NIBM WORLD WIDE

USER MANUAL

FOR LECTURER

NIBM LEARNING MANAGEMENT SYSTEM

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Ministry of Science, Technology, Research, Skills Development & Vocational Training and Kandiyan Heritage

About this Manual

The NIBM worldwide is a Learning Management System (LMS) dedicated to blended learning activities in the field Business, IT, Designing, Language and Engineering. This LMS will provide a wide variety of opportunities, resources, and new strategies for education and training. The objective of this project is to use information and communication technology, in particular, web-based education and training to the maximum possible extent.

This manual was developed to explain how to uses LMS being “teacher” and “student” user types.

What is the Learning Management System

A Learning Management System (LMS) is a software-based platform that facilitates the management, delivery, and measurement of learning programs in a virtual platform. NIBM worldwide learning management systems are a cloud-based software solution that uses as the foundation of blended learning courses.

The benefit of the **Learning Management System**

- Reduce learning and development costs
- Cut down onboarding time for lectures, students
- Accommodate multiple learning audiences
- Complete personalization
- Improved communication
- Multimedia learning
- Efficient management
- Centralize e-learning resources
- Easy adaptation and re-use of learning materials over time
- Track learner progress
- More choices for curriculum creators (i.e., methods of delivery, the design of materials, evaluation techniques)
- Economies of scale that make it cost effective for organizations to develop and maintain new courses

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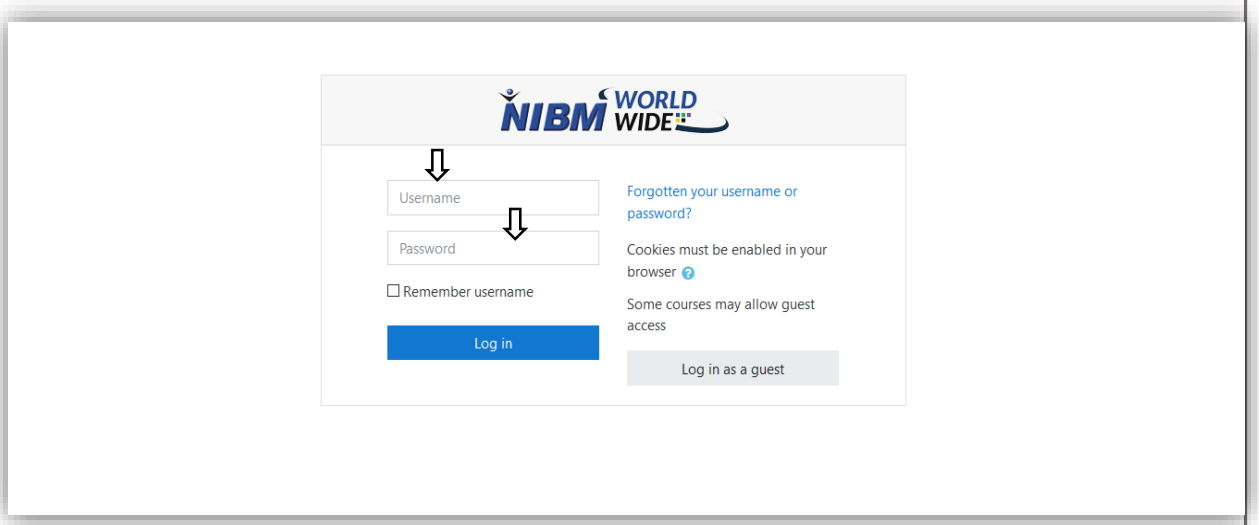
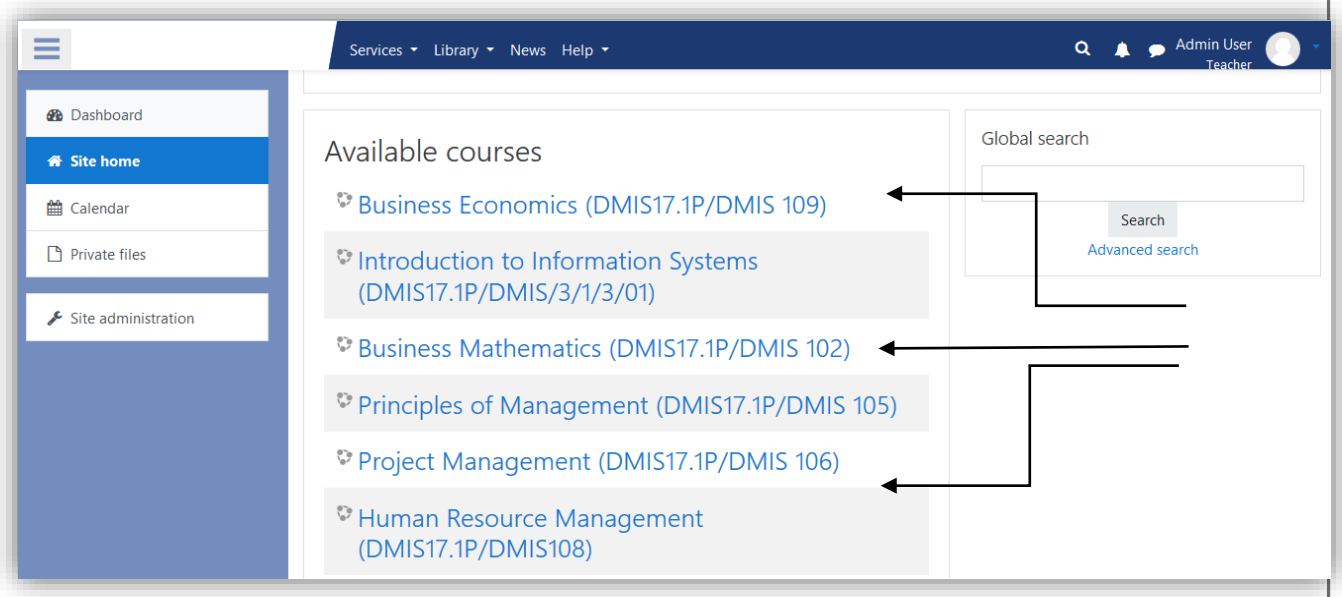
Login to LMS (Lecturer)

You can login to your NIBM Lecturer account by visiting to the NIBM world wide website. From any latest web browser. Enter your username and password in the login page.



Site Home (Main Page)

You click the site home tab in the Main page Available Courses are view in the page with Batch name and the Batch number.



Courses

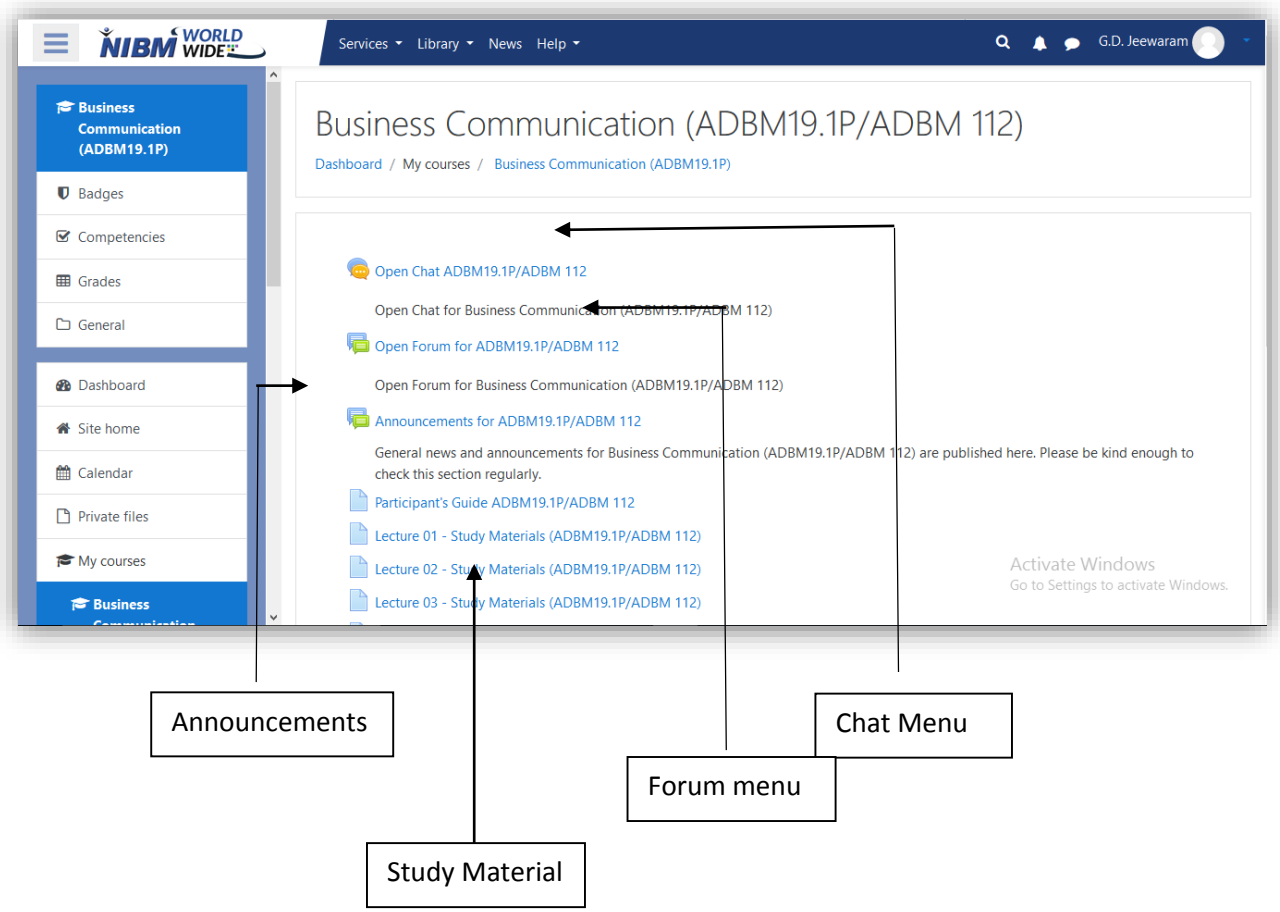
Select a course for more details and functions.

Chat menu: select to go to chat menu.

Forum menu: select to go to forum menu.

Announcements: Announcements of the selected course.

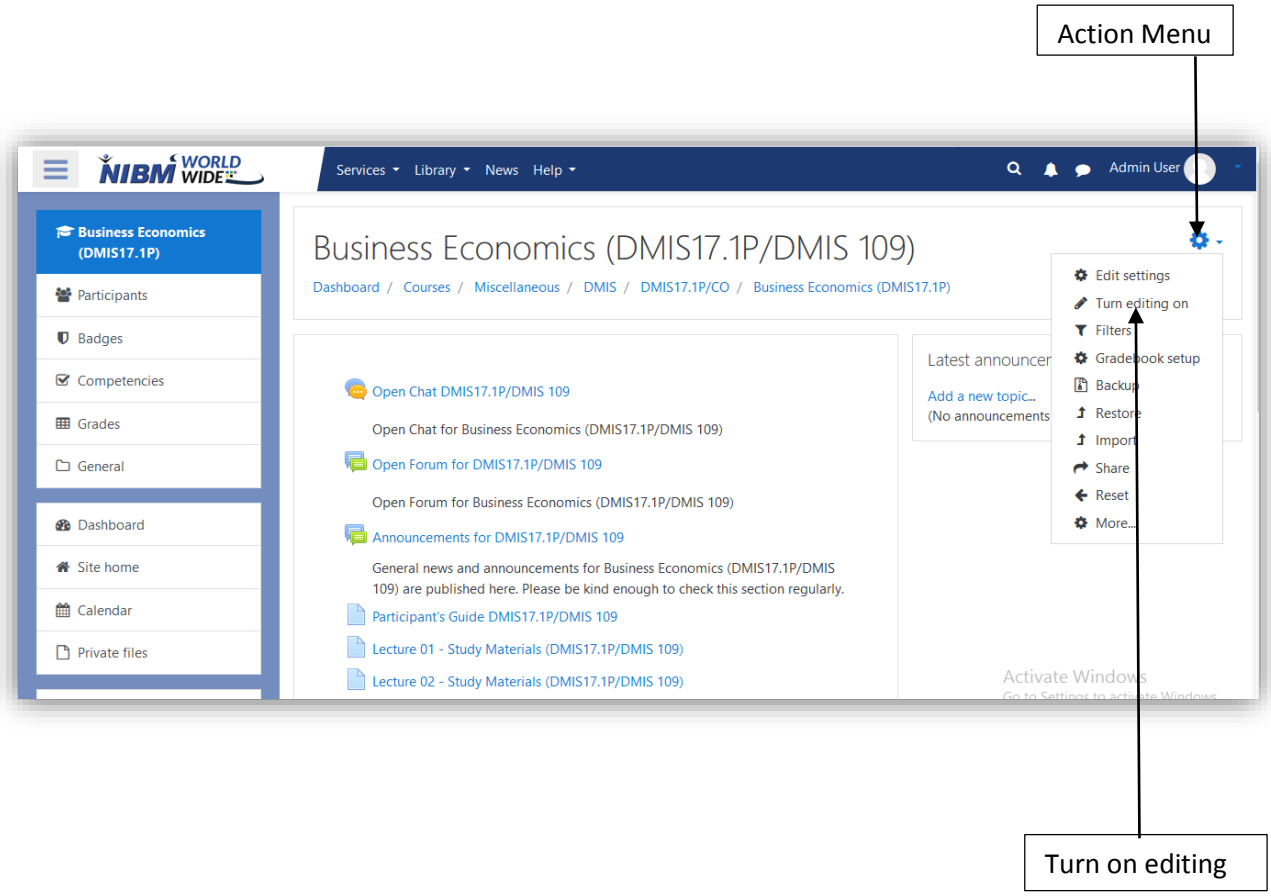
Study Materials: Study materials for the lectures of the course.



Editing

Action Menu: Click o it to access the action menu.

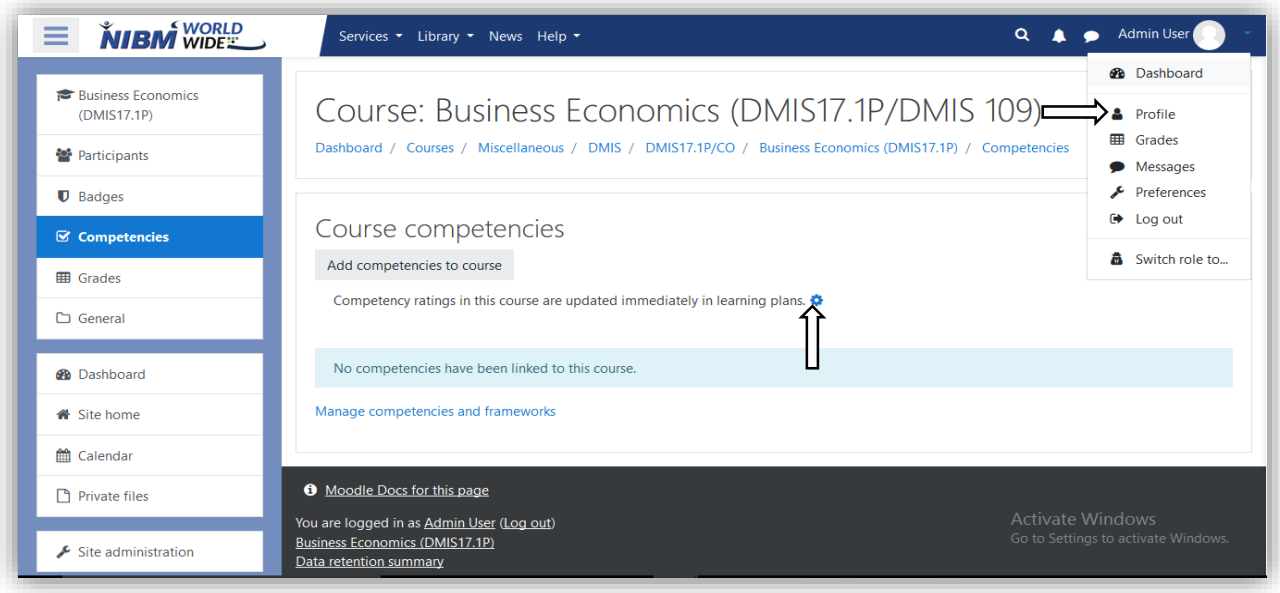
Turn editing on: click on turn on editing to access the editing mode.

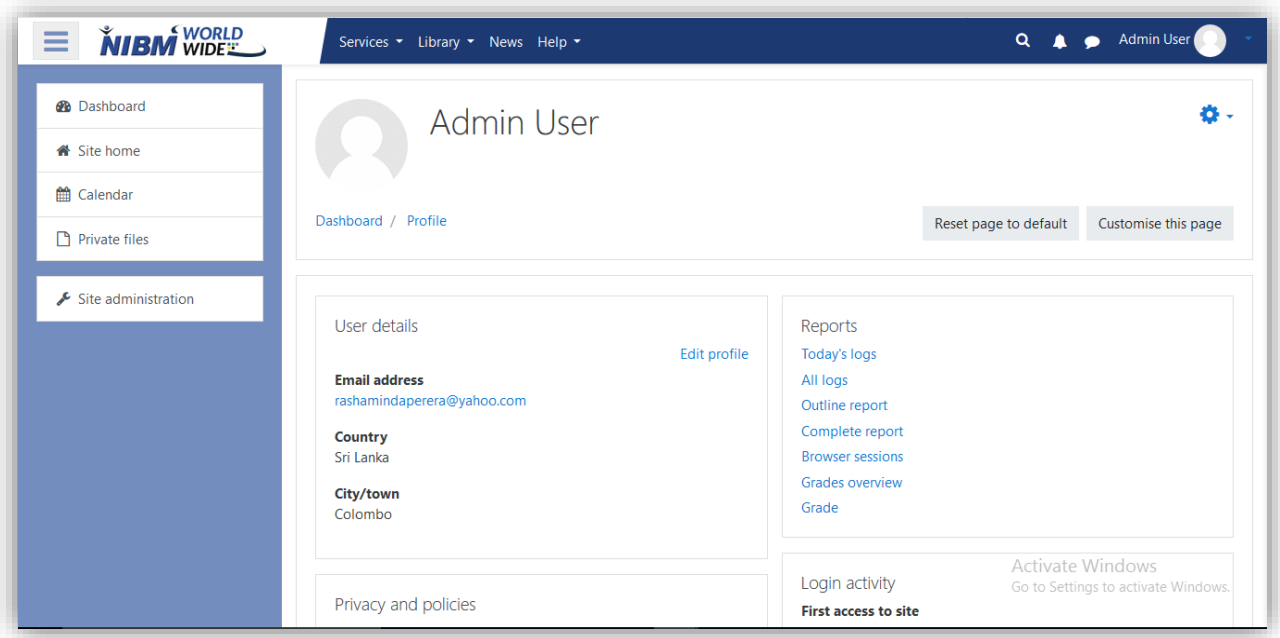


You click the settings icon in the right side it drop down the Edit settings, Turn editing on, Filters, Gradebook setup, Backup, Restore, Import, Share, Reset and More same as the admin view

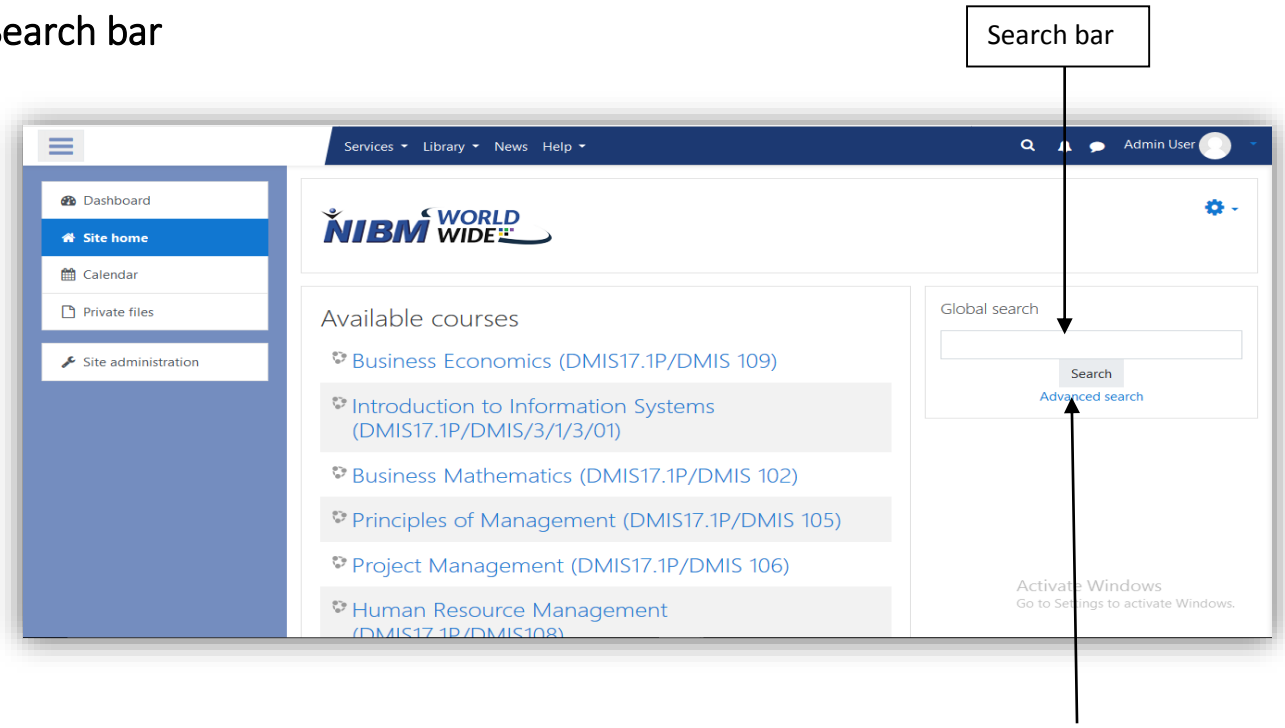
Profile in website

In the Profile tab user can add the Profile photo and user can edit the user details by using Edit profile name tag.





Search bar

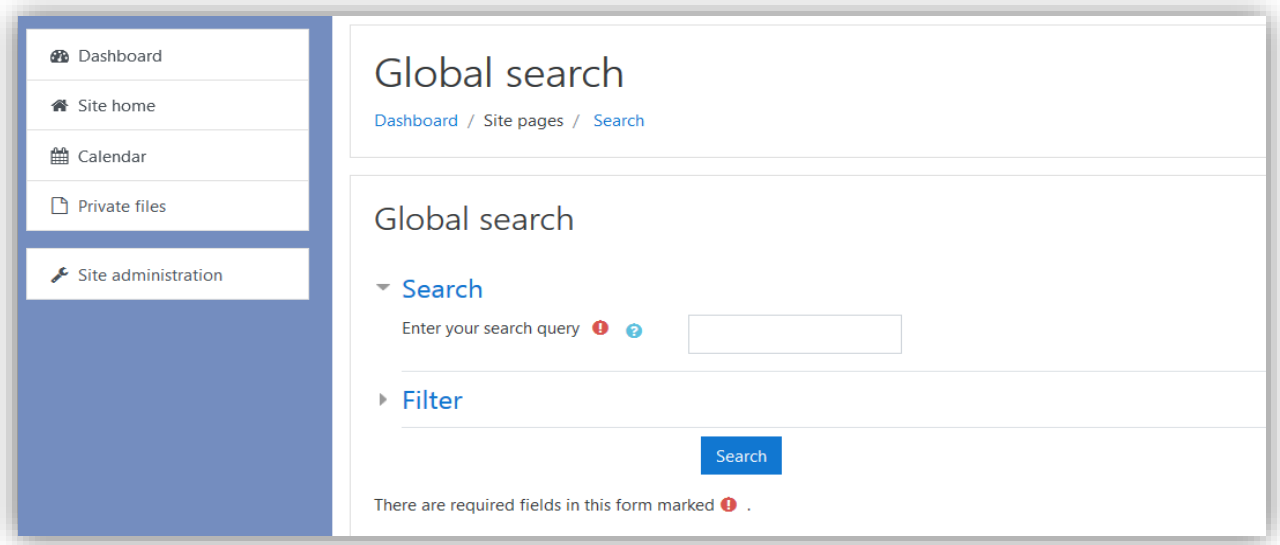


Search bar

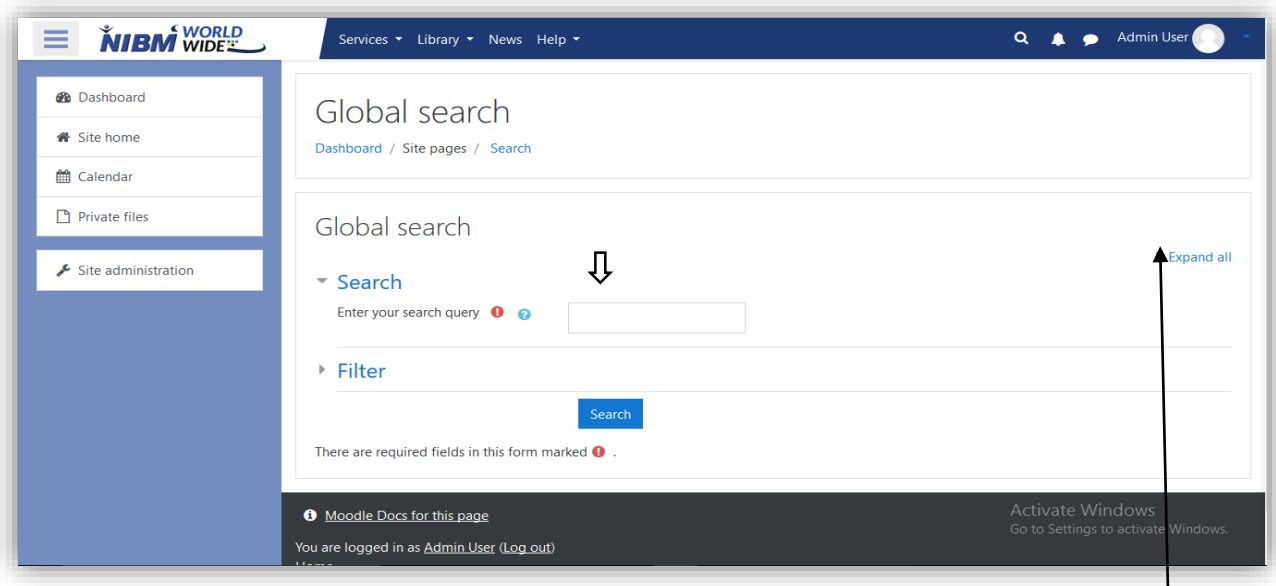
Type the **keyword** that you need to search globally.

Advanced Search Window

Click the link to go to advanced search window and global search page view in the site and you can search the search query using search bar.



Advanced search

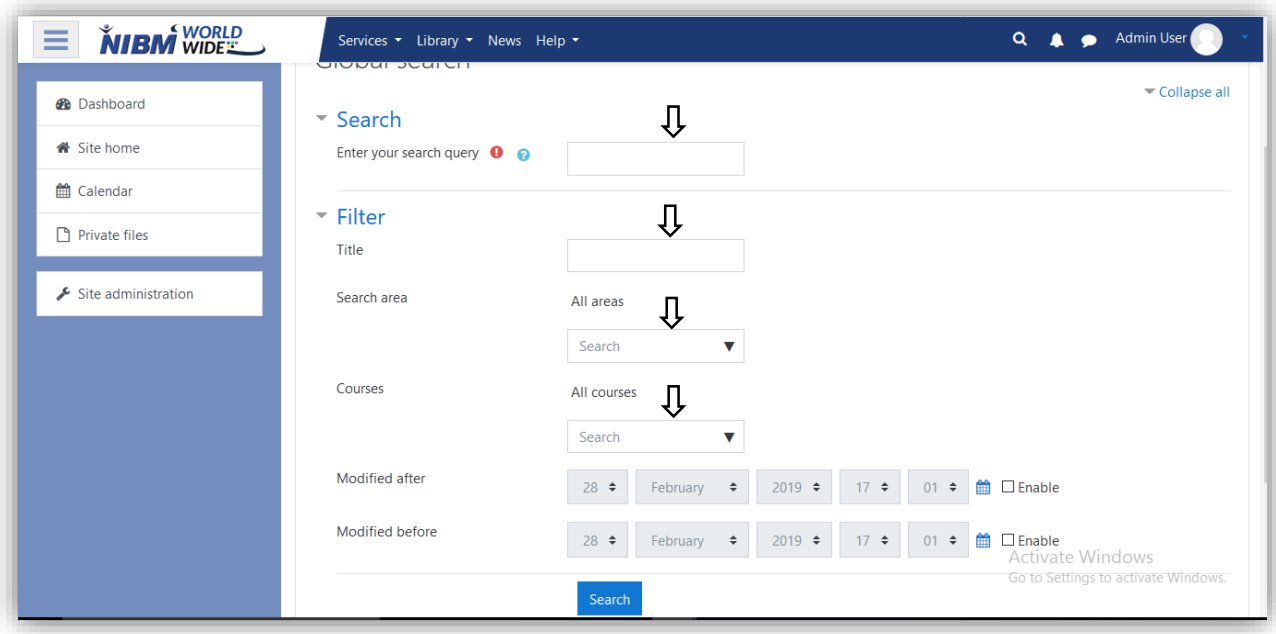


Search bar: Type the **keyword** that you need to search globally.

Expand all: Click expand all for expanded filter view.

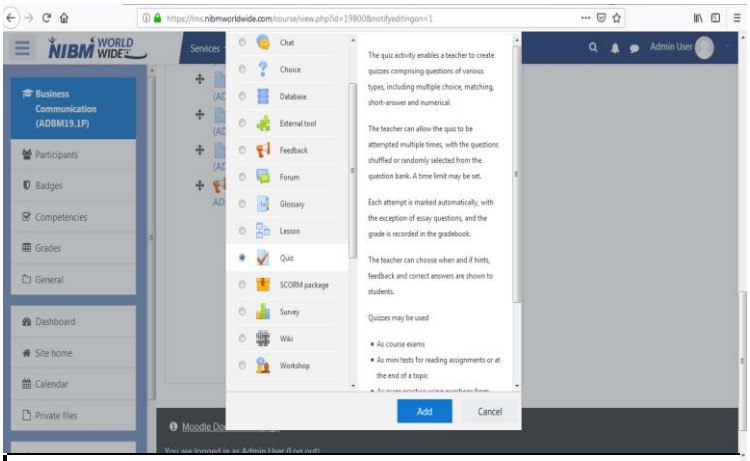
Expand all

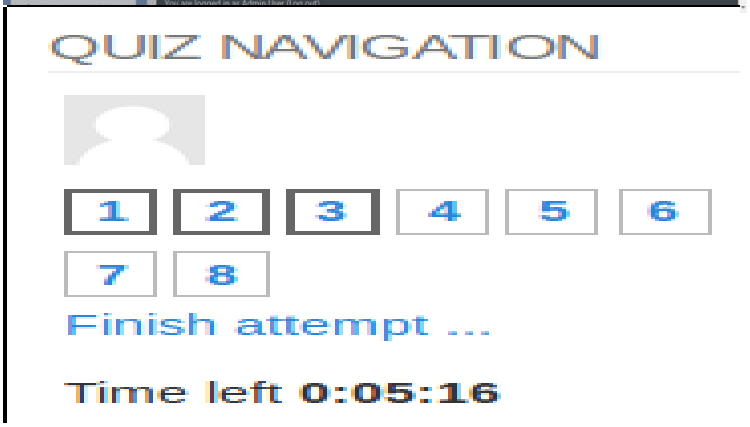
Expanded View



Questionnaire

When you first set up your quiz from *Add an* activity or resource > Quiz, (or, if you don't have this link, the dropdown Add an activity>Quiz) you will get the following settings, (which can also be changed later in the Edit Settings link of the Quiz administration settings block) All settings may expanded by clicking the "Expand all" link top right.





General

Add a name here (which students will click on to access the quiz) and, if desired, a description of what they must do.

Timing

Note: The user's time-zone - as set in the user profile - only affects how a particular time is displayed to that user. The actual timing for the quiz is not changed by that.

Open the quiz

You can specify times when the quiz is accessible for people to make attempts.

Close the quiz

After the closing time, the students will not be able to start new attempts.

Time limit

By default, quizzes do not have a time limit, which allows students as much time as they need to complete the quiz.

Navigation block showing quiz timer

1. A countdown timer is shown in the quiz navigation block
2. When the timer has run out, the quiz is submitted automatically with whatever answers have been filled in so far
3. If a student manages to cheat and goes over the allotted time, no marks are awarded for any answers entered after the time ran out

When time expires..

There are three options as to what will happen when the time limit is up. Choose the one you need from the dropdown menu:

Grade

Grade category

If you have categories in your gradebook, select the one you wish the quiz to be in here.

Attempts allowed

Students may be allowed to have multiple attempts at a quiz.

Grade to pass

Here you can set a passing grade for the quiz.

Grading method

When multiple attempts are allowed, there are different ways you can use the grades to calculate the student's final grade for the quiz.

Layout

New page

For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page

Navigation method (available by clicking Show *More*)

Choose Sequential instead of *Free*, if you want to force the student to progress through the questions in order and not go back to a previous question or skip to a later one.

Question behaviour

How questions behave

See Question behaviours.

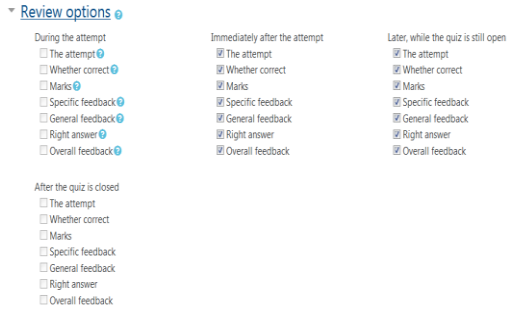
Allow redo within an attempt (available by clicking "Show more")

If using Interactive or Immediate feedback mode, enabling this setting means students can try a question again even if they have used up their allowed attempts.

Each attempt builds on the last (available by clicking "Show more")

If multiple attempts are allowed and this setting is set to Yes, then each new attempt contains the results of the previous attempt.

Review options



(These settings are collapsed by default)

Review options expanded

This section controls what information students will be shown when they review their past attempts at the quiz, and during the attempt in adaptive mode. It is a matrix with check boxes.

The various pieces of information that can be controlled are:

During the attempt

is only available when ‘How questions behave’ has been set to ‘Immediate feedback’, ‘Immediate feedback with CBM’ and ‘Interactive with multiple tries’. If set to one of these options then a ‘Check’ button will appear below the answer and when clicked the student will submit that response and then receive immediate feedback.

Immediately after the attempt

means within 2 minutes of the student clicking "submit all and finish".

Later, while the quiz is still open

means after 2 minutes, but before the close date (if the quiz does not have a close date, this phase never ends).

After the quiz is closed

means what it says (you never get here for quizzes without a close date).

Appearance

Show the user's picture

It is now possible, when displaying the user's profile picture for proctoring purposes, to choose whether a large image or thumbnail will be displayed.

Decimal places in grades

This option determines how many digits will be shown after the decimal separator when the grade is displayed.

Extra restrictions on attempts

Require password

If you specify a password in here then participants must enter the same password before they are allowed to make an attempt on the quiz.

Require network address

You can restrict access for a quiz to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers.

Enforced delay between attempts

You can set a time (from seconds to weeks) between the first and second attempt of a quiz

Browser security

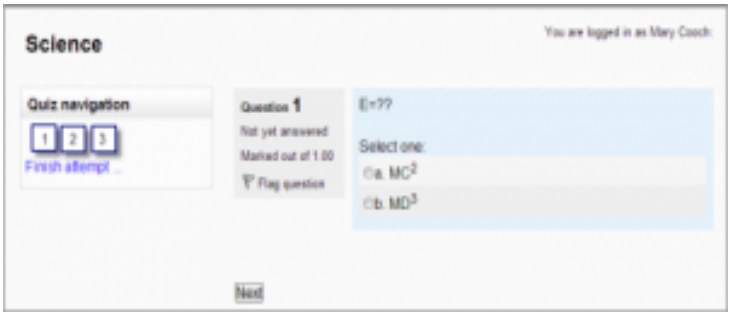
This is by default an advanced field, visible by clicking "Show advanced".

The options in this section offer various ways to try to restrict how students may try to 'cheat' while attempting a quiz

Full screen pop-up with some JavaScript security

There is a limit to what the quiz, which runs on a web server, can do to restrict what the student sitting at their computer can do while attempting the quiz.

Overall feedback



Overall feedback is shown to a student after they have completed an attempt at the quiz.

Outcomes

This setting will only appear if Outcomes have been enabled by the administrator and are used in the course.

Common module settings

These settings are collapsed by default

Restrict access/Activity completion

These settings are collapsed by default

The Restrict access and Activity completion settings are visible if Conditional activities and Activity completion have been enabled in the site and the course.

Adding a SCORM package

General

General settings expanded by default

Name

Whatever you type here will form the link learners click on to access the SCORM package, so it is helpful to give it a name that suggests its purpose.

Description

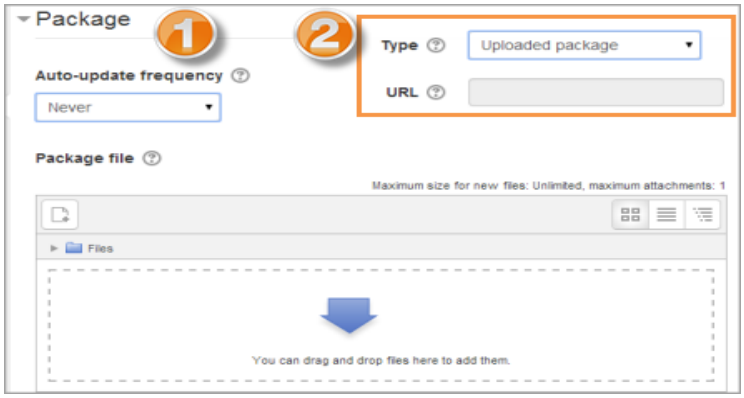
Add a description of your SCORM activity here.

Display description on the course page

If this box is ticked, the description will appear on the course page just below the name of the SCORM activity.

Package

This setting determines which SCORM package is used by this SCORM activity. Drag and drop or click the icon top left to upload your SCORM package The default (1) is to be able to upload a file. If your admin has added additional options in Site administration>Plugins>Activity modules>SCORM package then these will be available in a dropdown menu. (2)



Package settings expanded by default

Appearance

These settings are collapsed by default

Appearance settings expanded

Display package

Choose from current or new window. Note that if you choose a new window, students need to ensure pop ups are enabled.

Display course structure on entry page

If this is enabled then the table of contents of the package will be displayed when the students clicks to access the package.

Show Navigation

This setting determines whether the navigation buttons are shown or not.

No -they are hidden Under content - they are displayed underneath the SCORM package

Floating - the navigation buttons are floating (with options to choose the position from the left and top)

Display attempt status

You can choose whether to display a summary of the student's attempts on the entry page, on their Dashboard page or both. This setting is helpful when debugging grading issues - working out why a user got a certain grade.

Availability

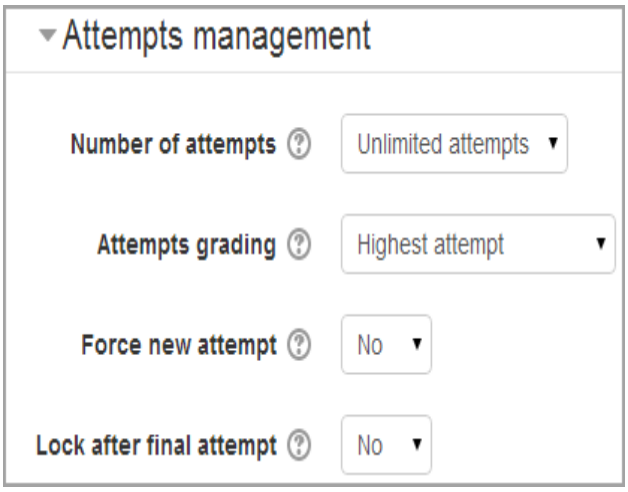
These settings are collapsed by default.

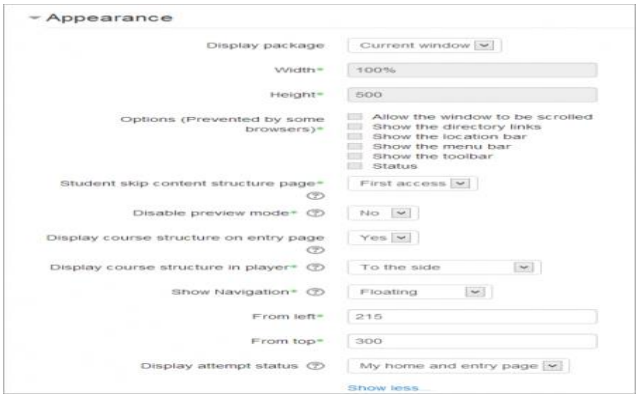
Availability settings expanded

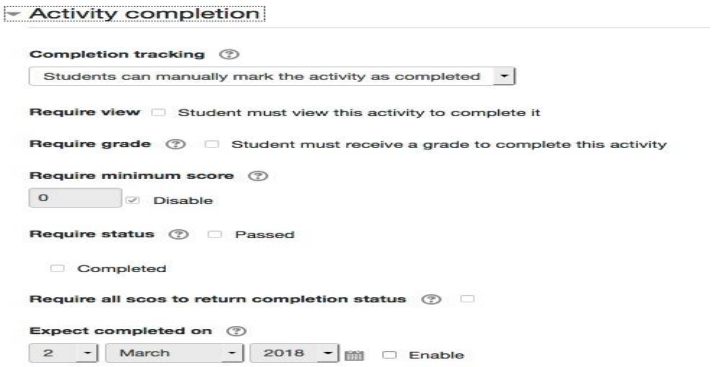
Choose here the dates you wish the SCORM package to be available to students.

Grade

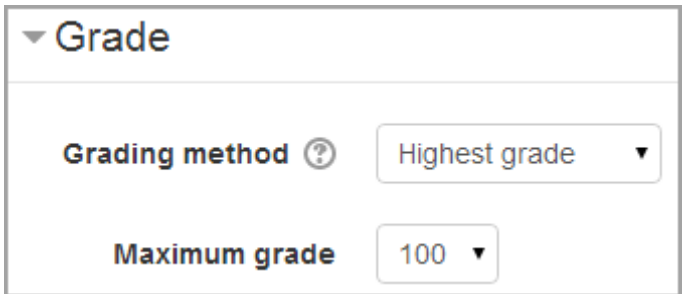
These settings are collapsed by default







Grade settings expanded



Grading method

Learning Objects - This mode shows the number of completed/passed Learning Objects for the activity.

Highest grade - The grade page will display the highest score obtained by users in all passed Learning Objects

Average grade - If you choose this mode Moodle will calculate the average of all scores.

Sum grade - With this mode all the scores will be added.

Maximum grade

Not applicable if Grading Method is Learning objects. Usual setting is 100. If your SCO 's high score is something other than 100, you should adjust this value appropriately. When grading Method is one of the score settings, then the gradebook grade is package score divided by this number.

Attempts management

These settings are collapsed by default.

Attempts management screen expanded

Number of attempts

Defines the number of attempts permitted to users. It works only with SCORM 1.2 and AICC packages.

Attempts grading

When you permit multiple attempts for students, you can choose how to record the result in gradebook by first, last, average or highest settings.

- Display attempt status - If enabled, scores and grades for attempts are displayed on the SCORM outline page. This setting makes the block display more info to the user on the entry page to the SCORM and in the course overview block - if you turn it off it will display less info. This setting is helpful when debugging grading issues - working out why a user got a certain grade.

Force new attempt

If this is enabled then every time the student accesses the package, it will count as a new attempt.

Lock after final attempt

If this is enabled then once a student has used up all their attempts, they can no longer access the SCORM package.

Compatibility settings

These settings are collapsed by default.

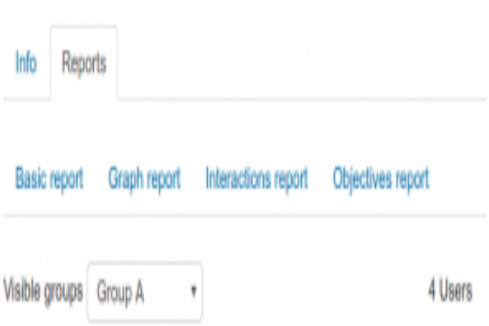
Compatibility settings expanded

Common module settings

Group mode and groupings settings are available for SCORM packages in Moodle 3.1 onwards. This means that

- A SCORM package can be restricted to a particular grouping

- SCORM reports may be filtered by group



SCORM report filtering by group

See Common module settings for more information.

Restrict access

These settings will be available if Conditional activities are enabled.

Activity completion settings

If this has been enabled for the course, then SCORM completion may be set based on minimum score or status (e.g. "Passed").

Save settings

As in most activities there are 3 save button choices. **Cancel**, **Save and return to course** and **Save changes** buttons. The Save changes button will take the teacher back to the SCORM "stage" page.

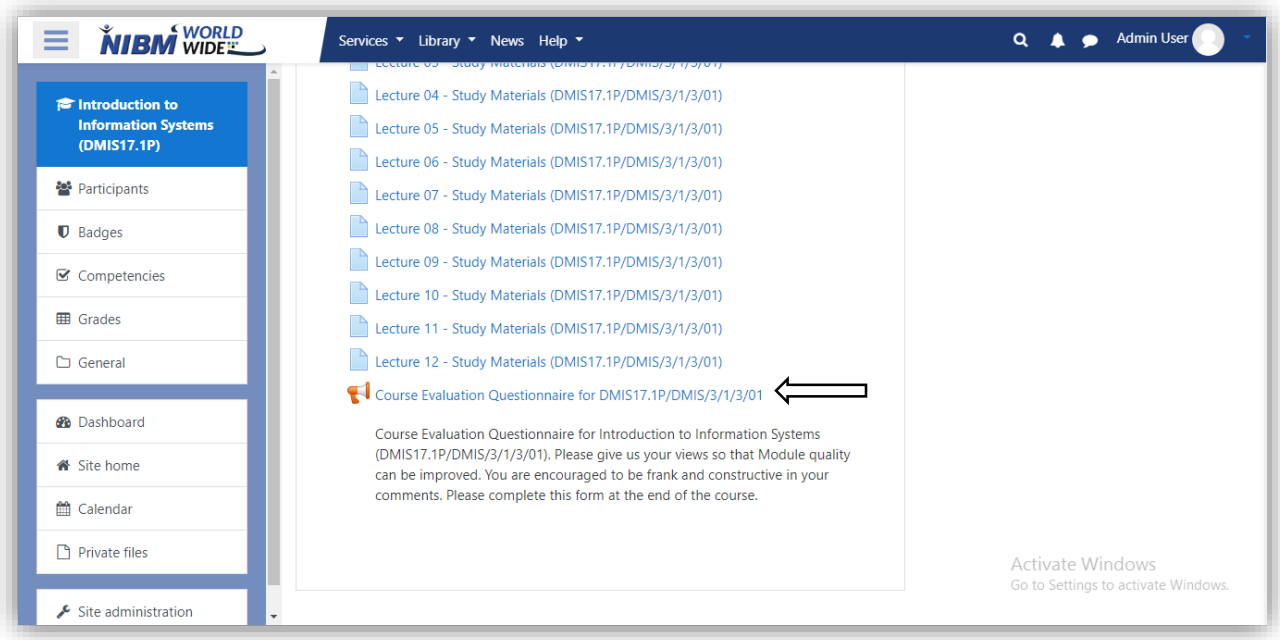
Site administration settings

These options are available to the site admin via *Site administration* > Plugins > Activity Modules > SCORM Package.

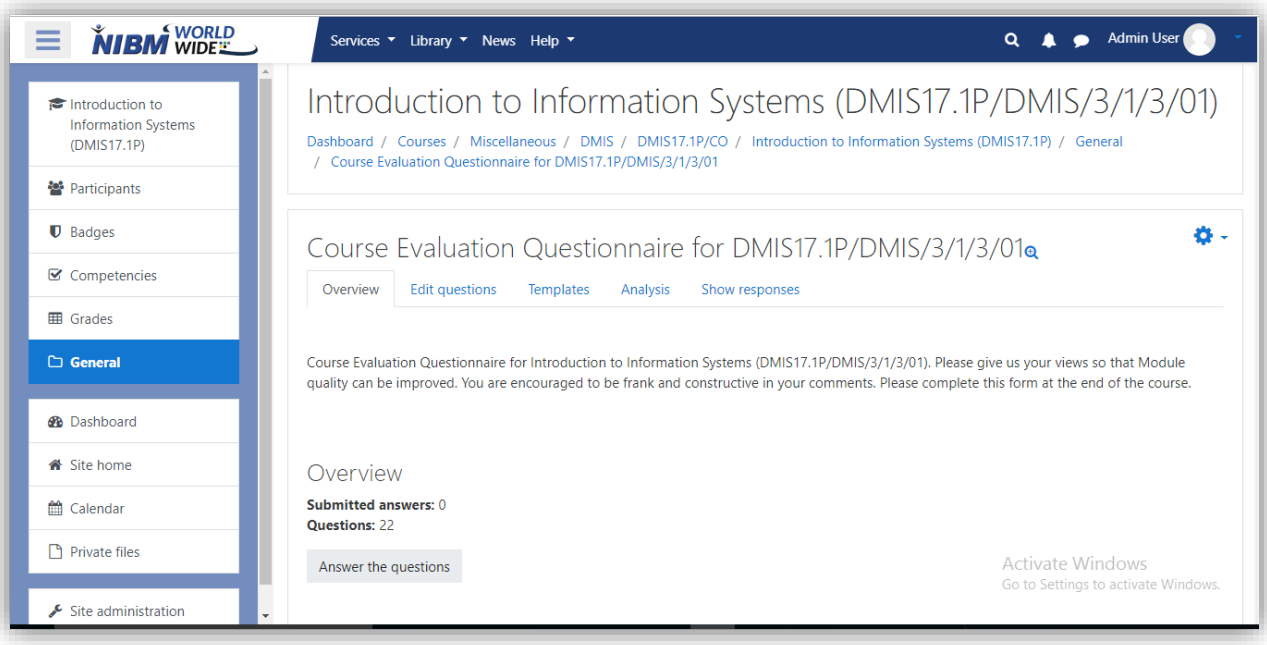
Default Value Settings

Many of the settings available in the SCORM Package administration simply set the default value for the SCORM activity module setup options provided within courses

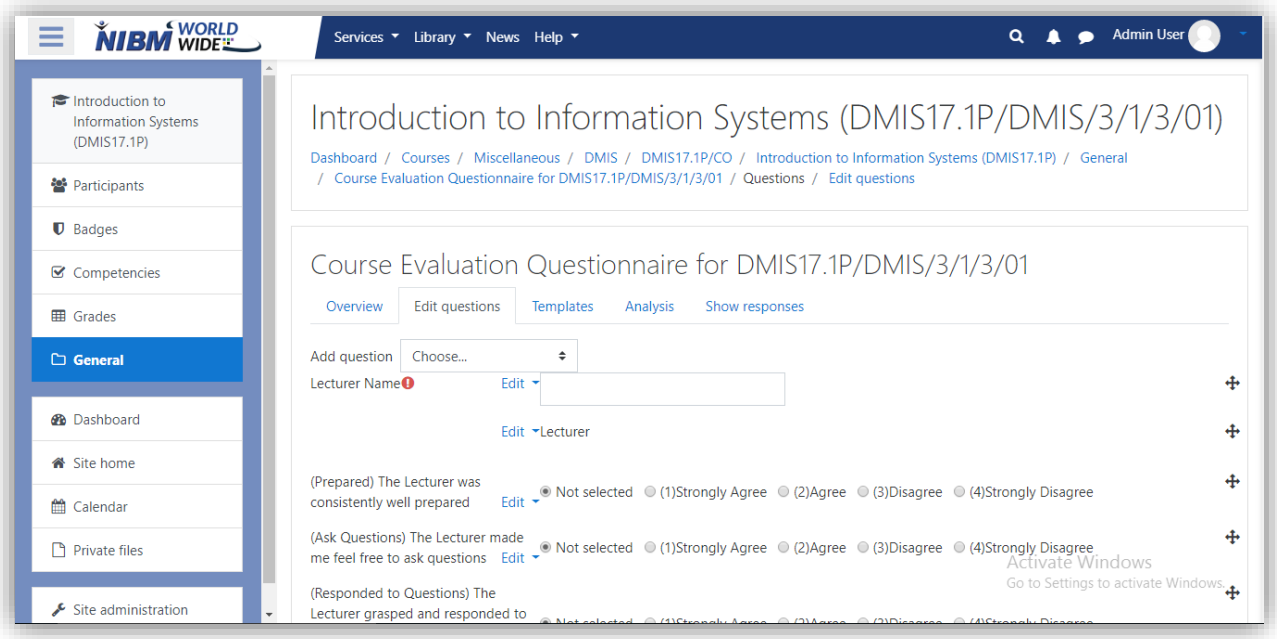
Edit questionnaire



1. Click on Course evaluation questionnaire for quiz.
2. As soon as you enter you see the overview.

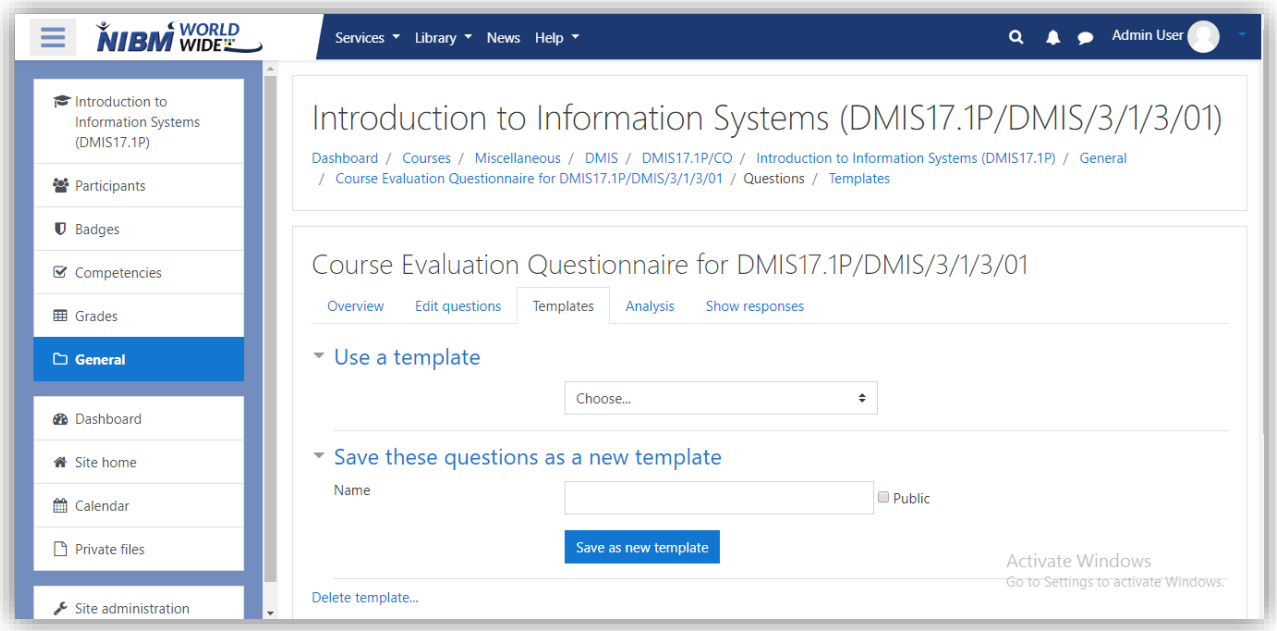


1. Next tab is the edit question tab. In which you can edit questions and update the

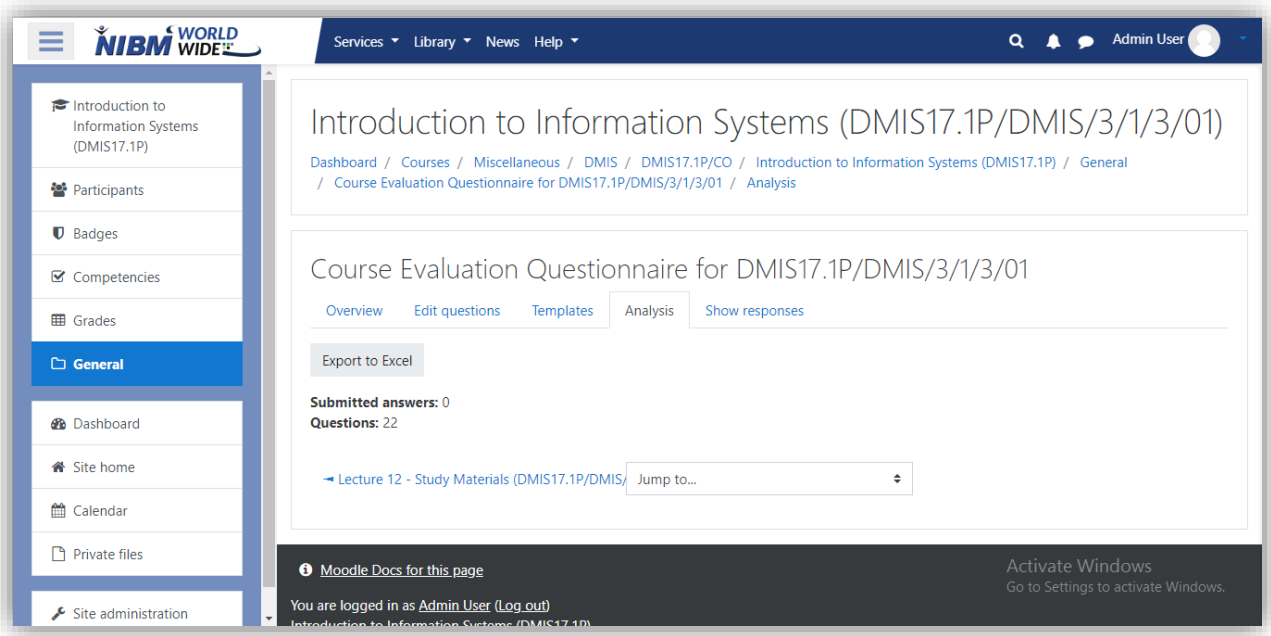


questionnaire.

1. Next tab is the Template tab. In which you can change the template of the questionnaire.

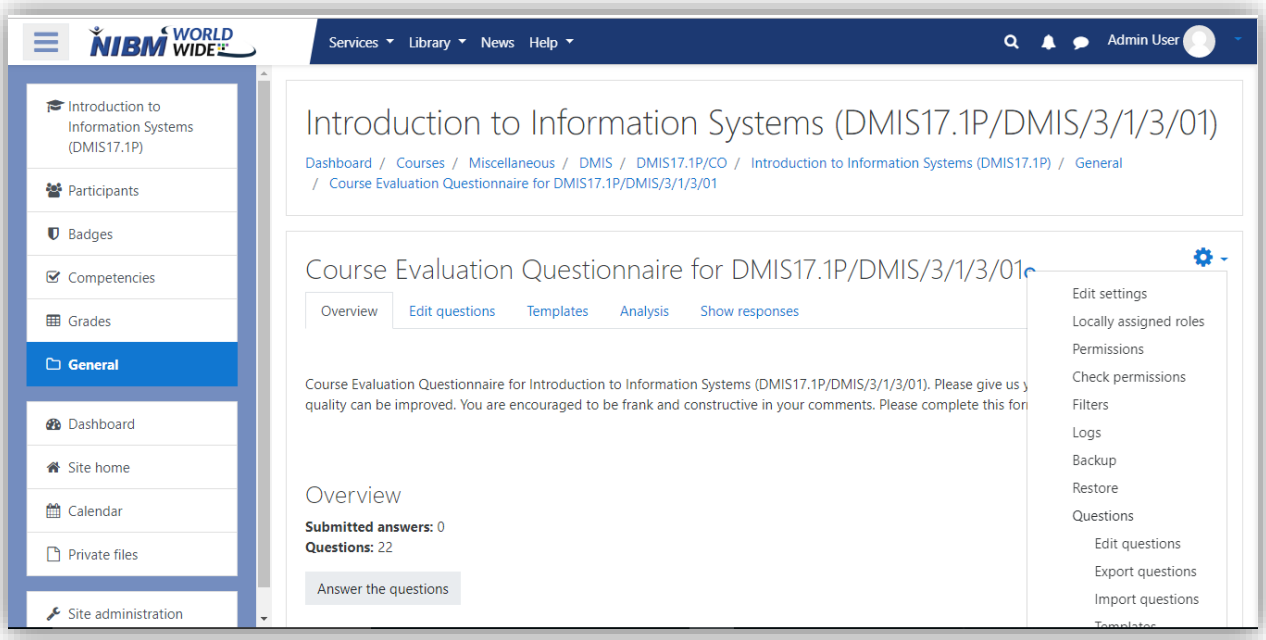


1. Next tab gives you the analysis of the questionnaire taken by the students. You can analyze by sending data into an Excel Spreadsheet.

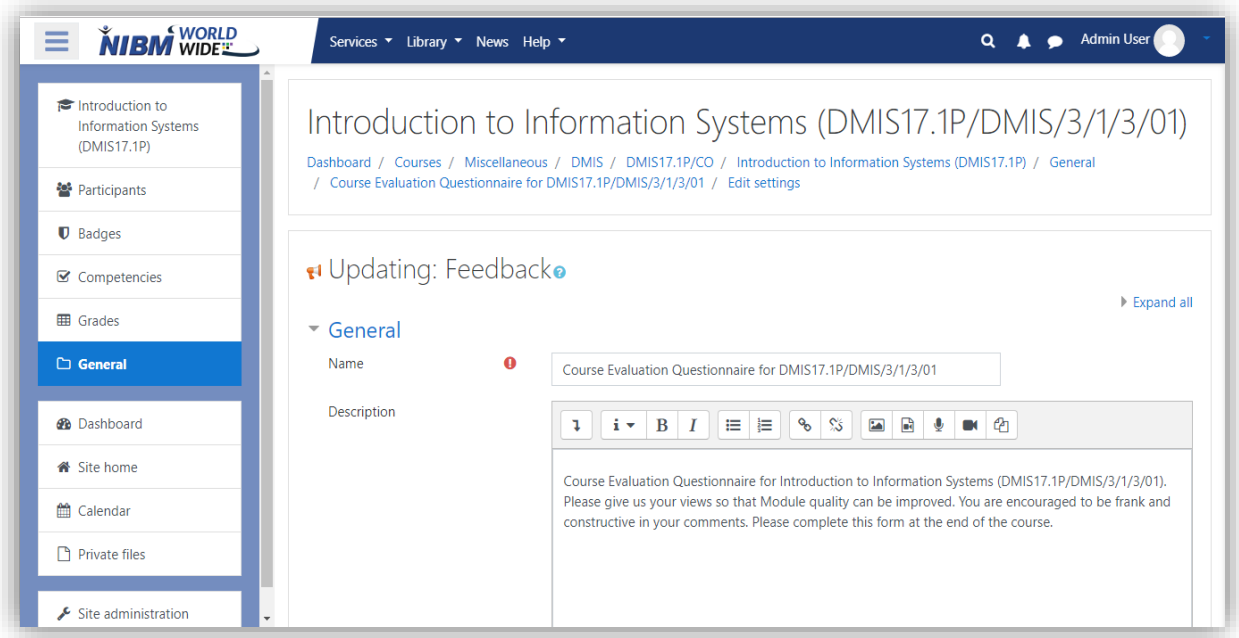


Surveys

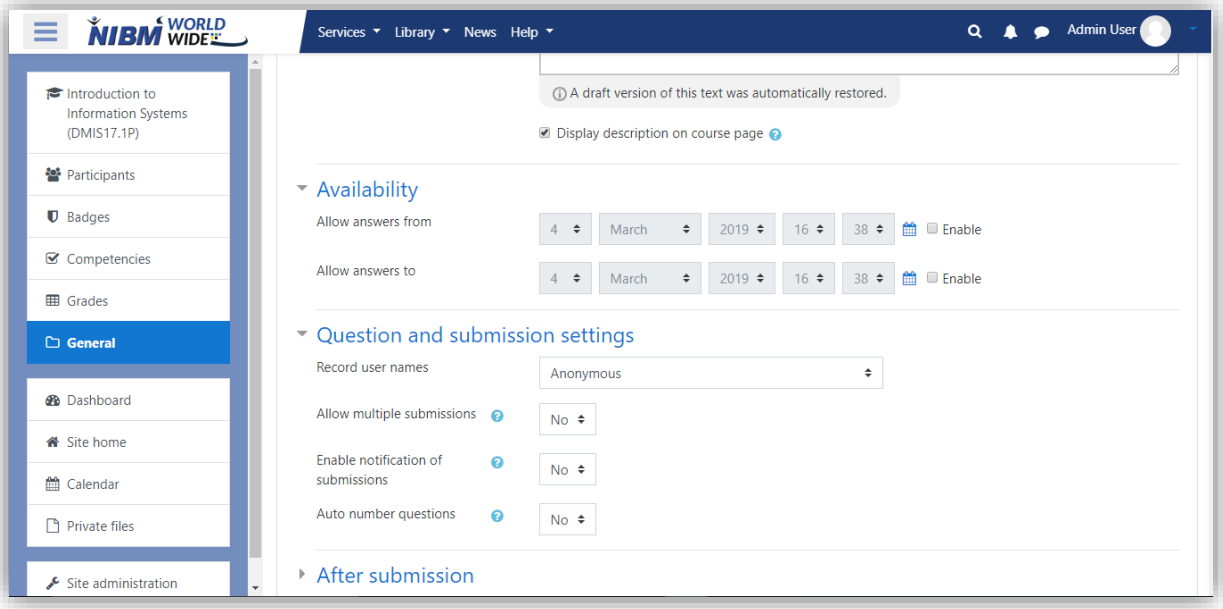
The feedback activity module enables a teacher to create a customer survey for collecting feedback from participants using a variety of question types including multiple choices, yes/no or text inputs.

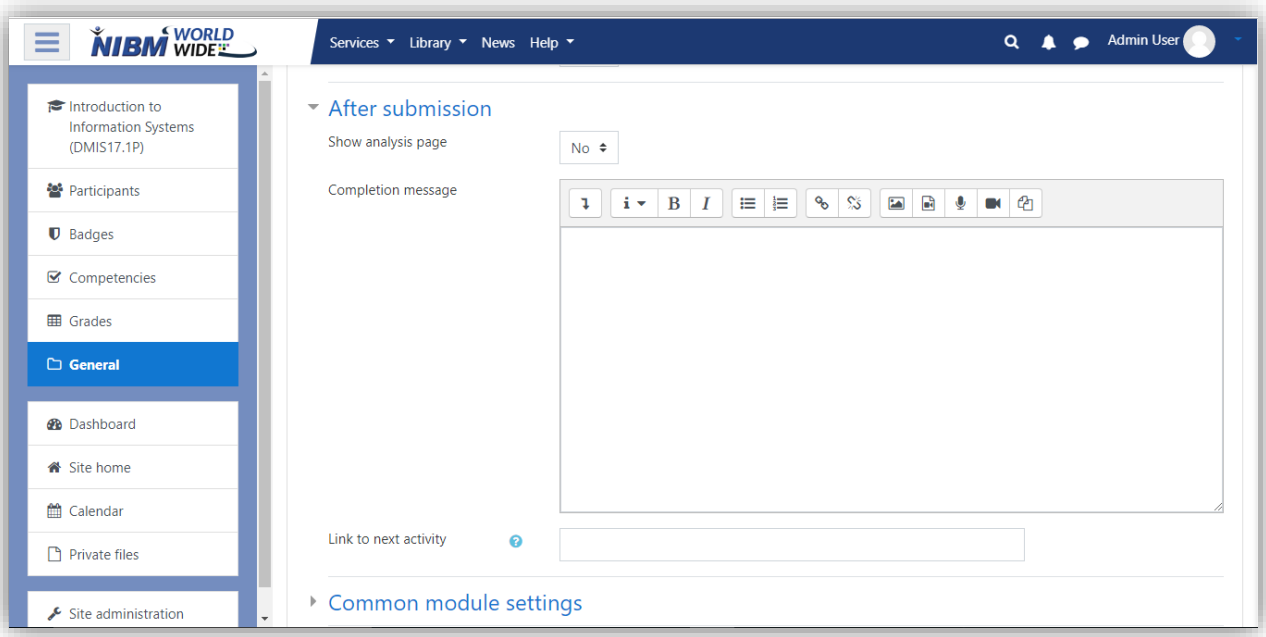


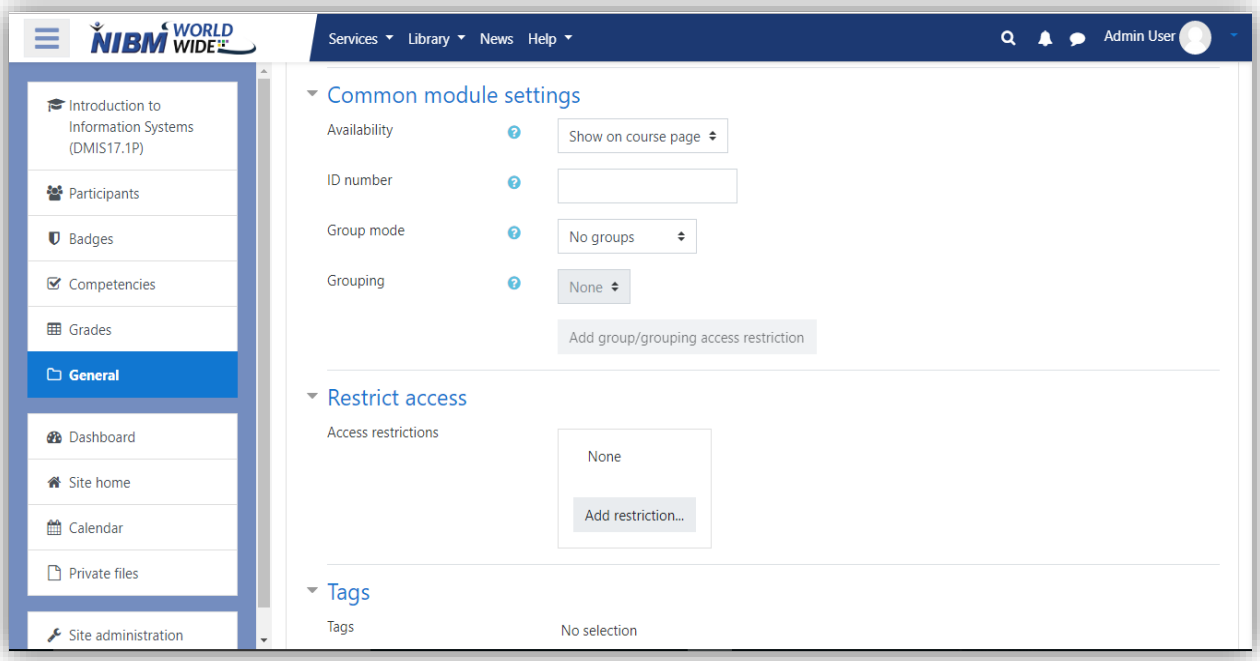
Feedback responses may be anonymous if desired, and results may be shown to all participants or restricted to teachers only. Any feedback activities on the site front page may also be completed by non-logged-in users.



1. Click on the gear icon and select Edit settings to access survey.




NIBM WORLD WIDE
Services
Library
News
Help
Admin User
Introduction to Information Systems (DMIS17.1P)
Participants
Badges
Competencies
Grades
General
Dashboard
Site home
Calendar
Private files
Site administration
After submission
Show analysis page
No
Completion message
Link to next activity
Common module settings


NIBM WORLD WIDE
Services
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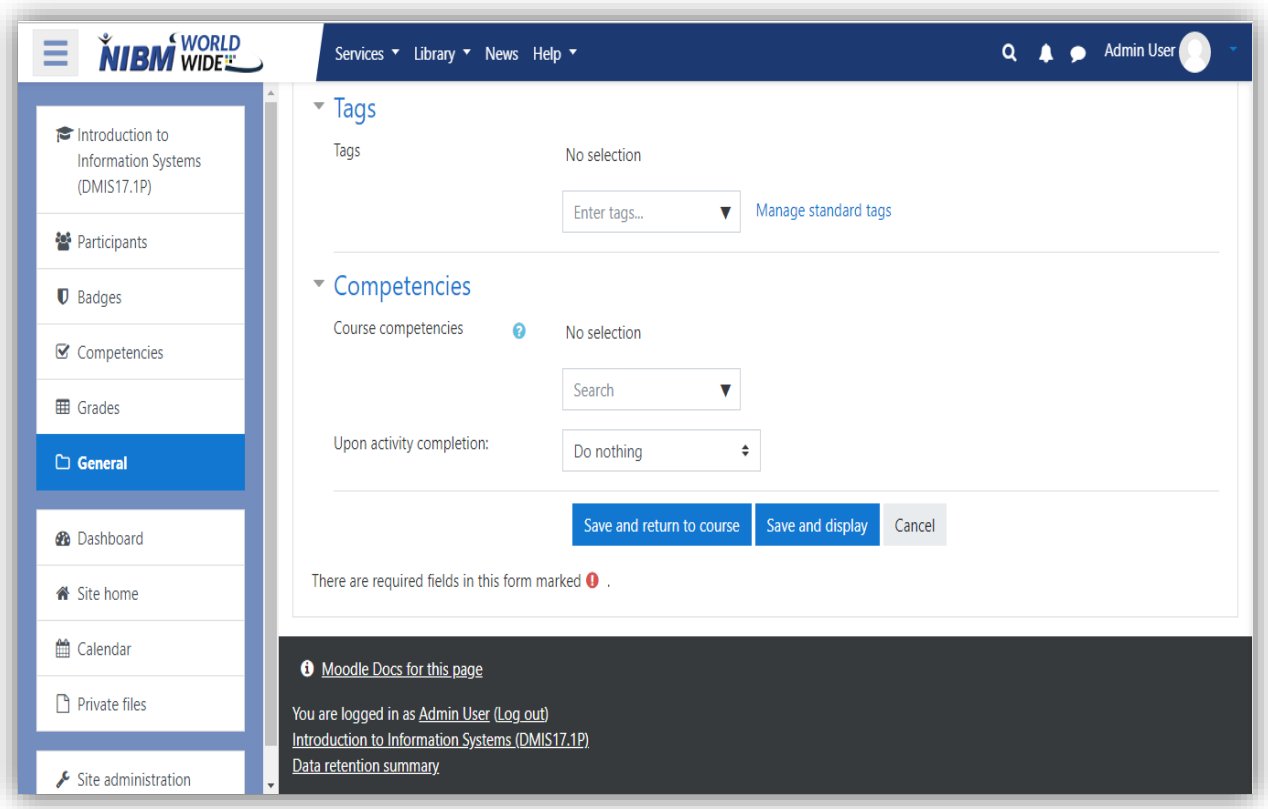
Introduction to Information Systems (DMIS17.1P)
Participants
Badges
Competencies
Grades
General
Dashboard
Site home
Calendar
Private files
Site administration
Common module settings
Availability
Show on course page
ID number
Group mode
No groups
Grouping
None
Add group/grouping access restriction
Restrict access
Access restrictions
None
Add restriction...
Tags
Tags
No selection

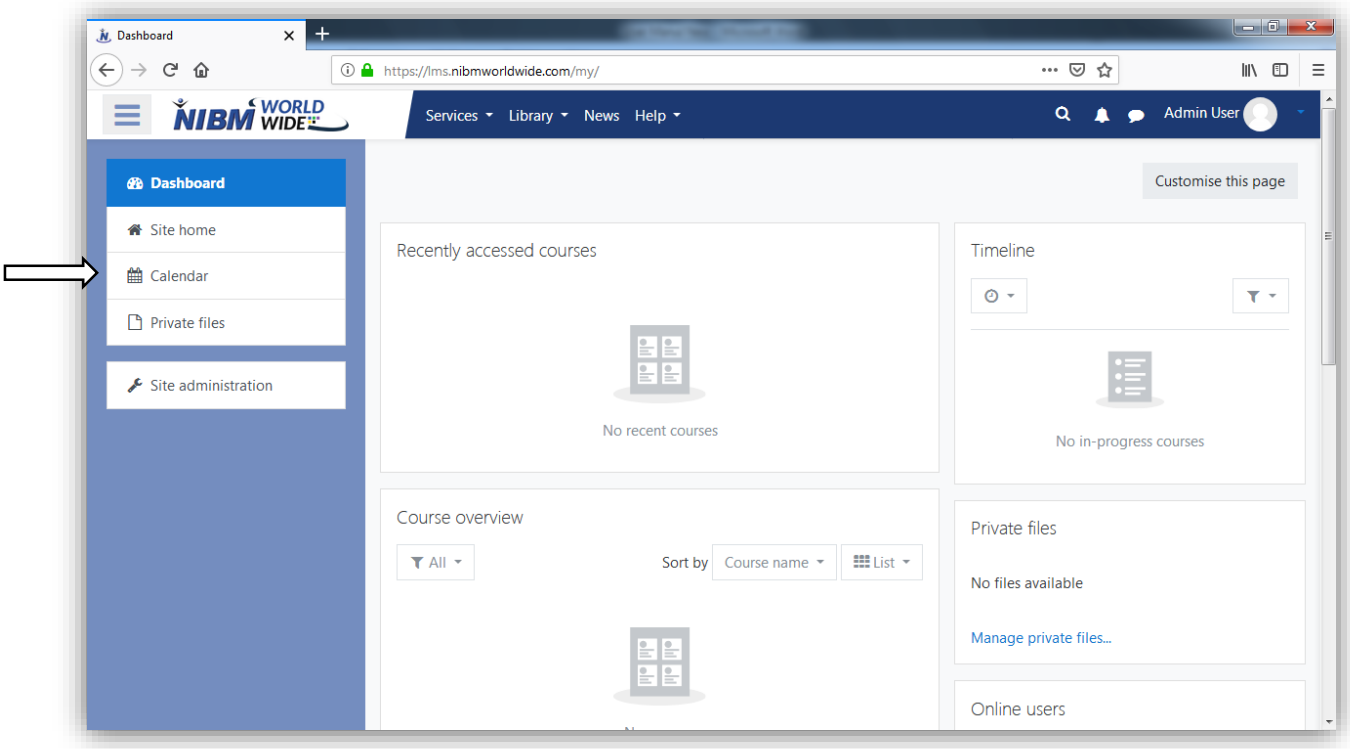


Check and select any options you need for the feedback using the settings. After submission, common module settings, restrict access, tags. After that you can click the save and return to course or click save and display.

When you click save and return to close the changes are save and return to course window. Or you click the save and display button changes are save and display.

Calendar

1. Once you log into Admin page, it shows like this.
2. Go to Calendar tab (left hand side on your screen).



Standard link icons in Calendar

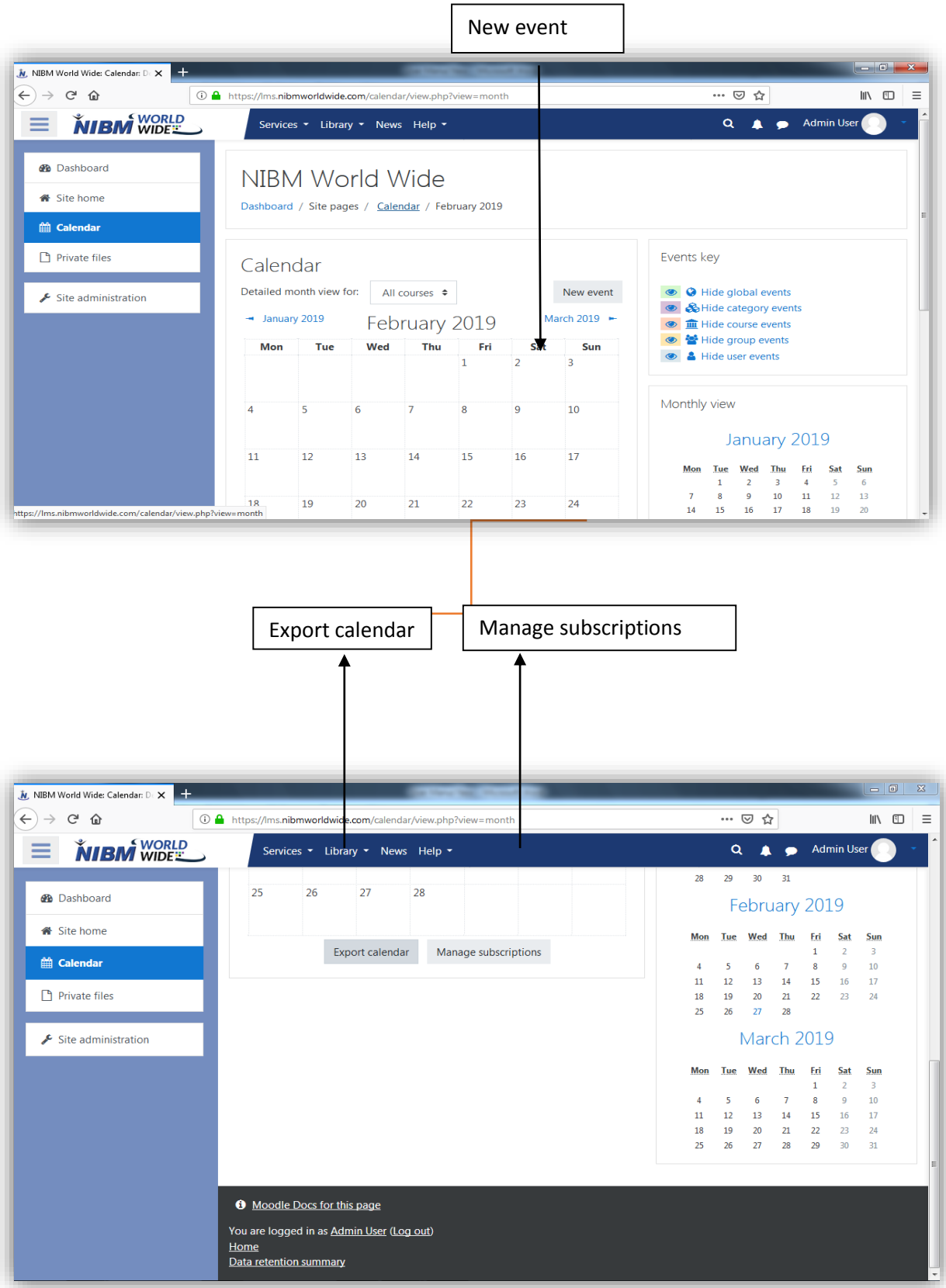
This page will display after clicked the *calendar* tab.

New event: Admin can add new event.

Export calendar: If you want to use another calendar service to keep track of your personal calendar, it is possible to export calendar events from NIBM calendar then import them into your personal calendar program.

Manage subscriptions: *The Manage subscription* page will open listing subscriptions you have already set up (if any), and a form for importing a calendar.

New event


New event
Export calendar
Manage subscriptions
NIBM World Wide
Dashboard
Site home
Calendar
Private files
Site administration
Services
Library
News
Help
Admin User
Calendar
Detailed month view for:
All courses
New event
January 2019
February 2019
March 2019
Events key
Hide global events
Hide category events
Hide course events
Hide group events
Hide user events
Monthly view
Export calendar
Manage subscriptions
Moodle Docs for this page
You are logged in as Admin User (Log out)
Home
Data retention summary

Functions of New events fields

Event title we can name the title of the new event.

Date A specific date of the new event.

Type of events On a New Event page select the type of event.

A **User Event** will only be visible by the user currently logged in (i.e. the one creating the event)

A **Category Event** will be visible to participants on the course in question. Only users with the capability to manage calendar entries at the course level can add course events.

A **Site Event** is a "global" event - visible in every course and on the calendar on the home page. Only users with the capability to manage calendar entries at the system level can add site events.

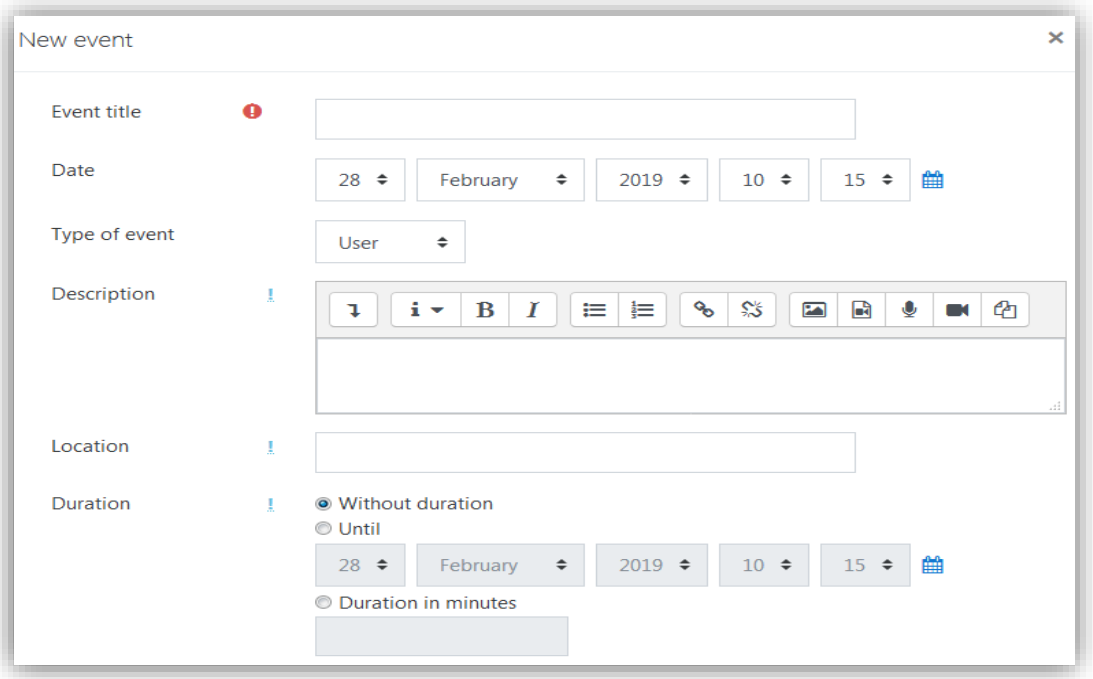
Description we can describe about the new event.

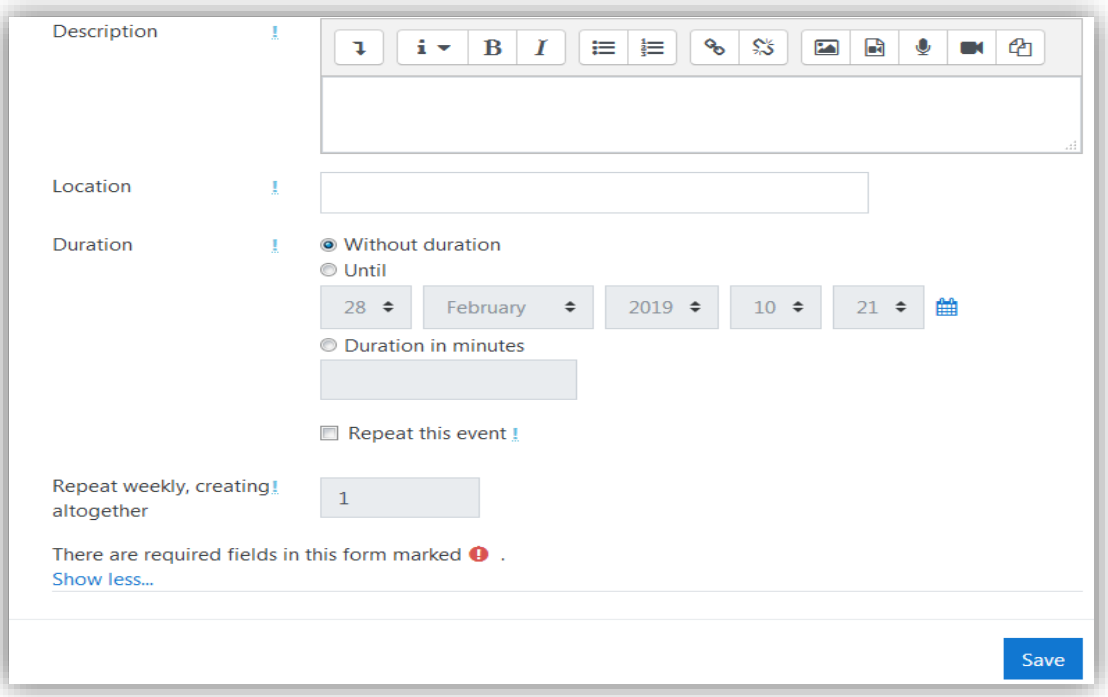
Location The place where the new event will be held.

Duration durations of the new event**.**

Repeat weekly, creating altogether

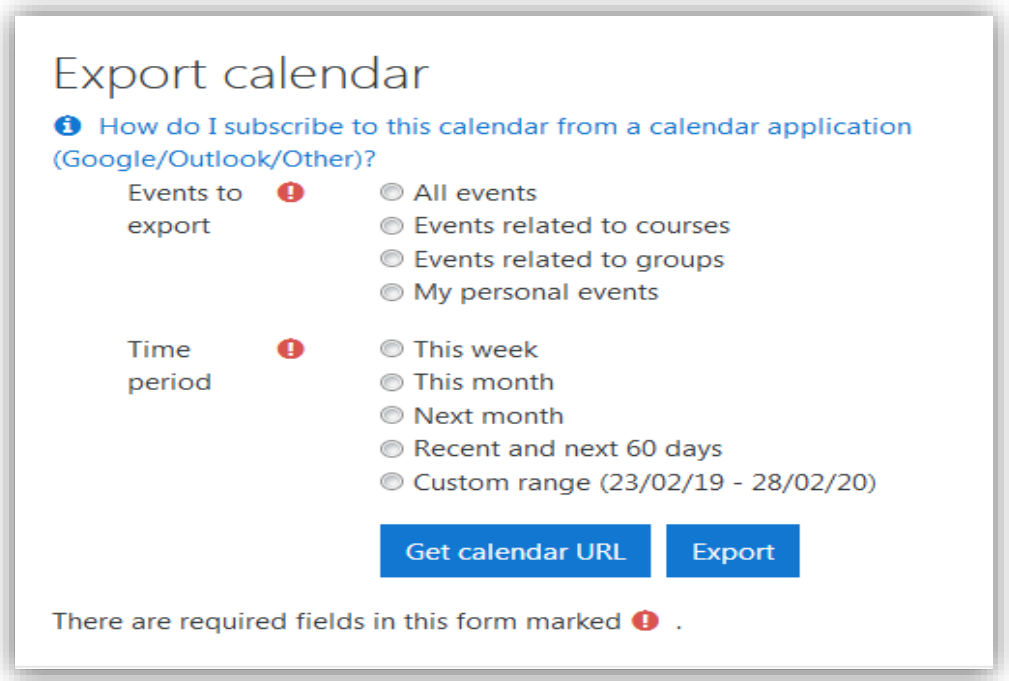
Save we can save the event once you create new event.





Export options for an LMS file

Click on the "Export calendar" button at the bottom of a calendar will bring you to the Export page with options.



1. Select "All events" or "Events related to courses"
2. Select the time frame: "This week", "This month", "Recent and next 60 days" or a custom range (new in 2.5). The range can be set from Administration>Site administration>Appearance>Calendar.

Now you have a choice to create an icalexport.ics file or to create a Url that will create the icslexport.ics file via a link.

Click on the "Export" button will bring up a "Opening icalexport.ics" popup window. Either save the file or have MS Outlook open the file directly.

URL file

After pressing the "Export calendar" button at the bottom of the calendar page, select the events and time frames you wish. The "Get URL address" button will create a URL address. Copy and paste the url link into an email or any HTML page. This link will compile the icalexport.ics file.

Functions of Manage subscription

Click **Manage subscriptions**. The Manage subscriptions page will open listing subscriptions you have already set up (if any), and a form for importing a calendar.

Under Import calendar, for Calendar name, enter a **name**.

To import a calendar from a file:

From the Import from drop-down menu choose **Calendar file (.ics)**.Click **Choose a file** and browse to upload an **.ics** file.

From the Type of event drop-down menu, select:

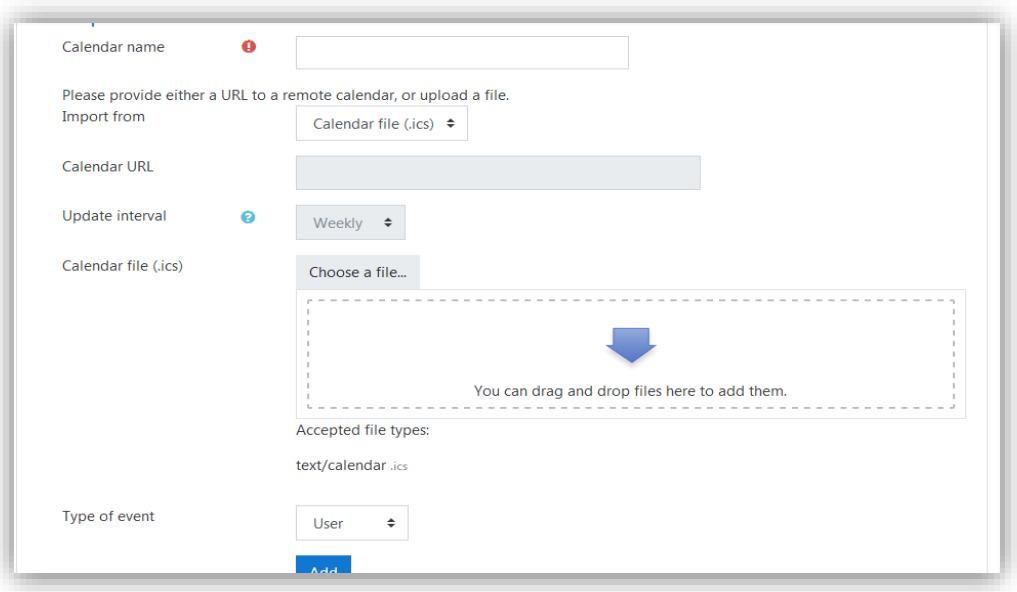
User Only you can see this calendar's events.

Category Only members of a category in your course will be able to see this calendar's events.

Site anyone enrolled in the course will be able to see this calendar's events.

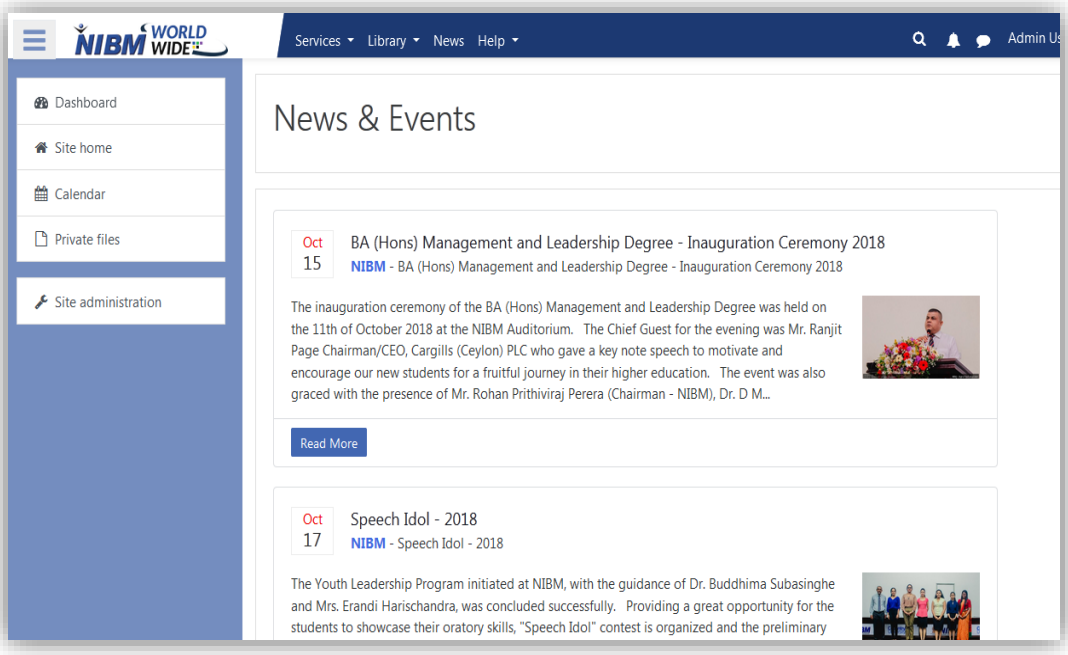
If the type of event is a category event, select a **category** from your course.

Click **Add**



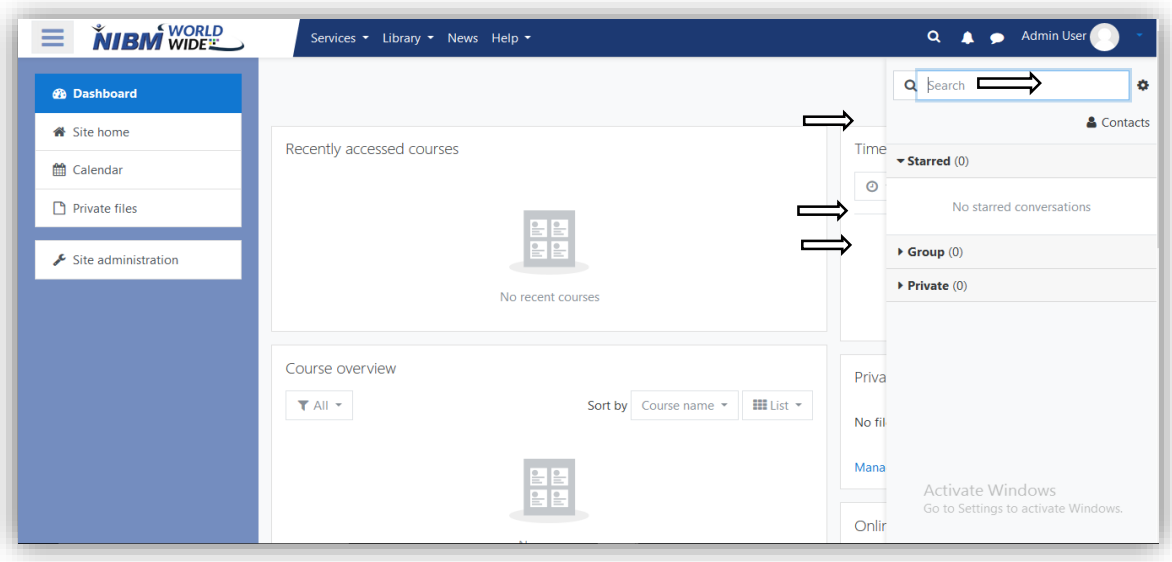
News Tab in Website

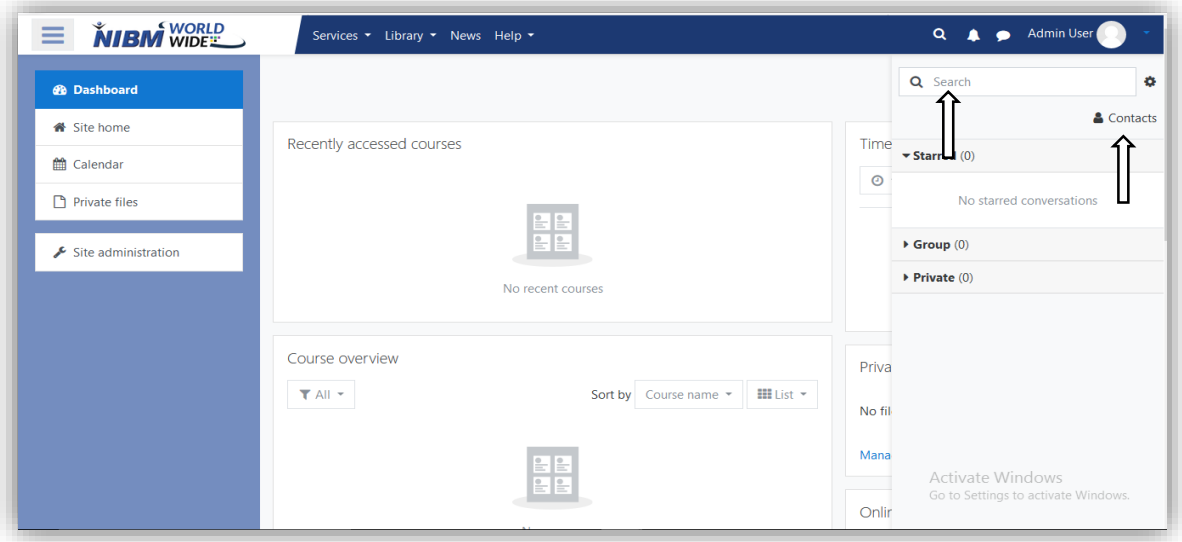
Dashboard news tab shows the NIBM news line and the past events.



Message

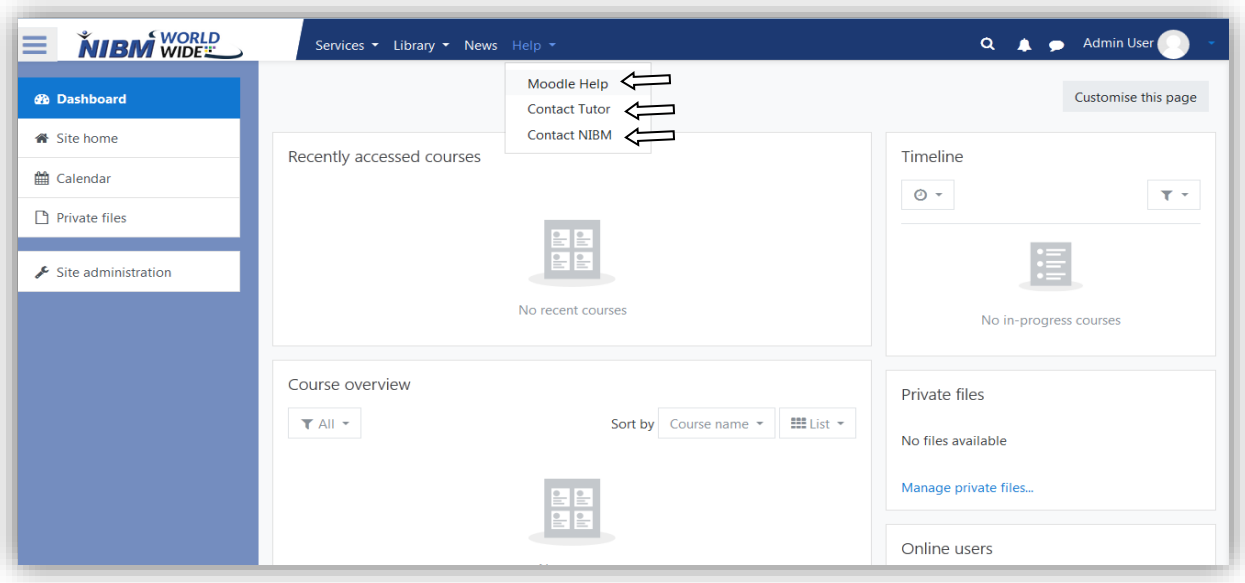
In the Message icon it dived in to three category Starred, Group and private Contact icon shows the available contacts and the requests.



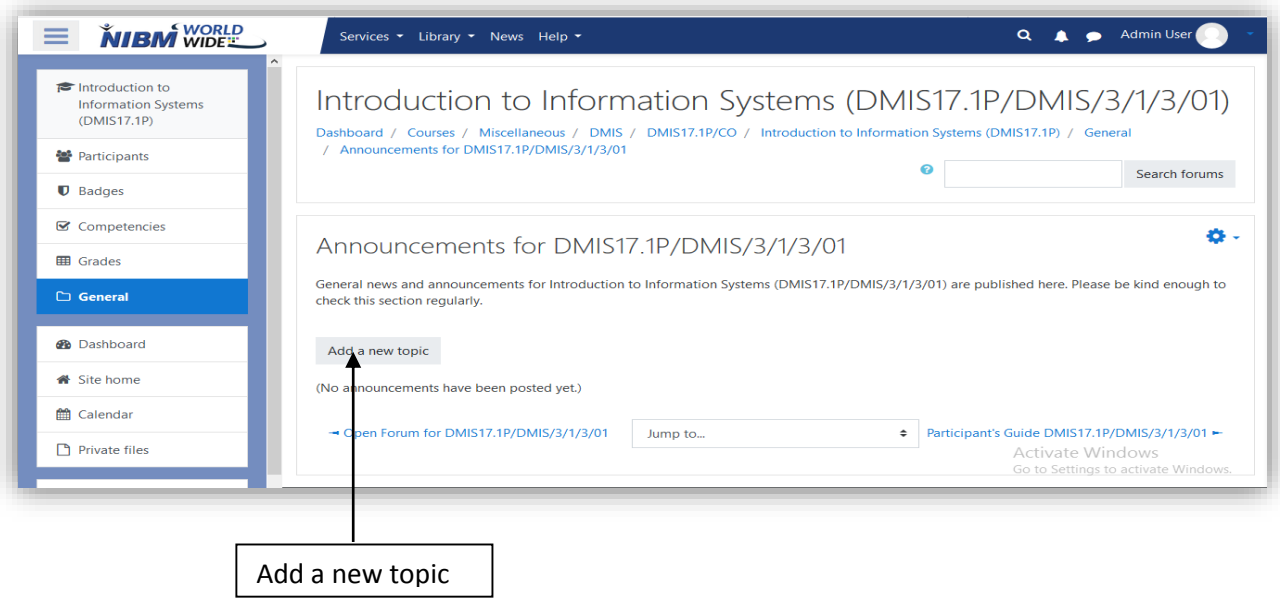


Help tab in website

This is the help tab to get information about Moodle Help, Contact Tutor and Contact NIBM.



Announcement

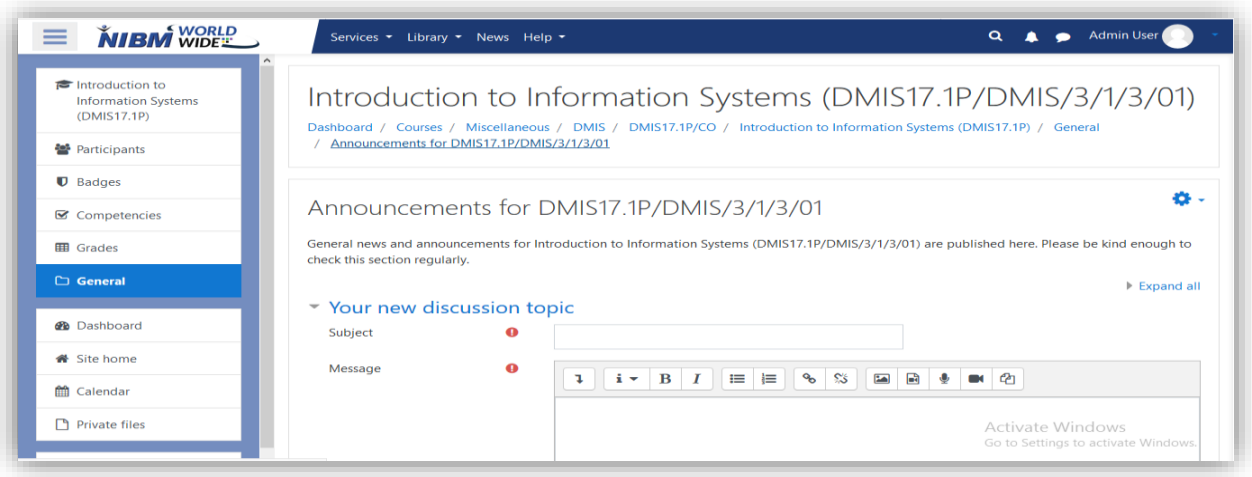


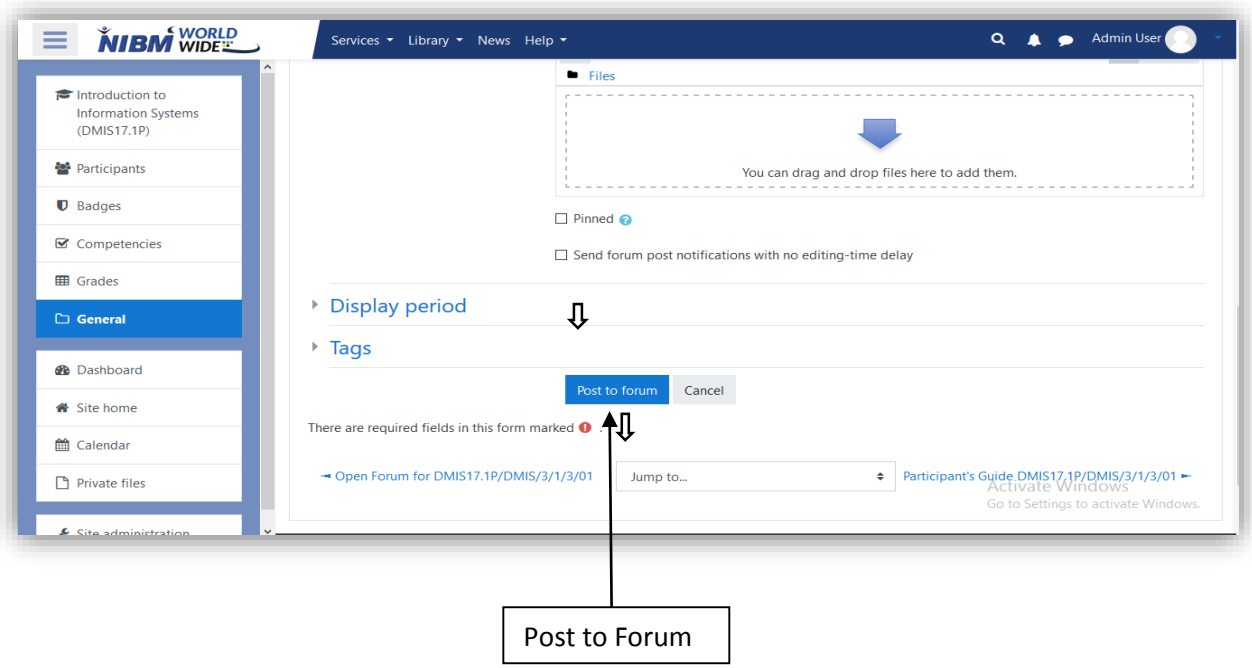
Add a new topic

Add a new topic: click to add a new announcement.

Add Announcement

You want add an announcements to the following badges first step is add the subject to the field as the (discussion topic) and fill the message filed. if you want the attach files under the announcement drop down the files to the attach area and click Post to Forum button to send announcement.

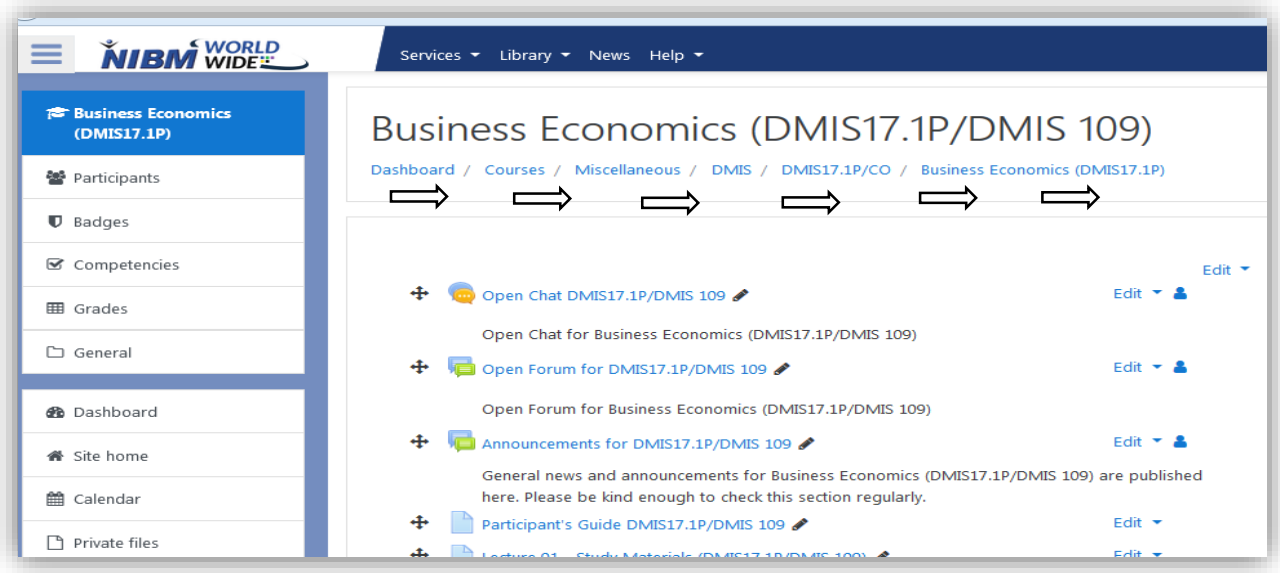


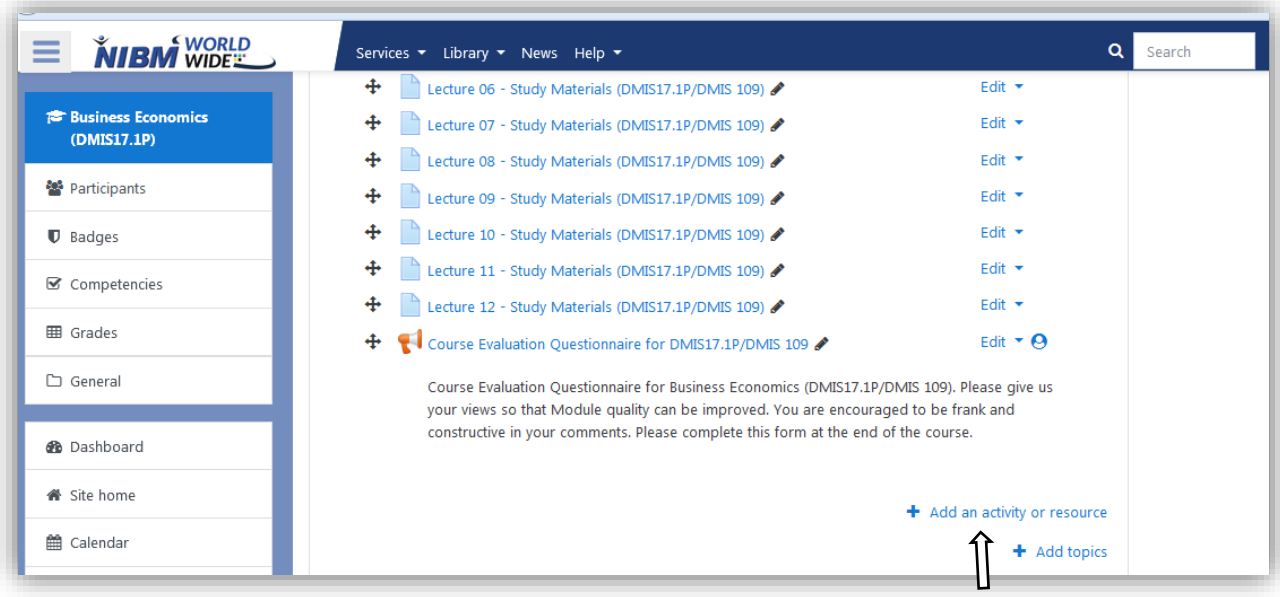


1. Fill all the required fields.
2. Post to forum: Click to insert the announcement.

Add an activity or resources

Lecturer can add an activity or resources under this path.

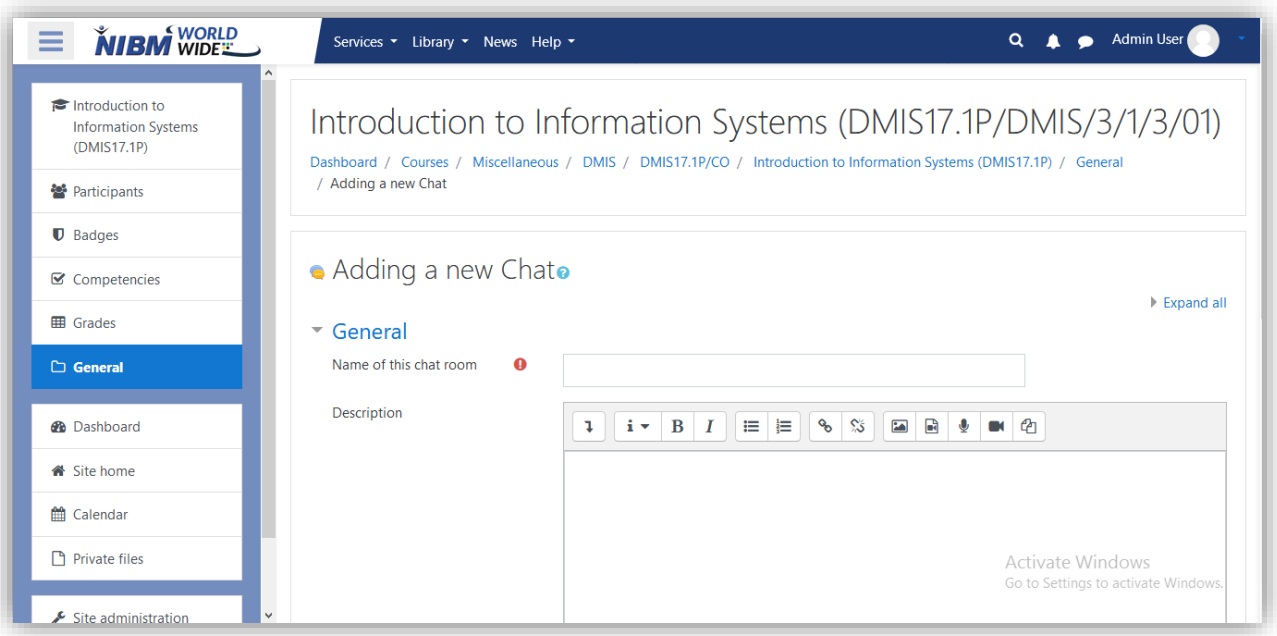




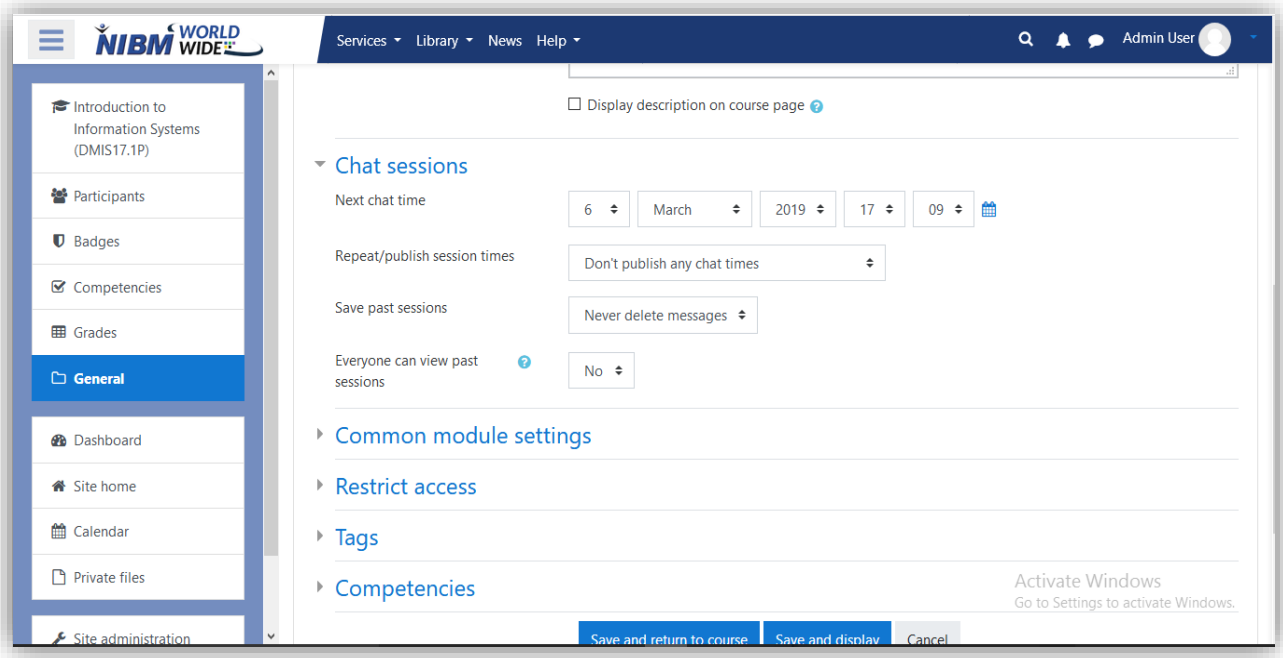
Next step is the lecturer wants to add an activity or resource click the name tag in bottom of the page (Add an activity or resources)..

Chat menu

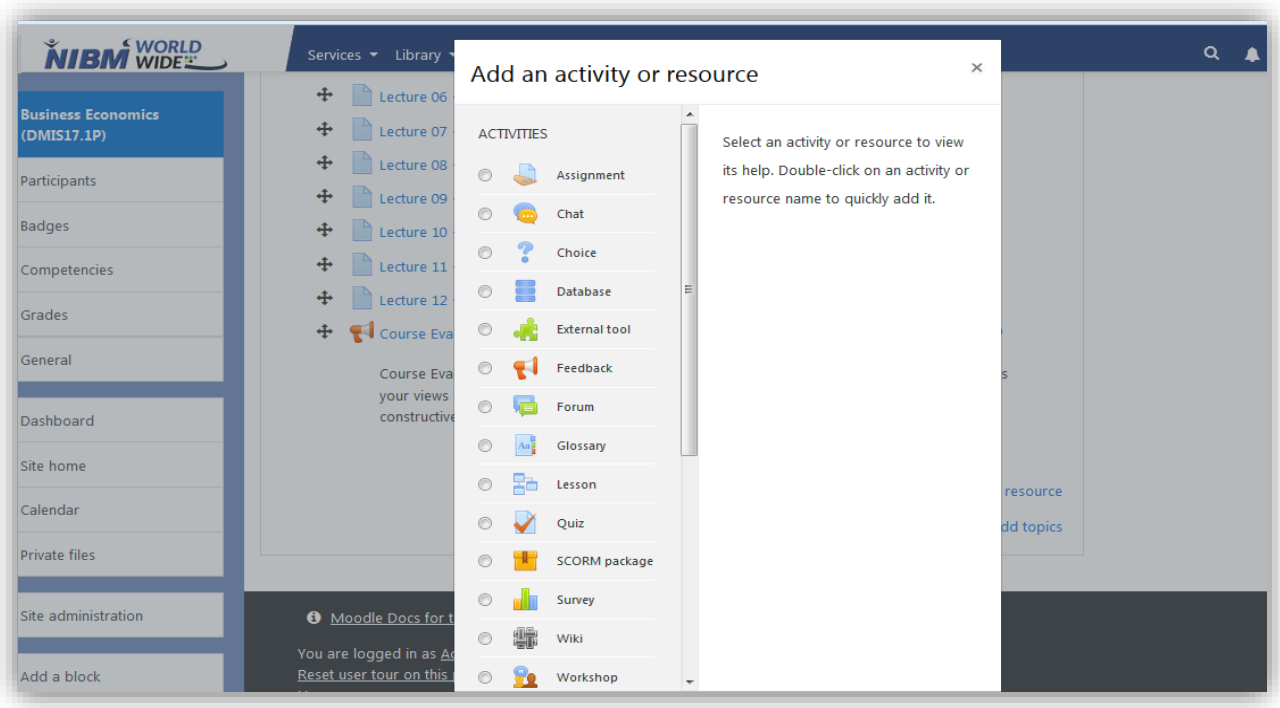
User can add new chat click the chat icon Activities page .



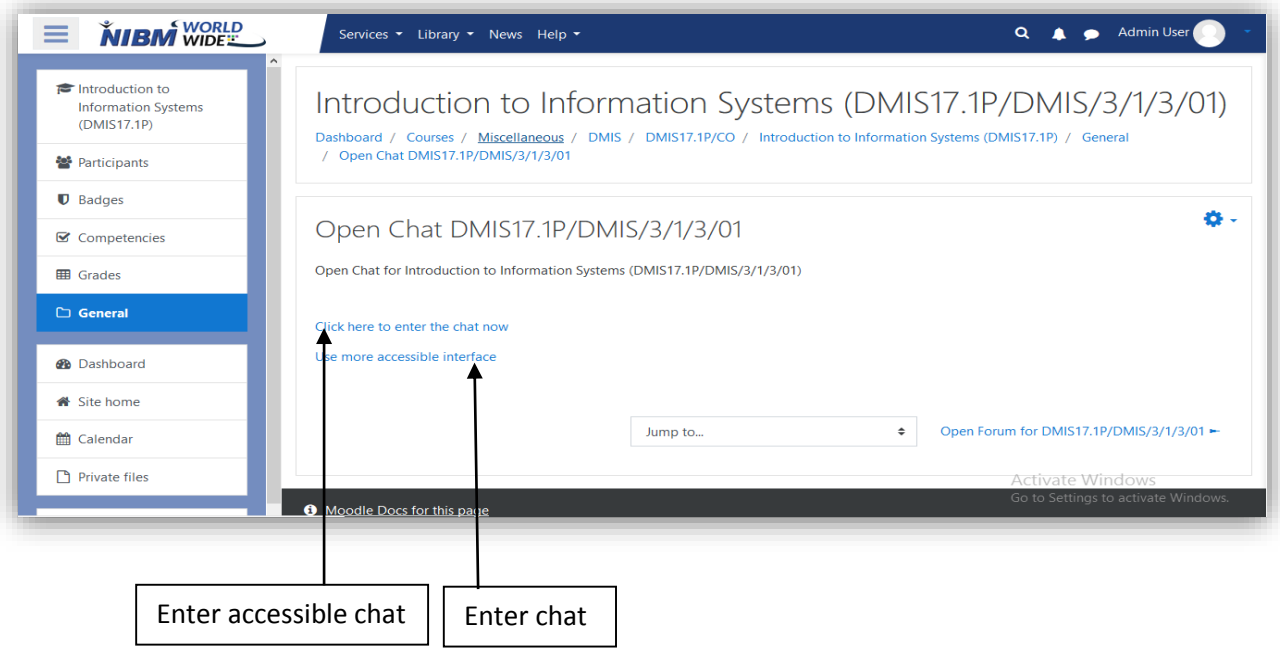
Fill the required fields accordingly.



Edit chat session settings if you want to repeat the chat session again and choose settings according to your preference



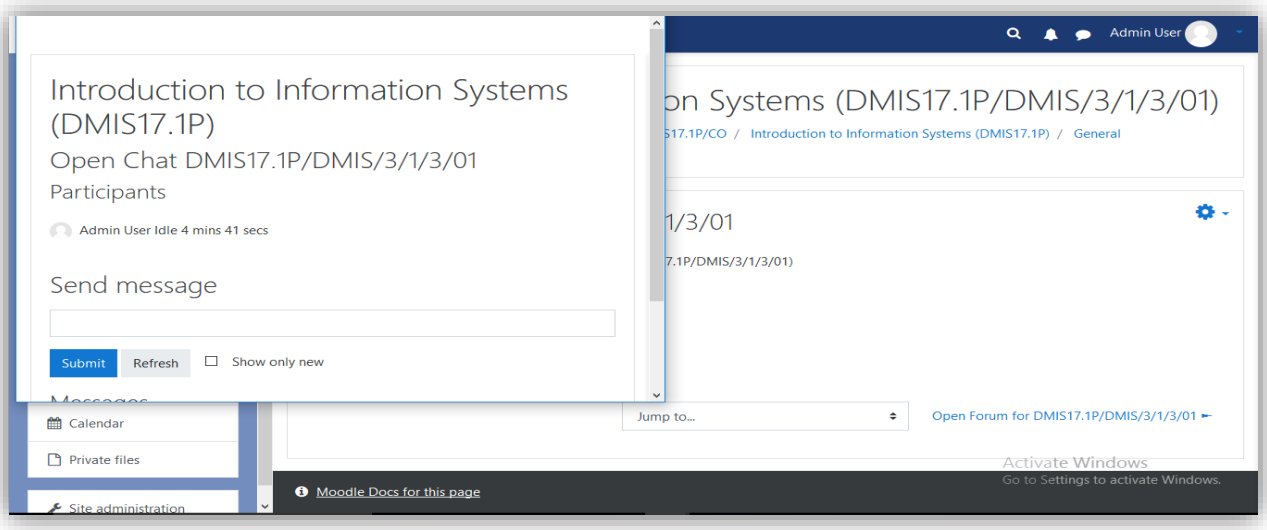
This is view of the add an activity or resources tab



Chat: Click to access chat.

Accessible chat: click to access accessible chat.

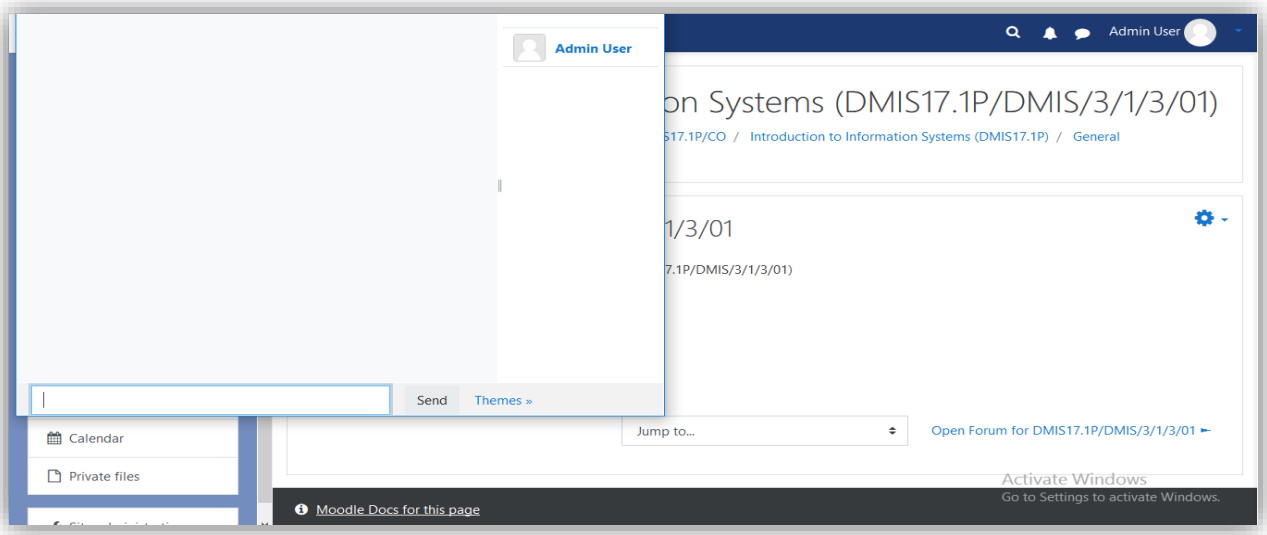
Accessible chat



Chat menu with more details.

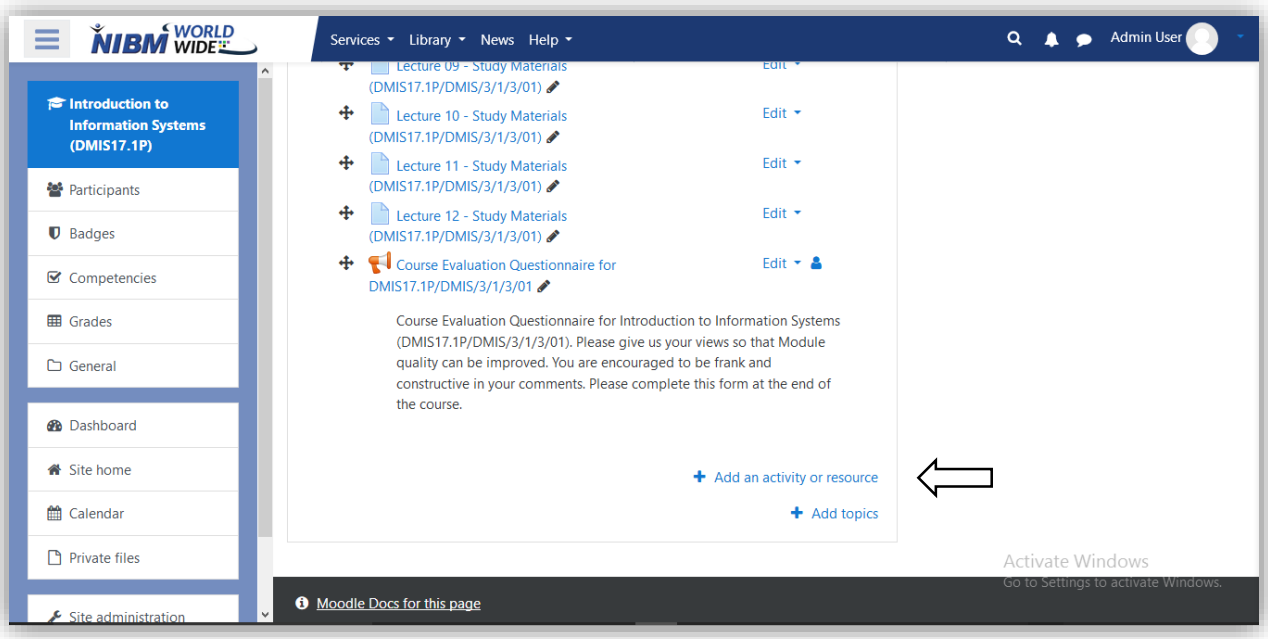
Chat

This is the Normal chat interface of the site

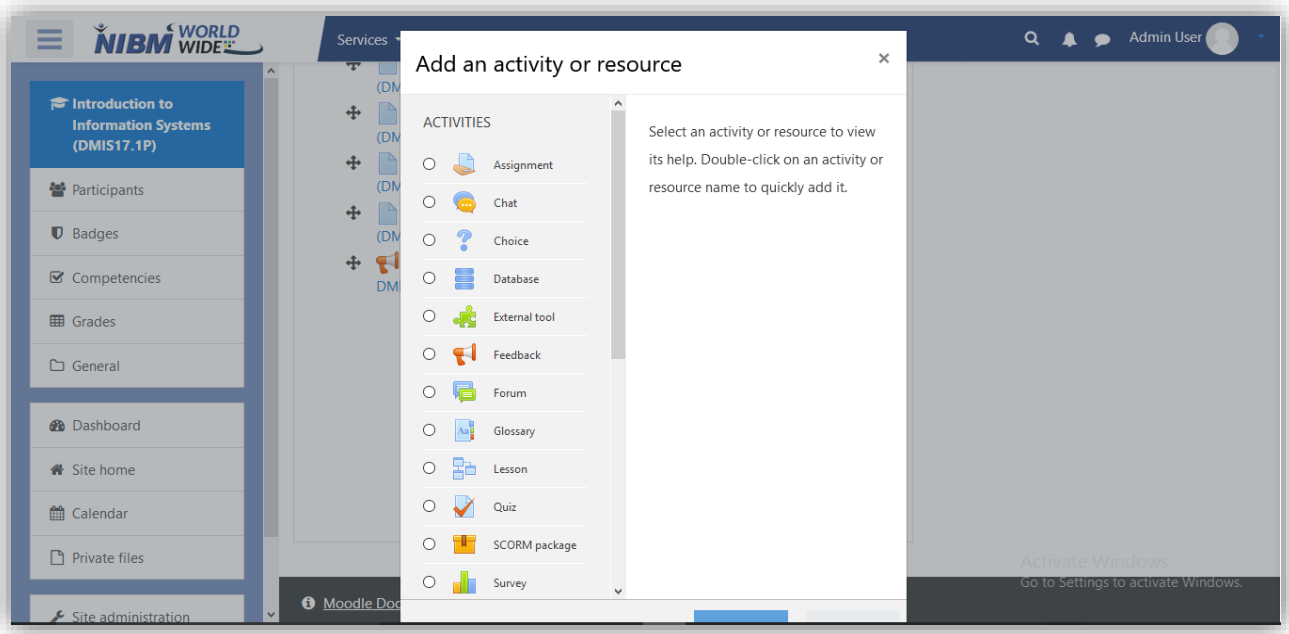


Assignments

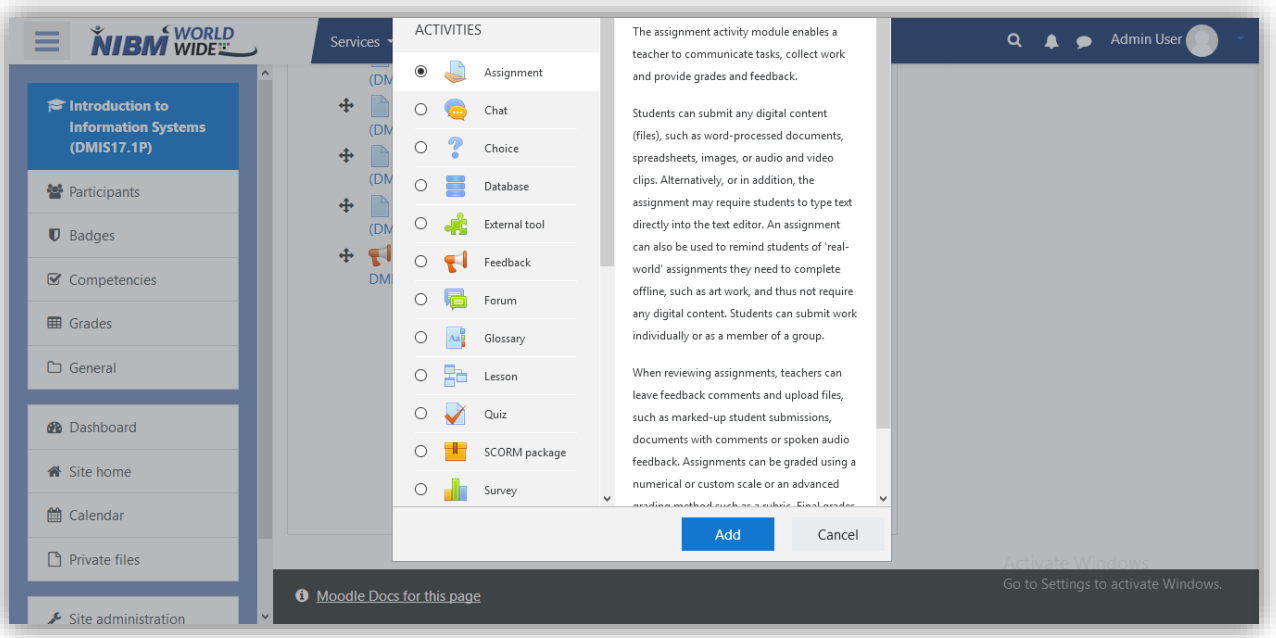
1. Turn on the editing on course as if you are editing course details.
2. Scroll down to the bottom of the page.



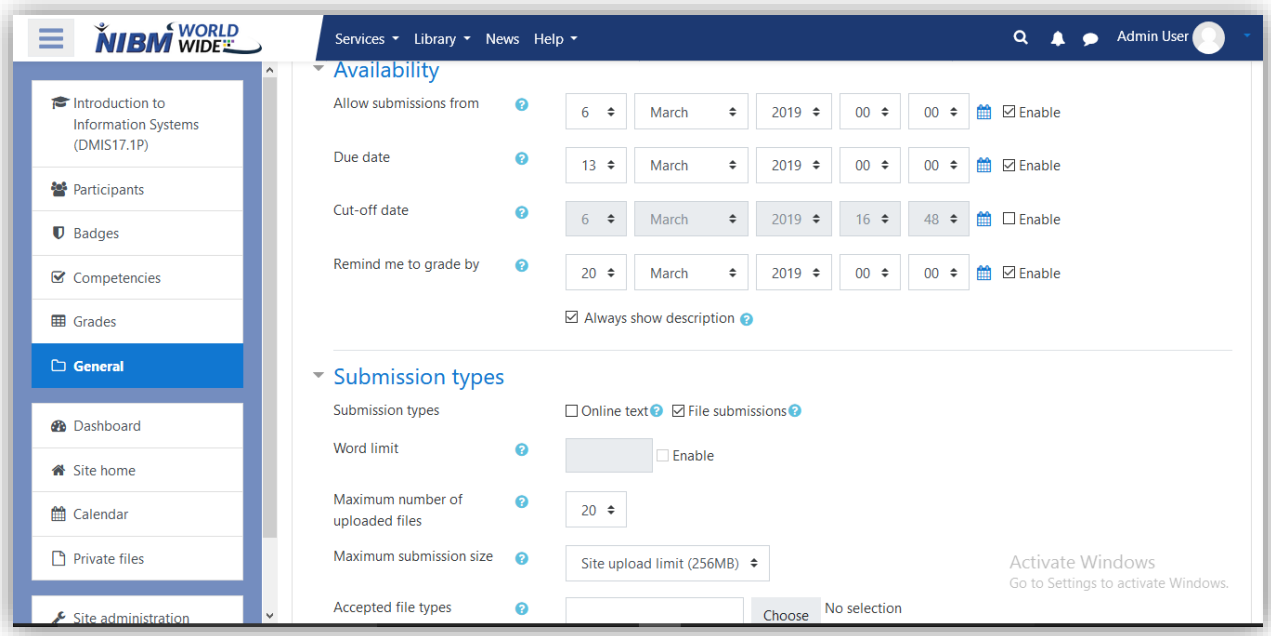
3. Click on add an activity or resource.
4. Scroll and select assignment from the list.



1. Click add to add assignment.

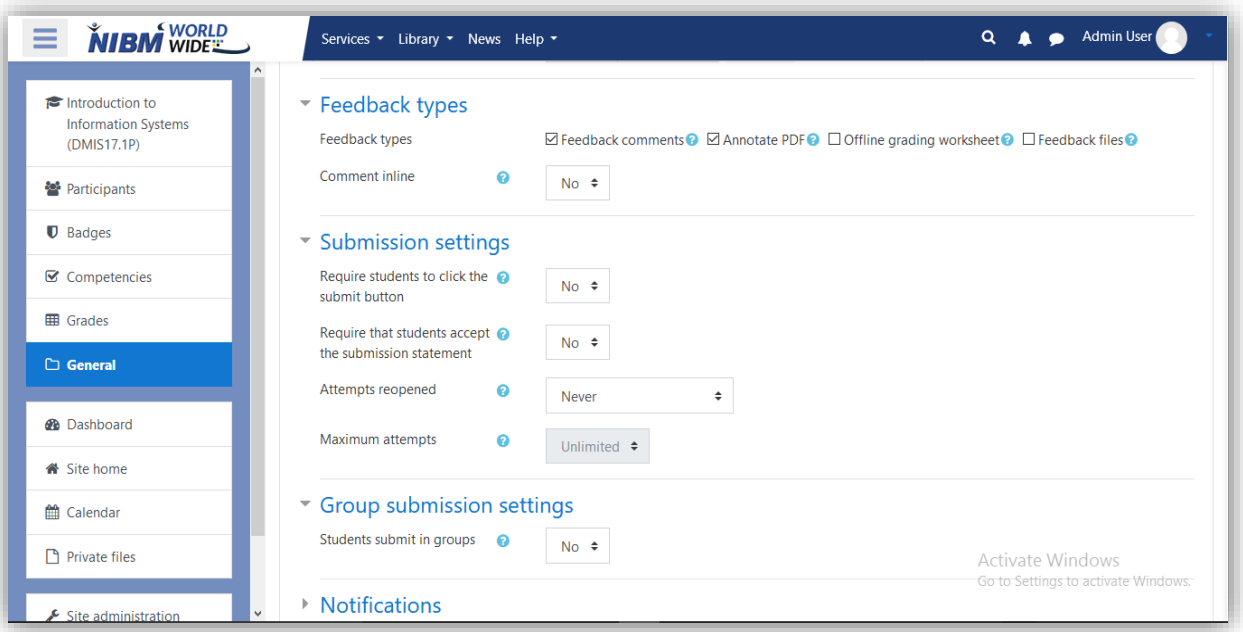


3. choose the deadline and cut-off date from the options given to you.

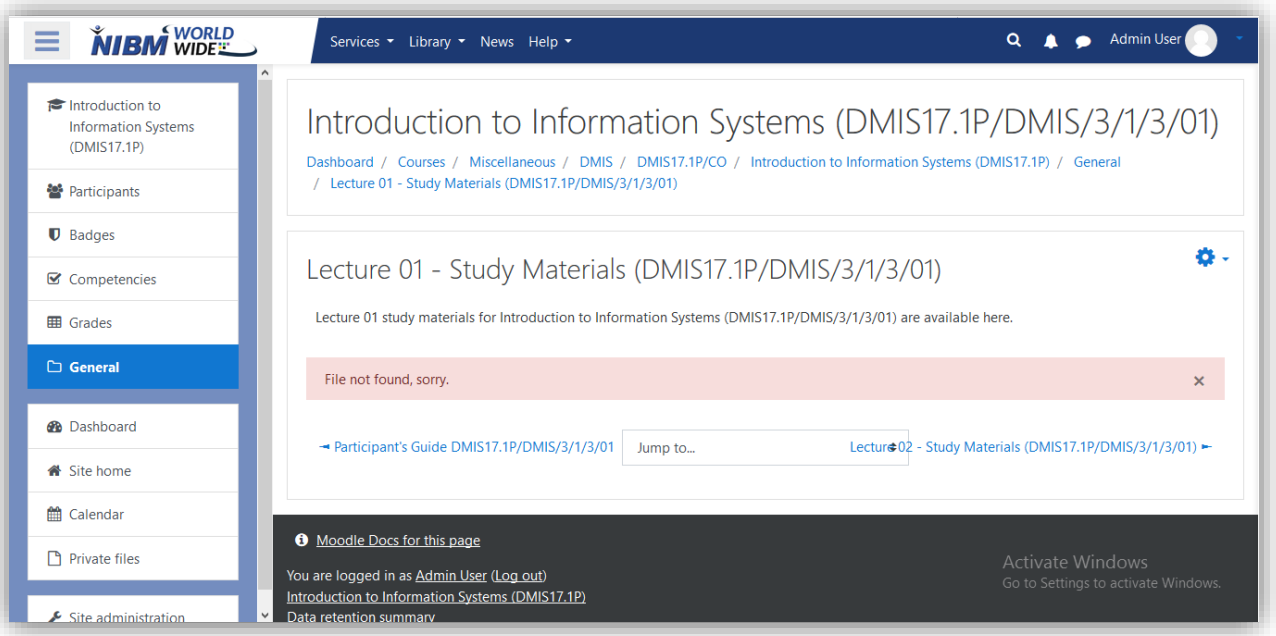


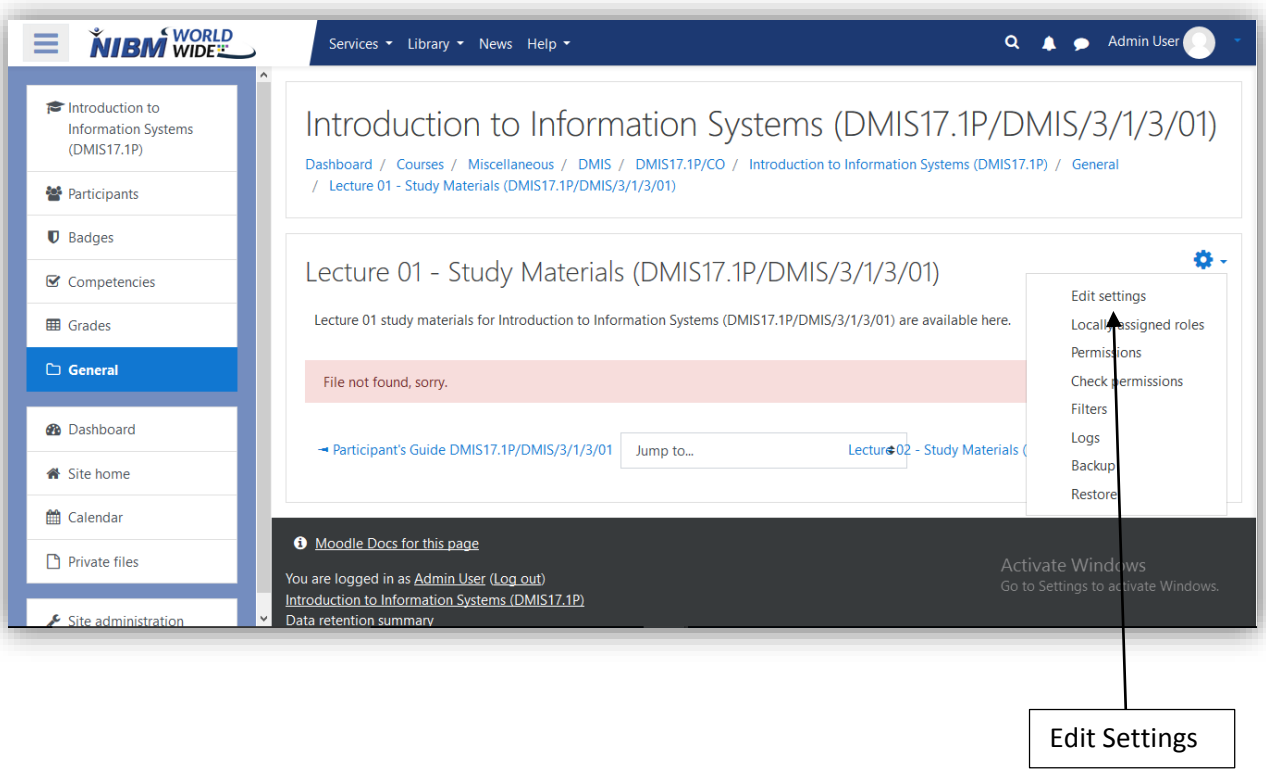
4. If allow submission from is enabled students would not be able to submit before this date. Else they can submit anytime before cut-off date.

5. Students can submit after the due date although it will cause or a reduction of marks.



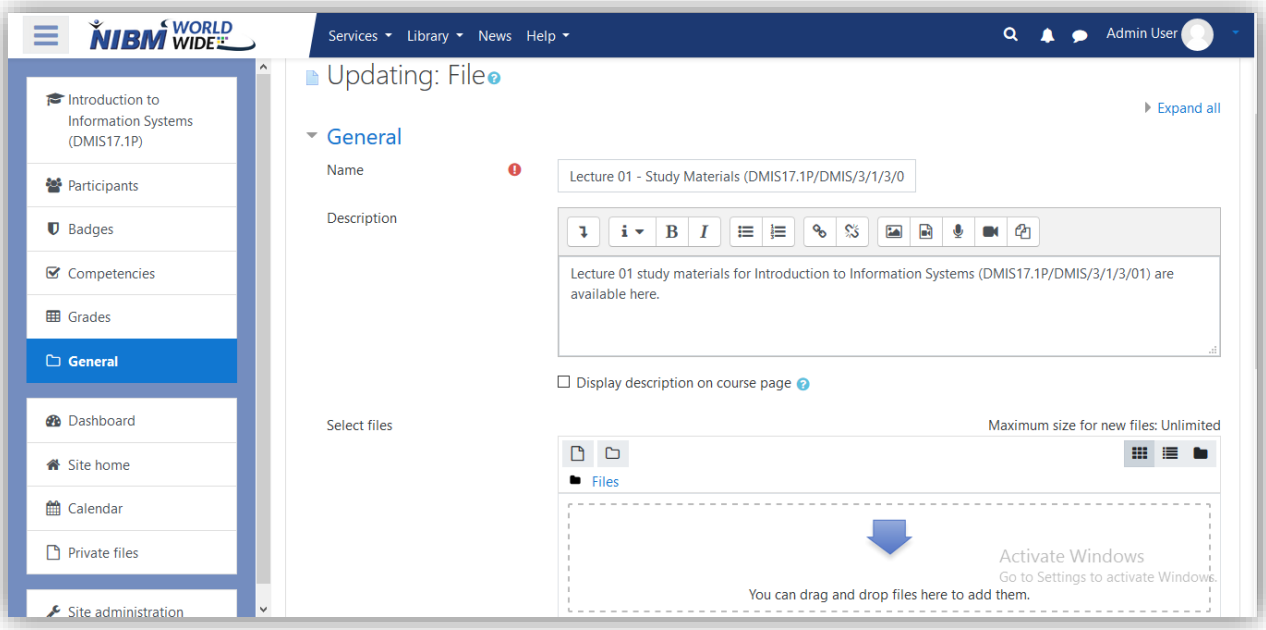
Edit Assignment

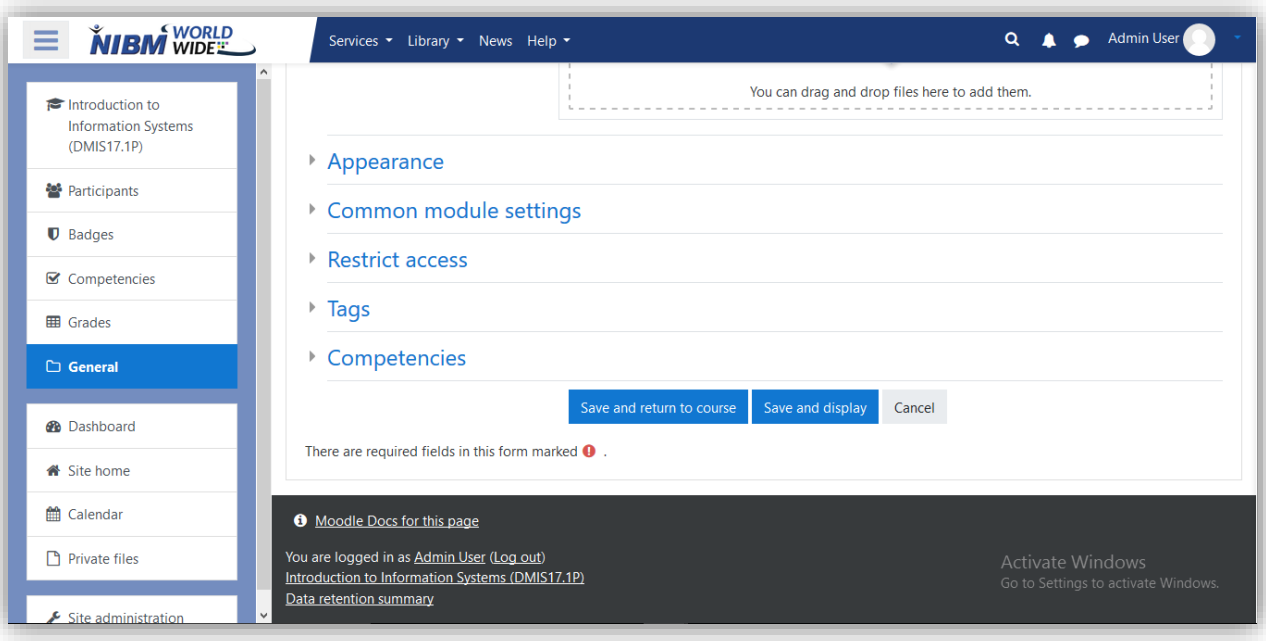




Edit Settings

1. Edit Settings: Click to Edit assignments.

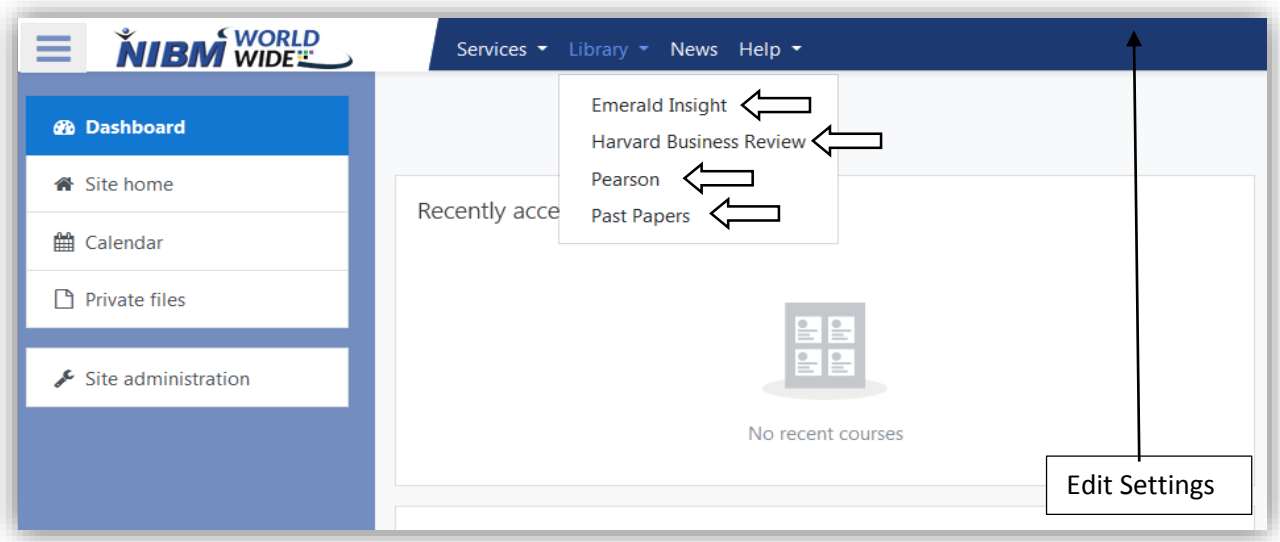




1. Fill the required fields and drag and drop the file that need to upload.
2. Click save and return to course to save assignment.

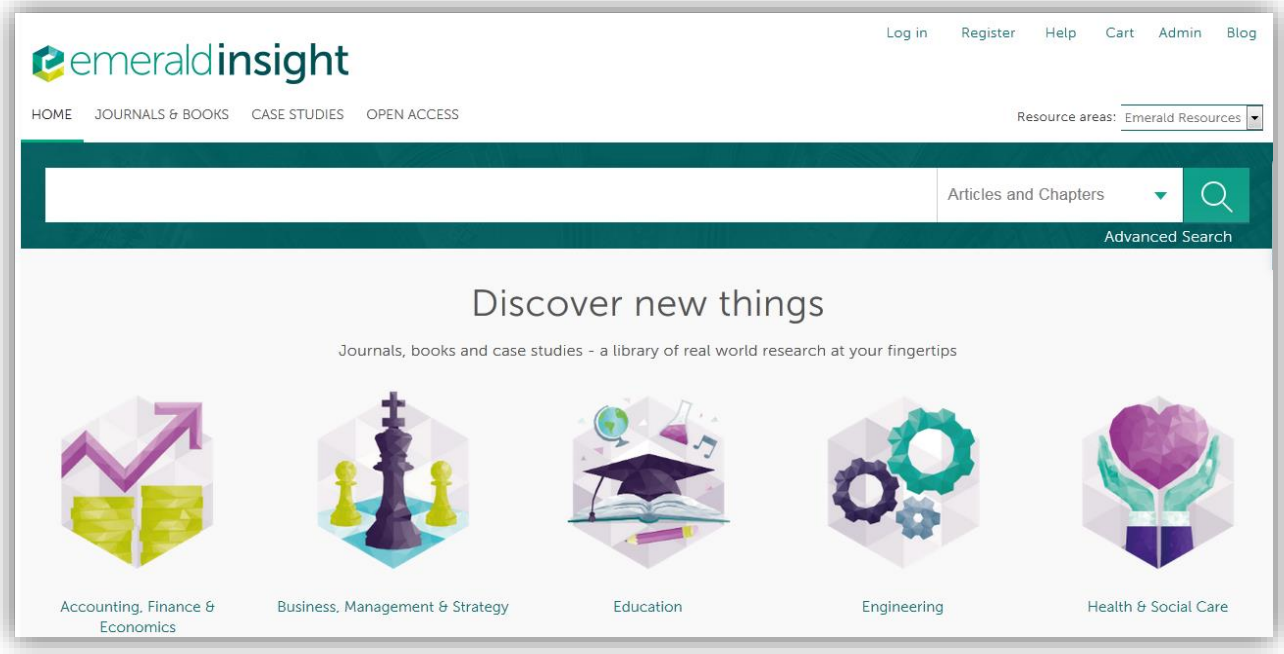
Library in Website

This is the Library tab to check the Emerald Insight, Harvard Business Reviews, Pearson, Past Papers.



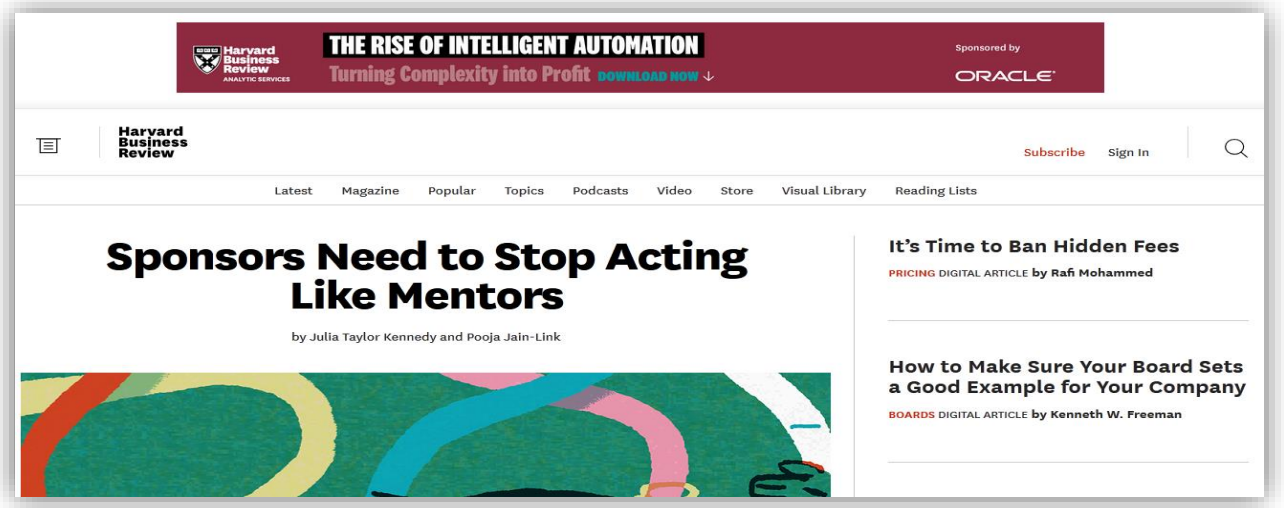
Emerald Insight

Emerald Insight is a scholarly publisher of academic journals and books in the fields of management, business, education, library studies, health care, and engineering.



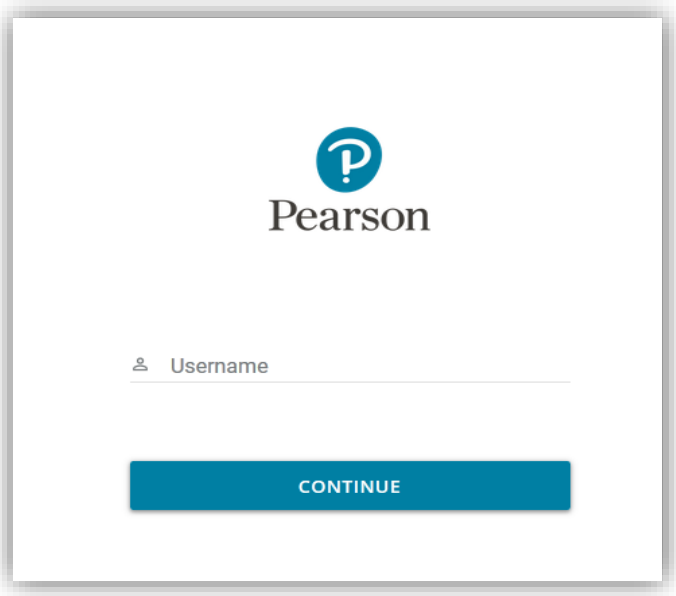
Harvard Business Review

HBR's articles cover a wide range of topics that are relevant to various industries, management functions, and geographic locations. These focus on areas including leadership, organizational change, negotiation, strategy, operations, marketing, finance, and managing people.



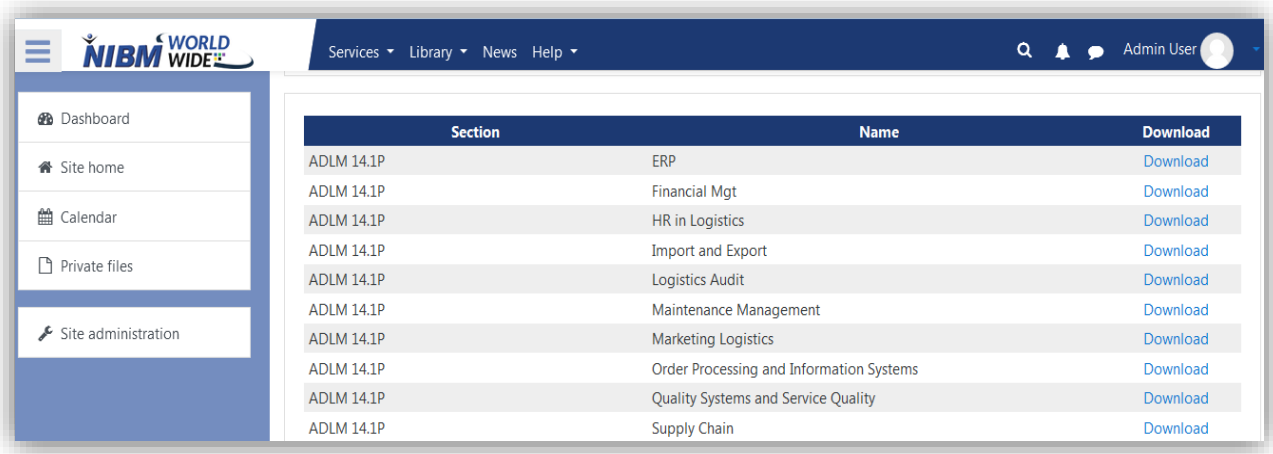
Pearson

Using library Pearson tab link to the Pearson site for connection.

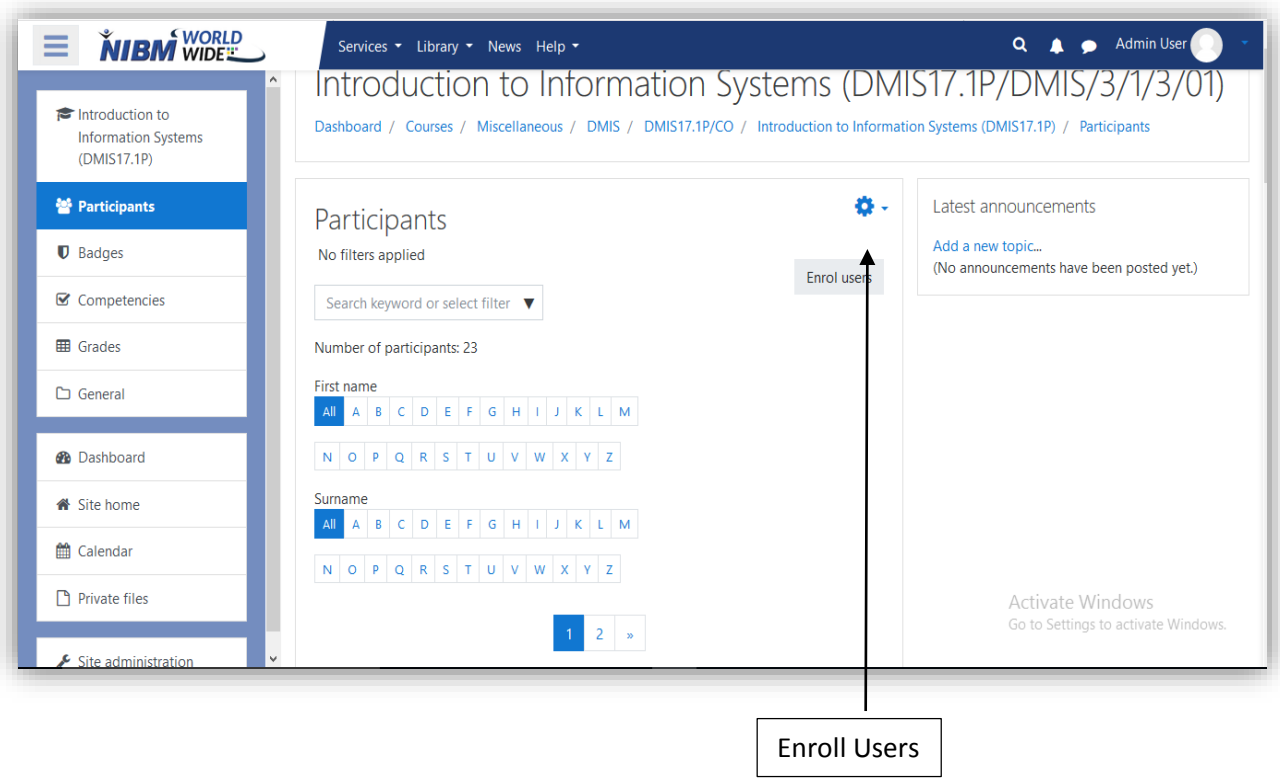


Past Papers

Using library Past Papers tab Student or System Analyzers can check the past papers and they can download it.



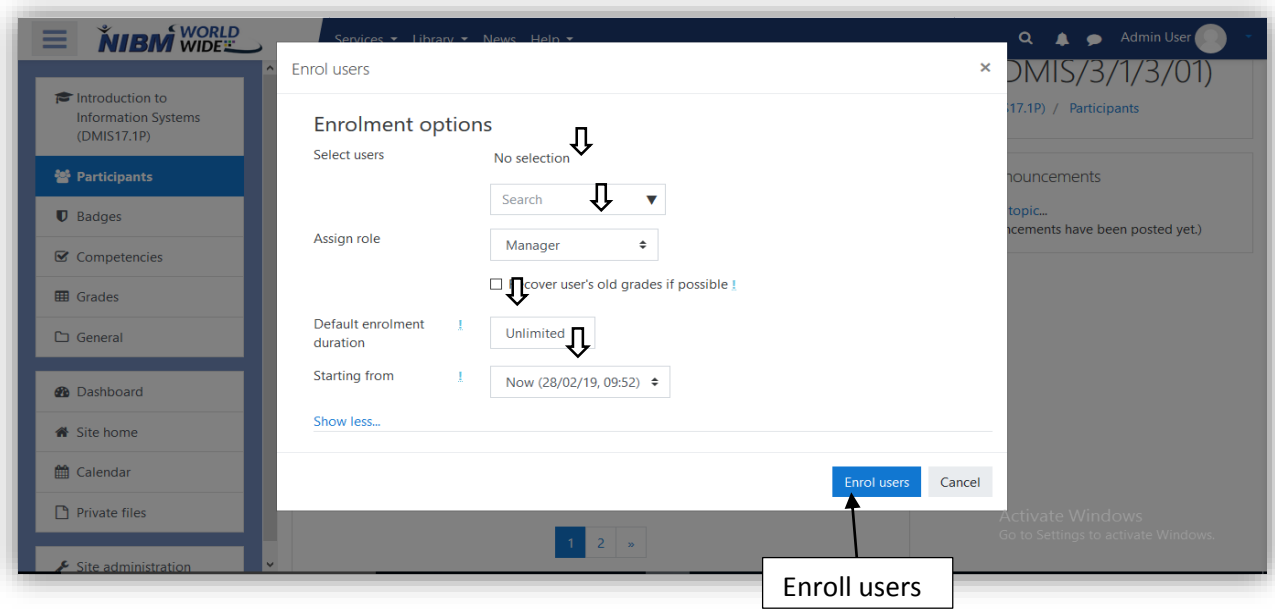
Participants



Enroll Users

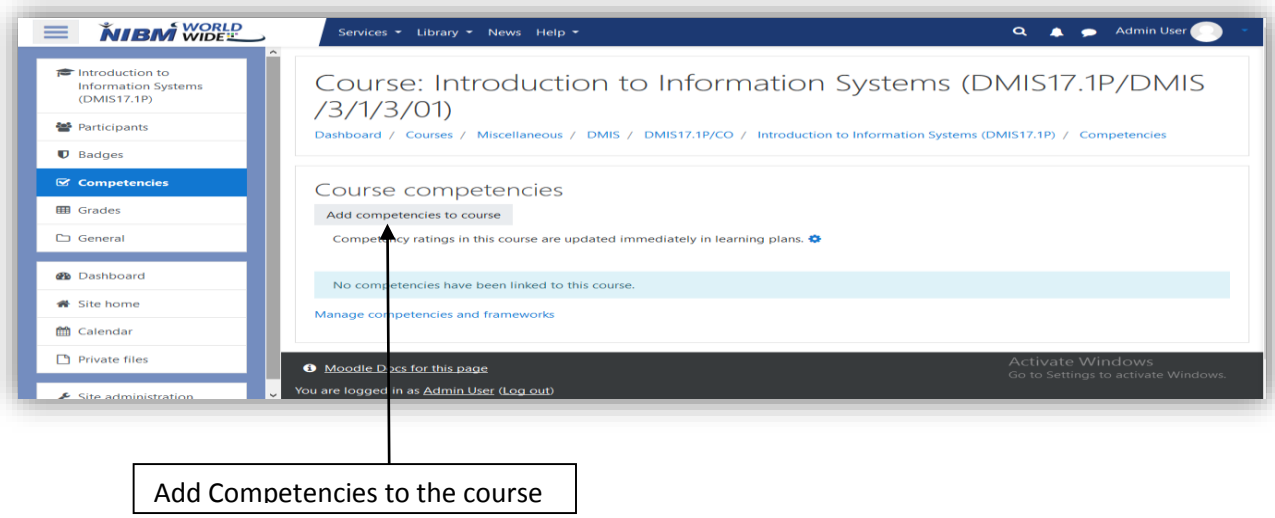
In this view of the page main function is you can add the new user to the system as admin view.

Enroll users



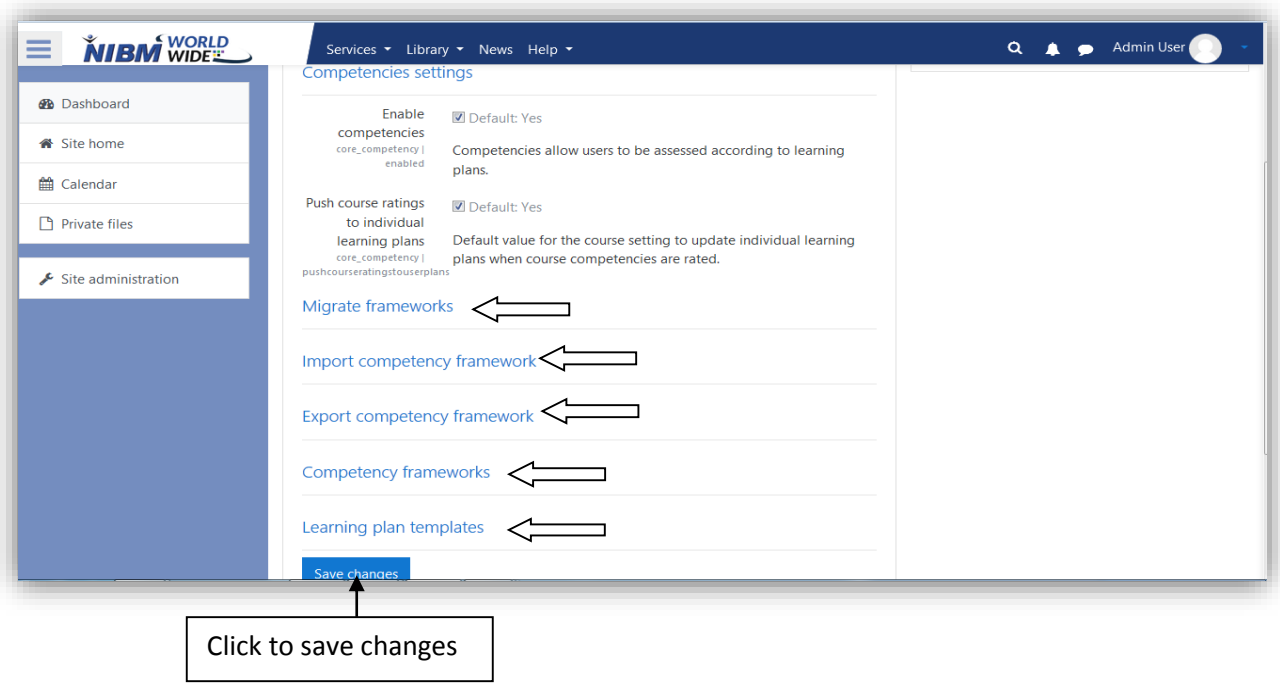
First step Select user from the drop down box and Assign role with the enrolment duration after that set the time period and Click enroll users button to insert users.

Competencies

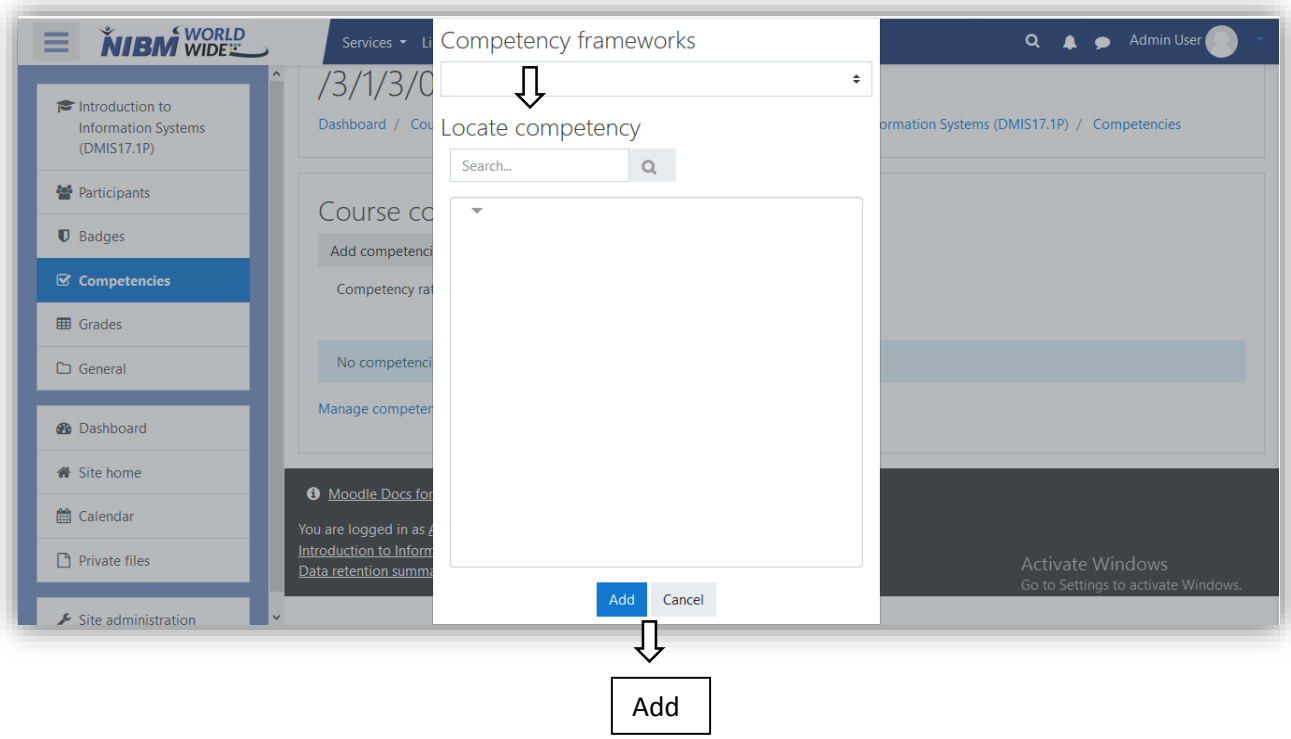


Add competencies to the course: click to add competencies.

Admin can change the following things under the competencies



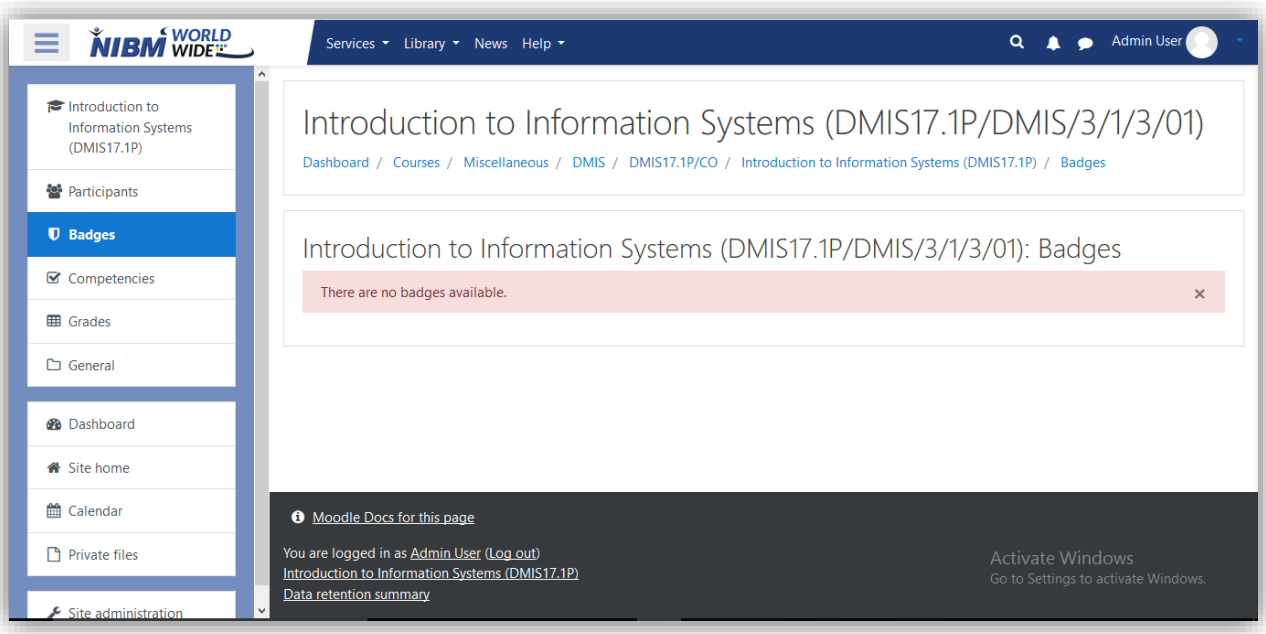
Adding a new Competency



Fill all the fields.

Add: Click add to add a competency.

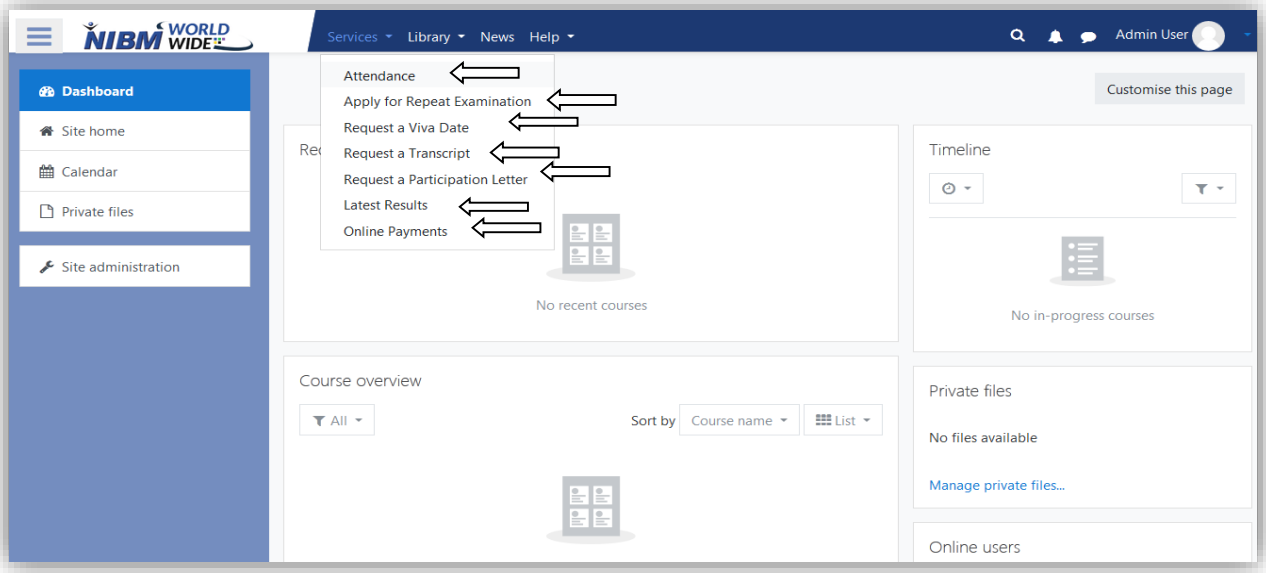
Badges



Display badge details under the Badge name you can get more information about the badges.

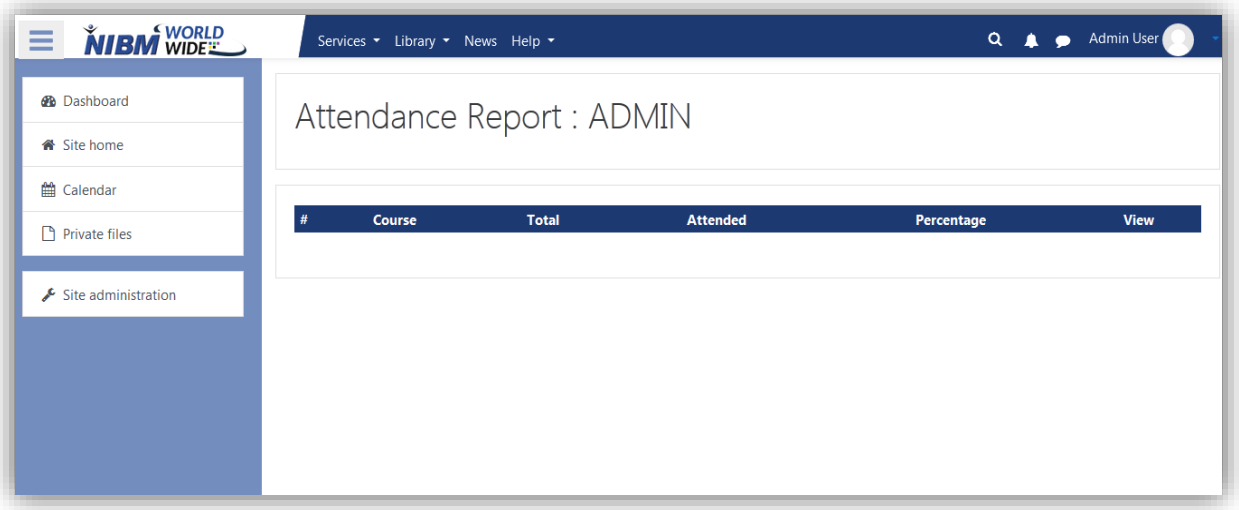
Services in Website

This is the services tab to check the Attendance, Apply for Repeat Examination, Request a Viva Date, Request a Transcript, Request a Participation Letter, Latest Results, Online Payments.



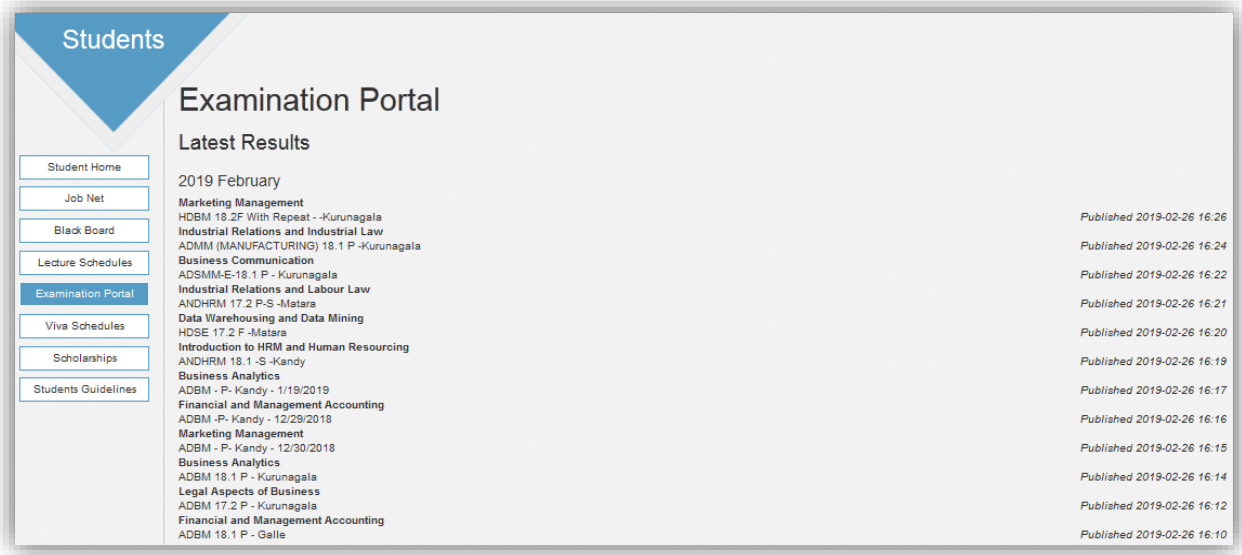
Attendance

This is the View of the Attendance page including Course, Total, Attended, Percentage, View



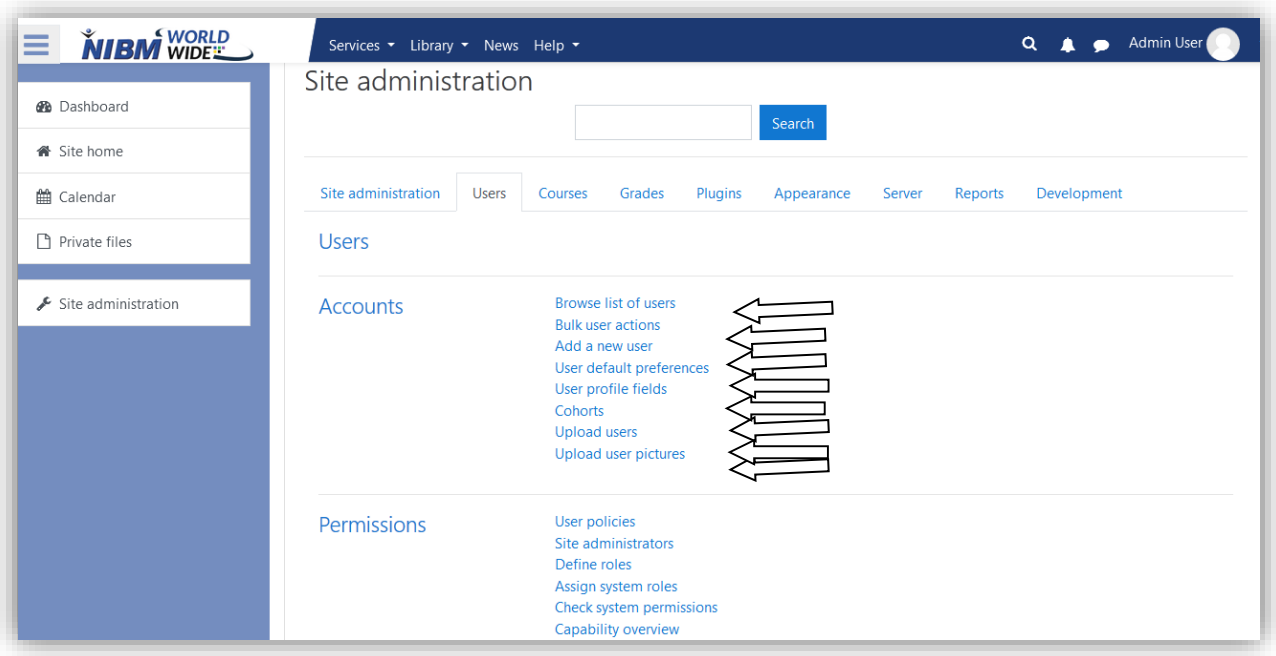
Latest Result

This is the View of the Latest Result Page. Student can see the latest results Uploaded to the web.



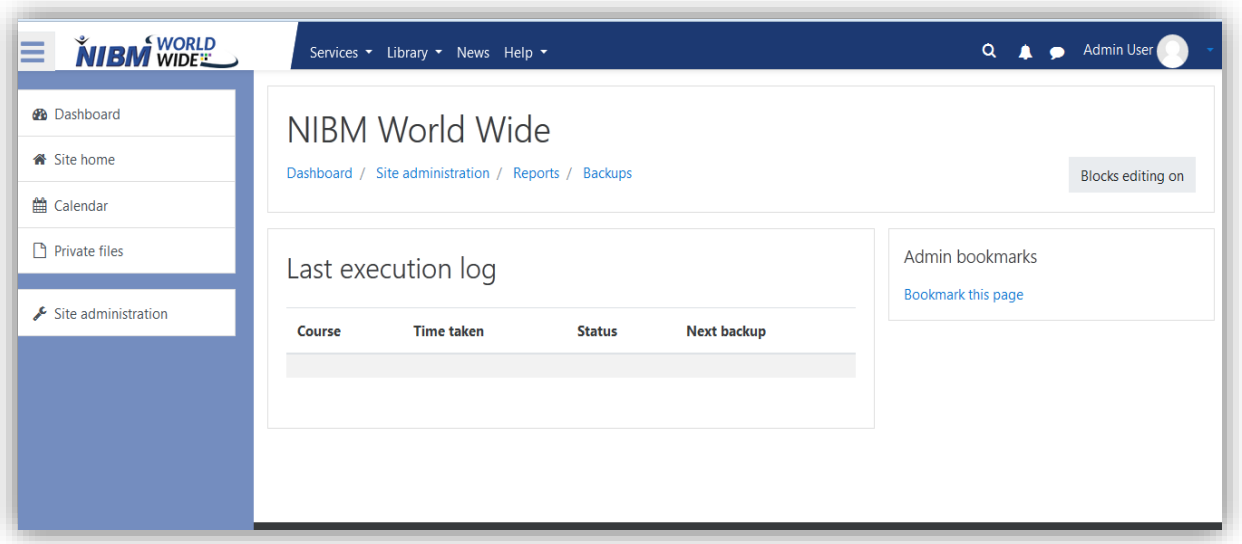
Settings (site administration)

User can change following details using site administration.



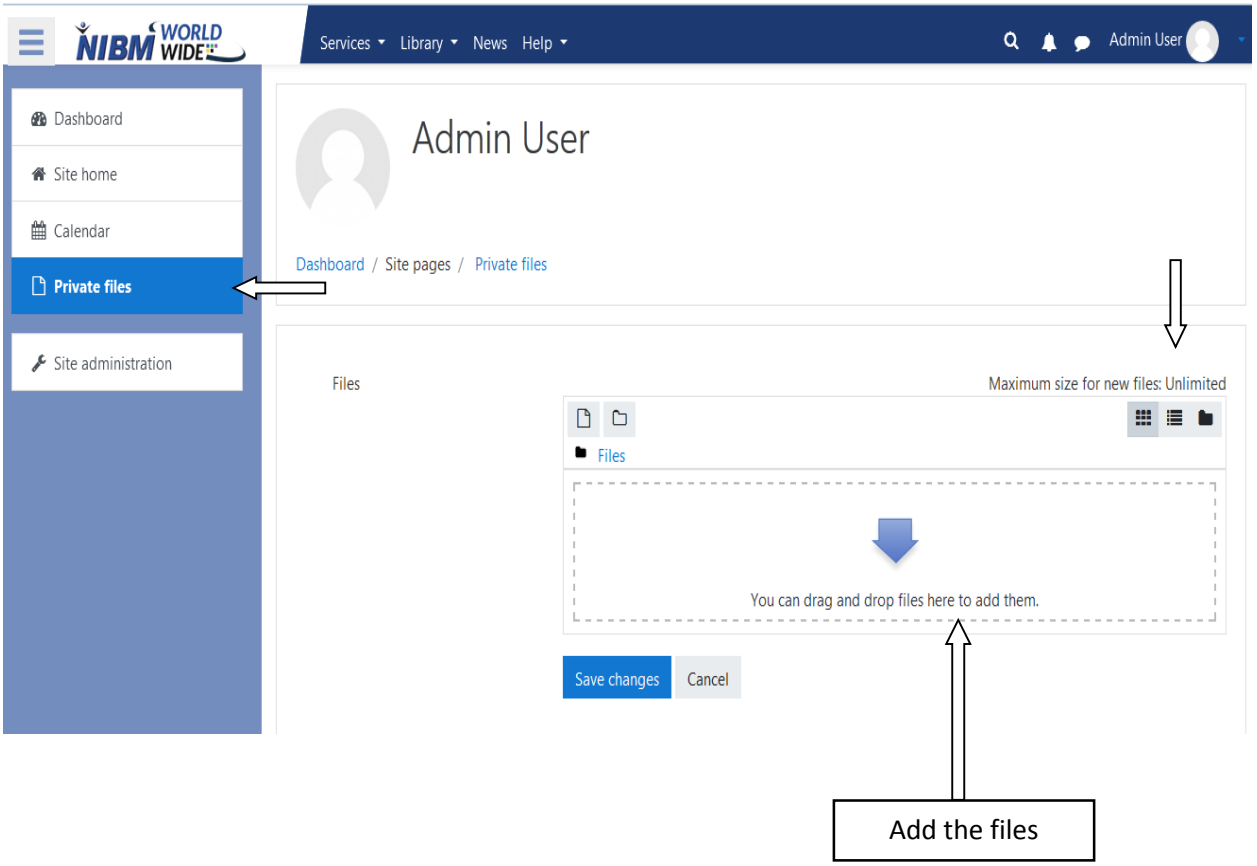
Backup

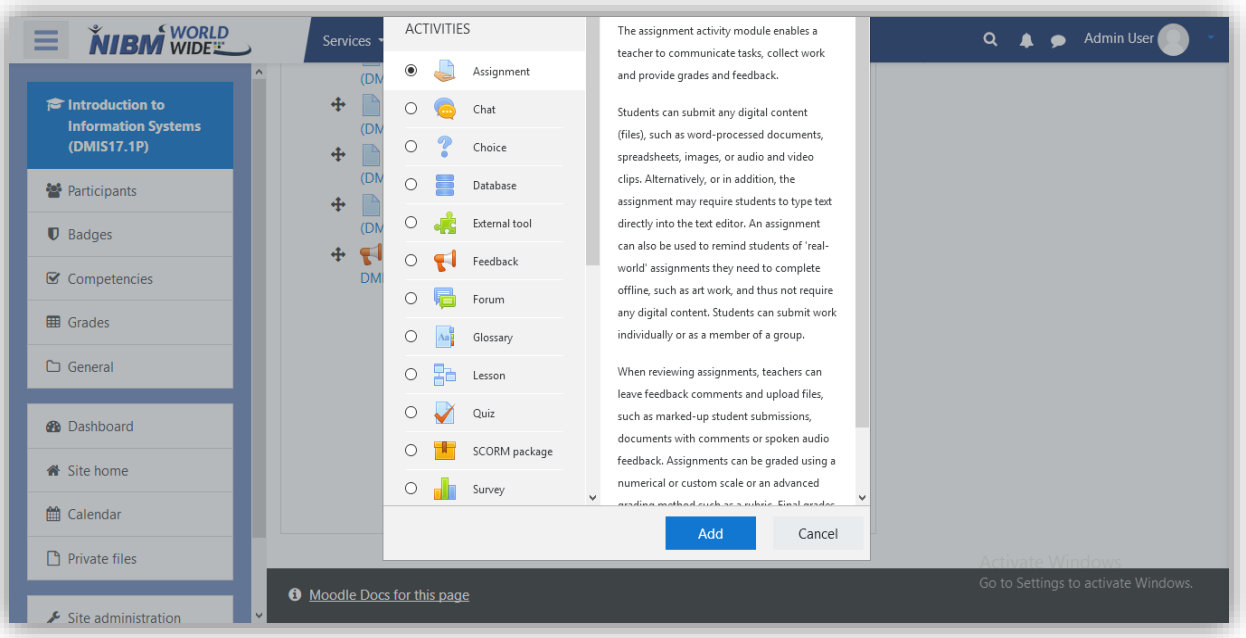
User click the backup icon in site Last execution log is view and user can check it.



Files (Private files)

User can add the files to the website as the admin.





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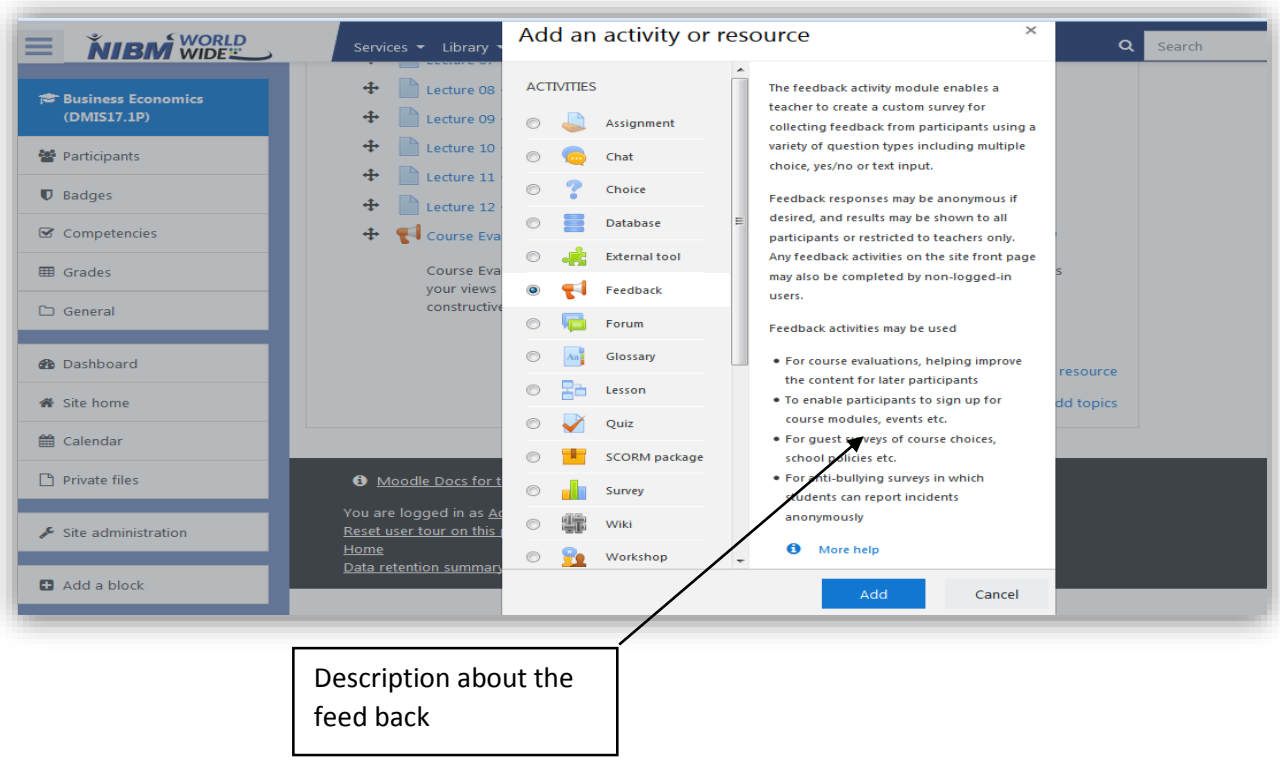
This is view of the add an activity or resources tab

Feedback

The **Feedback activity** allows to create and conduct surveys to collect feedback.



Description about the feed back

Adding a new feedback

The **Feedback activity** allows you to create and conduct surveys to collect feedback. Unlike the Survey tool it allows you to write your own questions, rather than choose from a list of pre-written questions and unlike the Quiz tool, you can create non-graded questions. The Feedback activity is ideal for course or teacher evaluations.

This is the view of the adding a new feedback fill the name and description and check Availability.

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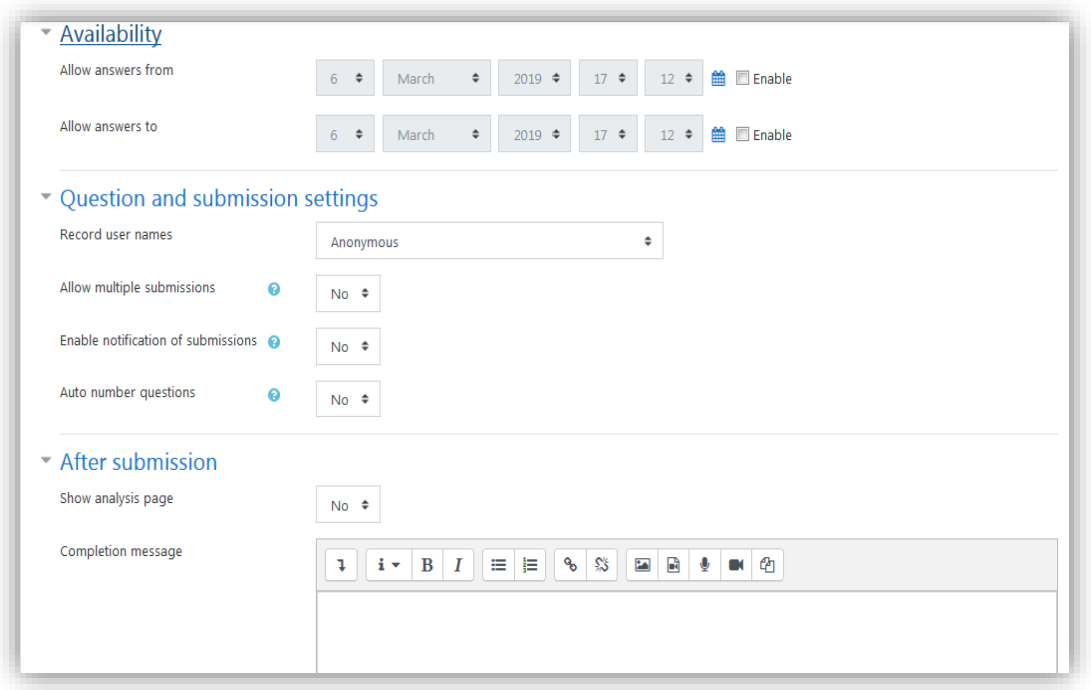
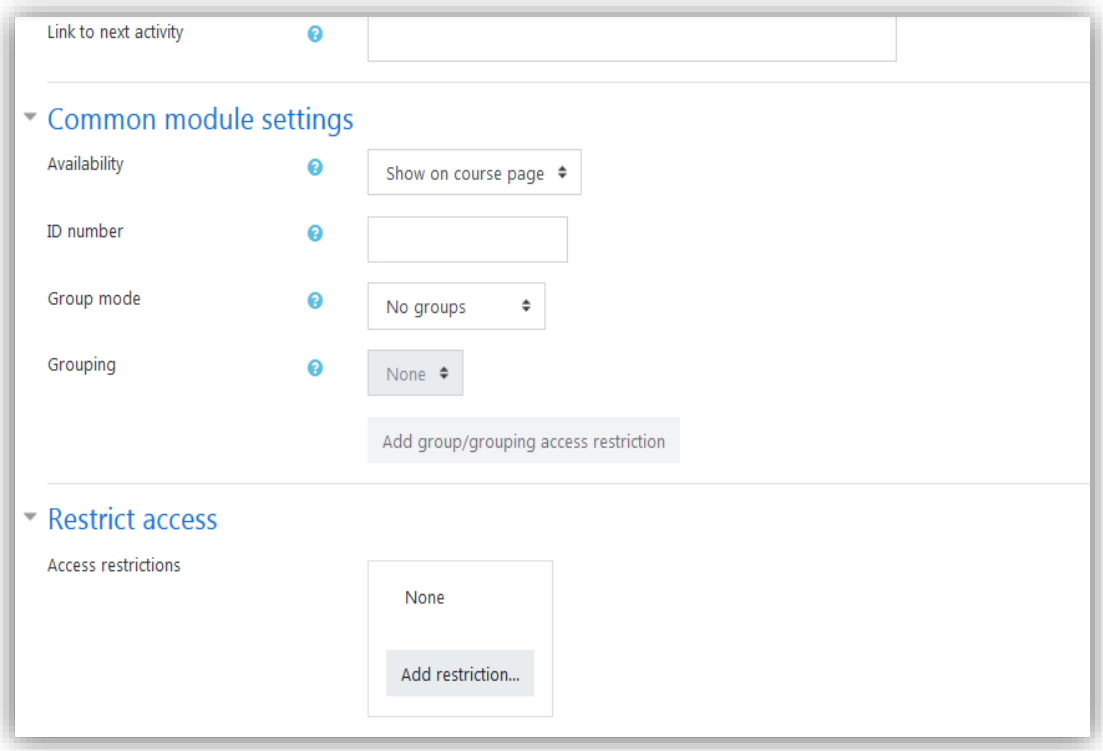


Under the Questions and submission settings lecturer can add multiple submissions.

Under Common module settings select availability, enter id number and select the group mode.

In restrict access settings you can add restrictions to the feedback access.

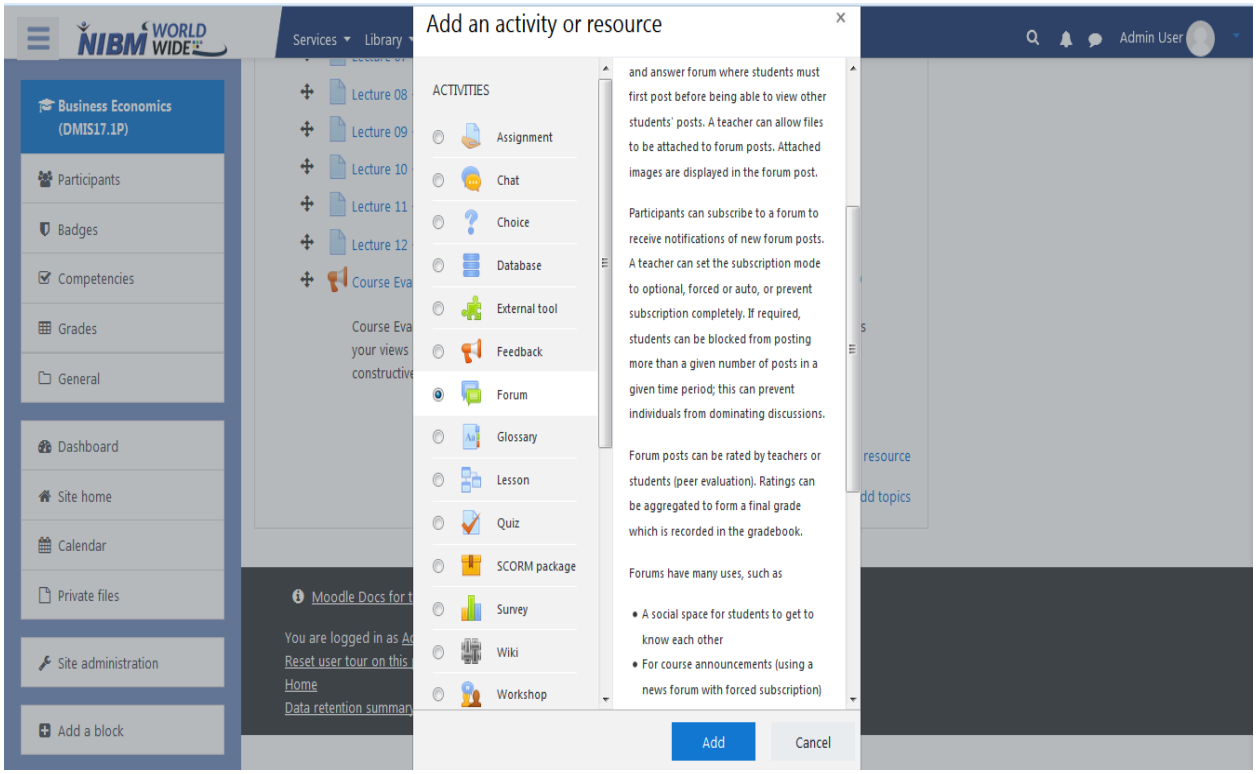


Forum

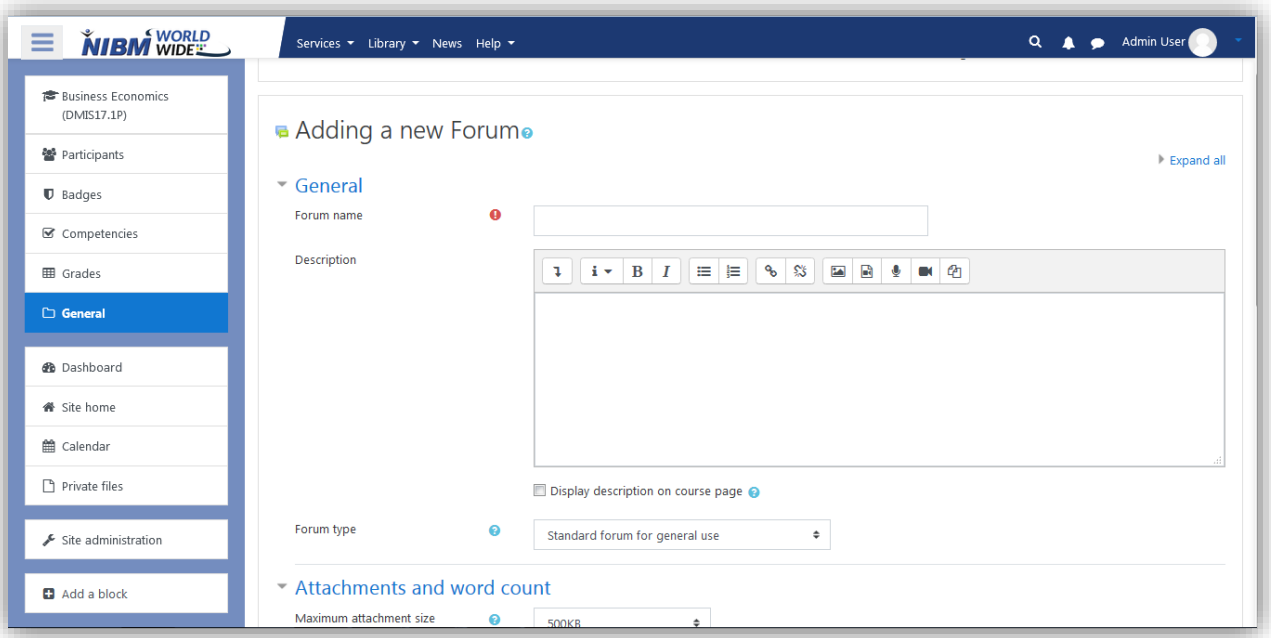
The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions

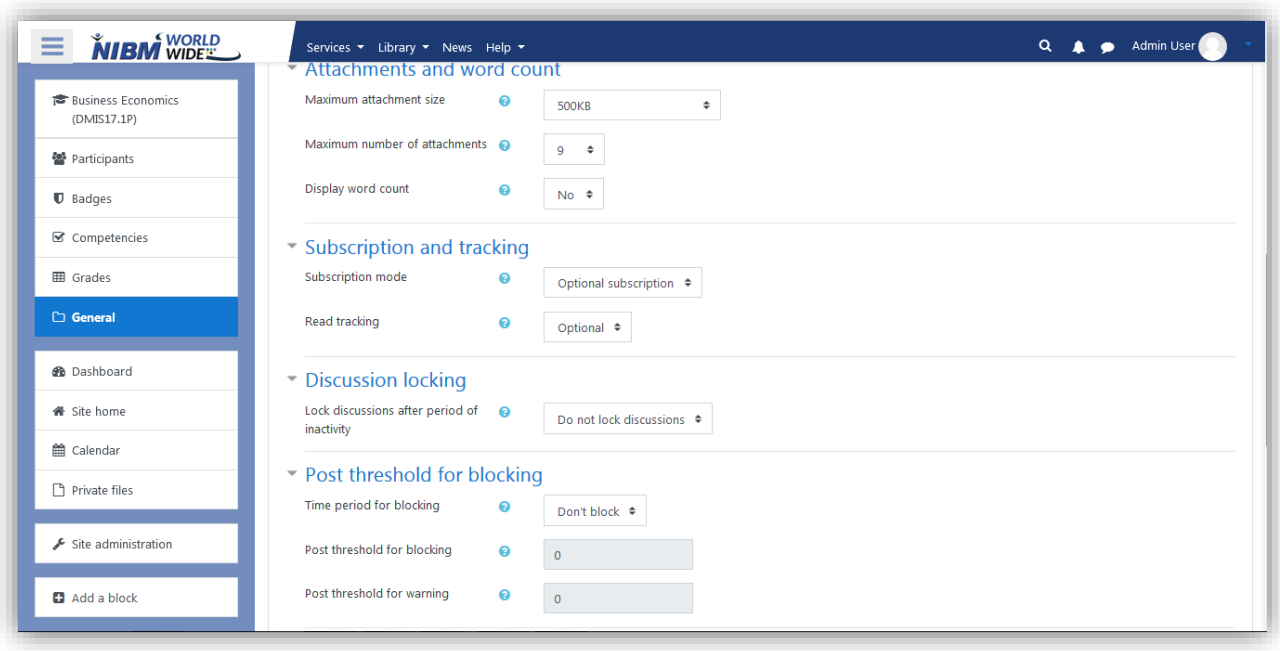


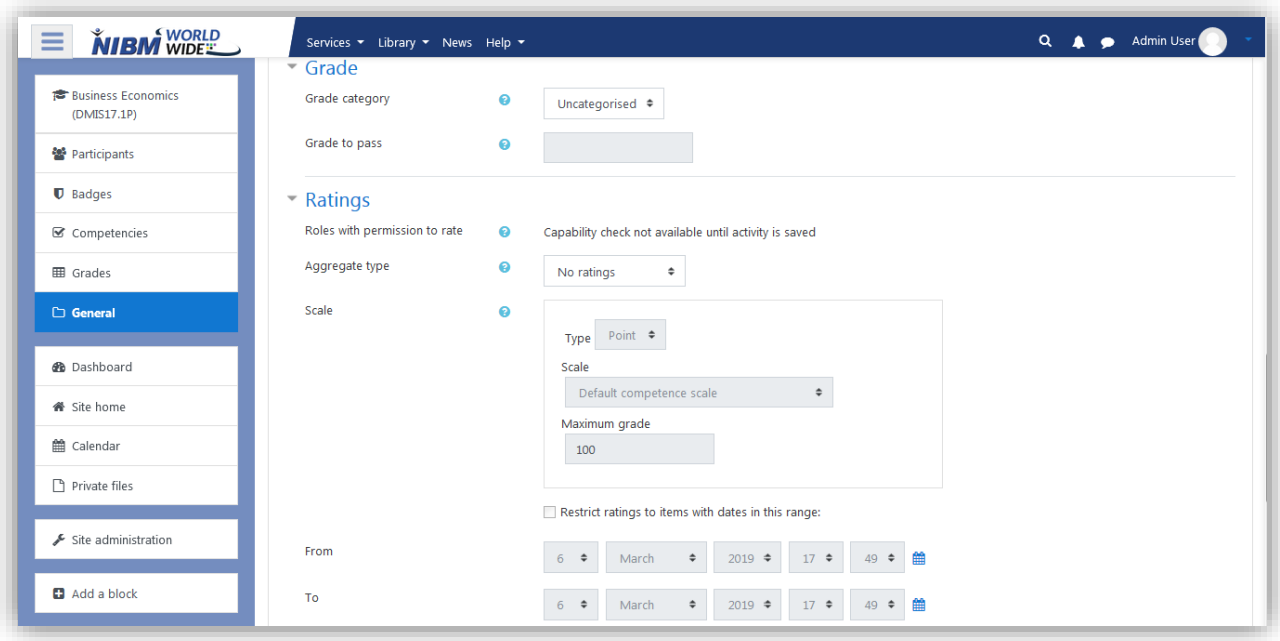
Adding a new forum



1. Enter the forum name and the description of the forum.

2. Select the forum type.
   - A single simple discussion - A single discussion topic which everyone can reply to (cannot be used with separate groups)
   - Each person posts one discussion - Each student can post exactly one new discussion topic, which everyone can then reply to
   - Q and A forum - Students must first post their perspectives before viewing other students' posts
   - Standard forum displayed in a blog-like format - An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links
   - Standard forum for general use - An open forum where anyone can start a new discussion at any time.



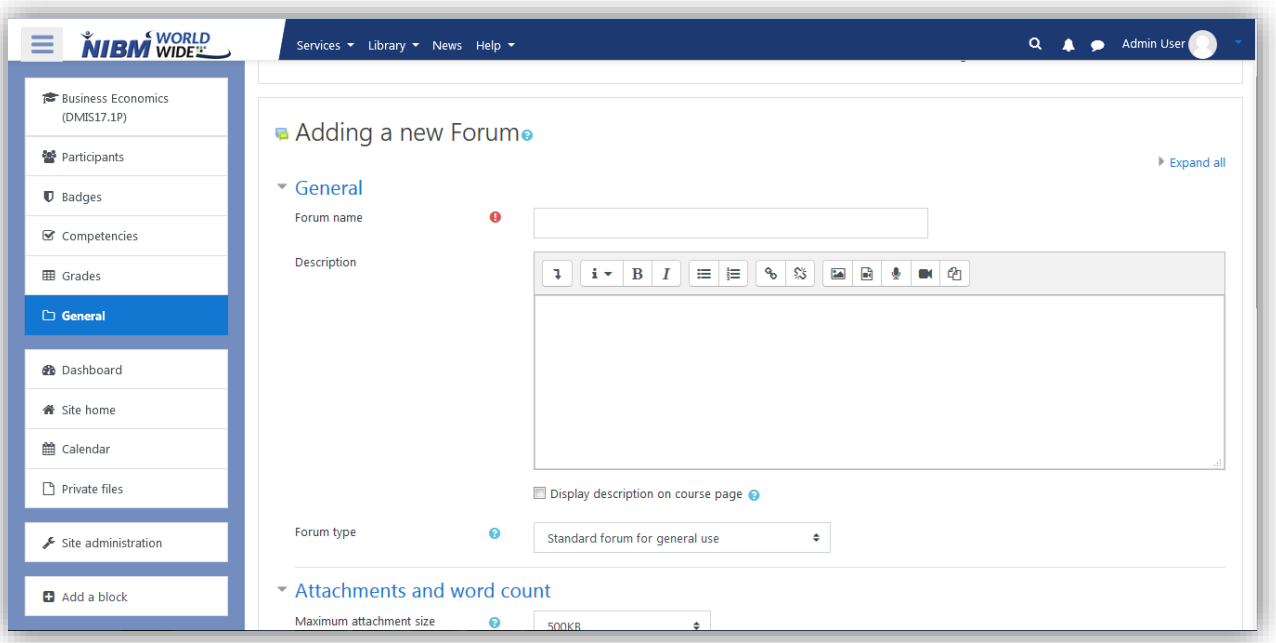


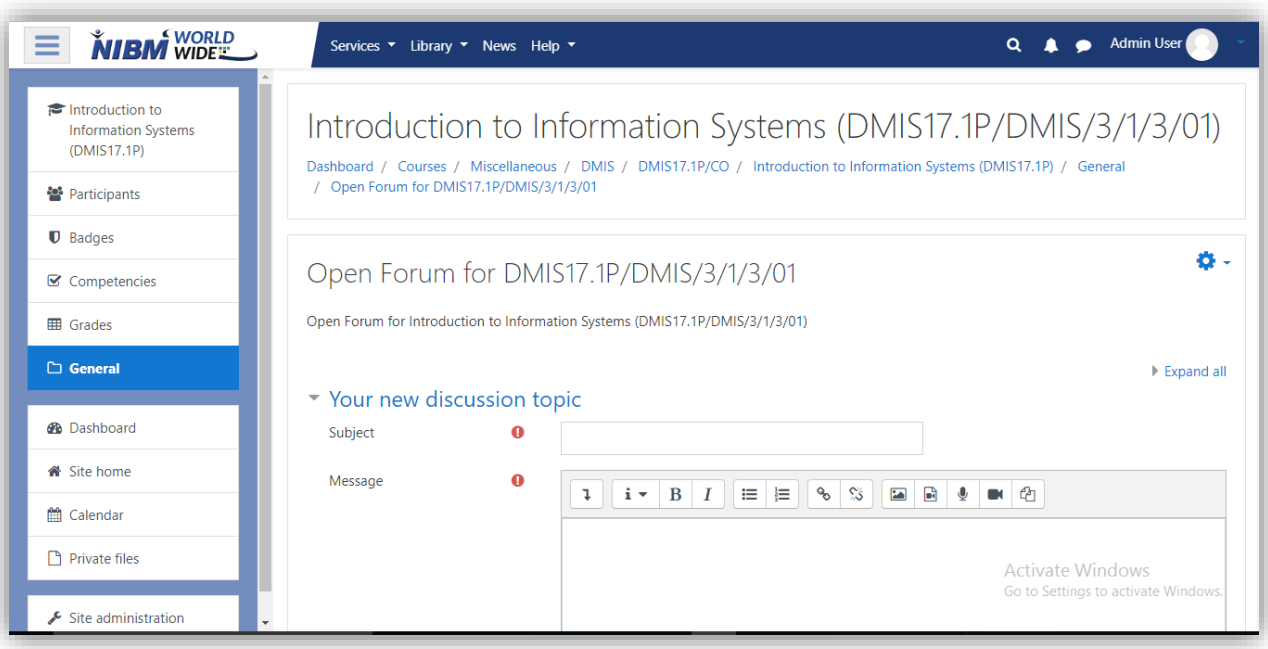
3. Decide the maximum size of an attachment and the number of attachments possible to upload.
4. When a participant is subscribed to a forum it means they will receive forum post notifications. There are 4 subscription mode options:
    - Optional subscription - Participants can choose whether to be subscribed
    - Forced subscription - Everyone is subscribed and cannot unsubscribe
    - Auto subscription - Everyone is subscribed initially but can choose to unsubscribe at any time
    - Subscription disabled - Subscriptions are not allowed

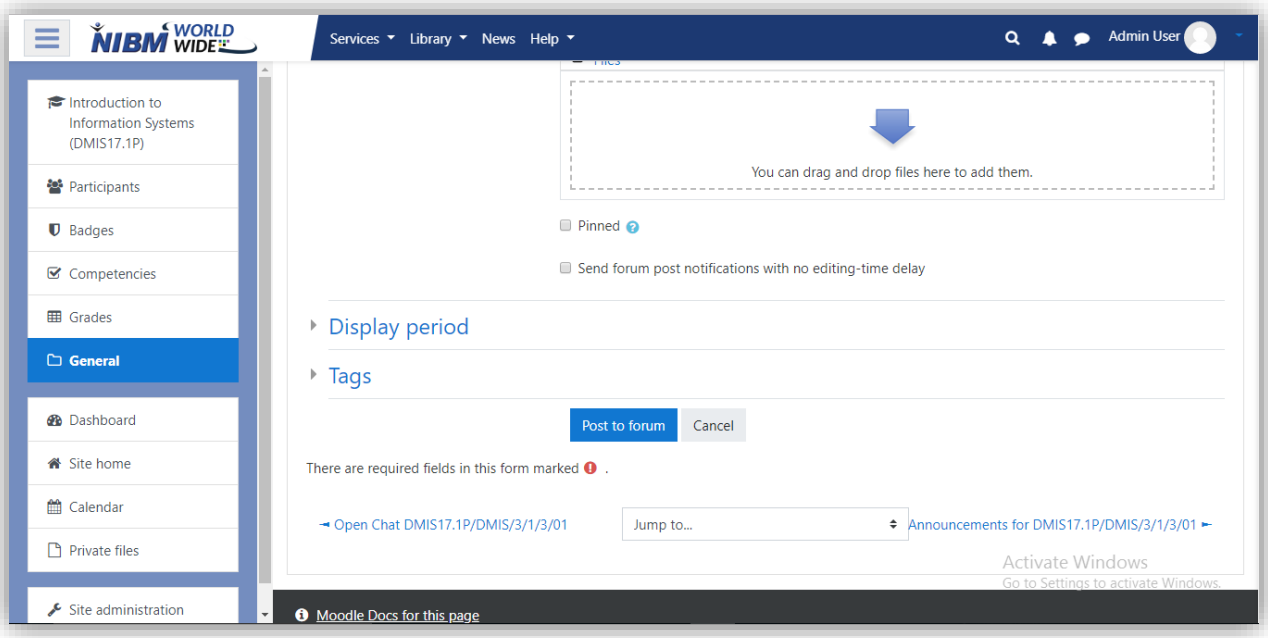
5. The aggregate type defines how ratings are combined to form the final grade in the gradebook.

   Average of ratings - The mean of all ratings
   Count of ratings - The number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
   Maximum - The highest rating becomes the final grade
   Minimum - The smallest rating becomes the final grade
   Sum - All ratings are added together. Note that the total cannot exceed the maximum grade for the activity.

   If "No ratings" is selected, then the activity will not appear in the gradebook.

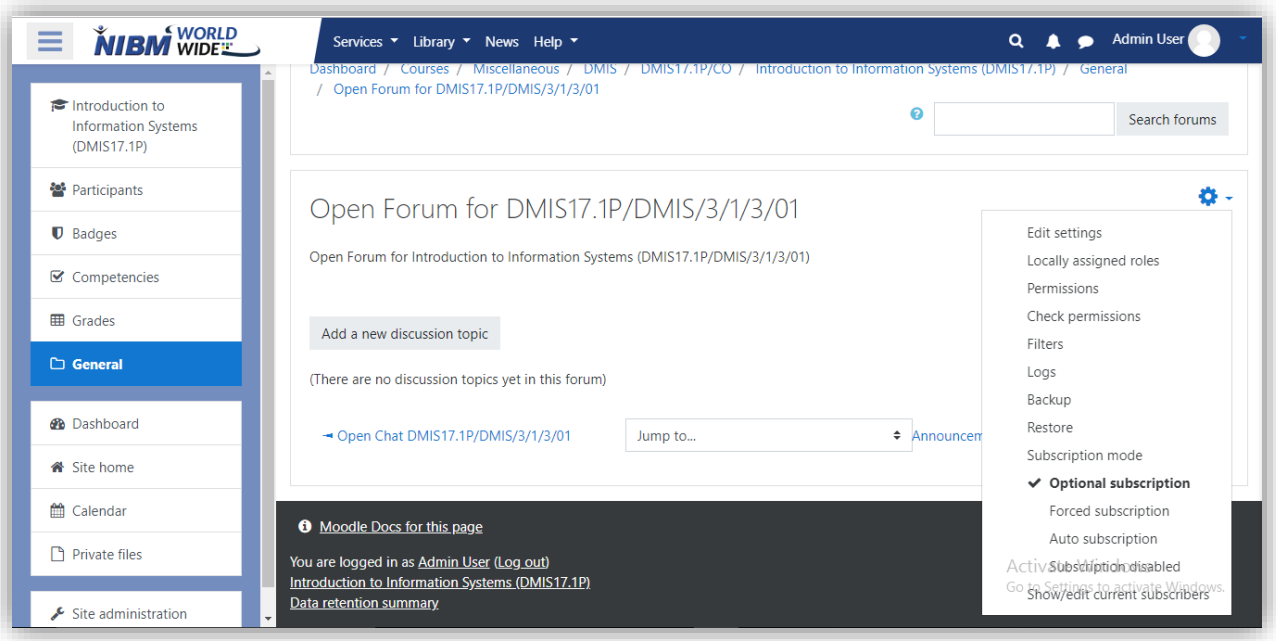




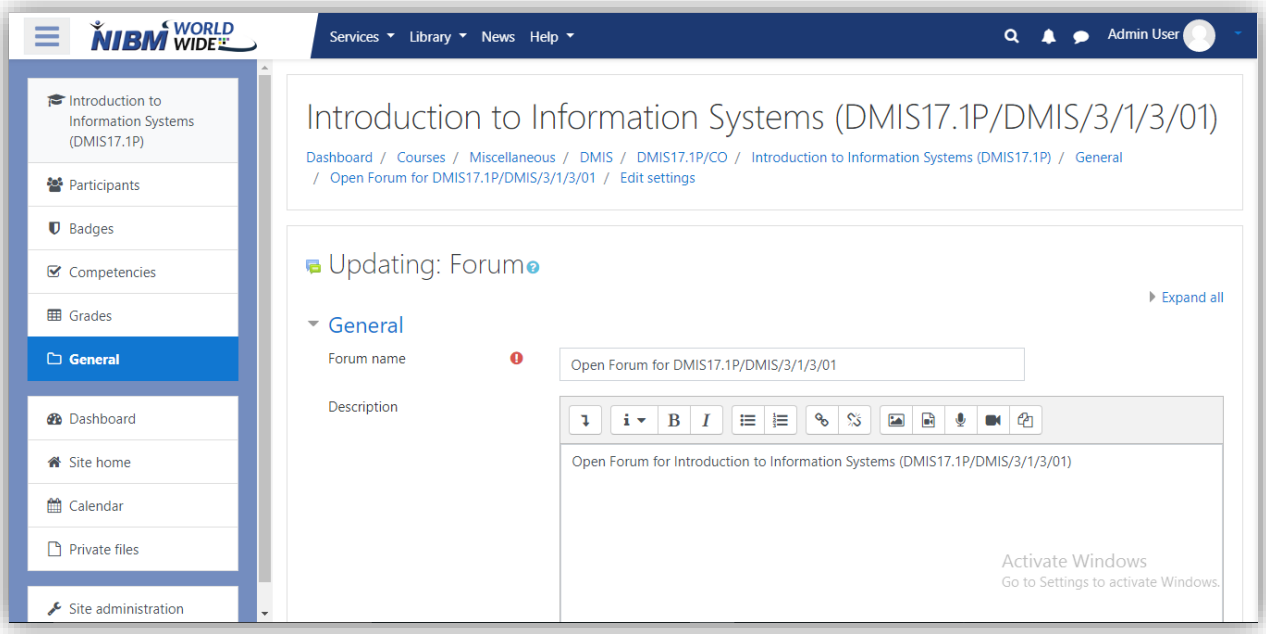


1. Fill all the fields and drag and drop any attachments you need.
2. Edit other settings such as display period if you want to.
3. Click Post to Forum to add.

Edit Forum



1. Click edit settings for changes.



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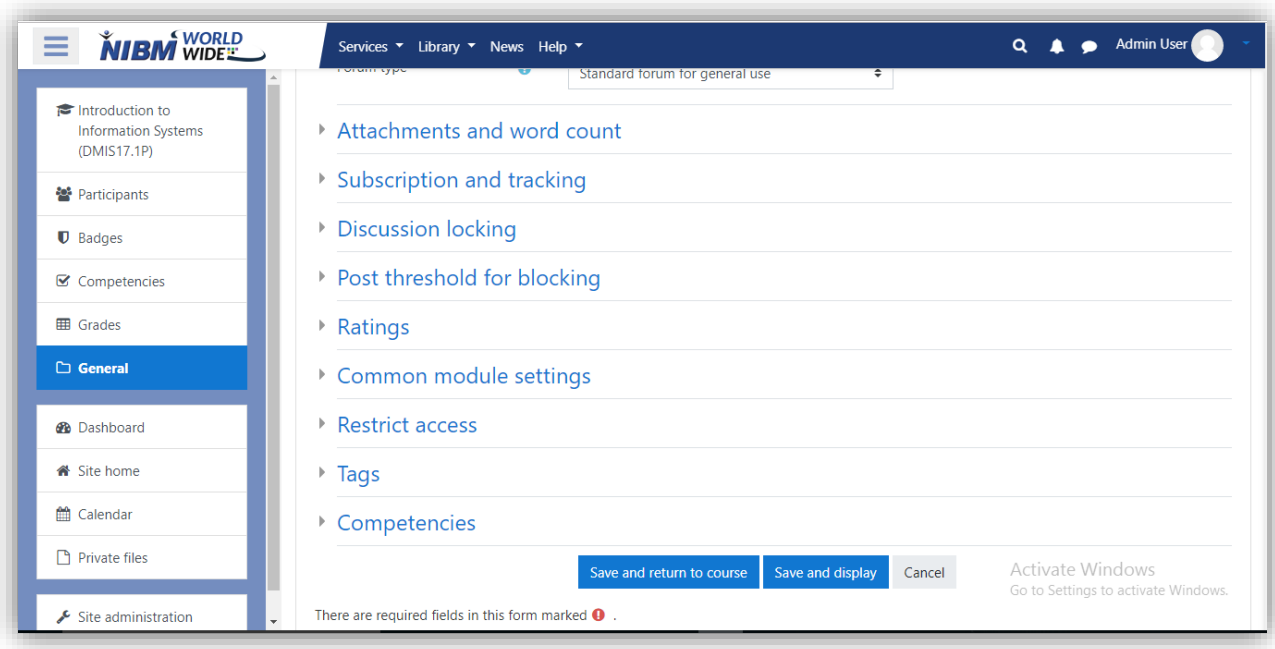

1. Fill all the fields and attach files if you need and change further settings

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