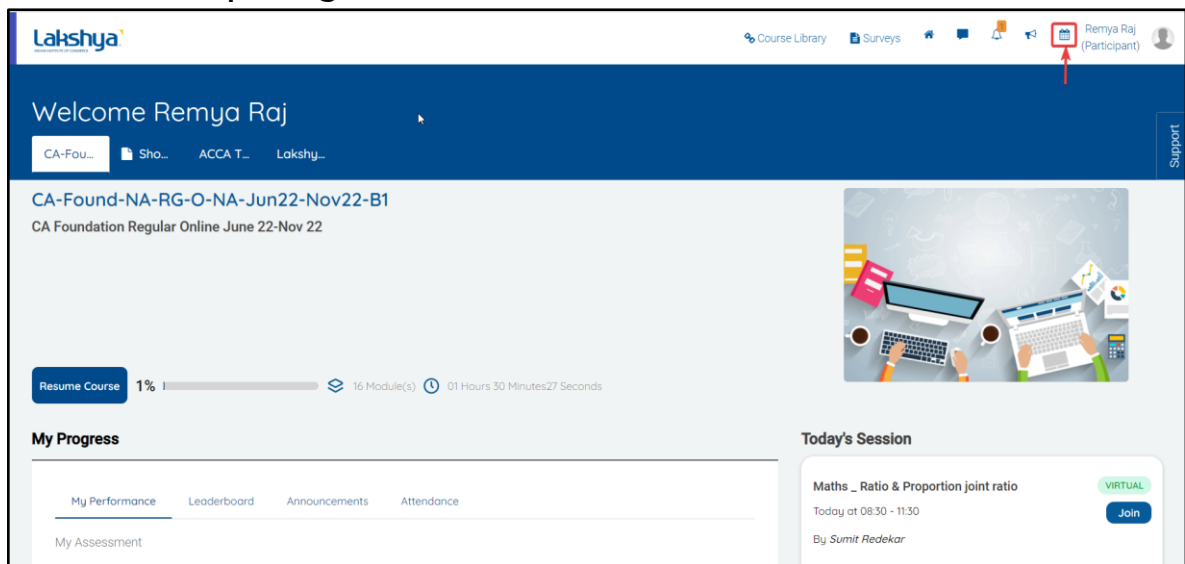


Class 12
18-06-2022 | Start Time: 14:30 | End Time: 17:00 | Session Title: Maths_Ratio & Proportion | Join Meeting

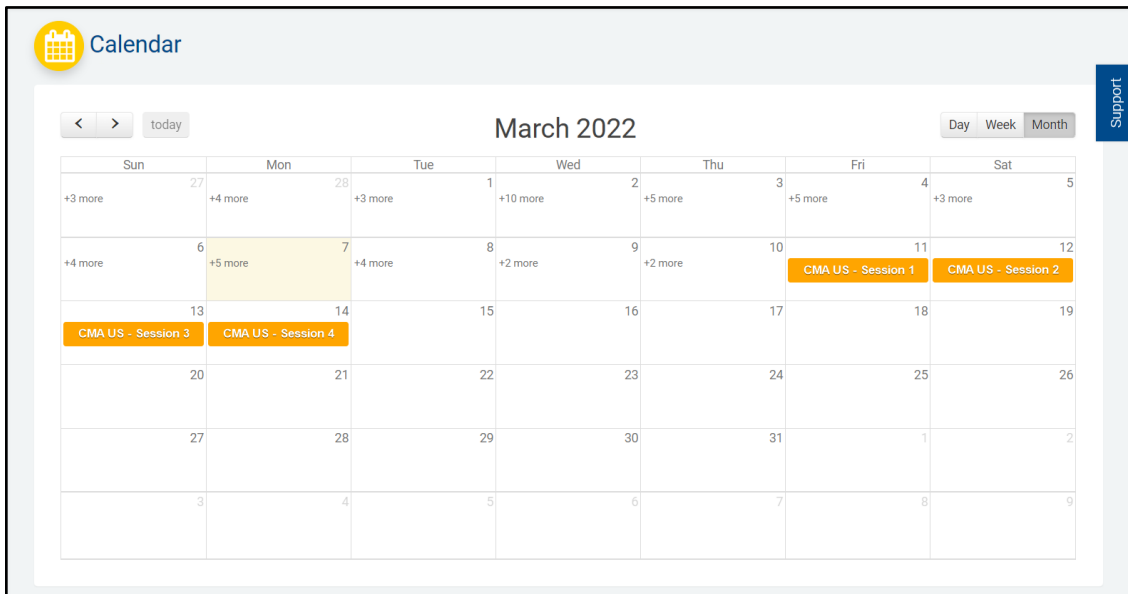
5. The system also gives you the ability to attend to the class directly from the Classroom module feature by clicking on "Join Meeting". It also gives you the ability to view the recording after the class is completed.

2. Calendar

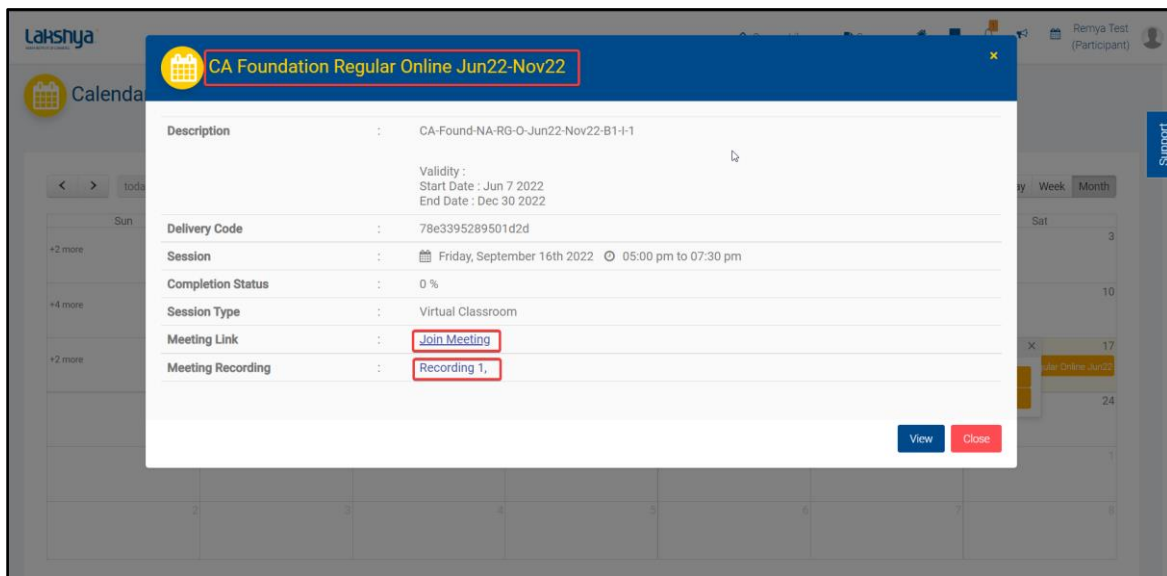
1. You can view the details of all events of courses/programs assigned to you in the Calendar available on the top navigation bar.



2. Click on an event in the Calendar to view the relevant details of the course/program associated with an event.

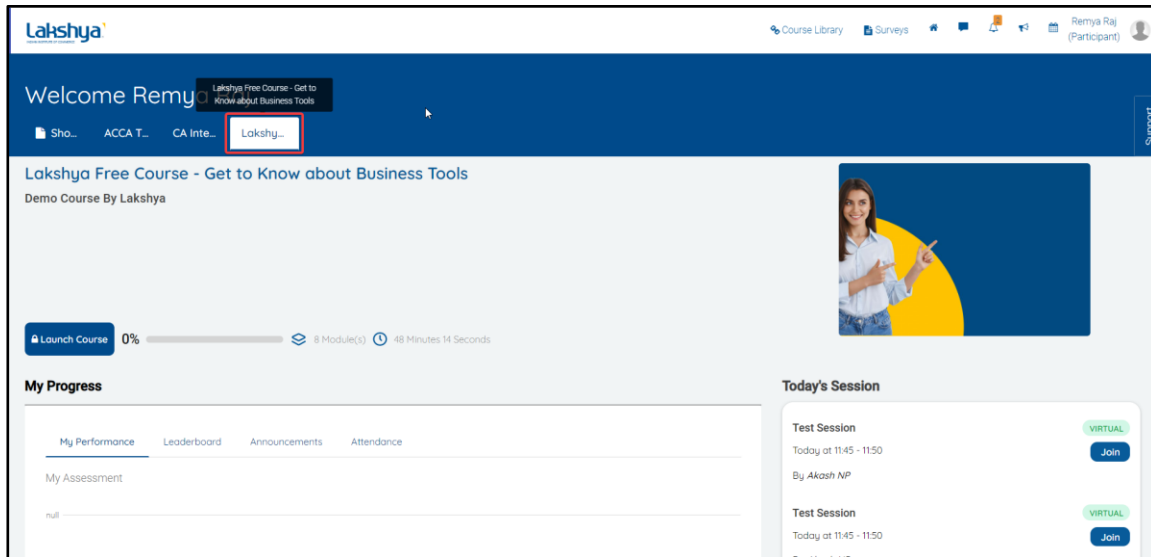


- The system also gives you the ability to attend to the class directly from the Calendar by clicking on “Join Meeting”. It also gives you the ability to view the recording after the class is completed.

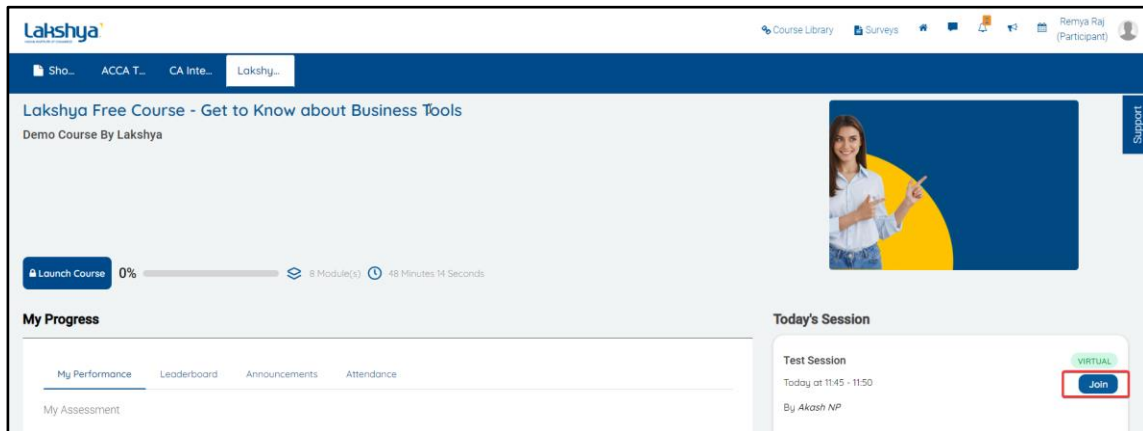


3. Dashboard

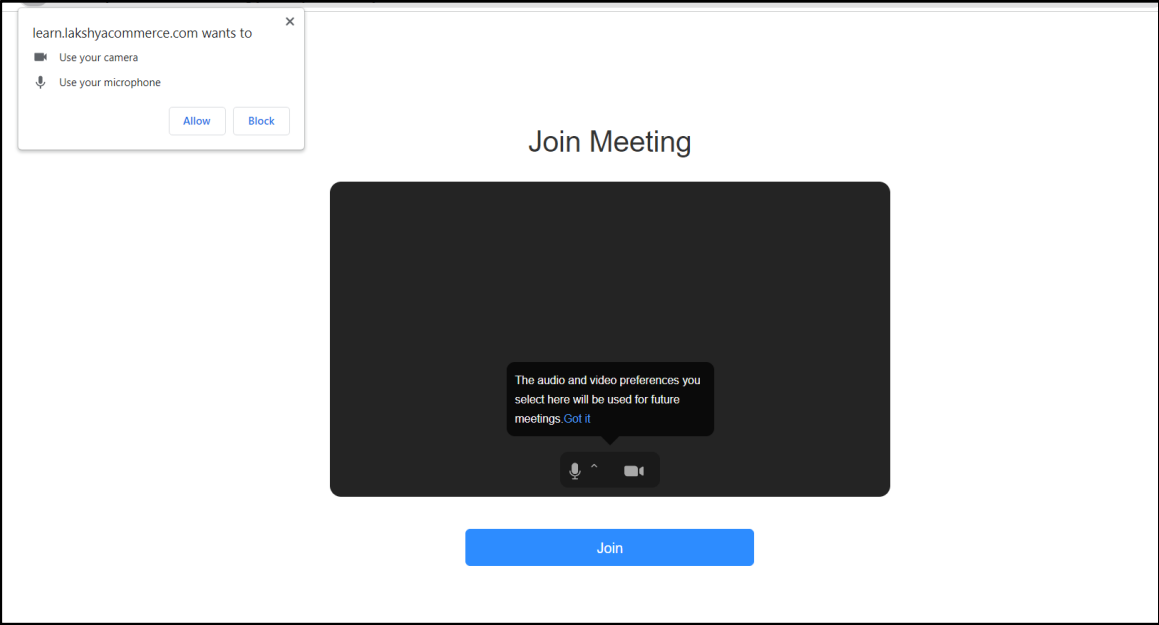
- You can view the details of all events of courses/programs assigned to you in the Dashboard
- For that you have to select the course first from the course section.



3. When selecting the course the change of the details will reflect in the window. All the details regarding the course will showcase in the page. On the right side of the window you can see an option 'Today's Session'



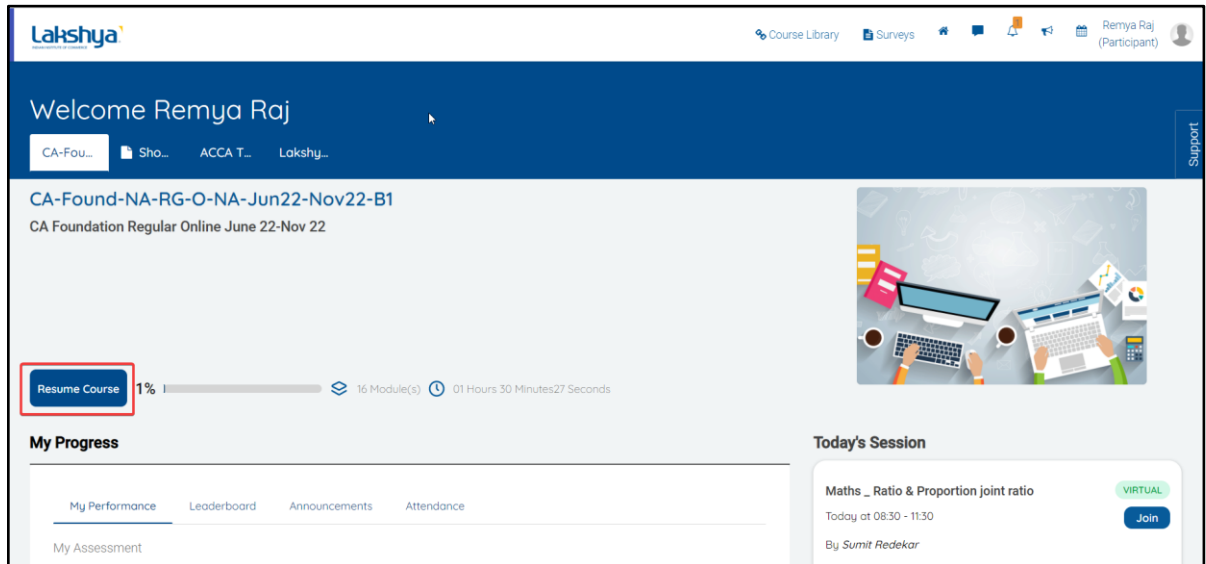
4. The student can click on the 'Join' Button for joining to the meeting



Learning through Recorded Classes

Resume Learning:

You can resume your learning from the homepage (this appears when you've made progress in any course)



How to View Recordings of Live Classes :

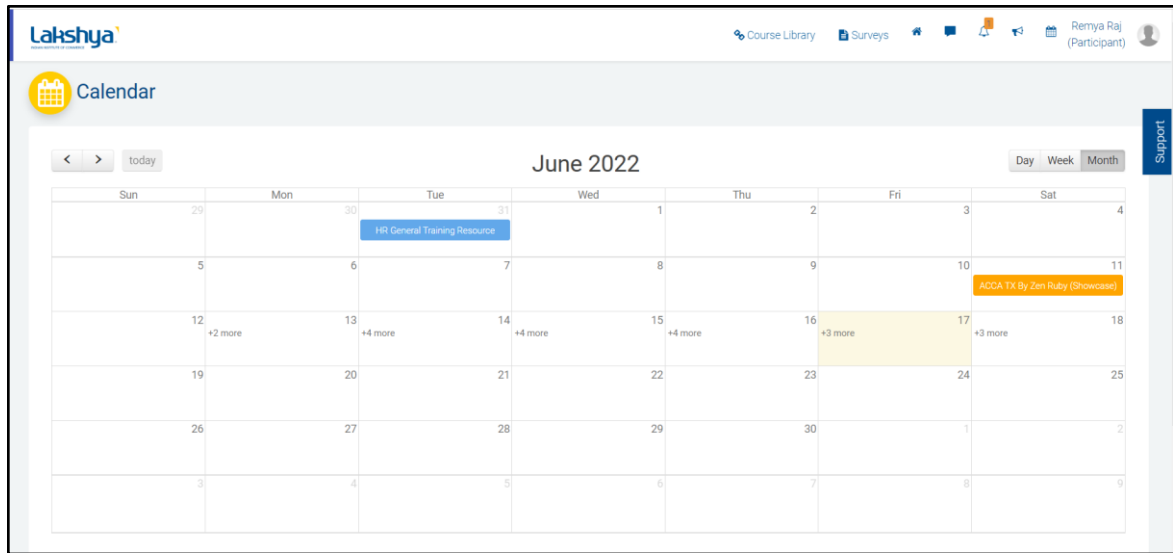
The participant can view the recordings of the live meeting in two different ways.

1. In Calendar View
2. In Classroom Module

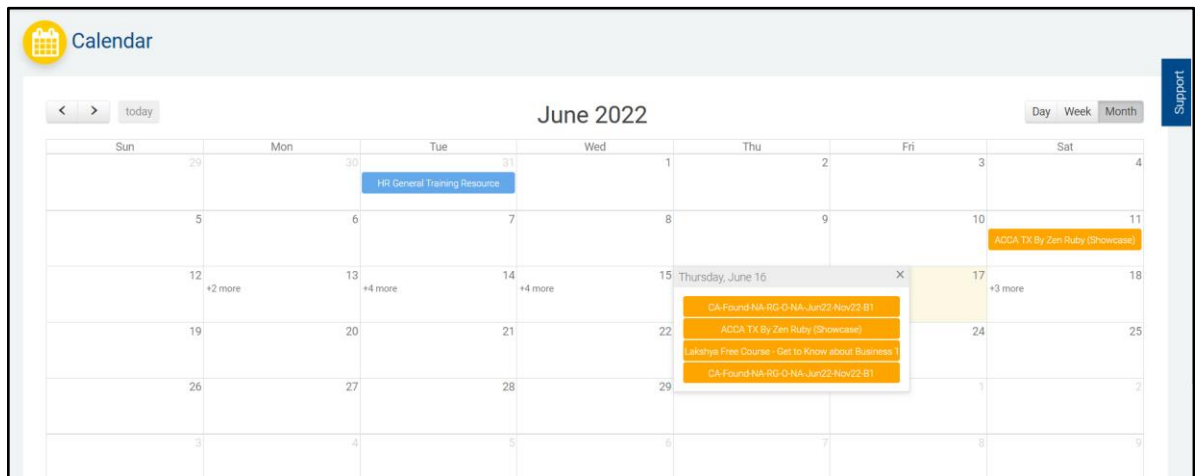
1. Calendar View

The participant can view the recordings after the live session in their calendar.

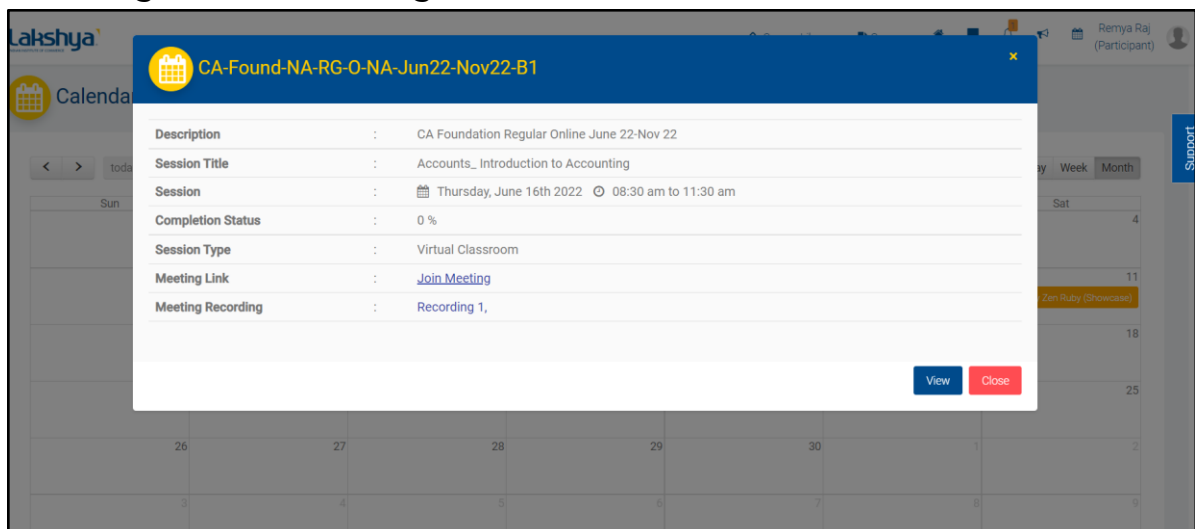
1. Click on the calendar and select the date of the live session.



2. Click on the session by its name and time.



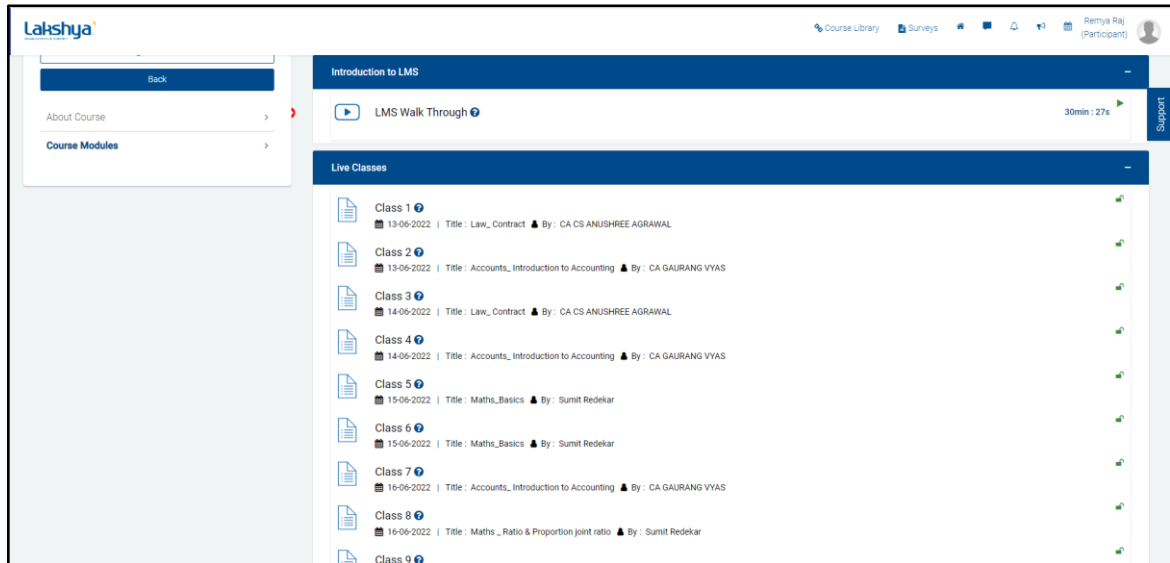
3. By selecting the session name the system will give you permission to view the recording once the meeting time ends.



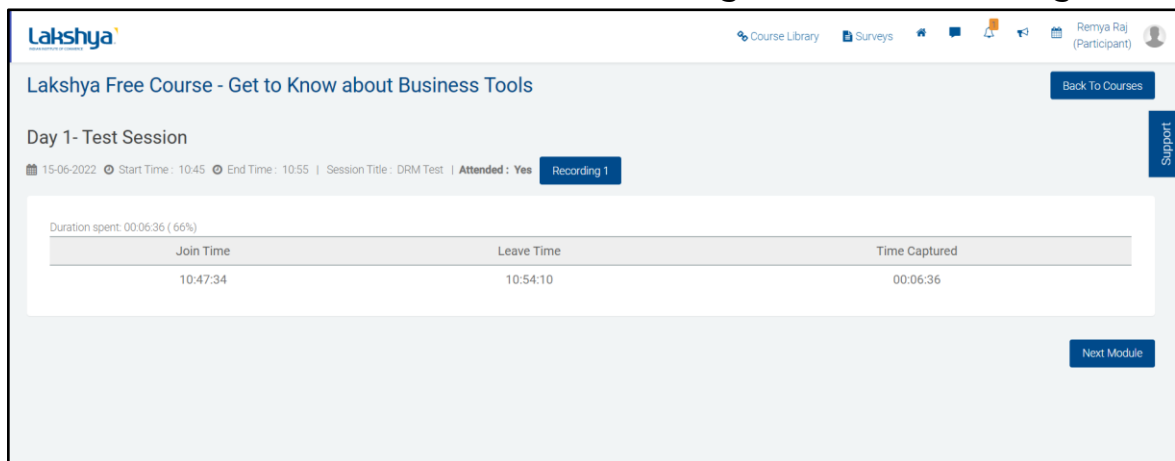
2. Classroom Module View

The participant can get the recordings of the live session inside the course module also.

1. For that click on the 'launch course' to access the course modules.
2. Inside the course module select the Live class and Recordings section for viewing live session details.



3. Click on the session name to view the recordings of the live class and other details related to the course. And click on the recording to view the recording of the live class.

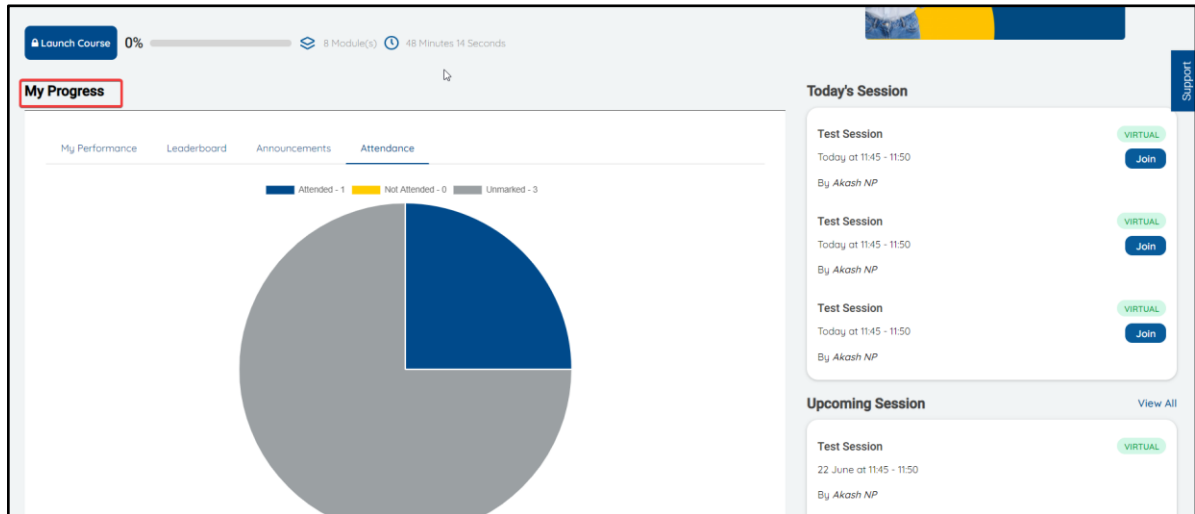


3. Dashboard - My Progress Window

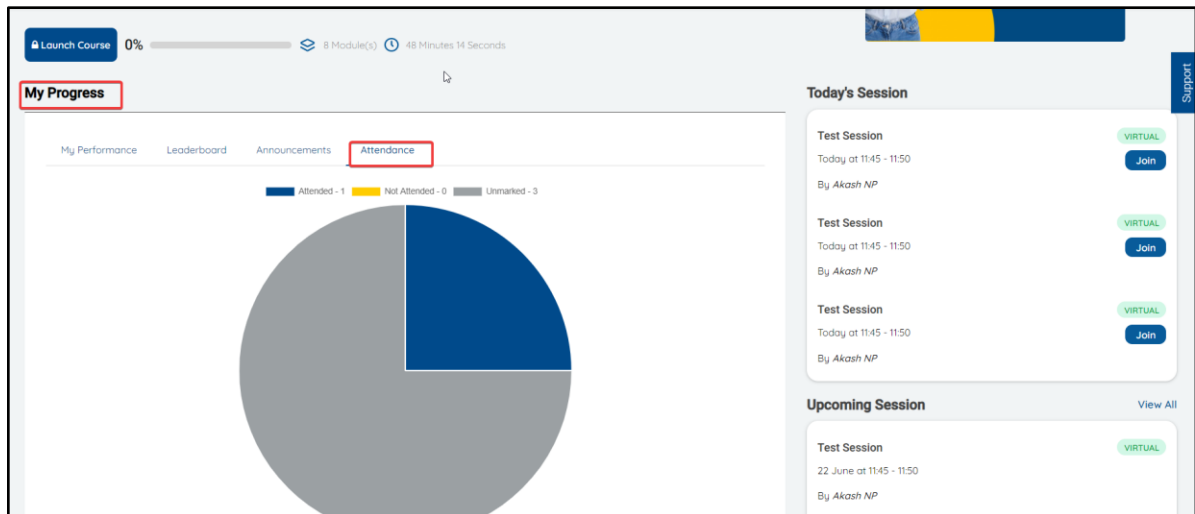
The participant can get the recordings of the live session from Dashboard 'My Progress' window.

1. For that click on the 'course' to access the course details.
2. When clicking on the course the window will change appropriately.

3. In the middle of the window you can see an option called 'My Progress' and its include 'Assessment Performance, Leaderboard, Announcements and Attendance' of the course.



4. Click on the 'Attendance' option inside the 'My Progress' bar.

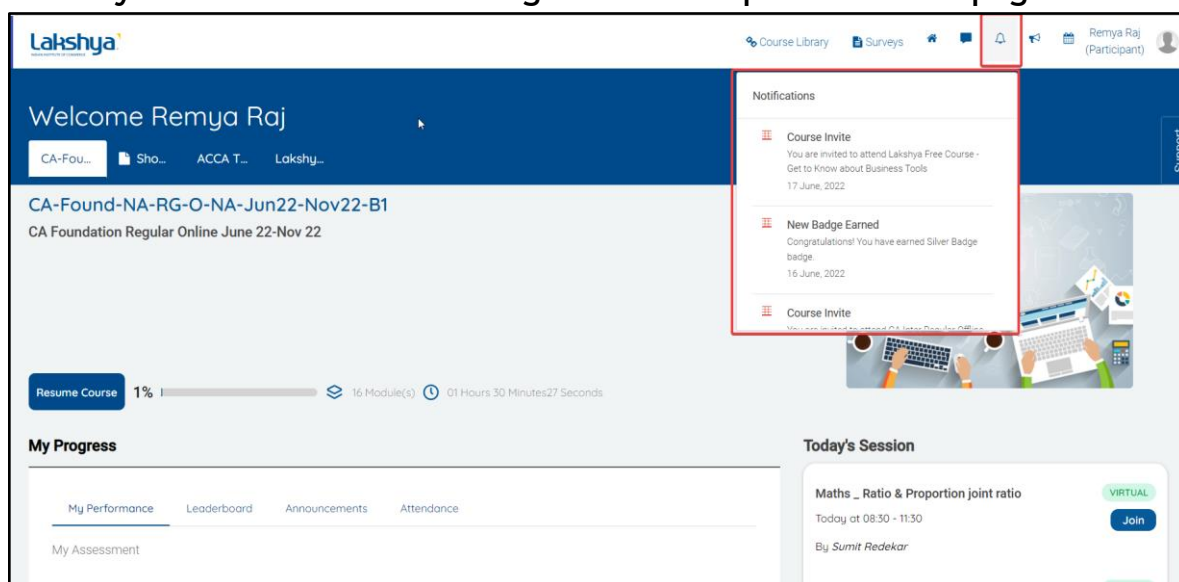


5. In the attendance section we can see the list of live classes details which is taken for the course along with the details of the session (session title, date, time of the session, attendance, facilitator etc) and recordings.

Features to Keep you Up to Date

Notifications

1. Get real-time notifications of your activity from your classes relevant to your learning, under 'Notifications' available on the top navigation bar.
2. Click on 'Notifications'(bell icon) placed on the navigation bar.
3. You can see the list of notifications you received.
4. Click on any of the notification to navigate to the respective details page.



Announcements

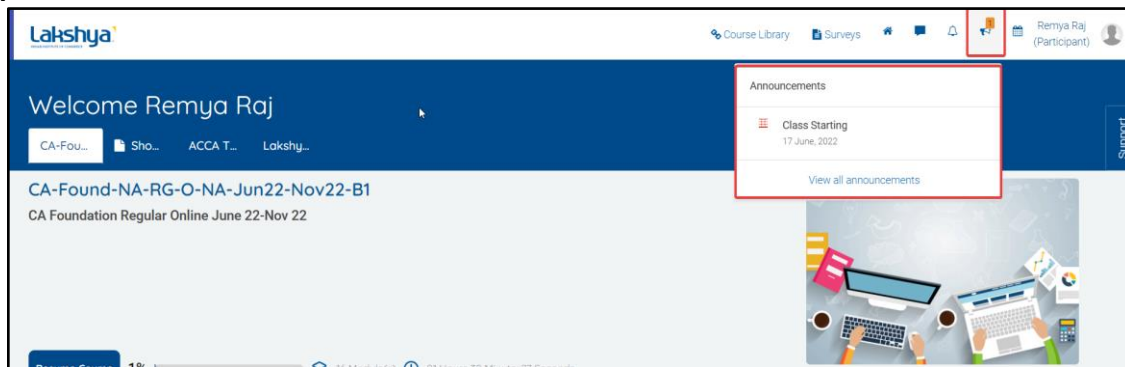
The announcement can be displayed in two ways.

1. Through Top Nav Bar Announcement Option
2. Through My Progress Announcement Option

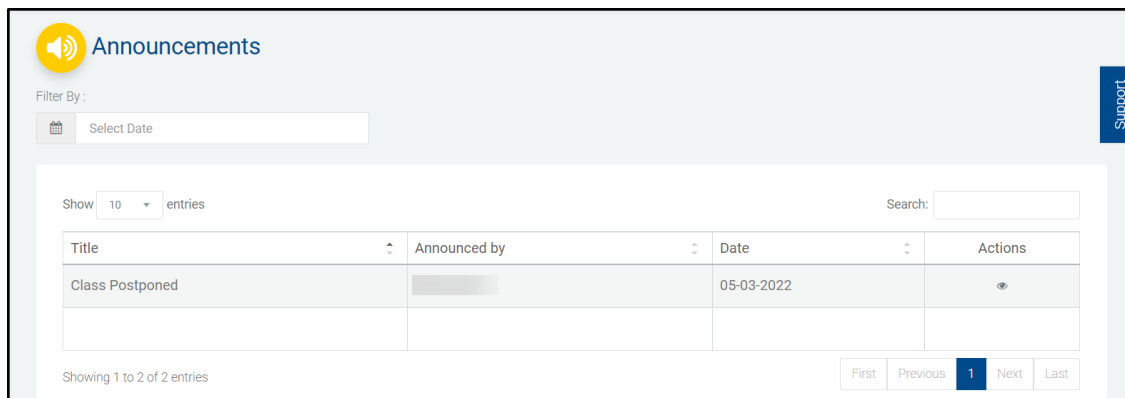
1. Through Top Nav Bar Announcement Option

1. Get information and reminders relevant to your classes from your Coordinator/Faculty in the 'Announcements' section available on the top navigation bar.
2. Click on 'Announcement' icon placed on the navigation bar.

3. If there are any announcements, you can see the new announcements received in the dropdown, or click “View all announcements” to view the list.

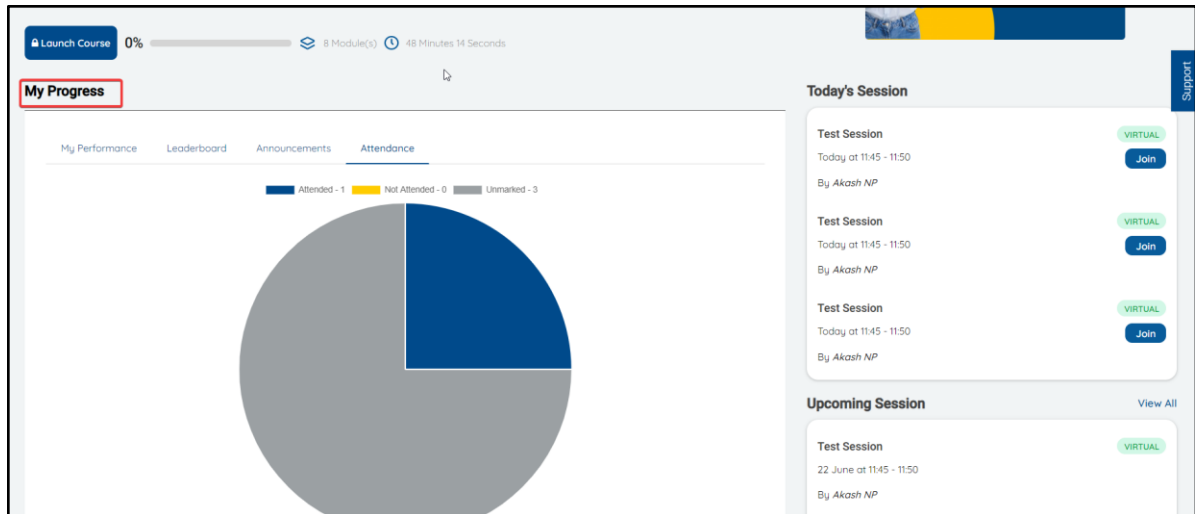


4. After you click on ‘View all announcements’, the list of announcements will be displayed and you can view each announcement by clicking on the view icon (eye symbol).



2. Through My Progress Announcement Option

1. If the course admin/ coordinator has published any announcement for certain course then it will display inside the course Progress bar section.
2. For that click on the ‘course’ to access the course details.
3. When clicking on the course the window will change appropriately.
4. In the middle of the window you can see an option called ‘My Progress’ and its include ‘Assessment Performance, Leaderboard, Announcements and Attendance’ of the course.



5. Click on the 'Announcement' option inside the 'My Progress' bar.

Lakshya

Lakshya Free Course - Get to Know about Business Tools
Demo Course By Lakshya

Launch Course 0% 8 Module(s) 48 Minutes 14 Seconds

My Progress

My Performance Leaderboard Announcements Attendance

Test Announcement
15 June, 2022

Class Starting
17 June, 2022

Class Starting
18 June, 2022

Today's Session

Test Session
Today at 11:45 - 11:50
By Akash NP [Join]

Test Session
Today at 11:45 - 11:50
By Akash NP [Join]

Test Session
Today at 11:45 - 11:50
By Akash NP [Join]

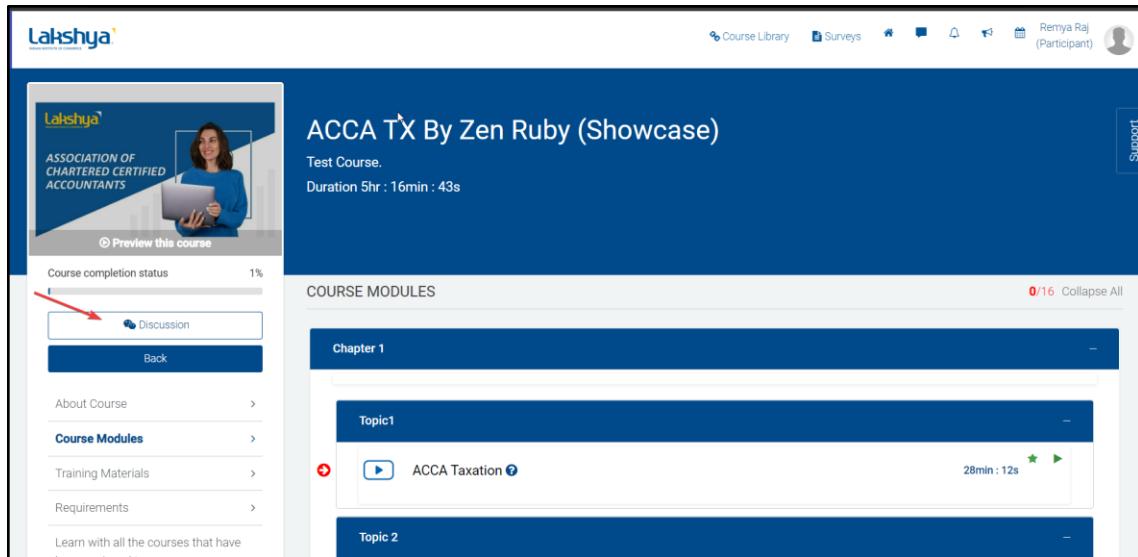
Upcoming Session View All

Test Session
22 June at 11:45 - 11:50
By Akash NP [Join]

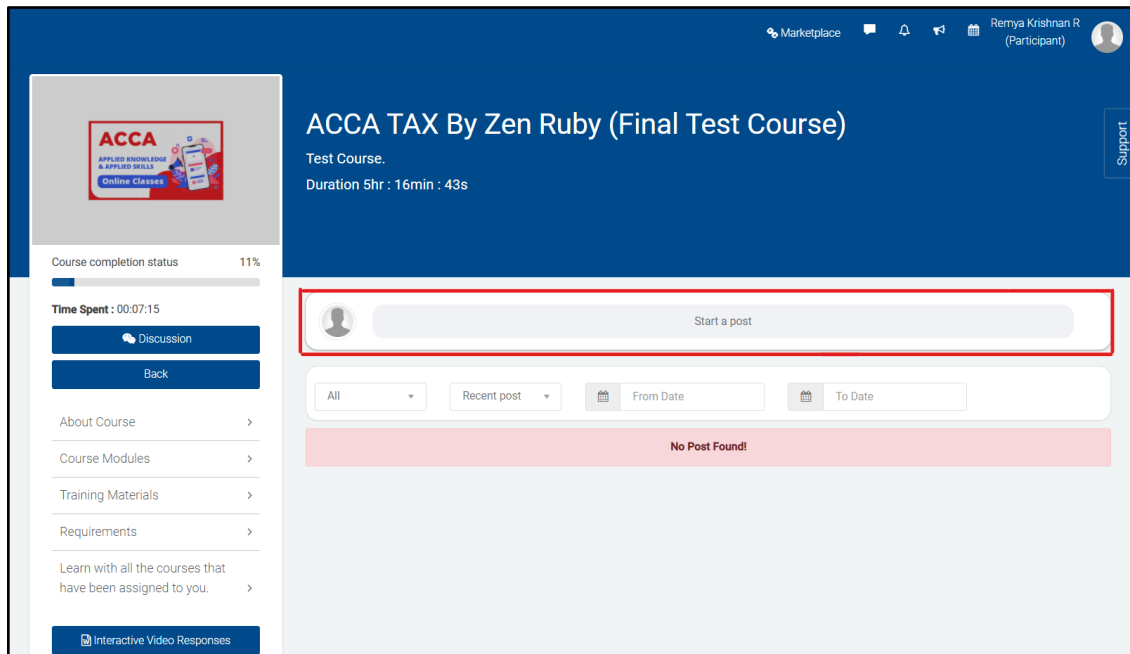
6. From here you can see the course related announcements if have some.

Discussion Forum

1. Participants can start a discussion with other participants or with the facilitator through the discussion forum inside the course module.
2. For opening a discussion regarding the course assigned to you, select the course module by clicking 'launch course'. Inside the course module you can see the Discussion forum on the left side of the modules.



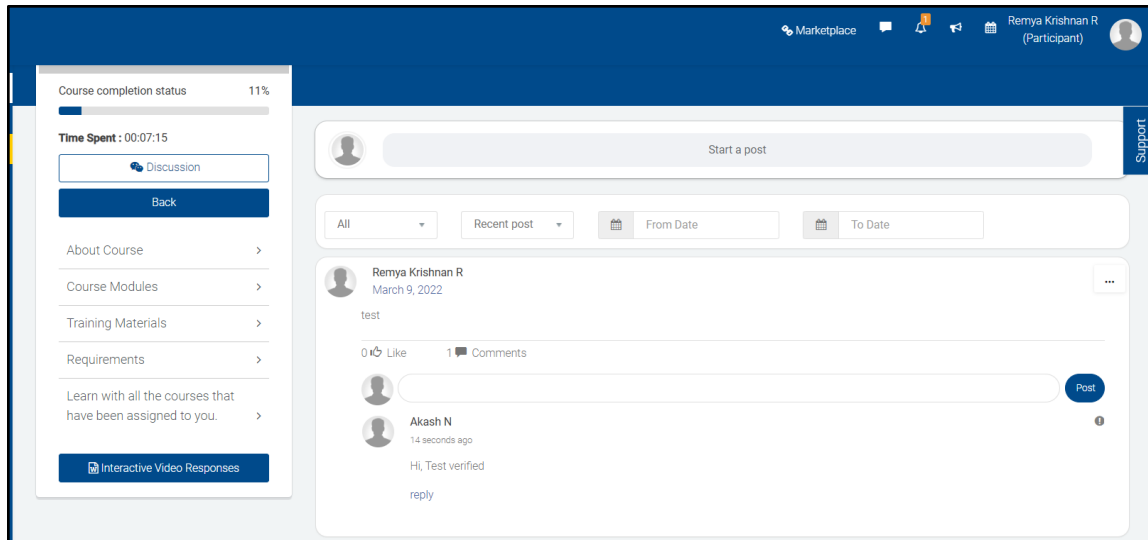
3. Click on 'Start a post' to add a comment or question regarding the course/topic.



4. Type your question in the text box provided for, and you can also provide Images, Videos or Files (file formats are provided already) for the discussion.

5. After providing all the details click on the submit button to add the post.

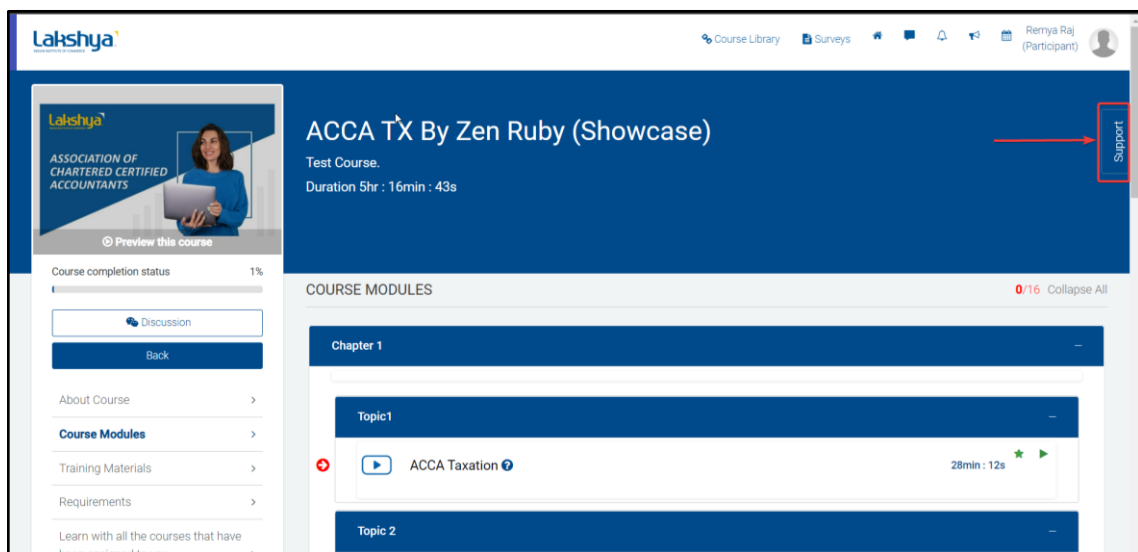
6. When one participant posts a comment in the discussion forum the other participants will get a push notification on their mobile devices. Other participants and facilitators who are handling the course as well as the admin can see the post you have added and also they can reply, like, follow the post.



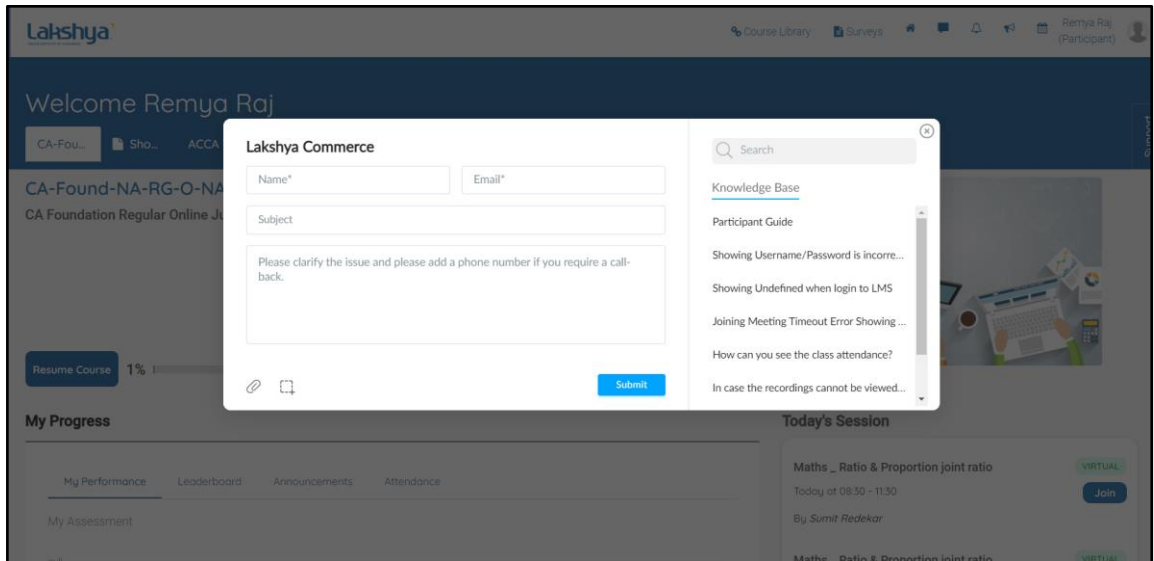
Open a Support ticket

Knowledge Base :

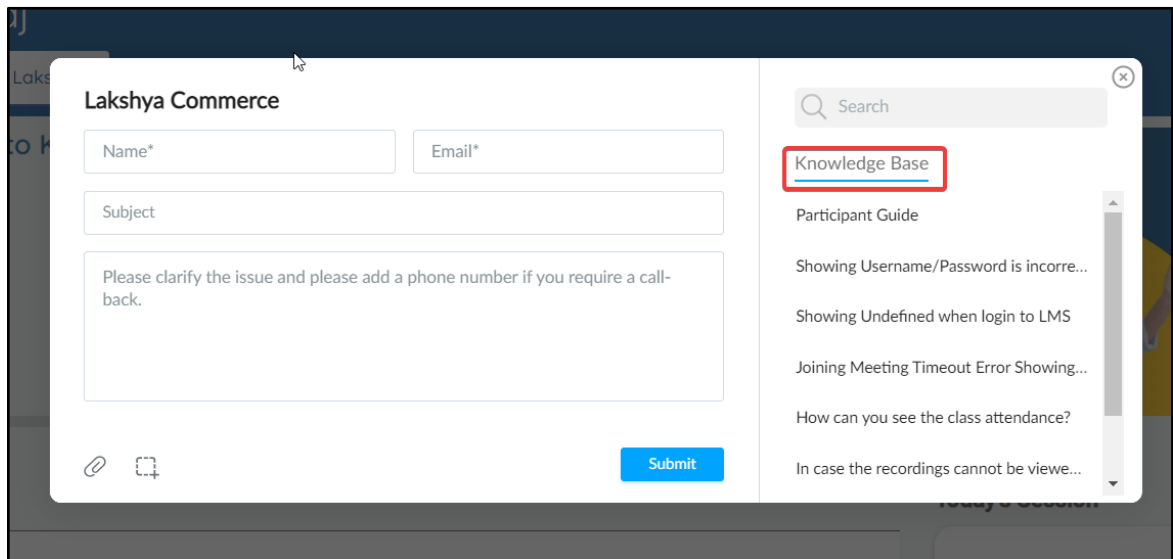
1. Get in touch with the support team by clicking 'Support' available on the top-left side area.



2. A ticket creation window will open up for you.



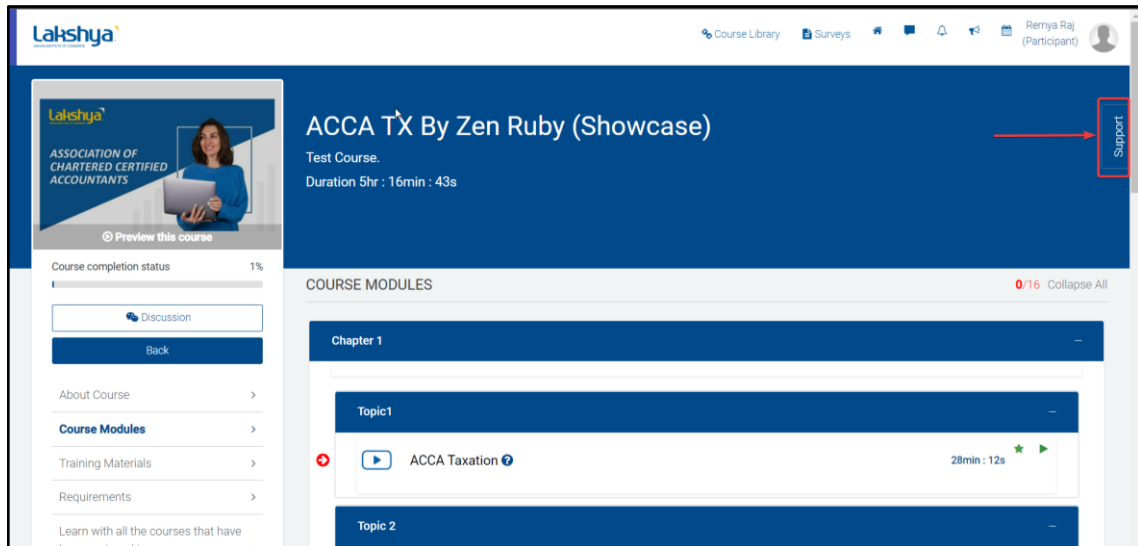
3. On the right side of the window you can see Knowledge Base :



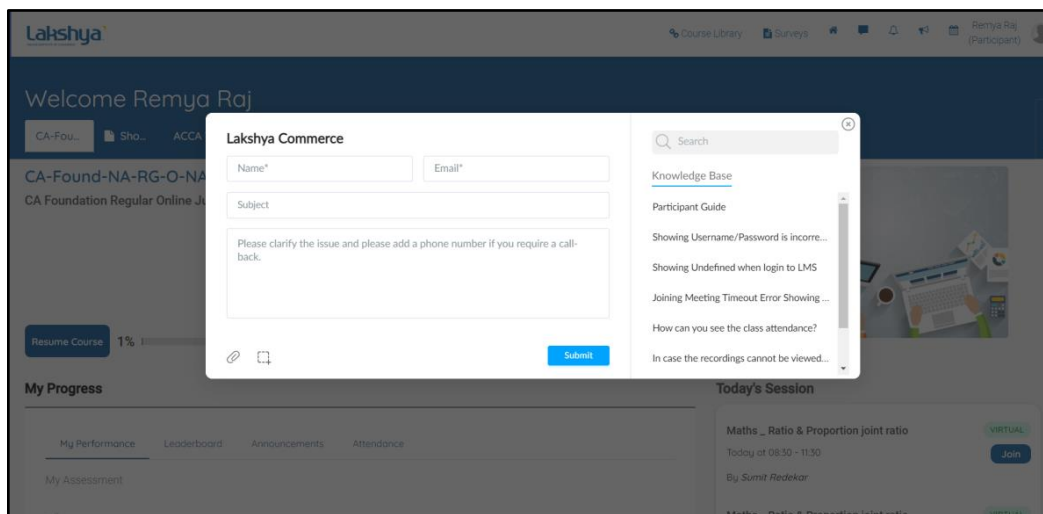
4. From here you can see all the common question and its solutions. And also the Participant Guide for getting a better understand of the platform.

New Ticket Creation :

1. Get in touch with the support team by clicking 'Support' available on the top-left side area.



2. Enter your details and click 'Submit' to submit your support ticket.



Happy Learning !!